



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, April 18, 2022
6:00 PM
New Berlin Public Library**

Regular Meeting

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

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.

March 21st, 2022 Minutes

Approval of Bills and Invoices

Next Meeting Date: Monday, May 16th, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

President's Report - Information

Director's Report - Information and 3D Printing Demonstration

OLD BUSINESS

2022 Staff Survey Update

INFORMATION/DISCUSSION/ACTION

NBPL Grounds & Exterior Enhancements

INFORMATION/DISCUSSION/ACTION

Public Health Community Levels for Future Library Restrictions

INFORMATION/DISCUSSION/ACTION

NEW BUSINESS

Teen Suit 2022 Re-Image

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.

Read Beyond The Beaten Path



New Berlin
Community
Storybook Trail
at ProHealth Care Park



You're Invited

(to Read Beyond the Beaten Path!)

To: Kick-off this summer's 2022 Summer Reading Program
Read Beyond the Beaten Path at the Library's **NEW Storybook Trail**
located at **ProHealth Care Park**, 2950 S Sunny Slope Rd.

When: Thursday, May 26th, 2022 **Time:** 10:00-11:00 (rain or shine)

Activities: We'll kick off the event with story time with **Miss Brenda**, followed by the Storybook Trail ribbon cutting with **Mayor Dave**, then walk and read our Storybook Trail story, My Garden, along the trail together!

What is the Storybook Trail?

The Storybook Trail is a creative way for the community to enjoy a family-friendly, accessible trail, while reading an adventure at the same time!

Pages of a children's book are put on signs and placed along the trail for you to stroll along and read the story, step-by-step and page-by-page. The Library will change the stories with the seasons!



With Thanks

Thank you to the
Friends of New Berlin Public Library
for sponsoring this community story trail and helping us enjoy stories off the beaten path.



Many thanks to the staff at the Parks and Streets Departments for your support of this project and the Library.



**CITY OF NEW BERLIN
LIBRARY BOARD - MINUTES
Monday, March 21, 2022**

Regular Meeting

Public Library

6:00 PM

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

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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CALL MEETING TO ORDER

Board Members Present: Jill Kawala, Nathan Jung, Ruth Bock, John Marek, Dolores Greenawalt, Debbie Stelzner, Chuck Garrigues, Patti Orzel

Excused: Linda Maas

Also present: Natalie Beacom, Director of Library, Kathy Wiemelt, Friends of the Library

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

6:00pm Meeting called to order

COMMITTEE REPORTS

ITEM: Friends of the Library, Inc.

– Collected over 3,400 books over the curbside book drive.

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 21, 2022
- Approval of Bills and Invoices
- Next meeting date: Monday, April 18, 2022

Discussion was had.

MOTION: Jill Kawala moved to approve consent agenda

VOTE: Motion by: Jill Kawala
Second by: Debbie Stelzner
MOTION PASSED 8-0

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

President's Report:

Noted recognition of the commendation received by the Library from the Governor's Office for efforts during 2021. Library was gifted a copy of the Cedarburg Art Museum, "The History of Wisconsin Art" book.

Director's Report:

Discussion was had about the 3D printer and John Marek asked for a sample for next week's meeting. Discussion was had about making sure what can be printed. Discussion was had about continuing the conversation for what can be made in the 3D printer. Natalie Beacom wanted to highlight the staff development date this Friday the board approved. Staff will go over a lot of the emergency procedures.

OLD BUSINESS

ITEM: Ongoing Pandemic Policies and Issues: Meeting Room Capacities, Computer Time Limits, Imaginarium:

Pandemic policies including meeting room times and computer limits. Discussion was had about the computer lab. Masking is optional. The policy is working well.

MOTION: Motion to set computer time back to four hours effective immediately

VOTE: Motion by: Patti Orzel
Second by: Dolores Greenawalt
MOTION PASSED 8-0

ITEM: Ongoing Pandemic Policies and Issues: Meeting Room Capacities, Computer Time Limits, Imaginarium:

Discussion about returning meeting rooms to 100% capacity. Masking is optional. The policy is working well

MOTION Motion to return meeting rooms to 100% capacity

VOTE: Motion By: Dolores Greenawalt
Seconded By: Jill Kawala
MOTION PASSED 8-0

NEW BUSINESS

ITEM: 2022 Staff Survey:

Discussion was had about creating a staff survey. Dolores Greenawalt and Nathan Jung will look over the questions for the survey and have questions ready by next meeting. By next month, Natalie Beacom will provide the evaluation tool currently used for library staff.

ITEM: Allowable Costs Worksheet:

John Marek and Natalie Beacom need to sign the worksheet which has information from the 2021 annual report.

ITEM: Exterior Recreation Projects:

The library is working to build programming opportunities with the NB Recreation Department. The library's south parking lot is a space the staff are considering painting different games on the pavement. The library is also working on composting units in the back. The library may need a shed in the back of the library to hold supplies. Dolores Greenawalt makes a motion to purchase and install the compost bin, Debbie Stelzner seconded it. All approved, none opposed. Motion carried. Natalie will present proposals for other exterior projects at April's meeting.

ANNOUNCEMENTS

No announcements

ADJOURN The meeting adjourned at 7:00pm

VOTE: Motion by: Chuck Garrigues
Second by: Ruth Bock
MOTION PASSED 8-0

Respectfully submitted by: Dolores Green

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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.

04/07/2022 16:01
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 04

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	122,614.66	.00	336,666.34	26.7%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	102,520.52	.00	303,219.48	25.3%
15810000 50070 SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000 51010 RETIREMENT	41,829	0	41,829	10,623.38	.00	31,205.62	25.4%
15810000 51020 FICA	66,174	0	66,174	16,949.71	.00	49,224.29	25.6%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	14,221.90	.00	34,821.10	29.0%
15810000 51040 RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000 51060 LONG-TERM DISABI	81	0	81	26.96	.00	54.04	33.3%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	677.02	.00	483.98	58.3%
15810000 51070 LIFE INSURANCE	800	0	800	241.60	.00	558.40	30.2%
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	5,193.77	.00	54,806.23	8.7%
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	829.45	.00	1,470.55	36.1%
15810000 53050 HEATING FUEL	17,000	0	17,000	2,535.24	.00	14,464.76	14.9%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	5,342.69	.00	49,657.31	9.7%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	30,608.07	.00	19,391.93	61.2%
15810000 54040 R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000 54060 MARKETING	500	0	500	218.39	.00	281.61	43.7%
15810000 54080 LEASES EQUIPMENT	50,000	0	50,000	15,034.69	.00	34,965.31	30.1%
15810000 54110 SUPPLIES	18,000	0	18,000	7,611.02	.00	10,388.98	42.3%
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	648.67	.00	25,351.33	2.5%
15810000 54190 GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	66,828.82	.00	144,171.18	31.7%
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	163.00	.00	37.00	81.5%
15810000 54300 CONFERENCE/SEMIN	500	0	500	264.00	.00	236.00	52.8%
15810000 54330 TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000 54521 TECHNOLOGY/SOFTW	36,000	0	36,000	32,126.97	.00	3,873.03	89.2%
15810000 54521 COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	450.07	.00	749.93	37.5%
15810000 55095 PROGRAMS-YOUNG A	1,200	0	1,200	202.15	.00	997.85	16.8%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	138.82	.00	1,061.18	11.6%
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	437,959.57	.00	1,141,075.43	27.7%
TOTAL EXPENSES	1,579,035	0	1,579,035	437,959.57	.00	1,141,075.43	

FOR 2022 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,579,035	0	1,579,035	437,959.57	.00	1,141,075.43	27.7%

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

03/17/2022 11:01
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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	891054	0	2022 3 INV P	22.21 032322		262701 RPAIRS-LIB
003228 BATZNER PEST CONTR	3307939	0	2022 3 INV P	99.00 032322		262675 PESTCNTRL-LIB
004910 CINTAS FIRE PROTECTI	0F36859201	0	2022 3 INV P	901.79 032322		262686 FIRE EXTING INSP-LI
005424 NATIONAL ELEVATOR	RI22006523	0	2022 3 INV P	80.00 032322		262764 ELEVATOR INSP-LIB
	ACCOUNT TOTAL			1,103.00		
15810000 54030			MAINTENANCE CONTRACT			
014113 K-12 TECHNOLOGY GROU	92295MAR22	0	2022 3 INV P	1,960.72 032322		262743 SIMPLIFY IT-LIB MAR
	ACCOUNT TOTAL			1,960.72		
15810000 54080			LEASES EQUIPMENT			
200808 OFFICE COPYING EQUIP	AR158745	0	2022 3 INV P	937.65 032322		262771 COPIER LEASE-LIB 12
362301 GREAT AMERICA FINANC	31169744FEB22 LIB C	0	2022 3 INV P	289.00 032322		262721 COPIER LEASE-LIB C
362301 GREAT AMERICA FINANC	31239033MAR22-LIB B	0	2022 3 INV P	163.00 032322		262721 COPIER LEASE-LIB B
				452.00		
	ACCOUNT TOTAL			1,389.65		
15810000 54110			SUPPLIES			
013800 DEMCO INC	7067774	0	2022 3 INV P	740.79 032322		262694 CUSTOM LABELS-LIB
014764 ELM USA	47665	0	2022 3 INV P	4,045.00 032322		262702 SUPPLIES-LIB
015370 OFFICE DEPOT	226312577001	0	2022 3 INV P	220.29 032322		262772 OFFICE SUPPLIES-LIB
	ACCOUNT TOTAL			5,006.08		
15810000 54180			HOUSEKEEPING SUPPLY			
026400 ITU ABSORB TECH	7867737	0	2022 3 INV P	97.75 032322		262735 MATS-LIB FEB2022
	ACCOUNT TOTAL			97.75		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	76323372	0	2022 3 INV P	48.73 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	76329638	0	2022 3 INV P	47.25 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77343772	0	2022 3 INV P	60.78 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77344068	0	2022 3 INV P	23.99 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77344695	0	2022 3 INV P	42.73 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77404933	0	2022 3 INV P	119.16 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77405187	0	2022 3 INV P	80.97 032322		262710 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77405282	0	2022 3 INV P	50.23 032322		262710 VARIOUS TITLES-LIB
				473.84		

03/17/2022 11:01
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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
006199 BAKER & TAYLOR BOOKS 2036518518		0	2022	3	INV P	581.69 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036526858		0	2022	3	INV P	468.12 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036529381		0	2022	3	INV P	72.98 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036533056		0	2022	3	INV P	361.22 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036534420		0	2022	3	INV P	301.48 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036540280		0	2022	3	INV P	309.28 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036540381		0	2022	3	INV P	305.96 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036540452		0	2022	3	INV P	648.61 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036547092		0	2022	3	INV P	252.77 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036547257		0	2022	3	INV P	413.55 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS 2036553750		0	2022	3	INV P	418.33 032322	262673	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS T24099130		0	2022	3	INV P	21.59 032322	262673	VARIOUS TITLES-LIB
						4,155.58		
321672 HOOPLA	501758893	0	2022	3	INV P	505.64 032322	262730	DIGITAL MEDIA-LIB F
361291 MIDWEST TAPE	501467215	0	2022	3	INV P	11.24 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501467216	0	2022	3	INV P	73.31 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501756238	0	2022	3	INV P	43.48 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501756239	0	2022	3	INV P	26.24 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501756510	0	2022	3	INV P	22.48 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501756511	0	2022	3	INV P	313.65 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501778860	0	2022	3	INV P	259.65 032322	262758	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501778861	0	2022	3	INV P	10.49 032322	262758	VARIOUS TITLES-LIB
						760.54		
392979 CENTER POINT	1915956	0	2022	3	INV P	420.66 032322	262683	VARIOUS TITLES-LIB
ACCOUNT TOTAL						6,316.26		
ORG 15810000 TOTAL						15,873.46		
=====								
FUND 0010 GENERAL FUND						TOTAL:	15,873.46	
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** END OF REPORT - Generated by Thu Van Hintz **

04/07/2022 15:58
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/4 TO 2022/4	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000		LIBRARY							
15810000	53040								
	302074	AT&T	262785498003MAR22	0	2022	4 INV P	199.64 041322	263009	PHONES-LIB MAR2022
							199.64		ACCOUNT TOTAL
15810000	54010								
	264717	TOEPFER SECURITY COR	88004	0	2022	4 INV P	672.50 041322	263195	LOCK RPAIR-LIB
	359157	OTIS ELEVATOR COMPAN	100400705700 LIB	0	2022	4 INV P	202.72 041322	263031	ELEVATOR MAINT-LIB
							875.22		ACCOUNT TOTAL
15810000	54080								
	013995	KANSAS STATE BANK	3356523PMT#29 APR22	0	2022	4 INV P	2,566.00 041322	263136	COPIER LEASE-LIB #2
	200808	OFFICE COPYING EQUIP	AR163668	0	2022	4 INV P	1,124.99 041322	263161	COPIER LEASE-LIB 2/
	362301	GREAT AMERICA FINANC	31278785 MAR22 LIB A	0	2022	4 INV P	188.00 041322	263118	COPIER LEASE-LIB MA
	362301	GREAT AMERICA FINANC	31364429 MAR22 LIB C	0	2022	4 INV P	289.00 041322	263118	COPIER LEASE-LIB C
							477.00		
							4,167.99		ACCOUNT TOTAL
15810000	54110								
	015370	OFFICE DEPOT	221072175001	0	2022	4 CRM P	-149.54 041322	263162	RET PURCH CREDIT-LI
	015370	OFFICE DEPOT	221075222001	0	2022	4 INV P	149.54 041322	263162	OFFICE SUPPLIES-LIB
	015370	OFFICE DEPOT	234465841001	0	2022	4 INV P	26.24 041322	263162	OFFICE SUPPLIES-LIB
	015370	OFFICE DEPOT	234468654001	0	2022	4 INV P	10.49 041322	263162	OFFICE SUPPLIES-LIB
							36.73		
							36.73		ACCOUNT TOTAL
15810000	54230								
	001613	GALE CENGAGE LEARNIN	77425795	0	2022	4 INV P	71.23 041322	263109	VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	77448916	0	2022	4 INV P	91.17 041322	263109	VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	77480583	0	2022	4 INV P	74.97 041322	263109	VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	77508168	0	2022	4 INV P	121.56 041322	263109	VARIOUS TITLES-LIB
							358.93		
	006199	BAKER & TAYLOR BOOKS	2036559388	0	2022	4 INV P	408.96 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036561245	0	2022	4 INV P	288.83 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036563546	0	2022	4 INV P	220.08 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036569261	0	2022	4 INV P	423.81 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036569668	0	2022	4 INV P	733.36 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036575284	0	2022	4 INV P	399.48 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036581752	0	2022	4 INV P	344.42 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036583623	0	2022	4 INV P	616.30 041322	263067	VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2036583813	0	2022	4 INV P	115.33 041322	263067	VARIOUS TITLES-LIB

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/4 ACCOUNT/VENDOR	TO 2022/4 INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
006199 BAKER & TAYLOR BOOKS	2036585908	0	2022 4	INV	P	425.51 041322	263067	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036586506	0	2022 4	INV	P	150.09 041322	263067	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036591046	0	2022 4	INV	P	363.71 041322	263067	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036596417	0	2022 4	INV	P	356.36 041322	263067	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036597639	0	2022 4	INV	P	1,105.70 041322	263067	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036602056	0	2022 4	INV	P	390.70 041322	263067	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	H60744660	0	2022 4	INV	P	25.19 041322	263067	
						6,367.83		
013800 DEMCO INC	7092855	0	2022 4	INV	P	213.54 041322	263090	MATERIALS-LIB
013800 DEMCO INC	7093753	0	2022 4	INV	P	274.21 041322	263090	MATERIALS-LIB
						487.75		
350982 T-MOBILE	970673785MAR22	0	2022 4	INV	P	334.27 041322	263016	INTERNET HOTSPOTS-L
361291 MIDWEST TAPE	501824849	0	2022 4	INV	P	230.41 041322	263151	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501824911	0	2022 4	INV	P	15.74 041322	263151	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501852979	0	2022 4	INV	P	79.98 041322	263151	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	501857681	0	2022 4	INV	P	69.98 041322	263151	VARIOUS TITLES-LIB
						396.11		
ACCOUNT TOTAL						7,944.89		
15810000 54521	TECHNOLOGY/SOFTWARE							
085010 WAUKESHA COUNTY TREA	2022-13010025	0	2022 4	INV	P	32,082.00 041322	263205	2022CAFE SUPPORT-LI
ACCOUNT TOTAL						32,082.00		
ORG 15810000 TOTAL						45,306.47		
=====								
FUND 0010 GENERAL FUND						TOTAL:	45,306.47	
=====								

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 04

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
22810000 41020 GRANTS-LOCAL	0	0	0	-4,051.00	.00	4,051.00	100.0%
22810000 48000 MISC GENERAL REV	0	0	0	.00	.00	.00	.0%
22810000 48040 DONATIONS	0	0	0	280.00	.00	-280.00	100.0%*
22810000 48040 FOL DONATIONS	0	0	0	-14,980.06	.00	14,980.06	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	57.84	.00	-57.84	100.0%*
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	1,303.24	.00	-1,303.24	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	-17,389.98	.00	17,389.98	100.0%
TOTAL REVENUES	0	0	0	-18,751.06	.00	18,751.06	
TOTAL EXPENSES	0	0	0	1,361.08	.00	-1,361.08	

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-17,389.98	.00	17,389.98	100.0%

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

		YEAR-TO-DATE THROUGH MARCH 31, 2022					
DEPAR	OBJ	ACCOUNT DESCRIPTION	ORIGINAL A	REVISED BUI	YTD EXPENDE	AVAILABLE	% USED
581	50010	SALARY-FULL TIME	459,281	459,281	105,061.22	354,220	22.90
581	50020	SALARY-PART TIME	405,740	405,740	88,091.50	317,649	21.70
581	51010	RETIREMENT	41,829	41,829	9,103.37	32,726	21.80
581	51020	FICA	66,174	66,174	14,534.73	51,639	22.00
581	51030	HEALTH INSURANCE	49,043	49,043	12,190.20	36,853	24.90
581	51060	LONG-TERM DISABILITY	81	81	20.22	61	25.00
581	51065	VISION/DENTAL INSURANCE	1,161	1,161	580.30	581	50.00
581	51070	LIFE INSURANCE	800	800	207.00	593	25.90
581	53010	ELECTRICITY	60,000	60,000	5,193.77	54,806	8.70
581	53020	WATER/SEWER	3,876	3,876	0.00	3,876	0.00
581	53040	TELEPHONE/CELL PHONE	2,300	2,300	629.81	1,670	27.40
581	53050	HEATING FUEL	17,000	17,000	2,535.24	14,465	14.90
581	54010	R&M BLDGS & GROUNDS	55,000	55,000	4,467.47	50,533	8.10
581	54030	MAINTENANCE CONTRACT	50,000	50,000	30,608.07	19,392	61.20
581	54040	R&M EQUIPMENT	2,000	2,000	0.00	2,000	0.00
581	54060	MARKETING	500	500	119.40	381	23.90
581	54080	LEASES EQUIPMENT	50,000	50,000	10,866.70	39,133	21.70
581	54110	SUPPLIES	18,000	18,000	7,153.55	10,846	39.70
581	54170	POSTAGE	450	450	0.00	450	0.00
581	54180	HOUSEKEEPING SUPPLY	26,000	26,000	528.69	25,471	2.00
581	54230	LIBRARY MATERIALS	211,000	211,000	56,408.06	154,592	26.70
581	54250	MAGAZINES/NEWSPAPERS	18,000	18,000	1,888.00	16,112	10.50
581	54270	MEMBERSHIP DUES	200	200	163.00	37	81.50
581	54300	CONFERENCE/SEMINAR/MEET	500	500	264.00	236	52.80
581	54330	TRAINING EXPENSES	500	500	0.00	500	0.00
581	54521	TECHNOLOGY/SOFTWARE	36,000	36,000	29.98	35,970	0.10
581	55090	PROGRAMS-JUVENILE	1,200	1,200	293.38	907	24.40
581	55095	PROGRAMS-YOUNG ADULT	1,200	1,200	154.21	1,046	12.90
581	55100	PROGRAMS-ADULT	1,200	1,200	138.82	1,061	11.60
		Grand Total	1,579,035	1,579,035	351,230.69	1,227,804	22.20

YEAR-TO-DATE THROUGH MARCH 31, 2022

DEPART	OBJ	ACCOUNT DESCRIPTION	ORIGINAL	REVISED	BUDGET	YTD EXPENSE	AVAILABLE
581	50010	SALARY-FULL TIME	459,281	459,281	105,061.22	354,220	
581	50020	SALARY-PART TIME	405,740	405,740	88,091.50	317,649	
581	51010	RETIREMENT	41,829	41,829	9,103.37	32,726	
581	51020	FICA	66,174	66,174	14,534.73	51,639	
581	51030	HEALTH INSURANCE	49,043	49,043	12,190.20	36,853	
581	51060	LONG-TERM DISABILITY	81	81	20.22	61	
581	51065	VISION/DENTAL INSURANCE	1,161	1,161	580.30	581	
581	51070	LIFE INSURANCE	800	800	207.00	593	
581	53010	ELECTRICITY	60,000	60,000	5,193.77	54,806	
581	53020	WATER/SEWER	3,876	3,876	0.00	3,876	
581	53040	TELEPHONE/CELL PHONE	2,300	2,300	629.81	1,670	
581	53050	HEATING FUEL	17,000	17,000	2,535.24	14,465	
581	54010	R&M BLDGS & GROUNDS	55,000	55,000	4,467.47	50,533	
581	54030	MAINTENANCE CONTRACT	50,000	50,000	30,608.07	19,392	
581	54040	R&M EQUIPMENT	2,000	2,000	0.00	2,000	
581	54060	MARKETING	500	500	119.40	381	
581	54080	LEASES EQUIPMENT	50,000	50,000	10,866.70	39,133	
581	54110	SUPPLIES	18,000	18,000	7,153.55	10,846	
581	54170	POSTAGE	450	450	0.00	450	
581	54180	HOUSEKEEPING SUPPLY	26,000	26,000	528.69	25,471	
581	54230	LIBRARY MATERIALS	211,000	211,000	56,408.06	154,592	
581	54250	MAGAZINES/NEWSPAPERS	18,000	18,000	1,888.00	16,112	
581	54270	MEMBERSHIP DUES	200	200	163.00	37	
581	54300	CONFERENCE/SEMINAR/MEETI	500	500	264.00	236	
581	54330	TRAINING EXPENSES	500	500	0.00	500	
581	54521	TECHNOLOGY/SOFTWARE	36,000	36,000	29.98	35,970	
581	55090	PROGRAMS-JUVENILE	1,200	1,200	293.38	907	
581	55095	PROGRAMS-YOUNG ADULT	1,200	1,200	154.21	1,046	
581	55100	PROGRAMS-ADULT	1,200	1,200	138.82	1,061	
		Grand Total	1,579,035	1,579,035	351,230.69	1,227,804	

% USED

22.90
21.70
21.80
22.00
24.90
25.00
50.00
25.90
8.70
0.00
27.40
14.90
8.10
61.20
0.00
23.90
21.70
39.70
0.00
2.00
26.70
10.50
81.50
52.80
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22.20

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 04

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	-4,846.19	.00	-20,153.81	19.4%*
01010400	44111							
	LIBRARY-COPIES	-7,500	0	-7,500	-1,266.37	.00	-6,233.63	16.9%*
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	-6,112.56	.00	-61,737.44	9.0%
TOTAL REVENUES		-67,850	0	-67,850	-6,112.56	.00	-61,737.44	

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-67,850	0	-67,850	-6,112.56	.00	-61,737.44	9.0%

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



Library Director Report

Library Updates for March & April

3D Printing Update: *(Strategic Plan, A1)* The 3D Printing team, including Sir Prints-A-Lot and Prints Charming, are actively printing! Fidget spinners and the tic-tac-toe game are in a close tie for favorite print option. We've decided to move forward with 3D printing in this stand-alone program capacity that will provide learning opportunities on the printer technology working with Librarian staff. The next program is planned for later this year. The Library's 3D printing Lead, Brenda Pritchard will be joining the April Library Board meeting to demonstrate the printing process.

Community Storybook Trail: *(Strategic Plan, A2)* The Community Storybook Trail, an idea from the Library's Youth Services team, Michelle Neubauer, Kate Krause, Melissa Binder, Christine Weichart and Brenda Pritchard is now an active destination in New Berlin's Prohealth Care Park! The official community launch and ribbon cutting is planned for Thursday, May 26th from 10-11 at the Storybook Trail. NBPL [Storybook Trail Invitation](#).

Public Library Association Virtual Conference and Staff Development *(Strategic Plan, B3)*

March was a busy month for staff training and development. Staff took advantage of the Library's closure to review all safety procedures, evacuations, safety kit locations and protocols. Departments also worked on team projects and participated in Library Staff Trivia!

Discover New Berlin

Community Fair and Kids

Fest: *(Strategic Plan, B2, B3)*

Library Staff and Friends of New Berlin Library volunteers shared fun prizes and information about what the Library has to offer at the New Berlin Chamber of Commerce and Visitors Bureau's, Discover New Berlin Community Fair and Kids Fest. Visitors to the Library's booth were able to help put together a puzzle, spin the wheel for Library prizes and leave with a craft kit!



(The Library's Alyssa and Shannon are pictured here with FOL president, Kathy Weimelt)

Marketing Summit: *(Strategic Plan, B1)*

In April, the staff began delving into marketing for ideas to reach and connect with current Library users and those who may not regularly use the Library. We started by following Kathy Dempsey's "Cycle of True Marketing" to help guide our discussions through a needs assessment process to identify the community's demographic audience and appropriate products and services. The next steps will involve different strategic marketing goals we'd like to reach as a team. We used information received from an April focus group and this feedback from participants was valuable and the continued community feedback will help drive our process.



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

"This month we're working on promoting Money Smart Week for adults, our Game Day program, Composting Program, all new Beanstack challenges, and the ramping up of our book clubs. We've seen an increase in attendance in our regular book clubs since we've started in person, as well as an increase in interest in the programs we're promoting. We also attended Staff Development Day this month, which included safety trainings, a Wisconsin Talking Book and Braille training, a (surprisingly productive) weeding relay race, and PLA webinars galore. We've also just finished adult services annual evaluations, and I'm happy to say we have content librarians with great ideas for the future! Thanks, as always, for all you do for the library, Kate"

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

"For the month of March, I created Teen Take-and-Makes with Celtic themed DIY bookmarks and worked with Christine to create DIY STEM Catapult Take-and-Makes for Tweens. I held the second Teen Library Council (TLC), with 4 members participating and we pitched ideas for mental health themed programs and a teen book club. Displays I created included themes of Women's History Month with fiction featuring strong women and nonfiction about women's stories, as well as a Read Across America theme with fiction featuring road trips!"

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

"Big highlights from the YS Department this month include a pre-launch of our 3D printers with Dermot's Pokémon Planter program. Children of all ages were able to "catch" a poké ball and open it up to see who they caught. Very well received by both children and adults! Kate also wrapped up voting for the **Kids' Choice Awards**, a program that we partner with both the Bridges Library System and New Berlin School District on. **We had our best turn out yet - with 400 votes submitted and 1,311 total books read by 4th, 5th, and 6th graders!** Another exciting project was the soft-opening of our Storybook Trail located at ProHealth Care Park in New Berlin. This has been an ongoing project for the past few months between Michelle, Kate, and Christine in collaboration with other city departments, and we were finally able to debut our first story. May will bring an official ribbon-cutting for the Storybook Trail, as we tie it in with our Summer Reading Program for 2022: Read Beyond the Beaten Path. The feedback so far has been very positive! We also attended **Staff Development Day** this month, which included library safety trainings, a Wisconsin Talking Book and Braille training, and PLA webinars."

Library Happenings:

- The Library Circulation's Monday night crew made sure to share pies in honor of "Pie Day" in March!
- The Loose Beads Society of Southeastern Wisconsin donated a "Take and Make" craft to the Library in April. The beaded ribbon necklaces are a great gift and just in time for Mother's Day! *(Strategic Plan, B3)*
- Shannon, Alyssa and IKE NHS student, Emily met with the Garden Club to share ideas for community gardening in New Berlin. *(Strategic Plan, B2 B3)*
- In April we join the efforts of Two Men and A Truck's, "Mover's for Moms", program to gather supplies for those facing housing hardships. *(Strategic Plan, B3)*
- Kate Kennedy facilitated the donation of library books to ACAP, Adaptive Community Approach Center, located in Waukesha. This organization celebrates the impact those with physical disabilities make in the community! *(Strategic Plan, B3)*
- "Kids Asked Dermot", our Librarian from Ireland, questions about unicorns and shamrocks in March. He also reviewed Irish slang to add to our vocabulary!



NBPL Outdoor Project Proposals

The Library staff are considering different ways to enhance the Library's outdoor space for community use. The following options are the additions to the Library grounds that we'd like to pursue in 2022.

1) Installation of Wood Duck Nest Boxes at the Library Pond



We have received the approval from the City of New Berlin Parks Supervisor and are currently working with the Department of Natural Resources and local conservationists to create a Learn About Wood Duck Conservation Series. The series would begin in the late summer of 2022 with public programming to learn

about avian biology, specific to the wood duck. Following this program, the series would move forward with the construction and installation of 3 wood duck nest boxes in the Library pond. The follow-through with participants would fit nicely with increasing citizen science programming within the community and at the Library and involve maintaining, monitoring & annual nest cleaning.

Action: The Library requests the authorization to proceed with this conservation series, and install 3 environmentally compatible, wood duck nests in and/or around and facing the Library's pond area.

2) Recreational GaGa Ball Arena:

With additional opportunities to connect with Recreation Department Youth Camps, we'd like to install the City's GaGa Ball at the Library. GaGa Ball is a popular game similar to dodgeball. Working with The City's Park Supervisor we are able to fit the semi-permanent arena near the west side of the Library



garden to the south of the Library's Green Space. This space would be open at all times to the public and would operate with maintenance coverage similar to a City playground. This is a passive, active outdoor addition to encourage the Library as a destination within the community. Users would check out game balls from the Library.

Action: The Library requests the authorization to proceed with the assembly of the GaGa ball arena on the Library grounds.



3) Recreational Asphalt Games: The parking lot pavement to the south of the Green Space is a blank canvas ready for some hopscotch. We'd like to stencil and paint recreational games on the asphalt. Four square, hopscotch and tic tac toe or chess square would be stenciled and painted. Users would be able to check out necessary equipment from the Library. When the area is used for programs and events, we will provide traffic cones and sandwich boards to block the east and west access to the area. Asphalt would be painted in blue and in the center of the parking lanes as to not distract vehicles using the space outside of programming and events. The project has been pre-approved by the City of New Berlin Streets, Parks and City Attorney Mark Blum.



Action: The Library requests the authorization to proceed with the asphalt painting of recreational games in south parking lot area.

4) Library Stage: Outdoor story times have been successful for the library and we envision the potential for a stage area in which we can provide regular community music, theater, comedy and book talks. It would also act as a publically venue for patrons to reserve, engage and enjoy the Library's grounds. We are in the research phase of this project and working with the City Street Department's carpenters to see if there are materials available to fabricate a semi-permanent stage at the Library Green Space's southwest corner. We have determined a ground level platform in this location would allow for a tiered amphitheater feel with the natural slope of the area. Some ideas for stages are included, but we are in the planning stages. We anticipate adding this to a future Strategic Plan and require additional research and approval from the City of New Berlin and need to develop funding prospects before approaching the Library Board for approval.



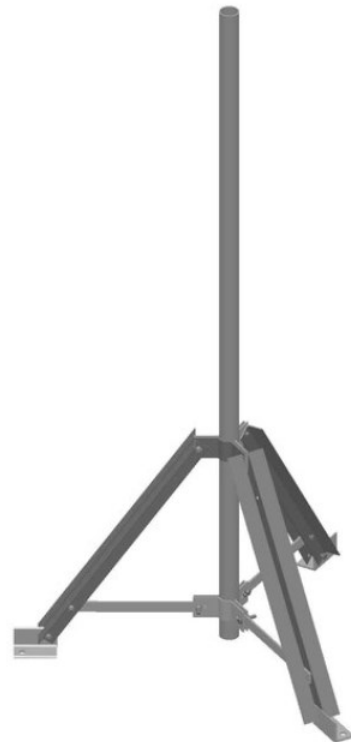
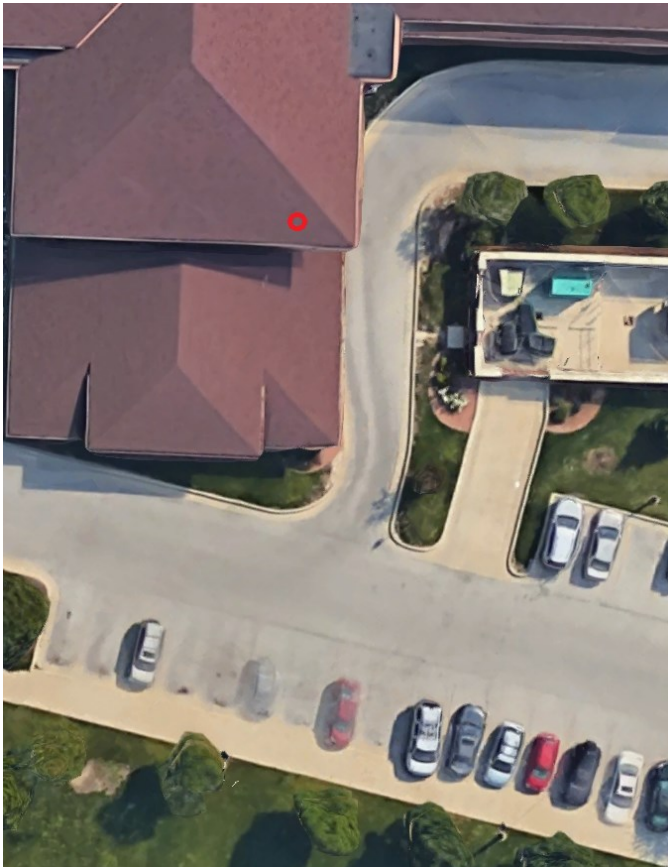
Action: Informational, no action at this time.



5) Exterior WiFi Access *(Strategic Plan, C4)*

As part of the Library's 2021-2023 Strategic Plan to develop the library's facility and technology infrastructure, item C4 was included to research the potential of adding WiFi connectivity to the Library's exterior grounds. Working with our IT vendor, K12 Technologies Group and Electrical contractor Dnesco, the Library is able to add access points to offer wireless connection to the Library's Green Space, parking and front entry patio area. Due to the location of the access points, to avoid signal interruptions, this may require we install a tripod fixture on the roof (see images below) to direct the signal above the Green Space's current and future tree line. We are the research phase of this project at this time and awaiting multiple grant application statuses to determine funding.

Action: Informational, no action at this time.



COVID-19 Community Level and COVID-19 Prevention

People who are [up to date on vaccines](#) have much lower risk of severe illness and death from COVID-19 compared with unvaccinated people. When making decisions about community prevention strategies and individual preventive behaviors in addition to vaccination, health officials and people should consider the COVID-19 Community Level in the county. Layered prevention strategies — like staying up to date on vaccines, screening testing, ventilation and wearing masks — can help limit severe disease and reduce the potential for strain on the healthcare system. CDC recommends using county COVID-19 Community Levels to help determine which COVID-19 prevention measures to use for individuals and communities. [Integrated County View](#) allows you to verify current community transmission levels.

Some community settings such as schools and some high-risk congregate settings such as correctional facilities and homeless shelters might include additional layers of prevention (e.g., physical distancing, contact tracing) based on information and data about the characteristics of the setting. High-risk congregate settings may implement added prevention as needed in the event of a facility outbreak even if COVID-19 Community Levels in the surrounding community are low. Jurisdictions should monitor health equity in vaccine and other prevention efforts and assess hospitalization data where possible to ensure outreach occurs to address any disparities in access to high quality healthcare.

COVID-19 Community Levels

COVID-19 Community Level	Individual- and household-level prevention behaviors	Community-level prevention strategies (as recommended by state or local authorities)
Low	- Stay up to date with COVID-19 vaccines and boosters - Maintain improved ventilation throughout indoor spaces when possible - Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19 - If you are immunocompromised or high risk for severe disease - Have a plan for rapid testing if needed (e.g., having home tests or access to testing) - Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies	- Distribute and administer vaccines to achieve high community vaccination coverage and ensure health equity - Maintain improved ventilation in public indoor spaces - Ensure access to testing, including through point-of-care and at-home tests for all people - Communicate with organizations and places that serve people who are immunocompromised or at high risk for severe disease to ensure they know how to get rapid testing - Ensure access and equity in vaccination, testing, treatment, community outreach, support services for disproportionately affected populations

COVID-19 Community Levels

COVID-19 Community Level	Individual- and household-level prevention behaviors	Community-level prevention strategies (as recommended by state or local authorities)
Medium	• If you are immunocompromised or high risk for severe disease ◦ Talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing) ◦ Have a plan for rapid testing if needed (e.g., having home tests or access to testing) ◦ Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies • If you have household or social contact with someone at high risk for severe disease ◦ consider self-testing to detect infection before contact ◦ consider wearing a mask when indoors with them • Stay up to date with COVID-19 vaccines and boosters • Maintain improved ventilation throughout indoor spaces when possible • Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19	• Protect people at high risk for severe illness or death by ensuring equitable access to vaccination, testing, treatment, support services, and information • Consider implementing screening testing or other testing strategies for people who are exposed to COVID-19 in workplaces, schools, or other community settings as appropriate • Implement enhanced prevention measures in high-risk congregate settings (see guidance for correctional facilities and homeless shelters) • Distribute and administer vaccines to achieve high community vaccination coverage and ensure health equity • Maintain improved ventilation in public indoor spaces • Ensure access to testing, including through point-of-care and at-home tests for all people ◦ Communicate with organizations and places that serve people who are immunocompromised or at high risk for severe disease to ensure they know how to get rapid testing • Ensure access and equity in vaccination, testing, treatment, community outreach, support services for disproportionately affected populations
High	• Wear a well-fitting mask¹ indoors in public, regardless of vaccination status (including in K-12 schools and other indoor community settings) • If you are immunocompromised or high risk for severe disease ◦ Wear a mask or respirator that provides you with greater protection ◦ Consider avoiding non-essential indoor activities in public where you could be exposed ◦ Talk to your healthcare provider about whether you need to take other precautions (e.g., testing) ◦ Have a plan for rapid testing if needed (e.g., having home tests or access to testing)	• Consider setting-specific recommendations for prevention strategies based on local factors • Implement healthcare surge support as needed • Protect people at high risk for severe illness or death by ensuring equitable access to vaccination, testing, treatment, support services, and information • Consider implementing screening testing or other testing strategies for people who are exposed to COVID-19 in workplaces, schools, or other community settings as appropriate • Implement enhanced prevention measures in high-risk congregate settings (see guidance for correctional facilities and homeless shelters)

COVID-19 Community Levels

COVID-19 Community Level	Individual- and household-level prevention behaviors	Community-level prevention strategies (as recommended by state or local authorities)
	○ Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies • If you have household or social contact with someone at high risk for severe disease ○ consider self-testing to detect infection before contact ○ consider wearing a mask when indoors with them • Stay up to date with COVID-19 vaccines and boosters • Maintain improved ventilation throughout indoor spaces when possible • Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19	• Distribute and administer vaccines to achieve high community vaccination coverage and ensure health equity • Maintain improved ventilation in public indoor spaces • Ensure access to testing, including through point-of-care and at-home tests for all people ○ Communicate with organizations and places that serve people who are immunocompromised or at high risk for severe disease to ensure they know how to get rapid testing • Ensure access and equity in vaccination, testing, treatment, community outreach, support services for disproportionately affected populations

¹ At all levels, people can wear a mask based on personal preference, informed by personal level of risk. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>

Determining COVID-19 Community Levels



New Cases ¹ (per 100,000 population in the last 7 days)	Indicator	Low	Medium	High
<200 cases	New COVID-19 admissions per 100,000 population (7-day total) ²	<10.0	10.0-19.9	≥20.0
	Percent of staffed inpatient beds in use by COVID-19 patients (7-day average) ³	<10.0%	10.0-14.9%	≥15.0%
≥200 cases	New COVID-19 admissions per 100,000 population (7-day total)	NA	<10.0	≥10.0
	Percent of staffed inpatient beds in use by COVID-19 patients (7-day average)	NA	<10.0%	≥10.0%

The COVID-19 Community Level is determined by the higher of the new admissions and inpatient beds metrics, based on the current level of new cases per 100,000 population in the past 7 days.

¹Number of new cases in the county in the past 7 days divided by the population in the county (or other administrative level) multiplied by 100,000.

²Total number of new admissions of patients with confirmed COVID-19 in the past 7 days divided by the total population in the Health Service Area, multiplied by 100,000.

³Percentage of staffed inpatient beds in use by patients with confirmed COVID-19 within the entire Health Service Area (7-day average).