CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, September 19, 2022
6:00 PM
Public Library

AGENDA

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

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

CALL MEETING TO ORDER

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

COMMITTEE REPORTS

Friends of the Library, Inc. - Information

CONSENT AGENDA

Approval of Minutes - Monday, August 15th, 2022

Approval of Bills and Invoices

Next Meeting Date: Monday, October 17th, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

President's Report - Information

Director and Library Services Manager Reports - Information

OLD BUSINESS

Library 2023 Budget Review - Information/Discussion/Action

NEW BUSINESS

Covid-19 Variant Public Health Update - Information/Discussion/Action

Trustee Essentials - Section 7 - 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, August 15, 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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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.

ITEM: As was stated in the public notice, an opportunity for public comment was provided for those members of the public who registered in advance to speak. No members of the public filled out a speaker slip.

CALL MEETING TO ORDER

Meeting called to order by Vice-President Nate Jung at 6:02 PM.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Members Present: Ald. Charlotte Kroupa, Ruth Bock, Nathan Jung, Jill Kawala, Linda Maas, Patti Orzel

Members Excused: Dolores Greenawalt, Debbi Stelzner, John Marek

COMMITTEE REPORTS

ITEM: Friends of the Library, Inc. –

The New Berlin Public Library book drive was this past weekend. The rough estimate is that a few thousand items were collected for the upcoming mid-September book sale.

CONSENT AGENDA

ITEM: Minutes of July 18, 2022 -

MOTION: Motion to approve the minutes, subject to corrections.

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

ITEM: Approval of Bills and Notices -

MOTION: Motion to approve the bills and invoices subject to the removal of a duplicate item.

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

ITEM: Next meeting September 19, 2022

MOTION: Motion to set the next meeting for September 19th, 2022

VOTE: Motion by: Jill Kawala
Second by: Charlotte Kroupa
MOTION PASSED 6-0

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

ITEM: President's Report –

President Marek was excused and Vice-President Jung had no comments.

ITEM: Directors Report –

No information was presented and no action taken.

OLD BUSINESS

ITEM: Meeting Room Policy and Procedure Review -

Natalie Beacom presented the revised draft of the policy. The new policy will stress that the Library does not advocate or endorse the viewpoints of meetings

or meeting room users.

MOTION: Motion made to adopt the revised policy as presented with the reference to the endorsement to be bolded.

VOTE: Motion by: Ruth Bock
Seconded by: Charlotte Kroupa
MOTION PASSED 6-0

ITEM: Library 2023 Budget Review -

Natalie gave highlights of the proposed 2023 budget. Among the adjustments is the request to fund an additional reference intern who will work with teens and tweens and filling a part-time librarian position that will work with the Youth Services Department with focus on community engagement and outreach. The prosed budget also hopes to streamline custodial services with the Department of Public Works. There are no major changes to the operational budget.

MOTION: Motion to approve and advance the presented budget.

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

CLOSED SESSION

MOTION: Motion to enter into closed session pursuant to Wis. Stat. §19.85(1)(c), for the purpose of evaluating the performance of the Library Director.

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

The Board entered into closed session at 6:45 PM. Ms. Beacom was present in the closed session.

RECONVENE TO OPEN SESSION

The Board reconvened in open session at 6:56 PM

MOTION: Motion to approve the performance evaluation of the Library Director.

VOTE: Motion by: Patti Orzel
Seconded by: Linda Maas
MOTION PASSED 6-0

NEW BUSINESS

ITEM: COVID-19 Variant Public Health Update -

Although numbers are up slightly and monkey pox and polio are on the rise, there are no changes by the Health Department or other oversight/advisory agencies relative to masking or other restrictions. Library signage will remain at “masks recommended” at this time.

This was an informational item and no action was required on this item.

ITEM: Trustee Essentials Section 4 -

The Board reviewed Section 4 of the Trustee Essentials A Handbook for Wisconsin on Public Library Trustees Effective Board Meetings and Trustee Participation.

This was an informational item and no action was required.

ANNOUNCEMENTS

ITEM: No Announcements.

ADJOURN

MOTION: Motion to adjourn at 7:08pm

VOTE: Motion by: Ruth Bock
Seconded by: Charlotte Kroupa
MOTION PASSED 6-0

Respectfully Submitted,

Jill Kawala

YEAR/PERIOD: 2022/8 TO 2022/8

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000		LIBRARY							
15810000 53040				TELEPHONE/CELL PHONE					
302074	AT&T	262785498008AUG22	0	2022 8	INV	P	200.75	082422	265000 PHONES-LIB AUG4-SEP
				ACCOUNT TOTAL			200.75		
15810000 54010				R&M BLDGS & GROUNDS					
003228	BATZNER PEST CONTR	3395525	0	2022 8	INV	P	109.00	082422	265007 PESTCNTRL-LIB AUG20
021746	GRAINGER	9411369490	0	2022 8	INV	P	1,207.99	082422	265073 DOOR CLOSER-LIB
085010	WAUKESHA COUNTY TREA	2022-40030041 -	0	2022 8	INV	P	296.05	082422	265234 GENERATOR INSP/SERV
366609	KAIN ENERGY CORPORAT	22166	0	2022 8	INV	P	1,242.50	082422	265101 RPAIRS-LIB
				ACCOUNT TOTAL			2,855.54		
15810000 54040				R&M EQUIPMENT					
208671	CDW GOVERNMENT INC	BS22587	0	2022 8	INV	P	279.98	082422	265022 APC POWER BACKUP-LI
				ACCOUNT TOTAL			279.98		
15810000 54080				LEASES EQUIPMENT					
362301	GREAT AMERICA FINANC	32225690 AUG22 LIB B	0	2022 8	INV	P	163.00	082422	265075 COPIER LEASE-LIB AU
				ACCOUNT TOTAL			163.00		
15810000 54230				LIBRARY MATERIALS					
006199	BAKER & TAYLOR BOOKS	2036900938	0	2022 8	INV	P	234.80	082422	265003 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2036900967	0	2022 8	INV	P	318.63	082422	265003 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2036901910	0	2022 8	INV	P	263.94	082422	265003 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2036913577	0	2022 8	INV	P	366.44	082422	265003 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2036917562	0	2022 8	INV	P	217.22	082422	265003 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H62162370	0	2022 8	INV	P	18.71	082422	265003 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H62258910	0	2022 8	INV	P	13.50	082422	265003 VARIOUS TITLES-LIB
							1,433.24		
361291	MIDWEST TAPE	502473140	0	2022 8	INV	P	101.22	082422	265131 VARIOUS TITLES-LIB
361291	MIDWEST TAPE	502508929	0	2022 8	INV	P	85.45	082422	265131 VARIOUS TITLES-LIB
361291	MIDWEST TAPE	502509150	0	2022 8	INV	P	12.59	082422	265131 VARIOUS TITLES-LIB
							199.26		
				ACCOUNT TOTAL			1,632.50		
				ORG 15810000 TOTAL			5,131.77		

FUND 0010 GENERAL FUND TOTAL: 5,131.77

YEAR/PERIOD: 2022/8 TO 2022/8

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION

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

FOR 2022 13

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	317,473.75	.00	141,807.25	69.1%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	260,409.35	.00	145,330.65	64.2%
15810000 50070 SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000 51010 RETIREMENT	41,829	0	41,829	27,110.26	.00	14,718.74	64.8%
15810000 51020 FICA	66,174	0	66,174	43,614.21	.00	22,559.79	65.9%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	34,538.90	.00	14,504.10	70.4%
15810000 51040 RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000 51060 LONG-TERM DISABI	81	0	81	60.66	.00	20.34	74.9%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	1,644.22	.00	-483.22	141.6%*
15810000 51070 LIFE INSURANCE	800	0	800	590.94	.00	209.06	73.9%
15810000 51080 UNEMPLOYMENT COM	0	0	0	.00	.00	.00	.0%
15810000 52010 PROFESSIONAL FEE	0	0	0	.00	.00	.00	.0%
15810000 52030 CONTRACTED SERVI	0	0	0	.00	.00	.00	.0%
15810000 53010 ELECTRICITY	60,000	0	60,000	29,640.96	.00	30,359.04	49.4%
15810000 53020 WATER/SEWER	3,876	0	3,876	1,745.57	.00	2,130.43	45.0%
15810000 53040 TELEPHONE/CELL P	2,300	0	2,300	1,828.13	.00	471.87	79.5%
15810000 53050 HEATING FUEL	17,000	0	17,000	10,047.79	.00	6,952.21	59.1%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	23,723.24	.00	31,276.76	43.1%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	38,126.20	.00	11,873.80	76.3%
15810000 54040 R&M EQUIPMENT	2,000	0	2,000	279.98	.00	1,720.02	14.0%
15810000 54060 MARKETING	500	0	500	311.49	.00	188.51	62.3%
15810000 54080 LEASES EQUIPMENT	50,000	0	50,000	46,435.64	.00	3,564.36	92.9%
15810000 54110 SUPPLIES	18,000	0	18,000	15,971.62	.00	2,028.38	88.7%
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	216.67	.00	233.33	48.1%
15810000 54180 HOUSEKEEPING SUP	26,000	0	26,000	1,289.25	.00	24,710.75	5.0%
15810000 54190 GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	139,787.21	.00	71,212.79	66.2%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	13,253.09	.00	4,746.91	73.6%
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	34,025.96	.00	1,974.04	94.5%
15810000 54521 COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	677.27	.00	522.73	56.4%
15810000 55095 PROGRAMS-YOUNG A	1,200	0	1,200	815.84	.00	384.16	68.0%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	583.37	.00	616.63	48.6%
15810000 56020 WORKER'S COMP	0	0	0	.00	.00	.00	.0%
15810000 59010 EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL LIBRARY	1,579,035	0	1,579,035	1,044,628.57	.00	534,406.43	66.2%
TOTAL EXPENSES	1,579,035	0	1,579,035	1,044,628.57	.00	534,406.43	

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,579,035	0	1,579,035	1,044,628.57	.00	534,406.43	66.2%

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

FOR 2022 13

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
22810000 41020 GRANTS-LOCAL	0	0	0	-4,051.00	.00	4,051.00	100.0%
22810000 48000 MISC GENERAL REV	0	0	0	.00	.00	.00	.0%
22810000 48040 DONATIONS	0	0	0	-20,488.18	.00	20,488.18	100.0%
22810000 48040 FOL DONATIONS	0	0	0	-17,046.95	.00	17,046.95	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	12,431.44	.00	-12,431.44	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	-27,793.61	.00	27,793.61	100.0%
TOTAL REVENUES	0	0	0	-41,586.13	.00	41,586.13	
TOTAL EXPENSES	0	0	0	13,792.52	.00	-13,792.52	

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-27,793.61	.00	27,793.61	100.0%

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

FOR 2022 13

ACCOUNTS FOR: 000 UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010400 44110 LIBRARY FINES	-25,000	0	-25,000	-14,905.27	.00	-10,094.73	59.6%*
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-4,144.96	.00	-3,355.04	55.3%*
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	-32,945.63	.00	-34,904.37	48.6%
TOTAL REVENUES	-67,850	0	-67,850	-32,945.63	.00	-34,904.37	

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-67,850	0	-67,850	-32,945.63	.00	-34,904.37	48.6%

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

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54330
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55090
55095
55100

YEAR-TO-D

ACCOUNT DES
SALARY-FULL T
SALARY-PART T
RETIREMENT
FICA
HEALTH INSUF
LONG-TERM D
VISION/DENTA
LIFE INSURAN
ELECTRICITY
WATER/SEWE

TELEPHONE/C
HEATING FUEL
R&M BLDGS &
MAINTENANC
R&M EQUIPM
MARKETING
LEASES EQUIP
SUPPLIES
POSTAGE
HOUSEKEEPIN
LIBRARY MATE
MAGAZINES/N

MEMBERSHIP
CONFERENCE/
TRAINING EXP
TECHNOLOGY/
PROGRAMS-JU
PROGRAMS-YO
PROGRAMS-AI
Grand Total

DATE THR
ORIGINAL A
459,281
405,740
41,829
66,174
49,043
81
1,161
800
60,000
3,876

2,300
17,000
55,000
50,000
2,000
500
50,000
18,000
450
26,000
211,000
18,000

200
500
500
36,000
1,200
1,200
1,200
1,579,035

ROUGH &
REVISED B
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41,829
66,174
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50,000
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50,000
18,000
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26,000
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500
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36,000
1,200
1,200
1,200
1,579,035

3/31/22
YTD EXPEND
299,605.44
246,424.68
25,619.98
41,209.05
32,507.20
53.92
1,547.50
555.60
29,640.96
1,745.57

1,828.13
10,047.79
19,131.91
36,165.48
279.98
311.49
42,374.52
15,222.35
139.39
1,188.78
125,703.95
13,253.09

163.00
264.00
0.00
34,010.97
573.04
815.84
583.37
980,966.98

AVAILABLE
159,676
159,315
16,209
24,965
16,536
27
-387
244
30,359
2,130

472
6,952
35,868
13,835
1,720
189
7,625
2,778
311
24,811
85,296
4,747

37

236

500

1,989

627

384

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598,068

% USED
65.20
60.70
61.20
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79.50
59.10
34.80
72.30
14.00
62.30
84.70
84.60
31.00
4.60
59.60
73.60

81.50
52.80
0.00
94.50
47.80
68.00
48.60
62.10

Library Director Report

Library Updates for August-September

Marketing Impact of Displays *(Strategic Plan, B2)*

The Circulation staff create displays to highlight Library collections throughout the Library. These displays are eye-catching, creative and are a driving force in circulating library materials. The displays focus on monthly events, fun themes and general seasonal interest. Here are a few pictures of their outstanding work in August and September.

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

- **Recreation Department and October Happenings:**

  We have begun the fall season with another partnership with the City of New Berlin Recreation Department. A productive meeting with the Recreation's team, Erin, Tanner and Katie, and the Library's Michelle, Kate and Natalie, discussed ways to work together to augment our shared Octoberfest Community Events, and other recreation programs for the fall. We met at Recreation's new ARC facility and it was full of happiness--campers, staff and visitors were enjoying each part of the new space. We look forward to continuing to work with the Recreation team to engage the community in ARC and Library opportunities to learn and grow.

- **Kettle Moraine Curling Club and the NBPL Library of Things:**

  Thanks to the generosity of the Friends of the Library, we will be adding curling lanes to the City's PolyGlide rinks this year. This will create more opportunities for the community to visit the City Center and Library in upcoming months. In August, we partnered with the Kettle Moraine Curling Club to help train our staff to "Learn About Curling", a training that will allow our staff to offer programs once the curling sheets are installed for the season. We are excited to add curling stones to the Library of Things collection.

- **School District of New Berlin Back to School Events**
  The Library staff enjoyed outreach opportunities with our schools in August and September. We met many of our school district's administrative and teaching staff and are on board to support their efforts at the schools and in the classrooms. Christine and Natalie attended the SDNB Staff Kick-Off at New Berlin West to provide information and library cards to the staff. Christine and Natalie had fun welcoming everyone back and the enthusiasm was contagious! Brenda and Alyssa found the same energy at Ronald Reagan Elementary School for their Back to School Night, as did Kate and Michelle at Popular Creek Elementary School. These opportunities to meet readers & parents, share NBPL happenings and create cards on the fly were a great way to kick off the school year.

- **Storybook Trail's Fall Launch**
  Michelle and Kate installed the trail's fall story, Lois Ehlert's, Leaf Man. As you drive by, the cool orange background of the story displays makes the trail pop with color. Brenda kicked-off the new fall story in September with a story time at the park trailhead. A quick tip for October's Recreation Department Scavenger Hunt--there may be a surprise at the trail site.

- **Veterans Programming -"I Am Not Invisible"**
  Michelle, Kate and Shannon have been working to coordinate September's "I Am Not Invisible" (IANI) visit to the Library. The IANI is a nationwide Department of Veterans Affairs initiative to increase awareness and dialogue about women veterans. The War Memorial Center traveling exhibit features photos and bios of 32 local women veterans and current military members from every service branch and service era since WWII. The interactive display arrives to the Library on September 22nd and we launch the exhibit with a presentation by local New Berlin Vietnam veteran and Milwaukee County Veterans Association 2022 Veteran of the Year, **Ruby Scheuing**, on Thursday, September 29th at 1:00. Special thanks to local Veterans, Bill Ray, with the New Berlin Veterans Memorial Society and Dave Chappell, with the local VFW Post #5716, for helping us reach area Veterans about the "I Am Not Invisible" initiative.

Book Repair Technology –CoverOne Binding Machine
Circulation Aide Becky Hels, helps manage the Library's book repair. Becky recently came across a newer technology being used to repair book bindings. After researching the product, CoverOne Binding Machine and visiting the Muskego Public Library to see the machine in action, Becky was able to recommend it for purchase for the NBPL. We are excited for the machine to arrive, so we can start saving money on replacement materials.

Versiti Blood Center of Wisconsin and NBPL Community Blood Drive*(Strategic Plan, B2, B3)*
We have been hosting American Red Cross and Versiti Blood Drives throughout the year and it is nice to see the impact of these drives.

> "Hello Team New Berlin Community.
> What an outstanding blood drive you had yesterday at the New Berlin Public Library! Keep in mind, our objective as to fulfill a patient-need goal of 25 blood products. Your drive produced 30 registered donors and 34 blood products were collected above this 25-product goal. So your blood drive performed at 136% of our patient need goal, 9 products above our goal. We hoped to save up to 75 lives and your drive yesterday will be saving up to 102 local patient lives. That is amazing and your timing for overproduction could not have been better, just after a Holiday weekend that always produces more patients in need of blood products.
>
> Have a great day, Team New Berlin Community! Our next 2 drives are November 28th and February 2nd after that.
>
> Don Kuhl, Versiti Blood Center of Wisconsin
> Account Representative, Blood Program Consultant
> www.Versiti.org"

Bootcamps: NBPL Strategic Plan and Bridges Library System Guided Marketing Plan Group:
(Strategic Plan, B1, Community Assessment)
Members of the Library staff and Board have joined together to develop the Library's next Strategic and Marketing plans. The Guided Marketing Plan Group, a six-month project, coordinated by Bridges System Marketing and Communications Librarian, Jill Fuller, began in August. Together, with other BLS library staff, we will walk through the marketing plan template developed by the Wisconsin System Marketing Cohort in 2019. At the end of our time together, we will have completed our NBPL Marketing Plan. The Strategic Planning committee met in September to discuss the Library's vision and mission statements and strategic direction. One of our goals is to align Library marketing with the goals and objectives outlined in the Library's Strategic Plan--both plans will evolve together moving forward.

City of New Berlin Continuity of Operations Plan (COOP):
In early May, New Berlin's Common Council approved moving forward with updating the City's COOP emergency operations plans. This plan provides emergency organization and resources to minimize the long-term effects of disasters, and undertake activities that will ensure the continuity of essential services to citizens, visitors, and among City Departments. I completed the updates for the Library's COOP plan over the summer and reviewed with project leaders, Jim Burns (City of NB Emergency Management Manager) and Morgan Henn (City of NB Principal Planner/Emergency Management Coordinator) in August. At this time, each department plans are under review by All Hands Consulting, followed by the Mayor's Office and Common Council. Once the plans are ready for final review, I will include for Library Board review.

Library Roofing Project:
We have contracted Langer Roofing Services to begin work on the Library's roof and gutter repair. We expected the work to begin in mid-September.

Department Updates:

Public Services Update from the desk of Laura Eastman

Circulation Statistics and Activities:

· Circulation = 32, 920 checkouts and renewals.
· Delivered 271 items to 49 outreach/home delivery patrons.
· Processed 730 new items for circulation.
· Added two Mitchell Park Domes experience passes (already had 1 in circulation), making a total of 13 passes to local cultural venues. Experience Pass circulation this month: 140.
· Circulated 240 Library of Things and other realia to equal 492 circs (includes renewals).
· In March 2022, we established a system to monitor our in-house use of magazines, both to assess use of specific titles and overall use of periodical collection. Between March 1 and August 31 (6 months), we had 585 in-house circulations.

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

Adult services is wrapping up our summer programming! Our most popular summer program, the Summer Reading Program, had 137 people registered, and 61 completed the program! (Statistics below.) We successfully finished best book voting, another local author drawing, 2 book clubs, and our movie afternoons, all of which are steadily increasing in size! Alyssa has been hard at work reading the books from local authors and interviewing them for our newsletter and website. Starting in September, Kate also be adding a new monthly program, Mind your Mind, which focuses on preventative memory care through social game and art hours, paired with more structured programs designed for preventative memory care! I've also partnered with Regency and the New Berlin Senior Taxi to advertise to residents and users, and to also coordinate transportation. Jon has been hard at work creating more booklists for the website, as well as helping a patron solve a long lost family mystery in book a librarian session. He's also working with Gamer's Realm to create a spooky game night in October!

Summer Reading: 137 Registered, 94 Logged, 61 completed (6 or more books)

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

August was very program heavy for teens! Each week I had one in-person teen program, plus I had some on-going virtual programs and wrapped up the Summer Reading Program! For in-person programming in August, I had craft hour (11 participants), therapy dog visit (7 participants), movie showing (6 participants), and outdoor fest (8 participants). These programs were planned by the Teen Library Council and had an emphasis on community connection and mental health. I am happy with the amount of programs I was able to provide this month, but am a bit disappointed in participation numbers, and the fact that many TLC members said they would come to help with the programs, and did not show up. I think I will have to reevaluate how to work with TLC moving forward since in meetings and programs, they seem excited to brainstorm, but not to do the work it takes to bring those programs to fruition. I also had the virtual escape rooms, ARC Review program, and Summer Reading Program this month. SRP had a total of 73 registrants and 39 completions (readers must earn 5 badges to complete the challenge, which is equivalent to reading 15 hours).

Last, I attended webinars like "How to Talk to Teens According to Teens" where we discussed talking to teens about the more difficult topics like mental health, as well as the "Marketing Plan Meetup", which I attended with Michelle and Kate to continue creating a marketing plan for NBPL.

A cute new worm has joined the bike racks to welcome visitors to the Library. Thanks to our mystery crochet friend!

Julita and Michelle share smiles and the same cool Summer Reading Program outfit!

Youth Services Team Update from the Desk of Kate Krause: *(Strategic Plan, A1, A3, B2, B3)*
Youth Services had a busy summer and spent August winding down on our summer programs and preparing for fall. Our Summer Reading Challenge ended up with 762 participants this year, with 370 completing the program (read at least 5 hours or completed 6 activities.) We had a lot of great feedback from families who enjoyed coming to all of our programs, and many commented on how much they enjoyed the activities included in the learning logs.

Some upcoming September programs that we are looking forward to include: storytimes for all age groups (Kate, Christine, Brenda), an outreach storytime at our Storybook Trail (Brenda), a Harry Potter Party (Kate & Shannon), family activity night (Christine), sensory and loose parts play (Kate), yoga storytime (Kate), marshmallow & toothpick building (Christine & Shannon), and an anti-bullying film screening (Alyssa.)

Storytime:

Storytime/Date	Participation	Librarian
Concert Storytime August 11	0-5: 7	Christine & Dermot

Summer Reading Challenge: 16 new in August (summer total = 762; 370 Completions)

Challenge	Registrations
Paper Logs: Ages 0-11	7 new in August (summer total = 476) Challenge Completions: 220
Beanstack: Ages 0-11	9 new in August (summer total = 286) Challenge Completions: 150

Passive Programs:

Program	Participation	Librarian
Library Mailbox: Draw a picture of your favorite summer snack	0-5: 180	Kate
Storybook Trail: August	69	YS
Makerstudio: Bookmarks	All Ages: 613	Christine

Community Connections:

Program/Date	Participation	Librarian
Rec. Department: GaGa Ball Pit All of August	Age 5: 28 Ages 6-11: 186 Ages 12+: 24	Rec. Dept.
Children of America Outreach Storytime 8/4	Kindergarten (1): 48 Kindergarten (2): 38	Brenda
Children of America Outreach Storytime 8/16	Kindergarten (1): 38 Kindergarten (2): 33	Brenda

Capture New Berlin:

Program/Date	Participation	Librarian
Capture New Berlin Voting	All Ages: 48	Michelle, Kate Krause, Kate Kennedy

Library Happenings:

- The Library's garden has never looked so healthy! Our green thumb volunteers, Kaye and Erin, and teen volunteer, Tarun, have ensured that our library plants have been watered and well cared for. We will be harvesting soon!
- The Library's primary book supplier, Baker & Taylor, experienced a cyberattack in August that brought down their entire network, including ordering and shipping. The issue was resolved quickly and B&T systems are now operational. Cyberattacks are becoming more common, so Natalie and Michelle, took this opportunity to review our plan for redundancy with other vendors in the event that an issue like this occur in the future.
- Library Trustee Appreciation, Waukesha Public Library, October 4th 2022 from 6:00-8:00 p.m.

New Berlin Lead Youth Services Librarian Kate Krause makes a Butterbeer float.

Maya Ernst, left, dries her newly painted wand while Hadley Glascock watched "Harry Potter and the Sorcerer's Stone." They attended New Berlin Public Library's Harry Potter Party on Thursday.

A little magic

NEW BERLIN — The New Berlin Public Library held a Harry Potter Party on Thursday. Attendees made wands, watched a Harry Potter movie and had a Butterbeer float.

Photos by Mary Catanese, Special to The Freeman

Margaret Brueck, 3, looked at a star constellation through the telescope she made in the Astronomy class at the New Berlin library's Harry Potter Party on Thursday.

The Library Board and Library Personnel

7

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see *Trustee Essential #5: Hiring a Library Director* and *Trustee Essential #6: Evaluating the Director*), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- the library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- the library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- the library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain 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.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the *Sources of Additional Information* section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see *Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations.*) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards

adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see *Trustee Essential #5: Hiring a Library Director.*

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at: pld.dpi.wi.gov/pld_policies.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under 2011 Wisconsin Act 10, collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with Chapter 43, library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See *Trustee Essential #14: The Library Board and the Open Meetings Law* and *Trustee Essential #15: The Library Board and the Public Records Law* for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See *Trustee Essential #19: Library Director Certification.*)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see *Trustee Tool B: Library System Map and Contact Information*)
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (pld.dpi.wi.gov/pld_policies)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

  Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

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