



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, February 21, 2022
(Following Public Comment Session)
New Berlin Public Library
15105 Library Lane – Heritage Room**

AGENDA

PUBLIC COMMENT SESSION: 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

One motion and second will approve all of the following items listed. Any item may be pulled from the list and handled separately

Approval of Minutes - Monday January 10th, 2022

Approval of Bills and Invoices

Next Meeting Date: Monday, March 21st, 2022

ADMINISTRATIVE REPORTS

Director's Report - Information

President's Report - Information

OLD BUSINESS

Ongoing Pandemic Policies and Issues - Information/Discussion/Action

Library Code of Conduct Revision - Information/Discussion/Action

NEW BUSINESS

Review and Approval of Annual Report - Information/Discussion/Action

Library Internet Policy Revision - Information/Discussion/Action

ANNOUNCEMENTS

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.

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!



Home Delivery
Our home delivery program delivered **3448 items!**

FLIPSTER USAGE:
50,182

magazines were downloaded system-wide



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 USAGE:
57,062

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

How many were checked out?

DVDs/BluRay

52,580

Large Print Books

16,918

Children's Materials

164,461

New Berlin Public Library Board of Trustees Meeting of January 10, 2022

The Board previously served notice that it would give public hearing to anyone who registered to speak before the 6:00 p.m. deadline. No members of the public registered to speak.

The January 10, 2022, meeting of the New Berlin Public Library Board of Trustees was called to order at 6:00 p.m. by President Marek.

ROLL CALL:

Present: Members Bock, Jung, Kawala, Orzel, and President Marek

Absent or Excused: Members Garrigues, Greenawalt, Maas, and Stelzner

FRIENDS OF THE LIBRARY, INC.

A report from the Friends will be given next month.

CONSENT AGENDA

On a motion by Member Orzel, seconded by Member Jung a motion to approve the consent agenda was made subject to correcting the year “2021” to “2022” where applicable.

The motion passed 5-0.

ADMINISTRATIVE REPORTS

President's Report – President Marek shared a thank-you card from the staff for the Christmas gifts from the Board.

Executive Director's Report – The report is attached to the minutes of this meeting.

OLD BUSINESS

Ongoing Pandemic Policies and Issues

Executive Director Beacom continues to monitor COVID-19 numbers (both vaccinations and reported cases). It has not caused a disruption in the ability to staff the library. Staff continues to follow CDC guidelines. The City of New Berlin formally adopted the new CDC recommendations relative to quarantining. Sanitation is stepped up with masks available for staff. Distancing is used when staff meetings are necessary. Accommodations are being made for employees who request them, relative to more space in work areas, etc. Room capacity is still limited for the public to help ensure distancing.

No action was taken on this item.

Library Code of Conduct Revision

The item was considered. A motion was made by Member Jung, seconded by Member Bock to table until the next meeting.

The motion passed 5-0.

NEW BUSINESS

Library of Things Policy Revision

Consideration was given to revisions to this policy. Member Orzel moved , and Member Jung seconded, to adopt the revisions as presented.

The motion passed 5-0.

2022 CIP and Budget Process

Executive Director Beacom presented some details of our capital improvement planning.

ANNOUNCEMENTS

There were no announcements other than the next meeting being called for February 21, 2022.

ADJOURNMENT

On a motion from Member Bock, seconded by Member Jung, the meeting adjourned at 6:27 p.m.

Respectfully Submitted,
Jill Kawala

02/04/2022 00:05
9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2022 02

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	52,400.91	.00	406,880.09	11.4%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	44,987.28	.00	360,752.72	11.1%
15810000 50070 SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000 51010 RETIREMENT	41,829	0	41,829	4,524.64	.00	37,304.36	10.8%
15810000 51020 FICA	66,174	0	66,174	7,304.58	.00	58,869.42	11.0%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	6,095.10	.00	42,947.90	12.4%
15810000 51040 RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000 51060 LONG-TERM DISABI	81	0	81	13.48	.00	67.52	16.6%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	252.03	.00	908.97	21.7%
15810000 51070 LIFE INSURANCE	800	0	800	103.20	.00	696.80	12.9%
15810000 51080 UNEMPLOYMENT COM	0	0	0	.00	.00	.00	.0%
15810000 52010 PROFESSIONAL FEE	0	0	0	.00	.00	.00	.0%
15810000 52030 CONTRACTED SERVI	0	0	0	.00	.00	.00	.0%
15810000 53010 ELECTRICITY	60,000	0	60,000	.00	.00	60,000.00	.0%
15810000 53020 WATER/SEWER	3,876	0	3,876	.00	.00	3,876.00	.0%
15810000 53040 TELEPHONE/CELL P	2,300	0	2,300	430.17	.00	1,869.83	18.7%
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	479.35	.00	54,520.65	.9%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	25,606.63	.00	24,393.37	51.2%
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	50,000	0	50,000	3,206.00	.00	46,794.00	6.4%
15810000 54110 SUPPLIES	18,000	0	18,000	1,114.19	.00	16,885.81	6.2%
15810000 54110 COVID SUPPLIES	0	0	0	.00	.00	.00	.0%
15810000 54140 DATA PROC SUPPLI	0	0	0	.00	.00	.00	.0%
15810000 54170 POSTAGE	450	0	450	.00	.00	450.00	.0%
15810000 54180 HOUSEKEEPING SUP	26,000	0	26,000	97.75	.00	25,902.25	.4%
15810000 54190 GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	23,497.01	.00	187,502.99	11.1%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	1,888.00	.00	16,112.00	10.5%
15810000 54260 AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
15810000 54270 MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000 54300 CONFERENCE/SEMIN	500	0	500	.00	.00	500.00	.0%
15810000 54330 TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000 54521 TECHNOLOGY/SOFTW	36,000	0	36,000	.00	.00	36,000.00	.0%
15810000 54521 COVID TECHNOLOGY/	0	0	0	.00	.00	.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%
15810000 56020 WORKER'S COMP	0	0	0	.00	.00	.00	.0%
15810000 59010 EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL LIBRARY	1,579,035	0	1,579,035	172,000.32	.00	1,407,034.68	10.9%
TOTAL EXPENSES	1,579,035	0	1,579,035	172,000.32	.00	1,407,034.68	

FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,579,035	0	1,579,035	172,000.32	.00	1,407,034.68	10.9%

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

02/04/2022 00:12
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl 1

YEAR/PERIOD: 2022/2 TO 2022/2 ACCOUNT/VENDOR	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000 LIBRARY					
15810000 54010		R&M BLDGS & GROUNDS			
359157 OTIS ELEVATOR COMPAN 100400641751	0	2022 2 INV P	202.72 020922	261649	ELEVATOR MAINT -LIB
		ACCOUNT TOTAL	202.72		
15810000 54030		MAINTENANCE CONTRACT			
016221 JOHNSON CONTROLS 22681289	0	2022 2 INV P	1,353.91 020922	261623	ALARM MONITORING CO
		ACCOUNT TOTAL	1,353.91		
15810000 54080		LEASES EQUIPMENT			
362301 GREAT AMERICA FINANC 30860719JAN22-LIB B	0	2022 2 INV P	163.00 020922	261608	COPIER LEASE-LIB B
362301 GREAT AMERICA FINANC 30900182JAN22-LIB A	0	2022 2 INV P	188.00 020922	261608	COPIER LEASE-LIB A
			351.00		
		ACCOUNT TOTAL	351.00		
15810000 54110		SUPPLIES			
015370 OFFICE DEPOT 212442826001	0	2022 2 INV P	23.48 020922	261646	OFFICE SUPPLIES-LIB
015370 OFFICE DEPOT 215881241001	0	2022 2 INV P	16.09 020922	261646	OFFICE SUPPLIES-LIB
015370 OFFICE DEPOT 218324621001	0	2022 2 INV P	46.10 020922	261646	OFFICE SUPPLIES-LIB
015370 OFFICE DEPOT 219769831001	0	2022 2 INV P	140.99 020922	261646	OFFICE SUPPLIES-LIB
015370 OFFICE DEPOT 222482835001	0	2022 2 INV P	226.28 020922	261646	OFFICE SUPPLIES-LIB
			452.94		
085010 WAUKESHA COUNTY TREA 2022-13010137	0	2022 2 INV P	506.75 020922	261702	CIRCULATION PAPER-L
085010 WAUKESHA COUNTY TREA 2022-13010156	0	2022 2 INV P	154.50 020922	261702	RFID TAGS-LIB
			661.25		
		ACCOUNT TOTAL	1,114.19		
15810000 54180		HOUSEKEEPING SUPPLY			
026400 ITU ABSORB TECH 7834294	0	2022 2 INV P	97.75 020922	261621	
		ACCOUNT TOTAL	97.75		
15810000 54230		LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN 76651757	0	2022 2 INV P	50.23 020922	261597	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN 76696908	0	2022 2 INV P	150.35 020922	261597	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN 76737197	0	2022 2 INV P	50.98 020922	261597	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN 76849877	0	2022 2 INV P	22.50 020922	261597	VARIOUS TITLES-LIB
			274.06		
005895 MARIS ASSOCIATES 1578	0	2022 2 INV P	256.18 020922	261631	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036427020	0	2022 2 INV P	1,563.48 020922	261571	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036436031	0	2022 2 INV P	1,534.42 020922	261571	VARIOUS TITLES-LIB

02/04/2022 00:12
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl2a

YEAR/PERIOD: 2022/2		TO 2022/2								PAYABLES		CHECK		DESCRIPTION	
ACCOUNT/VENDOR				INVOICE		PO		YEAR/PR		TYP		S			
006199	BAKER & TAYLOR BOOKS	2036437473		0	2022	2	INV	P		385.08	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036438348		0	2022	2	INV	P		746.12	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036441337		0	2022	2	INV	P		319.10	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036448275		0	2022	2	INV	P		492.11	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036453576		0	2022	2	INV	P		528.01	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036455245		0	2022	2	INV	P		282.26	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	5017509567		0	2022	2	INV	P		36.63	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H59738120		0	2022	2	INV	P		13.50	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H59961010		0	2022	2	INV	P		21.59	020922	261571	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H59991980		0	2022	2	INV	P		14.39	020922	261571	VARIOUS	TITLES-LIB	
										5,936.69					
011583	CAVENDISH SQUARE	CAL335480I		0	2022	2	INV	P		195.54	020922	261580	VARIOUS	TITLES-LIB	
085010	WAUKESHA COUNTY TREA	2022-13010048		0	2022	2	INV	P		4,730.00	020922	261702	2022	GALE COURSES-L	
085010	WAUKESHA COUNTY TREA	2022-13010096		0	2022	2	INV	P		2,126.00	020922	261702	2022	SHARE DATABASE	
085010	WAUKESHA COUNTY TREA	2022-13010119		0	2022	2	INV	P		6,562.00	020922	261702	2022	ADVANTAGE PROG	
										13,418.00					
350982	T-MOBILE	970673785JAN22		0	2022	2	INV	P		334.31	020922	261685	INTERNET	HOT SPOTS-	
361291	MIDWEST TAPE	501565338		0	2022	2	INV	P		44.98	020922	261638	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	501595374		0	2022	2	INV	P		59.99	020922	261638	VARIOUS	TITLES-LIB	
										104.97					
ACCOUNT TOTAL										20,519.75					
15810000	54250				MAGAZINES/NEWSPAPERS										
085010	WAUKESHA COUNTY TREA	2022-13010072		0	2022	2	INV	P		1,888.00	020922	261702	2022	FLIPSTER-LIB	
ACCOUNT TOTAL										1,888.00					
ORG 15810000 TOTAL										25,527.32					
=====															
FUND 0010 GENERAL FUND					TOTAL:					25,527.32					
=====															

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

02/07/2022 10:39
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2021/13 TO 2021/13 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54230			LIBRARY MATERIALS			
011840 US BANK	12/16/21AMZN1-LIB	0	2021 13 INV P	74.99 020822E	10046	VARIOUS TITLES-LIB
011840 US BANK	12/16/21AMZN2-LIB	0	2021 13 INV P	13.99 020822E	10046	VARIOUS TITLES-LIB
011840 US BANK	12/17/21AMZN-LIB	0	2021 13 INV P	338.81 020822E	10046	VARIOUS TITLES-LIB
011840 US BANK	12/18/21AMZN2-LIB	0	2021 13 INV P	21.89 020822E	10046	VARIOUS TITLES-LIB
011840 US BANK	12/19/21AMZN1-LIB	0	2021 13 INV P	9.99 020822E	10046	VARIOUS TITLES-LIB
011840 US BANK	12/19/21AMZN2-LIB	0	2021 13 INV P	88.25 020822E	10046	VARIOUS TITLES-LIB
				547.92		
			ACCOUNT TOTAL	547.92		
			ORG 15810000 TOTAL	547.92		
=====						
FUND 0010 GENERAL FUND			TOTAL:	547.92		
=====						

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

02/07/2022 10:42
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgla 1

YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54060			MARKETING			
011840 US BANK	12/16CANVA	0	2022 2 INV P	119.40 020822E1		10047 SUBSCRIPTION-LIB
			ACCOUNT TOTAL	119.40		
15810000 54110			SUPPLIES			
011840 US BANK	1/12AMZN1-LIB	0	2022 2 INV P	39.99 020822E1		10047 SUPPLIS-LIB
011840 US BANK	1/6/22AMZN3-LIB	0	2022 2 INV P	19.00 020822E1		10047 SUPPLIES-LIB
011840 US BANK	12/29AMZN	0	2022 2 INV P	59.99 020822E1		10047 DISPOSABLE FACE MAS
				118.98		
			ACCOUNT TOTAL	118.98		
15810000 54230			LIBRARY MATERIALS			
011840 US BANK	1/13/22AMNZ3-LIB	0	2022 2 INV P	61.03 020822E1		10047 VARIOUS TITLES-LIB
011840 US BANK	1/13/22AMZN2-LIB	0	2022 2 INV P	20.97 020822E1		10047 VARIOUS TITLES-LIB
011840 US BANK	1/13/22AMZN4-LIB	0	2022 2 INV P	64.71 020822E1		10047 VARIOUS TITLES-LIB
011840 US BANK	1/14/22AMNZ-LIB	0	2022 2 INV P	218.63 020822E1		10047 VARIOUS TITLES-LIB
011840 US BANK	1/4THINKINGSHOP-LIB	0	2022 2 INV P	20.00 020822E1		10047 VARIOUS TITLES-LIB
011840 US BANK	1/4UNCOMMON-LIB	0	2022 2 INV P	750.69 020822E1		10047 VARIOUS TITLES-LIB
				1,136.03		
			ACCOUNT TOTAL	1,136.03		
15810000 54521			TECHNOLOGY/SOFTWARE			
011840 US BANK	12/24/21ADOBE-LIB	0	2022 2 INV P	14.99 020822E1		10047 SOFTWARE-LIB
			ACCOUNT TOTAL	14.99		
15810000 55090			PROGRAMS-JUVENILE			
011840 US BANK	1/10/22MZN-LIB	0	2022 2 INV P	78.46 020822E1		10047 PROG SUPPLIES-LIB
011840 US BANK	1/9/22AMZN-LIB	0	2022 2 INV P	6.99 020822E1		10047 PROG SUPPLIES-LIB
				85.45		
			ACCOUNT TOTAL	85.45		
15810000 55095			PROGRAMS-YOUNG ADULT			
011840 US BANK	1/6/22AMZN2-LIB	0	2022 2 INV P	9.21 020822E1		10047 PROG SUPPLIES-LIB
011840 US BANK	1/7AMZN-LIB	0	2022 2 INV P	33.97 020822E1		10047 PROG SUPPLIES-LIB
				43.18		
			ACCOUNT TOTAL	43.18		
15810000 55100			PROGRAMS-ADULT			
011840 US BANK	1/12AMZN2-LIB	0	2022 2 INV P	56.97 020822E1		10047 PROG SUPPLIES-LIB
			ACCOUNT TOTAL	56.97		

02/07/2022 10:42
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl2

YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
ORG 15810000 TOTAL				1,575.00		
=====				=====		
FUND 0010 GENERAL FUND			TOTAL:	1,575.00		
=====				=====		

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

02/04/2022 00:08
9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2022 02

ACCOUNTS 581	FOR: LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
22810000	41020 GRANTS-LOCAL	0	0	0	.00	.00	.00	.0%
22810000	48000 MISC GENERAL REV	0	0	0	.00	.00	.00	.0%
22810000	48040 DONATIONS	0	0	0	589.00	.00	-589.00	100.0%
22810000	48040 FOL DONATIONS	0	0	0	-4,019.42	.00	4,019.42	100.0%
22810000	48041 SPONSORSHIPS	0	0	0	.00	.00	.00	.0%
22810000	52050 GRANT PROJECTS	0	0	0	.00	.00	.00	.0%
22810000	54010 R&M BLDGS & GROU	0	0	0	.00	.00	.00	.0%
22810000	54040 FOL R&M EQUIPMENT	0	0	0	.00	.00	.00	.0%
22810000	54060 PRINTING/ADVERTI	0	0	0	.00	.00	.00	.0%
22810000	54110 SUPPLIES	0	0	0	.00	.00	.00	.0%
22810000	54110 FOL SUPPLIES	0	0	0	.00	.00	.00	.0%
22810000	54230 BOOKS/PAMPHLETS	0	0	0	.00	.00	.00	.0%
22810000	54230 FOL BOOKS/PAMPHLE	0	0	0	.00	.00	.00	.0%
22810000	54250 MAGAZINES/NEWSPA	0	0	0	.00	.00	.00	.0%
22810000	54260 AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
22810000	54300 CONFERENCE/SEMIN	0	0	0	.00	.00	.00	.0%
22810000	55090 PROGRAMS-JUVENIL	0	0	0	.00	.00	.00	.0%
22810000	55090 FOL PROGRAMS-JUVE	0	0	0	.00	.00	.00	.0%
22810000	55095 FOL PROGRAMS-YOUN	0	0	0	.00	.00	.00	.0%
22810000	55100 PROGRAMS-ADULT	0	0	0	.00	.00	.00	.0%
22810000	55100 FOL PROGRAMS-ADUL	0	0	0	.00	.00	.00	.0%
22810000	59010 EQUIPMENT	0	0	0	.00	.00	.00	.0%
22810000	59010 FOL EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL LIBRARY		0	0	0	-3,430.42	.00	3,430.42	100.0%
TOTAL REVENUES		0	0	0	-3,430.42	.00	3,430.42	

02/04/2022 00:08
 9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud²

FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-3,430.42	.00	3,430.42	100.0%

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

02/04/2022 00:13
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040			DONATIONS			
013800 DEMCO INC	7069047	0	2022 2 INV P	639.00 020922	261586	PROG MATERIAL-LIB
			ACCOUNT TOTAL	639.00		
			ORG 22810000 TOTAL	639.00		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	639.00	
=====						

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

02/07/2022 10:41
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2021/13 TO 2021/13 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040 FOL			DONATIONS			
011840 US BANK	12/16SPOTIFY-LIB	0	2021 13 INV P	13.64 020822E	10046	FOL#2205-PROG SUPPL
011840 US BANK	12/18/21AMZN1-LIB	0	2021 13 INV P	22.68 020822E	10046	FOL#2115-PROG SUPPL
011840 US BANK	12/19/21AMNZ3-LIB	0	2021 13 INV P	89.73 020822E	10046	FOL#2115-PROG SUPPL
				126.05		
			ACCOUNT TOTAL	126.05		
22810000 55090 FOL			PROGRAMS-JUVENILE			
011840 US BANK	12/21TARGET	0	2021 13 INV P	42.46 020822E	10046	FOL#2028 PROG SUPPL
			ACCOUNT TOTAL	42.46		
			ORG 22810000 TOTAL	168.51		
=====				=====		
FUND 0200 LIBRARY DONATION FUND				TOTAL:	168.51	
=====				=====		

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

02/07/2022 10:43
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040 FOL			DONATIONS			
011840 US BANK	1/13/22AMZN1-LIB	0	2022 2 INV P	439.99 020822E1	10047	FOL #2206/PROG SUPP
011840 US BANK	1/6/22AMZN1-LIB	0	2022 2 INV P	7.99 020822E1	10047	FOL#2204/PROG SUPPL
011840 US BANK	1/7SQ1848COFFEE-LIB	0	2022 2 INV P	250.00 020822E1	10047	FOL#2118/PROG GIFT
011840 US BANK	12/30/21AMZN-LIB	0	2022 2 INV P	559.99 020822E1	10047	FOL#2206/PROG SUPPL
				1,257.97		
			ACCOUNT TOTAL	1,257.97		
22810000 55090 FOL			PROGRAMS-JUVENILE			
011840 US BANK	1/2AMZN-LIB	0	2022 2 INV P	30.88 020822E1	10047	FOL#2028/PROG SUPPL
			ACCOUNT TOTAL	30.88		
			ORG 22810000 TOTAL	1,288.85		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	1,288.85	
=====						

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

01/23/2022 12:36
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2021/13 TO 2021/13 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53020						
046817 NEW BERLIN WATER STU	1-002-0292JAN22	0	2021 13 INV P	866.77 012622	260805	10/1-12/31 2021
			ACCOUNT TOTAL	866.77		
15810000 54010						
014553 PREFERRED ELECTRICAL	12122EE112	0	R&M BLDGS & GROUNDS 2021 13 INV P	10,358.00 012622	260815	ELECTRICAL WORK-LIB
085010 WAUKESHA COUNTY TREA	2021-40030033	21513607	2021 13 INV P	419.60 012622	260839	GENERATOR RPAIR-F&G
			ACCOUNT TOTAL	10,777.60		
15810000 54110						
013800 DEMCO INC	7060290	0	SUPPLIES 2021 13 INV P	208.62 012622	260760	SUPPLIES-LIB
015370 OFFICE DEPOT	218466056001	0	2021 13 INV P	100.92 012622	260806	OFFICE SUPPLIES-LIB
188956 WATSON LABEL PRODUCT	100735	0	2021 13 INV P	1,585.96 012622	260714	SUPPLIES-LIB
			ACCOUNT TOTAL	1,895.50		
15810000 54180						
026400 ITU ABSORB TECH	7817656	0	HOUSEKEEPING SUPPLY 2021 13 INV P	97.75 012622	260786	MATS-LIB DEC2021
			ACCOUNT TOTAL	97.75		
15810000 54230						
006199 BAKER & TAYLOR BOOKS	2036374241	0	LIBRARY MATERIALS 2021 13 INV P	1,662.98 012622	260747	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036384175	0	2021 13 INV P	310.66 012622	260747	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036385538	0	2021 13 INV P	660.50 012622	260747	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036408438	0	2021 13 INV P	943.41 012622	260747	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036411872	0	2021 13 INV P	420.24 012622	260747	VARIOUS TITLES-LIB
				3,997.79		
321672 HOOPLA	501211403	0	2021 13 INV P	472.16 012622	260784	DIGITAL MATERIAL-LI
321672 HOOPLA	501492708	0	2021 13 INV P	426.94 012622	260784	DIGITAL MATERIAL -L
				899.10		
			ACCOUNT TOTAL	4,896.89		
			ORG 15810000 TOTAL	18,534.51		
=====						
FUND 0010 GENERAL FUND				TOTAL:	18,534.51	
=====						

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

01/23/2022 12:37
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgla1

YEAR/PERIOD: 2022/1 TO 2022/1 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53040			TELEPHONE/CELL PHONE			
302074 AT&T	262785498001JAN22LIB 0		2022 1 INV P	430.17 012622-1	260851	PHONES-LIB JAN4-FEB
			ACCOUNT TOTAL	430.17		
15810000 54010			R&M BLDGS & GROUNDS			
003228 BATZNER PEST CONTR	3277081 0		2022 1 INV P	99.00 012622-1	260855	PESTCNTRL-LIB JAN20
229369 ALL COUNTY ELECTRIC	26417-01 0		2022 1 INV P	177.63 012622-1	260846	ELECTRICAL WORK-LIB
			ACCOUNT TOTAL	276.63		
15810000 54030			MAINTENANCE CONTRACT			
014113 K-12 TECHNOLOGY GROU	92105JAN22 0		2022 1 INV P	1,960.72 012622-1	260896	SIMPLIFY IT-LIB JAN
014685 BIBLIOTHECA LLC	INV-US50564 0		2022 1 INV P	22,292.00 012622-1	260856	VARIOUS TITLES-LIB
			ACCOUNT TOTAL	24,252.72		
15810000 54080			LEASES EQUIPMENT			
013995 KANSAS STATE BANK	3356523PMT#27FEB22 0		2022 1 INV P	2,566.00 012622-1	260898	COPIER LEASE-LIB FE
362301 GREAT AMERICA FINANC	30781601JAN22-LIB C 0		2022 1 INV P	289.00 012622-1	260889	COPIER LEASE-LIB JA
			ACCOUNT TOTAL	2,855.00		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	76447218 0		2022 1 INV P	14.24 012622-1	260884	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036403775 0		2022 1 INV P	394.69 012622-1	260853	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036414366 0		2022 1 INV P	278.63 012622-1	260853	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036416661 0		2022 1 INV P	551.49 012622-1	260853	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036419601 0		2022 1 INV P	322.11 012622-1	260853	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036423778 0		2022 1 INV P	921.10 012622-1	260853	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036424060 0		2022 1 INV P	296.38 012622-1	260853	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	H59677230 0		2022 1 INV P	21.59 012622-1	260853	VARIOUS TITLES-LIB
				2,785.99		
361291 MIDWEST TAPE	501501637 0		2022 1 INV P	78.22 012622-1	260907	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501535837 0		2022 1 INV P	98.81 012622-1	260907	VARIOUS TITLES-LIB
				177.03		
			ACCOUNT TOTAL	2,977.26		
			ORG 15810000 TOTAL	30,791.78		

=====

FUND 0010 GENERAL FUND	TOTAL:	30,791.78
------------------------	--------	-----------

=====

01/23/2022 12:37
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl2

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
---------------------------------------	----------------------	----	---------------	----------	-------	-------------

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

01/23/2022 12:35
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2021/13 TO 2021/13 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040 FOL			DONATIONS			
295213 POBLOCKI SIGN COMPAN 106213		0	2021 13 INV P	193.00 012622		260813 DONOR BOOK FRAME-LI
			ACCOUNT TOTAL	193.00		
			ORG 22810000 TOTAL	193.00		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	193.00	
=====						

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

			YEAR-TO-DATE THROUGH JANUARY 31, 2022					
DEPA	ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL	REVISED B	YTD EXPENI	AVAILABLE	% USED
581	15810000	50010	SALARY-FULL TIME	459,281	459,281	34,847.47	424,434	7.60
581	15810000	50020	SALARY-PART TIME	405,740	405,740	31,396.46	374,344	7.70
581	15810000	51010	RETIREMENT	41,829	41,829	3,006.00	38,823	7.20
581	15810000	51020	FICA	66,174	66,174	4,953.72	61,220	7.50
581	15810000	51030	HEALTH INSURANCE	49,043	49,043	4,063.40	44,980	8.30
581	15810000	51060	LONG-TERM DISABILITY	81	81	6.74	74	8.30
581	15810000	51065	VISION/DENTAL INSURANCE	1,161	1,161	168.02	993	14.50
581	15810000	51070	LIFE INSURANCE	800	800	68.60	731	8.60
581	15810000	53010	ELECTRICITY	60,000	60,000	0.00	60,000	0.00
581	15810000	53020	WATER/SEWER	3,876	3,876	0.00	3,876	0.00
581	15810000	53040	TELEPHONE/CELL PHONE	2,300	2,300	430.17	1,870	18.70
581	15810000	53050	HEATING FUEL	17,000	17,000	0.00	17,000	0.00
581	15810000	54010	R&M BLDGS & GROUNDS	55,000	55,000	276.63	54,723	0.50
581	15810000	54030	MAINTENANCE CONTRACT	50,000	50,000	24,252.72	25,747	48.50
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	50,000	50,000	2,855.00	47,145	5.70
581	15810000	54110	SUPPLIES	18,000	18,000	0.00	18,000	0.00
581	15810000	54170	POSTAGE	450	450	0.00	450	0.00
581	15810000	54180	HOUSEKEEPING SUPPLY	26,000	26,000	0.00	26,000	0.00
581	15810000	54230	LIBRARY MATERIALS	211,000	211,000	2,977.26	208,023	1.40
581	15810000	54250	MAGAZINES/NEWSPAPERS	18,000	18,000	0.00	18,000	0.00
581	15810000	54270	MEMBERSHIP DUES	200	200	0.00	200	0.00
581	15810000	54300	CONFERENCE/SEMINAR/M	500	500	0.00	500	0.00
581	15810000	54330	TRAINING EXPENSES	500	500	0.00	500	0.00
581	15810000	54521	TECHNOLOGY/SOFTWARE	36,000	36,000	0.00	36,000	0.00
581	15810000	55090	PROGRAMS-JUVENILE	1,200	1,200	0.00	1,200	0.00
581	15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,200	0.00	1,200	0.00
581	15810000	55100	PROGRAMS-ADULT	1,200	1,200	0.00	1,200	0.00
			Grand Total	1,579,035	1,579,035	109,302.19	1,469,733	6.90

YEAR-TO-DATE THROUGH JANUARY 31, 2022

DEPA ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL	REVISED B	YTD EXPENSE	AVAILABLE
581	15810000	50010	SALARY-FULL TIME	459,281	459,281	34,847.47 424,434
581	15810000	50020	SALARY-PART TIME	405,740	405,740	31,396.46 374,344
581	15810000	51010	RETIREMENT	41,829	41,829	3,006.00 38,823
581	15810000	51020	FICA	66,174	66,174	4,953.72 61,220
581	15810000	51030	HEALTH INSURANCE	49,043	49,043	4,063.40 44,980
581	15810000	51060	LONG-TERM DISABILITY	81	81	6.74 74
581	15810000	51065	VISION/DENTAL INSURANCE	1,161	1,161	168.02 993
581	15810000	51070	LIFE INSURANCE	800	800	68.60 731
581	15810000	53010	ELECTRICITY	60,000	60,000	0.00 60,000
581	15810000	53020	WATER/SEWER	3,876	3,876	0.00 3,876
581	15810000	53040	TELEPHONE/CELL PHONE	2,300	2,300	430.17 1,870
581	15810000	53050	HEATING FUEL	17,000	17,000	0.00 17,000
581	15810000	54010	R&M BLDGS & GROUNDS	55,000	55,000	276.63 54,723
581	15810000	54030	MAINTENANCE CONTRACT	50,000	50,000	24,252.72 25,747
581	15810000	54040	R&M EQUIPMENT	2,000	2,000	0.00 2,000
581	15810000	54060	MARKETING	500	500	0.00 500
581	15810000	54080	LEASES EQUIPMENT	50,000	50,000	2,855.00 47,145
581	15810000	54110	SUPPLIES	18,000	18,000	0.00 18,000
581	15810000	54170	POSTAGE	450	450	0.00 450
581	15810000	54180	HOUSEKEEPING SUPPLY	26,000	26,000	0.00 26,000
581	15810000	54230	LIBRARY MATERIALS	211,000	211,000	2,977.26 208,023
581	15810000	54250	MAGAZINES/NEWSPAPERS	18,000	18,000	0.00 18,000
581	15810000	54270	MEMBERSHIP DUES	200	200	0.00 200
581	15810000	54300	CONFERENCE/SEMINAR/MI	500	500	0.00 500
581	15810000	54330	TRAINING EXPENSES	500	500	0.00 500
581	15810000	54521	TECHNOLOGY/SOFTWARE	36,000	36,000	0.00 36,000
581	15810000	55090	PROGRAMS-JUVENILE	1,200	1,200	0.00 1,200
581	15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,200	0.00 1,200
581	15810000	55100	PROGRAMS-ADULT	1,200	1,200	0.00 1,200
		Grand Total	1,579,035	1,579,035	109,302.19	1,469,733

% USED

7.60

7.70

7.20

7.50

8.30

8.30

14.50

8.60

0.00

0.00

18.70

0.00

0.50

48.50

0.00

0.00

5.70

0.00

0.00

0.00

1.40

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

6.90



Library Director Report

Library Updates for January & February

February Agenda Items for Information, Discussion and Action

OLD BUSINESS

Pandemic Policies and Issues-Monthly Review
Library Code of Conduct Policy-Revision

NEW BUSINESS

Library Annual Report
Library Internet Policy Revision

Facility Updates - Exterior Lighting: Preferred Electric has secured a delivery date from the lighting vendor for the materials 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. We are currently awaiting the arrival and hope to see the project completed as weather permits.

3D Printing Update: (*Strategic Plan, A1*) With wireless set-up and staff training complete, we are ready to roll out the 3D printing services. We are finalizing the guidelines for public use and expect to begin promotional activities in March, with a launch of Staff-Patron partnered 3D printing in early April.

Wisconsin eReads! Twenty-two library systems joined the "Million+ Circulation" status for the first time in 2021 loaning more than one million ebooks, audiobooks and digital magazines. This milestone was achieved in partnership with OverDrive and the Libby App, which are the leading digital reading platform for libraries.

Top 5 consortia circulating eBooks, audiobooks and digital magazines in 2021:

1. MELSA: Twin Cities Metro eLibrary (MN)
2. The Ohio Digital Library
3. **Wisconsin Public Library Consortium**
4. Greater Phoenix Digital Library
5. Tennessee READS

Adult Services Team Update by Kate Kennedy: (*Strategic Plan, A3, B2, B3*) Throughout the month of January, the AS team planned programs and displays for 2022. **Jon** created a geocaching program which will begin in February and will encourage people to familiarize themselves with the stacks and the community at large. **Kate** is working on a program that will feature a new local author every month- this will include an interview with the author, a raffle for copies of the book, and potentially an in person book talk in the future. **Shannon** is finishing relabeling the graphic novels (a huge undertaking!) and has also managed to hold two successful remote programs. Some things we're looking forward to: a sound proofing project for the Teen Suite, Blind Date with a Book display, the Teen Library Council, and some exciting new staff training on the topics of NARCAN and on the services available through the Wisconsin Talking Book and Braille Library.



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

In January we welcomed our new intern, **Alyssa**! She spent the month training and getting comfortable on the YS desk as well as with her designated projects and collections. She's a quick learner and will be a great help to the department! **Kate, Christine, Brenda, Dermot, Alyssa, Melissa, and Michelle** all helped gather and wrap books this month for our Birthday Book Surprise Reading Challenge in February, which celebrates the library's 17th birthday in this location as well as Library Lover's Month. Patrons will get to check out wrapped mystery books from the library, unwrap and read the books, and then participate in the reading challenge on Beanstack where they get to review the book from 1-5 cupcakes. We also had a team meeting about this year's Summer Reading Program, and have begun diving into a plan to deliver all of our program ideas.

Youth Services January Program Information

Storytimes:

Storytime/Date	Participation	Librarian
Indoor Family Storytime January 17 (2 sessions)	0-5: 14	Kate
Indoor Family Storytime January 19 (2 sessions)	0-5: 14	Christine
Outdoor Family Storytime January 20 (1 session)	0-5: 7	Brenda
Indoor Family Storytime January 24 (2 sessions)	0-5: 4	Kate
Indoor Family Storytime January 26 (2 sessions)	0-5: 6	Christine
Outdoor Family Storytime January 27 (1 session)	0-5: 0	Brenda
Indoor Family Storytime January 31 (2 sessions)	0-5: 20	Kate

Tween Program:

Program/Date	Participation	Librarian
Snowflake Extravaganza Kits January 20-27	8-11: 50	Christine

Beanstack Reading Challenges:

Challenge	Registrations (new)	Badges Earned
Winter Reading	30	234
Picture Book (ongoing)	2	2
1000 Books Before Kindergarten (ongoing)	2	11

Passive Programs:

Program	Participation	Librarian
Library Mailbox: What is one wish you have for the new year?	All ages: 91	Kate
YS Craft Kit: Leftover Elves Supplies	0-5: 75 6-11: 25 12+: 0	Brenda
<u>Imaginarium</u> : National Geographic Kits	All Ages: 93	Natalie



Library Happenings:

- Teen Librarian, **Shannon**, started the Teen Library Council to include the perspective of teens in programs and collections.
- **Jack**, a shelver with the Library, is leading a special awareness campaign for staff to wear red on Thursdays in February in support of heart health month.
- The New Berlin Senior Center Book Club is the first users of one of the Library's new Large Print Book Club kits. Purchased in December, these book kits allow for all readers, including those who may have visual impairments, to enjoy the text of popular fiction for group discussion. *(Strategic Plan, B3)*



- The Recreation Department's 2022 Winterfest and the Library's fireside story times, Community Bingo and ice-skating were a huge success. Adult Services Lead, **Kate Kennedy**, joined The Recreation team for television spots with FOX 6 to promote Winterfest and the Library of Things available at the NBPL. Here's a look back with a link with the Winterfest Squad: <https://www.fox6now.com/video/1021175> *(Strategic Plan, B2, B3)*
- Thanks to the leadership of **Kate Kennedy**, the Library is working with the County of Waukesha to set-up a training and supplies for NARCAN training for Librarian staff. Moving forward, the City is looking into including NARCAN training as part of the annual CPR refresher and AED training. *(Strategic Plan, B3)*
- Circulation Aide, **Julie**, had a special surprise visitor during her Library workday in February. Her son, Dmitry, returned home from his deployment with the National Guard, on an unexpected date, and surprised his mom at work. Tears of joy at the Library! Homecoming-The NBPL Edition: <https://www.tiktok.com/@abeck2017/video/7059563926542994735>
- The annual **Winter Reading Program**, offered through Beanstack, ended in January. Across all levels of readers and listeners, from wee ones to adults, **58,770** minutes (979.5 hours!) were spent enjoying winter reading! *(Strategic Plan, B2)*
- With February, comes a patron favorite, Blind Date with a Book! Teen Librarian, **Shannon** has wrapped a variety of books for patrons to select, just knowing just a few clues. It might be the best date ever, or one they are quick to end without dessert. *(Strategic Plan, B2)*



- Library Director, **Natalie**, met with the New Berlin Historical Society, Employment Options, LLC, and Ricoh-USA to discuss ways to partner with the Library on upcoming projects and services. *(Strategic Plan, B3, C2)*
- Librarian staff took advantage of web training and networking through the annual Wild Wisconsin Winter Web Conference. This free virtual event offered webinars from library industry leaders and 2022 post-conference recordings are available here: <https://www.wildwiscwinterweb.com/post-conference-resources.html>



- In addition to the geocaching @ the Library, Adult Librarian, **Jon**, recently applied for an ALA Gaming grant to offer gaming opportunities for the community.

(Strategic Plan, B3)

- Monthly Imaginarium Take N' Make Crafts are keeping makerspace activities going strong until we are able to open the Imaginarium space for in-person passive STEAM programming. Youth Services Librarian, **Christine** has planned on a marble magnet kit for February and patrons can customize a fun magnet for home, office or gift.

(Strategic Plan, B2)



February Imaginarium Marble Magnets



Available February 1-28, while supplies last!

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 and the patron may appeal the decision with the Library Board (see Appendix A and B).
- 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.

NEW BERLIN PUBLIC LIBRARY**I. GENERAL INFORMATION**

This section requests basic information on the library's public service outlets. Some entries are prepopulated with information. Please update and enter corrections only as necessary.

1. Name of Library	New Berlin Public Library
2. Public Library System	Bridges Library System
Salutation	Ms.
3a. Head Librarian First Name	Natalie
3b. Head Librarian Last Name	Beacom
4a. Certification Grade	Grade 1
4b. Certification Grade Type	Regular
5. Certification Expiration Date	06/01/2026
6a. Street Address (edit only if moved)	15105 Library Ln.
6b. Mailing Address (or PO Box #)	15105 Library Ln.
7. City/Village/Town	New Berlin
8a. ZIP Code	53151
8b. ZIP4 Code	5280
9. County	Waukesha
10. Library Phone No.	2627854980
11. Fax No.	(262)785-4984
12. Director's Library E-mail Address	nbeacom@newberlinlibrary.org
13. Library Website URL	http://www.newberlinlibrary.org
14. Number of Branches (only if applicable)	0
15. No. of Bookmobiles Owned	0
16. No. of Other Public Service Outlets	0
17. Does your library operate a Books-by-mail program?	No
18. Is your library formally established as a Joint Library under s.43.53	No
18b. Municipalities that have entered into the agreement	
20. Square Footage of Public Library (this location only)	55,117
21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?	No
22. DUNS Number	120554340

Hours of Operation

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main library only. (Service hours for bookmobiles and branches are entered in Section Ib. Outlet Information) Minor variations in scheduled public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if staff are scheduled to work. Do not include hours for deposit collections or other similar service outlets.

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter hours open per week	67	0	0
19b. Number of Winter Weeks	16	0	0
19c. Summer hours open per week	64	0	0
19d. Number of Summer Weeks	36	0	0
19e. Total Weeks per Year	52	0	0
19f. Total Hours per year for this location	3,376	0	0

COVID-19

A series of questions were added to the federal Public Libraries Survey in the summer of 2020 in order to understand the COVID-19 pandemic's impact on libraries. The motivation for adding these questions is that most buildings nationwide were physically closed to the public, but libraries continued to provide essential services to the public. Stakeholders need data to measure the pandemic's impact on libraries and how libraries adjusted services in response to the pandemic. This national approach helps to tell credible stories about library services starting with consistent questions to provide robust benchmarking and measure long-term trends stemming from COVID-19.

In addition to the data provided to the Public Libraries Survey from the Wisconsin Public Library Annual Report, the Institute of Museum and Library Services (IMLS) will also source data from other state surveys, the American Library Association's rapid-assessment and convenience surveys, the Library Services and Technology Act and Coronavirus Aid, Relief, and Economic Security Act (or CARES Act) state program report and grant payments, and future surveys with the potential to add additional metrics.

2020 Wisconsin Public Library Annual Report COVID-19 Questions video

	Yes/No	Number of interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	No	
1b. providing reference service	No	
1bi. reference service provided via email	No	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	No	
1bv. reference service provided via another method (e.g., online service or form)	No	
<u>1bvi. Describe "another method of reference service":</u>		
	Yes/No	Number of interactions (if known)
1c. hosting virtual programming or recorded content	No	
1d. offering curbside pickup	No	
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. offering external Wi-Fi access	No	
1i. providing other types of online and electronic services	No	
<u>1ii. Describe "other services":</u>		

2. Electronic Materials Added Due to COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

NOTE: report increases provided by vendors without local or system investment. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Select Yes or No for each of the following items.

	Yes/No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	-1
2e. augmenting the public's ability to use electronic materials in another way	No	
<u>2f. Describe "augmenting in another way":</u>		

Public Services During COVID-19

3. Electronic Library Cards Issued During COVID-19

4. External Wi-Fi Access Added During COVID-19

No

5. External Wi-Fi Access Increased During COVID-19

No

6. Staff Re-Assigned During COVID-19

No

COVID-19 Closures

Initial date closed due to COVID-19:

First date reopened following initial COVID-19 closure:

Additional building closure and reopening dates, please describe:

Ib. OUTLET INFORMATION

This section permits libraries with multiple outlets to easily report location and other information for all branches or bookmobiles. If you need to report branches not listed, email libraryreport@dpi.wi.gov

General Information

Address Information

For bookmobiles, provide information on where the vehicle is parked during the night, or the location of the main library where it is garaged. For library branches, do not change address information unless the branch has closed or has physically moved. If closed, please contact your system and email DPI at libraryreport@dpi.wi.gov

Other Outlet Information

Standard Hours of Operation

"Standard Service with No Restrictions on Building Access" means when the library was operating without limitations on public access to the building. Do not include any hours or weeks when the library metered access or barred access to the building to allow for social distancing or to follow state or local health orders or guidelines. For most Wisconsin public libraries, this will be January and February 2020 hours and may include a portion of March 2020. Some Wisconsin public libraries may have resumed unrestricted building access in later portions of 2020. Libraries that were closed for reasons other than the COVID-19 pandemic should report reduced hours or weeks in the "Standard Service" category rather than the "Staff Only" category in order to properly capture the effect of the pandemic.

Limited Service Hours of Operation

"Limited Building Access for the Public" means when the library implemented limited public occupancy practices as a response to the pandemic. Limited building access can include reduced hours open, limits on the number of public members allowed to enter the building, appointment only onsite library use, visitor time limits, closed stacks or meeting rooms. Do not include times when the public could not enter the building or could not pass beyond a porch, vestibule, or breezeway to pick up materials.

Staff Only Hours of Operation

"Staff Only - No Interior Service for the Public" means when a library or branch is physically closed and the public cannot access any library buildings or bookmobiles, regardless of staff access. A building may be physically closed while still offer virtual, Wi-Fi, curbside, drive-thru, and other services outside the building.

Total Weeks

COVID-19 Hours

II. LIBRARY COLLECTION

This section collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

Use the [Use of Digital Resources and Library Collection flowchart](#) to help determine whether electronic materials are counted as an "Electronic Collection" or if the units are counted toward your library's collection as e-books, e-audio, and e-video.

1a. Books in Print (end of year total)	124,891
1b. Books in Print Added During Year	8,011
2. Electronic Books (E-books)	173,034
3a. Audio Materials (end-of-year total)	13,272
3b. Audio Added During Year	738
4. Electronic Audio Materials (downloadable)	69,258
5a. Video Materials	11,410
5b. Video Added During Year	594
6. Electronic Video Materials (downloadable)	1,081
7a. Other Materials Owned	726
7b. Other Material Description	Kits, Realia, Puzzles, Ukuleles, Bags, Hot Spots, "Things" Collection
8a. Electronic Collections (Locally owned or leased)	0
8b. Other Electronic Collections (purchased by library system or consortia)	10
8c. Statewide Electronic Collections (provided through BadgerLink)	63
9. Total Electronic Collections (local, system, and statewide)	73
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	170
11. Total Physical Items in Collection	150,299

III. LIBRARY SERVICES

1a. Total Annual Circulation	343,711
1b. Circulation of Children's Materials	166,134
1c. Circulation of Other Physical Items (subset of 1a.)	4,836

Interlibrary Loan (ILL) Transactions

Please choose *either* "Categorized ILL Transactions" *or* "Total ILL Transactions" and fill in the details requested. Do *not* complete both dropdown selections or your data will be duplicated on the PDF form.

Method for Counting Interlibrary Loan (ILL) Transactions	Categorized ILL Transactions
--	------------------------------

Categorized Interlibrary Loan (ILL) Transactions

	Items Loaned To Other Libraries	Items Borrowed From Other Libraries
Integrated Library System (ILS)	43,126	49,984
WISCAT	1,064	330
Other (Includes OCLC, manual tracking, or other methods)	0	0
Total	45,254	51,501

Total ILL Transactions

2a. Items Loaned (provided to)	1,064
2b. Items Received (borrowed from)	1,187

Users / Use

3a. Registered Users Resident	17,356
3b. Registered Users Nonresident	568

3c. Registered Users	17,924
4a. Method Used to Count Reference Transactions ¹	Survey Week(s)
4b. Reference Transactions	33,228
5a. Method Used to Count Library Visits	Actual Count
5b. Library Visits	108,761

Use of Digital Resources

Use of digital resources. Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, indicate "No data available" with the check-box or pull-down selection. If the library does not own or have access to certain resources, indicate "not applicable--not provided" using the pull-down selection tool. Do not report estimates.

Use the [Use of Digital Resources and Library Collection flowchart](#) to help determine whether electronic materials use should be counted as "Electronic Collection Retrievals" or "Uses of electronic materials by Users of Your Library."

Note: Fields may be pre-filled if your system has provided data directly to DPI.

6a. Number of Public Use Computers ²	24
6b. Number of Public Use Computers with Internet Access ³	12
6c. Method for Counting Uses of Public Internet Computers	Did Not Collect
6d. Number of Uses (sessions) of Public Internet Computers	
7a. Method for Counting Wireless Internet Uses	Did Not Collect
7b. Wireless Internet Uses	
8. Number of Website Visits	161,258
9a. Local Electronic Collection Retrievals (locally owned or leased)	0
9b. Other Electronic Collection Retrievals (purchased by library system or consortia)	3,760
9c. Statewide Electronic Collection Retrievals (provided through BadgerLink)	2,902
9d. Total Electronic Collection Retrievals (local, system, and statewide)	6,662
10a. Uses of E-Books By Users of Your Library	31,977
10b. Uses of E-Audio by Users of Your Library	26,511
10c. Uses of E-Video by Users of Your Library	547
10d. Total Uses of Electronic Works	59,035
10e. Total Uses of Children's Electronic Works	4,615

Library Programs and Attendance

Libraries have the option of reporting programming data for the number of in-person programs and attendance as well as the number of live, virtual programs and attendance and views of pre recorded programs. In the "Programming" section, select a response for "Method for counting number of programs and attendance."

- If the library is able to report statistics for both in-person as well as live, virtual and pre-recorded programs, select "In-person, live, and pre-recorded program statistics." Three boxes will display that will allow the library to report In-Person Programs and Program Attendance Annual Count, Live Views of Virtual Programs and Virtual Program Attendance Annual Count, and Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count by targeted audience.

- If the library did not have live, virtual programming or did not collect statistics differentiating in-person programming from live, virtual programming, select "Total program statistics." One box will display allowing the library to report Programs and Program Attendance Annual Count by targeted audience.

- Either choice allows the library to "Describe the library's programs" using narrative fields to report on collaborations, successes, lessons learned, and changes to programming from the prior year (e.g., staffing changes, new partnerships) that specifically impacted library programming. These details will help us to provide better technical assistance and reduce the number of post-report follow-ups.

Resources are available for details on how to report in-person, live virtual, and pre recorded programs: [2020 Wisconsin Public Library Annual Report: Virtual Programming and Recording Views Google Slideshow with speaker notes](#) and the corresponding [2020 Wisconsin Public Library Annual Report](#)

Virtual Programming and Recording Views video.

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

In-Person Programs and Program Attendance Annual Count

An in-person library program is a planned event which introduces the in-person group attending to any of the broad range of library services or activities or which directly provides information to participants. In-person programs may cover use of the library, library services, or library tours. In-person library programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of in-person programs include: film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all in-person programs held on- or off-site that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude in-person programs sponsored by other groups that use library facilities. If in-person programs are offered as a series, count each in-person program in the series. If an in-person library program is co-sponsored by another library, the library that is hosting the program should count the program and the attendance. If an in-person library program is co-sponsored by another library and hosted at a neutral location, the libraries involved should determine which library will report the program and attendance without duplicating the number of programs or attendance on another library's annual report. For example, the libraries may choose to divide the attendance figures evenly between each library's report or proportionately based on service population, however, only one library may count the program.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	11a. In-person programs	11a. Attendance at in-person programs
11a. Children's	126	5,897
11b. Young Adult	32	674
11c. Adult		
11d. General Interest	90	5,925
11e. Total	248	12,496
11f. Onsite		
11g. Offsite		
11h. Describe the library's in-person programs:		

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

A live, virtual library program is any planned library program that is live-streamed virtually and viewed live as it progresses (called "synchronous live-streaming"). Regardless of the number of formats in which a live, virtual program session is offered, each live, virtual program session should only be counted once. Include live, virtual program sessions that are also recorded for asynchronous viewing as a single live, virtual program session. Exclude live, virtual program sessions that also have an in-person component from the "Number of Live Virtual Programs" count; these should be counted as in-person programs and the live attendees should be categorized as "In-person Program Attendees." Do not duplicate numbers for each branch.

A live, virtual program is a planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Live, virtual programs may cover use of the library, library services, or live, virtual library tours. Live, virtual programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of live, virtual programs include: lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all live, virtual programs that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude programs sponsored by other groups that use library facilities. If live, virtual programs are offered as a series, count each program in the series. If a live, virtual library program is co-sponsored by another library, the library account that is hosting the program could count the program or allow the co-sponsor to count the program so long as the libraries are in agreement and not both counting the program. The

views may be counted by the account holder library, the co-sponsor, or divided using a mutually agreed upon method such as evenly, or proportionately by service population so long as the views are not counted on each library's annual report.

Note: Exclude live, virtual library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one virtual literacy tutoring, virtual services to homebound, virtual resume writing assistance, virtual homework assistance, and virtual mentoring activities.

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

	12a. Live Virtual Programs	12a. Live Virtual Program Attendance	12a. Views of Live Programs that were Recorded and Posted for Asynchronous Viewing
12a. Children's			
12b. Young Adult			
12c. Adult			
12d. General Interest			
12e. Total			
12f. Which platforms does the library use to host the library's live, virtual programs:	Facebook or Zoom		
12g. Describe the library's live, virtual programs:	Storytimes, Trivia, STEAM and craft activities.		

Total Programming

	Number of programs	Attendance at programs
Total Children's	126	5,897
Young Adult	32	674
Adult		
General Interest	90	5,925
Total	248	12,496

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

A pre-recorded library program is any planned event that is recorded by the library for asynchronous streaming (for later, on-demand viewing). Only include views of program sessions posted during the reporting period. Regardless of the number of formats in which a pre-recorded program is hosted, each pre-recorded program should only be counted once. Do not duplicate numbers for each branch. Exclude program sessions that also have an in-person component or live, virtual attendance; these should be counted as in-person programs or live, virtual programs respectively.

A pre-recorded program is a planned event which introduces the viewer to any of the broad range of library services or activities or which directly provides information to the viewer. Pre-recorded programs may cover use of the library, library services, or pre-recorded library tours. Pre-recorded programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of pre-recorded programs include library-recorded: lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all pre-recorded programs that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that the library is hosting. Exclude all pre-recorded programs that are not recorded by the library or co-sponsor. If pre-recorded programs are offered as a series, count each pre-recorded program in the series. If a pre-recorded library program is co-sponsored by another library, the library account that is hosting the program could count the program or allow the co-sponsor to count the program so long as the libraries are in agreement and not both counting the program. The views may be counted by the account holder library, the co-sponsor, or divided using a mutually agreed upon method such as evenly, or proportionately by service population so long as the views are not counted on each library's annual report.

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

	13a. Children's (0-11)	13b. Young Adult (12-18)	13c. Other (all ages)	13d. Total

Number of Pre-recorded Programs				
Total Pre-recorded Program Views				
13e. Which platforms does the library use to host the library's pre-recorded programs:				
13f. Describe the library's pre-recorded programs:				

IV. LIBRARY GOVERNANCE

Provide a complete list of all voting board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields of any positions that are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

Library Board President

List the Library Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who can be contacted if necessary by the library system or DPI.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
President	1.Mr.	John	Marek	15295 Library Lane - #302	New Berlin	53151	jmarek@uwalumni.com

Library Board Members

List other voting members of the library board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
2.	Ms.	Dolores	Greenawalt	13185 W. Wilbur Dr.	New Berlin	53151	
3.	Ms.	Deborah	Stelzner	4025 S Clover Dr	New Berlin	53146	
4.	Mr.	Patti	Orzel	15295 Library Lane - #318	New Berlin	53151	
5.	Ms.	Jill	Kawala	13625 W Graham Street	New Berlin	53151	
6.	Mr.	Nathan	Jung	4555 Heart Ridge Drive	New Berlin	53151	
7.	Ms.	Ruth	Bock	14852 W Arrowhead Lane	New Berlin	53151	
8.	Mr.	Chuck	Garrigues	3183 Waterford Ct	New Berlin	53151	
9.	Ms.	Linda	Maas	4980 S Rolling Meadow	New Berlin	53146	
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							

Number of Library Board Members

Report the total number of voting library board members, including vacancies that are authorized but not filled.

Number of Library Board Members	9
---------------------------------	---

V. LIBRARY OPERATING REVENUE

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. Do not report income for capital expenditures, or income passed through to another agency (e.g., fines). (See the definition of library capital funds in Section VII below.) Report revenue for the calendar year just ended and round amounts to the nearest dollar. Local and county government appropriations for library service are governmental funds designated by the municipality(s) or county of the public library and available for expenditure by the public library. Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds expended by the local government directly for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.

1. Local Municipal Appropriations for Library Service

Only joint libraries will report more than one municipality here. Under "Name," enter name only--do not include phrases such as City of, Town of, etc.

Municipality Type	Name	Amount
City	New Berlin	\$\$1,514,905
		\$
		\$
		\$
		\$
		\$
		\$

Subtotal

Local Government Revenue	\$\$1,514,905
--------------------------	---------------

2a. Home County Appropriation for Library Service

Each public library is affiliated with a home county for library system purposes under s.43.15(3). Report reimbursements from the home county here. Consolidated county libraries report county revenues for library operations.

Home County Subtotal	\$\$23,929
----------------------	------------

2b. Other County Payments for Library Service

Report payments for reimbursement for library services from other counties under s. 43.12., or county payments distributed by the library system through system agreements.

County Name	Amount
Jefferson	\$\$0
Dodge	\$\$0
Washington	\$\$0
Racine	\$\$3,314
Walworth	\$\$716
Ozaukee	\$\$0
	\$
	\$
	\$
	\$

Subtotal

Other County Payments

\$4,030

3. State Funds

State funds received from your public library systems, or from another state program, and system state funds carried forward from the previous year should be reported below. Your system can verify the amount of state aid to public library systems funds paid to your library. If spaces below preclude listing all state projects, include a total for other projects and provide description and breakdown of projects in the annotation. NOTE: Revenue reported here should not be reported as contract income (5 below), or as funds not expended in the previous year (6 below). If state funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES, DEBT RETIREMENT, AND RENT.

a. Public Library System State Funds

Report grants or payments received from your library system using State Funds (NOTE: payments or reimbursements for system LSTA Grants should be reported in V.4. Federal Funds, below). Report only grants or payments that were received and expended by the library. Do not report payments made directly by the library system for goods or services.

Description	Amount
Innovation Grant	\$2,452
	\$0
	\$0
	\$

b. State Funds Carried Forward from Previous Year

Report any State Funds received in a prior year and carried forward for expenditure in the reporting year.

State Funds Carried Forward

\$0

c. Other State Funded Program

Report revenue here for other state-funded projects received by the library. NOTE: Community Development Block Grants are Federal grants distributed by the state and should be reported in V.4. below.

Description	Amount
	\$0

Subtotal

State Government Revenue

\$2,452

4. Federal Funds - Name of program and, if LSTA, enter DPI Grant Number number

Federal funds are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program and the amount received. Report Library Services and Technology Act (LSTA) grant awards to your library here and enter the "DPI Grant Number" as the Project Number and "DPI Grant Name" as the Program Name. LSTA grant awards to systems that are used to reimburse your library for expenses, or otherwise passed through to your library, should also be reported here. If these funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES, DEBT RETIREMENT, AND RENT.

Program Name	Project Number	Amount
		\$0
		\$0
		\$0
		\$0

Subtotal

Federal Government Revenue

\$0

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Funds received from adjacent towns or municipalities may be reported here unless they are part of a formal joint library operating agreement, in which case the revenue should be reported in V.1. above. If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report federal Library Service and Technology Act grants received from the state or system, or state funds from your public library system, as contract income. Important: Enter the name of the agency from which your library received contract income and the amount received.

Name	Amount
	\$\$0
	\$\$0
	\$\$0
	\$\$0

Subtotal

Contract Income	\$\$0
-----------------	-------

6. Funds Carried Forward from Prior Year

Funds carried forward from prior year include all funds carried forward from the previous year and available for library operating expenditures in the reporting year, except for state aid funds reported in 3b above. Do not report fund balances designated to capital projects. Donation and endowment fund balances should not be reported here but instead should be reported as part of VIII. Other Funds Held by the Library Board and IX. Trust Fund Report.

6. Funds Carried Forward	\$\$0
--------------------------	-------

7. All Other Operating Income

All other operating income is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees received during the reporting year here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in Section X, OTHER FUNDS HELD BY THE LIBRARY BOARD AND TRUST FUND REPORT.

Other Revenue	\$\$26,565
---------------	------------

8. Total Operating Income

(Add 1 through 7)

Total Revenue	\$\$1,571,881
---------------	---------------

9. Current Year Appropriation

Enter the current year appropriation provided by your governing body/bodies for public library service. This is the amount you anticipate reporting next year on line 1 above if yours is a municipal library, or on line 2 if yours is a county library. Joint libraries should enter their total and use the annotation field to report a listing of appropriations from each participating municipality.

Current Year Appropriation	\$\$1,579,035
----------------------------	---------------

10. Exempt from County Library Tax? [Wis. Stat. s.43.64 (2)]

Indicate whether your library's municipality was exempt from the county library tax for the reporting year. Wisconsin Statutes 43.64(2)

Exempt from County Library Tax	Yes
--------------------------------	-----

VI. LIBRARY OPERATING EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

1. Salaries and Wages	\$857,156
2. Employee Benefits	\$146,723

3. Library Collection Expenditures

Enter all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

a. Print Materials	\$232,584
b. Electronic Materials	\$7,139
c. Audiovisual Materials	\$50,846
d. All Other Library Materials ⁴	\$11,397
Subtotal 3: Total Collection Expenditures	\$301,966

4. Contracts for Services from Other Libraries, Municipalities, and Systems

Include contracts with other libraries, municipalities, and systems here, indicate Service Provider.

Provider	Amount
CAFÉ Annual Fee	\$30,561
Electronic Content	\$15,551
K12 Technology Group-IT Support Services	\$23,528
Cooperative Purchases	\$4,424
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

4. Subtotal

Subtotal 4: Total Contracted	\$74,064
------------------------------	----------

5. Other Operating Expenditures

5. Other Operating Expenditures	\$56,003
---------------------------------	----------

6. Total Operating Expenditures

Add 1 through 5

Total Operating Expenditures	\$1,435,912
------------------------------	-------------

7. Operating Expenditures from Federal Sources

7. Of the expenditures reported on line 6, report the amount expended from federal program sources.	\$0
---	-----

VII. LIBRARY CAPITAL**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT****1. Capital Income & Expenditures**

Enter capital revenues and capital expenditures by source of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations; to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include as revenue funds unspent in the previous year.

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal		\$ \$0	\$ \$0
b. State		\$ \$0	\$ \$0
c. Municipal		\$ \$0	\$ \$0
d. County		\$ \$0	\$ \$0
e. Other		\$ \$0	\$ \$0

Totals

Total Income	\$ \$0
Total Expenditure	\$ \$0

2. Debt Retirement

Debt Retirement	\$0
-----------------	-----

3. Rent paid to Municipality/County

Rent Paid to Municipality/County	\$0
----------------------------------	-----

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD (include donations except Trust Fund)

All funds under the library board's control must be reported. Report in this section any funds held by the library board that has not been reported in a previous section. Wisconsin Statutes s.43.58(6)(a) reads as follows:

(6) (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

Report the total of such other funds under the library board control as of the end of the year. Use the Notes utility on the online form to indicate additional detail, if necessary. Report the trust funds entrusted to and invested as permitted under s.43.58(7)b) by an appointed other funds in Section IX below.

Beginning Balance of Other Funds Under Library Board Control	\$0
Additions	\$0
Subtractions	\$0
Total Amount of Other Funds at End of Year	\$0

IX. TRUST FUNDS

IX. TRUST FUND REPORT

Report the total amount of trust funds held at end of year in the space provided. A "TRUST FUND" indicates that a library trustee has been appointed as financial secretary to be invested as allowed under s. 43.58(7)(b), that person has been bonded under s. 43.58(7)(c). The financial secretary is required to prepare and submit a report under s. 43.58(7)(d) and attach it to the signed annual report that is submitted to the Division:

Wisconsin Statutes s. 43.58(7)(d) also requires that an annual report of trust fund activity be provided to the library board and the Division for Libraries and Technology. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

Wisconsin Statutes s.43.58(7)(d) reads as follows:

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s.43.58(6).

Beginning Balance of Trust Funds Controlled by the Library Board	\$0
Additions	\$0
Subtractions	\$0
Total Amount of Trust Funds Held by the Library Board	\$0

X. STAFF (FTE)

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below. Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

1. Personnel Listing

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with 15 or fewer employees report all employees under 1a and 1b below. Libraries with more than 15 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in section a., listing non-librarian positions (such as "Business Manager") after librarian positions, and report other employees under various job classifications in section b.

a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

List Library Director on first line. Libraries with more than 15 employees, report as many of those who hold the title of "librarian" in this section, with assistant directors and department heads listed first, and include others by title below in 1.b. Other full time positions may be reported here if space allows; otherwise list positions, total wages and total hours in section 1b. below. DPI no longer will request names of individual employees.

-Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

	Position	Type of Staff	Annual Salary	Hours Worked/Week
Director	Library Director	MLS (ALA)	\$93,071	40.00
	Public Services Manager	Other	\$60,475	40.00
	Library Services Manager	MLS (ALA)	\$78,060	40.00
	Adult Services Librarian-Lead	MLS (ALA)	\$52,312	40.00
	Youth Services Librarian-Lead	MLS (ALA)	\$56,786	40.00
	Young Adult Librarian	MLS (ALA)	\$48,734	40.00

Youth Services Librarian	MLS (ALA)	\$\$48,260	40.00
Adult Services Librarian	MLS (ALA)	\$\$35,804	29.50
Adult Services Librarian	MLS (ALA)	\$\$24,944	20.50
Youth Services Librarian	MLS (ALA)	\$\$25,466	20.50
Substitute Librarian	MLS (ALA)	\$\$7,313	8.00
Library Reference Intern	Librn. no-MLS	\$\$12,214	15.00
		\$	
		\$	
		\$	

b. Other Paid Staff

Libraries with 15 or fewer employees may use section a. to report all staff. Libraries with more than 15 employees should provide the requested information for as many position classifications as space allows beginning with those classifications with the most hours worked in a week. Please use the drop-down selection to indicate whether the position has the title of "librarian" or requires an ALA MLS. Libraries with more than 20 employees must also provide the full-time equivalent for all "Other paid staff" on line 2b below. Enter other paid staff information as requested. This includes all other employees paid from the library's budget, including plant operations, maintenance and security personnel.

The Division now requests libraries to report wages paid to all staff in each classification reported, at the request of the Wisconsin Association of Public Libraries, in order to gather salary information for library positions in lieu of the separate salary survey. Summary data, with titles and wages, will be distributed to library system administrators so that they may assist member libraries with comparative salary queries. In the future, queries may be developed through the Counting Opinions report function.

Position	Type of Staff	Total Annual Wages	Hours Worked/Week
Office Coordinator	Other	\$\$35,222	29.50
Library Aide-12 Part-Time	Other	\$\$194,251	296.00
Library Pages-4 Part-Time	Other	\$\$16,072	48.00
Custodial	Other	\$\$23,988	29.50
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

2. Library Staff Full-Time Equivalents (FTEs)

Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Masters Degree from an ALA Accredited Program	7.96
Other Persons Holding the Title of Librarian	0.38
Subtotal	8.34

b. All Other Paid Staff

Determine the total hours worked per week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the all other paid staff full time equivalent in the space provided.

All Other Paid Employees	11.07
--------------------------	-------

c. Total Library Staff Full-Time Equivalents

Add the FTEs reported on 2a and 2b and enter the sum in the space provided. This is the total library staff full time equivalent.

Total Paid Employees	19.41
----------------------	-------

XI. LOANS TO NONRESIDENTS

Nonresidents are library users who live outside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library. For consolidated county libraries it means outside the county. For joint libraries it means outside the municipalities which are members of the joint library. Circulation is defined above in Section III, LIBRARY SERVICES.

Provide the requested information for items 1 through 7. The information provided on line 2b, "Circulation to nonresidents living in your county - Those without a library," will be needed to calculate the county reimbursement for nonresident use of the library. For those libraries in communities with territory in more than one county, report nonresident use for your home county only on line 2b. Report other county nonresident use on line 3 or 4 and on line 9, as appropriate. For more information, see [Guidelines for Collection of Public Library Nonresident Usage Statistics](#).

1. Total Nonresident Circulation	54,002
----------------------------------	--------

2. Circulation to Nonresidents Living in Your County

a. Home County Circulation to Those with a Library	31,819
b. Home County Circulation to Those without a Library	8,455
c. Home County Total	40,274

3. Circulation to Nonresidents Living in Another County in Your System

a. Other System Counties Circulation to Those with a Library	78
b. Other System Counties Circulation to Those without a Library	118
c. Other System Counties Total	196

4. Circulation to Nonresidents Living in an Adjacent County Not in Your System

a. Nonsystem Adjacent County Circulation to Those with a Library	12,815
b. Nonsystem Adjacent County Circulation to Those without a Library	628
c. Nonsystem Adjacent County Total	13,443

Other

5. Other Circulation to All Other State Residents	89
6. Other Circulation to Users from Out of State	0
7. Method for Determining Circulation Allocation	Actual
8a. Access Denied under s. 43.17 (11) (b)	No
8b. If Access Denied, Are Cards Sold	No

9. Circulation to Nonresidents

Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. The information provided on lines 9a through 9j will be needed to calculate the adjacent county reimbursement for nonresident use of the library where applicable. Use the pull-down selection tool to indicate the county reported, and the total number of circulations to qualifying non-residents from that county who used your library throughout the reporting year.

Name of County	Circulation
Dodge	5
Washington	27
Racine	397
Walworth	199
Jefferson	118
Ozaukee	0

XII. TECHNOLOGY

1. Internet Wireless Yes

2. Internet Type

Indicate what type of Internet connection you have. Select all that apply.

- State TEACH line
- Other broadband connection (Local cable, telco, community network, etc.)

a. State TEACH line Yes

b. Other Broadband connection No

Name of your Internet Service Provider

Advertised speed (Mbps)

3. Internet Filtering

Indicate whether Internet filtering software is installed on none, some, or all of the library's public Internet workstations.

Use of Internet Filters No filtering on any stations

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH, AND STAFF SERVING ADULTS

For a complete description of self-directed activities information in the annual report, see the [WI Libraries for Everyone](#) post "Important Updates: Annual Report and Record Keeping Resources." The blog post includes a link to the [Wisconsin Valley Library Service's Digital Bytes video recording of "Keeping Track and Recording Program Stats in the Wisconsin Public Library Annual Report"](#) with Tessa Michaelson Schmidt, DPI, and Anne Hamland, Wisconsin Valley Library Service. Tessa and Anne discuss programming and self-directed activities, outreach activities, and tracking all of these using the new [Programming and Activity Count tracker workbook](#) (downloads an Excel file) to easily compile your program counts and attendance to report on the Public Library Annual Report.

You may also refer to the examples in the [Wisconsin Public Library Annual Report Input Youth Services Definitions and Examples PDF](#).

1. Self-Directed Activities

A Self-Directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Activities	162	35	67	264
Participation	7,016	578	5,486	13,080

2. Staff Serving Youth

Please indicate the name(s) and e-mail addresses of staff who serve as the children, youth, or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff serves children, youth, or teens, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Summary	1	1	1
	First Name	Last Name	Email Address
	Kate	Krause	kkrause@newberlinlibrary.org

3. Staff Serving Adults

Please indicate the name(s) and e-mail addresses of staff who serve as the adult librarian(s), focusing on providing services and programs to people aged 18 and up. If the director serves in this capacity, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff provides services and programs to adults, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Summary	1	1	1
	First Name	Last Name	Email Address
	Kate	Kennedy	kkennedy@newberlinlibrary.org

XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

[Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.]

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

Selecting "Yes" from the dropdown list next to each statement of assurance indicates compliance with the requirement.

Is the library established under s. 43.52,3, or 7?	Yes
Is the library free for the use of inhabitants?	Yes
Does the library's board membership comply with statutory requirements?	Yes
Does the library board have exclusive control of funds?	Yes
Is the library director present at least 10 hours per week while the library is open?	Yes
Does the library board supervise the administration of the library?	Yes
Is the library authorized to participate in your library system?	Yes
Has the library maintained a written agreement to participate in the library system, interlibrary loan (ILL), and provide "same services"?	Yes
Is the head librarian certified at the appropriate grade level?	Yes
Is the library open to the public an average of at least 20 hours per week?	Yes
Does the library spend at least \$2,500 on library materials?	Yes

STATEMENT CONCERNING SYSTEM EFFECTIVENESS

[NOTE: The system effectiveness statement can be submitted online as part of the Annual Report. The system effectiveness statement does not need to be sent separately to DPI.]

The statutory basis for the "Statement Concerning System Effectiveness" in the public library annual report is from Wis. Stat. s. 43.58(6)(c) as follows:

"The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system."

Indicate on the provided statement that the public library system either did or did not provide effective leadership and adequately meet the needs of the library. *The library board must approve this statement.* The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. If the library board chooses to submit a negative response, you must provide an explanation of the library board's decision in the space provided.

With the approval of the library board, this statement may be submitted separately to DPI from the report sent to your library system. Select from the dropdown menu "Not indicating online; will send statement to DPI" from the pull-down menu. With the signature of the library board president, submit the [system effectiveness statement document](#) as an e-mail attachment to LibraryReport@dpi.wi.gov. The statement page does not need to be forwarded to your library system with your annual report. however, as a public document, the separate paper statement will be provided upon request to your public library system or others. System effectiveness forms are due by the same date as the annual report.

Division staff will compile the statements received for each library system. As required by Wis. Stat. s. 43.05(14), the Division will conduct a review of a public library system if at least 30% of the libraries in participating municipalities, that include at least 30% of the population of all participating municipalities, report that the public library system did not adequately meet the needs of the library.

Did the library system provide effective leadership and adequately meet the needs of the library?	Yes, we agree with the statement
Comments or explanation of library board's response	

¹, Survey week, Oct. 3-Oct. 9, 2021 (0-2022-02-01)

², 6a. The Library has a total of 34 public computer stations and 24 were accessible in 2021 due to COVID-19 safe distancing protocols. (0-2022-02-01)

³, 6b. The Library has a total of 22 public internet computer stations and 12 were accessible in 2021 due to COVID-19 safe distancing protocols. (0-2022-02-01)

⁴, 2021 saw the launch of the Library's "Library of Things" collection and kits which are non-traditional items available for circulation like instruments and recreational equipment. (0-2022-02-10)



New Berlin Public Library Internet Policy

The New Berlin Public Library endeavors to develop collections, resources, and services that meet the cultural, information, recreational, and educational needs of the diverse community it serves. It is within this context that the New Berlin Public Library offers access to the Internet.

The Internet is a global electronic network. Resources available on the Internet supplement and complement the collections of the New Berlin Public Library. All Internet resources accessible through the library are provided equally to all library users. The New Berlin Public Library cannot be held responsible for its content. Because not all Internet sources provide accurate or complete information, users are responsible for determining that the information they access is factually accurate, verifiably supported and suitable to their needs.

The Internet and its available resources may contain materials of a controversial nature. The New Berlin Public Library neither censors access to materials nor protects users from information they may find offensive. Internet users may find material in graphical or text format which they consider offensive, just as they may find objectionable material in other formats such as books, tapes, or videos. The library does not vouch for or endorse the viewpoints of written material in its collections, and it does not do so for electronic information.

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 and/or permanent loss of library computer privileges.

Examples of prohibited uses, include, but are not limited to the viewing, sending, receiving, or displaying text or graphics that may be construed, based on the sole reasonable discretion of library staff, as obscene, offensive, or sexually explicit; 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.

As with other library materials, a child's access to electronic information, databases, and services is the responsibility of the parent or guardian. Parents and guardians are encouraged to discuss appropriate use of Internet resources with their children and are strongly advised to monitor their children's use of the Internet. The New Berlin Public Library does not act "in loco parentis." Children under 18 must have written approval from their parent or guardian to use the Internet in the New Berlin Public Library.

Library users have the right to confidentiality and privacy. However, Internet users should be advised that because security is technologically difficult to achieve, electronic transactions and files become public. Illegal uses of this resource are prohibited and subject to prosecution by local, state, and federal authorities.

Users should always be good citizens of the electronic community of the Internet. Use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege.