



Library Board MEETING AGENDA

February 19, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: 02/13/2024

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. Monday, January 15, 2024 - Meeting Minutes
 - B. Monday, March 18, 2024
 - C. Approval of Bills and Invoices
 - D. Library, Activity Reports
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director Report - 2023 Year in Review Infographic
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. NBPL 2023 Annual Report
 - B. Library Facility Testing-Radon
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
January 15, 6 P.M.
New Berlin Public Library
Heritage Room

The meeting was called to order by President Marek at 6:02 P.M.

Attendance:

Members Present: Nate Jung, Charlotte Kroupa, Chuck Garrigues, John Marek, Dolores Greenawalt, Barb Uhen and Patti Orzel

Members Absent and Excused: Ruth Bock and Jill Kawala

Staff Members Present: Natalie Beacom

Friends of the Library:

The Friends did not submit a report.

Consent Agenda Items:

The following items were presented on the consent agenda for approval:

- A. Minutes from November 20, 2023
- B. Next meeting date: February 19, 2024
- C. Bills and Invoices through December 31, 2023
- D. Library Activity Reports

Trustee Garrigues made a motion to approve the consent agenda items. It was seconded by Trustee Jung. The motion passed on a vote of 7-0.

Administrative Reports:

President's Report: President Marek shared a thank you note from the library staff.

Director's Report: Director Beacom's written report is included with the agenda packet. It is available on line at the City of New Berlin's website.

Director Beacom announced that the library opened on Sunday, January 14th with expanded hours from 9 A.M. to 1 P.M. The library was closed Friday and Saturday due to the weather emergency. Over 250 patrons visited on Sunday; 11 used the library to recharge their devices and seek shelter because of power outages. Director Beacom will be working with the Department of Emergency Management to purchase disposable blankets and arming pads as a part of the city's Continuity of Service Plan. A training session for staff regarding Continuity of Service is scheduled for Tuesday, January 16, 2024.

The Woodbridge Church, located at 13800 W. Howard Avenue in New Berlin, asked to designate the library as a pick-up point for students in the event of an emergency. The library was recommended to them by the New Berlin Police Department. Director

Beacom will work with City Attorney Mark Blum to write a Memorandum of Understanding.

The library's new website is set to launch at 1 P.M. on Tuesday, January 16th. Director Beacom demonstrated some of the improved features to the board, including Quick Links to reserve rooms and review recommend books. Director Beacom noted that circulation increased by 7% in the last year, returning to pre-pandemic levels. The new website will make it easier to collect and analyze customer service data and provide feedback to staff.

The New Berlin Police Department completed a security review on library's gift shop. The possibility of locking the east entrance after 5 P.M. was discussed. The installation of magnetic door security system for the gift shop will be explored.

OLD BUSINESS

- A. *Library Code of Conduct Revision* – Director Beacom shared the revised Code of Conduct including the introduction noting that the list of violations is not all-inclusive, but rather subject to the discretion of the Director or her Designee. A motion was made to approve the Code of Conduct by Trustee Kroupa and seconded by Trustee Garrigues. The motion was passed on a vote of 7-0. The revised Code of Conduct will be posted on the website and available at the reference desks. The feasibility of including a check-off box to the on-line room reservation process indicating that patrons have read the Code of Conduct will be explored.

NEW BUSINESS

ANNOUNCEMENTS:

Director Beacom will be on medical leave from January 25th – March 1st. Michelle Neubauer, Library Services Manager, and Laura Eastman, Public Services Manager, will share the Director's duties during her absence.

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Uhen. The motion passed on a vote of 7-0.

The meeting was adjourned at 6:45 P.M.

Respectfully submitted,
Patti Orzel

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/13 TO 2023/13		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	JAN24		0	2023 13	INV	P	914.84 012424	271956	10/1-12/31 2023
						ACCOUNT TOTAL			914.84		
15810000	54010					R&M BLDGS & GROUNDS					
014553	PREFERRED ELECTRICAL	12124EE056			0	2023 13	INV	P	708.57 012424	271968	SERVICE CALL/SIGN R
019254	BWG SERVICES INC	23146-2			0	2023 13	INV	P	14,303.00 012424	271896	FLOORING-LIB
						ACCOUNT TOTAL			15,011.57		
15810000	54030					MAINTENANCE CONTRACT					
014113	K-12 TECHNOLOGY GROU	94564			0	2023 13	INV	P	1,960.72 012424	271936	SIMPLIFY IT-LIB DEC
						ACCOUNT TOTAL			1,960.72		
15810000	54080					LEASES EQUIPMENT					
020123	FORWARD TS, LTD	AR216756			0	2023 13	INV	P	317.50 012424	271919	COPIER LEASE-LIB 12
362301	GREAT AMERICA FINANC	35514728			0	2023 13	INV	P	503.38 012424	271926	COPIER LEASE-LIB
						ACCOUNT TOTAL			820.88		
15810000	54110					SUPPLIES					
008243	NEW BERLIN LIBRARY P 457	11/1/23WALMART			0	2023 13	INV	P	14.92 012424	271955	WALMART/ROOTBEER FL
						ACCOUNT TOTAL			14.92		
15810000	54180					HOUSEKEEPING SUPPLY					
008243	NEW BERLIN LIBRARY P 458	11/9/2FARM&FLEET		0		2023 13	INV	P	5.99 012424	271955	FARM&FLEET/DOG TREA
008243	NEW BERLIN LIBRARY P 459	11/3/23 MEIJER		0		2023 13	INV	P	24.96 012424	271955	MEIJER/HOUSEKEEPING
									30.95		
026400	ITU ABSORB TECH	8257740			0	2023 13	INV	P	124.58 012424	271933	MATS-LIB 12/29/23
						ACCOUNT TOTAL			155.53		
15810000	54230					LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	83061210		0		2023 13	INV	P	22.50 012424	271922	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	83071928		0		2023 13	INV	P	78.72 012424	271922	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	83080566		0		2023 13	INV	P	25.88 012424	271922	VARIOUS TITLES-LIB
									127.10		
006199	BAKER & TAYLOR BOOKS	2037999696		0		2023 13	INV	P	226.04 012424	271889	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038002629		0		2023 13	INV	P	233.49 012424	271889	VARIOUS TITLES-LIB
									459.53		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/13 TO 2023/13										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
321672	HOOPLA	504860024	0	2023 13	INV	P	1,385.72	012424	271932	DIGITAL MEDIA-LIB D
361291	MIDWEST TAPE	504802446	0	2023 13	INV	P	60.11	012424	271949	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	504832968	0	2023 13	INV	P	17.09	012424	271949	VARIOUS TITLES-LIB
							77.20			
392979	CENTER POINT	2066685	0	2023 13	INV	P	431.46	012424	271897	VARIOUS TITLES-LIB
ACCOUNT TOTAL							2,481.01			
15810000	59010			EQUIPMENT						
014685	BIBLIOTHECA LLC	INV-US72036	0	2023 13	INV	P	575.00	012424	271892	ONSITE/DE INSTALLAT
ACCOUNT TOTAL							575.00			
ORG 15810000 TOTAL							21,934.47			
FUND 0010 GENERAL FUND				TOTAL:		21,934.47				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
15810000		LIBRARY									
15810000	53040			TELEPHONE/CELL PHONE							
302074	AT&T	262785498001JAN24	0	2024	1	INV P	201.37	012424-1	272017	PHONES-LIB JAN4 202	
				ACCOUNT TOTAL			201.37				
15810000	54010			R&M BLDGS & GROUNDS							
264717	TOEPFER SECURITY COR	91263	0	2024	1	INV P	475.00	012424-1	272090	SRVICE CALL/RPAIRS-	
				ACCOUNT TOTAL			475.00				
15810000	54030			MAINTENANCE CONTRACT							
014113	K-12 TECHNOLOGY GROU	94612	0	2024	1	INV P	1,960.72	012424-1	272060	SIMPLIFY IT-LIB JAN	
				ACCOUNT TOTAL			1,960.72				
15810000	54170			POSTAGE							
348554	PURCHASE POWER	1/5/24POSTAGE-LIB	0	2024	1	INV P	100.00	012424-1	272076	1/5/24POSTAGE/METER	
				ACCOUNT TOTAL			100.00				
15810000	54230			LIBRARY MATERIALS							
001613	GALE CENGAGE LEARNIN	83104829	0	2024	1	INV P	46.50	012424-1	272039	VARIOUS TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H67394710	0	2024	1	INV P	13.50	012424-1	272020	VARIOUS TITLES-LIB	
013800	DEMCO INC	7416423	0	2024	1	INV P	814.15	012424-1	272032	SUPPLIES/MATERIAL-L	
198889	FREEMAN NEWSPAPERS L	0018241 2024SUBSCRIP	0	2024	1	INV P	246.00	012424-1	272038	2024SUBSCRIP/WAUKES	
				ACCOUNT TOTAL			1,120.15				
15810000	54521			TECHNOLOGY/SOFTWARE							
014113	K-12 TECHNOLOGY GROU	94676	0	2024	1	INV P	1,360.00	012424-1	272060	SONICWALL-LIB	
014113	K-12 TECHNOLOGY GROU	94677	0	2024	1	INV P	1,156.00	012424-1	272060	VMWARE SUPPORT/SUBS	
							2,516.00				
				ACCOUNT TOTAL			2,516.00				
				ORG 15810000 TOTAL			6,373.24				
FUND 0010 GENERAL FUND				TOTAL:			6,373.24				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54060			MARKETING							
011840	US BANK	11/26/23	MEETUP-LIB	0		2023	12	INV P	98.94	010824E	10095 MEETUP /APP-LIB
ACCOUNT TOTAL									98.94		
15810000	54110			SUPPLIES							
011840	US BANK	11/14/23	AMZN1-LIB	0		2023	12	INV P	83.96	010824E	10095 AMZN/PROG SUPPLIES-
011840	US BANK	11/17/23	AMZN1-LIB	0		2023	12	INV P	9.99	010824E	10095 AMZN/SUPPLIES-LIB
011840	US BANK	11/19/23	AMZN1-LIB	0		2023	12	INV P	21.99	010824E	10095 AMZN/SUPPLIES-LIB
011840	US BANK	11/20/23	AMZN1-LIB	0		2023	12	INV P	10.80	010824E	10095 AMZN/SUPPLIES-LIB
011840	US BANK	11/20/23	AMZN2-LIB	0		2023	12	INV P	90.00	010824E	10095 FOL#2240/PROG SUPPL
011840	US BANK	11/26/23	AMZN2-LIB	0		2023	12	INV P	11.80	010824E	10095 AMZN/CRAFT SUPPLIES
011840	US BANK	11/26/23	AMZN3-LIB	0		2023	12	INV P	23.19	010824E	10095 AMZN/STORAGE CONTAI
011840	US BANK	11/29/23	AMZN4-LIB	0		2023	12	INV P	99.99	010824E	10095 AMZN/SUPPLIES-LIB
011840	US BANK	11/29/23	PITNEY-LIB	0		2023	12	INV P	111.98	010824E	10095 PITNEYBOWES/POSTAGE
011840	US BANK	11/30/23	AMZN1-LIB	0		2023	12	INV P	2.78	010824E	10095 AMZN/SUPPLIES-LIB
									466.48		
ACCOUNT TOTAL									466.48		
15810000	54180			HOUSEKEEPING SUPPLY							
011840	US BANK	11/28/23	AMZN1-LIB	0		2023	12	INV P	128.99	010824E	10095 AMZN/HOUSEKEEPING S
ACCOUNT TOTAL									128.99		
15810000	54230			LIBRARY MATERIALS							
011840	US BANK	11/15/23	DNRDEVILS-LB	0		2023	12	INV P	500.00	010824E	10095 DNRDEVILS LAKE/PARK
011840	US BANK	11/16/23	AMZN1-LIB	0		2023	12	INV P	44.99	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/16/23	AMZN2-LIB	0		2023	12	INV P	97.92	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/17/23	AMZN2-LIB	0		2023	12	INV P	72.41	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/17/23	AMZN3-LIB	0		2023	12	INV P	755.20	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/18/23	AMZN-LIB	0		2023	12	INV P	39.99	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/21/23	AMZN1-LIB	0		2023	12	INV P	519.99	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/21/23	AMZN2-LIB	0		2023	12	INV P	41.43	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/21/23	AMZN4-LIB	0		2023	12	INV P	30.33	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/21/23	AMZN5-LIB	0		2023	12	INV P	59.90	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/22/23	AMZN1-LIB	0		2023	12	INV P	6.95	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/22/23	AMZN2-LIB	0		2023	12	INV P	223.45	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/23/23	AMZN-LIB	0		2023	12	INV P	603.84	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/24/23	AMZN1-LIB	0		2023	12	INV P	48.78	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/24/23	AMZN2-LIB	0		2023	12	INV P	18.99	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/25/23	AMZN1-LIB	0		2023	12	INV P	34.99	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/25/23	AMZN2-LIB	0		2023	12	INV P	29.99	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/26/23	AMZN1-LIB	0		2023	12	INV P	19.04	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/26/23	AMZN4-LIB	0		2023	12	INV P	24.85	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/26/23	AMZN5-LIB	0		2023	12	INV P	101.98	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/26/23	AMZN6-LIB	0		2023	12	INV P	132.60	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/26/23	AMZN8-LIB	0		2023	12	INV P	296.83	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/27/23	AMZN1-LIB	0		2023	12	INV P	9.83	010824E	10095 AMZN/VARIOUS TITLES
011840	US BANK	11/27/23	AMZN2-LIB	0		2023	12	INV P	48.95	010824E	10095 AMZN/VARIOUS TITLES

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
011840	US BANK	11/29/23	AMZN1-LIB	0	2023	12	INV P	22.97	010824E	10095 AMZN/VARIOUS TITLES
								3,786.20		
							ACCOUNT TOTAL	3,786.20		
15810000	54521						TECHNOLOGY/SOFTWARE			
011840	US BANK	11/16/23	SPOTIFY-LIB	0	2023	12	INV P	15.74	010824E	10095 SPOTIFY/PREMIUM DUO
011840	US BANK	11/23/23	ADOBE-LIB	0	2023	12	INV P	19.99	010824E	10095 ADOBE/LICENSE -LIB
								35.73		
							ACCOUNT TOTAL	35.73		
							ORG 15810000 TOTAL	4,516.34		
FUND 0010 GENERAL FUND								TOTAL:	4,516.34	

Report generated: 01/12/2024 14:08
User: 9740thin
Program ID: apinvgl

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

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	479,262.77	.00	-3,053.77	100.6%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	404,858.62	.00	63,713.38	86.4%
15810000	51010	RETIREMENT	43,985	0	43,985	42,738.31	.00	1,246.69	97.2%
15810000	51020	FICA	72,385	0	72,385	66,656.58	.00	5,728.42	92.1%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	70,141.68	.00	-19,910.68	139.6%
15810000	51060	LONG-TERM DISABI	81	0	81	76.80	.00	4.20	94.8%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	2,321.28	.00	-1,036.28	180.6%
15810000	51070	LIFE INSURANCE	841	0	841	873.34	.00	-32.34	103.8%
15810000	53010	ELECTRICITY	60,000	0	60,000	82,571.77	.00	-22,571.77	137.6%
15810000	53020	WATER/SEWER	3,876	0	3,876	3,659.34	.00	216.66	94.4%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	2,409.75	.00	-109.75	104.8%
15810000	53050	HEATING FUEL	17,000	0	17,000	14,714.60	.00	2,285.40	86.6%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	79,053.23	.00	-24,053.23	143.7%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	49,364.13	.00	635.87	98.7%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	1,634.00	.00	366.00	81.7%
15810000	54060	MARKETING	500	0	500	98.94	.00	401.06	19.8%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	47,415.89	.00	584.11	98.8%
15810000	54110	SUPPLIES	37,400	0	37,400	34,279.60	.00	3,120.40	91.7%
15810000	54170	POSTAGE	450	0	450	450.00	.00	.00	100.0%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	10,009.27	.00	5,990.73	62.6%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	228,386.78	.00	-15,886.78	107.5%
15810000	54250	MAGAZINES/NEWSPA	0	0	0	237.60	.00	-237.60	100.0%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	.00	.00	500.00	.0%
15810000	54330	TRAINING EXPENSE	500	0	500	526.25	.00	-26.25	105.3%
15810000	54521	TECHNOLOGY/SOFTW	36,000	0	36,000	37,418.42	.00	-1,418.42	103.9%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	1,180.58	.00	19.42	98.4%
15810000	55095	PROGRAMS-YOUNG A	1,200	0	1,200	1,205.71	.00	-5.71	100.5%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,312.04	.00	-112.04	109.3%
15810000	59010	EQUIPMENT	35,000	0	35,000	34,025.00	.00	975.00	97.2%
TOTAL LIBRARY			1,694,415	0	1,694,415	1,696,882.28	.00	-2,467.28	100.1%
TOTAL EXPENSES			1,694,415	0	1,694,415	1,696,882.28	.00	-2,467.28	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	1,696,882.28	.00	-2,467.28	100.1%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS 581	FOR: LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000	50010	SALARY-FULL TIME	496,617	0	496,617	38,482.54	.00	458,134.46	7.7%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	30,253.70	.00	444,746.30	6.4%
15810000	51010	RETIREMENT	48,068	0	48,068	3,501.76	.00	44,566.24	7.3%
15810000	51020	FICA	73,528	0	73,528	5,170.45	.00	68,357.55	7.0%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	6,300.00	.00	69,300.00	8.3%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	206.28	.00	954.72	17.8%
15810000	51070	LIFE INSURANCE	861	0	861	75.80	.00	785.20	8.8%
15810000	53010	ELECTRICITY	69,000	0	69,000	.00	.00	69,000.00	.0%
15810000	53020	WATER/SEWER	3,876	0	3,876	.00	.00	3,876.00	.0%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	201.37	.00	2,098.63	8.8%
15810000	53050	HEATING FUEL	19,500	0	19,500	.00	.00	19,500.00	.0%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	475.00	.00	54,525.00	.9%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	1,960.72	.00	67,339.28	2.8%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000	54060	MARKETING	500	0	500	.00	.00	500.00	.0%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	289.00	.00	47,711.00	.6%
15810000	54110	SUPPLIES	37,400	0	37,400	.00	.00	37,400.00	.0%
15810000	54170	POSTAGE	450	0	450	100.00	.00	350.00	22.2%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	.00	.00	16,000.00	.0%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	2,835.91	.00	217,164.09	1.3%
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	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	2,516.00	.00	35,484.00	6.6%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	.00	.00	1,200.00	.0%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	.00	.00	1,800.00	.0%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	250.00	.00	950.00	20.8%
TOTAL LIBRARY			1,757,642	0	1,757,642	92,618.53	.00	1,665,023.47	5.3%
TOTAL EXPENSES			1,757,642	0	1,757,642	92,618.53	.00	1,665,023.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	92,618.53	.00	1,665,023.47	5.3%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
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	48040 DONATIONS	0	0	0	-6,607.52	.00	6,607.52	100.0%
22810000	48040 FOL DONATIONS	0	0	0	-22.99	.00	22.99	100.0%
22810000	55095 FOL PROGRAMS-YOUN	0	0	0	13.64	.00	-13.64	100.0%*
TOTAL LIBRARY		0	0	0	-7,216.87	.00	7,216.87	100.0%
TOTAL REVENUES		0	0	0	-7,230.51	.00	7,230.51	
TOTAL EXPENSES		0	0	0	13.64	.00	-13.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-7,216.87	.00	7,216.87	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1											
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
22810000				LIBRARY	DONATION						
22810000 48040 FOL					DONATIONS						
387622 CARR JOHN		24020300		0	2024	1	INV P	800.00	012424-1	272028	FOL#2344/FEB3 2024P
ACCOUNT TOTAL								800.00			
ORG 22810000 TOTAL								800.00			
FUND 0200 LIBRARY DONATION FUND								TOTAL:			
								800.00			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12																			
ACCOUNT/VENDOR			INVOICE		PO	YEAR/PR			TYP S		PAYABLES		CHECK		DESCRIPTION				
22810000			LIBRARY DONATION																
22810000 48040 FOL			DONATIONS																
011840	US	BANK	11/19/23	AMZN2-LIB	0	2023	12	INV	P	81.02	010824E	10095	FOL#2333/PROG SUPPL						
011840	US	BANK	11/19/23	AMZN3-LIB	0	2023	12	INV	P	17.59	010824E	10095	FOL#2333/PROG SUPPL						
011840	US	BANK	11/20/23	AMZN2-LIB	0	2023	12	INV	P	30.00	010824E	10095	FOL#2240/PROG SUPPL						
011840	US	BANK	11/21/23	AMZN3-LIB	0	2023	12	INV	P	12.99	010824E	10095	FOL#2343/PROG SUPPL						
011840	US	BANK	11/26/23	AMZN7-LIB	0	2023	12	INV	P	39.54	010824E	10095	FOL#2336/AMZN/PROG						
011840	US	BANK	11/27/23	AMZN3-LIB	0	2023	12	INV	P	344.08	010824E	10095	FOL#2343/AMZN/PROG						
011840	US	BANK	11/27/23	AMZN4-LIB	0	2023	12	INV	P	19.50	010824E	10095	FOL#2337/AMZN/PROG						
011840	US	BANK	11/28/23	AMZN2-LIB	0	2023	12	INV	P	35.35	010824E	10095	FOL#2337/AMZN/PROG						
011840	US	BANK	11/29/23	AMZN2-LIB	0	2023	12	INV	P	36.02	010824E	10095	FOL#2337/AMZN/PROG						
011840	US	BANK	11/29/23	AMZN3-LIB	0	2023	12	INV	P	7.99	010824E	10095	FOL#2237/AMZN/PROG						
011840	US	BANK	11/30/23	AMZN2-LIB	0	2023	12	INV	P	4.99	010824E	10095	FOL#2337/AMZN/PROG						
011840	US	BANK	11/30/23	AMZN3-LIB	0	2023	12	INV	P	128.15	010824E	10095	FOL#2337/AMZN/PROG						
011840	US	BANK	12/1/23	AMZN-LIB	0	2023	12	INV	P	493.53	010824E	10095	FOL#2337/AMZN/PROG						
011840	US	BANK	12/12/23	TARGET-LIB	0	2023	12	INV	P	38.23	010824E	10095	FOL#2333/TARGET/PRO						
011840	US	BANK	12/3/23	AMZN-LIB	0	2023	12	INV	P	5.98	010824E	10095	FOL#2337/AMZN/PROG						
										1,294.96									
ACCOUNT TOTAL										1,294.96									
ORG 22810000 TOTAL										1,294.96									
FUND 0200 LIBRARY DONATION FUND										TOTAL:		1,294.96							

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
581	LIBRARY	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES		BUDGET	USE/COL
22810000	48040 DONATIONS	0	0	0	-3,020.25	.00		3,020.25	100.0%
22810000	48040 FOL DONATIONS	0	0	0	800.00	.00		-800.00	100.0%
	TOTAL LIBRARY	0	0	0	-2,220.25	.00		2,220.25	100.0%
	TOTAL REVENUES	0	0	0	-2,220.25	.00		2,220.25	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-2,220.25	.00	2,220.25	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
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	-1,141.34	.00	-28,358.66	3.9%	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-283.30	.00	-7,216.70	3.8%	
01010400 44112 LIBRARY-OTHER SY	-26,000	0	-26,000	.00	.00	-26,000.00	.0%	
TOTAL UNDESIGNATED	-63,000	0	-63,000	-1,424.64	.00	-61,575.36	2.3%	
TOTAL REVENUES	-63,000	0	-63,000	-1,424.64	.00	-61,575.36		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-63,000	0	-63,000	-1,424.64	.00	-61,575.36	2.3%
** END OF REPORT - Generated by Thu Van Hintz **							

		YEAR-TO-DATE THROUGH JAN 31, 2024				
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGI	YTD EXPENDED	AVAILABLE BU	% USED
15810000	50010	SALARY-FULL TIME	496,617	38,482.54	458,134	7.70
15810000	50020	SALARY-PART TIME	475,000	30,253.70	444,746	6.40
15810000	51010	RETIREMENT	48,068	3,501.76	44,566	7.30
15810000	51020	FICA	73,528	5,170.45	68,358	7.00
15810000	51030	HEALTH INSURANCE	75,600	6,300.00	69,300	8.30
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	206.28	955	17.80
15810000	51070	LIFE INSURANCE	861	75.80	785	8.80
15810000	53010	ELECTRICITY	69,000	0.00	69,000	0.00
15810000	53020	WATER/SEWER	3,876	0.00	3,876	0.00
15810000	53040	TELEPHONE/CELL PHONE	2,300	201.37	2,099	8.80
15810000	53050	HEATING FUEL	19,500	0.00	19,500	0.00
15810000	54010	R&M BLDGS & GROUNDS	55,000	475.00	54,525	0.90
15810000	54030	MAINTENANCE CONTRACT	69,300	1,960.72	67,339	2.80
15810000	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
15810000	54060	MARKETING	500	0.00	500	0.00
15810000	54080	LEASES EQUIPMENT	48,000	289.00	47,711	0.60
15810000	54110	SUPPLIES	37,400	0.00	37,400	0.00
15810000	54170	POSTAGE	450	100.00	350	22.20
15810000	54180	HOUSEKEEPING SUPPLY	16,000	0.00	16,000	0.00
15810000	54230	LIBRARY MATERIALS	220,000	2,835.91	217,164	1.30
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	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	2,516.00	35,484	6.60
15810000	55090	PROGRAMS-JUVENILE	1,200	0.00	1,200	0.00
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	0.00	1,800	0.00
15810000	55100	PROGRAMS-ADULT	1,200	250.00	950	20.80
		Grand Total	1,757,642	92,618.53	1,665,023	5.30

2023 AT A GLANCE

Library Visits: 152,886



Up 16%
from 2022

*How big is the
Library?
55,000 sq. ft.
with 145K
volumes*

How many Culver's are in Wisconsin and how many
reference calls do NBPL Librarians answer? **136**
and **42,536**

359,879

items
checked out
Up 6.7%
from 2022



Library Programs

Sponsored by the FOL

**678 programs, serving
55,411 patrons of all ages!**

*Library scholarship money
awarded to New Berlin
students in 2023: \$500*



DVD and BluRay
Check Outs
41,170



12,541

Number of
Public
Computer
Logins:
8748
(Up 3%)

Magazine
Subscriptions: **106**



2,555 **Puzzles**
checked out!

Home Delivery

Patrons: 645

Items: 3,609

Free Monthly Delivery!

262-785-4980

210,259
Website Visits

Up 7%

www.newberlinlibrary.org



1,748 NEW CARDS!

MakerStudio Visitors

9,092

Inter-Library Loan Activity
Borrowed & Requested: **91,319**

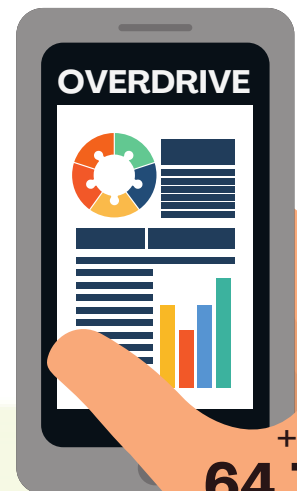
187,734

Children's Items
checked out in
2022
9.4% increase!

11,373

... were Board Books

Value of Library
Collections: \$3.8 million



+9.2%
64,786
Digital
Downloads

experiences passes
32 passes, for 1,845 circs



I. GENERAL INFORMATION

The General Information section requests basic information about the library's public service outlets. Some fields are pre-filled with last year's information. In other cases, last year's response is displayed to the right of the data entry field. Please revise as needed.

1. Name of Library ✓	New Berlin Public Library
2. Public Library System ✓	Bridges Library System
3a. Salutation	Ms.
3b. Head Librarian First Name	Natalie
3c. Head Librarian Last Name	Beacom
4a. Certification Grade	Grade 1
4b. Certification Grade Type	Regular
5. Certification Expiration Date	06/01/2026

Address(es)

Enter the complete street address of the main library. This should be the location where the principal collections are kept. The current address is displayed. Do not make any changes or edits unless the location of the library has changed during the report year, in which case you must also provide an explanation in the notes () for the address field. Use standard postal abbreviations, such as "St." instead of "Street" and "W." instead of "West."

Street address is required. If mailing and street address are the same, then leave mailing address, city, and ZIP blank.

	a. Street Address	b. Mailing Address
6. Address or PO Box #	✓ 15105 Library Ln.	✓ 15105 Library Ln.
7. City/Village/Town	✓ New Berlin	✓ New Berlin
8. ZIP Code	✓ 53151	53151
8 (part 2). ZIP+4 Code	5280	5280

9. County ✓	Waukesha
10. Library Phone No. ✓	(262) 785-4980
11. Fax No.	(262) 785-4984
12. Director's Library E-mail Address	nbeacom@newberlinlibrary.org
13. Library Website URL	http://www.newberlinlibrary.org

Service Outlets

14. Number of Branches (only if applicable) ✓	0
15. No. of Bookmobiles Owned ✓	0
16. No. of Other Public Service Outlets	0
Total # of Service Outlets	1
17. Does your library operate a Books-by-mail program?	Yes No

18. Is your library formally established as a Joint Library under s.43.53 ✓	Yes No
--	--------

Hours of Operation

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main / central library only. Service hours for bookmobiles and branches are entered in Section Ib. Outlet Information.

Report the number of hours opened per week and the number of weeks operating in a modified Hours of Operation table. The table includes three different service levels to report hours opened with no restrictions on building access, limited public access, and staff only access to the building. These service levels are defined in the Annual Report Instructions PDF. The standard breakout of "winter hours" and "summer hours" still applies. Libraries with branch locations will complete this breakout for the central library in Section I Item 19 and each branch location in Section Ib.

Values entered for 19a-d are used to calculate the number of weeks operating at each service level and the number of hours operating during the calendar year. Those values are calculated as 19e Total Weeks and 19f Total Hours.

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter hours open per week	✓ 67 67	0 0	0 0
19b. Number of Winter Weeks	✓ 36 36	0 0	0 0
19c. Summer hours open per week	✓ 64 64	0 0	0 0
19d. Number of Summer Weeks	16 16	0 0	0 0
19e. Total Weeks per Year	✓ 52 52	✓ 0 0	✓ 0 0
19f. Total Hours per year for this location	3,436 3,436	0 0	0 0

20. Square Footage of Public Library (this location only) ✓	55,117
--	--------

21a. Did your library or a branch move to a new facility during the report year?	Yes No
21b. Did your library or a branch renovate or expand an existing facility during the report year?	Yes No
22. UEI Number	NUNZCR5CMVR5

Population

Additional and Extended County Population are not available during the collection period and may not be entered. These values calculated following the close of the Annual Report collection. NOTE: 1/24/2024 - The Municipal Population shows the most recent DPI calculation for 2023. Additional County Population is left blank because it will be calculated after all Annual Reports are submitted. The values to the right of the data entry field show the 2022 final population calculations.

Municipal Population	40,135	40,426
Additional County Population		798
Extended County Population ✓	40,135	41,224

Ib. OUTLET INFORMATION

This section permits libraries with multiple outlets to easily report location and other information for all branches or bookmobiles. If you need to report branches not listed, email libraryreport@dpi.wi.gov

II. LIBRARY COLLECTION

This section of the report collects data about selected types of materials. It does not cover all types of material. Libraries may include other materials owned in item 7 of this section. Report only ...[more](#)

1b. Books in Print Added During Year	6,961	7,427
1a. Books in Print (end of year total) ✓	121,339	124,257
2. Electronic Books (E-books) ✓	171,083	175,438
3a. Audio Materials (end-of-year total) ✓	12,598	12,454
3b. Audio Added During Year	343	409
4. Electronic Audio Materials (downloadable) ✓	78,959	73,791
5a. Video Materials ✓	11,388	11,252
5b. Video Added During Year	508	423
6. Electronic Video Materials (downloadable) ✓	667	534
7a. Other Materials Owned ✓	1,124	936
7b. Other Material Description	Library of "Things" Collection, STEM Kits, Hot Spots, Experience Passes	
8a. Electronic Collections (Locally owned or leased)	1	1
8b. Other Electronic Collections (purchased by library system or consortia)	9	11
8c. Statewide Electronic Collections (provided through BadgerLink) ✓	62	63
9. Total Electronic Collections (local, system, and statewide) ✓	72	75
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	106	122
✓ 11. Total Physical Items in Collection ✓	146,449	148,899

III. LIBRARY SERVICES

1a. Total Physical Circulation ✓	359,879	337,351
1b. Circulation of Children's Physical Materials (subset of 1a.) ✓	187,734	171,604
1c. Circulation of Other Physical Items (subset of 1a.) ✓	9,922	6,845

Interlibrary Loan (ILL) Transactions

Please choose *either* "Categorized ILL Transactions" or "Total ILL Transactions" and fill in the details requested. Do not report values for both. To change the Method for Counting ILL, all responses in the section must be removed first to avoid duplication of counts.

Method for Counting Interlibrary Loan (ILL) Transactions	Categorized ILL Transactions	
Total Items Loaned (provided to) ✓	41,900	41,629
Total Items Received (borrowed from) ✓	49,419	47,319

Categorized Interlibrary Loan (ILL) Transactions

	Items Loaned To Other Libraries		Items Borrowed From Other Libraries	
Integrated Library System (ILS)	40,579	40,337	49,154	47,037
WISCAT	1,321	1,292	265	282
Other (Includes OCLC, manual tracking, or other methods)	0	0	0	0

Users / Use

3a. Registered Users Resident	17,141	15,581
3b. Registered Users Nonresident	652	562
3c. Registered Users ✓	17,793	16,143
3d. Overdue Fine Policy ✓	Yes Yes	
4a. Method Used to Count Reference Transactions ✓	Survey Week(s) Survey Week(s)	
4b. Reference Transactions ✓	42,536	
5a. Method Used to Count Library Visits ✓	Actual Count	Actual Count
5b. Library Visits ✓	152,886	131,766

Use of Digital Resources

Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, mark the "not available" checkbox to the right of the data field. Do not report estimates. Fields are prefilled if your system has provided data to the Division for Libraries and Technology.

See the [Use of Digital Resources and Library Collection flowchart](#) for more information.

6a. Number of Public Use Computers	22	22
6b. Number of Public Use Computers with Internet Access ✓	22	22
6c. Method for Counting Uses of Public Internet Computers	Actual Count	Actual Count
6d. Number of Uses (sessions) of Public Internet Computers ✓	8,748	8,466
7a. Method for Counting Wireless Internet Uses ¹ 	Did Not CollectDid Not Collect	
8. Number of Website Visits ✓	210,259	196,104
9a. Local Electronic Collection Retrievals (locally owned or leased)	1,493	609
9b. Other Electronic Collection Retrievals (purchased by library system or consortia)	5,294	3,142
9c. Statewide Electronic Collection Retrievals (provided through BadgerLink)	1,516	149
9d. Total Electronic Collection Retrievals (local, system, and statewide) ✓	8,303	3,900
10a. Uses of E-Books By Users of Your Library	31,219	30,080
10b. Uses of E-Audio by Users of Your Library	34,330	29,255
10c. Uses of E-Video by Users of Your Library	736	578
10d. Total Uses of Electronic Materials ✓	66,285	59,913
10e. Total Uses of Children's Electronic Materials	4,792	3,735

Library Programs and Attendance

Libraries report programming data for the number of in-person programs and attendance as well as the number of live, virtual programs and attendance and views of pre recorded programs.

Resources are available for details on how to report in-person, live virtual, and pre recorded programs: [2020 Wisconsin Public Library Annual Report: Virtual Programming and Recording Views Google Slideshow with speaker notes](#) and the corresponding [2020 Wisconsin Public Library Annual Report Virtual Programming and Recording Views video](#).

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

In-Person Programs and Program Attendance Annual Count

An in-person library program is a planned event which introduces the in-person group attending to any of the broad range of library services or activities or which directly provides information to ...[more](#)

	11a. In-Person Programs		11a. In-Person Program Attendance	
a. Children 0-5	275	225	7,235	3,040
b. Children 6-11	95	53	5,318	2,664
c. Young Adult	28	13	541	209
d. Adult 19+	107	48	3,315	644
e. General Interest	76	20	14,493	4,595
f. In-person Onsite	✓ 555	335	✓ 28,501	9,980
g. In-person Offsite	✓ 26	24	✓ 2,401	1,172
h. Total In-Person	581	359	30,902	11,152
11i. Describe the library's in-person programs:	Storytimes, specialty storytimes, book clubs, speakers, concerts, fairs and festivals, outdoor skating and curling programs, MakerStudio craft and pop-up design programs, gaming and film programs, family programs and bingo.			
	Bingo, story times, sensory and specialty story times, book clubs, gaming and crafting activities, scavenger hunts, movies, library events and concerts.			

Live, Virtual Programs, Program Attendance, and Views Annual Count

A live, virtual library program is any planned library program that is live-streamed virtually and viewed live as it progresses (called "synchronous live-streaming"). Regardless of the number of ...[more](#)

	12a. Live, Virtual Programs	12a. Live, Virtual Program Attendance	12a. Views of Recorded Live, Virtual Programs
a. Children 0-5	0 0	0 0	0 0
b. Children 6-11	0 0	0 0	0 0
c. Young Adult	0 0	0 0	0 0
d. Adult 19+	0 3	0 0	0 49
e. General Interest	0 0	0 0	0 0
f. Total Live Virtual	✓ 0 3	✓ 0 0	0 49
12g. Which platforms does the library use to host the library's live, virtual programs:	Facebook		
12h. Describe the library's live, virtual programs:	Storytimes, book clubs and educational programming.		

Total Synchronous Program Statistics

	Programs		Program Attendance	
Children 0-5	✓ 275	225	✓ 7,235	3,040
Children 6-11	✓ 95	53	✓ 5,318	2,664
Young Adult	✓ 28	13	✓ 541	209
Adult 19+	✓ 107	51	✓ 3,315	644
General Interest	✓ 76	20	✓ 14,493	4,595
Total Synchronous	✓ 581	362	✓ 30,902	11,152

Pre-recorded Programs and Views Annual Count

A pre-recorded library program is any planned event that is recorded by the library for asynchronous streaming (for later, on-demand viewing). Only include views of program sessions posted during the ...[more](#)

	13a. Pre-recorded programs	13a. Pre-recorded program attendance
a. Children 0-5	0 0	0 0
b. Children 6-11	0 0	0 0
c. Young Adult	0 0	0 0
d. Adult 19+	0 0	0 0
e. General Interest	0 1	0 211
f. Total Pre-recorded	✓ 0 1	✓ 0 211
13g. Which platforms does the library use to host the library's pre-recorded programs:	Facebook, Google	
13h. Describe the library's pre-recorded programs:	Storytimes, book clubs and educational programming.	

IV. LIBRARY GOVERNANCE

Provide a complete list of all voting board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields of any positions that are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

Library Board President

List the Library Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who can be contacted if necessary by the library system or DPI.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
President	1.Mr.	John	Marek	15295 Library Lane - #302	New Berlin	53151	2library25@gmail.com

Library Board Members

List other voting members of the library board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
2.	Ms.	Dolores	Greenawalt	13185 W. Wilbur Dr.	New Berlin	53151	dogreenie@hotmail.com
3.	Ms.	Barb	Uhen	4333 S. Sunnyslope Dr.	New Berlin	53151	barb_uhen@nbexcellence.org
4.	Mr.	Patli	Orzel	15295 Library Lane - #318	New Berlin	53151	orzelpatli@gmail.com
5.	Ms.	Jill	Kawala	13625 W. Graham Street	New Berlin	53151	braverhome@gmail.com
6.	Mr.	Nathan	Jung	4555 Heart Ridge Drive	New Berlin	53151	najung@uwalumni.com
7.	Ms.	Ruth	Bock	14852 W Arrowhead Lane	New Berlin	53151	jrb52@wi.rr.com
8.	Ms.	Charolotte	Kroupa	4440 S Hi View Ct.	New Berlin	53146	CharlotteKroupa22@gmail.com
9.	Mr.	Chuck	Garrigues	13750 W. National Ave.	New Berlin	53151	chuck@garrig.com
10.							
11.							
12.							
13.							
14.							
15.							

16.						
17.						

Number of Library Board Members

Report the total number of voting library board members, including vacancies that are authorized but not filled.

Number of Library Board Members ✓	9	9
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V. LIBRARY OPERATING REVENUE

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county, or other). This may require the library [...more](#)

1. Local Municipal Appropriations for Library Service

Report appropriations from the library's local municipality as applicable. Do not include county appropriations, contract income, or donations here.

Legally established joint public libraries may use subsequent lines of the report as appropriate to report revenue from participating municipalities.

Using the Municipality Type dropdown list, indicate whether the municipality that established the library is a city, village, town, or tribe. In the Name column, enter the name of the city, village, town, or tribe that established the library. Do not include phrases such as City of, Town of, etc. In the Amount column, report the actual appropriation for the report year received from the city, village, town, or tribe that established the library.

Municipality Type	Name	Amount
City	New Berlin	\$ \$1,694,415 \$1,579,035
		\$
		\$
		\$
		\$
		\$
		\$

Subtotal

Local Government Revenue	\$ \$1,694,415	\$1,579,035
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2a. Home County Appropriation for Library Service

Each public library is affiliated with a home county for library system purposes under s.43.15(3). Report reimbursements from the home county here. This includes home county funds transferred to the library through the system or a county library service. Consolidated county libraries report county revenues for library operations.

Home County Subtotal	\$ \$21,596	\$22,733
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2b. Other County Payments for Library Service

Report other county payments for library services from other counties under s. 43.12. in this section. This includes other county funds transferred to the library, including those transferred through the system. Use the dropdown list to select the name of the county. These are county payments other than the home county appropriation reported in 2a.

County Name	Amount
Jefferson	\$ \$345
Dodge	\$
Washington	\$ \$122
Racine	\$ \$1,771
Walworth	\$ \$582
Ozaukee	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal

Other County Payments	\$ \$2,820	\$4,763
-----------------------	------------	---------

3. State Funds

Report state funds received from your public library system or from another Wisconsin state program and deposited in your library fund. Funds from TEACH grants are reported here as it is funded by the state Universal Service Fund (USF) which is comprised (almost entirely) of state funds.

a. Public Library System State Funds

Your system should verify the amount of state aid to public library systems funds paid to your library (if any). If your library received more than four individual grants, you may combine grants from the same source on one line, then list the individual projects in the notes. Revenue reported here should not be reported as contract income or as funds not expended in the previous year.

Payments or reimbursements for system LSTA Grants should only be reported in Section V. 4. Federal Funds.

If state funds were expended or budgeted for capital outlays such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

Description	Amount
Hoopla Grant	\$ \$4,867 \$4,051
Innovation Grant	\$ \$2,480 \$1,914
System Meeting Supplies	\$ \$32
	\$

b. State Funds Carried Forward from Previous Year

Report any State Funds received in a prior year and carried forward for expenditure in the reporting year.

State Funds Carried Forward	\$ \$0 \$0
-----------------------------	------------

c. Other State Funded Program

Enter a brief description of other state-funded programs and enter the total amount. Note: programs like Youth Aid Funds are reported here although the state funds are blended with federal funds. State statutes and federal regulations authorize state agencies to blend state aid with federal funds to focus on outcomes and simplify accounting. When the funds get blended, the funds are combined under a single set of reporting requirements and lose their original award-specific identity.

Description	Amount
Wisconsin Humanities Council Grant	\$ 0 0

Subtotal

State Government Revenue ✓	\$ \$7,379 \$5,965
----------------------------	--------------------

4. Federal Funds - Name of program and, if LSTA, enter DPI Grant Number number

Federal funds are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program(s) and the amount(s) received.

Report Library Services and Technology Act (LSTA) grant awards to your library here. For each award, enter the "DPI Grant Number" including Grant Year as the Project Number and "DPI Grant Name" as the Program Name. LSTA grant awards to systems that are used to reimburse your library for expenses or are otherwise passed through to your library should also be reported here. Report Community Development Block Grants here.

If federal funds were expended or budgeted for capital outlays, such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

Program Name	Project Number	Amount
		\$ \$0
		\$
		\$
		\$

Subtotal

Federal Government Revenue ✓	\$ \$0 \$1,199
------------------------------	----------------

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Report funds received from adjacent towns or municipalities which are not part of a formal joint library operating agreement.

If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report reimbursement payments from counties here. Do not report federal Library Service and Technology Act (LSTA) grants received from the state or system, or state funds from your public library system as contract income here.

Name	Amount
	\$
	\$
	\$
	\$ \$0 \$0

Subtotal

Contract Income	\$ \$0 \$0
-----------------	------------

6. Funds Carried Forward from Prior Year

Include funds carried forward from the previous year and made available for library operating expenditures, except for state aid funds reported in 3b. above.

Do not report fund balances designated to capital projects here. Donation and endowment fund balances should not be reported here but instead should be reported as part of VIII. Other Funds Held by the Library Board and IX. Trust Fund Report.

6. Funds Carried Forward	\$ \$0 \$0
--------------------------	------------

7. All Other Operating Income

All other operating income is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees received during the reporting year here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in an attachment (see Section IX. Other Funds Held by the Library Board and Trust Fund Report).

Other Revenue ✓	\$ \$63,311	\$49,264
-----------------	-------------	----------

8. Total Operating Income

Total Operating Income is the sum of items 1 through 7 and is automatically calculated and displayed.

Total Revenue ✓	\$ \$1,789,521
-----------------	----------------

9. Current Year Appropriation

Enter the current year appropriation provided by your governing body/bodies for public library service. This is the amount you anticipate reporting next year on line 1 above if yours is a municipal library, or on line 2 if yours is a county library. Joint libraries should enter their total and use the annotation field to report a listing of appropriations from each participating municipality.

Current Year Appropriation ✓	\$ \$1,757,642	\$1,694,415
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10. Exempt from County Library Tax? [Wis. Stat. s.43.64 (2)]

Indicate whether your library's municipality was exempt from the county library tax for the reporting year. Wisconsin Statutes 43.64(2).

Exempt from County Library Tax ✓	Yes
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VI. LIBRARY OPERATING EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

1. Salaries and Wages ✓	\$ \$944,781	\$914,285
2. Employee Benefits ✓	\$ \$168,808	\$159,088
Total Staff Expenditures ✓	\$1,113,589	\$1,073,373

3. Library Collection Expenditures

Enter all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

a. Print Materials ✓	\$ \$189,727	\$202,517
b. Electronic Materials ✓	\$ \$23,721	\$21,304
c. Audiovisual Materials	\$ \$14,112	\$11,164
d. All Other Library Materials	\$ \$29,868	\$21,290
Subtotal 3: Total Collection Expenditures ✓	\$ \$257,428	\$256,275

4. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems

Report here any expenditure for contract arrangements with other libraries, municipalities, or public library systems or fees imposed by a municipality. Funds reported here are the funds paid out by your library. Indicate the service provider receiving the funds, description of service, amount, and type as contract or fee. A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

Provider	Description	Amount	Type
Bridges Library System	CAFÉ Annual Fee	CAFÉ Annual Costs	\$ \$33,475 \$32,082 Fee Contract
Bridges Library System	Electronic Content	Electronic Content	\$ \$16,221 \$15,306 Fee Contract
Bridges Library System	Cooperative Purchases	Cooperative Purchases	\$ \$3,195 \$1,021 Fee Contract
	Cooperative Purchases		\$ \$0 Fee Contract
	Misc		\$ Fee Contract
	Coop. Purchase		\$ Fee Contract
	Misc.		\$ Fee Contract
			\$ Fee Contract
			\$ Fee Contract
			\$ Fee Contract
			\$ Fee Contract
			\$ Fee Contract

Subtotal 4: Total Contracted	\$ \$52,891
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5. Other Operating Expenditures

Report all operating expenditures not included in 1 through 4 above. Other operating expenditures include operation and maintenance of the physical facility, heating, lighting, postage, telephone, telecommunication charges, binding, supplies, repair or replacement of existing

furnishings, fees paid to a consultant, auditor, architect, or attorney, and equipment and cost of computer hardware and software used to support library operation or to link to external networks, including the Internet.

5. Other Operating Expenditures

\$ \$292,526 \$127,316

6. Total Operating Expenditures

Total Operating Expenditures ✓

\$ \$1,716,434

7. Operating Expenditures from Federal Sources

Report the amount expended from federal program sources. If the library is reimbursed for operating expenditures by a federal program such as E-rate, LSTA Grants to States, expenditures from federal sources must not be zero. The criteria for reporting the LSTA grant amount is the year in which the funds were expended and not the year in which reimbursement was received. The number is a subset of the total reported in 6.

7. Of the expenditures reported on line 6, report the amount expended from federal program sources.

\$ \$0 \$1,199

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income & Expenditures

Enter capital revenues and capital expenditures by source of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for (a) Site acquisition, (b) New buildings, (c) Additions to or renovation of library buildings, (d) Furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations, (e) Computer hardware and software used to support library operations, to link to networks, or to run information products, (f) New vehicles, and (g) Other one-time major projects.

Exclude funds received for (a) Replacement and repair of existing furnishings and equipment, (b) Regular purchase of library materials, (c) Investments for capital appreciation, (d) Capital projects in the previous year but unspent in the report year.

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal		✓ \$ \$0	\$ \$0
b. State		✓ \$ \$0	\$ \$0
c. Municipal		\$ \$0	\$ \$0
d. County		\$ \$0	\$ \$0
e. Other		✓ \$ \$0	\$ \$0

Totals

Total Income and Total Expenditure are the sum of the revenue column and expenditure column, respectively. The two amounts are automatically calculated and displayed.

Total Income	✓	\$ \$0	\$68,697
Total Expenditure	✓	\$ \$0	\$68,697

2. Debt Retirement

Enter debt retirement payments, if any, paid by the library board. Include annual payments and interest. Also include additional debt retirement fees, if any, incurred in the year of final payoff of the debt. If available, please add a note with a breakdown of amounts and corresponding sources.

Debt Retirement	\$0	\$0
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3. Rent paid to Municipality/County

Enter rent paid to the library's municipality by the library, or to the county if a county library, for public library space provided by the municipality or county.

Rent Paid to Municipality/County	\$0	\$0
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VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD (include donations except Trust Fund)

All funds under the library board's control must be reported as required by Wis. Stat. s.43.58 (6) (a). Report in this section any funds held by the library board that have not been reported in a ...[more](#)

Beginning Balance of Other Funds Under Library Board Control	\$0	\$0
Additions	\$0	\$0
Subtractions	\$0	\$0
Total Amount of Other Funds at End of Year	\$0	

IX. TRUST FUNDS

Report the total amount of other funds and trust funds held at end of year in the space provided. A "Trust Fund" indicates that a library trustee has been appointed as financial secretary and ...[more](#)

Beginning Balance of Trust Funds Controlled by the Library Board	-1
Additions	\$0

Subtractions	\$0
Total Amount of Trust Funds Held by the Library Board	\$0

X. STAFF (FTE)

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below.

Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

For each personnel listing select the Job Title from Appendix A of the Wisconsin Annual Report Instructions PDF which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

1. Personnel Listing

a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

List the Library Director on the first line. Libraries with more than 15 employees, report individual positions with the title of "librarian" in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

For each personnel listing select the Job Title from Appendix A which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

Position	Type of Staff	Job Title	Annual Salary	Hours Worked/Week
Library Director	MLS (ALA)	Library Director / Chief Officer	\$ \$103,960	40.00
Public Services Manager	Other	Manager/Supervisor of Support Staff	\$ \$72,279	40.00
Library Services Manager	MLS (ALA)	Librarian (MLS)	\$ \$81,616	40.00
Adult Services Librarian-Lead	MLS (ALA)	Librarian (MLS)	\$ \$57,920	40.00
Youth Services Librarian-Lead	MLS (ALA)	Librarian (MLS)	\$ \$60,785	40.00
Young Adult Librarian	MLS (ALA)	Librarian (MLS)	\$ \$25,209	20.50
Youth Services Librarian	MLS (ALA)	Librarian (MLS)	\$ \$59,944	40.00
Adult Services Librarian	MLS (ALA)	Librarian (MLS)	\$ \$50,419	40.00
Adult Services Librarian	MLS (ALA)	Librarian (MLS)	\$ \$37,184	29.50
Youth Services Librarian	MLS (ALA)	Librarian (MLS)	\$ \$35,826	29.50
Adult Services Librarian	Youth Services Librarian	MLS (ALA) MLS (ALA)	\$ \$25,209	20.50
Substitute Librarian	Substitute Librarian	MLS (ALA) MLS (ALA)	\$ \$7,579	8.00
Substitute Librarian	Library Reference Intern	MLS (ALA) Librn. no-MLS	\$ \$7,579	8.00
Library Reference Intern-Youth	Librn. no-MLS	Librarian (MLS)	\$ \$16,213	20.00
Library Reference Intern-Adult	Librn. no-MLS	Librarian (MLS)	\$ \$16,213	20.00

b. Other Paid Staff

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with more than 15 employees, report individual positions with the title of "librarian" in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

For each personnel listing select the Job Title from Appendix A of the Wisconsin Annual Report Instructions PDF which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Week
Office Coordinator	Librn. no-MLS	Office Manager	\$ \$32,553	28.00
Circulation Aides	Librn. no-MLS	Clerk - Public Services	\$ \$221,543	248.00
Custodian	Librn. no-MLS	Building Maintenance Worker	\$ \$16,640	20.00
Library Page/Shelvers	Librn. no-MLS	Page/Shelver	\$ \$18,002	48.00
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

2. Library Staff Full-Time Equivalents (FTEs)

Compiling information for all library staff is particularly important for large libraries that did not report all employees in 1a. and 1b. above. The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per week by all category employees and dividing by 40. To ensure comparable data, 40 hours per week is the measure of full-time employment. For example, if a library has 15 employees working 37.5 hours per week each, then the FTE calculation is 15 x 37.5 / 40 or 14.06 FTEs. Round to two decimal places.

Do not include any employee in more than one category.

a. Persons Holding the Title of Librarian

For all employees with Master's degrees from programs accredited by ALA, divide the total hours worked per week by 40. For all other persons holding the title of Librarian, divide the total hours worked per week by 40.

The FTE subtotal for persons holding the title of librarian is the sum of the two calculations above. The number is automatically calculated and displayed.

<u>Masters Degree from an ALA Accredited Program</u> ✓	8.90	8.90
<u>Other Persons Holding the Title of Librarian</u>	1.00	0.50
<u>Subtotal</u> ✓	9.90	9.40

b. All Other Paid Staff

Determine the total hours worked per week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the all other paid staff full time equivalent in the space provided.

<u>All Other Paid Employees</u> ✓	9.60	9.84
-----------------------------------	------	------

c. Total Library Staff Full-Time Equivalents

The total library staff full time equivalent is the sum of the FTEs reported in 2a and 2b and is automatically calculated and displayed.

<u>Total Paid Employees</u> ✓	19.50	19.24
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XI. LOANS TO NONRESIDENTS

Nonresidents are library users who live outside the library's legal service jurisdiction (the governmental unit(s) establishing the public library). For consolidated county libraries, it means outside the county. For joint libraries, it means outside the municipalities that established the joint library. Circulation is defined at the beginning of Section III. Library Services.

Provide the requested information for items 1 through 9. The information provided in 2b. Circulation to Nonresidents Living in Your County – Those Without a Library is needed to calculate county payments for nonresident use of the library. For those libraries in communities with territory in more than one county, report nonresident use for your home county only in 2b. Report other county nonresident use in item 3 or 4 and 9, as appropriate.

For more information, see [Guidelines for Collection of Public Library Nonresident Usage Statistics](#).

<u>1. Total Nonresident Circulation</u> ✓	55,141	49,628
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2. Circulation to Nonresidents Living in Your County

<u>a. Home County Circulation to Those with a Library</u>	29,918	28,233
<u>b. Home County Circulation to Those without a Library</u>	5,951	6,599
<u>c. Home County Total</u>	35,869	34,832

3. Circulation to Nonresidents Living in Another County in Your System

<u>a. Other System Counties Circulation to Those with a Library</u>	161	185
<u>b. Other System Counties Circulation to Those without a Library</u>	114	50
<u>c. Other System Counties Total</u>	275	235

4. Circulation to Nonresidents Living in an Adjacent County Not in Your System

<u>a. Nonsystem Adjacent County Circulation to Those with a Library</u>	18,263	13,769
<u>b. Nonsystem Adjacent County Circulation to Those without a Library</u>	676	734
<u>c. Nonsystem Adjacent County Total</u>	18,939	14,503

Other

<u>5. Other Circulation to All Other State Residents</u>	50	58
<u>6. Other Circulation to Users from Out of State</u>	8	0
<u>7. Method for Determining Circulation Allocation</u>	Actual	
<u>8a. Access Denied under s. 43.17 (11) (b).</u>	No	
<u>8b. If Access Denied, Are Cards Sold</u>	No	

9. Circulation to Nonresidents

Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. Information provided on lines 9a, through 9j, is needed to calculate adjacent county payments for nonresident use of the library where applicable.

Use the dropdown lists to indicate the county reported and enter the total number of circulations to qualifying non-residents from that county who used your library throughout the report year. County names may be prefilled with those listed in the annual report.

<u>Name of County</u>	<u>Circulation</u>
Dodge Dodge	17 17

Washington	Washington	41	39
Racine	Racine	563	656
Walworth	Walworth	55	22
Jefferson	Jefferson	114	50
Ozaukee	Ozaukee	0	0

XII. TECHNOLOGY

Wireless Internet Access and Broadband

1. What is the speed of your connection to the internet? Choose the closest value.	100MB
2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?	Yes No
3a. How many hotspots does your library have in the collection for patron checkout? Do not include lost devices.	19
3b. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.	0
4. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile?	Yes No No
5a. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy?	Yes No No
5b. If your library answered no for 5a, provide a comment.	We do not have filters on our system and

Digital Literacy

The American Library Association defines "Digital Literacy" as: The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.

6a. Does your library offer courses, training, or other kinds of assistance to support your patrons' digital literacy?	Yes No
6b. If your library answered yes for 6a, provide a list of your offerings.	We provide one-on-one programming called "Book-A-

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH, AND STAFF SERVING ADULTS

For a complete description of self-directed activities information in the annual report, see the WI Libraries for Everyone post "Important Updates: Annual Report and Record Keeping Resources." [...more](#)

1. Self-Directed Activities

A Self-Directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

	Number of Self-directed Activities		Participation in Self-directed Activities	
Children 0-5	23	32	✓ 2,702	3,245
Children 6-11	16	21	✓ 1,122	1,580
Young Adult	15	25	✓ 154	340
Adult 19+	14	42	✓ 746	2,212
General Interest	29	35	✓ 9,875	5,258
Total Self-directed	97		14,599	

2. Staff Serving Youth

Please indicate the name(s) and e-mail addresses of staff who serve as the children, youth, or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff serves children, youth, or teens, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

1	1	1
First Name	Last Name	Email Address
Kate	Krause-Blaha	kkrause-blaha@newberlinlibrary.org

3. Staff Serving Adults

Please indicate the name(s) and e-mail addresses of staff who serve as the adult librarian(s), focusing on providing services and programs to people aged 18 and up. If the director serves in this capacity, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff provides services and programs to adults, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

1	1	1
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First Name	Last Name	Email Address
Kate	Kennedy	kkennedy@newberlinlibrary.org

XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

[Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.]

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

Selecting "Yes" from the dropdown list next to each statement of assurance indicates compliance with the requirement.

Is the library established under s. 43.52, 3, or 7? ✓	Yes No
Is the library free for the use of inhabitants? ✓	Yes No
Does the library's board membership comply with statutory requirements? ✓	Yes No
Does the library board have exclusive control of funds? ✓	Yes No
Is the library director present at least 10 hours per week while the library is open? ✓	Yes No
Does the library board supervise the administration of the library? ✓	Yes No
Is the library authorized to participate in your library system? ✓	Yes No
Has the library maintained a written agreement to participate in the library system, interlibrary loan (ILL), and provide "same services"? ✓	Yes No
Is the head librarian certified at the appropriate grade level? ✓	Yes No
Is the library open to the public an average of at least 20 hours per week? ✓	Yes No
Does the library spend at least \$2,500 on library materials? ✓	Yes No

STATEMENT CONCERNING SYSTEM EFFECTIVENESS

[NOTE: The system effectiveness statement can be submitted online as part of the Annual Report. The system effectiveness statement does not need to be sent separately to DPI.]

The statutory [...more](#)

Did the library system provide effective leadership and adequately meet the needs of the library? ✓	Yes, we agree with the statement
Comments or explanation of library board's response	

ATTACHMENTS

Report Attachments - Library	
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¹, 7a. Our current system does not allow us to capture WiFi session totals. (0-2024-01-23)

I. GENERAL INFORMATION

The General Information section requests basic information about the library's public service outlets. Some fields are pre-filled with last year's information. In other cases, last year's response is displayed to the right of the data entry field. Please revise as needed.

1. Name of Library	New Berlin Public Library
2. Public Library System	Bridges Library System
3a. Salutation	Ms.
3b. Head Librarian First Name	Natalie
3c. Head Librarian Last Name	Beacom
4a. Certification Grade	Grade 1
4b. Certification Grade Type	Regular
5. Certification Expiration Date	06/01/2026

Address(es)

Enter the complete street address of the main library. This should be the location where the principal collections are kept. The current address is displayed. Do not make any changes or edits unless the location of the library has changed during the report year, in which case you must also provide an explanation in the notes () for the address field. Use standard postal abbreviations, such as "St." instead of "Street" and "W." instead of "West."

Street address is required. If mailing and street address are the same, then leave mailing address, city, and ZIP blank.

	a. Street Address	b. Mailing Address
6. Address or PO Box #	15105 Library Ln.	15105 Library Ln.
7. City/Village/Town	New Berlin	New Berlin
8. ZIP Code	53151	53151
8 (part 2). ZIP+4 Code	5280	5280

Other Location Information

9. County	Waukesha
10. Library Phone No.	2627854980
11. Fax No.	(262)785-4984
12. Director's Library E-mail Address	nbeacom@newberlinlibrary.org
13. Library Website URL	http://www.newberlinlibrary.org

Service Outlets

14. Number of Branches (only if applicable)	0
15. No. of Bookmobiles Owned	0
16. No. of Other Public Service Outlets	0
Total # of Service Outlets	1
17. Does your library operate a Books-by-mail program?	No

Joint Agreement

18. Is your library formally established as a Joint Library under s.43.53	No
---	----

Hours of Operation

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main / central library only. Service hours for bookmobiles and branches are entered in Section Ib. Outlet Information.

Report the number of hours opened per week and the number of weeks operating in a modified Hours of Operation table. The table includes three different service levels to report hours opened with no restrictions on building access, limited public access, and staff only access to the building. These service levels are defined in the Annual Report Instructions PDF. The standard breakout of "winter hours" and "summer hours" still applies. Libraries with branch locations will complete this breakout for the central library in Section I Item 19 and each branch location in Section Ib.

Values entered for 19a-d are used to calculate the number of weeks operating at each service level and the number of hours operating during the calendar year. Those values are calculated as 19e Total Weeks and 19f Total Hours.

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter hours open per week	67	0	0
19b. Number of Winter Weeks	36	0	0
19c. Summer hours open per week	64	0	0
19d. Number of Summer Weeks	16	0	0
19e. Total Weeks per Year	52	0	0
19f. Total Hours per year for this location	3,436	0	0

Other Library Information

20. Square Footage of Public Library (this location only)	55,117
21a. Did your library or a branch move to a new facility during the report year?	No
21b. Did your library or a branch renovate or expand an existing facility during the report year?	No
22. UEI Number	NUNZCR5CMVR5

Population

Additional and Extended County Population are not available during the collection period and may not be entered. These values calculated following the close of the Annual Report collection. NOTE: 1/24/2024 - The Municipal Population shows the most recent DPI calculation for 2023. Additional County Population is left blank because it will be calculated after all Annual Reports are submitted. The values to the right of the data entry field show the 2022 final population calculations.

Municipal Population	40,135
Additional County Population	
Extended County Population	40,135

Ib. OUTLET INFORMATION

This section permits libraries with multiple outlets to easily report location and other information for all branches or bookmobiles. If you need to report branches not listed, email libraryreport@dpi.wi.gov

General Information

Note that the main library will also be listed. Changes made to information for the main library in Section I must also be entered in this section, such as weeks open and hours per week.

Address Information

For bookmobiles, provide information on where the vehicle is parked during the night, or the location of the main library where it is garaged. For library branches, do not change address information unless the branch has closed or has physically moved. If closed, please contact your system and email DPI at libraryreport@dpi.wi.gov

Street address is required. If mailing and street address are the same, then leave mailing address, city, and ZIP blank.

Other Outlet Information

Standard Hours of Operation

Refer to the instructions in Section I. General Information question 19 for the definitions of standard, limited service, and staff only hour of operation.

Limited Service Hours of Operation

Staff Only Hours of Operation

Total Weeks

Total calculated from total summer weeks and total winter weeks. Will require a correction to those fields if the total is greater than 52, or an explanation if the total is less than 52 (e.g., "Closed one week in June due to flooding.")

II. LIBRARY COLLECTION

This section of the report collects data about selected types of materials. It does not cover all types of material. Libraries may include other materials owned in item 7 of this section. Report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where the item is available for their use.

Physical units are volumes, items, or pieces. Items that are packaged together as a unit and are generally checked out as a unit should be reported as one physical unit; e.g., two music CDs, several audio CDs for one recorded book, or two DVDs.

A Mixed media print and audio set, including children's book/CD kits and Wonderbooks, should be reported as a Book in Print and count as a single item regardless of the number of books and CDs. If a set contains a printed book accompanied by a game CD, then report the set as a Book in Print. A stand-alone game should be reported as in Other Materials Owned.

Use the [Use of Digital Resources and Library Collection flowchart](#) to help determine whether electronic materials are counted as an "Electronic Collection" or if the units are counted toward your library's collection as e-books, e-audio, and e-video.

1b. Books in Print Added During Year	6,961
1a. Books in Print (end of year total)	121,339
2. Electronic Books (E-books)	171,083
3a. Audio Materials (end-of-year total)	12,598
3b. Audio Added During Year	343
4. Electronic Audio Materials (downloadable)	78,959
5a. Video Materials	11,388
5b. Video Added During Year	508
6. Electronic Video Materials (downloadable)	667
7a. Other Materials Owned	1,124
7b. Other Material Description	Library of "Things" Collection, STEM Kits, Hot Spots, Experience Passes
8a. Electronic Collections (Locally owned or leased)	1
8b. Other Electronic Collections (purchased by library system or consortia)	9
8c. Statewide Electronic Collections (provided through BadgerLink)	62
9. Total Electronic Collections (local, system, and statewide)	72
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	106
11. Total Physical Items in Collection	146,449

Subscriptions

Collection Materials Added

III. LIBRARY SERVICES

1a.Total Physical Circulation	359,879
1b.Circulation of Children's Physical Materials (subset of 1a.)	187,734
1c.Circulation of Other Physical Items (subset of 1a.)	9,922

Interlibrary Loan (ILL) Transactions

Please choose *either* "Categorized ILL Transactions" or "Total ILL Transactions" and fill in the details requested. Do not report values for both. To change the Method for Counting ILL, all responses in the section must be removed first to avoid duplication of counts.

Method for Counting Interlibrary Loan (ILL) Transactions	Categorized ILL Transactions
Total Items Loaned (provided to)	41,900
Total Items Received (borrowed from)	49,419

Categorized Interlibrary Loan (ILL) Transactions

	Items Loaned To Other Libraries	Items Borrowed From Other Libraries
Integrated Library System (ILS)	40,579	49,154
WISCAT	1,321	265
Other (Includes OCLC, manual tracking, or other methods)	0	0

Users / Use

3a. Registered Users Resident	17,141
3b. Registered Users Nonresident	652
3c. Registered Users	17,793
3d. Overdue Fine Policy	Yes
4a. Method Used to Count Reference Transactions	Survey Week(s)
4b. Reference Transactions	42,536
5a. Method Used to Count Library Visits	Actual Count
5b. Library Visits	152,886

Use of Digital Resources

Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, mark the "not available" checkbox to the right of the data field. Do not report estimates. Fields are prefilled if your system has provided data to the Division for Libraries and Technology.

See the [Use of Digital Resources and Library Collection flowchart](#) for more information.

6a.Number of Public Use Computers	22
6b.Number of Public Use Computers with Internet Access	22
6c.Method for Counting Uses of Public Internet Computers	Actual Count
6d.Number of Uses (sessions) of Public Internet Computers	8,748
7a.Method for Counting Wireless Internet Uses ¹	-1
8.Number of Website Visits	210,259
9a.Local Electronic Collection Retrievals (locally owned or leased)	1,493
9b.Other Electronic Collection Retrievals (purchased by library system or consortia)	5,294
9c.Statewide Electronic Collection Retrievals (provided through BadgerLink)	1,516
9d.Total Electronic Collection Retrievals (local, system, and statewide)	8,303
10a.Uses of E-Books By Users of Your Library	31,219
10b.Uses of E-Audio by Users of Your Library	34,330
10c.Uses of E-Video by Users of Your Library	736
10d.Total Uses of Electronic Materials	66,285
10e.Total Uses of Children's Electronic Materials	4,792

Library Programs and Attendance

Libraries report programming data for the number of in-person programs and attendance as well as the number of live, virtual programs and attendance and views of pre recorded programs.

Resources are available for details on how to report in-person, live virtual, and pre recorded programs: [2020 Wisconsin Public Library Annual Report: Virtual Programming and Recording Views Google Slideshow with speaker notes](#) and the corresponding [2020 Wisconsin Public Library Annual Report Virtual Programming and Recording Views video](#).

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

In-Person Programs and Program Attendance Annual Count

An in-person library program is a planned event which introduces the in-person group attending to any of the broad range of library services or activities or which directly provides information to participants. In-person programs may cover use of the library, library services, or library tours. In-person library programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of in-person programs include: film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all in-person programs held on- or off-site that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude in-person programs sponsored by other groups that use library facilities. If in-person programs are offered as a series, count each in-person program in the series. If an in-person library program is co-sponsored by another library, the library that is hosting the program should count the program and the attendance. If an in-person library program is co-sponsored by another library and hosted at a neutral location, the libraries involved should determine which library will report the program and attendance without duplicating the number of programs or attendance on another library's annual report. For example, the libraries may choose to divide the attendance figures evenly between each library's report or proportionately based on service population, however, only one library may count the program.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	11a. In-Person Programs	11a. In-Person Program Attendance
a. Children 0-5	275	7,235
b. Children 6-11	95	5,318
c. Young Adult	28	541
d. Adult 19+	107	3,315
e. General Interest	76	14,493
f. In-person Onsite	555	28,501
g. In-person Offsite	26	2,401
h. Total In-Person	581	30,902
11i. Describe the library's in-person programs:	Storytimes, specialty storytimes, book clubs, speakers, concerts, fairs and festivals, outdoor skating and curling programs, MakerStudio craft and pop-up design programs, gaming and film programs, family programs and bingo.	

Total Synchronous Program Statistics

	Programs	Program Attendance
Children 0-5	275	7,235
Children 6-11	95	5,318
Young Adult	28	541
Adult 19+	107	3,315
General Interest	76	14,493
Total Synchronous	581	30,902

IV. LIBRARY GOVERNANCE

Provide a complete list of all voting board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields of any positions that are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

Library Board President

List the Library Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who can be contacted if necessary by the library system or DPI.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
President	1.Mr.	John	Marek	15295 Library Lane - #302	New Berlin	53151	2library25@gmail.com

NEW BERLIN PUBLIC LIBRARY 2023

Library Board Members

List other voting members of the library board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
	2.Ms.	Dolores	Greenawalt	13185 W. Wilbur Dr.	New Berlin	53151	dogreenie@hotmail.com
	3.Ms.	Barb	Uhen	4333 S. Sunnyslope Dr.	New Berlin	53151	barb.uhen@nbexcellence.org
	4.Mr.	Patti	Orzel	15295 Library Lane - #318	New Berlin	53151	orzelpatti@gmail.com
	5.Ms.	Jill	Kawala	13625 W Graham Street	New Berlin	53151	braverhome@gmail.com
	6.Mr.	Nathan	Jung	4555 Heart Ridge Drive	New Berlin	53151	najung@uwalumni.com
	7.Ms.	Ruth	Bock	14852 W Arrowhead Lane	New Berlin	53151	jrb52@wi.rr.com
	8.Ms.	Charolotte	Kroupa	4440 S Hi View Ct.	New Berlin	53146	CharlotteKroupa22@gmail.com
	9.Mr.	Chuck	Garrigues	13750 W. National Ave.	New Berlin	53151	chuck@garrig.com
	10.						
	11.						
	12.						
	13.						
	14.						
	15.						
	16.						
	17.						

Number of Library Board Members

Report the total number of voting library board members, including vacancies that are authorized but not filled.

Number of Library Board Members	9
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V. LIBRARY OPERATING REVENUE

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county, or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. Do not report income used for capital expenditures (see the definition of library capital funds in Section VII) or income passed through to another agency; for example, meeting room fees paid by established agreement to the municipality. Report revenue for the calendar year just ended and round amounts to the nearest dollar.

Local and county government appropriations for library service are governmental funds designated by the municipality(ies) or county of the public library and available for expenditure by the public library. Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds directly expended by the local government for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.

1. Local Municipal Appropriations for Library Service

Report appropriations from the library's local municipality as applicable. Do not include county appropriations, contract income, or donations here.

Legally established joint public libraries may use subsequent lines of the report as appropriate to report revenue from participating municipalities.

Using the Municipality Type dropdown list, indicate whether the municipality that established the library is a city, village, town, or tribe. In the Name column, enter the name of the city, village, town, or tribe that established the library. Do not include phrases such as City of, Town of, etc. In the Amount column, report the actual appropriation for the report year received from the city, village, town, or tribe that established the library.

	Municipality Type	Name	Amount
	City	New Berlin	\$\$1,694,415
			\$
			\$
			\$
			\$
			\$
			\$

Subtotal

Local Government Revenue	\$\$1,694,415
--------------------------	---------------

NEW BERLIN PUBLIC LIBRARY 2023

2a. Home County Appropriation for Library Service

Each public library is affiliated with a home county for library system purposes under s.43.15(3). Report reimbursements from the home county here. This includes home county funds transferred to the library through the system or a county library service. Consolidated county libraries report county revenues for library operations.

Home County Subtotal	\$21,596
----------------------	----------

2b. Other County Payments for Library Service

Report other county payments for library services from other counties under s. 43.12. in this section. This includes other county funds transferred to the library, including those transferred through the system. Use the dropdown list to select the name of the county. These are county payments other than the home county appropriation reported in 2a.

	County Name	Amount
	Jefferson	\$345
	Dodge	\$
	Washington	\$122
	Racine	\$1,771
	Walworth	\$582
	Ozaukee	\$
		\$
		\$
		\$
		\$
		\$
		\$

Subtotal

Other County Payments	\$2,820
-----------------------	---------

3. State Funds

Report state funds received from your public library system or from another Wisconsin state program and deposited in your library fund. Funds from TEACH grants are reported here as it is funded by the state Universal Service Fund (USF) which is comprised (almost entirely) of state funds.

a. Public Library System State Funds

Your system should verify the amount of state aid to public library systems funds paid to your library (if any). If your library received more than four individual grants, you may combine grants from the same source on one line, then list the individual projects in the notes. Revenue reported here should not be reported as contract income or as funds not expended in the previous year.

Payments or reimbursements for system LSTA Grants should only be reported in Section V. 4. Federal Funds.

If state funds were expended or budgeted for capital outlays such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

	Description	Amount
	Hoopla Grant	\$\$4,867
	Innovation Grant	\$\$2,480
	System Meeting Supplies	\$\$32
		\$

b. State Funds Carried Forward from Previous Year

Report any State Funds received in a prior year and carried forward for expenditure in the reporting year.

State Funds Carried Forward	\$\$0
-----------------------------	-------

c. Other State Funded Program

Enter a brief description of other state-funded programs and enter the total amount. Note: programs like Youth Aid Funds are reported here although the state funds are blended with federal funds. State statutes and federal regulations authorize state agencies to blend state aid with federal funds to focus on outcomes and simplify accounting. When the funds get blended, the funds are combined under a single set of reporting requirements and lose their original award-specific identity.

	Description	Amount
		\$0

Subtotal

State Government Revenue	\$\$7,379
--------------------------	-----------

4. Federal Funds - Name of program and, if LSTA, enter DPI Grant Number number

Federal funds are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program(s) and the amount(s) received.

Report Library Services and Technology Act (LSTA) grant awards to your library here. For each award, enter the "DPI Grant Number" including Grant Year as the Project Number and "DPI Grant Name" as the Program Name. LSTA grant awards to systems that are used to reimburse your library for expenses or are otherwise passed through to your library should also be reported here. Report Community Development Block Grants here.

If federal funds were expended or budgeted for capital outlays, such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

	Program Name	Project Number	Amount
			\$\$0
			\$
			\$
			\$

Subtotal

Federal Government Revenue	\$\$0
----------------------------	-------

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Report funds received from adjacent towns or municipalities which are not part of a formal joint library operating agreement.

If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report reimbursement payments from counties here. Do not report federal Library Service and Technology Act (LSTA) grants received from the state or system, or state funds from your public library system as contract income here.

	Name	Amount
		\$
		\$
		\$
		\$\$0

Subtotal

Contract Income	\$\$0
-----------------	-------

6. Funds Carried Forward from Prior Year

Include funds carried forward from the previous year and made available for library operating expenditures, except for state aid funds reported in 3b. above.

Do not report fund balances designated to capital projects here. Donation and endowment fund balances should not be reported here but instead should be reported as part of VIII. Other Funds Held by the Library Board and IX. Trust Fund Report.

6. Funds Carried Forward	\$0
--------------------------	-----

7. All Other Operating Income

All other operating income is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees received during the reporting year here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in an attachment (see Section IX. Other Funds Held by the Library Board and Trust Fund Report).

Other Revenue	\$63,311
---------------	----------

8. Total Operating Income

Total Operating Income is the sum of items 1 through 7 and is automatically calculated and displayed.

Total Revenue	\$1,789,521
---------------	-------------

9. Current Year Appropriation

Enter the current year appropriation provided by your governing body/bodies for public library service. This is the amount you anticipate reporting next year on line 1 above if yours is a municipal library, or on line 2 if yours is a county library. Joint libraries should enter their total and use the annotation field to report a listing of appropriations from each participating municipality.

Current Year Appropriation	\$1,757,642
----------------------------	-------------

10. Exempt from County Library Tax? [Wis. Stat. s.43.64 (2)]

Indicate whether your library's municipality was exempt from the county library tax for the reporting year. Wisconsin Statutes 43.64(2).

Exempt from County Library Tax	Yes
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VI. LIBRARY OPERATING EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

1. Salaries and Wages	\$\$944,781
2. Employee Benefits	\$\$168,808
Total Staff Expenditures	\$1,113,589

3. Library Collection Expenditures

Enter all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

a. Print Materials	\$\$189,727
b. Electronic Materials	\$\$23,721
c. Audiovisual Materials	\$\$14,112
d. All Other Library Materials	\$\$29,868
Subtotal 3: Total Collection Expenditures	\$\$257,428

4. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems

Report here any expenditure for contract arrangements with other libraries, municipalities, or public library systems or fees imposed by a municipality. Funds reported here are the funds paid out by your library. Indicate the service provider receiving the funds, description of service, amount, and type as contract or fee. A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

	Provider	Description	Amount	Type
	Bridges Library System	CAFÉ Annual Costs	\$\$33,475	Contract
	Bridges Library System	Electronic Content	\$\$16,221	Contract
	Bridges Library System	Cooperative Purchases	\$\$3,195	Fee
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

4. Subtotal

Subtotal 4: Total Contracted	\$52,891
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5. Other Operating Expenditures

Report all operating expenditures not included in 1 through 4 above. Other operating expenditures include operation and maintenance of the physical facility, heating, lighting, postage, telephone, telecommunication charges, binding, supplies, repair or replacement of existing furnishings, fees paid to a consultant, auditor, architect, or attorney, and equipment and cost of computer hardware and software used to support library operation or to link to external networks, including the Internet.

5. Other Operating Expenditures	\$292,526
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6. Total Operating Expenditures

Total Operating Expenditures	\$1,716,434
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7. Operating Expenditures from Federal Sources

Report the amount expended from federal program sources. If the library is reimbursed for operating expenditures by a federal program such as E-rate, LSTA Grants to States, expenditures from federal sources must not be zero. The criteria for reporting the LSTA grant amount is the year in which the funds were expended and not the year in which reimbursement was received. The number is a subset of the total reported in 6.

7. Of the expenditures reported on line 6, report the amount expended from federal program sources.	\$0
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VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income & Expenditures

Enter capital revenues and capital expenditures by source of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for (a) Site acquisition, (b) New buildings, (c) Additions to or renovation of library buildings, (d) Furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations, (e) Computer hardware and software used to support library operations, to link to networks, or to run information products, (f) New vehicles, and (g) Other one-time major projects.

Exclude funds received for (a) Replacement and repair of existing furnishings and equipment, (b) Regular purchase of library materials, (c) Investments for capital appreciation, (d) Capital projects in the previous year but unspent in the report year.

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal		\$\$0	\$\$0
b. State		\$\$0	\$\$0
c. Municipal		\$\$0	\$\$0
d. County		\$\$0	\$\$0
e. Other		\$\$0	\$\$0

Totals

Total Income and Total Expenditure are the sum of the revenue column and expenditure column, respectively. The two amounts are automatically calculated and displayed.

Total Income	\$\$0
Total Expenditure	\$\$0

2. Debt Retirement

Enter debt retirement payments, if any, paid by the library board. Include annual payments and interest. Also Include additional debt retirement fees, if any, incurred in the year of final payoff of the debt. If available, please add a note with a breakdown of amounts and corresponding sources.

Debt Retirement	\$0
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3. Rent paid to Municipality/County

Enter rent paid to the library's municipality by the library, or to the county if a county library, for public library space provided by the municipality or county.

Rent Paid to Municipality/County	\$0
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VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD (include donations except Trust Fund)

All funds under the library board's control must be reported as required by Wis. Stat. s.43.58 (6) (a). Report in this section any funds held by the library board that have not been reported in a previous section, except Trust Funds, which are reported in Section IX, below. Wisconsin Statutes s.43.58(6)(a) reads as follows:

(6) (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

If your library board does not hold and control other library funds, check the 'No "other funds"' box; the balance responses may be left blank.

Beginning Balance of Other Funds Under Library Board Control	\$0
Additions	\$0
Subtractions	\$0
Total Amount of Other Funds at End of Year	\$0

IX. TRUST FUNDS

Report the total amount of other funds and trust funds held at end of year in the space provided. A "Trust Fund" indicates that a library trustee has been appointed as financial secretary and that donated library funds or property have been transferred to that person to be invested as allowed under Wis. Stat. s. 43.58 (7) (b), that person has been bonded under Wis. Stat. s. 43.58 (7) (c). The financial secretary is required to prepare and submit a report under Wis. Stat. s. 43.58 (7) (d) and attach it to the signed annual report that is submitted to the Division for Libraries and Technology.

Wisconsin Statutes s. 43.58(7)(d) also requires that an annual report of trust fund activity be provided to the library board and the Division for Libraries and Technology. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

Wisconsin Statutes s.43.58(7)(d) reads as follows:

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s.43.58(6).

If your library board does not hold and control other library funds, check the 'No "Trust Funds"' box; the balance responses may be left blank.

Beginning Balance of Trust Funds Controlled by the Library Board	
Additions	
Subtractions	
Total Amount of Trust Funds Held by the Library Board	

X. STAFF (FTE)

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below.

Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

For each personnel listing select the Job Title from Appendix A of the Wisconsin Annual Report Instructions PDF which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

1. Personnel Listing

a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

List the Library Director on the first line. Libraries with more than 15 employees, report individual positions with the title of "librarian" in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

For each personnel listing select the Job Title from Appendix A which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

	Position	Type of Staff	Job Title	Annual Salary	Hours Worked/Week
	Library Director	MLS (ALA)		\$\$103,960	40.00
	Public Services Manager	Other	Manager/Supervisor of Support Staff	\$\$72,279	40.00
	Library Services Manager	MLS (ALA)	Librarian (MLS)	\$\$81,616	40.00
	Adult Services Librarian-Lead	MLS (ALA)	Librarian (MLS)	\$\$57,920	40.00
	Youth Services Librarian-Lead	MLS (ALA)	Librarian (MLS)	\$\$60,785	40.00
	Young Adult Librarian	MLS (ALA)	Librarian (MLS)	\$\$25,209	20.50
	Youth Services Librarian	MLS (ALA)	Librarian (MLS)	\$\$59,944	40.00
	Adult Services Librarian	MLS (ALA)	Librarian (MLS)	\$\$50,419	40.00
	Adult Services Librarian	MLS (ALA)	Librarian (MLS)	\$\$37,184	29.50
	Youth Services Librarian	MLS (ALA)	Librarian (MLS)	\$\$35,826	29.50
	Adult Services Librarian	MLS (ALA)	Librarian (MLS)	\$\$25,209	20.50
	Substitute Librarian	MLS (ALA)	Librarian (MLS)	\$\$7,579	8.00
	Substitute Librarian	MLS (ALA)	Librarian (MLS)	\$\$7,579	8.00
	Library Reference Intern-Youth	Librn. no-MLS	Librarian (MLS)	\$\$16,213	20.00
	Library Reference Intern-Adult	Librn. no-MLS	Librarian (MLS)	\$\$16,213	20.00

b. Other Paid Staff

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with more than 15 employees, report individual positions with the title of "librarian" in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

For each personnel listing select the Job Title from Appendix A of the Wisconsin Annual Report Instructions PDF which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

	Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Week
	Office Coordinator	Librn. no-MLS	Office Manager	\$\$32,553	28.00
	Circulation Aides	Librn. no-MLS	Clerk - Public Services	\$\$221,543	248.00
	Custodian	Librn. no-MLS	Building Maintenance Worker	\$\$16,640	20.00
	Library Page/Shelvers	Librn. no-MLS	Page/Shelver	\$\$18,002	48.00
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

2. Library Staff Full-Time Equivalents (FTEs)

Compiling information for all library staff is particularly important for large libraries that did not report all employees in 1a. and 1b. above. The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per week by all category employees and dividing by 40. To ensure comparable data, 40 hours per week is the measure of full-time employment. For example, if a library has 15 employees working 37.5 hours per week each, then the FTE calculation is $15 \times 37.5 / 40$ or 14.06 FTEs. Round to two decimal places.

Do not include any employee in more than one category.

a. Persons Holding the Title of Librarian

For all employees with Master's degrees from programs accredited by ALA, divide the total hours worked per week by 40. For all other persons holding the title of Librarian, divide the total hours worked per week by 40.

The FTE subtotal for persons holding the title of librarian is the sum of the two calculations above. The number is automatically calculated and displayed.

Masters Degree from an ALA Accredited Program	8.90
Other Persons Holding the Title of Librarian	1.00
Subtotal	9.90

b. All Other Paid Staff

Determine the total hours worked per week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the all other paid staff full time equivalent in the space provided.

All Other Paid Employees	9.60
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c. Total Library Staff Full-Time Equivalents

The total library staff full time equivalent is the sum of the FTEs reported in 2a and 2b and is automatically calculated and displayed.

Total Paid Employees	19.50
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XI. LOANS TO NONRESIDENTS

Nonresidents are library users who live outside the library's legal service jurisdiction (the governmental unit(s) establishing the public library). For consolidated county libraries, it means outside the county. For joint libraries, it means outside the municipalities that established the joint library. Circulation is defined at the beginning of Section III. Library Services.

Provide the requested information for items 1 through 9. The information provided in 2b. Circulation to Nonresidents Living in Your County - Those Without a Library is needed to calculate county payments for nonresident use of the library. For those libraries in communities with territory in more than one county, report nonresident use for your home county only in 2b. Report other county nonresident use in item 3 or 4 and 9, as appropriate.

For more information, see [Guidelines for Collection of Public Library Nonresident Usage Statistics](#).

1. Total Nonresident Circulation	55,141
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2. Circulation to Nonresidents Living in Your County

a. Home County Circulation to Those with a Library	29,918
b. Home County Circulation to Those without a Library	5,951
c. Home County Total	35,869

3. Circulation to Nonresidents Living in Another County in Your System

a. Other System Counties Circulation to Those with a Library	161
b. Other System Counties Circulation to Those without a Library	114
c. Other System Counties Total	275

4. Circulation to Nonresidents Living in an Adjacent County Not in Your System

a. Nonsystem Adjacent County Circulation to Those with a Library	18,263
b. Nonsystem Adjacent County Circulation to Those without a Library	676
c. Nonsystem Adjacent County Total	18,939

Other

5. Other Circulation to All Other State Residents	50
6. Other Circulation to Users from Out of State	8
7. Method for Determining Circulation Allocation	Actual
8a. Access Denied under s. 43.17 (11) (b)	No
8b. If Access Denied, Are Cards Sold	No

9. Circulation to Nonresidents

Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. Information provided on lines 9a. through 9j. is needed to calculate adjacent county payments for nonresident use of the library where applicable.

Use the dropdown lists to indicate the county reported and enter the total number of circulations to qualifying non-residents from that county who used your library throughout the report year. County names may be prefilled with those listed in the annual report.

	Name of County	Circulation
	Dodge	17
	Washington	41
	Racine	563
	Walworth	55
	Jefferson	114
	Ozaukee	0

XII. TECHNOLOGY

Wireless Internet Access and Broadband

1. What is the speed of your connection to the internet? Choose the closest value.	100MB
2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?	Yes
3a. How many hotspots does your library have in the collection for patron checkout? Do not include lost devices.	19
3b. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.	0
4. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?	No
5a. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy?	No
5b. If your library answered no for 5a, provide a comment.	We do not have filters on our system and maintain a Library Board-approved internet safety policy

Digital Literacy

The American Library Association defines "Digital Literacy" as: The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.

6a. Does your library offer courses, training, or other kinds of assistance to support your patrons' digital literacy?	Yes
6b. If your library answered yes for 6a, provide a list of your offerings.	We provide one-on-one programming called "Book-A-Librarian" to support digital literacy in the community.

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH, AND STAFF SERVING ADULTS

For a complete description of self-directed activities information in the annual report, see the [WI Libraries for Everyone post "Important Updates: Annual Report and Record Keeping Resources."](#) The blog post includes a link to the [Wisconsin Valley Library Service's Digital Bytes video recording of "Keeping Track and Recording Program Stats in the Wisconsin Public Library Annual Report"](#) with Tessa Michaelson Schmidt, DPI, and Anne Hamland, Wisconsin Valley Library Service. Tessa and Anne discuss programming and self-directed activities, outreach activities, and tracking all of these using the new [Programming and Activity Count tracker workbook](#) (downloads an Excel file) to easily compile your program counts and attendance to report on the Public Library Annual Report.

You may also refer to the examples in the [Wisconsin Public Library Annual Report Input Youth Services Definitions and Examples PDF](#).

1. Self-Directed Activities

A Self-Directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

	Number of Self-directed Activities	Participation in Self-directed Activities
Children 0-5	23	2,702
Children 6-11	16	1,122
Young Adult	15	154
Adult 19+	14	746
General Interest	29	9,875
Total Self-directed	97	14,599

2. Staff Serving Youth

Please indicate the name(s) and e-mail addresses of staff who serve as the children, youth, or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff serves children, youth, or teens, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Summary	1	1	1
	First Name	Last Name	Email Address
	Kate	Krause-Blaha	kkrause-blaha@newberlinlibrary.org

3. Staff Serving Adults

Please indicate the name(s) and e-mail addresses of staff who serve as the adult librarian(s), focusing on providing services and programs to people aged 18 and up. If the director serves in this capacity, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff provides services and programs to adults, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Summary	1	1	1
	First Name	Last Name	Email Address
	Kate	Kennedy	kkennedy@newberlinlibrary.org

XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

[Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.]

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

Selecting "Yes" from the dropdown list next to each statement of assurance indicates compliance with the requirement.

Is the library established under s. 43.52,3, or 7?	Yes
Is the library free for the use of inhabitants?	Yes
Does the library's board membership comply with statutory requirements?	Yes
Does the library board have exclusive control of funds?	Yes
Is the library director present at least 10 hours per week while the library is open?	Yes
Does the library board supervise the administration of the library?	Yes
Is the library authorized to participate in your library system?	Yes
Has the library maintained a written agreement to participate in the library system, interlibrary loan (ILL), and provide "same services"?	Yes
Is the head librarian certified at the appropriate grade level?	Yes
Is the library open to the public an average of at least 20 hours per week?	Yes
Does the library spend at least \$2,500 on library materials?	Yes

STATEMENT CONCERNING SYSTEM EFFECTIVENESS

[NOTE: The system effectiveness statement can be submitted online as part of the Annual Report. The system effectiveness statement does not need to be sent separately to DPI.]

The statutory basis for the "Statement Concerning System Effectiveness" in the public library annual report is from Wis. Stat. s. 43.58(6)(c) as follows:

"The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system."

Indicate on the provided statement that the public library system either did or did not provide effective leadership and adequately meet the needs of the library. *The library board must approve this statement.* The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. If the library board chooses to submit a negative response, you must provide an explanation of the library board's decision in the space provided.

With the approval of the library board, this statement may be submitted separately to DPI from the report sent to your library system. Select from the dropdown menu "Not indicating online; will send statement to DPI" from the pull-down menu. With the signature of the library board president, submit the [system effectiveness statement document](#) as an e-mail attachment to LibraryReport@dpi.wi.gov. The statement page does not need to be forwarded to your library system with your annual report. however, as a public document, the separate paper statement will be provided upon request to your public library system or others. System effectiveness forms are due by the same date as the annual report.

Division staff will compile the statements received for each library system. As required by Wis. Stat. s. 43.05(14), the Division will conduct a review of a public library system if at least 30% of the libraries in participating municipalities, that include at least 30% of the population of all participating municipalities, report that the public library system did not adequately meet the needs of the library.

Did the library system provide effective leadership and adequately meet the needs of the library?	Yes, we agree with the statement
Comments or explanation of library board's response	

ATTACHMENTS

Report Attachments - Library	
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¹, 7a. Our current system does not allow us to capture WiFi session totals.(0-2024-01-23)