



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, October 17, 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

1. Friends of the Library, Inc - Information

CONSENT AGENDA

2. Approval of minutes- Monday, September 19, 2022

3. Approval of Bills and Invoices
4. Next meeting date: Monday, November 21, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

5. President's Report- Information
6. Director and Public Services Manager Reports- Information

OLD BUSINESS

7. COVID-19 Variant Public Health Update - Information/Discussion/Action

NEW BUSINESS

8. Trustee Essentials - Chapter 8 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.

MINUTES
New Berlin Public Library Board Meeting
September 19, 6:00 p.m.
New Berlin Public Library
15105 Library Lane
Heritage Room

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.

Meeting called to order by President Marek at 6:02 PM.

ATTENDANCE:

Members Present: Ruth Bock, Dolores Greenawalt, Nathan Jung, Jill Kawala, Ald. Charlotte Kroupa, Linda Maas, John Marek, Patti Orzel, Debbi Stelzner
Members Absent and Excused: None

FRIENDS OF THE LIBRARY:

The gift shop books were audited for the first half of year. Everything was in good order.

A book sale was held this past weekend. Just over \$6800 was made.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- Minutes of August 15, 2022
- Approval of Bills and Notices
- Next meeting October 17, 2022

A motion was made by Debbie Stelzner to approve all consent agenda items subject to one correction: The minutes, as presented, stated that the Director presented no information in her report. The minutes are to be corrected to state that her report is attached to the minutes. The motion was seconded by Nate Jung and passed on a vote of 9-0.

ADMINISTRATIVE REPORTS

President's Report – President Marek reminded everyone of the upcoming the Trustee's event. Those interested should RSVP. Members were also reminded of the upcoming Boards and Commissions event at the Recreation center on October 18, 2022.

Director's Report - The Director's report is attached to the minutes of the meeting. Ms. Beacom mentioned that the roof is leaking. The work to repair it, along with the gutters, will begin soon. This project is part of the City's capital improvement plan.

Michelle Neubauer, Library Services Manager, was introduced to the Board. Ms. Neubauer reported that the youth programs are picking up again, now that we can have groups of children back inside. We are able to plan several months out now. Upcoming events include the return of Octoberfest, root beer fest and flea market, and an anti-bullying program coming soon. The *I Am Not Invisible* program is also coming this week, which features visual images and a speaker who will talk about her experiences as a female veteran. Experiences passes have been very popular through the Library of Things.

OLD BUSINESS

Library 2023 Budget Review

The budget has been presented to the Mayor's office. Subsequent to the presentation, the County of Waukesha set their exemption. The minimum that they determined takes us about \$50,000 over what was asked through the budget process. The Mayor's Office understands that this necessary adjustment is due to a timing issue.

NEW BUSINESS

COVID-19 Variant Public Health Update

The guidance from CDC and other oversight agencies hasn't changed nor are there any spikes in case numbers. Our guidelines will remain at "masks recommended." Attendance does not appear to be negatively affected by this guideline. For example, the book sale was very well attended.

This was an informational item and no action was required.

Trustee Essentials Section

The Board reviewed Section 7 of the *Trustee Essentials A Handbook for Wisconsin* on The Library Board and Library Personnel.

This was an informational item and no action was required.

ANNOUNCEMENTS

With there being no announcements, a motion to adjourn was made by Charlotte Kroupa, seconded by Patti Orzel. The motion passed on a vote of 9-0.

Meeting adjourned at 6:38 PM.

Respectfully submitted,
Jill Kawala

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/9 TO 2022/9		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
LIBRARY											
15810000	53040					TELEPHONE/CELL PHONE					
15810000	302074	AT&T	262785498009	SEP22	0	2022	9	INV P	200.75	092822	265513 PHONES-LIB SEP4-OCT
ACCOUNT TOTAL									200.75		
R&M BLDGS & GROUNDS											
15810000	54010					2022 9 INV P			109.00	092822	265517 PESTCNTRL-LIB SEP20
003228	BATZNER	PEST CONTR	3413960		0	2022	9	INV P	71.58	092822	265568 HVAC TREATMENT TABL
021746	GRAINGER		9435546677		0	2022	9	INV P	180.58		
ACCOUNT TOTAL									180.58		
LEASES EQUIPMENT											
15810000	54080					2022 9 INV P			1,113.64	092822	265616 COPIER LEASE-LIB 8/
200808	OFFICE	COPYING EQUIP	AR178299		0	2022	9	INV P	163.00	092822	265569 COPIER LEASE-LIB B
362301	GREAT AMERICA	FINANC	32429604	SEP22	LIB B	0	2022	9	INV P	1,276.64	
ACCOUNT TOTAL									1,276.64		
SUPPLIES											
15810000	54110					2022 9 INV P			354.26	092822	265615 OFFICE SUPPLIS-LIB
020058	ODP	BUSINESS	263803261001		0	2022	9	INV P	354.26		
ACCOUNT TOTAL									354.26		
LIBRARY MATERIALS											
15810000	54230					2022 9 INV P			273.51	092822	265557 VARIOUS TITLES-LIB
001613	GALE	CENGAGE LEARNIN	78990848		0	2022	9	INV P	54.73	092822	265557 VARIOUS TITLES-LIB
001613	GALE	CENGAGE LEARNIN	79026979		0	2022	9	INV P	51.73	092822	265557 VARIOUS TITLES-LIB
001613	GALE	CENGAGE LEARNIN	79027106		0	2022	9	INV P	88.49	092822	265557 VARIOUS TITLES-LIB
001613	GALE	CENGAGE LEARNIN	79117938		0	2022	9	INV P	468.46		
									468.46		
006199	BAKER & TAYLOR	BOOKS	2036957349		0	2022	9	INV P	770.58	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036959751		0	2022	9	INV P	262.46	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036963482		0	2022	9	INV P	410.94	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036970419		0	2022	9	INV P	645.66	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036975944		0	2022	9	INV P	318.23	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036976756		0	2022	9	INV P	264.84	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036985142		0	2022	9	INV P	257.20	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036987687		0	2022	9	INV P	266.85	092822	265516 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR	BOOKS	2036990645		0	2022	9	INV P	194.50	092822	265516 VARIOUS TITLES-LIB
									3,391.26		
350982	T-MOBILE		970673785	SEP22	0	2022	9	INV P	319.20	092822	265659 INTERNET HOTSPOTS-L
361291	MIDWEST	TAPE	502619183		0	2022	9	INV P	26.24	092822	265597 VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	502623099		0	2022	9	INV P	46.99	092822	265597 VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	502623900		0	2022	9	INV P	765.30	092822	265597 VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	502623902		0	2022	9	INV P	44.99	092822	265597 VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	502623903		0	2022	9	INV P	56.24	092822	265597 VARIOUS TITLES-LIB

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/9 TO 2022/9				ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
361291	MIDWEST	TAPE		502655365	0	2022	9	INV	P	329.93	092822	265597	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		502655366	0	2022	9	INV	P	84.98	092822	265597	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		502655367	0	2022	9	INV	P	128.70	092822	265597	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		502655369	0	2022	9	INV	P	104.47	092822	265597	VARIOUS TITLES-LIB	
										1,587.84				
373842	PENWORTHY	COMPANY		0584192-IN	0	2022	9	INV	P	1,157.77	092822	265621	VARIOUS TITLES-LIB	
373842	PENWORTHY	COMPANY		0584254-IN	0	2022	9	INV	P	1,002.47	092822	265621	VARIOUS TITLES-LIB	
										2,160.24				
392979	CENTER	POINT		1954785	0	2022	9	INV	P	431.46	092822	265533	VARIOUS TITLES-LIB	
ACCOUNT TOTAL										8,358.46				
15810000	54250				MAGAZINES/NEWSPAPERS									
007171	MILWAUKEE	BUSINESS J	506955942LIB-2023	0	2022	9	INV	P	150.00	092822	265598	SUBSCRIP	RENEWAL-LI	
316458	BOTTOM	LINE PERSONAL	45003798543 RENEWAL	0	2022	9	INV	P	29.95	092822	265522	45003798543	SUBSCRI	
ACCOUNT TOTAL										179.95				
ORG 15810000 TOTAL										10,550.64				
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FUND 0010 GENERAL FUND										TOTAL:	10,550.64			
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/10 TO 2022/10 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54010			R&M BLDGS & GROUNDS			
001525 FILTRATION CONCEPTS	10436	0	2022 10 INV P	191.12 101222	265755	AIR FILTERS-LIB
021746 GRAINGER	9452001044	0	2022 10 INV P	959.28 101222	265765	LIGHTING-LIB
359157 OTIS ELEVATOR COMPAN	100400904063 LIB	0	2022 10 INV P	202.72 101222	265692	ELEVATOR MAINT. CON
	ACCOUNT TOTAL			1,353.12		
15810000 54030			MAINTENANCE CONTRACT			
014113 K-12 TECHNOLOGY GROU	93068 OCT22	0	2022 10 INV P	1,960.72 101222	265779	SIMPLIFY IT-LIB OCT
	ACCOUNT TOTAL			1,960.72		
15810000 54080			LEASES EQUIPMENT			
013995 KANSAS STATE BANK	3356523 PMT#36 NOV22	0	2022 10 INV P	2,566.00 101222	265782	COPIER LEASE-LIB PM
362301 GREAT AMERICA FINANC	32469713 SEP22 LIB A	0	2022 10 INV P	188.00 101222	265766	COPIER LEASE-LIB A
362301 GREAT AMERICA FINANC	32547938 SEP22-LIB C	0	2022 10 INV P	289.00 101222	265766	COPIER LEASE-LIB C
				477.00		
	ACCOUNT TOTAL			3,043.00		
15810000 54110			SUPPLIES			
008243 NEW BERLIN LIBRARY P #417	6/27/22MENARDS	0	2022 10 INV P	6.39 101222	265803	SCISSORS-LIB
008243 NEW BERLIN LIBRARY P #418	7/16/22 \$TREE	0	2022 10 INV P	2.50 101222	265803	CLEANING SUPPLIES-L
008243 NEW BERLIN LIBRARY P #419	7/25/22	0	2022 10 INV P	22.95 101222	265803	COTTON GLOVES-LIB
008243 NEW BERLIN LIBRARY P #420	8/2/22 FLEETFRM	0	2022 10 INV P	2.97 101222	265803	SUPPLIES/TENT PEGS-L
008243 NEW BERLIN LIBRARY P #422	8/9/22	0	2022 10 INV P	25.00 101222	265803	PRIZE DRAWING BOX-L
008243 NEW BERLIN LIBRARY P #424	9/20/22 PICNSAV	0	2022 10 INV P	15.90 101222	265803	DISC CLEANING H2O-L
				75.71		
	ACCOUNT TOTAL			75.71		
15810000 54170			POSTAGE			
348554 PURCHASE POWER	POSTAGE10/3/22	0	2022 10 INV P	100.00 101222	265822	8000-9000-1111-0198
	ACCOUNT TOTAL			100.00		
15810000 54180			HOUSEKEEPING SUPPLY			
026400 ITU ABSORB TECH	7982811	0	2022 10 INV P	100.47 101222	265773	MATS-LIB SEP2022
300209 MIDLAND PLASTICS INC	1526755	0	2022 10 INV P	151.40 101222	265794	MATERIAL/SIGNAGE-LI
	ACCOUNT TOTAL			251.87		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	79275348	0	2022 10 INV P	105.71 101222	265757	VARIOUS TITLES-LIB

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YEAR/PERIOD: 2022/10 TO 2022/10																			
ACCOUNT/VENDOR					INVOICE					PO		YEAR/PR TYP S		PAYABLES		CHECK		DESCRIPTION	
006199	BAKER & TAYLOR BOOKS	2036999914			0	2022	10	INV	P	116.05	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037001410			0	2022	10	INV	P	248.22	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037010415			0	2022	10	INV	P	358.52	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037013119			0	2022	10	INV	P	1,134.56	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037015259			0	2022	10	INV	P	285.02	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037016612			0	2022	10	INV	P	555.05	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037020715			0	2022	10	INV	P	175.49	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	2037028959			0	2022	10	INV	P	281.02	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	H62460140			0	2022	10	INV	P	25.19	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	H62569520			0	2022	10	INV	P	25.19	101222	265724	VARIOUS	TITLES-LIB					
006199	BAKER & TAYLOR BOOKS	T24145230			0	2022	10	INV	P	21.59	101222	265724	VARIOUS	TITLES-LIB					
										3,225.90									
008243	NEW BERLIN LIBRARY P #421	8/5/22	TARGET		0	2022	10	INV	P	8.99	101222	265803	STORAGE	BINS-LIB					
010500	BRODART CO	611150			0	2022	10	INV	P	35.35	101222	265733	LABELS-LIB						
013800	DEMCO INC	7187424			0	2022	10	INV	P	161.21	101222	265744	SUPPLIES-LIB						
361291	MIDWEST TAPE	502683714			0	2022	10	INV	P	159.96	101222	265795	VARIOUS	TITLES-LIB					
361291	MIDWEST TAPE	502683715			0	2022	10	INV	P	51.23	101222	265795	VARIOUS	TITLES-LIB					
361291	MIDWEST TAPE	502683716			0	2022	10	INV	P	12.59	101222	265795	VARIOUS	TITLES-LIB					
361291	MIDWEST TAPE	502683718			0	2022	10	INV	P	48.48	101222	265795	VARIOUS	TITLES-LIB					
361291	MIDWEST TAPE	502717990			0	2022	10	INV	P	22.49	101222	265795	VARIOUS	TITLES-LIB					
361291	MIDWEST TAPE	502717991			0	2022	10	INV	P	10.79	101222	265795	VARIOUS	TITLES-LIB					
361291	MIDWEST TAPE	502717993			0	2022	10	INV	P	39.99	101222	265795	VARIOUS	TITLES-LIB					
										345.53									
ACCOUNT TOTAL										3,882.69									
15810000	54250				MAGAZINES/NEWSPAPERS														
008914	COOKS ILLUSTRATED	68043165	RNEW 2023		0	2022	10	INV	P	35.95	101222	265742	SUBSCRIP	RENEWAL-LI					
ACCOUNT TOTAL										35.95									
15810000	54521				TECHNOLOGY/SOFTWARE														
013712	BOOKSITE	RB9014			0	2022	10	INV	P	1,440.00	101222	265730	SERVICE	2022-LIB					
ACCOUNT TOTAL										1,440.00									
15810000	55095				PROGRAMS-YOUNG ADULT														
008243	NEW BERLIN LIBRARY P #423	8/31/22	TARGET		0	2022	10	INV	P	7.35	101222	265803	PROG	SUPPLIES-LIB					
ACCOUNT TOTAL										7.35									
ORG 15810000 TOTAL										12,150.41									
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FUND 0010 GENERAL FUND										TOTAL:		12,150.41							

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CITY OF NEW BERLIN
 INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/10 TO 2022/10 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 10

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	353,742.70	.00	105,538.30	77.0%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	286,798.97	.00	118,941.03	70.7%
15810000 50070 SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000 51010 RETIREMENT	41,829	0	41,829	30,075.77	.00	11,753.23	71.9%
15810000 51020 FICA	66,174	0	66,174	48,372.51	.00	17,801.49	73.1%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	36,570.60	.00	12,472.40	74.6%
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	1,740.94	.00	-579.94	150.0%*
15810000 51070 LIFE INSURANCE	800	0	800	626.43	.00	173.57	78.3%
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	39,399.08	.00	20,600.92	65.7%
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	2,028.88	.00	271.12	88.2%
15810000 53050 HEATING FUEL	17,000	0	17,000	11,983.45	.00	5,016.55	70.5%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	25,256.94	.00	29,743.06	45.9%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	40,086.92	.00	9,913.08	80.2%
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	50,755.28	.00	-755.28	101.5%*
15810000 54110 SUPPLIES	18,000	0	18,000	16,522.26	.00	1,477.74	91.8%
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	316.67	.00	133.33	70.4%
15810000 54180 HOUSEKEEPING SUP	26,000	0	26,000	1,541.12	.00	24,458.88	5.9%
15810000 54190 GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	154,445.10	.00	56,554.90	73.2%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	13,468.99	.00	4,531.01	74.8%
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	35,480.95	.00	519.05	98.6%
15810000 54521 COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	754.64	.00	445.36	62.9%
15810000 55095 PROGRAMS-YOUNG A	1,200	0	1,200	1,023.09	.00	176.91	85.3%
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	1,154,399.36	.00	424,635.64	73.1%
TOTAL EXPENSES	1,579,035	0	1,579,035	1,154,399.36	.00	424,635.64	

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/10 TO 2022/10 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION					
22810000 48040	DONATIONS					
008243 NEW BERLIN LIBRARY P #425	9/29/22 SALV AR 0		2022 10 INV P	14.92 101222	265803	PROG SUPPLIES-LIB
223107 KENNEDY KATHLEEN	2022 OKTOBERFEST 0		2022 10 INV P	191.96 101222	265783	SUPPLIES REIMB-LIB
	ACCOUNT TOTAL			206.88		
	ORG 22810000 TOTAL			206.88		
=====						
FUND 0200 LIBRARY DONATION FUND	TOTAL:			206.88		
=====						

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 10

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	-19,276.69	.00	19,276.69	100.0%
22810000	48040 FOL DONATIONS	0	0	0	-16,121.22	.00	16,121.22	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	-25,656.39	.00	25,656.39	100.0%
TOTAL REVENUES		0	0	0	-39,448.91	.00	39,448.91	
TOTAL EXPENSES		0	0	0	13,792.52	.00	-13,792.52	

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-25,656.39	.00	25,656.39	100.0%

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 10

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	-16,950.34	.00	-8,049.66	67.8%*
01010400	44111 LIBRARY-COPIES	-7,500	0	-7,500	-4,983.53	.00	-2,516.47	66.4%*
01010400	44112 LIBRARY-OTHER SY	-32,000	0	-32,000	-13,895.40	.00	-18,104.60	43.4%*
01010400	44113 LIBRARY GRANTS/D	-3,350	0	-3,350	.00	.00	-3,350.00	.0%*
TOTAL UNDESIGNATED		-67,850	0	-67,850	-35,829.27	.00	-32,020.73	52.8%
TOTAL REVENUES		-67,850	0	-67,850	-35,829.27	.00	-32,020.73	

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

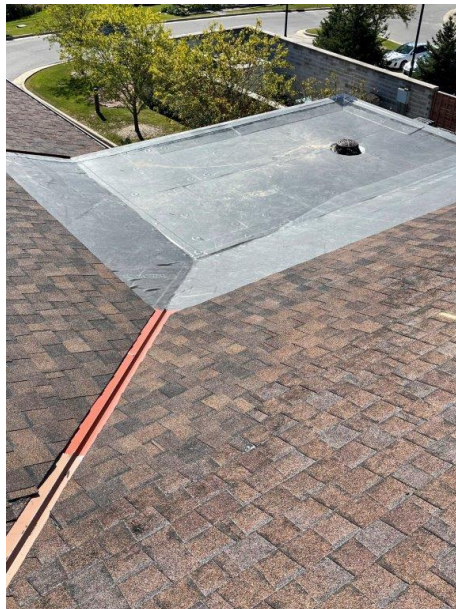


Library Director Report

Library Updates for September-October

Library Roofing Project:

Langer Roofing was able to repair the roof's leaking and water flow issues in October. The following images show a NW view of the area directly above the walkway near the 2nd floor reference desk and the area directly outside the 2nd floor's Marion Onesti Board Room. Langer was able to identify these two areas were the source of the roofing problem.



Library Happenings: *(Strategic Plan, B1, B2, B3, Community Assessment)*

- Recreation Department and NBPL are working jointly to promote the Library of Things Collection with an insert in the Recreation Department's Winter Catalog.
- The curling sheets and stones have arrived and we are excited to introduce curling to the community.
- Outreach at the New Berlin Senior Center were successful and we look forward to fall visits.
- The Friends of the Library Board and Natalie met with Literacy Services of Wisconsin's Hannah and Madison to discuss volunteer tutor and program opportunities at the Library.
- Oktoberfest Flea Market and Rootbier Garden was a successful community event bringing thousands of regular and new visitors to the Library and Library grounds. A perfect fall afternoon to enjoy floats, plants, games and rummaging. In addition to the library staff, volunteers and vendors, ParkPals, The New Berlin Senior Taxi, Enjoy New Berlin, and the Heritage Christian School Booster Club joined the festivities to support the Library. Additionally, flea market vendors collectively donated an entire bin of peanut butter and jelly to the New Berlin Food Pantry.



Department Updates:

Public Services Update from the desk of Laura Eastman: *(Strategic Plan, B1 and B2)*

Circulation = 26,246 checkouts and renewals.

- Delivered/Renewed 278 items to 57 outreach/home delivery patrons.
- Processed 767 new items for circulation.
- Experience Pass circulation this month: 69. Bookworm Gardens was added at the end of the month for circulation in October.
- During September's library card sign up, 159 new patrons joined the New Berlin Public Library.

We are still handling phone notifications manually as the automated system remains down. But patrons are always excited to know materials await their visit.

September Displays: The color orange, Chickens, Mirrors, Back to school movies, Shapes Breakfast (cookbooks and ideas at the fireplace)

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

September brought more study room users, more cozy fall displays, and more beautiful trees outside of our windows upstairs! Our programs that continued this month were our two book clubs, our monthly movie, and local author highlight. We also debuted a new program, Mind your Mind. This soft launch was well received, and should be an even bigger hit next month with the partnership from Regency and the presentation from Dr. Kay. We also screened an Anti-Bullying movie in partnership with Good Friend, Inc. in September, which reached 8 families. Most notably, our I Am Not Invisible program drew 49 people for the presentation. Countless patrons commented on and interacted with the displays around the building. This was the most touching program, as many community members stayed and bonded after the program was over. It looked like many connections were made! In our October report, I'll include information about Oktoberfest, our after-hours game night, our reoccurring programs, and new displays.

Thank you for all you do!

Kate

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

This month in YA we had multiple programs including Tween Art Camp in which we created art inspired by Van Gogh (8 participants), Tween STEAM in which we built towers out of marshmallow and toothpicks (4 participants), a teen and tween Harry Potter party in which we had multiple crafts and activities related to wizarding, made butter beer floats, and watched a Harry Potter movie (27 participants, pictures attached), and we had a teen banned books Beanstack program for Banned Books Week (2 participants) with a banned books display in the YA department to complement it. Other displays included TLC recommendations, and a Utopian VS. Dystopian display featuring Star of Bethlehem Lutheran Schools 8th grade project brochures on the topic (Picture attached). This outreach display led to multiple students coming in and getting excited about their hard work being seen by the public and checking out dystopian/utopian books. During September I also attended multiple professional development events including a workshop on Library Services, Safety, and Security, the Bridges Teen Think Tank, and the Bridges Marketing Plan Meetup.



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

Now that programming has returned to normal, we were able to once again move our storytimes back inside the library and offer them according to age groups, rather than only offering family storytimes. This really helps us cater each storytime to that age group and design it to be developmentally appropriate for those ages. There will be an adjustment period for families and we'll have to rebuild our participation back up a bit, but overall we are excited for this change and have seen numbers increase over the month!

We also attended Back to School Nights at both Ronald Reagan and Poplar Creek this past month. At both events the library was able to have a table where we did library cards for parents and children, visited with families, and gave out bookmarks and flyers.

It was nice to see just how many families recognized us, meaning lots of library users at these schools. Star of Bethlehem also came to the library in September for their yearly field trip with their kindergarten classrooms. During the field trip they were able to hear a storytime, get a tour of the YS area, look at books, and sign up for library cards if they were with a parent. We're excited for more opportunities to visit with the schools coming up in October!

Storytime: 26 story times, 254 participants

Storytime/Date	Participation	Librarian
Preschool Storytime: 9/12 (children only)	0-5: 4 (9:30), 0-5: 1 (10:30)	Kate
Preschool Storytime: 9/19 (children only)	0-5: 5 (9:30), 0-5: 1 (10:30)	Kate
Preschool Storytime: 9/26 (children only)	0-5: 4 (9:30), 0-5: 4 (10:30)	Kate
Book Babies: 9/13 (children + adults)	0-5: 9 (9:30), 0-5: 2 (10:30)	Christine
Book Babies: 9/20 (children + adults)	0-5: 26 (9:30), 0-5: 16 (10:30)	Christine
Book Babies: 9/27 (children + adults)	0-5: 16 (9:30), 0-5: 11 (10:30)	Christine
Family Storytime: 9/14 (children + adults)	0-5: 13 (9:30), 0-5: 11 (10:30)	Christine
Family Storytime: 9/21 (children + adults)	0-5: 6 (9:30), 0-5: 13 (10:30)	Kate
Family Storytime: 9/28 (children + adults)	0-5: 9 (9:30), 0-5: 11 (10:30)	Christine
Storytime for 2s & 3s: 9/15 (children + adults)	0-5: 6 (9:30), 0-5: 8 (10:30)	Brenda
Storytime for 2s & 3s: 9/22 (children + adults)	0-5: 13 (9:30), 0-5: 21 (10:30)	Brenda
Storytime for 2s & 3s: 9/29 (children + adults)	0-5: 8 (9:30), 0-5: 15 (10:30)	Brenda
Storybook Trail Storytime: 9/8	0-5: 19	Brenda
Yoga Storytime: 9/14 (children only)	0-5: 2	Kate

Family Programs:

Program	Participation	Librarian
Family Activity Night -Straw Rockets: 9/12	6-11: 20	Christine
Lego Club: 9/17	6-11: 14	YS
Sensory & Loose Parts Play: 9/27	0-5: 10	Kate

Passive Programs:

Program	Participation	Librarian
Library Mailbox: Would you rather pick a sunflower or an apple?	0-5: 130	Kate
Storybook Trail: September	50	YS
Makerstudio: September	All Ages: 358	Christine

Community Connections:

Program/Date	Participation	Librarian
Ronald Reagan Back to School Night: 9/1	All ages: 70	Brenda & Alyssa
Poplar Creek Back to School Night: 9/1	All ages: 78	Michelle & Kate
Star of Bethlehem Field Trip (at library): 9/20	6-11: 47	YS

Beanstack:

Program/Date	Participation	Librarian
Back to School Reading Challenge	0-5: 10, 6-11: 8	YS

Bridges Library System Staff Reports

October 2022

Karol Kennedy – Library System Director

County Library Tax Exemptions: Documentation on municipal exemptions for all municipalities with libraries was provided to Waukesha County. Jefferson County municipal exemptions are due to Jefferson County by November 1.

Trustee Appreciation Event: Thank you to everyone who joined us at Waukesha Public Library for this celebration of the individuals in Waukesha and Jefferson Counties who serve on local library boards, the Bridges Library System Board, and the Jefferson County Library Service Board. Our system has outstanding libraries because of their incredible contributions. It was such a pleasure to gather in person and wonderful to see the lively discussion among attendees. President of the Manitowish Waters Historical Society Jim Bokern's presentation about collaborative projects with public libraries in Northern Wisconsin and posters of activities created by each library seemed to generate lots of ideas for trustees and directors in attendance. A special thank you goes to Laurie Freund for planning and coordinating this annual event and to Beth North for her support on this project.

Library Visits: I attended library board meetings in Brookfield, Pewaukee, and Waterloo. I also visited New Berlin Public Library for a meeting with Library Director Natalie Beacom. Delafield Public Library Director Stephanie Ramirez and I were invited to meet with Delafield Mayor Kent Attwell, City Administrator Tom Hafner, and Alderman Tim Aicher to discuss the county library tax exemption process.

Wisconsin Library Association Executive Director Visit: Laura Sauser joined WLA as Executive Director in 2021. She visited the Bridges office in October and met with me and the Bridges staff. It was wonderful to get to know her a little better, learn more about WLA, share the work going on in the Bridges System, and brainstorm ideas for the future.

Professional Development: Bridges' first Library Memory Project (LMP) Symposium was held in September thanks to the efforts of Angela Meyers and her dedicated LMP team. I was able to attend the morning session which included a keynote presentation by Dr. Susan McFadden on the origins of memory cafes and plans for future development, Dementia 101 presented by the Waukesha County Aging and Disability Resource Center, and Angela Meyers presentation on the LMP: Past, Present, and Future. I believe the positive energy of the day was felt by all and the Symposium received overwhelmingly positive feedback from attendees. I also attended the WLA's Intellectual Freedom Special Interest Group meeting. Mary Buelow, Public Services Librarian at Hedberg Public Library, shared training materials she developed on de-escalation techniques and strategies for handling upset patrons, based on her past experience handling challenges.

Laurie Freund – Coordinator of Library Development

Bridges Library Trustee Appreciation Event: We had 84 library trustees, directors and others attend this in-person evening program in Waukesha Public Library's new Program Room. Guests noshed on an array

of small sandwiches, appetizers, and desserts while visiting with other trustees from other member libraries and viewing the 22 library posters showcasing activities in the past year involving community collaboration and partnerships. Guests also had an opportunity to take a library tour to view Waukesha's other newly renovated spaces. Speaker Jim Bokern, President of Manitowish Waters Historical Society, shared stories of library collaboration projects in northern Wisconsin to preserve local history. For those of you who liked the *Champs* poem by John Bates, you can find it on the last frame of Jim's [slides](#). Be sure to also check out the [QR codes](#) for the Manitowish Waters' Pub Crawl with Historic Destinations and the Manitowish Waters' Historical Society's website.

Library Friends Coffee reminder (Oct 17 & 19): Last reminder that Bridges is hosting two 9:00 – 11:30 am morning coffee gatherings: one on Monday, October 17 at Waukesha Public Library and another on Wednesday, October 19 at Watertown Public Library. These events will give Library Friends from our member libraries an opportunity to get together, gather some information, and share fundraising ideas and successes. This is open to Library Friends board members or designated individuals and library directors from Bridges member libraries. If you or Friends members are planning to attend, please let us know by filling out this short [registration form](#). Feel free to come to one or both events!

SEWI LSTA CE Grants: We have begun a new continuing education grant cycle and, so far, four out of ten libraries that submitted applications were from Bridges member libraries. Funds are to help support library staff learning activities. Be sure to submit your application. New applications are reviewed the first week of each month. For more information, a list of upcoming learning opportunities, and an online application form, go to the [SEWI Libraries CE Grants](#) web page.

2022 WI Public Libraries CE Topics Survey: I am coordinating a statewide survey to find out what topics are high on library staffs' for acquiring new information or skills. This survey is open to library directors and staff. Be sure to submit your responses by Friday, October 28th. Results from this survey will help Continuing Education Consultants plan future learning opportunities.

Recent webinar recordings available: There have been several webinars offered in the past month. We had the statewide [Wisconsin Libraries Tech Days](#) web sessions spanning over two days. And about 117 attendees also attended two [SEWI webinars](#): *Graphic Design Crash Course* and *Beyond the Post: Making Social Media Work for Your Library*. Jill Fuller, Bridges PR Librarian, presented as part of a team of PR Consultants from other SEWI library systems for one and as sole presenter for the latter. Be sure to follow the links provided to access the recordings, slides, and other materials.

Angela Meyers – Coordinator of Youth and Inclusive Services.

StoryCorps: Veterans Week Recordings: Brookfield Public Library, Pauline Haass Public Library, and Menomonee Falls Public Library are collaborating to record veterans stories the week of November 7-11. For more information and to sign up, visit: bit.ly/VeteransRecording



Your Service. Your Story. Your Story Matters.

Record your military service story for a new oral history project at the Library. Your story will be preserved and shared for future generations.

[Click here for more information](#)

Catalog banner for Veterans Week recordings. Your Service. Your Story. Your Story Matters. (Created by JJ Berger, MFPL)

Library Memory Project: On World Alzheimer's Day, September 21, we hosted the first Library Memory



Project Symposium at the Oconomowoc Community Center. Thirty five people came together to learn new skills, hear fresh ideas, and be inspired. Feedback for this event was very positive and included the following comment from a participant via email: "Thank you, Angela, for organizing this fantastic event. I left the symposium feeling refreshed and

energized for Purple Springs Memory Café." A special thank you goes out to Amy Christian from the Dwight Foster Public Library in Fort Atkinson and Kelly Davis from the Waukesha Public Library who helped plan and run the event.

The 3rd Annual Family Day for the Library Memory Project was held on October 9 from 1-4pm at Retzer Nature Center and the Horwitz-DeRemer Planetarium in Waukesha. This event is designed for those living with memory loss to invite their kids and grandkids or close friends to a day out at Retzer Nature Center and the planetarium. We had 89 people in attendance this year and it spanned the generations as we had hoped. We offered bingo, planetarium shows, an educational program and guided hikes by a naturalist, live music, and refreshments.



Youth Services: A general Youth Services Meeting was held at Watertown Public Library on September 29. We also received a tour of the newly renovated Watertown Public Library's children's room.

Kids' Choice materials were sent to the participating public libraries in the system. The public libraries dropped the materials off at their private and public schools the first week of October, which is the launch of the 2022-2023 Kids' Choice program year. [Kids' Choice](#) is a public library and school partnerships program that encourages 4th-6th graders to read and then nominate their favorite books for the following year.

Jill Fuller - Marketing & Communications Librarian

Website Redesign Update Mellanie, Beth, and I have been meeting regularly with Greenleaf Media as they design wireframes of various pages of the website and adjust them based on our feedback. We've also finished reviewing the content and status of our current website pages and provided that information to Greenleaf. So far, the process has been smooth and we've been pleased with their vision and response to our input.

Presentations and Outreach: On September 17, we had a booth at Apple Harvest Fest at the Retzer Nature Center, complete with bookmarks, handouts, new "I Love My Wisconsin Library" stickers, and a Plinko game. Throughout the day, we interacted with about 680 people. Thank you to Karol, Beth B., and Caitlin Schaffer at Oconomowoc Public Library for helping as volunteers at the booth.

In the last month, I prepared and gave three presentations on marketing topics. The first was on Marketing Your Memory Café, presented in-person at the Library Memory Project Symposium on September 21. I gave a virtual presentation for SEWI entitled Graphic Design Crash Course with Heather Fischer at Monarch Library System and Tovah Anderson of Arrowhead Library System; 142 participants registered. A library director from Mercer, WI emailed me to say “The whole thing was great, but your section in particular was SO helpful. You hit on so many things that I didn't know I needed to know! I've been looking at a few of my publicity pieces with AIDA in mind, and I can already see how applying that is going to make an immediate positive difference in my communications.” Finally, I gave another virtual presentation for SEWI with 121 registrants called Beyond The Post: Making Social Media Work For Your Library.

Consulting: About 8 library staff members gathered online for a Marketing Meet-up; we discussed messaging and PR response tactics and ideas related to book challenges. The group also talked about new marketing initiatives they were trying this fall and we reviewed system-wide priorities and ideas for 2023.

We had our first follow-up Marketing Plan Group meeting with the libraries who are participating in the guided Marketing Plan Group. The library staff had a chance to share the research they did on their selected audiences or communities, and we discussed the next steps in the marketing template. One librarian shared that she was farther in the process than ever before, simply because of the guided format.

Continuing Education: In mid-September, I attended EveryLibrary’s virtual Library Advocacy and Funding Conference. This conference was chock-full of interesting and relevant sessions. I learned the most from the sessions on Crisis Communications; Building Brand Advocates; and Leading With Your Mission: From Good Messaging to Great Rhetoric. I plan on going back and rewatching ones I missed as well.

Beth Bechtel – Database Management Librarian

Library Visits: At Waukesha Public Library I worked with two staff members on editing their templates for checking in new magazines. I also visited Mukwonago Community Library to talk with their cataloger about new book variations and options for displaying item notes in the public catalog.

Meetings: At the CAFÉ Cats virtual meetup this month discussion included changing settings for mobile hotspots to work with more devices, standardizing experience pass information, and creating better ways to find Library of Things materials in the public catalog.

I attended both the CAFÉ Circulation and Youth Services groups’ meetings to talk about the public library catalog, particularly Library of Things materials and standardization of information for experience passes.

Other Events: I spent a very busy and fun afternoon on September 17 at Retzer's Apple Harvest Festival promoting Bridges member libraries at our booth. On October 4 it was enjoyable to make new acquaintances at the 2022 Bridges’ Library Trustee Appreciation event in the newly remodeled Waukesha Public Library.

Continuing Education: I attended the Wisconsin Libraries Tech Days virtual session *Overcoming the email avalanche: 3 steps to an empty inbox*, where I picked up some tips on handling incoming emails.

Beth North – Departmental Executive Assistant

Library Services & Equipment: I finished surveying our libraries about what services they offer to the public (i.e., printers, microfiche, study rooms, test proctoring, etc.) I added a few new categories to reflect the timely offerings of libraries, such as lockers, solar benches and 3D printers. This information is available on the Bridges website for the public to see.

Cataloging Bib Records: Beth Bechtel provided me with training on how to update and add fields for award winners (Newbery, Caldecott, Coretta Scott King, etc.) to bib records in the catalog. I have been chipping away at this project as time permits.

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current long-range plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the long-range plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached *Sample Format of a Minimal Library Budget* for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also *Trustee Essential #13: Library Advocacy*.)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see pld.dpi.wi.gov/pld_salestax.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.

3. Consistency: Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.
4. Comprehensiveness: Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually subarranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also *Trustee Essential #9: Managing the Library's Money*.)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's long-range plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Wisconsin Public Library Standards (pld.dpi.wi.gov/pld_standard)
- Wisconsin Public Library Statistics (pld.dpi.wi.gov/pld_dm-lib-stat)

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