



City of New Berlin

Meeting Agenda

Library Board

New Berlin City Hall
3805 S. Casper Drive
New Berlin, WI 53151

(262) 786-8610
www.NewBerlin.org

Monday, June 20, 2022

6:00 PM

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.

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, May 16th, 2022

Approval of Bills and Invoices

Next Meeting Date: Monday, July 18th, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

President's Report - Information

Director's Report - Information

OLD BUSINESS

2022 Staff Survey Update
- Information/Discussion/Action

NEW BUSINESS

Library Board Officer Elections
- Information/Discussion/Action

Development of Ad-Hoc Committee for Library Director Evaluations
- Information/Discussion/Action

Trustee Essentials Sections 1 and 2
- Information/Discussion/Action

Meeting Room Policy Review
- Information/Discussion/Action

ANNOUNCEMENTS

ADJOURN

PLEASE NOTE:

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org and will be forwarded to the Mayor and Library Board.

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 a possible 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 Rubina R. Medina (262) 786-8610.



**CITY OF NEW BERLIN
LIBRARY BOARD - MINUTES
Monday, May 16, 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:

- 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

Meeting called to order at 6:05pm by President John Marek.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Ruth Bock, Dolores Greenawalt, Charlotte Kroupa, Linda Maas, John Marek, Patti Orzel

Absent Member: Nathan Jung

Excused members: Jill Kawala, Debbie Stelzner

COMMITTEE REPORTS

Friends of the Library, Inc. – Annual written report viewed. No questions.

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.

- ITEM:**
- Approval of minutes—Monday, April 18th, 2022
 - Approval of Bills and Invoices
 - Next meeting date: Monday, June 20th, 2022

No discussion or comments on the consent agenda.

MOTION: Motion to approve the consent agenda

VOTE: Motion by: Patti Orzel
Second by: Ruth Bock
MOTION PASSED 6-0

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

ITEM: President's Report -

Welcome to Charlotte Kroupa, Alderwoman Representative District 7 of New Berlin. Nothing additional to report.

ITEM: Director's Report -

Summer concerts - Natalie Beacom discussed the current stage bid challenges; sponsor looking at mobile staging. Bands not hired yet.

OLD BUSINESS

ITEM: 2022 Staff Survey Update –

Dolores Greenawalt will send out the questions and bring it back to the next Board meeting; upon approval, will send survey out to staff after June meeting

NEW BUSINESS

ITEM: Nomination Committee for Library Board Officer Elections –

Discussion was had about the nomination committee to have Patti Orzel, Debbie Stelzner, and Ruth Bock to be part of the nominating committee.

ITEM: Dolores Greenawalt makes a motion to have Patti Orzel, Debbie Stelzner, and Ruth Bock to be part of the nominating committee. Linda Maas seconded the motion. 6-0 vote. Motion approved.

MOTION: Motion to approve Patti Orzel, Debbie Stelzner, and Ruth Bock to be part of the nominating committee

VOTE: Motion by: Dolores Greenawalt
Second by: Linda Maas
MOTION PASSED 6-0

ITEM: Letter for 2022 Standards –

The Library exceeded all the requirements. The document requires Natalie Beacom and John Marek to sign. We exceeded the standards: computers were listed at 12 only because 12 were available during COVID restrictions. Natalie will include Trustee Essentials in future Library Board packets.

ANNOUNCEMENTS

No announcements.

ADJOURN

MOTION: Motion to adjourn

VOTE: Motion by: Alderwoman Charlotte Kroupa
Second by: Patti Orzel
MOTION PASSED 6-0

Meeting ends at 6:38pm

Respectfully Submitted,

Dolores Greenawalt, Secretary

06/09/2022 13:13
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2022/6 TO 2022/6 ACCOUNT/VENDOR	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000 LIBRARY							
15810000 54010		R&M	BLDGS &	GROUNDS			
003228 BATZNER PEST CONTR 3340977	0	2022	6	INV P	109.00 061522	263966	PESTCNTRL-LIB MAY20
003228 BATZNER PEST CONTR 3359988	0	2022	6	INV P	109.00 061522	263966	PESTCNTRL-LIB JUN20
					218.00		
004997 ADVANCED COMMUNICATI 22-0519	0	2022	6	INV P	85.00 061522	263949	A/V CHECK-LIB
014553 PREFERRED ELECTRICAL 05122EE112	0	2022	6	INV P	2,097.00 061522	264111	LOT LIGHTING-LIB
021746 GRAINGER 9332752683	0	2022	6	INV P	182.33 061522	264023	LED BULBS-LIB
359157 OTIS ELEVATOR COMPAN 100400773716 LIB	0	2022	6	INV P	202.72 061522	264099	ELEVATOR MAINT.-LIB
366609 KAIN ENERGY CORPORAT 22125	0	2022	6	INV P	558.75 061522	264053	HVAC RPAIRS-LIB
380601 FP SOLUTIONS, LLC 20992	0	2022	6	INV P	495.00 061522	264006	FIRE SPRINKLER INSP
		ACCOUNT TOTAL			3,838.80		
15810000 54080			LEASES	EQUIPMENT			
010578 LIBRARICA LLC 204152-107R	0	2022	6	INV P	521.25 061522	264066	SUPPORT/UPDATE RENE
013995 KANSAS STATE BANK 3356523PMT#32 JUL202	0	2022	6	INV P	2,566.00 061522	264055	COPIER LEASE-LIB JU
014113 K-12 TECHNOLOGY GROU 92670 JUN22	0	2022	6	INV P	1,960.72 061522	264049	SIMPLIFY IT-LIB JUN
200808 OFFICE COPYING EQUIP AR171044 MAY22	0	2022	6	INV P	1,399.39 061522	264096	COPIER LEASE-LIB 5/
348554 PURCHASE POWER MAY22 2022 STMT	0	2022	6	INV P	35.00 061522	264114	SENDPRO PSTG-LIB 5/
362301 GREAT AMERICA FINANC 31678327 MAY22 LIB A	0	2022	6	INV P	188.00 061522	264024	COPIER LEASE-LIB MA
362301 GREAT AMERICA FINANC 31755762 MAY22-LIB C	0	2022	6	INV P	289.00 061522	264024	COPIER LEASE-LIB MA
					477.00		
		ACCOUNT TOTAL			6,959.36		
15810000 54110			SUPPLIES				
013800 DEMCO INC 7128381	0	2022	6	INV P	114.29 061522	263989	FOL#2215 SUPPLIES-L
013800 DEMCO INC 7129953	0	2022	6	INV P	2,162.07 061522	263989	SUPPLIES-LIB
013800 DEMCO INC 7133213	0	2022	6	INV P	242.04 061522	263989	SUPPLIES-LIB
					2,518.40		
020058 ODP BUSINESS 243836364001	0	2022	6	INV P	310.45 061522	264095	OFFICE SUPPLIES-LIB
020058 ODP BUSINESS 243852525001	0	2022	6	INV P	91.25 061522	264095	OFFICE SUPPLIES-LIB
020058 ODP BUSINESS 243852527001	0	2022	6	INV P	11.99 061522	264095	OFFICE SUPPLIES-LIB
020058 ODP BUSINESS 244685124001	0	2022	6	INV P	79.05 061522	264095	OFFICE SUPPLIES-LIB
					492.74		

06/09/2022 13:13
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl2

YEAR/PERIOD: 2022/6 TO 2022/6				ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
ACCOUNT TOTAL										3,011.14				
15810000	54180					HOUSEKEEPING SUPPLY								
026400	ITU ABSORB TECH	7917176	0	2022	6	INV P	100.47	061522	264041	MATS-LIB MAY2022				
ACCOUNT TOTAL										100.47				
15810000	54230					LIBRARY MATERIALS								
001613	GALE CENGAGE LEARNIN	2246161	0	2022	6	CRM P	-30.39	061522	264011	RET PURCH CRDIT-LIB				
001613	GALE CENGAGE LEARNIN	77677887	0	2022	6	INV P	26.99	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77729930	0	2022	6	INV P	23.99	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77736703	0	2022	6	INV P	69.75	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77741610	0	2022	6	INV P	50.23	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77778955	0	2022	6	INV P	22.49	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77817957	0	2022	6	INV P	25.49	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77819264	0	2022	6	INV P	242.32	061522	264011	VARIOUS TITLES-LIB				
001613	GALE CENGAGE LEARNIN	77827362	0	2022	6	INV P	27.74	061522	264011	VARIOUS TITLES-LIB				
										458.61				
006199	BAKER & TAYLOR BOOKS	2036740937	0	2022	6	INV P	182.38	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036746432	0	2022	6	INV P	360.27	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036749719	0	2022	6	INV P	431.10	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036751855	0	2022	6	INV P	759.22	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036753778	0	2022	6	INV P	256.53	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036762982	0	2022	6	INV P	341.11	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036765880	0	2022	6	INV P	390.55	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036768404	0	2022	6	INV P	1,092.84	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036770038	0	2022	6	INV P	175.49	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036778359	0	2022	6	INV P	219.00	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	2036779900	0	2022	6	INV P	395.06	061522	263962	VARIOUS TITLES-LIB				
006199	BAKER & TAYLOR BOOKS	5017761337	0	2022	6	INV P	149.99	061522	263962	VARIOUS TITLES-LIB				
										4,753.54				
321672	HOOPLA	502192885	MAY22	0	2022	6	INV P	556.81	061522	264033	DIGITAL MEDIA-LIB M			
361291	MIDWEST TAPE	502152684	0	2022	6	INV P	112.22	061522	264078	VARIOUS TITLES-LIB				
361291	MIDWEST TAPE	502152686	0	2022	6	INV P	41.97	061522	264078	VARIOUS TITLES-LIB				
361291	MIDWEST TAPE	502152687	0	2022	6	INV P	29.99	061522	264078	VARIOUS TITLES-LIB				
361291	MIDWEST TAPE	502183690	0	2022	6	INV P	377.65	061522	264078	VARIOUS TITLES-LIB				
361291	MIDWEST TAPE	502183692	0	2022	6	INV P	37.49	061522	264078	VARIOUS TITLES-LIB				
										599.32				
ACCOUNT TOTAL										6,368.28				
15810000	54250					MAGAZINES/NEWSPAPERS								
014379	THE WEEK	1294032	2022 SUBSCRIP	0	2022	6	INV P	229.00	061522	264153	SUBSCRIPTION RENEWA			
224537	EBSCO	1658021	0	2022	6	INV P	24.94	061522	263995	MAGAZINE SUBSCRIPTI				

06/09/2022 13:13
 9740thin

CITY OF NEW BERLIN
 INVOICE LIST BY GL ACCOUNT

P
 apinvgl3a

YEAR/PERIOD: 2022/6 ACCOUNT/VENDOR	TO 2022/6 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
			ACCOUNT TOTAL	253.94		
			ORG 15810000 TOTAL	20,531.99		
=====						
FUND 0010 GENERAL FUND			TOTAL:	20,531.99		
=====						

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

06/09/2022 15:40
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2022/6 ACCOUNT/VENDOR	TO 2022/6 INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY							
15810000 54110								SUPPLIES
011840 US BANK	4/19/22AMZN-LIB	0	2022	6	INV P	7.24	060822E	10054 CLEAR BADGE HOLDERS
011840 US BANK	4/20AMZN-LIB	0	2022	6	INV P	14.99	060822E	10054 LANYARDS/ID BADGES-
011840 US BANK	4/20TARGET-LIB	0	2022	6	INV P	34.99	060822E	10054 STORAGE DRAWER-LIB
011840 US BANK	4/21AMZN3-LIB	0	2022	6	INV P	30.98	060822E	10054 STICK THUM DRIVES/H
011840 US BANK	4/22AMZN1-LIB	0	2022	6	INV P	126.50	060822E	10054 WALLPAPER-LIB
011840 US BANK	4/22AMZN2-LIB	0	2022	6	INV P	184.94	060822E	10054 MINI FRIDGE-LIB
011840 US BANK	4/22AMZN3-LIB	0	2022	6	INV P	86.99	060822E	10054 SUPPLIES-LIB
011840 US BANK	4/22AMZN4-LIB	0	2022	6	INV P	439.96	060822E	10054 COMPUTER DESK-LIB
011840 US BANK	4/22AMZN7-LIB	0	2022	6	INV P	69.99	060822E	10054 COMPUTER WRITING DE
011840 US BANK	4/23AMZN-LIB	0	2022	6	INV P	75.96	060822E	10054 FOLDABLE MESH FILE
011840 US BANK	4/25AMZN2-LIB	0	2022	6	INV P	109.00	060822E	10054 CUBE ORGANIZER-LIB
011840 US BANK	5/10AMZN1-LIB	0	2022	6	INV P	23.96	060822E	10054 DISPOSABLE FACE MAS
011840 US BANK	5/10AMZN2-LIB	0	2022	6	INV P	10.99	060822E	10054 COMBINATION LOCKS-L
011840 US BANK	5/12AMZN2-LIB	0	2022	6	INV P	9.99	060822E	10054 FELT TIP PENS-LIB
011840 US BANK	5/12AMZN3-LIB	0	2022	6	INV P	10.99	060822E	10054 MONTHLY PLANNER-LIB
011840 US BANK	5/13/22AMZN10-LIB	0	2022	6	INV P	24.44	060822E	10054 SUPPLIES-LIB
011840 US BANK	5/13/22AMZN2-LIB	0	2022	6	INV P	183.57	060822E	10054 DECK BOX STORAGE-LI
011840 US BANK	5/3AMZN-LIB	0	2022	6	INV P	15.99	060822E	10054 ADAPTER-LIB
011840 US BANK	5/5AMZN1-LIB	0	2022	6	INV P	19.54	060822E	10054 DISPOSABLE FACE MAS
011840 US BANK	5/5AMZN3-LIB	0	2022	6	INV P	154.00	060822E	10054 STORAGE RACKS-LIB
011840 US BANK	5/6AMZN2-LIB	0	2022	6	INV P	25.30	060822E	10054 WALLPAPER-LIB
011840 US BANK	5/6AMZN3-LIB	0	2022	6	INV P	158.54	060822E	10054 SUPPLIES-LIB
011840 US BANK	5/6AMZN4-LIB	0	2022	6	INV P	11.99	060822E	10054 DESK CAKENDAR-LIB
011840 US BANK	5/6AMZN5-LIB	0	2022	6	INV P	92.97	060822E	10054 STAND/SHELF-LIB
011840 US BANK	5/8/22AMZN-LIB	0	2022	6	INV P	99.99	060822E	10054 OFFICE CHAIR-LIB
						2,023.80		
								ACCOUNT TOTAL
						2,023.80		
15810000 54230								LIBRARY MATERIALS
011840 US BANK	4/18AMZN1-LIB	0	2022	6	INV P	192.93	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/18AMZN2-LIB	0	2022	6	INV P	6.39	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/21/22AMZN1-LIB	0	2022	6	INV P	29.50	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/21AMZN2-LIB	0	2022	6	INV P	60.84	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/22AMZN5-LIB	0	2022	6	INV P	30.30	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/22AMZN6-LIB	0	2022	6	INV P	23.99	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/26/22ZOOLOGICL-LIB	0	2022	6	INV P	1,000.00	060822E	10054 ZOO MEMBERSHIP-LIB
011840 US BANK	4/26AMZN-LIB	0	2022	6	INV P	7.99	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	4/28/22AMZN-LIB	0	2022	6	INV P	35.99	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/10AMZN3-LIB	0	2022	6	INV P	17.40	060822E	10054 PLAYGROUND BALLS-LI
011840 US BANK	5/11AMZN1-LIB	0	2022	6	INV P	12.99	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/11AMZN2-LIB	0	2022	6	INV P	49.99	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/12AMZN5-LIB	0	2022	6	INV P	10.99	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/13/22AMZN1-LIB	0	2022	6	INV P	49.95	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/13/22AMZN11-LIB	0	2022	6	INV P	83.97	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/13/22AMZN4-LIB	0	2022	6	INV P	33.96	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/13/22AMZN5-LIB	0	2022	6	INV P	9.98	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/13/22AMZN6-LIB	0	2022	6	INV P	62.82	060822E	10054 VARIOUS TITLES-LIB
011840 US BANK	5/13/22AMZN7-LIB	0	2022	6	INV P	63.92	060822E	10054 VARIOUS TITLES-LIB

06/09/2022 15:40
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgla 2

YEAR/PERIOD: 2022/6		TO 2022/6		INVOICE		PO	YEAR/PR TYP S		PAYABLES		CHECK	DESCRIPTION	
ACCOUNT/VENDOR													
011840	US	BANK		5/14AMZN1-LIB	0	2022	6	INV	P	31.95	060822E	10054	VARIOUS TITLES-LIB
011840	US	BANK		5/2AMZN3-LIB	0	2022	6	INV	P	6.99	060822E	10054	VARIOUS TITLES-LIB
011840	US	BANK		5/6AMZN1-LIB	0	2022	6	INV	P	14.99	060822E	10054	VARIOUS TITLES-LIB
011840	US	BANK		5/6AMZN6-LIB	0	2022	6	INV	P	6.00	060822E	10054	VARIOUS TITLES-LIB
										1,843.83			
ACCOUNT TOTAL										1,843.83			
15810000	54521					TECHNOLOGY/SOFTWARE							
011840	US	BANK		4/20/22TECHSOUP-LIB	0	2022	6	INV	P	57.00	060822E	10054	ZOOM 1YRSUBSCRIP-LI
011840	US	BANK		4/25/22ADOBE-LIB	0	2022	6	INV	P	14.99	060822E	10054	SOFTWARE-LIB
011840	US	BANK		5/13/22AMZN9-LIB	0	2022	6	INV	P	139.00	060822E	10054	PRIME MEMBERSHIP-LI
										210.99			
ACCOUNT TOTAL										210.99			
15810000	55095					PROGRAMS-YOUNG ADULT							
011840	US	BANK		4/25AMNZ1-LIB	0	2022	6	INV	P	13.99	060822E	10054	PROG. SUPPLIES-LIB
011840	US	BANK		5/12AMZN1-LIB	0	2022	6	INV	P	186.86	060822E	10054	PROG SUPPLIES-LIB
011840	US	BANK		5/4AMZN-LIB	0	2022	6	INV	P	41.08	060822E	10054	PROG SUPPLIES-LIB
										241.93			
ACCOUNT TOTAL										241.93			
ORG 15810000 TOTAL										4,320.55			
=====													
FUND 0010 GENERAL FUND						TOTAL:				4,320.55			
=====													

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

05/19/2022 11:35
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgla1

YEAR/PERIOD: 2022/5 ACCOUNT/VENDOR	TO 2022/5 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53040 302074 AT&T	262785498005 MAY22	0	TELEPHONE/CELL PHONE 2022 5 INV P	199.43 052522	263750	PHONES-LIB 5/7-6/3
			ACCOUNT TOTAL	199.43		
15810000 54010 003228 BATZNER PEST CONTR	3341938	0	R&M BLDGS & GROUNDS 2022 5 INV P	301.00 052522	263756	PESTCNTRL-LIB MAY20
008677 MENARDS	20981	0	2022 5 INV P	75.34 052522	263830	PAINTING SUPPLIES-L
008677 MENARDS	21217	0	2022 5 INV P	83.95 052522	263830	PAINT SUPPLIES-LIB
				159.29		
			ACCOUNT TOTAL	460.29		
15810000 54080 200808 OFFICE COPYING EQUIP	AR168577	0	LEASES EQUIPMENT 2022 5 INV P	1,127.20 052522	263845	COPIER LEASE-LIB 4/
295906 PITNEY BOWES	3315687949 LIB	0	2022 5 INV P	166.26 052522	263852	POSTAGE METER LEASE
362301 GREAT AMERICA FINANC	31549655 APR22-LIB C	0	2022 5 INV P	289.00 052522	263805	COPIER LEASE-LIB C
362301 GREAT AMERICA FINANC	31638752MAY22 LIB B	0	2022 5 INV P	163.00 052522	263805	COPIER LEASE-LIB B
				452.00		
			ACCOUNT TOTAL	1,745.46		
15810000 54110			SUPPLIES			
008243 NEW BERLIN LIBRARY P 408		0	2022 5 INV P	4.38 052522	263842	SKATE LACES-LIB
008243 NEW BERLIN LIBRARY P 409		0	2022 5 INV P	6.98 052522	263842	XACTO BLADES-LIB
008243 NEW BERLIN LIBRARY P 410		0	2022 5 INV P	14.28 052522	263842	DISTILLED WATER-LIB
008243 NEW BERLIN LIBRARY P 411		0	2022 5 INV P	2.50 052522	263842	MAGAZINE TRAYS-LIB
008243 NEW BERLIN LIBRARY P 414		0	2022 5 INV P	7.28 052522	263842	SUPPLIES/BOOK PROCE
008243 NEW BERLIN LIBRARY P 415		0	2022 5 INV P	17.32 052522	263842	BOOKSHOP RPAIR-LIB
008243 NEW BERLIN LIBRARY P 416		0	2022 5 INV P	21.07 052522	263842	DISTILLED WATER-LIB
				73.81		
015370 OFFICE DEPOT	236636781002	0	2022 5 INV P	6.38 052522	263846	OFFICE SUPPLIES-LIB
331732 CREATIVE BRICK &	717713	0	2022 5 INV P	134.60 052522	263777	ENGRAVE BRICK-LIB
			ACCOUNT TOTAL	214.79		
15810000 54170 008243 NEW BERLIN LIBRARY P 413		0	POSTAGE 2022 5 INV P	3.63 052522	263842	SHIPPING-LIB
			ACCOUNT TOTAL	3.63		
15810000 54180 026400 ITU ABSORB TECH	7900783	0	HOUSEKEEPING SUPPLY 2022 5 INV P	100.47 052522	263815	MATS-LIB APR2022

05/19/2022 11:35
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl2a

YEAR/PERIOD: 2022/5 TO 2022/5													
ACCOUNT/VENDOR				INVOICE				PO	YEAR/PR TYP S		PAYABLES	CHECK	DESCRIPTION
ACCOUNT TOTAL								100.47					
LIBRARY MATERIALS													
15810000	54230												
006199	BAKER & TAYLOR BOOKS	2036700138	0	2022	5	INV	P	328.35	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036707836	0	2022	5	INV	P	140.92	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036714902	0	2022	5	INV	P	738.63	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036719633	0	2022	5	INV	P	330.29	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036729659	0	2022	5	INV	P	341.18	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2036737504	0	2022	5	INV	P	226.89	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H61266730	0	2022	5	INV	P	13.50	052522	263753	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	T24117360	0	2022	5	INV	P	21.59	052522	263753	VARIOUS	TITLES-LIB	
								2,141.35					
011583	CAVENDISH SQUARE	CAL337163I	0	2022	5	INV	P	201.48	052522	263768	VARIOUS	TITLES-LIB	
239194	SCHOLASTIC LIBRARY P	38998821	0	2022	5	INV	P	18.20	052522	263869	VARIOUS	TITLES-LIB	
239194	SCHOLASTIC LIBRARY P	39024182	0	2022	5	INV	P	54.60	052522	263869	VARIOUS	TITLES-LIB	
								72.80					
250716	BROWN COUNTY LIBRARY	DAMAGE BOOK REPLACE	0	2022	5	INV	P	12.95	052522	263762	AN ARMY IN	HEAVEN	
350982	T-MOBILE	970673785 MAY22	0	2022	5	INV	P	337.04	052522	263882	INTERNET	HSPOTS-LIB	
361291	MIDWEST TAPE	5020454904	0	2022	5	INV	P	17.24	052522	263833	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	502054906	0	2022	5	INV	P	59.99	052522	263833	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	502077983	0	2022	5	INV	P	29.99	052522	263833	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	502077985	0	2022	5	INV	P	11.99	052522	263833	VARIOUS	TITLES-LIB	
								119.21					
392979	CENTER POINT	1929054	0	2022	5	INV	P	420.66	052522	263771	VARIOUS	TITLES-LIB	
ACCOUNT TOTAL								3,305.49					
PROGRAMS- JUVENILE													
15810000	55090												
008243	NEW BERLIN LIBRARY P	412	0	2022	5	INV	P	7.34	052522	263842	YS SUPPLIES-LIB		
ACCOUNT TOTAL								7.34					
ORG 15810000 TOTAL								6,036.90					
=====													
FUND 0010 GENERAL FUND								TOTAL:					
								6,036.90					

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

06/09/2022 13:23
9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2022 06

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	210,455.98	.00	248,825.02	45.8%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	175,969.75	.00	229,770.25	43.4%
15810000 51010 RETIREMENT	41,829	0	41,829	18,129.79	.00	23,699.21	43.3%
15810000 51020 FICA	66,174	0	66,174	29,157.47	.00	37,016.53	44.1%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	22,348.70	.00	26,694.30	45.6%
15810000 51060 LONG-TERM DISABI	81	0	81	40.44	.00	40.56	49.9%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	1,063.90	.00	97.10	91.6%
15810000 51070 LIFE INSURANCE	800	0	800	380.15	.00	419.85	47.5%
15810000 53010 ELECTRICITY	60,000	0	60,000	10,401.35	.00	49,598.65	17.3%
15810000 53020 WATER/SEWER	3,876	0	3,876	830.73	.00	3,045.27	21.4%
15810000 53040 TELEPHONE/CELL P	2,300	0	2,300	1,228.52	.00	1,071.48	53.4%
15810000 53050 HEATING FUEL	17,000	0	17,000	4,971.68	.00	12,028.32	29.2%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	11,392.84	.00	43,607.16	20.7%
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	242.23	.00	257.77	48.4%
15810000 54080 LEASES EQUIPMENT	50,000	0	50,000	34,233.01	.00	15,766.99	68.5%
15810000 54110 SUPPLIES	18,000	0	18,000	13,802.09	.00	4,197.91	76.7%
15810000 54170 POSTAGE	450	0	450	39.39	.00	410.61	8.8%
15810000 54180 HOUSEKEEPING SUP	26,000	0	26,000	947.36	.00	25,052.64	3.6%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	99,291.17	.00	111,708.83	47.1%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	11,511.66	.00	6,488.34	64.0%
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	32,352.95	.00	3,647.05	89.9%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	573.04	.00	626.96	47.8%
15810000 55095 PROGRAMS-YOUNG A	1,200	0	1,200	566.10	.00	633.90	47.2%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	245.13	.00	954.87	20.4%
TOTAL LIBRARY	1,579,035	0	1,579,035	711,210.50	.00	867,824.50	45.0%
TOTAL EXPENSES	1,579,035	0	1,579,035	711,210.50	.00	867,824.50	

FOR 2022 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,579,035	0	1,579,035	711,210.50	.00	867,824.50	45.0%

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

05/19/2022 11:37
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2022/5 ACCOUNT/VENDOR	TO 2022/5 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040 FOL			DONATIONS			
246069 SHERWIN WILLIAMS CO	6704-3	0	2022 5 INV P	151.95 052522	263872	FOL#2223 PAINT-LIB
			ACCOUNT TOTAL	151.95		
			ORG 22810000 TOTAL	151.95		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	151.95	
=====						

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

06/09/2022 13:14
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2022/6 ACCOUNT/VENDOR	TO 2022/6 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040 FOL			DONATIONS			
013800 DEMCO INC	7128381	0	2022 6 INV P	9.40 061522	263989	FOL#2215 SUPPLIES-L
329185 CERTIFIED PRODUCTS I	16721	0	2022 6 INV P	185.00 061522	263976	FOL#2223 MULCH-LIB
			ACCOUNT TOTAL	194.40		
			ORG 22810000 TOTAL	194.40		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	194.40	
=====						

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

06/09/2022 15:41
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

P
apinvgl1

YEAR/PERIOD: 2022/6 TO 2022/6		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	
22810000				LIBRARY DONATION								
22810000		48040 FOL		DONATIONS								
011840	US	BANK		4/16SPOTIFY-LIB	0	2022	6	INV P	13.64	060822E	10054	FOL#2205 SPOTIFY DU
011840	US	BANK		4/29AMZN-LIB	0	2022	6	INV P	9.00	060822E	10054	FOL#2215 PROG SUPPL
011840	US	BANK		5/11AMZN3-LIB	0	2022	6	INV P	198.50	060822E	10054	FOL#2213 PROG SUPPL
011840	US	BANK		5/12AMZN4-LIB	0	2022	6	INV P	279.98	060822E	10054	FOL#2221 PROG SUPPL
011840	US	BANK		5/13/22AMZN3-LIB	0	2022	6	INV P	14.99	060822E	10054	FOL#2210 PROG SUPPL
011840	US	BANK		5/13/22AMZN8-LIB	0	2022	6	INV P	79.19	060822E	10054	FOL#2218 PROG SUPPL
011840	US	BANK		5/14AMZN2-LIB	0	2022	6	INV P	44.88	060822E	10054	FOL#2215 FIRST AID
011840	US	BANK		5/15AMZN-LIB	0	2022	6	INV P	125.73	060822E	10054	FOL#2215 OFFICE SUP
011840	US	BANK		5/1AMZN-LIB	0	2022	6	INV P	11.87	060822E	10054	FOL#2210 PROG SUPPL
011840	US	BANK		5/2AMZN1-LIB	0	2022	6	INV P	329.37	060822E	10054	FOL#2210 PROG SUPPL
011840	US	BANK		5/2AMZN2-LIB	0	2022	6	INV P	23.12	060822E	10054	FOL#2210 PROG SUPPL
011840	US	BANK		5/2AMZN4-LIB	0	2022	6	INV P	15.96	060822E	10054	FOL#2210 PROG SUPPL
011840	US	BANK		5/5AMZN2-LIB	0	2022	6	INV P	26.95	060822E	10054	FOL#2207 PLANT STAN
011840	US	BANK		5/5AMZN4-LIB	0	2022	6	INV P	26.95	060822E	10054	FOL#2207 PLANT STAN
011840	US	BANK		5/9AMZN-LIB	0	2022	6	INV P	250.00	060822E	10054	FOL#2204 AMAZON GC-
									1,450.13			
ACCOUNT TOTAL									1,450.13			
ORG 22810000 TOTAL									1,450.13			
=====												
FUND 0200 LIBRARY DONATION FUND									TOTAL:	1,450.13		
=====												

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

06/09/2022 13:24
9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2022 06

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 48040 DONATIONS	0	0	0	239.87	.00	-239.87	100.0%*
22810000 48040 FOL DONATIONS	0	0	0	-22,952.75	.00	22,952.75	100.0%
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%*
TOTAL LIBRARY	0	0	0	-25,402.80	.00	25,402.80	100.0%
TOTAL REVENUES	0	0	0	-26,763.88	.00	26,763.88	
TOTAL EXPENSES	0	0	0	1,361.08	.00	-1,361.08	

06/09/2022 13:24
9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud²

FOR 2022 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-25,402.80	.00	25,402.80	100.0%

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

			YEAR-TO-DATE THROUGH MAY 31, 2022				
DEP	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APP	REVISED BUDG	YTD EXPENDED	AVAILABLE BAL	% USED
581	50010	SALARY-FULL TIME	459,281	459,281	192,828.41	266,453	42.00
581	50020	SALARY-PART TIME	405,740	405,740	162,080.33	243,660	39.90
581	51010	RETIREMENT	41,829	41,829	16,641.67	25,187	39.80
581	51020	FICA	66,174	66,174	26,778.86	39,395	40.50
581	51030	HEALTH INSURANCE	49,043	49,043	20,317.00	28,726	41.40
581	51060	LONG-TERM DISABILITY	81	81	33.70	47	41.60
581	51065	VISION/DENTAL INSURANCE	1,161	1,161	967.18	194	83.30
581	51070	LIFE INSURANCE	800	800	345.40	455	43.20
581	53010	ELECTRICITY	60,000	60,000	10,401.35	49,599	17.30
581	53020	WATER/SEWER	3,876	3,876	830.73	3,045	21.40
581	53040	TELEPHONE/CELL PHONE	2,300	2,300	1,228.52	1,071	53.40
581	53050	HEATING FUEL	17,000	17,000	4,971.68	12,028	29.20
581	54010	R&M BLDGS & GROUNDS	55,000	55,000	7,554.04	47,446	13.70
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	242.23	258	48.40
581	54080	LEASES EQUIPMENT	50,000	50,000	27,273.65	22,726	54.50
581	54110	SUPPLIES	18,000	18,000	8,767.15	9,233	48.70
581	54170	POSTAGE	450	450	39.39	411	8.80
581	54180	HOUSEKEEPING SUPPLY	26,000	26,000	846.89	25,153	3.30
581	54230	LIBRARY MATERIALS	211,000	211,000	91,079.06	119,921	43.20
581	54250	MAGAZINES/NEWSPAPERS	18,000	18,000	11,257.72	6,742	62.50
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	32,141.96	3,858	89.30
581	55090	PROGRAMS-JUVENILE	1,200	1,200	573.04	627	47.80
581	55095	PROGRAMS-YOUNG ADULT	1,200	1,200	324.17	876	27.00
581	55100	PROGRAMS-ADULT	1,200	1,200	245.13	955	20.40
		Grand Total	1,579,035	1,579,035	648,804.33	930,231	41.10

YEAR-TO-DATE THROUGH MAY 31, 2022

DEP OBJ	ACCOUNT DESCRIPTION	ORIGINAL APF	REVISED BUDG	YTD EXPENDED	AVAILABLE B
581 50010	SALARY-FULL TIME	459,281	459,281	192,828.41	266,453
581 50020	SALARY-PART TIME	405,740	405,740	162,080.33	243,660
581 51010	RETIREMENT	41,829	41,829	16,641.67	25,187
581 51020	FICA	66,174	66,174	26,778.86	39,395
581 51030	HEALTH INSURANCE	49,043	49,043	20,317.00	28,726
581 51060	LONG-TERM DISABILITY	81	81	33.70	47
581 51065	VISION/DENTAL INSURANCE	1,161	1,161	967.18	194
581 51070	LIFE INSURANCE	800	800	345.40	455
581 53010	ELECTRICITY	60,000	60,000	10,401.35	49,599
581 53020	WATER/SEWER	3,876	3,876	830.73	3,045
581 53040	TELEPHONE/CELL PHONE	2,300	2,300	1,228.52	1,071
581 53050	HEATING FUEL	17,000	17,000	4,971.68	12,028
581 54010	R&M BLDGS & GROUNDS	55,000	55,000	7,554.04	47,446
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	242.23	258
581 54080	LEASES EQUIPMENT	50,000	50,000	27,273.65	22,726
581 54110	SUPPLIES	18,000	18,000	8,767.15	9,233
581 54170	POSTAGE	450	450	39.39	411
581 54180	HOUSEKEEPING SUPPLY	26,000	26,000	846.89	25,153
581 54230	LIBRARY MATERIALS	211,000	211,000	91,079.06	119,921
581 54250	MAGAZINES/NEWSPAPERS	18,000	18,000	11,257.72	6,742
581 54270	MEMBERSHIP DUES	200	200	163.00	37
581 54300	CONFERENCE/SEMINAR/MEET	500	500	264.00	236
581 54330	TRAINING EXPENSES	500	500	0.00	500
581 54521	TECHNOLOGY/SOFTWARE	36,000	36,000	32,141.96	3,858
581 55090	PROGRAMS-JUVENILE	1,200	1,200	573.04	627
581 55095	PROGRAMS-YOUNG ADULT	1,200	1,200	324.17	876
581 55100	PROGRAMS-ADULT	1,200	1,200	245.13	955
	Grand Total	1,579,035	1,579,035	648,804.33	930,231

% USED

42.00

39.90

39.80

40.50

41.40

41.60

83.30

43.20

17.30

21.40

53.40

29.20

13.70

61.20

0.00

48.40

54.50

48.70

8.80

3.30

43.20

62.50

81.50

52.80

0.00

89.30

47.80

27.00

20.40

41.10

06/09/2022 13:26
 9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud¹

FOR 2022 06

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	-8,293.20	.00	-16,706.80	33.2%*
01010400	44111							
	LIBRARY-COPIES	-7,500	0	-7,500	-2,655.76	.00	-4,844.24	35.4%*
01010400	44112							
	LIBRARY-OTHER SY	-32,000	0	-32,000	-13,895.40	.00	-18,104.60	43.4%*
01010400	44113							
	LIBRARY GRANTS/D	-3,350	0	-3,350	.00	.00	-3,350.00	.0%*
TOTAL UNDESIGNATED		-67,850	0	-67,850	-24,844.36	.00	-43,005.64	36.6%
TOTAL REVENUES		-67,850	0	-67,850	-24,844.36	.00	-43,005.64	

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



Library Director Report

Library Updates for May and June

Community Storybook Trail: *(Strategic Plan, A2, B2, B3)*

The Library's Community Storybook Trail was officially dedicated in May. We all experienced this outdoor reading resource together with full strollers, readers of all ages, Alderpersons, Police Officers, the Mayor and Librarians! Thanks for all who attended! Special thanks for the generosity of the Friends of New Berlin Library who supported the work of the Library staff and funded this new destination in New Berlin!



NBPL and Ronald Reagan Family Literacy Night *(Strategic Plan, B2, B3)*

Brenda, Kate, Michelle and **Natalie** partnered with our friends at Ronald Reagan Elementary School for the first of many Family Literacy Nights! We collaborated with Kate Stinson, SDNB Learning Coach, to promote reading and Literacy in an after school "Passport to Reading" event. For the Library's breakout room, we focused on promoting the Summer Reading Program and signed up family members with library cards. We made time for some fun creating duct tape library card holders and playing with our Library of Things Collection of Squigz.

NBPL and Hoover Elementary School Family Night *(Strategic Plan, B2, B3)*

Michelle and **Kate** were excited for another opportunity for in-person outreach at Hoover Elementary School's Family Night in May. Library cards were created for kids and parents to get involved with the Library's Summer Reading Program and take advantage of the experience passes and Library of Things collection as a New Berlin Public Library card holder.

School District of New Berlin International Heritage Festival *(Strategic Plan, B2, B3)*

The SDNB hosted an International Heritage Festival at New Berlin West on Saturday, May 7th. The goal was to support an increased awareness and appreciation of the identities that make up our community. The Library Adult Department's **Kate** and **Jon** participated in the event that included activities for kids, cultural exhibits, traditional performances and international food. Kate and Jon shared the genealogy resources available at the Library with take home resource kits.

NBPL Communication and Outreach: *(Strategic Plan, B1, B2, B3, Community Assessment)*

As the Library staff consider new ideas and programming to reach the different parts of New Berlin, Natalie met with the City's Alderpersons in May. Natalie learned a lot about the individual Districts, more about New Berlin's history and got some great feedback on ways the Library may best serve New Berlin.



Strategic Facility and Technology Infrastructure *(Strategic Plan, C1-4)*

During May, we met with the City's IT Director, Supervisor of Facilities and various vendors to discuss the following items:

Preferred Electric: Completed the exterior lighting fixture project. All lamps around the Library's parking lot have been replaced and are properly sealed to mitigate water damage.

Adair Flooring and Daltille: We met to discuss the front lobby flooring replacement to consider product that matches the aesthetic, low maintenance and durable for high traffic public corridors and cost effective. We have received quotes and are considering funding options at this time.

Computer Equipment: We are proactively looking at our current network infrastructure for our leased computer equipment, servers and equipment to get ahead of supply chain issues that are still affecting the availability of computer and network equipment. At this time, we are reviewing our security stack and determining what systems will protect the Library's networks. The library received ARPA funds for the purchase of exterior WiFi Access Points. Natalie is working with K12 Technologies and Dnesco Electric to determine the equipment and timeline that will work within the Library's budget for 2023. IT Director, Alan Skornia and Natalie discussed the potential of aligning the network access so the Police Department could access to the Library's exacqVision Camera System.

Heating & Air Systems: The Library's HVAC programming has had a tough spring, but the City's Building Supervisor, Bob Loohuis, is working closely with our HVAC vendors to make sure the building's air handler, chiller and pumps and software are ramped up for the summer's heat. We need to replace a frequency driver and we are working on quotes at this time.

Public Services Update from the desk of Laura Eastman

Monthly Activities:

- Continued work on maintenance of collections: DVDs, paperbacks, music CDs
- Assisted with materials shifting for Group Study Zone.
- Began shifting adult fiction to allow more room for our large print collection. *(Currently we have over 17,000 books in this collection—whew!)*
- Processed/prepared 685 items for circulation.

Circulation Statistics:

- Checked out 25,595 items in May.
- Checked out 2,271 items at the drive-up window.
- Checked out 100 puzzles, the experience passes 66 times and 67 *Library of Things* items!

Fun Stuff:

- The Circulation staff's "Yellow" display was a huge hit!
- Canine Visitor in May! A dog jumped out of the car near Kwik Trip, came into the library with another patron, and frantically looked out windows for 15 minutes until the owner, alerted by **Julita** (who was on the watch outside), came in to retrieve her. Everyone, especially the dog, was so happy!





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

Programming: We've reintroduced yet another in-person program-the monthly movie matinee! Still a fan favorite. **Jon** has been working on getting this program back to its former glory. Some of the other reoccurring programs are our *two book clubs* and our *featured local author program*.

Additionally, this month **Dermot** debuted a new popular program, the Plant Swap! 42 people participated in this program, and several others expressed interest on social media as well. This program will also be featured in the Library's flea market and 101 people swapped plants! **Alyssa** completed her first library program and successfully dropped off all the goods from her Humane Society Supply drive!

We also have several programs beginning this summer: Summer Spectacular Book Brackets (**Dermot**), Camp Snack Voting (**Kate**), Library Scavenger Hunt (**Jon**), Take 'n Make Cocktails (**Dermot**), Campfire Stories (**Shannon and Kate**), Drop-in Social Game Hour (**Jon and Dermot**), and of course, the Summer Reading Program.

Marketing: We recently purchased a membership for **Meetup**, a social event app. We'll be using this app to market our programs to people who aren't tied into the other social media channels. This platform will advertise to all in the area. Be sure to download if you want notifications about programs! We already have 22 members 😊

Meetings: Shannon, Jon, and Kate attended an inclusive services meeting with other members of the Bridges Library System. We discussed ideas for making our library more accessible for even more people- stay tuned for more informational displays and welcoming accommodations to programs!

We've also implemented an informal AS/ YA meeting to discuss some of the smaller happenings and ideas that often get missed. So far, these have been very successful! These meetings, paired with the new collaborative office, has made such a positive impact on our department's work culture. Thank you for your part in making it happen!

Reference Interaction by Alyssa:

"It was definitely memorable when someone's dog was upstairs on Monday. I don't think that was really reference because the dog didn't ask for library help, but they did need help so I feel like it counts. The dog was confused, and I honestly am still confused about how it got up here, but it was really entertaining. Eventually, the owner was found, and the two were reunited so everything was fine in the end."

Young Adult Services Update from the Desk of Shannon Gulgren: *(Strategic Plan, A1, A3, B2, B3)*

"In May, I created multiple YA book displays with the help of the Teen Library Council. They came an "April Showers Bring May Flowers" display (books with flower covers), a NF AAPI display, Fiction books by Jewish Authors display, and Mental Health Awareness displays. We had a tween DIY fidget toy take-and-make go out (50 kits) with the help of Christine, and I made 50 pulled string art take-and-makes for tweens.



Also, I prepared for summer by creating a virtual escape room and facilitating the other bridges librarians to make theirs and share them between each other. I also finished planning summer programs, creating marketing materials, and editing the Beanstack Challenge.”

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

“The month of May is a busy summer planning month for Youth Services! A few of the activities we’ve been doing to get ready include: planning and prepping our programs and story times (all), creating a promo video to send to the schools (Brenda & Kate), connecting with volunteers for summer programming (Christine), and creating the learning logs (Kate) and Beanstack Challenge (Michelle.)

In addition to summer planning, we also have had several Outreach events happen in May! Both Ronald Reagan and Hoover Elementary invited us to family nights at their schools where we visited with families, shared summer reading program information, and signed up both kids and adults for library cards. We also had our official Storybook Trail Launch at ProHealth Care Park where Brenda did a storytime for families, and we all walked along the trail reading the storybook trail story together!”

Library Happenings:

- The FOL have funded a *Water Leak Rapid Response Cart* for the Library. This cart will assist Library and Maintenance staff with the tools required to respond in the event that we have a water emergency.
- Composting has begun at the Library. Staff, along with the community are encouraged to use our rolling compost bins near the Library’s Community Garden.
- The Community Garden has a new volunteer Master Gardener, **Erin Foy Pan**. Erin is using her time and talent to give back to the library and keep community gardeners organized.
- We received a wonderful thank you note from the Library Lane Quilting Club as they wrap up their 2021-2022 season of quilting together. We are fortunate to have volunteers like **April Kaufman** coordinate fun monthly quilting projects and activities for community quilters and look forward to what the 2022-2023 season has in store!
- The City’s Parks Department installed the Gaga Ball Arena. Instructions to play are posted near the gate and balls are available for check-out at the Library’s front desk.
- **Jon** and **Natalie** are working with the Marcus Ridge Cinema to bring back the popular

Books-to-Movie Contest at the Library. We are looking forward to promoting some great fiction at the Library and providing tickets for contestants to see stories translated to the big screen!



June 2022

Dear Library Staff:

The board believes that obtaining feedback from library staff is essential to our function of assisting and assessing the library director. To this end, we have put together the following questionnaire that aims to provide constructive feedback on the performance of the library director since assuming the role.

Thank you in advance for your time and feedback. Your opinions are important to us!

The New Berlin Public Library Board

- 1) The Director provides an adequate level of assistance and support to the staff.

Needs Improvement

Meets Standard

Exceeds Standard

Comments:

- 2) The Director listens carefully, asks questions and addresses needs and concerns of staff in a timely fashion.

Needs Improvement

Meets Standard

Exceeds Standard

Comments:

- 3) The Director keeps staff informed on the status of the library through both formal and informal communication.

Needs Improvement

Meets Standard

Exceeds Standard

Comments:

- 4) The Director consistently notifies staff of availability; demonstrates flexibility when necessary.

Needs Improvement

Meets Standard

Exceeds Standard

Comments:

- 5) The Director treats all people with dignity and respect, and strives to be fair and consistent.

Needs Improvement

Meets Standard

Exceeds Standard

Comments:

- 6) The Director supports library special events and programs.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

- 7) The Director actively seeks input from the staff in setting budget priorities when appropriate.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

- 8) The Director actively seeks input from the staff in the development and implementation of a collection management plan.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

- 9) The Director addresses problems with staff in a timely and fair fashion.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

- 10) The Director provides ongoing coaching and mentoring for staff, provides opportunities for professional development, and serves as a positive role model for colleagues and peers.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

- 11) The Director networks with, collaborates with, and implements best practices from other libraries.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

- 12) The Director delegates duties such as outreach and technology in a fair and appropriate way.

Needs Improvement	Meets Standard	Exceeds Standard
-------------------	----------------	------------------

Comments:

The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [*Trustee Essential #8: Developing the Library Budget*](#) and [*Trustee Essential #9: Managing the Library's Money*](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [*Trustee Essential #10: Developing Essential Library Policies*](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

2

In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

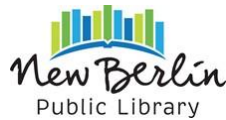
1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>



MEETING ROOM POLICY and PROCEDURES FOR APPLICATION

The primary purpose of the meeting rooms is to enable the library to extend its own programs to the New Berlin community. As a further service, the library offers the use of its meeting rooms, when available, to qualifying groups.

Meeting room use requires application, review and approval of the Meeting Room Coordinator, Library Director, Deputy Library Director or Library Board. Meetings may be scheduled only during the hours the Library is open. Groups may reserve the meeting room(s) **a maximum of 12 times within a calendar year**.

To reserve a room, an application must be submitted a **minimum of 3 business days** (Monday-Friday) prior to the meeting date to allow sufficient time for review and processing. Applications can be obtained in person from the Adult Services Reference Desk or on-line. The completed application may be returned in person, by regular mail, by email to: roomreservations@newberlinlibrary.org or by fax: 262-785-4984.

The New Berlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users. The library, at its discretion, may require groups to provide proof of insurance.

Prohibited Uses:

- Commercial or money-making activities. The use of the meeting rooms shall not result in financial gain to the room user or organization. No profit can be earned from events held at the Library.
- Meetings or programs where an admission fee is charged or raffle held; or those where donations, collections or fees of any kind are taken.
- Activities involving the promotions, advertising, or sale of services, programs, or products, including compilation of mailing lists for any type of future solicitation.
- Social functions or personal activities including showers, birthday parties, banquets, family reunions, or other celebrations.
- Recreational or entertainment purposes.
- Unlawful activity.

Step 1: Do you qualify?

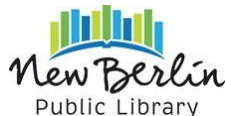
Non-profit Waukesha County - Organizations, clubs, or groups must be based in Waukesha County and/or serve Waukesha County residents (No-fees – Proof of tax exemption status may be required.)

Non-profit Non-Waukesha County,*For-Profit Waukesha County & Condo Associations (Fee of \$50 for Community Room/\$25 for other rooms. Payment must be made at time of application.)

*For-Profit businesses or organization meetings may be attended **ONLY** by employees or business associates for internal conferences, staff training or evaluation purposes. These may not be open to the public or to invite potential customers.

Step 2: Application

All applications must be signed and submitted by the authorized adult representative of the group who will also be attending the meeting and accept responsibility for the conduct of the meeting and for any damages incurred.



Step 3: Fee Payment (if applicable)

The Library accepts cash or check made out to: *New Berlin Public Library*. Room and Equipment payment must be made at time of application if submitted in person or within 5 business days for mailed, faxed, or emailed. If the application is not approved, payment will be returned. If a meeting is cancelled, the fee will be refunded only if cancellation is made at least 2 weeks prior to the scheduled event.

Equipment Fee: Should groups require the use of projection equipment, microphones or cables in the meeting space(s), there is a \$10 service fee per room reservation. Non-Profit applicants are exempt from this fee.

Step 4: Approval

Once the application status has been determined, the applicant will be contacted by email unless otherwise noted. This is generally done within 3 business days by the Meeting Room Coordinator.

Step 5: General information for Room Use

- Upon arrival and again at completion of your meeting, check-in or check-out with the following:
Community Room use – Front Circulation desk
Heritage Center Meeting Room use – Front Circulation Desk
Conference Room use – Adult Services Reference Desk
Teen Suite – Adult Services Reference Desk
- Your meeting must start and end at the times requested on your application. All meetings must end no later than 15 minutes prior to the library closing time with chairs and table replaced and trash removed.
- Library Staff is not responsible for room set-up or room take-down.
- Groups using the meeting rooms must provide their own supplies.
- If a projector or microphone has been requested on your application, a set-up time to test equipment must be arranged with an Adult Services Reference Librarian (262-754-1815) at least a week prior to the meeting date. There is no technical support available during your meeting.
- Two repeat cancellations or failure to keep meeting reservations will result in denial of use for future meetings.

We do hereby waive any claim demand action or cause of action which we may have against the City of New Berlin and the New Berlin Public Library arising from the use of meeting space within the library, including but not limited to claims for personal injury or property damage. We do hereby further agree to indemnify and hold harmless the City of New Berlin and the New Berlin Public Library it officers, employees and assigns (the Parties Released) as and against any and all claims, demands, actions, expenses, costs or causes of action including actual attorney fees arising from our use of the New Berlin public library. This indemnification shall include but not be limited to claims for personal injury or property damage by the participants in our use of New Berlin Public Library facilities. The aforesaid indemnity shall not extend to actions caused solely by the gross negligence or intentional conduct of the Parties Released.

Applicant's signature: _____ Date: _____

Approved by the NBPL Library Board 9/2020