



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, March 21, 2022
6:00 PM
New Berlin Public Library**

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.

AGENDA

PUBLIC COMMENT SESSION

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, February 21st, 2022

Approval of Bills and Invoices

Next Meeting Date: Monday, April 18th, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

President's Report-Information

Director's Report-Information

OLD BUSINESS

Ongoing Pandemic Policies and Issues: Meeting Room Capacities, Computer Time Limits,
Imaginarium INFORMATION/DISCUSSION/ACTION

NEW BUSINESS

Allowable Costs Worksheet INFORMATION/DISCUSSION/ACTION

Exterior Recreation Projects INFORMATION/DISCUSSION/ACTION

2022 Staff Survey 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 possibly 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.

MEETING MINUTES

New Berlin Public Library Board Meeting

Monday, February 21, 2022, 6:00 p.m.

New Berlin Public Library | 15105 Library Lane | Heritage Room

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:

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- 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 TO ORDER: 6:00pm

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Ruth Bock, Jill Kawala, Linda Maas, Chuck Garrigues, Nathan Jung, John Marek, Dolores Greenawalt, Ruth Bock, Natalie Beacom, Library Director, Kathy Wiemelt, Friends of the Library

Excused: Debbie Stelzner

COMMITTEE REPORTS

Friends of the Library, Inc. – Mini book sale past Saturday. Made around \$365. Book drive March 19. General meeting in April. Annual report given to members and board.

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 10, 2022
- Approval of Bills and Invoices
- Next meeting date: Monday, March 21, 2022

Motion to approve consent agenda: Chuck, second by Ruth. All approved, none opposed.

ADMINISTRATIVE REPORTS

President's Report-Nothing to report

Director's Report-3D printing privacy issues and intellectual issues. Rollout begins in April with staff assistance to use equipment, but will eventually develop a system for users to work with equipment independently. Members will register with library and go through restrictions. Working with Mark Blum to go over language and use the Library of Things Policy and waiver. Once we research and determine a protocol, it will be shared with the Library Board for review.

OLD BUSINESS

1. Ongoing Pandemic Policies and Issues

No issues from a staff standpoint. Natalie's recommendation is to continue with existing protocols for masking and distancing.

2. Library Code of Conduct Revision

Jill Kawala made a motion to approve provision subject to bar code amendment. Dolores Greenawalt seconded. Discussion was had. All approved. None opposed. Motion passes.

NEW BUSINESS

3. Review and Approval of Annual Report

Section three, Library Services: 1C. Number was pre-populated. Number reflected (there were over 4,000). More discussion was had. Dolores Greenawalt made a motion, Linda Maas seconded. All approved. None opposed. Motion passes.

4. Library Internet Policy Revision

Added language about elicited use of internet. Language approved by Mark Blum. Patti Orzel made a motion, Chuck Garrigues seconded. All approved. None opposed. Motion passes.

ANNOUNCEMENTS

City of New Berlin will not be able to guarantee snow and ice removal from Library during upcoming snow emergency. Library is setting up to be an emergency shelter should power be affected in the community.

ADJOURNMENT

Meeting adjourned: Ruth Bock made a motion, Patti Orzel seconded. All approved. None opposed. Motion passes. Meeting adjourned: 6:43pm.

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 possibly 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aides and services. For additional information or to request this service, contact City Clerk Georgia Stanford (262)797-2446.

02/17/2022 13:20
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/2 TO 2022/2 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53040			TELEPHONE/CELL PHONE			
302074 AT&T	262785498002FEB22	0	2022 2 INV P	199.64 022322	261760	PHONE SERV-LIB FEB4
			ACCOUNT TOTAL	199.64		
15810000 54010			R&M BLDGS & GROUNDS			
003228 BATZNER PEST CONTR	3292279	0	2022 2 INV P	99.00 022322	261765	PESTCNTRL-LIB FEB20
008436 AUTOMATIC ENTRANCES	2009956	0	2022 2 INV P	462.12 022322	261762	AUTO DOOR RPAIRS-LI
015105 AIRWAY SALES INC	31935	0	2022 2 INV P	347.26 022322	261754	FILTERS-LIB
			ACCOUNT TOTAL	908.38		
15810000 54030			MAINTENANCE CONTRACT			
014113 K-12 TECHNOLOGY GROU	92195FEB22	0	2022 2 INV P	1,960.72 022322	261816	SIMPLIFY IT-LIB FEB
387851 SIEMENS INDUSTRY INC	5330208277	0	2022 2 INV P	1,080.00 022322	261876	2022FIRE SERVICE CO
			ACCOUNT TOTAL	3,040.72		
15810000 54080			LEASES EQUIPMENT			
013995 KANSAS STATE BANK	3356523PMT#28MAR22	0	2022 2 INV P	2,566.00 022322	261818	COPIER LEASE-LIB MA
200808 OFFICE COPYING EQUIP	AR161333	0	2022 2 INV P	1,227.07 022322	261846	COPIER LEASES-LIB 1
362301 GREAT AMERICA FINANC	31054646FEB22-LIB B	0	2022 2 INV P	163.00 022322	261803	COPIER LEASE-LIB B
			ACCOUNT TOTAL	3,956.07		
15810000 54110			SUPPLIES			
014764 ELM USA	47206	0	2022 2 INV P	144.49 022322	261785	SUPPLIES-LIB
085010 WAUKESHA COUNTY TREA	2022-13010182	0	2022 2 INV P	360.00 022322	261900	2022BOOKPAGE CO-OP-
			ACCOUNT TOTAL	504.49		
15810000 54180			HOUSEKEEPING SUPPLY			
026400 ITU ABSORB TECH	7851119	0	2022 2 INV P	97.75 022322	261809	MATS-LIB JAN2022
			ACCOUNT TOTAL	97.75		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	77100515	0	2022 2 INV P	74.97 022322	261794	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77197254	0	2022 2 INV P	50.23 022322	261794	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77213985	0	2022 2 INV P	23.25 022322	261794	VARIOUS TITLES-LIB
				148.45		
006199 BAKER & TAYLOR BOOKS	2036457881	0	2022 2 INV P	315.34 022322	261764	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036464046	0	2022 2 INV P	567.33 022322	261764	VARIOUS TITLES-LIB

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
006199 BAKER & TAYLOR BOOKS	2036464352	0	2022 2	INV	P	698.16	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036470894	0	2022 2	INV	P	5,843.59	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036475267	0	2022 2	INV	P	407.39	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036475368	0	2022 2	INV	P	412.06	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036482434	0	2022 2	INV	P	785.92	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036496085	0	2022 2	INV	P	367.32	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036496495	0	2022 2	INV	P	108.45	022322	261764 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036508294	0	2022 2	INV	P	364.30	022322	261764 VARIOUS TITLES-LIB
						9,869.86		
283029 WILS	496119	0	2022 2	INV	P	6,769.00	022322	261908 2022 WPLC BUYING PO
321672 HOOPLA	501630354JAN22	0	2022 2	INV	P	505.11	022322	261808 DIGITAL MEDIA-LIB J
361291 MIDWEST TAPE	501657575	0	2022 2	INV	P	248.66	022322	261832 VARIOUS TITLES-LIB
392979 CENTER POINT	1902824	0	2022 2	INV	P	420.66	022322	261772 VARIOUS TITLES-LIB
392979 CENTER POINT	1909713	0	2022 2	INV	P	420.66	022322	261772 VARIOUS TITLES-LIB
						841.32		
ACCOUNT TOTAL						18,382.40		
ORG 15810000 TOTAL						27,089.45		
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FUND 0010 GENERAL FUND						TOTAL:	27,089.45	
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

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	87,507.78	.00	371,773.22	19.1%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	73,722.19	.00	332,017.81	18.2%
15810000 50070 SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000 51010 RETIREMENT	41,829	0	41,829	7,579.82	.00	34,249.18	18.1%
15810000 51020 FICA	66,174	0	66,174	12,124.32	.00	54,049.68	18.3%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	10,158.50	.00	38,884.50	20.7%
15810000 51040 RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000 51060 LONG-TERM DISABI	81	0	81	20.22	.00	60.78	25.0%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	483.58	.00	677.42	41.7%
15810000 51070 LIFE INSURANCE	800	0	800	172.40	.00	627.60	21.6%
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	629.81	.00	1,670.19	27.4%
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	3,364.47	.00	51,635.53	6.1%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	28,647.35	.00	21,352.65	57.3%
15810000 54040 R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000 54060 MARKETING	500	0	500	119.40	.00	380.60	23.9%
15810000 54080 LEASES EQUIPMENT	50,000	0	50,000	9,477.05	.00	40,522.95	19.0%
15810000 54110 SUPPLIES	18,000	0	18,000	1,914.24	.00	16,085.76	10.6%
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	195.50	.00	25,804.50	.8%
15810000 54190 GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	49,050.38	.00	161,949.62	23.2%
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	14.99	.00	35,985.01	.0%
15810000 54521 COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	85.45	.00	1,114.55	7.1%
15810000 55095 PROGRAMS-YOUNG A	1,200	0	1,200	43.18	.00	1,156.82	3.6%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	56.97	.00	1,143.03	4.7%
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	287,255.60	.00	1,291,779.40	18.2%
TOTAL EXPENSES	1,579,035	0	1,579,035	287,255.60	.00	1,291,779.40	

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

03/03/2022 11:57
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/3 ACCOUNT/VENDOR	TO 2022/3 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54010			R&M BLDGS & GROUNDS			
001675 ELLIOTT ACE HARDWAR	890821	0	2022 3 INV P	19.95 030922	262522	RPAIRS-LIB
004910 CINTAS FIRE PROTECTI	0F36649201	0	2022 3 INV P	901.79 030922	262510	FIRE EXT. INSPECTIO
380601 FP SOLUTIONS, LLC	20174	0	2022 3 INV P	1,055.00 030922	262527	SPRINKLER INSP-LIB
	ACCOUNT TOTAL			1,976.74		
15810000 54080			LEASES EQUIPMENT			
014113 K-12 TECHNOLOGY GROU	92013	0	2022 3 INV P	1,960.72 030922	262552	SIMPLIFY IT-LIB DEC
295906 PITNEY BOWES	3315195716	0	2022 3 INV P	166.26 030922	262590	POSTAGE METER LEASE
362301 GREAT AMERICA FINANC	31094015FEB22 LIB A	0	2022 3 INV P	188.00 030922	262541	COPIER LEASE-LIB A
	ACCOUNT TOTAL			2,314.98		
15810000 54110			SUPPLIES			
013800 DEMCO INC	7078624	0	2022 3 INV P	176.58 030922	262515	SUPPLIES-LIB
	ACCOUNT TOTAL			176.58		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	77290405	0	2022 3 INV P	54.73 030922	262530	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77299908	0	2022 3 INV P	181.54 030922	262530	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77320901	0	2022 3 INV P	50.98 030922	262530	VARIOUS TITLES-LIB
				287.25		
005896 OLLIS BOOK CORPORATI	248036	0	2022 3 INV P	20.45 030922	262580	VARIOUS TITLES-LIB
005896 OLLIS BOOK CORPORATI	248037	0	2022 3 INV P	448.56 030922	262580	VARIOUS TITLES-LIB
				469.01		
006199 BAKER & TAYLOR BOOKS	2036485051	0	2022 3 INV P	465.79 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036488970	0	2022 3 INV P	345.96 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036491673	0	2022 3 INV P	339.89 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036503465	0	2022 3 INV P	1,052.54 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036505921	0	2022 3 INV P	395.41 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036518318	0	2022 3 INV P	1,132.15 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036523184	0	2022 3 INV P	360.60 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	5017568942	0	2022 3 INV P	24.42 030922	262502	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	H60256530	0	2022 3 INV P	13.50 030922	262502	VARIOUS TITLES-LIB
				4,130.26		
350982 T-MOBILE	970673785FEB22	0	2022 3 INV P	334.31 030922	262620	INTERNET HOT SPOTS-
361291 MIDWEST TAPE	501689290	0	2022 3 INV P	22.49 030922	262569	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501695593	0	2022 3 INV P	346.41 030922	262569	VARIOUS TITLES-LIB

03/03/2022 11:57
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/3 ACCOUNT/VENDOR	TO 2022/3 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
361291 MIDWEST TAPE	501695595	0	2022 3 INV P	14.99 030922	262569	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501712495	0	2022 3 INV P	354.07 030922	262569	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501712497	0	2022 3 INV P	64.46 030922	262569	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501712498	0	2022 3 INV P	11.69 030922	262569	VARIOUS TITLES-LIB
				814.11		
ACCOUNT TOTAL				6,034.94		
ORG 15810000 TOTAL				10,503.24		
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FUND 0010 GENERAL FUND				TOTAL:	10,503.24	
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** END OF REPORT - Generated by Thu Van Hintz **

03/03/2022 11:54
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

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	-50.00	.00	50.00	100.0%
22810000	48040 FOL DONATIONS	0	0	0	-10,411.39	.00	10,411.39	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	30.88	.00	-30.88	100.0%
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	-10,430.51	.00	10,430.51	100.0%
TOTAL REVENUES		0	0	0	-10,461.39	.00	10,461.39	
TOTAL EXPENSES		0	0	0	30.88	.00	-30.88	

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-10,430.51	.00	10,430.51	100.0%

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

		YEAR-TO-DATE THROUGH 2-28-22				
DEPT	OBJ	ACCOUNT DESCRIPTION	REVISED BU	YTD EXPENI	AVAILABLE E	% USED
581	50010	SALARY-FULL TIME	459,281	69,954.34	389,327	15.20
581	50020	SALARY-PART TIME	405,740	59,320.08	346,420	14.60
581	51010	RETIREMENT	41,829	6,055.13	35,774	14.50
581	51020	FICA	66,174	9,712.18	56,462	14.70
581	51030	HEALTH INSURANCE	49,043	8,126.80	40,916	16.60
581	51060	LONG-TERM DISABILITY	81	13.48	68	16.60
581	51065	VISION/DENTAL INSURANCE	1,161	336.04	825	28.90
581	51070	LIFE INSURANCE	800	137.80	662	17.20
581	53010	ELECTRICITY	60,000	0.00	60,000	0.00
581	53020	WATER/SEWER	3,876	0.00	3,876	0.00
581	53040	TELEPHONE/CELL PHONE	2,300	629.81	1,670	27.40
581	53050	HEATING FUEL	17,000	0.00	17,000	0.00
581	54010	R&M BLDGS & GROUNDS	55,000	1,387.73	53,612	2.50
581	54030	MAINTENANCE CONTRACT	50,000	28,647.35	21,353	57.30
581	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
581	54060	MARKETING	500	119.40	381	23.90
581	54080	LEASES EQUIPMENT	50,000	7,162.07	42,838	14.30
581	54110	SUPPLIES	18,000	1,737.66	16,262	9.70
581	54170	POSTAGE	450	0.00	450	0.00
581	54180	HOUSEKEEPING SUPPLY	26,000	195.50	25,805	0.80
581	54230	LIBRARY MATERIALS	211,000	43,015.44	167,985	20.40
581	54250	MAGAZINES/NEWSPAPERS	18,000	1,888.00	16,112	10.50
581	54270	MEMBERSHIP DUES	200	0.00	200	0.00
581	54300	CONFERENCE/SEMINAR/MEE	500	0.00	500	0.00
581	54330	TRAINING EXPENSES	500	0.00	500	0.00
581	54521	TECHNOLOGY/SOFTWARE	36,000	14.99	35,985	0.00
581	55090	PROGRAMS-JUVENILE	1,200	85.45	1,115	7.10
581	55095	PROGRAMS-YOUNG ADULT	1,200	43.18	1,157	3.60
581	55100	PROGRAMS-ADULT	1,200	56.97	1,143	4.70
		Grand Total	1,579,035	238,639.40	1,340,396	15.10

YEAR-TO-DATE THROUGH 2-28-22

DEPT	OBJ	ACCOUNT DESCRIPTION	REVISED	BU YTD EXPENDITURE	AVAILABLE	B % USED
581	50010	SALARY-FULL TIME	459,281	69,954.34	389,327	15.20
581	50020	SALARY-PART TIME	405,740	59,320.08	346,420	14.60
581	51010	RETIREMENT	41,829	6,055.13	35,774	14.50
581	51020	FICA	66,174	9,712.18	56,462	14.70
581	51030	HEALTH INSURANCE	49,043	8,126.80	40,916	16.60
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581	53010	ELECTRICITY	60,000	0.00	60,000	0.00
581	53020	WATER/SEWER	3,876	0.00	3,876	0.00
581	53040	TELEPHONE/CELL PHONE	2,300	629.81	1,670	27.40
581	53050	HEATING FUEL	17,000	0.00	17,000	0.00
581	54010	R&M BLDGS & GROUNDS	55,000	1,387.73	53,612	2.50
581	54030	MAINTENANCE CONTRACT	50,000	28,647.35	21,353	57.30
581	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
581	54060	MARKETING	500	119.40	381	23.90
581	54080	LEASES EQUIPMENT	50,000	7,162.07	42,838	14.30
581	54110	SUPPLIES	18,000	1,737.66	16,262	9.70
581	54170	POSTAGE	450	0.00	450	0.00
581	54180	HOUSEKEEPING SUPPLY	26,000	195.50	25,805	0.80
581	54230	LIBRARY MATERIALS	211,000	43,015.44	167,985	20.40
581	54250	MAGAZINES/NEWSPAPERS	18,000	1,888.00	16,112	10.50
581	54270	MEMBERSHIP DUES	200	0.00	200	0.00
581	54300	CONFERENCE/SEMINAR/MEE	500	0.00	500	0.00
581	54330	TRAINING EXPENSES	500	0.00	500	0.00
581	54521	TECHNOLOGY/SOFTWARE	36,000	14.99	35,985	0.00
581	55090	PROGRAMS-JUVENILE	1,200	85.45	1,115	7.10
581	55095	PROGRAMS-YOUNG ADULT	1,200	43.18	1,157	3.60
581	55100	PROGRAMS-ADULT	1,200	56.97	1,143	4.70
		Grand Total	1,579,035	238,639.40	1,340,396	15.10

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS 000	FOR: UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010400	44110							
	LIBRARY FINES	-25,000	0	-25,000	-3,237.57	.00	-21,762.43	13.0%
01010400	44111							
	LIBRARY-COPIES	-7,500	0	-7,500	-561.28	.00	-6,938.72	7.5%
01010400	44112							
	LIBRARY-OTHER SY	-32,000	0	-32,000	.00	.00	-32,000.00	.0%
01010400	44113							
	LIBRARY GRANTS/D	-3,350	0	-3,350	.00	.00	-3,350.00	.0%
TOTAL UNDESIGNATED		-67,850	0	-67,850	-3,798.85	.00	-64,051.15	5.6%
TOTAL REVENUES		-67,850	0	-67,850	-3,798.85	.00	-64,051.15	

FOR 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-67,850	0	-67,850	-3,798.85	.00	-64,051.15	5.6%

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



Library Director Report

Library Updates for February & March

The New Berlin Public Library received a formal Certificate of Commendation from the Office of the Governor for our contributions and service to the New Berlin Community

Facility Updates - Exterior Lighting: Preferred Electric began removing and repairing the exterior light fixtures in February. Two lights still require parts, but the majority of the light for the parking area has been restored.

3D Printing Update: (*Strategic Plan, A1*) The 3D Printing Team is finalizing the first phase of 3D Printing program for launch in April. Patrons will have the option to select an item from a menu to 3D print, please view the web interface [here](#). Additionally, we are jumping into March madness and have a naming bracket with names suggested by the community for the printers and **Dermot's Who's the Planter Pokemon Program** has generated loads of interest. We look forward to setting up one of the 3D printers in the front vestibule for viewing.

New Berlin Library Lovers Month: New Berlin staff members, Monica, Ed and Jon showed their love of libraries in the recent article published in the *Waukesha Freeman*. **Article:** https://waukeshafreeman-wi.newsmemory.com/?publink=34f6a0bf8_134835d

Holy Apostles Art Show: (*Strategic Plan, B2, B3*) **Kate Krause**, along with Katie Sowinski and her 4th-8th grade students at Holy Apostles School, put together a Youth Art Month Exhibition that will be displayed throughout the Youth Services Department at the library during the month of March. The artwork includes a variety of techniques and projects including mixed media cityscapes, architectural designs, circle creativity challenges, gingerbread collages, spooky selfies, and winter paintings. In addition, there will be an Art Opening on March 17 from 4-6pm for parents and students to be able to view the artwork together.

Perks That Work for Job Seekers: (*Strategic Plan, B2, B3*) The Perks That Work online event, held Monday, February 21st, was a collaborative pilot project between the WOW (Waukesha-Ozaukee-Washington) Workforce and the public libraries to help job seekers re-engage by highlighting jobs that have specific "perks." Bridges Library System Coordinator of Library Development, Laurie Freund, shared, "Thanks to librarians **Kate Kennedy** (New Berlin) and Kelly Davis (Waukesha) for being willing to provide a short presentation during this program on library resources for job seekers."

Gardening Resources at the Library: (*Strategic Plan, B2, B3*) **Shannon**, Reference Intern **Alyssa**, and National Honor Society student from Eisenhower, **Emily Motz**, will be speaking to the New Berlin Garden Club about resources and garden related services offered through the library. **Emily** will share details of her NHS project to plant the Library's garden this spring.

Staff Safety and Professional Training: (*Strategic Plan, B3*) **Laura** and **Natalie** met with NBPD Officer Tony Fus to discuss the Standard Response Protocol (SRP). The SRP is safety program used by many organizations and schools in New Berlin to provide clear, consistent, and shared language in the event of crisis. Laura and Natalie will incorporate the SRP with the Staff's Development Day Training on March 25th. In addition to Safety training, Librarian staff will have the opportunity to attend virtual programs with the 2022 Public Library Association Conference taking place in Oregon.



Adult Services Team Update from the Desk of Kate Kennedy: *(Strategic Plan, A3, B2, B3)*

"In person programming is slowly coming back- starting with our first in house, in person book club in almost a year! We're planning for another book club to start next month, as well as mystery game nights, informal coffee/ social hours, and programs to help ramp up the AS summer reading program presence. Natalie's trivia program is still going strong, as is her book club at the senior center. Geocaching was a success, and the winners of the first featured local author book were pleased. Shout out to Mr. John Marek! The majority of the librarians are now NARCAN trained, and the library will be obtaining 3 NARCAN kits- one to be kept at circulation, one to be kept at Adult reference, and one to be kept at Youth reference. More training to come during Staff Development day on the 25th! Thanks for all you do, Kate and the AS team"

Young Adult Services Update from the Desk of Shannon Gulgren: *(Strategic Plan, A3, B2, B3)*

"I had my first TLC (Teen Library Council) meeting this month, over Zoom, with three participants and three more who have applied and will be coming to the next meeting. The teens are excited for the council and the ability to help create library programs, displays, services, etc. focused on language, culture, and mental health. I also created two valentine's day programs that are STEAM focused that seemed to be popular. The teen program was a light up circuit valentine, and the tween one was a finger knitted valentine ornament."

Youth Services Team Update from the Desk of Kate Krause: *(Strategic Plan, A1, A3, B2, B3)*

"It's been a busy month! **Kate, Christine, Brenda,** and **Alyssa** all completed a session of NARCAN training. Good knowledge to have, but hopefully will never be needed! Voting opened up on February 14 for the annual Kids' Choice Awards, so **Kate** has been working with the New Berlin Public Schools to coordinate and share information for this program. We are also offering some fun prizes and incentives to participating classrooms this year in honor of it being the 20th anniversary of the Kids' Choice Awards. Voting will close on March 11. **Brenda** and the **3D printing team** have been working on logistics for launching the 3D printers for patron printing beginning in April, and **Christine** took a field trip to Menomonee Falls Public Library to view their Makerspace for research on future Imaginarium happenings. Lastly, **Dermot** has been busy answering questions from children about Ireland for a fun March program. Several children have submitted recordings with their questions for him, and Dermot will be recording his responses. These videos will be aired on social media on Thursdays throughout the month of March."

Library Happenings:

- New Library Page, **Maddie** Stiedaman finishes her dance season with Eisenhower High School, with a State Championship! Congratulations!
- **Circulation Staff** are continuing to process "Library of Things" items which can be a tedious process based on the size and/or number of "things" within an item. *(Strategic Plan, A3)*
- New to the Library's collection are group-oriented mystery games and a Bollywood movie collection.
- **Natalie** has applied for grant monies through the American Rescue Plan Act of 2021 (ARPA) and the Bridges Library System for the development of exterior broadband connectivity for the Library. *(Strategic Plan, C4)*
- **Michelle** and **Kate Krause** are finalizing plans for the Summer Reading Program launch of the Story Walk at ProHealth Care Park. *(Strategic Plan, A2, B2, B3)*

Report Submitted by: Natalie Beacom

Allowable Cost Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	New Berlin			
Description	Annual Report Reference	2021 Actuals (Per Annual Report)	2022 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2021) and Section V, 9 (for 2022)	\$1,514,905	\$1,579,035	
Home County Operating Revenue	Section V, 2(a)	\$23,929	\$22,733	
Other County Payments for Library Services	Section V, 2(b)	\$4,030	\$4,763	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$2,452	\$4,051	
Federal Funds	Section V, 4	\$0	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$26,565	\$32,500	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,571,881	\$1,643,082	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,435,912	\$1,579,035	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,435,912	\$1,579,035	
Library Capital and Debt	Section VII (1 & 2)	\$255,539	\$226,620	
Total Expenditures		\$1,691,451	\$1,805,655	

The information listed above is a correct statement of the Library's spending for 2021 actuals and 2022 budget. Please provide any additional comments in the box below.

--

Board President

Date

Library Director

Date