



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, July 18, 2022
6:00 PM
NEW BERLIN PUBLIC LIBRARY
15105 W Library Ln,
New Berlin, WI 53151**

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

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

AGENDA

PUBLIC COMMENT SESSION

CALL MEETING TO ORDER

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

COMMITTEE REPORTS

Friends of the Library, Inc. - Information

CONSENT AGENDA

Approval of minutes—Monday, June 20, 2022

Approval of Bills and Invoices

Next meeting date: Monday, August 15, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

President's Report - INFORMATION

Director's Report - INFORMATION

OLD BUSINESS

Library's 2023 Operating Budget – INFORMATION/DISCUSSION

Circulation Policy Review - INFORMATION/DISCUSSION/ACTION

Meeting Room Policy and Procedure Review - INFORMATION/DISCUSSION/ACTION

Ad Hoc Committee- Director Evaluation Update - INFORMATION/DISCUSSION

CLOSED SESSION

Notice of Ad Hoc Committee – Closed Session for Director Evaluation

RECONVENE TO OPEN SESSION

NEW BUSINESS

Waukesha County Library Standards Certification –INFORMATION/DISCUSSION/ACTION

Trustee Essentials Sections 3 - INFORMATION/DISCUSSION

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 Rubina R. Medina (262) 786-8610.



**CITY OF NEW BERLIN
LIBRARY BOARD - MINUTES
Monday, June 20, 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

Meeting called to order by President John Marek at 6:00 P.M.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Members Present: Ald. Charlotte Kroupa, Ruth Bock, Nathan Jung, Jill Kawala, Patti Orzel, Debbi Stelzner, John Marek (President),

Members Excused: Linda Maas and Dolores Greenawall

COMMITTEE REPORTS

ITEM: Friends of the Library:

The Friends plan to do a fundraiser sale (concessions) at the Summer Concert Series. Friends will also be slicing pies at the 4th of July festivities.

CONSENT AGENDA

ITEM: The following items were presented on the consent agenda:

- Minutes of May 2022
- Approval of Bills and Notices
- Library Activity Reports
- Next meeting July 18, 2022

MOTION: Motion to approve the consent agenda

VOTE: Motion by: Debbie Stelzner
Second by: Charlotte Kroupa

MOTION PASSED 7-0

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

ITEM: Directors Report:

The Director's report is attached to the minutes of the meeting.

OLD BUSINESS

ITEM: Staff Survey -

Conversation was had to approve the 2022 Director Evaluation survey questions to be given to staff. The goal would be to have responses returned and compiled in time for the Director to have her evaluation at the July 2022 Board meeting.

MOTION: Motion to Approve the Staff Survey.

VOTE: Motion by: Patti Orzel
Second by: Charlotte Kroupa

MOTION PASSED 7-0

NEW BUSINESS

ITEM: Patti Orzel reported that the sub-committee have nominated John Marek for President, Nate Jung and Dolores Greenawalt for Vice-President, Jill Kawala and Dolores Greenawalt for Secretary, and Debbie Stelzner for Treasurer.

President Marek called three times for any additional nominations; none were made.

MOTION: Motion to vote by ballot

VOTE: Motion by: Charlotte Kroupa
Seconded by: Debbie Stelzner
MOTION PASSED 7-0

Relative to the Board President the votes having been counted, the results were:
John Marek – 7
Write-ins - 0

Relative to Vice-President, the votes having been counted, the results were:
Nate Jung – 4
Dolores Greenawalt – 3

Relative to Secretary, the votes having been counted the results were:
Dolores Greenawalt – 2
Jill Kawala - 5

Relative to Treasurer, the votes having been counted the results were:
Debbie Stelzner – 7-ins – 0.

(Ruth Bock and Patti Orzel, having received no nominations for office, counted all ballots).

ITEM: Development of an Ad-Hoc Committee for Library Director Evaluation:

Nate Jung, Ruth Bock, and John Marek volunteered to serve on the committee. The Committee will assemble the staff survey results, analyze the strategic plan, etc. and will put preliminary comments together for discussion for the July 2022 meeting.

MOTION: Motion to approve all three volunteers.

VOTE: Motion by: Debbie Stelzner
Second by: Charlotte Kroupa
MOTION PASSED 7-0

ITEM: Trustee Essentials Review:

Director Natalie Beacom presented two excerpts from Trustee Essentials: A Handbook for Wisconsin Library Trustees. The Trustee Job Description and Who Runs the Library were reviewed and discussed. This was an informational item and no action was taken.

ITEM: Meeting Room Policy Review:

Preliminary draft language was discussed. Natalie will discuss the draft with staff and solicit their input. This item will be held, with proposed changes to be discussed in July.

ADJOURN

MOTION: Motion to Adjourn

VOTE: Motion by: Debbie Stelzner
Second by: Charlotte Kroupa
MOTION PASSED 7-0

Meeting adjourned at 7:15 P.M.

Respectfully Submitted,

Jill Kawala

06/22/2022 17:24
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/6 ACCOUNT/VENDOR	TO 2022/6 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53040			TELEPHONE/CELL PHONE			
302074 AT&T	262785498006JUN22	0	2022 6 INV P	199.43 062922	264178	PHONES-LIB JUN4-JUL
			ACCOUNT TOTAL	199.43		
15810000 54010			R&M BLDGS & GROUNDS			
012323 GOSCHEY MECHANICAL	12042	0	2022 6 INV P	325.00 062922	264267	HVAC RPAIRS-LIB
			ACCOUNT TOTAL	325.00		
15810000 54030			MAINTENANCE CONTRACT			
002917 WOLTER POWER SYSTEM	522237091	0	2022 6 INV P	381.98 062922	264375	PORTABLE GENERATOR
			ACCOUNT TOTAL	381.98		
15810000 54080			LEASES EQUIPMENT			
362301 GREAT AMERICA FINANC	31825497 JUN22 LIB B 0	0	2022 6 INV P	163.00 062922	264271	COPIER LEASE-LIB
362301 GREAT AMERICA FINANC	31865722 JUN22 LIB A 0	0	2022 6 INV P	188.00 062922	264271	COPIER LEASE-LIB A
				351.00		
			ACCOUNT TOTAL	351.00		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	77836251	0	2022 6 INV P	50.98 062922	264260	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77837488	0	2022 6 INV P	30.39 062922	264260	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77867730	0	2022 6 INV P	26.99 062922	264260	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77913523	0	2022 6 INV P	29.59 062922	264260	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77914039	0	2022 6 INV P	23.99 062922	264260	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77941127	0	2022 6 INV P	22.50 062922	264260	VARIOUS TITLES-LIB
				184.44		
006199 BAKER & TAYLOR BOOKS	2036783122	0	2022 6 INV P	629.50 062922	264223	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036787640	0	2022 6 INV P	322.83 062922	264223	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036794983	0	2022 6 INV P	193.40 062922	264223	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036799069	0	2022 6 INV P	378.45 062922	264223	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	H61583160	0	2022 6 INV P	13.50 062922	264223	VARIOUS TITLE-LIB
				1,537.68		
019112 SHOWCASES	323689	0	2022 6 INV P	372.17 062922	264336	VARIOUS TITLES-LIB
350982 T-MOBILE	970673785 JUN22	0	2022 6 INV P	337.04 062922	264348	INTERNET HOTSPOTS-L
361291 MIDWEST TAPE	502206079	0	2022 6 INV P	77.98 062922	264300	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502239710	0	2022 6 INV P	22.49 062922	264300	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502239711	0	2022 6 INV P	1,008.15 062922	264300	VARIOUS TITLES-LIB
				1,108.62		

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CITY OF NEW BERLIN
 INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/6 ACCOUNT/VENDOR	TO 2022/6 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
363448 FREGIEN CHRISTY	NEW BOOK 'HE KNEW'	0	2022 6 INV P	16.99 062922	264257	VARIOUS TITLES-LIB
392979 CENTER POINT	1935378	0	2022 6 INV P	420.66 062922	264232	VARIOUS TITLES-LIB
ACCOUNT TOTAL				3,977.60		
15810000 54521			TECHNOLOGY/SOFTWARE			
297941 DEPT OF ADMINISTRATI	505-69523	0	2022 6 INV P	600.00 062922	264245	TEACH SERVICES-LIB
ACCOUNT TOTAL				600.00		
ORG 15810000 TOTAL				5,835.01		
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FUND 0010 GENERAL FUND				TOTAL:	5,835.01	
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/7 TO 2022/7 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54010			R&M BLDGS & GROUNDS			
012323 GOSCHEY MECHANICAL	12055	0	2022 7 INV P	853.23 071322	264498	HVAC RPAIRS-LIB
			ACCOUNT TOTAL	853.23		
15810000 54030			MAINTENANCE CONTRACT			
020089 MASTERS MCQUAY	W23261	0	2022 7 INV P	1,240.00 071322	264518	A/C RPAIRS-LIB
			ACCOUNT TOTAL	1,240.00		
15810000 54080			LEASES EQUIPMENT			
013995 KANSAS STATE BANK	3356523PMT#33 AUG22	0	2022 7 INV P	2,566.00 071322	264514	COPIER LEASE-LIB AU
348554 PURCHASE POWER	6/2/22POSTAGE-LIB	0	2022 7 INV P	101.62 071322	264422	POSTAGE METER-LIB
362301 GREAT AMERICA FINANC	31951893 JUN22 LIB C	0	2022 7 INV P	289.00 071322	264502	COPIER LEASE-LIB JU
			ACCOUNT TOTAL	2,956.62		
15810000 54110			SUPPLIES			
020058 ODP BUSINESS	252283360001	0	2022 7 INV P	269.09 071322	264532	OFFICE SUPPLIES-LIB
			ACCOUNT TOTAL	269.09		
15810000 54180			HOUSEKEEPING SUPPLY			
026400 ITU ABSORB TECH	7933637	0	2022 7 INV P	100.47 071322	264510	MATS-LIB JUN2022
			ACCOUNT TOTAL	100.47		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	77988243	0	2022 7 INV P	26.99 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	77989089	0	2022 7 INV P	60.78 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78020435	0	2022 7 INV P	74.97 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78028116	0	2022 7 INV P	30.39 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78036135	0	2022 7 INV P	212.73 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78036803	0	2022 7 INV P	55.48 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78037398	0	2022 7 INV P	24.74 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78050454	0	2022 7 INV P	23.25 071322	264493	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	78050783	0	2022 7 INV P	25.49 071322	264493	VARIOUS TITLES-LIB
				534.82		
005896 OLLIS BOOK CORPORATI	248247	0	2022 7 INV P	300.91 071322	264533	VARIOUS TITLES-LIB
005896 OLLIS BOOK CORPORATI	248249	0	2022 7 INV P	924.15 071322	264533	VARIOUS TITLES-LIB
005896 OLLIS BOOK CORPORATI	248250	0	2022 7 INV P	890.00 071322	264533	VARIOUS TITLES-LIB
				2,115.06		
006199 BAKER & TAYLOR BOOKS	2036804631	0	2022 7 INV P	131.58 071322	264458	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036808118	0	2022 7 INV P	304.64 071322	264458	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036809272	0	2022 7 INV P	308.26 071322	264458	VARIOUS TITLES-LIB

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT
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YEAR/PERIOD: 2022/7 TO 2022/7				ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR		TYP	S	PAYABLES	CHECK	DESCRIPTION	
006199	BAKER & TAYLOR BOOKS	2036817354	0	2022	7	INV	P	316.02	071322		264458	VARIOUS	TITLES-LIB			
006199	BAKER & TAYLOR BOOKS	2036818724	0	2022	7	INV	P	266.37	071322		264458	VARIOUS	TITLES-LIB			
006199	BAKER & TAYLOR BOOKS	5017818293	0	2022	7	INV	P	4.25	071322		264458	VARIOUS	TITLES-LIB			
006199	BAKER & TAYLOR BOOKS	H61758600	0	2022	7	INV	P	21.59	071322		264458	VARIOUS	TITLES-LIB			
006199	BAKER & TAYLOR BOOKS	H61796240	0	2022	7	INV	P	27.00	071322		264458	VARIOUS	TITLES-LIB			
006199	BAKER & TAYLOR BOOKS	H61853400	0	2022	7	INV	P	21.59	071322		264458	VARIOUS	TITLES-LIB			
								1,401.30								
361291	MIDWEST TAPE	502282554	0	2022	7	INV	P	299.16	071322		264523	VARIOUS	TITLES-LIB			
361291	MIDWEST TAPE	502303716	0	2022	7	INV	P	129.07	071322		264523	VARIOUS	TITLES-LIB			
361291	MIDWEST TAPE	502334154	HOOPLA	0	2022	7	INV	P	543.33	071322		264523	DIGITAL	MEDIA-LIB J		
								971.56								
ACCOUNT TOTAL								5,022.74								
15810000	54250							MAGAZINES/NEWSPAPERS								
015987	MILWAUKEE JOURNAL SE	MJ0094437	2022-23	0	2022	7	INV	P	1,702.43	071322		264524	SUBSCRIPTION RENEW-			
ACCOUNT TOTAL								1,702.43								
ORG 15810000 TOTAL								12,144.58								
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FUND 0010 GENERAL FUND								TOTAL:	12,144.58							
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/7 ACCOUNT/VENDOR	TO 2022/7 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54030			MAINTENANCE CONTRACT			
011840 US BANK	6/2AMZN5-LIB	0	2022 7 INV P	13.99 070822E		10056 VARIOUS TITLES-LIB
			ACCOUNT TOTAL	13.99		
15810000 54060			MARKETING			
011840 US BANK	5/26MEETUP-LIB	0	2022 7 INV P	69.26 070822E		10056 SOCIALMEDIA PLATFOR
			ACCOUNT TOTAL	69.26		
15810000 54110			SUPPLIES			
011840 US BANK	5/18AMZN3-LIB	0	2022 7 INV P	81.44 070822E		10056 3MLMAINATE RFILL-LI
011840 US BANK	5/19AMZN3-LIB	0	2022 7 INV P	93.34 070822E		10056 3M DUAL LAMINATE RF
011840 US BANK	5/21/22AMZN3-LIB	0	2022 7 INV P	117.83 070822E		10056 SUPPLIES-LIB
011840 US BANK	6/8AMZN-LIB	0	2022 7 INV P	16.99 070822E		10056 SUPPLIES-LIB
				309.60		
			ACCOUNT TOTAL	309.60		
15810000 54230			LIBRARY MATERIALS			
011840 US BANK	5/19AMZN1-LIB	0	2022 7 INV P	49.17 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	5/19AMZN2-LIB	0	2022 7 INV P	33.98 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	5/19TARGET2-LIB	0	2022 7 INV P	10.39 070822E		10056 UTILITY TUB-LIB
011840 US BANK	5/21/22AMZN1-LIB	0	2022 7 INV P	73.81 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	5/24AMZN-LIB	0	2022 7 INV P	30.84 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	5/25AMZN2-LIB	0	2022 7 INV P	42.97 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/11AMZN-LIB	0	2022 7 INV P	16.00 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/2AMZN2-LIB	0	2022 7 INV P	69.77 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/3/22AMZN1-LIB	0	2022 7 INV P	14.95 070822E		10056 MINI MAGNIFYING GLA
011840 US BANK	6/3/22AMZN2-LIB	0	2022 7 INV P	21.99 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/3/22AMZN3-LIB	0	2022 7 INV P	36.99 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/4AMZN-LIB	0	2022 7 INV P	129.98 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/6/22AMZN1-LIB	0	2022 7 INV P	15.99 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/6/22AMZN2-LIB	0	2022 7 INV P	20.00 070822E		10056 VARIOUS TITLES-LIB
011840 US BANK	6/9AMZN-LIB	0	2022 7 INV P	15.99 070822E		10056 VARIOUS TITLES-LIB
				582.82		
			ACCOUNT TOTAL	582.82		
15810000 54521			TECHNOLOGY/SOFTWARE			
011840 US BANK	5/24DOBE-LIB	0	2022 7 INV P	14.99 070822E		10056 SOFTWARE-LIB
011840 US BANK	6/2AMZN4-LIB	0	2022 7 INV P	80.97 070822E		10056 LENOVO THINKPAD-LIB
				95.96		
			ACCOUNT TOTAL	95.96		
15810000 55095			PROGRAMS-YOUNG ADULT			
011840 US BANK	5/17TARGET2-LIB	0	2022 7 INV P	30.00 070822E		10056 PROGRAM GIFT CARDS-

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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

07/07/2022 18:09
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 07

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	245,748.18	.00	213,532.82	53.5%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	204,233.60	.00	201,506.40	50.3%
15810000 50070 SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000 51010 RETIREMENT	41,829	0	41,829	21,098.53	.00	20,730.47	50.4%
15810000 51020 FICA	66,174	0	66,174	33,956.18	.00	32,217.82	51.3%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	26,412.10	.00	22,630.90	53.9%
15810000 51040 RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000 51060 LONG-TERM DISABI	81	0	81	47.18	.00	33.82	58.2%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	1,257.34	.00	-96.34	108.3%*
15810000 51070 LIFE INSURANCE	800	0	800	449.65	.00	350.35	56.2%
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	16,461.22	.00	43,538.78	27.4%
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	1,427.95	.00	872.05	62.1%
15810000 53050 HEATING FUEL	17,000	0	17,000	6,624.72	.00	10,375.28	39.0%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	11,669.28	.00	43,330.72	21.2%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	32,244.04	.00	17,755.96	64.5%
15810000 54040 R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000 54060 MARKETING	500	0	500	311.49	.00	188.51	62.3%
15810000 54080 LEASES EQUIPMENT	50,000	0	50,000	37,540.63	.00	12,459.37	75.1%
15810000 54110 SUPPLIES	18,000	0	18,000	14,380.78	.00	3,619.22	79.9%
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	39.39	.00	410.61	8.8%
15810000 54180 HOUSEKEEPING SUP	26,000	0	26,000	1,047.83	.00	24,952.17	4.0%
15810000 54190 GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	108,874.33	.00	102,125.67	51.6%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	13,214.09	.00	4,785.91	73.4%
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	33,048.91	.00	2,951.09	91.8%
15810000 54521 COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
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	748.97	.00	451.03	62.4%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	374.07	.00	825.93	31.2%
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	813,041.23	.00	765,993.77	51.5%
TOTAL EXPENSES	1,579,035	0	1,579,035	813,041.23	.00	765,993.77	

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

06/22/2022 17:26
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2022/6 ACCOUNT/VENDOR	TO 2022/6 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION					
22810000 55100	PROGRAMS-ADULT					
010661 CONCORD CHAMBER ORC	7/27/22CONCERT	0	2022 6 INV P	800.00 062922	264240	2022 CONCERT @CITY
012246 ALM FUSION LLC	7/13/22	0	2022 6 INV P	600.00 062922	264216	NEWBERLIN CITYCENTE
012246 ALM FUSION LLC	7/27/22	0	2022 6 INV P	600.00 062922	264216	NEWBERLIN CITYCENTE
012246 ALM FUSION LLC	8/11/22	0	2022 6 INV P	600.00 062922	264216	NEWBERLIN CITYCENTE
				1,800.00		
013903 SIGNARAMA MILWAUKEE	INV-51873	0	2022 6 INV P	780.94 062922	264337	CITYCENTER CONCERT
332607 WOODALL DONNA	8/10/22	0	2022 6 INV P	1,000.00 062922	264376	2022CITYCENTER CONC
380083 ONE SWEET DREAM LLC	7/13/22	0	2022 6 INV P	800.00 062922	264311	2022 CONCERT CITY C
390534 ALL STAR RENTALS	2022CITYCNTR CONCERT	0	2022 6 INV P	3,624.75 062922	264214	2022CITY OF NEWBERL
	ACCOUNT TOTAL			8,805.69		
	ORG 22810000 TOTAL			8,805.69		
=====						
FUND 0200 LIBRARY DONATION FUND	TOTAL:			8,805.69		
=====						

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

07/07/2022 17:55
9740thin

CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2022/7 ACCOUNT/VENDOR	TO 2022/7 INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 48040 FOL			DONATIONS			
249521 NEWSKI BRETT	VARIOUS TITLES-2022	0	2022 7 INV P	60.00 071322	264531	FOL#2228 BOOK RAFFL
			ACCOUNT TOTAL	60.00		
22810000 55100			PROGRAMS-ADULT			
012246 ALM FUSION LLC	7/13/22	0	2022 7 INV P	600.00 071322	264395	2022NB CITYCNTR CON
012246 ALM FUSION LLC	7/27/22	0	2022 7 INV P	600.00 071322	264396	2022NB CITYCNTR CON
012246 ALM FUSION LLC	8/11/22	0	2022 7 INV P	600.00 071322	264397	2022NB CITYCNTR CON
				1,800.00		
			ACCOUNT TOTAL	1,800.00		
			ORG 22810000 TOTAL	1,860.00		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	1,860.00	
=====						

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

07/05/2022 15:40
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

Papinvgl1

YEAR/PERIOD: 2022/7 TO 2022/7														
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION			
22810000				LIBRARY DONATION										
22810000 48040 FOL				DONATIONS										
011840	US	BANK	5/16SPOTIFY-LIB	0	2022	7	INV	P	13.64	070822E	10056	FOL#2205	PREMIUM DU	
011840	US	BANK	5/17AMZN1-LIB	0	2022	7	INV	P	370.88	070822E	10056	FOL#2215	INFRARED D	
011840	US	BANK	5/17AMZN2-LIB	0	2022	7	INV	P	292.91	070822E	10056	FOL#2217	PROG SUPPL	
011840	US	BANK	5/17TARGET1-LIB	0	2022	7	INV	P	159.02	070822E	10056	FOL#2217	TREATS -LI	
011840	US	BANK	5/18AMZN1-LIB	0	2022	7	INV	P	185.98	070822E	10056	FOL#2218	PROG SUPPL	
011840	US	BANK	5/19AMZN4-LIB	0	2022	7	INV	P	85.99	070822E	10056	FOL#2218	PROG SUPPL	
011840	US	BANK	5/19TARGET1-LIB	0	2022	7	INV	P	8.98	070822E	10056	FOL #2210	FOOD STOR	
011840	US	BANK	5/21/22AMZN2-LIB	0	2022	7	INV	P	206.70	070822E	10056	FOL#2215	PROG SUPPL	
011840	US	BANK	5/25AMZN-LIB	0	2022	7	INV	P	101.66	070822E	10056	FOL#2215	PROG SUPPL	
011840	US	BANK	5/25AMZN1-LIB	0	2022	7	INV	P	14.99	070822E	10056	FOL#2215	PROG SUPPL	
011840	US	BANK	5/25AMZN4-LIB	0	2022	7	INV	P	125.99	070822E	10056	FOL#2215	CAMPING SI	
011840	US	BANK	5/2AMZN-LIB	0	2022	7	INV	P	12.98	070822E	10056	FOL#2215	FOAM LETTE	
									1,579.72					
ACCOUNT TOTAL									1,579.72					
ORG 22810000 TOTAL									1,579.72					
=====														
FUND 0200 LIBRARY DONATION FUND									TOTAL:		1,579.72			
=====														

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07/07/2022 18:12
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 07

ACCOUNTS 581	FOR: 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	-12,191.57	.00	12,191.57	100.0%
22810000	48040 FOL DONATIONS	0	0	0	-21,313.03	.00	21,313.03	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	8,805.69	.00	-8,805.69	100.0%*
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	-27,388.83	.00	27,388.83	100.0%
TOTAL REVENUES		0	0	0	-37,555.60	.00	37,555.60	
TOTAL EXPENSES		0	0	0	10,166.77	.00	-10,166.77	

07/07/2022 18:12
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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glytdbud²

FOR 2022 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-27,388.83	.00	27,388.83	100.0%

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

07/07/2022 18:13
 9740thin

CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
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FOR 2022 07

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	-10,087.44	.00	-14,912.56	40.3%*
01010400	44111							
	LIBRARY-COPIES	-7,500	0	-7,500	-3,080.86	.00	-4,419.14	41.1%*
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	-27,063.70	.00	-40,786.30	39.9%
TOTAL REVENUES		-67,850	0	-67,850	-27,063.70	.00	-40,786.30	

07/07/2022 18:13
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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glytdbud²

FOR 2022 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-67,850	0	-67,850	-27,063.70	.00	-40,786.30	39.9%

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



Library Director Report

Library Updates for June-July

NBPL and Park Pals *(Strategic Plan, B2, B3)*

Kate Krause and **Michelle Neubauer** met and began collaborating with Park Pals in June. Park Pals is the inspiration of New Berlin's Allison McGaver, who, with her background in early education and career experience from the Betty Brinn Children's Museum, created this organization to serve families local families with free social and educational opportunities at local parks. Currently, our Community Room and Green Space are locations for Park Pals events, but as fall approaches, there are opportunities for collaborative learning and reading programs, specifically in the works is a Dinosaur DJ Dance with lots of Dinosaur happenings!

NBPL 1st Annual Flea Market and the New Berlin Food Pantry *(Strategic Plan, B2, B3)*

The feedback from the Library's First Annual Flea Market was so positive, we've added another Flea Market in 2022 as a part of the Library's 2nd Annual Oktoberfest! Donations to the New Berlin Food Pantry were collected and we were happy to support small business owners and artists by hosting the event.

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

The Chamber of Commerce and Visitors Bureau:

In June, Natalie met with the New Berlin Chamber of Commerce and Visitor Bureau's Tina Conley and decided we are a great fit to help share the library's resources and connect with New Berlin's business community. Additionally, Natalie began planning for the first in-person library Focus Group to be held in September and provided the Library's annual update to the City of New Berlin Common Council.

Library Happenings:

- NBPD Officers Nate Giannini and Greg Morris will join the Library Summer Reading Carnival, scheduled for July 27th from 1-4, to demonstrate the New Berlin Police Department's newest technology, the NBPD drone. *(Strategic Plan, B2, B3)*
- The NBPL joined other Libraries in the Bridges Library System to donate paperback books to the Waukesha County Jail for distribution to inmates. *(Strategic Plan, B2, B3)*
- Natalie connected with Dianne Wickstrom, Executive Director of New Berlin Senior Taxi and Barbara Goss with the New Berlin Senior Center, to work together on ways to serve the community's senior population with our services. *(Strategic Plan, B2, B3)*

Department Updates:

Public Services Update from the desk of Laura Eastman

Monthly Circulation Activities:

- Circulation = 31,581 items.
- Delivered to 53 outreach/home delivery patrons.
- Processed 579 new items for circulation, including 4 Library of Things items—giant camp chairs!
- Adult fiction and large print continue to shift.
- Summer reading program is keeping circulation staff extra busy.



- Our new holds shelf was finally built, after 9 months of waiting for parts. It is safer and sturdier for our staff. We circulate approximately 300 hold items per day.
 - Expansion of administration workspace, including three additional computer terminals.
- June Displays:

Our circulation aides develop various displays of interest, highlighting books and other materials that fit a theme. These continue to be very popular stops for patrons. This month's themes included: Best Friends, birds, sunshine (audiobooks), white/wedding titles and covers, ships, music—CDs, vinyl, books, DVDs, and more.

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

"The Summer Reading program started this month- which already has 117 adults signed up! We've also been focusing on SRP themed programs, such as our Favorite Camp Snack voting display (88 participants), our Favorite Book Bracket (over 40 participants so far), plant swaps (over 100), and passive game mornings (11). We've also had our reoccurring programs continuing, such as the Monthly Movie Matinee, the Featured Local Author Program, Trivia and our book clubs.

Other actions of note:

Alyssa created a "What Should I Read Next" form for patrons to fill out online. I took it for my personal use, and I have to say, she's great! Fill it out if you get a chance.

We've been getting much more LOT attention upstairs- items have waitlists, patrons are pleasantly surprised when they see what we have, and repeat customers are happy!

Going forward:

More focus on Reader's Advisory and booklists

Health and wellness programs (Narcans, Medicare, Mind your Mind)

Thank you for all you do, Kate and the Adult Services Department"

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

"This month I had my first in person programs since Covid-19. I had 5 teens come to the summer camp crafts program where they made friendship bracelets, kindness rocks, and beaded bookmarks. 8 tweens came to the birdhouse painting program as well! For virtual programs, I had the ARC review program for teens, in which 5 participated this month, and the virtual escape rooms which had 9 participants. I was also really excited that my pride displays were quite popular this month. I had a total of 13 pride books go out (8 new fiction YA LGBTQ+ books and 5 nonfiction YA LGBTQ+ books), as well as a few compliments on them from teens! I also held another TLC meeting in which 5 teens participated and began brainstorming ideas for the fall- including a life-sized clue program."

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

"We've had a great first month of the summer reading program! We weren't sure what to expect after 2 years of COVID limitations, but families both old and new have returned! We had **627** children ages 0-11 sign up for June between Beanstack and paper logs. Families have been very happy with the return of paper logs, but it's been nice to be able to offer both options to them. Just for comparison, we have 388 people signed up on paper, and 239 signed up on Beanstack. For programs, our family performers have been our biggest draw so far, with Matt Teague the Magician bringing in **216** people and Mad Science with **172**.



We've also received a lot of good feedback about doing our summer Family Story times outside and have had **416** children and adults attend story time in June. This may just end up having to be a regular summer offering! And of course, anything craft related is always popular – for June we offered Wood Camp Necklaces and Tie Dyeing; both had great attendance and comments about how much fun the kids had. The reopening of the MakerStudio has also been well received and families have loved going up there to explore the craft options before and after programs. Christine has been working hard to keep this space stocked!"

Family Programs:

Program/Date	Participation	Librarian
Matt Teague (Magician) June 21	216 total (143 kids; 73 adults)	All YS
Mad Science June 28	172	All YS
Family Outdoor Play June 22	25	All YS
Family Outdoor Play June 29	17	All YS

Craft Programs:

Program/Date	Participation	Librarian
Wood Camp Necklace June 17	20 kids (10 adults)	Christine
Tie Dye June 29	52 kids	Brenda & Dermot
Mini Button Pop-Ups 6/11, 6/15, 6/16, 6/17, 6/18	142	Natalie

Tween Program:

Program/Date	Participation	Librarian
Paint Your Own Birdhouse June 21	Numbers on YA report	Shannon

Summer Reading Challenge: 627 total registrations

Challenge	Registrations
Paper Logs: Ages 0-11	388
Beanstack: Ages 0-11	239

Passive Programs:

Program	Participation	Librarian
Library Mailbox: What are you looking forward to this summer?	0-5: 204	Kate
Curiosity Kits June 13-July 1	6-11: 164	Brenda, Christine, Dermot
Storybook Trail: June	92	YS
Makerstudio Projects	All Ages: 477	Christine & Committee

Director Report Submitted by:
Natalie Beacom

Teen Volunteers:

7 Volunteers; 44.5 hours



New Berlin Public Library Circulation Policies

Adult Library Cards

Residents of Waukesha County and all other Wisconsin counties except Milwaukee County* are eligible for a card at no cost after presenting current identification and proof of residence.

*Residents (including children) of Milwaukee County are required to pay a one-time fee of \$25.00. Milwaukee County residents who work in New Berlin are eligible for a library card at no charge after presenting current identification and proof of employment (e.g., check stub). The card will be renewed yearly.

Patrons are responsible for notifying the library if a card is lost or stolen or if there is a change of address, email, or phone number.

*Patrons who have a picture ID but cannot provide proof of residence, may be issued a renewable six-month library card at the discretion of the library. At least one form of valid contact (phone or email) is required. Patrons may then access the internet and online databases/services and borrow up to three physical items at a time from the New Berlin Public Library collections. Other CAFÉ library materials and interlibrary loans are prohibited.

Child Library Cards

Children may obtain a library card at age 5 or older.* A parent or guardian must be present to show current identification and sign the application. Parents or guardians are responsible for any fines or fees incurred by their children, and borrowing privileges for parents may also be suspended if a child's card has outstanding fines or fees of \$10.00 or more.

*Children that attend school in New Berlin but live in Milwaukee County may obtain a library card at no charge with current identification and proof of enrollment (e.g., report card, tuition statement).

Checking Out and Loan Periods

New Berlin Public Library is able to accept a patron's valid library card from any of the CAFÉ Libraries (Bridges Library System) subject to the terms and conditions of that card and New Berlin Public Library policies. Patrons are responsible for everything checked out on their cards and any fines or fees incurred.

All items must be returned by the due date to avoid fines. There is **NO** grace period. Most library items are checked out for 3 weeks. **Exceptions** include, but are not limited to, the following:

- **Periodicals, new fiction** (less than 400 pages), and **DVD movies/documentaries** are **1 week**.
- **TV series DVDs and Wi-Fi Hotspots** are **2 weeks**.
- **Specialty items, including experience passes and items from the Library of Things, may have different loan periods.**

Institutional Experience Passes and some specialty items will require a signed policy and/or waiver. Patrons choosing to borrow these materials must understand and abide by these additional requirements.

Renewals and Returns

Most library materials may be renewed up to three times, provided no other users are waiting for the material. Materials may be renewed either in person, online, or by phone. The renewal period is the same as the original loan period. It runs from the date the item is renewed. Online renewals must be placed before 11:59 PM on the due date to avoid fines.

Renewals will not be accepted on materials with holds or special loan restrictions. Overdue materials may be renewed, but a fine will be assessed for the time between the original due date and the date of renewal.

*Extended loans can be granted to teachers using materials for classroom use, to residents of nursing homes, to homebound users, and to others at the discretion of the library staff. (This is only allowed when no other user is waiting for the materials.)

Interlibrary Loan - Interlibrary loans (loans of materials from outside Waukesha and Jefferson Counties) are available to all Bridges Library System patrons with valid cards. (Milwaukee County residents registered at New Berlin Public Library can also participate in this service.) Interlibrary loan materials may or may not be renewed, depending on the lending library's policies. Please contact the Interlibrary Loan Department 3-4 days before the item is due if a renewal is required.

24-hour book drops are available for the return of most library items. (Please be aware of specialty-item restrictions.) These book drops do not provide receipts for returns, and patrons are responsible for items returned through the book drops. If a return receipt is needed, please return your items in the building during open hours. If you have any questions about non-returned items, please check your account or call the library.

For your convenience, materials from other Bridges Library System libraries (Waukesha County and Jefferson County) may be returned at New Berlin Public Library. Likewise, New Berlin Public Library items may be returned to any library in the Bridges Library System.

Notices and Fees

Depending on the notification delivery option a patron chooses, a reminder notice will be emailed or sent by text 2 days before an item is due. An overdue notice will be emailed or sent by text when an item is 2 days overdue, and a second overdue notice will follow at 14 days. A letter will be mailed to the account address when an item is 21 days overdue. If an item is 60 days overdue, the account will be automatically billed for the item, and collection fees may apply.

Patrons will also be notified when their hold items are ready for checkout; the item will be held for four days at the circulation desk. Notification will be by phone, email, or text.

These notices are offered as a courtesy to our patrons; however, the library cannot guarantee that notices will be received. Interruptions in service for technical reasons, spam filters, filled mailboxes, phone carrier issues, etc., all contribute to missed notices. Therefore, it is the ultimate responsibility of our patrons to know their due dates and monitor their accounts. Please call if you have questions.

Fines

- The standard book fine is **15¢ per day** for each item to a maximum of \$10.00 per item.
- The standard DVD and Playaway View fine is **\$1.00 per day** to a maximum of \$10.00 per item.
- Wi-Fi Hotspots are **\$2.00 per day**; book club kits are **\$5.00 per day**.
- **Various fines apply for specialty items** with specific check-out and check-in requirements. Patrons are responsible for understanding these requirements.
- No fines are charged on days when the library is closed or for most children's materials checked out on children's cards with the following exceptions: Playaway Views, backpacks, book bundles and STEM kits.

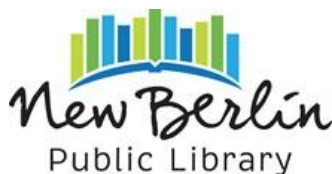
Patrons with charges of \$10.00 or more on their accounts will not be permitted to borrow items until balance is paid. **All fines and fees must be paid before holds and interlibrary loan items can be checked out.**

Lost and destroyed materials must be paid at replacement cost. The Library does *not* accept replacement copies bought by patrons. **The fee for damaged items, packaging, bags, and replacement parts will be determined as necessary.** Patrons owing fees totaling \$25.00 or more will be referred to a collection agency after two months.

Internet Computer Use

A valid library card is required to use the public Internet computers. A patron may prepay for copies by adding money to their library card at the Reference Desk on the second floor. No searches or work products can be saved on the library computers, but work may be saved to a personal flash drive.

Last revised 6/24/2022



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 an application, which will be reviewed and approved by the Library Office Coordinator and may require approval from the Library Director. 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**, with an option for six additional reservations, based on availability. Applications are considered on a first-come, first-served basis and no group shall have exclusive rights to library facilities.

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, or by email to: roomreservations@newberlinlibrary.org

The New Berlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users. Informational flyers, advertisements, or any other publications issued by the group must explicitly state: "The New Berlin Public Library and its Board of Trustees do not endorse or sponsor this event."

Use of facilities must be in compliance with all applicable state and local laws, safety standards, and building-code requirement. To meet eligibility, the library, at its discretion, may require groups to provide proof of insurance, residency or tax exemption.

Prohibited Uses

- Commercial or money-making activities, with the exception of Library programs. *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 in which donations, collections or fees of any kind are taken.
- Activities involving the promotions, advertising, or sale of services, programs, or products
- The collection or compilation of mailing lists for any type of future solicitation.
- Activities that would interfere with other library functions.

Step 1: Do you qualify?

Eligible Groups:

- ☐ **Waukesha County, non-profit:** Individuals, organizations, clubs, or groups must be based in Waukesha County. No fees required for room use.
- ☐ **Waukesha County, for-profit:** Individuals, organizations (including condo associations) or businesses based in Waukesha County. Meetings are held for internal conferences, staff training, or evaluation sessions. *(These meetings are closed to the public and/or potential customers.)* **Fees:** Community Room, \$50; Other rooms, \$25.
- ☐ **Outside Waukesha County, non-profit:** Individuals, organizations, clubs, or groups based outside Waukesha County who serve Waukesha County residents. No fees required for room use.
- ☐ **New Berlin Residents:** Residents of New Berlin may hold social functions that follow the guidelines of this policy. These functions may take place during the Library's operating hours and are limited to a maximum of three hours, to include room set-up and take-down. **Fees:** Community Room, \$100; Heritage Center Meeting Room, \$50.

Step 2: Application

All applications must be completed in full, 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 by mail. 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 & Cleaning Fees: Should groups require the use of projection equipment, microphones or cables in the meeting space(s), there is a \$10 service fee. Non-Profit applicants are exempt from this fee.

Items may not be hung on or posted to windows, walls or doors. We ask that trash and recyclables be taken to the Library's outdoor garbage area to the rear of the building and that users vacuum the floor as necessary. Any spills should be reported immediately to the front desk. Should there be any additional cleaning required after a meeting by our custodial staff, a cleaning fee shall be assessed to the applicant holder.

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 Library Office Coordinator.

Step 5: General information for Room Use

- The [Library's Code of Conduct](#) is enforced for all meeting room users and visitors.
- The Library retains the right to attend all meetings, programs and events conducted on the premises.
- Upon arrival and again at completion of your meeting, check-in or check-out at the following locations:
 - Community Room use – Front Circulation Desk
 - Heritage Center Meeting Room use – Front Circulation Desk
 - Marion Onesti Board Room use – Adult Services Reference Desk
- Your meeting must start and end at the times requested on your application. All meetings must end, with the room reset at least 15 minutes prior to the library closing time.
- Library Staff is not responsible for room set-up or room take-down. Chairs and tables must be cleaned and returned to the standard configuration. Food and non-alcoholic beverages are allowed in meeting rooms.
- 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 the Library Office Coordinator at: roomreservations@newberlinlibrary.org or 262-754-1816 at least one week prior to the meeting date. There is no technical support available during your meeting.
- Two cancellations or failure to keep meeting reservations may 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: _____



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: New Berlin Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: July 7, 2022

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2022.

The Waukesha County Board approved the updated county library standards in April of this year. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 289,709
- PLUS lending to other library community's residents: 31,819
- DIVIDED by total circulation by your residents at all county libraries: 332,133

Your library's LSER is shown in Table 1 below.

Table 1.

New Berlin's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
95%	96.81%	Yes

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "Yes" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "No" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2021 state annual report and indicate whether your library will meet its minimum requirements in 2022.

Please circle "Yes" or "No" in the last column in Table 2. **(Completing this table is required if LSER = "No" in step 1.)**

Table 2.

Library	New Berlin		2020 Municipal Population	40,600
Category	Minimum to Exempt	Library Actuals from 2021 annual report	Met Minimum during 2021?	Will Meet Minimum in 2022? (Circle one)
Materials Expenditures/Capita	\$5.25/capita	\$7.71/capita	Yes	Yes No
Number Hours Open/Week	60	65	Yes	Yes No
Budgeted Staff in FTE	18.11	19.41	Yes	Yes No
Collection Size	127,800	150,299	Yes	Yes No
Public Computers/Internet Access Devices	21	12	No	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for New Berlin Public Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2022 (circle one)
Library board member orientations are provided	Yes No
Library website includes key board/staff contact & meeting info	Yes No
Library board conducts director performance evaluation	Yes No
Library budgets for professional development	Yes No
Library has active strategic plan	Yes No
Library has a current circulation policy	Yes No
Library has a current collection management policy	Yes No

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2022.

Name of Library	New Berlin Public Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2022**.

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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>

Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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

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