



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, November 21, 2022
6:00 PM
New Berlin Public Library
15105 Library Lane- Heritage Room**

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, October 17, 2022
3. Approval of Bills and Invoices
4. Next Meeting Date: Monday, December 19, 2022

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

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

OLD BUSINESS

7. 2023 Operating Budget - Information/Discussion/Action

NEW BUSINESS

8. 2023 Library Schedule - Information/Discussion/Action
9. 2022 Library Material Funds - Information/Discussion/Action
10. Trustee Essentials - Section 9 - 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 possibly 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
October 17, 2022 – 6:00 PM
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 6:00 PM

ATTENDANCE:

Ruth Bock, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, Linda Maas, Patti Orzel, and John Marek

Members Absent and Excused: Debbie Stelzner,

FRIENDS OF THE LIBRARY:

A mini book sale was held this past weekend and will be the last book sale of the year. The Nutcracker Sweet fundraiser sale will be back for this year's holiday season, starting November 1, 2022.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- Minutes of Monday, September 19, 2022
- Approval of Bills and Notices
- Next meeting November 21, 2022

A motion to approve the consent agenda items was made by Member Orzel, seconded by Member Bock. The motion passed on a vote of 8-0.

ADMINISTRATIVE REPORTS

President's Report – Bridges Library event went well. It was nice to see what they are doing in Waukesha. Commenting on the Library Director's report, President Marek complimented the staff on the innovative ways they have reached out to the community to increase the number of new library card holders.

The Library Director's report is attached to the minutes of the meeting. The roof is finally finished – just in time for a recent storm in which there were tornados in the southeast Wisconsin area. (There was no damage to the library). The next phase is the work on the interior. This work is part of the overall project already budgeted for.

Ms. Beacom introduced Ms. Laura Eastman, the Public Services Manager. Ms. Eastman reported that Library learning programs are back. Staff had active assailant training with the New Berlin Police Department and defibrillator training with the Fire Department. The recent storm also provided an opportunity to practice tornado safety protocols. October book displays are up.

OLD BUSINESS

COVID-19 Variant Public Health Update

The numbers are still good. A recommendation was made to change the safety language on library signage to “We encourage all our staff and patrons to practice personal health and safety measures. Masks are welcome, not required.”

Member Greenawalt moved to remove signage from building but to add the recommended wording on the website. Member Jung seconded the motion. The motion passed on a vote of 8-0.

NEW BUSINESS

Trustee Essentials Section 8

The Board reviewed Section 8 of the *Trustee Essentials A Handbook for Wisconsin* on Developing the Library Budget

This was an informational item and no action was required.

ANNOUNCEMENTS

With there being no announcements, Member Bock moved to adjourn. Member Kroupa seconded the motion, which passed on a vote of 8-0.

Meeting adjourned at 6:27PM.

Respectfully submitted,
Jill Kawala

10/31/2022 17:38
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/11 TO 2022/11 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54010			R&M BLDGS & GROUNDS			
003228 BATZNER PEST CONTR	3432239	0	2022 11 INV P	109.00 110922		266062 PESTCNTRL-LIB OCT2
012323 GOSCHEY MECHANICAL	12132	0	2022 11 INV P	1,401.85 110922		266100 HVAC RPAIRS-LIB
			ACCOUNT TOTAL	1,510.85		
15810000 54080			LEASES EQUIPMENT			
013995 KANSAS STATE BANK	3356523PMT#37DEC2022	0	2022 11 INV P	2,566.00 110922		266116 COPIER LEASE-LIB DE
014113 K-12 TECHNOLOGY GROU	93152	0	2022 11 INV P	70.56 110922		266114 SOFTWARE-LIB
362301 GREAT AMERICA FINANC	32670105 OCT22 LIB-A	0	2022 11 INV P	188.00 110922		266102 COPIER LEASE-LIB OC
			ACCOUNT TOTAL	2,824.56		
15810000 54180			HOUSEKEEPING SUPPLY			
026400 ITU ABSORB TECH	7999144	0	2022 11 INV P	100.47 110922		266112 MATS-LIB
			ACCOUNT TOTAL	100.47		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	79462134	0	2022 11 INV P	27.74 110922		266095 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	79471718	0	2022 11 INV P	214.33 110922		266095 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	79504959	0	2022 11 INV P	50.23 110922		266095 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	79513582	0	2022 11 INV P	18.00 110922		266095 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	79536531	0	2022 11 INV P	91.17 110922		266095 VARIOUS TITLES-LIB
				401.47		
006199 BAKER & TAYLOR BOOKS	2037068593	0	2022 11 INV P	233.03 110922		266059 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037072558	0	2022 11 INV P	804.71 110922		266059 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037073265	0	2022 11 INV P	344.39 110922		266059 VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037078457	0	2022 11 INV P	310.42 110922		266059 VARIOUS TITLES-LIB
				1,692.55		
013800 DEMCO INC	7206115	0	2022 11 INV P	600.35 110922		266081 SUPPLIES-LIB
013800 DEMCO INC	7206224	0	2022 11 INV P	740.79 110922		266081 SUPPLIES-LIB
				1,341.14		
260487 LERNER PUBLISHING GR	1438171	0	2022 11 INV P	936.61 110922		266124 VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502818680	0	2022 11 INV P	597.52 110922		266138 VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502818682	0	2022 11 INV P	26.24 110922		266138 VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502853423	0	2022 11 INV P	383.85 110922		266138 VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502853425	0	2022 11 INV P	39.99 110922		266138 VARIOUS TITLES-LIB
				1,047.60		

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CITY OF NEW BERLIN
 INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/11 TO 2022/11 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
			ACCOUNT TOTAL	5,419.37		
			ORG 15810000 TOTAL	9,855.25		
=====						
FUND 0010 GENERAL FUND			TOTAL:	9,855.25		
=====						

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/11 TO 2022/11 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 54110			SUPPLIES			
011840 US BANK	10/5/22AMZN-LIB	0	2022 11 INV P	3.49 110822E		10064 SUPPLIES-LIB
	ACCOUNT TOTAL			3.49		
15810000 54180			HOUSEKEEPING SUPPLY			
011840 US BANK	10/2/22AMZN1-LIB	0	2022 11 INV P	9.04 110822E		10064 SUPPLIES-LIB
011840 US BANK	9/27/22AMZN1-LIB	0	2022 11 INV P	14.99 110822E		10064 OFFICE SUPPLIES-LIB
011840 US BANK	9/27/22AMZN2-LIB	0	2022 11 INV P	17.46 110822E		10064 SUPPLIES-LIB
				41.49		
	ACCOUNT TOTAL			41.49		
15810000 54230			LIBRARY MATERIALS			
011840 US BANK	10/11/22AMZN-LIB	0	2022 11 INV P	20.49 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	10/12/22AMZN1-LIB	0	2022 11 INV P	59.99 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	10/12/22AMZN2-LIB	0	2022 11 INV P	9.99 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	10/12/22AMZN3-LIB	0	2022 11 INV P	10.39 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	10/2/22AMZN2-LIB	0	2022 11 INV P	40.86 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	10/6/22AMZN1-LIB	0	2022 11 INV P	59.94 110822E		10064 HALLOWEEN SUPPLIES-
011840 US BANK	9/19/22AMZN1-LIB	0	2022 11 INV P	23.95 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	9/19/22AMZN2-LIB	0	2022 11 INV P	64.99 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	9/21/22AMZN-LIB	0	2022 11 INV P	95.94 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	9/24/22AMZN1-	0	2022 11 INV P	27.29 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	9/25/22AMZN1-LIB	0	2022 11 INV P	13.94 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	9/25/22SCHILTZ-LIB	0	2022 11 INV P	65.00 110822E		10064 MEMBERSHIP-LIB
011840 US BANK	9/26/22AMZN-LIB	0	2022 11 INV P	19.23 110822E		10064 VARIOUS TITLES-LIB
011840 US BANK	9/26/22AMZN2-LIB	0	2022 11 INV P	22.00 110822E		10064 VARIOUS TITLES-LIB
				534.00		
	ACCOUNT TOTAL			534.00		
15810000 54521			TECHNOLOGY/SOFTWARE			
011840 US BANK	9/24/22ADOBE-LIB	0	2022 11 INV P	14.99 110822E		10064 SOFTWARE LICENSING-
	ACCOUNT TOTAL			14.99		
15810000 55090			PROGRAMS-JUVENILE			
011840 US BANK	9/24/22AMZN2-LIB	0	2022 11 INV P	9.99 110822E		10064 JUV PROG SUPPLIES-L
011840 US BANK	9/25&26/22AMZN-LIB	0	2022 11 INV P	149.20 110822E		10064 JUV PROG SUPPLIES-L
				159.19		
	ACCOUNT TOTAL			159.19		
15810000 55095			PROGRAMS-YOUNG ADULT			
011840 US BANK	9/23/22AMZN-LIB	0	2022 11 INV P	46.27 110822E		10064 YA PROG SUPPLIES-LI
	ACCOUNT TOTAL			46.27		

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/11 TO 2022/11 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
ORG 15810000 TOTAL				799.43		
=====				=====		
FUND 0010 GENERAL FUND	TOTAL:			799.43		
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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	389,892.82	.00	69,388.18	84.9%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	313,114.99	.00	92,625.01	77.2%
15810000 51010 RETIREMENT	41,829	0	41,829	32,997.34	.00	8,831.66	78.9%
15810000 51020 FICA	66,174	0	66,174	53,087.93	.00	13,086.07	80.2%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	40,634.00	.00	8,409.00	82.9%
15810000 51060 LONG-TERM DISABI	81	0	81	67.40	.00	13.60	83.2%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	1,934.38	.00	-773.38	166.6%*
15810000 51070 LIFE INSURANCE	800	0	800	697.57	.00	102.43	87.2%
15810000 53010 ELECTRICITY	60,000	0	60,000	49,430.60	.00	10,569.40	82.4%
15810000 53020 WATER/SEWER	3,876	0	3,876	2,624.36	.00	1,251.64	67.7%
15810000 53040 TELEPHONE/CELL P	2,300	0	2,300	2,029.64	.00	270.36	88.2%
15810000 53050 HEATING FUEL	17,000	0	17,000	13,329.58	.00	3,670.42	78.4%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	26,311.94	.00	28,688.06	47.8%
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	52,336.14	.00	-2,336.14	104.7%*
15810000 54110 SUPPLIES	18,000	0	18,000	16,522.26	.00	1,477.74	91.8%
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 54230 LIBRARY MATERIAL	211,000	0	211,000	168,929.55	.00	42,070.45	80.1%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	13,468.99	.00	4,531.01	74.8%
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 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%
TOTAL LIBRARY	1,579,035	0	1,579,035	1,258,214.72	.00	320,820.28	79.7%
TOTAL EXPENSES	1,579,035	0	1,579,035	1,258,214.72	.00	320,820.28	

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

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/11 TO 2022/11													
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION			
22810000			LIBRARY DONATION										
22810000 48040 FOL			DONATIONS										
011840	US	BANK	10/1/22AMZN-LIB	0	2022	11	INV	P	93.89	110822E	10064	FOL#2229/PROG	SUPPL
011840	US	BANK	10/11/22AMZN2-LIB	0	2022	11	INV	P	38.97	110822E	10064	FOL#2232/PROG	SUPPL
011840	US	BANK	10/11/22AMZN3-LIB	0	2022	11	INV	P	16.88	110822E	10064	FOL#2232/PROG	SUPPL
011840	US	BANK	10/12/22AMZN4-LIB	0	2022	11	INV	P	24.98	110822E	10064	FOL#2215/PROG	SUPPL
011840	US	BANK	10/12/22CUSTOM-LIB	0	2022	11	INV	P	876.00	110822E	10064	FOL#2236/PROG	SUPPL
011840	US	BANK	10/4/22AMZN1-LIB	0	2022	11	INV	P	15.98	110822E	10064	FOL#2229/PROG	SUPPL
011840	US	BANK	10/4/22AMZN2-LIB	0	2022	11	INV	P	229.78	110822E	10064	FOL#2231/PROG	SUPPL
011840	US	BANK	10/6/22AMZN2-LIB	0	2022	11	INV	P	15.94	110822E	10064	FOL#2229/PROG	SUPPL
011840	US	BANK	10/7/22AMZN-LIB	0	2022	11	INV	P	24.99	110822E	10064	FOL#2220/PROG	SUPPL
011840	US	BANK	9/14/22AMZN1-LIB	0	2022	11	INV	P	377.39	110822E	10064	FOL#2229/PROG	SUPPL
011840	US	BANK	9/16/22AMZN-LIB	0	2022	11	INV	P	57.98	110822E	10064	FOL#2229/PROG	SUPPL
011840	US	BANK	9/16/22SPOTIFY-LIB	0	2022	11	INV	P	13.64	110822E	10064	FOL#2205/CONTRACTED	
011840	US	BANK	9/22/22 1848COFFEE-LB	0	2022	11	INV	P	41.85	110822E	10064	FOL#2235/PROG	RFRES
011840	US	BANK	9/22/22AMZN1-LIB	0	2022	11	INV	P	54.39	110822E	10064	FOL#2222/PROG	SUPPL
011840	US	BANK	9/22/22AMZN2-LIB	0	2022	11	INV	P	179.99	110822E	10064	FOL#2220/PROG	SUPPL
011840	US	BANK	9/22/22AMZN3-LIB	0	2022	11	INV	P	27.99	110822E	10064	FOL#2220/PROG	SUPPL
011840	US	BANK	9/22/22NOTJOAVRG-LIB	0	2022	11	INV	P	20.00	110822E	10064	FOL#2201/PROG	GC'S-
011840	US	BANK	9/23/22SHUTTRFLY-LIB	0	2022	11	INV	P	34.80	110822E	10064	FOL#2201/PROG	SUPPL
011840	US	BANK	9/23/22TARGE-LIB	0	2022	11	INV	P	35.83	110822E	10064	FOL#2229/PROG	SUPPL
011840	US	BANK	9/26/22TARGET-LIB	0	2022	11	INV	P	25.13	110822E	10064	FOL#2233/PROG	SUPPL
011840	US	BANK	9/29/22TARGET1-LIB	0	2022	11	INV	P	12.45	110822E	10064	FOL#2233/PLASTIC	UT
011840	US	BANK	9/29/22TARGET2-LIB	0	2022	11	INV	P	44.67	110822E	10064	FOL#2233/PROG	SUPPL
								2,263.52					
ACCOUNT TOTAL								2,263.52					
ORG 22810000 TOTAL								2,263.52					
=====													
FUND 0200 LIBRARY DONATION FUND								TOTAL:	2,263.52				
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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 ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
22810000 41020 GRANTS-LOCAL	0	0	0	-4,051.00	.00	4,051.00	100.0%
22810000 48040 DONATIONS	0	0	0	-16,573.39	.00	16,573.39	100.0%
22810000 48040 FOL DONATIONS	0	0	0	-19,296.65	.00	19,296.65	100.0%
22810000 55090 PROGRAMS-JUVENIL	0	0	0	57.84	.00	-57.84	100.0%*
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	1,303.24	.00	-1,303.24	100.0%*
22810000 55100 PROGRAMS-ADULT	0	0	0	12,431.44	.00	-12,431.44	100.0%*
TOTAL LIBRARY	0	0	0	-26,128.52	.00	26,128.52	100.0%
TOTAL REVENUES	0	0	0	-39,921.04	.00	39,921.04	
TOTAL EXPENSES	0	0	0	13,792.52	.00	-13,792.52	

10/31/2022 17:36
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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	-26,128.52	.00	26,128.52	100.0%

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

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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 53020						
046817 NEW BERLIN WATER STU	1-002-0292 OCT22	0	2022 10 INV P	878.79 102622	265979	7/1-9/30 2022
			ACCOUNT TOTAL	878.79		
15810000 53040						
302074 AT&T	2627854980100CT22	0	2022 10 INV P	200.75 102622	265895	PHONES-LIB 10/4-11/
			ACCOUNT TOTAL	200.75		
15810000 54010						
020089 MASTERS MCQUAY	W23553	0	2022 10 INV P	1,055.00 102622	265962	HVAC RPAIRS-LIB
			ACCOUNT TOTAL	1,055.00		
15810000 54080						
200808 OFFICE COPYING EQUIP	AR180994	0	2022 10 INV P	1,417.86 102622	265982	COPIER LEASE-LIB 9/
362301 GREAT AMERICA FINANC	32629776 OCT22 LIB B	0	2022 10 INV P	163.00 102622	265938	COPIER LEASE-LIB B
			ACCOUNT TOTAL	1,580.86		
15810000 54230						
001613 GALE CENGAGE LEARNIN	79415103	0	2022 10 INV P	51.73 102622	265928	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2036835440	0	2022 10 INV P	175.49 102622	265896	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037040332	0	2022 10 INV P	92.68 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037042017	0	2022 10 INV P	467.74 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037042299	0	2022 10 INV P	312.34 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037055785	0	2022 10 INV P	137.47 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037058639	0	2022 10 INV P	646.83 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037059730	0	2022 10 INV P	763.95 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2037062217	0	2022 10 INV P	1,713.77 102622	265897	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	5017456873	0	2022 10 INV P	44.77 102622	265896	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	5017634687	0	2022 10 INV P	17.00 102622	265896	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	5017698772	0	2022 10 INV P	29.75 102622	265896	VARIOUS TITLES-LIB
				4,401.79		
020058 ODP BUSINESS	266636301001	0	2022 10 INV P	197.50 102622	265981	OFFICE SUPPLIES-LIB
020058 ODP BUSINESS	270518447001	0	2022 10 INV P	93.42 102622	265981	OFFICE SUPPLIES-LIB
				290.92		
020116 NEWSBANK INC	RT550912	0	2022 10 INV P	7,052.00 102622	265980	ANNUAL SUBSCRIP-LIB
321672 HOOPLA	502615786 AUG22	0	2022 10 INV P	768.73 102622	265946	DIGITAL MEDIA-LIB A
321672 HOOPLA	502756857 SEP22	0	2022 10 INV P	623.92 102622	265946	DIGITAL MEDIA-LIB
				1,392.65		

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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
332194 MERGENT INC	1673021136	0	2022 10 INV P	403.00 102622	265967	VARIOUS TITLES-LIB
350982 T-MOBILE	9706737850CT22	0	2022 10 INV P	319.19 102622	266012	INTERNET HOTSPOTS-L
361291 MIDWEST TAPE	502750060	0	2022 10 INV P	106.47 102622	265969	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	502750062	0	2022 10 INV P	35.24 102622	265969	VARIOUS TITLES-LIB
				141.71		
392979 CENTER POINT	1961849	0	2022 10 INV P	431.46 102622	265909	VARIOUS TITLES-LIB
			ACCOUNT TOTAL	14,484.45		
			ORG 15810000 TOTAL	18,199.85		
=====						
FUND 0010 GENERAL FUND			TOTAL:	18,199.85		
=====						

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

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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					
014113 K-12 TECHNOLOGY GROU	93140 ANNUAL	0	2022 10 INV P	2,703.30 102622		265954 BITDEFENDER INSTALL
	ACCOUNT TOTAL			2,703.30		
	ORG 22810000 TOTAL			2,703.30		
=====						
FUND 0200 LIBRARY DONATION FUND	TOTAL:			2,703.30		
=====						

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

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CITY OF NEW BERLIN
 INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/11 TO 2022/11											
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
22810000			LIBRARY DONATION								
22810000 48040			DONATIONS								
266728	KELKAR	SHRIRAM	11/12/22PROGRAM	0	2022	11	INV P	200.00	110922	266119	11/12/22 NEW BERLIN
ACCOUNT TOTAL								200.00			
22810000 48040 FOL			DONATIONS								
255076	BEYOND	PHYSICAL	10/27/22PROGRAM	0	2022	11	INV P	150.00	110922	266064	FOL#2235NEW BERLIN
ACCOUNT TOTAL								150.00			
22810000 55100			PROGRAMS-ADULT								
328448	BILLSTROM	ALEXA	11/17/22PROGRAM	0	2022	11	INV P	50.00	110922	266065	11/17/22 THERAPY HO
ACCOUNT TOTAL								50.00			
ORG 22810000 TOTAL								400.00			
FUND 0200 LIBRARY DONATION FUND								TOTAL:	400.00		

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

		YEAR TO DATE THROUGH OCTOBER 31, 2022					
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL AP	REVISED BU	YTD EXPENDI	AVAILAB	% USED
15810000	50010	SALARY-FULL TIME	459,281	459,281	389,892.82	69,388	84.90
15810000	50020	SALARY-PART TIME	405,740	405,740	313,114.99	92,625	77.20
15810000	51010	RETIREMENT	41,829	41,829	32,997.34	8,832	78.90
15810000	51020	FICA	66,174	66,174	53,087.93	13,086	80.20
15810000	51030	HEALTH INSURANCE	49,043	49,043	40,634.00	8,409	82.90
15810000	51060	LONG-TERM DISABILITY	81	81	67.40	14	83.20
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,161	1,934.38	-773	166.60
15810000	51070	LIFE INSURANCE	800	800	697.57	102	87.20
15810000	53010	ELECTRICITY	60,000	60,000	49,430.60	10,569	82.40
15810000	53020	WATER/SEWER	3,876	3,876	2,624.36	1,252	67.70
15810000	53040	TELEPHONE/CELL PHONE	2,300	2,300	2,029.64	270	88.20
15810000	53050	HEATING FUEL	17,000	17,000	13,329.58	3,670	78.40
15810000	54010	R&M BLDGS & GROUNDS	55,000	55,000	26,311.94	28,688	47.80
15810000	54030	MAINTENANCE CONTRACT	50,000	50,000	40,086.92	9,913	80.20
15810000	54040	R&M EQUIPMENT	2,000	2,000	279.98	1,720	14.00
15810000	54060	MARKETING	500	500	311.49	189	62.30
15810000	54080	LEASES EQUIPMENT	50,000	50,000	52,336.14	-2,336	104.70
15810000	54110	SUPPLIES	18,000	18,000	16,522.26	1,478	91.80
15810000	54170	POSTAGE	450	450	316.67	133	70.40
15810000	54180	HOUSEKEEPING SUPPLY	26,000	26,000	1,541.12	24,459	5.90
15810000	54230	LIBRARY MATERIALS	211,000	211,000	168,929.55	42,070	80.10
15810000	54250	MAGAZINES/NEWSPAPERS	18,000	18,000	13,468.99	4,531	74.80
15810000	54270	MEMBERSHIP DUES	200	200	163.00	37	81.50
15810000	54300	CONFERENCE/SEMINAR/MEET	500	500	264.00	236	52.80
15810000	54330	TRAINING EXPENSES	500	500	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	36,000	36,000	35,480.95	519	98.60
15810000	55090	PROGRAMS-JUVENILE	1,200	1,200	754.64	445	62.90
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,200	1,023.09	177	85.30
15810000	55100	PROGRAMS-ADULT	1,200	1,200	583.37	617	48.60
		Grand Total	1,579,035	1,579,035	1,258,214.72	320,820	79.70

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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	-19,008.20	.00	-5,991.80	76.0%*
01010400	44111							
	LIBRARY-COPIES	-7,500	0	-7,500	-5,646.54	.00	-1,853.46	75.3%*
01010400	44112							
	LIBRARY-OTHER SY	-32,000	0	-32,000	-27,643.40	.00	-4,356.60	86.4%*
01010400	44113							
	LIBRARY GRANTS/D	-3,350	0	-3,350	.00	.00	-3,350.00	.0%*
TOTAL UNDESIGNATED		-67,850	0	-67,850	-52,298.14	.00	-15,551.86	77.1%
TOTAL REVENUES		-67,850	0	-67,850	-52,298.14	.00	-15,551.86	

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

P
glytdbud²

FOR 2022 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-67,850	0	-67,850	-52,298.14	.00	-15,551.86	77.1%

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



Library Director Report

Library Updates for October-November

(Photo Credit: Library Circulation Aide, Julie Becker)

New Berlin Public Library and City of New Berlin Continuity of Operations Plan (COOP):

(Strategic Plan, C1 and C2)

The City of New Berlin is taking steps to provide emergency organization and resources to minimize the long-term effects of disasters, and to undertake activities that will ensure the continuity of essential services to citizens and visitors, and among City departments. The City's Community Development and Emergency Services teams have guided the Department heads through a process of developing Continuity of Operations Plan (COOP). The Library's COOP is currently at the stage in which revisions are complete and it is moving towards adoption.



Library Volunteer Retirement – Leona Roesch

After over 15 years coordinating the Library's artist gallery wall, artist and Library Roesch, passes the palette to friend Linda Statler. As a thank you for her years of giving and supporting community artists, the Library installed a brick in the Library's patio area which reads: "Thank you Leona, for making the Library a place for artists." Thank you Leona!

Friends of New Berlin Public Library Student Scholarship

(Strategic Plan, B2 and B3)

Thanks to the generosity of the Friends of New Berlin Public Library, we have begun a student scholarship for the 2022-2023 school year. FOL and Library staff, along with School District of New Berlin student counselors, Jesse Annoye and Tammi Fure, have met to determine the scholarship timeline and criteria. The Library and Friends organization are excited to offer this new scholarship opportunity. Look for more information to be publicized soon!

Bridges Library System Friends Morning Coffee Sessions: Bridges began a new opportunity for network sharing for Library Friend board members and directors from our member libraries in October. FOL president, Kathy Weimelt, along with Vicki Kutz, joined other volunteers representing 14 member libraries to discuss library trends and share fundraising ideas.

Library Survey and the Holy Apostles BSA Troop 93 Focus Group: *(Strategic Plan, A3, B2, B3, Community Assessment)*

The Library launched a community survey in October with a few general questions about respondent interests. The initial phase of the survey was delivered, at the library, with teens, through school visit materials and in various publications, via QR code. We will run this survey in this format for the remainder of 2022. Additionally, we began working with a younger focus group, the Holy Apostles BSA Troop 93, for specific feedback on the Library of Things Collection.

Library Network Infrastructure Upgrades: *(Strategic Plan, C1 and C2)*

October and November have been busy for the Library's network infrastructure. We have employed a few new protocols and equipment to secure our library network is running at its optimum levels and secured from power outages and ensuring data permanence. Additionally, our human resources ensuring data security is ongoing and our staff completes cybersecurity training, through Waukesha County, every month, so we are well poised in these times of heightened cybersecurity.

- **BitDefender Software:** The Library migrated to new anti-malware protection called BitDefender. This software doesn't hinder speed and helps protect against malware. Laura Eastman was a leader making sure the software was deployed to all Library workstations and OPACS.
- **RAM Upgrades:** The Library managed final RAM upgrades in staff workstations.
- **UPS:** With budgeted equipment funds from the City, The Library purchased a replacement uninterruptible power supply (UPS) server and battery pack to ensure our systems are accessible during power outages. This UPS is the same equipment used at City facilities which will allow us the flexibility to share batteries as needed.
- **Mini UPS:** Similarly, this smaller capacity unit will ensure key staff stations are able to retain service for longer periods during outages.
- **Immutable Data Backup:** We are working with K12 to develop an immutable back-up system. Immutable backup is data that unchangeable and able to deploy to production servers immediately in case of ransomware attacks or other data loss.



The Recreation Department, the Library and Great Pumpkin Hunt *(Strategic Plan, B2 and B3)*

The Recreation Department's Great Pumpkin Hunt kicked off in October. Pumpkins were hidden throughout New Berlin Parks and buildings. Pumpkin sleuths were challenged to work off of a word search and Facebook clues to find the pumpkin locations. This year, pumpkins were at **two** Library attractions, the Storybook Trail at ProHealth Care Park and the Library's MakerStudio.

Department Updates:

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

Activities:

- Ongoing work on the **maintenance of collections**: DVDs, music CDs, and books. We are using our new Cover One book repair system to glue spines.
- Staff attended **review sessions** for active assailant and use of the defibrillator, and we had to take cover for a tornado warning!
- **New patron registrations** included 84 adults and 29 children.
- Several of us enjoyed the opportunity to write thank-you notes to the library and Friends of the Library boards. Thank you!

Circulation Statistics:

- Circulated 26,331 **items** in October.
- Checked out **experience passes** 65 times.
- Delivered 207 items to **42 outreach/home delivery** patrons.
- Processed 677 new items for circulation, including Igloo coolers and a photo backdrop for the Library of Things.
- Puzzle season is upon us, with over 80 puzzles circulated in October.

October Displays—a spooky and cookie month:

Orange and Black, Bones, National Cookie month, Danger, Horror movies (with a quiz for a prize drawing), Cats

Top 5 Circulating Items in 2022

Books:

- *The Four Winds*, 107
- *Where the Crawdads Sing*, 105
- *The Last Thing He Told Me*, 82
- *The Wish*, 61
- *The Great Alone*, 58

DVDs:

- *Jungle Cruise*, 49
- *Downton Abbey: The Motion Picture*, 46
- *The Amazing Spider-Man*, 44
- *The Addams Family 2*, 60
- *Paw Patrol. Ultimate Rescue*, 43





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

Hello! Here's what the AS team has been up to this month:

Book Clubs:

As the Pages Turn (Jon) and Never-Ending Stories (Kate) have both been growing in size! We recently decided to bring back the Mystery Book Club starting the beginning of 2023. Our new librarian, Lori will be leading this club!

Seasonal Programs:

Oktoberfest- This program keeps getting better and better! Over 500 people grabbed root beer floats!

Game Night:

55 people showed up to paint pumpkins, watch a family Halloween movie, and play games with our partner from Gamer's Realm. We served snacks and drinks, and decorated the hallway to add ambiance! Watch out for the fog machine coming to the LoT!

Reoccurring Programs:

The monthly movies, local author, and mind your mind programs have been continuing to go well.

Reference Interactions:

We're getting more people set up to use our new database subscriptions- NewsBank and Heritage Hub. There have been increased requests for database assistance, and more reference interactions resulting in us referring to the New Berlin Historical Society.

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

This month I planned multiple programs for teens and tweens. These programs included Tween Art Camp: Monet, Tween STEAM: Origami, Teen Halloween Party, Teen Life-Sized Clue, and continuing the Teen ARC Review Program. I am very happy with how the Tween STEAM and art camp are going. Christine and I have a small solid group that are engaged and have fun. With school in full swing and students engaged in fall and holiday activities, I am taking this time to wrap up the improved Teen Study Area project and revamp 2023 teen programming to better suit teens needs and interests. This month I also participated in the Game Night program, which was a lot of fun and a huge success, and for professional development, I attended the CAFE Cats Cataloging meeting, Making Social Media Work for Your Library webinar, and continued to organize data and create personas for the ongoing marketing plan.



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

First off, we welcomed our newest member to the team this month, **Lori**! Lori will be working in both the adult and youth departments at the library and has been doing an amazing job so far. We're happy to have her!

The Youth Services Department was very busy this month out in the community:

- **Library Card Visits:** We visited 5 elementary schools in New Berlin (Ronald Reagan, Elmwood, Orchard Lane, Poplar Creek, Star of Bethlehem, and Heritage Christian) to speak with their kindergarten classrooms about how students can get their own library cards. **Kate, Christine, Brenda, Melissa, and Michelle** shared a story during these visits, talked about how to get a card and what they could do with one, as well as gave handouts to the teachers to send home to the parents. **Kate and Alyssa** also went to Doxa Christian Academy, a new school that just opened in New Berlin, to sign up teachers for their own library cards so that they'll be able to utilize the library materials for their classrooms.
- **Kids' Choice Awards:** The 2022-23 Kids' Choice Awards kicked off this month! This is a program that is a collaboration between the public library and school libraries for 4th, 5th, and 6th graders. Students are encouraged to read books from a pre-selected reading list and then vote for their favorites in January. **Kate** ordered marketing materials for the schools which were dropped off at library card visits, and created a video promoting the program which was sent out to schools to share with the students.



Christine put in a lot of hard work planning for the Wisconsin Science Festival, which took place for a whole week in October. The theme this year was glass, so she offered a variety of glass related crafts as well as bot science projects throughout the week. It made for a busy month in the MakerStudio, with 327 people participating during Science Festival week.

Brenda has been working on ways that we can reach the homeschooling community here in New Berlin. She was able to get in touch with a few homeschooling Facebook groups to see what suggestions they had for how the library could help support them, and she put out a suggestion box in the library to catch the homeschool families we already have visiting. She was able to gather some helpful feedback that we will be using in our future planning.



Storytime: 25 story times; 224 participants

Storytime/Date	Participation	Librarian
Preschool Storytime: 10/3 (children only)	0-5: 2 (9:30) 0-5: 4 (10:30)	Kate
Preschool Storytime: 10/10 (children only)	0-5: 8 (9:30) 0-5: 3 (10:30)	Kate
Preschool Storytime: 10/17 (children only)	0-5: 6 (9:30) 0-5: 4 (10:30)	Kate
Book Babies: 10/4 (children + adults)	0-5: 15 (9:30) 0-5: 6 (10:30)	Christine
Book Babies: 10/11 (children + adults)	0-5: 10 (9:30) 0-5: 8 (10:30)	Christine
Book Babies: 10/18 (children + adults)	0-5: 18 (9:30) 0-5: 6 (10:30)	Christine
Family Storytime: 10/5 (children + adults)	0-5: 9 (9:30) 0-5: 11 (10:30)	Christine
Family Storytime: 10/12 (children + adults)	0-5: 17 (9:30) 0-5: 7 (10:30)	Christine
Family Storytime: 10/19 (children + adults)	0-5: 12 (9:30) 0-5: 7 (10:30)	Christine
Storytime for 2s & 3s: 10/6 (children + adults)	0-5: 13 (9:30) 0-5: 15 (10:30)	Brenda
Storytime for 2s & 3s: 10/13 (children + adults)	0-5: 10 (9:30) 0-5: 15 (10:30)	Brenda
Storytime for 2s & 3s: 10/20 (children + adults)	0-5: 6 (9:30) 0-5: 11 (10:30)	Brenda
Yoga Storytime: 10/12 (children only)	0-5: 1	Kate





Family Programs:

Program	Participation	Librarian
Oktoberfest Kids' Craft: 10/1	45	YS
Family Activity Night -Straw Rockets: 10/10	6-11: 18	Christine
Lego Club: 10/15	6-11: 10	YS
After Hours Game Night: 10/21	All Ages: Participation #s on Adult Report	Brenda
Shake, Shimmy, & Dance: 10/24	0-5: 22	Kate
Sensory & Loose Parts Play: 10/25	0-5: 11	Kate
Halloween Party: 10/27	0-5: 74	Kate

Passive Programs:

Program	Participation	Librarian
Library Mailbox: Draw a pumpkin or a jack-o-lantern	0-5: 170	Kate
Storybook Trail: October	Unknown	YS
Makerstudio: October	All Ages: 557 (includes science festival numbers)	Christine
Science Festival: 10/10-10/16	All Ages: 327	Christine

Community Connections:

Program/Date	Participation	Librarian
Ronald Reagan Library Card Visit (Kindergarten): 10/4	88	Kate & Michelle
Poplar Creek Library Card Visit (Kindergarten): 10/6	69	Christine & Brenda
Star of Bethlehem Library Card Visit (Kindergarten): 10/14	27	Christine & Brenda
Orchard Lane Library Card Visit (Kindergarten): 10/18	69	Christine & Brenda
Elmwood Elementary Library Card Visit (Kindergarten): 10/24	66	Kate & Melissa
Heritage Christine Library Card Visit (Kindergarten): 10/26	49	Kate
Library Card Sign Up for Teachers at <u>Doxa</u> Christian Academy: 10/17	3	Kate & Alyssa



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

- Intense wind storms in early November, allowed the Library to use our space for those seeking shelter or needing to power-up during the extended power outage. The City's Department of Emergency Management is a great partner as we try to keep everyone safe and connected.
- Read to Rover has returned to the Library! We are so excited to welcome back our readers and doggies, sharing stories together.
- Library Learning launched in October with training sessions with the New Berlin Police Department's, Officer Tony Fuss and the New Berlin Fire Department's Lt. Joe Kreuser, to train on active assailant protocols and the use of the defibrillator machine. Additional staff training was offered on NARCAN administration, First Amendment audits, and repairing book bindings.
- To celebrate the service during October's School Bus Driver Safety and Appreciation Month, the Library donated a bookshelf of fiction for local drivers to select from.
- We are excited to continue our partnership with Park Pals. These events are open to the public and a great place to meet and make new friends.
- **EXCITING NEWS!** The New Berlin Library recently added NewsBank as a digital offering for online newspapers. Patrons now have access to thousands of newspapers, all over America, for free! Pssst...this includes the *Journal Sentinel* and many of your other favorites. Interested in your home, college or lake town paper? Get the scoop on the local happenings using NewsBank.



Org	Object 581 - LIBRARY	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 6 MOS.	2022 ESTIMATED TOTAL	2023 DEPARTMENT PROPOSED	2023 MAYOR PROPOSED	Council Adjustments	2023 ADOPTED BUDGET
15810000	50010 SALARY-FULL TIME	420,352	428,454	459,281	228,102	459,281	465,679	465,679		465,679
15810000	50020 SALARY-PART TIME	432,983	427,986	405,740	189,822	405,740	470,772	470,772	(2,200)	468,572
15810000	50070 SALARY-OVERTIME									
	SALARY-ADJUSTMENT									
15810000	51010 RETIREMENT	43,490	42,515	41,829	19,614	41,829	13,970	10,530		10,530
15810000	51020 FICA	64,277	65,064	66,174	31,535	66,174	43,269	43,269		43,269
15810000	51030 HEALTH INSURANCE	37,264	33,613	49,043	24,380	49,043	71,579	71,579		71,579
15810000	51060 LONG-TERM DISABILITY	79	81	81	40	81	50,231	50,231		50,231
	BENEFIT ADJUSTMENT						81	81		81
15810000	51065 VISION/DENTAL INSURANCE	1,286	1,556	1,161	1,161	1,161	1,977	1,522		1,522
15810000	51070 LIFE INSURANCE	764	691	800	415	800	1,285	1,285		1,285
15810000	53010 ELECTRICITY	69,764	77,368	60,000	16,461	60,000	841	841		841
15810000	53020 WATER/SEWER	3,467	3,371	3,876	831	3,876	60,000	60,000		60,000
15810000	53040 TELEPHONE	2,347	2,404	2,300	1,428	2,300	3,876	3,876		3,876
15810000	53050 HEATING FUEL	10,460	20,140	17,000	6,825	17,000	2,300	2,300		2,300
15810000	54010 MAINT BLDGS/GROUNDS	56,902	34,442	55,000	10,816	55,000	17,000	17,000		17,000
15810000	54030 MAINTENANCE CONTRACT	46,200	47,120	50,000	30,990	50,000	55,000	55,000		55,000
15810000	54040 R&M EQUIPMENT	405	-	2,000		2,000	50,000	50,000		50,000
15810000	54060 MARKETING		-	500	242	500	2,000	2,000		2,000
15810000	54080 LEASES EQUIPMENT	52,694	54,246	50,000	34,584	50,000	500	500		500
15810000	54110 SUPPLIES	19,589	19,121	18,000	13,802	18,000	48,000	48,000		48,000
15810000	54110 SUPPLIES - COVID	1,337					16,000	37,400		37,400
15810000	54170 POSTAGE	381	547	450	39	450	450	450		450
15810000	54180 HOUSEKEEPING SUPPLY	6,427	13,288	26,000	947	26,000	16,000	16,000		16,000
15810000	54230 LIBRARY MATERIALS	178,443	185,074	211,000	103,269	211,000	212,500	212,500		212,500
15810000	54250 MAGAZINES/NEWSPAPERS	14,271	15,131	18,000	11,512	18,000	-	-		-
15810000	54270 DUES/MEMBERSHIPS			200	163	200	200	200		200
15810000	54300 CONFERENCE/SEMINAR/MEETING		1,038	500	264	500	500	500		500
15810000	54330 TRAINING	225	508	500		500	500	500		500
15810000	54521 TECHNOLOGY/SOFTWARE (CAFÉ	32,659	34,321	36,000	32,953	36,000	36,000	36,000		36,000
15810000	54521 TECHNOLOGY - COVID	1,625								
15810000	55090 PROGRAMS - JUVENILE	155	829	1,200	573	1,200	1,200	1,200		1,200
15810000	55095 PROGRAMS - YOUNG ADULT		545	1,200	566	1,200	1,200	1,200		1,200
15810000	55100 PROGRAMS - ADULT	333	1,272	1,200	245	1,200	1,200	1,200		1,200
15810000	57043 EQUIPMENT REPLACEMENT FUND							35,000		35,000
	TOTAL	1,498,181	1,510,725	1,579,035	761,379	1,579,035	1,644,110	1,696,615	(2,200)	1,694,415



2023 Library Closings & Holiday Schedule

Sunday, January 1	Library Closed-New Year's Day
Monday, January 2	Library Closed
Friday, March 24	Library Closed-Staff Development Day
Friday, April 7	Library Closed
Saturday, April 8	Library Closed
Sunday, April 9	Library Closed-Easter Sunday
Saturday, May 27	Library Closed
Sunday, May 28	Library Closed

****Sunday, May 28 Sunday hours: 1:00-4:00 p.m., suspended through 9/10/23***

Monday, May 29	Library Closed-Memorial Day
Tuesday, July 4	Library Closed-Independence Day
Saturday, Sept. 2	Library Closed
Sunday, Sept. 3	Library Closed
Monday, Sept. 4	Library-Labor Day

****Sunday, Sept. 10 Sunday hours: 1:00-4:00 p.m., resume through 5/19/24***

Monday, Oct. 16	Library Closed-Staff Development Day
Thursday, Nov. 23	Library Closed-Thanksgiving Day
Friday, Nov. 24	Library Closed
Saturday, Dec. 22	Library Closed
Saturday, Dec. 23	Library Closed
Sunday, Dec. 24	Library Closed
Monday, Dec. 25	Library Closed-Christmas Day
Friday, Dec. 29	Library Closed
Saturday, Dec. 30	Library Closed
Sunday, Dec. 31	Library Closed
Monday, Jan 1, 2024	Library Closed-New Year's Day

Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see *Trustee Essential #8: Developing the Library Budget*).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See *Trustee Essential #8: Developing the Library Budget*.)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

9

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal

Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board. The League of Wisconsin Municipalities has some guidelines for development of an investment policy at: tinyurl.com/55uszs.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at: pld.dpi.wi.gov/pld_annrpt. A *Sample Trust/Gift Fund Report* is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- Sample Trust/Gift Fund Report (*attached*)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

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