



Library Board MEETING AGENDA

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

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
4. **CONSENT AGENDA**-----
 - A. Approval of Minutes: Monday, June 19, 2023
 - B. Approval of Bills and Invoices
 - C. Next meeting date: Monday, August 21, 2023
5. **END CONSENT AGENDA**-----
6. **ADMINISTRATIVE REPORTS**
 - A. President's Report - Information
 - B. Director's Report, Natalie Beacom and MakerStudio - Adult Crafts Update - Youth
 - C. Services Librarian, Lori Isola - Information
7. **OLD BUSINESS**
 - A. Overdose Aid Kits - Update
 - B. Library Director Evaluation
8. **CLOSED SESSION**
 - A. The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(c) of the Wisconsin State Statutes.
 - B. Discussion regarding AD Hoc Committee Review of Library Director Evaluation Materials
9. **RECONVENE TO OPEN SESSION**
10. **NEW BUSINESS**
 - A. Library Meeting Room Policy-Revision
 - B. 2024 Library Operating Budget Review
11. **ANNOUNCEMENTS**
12. **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.*

MINUTES
New Berlin Public Library Board Meeting
Monday, June 19th, 2023, 6:00 p.m.
New Berlin Public Library | 15105 Library Lane | Heritage Room

The meeting was called to order by President Marek at 6:00 p.m.

Attendance: John Marek, Ruth Bock, Patty Orzel, Nathan Jung, Dolores Greenawalt, Charlotte Kroupa, Barb Uhen.

Members Absent and Excused: Debbie Stelzner and Jill Kawala

COMMITTEE REPORTS

Friends of the Library - Nothing to report.

CONSENT AGENDA ITEMS:

- Approval of Minutes—Monday, May 15th, 2023
- Approval of Bills and Invoices
- Next meeting date: Monday, July 17th, 2022

Member Orzel made a move to approve the consent agenda, Member Kroupa seconded.

Approved on a vote of 7-0.

ADMINISTRATIVE REPORTS

President's Report- No report this month.

Director's Report- The library is waiting for Wimmer Communities and ProHealth Care for the line-up for the concert series. The Library Flea Market was successful. The library hopes to coordinate with the farmer's market and do it again.

OLD BUSINESS

1. Nomination Committee Report

- a. Member Orzel noted a report was sent it out to the board members as part of the meeting packet. After thanking the willingness of members to consider nomination, she reported the Nominating Committee is proposing a slate of candidates for next year's officers: Treasurer, Ruth Bock; Secretary, Jill Kawala; Vice President, Nathan Jung; President, John Marek.
- b. Member Orzel made a motion to nominate the committee as a slate, Member Kroupa seconded. Motion approved 7-0.
- c. President Marek asked for any nominations from the floor three times. There were none. Member Kroupa made a motion to close the nominations and Member Bock seconded. Motion approved 7-0.
- d. Member Jung made a motion to approve the nominations as follows: Treasurer, Ruth Bock; Secretary, Jill Kawala; Vice President, Nathan Jung; President, John Marek. Member Uhen seconded. Motion approved 7-0.

2. Update on Director Evaluation Process

- a. Staff members responded to the survey and the next step is for the Director Performance Review committee to meet and review the results and Natalie's self-evaluation. The committee will then prepare a performance evaluation and meet with the Director. President Marek anticipates the full Board will go into closed session next month to review the Director's evaluation.

NEW BUSINESS

3. Overdose Aid Kits – Waukesha County sent out information about the opioid crisis. The state of WI would like to provide free "Oak" boxes with overdose aid kits in them that include Narcan doses, breathing mask, testing strips, information, gloves, and recovery information. It is suggested to put it where there are cameras, but no one minds if the doses are taken. It's a way to bring awareness to the current crisis. Director Beacom suggested where the Oak boxes could be located. The Board engaged in an extended discussion. Members raised many thoughtful points for consideration as well as input from the New Berlin Police and Fire Chiefs. There was not a consensus on a response to the proposal. President Marek asked Director Beacom to collect more information, in particular from the Bridges libraries, and follow up with the New Berlin Chiefs to bring more information to the next meeting.
4. Library Materials Budget Request - The New Berlin Library website needs to be overhauled and Director Beacom proposed using \$19,000 from the library materials budget for the one-time cost to design and implement a new website. Doing so would still put the library right at the 50% target for the year to date. It's a one-time charge. The \$2,000 yearly fee for hosting and maintenance of the website would be covered by the technology budget, as it is now. Using this service would allow for staff to have creative input on the library website as well; currently this is not possible. The Friends of the Library have offered to donate funding to cover staff training. The bid is significantly lower than a comparable proposal from the current vendor. Member Greenawalt made a motion to approve using \$19,000 from the library materials budget to contract with the provider, Library Market, for the design, implementation and hosting of the new website. Member Bock seconded. The motion was approved 7-0.

5. Library Update to the Common Council – Director Beacom reported 2 scholarships were awarded. One of the winners is from West and the other is from Eisenhower. Both love the library and articulated what the library meant to them. Director Beacom plans to share the essays as part of her annual report to the Council. Director Beacom is hoping to award scholarships again next year.

ANNOUNCEMENTS – None.

ADJOURNMENT Member Kroupa made a motion to adjourn, Member Bock seconded. Motion passed 7-0.

Meeting adjourned: 7:21pm.

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010					R&M BLDGS & GROUNDS					
	311839	HOME DEPOT CREDIT SE	1517583		0	2023	7	INV P	62.93	071223	269599 RPAIRS-LIB
				ACCOUNT TOTAL					62.93		
15810000	54080					LEASES EQUIPMENT					
	013995	KANSAS STATE BANK	3356523PMT#45AUG2023		0	2023	7	INV P	2,566.00	071223	269608 COPIER LEASE-AUG 20
				ACCOUNT TOTAL					2,566.00		
15810000	54110					SUPPLIES					
	014764	ELM USA	59098		0	2023	7	INV P	204.49	071223	269585 SUPPLIES-LIB
				ACCOUNT TOTAL					204.49		
15810000	54180					HOUSEKEEPING SUPPLY					
	026400	ITU ABSORB TECH	8145186		0	2023	7	INV P	103.28	071223	269603 MATS-LIB JUNE2023
				ACCOUNT TOTAL					103.28		
15810000	54230			LIBRARY MATERIALS							
	006199	BAKER & TAYLOR BOOKS	2037473677		0	2023	7	INV P	172.09	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037546090		0	2023	7	INV P	180.93	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037570874		0	2023	7	INV P	105.69	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037574943		0	2023	7	INV P	277.43	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037576162		0	2023	7	INV P	363.77	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037577833		0	2023	7	INV P	16.05	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037593021		0	2023	7	INV P	779.70	071223	269567 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037607872		0	2023	7	INV P	172.09	071223	269567 VARIOUS TITLES-LIB
									2,067.75		
				ACCOUNT TOTAL					2,067.75		
15810000	54521					TECHNOLOGY/SOFTWARE					
	000783	WISCONSIN DEPT OF AD	505-80412		0	2023	7	INV P	600.00	071223	269684 2023 JAN-JUN TEACH
				ACCOUNT TOTAL					600.00		
				ORG 15810000 TOTAL					5,604.45		
FUND 0010 GENERAL FUND						TOTAL:			5,604.45		

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
15810000										LIBRARY
15810000	53040									TELEPHONE/CELL PHONE
302074	AT&T	262785498006	JUN23	0	2023	6	INV P	200.56	062823	269329 PHONES-LIB JUN4-JUL
								ACCOUNT TOTAL	200.56	
15810000	54010									R&M BLDGS & GROUNDS
003228	BATZNER PEST CONTR	47802878		0	2023	6	INV P	119.90	062823	269369 PESTCNTRL-LIB JUN20
311839	HOME DEPOT CREDIT SE	2052247		0	2023	6	INV P	179.64	062823	269421 RPAIRS-LIB
								ACCOUNT TOTAL	299.54	
15810000	54080									LEASES EQUIPMENT
020123	FORWARD TS, LTD	AR199971		0	2023	6	INV P	265.43	062823	269406 COPIER LEASE-LIB 5/
362301	GREAT AMERICA FINANC	34279550		0	2023	6	INV P	1,001.97	062823	269413 COPIER LEASE/USAGE-
								ACCOUNT TOTAL	1,267.40	
15810000	54110									SUPPLIES
020058	ODP BUSINESS	314011482001		0	2023	6	INV P	86.93	062823	269466 OFFICE SUPPLIES-LIB
020058	ODP BUSINESS	315138476001		0	2023	6	INV P	310.83	062823	269466 OFFICE SUPPLIES-LIB
								397.76		
								ACCOUNT TOTAL	397.76	
15810000	54230									LIBRARY MATERIALS
001613	GALE CENGAGE LEARNIN	81349910		0	2023	6	INV P	217.53	062823	269409 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81358276		0	2023	6	INV P	56.23	062823	269409 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81358390		0	2023	6	INV P	51.73	062823	269409 VARIOUS TITLES-LIB
								325.49		
006199	BAKER & TAYLOR BOOKS	2037531217		0	2023	6	INV P	503.02	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037544850		0	2023	6	INV P	560.77	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037551169		0	2023	6	INV P	281.12	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037555390		0	2023	6	INV P	225.91	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037556287		0	2023	6	INV P	148.55	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037567702		0	2023	6	INV P	257.36	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037575670		0	2023	6	INV P	377.52	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037576208		0	2023	6	INV P	415.25	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H65318760		0	2023	6	INV P	13.50	062823	269368 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H664348CM		0	2023	6	CRM P	-13.50	062823	269368 RET PURCH CRDIT-LIB
								2,769.50		
015987	MILWAUKEE JOURNAL SE	8/1/23-7/31/24		0	2023	6	INV P	1,720.76	062823	269333 MJ0094437 MILW JOUR
350982	T-MOBILE	970673785JUN23		0	2023	6	INV P	319.19	062823	269510 MOBILE HOTSPOTS-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6														
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
361291	MIDWEST	TAPE		503879198	0	2023	6	INV	P	138.69	062823	269453	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		503925842	0	2023	6	INV	P	98.21	062823	269453	VARIOUS TITLES-LIB	
										236.90				
392979	CENTER	POINT		2018599	0	2023	6	INV	P	455.43	062823	269383	VARIOUS TITLES-LIB	
ACCOUNT TOTAL										5,827.27				
ORG 15810000 TOTAL										7,992.53				
FUND 0010 GENERAL FUND										TOTAL:	7,992.53			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	41020	GRANTS-LOCAL	0	0	0	.00	.00	.00	.0%
22810000	48000	MISC GENERAL REV	0	0	0	.00	.00	.00	.0%
22810000	48040	DONATIONS	0	0	0	146.05	.00	-146.05	100.0%
22810000	48040	FOL DONATIONS	0	0	0	-12,087.27	.00	12,087.27	100.0%
22810000	48041	SPONSORSHIPS	0	0	0	.00	.00	.00	.0%
22810000	52050	GRANT PROJECTS	0	0	0	.00	.00	.00	.0%
22810000	54010	R&M BLDGS & GROU	0	0	0	.00	.00	.00	.0%
22810000	54040	FOL R&M EQUIPMENT	0	0	0	.00	.00	.00	.0%
22810000	54060	PRINTING/ADVERTI	0	0	0	.00	.00	.00	.0%
22810000	54110	SUPPLIES	0	0	0	.00	.00	.00	.0%
22810000	54110	FOL SUPPLIES	0	0	0	.00	.00	.00	.0%
22810000	54230	BOOKS/PAMPHLETS	0	0	0	.00	.00	.00	.0%
22810000	54230	FOL BOOKS/PAMPHLE	0	0	0	.00	.00	.00	.0%
22810000	54250	MAGAZINES/NEWSPA	0	0	0	.00	.00	.00	.0%
22810000	54260	AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
22810000	54300	CONFERENCE/SEMIN	0	0	0	.00	.00	.00	.0%
22810000	55090	PROGRAMS-JUVENIL	0	0	0	.00	.00	.00	.0%
22810000	55090	FOL PROGRAMS-JUVE	0	0	0	.00	.00	.00	.0%
22810000	55095	FOL PROGRAMS-YOUN	0	0	0	.00	.00	.00	.0%
22810000	55100	PROGRAMS-ADULT	0	0	0	.00	.00	.00	.0%
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	.00	.00	.00	.0%
22810000	59010	EQUIPMENT	0	0	0	.00	.00	.00	.0%
22810000	59010	FOL EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL LIBRARY			0	0	0	-11,941.22	.00	11,941.22	100.0%
TOTAL REVENUES			0	0	0	-11,941.22	.00	11,941.22	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-11,941.22	.00	11,941.22	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS 581	FOR: LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000	50010	SALARY-FULL TIME	476,209	0	476,209	237,286.87	.00	238,922.13	49.8%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	198,962.25	.00	269,609.75	42.5%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	43,985	0	43,985	21,096.50	.00	22,888.50	48.0%
15810000	51020	FICA	72,385	0	72,385	32,898.88	.00	39,486.12	45.4%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	35,070.84	.00	15,160.16	69.8%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000	51060	LONG-TERM DISABI	81	0	81	38.40	.00	42.60	47.4%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	1,160.64	.00	124.36	90.3%
15810000	51070	LIFE INSURANCE	841	0	841	430.80	.00	410.20	51.2%
15810000	51080	UNEMPLOYMENT COM	0	0	0	.00	.00	.00	.0%
15810000	52010	PROFESSIONAL FEE	0	0	0	.00	.00	.00	.0%
15810000	52030	CONTRACTED SERVI	0	0	0	.00	.00	.00	.0%
15810000	53010	ELECTRICITY	60,000	0	60,000	18,899.94	.00	41,100.06	31.5%
15810000	53020	WATER/SEWER	3,876	0	3,876	866.77	.00	3,009.23	22.4%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	1,204.63	.00	1,095.37	52.4%
15810000	53050	HEATING FUEL	17,000	0	17,000	7,582.50	.00	9,417.50	44.6%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	12,076.72	5,000.00	37,923.28	31.0%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	19,229.25	.00	30,770.75	38.5%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	1,574.00	.00	426.00	78.7%
15810000	54060	MARKETING	500	0	500	.00	.00	500.00	.0%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	22,566.20	.00	25,433.80	47.0%
15810000	54110	SUPPLIES	37,400	0	37,400	4,441.32	.00	32,958.68	11.9%
15810000	54110	COVID SUPPLIES	0	0	0	.00	.00	.00	.0%
15810000	54140	DATA PROC SUPPLI	0	0	0	.00	.00	.00	.0%
15810000	54170	POSTAGE	450	0	450	200.00	.00	250.00	44.4%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	720.93	.00	15,279.07	4.5%
15810000	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	95,825.27	.00	116,674.73	45.1%
15810000	54250	MAGAZINES/NEWSPA	0	0	0	237.60	.00	-237.60	100.0%
15810000	54260	AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	.00	.00	500.00	.0%
15810000	54330	TRAINING EXPENSE	500	0	500	75.00	.00	425.00	15.0%
15810000	54521	TECHNOLOGY/SOFTW	36,000	0	36,000	35,963.81	.00	36.19	99.9%
15810000	54521	COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	759.48	.00	440.52	63.3%
15810000	55095	PROGRAMS-YOUNG A	1,200	0	1,200	876.39	.00	323.61	73.0%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,063.36	.00	136.64	88.6%
15810000	56020	WORKER'S COMP	0	0	0	.00	.00	.00	.0%
15810000	59010	EQUIPMENT	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL LIBRARY			1,694,415	0	1,694,415	751,108.35	5,000.00	938,306.65	44.6%
TOTAL EXPENSES			1,694,415	0	1,694,415	751,108.35	5,000.00	938,306.65	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	751,108.35	5,000.00	938,306.65	44.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
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	-11,550.79	.00	-17,949.21	39.2%	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-3,541.06	.00	-3,958.94	47.2%	
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	-32,012.10	.00	-34,556.90	48.1%	
TOTAL REVENUES	-66,569	0	-66,569	-32,012.10	.00	-34,556.90		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-66,569	0	-66,569	-32,012.10	.00	-34,556.90	48.1%
** END OF REPORT - Generated by Thu Van Hintz **							

	YEAR-TO-DATE THROUGH JUNE 30, 2023					
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	476,209	237,286.87	238,922	49.80
15810000	50020	SALARY-PART TIME	468,572	198,962.25	269,610	42.50
15810000	51010	RETIREMENT	43,985	21,096.50	22,889	48.00
15810000	51020	FICA	72,385	32,898.88	39,486	45.40
15810000	51030	HEALTH INSURANCE	50,231	35,070.84	15,160	69.80
15810000	51060	LONG-TERM DISABILITY	81	38.40	43	47.40
15810000	51065	VISION/DENTAL INSURANCE	1,285	1,160.64	124	90.30
15810000	51070	LIFE INSURANCE	841	430.80	410	51.20
15810000	53010	ELECTRICITY	60,000	34,432.66	25,567	57.40
15810000	53020	WATER/SEWER	3,876	866.77	3,009	22.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,204.63	1,095	52.40
15810000	53050	HEATING FUEL	17,000	9,953.81	7,046	58.60
15810000	54010	R&M BLDGS & GROUNDS	55,000	12,076.72	37,923	31.00
15810000	54030	MAINTENANCE CONTRACT	50,000	19,229.25	30,771	38.50
15810000	54040	R&M EQUIPMENT	2,000	1,574.00	426	78.70
15810000	54060	MARKETING	500	0.00	500	0.00
15810000	54080	LEASES EQUIPMENT	48,000	25,132.20	22,868	52.40
15810000	54110	SUPPLIES	37,400	4,456.31	32,944	11.90
15810000	54170	POSTAGE	450	200.00	250	44.40
15810000	54180	HOUSEKEEPING SUPPLY	16,000	720.93	15,279	4.50
15810000	54230	LIBRARY MATERIALS	212,500	95,825.27	116,675	45.10
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	35,963.81	36	99.90
15810000	55090	PROGRAMS-JUVENILE	1,200	759.48	441	63.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	876.39	324	73.00
15810000	55100	PROGRAMS-ADULT	1,200	1,063.36	137	88.60
15810000	59010	EQUIPMENT	35,000	0.00	35,000	0.00
		Grand Total	1,694,415	771,593.37	917,822	45.80



Library Director Report

New Berlin Public Library 2023 Updates: *June and July*

June is historically a busy month for the Library. The Library staff are focused on annual Summer Reading initiatives and programming efforts, while connecting with patrons at the Library and through outreach opportunities. We often provide numbers of attendees, which help to quantify our work and areas to improve to meet standards, but you'll find this report focuses on those meaningful moments we have had this month that show the community between Library staff and patrons.

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

Public Services Update from the desk of Laura Eastman:

Activities: We registered 195 new patrons at the library · Our ILS system (Polaris) data migrated to a new server with no patron-service interruptions · It has been a busy time with our Library of Things items! Our holding bay is often full and people are checking out everything from a video game to a camping tent.

Circulation Statistics: Circulation for June included 34,300 items · Processed 527 new items for circulation · Circulated 198 experience passes.

May Displays: Dads of the Library, featuring photos of staff members' dads! · Color: White · River month · Plant books in conjunction with the Plant Swap · "Explore the Universe" movies · Candy · "Explore" in conjunction the Bridges Passport Challenge Program · And two pop-ups for library programming: space and genealogy.

Youth Services Meaningful Moments

We spend a lot of time researching and planning summer activities for families that are not only fun, but also educational and developmentally appropriate for a wide range of ages. This past month we received the following email about summer reading from one of the families we serve.

"It was so nice to hear this feedback! Good morning to our favorite librarians, We have so been looking forward to the summer beanstack activities! We've been working our way through them for both Ella and Jackson. I wanted to share a few photos (shown to the right) of some of the things we've tried. We are just so grateful for all of you and all the hard work you put into making the library such an awesome place for kids!! These beanstack activities are my go-to all summer. I love that they are all in the app and all the links are connected. We appreciate you. Thanks, Krista, Jackson & Ella" **-Kate**

I had a great interaction with a teacher and mom of a one-year-old who was very thankful for the library. She mentioned they live close, and she is so glad to have a place to let her son expel energy in a safe and clean space. They were redeeming prizes for summer reading, and she was also VERY thankful for the quality prizes and the value saved to her family by using the various coupons, passes and vouchers. – Lori

A grandmother asked me for another tattoo for her granddaughter, who is around 4 (tattoos are available for kids who sign up for summer reading.) She said her granddaughter won't wear the tattoo she got because she is saving it for her wedding! The grandmother has it in a scrapbook for when she does get married. **-Christine**

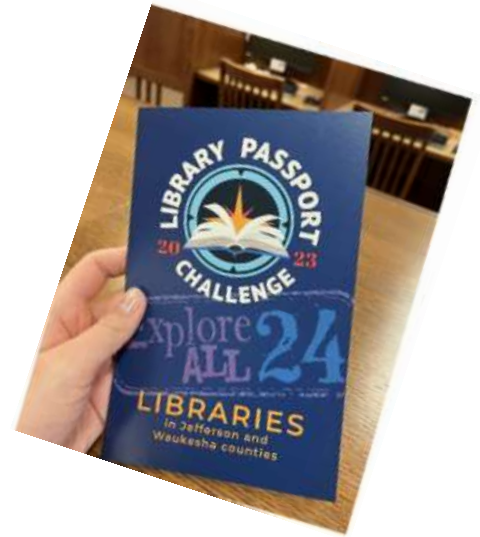
It has been amazing getting to see how excited the kids are when they come to pick up their prizes for summer reading. They are always so proud and excited to see how their work paid off! It has also been great seeing how the kids are so proud of their crafts during the crafting programs. -Lizzie





Adult Services Meaningful Moments

Two local authors dropped off their recent publications to the desk, and were so pleased when I told them we'd add them to the collection. I listened to their stories about why they shared their books (cancer, immigrating from another country) and what it meant to them to publish a book. I was also able to connect them with a Facebook group of local authors that attended our local author fair a few months ago! I think they left feeling like part of their community! -Kate



A patron in a wheelchair came in and asked me to help him find a few books. They were all downstairs, so I offered to go down there with him and show him where they were on the shelves. He was very grateful, since some of them might be out of his reach. One was even a Lucky Day which he was very excited he did not have to wait on hold for. He said he had not been to the library in a long time and was excited to be back/plans to come back in the future. I love moments that show going just a tiny extra step can help someone's day and make them more excited to go to the library. -Shannon





Library Services Update from the desk of Michelle Neubauer:



CONNECTING with our COMMUNITY



PLANT SWAP

After a successful debut last June, Adult Services Lead, Kate Kennedy, brought back the Plant Swap program. During the month of June, community members are encouraged to bring in healthy houseplants to share and take home a new plant. We've enjoyed seeing the variety of plants people are willing to share.





LIBRARY PASSPORT

Bridges Library System is encouraging patrons to visit as many of their member libraries as possible this summer. Patrons pick up a library passport at any Bridges member library and collect stamps at each library they visit. We have had a number of new visitors to our library and are excited to showcase the things that make NBPL an outstanding library.





COMMUNITY HELPER FIELD TRIP

The YS department welcomed kindergarten students from Poplar Creek for their annual community field trip. The library is one stop in their day long trek around New Berlin to visit Community Helpers. Kate, Christine and Lori read stories, gave library tours and provided a summer reading activity to students. This is a favorite field trip each year!





FLEA MARKET

Director Natalie Beacom coordinated the library's 2nd annual Flea Market. 35 vendors and beautiful weather attracted more than 1100 visitors to the library's green space to look for treasures. Look for a fall version in October.





MEMORY SCREENING

The AS department teamed up with the Aging & Disability Resource Center of Waukesha County to provide memory screenings. A memory screen is a wellness tool that helps identify possible changes in memory and cognition. Information on brain health and ways to keep the brain stimulated were provided.



New Berlin Public Library – Meeting Room Application

ORGANIZATION USER INFORMATION

Type of Organization (Required):

- ☐ **Non-Profit Waukesha County** –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 5 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 Library policies and all Federal, State and local laws; ADA, safety standards, and building-code requirements. To meet eligibility, the library, at its discretion, may require groups to provide proof of insurance, residency and/or tax exemption.

Prohibited Uses

- All users of library facilities are prohibited from engaging in activities on library property which would be in violation of Federal, State, County or City statutes, rules or ordinances. This would include but not be limited to promoting or engaging in seditious activities.
- 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.

In the event a question is raised as to the objectives and activities of any organization requesting the use of the Library spaces, the Library Board of Trustees, at their next regularly scheduled meeting, shall be the final authority in granting or refusing permission for the use of the room.

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.

Should there be any additional cleaning required after a meeting by our custodial staff, a 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 5 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.
- Any group or individual who is refused permission to use the meeting room(s) or who has other objections may appeal to the Library Board of Trustees by filing the appeal in writing with the Library Director. Appeal must be received within 10 days of refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

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.



2024 Operating Budget

Prepared for:

New Berlin Public Library Board of Trustees,
Mayor David A. Ament &
Common Council, City of New Berlin

Submitted by:

Natalie Beacom, Library Director
July 12, 2023



CITY OF NEW BERLIN

PROPOSED 2024 LIBRARY BUDGET

581 - LIBRARY

Org	Object	2023 Proposed	2023 BUDGET	2023 6 MOS.	2024 Proposed
15810000	50010 SALARY-FULL TIME	465,679	465,679	255,553	482,059
15810000	50020 SALARY-PART TIME	470,772	468,572	212,866	475,000
15810000	50070 SALARY-OVERTIME	-	-	-	-
	SALARY-ADJUSTMENT	13,970	10,530	0	14,462
15810000	51010 RETIREMENT	43,269	43,269	22,662	47,062
15810000	51020 FICA	71,579	71,579	35,318	72,415
15810000	51030 HEALTH INSURANCE	50,231	50,231	37,993	82,069
15810000	51060 LONG-TERM DISABILITY	81	81	44.8	81
	BENEFIT ADJUSTMENT	1,977	1,522	0	2,089
15810000	51065 VISION/DENTAL INSURANCE	1,285	1,285	1,257	1,161
15810000	51070 LIFE INSURANCE	841	841	466	861
15810000	52010 PROFESSIONAL FEES				0
15810000	53010 ELECTRICITY	60,000	60,000	26,634	60,000
15810000	53020 WATER/SEWER	3,876	3,876	866	3,876
15810000	53040 TELEPHONE	2,300	2,300	1,204	2,300
15810000	53050 HEATING FUEL	17,000	17,000	9,133	17,000
15810000	54010 MAINT BLDGS/GROUNDS	55,000	55,000	12,139	55,000
15810000	54030 MAINTENANCE CONTRACT	50,000	50,000	19,229	50,000
15810000	54040 R&M EQUIPMENT	2,000	2,000	1,574	2,000
15810000	54060 MARKETING	500	500	0	500
15810000	54080 LEASES EQUIPMENT	48,000	48,000	27,698	48,000
15810000	54110 SUPPLIES	16,000	37,400	4,660	37,400
15810000	54110 SUPPLIES - COVID	-	-	-	-
15810000	54170 POSTAGE	450	450	200	450
15810000	54180 HOUSEKEEPING SUPPLY	16,000	16,000	824	16,000
15810000	54230 LIBRARY MATERIALS	212,500	212,500	97,893	220,000
15810000	54250 MAGAZINES/NEWSPAPERS	-	-	237	-
15810000	54270 DUES/MEMBERSHIPS	200	200	0	200
15810000	54300 CONFERENCE/SEMINAR/MEETING	500	500	0	500
15810000	54330 TRAINING	500	500	75	500
15810000	54521 TECHNOLOGY/SOFTWARE (CAFÉ)	36,000	36,000	36,563	36,000
15810000	54521 TECHNOLOGY - COVID	-	-	-	-
15810000	55090 PROGRAMS - JUVENILE	1,200	1,200	759	1,200
15810000	55095 PROGRAMS - YOUNG ADULT	1,200	1,200	876	1,800
15810000	55100 PROGRAMS - ADULT	1,200	1,200	1,063	1,200
15810000	57043 Equipment Replacement Fund		35,000	0	0
	Salary Part-Time Council Adjustments		2,200	0	0
TOTAL		1,644,110	1,696,615	807,787	1,731,185

PROPOSED BUDGET NARRATIVE

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-50010	Salaries--Full Time	465,679	482059	16380
581-50020	Salaries--Part Time	470,772	475000	4228
	Salary-Adjustment	10,530	14462	3932
581-51010	Retirement	43,269	47062	3793
581-51020	FICA	71,579	72415	836
581-51030	Health Insurance	50,231	82069	31838
581-51060	Long-Term Disability	81	81	0
	Benefit Adjustment	1,522	2089	567
581-51065	Vision/Dental Insurance	1,285	1161	-124
581-51070	Life Insurance	841	861	20
		1,115,789	1,177,259	61470

Proposed Changes to Salary Accounts:

The Library is proposing one salary adjustment to our operating budget for service efficiency in 2024. We would like to create the position of Circulation Lead from an existing Circulation Aide position. This position would increase 2024 part-time salaries by \$15,590 (salary, FICA, WRS and Life Insurance). This adjustment looks forward to succession for supervisory changes within the Circulation Department and would streamline employee and patron services. The column with 2024 Proposed Numbers does not reflect this proposal, but are projected numbers received by the City Finance Department.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-53010	Electricity	60,000	60,000	0
581-53020	Water/Sewer	3876	3876	0
581-53040	Telephone	2300	2300	0
581-53050	Heating Fuel	17000	17000	0
		83,176	83,176	0

There are no proposed changes to these operational accounts.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54010	Maint Bldgs/Grounds	55,000	55,000	0

Funds from this account cover general building repair and maintenance including fire systems, pest control, HVAC, and elevator repair. There are no proposed changes to this account.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54030	Maintenance Contracts	50,000	50,000	0

Funds from this account cover maintenance contracts for Library RFID equipment with Biblioteca, IT Managed support services with K12 TG and Web and reservation systems agreements with Library Market.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54040	R&M Equipment	2,000	2,000	0

Funds from this account are used for facility repairs of equipment, such as the elevator, HVAC, fire alarm panels. There are no proposed changes to this account.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54060	Marketing	500	500	0

Funds from this account are used for marketing and publicity for the Library. There are no proposed changes to this account.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54080	Leases Equipment	48,000	48,000	0

Funds from this account are used for lease payments on our copiers and computer equipment. Library computer equipment leases end in 2024, we anticipate looking ahead at best practices to streamline hardware, equipment efficiencies and develop our cybersecurity stack.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54110	Supplies	37,400	37,400	0

Funds from this account are used for general office supplies, book processing supplies, and

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54170	Postage	450	450	0

Funds from this account are for the purchase of postage.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54180	Housekeeping Supply	16,000	16,000	0

Funds from this account are for the purchase of housekeeping supplies and used to reimburse the Facilities and Ground Departments for grounds care and the purchase of cleaning supplies, paper towels and toilet paper.

Account	Description	2023 Budget	2024 Required	Inc/Dec
581-54230	Library Materials	212,500	220,000	7500

Based on the Waukesha County Library Tax Levy Distribution Formula, New Berlin's minimum library material expenditure per capita is \$5.25. Calculated with 2022 Municipal population at 40,426, our materials spending minimum for 2024 is \$220,000. The funds in this account include materials for both physical and digital material format purchases, including electronic databases and training platforms and library material delivery related expenditures.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54250	Magazines/Newspapers	0	0	0

This fund was merged to 54230 in 2023 for collection expenditure efficiencies.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54270	Dues/Membership	200	200	0

Funds from this account are intended for librarian staff to offset annual membership fees to WLA and/or ALA professional associations required for professional development and attendance at

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54300	Conference/Seminar/Meeting	500	500	0

Funds from this account are intended to off-set costs for a rotating schedule of staff to attend conferences and professional meetings.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54330	Training	500	500	0

Funds in this account are intended for the annual staff development day training, expenses and speaker fees.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-54521	Technology/Software (CAFÉ)	36,000	36,000	0

Funds in this account cover our annual membership in the CAFÉ consortium (estimated 2024 fees are \$34,753, a 3.82% increase from 2023) and includes, services, maintenance of the online catalog, delivery of materials throughout the Bridges Library System, Polaris, OverDrive, the CAFE APP, annual movie license and other technology-related systems.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-55090	Programs--Juvenile	1200	1,200	0

Funds in this account cover expenses for programming (speaker fees, supplies, prizes) for the Youth Services Department.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-55095	Programs--Young Adult	1200	1800	600

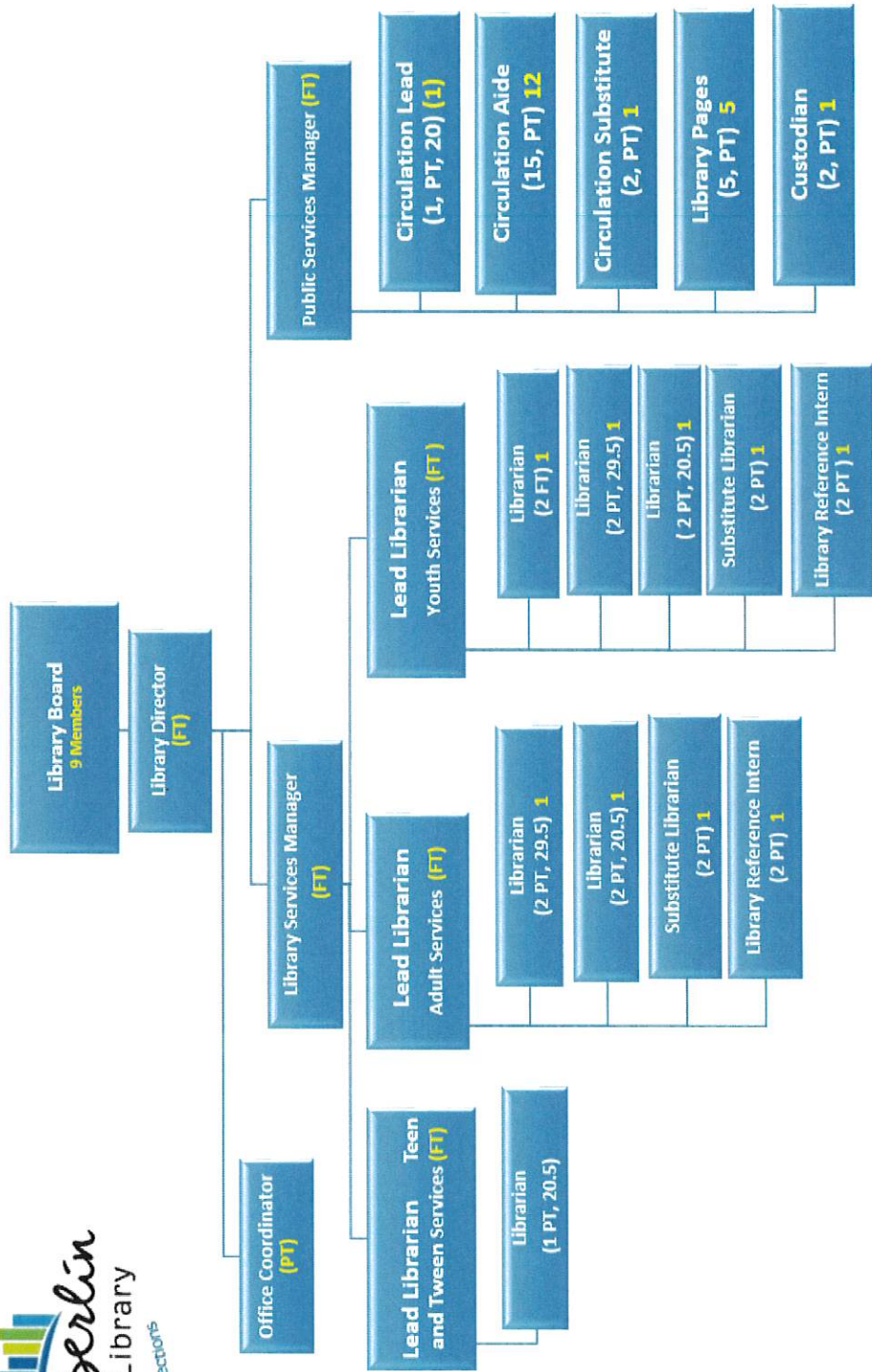
Funds in this account cover expenses for programming (speaker fees, supplies, prizes) for the Young Adult Department serving teen audiences. We are asking to include additional funds to augment the delivery of young adult program services for the tween audience, patrons ages 8-13.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-55100	Programs--Adult	1200	1,200	0

Funds in this account cover expenses for programming (speaker fees, supplies, prizes) for the Adult Services Department.

Account	Description	2023 Budget	2024 Proposed	Inc/Dec
581-55100	Equipment Replacement Fund	35000	1,200	0

	2023	2024	
Total	1,696,615	1,731,185	69,570



2023-2024 Staff: 33 (7 FTE, 26 PT)

2024 REVENUE PROJECTION

DEPARTMENT NAME:	Library
REVENUE NAME:	Library - Fines
ACCOUNT NUMBER:	01010400-44110

Description of Revenue Item:

This revenue stream includes the payments we receive from Library Fines and eCommerce fine collection through Bridges Library ILS System, and meeting room service fees.		
2023 Budget:	\$	29,500
2023 Estimate:	\$	33,000
2024 Proposal:	\$	29,500
2023 YTD fine collections are currently \$11,550.79, with eCommerce at \$3,050.6, Room Fees at \$2385		

DEPARTMENT NAME:	Library
REVENUE NAME:	Library - Copies
ACCOUNT NUMBER:	01010400-44111

Description of Revenue Item:

2023 Budget:	\$	7,500
2023 Estimate:	\$	7,500
2024 Proposal:	\$	7,500
2023 YTD: \$3541.06		

DEPARTMENT NAME:	Library
REVENUE NAME:	Library - Other System
ACCOUNT NUMBER:	01010400-44112

Description of Revenue Item:

This revenue stream includes the payments we receive from the County of Waukesha and adjacent counties for borrowed		
2023 Budget:	\$	32,000
2023 Estimate:	\$	24,924
2024 Proposal:	\$	26,000
Waukesha County Payment: \$21,596 and Prairie Lakes Payment: \$2,353, Jefferson County: \$345		
2024 Payments: Washington County, \$121.72 and Jefferson County, \$156.00		

DEPARTMENT NAME: Library
REVENUE NAME: Library - Grants/Donations
ACCOUNT NUMBER: 01010400-44113

Description of Revenue Item:

The following grant and donation figures for 2024 are estimated per the followings:

Based on the 2024 Bridges Library System budget, a proposed increase to support Waukesha County Libraries with additional funding through grant monies towards Hoopla Digital is expected. These funds support usage of the Hoopla digital platform for New Berlin users only. We are currently averaging higher usage in the County, at \$1100 per month, but we are seeing steady increases in this format for patrons based on the benefits of streaming capability of video and no waiting to download content. The funds we are expecting for 2024, based on population, totals \$8,766.00. We also anticipate applying and receiving a non-competitive block grant from the Bridges Library System totaling \$3,000 to apply towards technology equipment. While other

2023 Budget:	\$	3,350	
2023 Estimate:	\$	7,867	2023 BLS Hoopla \$4867 and Innovation Grant \$3000, donations not included.
2024 Proposal:	\$	10,266	2024 BLS Hoopla Grant, \$8,766 and donations at \$1500. Innovation Grant not included.

Total Prosed Revenue: \$73,266.00

2024 EQUIPMENT REPLACEMENT BUDGET

Department: Library

PRIORITY	ITEM DESCRIPTION	ESTIMATED COSTS
1	<u>RFID Software, Self-Checks and Conveyor</u>	49,000
Explanation:	The Library's RFID system will require replacement by 2025. Based on new technologies, we are able to use new vendor relationships to replace our systems with like services and maintenance contracts, additional features and a significant savings. We estimate the total replacement to be closer to 15,000	
2	<u>Server Room Cooling System</u>	8,000
Explanation:	The Library's Server Room is in a small basement closet. The heat generated by the equipment requires better ventilation and cooling. We would like to add a system to vent it through the space's ceiling with a Liebert or Pioneer system.	
3	<u>Outdoor Wireless Access Point Electrical Work</u>	15,500
Explanation:	In order to service the Library grounds with WiFi, we would like to modify and wire an outdoor light post near the Library's rear entrance for a WAP. This requires electrical to run to the Library basement.	
4	<u>Bottle Water Fountains</u>	5,600
Explanation:	Replacing our current water fountains on the 1st and 2nd floors with ADA accessible bi-level units with drinking and bottle filling stations (Elkay LZSTL8WSSP Enhanced EZH2O) is a project we'd like to complete in 2024. Pricing for units and plumbing would be required.	
5	<u>MakerStudio Flooring</u>	6,000
Explanation:	Remove carpeting in 2nd Floor Maker Studio and replace with carpet tiles.	

DO NOT include CAPITAL BUDGET requests on this form

Capital Expenditures are items that have a 10+ year life and cost in excess of \$50,000. Ex. include building additions, road construction projects, plow trucks, or ambulances. These are normally funded through long term borrowing and belong on the CAPITAL PROJECT REQUEST form. That form is available from the Finance Office. Minimum request on this form is \$5,000.

POSITION REQUEST FORM

Request: Promotional Position- Circulation Aide to Circulation Lead Position

Department: Library

Title: Circulation Lead
Hours: 24
Wage: 23.28

Title: Circulation Aide
Hours: 20
Wage: 15.82

Hours: 20

Wage: \$7.46

PROPOSED

CURRENT

DIFFERENCE

Salary	50010	29,053	Salary	50010	16,453	Salary	50010	12,600
Holiday Pay	50040	-	Holiday	50040	-	Holiday Pay	50040	-
Wisconsin Retirement	51010	2,004	Wiscons	51010	-	Wisconsin Retirement	51010	2,004
FICA	51020	2,223	FICA	51020	1,259	FICA	51020	964
Health Insurance	51030	-	Health Ir	51030	-	Health Insurance	51030	-
Life Insurance	51070	52	Life Insur	51070	30	Life Insurance	51070	22
Training	54330	-	Training	54330	-	Training	54330	-
Uniform/Equipment	54210	-	Uniform/E	54210	-	Uniform/Equipment	54210	-
Total Annual Cost		33,332	Total Annual Cost		17,742	Total Annual Cost		15,590

Health Insurance - Single
Health Insurance - Family
Wisconsin Retirement Rate - General
Wisconsin Retirement Rate - Protective