



Library Board MEETING AGENDA

November 20, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

AGENDA

1. **PUBLIC COMMENT SESSION**
2. **CALL TO ORDER**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
5. **CONSENT AGENDA**-----
 - A. Approval of Minutes
 - i. October 16, 2023 Meeting Minutes
 - B. Next meeting date: Monday, December 18, 2023
 - C. Approval of Bills and Invoices
 - D. Library, Activity Reports
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Library Director and Library Services Manager Reports
8. **OLD BUSINESS**
 - A. 2024 Library Operating Budget
 - B. 2024 Annual Addendum to the Bridges Library System Member Library and CAFE Agreements
9. **NEW BUSINESS**
 - A. Library Code of Conduct Revision
 - B. Library Calendar - 2023-2024 Closings
 - C. Library Tile Flooring Project
 - D. Library WebCalendar and Website Update and Demo
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
October 16, 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, Chuck Guerregues Dolores Greenawalt, Nate Jung, Jill Kawala,
Charlotte Kroupa, Patti Orzel, Barb Uhen and John Marek
Members Absent and Excused: None

Staff Members Present: Natalie Beacom

FRIENDS OF THE LIBRARY: No report was given this month.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- A. Approval of September 2023 minutes
- B. Next meeting date: November 20, 2023
- C. Approval of Bills and Invoices
- D. Library Activity Reports

Member Garrigues made a motion to approve the consent agenda items. The motion was seconded by Member Kroupa and passed on a vote of 9-0.

ADMINISTRATIVE REPORTS

President's Report – Website update conversations are still ongoing. The vendor, Library Market, is very impressive. They have a solid approach to managing the project. Staff are quite engaged in the project.

Director's Report - Outreach efforts continued this month. Our Oktoberfest was held this month and was great fun.

OLD BUSINESS

Code of Conduct – D. Blair has appealed the Director's September 2023 suspension of his library privileges. The suspension was upheld by the Board at the September 2023 meeting.

Consideration was given to the appeal. Member Kawala moved to uphold the suspension as it was issued at the September 2023 meeting. Member Kroupa seconded the motion, which passed on a vote of 9-0.

NEW BUSINESS

No items of new business.

ANNOUNCEMENTS

President Marek reminded members to think ahead to Christmas gifts for the staff.

ADJOURNMENT

Member Bock moved to adjourn. Member Uhen seconded the motion, which passed on a vote of 9-0.

Meeting adjourned at 6:26 P.M.

Respectfully submitted,
Jill Kawala

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010					R&M	BLDGS &	GROUND			
003228	BATZNER	PEST CONTR	52597899		0	2023	11	INV P	119.90	111523	271052 PESTCNTRL-LIB OCT20
011822	LAFORCE		1234098		0	2023	11	INV P	7,572.75	111523	271117 LIBRARY DOORS RPAIR
016919	SOUTHPORT	ENGINEERED	W59536		0	2023	11	INV P	1,472.00	111523	271185 HVAC/SERVICE CALL-L
016919	SOUTHPORT	ENGINEERED	W59539		0	2023	11	INV P	459.00	111523	271185 HVAC/SERVICE CALL-L
									1,931.00		
021746	GRAINGER		9886148817		0	2023	11	INV P	74.67	111523	271097 LIGHTING RPAIRS-LIB
264717	TOEPFER	SECURITY COR	90872		0	2023	11	INV P	685.00	111523	271196 WEST DOOR STRIKE/RP
								ACCOUNT TOTAL	10,383.32		
15810000	54030							MAINTENANCE CONTRACT			
014113	K-12	TECHNOLOGY GROU	94431		0	2023	11	INV P	1,960.72	111523	271111 SIMPLIFY IT-LIB NOV
								ACCOUNT TOTAL	1,960.72		
15810000	54080							LEASES EQUIPMENT			
010578	LIBRARICA	LLC	204152-108R		0	2023	11	INV P	521.25	111523	271000 CONTRACT RENEWAL/SU
362301	GREAT AMERICA	FINANC	35112356		0	2023	11	INV P	582.37	111523	270971 COPIER LEASE-LIB OC
362301	GREAT AMERICA	FINANC	35210816		0	2023	11	INV P	289.00	111523	271098 COPIER LEASE-LIB OC
									871.37		
								ACCOUNT TOTAL	1,392.62		
15810000	54110							SUPPLIES			
008243	NEW BERLIN	LIBRARY	P 444 4/17/23	TARGET	0	2023	11	INV P	2.89	111523	271138 TARGET/SUPPLIES-LIB
008243	NEW BERLIN	LIBRARY	P 445 4/25/23	MENARDS	0	2023	11	INV P	4.00	111523	271138 MENARDS/BATTERIES-L
008243	NEW BERLIN	LIBRARY	P 447 5/18/23	PICNSAV	0	2023	11	INV P	17.88	111523	271138 PICNSAV/DISTILLED H
008243	NEW BERLIN	LIBRARY	P 450 7/17/23	TARGET	0	2023	11	INV P	1.50	111523	271138 TARGET/SUPPLIES/STO
008243	NEW BERLIN	LIBRARY	P 452 9/21/23	MEIJER	0	2023	11	INV P	10.07	111523	271138 MEIJER/SUPPLIES/BOO
008243	NEW BERLIN	LIBRARY	P 454 8/6/23	TARGET	0	2023	11	INV P	7.10	111523	271138 TARGET/STORAGE BINS
008243	NEW BERLIN	LIBRARY	P 455 5/13/23	\$TREE	0	2023	11	INV P	2.50	111523	271138 \$TREE/DISPLAY SUPPL
008243	NEW BERLIN	LIBRARY	P 456 10/19/23	PICNSAV	0	2023	11	INV P	16.39	111523	271138 PICNSAV/DISTILLED H
									62.33		
020058	ODP	BUSINESS	337401234001		0	2023	11	INV P	119.08	111523	271141 OFFICE SUPPLIES-LIB
020123	FORWARD TS, LTD		AR211616		0	2023	11	INV P	98.00	111523	271090 EQPMT/CART-LIB
020383	LIBRARY MARKET		2743		0	2023	11	INV P	11,500.00	111523	271122 WEBSITE DESIGN/MAIN
								ACCOUNT TOTAL	11,779.41		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11												
ACCOUNT/VENDOR				INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
15810000	54170						POSTAGE					
348554	PURCHASE POWER	NOV 6 2023		POSTAGE	0	2023	11	INV P	50.00	111523	271160	800090001110198/POS
ACCOUNT TOTAL									50.00			
15810000	54180						HOUSEKEEPING SUPPLY					
008243	NEW BERLIN LIBRARY	P 448	5/6/23	TARGET	0	2023	11	INV P	10.46	111523	271138	TARGET/HOUSEKEEPING
008243	NEW BERLIN LIBRARY	P 449	6/9/23	MEIJER	0	2023	11	INV P	7.99	111523	271138	MEIJER/HOUSEKEEPING
008243	NEW BERLIN LIBRARY	P 451	9/21/23	MEIJER	0	2023	11	INV P	17.45	111523	271138	MEIJER/HOUSEKEEPING
008243	NEW BERLIN LIBRARY	P 453	9/25/23	MEIJER	0	2023	11	INV P	14.48	111523	271138	MEIJER/FIRST AID KI
									50.38			
021746	GRAINGER	9886148833			0	2023	11	INV P	46.57	111523	271097	SUPPLIES/FIRST AID
026400	ITU ABSORB TECH	8209732			0	2023	11	INV P	103.28	111523	271107	MATS-LIB
ACCOUNT TOTAL									200.23			
15810000	54230						LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	82801795	0		0	2023	11	INV P	36.99	111523	271091	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	82802075	0		0	2023	11	INV P	219.13	111523	271091	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	82811087	0		0	2023	11	INV P	27.74	111523	271091	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	82811192	0		0	2023	11	INV P	51.73	111523	271091	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	82819173	0		0	2023	11	INV P	52.48	111523	271091	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	82851410	0		0	2023	11	INV P	78.72	111523	271091	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	82902205	0		0	2023	11	INV P	66.74	111523	271091	VARIOUS TITLES-LIB
									533.53			
005895	MARIS ASSOCIATES	156			0	2023	11	INV P	168.07	111523	271125	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037849722	0		0	2023	11	INV P	286.41	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037850416	0		0	2023	11	INV P	531.66	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037851486	0		0	2023	11	INV P	1,204.18	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037859079	0		0	2023	11	INV P	298.23	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037865359	0		0	2023	11	INV P	370.21	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037867354	0		0	2023	11	INV P	335.84	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037870547	0		0	2023	11	INV P	360.08	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037875127	0		0	2023	11	INV P	402.54	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037882612	0		0	2023	11	INV P	1,209.71	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037884220	0		0	2023	11	INV P	257.29	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037889409	0		0	2023	11	INV P	170.88	111523	271050	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037895100	0		0	2023	11	INV P	452.85	111523	271050	VARIOUS TITLES-LIB
									5,879.88			
008180	FINDAWAY WORLD	444147			0	2023	11	INV P	49.28	111523	271088	VARIOUS TITLES-LIB
008180	FINDAWAY WORLD	445171			0	2023	11	INV P	106.00	111523	271088	VARIOUS TITLES-LIB
008180	FINDAWAY WORLD	445172			0	2023	11	INV P	159.93	111523	271088	VARIOUS TITLES-LIB
008180	FINDAWAY WORLD	445354			0	2023	11	INV P	60.44	111523	271088	VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11											
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
								375.65			
008914	COOKS ILLUSTRATED	2023	SUBSCRIPT/6MOS	0	2023	11	INV	P	39.99	111523	271063 2023 SUBSCRIPT/6MOS
014046	ROWMAN & LITTLEFIELD	12329307		0	2023	11	INV	P	104.45	111523	271169 VARIOUS TITLES-LIB
019648	GENESIS GRAPHICS INC	59645		0	2023	11	INV	P	690.78	111523	271094 LIB MATERIALS-LIB
321672	HOOPLA	504578204		0	2023	11	INV	P	1,427.63	111523	271104 DIGITAL MEDIA-LIB O
350982	T-MOBILE	970673785	OCT23	0	2023	11	INV	P	613.20	111523	270985 INTERNET HOTSPOTS-L
361291	MIDWEST TAPE	504475059		0	2023	11	INV	P	66.72	111523	271132 VARIOUS TITLES-LIB
361291	MIDWEST TAPE	504491405		0	2023	11	INV	P	69.72	111523	271132 VARIOUS TITLES-LIB
361291	MIDWEST TAPE	504498273		0	2023	11	INV	P	251.15	111523	271132 VARIOUS TITLES-LIB
361291	MIDWEST TAPE	504574130		0	2023	11	INV	P	149.30	111523	271132 VARIOUS TITLES-LIB
								536.89			
ACCOUNT TOTAL								10,370.07			
15810000	54330				TRAINING EXPENSES						
289523	SCHUMACHER JEREMY	10/12/23		0	2023	11	INV	P	172.25	111523	271178 STAFF TRAINING-NBLI
ACCOUNT TOTAL								172.25			
ORG 15810000 TOTAL								36,308.62			
FUND 0010 GENERAL FUND					TOTAL:		36,308.62				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
15810000											
15810000	54110										
011840	US BANK	10/1/23AMZN2-LIB	0	2023	11	INV P	25.99	110823E	10090	AMZN/PROG SUPPLIES-	
011840	US BANK	10/11/23SPRECHER	0	2023	11	CRM P	-160.00	110823E	10090	SPRECHER/RET PURCH	
011840	US BANK	10/5/23AMZN2-LIB	0	2023	11	INV P	9.99	110823E	10090	AMZN/OFFICE SUPPLIE	
011840	US BANK	10/5/23AMZN3-LIB	0	2023	11	INV P	31.99	110823E	10090	AMZN/CARDSTOCK-LIB	
011840	US BANK	10/5/23TARGET-LIB	0	2023	11	INV P	92.81	110823E	10090	TARGET/HALLOWEEN CA	
011840	US BANK	10/6/23AMZN-LIB	0	2023	11	INV P	50.00	110823E	10090	AMZN/GUMMY WORMS-LI	
011840	US BANK	10/6/23AMZN2-LIB	0	2023	11	INV P	18.95	110823E	10090	AMZN/CLIPBOARDS-LIB	
011840	US BANK	10/6/23AMZN3-LIB	0	2023	11	INV P	9.47	110823E	10090	AMZN/FLAVORED COFFE	
011840	US BANK	10/6/23AMZN4-LIB	0	2023	11	INV P	8.48	110823E	10090	AMZN/CELLOPHANE BAG	
011840	US BANK	10/7/23AMZN3-LIB	0	2023	11	INV P	105.94	110823E	10090	AMZN/HOT CUPS & NAP	
011840	US BANK	10/7/23SPRECHER-LIB	0	2023	11	INV P	284.46	110823E	10090	SPRECHER/OKTOBERFES	
011840	US BANK	9/14/23AMZN1-LIB	0	2023	11	INV P	8.99	110823E	10090	AMZN/USB ADAPTERS-L	
011840	US BANK	9/15/23AMZN1-LIB	0	2023	11	INV P	154.67	110823E	10090	AMZN/CHRISTMAS WRAP	
011840	US BANK	9/15/23AMZN2-LIB	0	2023	11	INV P	122.89	110823E	10090	AMZN/OFFICE&GIFT WR	
011840	US BANK	9/18/23AMZN4-LIB	0	2023	11	INV P	50.97	110823E	10090	AMZN/SUPPLIES-LIB	
011840	US BANK	9/20/23AMZN3-LIB	0	2023	11	INV P	29.06	110823E	10090	AMZN/PAPERCUTTER-LI	
011840	US BANK	9/23/23AMZN1-LIB	0	2023	11	INV P	89.00	110823E	10090	AMZN/APPLE PENCIL-L	
011840	US BANK	9/24/23AMZN2-LIB	0	2023	11	INV P	39.98	110823E	10090	AMZN/HDMI CABLES-LI	
011840	US BANK	9/26/23AMZN2-LIB	0	2023	11	INV P	95.79	110823E	10090	AMZN/USB IPHONE THU	
011840	US BANK	9/26/23AMZN3-LIB	0	2023	11	INV P	399.98	110823E	10090	AMZN/OFFICE CHAIRS-	
011840	US BANK	9/26/23AMZN4-LIB	0	2023	11	INV P	29.99	110823E	10090	AMZN/FLASH DRIVE-LI	
011840	US BANK	9/26/23TARGET2-LIB	0	2023	11	INV P	89.99	110823E	10090	TARGET/APPLE PEN-LI	
							1,589.39				
ACCOUNT TOTAL							1,589.39				
15810000	54180										

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
011840	US BANK	10/4/23AMZN1-LIB	0	2023	11	INV P	161.00	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	10/4/23AMZN2-LIB	0	2023	11	INV P	93.96	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	10/5/23AMZN1-LIB	0	2023	11	INV P	20.64	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	10/5/23AMZN4-LIB	0	2023	11	INV P	730.74	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	10/7/23AMZN1-LIB	0	2023	11	INV P	33.09	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	10/7/23AMZN2-LIB	0	2023	11	INV P	27.97	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	10/7/23AMZN4-LIB	0	2023	11	INV P	36.99	110823E	10090	AMZN/GARMENT BAGS-L		
011840	US BANK	9-20-23AMZN2-LIB	0	2023	11	INV P	113.00	110823E	10090	AMZN/HI DEF DOCUMEN		
011840	US BANK	9/14/23AMZN2-LIB	0	2023	11	INV P	28.78	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/15/23AMZN3-LIB	0	2023	11	INV P	14.99	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/16/23AMZN1-LIB	0	2023	11	INV P	51.44	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/16/23AMZN2-LIB	0	2023	11	INV P	176.39	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/16/23AMZN3-LIB	0	2023	11	INV P	515.79	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/16/23AMZN4-LIB	0	2023	11	INV P	170.00	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/18/23AMZN1-LIB	0	2023	11	INV P	167.90	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/18/23AMZN2-LIB	0	2023	11	INV P	36.24	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/18/23AMZN3-LIB	0	2023	11	INV P	10.64	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/19/23AMZN3-LIB	0	2023	11	INV P	26.09	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/19/23AMZN4-LIB	0	2023	11	INV P	23.08	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/19/23SCHLTZAUDUBON	0	2023	11	INV P	140.00	110823E	10090	SCHLITZ AUDUBON/MEM		
011840	US BANK	9/20/23AMNZ1-LIB	0	2023	11	INV P	14.99	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/20/23AMZN CRDT-LIB	0	2023	11	CRM P	-2.15	110823E	10090	AMZN/RET PURCH CRDI		
011840	US BANK	9/21/23AMZN1-LIB	0	2023	11	INV P	20.82	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/23/23AMZN2-LIB	0	2023	11	INV P	12.99	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/23/23AMZN3-LIB	0	2023	11	INV P	159.90	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/23/23GBPCKERS-LIB	0	2023	11	INV P	126.60	110823E	10090	GBHALL OF FAME /MEM		
011840	US BANK	9/24/23AMZN1-LIB	0	2023	11	INV P	5.99	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/25/23AMZN-LIB	0	2023	11	INV P	171.88	110823E	10090	AMZN/CLEAR BACKPACK		
011840	US BANK	9/28/23AMZN-LIB	0	2023	11	INV P	125.00	110823E	10090	AMZN/CLOTHING RACK-		
011840	US BANK	9/28/23AMZN2-LIB	0	2023	11	INV P	193.94	110823E	10090	AMZN/HALLOWEEN COST		
011840	US BANK	9/28/23AMZN4-LIB	0	2023	11	INV P	1,082.40	110823E	10090	AMZN/HALLOWEEN COST		
011840	US BANK	9/29/23AMZN1-LIB	0	2023	11	INV P	495.77	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/29/23AMZN2-LIB	0	2023	11	INV P	70.97	110823E	10090	AMZN/VARIOUS TITLES		
011840	US BANK	9/29/23AMZN3-LIB	0	2023	11	INV P	49.99	110823E	10090	AMZN/VARIOUS TITLES		
							6,667.59					
ACCOUNT TOTAL							6,667.59					
15810000	54521	TECHNOLOGY/SOFTWARE										
011840	US BANK	9/23/23ADOBE-LIB	0	2023	11	INV P	19.99	110823E	10090	ADOBE/LICENSING-LIB		
ACCOUNT TOTAL							19.99					
15810000	55090	PROGRAMS--JUVENILE										
011840	US BANK	9/21/23AMZN2-LIB	0	2023	11	INV P	7.50	110823E	10090	AMZN/JUV PROG SUPPL		
011840	US BANK	9/21/23AMZN4-LIB	0	2023	11	INV P	58.96	110823E	10090	AMZN/JUV PROG SUPPL		
011840	US BANK	9/24/23AMZN3-LIB	0	2023	11	INV P	102.91	110823E	10090	AMZN/JUV PROG SUPPL		
011840	US BANK	9/26/23TARGET1-LIB	0	2023	11	INV P	26.29	110823E	10090	TARGET/JUV PROG SUP		
							195.66					

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S		PAYABLES		CHECK	DESCRIPTION
ACCOUNT TOTAL						195.66			
15810000 55095				PROGRAMS-YOUNG ADULT					
011840 US BANK		9/19/23AMZN1-LIB	0	2023 11 INV P		56.96	110823E	10090	AMZN/YAD PROG SUPPL
ACCOUNT TOTAL						56.96			
ORG 15810000 TOTAL						9,422.04			
FUND 0010 GENERAL FUND						TOTAL:		9,422.04	

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11											
ACCOUNT/VENDOR			INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION								
22810000 48040 FOL			DONATIONS								
008243 NEW BERLIN LIBRARY P 446 4/25 \$TREE			0	2023 11 INV P			8.75 111523	271138	FOL#2240/CROCHET CL		
ACCOUNT TOTAL							8.75				
ORG 22810000 TOTAL							8.75				
FUND 0200 LIBRARY DONATION FUND							TOTAL:				
							8.75				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	
22810000		LIBRARY DONATION								
22810000 48040		DONATIONS								
011840	US BANK	9/21/23AMZN3-LIB	0	2023	11	INV P	213.02	110823E	10090	AMZN/PROG SUPPLIES-
011840	US BANK	9/26/23AMZN-LIB	0	2023	11	INV P	11.70	110823E	10090	AMZN/PROG SUPPLIES-
011840	US BANK	9/28/23AMZN1-LIB	0	2023	11	INV P	109.33	110823E	10090	AMZN/PROG SUPPLIES-
							334.05			
ACCOUNT TOTAL							334.05			
22810000 48040 FOL		DONATIONS								
011840	US BANK	9/16/23SPOTIFY-LIB	0	2023	11	INV P	15.74	110823E	10090	FOL#2246SPOTIFY/MUS
011840	US BANK	9/21/23AMZN5-LIB	0	2023	11	INV P	95.64	110823E	10090	FOL#2310/AMZN/PROG
							111.38			
ACCOUNT TOTAL							111.38			
ORG 22810000 TOTAL							445.43			
FUND 0200 LIBRARY DONATION FUND							TOTAL:	445.43		

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

FOR 2023 10

ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	USE/COL
22810000	41020	GRANTS-LOCAL	0	0	0	-600.00		.00	100.0%
22810000	48040	DONATIONS	0	0	0	-6,708.79		.00	100.0%
22810000	48040	FOL DONATIONS	0	0	0	6,671.19		.00	100.0%*
22810000	55095	FOL PROGRAMS-YOUN	0	0	0	13.64		.00	100.0%*
TOTAL LIBRARY			0	0	0	-623.96		.00	100.0%
TOTAL REVENUES			0	0	0	-637.60		.00	
TOTAL EXPENSES			0	0	0	13.64		.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-623.96	.00	623.96	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

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	-16,971.91	.00	-12,528.09	57.5%*
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-5,467.44	.00	-2,032.56	72.9%*
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	-39,359.60	.00	-27,209.40	59.1%
TOTAL REVENUES	-66,569	0	-66,569	-39,359.60	.00	-27,209.40	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-66,569	0	-66,569	-39,359.60	.00	-27,209.40	59.1%
** END OF REPORT - Generated by Thu Van Hintz **							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	53020					WATER/SEWER					
046817	NEW BERLIN WATER STU	1-002-0292	OCT23	0		2023 10	INV	P	962.89	102523	270912 7/1-9/30 2023
						ACCOUNT TOTAL			962.89		
15810000	53040					TELEPHONE/CELL PHONE					
302074	AT&T	262785498010	OCT23	0		2023 10	INV	P	200.60	102523	270826 PHONES-LIB 10/4-11/
						ACCOUNT TOTAL			200.60		
15810000	54010					R&M BLDGS & GROUNDS					
021746	GRAINGER	9846294156		0		2023 10	INV	P	225.08	102523	270783 LED BULBS-LIB
021746	GRAINGER	9857518519		0		2023 10	CRM	P	-371.04	102523	270783 RET PURCH CRDIT-LIB
021746	GRAINGER	9857518527		0		2023 10	CRM	P	-116.34	102523	270783 RET PURCH CRDIT-LIB
021746	GRAINGER	9857518535		0		2023 10	CRM	P	-107.44	102523	270783 RET PURCH CRDIT-LIB
021746	GRAINGER	9857518543		0		2023 10	CRM	P	-376.04	102523	270783 RET PURCH CRDIT-LIB
									-745.78		
						ACCOUNT TOTAL			-745.78		
15810000	54030					MAINTENANCE CONTRACT					
014113	K-12 TECHNOLOGY GROU	94343		0		2023 10	INV	P	1,960.72	102523	270890 SIMPLIFY IT-LIB OCT
						ACCOUNT TOTAL			1,960.72		
15810000	54080					LEASES EQUIPMENT					
013995	KANSAS STATE BANK	3356523	FINAL PMT	0		2023 10	INV	P	2,566.00	102523	270891 COPIER LEASE-LIB FI
020123	FORWARD TS, LTD	AR209684		0		2023 10	INV	P	370.97	102523	270863 COPIER LEASE-LIB 9/
						ACCOUNT TOTAL			2,936.97		
15810000	54230					LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	82687459		0		2023 10	INV	P	73.50	102523	270866 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037728798		0		2023 10	INV	P	177.53	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037784670		0		2023 10	INV	P	742.80	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037799514		0		2023 10	INV	P	465.49	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037799744		0		2023 10	INV	P	1,498.77	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037803416		0		2023 10	INV	P	328.97	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037808378		0		2023 10	INV	P	56.39	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037808732		0		2023 10	INV	P	400.19	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037811777		0		2023 10	INV	P	382.30	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037820549		0		2023 10	INV	P	297.56	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037822054		0		2023 10	INV	P	420.27	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037822614		0		2023 10	INV	P	385.91	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037833083		0		2023 10	INV	P	406.46	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037833708		0		2023 10	INV	P	504.76	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037842698		0		2023 10	INV	P	177.53	102523	270830 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037843166		0		2023 10	INV	P	483.07	102523	270830 VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
006199	BAKER & TAYLOR BOOKS	2037844666	0	2023 10	INV	P	527.65	102523	270830	VARIOUS TITLES-LIB	
							7,255.65				
007171	MILWAUKEE BUSINESS J	2024 SUBSCRIP RENEW	0	2023 10	INV	P	170.00	102523	270903	2023/24 SUSCRIPT RE	
008180	FINDAWAY WORLD	443719	0	2023 10	INV	P	4,712.38	102523	270861	VARIOUS TITLES-LIB	
014685	BIBLIOTHECA LLC	INV-US56227	0	2023 10	INV	P	48.71	102523	270834	VARIOUS TITLES-LIB	
316458	BOTTOM LINE PERSONAL	2024 SUBSCRIP RENEW	0	2023 10	INV	P	29.95	102523	270836	2024 SUBSCRIP RENEW	
321672	HOOPLA	504430512	0	2023 10	INV	P	1,247.16	102523	270880	DIGITAL MEDIA-LIB	
361291	MIDWEST TAPE	504438497	0	2023 10	INV	P	38.23	102523	270902	VARIOUS TITLES-LIB	
392979	CENTER POINT	2046547	0	2023 10	INV	P	431.46	102523	270844	VARIOUS TITLES-LIB	
ACCOUNT TOTAL							14,007.04				
ORG 15810000 TOTAL							19,322.44				
FUND 0010 GENERAL FUND							TOTAL:	19,322.44			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
22810000		LIBRARY DONATION								
22810000 48040		DONATIONS								
020395	PARANORMAL	10-26-23NBLIBPROGRAM	0	2023 10	INV	P	200.00 102523		270914	10/26/23 NEW BERLIN
339415	WHISKEYBELLES LLC	10/6/23CONCERT	0	2023 10	INV	P	450.00 102523		270957	FOL#2319NEW BERLIN
ACCOUNT TOTAL							650.00			
22810000 48040 FOL		DONATIONS								
339415	WHISKEYBELLES LLC	10/6/23CONCERT	0	2023 10	INV	P	950.00 102523		270957	FOL#2319NEW BERLIN
ACCOUNT TOTAL							950.00			
ORG 22810000 TOTAL							1,600.00			
FUND 0200 LIBRARY DONATION FUND							TOTAL:			
							1,600.00			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10									
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	385,188.82	.00	91,020.18	80.9%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	324,888.45	.00	143,683.55	69.3%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	43,985	0	43,985	34,339.55	.00	9,645.45	78.1%
15810000	51020	FICA	72,385	0	72,385	53,546.79	.00	18,838.21	74.0%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	55,892.42	.00	-5,661.42	111.3%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000	51060	LONG-TERM DISABI	81	0	81	64.00	.00	17.00	79.0%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	1,853.80	.00	-568.80	144.3%
15810000	51070	LIFE INSURANCE	841	0	841	687.34	.00	153.66	81.7%
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	51,468.03	.00	8,531.97	85.8%
15810000	53020	WATER/SEWER	3,876	0	3,876	2,744.50	.00	1,131.50	70.8%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	2,006.99	.00	293.01	87.3%
15810000	53050	HEATING FUEL	17,000	0	17,000	11,207.97	.00	5,792.03	65.9%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	26,810.71	5,000.00	23,189.29	57.8%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	45,442.69	.00	4,557.31	90.9%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	1,634.00	.00	366.00	81.7%
15810000	54060	MARKETING	500	0	500	.00	.00	500.00	.0%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	45,956.51	.00	2,043.49	95.7%
15810000	54110	SUPPLIES	37,400	0	37,400	18,591.83	.00	18,808.17	49.7%
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	400.00	.00	50.00	88.9%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	8,302.92	.00	7,697.08	51.9%
15810000	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	186,039.69	.00	26,460.31	87.5%
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	36,742.71	.00	-742.71	102.1%
15810000	54521	COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	875.26	.00	324.74	72.9%
15810000	55095	PROGRAMS-YOUNG A	1,200	0	1,200	1,148.75	.00	51.25	95.7%
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	1,297,458.37	5,000.00	391,956.63	76.9%
TOTAL EXPENSES			1,694,415	0	1,694,415	1,297,458.37	5,000.00	391,956.63	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	1,297,458.37	5,000.00	391,956.63	76.9%

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

YEAR-TO DATE THROUGH OCTOBER 31, 2023

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	476,209	385,188.82	91,020	80.90
15810000	50020	SALARY-PART TIME	468,572	324,888.45	143,684	69.30
15810000	51010	RETIREMENT	43,985	34,339.55	9,645	78.10
15810000	51020	FICA	72,385	53,546.79	18,838	74.00
15810000	51030	HEALTH INSURANCE	50,231	55,892.42	-5,661	111.30
15810000	51060	LONG-TERM DISABILITY	81	64.00	17	79.00
15810000	51065	VISION/DENTAL INSURANCE	1,285	1,853.80	-569	144.30
15810000	51070	LIFE INSURANCE	841	687.34	154	81.70
15810000	53010	ELECTRICITY	60,000	51,468.03	8,532	85.80
15810000	53020	WATER/SEWER	3,876	2,744.50	1,132	70.80
15810000	53040	TELEPHONE/CELL PHONE	2,300	2,006.99	293	87.30
15810000	53050	HEATING FUEL	17,000	11,207.97	5,792	65.90
15810000	54010	R&M BLDGS & GROUNDS	55,000	26,810.71	23,189	57.80
15810000	54030	MAINTENANCE CONTRACT	50,000	45,442.69	4,557	90.90
15810000	54040	R&M EQUIPMENT	2,000	1,634.00	366	81.70
15810000	54060	MARKETING	500	0.00	500	0.00
15810000	54080	LEASES EQUIPMENT	48,000	45,956.51	2,043	95.70
15810000	54110	SUPPLIES	37,400	18,591.83	18,808	49.70
15810000	54170	POSTAGE	450	400.00	50	88.90
15810000	54180	HOUSEKEEPING SUPPLY	16,000	8,302.92	7,697	51.90
15810000	54230	LIBRARY MATERIALS	212,500	186,039.69	26,460	87.50
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	36,742.71	-743	102.10
15810000	55090	PROGRAMS-JUVENILE	1,200	875.26	325	72.90
15810000	55095	PROGRAMS-YOUNG ADULT	1,200	1,148.75	51	95.70
15810000	55100	PROGRAMS-ADULT	1,200	1,312.04	-112	109.30
15810000	59010	EQUIPMENT	35,000	0.00	35,000	0.00
		Grand Total	1,694,415	1,297,458.37	391,957	76.90



CONNECTING with our COMMUNITY

October 2023



OKTOBERFEST AT THE LIBRARY

NBPL Oktoberfest 2023 expanded to a Friday night/Saturday event this year. Nationally known band, Whiskeybelles, performed a concert Friday night to kick off the weekend. More than 150 people gathered in the Community Room to hear them play. Saturday brought colder temperatures than we'd seen yet this fall but that didn't stop crowds from shopping at the Flea Market, doing crafts or enjoying root beer floats.



DRESSING UP OUR COMMUNITY

Once again, we have added something unique to our Library of Things collection! 37 costumes were checked out 90 times during the month of October. An older gentleman returned the "American Gothic" couples costume and let us know that he and his wife got second place in a costume contest at their senior living community. We were unsure what the response would be to the costumes so we have been very pleasantly surprised at their popularity.



DISCOVER NEW BERLIN

We had a booth at the 8th annual "Discover New Berlin" business and community fair. From the NB Chamber of Commerce website: "Discover New Berlin" is a showcase of things that make our city a great place to live, work, and play. It is produced in conjunction with our partners at the School District of New Berlin, Education Foundation of New Berlin and The City of New Berlin. It features displays from: local businesses; schools; governmental agencies; civic, charitable, and service-based organizations; faith-based organizations and churches; local employers and employment services. Natalie Beacom, Lizzie Brazelton and members of FOL were on hand to talk to people about the library and its programs and services.



WISCONSIN SCIENCE FESTIVAL

"The Wisconsin Science Festival is a statewide celebration with activities for people throughout Wisconsin. Events include hands-on science exhibitions, demonstrations, performances, tours, pub nights, workshops and more."

Christine Weichart has coordinated programs for the library's participation in the festival for the past 3 years. Program offerings this year centered around the theme of "time" and included a Ted Talk, Shrinky Dinks, Sand Timers and other Makerstudio projects. Christine was also interviewed about the library's involvement for the Science Festival's press release!



BREWS AND BOOS

The Rec department held their first Brews and Boos event - a kickoff to trick-or-treating in New Berlin. Flour Girl and Flame, 1848 Brewing Company and 1840 Coffee had food and beverages available for purchase and Mayor Ament, the Fire and Police Departments, Enjoy New Berlin, and NBPL passed out treats for trick-or-treaters. Kate Kennedy and Sarah Poppe were our library representatives. They handed out bags of (gummy) bookworms.





Library Director Report

New Berlin Public Library 2023 Updates: *October and November*

As 2023 comes to a close, we look with an eye of the future and our strategic initiatives as we finalize collection purchasing and wrap-up facility projects. The following updates highlight the work we've done this month:

- We are thankful the Library Board supports our staff development days. We not only are to share time learning together, but also work on individual projects and take part in department learning opportunities. At October's Staff Development Day, we refreshed our emergency evacuation processes and equipment with the New Berlin Fire Department, held 3D printing training and learned about the basic principles of neurodiversity with therapist, Jeremy Schumacher. Taking their cue from the Oktoberfest "Whiskey Belles", the circulation staff found time for a photo op and dressed as "Library Belles"



- The Department of Public Instruction led, Director Boot Camp, was held in early October in Marshfield, WI. I attended as a newer Director, and was able to learn best practices for library communication and meet Directors from around Wisconsin to share ideas.
- The back door bell rang one evening and we were met by a woman with a very worried look on her face. After jumping out of her car to place books in the boo drop, she closed her door and almost immediately... she was locked out of her running car. Becky Hels and I were able to produce a few traffic cones and get her situated at a phone to call for help. With the exception of the running car blocking the drive-up, we had a really nice visit with a new library friend!



- Developing a costume collection at the Library proved a huge success. It was fun to watch patrons get excited over the costume options available. Here, the Library's Delaney Dorothy, showed her spirit by dressing up in the Library costumes. We have also just confirmed that new to the collection in 2024 will be Citizen Science and DNR Parks-Day Passes and Collections. More to follow soon!



- To stay on track with our Library meeting room requests for 2024, we worked with Library Market to enable the administrative access for the Library's new web calendar. Julita Kosiak-Chaltry, took advantage of this soft launch to train and begin entering 2024 meeting and event dates. As we formally launch the web calendar in January, we will have training sessions for the community to learn how to input meeting requests with the new interface.
- The New Berlin Public Library participated in the Bridges Library System's annual paperback donation drive to support reading with the Wisconsin Department of Corrections. Our donation will be delivered to readers at the Waukesha County Jail.
- We take time each November to thank our book delivery teammates, Tony and Billy, for delivering thousands of books back and forth between the Café Libraries!





- We are in the final stages of the installation of a new surveillance system at the Library. Using monies from the Library's 2023 Budget identified for equipment replacement, this new camera system will provide access to new areas of the building and updated software. We are looking forward to having cameras in our 2nd Floor and in the Youth Services Department.
- With some grant funds from the Bridges Library System, we are moving forward with replacement of our existing water fountains with bottle filler fountains (see below) units on both the 1st and 2nd floors. These will still operate as water fountains with drink features meeting ADA compliancy, but will have the option for users to fill their recycled drink bottles.



- Preliminary research for the addition of electric car charging stations at the Library show it would be a service to promote near-future energy sustainability efforts. While not mandated in Wisconsin at this time, it is projected that by 2025, electric vehicle and hybrid sales could comprise up to 20% of new car sales. By 2030, electric vehicle sales could reach 40% of new car sales. The construction and installation of dual head charging system, connected to the building, would be around 20K, plus additional costs generated by the charging. Fee-based charging would also be an option, but that would require additional components and start-up costs associated with eCommerce. As the products and market is evolving quickly to meet consumer and legislative demands, the Library's Strategic Planning Committee will include charging stations as an agenda item for 2024 Strategic Plan Meeting in April of 2024.
- The Library's ongoing roof leak was repaired with Langer roofing in October and we have found that the fix to the seam of the roof may be the repair that works!
- With a few creative adjustments to the Library's operating hours, we are hoping to demo the existing slate tile and replace with a more durable and slip resistant tile, from Dec.11-Dec.21, 2023. Working with Adair flooring and the City's maintenance team, we have determined a flow to allow for library services to continue during a complicated repair project and allow for a long term and safe flooring surface.

Org	Object	581 - LIBRARY	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
15810000	50010	SALARY-FULL TIME	428,454	454,013	476,209	237,287	476,209	482,059		482,059
15810000	50020	SALARY-PART TIME	427,986	356,923	-	198,962	-	475,000		475,000
15810000	50070	SALARY-OVERTIME	-	-	-	-	-	-		-
15810000	51010	SALARY-ADJUSTMENT	-	-	-	-	-	-		-
15810000	51010	RETIREMENT	42,515	38,829	43,985	21,097	-	10,895	3,663	14,558
15810000	51020	FICA	65,064	62,546	72,385	32,899	72,385	47,062		47,062
15810000	51030	HEALTH INSURANCE	33,613	48,761	50,231	35,071	50,231	72,415		72,415
15810000	51060	LONG-TERM DISABILITY	81	81	81	38	81	82,069	(6,469)	75,600
15810000	51060	BENEFIT ADJUSTMENT	-	-	-	-	-	81		81
15810000	51065	VISION/DENTAL INSURANCE	1,566	2,321	1,285	1,161	1,285	1,585	534	2,119
15810000	51070	LIFE INSURANCE	691	704	841	431	841	1,161		1,161
15810000	53010	ELECTRICITY	77,368	90,274	60,000	34,433	60,000	69,000		69,000
15810000	53020	WATER/SEWER	3,371	3,479	3,876	867	3,876	3,876		3,876
15810000	53040	TELEPHONE	2,404	2,430	2,300	1,205	2,300	2,300		2,300
15810000	53050	HEATING FUEL	20,140	22,171	17,000	9,954	17,000	19,500		19,500
15810000	54010	MAINT BLDGS/GROUNDS	34,442	32,124	55,000	12,077	55,000	55,000		55,000
15810000	54030	MAINTENANCE CONTRACT	47,120	44,008	50,000	19,229	50,000	67,000	2,300	69,300
15810000	54040	R&M EQUIPMENT	-	7,987	2,000	1,574	2,000	2,000		2,000
15810000	54060	MARKETING	-	311	500	-	500	500		500
15810000	54080	LEASES EQUIPMENT	54,246	59,080	48,000	25,132	48,000	48,000		48,000
15810000	54110	SUPPLIES	19,121	20,744	37,400	4,456	37,400	37,400		37,400
15810000	54170	POSTAGE	547	447	450	200	450	450		450
15810000	54180	HOUSEKEEPING SUPPLY	13,288	14,585	16,000	721	16,000	16,000		16,000
15810000	54230	LIBRARY MATERIALS	185,074	221,601	212,500	95,825	212,500	220,000		220,000
15810000	54250	MAGAZINES/NEWSPAPERS	15,131	17,843	-	238	-	-		-
15810000	54270	DUES/MEMBERSHIPS	-	163	200	-	200	200		200
15810000	54300	CONFERENCE/SEMINAR/MEETING	1,038	489	500	-	500	500		500
15810000	54330	TRAINING	508	-	500	75	500	500		500
15810000	54521	TECHNOLOGY/SOFTWARE (CAFÉ	34,321	37,884	36,000	35,964	36,000	38,000		38,000
15810000	55090	PROGRAMS - JUVENILE	829	1,197	1,200	759	1,200	1,200		1,200
15810000	55095	PROGRAMS - YOUNG ADULT	545	1,189	1,200	876	1,200	1,800		1,800
15810000	55100	PROGRAMS - ADULT	1,272	872	1,200	1,063	1,200	1,200		1,200
15810000	57043	EQUIPMENT REPLACEMENT FUND	-	-	35,000	-	35,000	-		-
TOTAL			1,510,725	1,543,056	1,694,415	771,593	1,694,415	1,757,614	28	1,757,642

**2024 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the general agreement between the Library System and the member library, both parties agree to make the payments listed in the charts below. County reimbursement funds will be made in two equal payments no later than April and October. Hoopla grant funds will be distributed in March.

NEW BERLIN PUBLIC LIBRARY

	Waukesha County	Prairie Lakes Library System (for Racine & Walworth Counties)	Hoopla Grant
Paid to Library	\$20,516	\$3,726	\$8,766

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	\$2,240	\$830	\$6,378	\$7,969	\$34,753

*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

LIBRARY

President, Board of Trustees

Date

Secretary, Board of Trustees

Date

BRIDGES LIBRARY SYSTEM

Jodi Ager

President, Board of Trustees

10-26-23

Date

Jean Germans

Secretary, Board of Trustees

10/20/2023

Date



Library 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.

Library patrons may not engage in behavior or take any action on library property which violates any federal and/or state laws, or City of New Berlin statutes, codes, or ordinances.

The following expectations will be enforced:

1. **Compliance with current public health recommendations** and building restrictions as established by government entities with jurisdiction.
2. **Respectful use of library equipment and spaces:**
 - (a) seating areas and study rooms are limited to the expected use and/or posted capacity.
 - (b) library furniture or equipment may not be relocated without permission of library staff.
 - (c) entering a designated staff-only space is only permitted with permission of library staff.
 - (d) covered, non-alcoholic beverages are allowed, but not while using public computer stations. Eating is only permitted in the library's front lobby area, and clean-up of refuse is required. Deliveries of food are not permitted.
 - (e) public access computers will be monitored by library staff 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.)
3. **Appropriate public conduct—the following behaviors will not be tolerated:**
 - (a) harassment of library staff, volunteers, and patrons, including but not limited to staring, leering, stalking, following, engaging in verbal and/or physical attacks, or repeated unsolicited engagement not involving library business.
 - (b) disorderly conduct, including but not limited to loud, boisterous behavior, running, or fighting.
 - (c) being under the influence or having possession of alcohol or illegal substances.
 - (d) smoking or using chewing tobacco or electronic smoking devices inside the library or within 50 feet of the building.
 - (e) prolonged or chronic sleeping.
 - (f) extended loitering.
 - (g) engaging in loud or disruptive conversations, making continuous noise, or using personal electronic equipment (including cell phones) at a disturbing volume.
 - (h) viewing explicit or pornographic materials or websites on any device in the library.
 - (i) shaving, bathing, or laundering clothes in public restrooms, or visiting the library when personal hygiene materially disrupts others from using the library's facilities, collections or services.
 - (j) damaging, defacing, or misusing library materials, equipment, or facilities.

4. Patrons' rights to uninterrupted access at the library:

- (a) selling, soliciting, surveying, distributing printed materials, panhandling, canvassing, or protesting for any political, charitable, commercial or religious purposes inside the library building or in a way that hinders clear, safe and uninterrupted access to the library is not allowed.
- (b) electioneering prohibitions, in accordance with state law, including campaign materials, signs, banners, and literature within 100 yards of any public entrance to the building when the library operates as a polling station will be enforced.

5. Parents' or guardians' responsibility and ADA compliance:

- (a) the welfare, conduct, whereabouts, selection of reading materials, and supervision of children while on library premises is the obligation of parents or guardians.
- (b) designated service animals may accompany patrons in the library.

Violations of the Code of Conduct Policy may result in the temporary removal or the permanent expulsion of the patron from the 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. The Code of Conduct Incident Report (*Appendix A*) will be completed by the staff and Library Director.
- 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 discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing (*Appendix A*) The patron may appeal the decision in writing with the Library Board (*Appendix B*).
- 4) Should an expulsion be appealed to the Library Board, review of the violation of the Library Code of Conduct as reported in *Appendix A* and appealed in *Appendix B* will be reviewed at the next regularly scheduled Library Board meeting. 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.

Appendix A: Code of Conduct Incident Report

Patron Name: _____ **Date:** _____

Library Card Number: _____

Address: _____

Phone or Email: _____

Description of Incident: (Please include narrative of events including dates, specific behavior and Code of Conduct violations.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name of staff member completing form: _____ Date: _____

Comments: (For Library Director only): _____

Revocation of Library Services: No Yes

Terms of Revocation:

Dates of Revocation: _____

Library Director: _____ Date: _____

Appendix B: Notice of Code of Conduct Violation and Library Expulsion

A Library Code of Conduct violation was reported on the following date: _____.

Please review the attached, **Appendix A: Code of Conduct Violation Report** for details and determination by the Library Director for expulsion from the Library and/or Library Services.

Should you wish to appeal this action, please fill out the form below and mail to: **New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151**, Attn: Library Director. Upon receipt of this appeal form, the matter will be scheduled for a hearing before the Library Board regarding the merits of the appeal at the next regularly scheduled meeting from the date of receipt. Reasonable notice of the date and time of the hearing will be provided, and you will have the right to be heard and present evidence in support of your appeal. Meetings of the Library Board are required to be conducted in open session and are accessible to the public. The Library Board's decision is final.

APPELLANT INFORMATION:

Name: _____ **Date:** _____

Library Card Number: _____ Address: _____

Phone or Email: _____

Reason revocation should be reinstated:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Signature: _____ **Date:** _____



2023 Amended Library Calendar-Library Closure

Wednesday, December 6th, 2023 9:00a-11:00p City of New Berlin Closure for Mayor's Holiday Breakfast

2024 Calendar-Library Closure

Monday, January 1 - New Year's Day

Friday, March 29 - Sunday, March 31 – Easter Holiday

Friday, April 12 – Staff Development Day

Saturday, May 25 - Monday, May 27- Memorial Day Holiday

Sundays, May 26 through Sunday, September 1- Library Closed Sundays (open Sept. 8)

Thursday, July 4 – Independence Day

Friday, July 26 – Staff Development Day

Saturday, August 31 - Monday, September 2 – Labor Day Holiday

Friday, October 11 – Staff Development Day

Thursday, November 28 & Friday, November 29 – Thanksgiving Holiday

Tuesday, December 24 & Wednesday, December 25 – Christmas Holiday