



Library Board MEETING AGENDA

March 18, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: March 14, 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. Meeting Minutes: Monday, Feb. 19, 2024
 - B. Next meeting date: Monday, April 15, 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
8. **OLD BUSINESS**
 - A. Library Facility Testing Update
9. **NEW BUSINESS**
 - A. [Trustee Essentials, Chapter 21: The Library Board and Accessible Services](#)
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.*

Friends of the New Berlin Public Library, Inc. – Annual Report for 2023

General Meeting Notes from April 6, 2023

Officers elected to serve on the New Berlin Library Friends, Inc. Board until end of April 2024 were as follows: President Kathy Wiemelt; Vice-President Vicki Kutz; Secretary Greg Klippel and Treasurer Terry Kutz. Reports from the Treasurer and various standing committee chairpersons were presented. The Library staff showcased some items ("Library of Things") available to patrons.

Book Sales

We held 2 major book sales and 4 mini book sales during 2023. Gross receipts were \$16,646.46. During 2023 we received \$5,896.31 from Sharehouse Goods. The Book Sale team logged in about 1097 hours during 2023.

Gift Shop

During 2023, Friends' volunteers staffed the gift shop 2,593 hours, representing approximately 98.90% of the available time. Gross income was \$16,473.90.

Membership

Friends' membership in 2023 was 216 households (144 individuals, 60 families); there are also 12 life members. Total membership decreased by 4 from 2022. Gross membership income was \$3,340.00. We also received an additional \$490.00 in donations from our members when they submitted their renewals!

Nutcracker Sweets and Nut Sale

Nutcracker Sweets was held on December 2nd this year. Three (3) gift baskets and 1 quilt were raffled this year; we also held a silent auction. A basket of chocolate was raffled after the Nutcracker. Gross income from the event was \$4454.90. The sale of cashews, deluxe mixed nuts and caramel corn grossed \$2070.00 through December 2023; raffle income was \$570.00. [Seems too low to me!]

Special Events and Volunteers

During 2023, Friends' volunteers spent approximately 5,412 hours working in the Gift Shop, working 2 Book Sales, several mini book sales in addition to other various responsibilities in the organization.

The Friends held an appreciation luncheon for the library staff in June.

The Volunteer Brunch was held on June 3rd; we had about 60 attending the brunch.

The FOL were present at 2 City Center Concerts in 2023. We made \$167.19 for 2 concerts.

FOL volunteers helped out at the July 3rd Pie Eating Contest where we made \$715 for our help!

Donations in 2023:

The Friends donated \$42,473.43 to the library in 2023 to support programs and purchase materials.

Donations to the Friends: In-Kind (\$187); Membership (\$490).

FOL BANKING STATEMENTS EO 2023:

Checking: \$16,958.39
Money Market: \$25,712.26
CD's: \$30,938.28
Gift Shop Start-up: \$80.00

Annual Report for 2023

	<u>Income</u>	<u>Expenses</u>	<u>Profit/(Loss)</u>
A. Book Sales	\$22,542.77	\$329.01	\$22,213.76
B. Gift Shop	\$16,478.90	\$2,189.38	\$14,289.52
C. Membership	\$3,340.00	\$176.17	\$3,163.83
D. Nutcracker Sweets	\$4,454.90	\$231.03	\$4,223.87
E. Nut Sale	\$2,070.00	\$1,614.00	\$456.00
F. Programs/Hospitality		\$1,321.26	-\$1,321.26
H. Miscellaneous	\$3,596.23	\$140.16	\$3,456.07
I. Liability Insurance		\$854.00	-\$854.00
TOTALS	\$52,482.80	\$6,855.01	\$45,627.79

Friends of New Berlin Public Library \$ Donated to the Library + Community during 2023

2023 Item	Amount
February + March	
Bingo	\$200.00
Concerts + Performances	\$4,845.00
MakerStudio	\$5,082.00
Software	\$5,789.00
Reading Programs	\$3,816.00
Book + Author Talks	\$3,287.00
Trivia Prizes	\$500.00
Materials +Equipment	\$13,902.00
Scholarship	\$1,000.00
13th Annual Wis. Science Festival	\$535.00
2023 Parties	\$1,165.00
Library Brand Promo items, etc.	\$1,500.00
Art History	\$2,400.00
Wellness Retreat	\$250.00
Gingerbread Contest	\$220.00
Teen Paint + Sip	\$140.00
Game Night	\$60.00
Spice of the Month	\$400.00
Memory Project	\$2,000.00
Crochet Club	\$400.00
Total	\$47,491.00

MINUTES
New Berlin Public Library Board Meeting
February 19, 2024 6:00 p.m.
New Berlin Public Library
15105 Library Lane
Heritage Room

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

An opportunity for public hearing was given but no members of the public registered to speak.

ATTENDANCE:

Present: Ruth Bock, Chuck Garrigues Dolores Greenawalt, Nate Jung, Jill Kawala,
Charlotte Kroupa (6:07 p.m.), Patti Orzel, Barb Uhen, and John Marek
Members Absent and Excused: None

Staff Members Present: Laura Eastman

FRIENDS OF THE LIBRARY: No report was given this month but it was mentioned that April 4, 2024, is the general meeting of the Friends and the big spring sale will be coming up. A drive-through book donation drive will take place this coming Saturday.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- A. Approval of January 15, 2024 minutes
- B. Next meeting date: March 18, 2024
- C. Approval of Bills and Invoices
- D. Library Activity Reports

A correction will be needed to the minutes to amend the phrase “warming pads” with the correct spelling. Trustee Kawala a motion to approve the consent agenda items, subject to the correction. The motion was seconded by Trustee Greenawalt and passed on a vote of 8-0.

ADMINISTRATIVE REPORTS

President’s Report – President Marek had no items to report.

Director’s Report - Ms. Beacom was excused. Ms. Eastman provided an infographic in lieu of a report, which depicts the year-in-review numbers. Numbers went up, particularly with program involvement. The new floor is getting positive comments. The floor is much more conducive to people with mobility concerns.

Ms. Eastman also mentioned that take-home COVID testing kits are available and are moving.

OLD BUSINESS

None

NEW BUSINESS

NBPL 2023 Annual Report

The report is attached to the meeting packet. It has been reviewed by the Bridges team and is ready for the President's signature. Trustee Ruth Bock moved approval of the report. The motion was seconded by Trustee Nate Jung and passed on a motion of 9-0.

Library Facility Testing – Radon

A volunteer has inquired about the extent to which the library building is tested for radon. The matter has been referred to the Buildings team who will report back.

ANNOUNCEMENTS

- Library Lover's month is this month and card holders can get discounts at certain local businesses.
- We now have a Harley-Davidson experience pass.
- Ceol Cairde is performing Irish music.
- The AARP is providing free tax services
- Our 2024 Student Scholarship is open for New Berlin students

ADJOURNMENT

Trustee Chuck Garrigues moved to adjourn. Trustee Ruth Bock seconded the motion, which passed on a vote of 9-0.

Meeting adjourned at 6:22 P.M.

Respectfully submitted,
Jill Kawala

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY					
15810000	53040			TELEPHONE/CELL PHONE					
302074	AT&T	26278549800224	0	2024 2 INV P		201.38	022824	273060	PHONES-LIB FEB4-MA
				ACCOUNT TOTAL		201.38			
15810000	54010			R&M BLDGS & GROUNDS					
003228	BATZNER PEST CONTR	57576036	0	2024 2 INV P		119.90	022824	273110	PESTCNTRL-LIB FEB2
004910	CINTAS FIRE PROTECTI	0F36682361	0	2024 2 INV P		293.68	022824	273118	ANNUAL FIRE EXTING
085010	WAUKESHA COUNTY TREA	2024-40030007 -	0	2024 2 INV P		241.68	022824	273216	ANNUAL GENERATOR IN
387851	SIEMENS INDUSTRY INC	5331265791	0	2024 2 INV P		1,232.00	022824	273197	CONTRACT SERV/FIRE
				ACCOUNT TOTAL		1,887.26			
15810000	54080			LEASES EQUIPMENT					
020123	FORWARD TS, LTD	AR219061	0	2024 2 INV P		429.17	022824	273134	COPIER LEASE-LIB 1/
362301	GREAT AMERICA FINANC	35952620	0	2024 2 INV P		678.37	022824	273145	COPIERS LEASE & USA
				ACCOUNT TOTAL		1,107.54			
15810000	54110			SUPPLIES					
020058	ODP BUSINESS	350126857001	0	2024 2 INV P		233.94	022824	273175	OFFICE SUPPLIES-LIB
020058	ODP BUSINESS	351449589001	0	2024 2 INV P		218.43	022824	273175	VARIOUS TITLES-LIB
						452.37			
				ACCOUNT TOTAL		452.37			
15810000	54180			HOUSEKEEPING SUPPLY					
013793	SAN-A-CARE INC	616305	0	2024 2 INV P		355.44	022824	273191	HOUSEKEEPING SUPPLI
				ACCOUNT TOTAL		355.44			
15810000	54230			LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	83844271	0	2024 2 INV P		83.97	022824	273137	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	83844375	0	2024 2 INV P		51.73	022824	273137	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	83856297	0	2024 2 INV P		52.48	022824	273137	VARIOUS TITLES-LIB
						188.18			
006199	BAKER & TAYLOR BOOKS	2038068509	0	2024 2 INV P		349.71	022824	273109	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038070391	0	2024 2 INV P		563.63	022824	273109	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038077285	0	2024 2 INV P		155.08	022824	273109	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038095787	0	2024 2 INV P		28.09	022824	273109	VARIOUS TITLES-LIB
						1,096.51			
350982	T-MOBILE	970673785 FEB2024	0	2024 2 INV P		613.21	022824	273204	MOBILE HOTSPOT/CONT

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2													
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
361291	MIDWEST	TAPE		505013495	0	2024	2	INV	P	183.92	022824	273169	VARIOUS TITLES-LIB
361291	MIDWEST	TAPE		505040458	0	2024	2	INV	P	141.97	022824	273169	VARIOUS TITLES-LIB
										325.89			
392979	CENTER	POINT		2072196	0	2024	2	INV	P	431.46	022824	273116	VARIOUS TITLES-LIB
ACCOUNT TOTAL										2,655.25			
ORG 15810000 TOTAL										6,659.24			
FUND 0010 GENERAL FUND										TOTAL:		6,659.24	

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
15810000	50010	SALARY-FULL TIME	496,617	0	496,617	76,623.32	.00	419,993.68	15.4%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	62,563.68	.00	412,436.32	13.2%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	48,068	0	48,068	7,066.68	.00	41,001.32	14.7%
15810000	51020	FICA	73,528	0	73,528	10,485.68	.00	63,042.32	14.3%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	13,785.80	.00	61,814.20	18.2%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	412.56	.00	748.44	35.5%
15810000	51070	LIFE INSURANCE	861	0	861	150.96	.00	710.04	17.5%
15810000	51080	UNEMPLOYMENT COM	0	0	0	.00	.00	.00	.0%
15810000	52010	PROFESSIONAL FEE	0	0	0	.00	.00	.00	.0%
15810000	52030	CONTRACTED SERVI	0	0	0	.00	.00	.00	.0%
15810000	53010	ELECTRICITY	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	402.75	.00	1,897.25	17.5%
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	5,554.07	.00	49,445.93	10.1%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	3,921.44	.00	65,378.56	5.7%
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	2,287.75	.00	45,712.25	4.8%
15810000	54110	SUPPLIES	37,400	0	37,400	515.74	.00	36,884.26	1.4%
15810000	54110	COVID SUPPLIES	0	0	0	.00	.00	.00	.0%
15810000	54140	DATA PROC SUPPLI	0	0	0	.00	.00	.00	.0%
15810000	54170	POSTAGE	450	0	450	200.00	.00	250.00	44.4%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	473.79	.00	15,526.21	3.0%
15810000	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	19,228.30	.00	200,771.70	8.7%
15810000	54250	MAGAZINES/NEWSPA	0	0	0	.00	.00	.00	.0%
15810000	54260	AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	.00	.00	500.00	.0%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	2,516.00	.00	35,484.00	6.6%
15810000	54521	COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	140.22	.00	1,059.78	11.7%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	254.85	.00	1,545.15	14.2%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	366.00	.00	834.00	30.5%
15810000	56020	WORKER'S COMP	0	0	0	.00	.00	.00	.0%
15810000	59010	EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL LIBRARY			1,757,642	0	1,757,642	206,949.59	.00	1,550,692.41	11.8%
TOTAL EXPENSES			1,757,642	0	1,757,642	206,949.59	.00	1,550,692.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	206,949.59	.00	1,550,692.41	11.8%	
** END OF REPORT - Generated by Thu Van Hintz **								

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2												
ACCOUNT/VENDOR			INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
22810000			LIBRARY DONATION									
22810000 48040 FOL			DONATIONS									
393517 HEGEMAN NANCY			2/8/24	CROCHET CLUB	0	2024	2	INV P	29.10	022824	273147	FOL#2240/CROCHET CL
ACCOUNT TOTAL									29.10			
ORG 22810000 TOTAL									29.10			
FUND 0200 LIBRARY DONATION FUND									TOTAL:	29.10		

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	41020	GRANTS-LOCAL	0	0	0	.00	.00	.00	.0%
22810000	48000	MISC GENERAL REV	0	0	0	.00	.00	.00	.0%
22810000	48040	DONATIONS	0	0	0	-2,820.25	.00	2,820.25	100.0%
22810000	48040	FOL DONATIONS	0	0	0	1,419.10	.00	-1,419.10	100.0%
22810000	48041	SPONSORSHIPS	0	0	0	.00	.00	.00	.0%
22810000	52050	GRANT PROJECTS	0	0	0	.00	.00	.00	.0%
22810000	54010	R&M BLDGS & GROU	0	0	0	.00	.00	.00	.0%
22810000	54040	FOL R&M EQUIPMENT	0	0	0	.00	.00	.00	.0%
22810000	54060	PRINTING/ADVERTI	0	0	0	.00	.00	.00	.0%
22810000	54110	SUPPLIES	0	0	0	.00	.00	.00	.0%
22810000	54110	FOL SUPPLIES	0	0	0	.00	.00	.00	.0%
22810000	54230	BOOKS/PAMPHLETS	0	0	0	.00	.00	.00	.0%
22810000	54230	FOL BOOKS/PAMPHLE	0	0	0	.00	.00	.00	.0%
22810000	54250	MAGAZINES/NEWSPA	0	0	0	.00	.00	.00	.0%
22810000	54260	AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
22810000	54300	CONFERENCE/SEMIN	0	0	0	.00	.00	.00	.0%
22810000	55090	PROGRAMS-JUVENIL	0	0	0	.00	.00	.00	.0%
22810000	55090	FOL PROGRAMS-JUVE	0	0	0	.00	.00	.00	.0%
22810000	55095	FOL PROGRAMS-YOUN	0	0	0	.00	.00	.00	.0%
22810000	55100	PROGRAMS-ADULT	0	0	0	.00	.00	.00	.0%
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	.00	.00	.00	.0%
22810000	59010	EQUIPMENT	0	0	0	.00	.00	.00	.0%
22810000	59010	FOL EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL LIBRARY			0	0	0	-1,401.15	.00	1,401.15	100.0%
TOTAL REVENUES			0	0	0	-1,401.15	.00	1,401.15	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-1,401.15	.00	1,401.15	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02									
ACCOUNTS 000	FOR: UNDESIGNATED		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010400	44110	LIBRARY FINES	-29,500	0	-29,500	-1,071.44	.00	-28,428.56	3.6%
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%
01010400	44113	LIBRARY GRANTS/D	0	0	0	.00	.00	.00	.0%
TOTAL UNDESIGNATED			-63,000	0	-63,000	-1,354.74	.00	-61,645.26	2.2%
TOTAL REVENUES			-63,000	0	-63,000	-1,354.74	.00	-61,645.26	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-63,000	0	-63,000	-1,354.74	.00	-61,645.26	2.2%

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

YEAR-TO-DATE THROUGH FEB 29, 2024						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENSE	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	496,617	76,623.32	419,994	15.40
15810000	50020	SALARY-PART TIME	475,000	62,563.68	412,436	13.20
15810000	50070	SALARY-OVERTIME	0	0.00	0	0.00
15810000	51010	RETIREMENT	48,068	7,066.68	41,001	14.70
15810000	51020	FICA	73,528	10,485.68	63,042	14.30
15810000	51030	HEALTH INSURANCE	75,600	13,785.80	61,814	18.20
15810000	51040	RETIREE HEALTH INS	0	0.00	0	0.00
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	412.56	748	35.50
15810000	51070	LIFE INSURANCE	861	150.96	710	17.50
15810000	51080	UNEMPLOYMENT COMP.	0	0.00	0	0.00
15810000	52010	PROFESSIONAL FEES	0	0.00	0	0.00
15810000	52030	CONTRACTED SERVICES	0	0.00	0	0.00
15810000	53010	ELECTRICITY	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	402.75	1,897	17.50
15810000	53050	HEATING FUEL	19,500	0.00	19,500	0.00
15810000	54010	R&M BLDGS & GROUNDS	55,000	5,554.07	49,446	10.10
15810000	54030	MAINTENANCE CONTRACT	69,300	3,921.44	65,379	5.70
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	2,287.75	45,712	4.80
15810000	54110	SUPPLIES	37,400	515.74	36,884	1.40
15810000	54110	SUPPLIES	0	0.00	0	0.00
15810000	54140	DATA PROC SUPPLIES	0	0.00	0	0.00
15810000	54170	POSTAGE	450	200.00	250	44.40
15810000	54180	HOUSEKEEPING SUPPLY	16,000	473.79	15,526	3.00
15810000	54190	GAS,OIL,LUBRICANTS	0	0.00	0	0.00
15810000	54230	LIBRARY MATERIALS	220,000	19,228.30	200,772	8.70
15810000	54250	MAGAZINES/NEWSPAPERS	0	0.00	0	0.00
15810000	54260	AUDIO-VISUAL	0	0.00	0	0.00
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEET	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	54521	TECHNOLOGY/SOFTWARE	0	0.00	0	0.00
15810000	55090	PROGRAMS-JUVENILE	1,200	140.22	1,060	11.70
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	254.85	1,545	14.20
15810000	55100	PROGRAMS-ADULT	1,200	366.00	834	30.50
15810000	56020	WORKER'S COMP	0	0.00	0	0.00
15810000	59010	EQUIPMENT	0	0.00	0	0.00
		Grand Total	1,757,642	206,949.59	1,550,692	11.80

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2												
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES		CHECK	DESCRIPTION	
15810000					LIBRARY							
15810000	54010				R&M	BLDGS &	GROUND					
000242	ULINE	173285577		0	2024	2	INV P	97.84	021424	273027	HOUSEKEEPING SUPPLI	
001675	ELLIOTT ACE	HARDWAR	850094 -	0	2024	2	INV P	53.99	021424	272908	SNOW ROOF RAKE-LIB	
001675	ELLIOTT ACE	HARDWAR	850183	0	2024	2	INV P	15.56	021424	272908	DOORCHIME-LIB	
001675	ELLIOTT ACE	HARDWAR	850188	0	2024	2	INV P	22.48	021424	272908	RPAIRS-LIB	
								92.03				
003228	BATZNER	PEST CONTR	56565851	0	2024	2	INV P	119.90	021424	272874	PESTCNTRL-LIB JAN20	
016221	JOHNSON	CONTROLS	23932152	0	2024	2	INV P	1,600.00	021424	272229	2024 ANNUAL MONITOR	
017629	WISCONSIN	BACKFLOW	16812	0	2024	2	INV P	390.00	021424	272241	ANNUAL TESTING-LIB	
359157	OTIS	ELEVATOR COMPAN	100401427604	0	2024	2	INV P	217.04	021424	272234	LIB ELEVATOR MAINT	
ACCOUNT TOTAL								2,516.81				
15810000	54030				MAINTENANCE CONTRACT							
014113	K-12	TECHNOLOGY GROU	94724	0	2024	2	INV P	1,960.72	021424	272944	SIMPLIFY I-LIB FEB2	
ACCOUNT TOTAL								1,960.72				
15810000	54080				LEASES EQUIPMENT							
295906	PITNEY	BOWES	3318649674	0	2024	2	INV P	77.28	021424	272984	POSTAGE METER LEASE	
362301	GREAT AMERICA	FINANC	35742991	0	2024	2	INV P	524.93	021424	272226	COPIER LEASE/B-LIB	
362301	GREAT AMERICA	FINANC	35831709	0	2024	2	INV P	289.00	021424	272920	COPIER LEASE A-LIB	
								813.93				
ACCOUNT TOTAL								891.21				
15810000	54170				POSTAGE							
348554	PURCHASE	POWER	2/5/24POSTAGE-LIB	0	2024	2	INV P	100.00	021424	272990	8000900011110198-LI	
ACCOUNT TOTAL								100.00				
15810000	54180				HOUSEKEEPING SUPPLY							
026400	ITU	ABSORB TECH	8273988	0	2024	2	INV P	1,999.23	021424	272937	MATS-LIB JAN2024	
026400	ITU	ABSORB TECH	M000059201	0	2024	2	CRM P	-1,880.88	021424	272937	MATS CREDIT-LIB	
								118.35				
ACCOUNT TOTAL								118.35				
15810000	54230				LIBRARY MATERIALS							
001613	GALE	CENGAGE	LEARNIN	83185378	0	2024	2	INV P	63.18	021424	272913	VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	83214401	0	2024	2	INV P	51.73	021424	272913	VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	83215836	0	2024	2	INV P	52.48	021424	272913	VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2													
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION	
001613	GALE	CENGAGE	LEARNIN	83324999	0	2024	2	INV	P	61.58	021424	272913	VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	83399599	0	2024	2	INV	P	77.97	021424	272913	VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	83596684	0	2024	2	INV	P	49.50	021424	272913	VARIOUS TITLES-LIB
										356.44			
006199	BAKER &	TAYLOR	BOOKS	2037988389	0	2024	2	INV	P	144.53	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2037992920	0	2024	2	INV	P	69.53	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038011015	0	2024	2	INV	P	67.02	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038012502	0	2024	2	INV	P	59.28	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038014053	0	2024	2	INV	P	94.42	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038019534	0	2024	2	INV	P	137.66	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038027510	0	2024	2	INV	P	1,489.64	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038029314	0	2024	2	INV	P	74.87	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038030096	0	2024	2	INV	P	603.01	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038033525	0	2024	2	INV	P	442.05	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038037156	0	2024	2	INV	P	28.09	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038042284	0	2024	2	INV	P	250.13	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038044714	0	2024	2	INV	P	44.72	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038053165	0	2024	2	INV	P	163.07	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038054726	0	2024	2	INV	P	513.46	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038055810	0	2024	2	INV	P	73.65	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2038067161	0	2024	2	INV	P	230.06	021424	272873	VARIOUS TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	H67685800	0	2024	2	INV	P	13.50	021424	272873	VARIOUS TITLES-LIB
										4,498.69			
283029	WILS			500204	0	2024	2	INV	P	6,378.00	021424	273045	WPLC 2024-LIB
321672	HOOPLA			504995009	0	2024	2	INV	P	1,540.51	021424	272929	DIGITAL MEDIA-LIB J
350982	T-MOBILE			970673785 JAN2024	0	2024	2	INV	P	613.21	021424	272236	T-MOBILE-LIB JAN202
361291	MIDWEST TAPE			504941034	0	2024	2	INV	P	83.21	021424	272968	VARIOUS TITLES-LIB
361291	MIDWEST TAPE			504987052	0	2024	2	INV	P	77.21	021424	272968	VARIOUS TITLES-LIB
										160.42			
ACCOUNT TOTAL										13,547.27			
15810000	55100												
356883	KELLY TIFF			1/22/24 BOOK CLUB	0	PROGRAMS-ADULT 2024	2	INV	P	27.00	021424	272947	BOOK CLUB PIZZA PAR
ACCOUNT TOTAL										27.00			
ORG 15810000 TOTAL										19,161.36			
FUND 0010 GENERAL FUND										TOTAL:	19,161.36		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2														
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION			
22810000				LIBRARY	DONATION									
22810000 48040					DONATIONS									
310883	WESTON-ROY	CETONIA	1/24/24	NBLIB	PROG	0	2024	2	INV	P	200.00	021424	273042 1/24/24 NEW BERLIN	
ACCOUNT TOTAL										200.00				
22810000 48040 FOL					DONATIONS									
016712	CAIRDE,	CEOL	3/8 &3/24	PROGRAMS		0	2024	2	INV	P	500.00	021424	272885 FOL#2339 PROGRAM PR	
ACCOUNT TOTAL										500.00				
ORG 22810000 TOTAL										700.00				
FUND 0200 LIBRARY DONATION FUND										TOTAL:	700.00			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

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	76,623.32	.00	419,993.68	15.4%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	62,563.68	.00	412,436.32	13.2%
15810000	51010	RETIREMENT	48,068	0	48,068	7,066.68	.00	41,001.32	14.7%
15810000	51020	FICA	73,528	0	73,528	10,485.68	.00	63,042.32	14.3%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	13,785.80	.00	61,814.20	18.2%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	412.56	.00	748.44	35.5%
15810000	51070	LIFE INSURANCE	861	0	861	150.96	.00	710.04	17.5%
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	402.75	.00	1,897.25	17.5%
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	3,666.81	.00	51,333.19	6.7%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	3,921.44	.00	65,378.56	5.7%
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	1,180.21	.00	46,819.79	2.5%
15810000	54110	SUPPLIES	37,400	0	37,400	63.37	.00	37,336.63	.2%
15810000	54170	POSTAGE	450	0	450	200.00	.00	250.00	44.4%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	118.35	.00	15,881.65	.7%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	16,573.05	.00	203,426.95	7.5%
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	140.22	.00	1,059.78	11.7%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	254.85	.00	1,545.15	14.2%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	366.00	.00	834.00	30.5%
TOTAL LIBRARY			1,757,642	0	1,757,642	200,491.73	.00	1,557,150.27	11.4%
TOTAL EXPENSES			1,757,642	0	1,757,642	200,491.73	.00	1,557,150.27	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	200,491.73	.00	1,557,150.27	11.4%	
** END OF REPORT - Generated by Thu Van Hintz **								



Director Report- February & March 2024

As we review February and March, the Library staff is working with strategic focus to enhance services, space, community connections, and resources. The following are some of the highlights from the last month.

Staff Updates *(Strategic Plan C1)*

The Library Staff is trained on a new automated time and attendance system called "Tyler". The system aligns with that used by all City of New Berlin staff and is connected to the payroll system to streamline processes for the Human Resources and Finance Departments. The new system required some rescheduling for a new starting point for our work week. Supervisors and staff were very understanding and flexible in making adjustments.

The Library's Michelle Neubauer, volunteered at the ribbon cutting and launch of the new Activities and Recreation Center. This will be a great partner for the Library and resource for the community!

Communications *(Strategic Plan A1 & 2, C 1 & 2)*

Library teams will be meeting with the City's new Community Relations Committee to collaborate and plan city-wide events. Upcoming events we are currently planning for are Discover New Berlin in April and Safety Saturday in May. We are excited to have staff participate at both events.

The Librarian and Circulation staff members have made strides develop our connections within the community. They have stayed consistent with the website and social media platforms to reach target audiences, include video reels, and develop a new email marketing plan.

Program Highlights *(Strategic Plan A1, 2, 3, C1, 2, 3)*

- The Adult Services Department completed a second year of partnering with local businesses for Library Lover's month. This fun initiative allows card holders to receive a discount at various New Berlin businesses.
- The Adult Services team also launched the Library's first in-person trivia and welcomed regular visitors and new faces too. The trivia event was so successful that another event is being planned for May.
- Monthly MakerStudio programming has increased to include adult and teen programming, and the popularity is seen in the numbers! We are seeing over 700 visitors to the MakerStudio each month.
- Ceol Cairde always kicks off March with their traditional Irish music flair. The Library welcomed over 100 visitors to this fun family gathering for live music.
- Staff are continuing the momentum with craft programs and partnering with art therapists for upcoming programs.

- The Valentine's Day KinderMarket brought in 234 people to the library in support of our youngest community members! It was very heart-warming to see all the support and love these kids received for their hard work, and we heard many positive compliments from visitors about the event
- Apple Ridge visited the library for a field trip this month as an extension activity for their school learning topic - buildings. While they were here, we did a story time centered around building and construction, a tour of the library, and a visit to our MakerStudio where they were able to do their own building craft to take home.

Facility Updates *(Strategic Plan D1)*

Facilities Supervisor, Bob Loohauis, has researched radon testing requirements for City of New Berlin buildings. Residential testing is common, as well as placing up detectors to identify the gas as it collects and reaches harmful levels, but for commercial buildings, with larger and more sophisticated HVAC, air handling and exchanges, radon disperses and it's uncommon to test. Bob and I are following up with a few local vendors, but at this time, there is no testing protocol determined.

We have improved our study room spaces on the 2nd floor. Librarians have installed sound dampening tiles and added a variety of indoor plants. These features have made a difference with sound and we've received compliments about how nice it looks.

Additional Notes

I am currently recruiting planners to join the Library's 20th Anniversary on Library Lane Committee. The Anniversary takes place in February 14, 2025. If you'd like to help with the celebration planning, please let me know.

With sadness, we learned about the loss of our friend, Library advocate and Library Board Member, Deborah Stelzner. Deb was not only an important member of the Library community, but was instrumental as a Trustee during the construction of the new Library. We will miss her dedication, and the way she made us laugh with her stories.

Respectfully submitted,
Natalie Beacom
Library Director