



Library Board MEETING AGENDA

May 15, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

AGENDA

1. **PUBLIC COMMENT SESSION**
2. **CALL TO ORDER**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
5. **CONSENT AGENDA**-----
 - A. Approval of April 17, 2023 minutes
 - B. Approval of Bills and Invoices
 - C. Next meeting date: June 19, 2023
6. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director's Report and 2023 Summer Reading Program Update
7. **OLD BUSINESS**
 - A. Materials Collection Policy Review
8. **NEW BUSINESS**
 - A. Meeting Room Policy
 - B. Waukesha County Library Standards Certification
 - C. Nomination Committee for Library Board Officer Elections
 - D. Library Director Evaluation - Process and Development of Ad Hoc Committee
 - E. Trustee Essestials: Library Trustee Refresher
9. **ANNOUNCEMENTS**
10. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- 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.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.

- *The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*
- *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 in the above notice.*

YEAR-TO-DATE THROUGH APRIL 30, 2023

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	476,209	145,953.06	330,256	30.60
15810000	50020	SALARY-PART TIME	468,572	122,747.00	345,825	26.20
15810000	51010	RETIREMENT	43,985	13,002.40	30,983	29.60
15810000	51020	FICA	72,385	20,294.75	52,090	28.00
15810000	51030	HEALTH INSURANCE	50,231	20,457.99	29,773	40.70
15810000	51060	LONG-TERM DISABILITY	81	25.60	55	31.60
15810000	51065	VISION/DENTAL INSURANCE	1,285	677.04	608	52.70
15810000	51070	LIFE INSURANCE	841	251.15	590	29.90
15810000	53010	ELECTRICITY	60,000	6,414.95	53,585	10.70
15810000	53020	WATER/SEWER	3,876	866.77	3,009	22.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	803.51	1,496	34.90
15810000	53050	HEATING FUEL	17,000	3,089.94	13,910	18.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	8,785.80	41,214	25.10
15810000	54030	MAINTENANCE CONTRACT	50,000	15,307.81	34,692	30.60
15810000	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
15810000	54060	MARKETING	500	0.00	500	0.00
15810000	54080	LEASES EQUIPMENT	48,000	14,411.19	33,589	30.00
15810000	54110	SUPPLIES	37,400	2,837.29	34,563	7.60
15810000	54170	POSTAGE	450	100.00	350	22.20
15810000	54180	HOUSEKEEPING SUPPLY	16,000	416.76	15,583	2.60
15810000	54230	LIBRARY MATERIALS	212,500	67,999.82	144,500	32.00
15810000	54250	MAGAZINES/NEWSPAPERS	0	237.60	-238	100.00
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	0.00	500	0.00
15810000	54330	TRAINING EXPENSES	500	75.00	425	15.00
15810000	54521	TECHNOLOGY/SOFTWARE	36,000	34,072.87	1,927	94.60
15810000	55090	PROGRAMS-JUVENILE	1,200	598.94	601	49.90
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	422.26	778	35.20
15810000	55100	PROGRAMS-ADULT	1,200	796.36	404	66.40
15810000	59010	EQUIPMENT	35,000	0.00	35,000	0.00
		Grand Total	1,694,415	480,645.86	1,208,769	28.70



Library Board MEETING MINUTES

April 17, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

President Marek called the meeting to order at 6:00 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Board Member Bock, Board Member Greenawalt, Board Member Jung, Board Member Kalawa, Board Member Maas, Commissioner Orzel, Board Member Marek

Excused: Board Member Stelzner, Alderwoman Kroupa

3. COMMITTEE REPORTS

A. Friends of New Berlin Library, Inc.

No report from the Friends. President Marek reminded the Board that the Friends book sale will be this weekend.

4. **CONSENT AGENDA**-----

MOTION: Motion to approve

VOTE: Motion by: Board Member Orzel
Second by: Board Member Bock
Motion passed 7-0

A. Approval of March 20, 2023 Meeting Minutes

B. Approval of Bills and Invoices

C. Next Meeting Date - May 15, 2023

5. ADMINISTRATIVE REPORTS

A. President's Report

President Marek brought up Director's evaluation which will happen in June. Members should give some thought about how we might proceed this year.

B. Director's Report

Library staff finished their evaluation process. Additional reporting on this is forthcoming. Natalie is also working on a succession document which would be used in the event of both an emergency absence of the Director or a more long-term vacancy in the Director's position. The Library Director's report is attached to the minutes of the meeting.

Youth Services Librarian, Christine Weichart joined the Director. Christine introduced the Library's newest circulating collection – a seed catalog. Seed libraries have increased in popularity since the onset of the COVID-19 pandemic. The program allows patrons to check out seeds and plant them....then harvest seeds to bring back to the Library.

6. OLD BUSINESS

MOTION: Motion to approve the Strategic Plan for 2023-25, subject to one grammatical change in the Mission Statement Section

VOTE: Motion by: Member Greenawalt
Second by: Member Kawala
Motion passed 7-0

A. 2021-2023 Strategic Plan-Summary

B. 2023-2025 Strategic Plan

7. NEW BUSINESS

A. Adjacent County Fund Requests - Jefferson County

The Jefferson County request was provided as an example of what these types of requests look like. This item does not require action and was provided for informational purposes only.

B. Allowable Costs - 2024

MOTION: Motion to approve

VOTE: Motion by: Board Member Bock

Second by: Board Member Jung
Motion passed 7-0

C. Material Collections Policy - Review

The policy was reviewed to ensure relevance to the present mission of the Library and alignment with best practices.

Edits were requested to the Materials Selection Inquiry Form relative to changing the word “book” to “material.” A final draft for approval will be presented for action next month.

D. Trustee Essentials - Weeding Shelf-By-Shelf

Information was provided as to what “weeding” entails. There must be a balance between removing too much and allowing library space to turn into an archive. The book that the excerpt came from has been helpful to the staff as they weed the current collections. Materials weeded from our Library are typically sold by the Friends of the Library.

8. ANNOUNCEMENTS

No announcements were made.

9. ADJOURN

MOTION: Motion to adjourn at 6:57 PM

VOTE: Motion by: Member Orzel
Second by: Member Bock
Motion passed 7-0

Respectfully Submitted,

Jill Kawala

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	53020					WATER/SEWER					
046817	NEW BERLIN WATER STU	1-002-0292	APR23	0	2023	4	INV	P	866.77	042623	268681 1/1-3/31 2023
						ACCOUNT TOTAL			866.77		
15810000	53040					TELEPHONE/CELL PHONE					
302074	AT&T	262785498004-2023		0	2023	4	INV	P	201.10	042623	268528 PHONES-LIB 4/4-5/3
						ACCOUNT TOTAL			201.10		
15810000	54010					R&M BLDGS & GROUNDS					
003228	BATZNER PEST CONTR	35695934		0	2023	4	INV	P	119.90	042623	268532 PESTCNTRL-LIB APR20
016919	SOUTHPORT ENGINEERED	W53917		0	2023	4	INV	P	1,089.00	042623	268735 HVAC/RPAIRS-LIB
016919	SOUTHPORT ENGINEERED	W53918		0	2023	4	INV	P	847.00	042623	268735 HUMIDIFIER RPAIRS-L
									1,936.00		
						ACCOUNT TOTAL			2,055.90		
15810000	54030					MAINTENANCE CONTRACT					
020089	MASTERS MCQUAY	W24622		0	2023	4	INV	P	4,360.00	042623	268662 HVAC/SENSOR INSTALL
						ACCOUNT TOTAL			4,360.00		
15810000	54080					LEASES EQUIPMENT					
020123	FORWARD TS, LTD	AR195294		0	2023	4	INV	P	364.98	042623	268600 COPIER LEASE-LIB 3/
362301	GREAT AMERICA FINANC	33854264		0	2023	4	INV	P	525.67	042623	268619 COPIER LEASE-LIB D
						ACCOUNT TOTAL			890.65		
15810000	54110					SUPPLIES					
020058	ODP BUSINESS	302966870001		0	2023	4	INV	P	284.40	042623	268685 OFFICE SUPPLIES-LIB
085010	WAUKESHA COUNTY TREA	2023-13010037		0	2023	4	INV	P	1,568.58	042623	268761 FOL#2245/PROG SUPPL
						ACCOUNT TOTAL			1,852.98		
15810000	54230					LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	80648717		0	2023	4	INV	P	51.73	042623	268606 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81009193		0	2023	4	INV	P	51.73	042623	268606 VARIOUS TITLES-LIB
									103.46		
005896	OLLIS BOOK CORPORATI	248544		0	2023	4	INV	P	472.50	042623	268686 VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	248545		0	2023	4	INV	P	187.50	042623	268686 VARIOUS TITLES-LIB
									660.00		
005972	WISCONSIN COUNTIES A	4/3/23 SUBSCRIP RENU	0		2023	4	INV	P	20.00	042623	268767 2023 SUBSCRIP RENEW

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4													
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR		TYP	S	PAYABLES		CHECK	DESCRIPTION	
006199	BAKER & TAYLOR BOOKS	2037403902		0	2023	4	INV	P	288.34	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037406037		0	2023	4	INV	P	347.20	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037415648		0	2023	4	INV	P	126.81	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037417382		0	2023	4	INV	P	351.96	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037430840		0	2023	4	INV	P	183.68	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037430851		0	2023	4	INV	P	362.19	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H64761480		0	2023	4	INV	P	13.50	042623		268530	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	LS23040032		0	2023	4	INV	P	2,218.80	042623		268530	LEASING CONTRACT-LI
									3,892.48				
224537	EBSCO	1691423		0	2023	4	INV	P	5,486.89	042623		268581	VARIOUS TITLES-LIB
224537	EBSCO	2305749		0	2023	4	INV	P	13.19	042623		268581	VARIOUS TITLES-LIB
									5,500.08				
361291	MIDWEST TAPE	503574051		0	2023	4	INV	P	285.89	042623		268671	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	503626027		0	2023	4	INV	P	289.92	042623		268671	VARIOUS TITLES-LIB
									575.81				
392979	CENTER POINT	1998859		0	2023	4	INV	P	431.46	042623		268558	VARIOUS TITLES-LIB
ACCOUNT TOTAL									11,183.29				
15810000	54330												
085204	WAUKESHA COUNTY TECH	S0796523	-	0	TRAINING EXPENSES								
					2023	4	INV	P	75.00	042623		268759	1ST AID/CPR/AED TRA
ACCOUNT TOTAL									75.00				
15810000	54521												
009111	OCREATIVE	412994		0	TECHNOLOGY/SOFTWARE								
009111	OCREATIVE	412995		0	2023	4	INV	P	35.00	042623		268683	DOMAIN REGISTRATION
					2023	4	INV	P	440.00	042623		268684	WEBHOSTING/SSL CERT
									475.00				
ACCOUNT TOTAL									475.00				
15810000	55095												
328448	BILLSTROM ALEXA	5/7/23 AP STUDY NITE	0	PROGRAMS-YOUNG ADULT									
					2023	4	INV	P	50.00	042623		268537	NBLIB PROGRAM 5/7/2
ACCOUNT TOTAL									50.00				
15810000	55100												
166073	WOOD KEVIN	7/14/23NBLIB PROG	0	PROGRAMS-ADULT									
					2023	4	INV	P	375.00	042623		268771	7/14/23 NEWBERLIN L
ACCOUNT TOTAL									375.00				
ORG 15810000 TOTAL									22,385.69				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
FUND 0010 GENERAL FUND				TOTAL:		22,385.69			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000									LIBRARY
15810000	54010			R&M BLDGS & GROUNDS					
019231	GLOBAL WATER TECHNOL	82401	23513197	2023	5	INV P	393.55	051023	268849 CITY WATER TREATMEN
021746	GRAINGER	9686232597	0	2023	5	INV P	167.13	051023	268852 LIB RPAIRS-LIB
ACCOUNT TOTAL							560.68		
15810000	54040			R&M EQUIPMENT					
016221	JOHNSON CONTROLS	89732987	0	2023	5	INV P	1,574.00	051023	268866 SERVICE CALL-LIB
ACCOUNT TOTAL							1,574.00		
15810000	54080			LEASES EQUIPMENT					
013995	KANSAS STATE BANK	3356523PMT#43JUN2023	0	2023	5	INV P	2,566.00	051023	268869 COPIER LEASE-LIB 33
362301	GREAT AMERICA FINANC	33950900	0	2023	5	INV P	289.00	051023	268853 COPIER LEASE-LIB AP
ACCOUNT TOTAL							2,855.00		
15810000	54230			LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	81039485	0	2023	5	INV P	187.14	051023	268845 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81062888	0	2023	5	INV P	78.72	051023	268845 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81077478	0	2023	5	INV P	69.00	051023	268845 VARIOUS TITLES-LIB
							334.86		
005896	OLLIS BOOK CORPORATI	248546	0	2023	5	INV P	251.28	051023	268889 VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	248547	0	2023	5	INV P	2,195.55	051023	268889 VARIOUS TITLES-LIB
							2,446.83		
006199	BAKER & TAYLOR BOOKS	2037421047	0	2023	5	INV P	740.98	051023	268821 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037447011	0	2023	5	INV P	154.71	051023	268821 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037454861	0	2023	5	INV P	365.39	051023	268821 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H64894680	0	2023	5	INV P	13.50	051023	268821 VARIOUS TITLES-LIB
							1,274.58		
020316	HOLY MOJO LLC	011	0	2023	5	INV P	93.96	051023	268858 VARIOUS TITLES-LIB
085010	WAUKESHA COUNTY TREA	2023-13010064	0	2023	5	INV P	480.00	051023	268918 MAR2023-FEB2024-LIB
350982	T-MOBILE	970673785APR23	0	2023	5	INV P	638.39	051023	268793 MOBILE HOT SPOTS-LI
361291	MIDWEST TAPE	503631612	0	2023	5	INV P	48.73	051023	268881 VARIOUS TITLES-LIB
361291	MIDWEST TAPE	503644122	0	2023	5	INV P	221.41	051023	268881 VARIOUS TITLES-LIB
							270.14		
ACCOUNT TOTAL							5,538.76		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5											
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
15810000	54521										
014113	K-12 TECHNOLOGY GROU	93788		0	TECHNOLOGY/SOFTWARE						
					2023	5	INV P	351.97	051023	268867	RPAIRS/UPDATE-LIB
					ACCOUNT TOTAL			351.97			
15810000	55100										
020315	GRIZZLE ANNIE	4/13/23LIB PROGRAM		0	PROGRAMS-ADULT						
					2023	5	INV P	50.00	051023	268854	4/13/23 POETRY PROG
260061	LOS TAYLOR J	4/13/23 LIB PROG		0	2023 5 INV P			50.00	051023	268874	POETRY PROG PRESENT
					ACCOUNT TOTAL			100.00			
					ORG 15810000 TOTAL			10,980.41			
FUND 0010 GENERAL FUND					TOTAL:			10,980.41			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54110			SUPPLIES							
	011840	US	BANK	3/18/23AMZN1-LIB	0	2023	5	INV P	25.96	050823E	10078 AMZN/HOUSEKEEPINGSU
	011840	US	BANK	3/19AMZN-LIB	0	2023	5	INV P	14.29	050823E	10078 AMZN/CARDSTOCK-LIB
	011840	US	BANK	3/21AMZN-LIB	0	2023	5	INV P	10.18	050823E	10078 AMZN/OFFICE SUPPLIE
	011840	US	BANK	3/23/23AMZN2-LIB	0	2023	5	INV P	29.99	050823E	10078 AMZN/WINDOW SHADES-
	011840	US	BANK	3/25/23AMZN-LIB	0	2023	5	INV P	110.47	050823E	10078 AMZN/SUPPLIES-LIB
	011840	US	BANK	4/1/23AMZN-LIB	0	2023	5	INV P	10.99	050823E	10078 AMZN/STEP STOOL-LIB
	011840	US	BANK	4/13/23AMZN2-LIB	0	2023	5	INV P	8.99	050823E	10078 AMZN/FELT FABRIC SQ
	011840	US	BANK	4/4/23AMZN-LIB	0	2023	5	INV P	19.84	050823E	10078 AMZN/AVERY LABELS-L
	011840	US	BANK	4/4/23AMZN3-LIB	0	2023	5	INV P	35.02	050823E	10078 AMZN/INKJET LABELS-
	011840	US	BANK	4/5/23AMZN1-LIB	0	2023	5	INV P	16.49	050823E	10078 AMZN/HOUSEKEEPING S
	011840	US	BANK	4/8/23AMZN2-LIB	0	2023	5	INV P	5.27	050823E	10078 AMZN/PROG SUPPLIES-
									287.49		
				ACCOUNT TOTAL					287.49		
15810000	54180			HOUSEKEEPING SUPPLY							
	011840	US	BANK	4/4/23AMZN2-LIB	0	2023	5	INV P	5.29	050823E	10078 AMZN/HOUSEKEEPING S
	011840	US	BANK	4/5/23AMZN1-LIB	0	2023	5	INV P	53.54	050823E	10078 AMZN/HOUSEKEEPING S
	011840	US	BANK	4/6/23AMZN-LIB	0	2023	5	INV P	13.99	050823E	10078 AMZN/CUSTODIAL SUPP
									72.82		
				ACCOUNT TOTAL					72.82		
15810000	54230			LIBRARY MATERIALS							
	011840	US	BANK	3/16SCOUTSHOP-LIB	0	2023	5	INV P	119.80	050823E	10078 SCOUTSTORE/MERITBAD
	011840	US	BANK	3/20/23AMZN-LIB	0	2023	5	INV P	9.90	050823E	10078 VARIOUS TITLES-LIB
	011840	US	BANK	3/23/23AMZN1-LIB	0	2023	5	INV P	7.50	050823E	10078 AMZN/VARIOUS TITLE-
	011840	US	BANK	3/23/23AMZN3-LIB	0	2023	5	INV P	15.79	050823E	10078 AMZN/DODGEBALLS-LIB
	011840	US	BANK	3/24AMZN2-LIB	0	2023	5	INV P	76.72	050823E	10078 VARIOUS TITLES-LIB
	011840	US	BANK	3/28/23AMZN2-LIB	0	2023	5	INV P	21.99	050823E	10078 VARIOUS TITLES-LIB
	011840	US	BANK	3/29/23AMZN2-LIB	0	2023	5	INV P	10.89	050823E	10078 AMZN/PROG SUPPLIES-
	011840	US	BANK	3/30/23AMZN-LIB	0	2023	5	INV P	23.31	050823E	10078 VARIOUS TITLES-LIB
									285.90		
				ACCOUNT TOTAL					285.90		
15810000	54521			TECHNOLOGY/SOFTWARE							
	011840	US	BANK	3/23/23ADOBE-LIB	0	2023	5	INV P	19.99	050823E	10078 ADOBE/LICENSE-LIB
				ACCOUNT TOTAL					19.99		
15810000	55090			PROGRAMS-JUVENILE							
	011840	US	BANK	4/11TARGET-LIB	0	2023	5	INV P	44.41	050823E	10078 TARGET/FROSTING/PRG
	011840	US	BANK	4/5/23AMZN2-LIB	0	2023	5	INV P	32.58	050823E	10078 AMZN/CONSTRUC PAPER
									76.99		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
ACCOUNT TOTAL								76.99		
15810000 55095					PROGRAMS-YOUNG ADULT					
011840	US BANK	3/28/23	AMZN3-LIB	0	2023	5	INV P	15.36	050823E	10078 AMZN/PAPER PLATES-L
011840	US BANK	3/29/23	AMZN1-LIB	0	2023	5	INV P	8.99	050823E	10078 AMZN/COTTON BALLS-L
								24.35		
ACCOUNT TOTAL								24.35		
ORG 15810000 TOTAL								767.54		
FUND 0010 GENERAL FUND					TOTAL:			767.54		

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5													
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES		CHECK	DESCRIPTION		
22810000		LIBRARY DONATION											
22810000 48040		DONATIONS											
011840	US BANK	3/21	ELITE APAREL-LIB	0	2023	5	INV P	14.85	050823E		10078	FOL#2239/ELITE APPA	
011840	US BANK	3/23	TARGET-LIB	0	2023	5	INV P	71.81	050823E		10078	TARGET/PROG SUPPLIE	
								86.66					
ACCOUNT TOTAL								86.66					
22810000 48040 FOL		DONATIONS											
011840	US BANK	3/14	TARGET-LIB	0	2023	5	INV P	24.25	050823E		10078	FOL#2303/TARGET/PRO	
011840	US BANK	3/16/23	SPOTIFY-LIB	0	2023	5	INV P	13.64	050823E		10078	FOL#2246/SPOTIFY/PR	
011840	US BANK	3/17&18	AMZN-LIB	0	2023	5	INV P	848.98	050823E		10078	FOL#2226/AMZN/PROG	
011840	US BANK	3/18/23	AMZN2-LIB	0	2023	5	INV P	6.99	050823E		10078	FOL#2303/AMZN/WILDB	
011840	US BANK	3/21	ELITE APAREL-LIB	0	2023	5	INV P	825.00	050823E		10078	FOL#2239/ELITE APPA	
011840	US BANK	3/24	AMZN1-LIB	0	2023	5	INV P	118.99	050823E		10078	FOL#2311/AMZN/SHELV	
011840	US BANK	3/28/23	AMZN-LIB	0	2023	5	INV P	274.99	050823E		10078	FOL#2230/PROG SUPPL	
011840	US BANK	4/10/23	AMZN1-LIB	0	2023	5	INV P	141.88	050823E		10078	FOL#2230/AMZN/PROG	
011840	US BANK	4/10/23	AMZN2-LIB	0	2023	5	INV P	8.58	050823E		10078	FOL#2312/AMZN/DISP	
011840	US BANK	4/13/23	AMZN1-LIB	0	2023	5	INV P	190.19	050823E		10078	FOL#2230/AMZN/PROG	
011840	US BANK	4/8/23	AMZN1-LIB	0	2023	5	INV P	29.99	050823E		10078	FOL#2230/AMZN TRIFO	
011840	US BANK	4/9/23	AMZN-LIB	0	2023	5	INV P	359.09	050823E		10078	FOL#2312/AMZN/PROG	
								2,842.57					
ACCOUNT TOTAL								2,842.57					
ORG 22810000 TOTAL								2,929.23					
FUND 0200 LIBRARY DONATION FUND								TOTAL:	2,929.23				

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 000 UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01010400 44110 LIBRARY FINES	-29,500	0	-29,500	-7,852.90	.00	-21,647.10	26.6%
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-2,593.63	.00	-4,906.37	34.6%
01010400 44112 LIBRARY-OTHER SY	-24,369	0	-24,369	-16,920.25	.00	-7,448.75	69.4%
01010400 44113 LIBRARY GRANTS/D	-5,200	0	-5,200	.00	.00	-5,200.00	.0%
TOTAL UNDESIGNATED	-66,569	0	-66,569	-27,366.78	.00	-39,202.22	41.1%
TOTAL REVENUES	-66,569	0	-66,569	-27,366.78	.00	-39,202.22	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-66,569	0	-66,569	-27,366.78	.00	-39,202.22	41.1%
** END OF REPORT - Generated by Thu Van Hintz **							

APRIL AT A GLANCE

Library Visits: 16,153

12% increase from March

New Berlin Seed Library

On April 23, 2023, we celebrated Earth Day by launching a new "growing collection" of seeds at the Library! To date we have checked-out over **300** seed packs to the community!



109 Experience Passes circulated in April!

1000 Books, read by **Jackson**, BEFORE Kindergarten!

28,510 Library items Checked-Out

11% decrease from March

The Library's 2nd floor computer lab area has 22 stations for patron use. In April, there were **872** computer sessions for **64,618** minutes!

MONTHLY HIGHLIGHTS

- The Library's **Local Author Fair** event had over 35 authors visit to talk about their work!
- The **New Berlin Historical Society** brought their friend "Agatha Christie" to a meeting at the Library to share her love of writing.
- 522** story time participants in April!

We read on-air with **B93.3** to promote a summer full of reading adventures at the library!



OverDrive
Downloads
5,019

APP Uses
5,458

CAFE
InterLibrary Loaning
3,841

New Cards 187

The Library's **MakerStudio** welcomed **630** visitors who stopped in to tinker, play games and make crafts!



Library of Things

We'll help make your graduation gatherings memorable!



Library Director Report

New Berlin Public Library 2023 Updates: **April** and **May**

Among the activities for April and into May, we've been able to promote the Library through community engagement in a variety of ways. The following are a few highlights from the last month that align with the Library's Strategic Plan Goals A, B and C.

- Donation and giving drives with community business, EMC Industries, and one local giving campaign.
- Participation in a PBS KIDS Cohort and planned "Space exploration" programming.
- Family Literacy Nights with the School District of New Berlin.
- Radio and streaming broadcast with B93.3 promoting summer reading, gardening and the seed library.
- Attendance in Madison for the Cooperative Children's Book Center (CCBC) annual launch of the Choices 2023.
- Conclusion of annual 4-month long tax preparation services through the American Association of Retired Persons (AARP).
- Launch of the new Seed Collection!

The Library's entire staff, from those organizing and planning activities to those making sure materials are placed in order and checked-out at the service desk, contribute to the successes of our Strategic Plan. These events and programs allow our staff to better connect with the public we serve and share the services and resources available at the New Berlin Public Library.

Department Updates: *(Strategic Plan, A 1-3, B 1-3, C1-3)*

Public Services Update from the desk of Laura Eastman:

Activities:

- *We registered 187 new patrons at the library.*
- *We helped advertise the launch of the Seed Library with buttons and seed handouts.*
- *Michelle Neubauer helped us secure 2 Wisconsin Historical Passes for circulation. This pass includes 12 destinations. (This brings our experience pass total to 24!)*
- *Staff participated in April's library learning—an introduction to COOP.*

Circulation Statistics:

- *Circulation for April included 28,510 items.*
- *Processed 777 new items for circulation.*
- *Circulated 109 experience passes.*
- *Quirky weather encouraged 143 puzzles to circulate.*

April Displays:

- *Yellow*
- *"Rainy Day Reads"*
- *Books with telephone titles for National Telephone Day*
- *"Spring into Action" movies*
- *Laugh—funny books and movies*
- *"Swing into a good book"*



Adult Services Team Update from the Desk of Kate Kennedy:

"This month we hosted some creative new programs- Our intern, April hosted the poetry workshop with local creative writing group and poets, a macramé keychain craft event in the MakerStudio with 38 attendees, and the Local Author book fair with nearly 40 local authors.



We also hosted radio station B93.3 for a special storytime and interview with some of the librarians behind the brand-new Seed Library.

We bragged about our compost, garden, month long plant marker MakeStudio craft, and upcoming container garden program on May 30. We also held our three book clubs, met about new Interlibrary Loan practices, learned about the COOP supplies, and are working hard on streamlining the marketing process.

We're looking forward to more book clubs, a snow day program, a leather bookmark activity in the MakerStudio, historical book talks, hiring a new intern, and unveiling our annual summer reading program with related activities.

Thanks for all you do! Kate and the Adult Services Department."



Young Adult Services Update from the Desk of Shannon Gulgren:

Programs: This month we had 2 Tween STEAM Programs including springtime crafts (8 participants) and Paper airplane challenge (2 participants). While the paper airplane challenge did not have many children, one of the two participants was a tween who has been very disengaged lately, and he absolutely thrived during the program. He made a variety of planes and told us all about their names and different facts about them, which was a huge win, because it is usually a struggle to even get a "hi" out of him. For teen programs, I did the LitLoot boxes (6 participants) as well as the start of AP study nights, which started out slow, but has been growing each day we have it (72 total participants for April).



Displays: YA Fiction: Books in Verse, Books in Blue YA
NF: Robotics, AI, Earth Day

Projects and Professional Development: I spent the month weeding the YA fiction section to make more room on the shelves for the new books. I also took a trip to the CCBC library where we got a book talk on new diverse children's and YA books and seminar on how CCBC can help with book challenges. Last, we had an ILL refresher, which was very informative and helped clear up some gray area questions that we often deal with. Thank you! Shannon Gulgren"



Youth Services Team Update from the Desk of Kate Krause:

The following infographic details a quick snapshot of the Youth Services Department highlights for the month of April!



Report submitted by: Natalie Beacom, 5/10/23



Material Recommendation Form

Name: _____

Address: _____

Phone: _____ Email: _____

Represents: Self ____ Organization ____ (If person making the inquiry represents Organization)

Name of Organization: _____

Address of Organization: _____

Person in Charge: _____

Please complete the following to help us consider materials to add to the Library's collection.

Title: _____

Publisher: _____

ISBN (if known): _____

Author: _____

Publication date and edition: _____

Preferred format:

Other related information about the material(s):

I recommend this item (s) because: (please tick all that apply)

____ **PERSONAL REFERENCE:** I will need to refer to material frequently for research articles related to my work. I will regularly recommend articles to my colleagues/students.

____ **STUDENT REFERRAL:** I will be referring my students to these publications regularly to assist in their studies.

____ **BENEFIT FOR LIBRARY:** These materials will benefit the library's collection and strengthen our research output in this field. I will regularly recommend articles to my colleagues/students.

____ **OWN AFFILIATION:** I am a contributor to these publications and therefore strongly support the publisher and require their publications in my work.

____ **OTHER** I would ask that you consider the following reasons



MATERIALS SELECTION INQUIRY

Name: _____

Address: _____

Phone: _____ **Email:** _____

Represents: Self ____ Organization ____ *(If person making the inquiry represents Organization)*

Name of Organization: _____

Address of Organization: _____

Person in Charge: _____

(If objection is to material other than a book, change wording of the following so that they apply)

Title: _____

Publisher: _____

Author: _____ **Date:** _____

Please share responses to the following questions to help us understand your objection(s).

1. How did you learn of this material?

2. What are your objections to this material?

3. What harm do you feel might be the result of reading this material?

4. Did you read or listen to the entire item? YES ____ NO ____

If not, what parts did you read or listen to?

5. Is there anything worthwhile about this material?



6. Have you read any professional reviews of the **material**? YES _____ NO _____

If so, please list critics and source of the reviews:

7. What do you believe are the main ideas of the **material**?

8. What do you think was the author's purpose in writing the **material**?

9. In view of the author's purpose would you say he/she has succeeded or failed?

10. What **material** with a similar purpose would you suggest in place of this **material**?

Signature of Inquirer: _____ Date: _____

Receipt by Librarian: _____ Date: _____



Materials Selection Policy

Statements of Purpose

Vision The New Berlin Public Library is a vital community destination open to everyone.

Mission Provide a welcoming space for community connections with access to materials and services that enhance education, entertainment, culture, creativity, and curiosity.

Principles

Certain principles shape the nature and use of the Library collection:

- The principle that the collection contains original, critical, and unorthodox ideas necessary for the functioning of a democratic society. Therefore, public opinion is not the sole guidance for the selection of material. It is the position of the Library Board of Trustees that society is at a greater risk through the suppression or censorship of information and ideas than from their free and open discussion.
- The principle of free and open use for all and that individual choice is paramount and protected. Materials are arranged in a way to facilitate access to the information. They are not marked or identified to show approval or disapproval of contents. No restriction is placed on their use except for the purpose of protecting them from injury or theft.
- The principle that the collection covers interests and views of all ages. The selection of materials for adults is not restricted by the possibility that children or adolescents may obtain materials some consider inappropriate.

The New Berlin Public Library and its Board of Trustees supports the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements which reaffirms these principles. The LIBRARY BILL OF RIGHTS—Appendix A; the FREEDOM TO READ—Appendix B; the FREEDOM TO VIEWS STATEMENTS—Appendix C are located on the New Berlin Public Library website for viewing.)

Note: "Materials" has the broadest possible meaning. It includes, but is not limited to, print, audiovisual, electronic and physical formats.

Selection and Responsibility

Selection—Selection refers to the decision to retain as well as to add materials to the collection. It is based upon awareness of the diverse needs and interests of the individuals in this community, balanced against evaluation of material and knowledge of the collection's strengths and weaknesses. The selection policy is also shaped by the budget, space considerations and accessibility of alternative information sources, such as the Bridges Library System, in which the New Berlin Public Library is a member.

Responsibility—The Library Board of Trustees has the legal authority to establish and amend policy. The ultimate responsibility for selection of materials rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees.

This responsibility is shared by other members of the professional staff; however, because the Director must be able to answer to the Library Board and the public for actual selections made by the staff, he/she has the authority to reject or select any item contrary to the recommendations of the staff.

Selection Criteria

Materials are measured by objective guidelines. The entire work rather than individual parts is evaluated. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. All acquisitions, whether purchased or donated (see Donated below), are considered in terms of one or more of the following criteria:

- Contemporary significance, permanent value, or popular interest
- Quality of writing (style, readability)
- Accuracy, reliability, scope, and complexity of subject matter
- Date of publication and/or timeliness of content
- Prominence, authority, or competence of the author, creator, or publisher
- Literary merit
- Public recognition of author, editor, illustrator, film maker, or source vis-à-vis media, critic, etc.
- Relation to existing collection
- Price and availability
- Format, durability, and ease of use
- Scarcity of information on subject
- New Berlin author or local references
- Physical limitations of the library building
- The special needs of library patrons for materials in accessible formats

Digital Materials and Databases

The New Berlin Public Library contributes funding support to digital materials and databases provided through state- or system-wide buying pool. These digital materials include audio, video, and electronic books, and are selected through the Wisconsin Public Library Consortium, which includes representatives from the Bridges Library System. The New Berlin Public Library has no direct control over this selection other than to recommend titles. Relevant selection committee and collection development policies are set through the appropriate organizations.

Collection Development Objective

Definition of Collection Levels—The following terms are used to define both the extent of the existing collection in given subject areas (collection density) and the extent of current collection activity in the area (collection intensity).

BASIC— A small number of current titles indicative of a specific area of knowledge.

STANDARD— A selective group of standard titles emphasizing current materials which form the basis of a collection in specific areas of knowledge.

REPRESENTATIVE— A balanced collection, at a size slightly above the standard that covers most aspects of a subject field without going into great depth.

CLASSIC—Items of recognized and permanent value and/or enduring interesting and appeal; and/or definitive, reliable, authoritative.

POPULAR—Items geared to the understanding and taste of the general public, requiring no special knowledge or training to appreciate, as opposed to scholarly works for use by advanced researchers.

MASTER—A work of immense authority or greatness in the field. **CORE**—The most essential materials available in a subject area.

ACCEPTED—Those materials which are considered to be the standard works in a general or specific subject area.

Materials are selected with the primary purpose of being useful to the general public. The Library is a supplementary source for student use and generally does not collect textbooks or highly technical and scholarly works.

The Library's selection process relies upon the expertise and knowledge of the professional staff. Selection of specific items is based on knowledge of the existing collection, budgetary constraints, and community needs and interests. The process involves checking reviews in professional journals and popular book review sources and decisions are guided by, but not limited to, the following general criteria:

- Contemporary significance, permanent value, or popular interest
- Quality of writing (style, readability)
- Accuracy, reliability, scope, and complexity of subject matter
- Date of publication and/or timeliness of content
- Prominence, authority, or competence of the author, creator, or publisher
- Literary merit
- Public recognition of author, editor, illustrator, film maker, or source vis-à-vis media, critic, etc.
- Relation to existing collection
- Price and availability
- Format, durability, and ease of use
- Scarcity of information on subject
- New Berlin author or local references
- Physical limitations of the library building
- The special needs of library patrons for materials in accessible formats
-

A. Adult Collection

Non-fiction

The non-fiction collection emphasizes timely, accurate, and useful informational materials to support individual, business, government and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels and in a variety of formats.

Materials are selected to represent a continuum of opinions and viewpoints when available.

Titles with continued value and those of current, accepted authority are part of the library collection. Textbooks are included when they are the only source available on the subject, when useful to those doing independent study, or when they give an overview of a subject, but are not added in support of a specific curriculum. As a new field emerges, the library attempts to respond with timely additions.

When choices exist, selection is based on readability, clarity and appeal. Requests from library users are given high priority. When demand is high, multiple copies may be purchased, subject to budget limitations.

Fiction

The collection focuses on twentieth and twenty-first century literature including classic and standard titles, diverse genres and special interests. There is no one standard for inclusion in the fiction collection. Each work is evaluated in comparison with other fiction works or authors of similar type. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. User requests from materials of this type influence the addition of additional copies.

Fictional subgenres, such as mysteries, romances, horror, thrillers, science fiction, fantasy, and western are purchased at a standard level. An effort is made to ensure access to a variety of titles on school summer reading lists.

Hardcover copies are preferred to paperback because of durability. However, the paperback fiction continues to expand because of public preference and because many titles are available only in this format.

Reference

Many reference standards such as encyclopedias, dictionaries, handbooks, directories, bibliographies, etc., are available online and via proprietary electronic databases to which the Library subscribes. Print reference materials are included within the non-fiction collection for circulation. Unique local historical titles may be held in the Reference Collection.

Recordings and Books on CD

Currently, a balanced collection of recordings are available. In order to remain responsive to public need, the Library will evaluate new developments in the field of audiovisual formats for possible inclusion in the Library's collection.

DVDs/Blu-Ray

DVDs and Blu-Ray DVDs are acquired according to general selection criteria

Electronic Databases

Electronic databases, while not developed as part of the collection, are an integral part of the informational services the library provides, and as such, funds are allocated for their use. These databases are notable for their timeliness and efficiency in locating information. The Library subscribes to a core of electronic databases through the Bridges Library System and **subscriptions through additional vendors.**

Other Print Materials, Magazines and Newspapers

Periodicals are serials that are issued at stated intervals, generally more frequently than annually, and which contain separate articles, stories, and other writings. Periodicals are an important source of ideas and topics before such information is available in book form. In addition, they provide recreational, how-to, and consumer information. Periodicals represent an ongoing commitment in terms of subscription costs, storage, and binding.

In general, single subscriptions of a title are maintained. Selected titles are retained for one year in hard copy. Many additional periodical titles are available through the *BadgerLink* statewide network or through **OverDrive**, the online database we purchase cooperatively through Bridges Library System. *BadgerLink* and **OverDrive** greatly enlarge the amount and scope of information available to our customers. Informational, recreational, and cultural periodicals for children ages 4-12 are purchased for the juvenile collection and are reviewed yearly for additions and deletions.

The Milwaukee Journal Sentinel, the *Waukesha Freeman*, and *New Berlin Now* are the priority purchases of newspapers, followed by the *Wall Street Journal* and *The New York Times*. Copies of newspapers are held for a maximum of two months.

Collections for English as a Second Language

While the New Berlin Public Library has defined its clients as the residents of New Berlin and Waukesha and Jefferson Counties, the general statements in the collection development plan apply to adult readers of English. However, the Library will purchase foreign language materials as appropriate for local demographics.

B. Young Adult Collection

The Library makes available materials in a variety of formats that are aimed at addressing the needs and concerns of young adult users. In general, Young Adult Services is geared to the middle school and high school age, overlapping somewhat with Youth Services at one end of the range and those for adults at the other. There is, however, a wide range of users for these materials and this factor is given consideration when developing this collection.

Needs of young adults differ in kind and intensity from needs of adult users. These users often look to the library for materials and resources to meet academic demands. Young adult materials are selected from the same criteria used in selection of adult materials, but with the focus of the experience, maturity and interests of young people.

The themes in young adult fiction generally center on the struggle to develop an identity and set of values and to find a place in the larger community. Every effort is made to provide teenagers with fiction that deals with their concerns in open, honest ways, and which meets their recreational and academic needs.

Teenagers read non-fiction extensively to gain information on topics of concern to them, such as personal appearance, sex education, careers/colleges, crisis and coping information, hobbies, music, school assignments, social justice, etc. The staff makes every effort to purchase books which are clearly written and appealing to this age range.

C. Youth Services Collection

Materials in the Youth Services collection are selected in response to the needs and interests of young people, recognizing their diverse tastes, backgrounds, abilities and potentials.

In choosing materials for children, age is a determining selection principal. Materials are evaluated for reading level and treatment of the subject for the age of the intended audience. In addition to the general criteria list, other considerations include illustrations, vocabulary and theme.

In addition, Youth Services also provides materials for parents, supplemental resources for homeschool families, and resources for teachers.

Donated Materials

Donated materials are added to the library collection using the same criteria as that governing original material selection. Donations of new titles, books on special subjects, or collections of unique value and/or great interest which meet the criteria are processed.

Used books in good condition are evaluated for potential use as duplicates, replacements, or new titles. If they warrant the expense of processing, they are added to the collection.

The Library Director may determine whether gifted materials in good condition, but not needed, will be donated to the Friends of the New Berlin Public Library, Inc., the proceeds of which are used to benefit the Library. The Library will not accept donations with odor, water damage, rot or bug infestation and will determine how to dispose of those donated materials that are not suitable for the library or for donation to the Friends of the Library.

The Library cannot be responsible for the appraisal of gifts for income tax or any other purposes.

No conditions may be imposed to any gift after its acceptance by the Library.

Recommendation and Reconsideration of Library Materials

The public has a right to request materials to the collection and to question material currently in the collection. Recommendation and Reconsideration request forms are available with a Librarian or on the Library's [website](#).

Reconsideration of Materials

The New Berlin Public Library recognizes that many materials are controversial and that any given item may offend some clients. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this collection policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from injury or theft.

Selection of library materials will not be inhibited by the possibility that these items may come into possession of children. Responsibility for what children read or view rests with their parents or legal guardians. Parents/guardians may inquire with the librarian about the library's policy and procedure for placing restrictions on their child's library card.

To request for material to be withdrawn from the collection, moved or sequestered must complete a "Material Selection Inquiry." The inquiry will be reviewed by the staff and the Director.

Material Selection Inquiry Process

The process for responding to the Inquiry will be as follows:

1. A "Material Selection Inquiry Form" may be obtained from the Librarian and must be filled out by the complainant. Use one form per item.
2. The inquiry will be reviewed by the staff and the Library Director.
3. During the process of reconsideration, questioned materials remain in the active collection until an official decision is made.
4. The Librarian in charge of the applicable section or collection will meet with the individual making the inquiry.
5. If agreement is not reached in the first step, then the second step is a meeting with the Library Director and the Librarian in charge of the section/collection.
6. If agreement is not reached in the second step, then the complainant is referred to the Library Board. The inquiry will be placed on the agenda of the next regular meeting of the New Berlin Public Library Board of Trustees. To allow staff sufficient time to investigate and respond to the inquiry, forms received less than seven days before that month's meeting may be postponed to the next month's meeting.
5. As a non-partisan, quasi-governmental body, the Board will not base its determination on personal bias or prejudice or because the materials or their author/creator may be viewed as controversial or objectionable.
6. The Library Board's decision is final.

Previous Reconsideration Requests

Requests to reconsider materials, which have previously undergone the reconsideration process, will be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing titles but similar content will be restricted as follows:

- If the Library Director concludes a request may be redundant, he/she will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.
- In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

Reviewed and approved October 18, 2021

New Berlin Public Library – Meeting Room Application

ORGANIZATION USER INFORMATION

Type of Organization (Required):

- ☐ **Non-Profit Waukesha County** –Individuals, organizations, clubs or groups must be based in Waukesha County and/or serve Waukesha County residents. (**No** fee –Proof of tax exemption status may be required.)
- ☐ **Non-Profit Non-Waukesha County, For-Profit Waukesha County and Condo Associations** (Fee of \$50 for Community Room/\$25 for other rooms must be paid at time of application).
- ☐ **Outside Waukesha County, non-profit:** Individuals, organizations, clubs or groups based outside Waukesha County who serve Waukesha County residents. (No fees required for room use.)
- ☐ **New Berlin Residents:** Residents of New Berlin may hold social functions that follow the guidelines of this policy. These functions may take place during the Library's operating hours and are limited to a maximum of three hours, to include room set-up and take-down.
(Fees: Community Room, \$100; Heritage Center Meeting Room, \$50, payable at time of application)
- ☐ **Equipment Fees:** Reservation and use of Library projector, microphone and/or cables requires a fee of \$10 per room reservation. *Non-Profit applicants are exempt from this fee.*

Organization/User Name: _____

Organization Representative: _____

Organization/User's Address: _____

Contact Phone: _____ Contact Email: _____

Purpose of meeting: _____

Expected Attendance: _____ Addl. notes: _____

The applicant has read, understands and will abide by Meeting Room Policy and Procedures.

Applicant Signature: _____ **Date:** _____

ROOM REQUESTED:

- ☐ Community Room (cap.182)
- ☐ Marion Onesti Board Room (cap.15)
- ☐ Heritage Center Room (cap. 50)

EQUIPMENT REQUESTED:

- ☐ Projector
- ☐ Microphone
- ☐ Cables

TIMES:

Set-up time: _____
Meeting time: _____
Meeting finish: _____

DATES REQUESTED:

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Date and Time Received:
Staff Initials: _____

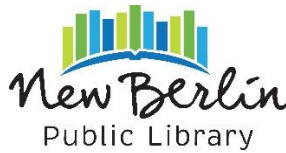
Approved:
☐ YES ☐ NO

Notified Date: _____

Type of Notification: Email or Phone

Room Fees Paid if applicable: \$
Equipment Fees Paid if applicable:\$

Note/Reason if not approved:



MEETING ROOM POLICY and PROCEDURES FOR APPLICATION

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

Meeting room use requires an application, which will be reviewed and approved by the Library Office Coordinator and may require approval from the Library Director. Meetings may be scheduled only during the hours the Library is open. Groups may reserve the meeting room(s) **a maximum of 12 times within a calendar year**, with an option for six additional reservations, based on availability. Applications are considered on a first-come, first-served basis and no group shall have exclusive rights to library facilities.

To reserve a room, an application must be submitted a **minimum of 3 business days** (Monday-Friday) prior to the meeting date to allow sufficient time for review and processing. Applications may be obtained in person from the Adult Services Reference Desk or from the Library's website. Completed applications may be returned in person, by regular mail, or by email to: roomreservations@newberlinlibrary.org

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

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

Prohibited Uses

- Commercial or money-making activities, with the exception of approved Library programs. The use of the meeting rooms shall not result in financial gain to the room user or organization. Admission charges, merchandise sales, or the solicitation of donations are not allowed.
- Activities involving the promotions, advertising, or sale of services, programs, or products.
- The collection or compilation of mailing or contact lists for any type of future solicitation.
- Activities that would interfere with other library functions.

Step 1: Do you qualify?

Eligible Groups:

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

Step 2: Application

All applications must be completed in full, signed and submitted by the authorized adult representative of the group who will also be attending the meeting. Applicant accepts responsibility for the conduct of the meeting and for any damages incurred.

Step 3: Fee Payment *(if applicable)*

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

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

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

Step 4: Approval

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

Step 5: General information for Room Use

- The [Library's Code of Conduct](#) is enforced for all meeting room users and visitors. The Library retains the right to attend all meetings, programs and events conducted on the premises.
- Upon arrival and again at completion of your meeting, check-in or check-out at the following locations:
Community and Heritage Room use – Front Circulation Desk
- **Marion Onesti Board Room use** – Adult Services Reference Desk
- Your meeting must start and end at the times requested on your application. **All meetings must end, with the room reset at least 15 minutes prior to the library closing time.**
- Chairs and tables must be cleaned and returned to the standard configuration. Food and non-alcoholic beverages are allowed in meeting rooms.
- If a projector or microphone has been requested on your application, a set-up time to test equipment must be arranged with the Library Office Coordinator by calling 262-754-1816 or by emailing roomreservations@newberlinlibrary.org at least one week prior to the meeting date. **There is no technical support available during your meeting.**
- Two cancellations or failure to keep meeting reservations may result in denial of use for future meetings.

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

Policy Approved by the Library Board, 8/15/22



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

P 262.896.8080
W bridgeslibrarysystem.org

To: New Berlin Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 2, 2023

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

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

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

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2023.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

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

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

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

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

The LSER is calculated as follows:

- Lending by your library to your own residents: 287,723
- PLUS lending to other library community's residents: 28,233
- DIVIDED by total circulation by your residents at all county libraries: 334,822

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

Table 1.

New Berlin's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
95%	94.37%	No

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

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

Please review the data below gathered from your library's 2022 state annual report and indicate whether your library will meet its minimum requirements in 2023.

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

Table 2.

Library	New Berlin		2021 Municipal Population	40,821
Category	Minimum to Exempt	Library Actuals from 2022 annual report	Met Minimum during 2022?	Will Meet Minimum in 2023? (Circle one)
Materials Expenditures/Capita	\$5.24/capita	\$6.65/capita	Yes	Yes No
Number Hours Open/Week	60	67	Yes	Yes No
Budgeted Staff in FTE	18.11	19.24	Yes	Yes No
Collection Size	127,800	148,899	Yes	Yes No
Public Computers/Internet Access Devices	21	22	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

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

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

Table 3.

Quality Assurance Standards	Library Assurance for 2023 (circle one)
Library board member orientations are provided	Yes No
Library website includes key board/staff contact & meeting info	Yes No
Library board conducts director performance evaluation	Yes No
Library budgets for professional development	Yes No
Library has active strategic plan	Yes No
Library has a current circulation policy	Yes No
Library has a current collection management policy	Yes No
Library has a current computer/internet policy	Yes No
Library has a current meeting room use policy (if meeting room available)	Yes No
Library has a current public behavior (rules of conduct) policy	Yes No

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

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

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

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2023.

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

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2023**.

Calculation of *Minimum to Exempt* Standards

The data used in the calculation of each of the Waukesha County numeric *Minimum to Exempt* Standards is included below.

Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of library annual report
- Database charges
- Flipster charges
- Overdrive Advantage charges
- Gale Courses charges
- Total expenditures in above categories are divided by the community's municipal population

Number of Hours Open per Week

- Average hours open per week during the school year (38 weeks), as reported in annual report

Budgeted Staff in FTE

- Amount entered in section X. Staff, 2c (Total Library Staff FTE) of library annual report

Collection Size

- Amounts entered in section II. Library Collection of library annual report
 - 1a. Books in Print
 - 3a. Audio Materials
 - 5a. Video Material
 - 7a. Other Materials Owned

Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 6b. (Number of Public Use Computers with Internet Access) of library annual report

Wireless Access

- For many years all libraries have reported wireless access is available. Unless a library reports otherwise, the assumption will be that this is continued from year to year.