



Library Board MEETING AGENDA

August 21, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published August 16, 2023

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 Minutes - Monday, July 17, 2023
 - B. Approval of Bills and Invoices
 - C. Next Meeting Date: Monday, September 18, 2023
6. **END CONSENT AGENDA**-----
7. ADMINISTRATIVE REPORTS
 - A. President's Report
 - B. Director's Report
8. OLD BUSINESS
9. NEW BUSINESS
 - A. 2024 Equalized Assessed Value
 - B. Library Communications Plan
 - C. Trustee Essentials-Cataloging 101
10. ANNOUNCEMENTS
11. 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
July 17, 2023, 6:00 p.m.
New Berlin Public Library
15105 Library Lane
Heritage Room

Meeting called to order by President Marek at 6:01 P.M.

ATTENDANCE:

Present: Ruth Bock, Nate Jung, Jill Kawala, Charlotte Kroupa, Patti Orzel, and John Marek
Members Absent and Excused: Dolores Greenawalt, Debbie Stelzner and Barb Uhen.

FRIENDS OF THE LIBRARY:

No report this month.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- A. Approval of June 19, 2023 minutes
- B. Approval of Bills and Invoices
- C. Next meeting date: July 17, 2023

Member Kroupa made a motion to approve the consent agenda. The motion was seconded by Member Orzel. The motion passed on a vote of 6-0.

ADMINISTRATIVE REPORTS

President's Report –

President Marek reported that Member Stelzner has submitted a letter of resignation from the Board. Her experience will be something we can all draw on. Director Beacom will explore purchasing a memorial brick in recognition of her years of service. It is expected that the Common Council will make an appointment to fill the vacancy left by Debbie.

Director's Report and 2023 Summer Reading Program Update -

A request has been made to the Friends of the Library to make some improvements to the audio-visual system in the Community Room and the Heritage Room to make them HDMI compatible and improve WI-FI capabilities. Promotional materials were also ordered. They are very professional looking and collapse and travel well for events off-site. The Friends of Library helped fund those materials.

OLD BUSINESS

Overdose Aid Kits

Questions from the June meeting were posed by the Director to the City Attorney, Fire Department and other city administrators. But there are still questions about how this will be implemented across City departments. We are covered legally under “good Samaritan” laws and Library staff got the same training as other first responders. Questions remain, then, about the extent that we would be requiring employees to put themselves in harms way.

Discussion of this matter will be postponed.

Library Director Evaluation

President Marek called for a motion to retire to closed session pursuant to Wis. Stat. 19385(1)(c) for the purpose of discussing the performance of the Library Director.

The motion was made by Member Kroupa and seconded by Member Bock. Motion passed on a vote of 6-0.

The Board was in closed session from 6:22 p.m. to 6:42 p.m.

Member Kroupa moved to return to open session which was seconded by Member Bock.

Upon returning to open session, Member Bock moved approval of the evaluation, subject to a grammar correction and additional comments on the strategic planning work. Motion was seconded by Member Jung. Motion passed on a vote of 6-0.

Member Kroupa moved to return to closed session. Motion was seconded by Member Orzel.

The Board returned to closed session from 6:45 to 7:03 p.m.

Upon returning to open session, Member Kawala moved to increase the salary of the Library Director to \$107,049.88 (the midpoint of salary range 14) effective upon Board approval. The motion was seconded by Member Bock. Motion passed 6-0.

NEW BUSINESS

A. Library Meeting Room Policy

Director Beacom recommended amending the policy to include an opportunity for those denied room use permission to appeal the denial. A ten-day appeals time will be allowed. A draft appeals form was presented for consideration that will standardize the appeal process.

Member Kawala moved to amend the policy and approve use of the appeal form. Motion was seconded by Member Orzel. Motion passed on a vote of 6-0.

B. 2024 Library Operating Budget Review

An early discussion on the 2024 operating budget was conducted. Relative to Salaries, Director Beacom would like to increase a Circulation Aide to a Circulation Lead Position. This change is being made in preparation for an anticipated retirement, to allow for succession. Relative to Operations, it was recommended to the Director that she increase that category slightly relative to electricity and heating. There is also an anticipated increase in the Library Materials budget, based on Department of Instruction population levels. Funds will also be added to Young Adult programming to allow for service specifically directed to patrons aged 8-13.

Other categories generally have no recommended changes. Projected revenue includes fines and fees and the projections look positive. Improvement plans such as installing bottle refill/water fountain stations, carpet and replacement, and changes to the cooling system have been considered for the next budget period.

No action was required at this time.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

Member Jung moved to adjourn. Member Bock seconded the motion, which passed on a vote of 6-0.

Meeting adjourned at 7:58 P.M.

Respectfully submitted,
Jill Kawala

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	
15810000									LIBRARY	
15810000	54010			R&M BLDGS & GROUNDS						
003228	BATZNER PEST CONTR	48902413	0	2023	8	INV P	119.90	080923	269937	PESTCNTRL-LIB JULY2
007373	MENARDS	49738 -	0	2023	8	INV P	51.98	080923	269991	RPAIRS-LIB
359157	OTIS ELEVATOR COMPAN	100401233681	0	2023	8	INV P	209.80	080923	270010	ELEVATOR MAINT. -LI
366609	KAIN ENERGY CORPORAT	23150	0	2023	8	INV P	442.50	080923	269983	SERVICE CALL/HVAC-L
				ACCOUNT TOTAL			824.18			
15810000	54080			LEASES EQUIPMENT						
013995	KANSAS STATE BANK	3356523PMT#46SEPT202	0	2023	8	INV P	2,566.00	080923	269984	COPIER LEASE-LIB #4
362301	GREAT AMERICA FINANC	34485926	0	2023	8	INV P	666.52	080923	269975	COPIER LEASE-LIB JU
				ACCOUNT TOTAL			3,232.52			
15810000	54110			SUPPLIES						
017422	ENVISIONWARE, INC	INV-US-66799	0	2023	8	INV P	955.00	080923	269961	OFFICE SUPPLIES-LIB
				ACCOUNT TOTAL			955.00			
15810000	54170			POSTAGE						
348554	PURCHASE POWER	LIB POSTAGE JUL2023	0	2023	8	INV P	100.00	080923	269903	8000-9000-1111-0198
				ACCOUNT TOTAL			100.00			
15810000	54180			HOUSEKEEPING SUPPLY						
026400	ITU ABSORB TECH	8161321	0	2023	8	INV P	103.28	080923	269981	MATS-LIB JULY2023
				ACCOUNT TOTAL			103.28			
15810000	54230			LIBRARY MATERIALS						
001613	GALE CENGAGE LEARNIN	81538794	0	2023	8	INV P	127.16	080923	269967	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81539485	0	2023	8	INV P	55.48	080923	269967	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81539596	0	2023	8	INV P	51.73	080923	269967	VARIOUS TITLES-LIB
							234.37			
006199	BAKER & TAYLOR BOOKS	2037611585	0	2023	8	INV P	511.98	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037614265	0	2023	8	INV P	184.24	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037615843	0	2023	8	INV P	529.20	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037625303	0	2023	8	INV P	249.25	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037633930	0	2023	8	INV P	364.41	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037637832	0	2023	8	INV P	249.65	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037639842	0	2023	8	INV P	175.45	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037666647	0	2023	8	INV P	154.41	080923	269935	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H65568290	0	2023	8	INV P	13.50	080923	269935	VARIOUS TITLES-LIB
							2,432.09			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
350982	T-MOBILE	970673785JUL23	0	2023	8	INV	P	319.19	080923	269905	MOBILE HOT SPOTS-LI	
361291	MIDWEST TAPE	504047645	0	2023	8	INV	P	51.22	080923	269995	VARIOUS TITLES-LIB	
361291	MIDWEST TAPE	504068553	0	2023	8	INV	P	308.12	080923	269995	VARIOUS TITLES-LIB	
361291	MIDWEST TAPE	504098547	0	2023	8	INV	P	309.90	080923	269995	VARIOUS TITLES-LIB	
								669.24				
ACCOUNT TOTAL								3,654.89				
ORG 15810000 TOTAL								8,869.87				
FUND 0010 GENERAL FUND				TOTAL:				8,869.87				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54110			SUPPLIES							
011840	US BANK	6/16/23	AMZN-LIB3	0	2023	8	INV	P	29.96	080823E	10084 AMZN/SUPPLIES-LIB
011840	US BANK	6/19/23	AMZN-LIB1	0	2023	8	INV	P	29.98	080823E	10084 AMZN/SUPPLIES-LIB
011840	US BANK	6/19/23	AMZN-LIB2	0	2023	8	INV	P	356.84	080823E	10084 AMZN/SHELVING SUPPL
011840	US BANK	6/20/23	AMZN-LIB3	0	2023	8	INV	P	35.98	080823E	10084 AMZN/SUPPLIES-LIB
011840	US BANK	6/28/23	AMZN-LIB1	0	2023	8	INV	P	22.87	080823E	10084 AMZN/OFFICE SUPPLIE
011840	US BANK	6/28/23	AMZN-LIB3	0	2023	8	INV	P	9.99	080823E	10084 AMZN/OFFICE SUPPLIE
011840	US BANK	6/30/23	AMZN-LIB1	0	2023	8	INV	P	27.99	080823E	10084 AMZN/BARCODE SCANNE
011840	US BANK	7/1/23	AMZN-LIB	0	2023	8	INV	P	599.97	080823E	10084 AMZN/OFFICE CHAIRS-
011840	US BANK	7/4/23	AMZN-LIB1	0	2023	8	INV	P	70.74	080823E	10084 AMZN/OFFICE SUPPLIE
011840	US BANK	7/6/23	SHERWIN W-LIB	0	2023	8	INV	P	250.32	080823E	10084 SHERWIN WILLIAMS/PA
									1,434.64		
ACCOUNT TOTAL									1,434.64		
15810000	54230			LIBRARY MATERIALS							
011840	US BANK	6/0/23	AMZN-LIB1	0	2023	8	INV	P	61.45	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/16/23	AMZN-LIB1	0	2023	8	INV	P	19.74	080823E	10084 VARIOUS TITLES-LIB
011840	US BANK	6/16/23	AMZN-LIB2	0	2023	8	INV	P	24.52	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/17/23	AMZN-LIB	0	2023	8	INV	P	24.54	080823E	10084 VARIOUS TITLES-LIB
011840	US BANK	6/18/23	AMZN-LIB	0	2023	8	INV	P	83.67	080823E	10084 VARIOUS TITLES-LIB
011840	US BANK	6/19/23	AMZN-LIB3	0	2023	8	INV	P	12.60	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/20/23	AMZN-LIB2	0	2023	8	INV	P	232.68	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/20/23	EASTROY E-LIB	0	2023	8	INV	P	250.00	080823E	10084 TRAIN MUSEUM MEMBER
011840	US BANK	6/21/23	DISCOVERY-LIB	0	2023	8	INV	P	1,650.00	080823E	10084 DISCOVERY WORLD MEM
011840	US BANK	6/22/23	AMZN-LIB2	0	2023	8	INV	P	95.99	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/22/23	MILWDOMES-LIB	0	2023	8	INV	P	500.00	080823E	10084 MILW DOMES MEMBERSH
011840	US BANK	6/23/23	AMZN-LIB	0	2023	8	INV	P	30.25	080823E	10084 VARIOUS TITLES-LIB
011840	US BANK	6/26/23	AMZN-LIB	0	2023	8	INV	P	12.99	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/27/23	AMZN-LIB	0	2023	8	INV	P	20.00	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/28/23	AMZN-LIB RFND	0	2023	8	CRM	P	-95.99	080823E	10084 AMZN/RET PURCH CRDI
011840	US BANK	6/28/23	AMZN-LIB2	0	2023	8	INV	P	20.40	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	6/29/23	AMZN-LIB	0	2023	8	INV	P	16.99	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/10/23	AMZN-LIB1	0	2023	8	INV	P	30.00	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/10/23	AMZN-LIB2	0	2023	8	INV	P	24.95	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/12/23	AMZN-LIB CRD	0	2023	8	CRM	P	-8.55	080823E	10084 AMZN/RET PURCH CRDI
011840	US BANK	7/5/23	AMZN-LIB1	0	2023	8	INV	P	62.12	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/5/23	AMZN-LIB2	0	2023	8	INV	P	24.95	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/7/23	AMZN-LIB1	0	2023	8	INV	P	47.93	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/7/23	AMZN-LIB2	0	2023	8	INV	P	284.25	080823E	10084 AMZN/VARIOUS TITLES
011840	US BANK	7/9,10,11/23	AMZN-LIB	0	2023	8	INV	P	1,352.74	080823E	10084 AMZN/VARIOUS TITLES
									4,778.22		
ACCOUNT TOTAL									4,778.22		
15810000	54521			TECHNOLOGY/SOFTWARE							
011840	US BANK	6/23/23	ADOBE-LIB	0	2023	8	INV	P	19.99	080823E	10084 ADOBE/SOFTWARE LICE
ACCOUNT TOTAL									19.99		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8											
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
15810000 55095					PROGRAMS-YOUNG ADULT						
011840	US BANK	6/19/23	TARGET-LIB	0	2023	8	INV P	48.45	080823E	10084	TARGET/YNG ADLT SUP
011840	US BANK	7/5/23	TARGET-LIB	0	2023	8	INV P	17.90	080823E	10084	TARGET/YNG ADLT PRO
011840	US BANK	7/7/23	AMZN-LIB CRDIT	0	2023	8	CRM P	-33.60	080823E	10084	AMZN RET PURCH CRDI
								32.75			
ACCOUNT TOTAL								32.75			
ORG 15810000 TOTAL								6,265.60			
FUND 0010 GENERAL FUND								TOTAL:	6,265.60		

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

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	292,882.40	.00	183,326.60	61.5%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	241,844.57	.00	226,727.43	51.6%
15810000	51010	RETIREMENT	43,985	0	43,985	25,976.07	.00	18,008.93	59.1%
15810000	51020	FICA	72,385	0	72,385	40,306.98	.00	32,078.02	55.7%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	43,838.55	.00	6,392.45	87.3%
15810000	51060	LONG-TERM DISABI	81	0	81	51.20	.00	29.80	63.2%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	1,450.80	.00	-165.80	112.9%
15810000	51070	LIFE INSURANCE	841	0	841	540.02	.00	300.98	64.2%
15810000	53010	ELECTRICITY	60,000	0	60,000	34,432.66	.00	25,567.34	57.4%
15810000	53020	WATER/SEWER	3,876	0	3,876	1,781.61	.00	2,094.39	46.0%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	1,405.19	.00	894.81	61.1%
15810000	53050	HEATING FUEL	17,000	0	17,000	9,953.81	.00	7,046.19	58.6%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	17,395.78	5,000.00	32,604.22	40.7%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	41,521.25	.00	8,478.75	83.0%
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	33,491.14	.00	14,508.86	69.8%
15810000	54110	SUPPLIES	37,400	0	37,400	5,659.57	.00	31,740.43	15.1%
15810000	54170	POSTAGE	450	0	450	300.00	.00	150.00	66.7%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	969.97	.00	15,030.03	6.1%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	106,224.43	.00	106,275.57	50.0%
15810000	54250	MAGAZINES/NEWSPA	0	0	0	237.60	.00	-237.60	100.0%
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	36,682.74	.00	-682.74	101.9%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	774.46	.00	425.54	64.5%
15810000	55095	PROGRAMS-YOUNG A	1,200	0	1,200	1,078.10	.00	121.90	89.8%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,155.12	.00	44.88	96.3%
15810000	59010	EQUIPMENT	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL LIBRARY			1,694,415	0	1,694,415	941,603.02	5,000.00	747,811.98	55.9%
TOTAL EXPENSES			1,694,415	0	1,694,415	941,603.02	5,000.00	747,811.98	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	941,603.02	5,000.00	747,811.98	55.9%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
22810000			LIBRARY	DONATION							
22810000 48040				DONATIONS							
013903	SIGNARAMA MILWAUKEE	INV-56697	0	2023	8	INV P	1,145.96	080923	270038	MUSIC @CITY CENTER	
ACCOUNT TOTAL							1,145.96				
ORG 22810000 TOTAL							1,145.96				
FUND 0200 LIBRARY DONATION FUND							TOTAL:	1,145.96			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8											
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
22810000			LIBRARY DONATION								
22810000 48040			DONATIONS								
011840	US	BANK	7/7/23	PANERA-LIB	0	2023	8	INV	P	125.51	080823E 10084 PANERA/TRAINING-LIB
ACCOUNT TOTAL									125.51		
22810000 48040 FOL			DONATIONS								
011840	US	BANK	6/16/23	SPOTIFY-LIB	0	2023	8	INV	P	13.64	080823E 10084 FOL#2246 MUSIC STRE
011840	US	BANK	6/22/23	AMZN-LIB1	0	2023	8	INV	P	81.21	080823E 10084 FOL#2301/AMZN/PROG
011840	US	BANK	6/28/23	AMZN-LIB1	0	2023	8	INV	P	98.97	080823E 10084 FOL#2318/AMZN/PROG
011840	US	BANK	6/28/23	AMZN-LIB4	0	2023	8	INV	P	35.99	080823E 10084 FOL#2318/AMZN/PROG
011840	US	BANK	6/28/23	DHARMA-LIB	0	2023	8	INV	P	144.88	080823E 10084 FOL#2312/DHARMA/PRO
011840	US	BANK	6/29/23	TARGET-LIB	0	2023	8	INV	P	130.96	080823E 10084 FOL#2303/TARGET/PRO
011840	US	BANK	6/30/23	AMZN-LIB2	0	2023	8	INV	P	21.99	080823E 10084 FOL#2230/AMZN/PROG
011840	US	BANK	7/10/23	AMZN-LIB	0	2023	8	INV	P	195.99	080823E 10084 FOL#2250/FOLDING RO
011840	US	BANK	7/10/23	PANERA-LIB	0	2023	8	INV	P	30.00	080823E 10084 FOL#2305/PANERA GC/
011840	US	BANK	7/10/23	TARGET-LIB	0	2023	8	INV	P	70.00	080823E 10084 FOL#2305/TARGET GC/
011840	US	BANK	7/11/23	ALEHOUSE-LIB	0	2023	8	INV	P	30.00	080823E 10084 FOL#2305/NB ALEHOUS
011840	US	BANK	7/13/23	AMZN-LIB1	0	2023	8	INV	P	967.87	080823E 10084 FOL#2316/AMZN/PROG
011840	US	BANK	7/13/23	AMZN-LIB2	0	2023	8	INV	P	67.04	080823E 10084 FOL#2310/AMZN/PROG
011840	US	BANK	7/13/23	AMZN-LIB3	0	2023	8	INV	P	13.58	080823E 10084 FOL#2310/AMZN/PROG
011840	US	BANK	7/4/23	AMZN-LIB2	0	2023	8	INV	P	16.96	080823E 10084 FOL#2312/AMZN/PROG
011840	US	BANK	7/6/23	AMZN-LIB	0	2023	8	INV	P	15.99	080823E 10084 FOL#2303/AMZN/PROG
011840	US	BANK	7/7/23	BOSWELL-LIB	0	2023	8	INV	P	50.00	080823E 10084 FOL#2305/BOSWELL BO
011840	US	BANK	7/7/23	STONECREEK-LIB	0	2023	8	INV	P	20.00	080823E 10084 FOL#2305/STONE CREE
011840	US	BANK	7/7/23	VISTAPRINT-LIB	0	2023	8	INV	P	193.45	080823E 10084 FOL#2250/VISTAPRINT
011840	US	BANK	7/8/23	AMZN-LIB	0	2023	8	INV	P	143.99	080823E 10084 FOL#2350/AMZN/PROG
011840	US	BANK	7/8/23	CROSSROADS-LIB	0	2023	8	INV	P	30.00	080823E 10084 FOL#2305/CROSSROADS
011840	US	BANK	7/9/23	AMZN-LIB1	0	2023	8	INV	P	76.47	080823E 10084 FOL#2250/AMZN/PROG
									2,448.98		
ACCOUNT TOTAL									2,448.98		
ORG 22810000 TOTAL									2,574.49		
FUND 0200 LIBRARY DONATION FUND									TOTAL:		2,574.49

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

		YEAR-TO-DATE THROUGH JULY 31, 2023				
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDG	YTD EXPENDED	AVAILABLE BUDG	% USED
15810000	50010	SALARY-FULL TIME	476,209	274,094.73	202,114	57.60
15810000	50020	SALARY-PART TIME	468,572	226,892.63	241,679	48.40
15810000	51010	RETIREMENT	43,985	24,280.17	19,705	55.20
15810000	51020	FICA	72,385	37,767.67	34,617	52.20
15810000	51030	HEALTH INSURANCE	50,231	40,915.98	9,315	81.50
15810000	51060	LONG-TERM DISABILITY	81	44.80	36	55.30
15810000	51065	VISION/DENTAL INSURANCE	1,285	1,354.08	-69	105.40
15810000	51070	LIFE INSURANCE	841	503.19	338	59.80
15810000	53010	ELECTRICITY	60,000	34,432.66	25,567	57.40
15810000	53020	WATER/SEWER	3,876	1,781.61	2,094	46.00
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,405.19	895	61.10
15810000	53050	HEATING FUEL	17,000	9,953.81	7,046	58.60
15810000	54010	R&M BLDGS & GROUNDS	55,000	16,571.60	33,428	39.20
15810000	54030	MAINTENANCE CONTRACT	50,000	41,521.25	8,479	83.00
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	30,258.62	17,741	63.00
15810000	54110	SUPPLIES	37,400	4,704.57	32,695	12.60
15810000	54170	POSTAGE	450	200.00	250	44.40
15810000	54180	HOUSEKEEPING SUPPLY	16,000	866.69	15,133	5.40
15810000	54230	LIBRARY MATERIALS	212,500	102,569.54	109,930	48.30
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	36,682.74	-683	101.90
15810000	55090	PROGRAMS-JUVENILE	1,200	774.46	426	64.50
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,078.10	122	89.80
15810000	55100	PROGRAMS-ADULT	1,200	1,155.12	45	96.30
15810000	59010	EQUIPMENT	35,000	0.00	35,000	0.00
		Grand Total	1,694,415	891,695.81	797,719	52.90



Library Director Report

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

Director Updates *from the Desk of Natalie Beacom* (Strategic Plan, A 1-2, C 1-3, D 2)

The Library's Marketing Committee, a group comprised of members across all Library departments, met to discuss improved marketing initiatives to augment the Library's strategic plan. The product of this retreat was a **Communications Plan** to pair our strategic initiatives with communication to help us better reach the community with Library services and offerings. I look forward to sharing it with the Library Board for your feedback.

In collaboration with the Greenfield Public Library's Kristin and Steve, I visited New Berlin's **Next Step**, for a morning of storytelling and crafts. This was a great opportunity to work with the adult clients with developmental challenges and their caregivers--we hope to make this partnership with the Greenfield Public Library and Next Step, a regular outreach.

The 3rd and final summer concert of the 2023 **Concerts at City Center** saw close to 300 visitors along with residents from both the New Berlin and Brookfield Regency Senior Communities. Barbara Stephan sang rock favorites into the evening. Michele, Laura and Natalie enjoyed playing Bingo with the concert-goers.

Summer visitor traffic and circulation numbers have not disappointed, but again, we are finding within the numbers, very rewarding patron engagements in which we see how the services and materials of the Library are having an impact in the community. Please enjoy some of the **meaningful moments** from the last month.

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

Adult Services Meaningful Moments

Sarah

A patron emailed nbinfo asking if we could get the 2nd audiobook in a series added to Libby. Just the first book, and a few non-sequential selections were available in Libby. I looked it up and discovered it was on Hoopla (*along with every other title in the series*), so I sent over a quick tutorial and let him know that while we can't add it to Libby, it is accessible on Hoopla. He came in to the library the next day with the sole reason to find me and say thank you! I happened to be working that day, and he said he was so thankful I took the time to write a short how-to and that he was able to listen to the next book in the series on a bike ride that morning.

Tiff

Our newest member of the Adult Services team, Tiffany, helped a young woman who had just moved here from Taiwan sign-up for summer reading. She also helped a woman find books about starting her own small business.

Kate

A regular patron who recently lost his mom stopped in to show me something he had found while he was going through her belongings--a library card that expired in 1992! I told him I'd never seen one like that, and he was so happy I liked it, he came back a few days later to give it to me. I was so touched!





Tween and Teen Services Meaningful Moments

Shannon

Teen and tween summer programs are a wrap! The teen volunteers were amazing, especially Angel, Tyler, and Samantha. They were so helpful with set-up, cleanup, and helping the tweens to complete the crafts and experiments during the program. They really helped to make the programs, which were all full capacity, run seamlessly. I am super grateful to them!

I was helping a patron who is an artist find reference photos for some paintings he was planning to make. He let me know that one of the winners took a picture of the Easter Island statues, and that statue is actually in his yard, and he made it! He was excited to see that it was a winner. I also helped him find some books on art nouveau books and it was such a positive interaction that he invited me to his art show, which is a sweet thought.

A patron called while I was on the reference desk. She was looking for picture books that are specifically made for people with dementia and Alzheimer's disease to read. They are designed to be photo focused, peaceful, and to not have any frustrating triggers. We didn't have any, but I told the patron that I think they would be a great addition to our collection and ordered some for her. She was very excited and grateful that we were willing to add them to the collection, and I was very excited about this new addition.



Youth Services Meaningful Moments

Our Summer Celebration Party had 249 participants this year - our biggest year yet! We had a variety of crafts, outdoor games, popsicles, and community visits from the New Berlin Police Department and Sawdust the miniature therapy horse. 1,032 kids (ages 0-11) have signed up for the Summer Reading Program so far! Families have until August 31 to sign up and earn prizes. Enjoy New Berlin sponsored a summer movie for the YS Department. We chose the movie Bad Guys and provided a variety of snack items and waters for the kids to enjoy during the movie. We had 63 people attend and received a lot of good feedback from families!

Christine: A patron commented that they are doing the Library Passport and that it has shown her how lucky they are to have NBPL as their local library.

Lizzie: There was a girl in with her mom trying to pick out a prize and while she was looking at the coupons she was asking her mom what kind of stuff she could get that would be fun for her whole family. When she found out the art museum was a family pass that could be used more than once she got really excited about getting to treat her family to a fun day at the art museum. It was great to see how proud of herself she was and how excited she was!

Lori: I spoke with a grandmother that mentioned she was very impressed with our summer programs. She appreciated having both the performers and the adjacent Read-to-Rover programs to bring her grandchildren. That same grandparent came up to me later to mention how much she appreciates our collection, and that she has used our collection to find high-quality and engaging books to purchase for her own household.

Kate: A family had come into the library and were checking in their summer learning log because they had earned a few prizes. The mom told me that her son, who really does not like reading, woke up early that morning to read so that he could finish the page he was working on in his learning log. She was so thankful for the program and the motivation it was giving her son to read! During our family movie showing of Bad Guys, a mom was there with her two young boys. She came over to tell us that they just moved here from Indiana and she is so impressed with our program offerings! They've been coming to the summer programs and have been loving them, and she felt like she just needed to tell us how much they appreciate them.





CONNECTING with our COMMUNITY



HISTORICAL SOCIETY-ICE CREAM SOCIAL

YS librarians, Christine Weichart and Lori Isola represented the library at the New Berlin Historical Society's Ice Cream Social and Open House. They signed people up for summer reading and highlighted Library of Things items that are available for checkout. People loved the experience pass options and the ice cream ball! The AS librarians will represent us in September at Historic Day-Open House and Mini Parade.





CONCERTS AT CITY CENTER

Sponsored by ProHealth Care and Regency Senior Communities, summer concerts are back at the library this summer! Rain cancelled the first concert of the summer and threatened the second, but Warren Wiegatz was able to take the stage and entertain the crowd. Director Natalie Beacom added a fun trivia contest as a pre-concert activity. One more concert will take place in August.



With your NBPL card, you can visit local museums, parks, nature centers and more by checking out one of NBPL's 29 different Experience Passes.
True or False? Answer:



CAFE APP UPDATE

The CAFE app got its long awaited update this month. The app has new features, improved performance and easier account management. From Julita: *I just spoke to a very happy lady, who is in love (love love love - her words!) with our updated app. She signed up for Hoopla and Italian Language Course through Gale yesterday. "Everything is there! It's the best app on my phone". I think she was ready to hug me, she was so happy.*





SENIOR CENTER CARD GROUP

With the City's Community Center in use for summer programming with the rec center, seniors needed a place to play cards and socialize. The library's Community Room was the perfect place for them to meet! Those involved swear there is no cheating taking place. 😊





AUDIO VISUAL UPGRADES

More community groups are using the Community and Heritage rooms for programs and meetings and it was time for an AV upgrade. Both rooms now have easier HDMI access and the Heritage room received new speakers and a large tv for projecting from laptops. Special thanks to the Friends of the Library for making it simpler for our community to connect.





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

P 262.896.8080
W bridgeslibrarysystem.org

To: Chief Elected Officials/Administrators in Municipalities with Libraries, Library Directors
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Tax Exemption Notice
Date: August 16, 2023

Annually Waukesha County sets a special levy for library services. The funds are distributed to the county's public libraries to compensate them for use by non-residents. State law (ss. 43.64(2) Wisc. Statutes) provides that municipalities with libraries may avoid double taxation and exempt themselves from this special levy if they meet certain conditions:

- Exempting library municipalities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The County Code also requires a deadline of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- Exempting communities must also have a library that meets or exceeds minimum service levels and quality assurance standards (included in the Waukesha County Library Services Plan and formally adopted by the Waukesha County Board of Supervisors in 2022) which are certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your municipality from the Waukesha County library tax, the form (on page 2), ***Request for Exemption from Waukesha County Library Levy 2023 Tax for 2024 Purposes*** must be completed, approved by the municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2023. A copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements is also required. Email submission is acceptable as long as the form includes the actual signature.

Thank you for providing library services to our citizens. Strong libraries build strong communities and your commitment to support your library is vital and valued!

**Request for Exemption from Waukesha County Library Levy
2023 Tax for 2024 Purposes**

Name of Community:

Name of library:

We recognize that, pursuant to 43.64 of Wisconsin Statutes, to obtain an exemption from the 2023 county library levy for 2024 purposes, the municipality must certify that during budget year 2024, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.215554 per \$1,000 Equalized Value.

In the case of a joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2024, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

We further recognize that, pursuant to state law, listed funding must be only from municipal sources, not the entire library budget. Reported amounts must exclude fines, fees, and other revenues. Capital expenditures are excluded as well.

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of \$0.215554 per \$1,000 of the actual state Equalized Value amount for the community that was published by the state on August 15, 2023 or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2023 Waukesha County library levy.

Name and Title of Person filling out this form:

Signature

Date

This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2023.

Send to:

Bridges Library System

741 N. Grand Avenue, Suite 210

Waukesha, WI 53186

Or email to kkennedy@bridgeslibrarysystem.org

- RESOLUTION NO. 23-12 -
RESOLUTION OF ELIGIBILITY FOR EXEMPTION
FROM THE 2023 COUNTY LIBRARY TAX LEVY FOR 2024 PURPOSES

WHEREAS, The City of New Berlin seeks an exemption from the county library tax and must submit a Notice of Exemption to the Bridges Library System; and

WHEREAS, Pursuant to §43.64 Wisconsin Statutes, in order to obtain an exemption from the 2023 County library levy for 2024 purposes, the City of New Berlin must certify that during budget year 2024, its library will be provided and be allowed to expend no less than the County rate in the prior year; and

WHEREAS, Pursuant to state law, listed funding must be only from municipal sources, not the entire library budget and reported amounts must exclude fines, fees and other revenues and capital expenditures are excluded as well; and

WHEREAS, Said Notice of Exemption must be supported by a duly enacted ordinance or resolution of the governing body of the City of New Berlin.

NOW, THEREFORE, BE IT RESOLVED That the Common Council of the City of New Berlin does hereby pledge that it will appropriate and allow the library to tax at a rate of at least \$0.215554 per \$1,000 of equalized valuation.

BE IT FURTHER RESOLVED That the Mayor is authorized to sign and submit the Notice of Exemption in the name of the City to the Bridges Library System.

Dated at New Berlin, Wisconsin this 29th day of August 2023.

APPROVED:

David A. Ament, Mayor

Countersigned:

Kenneth A. Harenda II
Common Council President

2023-2025 Make Connections **COMMUNICATIONS PLAN**

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.

The New Berlin Public Library's **Communications Plan** provides a framework for the Library Director and Staff to enhance marketing efforts for the Library. Together, we are inspired to align our strategic priorities with our communication efforts to promote clear, dynamic, navigable, and streamlined access to the Library. Shared focus on Library brand awareness and promotion using enhanced marketing and promotional priorities will ensure audiences are connected with Library services, resources, community connections and spaces.

-The New Berlin Public Library Marketing Team

MARKETING PRIORITIES

ENHANCED MARKETING INFRASTRUCTURE

We will continue to develop and streamline processes and systems to enhance Library promotions.

ENHANCED WEB COMMUNICATIONS

We will continue to use new web-based technologies, software and systems to connect and serve Library users.

ENHANCED SOCIAL COMMUNICATIONS

We will continue to envision optimized social media platforms which use creative digital content to best express the Library's personality and value to foster connections.

ENHANCED DIRECT CONNECTIONS

We will continue to curate resources and open lanes of access to reach our Library audiences to stay connected.

The Library Marketing team has identified key areas in which to best engage patrons with relevant and personalized collections, programs and services. We look forward to the next two years with targeted marketing focus on the following goals and tasks:

A. ENHANCED MARKETING INFRASTRUCTURE

Achievement through the following tasks:

1. Implement a standardized style guide with templates to increase continuity of promotional formats.
2. Streamline marketing processes and communication with electronic Microsoft Program forms.
3. Maximize program and events with a "Weekly Happenings" promotional tool on social platforms.
4. Designate specific library spaces for in-house promotion and digital screens to publicize upcoming events and services.
5. Use social media to develop the library brand that projects our mission and show our personality.

B. ENHANCED WEB COMMUNICATIONS

Achievement through the following tasks:

1. Implement website, calendar and reservation system, using **LibraryMarket** platforms, to present clear and simple content management for staff and navigability for patrons.
2. Ensure website provides a consistent user experience for mobile, desktop, and tablet users
3. Develop use of content-related SEO features to increase visits to the Library website.
4. Supplement Library newsletter content on the website with a Library Blog

C. ENHANCED SOCIAL COMMUNICATIONS

Achievement through the following tasks:

1. Develop of a core team of staff for content management, social direction and continuity.
2. Create regular story content to show the Library's staff, collections, materials and space.
3. Optimize platform algorithms by creating reels, sharing event pages and content across platforms and community sites.
4. Participate in online forums and discussions to promote the Library and professional connections with staff.

D. ENHANCED DIRECT CONNECTIONS

Achievement through the following tasks:

1. Adopt consistent promotion for the Library's CAFE APP awareness.
2. Utilize digital software, **MailerLite**, to grow and target audiences and reach subscribers with welcomes, anniversaries, relevant library programming, events, collections and services.
3. Optimize library spaces for dynamic displays and pop-up promotions.
4. Actively pursue outreach opportunities to partner on projects and bring library services to the community.

Assessment

To measure the Library's impact with our marketing enhancements, use system analytics to evaluate the effectiveness of the marketing objectives. Consider surveys of Library stakeholders and use feedback for website development

Marketing Goal and Task Updates:

For the two-year duration of this Communication Plan, members of the Marketing Team will provide annual updates to the Library Board of Trustees.