

Library Board MEETING AGENDA



September 18, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: 9/13/2023

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, August 21, 2023
 - B. Next meeting - Monday, October 16, 2023
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. ADMINISTRATIVE REPORTS
 - A. President's Report
 - B. Library Reports
8. OLD BUSINESS
 - A. Library Communications Plan
9. NEW BUSINESS
 - A. Library Code of Conduct Policy
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
August 21, 2023, 6:00 p.m.
New Berlin Public Library
15105 Library Lane
Heritage Room

Meeting called to order by President Marek at 6:00 P.M.

ATTENDANCE:

Present: Ruth Bock, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, Barn Uhen, Patti Orzel, and John Marek
Members Absent and Excused: Chuck Garrigues

Staff Member present: Lori Isola, Youth Services Librarian

FRIENDS OF THE LIBRARY:

No report.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- A. Approval of August 21, 2023 minutes
- B. Approval of Bills and Invoices
- C. Next meeting date: September 18, 2023

Member Kroupa made a motion to approve the consent agenda items subject to the reference to the statute for closed sessions being corrected from "19385" to 19.35."

The motion was seconded by Member Orzel. The motion passed on a vote of 8-0. .

ADMINISTRATIVE REPORTS

President's Report –

President Marek reported having sat in on some of the website development sessions. It is fairly early in the process and it is impressive so far. One point he raised was that our policy disclaimer about the Library's endorsement of events/groups using our facilities should also appear on the website calendar.

He also spoke with HR about the salary increase for Director Beacom. A request was made that next time we reconsider the Director's salary, a conversation be had with HR in advance to ensure that any proposed salary changes are in alignment with other city administrators. (The Board's action in July 2023 was not a problem).

Director's Report -

Director Beacom's report is attached to the minutes of this meeting. She has been trained on the new software system used by the City and will be entering the minutes from the Board.

The City Clerk recommended changing our public comment notification. We will now just list it as an agenda item. However, the comment process and commenting rules will be posted at the speaker registration station. At the discretion of the President, the instructions and commenting rules may be read orally.

OLD BUSINESS

A. 2024 Equalized Assessed Value

In order for the City to be exempt from certain taxes, we need to meet a certain budget. The budget will be adjusted accordingly. No action is required on this item.

NEW BUSINESS

A. Library Communications Plan

The goal of the plan is to focus on new ways to market the Library's services and offerings to the public. The plan is crafted to match the Library's strategic plan so that, as the Library team works on the strategic goals, the communication effort is happening at the same time.

Priorities of the plan are to enhance:

- market infrastructure
- web communications
- social communications
- direct connections

Lori gave more information on the social communications aspect. Previously, the social postings read like a list of events. People weren't engaging with those posts and they really didn't target specific groups. Going forward, there will be more reels, more people-involved posts, and more videos showing the resources and services. Posts will be set to capture reader information; for example, a user can click to show interest in an event and then Facebook's algorithms will send them reminders.

Traditional delivery methods, such as the pamphlet stations, will remain.

Action on the item will be deferred to the September 2023 meeting.

C. Trustee Essentials: Cataloging 101

Discussion of this topic will be deferred to the September 2023 meeting.

ANNOUNCEMENTS

No Announcements

ADJOURNMENT

Member Greenawalt moved to adjourn. Member Kroupa seconded the motion, which passed on a vote of 8-0.

Meeting adjourned at 6:43 P.M.

Respectfully submitted,

Jill Kawala

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

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	-600.00	.00	600.00	100.0%
22810000	48000	MISC GENERAL REV	0	0	0	.00	.00	.00	.0%
22810000	48040	DONATIONS	0	0	0	-7,886.29	.00	7,886.29	100.0%
22810000	48040	FOL DONATIONS	0	0	0	-3,121.67	.00	3,121.67	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	13.64	.00	-13.64	100.0%
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	-11,594.32	.00	11,594.32	100.0%
TOTAL REVENUES			0	0	0	-11,607.96	.00	11,607.96	
TOTAL EXPENSES			0	0	0	13.64	.00	-13.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	0	0	0	-11,594.32	.00	11,594.32	100.0%	
** 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	54010					R&M	BLDGS &	GROUND			
	001675	ELLIOTT ACE	HARDWAR	898107	0	2023	8	INV P	8.98	082323	270140 RPAIRS-LIB
	006300	CC&N		SRVCE00011358	0	2023	8	INV P	225.00	082323	270122 ELEVATOR PHONE RPAI
	007373	MENARDS		50310	0	2023	8	INV P	42.72	082323	270183 RPAIRS-LIB
	085010	WAUKESHA COUNTY	TREA	2023-40030047	0	2023	8	INV P	398.54	082323	270248 GENERATOR MAINT-LIB
				ACCOUNT TOTAL					675.24		
15810000	54030					MAINTENANCE	CONTRACT				
	014113	K-12 TECHNOLOGY	GROU	94116	0	2023	8	INV P	1,960.72	082323	270067 SIMPLIFY IT-LIB AUG
				ACCOUNT TOTAL					1,960.72		
15810000	54080					LEASES	EQUIPMENT				
	020123	FORWARD TS, LTD		AR204635	0	2023	8	INV P	273.36	082323	270147 COPIER LEASE-LIB 7/
	362301	GREAT AMERICA	FINANC	34583332	0	2023	8	INV P	289.00	082323	270156 COPIER LEASE-LIB C
				ACCOUNT TOTAL					562.36		
15810000	54230					LIBRARY	MATERIALS				
	001613	GALE CENGAGE	LEARNIN	81589241	0	2023	8	INV P	78.72	082323	270149 VARIOUS TITLES-LIB
	001613	GALE CENGAGE	LEARNIN	81607235	0	2023	8	INV P	24.00	082323	270149 VARIOUS TITLES-LIB
	001613	GALE CENGAGE	LEARNIN	81624107	0	2023	8	INV P	23.25	082323	270149 VARIOUS TITLES-LIB
									125.97		
	006199	BAKER & TAYLOR	BOOKS	2037652864	0	2023	8	INV P	1,024.42	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037655653	0	2023	8	INV P	337.37	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037660069	0	2023	8	INV P	781.55	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037665038	0	2023	8	INV P	282.34	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037675493	0	2023	8	INV P	478.73	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037678029	0	2023	8	INV P	1,310.22	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037680937	0	2023	8	INV P	26.52	082323	270113 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2037681167	0	2023	8	INV P	293.71	082323	270113 VARIOUS TITLES-LIB
									4,534.86		
	011583	CAVENDISH SQUARE		CAL343388I	0	2023	8	INV P	204.44	082323	270121 VARIOUS TITLES-LIB
	321672	HOOPLA		504149360	0	2023	8	INV P	1,291.05	082323	270161 DIGITAL MEDIA-LIB J
	361291	MIDWEST TAPE		504145484	0	2023	8	INV P	233.00	082323	270187
	392979	CENTER POINT		2032001	0	2023	8	INV P	431.46	082323	270124 VARIOUS TITLES-LIB
				ACCOUNT TOTAL					6,820.78		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8		PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
ACCOUNT/VENDOR	INVOICE							
			ORG 15810000	TOTAL		10,019.10		
FUND 0010 GENERAL FUND			TOTAL:			10,019.10		

** 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	AMNZ-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				

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

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	311,587.87	.00	164,621.13	65.4%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	257,516.67	.00	211,055.33	55.0%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	43,985	0	43,985	27,666.46	.00	16,318.54	62.9%
15810000	51020	FICA	72,385	0	72,385	42,895.12	.00	29,489.88	59.3%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	46,761.12	.00	3,469.88	93.1%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
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	1,547.52	.00	-262.52	120.4%
15810000	51070	LIFE INSURANCE	841	0	841	576.85	.00	264.15	68.6%
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	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	18,071.02	5,000.00	31,928.98	41.9%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	43,481.97	.00	6,518.03	87.0%
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	34,053.50	.00	13,946.50	70.9%
15810000	54110	SUPPLIES	37,400	0	37,400	7,094.21	.00	30,305.79	19.0%
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	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	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	117,823.43	.00	94,676.57	55.4%
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	36,702.73	.00	-702.73	102.0%
15810000	54521	COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
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	1,110.85	.00	89.15	92.6%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,155.12	.00	44.88	96.3%
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	999,599.94	5,000.00	689,815.06	59.3%
TOTAL EXPENSES			1,694,415	0	1,694,415	999,599.94	5,000.00	689,815.06	

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	999,599.94	5,000.00	689,815.06	59.3%

** 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									
010589	STREETLIFE	7/26/23	NB CITYCENTER	0	2023	8	INV	P	1,200.00	082323	270235 2023CONCERT@CITYCEN
012246	ALM FUSION LLC	2023	NB CONCERTS@CITY	0	2023	8	INV	P	1,800.00	082323	270104 2023CONCERTS@CITYCE
016212	DRUZYNY ALEX	9/23/23	NB LIB PROG	0	2023	8	INV	P	100.00	082323	270135 9/23/23WELLNESS RET
377783	STEPHAN BARBARA	8/9/23	NBCITY CENTER	0	2023	8	INV	P	1,200.00	082323	270231 2023NEWBERLIN CITY
387622	CARR JOHN	7/12/23	NBCITY CENTER	0	2023	8	INV	P	800.00	082323	270120 7/12/23CONCERT @CIT
390534	ALL STAR RENTALS	27476		0	2023	8	INV	P	2,631.50	082323	270103 7/12/2023CONCERT/CI
390534	ALL STAR RENTALS	27479		0	2023	8	INV	P	2,631.50	082323	270103 7/27/2023CONCERT/CI
390534	ALL STAR RENTALS	27480		0	2023	8	INV	P	2,631.50	082323	270103 8/9/2023CONCERT/CIT
									7,894.50		
395706	STAMN MICHELE	9/23/23	WELLNESS	0	2023	8	INV	P	150.00	082323	270225 9/23/23WELLNESS RET
ACCOUNT TOTAL									13,144.50		
22810000 48040 FOL		DONATIONS									
387576	WISCONSIN HISTORICAL	9/13/23	NBLIB PROGRAM	0	2023	8	INV	P	50.00	082323	270257 FOL#2321 PROG/WHY O
ACCOUNT TOTAL									50.00		
ORG 22810000 TOTAL									13,194.50		
FUND 0200 LIBRARY DONATION FUND									TOTAL:	13,194.50	

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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			

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

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	-14,485.35	.00	-15,014.65	49.1%
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-4,493.38	.00	-3,006.62	59.9%
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	-35,898.98	.00	-30,670.02	53.9%
TOTAL REVENUES	-66,569	0	-66,569	-35,898.98	.00	-30,670.02	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-66,569	0	-66,569	-35,898.98	.00	-30,670.02	53.9%
** END OF REPORT - Generated by Thu Van Hintz **							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000		LIBRARY							
15810000	54110			SUPPLIES					
011840	US BANK	7/18/23	AMZN2-LIB	0	2023	9 INV P	191.97	090823E	10086 AMZN/SUPPLIES-LIB
011840	US BANK	7/20/23	AMZN5-LIB	0	2023	9 INV P	154.99	090823E	10086 AMZN/BOOKCART-LIB
011840	US BANK	7/23/23	AMZN2-LIB	0	2023	9 INV P	8.64	090823E	10086 AMZN/PENS-LIB
011840	US BANK	7/25/23	AMZN1-LIB	0	2023	9 INV P	43.57	090823E	10086 AMZN/CABLE/EXT CORD
011840	US BANK	7/25/23	AMZN2-LIB	0	2023	9 INV P	16.99	090823E	10086 AMZN/HDMI CABLE-LIB
011840	US BANK	7/31/23	AMZN2-LIB	0	2023	9 INV P	27.98	090823E	10086 AMZN/BOOK COVERS-LI
							444.14		
ACCOUNT TOTAL							444.14		
15810000	54180			HOUSEKEEPING SUPPLY					
011840	US BANK	7/15/23	AMZN-LIB	0	2023	9 INV P	79.27	090823E	10086 AMZN/TOWER & DESK F
011840	US BANK	7/17/23	AMZN-LIB	0	2023	9 INV P	62.00	090823E	10086 AMZN/AIR PURIFIER F
011840	US BANK	7/18/23	AMZN1-LIB	0	2023	9 INV P	17.26	090823E	10086 AMZN/SUPPLIES-LIB
011840	US BANK	7/23/23	AMZN8-LIB	0	2023	9 INV P	192.74	090823E	10086 AMZN/PUSHCART DOLLY
011840	US BANK	7/25/23	AMZN3-LIB	0	2023	9 INV P	77.55	090823E	10086 AMZN/HOUSEKEEPING S
011840	US BANK	7/25/23	AMZN5-LIB	0	2023	9 INV P	11.99	090823E	10086 AMZN/AIR PURIFIER W
							440.81		
ACCOUNT TOTAL							440.81		
15810000	54230			LIBRARY MATERIALS					
011840	US BANK	7/18/23	KINDLE-LIB	0	2023	9 INV P	12.45	090823E	10086 AMZN/KINDLE-LIB
011840	US BANK	7/18/23	TARGET2-LIB	0	2023	9 INV P	6.50	090823E	10086 TARGET/SUPPLIES-LIB
011840	US BANK	7/18/23	WHEEL&SPROCKT	0	2023	9 INV P	2,654.76	090823E	10086 WHEEL&SPROCKET/BIKE
011840	US BANK	7/19/23	AMZN-LIB	0	2023	9 INV P	104.37	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/20/23	AMZN3-LIB	0	2023	9 INV P	195.20	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/20/23	AMZN4-LIB	0	2023	9 INV P	31.95	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/20/23	AMZN6-LIB	0	2023	9 INV P	199.99	090823E	10086 AMZN-PICKLEBALLNET-
011840	US BANK	7/20/23	AMZN-LIB	0	2023	9 INV P	49.99	090823E	10086 AMZN/LIB MATERIAL-L
011840	US BANK	7/21/23	AMZN1-LIB	0	2023	9 INV P	35.68	090823E	10086 AMZN/JIGSAW PUZZLES
011840	US BANK	7/21/23	AMZN2-LIB	0	2023	9 INV P	53.94	090823E	10086 AMZN/JIGSAW PUZZLE-
011840	US BANK	7/21/23	AMZN3-LIB	0	2023	9 INV P	227.52	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/21/23	AMZN4-LIB	0	2023	9 INV P	439.84	090823E	10086 AMZN/PUZZLES-LIB
011840	US BANK	7/22/23	AMZN-LIB	0	2023	9 INV P	370.48	090823E	10086 AMZN/GIANT GAME SET
011840	US BANK	7/22/23	AMZN2-LIB	0	2023	9 INV P	344.88	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/23/23	AMZN3-LIB	0	2023	9 INV P	69.14	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/23/23	AMZN4-LIB	0	2023	9 INV P	187.87	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/23/23	AMZN5-LIB	0	2023	9 INV P	52.95	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/23/23	AMZN6-LIB	0	2023	9 INV P	229.08	090823E	10086 AMZN/KEYBOARD&CASE/
011840	US BANK	7/23/23	AMZN7-LIB	0	2023	9 INV P	445.45	090823E	10086 AMZN/TRAINING BIKES
011840	US BANK	7/23/23	AMZN9-LIB	0	2023	9 INV P	11.99	090823E	10086 AMZN/GAMES-LIB
011840	US BANK	7/24/23	AMZN1-LIB	0	2023	9 INV P	280.32	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/24/23	AMZN2-LIB	0	2023	9 INV P	29.99	090823E	10086 AMZN/JIGSAW PUZZLE-
011840	US BANK	7/24/23	AMZN3-LIB	0	2023	9 INV P	562.30	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/25/23	AMZN7-LIB	0	2023	9 INV P	284.20	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/25/23	AMZN4-LIB	0	2023	9 INV P	18.00	090823E	10086 AMZN/VARIOUS TITLES
011840	US BANK	7/25/23	AMZN8-LIB	0	2023	9 INV P	19.99	090823E	10086 AMZN/VARIOUS TITLES

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9													
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION			
011840	US BANK	7/26/23AMNZ2-LIB	0	2023	9	INV P	12.75	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	7/26/23AMZN-LIB	0	2023	9	INV P	9.95	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	7/28/23AMZN-LIB	0	2023	9	INV P	53.75	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	7/29/23AMZN-LIB	0	2023	9	INV P	89.28	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	7/31/23AMNZ5-LIB	0	2023	9	INV P	56.90	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	7/31/23AMZN1-LIB	0	2023	9	INV P	841.30	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	7/31/23AMZN3-LIB	0	2023	9	INV P	8.81	090823E	10086	AMZN/LED FLASHLIGHT			
011840	US BANK	7/31/23AMZN4-LIB	0	2023	9	INV P	68.97	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	8/1/23AMZN-LIB	0	2023	9	INV P	471.09	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	8/1/23AMZN2-LIB	0	2023	9	INV P	18.54	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	8/1/23AMZN3-LIB	0	2023	9	INV P	25.20	090823E	10086	AMZN/VARIOUS TITLES			
011840	US BANK	8/2/23AMZN-LIB	0	2023	9	INV P	17.99	090823E	10086	AMZN/VARIOUS TITLES			
							8,593.36						
ACCOUNT TOTAL							8,593.36						
15810000	54521	TECHNOLOGY/SOFTWARE											
011840	US BANK	7/23/23ADOBE-LIB	0	2023	9	INV P	19.99	090823E	10086	ADOBE MONTHLY LICEN			
ACCOUNT TOTAL							19.99						
15810000	55095	PROGRAMS-YOUNG ADULT											
011840	US BANK	7/18/23TARGET1-LIB	0	2023	9	INV P	27.94	090823E	10086	TARGET/REFRESHMENTS-			
011840	US BANK	7/20/23TARGET-LIB	0	2023	9	INV P	2.97	090823E	10086	TARGET/YNG ADLT PRO			
							30.91						
ACCOUNT TOTAL							30.91						
15810000	55100	PROGRAMS-ADULT											
011840	US BANK	7/29/23AMNZ-LIB	0	2023	9	INV P	82.96	090823E	10086	AMZN/ADLT PROG SUPP			
011840	US BANK	7/30/23AMZN-LIB	0	2023	9	INV P	73.96	090823E	10086	AMZN/ADLT PROG SUPP			
							156.92						
ACCOUNT TOTAL							156.92						
ORG 15810000 TOTAL							9,686.13						
FUND 0010 GENERAL FUND							TOTAL:	9,686.13					

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INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9													
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES		CHECK	DESCRIPTION		
22810000		LIBRARY DONATION											
22810000 48040 FOL		DONATIONS											
011840	US BANK	7/16/23	AMZN-LIB	0	2023	9	INV P	165.30	090823E	10086	FOL#2310/AMZN/PROG		
011840	US BANK	7/16/23	SPOTIFY-LIB	0	2023	9	INV P	13.64	090823E	10086	FOL#2246/SPOTIFY -L		
011840	US BANK	7/20/23	AMZN1-LIB	0	2023	9	INV P	43.02	090823E	10086	FOL#2310/AMZN/PROG		
011840	US BANK	7/23/23	AMZN1-LIB	0	2023	9	INV P	28.97	090823E	10086	FOL#2310/AMZN/PROG		
011840	US BANK	7/24/23	TARGET-LIB	0	2023	9	INV P	21.74	090823E	10086	FOL#2312TARGET/REFR		
011840	US BANK	7/25/23	AMZN6-LIB	0	2023	9	INV P	11.58	090823E	10086	FOL#2310/AMZN/MARKE		
011840	US BANK	7/26/23	1848COFFEE-	0	2023	9	INV P	20.00	090823E	10086	FOL#2305/1848COFFEE		
011840	US BANK	7/27/23	AMZN-LIB	0	2023	9	INV P	22.98	090823E	10086	FOL#2312/AMZN/BULLE		
								327.23					
ACCOUNT TOTAL								327.23					
ORG 22810000 TOTAL								327.23					
FUND 0200 LIBRARY DONATION FUND								TOTAL:	327.23				

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
15810000	50010	SALARY-FULL TIME	476,209	0	476,209	330,293.34	.00	145,915.66	69.4%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	275,272.04	.00	193,299.96	58.7%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	43,985	0	43,985	29,356.21	.00	14,628.79	66.7%
15810000	51020	FICA	72,385	0	72,385	45,642.63	.00	26,742.37	63.1%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	49,683.69	.00	547.31	98.9%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000	51060	LONG-TERM DISABI	81	0	81	57.60	.00	23.40	71.1%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	1,644.24	.00	-359.24	128.0%
15810000	51070	LIFE INSURANCE	841	0	841	613.68	.00	227.32	73.0%
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	42,970.82	.00	17,029.18	71.6%
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	1,605.79	.00	694.21	69.8%
15810000	53050	HEATING FUEL	17,000	0	17,000	10,598.58	.00	6,401.42	62.3%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	19,082.67	5,000.00	30,917.33	43.8%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	43,481.97	.00	6,518.03	87.0%
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	37,198.00	.00	10,802.00	77.5%
15810000	54110	SUPPLIES	37,400	0	37,400	7,964.66	.00	29,435.34	21.3%
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	300.00	.00	150.00	66.7%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	1,514.06	.00	14,485.94	9.5%
15810000	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	146,445.03	.00	66,054.97	68.9%
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	36,722.72	.00	-722.72	102.0%
15810000	54521	COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
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	1,141.76	.00	58.24	95.1%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,312.04	.00	-112.04	109.3%
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	1,087,344.20	5,000.00	602,070.80	64.5%
TOTAL EXPENSES			1,694,415	0	1,694,415	1,087,344.20	5,000.00	602,070.80	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	1,087,344.20	5,000.00	602,070.80	64.5%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
15810000										
15810000	53040									
302074	AT&T	262785498008-2023		0	TELEPHONE/CELL PHONE	2023	9 INV P	200.60	091323	270261 PHONES-LIB AUG4-SEP
					ACCOUNT TOTAL			200.60		
15810000	54010									
001675	ELLIOTT ACE HARDWAR	898227		0	R&M BLDGS & GROUNDS	2023	9 INV P	57.58	091323	270330 ELECTRICAL OUTLET/R
003228	BATZNER PEST CONTR	49861879		0	2023	9 INV P	119.90	091323	270318 PESTCNTRL-LIB AUG20	
015580	AMAZON CAPITAL SERVI	1KLN-HGKG-DK13		0	2023	9 INV P	41.53	091323	270312 LIGHTING/BULB-LIB	
021746	GRAINGER	9823364444		0	2023	9 INV P	585.04	091323	270339 AIRFILTERS-LIB	
021746	GRAINGER	9823497574		0	2023	9 INV P	177.66	091323	270339 AIR FILTERS-LIB	
							762.70			
311839	HOME DEPOT CREDIT SE	9515380		0	2023	9 INV P	29.94	091323	270348 RPAIRS-LIB	
					ACCOUNT TOTAL			1,011.65		
15810000	54080									
020123	FORWARD TS, LTD	AR183334		0	LEASES EQUIPMENT	2023	9 INV P	1,050.05	091323	270267 COPIER LEASES-LIB N
020123	FORWARD TS, LTD	AR185878		0	2023	9 INV P	1,104.55	091323	270267 COPIER LEASE-LIB DE	
							2,154.60			
295906	PITNEY BOWES	3317888590		0	2023	9 INV P	77.28	091323	270280 POSTAGE MACHINE LEA	
362301	GREAT AMERICA FINANC	34694305		0	2023	9 INV P	623.62	091323	270269 COPIER LEASE-LIB D	
362301	GREAT AMERICA FINANC	34792030		0	2023	9 INV P	289.00	091323	270341 COPIER LEASE-LIB C	
							912.62			
					ACCOUNT TOTAL			3,144.50		
15810000	54110									
020058	ODP BUSINESS	326441000001		0	SUPPLIES	2023	9 INV P	426.31	091323	270383 OFFICE SUPPLIES-LIB
					ACCOUNT TOTAL			426.31		
15810000	54180									
026400	ITU ABSORB TECH	8177484		0	HOUSEKEEPING SUPPLY	2023	9 INV P	103.28	091323	270351 MATS-LIB AUG2023
					ACCOUNT TOTAL			103.28		
15810000	54230									
001613	GALE CENGAGE LEARNIN	81671769		0	LIBRARY MATERIALS	2023	9 INV P	311.90	091323	270332 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	81679038		0	2023	9 INV P	83.97	091323	270332 VARIOUS TITLES-LIB	
001613	GALE CENGAGE LEARNIN	81679137		0	2023	9 INV P	51.73	091323	270332 VARIOUS TITLES-LIB	
001613	GALE CENGAGE LEARNIN	81690546		0	2023	9 INV P	104.96	091323	270332 VARIOUS TITLES-LIB	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9													
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
001613	GALE CENGAGE LEARNIN	81726370		0	2023	9	INV P	77.97	091323	270332	VARIOUS	TITLES-LIB	
								630.53					
006199	BAKER & TAYLOR BOOKS	2037661462		0	2023	9	INV P	250.80	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037670059		0	2023	9	INV P	102.89	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037674493		0	2023	9	INV P	101.03	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037685143		0	2023	9	INV P	97.75	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037686032		0	2023	9	INV P	2,126.52	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037695233		0	2023	9	INV P	435.32	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037700693		0	2023	9	INV P	189.53	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037706443		0	2023	9	INV P	813.34	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037707791		0	2023	9	INV P	262.85	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037712629		0	2023	9	INV P	1,040.09	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037713273		0	2023	9	INV P	317.58	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037713298		0	2023	9	INV P	834.70	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037720166		0	2023	9	INV P	364.34	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037730127		0	2023	9	INV P	747.67	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037733018		0	2023	9	INV P	275.71	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037735814		0	2023	9	INV P	1,499.76	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037737501		0	2023	9	INV P	245.59	091323	270317	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H65965460		0	2023	9	INV P	16.98	091323	270317	VARIOUS	TITLES-LIB	
								9,722.45					
013800	DEMCO INC	7344529		0	2023	9	INV P	1,183.44	091323	270327	VARIOUS	TITLES-LIB	
020116	NEWSBANK INC	RN1100857		0	2023	9	INV P	7,264.00	091323	270382	PERIODICAL	SUBSCRIP	
350982	T-MOBILE	970673785AUG23		0	2023	9	INV P	338.79	091323	270283	MOBILE	HOTSPOTS-LIB	
361291	MIDWEST TAPE	504178518		0	2023	9	INV P	175.42	091323	270373	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	504241998		0	2023	9	INV P	713.61	091323	270373	VARIOUS	TITLES-LIB	
								889.03					
ACCOUNT TOTAL								20,028.24					
ORG 15810000 TOTAL								24,914.58					
FUND 0010 GENERAL FUND					TOTAL:			24,914.58					

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9											
ACCOUNT/VENDOR			INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION								
22810000 48040 FOL			DONATIONS								
334839 KOVACIC JOHN			10/7/23 OKTOBERFEST	0	2023	9	INV P	250.00	091323	270358	FOL#2319/10/7/23OKT
ACCOUNT TOTAL								250.00			
ORG 22810000 TOTAL								250.00			
FUND 0200 LIBRARY DONATION FUND								TOTAL: 250.00			

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

YEAR-TO-DATE THROUGH AUGUST 30, 2023

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDG
15810000	50010	SALARY-FULL TIME	476,209	311,587.87	164,621
15810000	50020	SALARY-PART TIME	468,572	257,516.67	211,055
15810000	50070	SALARY-OVERTIME	0	0.00	0
15810000	51010	RETIREMENT	43,985	27,666.46	16,319
15810000	51020	FICA	72,385	42,895.12	29,490
15810000	51030	HEALTH INSURANCE	50,231	46,761.12	3,470
15810000	51040	RETIREE HEALTH INS	0	0.00	0
15810000	51060	LONG-TERM DISABILITY	81	51.20	30
15810000	51065	VISION/DENTAL INSURANCE	1,285	1,547.52	-263
15810000	51070	LIFE INSURANCE	841	576.85	264
15810000	51080	UNEMPLOYMENT COMP.	0	0.00	0
15810000	52010	PROFESSIONAL FEES	0	0.00	0
15810000	52030	CONTRACTED SERVICES	0	0.00	0
15810000	53010	ELECTRICITY	60,000	34,432.66	25,567
15810000	53020	WATER/SEWER	3,876	1,781.61	2,094
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,405.19	895
15810000	53050	HEATING FUEL	17,000	9,953.81	7,046
15810000	54010	R&M BLDGS & GROUNDS	55,000	18,071.02	31,929
15810000	54030	MAINTENANCE CONTRACT	50,000	43,481.97	6,518
15810000	54040	R&M EQUIPMENT	2,000	1,574.00	426
15810000	54060	MARKETING	500	0.00	500
15810000	54080	LEASES EQUIPMENT	48,000	34,053.50	13,947
15810000	54110	SUPPLIES	37,400	7,094.21	30,306
15810000	54110	SUPPLIES	0	0.00	0
15810000	54140	DATA PROC SUPPLIES	0	0.00	0
15810000	54170	POSTAGE	450	300.00	150
15810000	54180	HOUSEKEEPING SUPPLY	16,000	969.97	15,030
15810000	54190	GAS,OIL,LUBRICANTS	0	0.00	0
15810000	54230	LIBRARY MATERIALS	212,500	117,823.43	94,677
15810000	54250	MAGAZINES/NEWSPAPERS	0	237.60	-238
15810000	54260	AUDIO-VISUAL	0	0.00	0
15810000	54270	MEMBERSHIP DUES	200	0.00	200
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	0.00	500
15810000	54330	TRAINING EXPENSES	500	75.00	425
15810000	54521	TECHNOLOGY/SOFTWARE	36,000	36,702.73	-703
15810000	54521	TECHNOLOGY/SOFTWARE	0	0.00	0
15810000	55090	PROGRAMS-JUVENILE	1,200	774.46	426
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,110.85	89
15810000	55100	PROGRAMS-ADULT	1,200	1,155.12	45
15810000	56020	WORKER'S COMP	0	0.00	0
15810000	59010	EQUIPMENT	35,000	0.00	35,000
		Grand Total	1,694,415	999,599.94	689,815

% USED

65.40
55.00
0.00
62.90
59.30
93.10
0.00
63.20
120.40
68.60
0.00
0.00
0.00
57.40
46.00
61.10
58.60
41.90
87.00
78.70
0.00
70.90
19.00
0.00
0.00
66.70
6.10
0.00
55.40
100.00
0.00
0.00
0.00
15.00
102.00
0.00
64.50
92.60
96.30
0.00
0.00
59.30

YEAR-TO-DATE THROUGH AUGUST 30, 2023

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	476,209	311,587.87	164,621	65.40
15810000	50020	SALARY-PART TIME	468,572	257,516.67	211,055	55.00
15810000	50070	SALARY-OVERTIME	0	0.00	0	0.00
15810000	51010	RETIREMENT	43,985	27,666.46	16,319	62.90
15810000	51020	FICA	72,385	42,895.12	29,490	59.30
15810000	51030	HEALTH INSURANCE	50,231	46,761.12	3,470	93.10
15810000	51040	RETIREE HEALTH INS	0	0.00	0	0.00
15810000	51060	LONG-TERM DISABILITY	81	51.20	30	63.20
15810000	51065	VISION/DENTAL INSURANCE	1,285	1,547.52	-263	120.40
15810000	51070	LIFE INSURANCE	841	576.85	264	68.60
15810000	51080	UNEMPLOYMENT COMP.	0	0.00	0	0.00
15810000	52010	PROFESSIONAL FEES	0	0.00	0	0.00
15810000	52030	CONTRACTED SERVICES	0	0.00	0	0.00
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	18,071.02	31,929	41.90
15810000	54030	MAINTENANCE CONTRACT	50,000	43,481.97	6,518	87.00
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	34,053.50	13,947	70.90
15810000	54110	SUPPLIES	37,400	7,094.21	30,306	19.00
15810000	54110	SUPPLIES	0	0.00	0	0.00
15810000	54140	DATA PROC SUPPLIES	0	0.00	0	0.00
15810000	54170	POSTAGE	450	300.00	150	66.70
15810000	54180	HOUSEKEEPING SUPPLY	16,000	969.97	15,030	6.10
15810000	54190	GAS,OIL,LUBRICANTS	0	0.00	0	0.00
15810000	54230	LIBRARY MATERIALS	212,500	117,823.43	94,677	55.40
15810000	54250	MAGAZINES/NEWSPAPERS	0	237.60	-238	100.00
15810000	54260	AUDIO-VISUAL	0	0.00	0	0.00
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	36,702.73	-703	102.00
15810000	54521	TECHNOLOGY/SOFTWARE	0	0.00	0	0.00
15810000	55090	PROGRAMS-JUVENILE	1,200	774.46	426	64.50
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,110.85	89	92.60
15810000	55100	PROGRAMS-ADULT	1,200	1,155.12	45	96.30
15810000	56020	WORKER'S COMP	0	0.00	0	0.00
15810000	59010	EQUIPMENT	35,000	0.00	35,000	0.00
		Grand Total	1,694,415	999,599.94	689,815	59.30



NEW BERLIN PUBLIC LIBRARY EXPERIENCE PASSES



BETTY BRINN MUSEUM

Number of passes: 3
2022 checkouts: 98
YTD as of 5/26/23: 121
YTD as of 9/1/23: 225



BOERNER BOTANICAL GARDENS

Number of passes: 2
2022 checkouts: 105
YTD as of 5/26/23: 27
YTD as of 9/1/23: 109



BOOKWORM GARDENS

Number of passes: 1
2022 checkouts: 1
YTD as of 5/26/23: 4
YTD as of 9/1/23: 34



DISCOVERY WORLD

Number of passes: 3
2022 checkouts: n/a
YTD as of 5/26/23: n/a
YTD as of 9/1/23: 35



EAST TROY RAILROAD MUSEUM

Number of passes: 1
2022 checkouts: n/a
YTD as of 5/26/23: n/a
YTD as of 9/1/23: 21



GREEN BAY PACKER HALL OF FAME

Number of passes: 1
2022 checkouts: 19
YTD as of 5/26/23: 6
YTD as of 9/1/23: 17



INTERNATIONAL CRANE FOUNDATION

Number of passes: 1
2022 checkouts: n/a
YTD as of 5/26/23: n/a
YTD as of 9/1/23: 0



MILWAUKEE ART MUSEUM

Number of passes: 4
2022 checkouts: 67
YTD as of 5/26/23: 55
YTD as of 9/1/23: 113



MILWAUKEE COUNTY ZOO

can't advertise per zoo policy

Number of passes: 4
2022 checkouts: 345
YTD as of 5/26/23: 120
YTD as of 9/1/23: 299



MITCHELL PARK DOMES

Number of passes: 6
2022 checkouts: 133
YTD as of 5/26/23: 168
YTD as of 9/1/23: 321



RACINE ART MUSEUM

Number of passes: 2
2022 checkouts: n/a
YTD as of 5/26/23: n/a
YTD as of 9/1/23: 9



SCHLITZ AUDUBON NATURE CENTER

Number of passes: 1
2022 checkouts: 23
YTD as of 5/26/23: 4
YTD as of 9/1/23: 23



WISCONSIN HISTORICAL SOCIETY

Number of passes: 2
2022 checkouts: n/a
YTD as of 5/26/23: 4
YTD as of 9/1/23: 58



Total number of passes: 31
2022 checkouts: 791
YTD as of 5/26/23: 509
YTD as of 9/1/23: 1264





CONNECTING with our COMMUNITY

August 2023



COMMUNITY RESOURCES

Our last concert of the summer was a big hit! Barbara Stephan put on a fantastic show, concert attendees played music bingo and we had three community groups in attendance. New Berlin Senior Taxi and Root-Pike WIN provided concert go-ers with information about their organizations. Enjoy New Berlin shared resources and happenings throughout New Berlin as well as popsicles for everyone who wanted one! We look to offer more community groups the opportunity to participate next summer.



OUTREACH

With summer programming winding down, August was the perfect time to schedule a few outreach events. Director Natalie Beacom paired with librarians from the Greenfield PL for storytelling and crafts at Next Step Residential. Apple Ridge Day Care visited the library for a tour and storytime. Youth Services Intern Lizzie Brazelton provided her very first solo storytime to the children at KinderCare.



BETTY BRINN CHILDREN'S MUSEUM

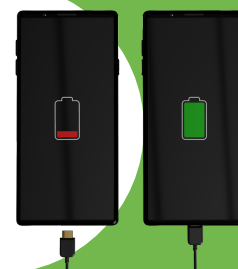
The library received an invitation to Betty Brinn for their Backpack Breakfast. This event recognizes community partners and offers the opportunity to learn more about BBCM in the community as well as network with other community partners. Breakfast is held in conjunction with the Back-to-School resource fair that typically has 1500+ attendees.

"The New Berlin Public Library has had one of the highest attendance numbers of our Library Partner Membership Program and we would love to have such an important community partnership represented at the event." Christine Weichart represented the library.



COOLING AND CHARGING SPACE

The end of August brought hot and humid conditions to New Berlin and our surrounding areas. NBPL is the city's designated cooling site for those in our community who need to escape the heat and humidity. The library also has charging stations available for those who may need to charge their phones or devices. We strive to provide a safe, welcoming environment for our community!



LIBRARY WEBSITE

We've begun meeting with our project manager, Valerie, this month to begin constructing our new website! Weekly meetings involve homework to help us determine what features will best serve the needs of our patrons. Our new website will offer the ability to reserve meeting rooms online, program registration through the website and a fresh, clean look. We expect to have our new website up and running in January, 2024.





Library Director Report

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

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

The Library's Marketing Committee is wrapping up the discovery phase of the Library's website implementation and moving forward to the design stage of the site. We are on track to launch the new site in January 2024. We will also began working with a local photographer to build our image stock and we look forward to having images which best represent our Library for the website and social platforms.

Members of the City of New Berlin Departments and community groups met in September to discuss community relations and events we could promote together to increase community engagement. We look forward to working together on future programs at the Historical Society and the Recreation Department's new ARC facility.

We've made a few enhancements to the Library's collaborate environments in August and September. The Administrative office and Study Room E now have the technology to project screens for meetings and trainings, we've added a new volunteer program for the MakerStudio organization and re-supply, and the barn doors in the Youth Program Room are a nice aesthetic for the administrative meeting area.

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

Adult Services Meaningful Moments

Kate: During my Hobby Hang program, I was talking with an attendee who told me she recently taught herself how to embroider. She was recently diagnosed with something that made her want to work on her "creativity bucket list" and she was excited for the opportunity to be with other crafty people for the evening. I'm planning on making this a reoccurring program to highlight the maker studio opportunities for adults. More information to come!

Nick: A woman came in, and told me that she needed to type up letters that she wrote the U.S. Immigration Office requesting that her gardener and his wife be allowed to extend their Visa request. After googling this, I found out that this was called a "good moral character" letter, a fairly standard practice for Visa/citizenship requests. This patron was a senior, and had never really used a computer before. I showed her how to log in to the computer, how to open/use Microsoft Word, and found a template for a good moral character letter online. When she finished typing up the two letters, she asked me to proofread them, and show her how to adjust the formatting of the letters. Once again, I feel that patrons really appreciate how a librarian tries to teach them how to best utilize technology.

Sarah: Multiple patrons mentioned how this library has been their favorite so far in the Library Passport Challenge! Both friendly staff and beautiful facility

Tween and Teen Services Meaningful Moments

Shannon: A patron came to the reference desk looking for an article in a newspaper about an old friend that passed away. It was from 10 years ago in the Lacrosse Courier. After some digging in our databases, I was able to find it for him. He and his wife were very grateful to get more information about their old friend.

A patron asked how the library of things worked after seeing tags in the adult NF section. she said "so, you actually have all of these things to check out?!" and when I told her about it, her whole family was super excited. She said "this is going to be a game changer" and they went downstairs to request a pickleball set from circulation.



Youth Services Meaningful Moments

Christine: I attended the Betty Brinn Backpack Breakfast, the NBPL had the most visits with the membership pass! There was a gentleman at the table with me who lives in New Berlin. His family goes to the library, and his son is crazy about dinosaurs and they love our dinosaur section and all the things we have going on in YS.

Jessica: A few weeks ago a boy about 10 came in with his mom and brother and needed some help finding books about different topics that interested him. We were mostly striking out, as some of the topics were very specific, or our books had been checked out. A few minutes after walking away somewhat discouraged, he came back and asked if we had any books about a war in ancient Greece that he had seen on a history YouTube channel he watches with his dad. I had never heard of this war, BUT I searched for it and we were one of only three libraries in the area to have a whole book about it! I was able to walk with him to find it. Then while we were there, he spotted a couple more books that he wanted to read. Mom expressed a lot of gratitude and the boy was very excited to have some books to share with Dad, too.



Kate:

As I was signing up a boy who about 8 years old for his first library card, he couldn't stop telling me how excited he was to get his very own card. His mom mentioned that he has been asking her to bring him to the library to get his own card for awhile now. After we got his card, we were able to find a few books that he had on his list to check out. When we were finished, he looked at me and said "thanks for making my dream come true!"

Lizzie: Earlier this month I had a family come in for library cards. All of the kids were so excited not only about getting to check out new books, but all of the cool little things they got with their card, like the sticker, book mark and especially the name plate in the book. It's always so much fun watching kids go off and decide which book they want to put their name into, especially if they're choosing it because it's one they've read before that they really enjoyed!

Lori: I spoke with a West Allis resident that called to see if the giant food art was still on display. In her words, she has been to our library two times, and has just been raving about how cool of a display that is to everyone. She now has started bringing people in to see it, and she was just calling ahead to make sure they could see it next week. She also mentioned other areas of our library that she was impressed by; including our MakerStudio, computer lab, and giant scrabble board. My favorite quote of the entire conversation was "your library is just the BOMB!"

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.



Code of Conduct Policy

The purpose of this policy is to express the roles and responsibilities library staff and patrons share to ensure the Library's physical and virtual spaces are welcoming, safe, and secure.

- Compliance with current COVID-19 personal and building restrictions as established by governmental entities with jurisdiction.
- Harassment of the Library staff, volunteers and patrons is strictly prohibited.
- Behavior that disrupts or hinders public use of the library or library property is prohibited. This includes, but is not limited to, loud, boisterous behavior, verbal or physical harassment, running, fighting, being under the influence of or having possession of alcohol or illegal substances.
- Following or staring in such a manner that the performance of staff duties or use of library services by visitors is disrupted is not allowed.
- Smoking, chewing tobacco and/or use of electronic smoking devices are not permitted inside the library or within 50 feet of the library building.
- Seating at library tables, chairs and in study rooms is limited to the number of persons the furniture was designed for and the posted capacity of the room. Relocating library furniture or equipment is not allowed without the permission of library staff.
- Patrons are expected to silence phones and limit use to the Library's front lobby area.
- Covered, non-alcoholic beverages are allowed in the library, but not while using public computing stations. Eating is permitted in the Library's front lobby area. Deliveries of food are not permitted, and clean-up of refuse is required.
- Prolonged or chronic sleeping is not permitted.
- Damaging, defacing, or misusing library materials, equipment or facilities is prohibited.
- Entering in a designated staff only space is not permitted without permission from library staff.
- Viewing explicit or pornographic materials or websites on any device in the library is not allowed.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users is not allowed.
- Library staff has the right to monitor use of public access computers to ensure proper use. Inappropriate, illegal or unacceptable use of the library's computers, network and wireless network could result in temporary loss of computer and/or permanent loss of library privileges. Examples of prohibited uses include, but are not limited to, accessing files, passwords or data belonging to others; damaging or altering hardware or software; attempting to bypass any library-installed software in order to gain additional and/or inappropriate access, unauthorized reproduction of copyrighted, licensed or other protected material; misrepresenting one's identity; harassing or interfering with other library patrons; violation of any local, state, federal or international laws.
- Selling, soliciting, surveying, distributing written materials, panhandling, canvassing or protesting for any political, charitable or religious purposes inside the library building or in a way that hinders clear, safe and uninterrupted access to the library is not allowed.



- Responsibility for the welfare and behavior of minor children's whereabouts, browsing and reading selections, conduct, safety, and supervision while on Library premises is the responsibility of the parent or legal guardian.
- Animals, except those designated as service animals by ADA, are not permitted in the Library.
- Selling, soliciting, panhandling, or loitering is not allowed on Library premises.
- Electioneering prohibitions, in accordance with State law include campaign materials, signs, banner and literature within 100 yards of any public entrance to the building. This will be instituted while the Library operates as a polling station.
- The distribution of leaflets or posting of notices must be authorized by library administration.
- Personal hygiene that materially disrupts others from using the library's facilities, collections or services is not permitted. Shaving, bathing or laundering clothes in public restrooms is not allowed.
- Library patrons may not engage in behavior or take any action on library property which violates any federal, state or City of New Berlin statutes, codes or ordinances.

Violations of the Code of Conduct Policy may result in the temporary removal or the permanent expulsion of the patron from Library and/or the use of Library services. The Library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:

- 1) Patrons exhibiting disruptive behavior will be given a warning.
- 2) If, after a second warning, the behavior continues, the patron will be asked to leave the library for the remainder of the day.
- 3) Recurring incidents may result in a temporary expulsion from the Library and/or services for a period of time from one month to one year. Extreme incidents may result in the involvement of law enforcement and/or may result in a permanent expulsion from the Library and/or Library services. Code of Conduct violations will be reviewed and expulsion determined at the sole discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing and the patron may appeal the decision with the Library Board (see *Appendix A and B*).
- 4) Should an expulsion be appealed to the Library Board, the Library Board will review the violation of the Library Code of Conduct as reported in Appendix A and appealed in Appendix B. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final.
- 5) At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, in accordance with applicable laws and/or library policies.

