# Library Board
# MEETING AGENDA

April 15, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

*Published: April 11, 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, March 18, 2024
   - **B.** Next Meeting: Monday, May 20, 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.** Memo of Understanding Template
9. **NEW BUSINESS**
   - **A.** Director Evaluation Planning
   - **B.** Trustee Essentials - Chapter 6: Evaluating the Director
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**
March 18, 2024, 6:00 p.m.
**New Berlin Public Library**
**15105 Library Lane**
**Heritage Room**

Meeting called to order by President Marek at 6:00 p.m.

**ATTENDNACE:**

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

Staff Members Present: Executive Director Natalie Beacom

**FRIENDS OF THE LIBRARY:** A report was attached to the agenda packet. Trustee Orzel moved to recognize the efforts of the Friends. The motion was seconded by Trustee Greenawalt. The motion passed 8-0.

**CONSENT AGENDA ITEMS:**

The following items were presented on the consent agenda:

A. Approval of February 2024 minutes
B. Next meeting date: April 15, 2024
C. Approval of Bills and Invoices
D. Library Activity Reports

Trustee Garrigues made a motion to approve the consent agenda items. The motion was seconded by Trustee Bock and passed on a vote of 8-0.

**ADMINISTRATIVE REPORTS**

*President's Report* – It was mentioned that next month would be a good time to start planning for the Director's evaluation. Things to consider are the formation of the sub-committee and whether to do a staff survey.

*Director's Report* - Director reports she is happy to be back from her leave of absence. She recognized the hard work of the staff taking on the extra work while she was away and keeping things moving. The question of providing a Narcan dispenser was not one that the City wished to advance at this time. The man who was living in the library has not been seen since his access was restricted.

**OLD BUSINESSD**

*Library Facility Testing Update*

The volunteer who raised concerns about radon is satisfied with the response. Natalie will look into installing radon detectors. The cost would be about $150 and the facilities team will be consulted to ensure mounting at an appropriate height.

**NEW BUSINESS**

*Trustee Essentials Chapter 21: The Library Board and Accessible Services*

The Board considered this chapter of the Essentials handbook. Our new website redesign is ADA compliant. The Library team collaborates with the Bridges system and other City departments to ensure compliance. We also actively collaborate with the Braille library. A hearing loop will be added to the community room. The technology has advanced that now makes them compatible with our existing room facilities.

**ANNOUNCEMENTS**

Next books sale will be April 19-21.

**ADJOURNMENT**

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

Meeting adjourned at 6:30 P.M.

Respectfully submitted,
Jill Kawala

# CITY OF NEW BERLIN

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| ACCOUNTS FOR: 581 LIBRARY | | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|---|
| 15810000 50010 | SALARY-FULL TIME | 496,617 | 0 | 496,617 | 95,693.73 | .00 | 400,923.27 | 19.3% |
| 15810000 50020 | SALARY-PART TIME | 475,000 | 0 | 475,000 | 78,741.11 | .00 | 396,258.89 | 16.6% |
| 15810000 50070 | SALARY-OVERTIME | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 15810000 51010 | RETIREMENT | 48,068 | 0 | 48,068 | 8,887.14 | .00 | 39,180.86 | 18.5% |
| 15810000 51020 | FICA | 73,528 | 0 | 73,528 | 13,145.00 | .00 | 60,383.00 | 17.9% |
| 15810000 51030 | HEALTH INSURANCE | 75,600 | 0 | 75,600 | 17,528.70 | .00 | 58,071.30 | 23.2% |
| 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 | 515.70 | .00 | 645.30 | 44.4% |
| 15810000 51070 | LIFE INSURANCE | 861 | 0 | 861 | 188.54 | .00 | 672.46 | 21.9% |
| 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 | 5,882.16 | .00 | 63,417.84 | 8.5% |
| 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 | 2,576.75 | .00 | 45,423.25 | 5.4% |
| 15810000 54110 | SUPPLIES | 37,400 | 0 | 37,400 | 1,211.90 | .00 | 36,188.10 | 3.2% |
| 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 | 528.65 | .00 | 15,471.35 | 3.3% |
| 15810000 54190 | GAS,OIL,LUBRICAN | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 15810000 54230 | LIBRARY MATERIAL | 220,000 | 0 | 220,000 | 33,798.82 | .00 | 186,201.18 | 15.4% |
| 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 | 2,535.99 | .00 | 35,464.01 | 6.7% |
| 15810000 54521 | COVID TECHNOLOGY/ | 0 | 0 | 0 | .00 | .00 | .00 | .0% |
| 15810000 55090 | PROGRAMS-JUVENIL | 1,200 | 0 | 1,200 | 222.72 | .00 | 977.28 | 18.6% |
| 15810000 55095 | PROGRAMS-YOUNG A | 1,800 | 0 | 1,800 | 300.31 | .00 | 1,499.69 | 16.7% |
| 15810000 55100 | PROGRAMS-ADULT | 1,200 | 0 | 1,200 | 589.93 | .00 | 610.07 | 49.2% |
| 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 | 268,503.97 | .00 | 1,489,138.03 | 15.3% |
| TOTAL EXPENSES | | 1,757,642 | 0 | 1,757,642 | 268,503.97 | .00 | 1,489,138.03 | |

# YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| GRAND TOTAL | 1,757,642 | 0 | 1,757,642 | 268,503.97 | .00 | 1,489,138.03 | 15.3% |

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

# INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3

| ACCOUNT/VENDOR | | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 15810000 | | | LIBRARY | | | | | | |
| 15810000 53040 | | | | TELEPHONE/CELL PHONE | | | | | |
| 302074 | AT&T | 262785498003 2024 | 0 | 2024 | 3 | INV P | 201.38 | 032724 | 273671 PHONES-LIB MAR2024 |
| | | | | ACCOUNT TOTAL | | | 201.38 | | |
| 15810000 54010 | | | | R&M BLDGS & GROUNDS | | | | | |
| 003228 | BATZNER PEST CONTR | 58593914 | 0 | 2024 | 3 | INV P | 119.90 | 032724 | 273676 PESTCNTRL-LIB MAR20 |
| 021746 | GRAINGER | 9049460059 | 0 | 2024 | 3 | INV P | 328.77 | 032724 | 273727 AIR FILTERS-LIB |
| | | | | ACCOUNT TOTAL | | | 448.67 | | |
| 15810000 54080 | | | | LEASES EQUIPMENT | | | | | |
| 020123 | FORWARD TS, LTD | AR221407 | 0 | 2024 | 3 | INV P | 418.91 | 032724 | 273717 COPIER LEASE-LIB 2/ |
| 362301 | GREAT AMERICA FINANC | 36146927 | 0 | 2024 | 3 | INV P | 670.30 | 032724 | 273729 COPIER LEASE-LIB 2/ |
| | | | | ACCOUNT TOTAL | | | 1,089.21 | | |
| 15810000 54180 | | | | HOUSEKEEPING SUPPLY | | | | | |
| 026400 | ITU ABSORB TECH | 8290045 | 0 | 2024 | 3 | INV P | 118.35 | 032724 | 273736 MATS-LIB FEB2024 |
| | | | | ACCOUNT TOTAL | | | 118.35 | | |
| 15810000 54230 | | | | LIBRARY MATERIALS | | | | | |
| 001613 | GALE CENGAGE LEARNIN | 84009937 | 0 | 2024 | 3 | INV P | 249.52 | 032724 | 273721 VARIOUS TITLES-LIB |
| 001613 | GALE CENGAGE LEARNIN | 84016235 | 0 | 2024 | 3 | INV P | 27.74 | 032724 | 273721 VARIOUS TITLES-LIB |
| 001613 | GALE CENGAGE LEARNIN | 84016327 | 0 | 2024 | 3 | INV P | 51.73 | 032724 | 273721 VARIOUS TITLES-LIB |
| 001613 | GALE CENGAGE LEARNIN | 84022993 | 0 | 2024 | 3 | INV P | 52.48 | 032724 | 273721 VARIOUS TITLES-LIB |
| | | | | | | | 381.47 | | |
| 006199 | BAKER & TAYLOR BOOKS | 2038134935 | 0 | 2024 | 3 | INV P | 772.68 | 032724 | 273674 VARIOUS TITLES-LIB |
| 006199 | BAKER & TAYLOR BOOKS | 2038139865 | 0 | 2024 | 3 | INV P | 291.76 | 032724 | 273674 VARIOUS TITLES-LIB |
| 006199 | BAKER & TAYLOR BOOKS | 2038141941 | 0 | 2024 | 3 | INV P | 512.44 | 032724 | 273674 VARIOUS TITLES-LIB |
| 006199 | BAKER & TAYLOR BOOKS | 2038142745 | 0 | 2024 | 3 | INV P | 128.20 | 032724 | 273674 VARIOUS TITLES-LIB |
| 006199 | BAKER & TAYLOR BOOKS | 2038146769 | 0 | 2024 | 3 | INV P | 146.81 | 032724 | 273674 VARIOUS TITLES-LIB |
| 006199 | BAKER & TAYLOR BOOKS | 2038151723 | 0 | 2024 | 3 | INV P | 546.63 | 032724 | 273674 VARIOUS TITLES-LIB |
| | | | | | | | 2,398.52 | | |
| 014379 | THE WEEK | 2024 RENEWAL | 0 | 2024 | 3 | INV P | 199.00 | 032724 | 273799 SUBSCRIPT RENEWAL-L |
| 020058 | ODP BUSINESS | 356987421001 | 0 | 2024 | 3 | INV P | 105.25 | 032724 | 273764 OFFICE SUPPLIES-LIB |
| 350982 | T-MOBILE | 970673785 MAR24 | 0 | 2024 | 3 | INV P | 613.21 | 032724 | 273798 MOBILE HOTSPOT/CONT |
| 361291 | MIDWEST TAPE | 505144155 | 0 | 2024 | 3 | INV P | 415.93 | 032724 | 273757 VARIOUS TITLES-LIB |
| 361291 | MIDWEST TAPE | 505171455 | 0 | 2024 | 3 | INV P | 132.63 | 032724 | 273757 VARIOUS TITLES-LIB |
| | | | | | | | 548.56 | | |

# INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| 392979 CENTER POINT | 2079062 | 0 | 2024 3 | INV | P | 431.46 | 032724 273688 | VARIOUS TITLES-LIB |
| | | | ACCOUNT TOTAL | | | 4,677.47 | | |
| | | | ORG 15810000 TOTAL | | | 6,535.08 | | |
| FUND 0010 GENERAL FUND | | | TOTAL: | | | 6,535.08 | | |

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

# CITY OF NEW BERLIN

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| ACCOUNTS FOR: 581 LIBRARY | | | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|---|---|
| 15810000 | 50010 | SALARY-FULL TIME | 496,617 | 0 | 496,617 | 114,764.09 | .00 | 381,852.91 | 23.1% |
| 15810000 | 50020 | SALARY-PART TIME | 475,000 | 0 | 475,000 | 94,956.14 | .00 | 380,043.86 | 20.0% |
| 15810000 | 51010 | RETIREMENT | 48,068 | 0 | 48,068 | 10,703.78 | .00 | 37,364.22 | 22.3% |
| 15810000 | 51020 | FICA | 73,528 | 0 | 73,528 | 15,807.21 | .00 | 57,720.79 | 21.5% |
| 15810000 | 51030 | HEALTH INSURANCE | 75,600 | 0 | 75,600 | 21,271.60 | .00 | 54,328.40 | 28.1% |
| 15810000 | 51060 | LONG-TERM DISABI | 81 | 0 | 81 | .00 | .00 | 81.00 | .0% |
| 15810000 | 51065 | VISION/DENTAL IN | 1,161 | 0 | 1,161 | 618.84 | .00 | 542.16 | 53.3% |
| 15810000 | 51070 | LIFE INSURANCE | 861 | 0 | 861 | 226.12 | .00 | 634.88 | 26.3% |
| 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 | 604.13 | .00 | 1,695.87 | 26.3% |
| 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 | 6,002.74 | .00 | 48,997.26 | 10.9% |
| 15810000 | 54030 | MAINTENANCE CONT | 69,300 | 0 | 69,300 | 5,882.16 | .00 | 63,417.84 | 8.5% |
| 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 | 3,665.96 | .00 | 44,334.04 | 7.6% |
| 15810000 | 54110 | SUPPLIES | 37,400 | 0 | 37,400 | 1,211.90 | .00 | 36,188.10 | 3.2% |
| 15810000 | 54170 | POSTAGE | 450 | 0 | 450 | 200.00 | .00 | 250.00 | 44.4% |
| 15810000 | 54180 | HOUSEKEEPING SUP | 16,000 | 0 | 16,000 | 647.00 | .00 | 15,353.00 | 4.0% |
| 15810000 | 54230 | LIBRARY MATERIAL | 220,000 | 0 | 220,000 | 38,476.29 | .00 | 181,523.71 | 17.5% |
| 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 | 2,535.99 | .00 | 35,464.01 | 6.7% |
| 15810000 | 55090 | PROGRAMS-JUVENIL | 1,200 | 0 | 1,200 | 222.72 | .00 | 977.28 | 18.6% |
| 15810000 | 55095 | PROGRAMS-YOUNG A | 1,800 | 0 | 1,800 | 300.31 | .00 | 1,499.69 | 16.7% |
| 15810000 | 55100 | PROGRAMS-ADULT | 1,200 | 0 | 1,200 | 589.93 | .00 | 610.07 | 49.2% |
| TOTAL LIBRARY | | | 1,757,642 | 0 | 1,757,642 | 318,686.91 | .00 | 1,438,955.09 | 18.1% |
| | | TOTAL EXPENSES | 1,757,642 | 0 | 1,757,642 | 318,686.91 | .00 | 1,438,955.09 | |

# YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| GRAND TOTAL | 1,757,642 | 0 | 1,757,642 | 318,686.91 | .00 | 1,438,955.09 | 18.1% |

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

# CITY OF NEW BERLIN

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| ACCOUNTS FOR: 581 LIBRARY | | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---|---|---|---|---|---|---|---|---|
| 22810000 48040 | DONATIONS | 0 | 0 | 0 | -8,490.65 | .00 | 8,490.65 | 100.0% |
| 22810000 48040 | FOL DONATIONS | 0 | 0 | 0 | 2,694.20 | .00 | -2,694.20 | 100.0% |
| 22810000 55100 | FOL PROGRAMS-ADUL | 0 | 0 | 0 | 400.00 | .00 | -400.00 | 100.0% |
| TOTAL LIBRARY | | 0 | 0 | 0 | -5,396.45 | .00 | 5,396.45 | 100.0% |
| | TOTAL REVENUES | 0 | 0 | 0 | -5,796.45 | .00 | 5,796.45 | |
| | TOTAL EXPENSES | 0 | 0 | 0 | 400.00 | .00 | -400.00 | |

# YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---|---|---|---|---|---|---|---|
| GRAND TOTAL | 0 | 0 | 0 | -5,396.45 | .00 | 5,396.45 | 100.0% |

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

# CITY OF NEW BERLIN

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| 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 | -5,742.09 | .00 | -23,757.91 | 19.5% |
| 01010400 44111 | LIBRARY-COPIES | -7,500 | 0 | -7,500 | -1,965.70 | .00 | -5,534.30 | 26.2% |
| 01010400 44112 | LIBRARY-OTHER SY | -26,000 | 0 | -26,000 | -9,043.72 | .00 | -16,956.28 | 34.8% |
| TOTAL UNDESIGNATED | | -63,000 | 0 | -63,000 | -16,751.51 | .00 | -46,248.49 | 26.6% |
| TOTAL REVENUES | | -63,000 | 0 | -63,000 | -16,751.51 | .00 | -46,248.49 | |

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---|---|---|---|---|---|---|---|
| GRAND TOTAL | -63,000 | 0 | -63,000 | -16,751.51 | .00 | -46,248.49 | 26.6% |

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

| | | YEAR-TO-DATE THROUGH MARCH 31, 2024 | | | | |
|---|---|---|---|---|---|---|
| ORG | OBJ | ACCOUNT DESCRIPTION | REVISED BUD | YTD EXPENDED | AVAILABLE B | % USED |
| 15810000 | 50010 | SALARY-FULL TIME | 496,617 | 114,764.09 | 381,853 | 23.10 |
| 15810000 | 50020 | SALARY-PART TIME | 475,000 | 94,956.14 | 380,044 | 20.00 |
| 15810000 | 51010 | RETIREMENT | 48,068 | 10,703.78 | 37,364 | 22.30 |
| 15810000 | 51020 | FICA | 73,528 | 15,807.21 | 57,721 | 21.50 |
| 15810000 | 51030 | HEALTH INSURANCE | 75,600 | 21,271.60 | 54,328 | 28.10 |
| 15810000 | 51060 | LONG-TERM DISABILITY | 81 | 0.00 | 81 | 0.00 |
| 15810000 | 51065 | VISION/DENTAL INSURANCE | 1,161 | 618.84 | 542 | 53.30 |
| 15810000 | 51070 | LIFE INSURANCE | 861 | 226.12 | 635 | 26.30 |
| 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 | 604.13 | 1,696 | 26.30 |
| 15810000 | 53050 | HEATING FUEL | 19,500 | 0.00 | 19,500 | 0.00 |
| 15810000 | 54010 | R&M BLDGS & GROUNDS | 55,000 | 6,002.74 | 48,997 | 10.90 |
| 15810000 | 54030 | MAINTENANCE CONTRACT | 69,300 | 5,882.16 | 63,418 | 8.50 |
| 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 | 3,665.96 | 44,334 | 7.60 |
| 15810000 | 54110 | SUPPLIES | 37,400 | 1,211.90 | 36,188 | 3.20 |
| 15810000 | 54170 | POSTAGE | 450 | 200.00 | 250 | 44.40 |
| 15810000 | 54180 | HOUSEKEEPING SUPPLY | 16,000 | 647.00 | 15,353 | 4.00 |
| 15810000 | 54230 | LIBRARY MATERIALS | 220,000 | 38,476.29 | 181,524 | 17.50 |
| 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 | 2,535.99 | 35,464 | 6.70 |
| 15810000 | 55090 | PROGRAMS-JUVENILE | 1,200 | 222.72 | 977 | 18.60 |
| 15810000 | 55095 | PROGRAMS-YOUNG ADULT | 1,800 | 300.31 | 1,500 | 16.70 |
| 15810000 | 55100 | PROGRAMS-ADULT | 1,200 | 589.93 | 610 | 49.20 |
| | | Grand Total | 1,757,642 | 318,686.91 | 1,438,955 | 18.10 |

## YEAR-TO-DATE THROUGH MARCH 31, 2024

| DEPARTMENT | ORG | OBJ | ACCOUNT DESCRIPTION | REVISED BUDGI | YTD EXPENDED |
|---|---|---|---|---|---|
| 581 | 15810000 | 50010 | SALARY-FULL TIME | 496,617 | 114,764.09 |
| 581 | 15810000 | 50020 | SALARY-PART TIME | 475,000 | 94,956.14 |
| 581 | 15810000 | 51010 | RETIREMENT | 48,068 | 10,703.78 |
| 581 | 15810000 | 51020 | FICA | 73,528 | 15,807.21 |
| 581 | 15810000 | 51030 | HEALTH INSURANCE | 75,600 | 21,271.60 |
| 581 | 15810000 | 51060 | LONG-TERM DISABILITY | 81 | 0.00 |
| 581 | 15810000 | 51065 | VISION/DENTAL INSURANCE | 1,161 | 618.84 |
| 581 | 15810000 | 51070 | LIFE INSURANCE | 861 | 226.12 |
| 581 | 15810000 | 53010 | ELECTRICITY | 69,000 | 0.00 |
| 581 | 15810000 | 53020 | WATER/SEWER | 3,876 | 0.00 |
| 581 | 15810000 | 53040 | TELEPHONE/CELL PHONE | 2,300 | 604.13 |
| 581 | 15810000 | 53050 | HEATING FUEL | 19,500 | 0.00 |
| 581 | 15810000 | 54010 | R&M BLDGS & GROUNDS | 55,000 | 6,002.74 |
| 581 | 15810000 | 54030 | MAINTENANCE CONTRACT | 69,300 | 5,882.16 |
| 581 | 15810000 | 54040 | R&M EQUIPMENT | 2,000 | 0.00 |
| 581 | 15810000 | 54060 | MARKETING | 500 | 0.00 |
| 581 | 15810000 | 54080 | LEASES EQUIPMENT | 48,000 | 3,665.96 |
| 581 | 15810000 | 54110 | SUPPLIES | 37,400 | 1,211.90 |
| 581 | 15810000 | 54170 | POSTAGE | 450 | 200.00 |
| 581 | 15810000 | 54180 | HOUSEKEEPING SUPPLY | 16,000 | 647.00 |
| 581 | 15810000 | 54230 | LIBRARY MATERIALS | 220,000 | 38,476.29 |
| 581 | 15810000 | 54270 | MEMBERSHIP DUES | 200 | 0.00 |
| 581 | 15810000 | 54300 | CONFERENCE/SEMINAR/MEETING | 500 | 0.00 |
| 581 | 15810000 | 54330 | TRAINING EXPENSES | 500 | 0.00 |
| 581 | 15810000 | 54521 | TECHNOLOGY/SOFTWARE | 38,000 | 2,535.99 |
| 581 | 15810000 | 55090 | PROGRAMS-JUVENILE | 1,200 | 222.72 |
| 581 | 15810000 | 55095 | PROGRAMS-YOUNG ADULT | 1,800 | 300.31 |
| 581 | 15810000 | 55100 | PROGRAMS-ADULT | 1,200 | 589.93 |
| | | | Grand Total | 1,757,642 | 318,686.91 |

| AVAILABLE BUDGET | % USED |
|---|---|
| 381,853 | 23.10 |
| 380,044 | 20.00 |
| 37,364 | 22.30 |
| 57,721 | 21.50 |
| 54,328 | 28.10 |
| 81 | 0.00 |
| 542 | 53.30 |
| 635 | 26.30 |
| 69,000 | 0.00 |
| 3,876 | 0.00 |
| 1,696 | 26.30 |
| 19,500 | 0.00 |
| 48,997 | 10.90 |
| 63,418 | 8.50 |
| 2,000 | 0.00 |
| 500 | 0.00 |
| 44,334 | 7.60 |
| 36,188 | 3.20 |
| 250 | 44.40 |
| 15,353 | 4.00 |
| 181,524 | 17.50 |
| 200 | 0.00 |
| 500 | 0.00 |
| 500 | 0.00 |
| 35,464 | 6.70 |
| 977 | 18.60 |
| 1,500 | 16.70 |
| 610 | 49.20 |
| 1,438,955 | 18.10 |

# INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/4 TO 2024/4

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| 15810000 | LIBRARY | | | | | | | |
| 15810000 54110 | | | SUPPLIES | | | | | |
| 011840 US BANK | 2/20/24AMZN2-LIB | 0 | 2024 4 | INV | P | 65.99 | 040824E | 10101 AMZN/DISPLAY SUPPL |
| 011840 US BANK | 2/26/24RUBBERSTAMP | 0 | 2024 4 | INV | P | 43.22 | 040824E | 10101 RUBBERSTAMP/SUPPLIE |
| 011840 US BANK | 2/28/24AMZN-LIB | 0 | 2024 4 | INV | P | 10.06 | 040824E | 10101 AMZN/OFFICE SUPPLIE |
| 011840 US BANK | 3/12/24AMZN3-LIB | 0 | 2024 4 | INV | P | 43.99 | 040824E | 10101 AMZN/SUPPLIES/PLAST |
| 011840 US BANK | 3/3/24AMZN-LIB | 0 | 2024 4 | INV | P | 41.79 | 040824E | 10101 AMZN/3RING BINDER/H |
| | | | | | | 205.05 | | |
| | | | ACCOUNT TOTAL | | | 205.05 | | |
| 15810000 54180 | | | HOUSEKEEPING SUPPLY | | | | | |
| 011840 US BANK | 2/17/24AMZN3-LIB | 0 | 2024 4 | INV | P | 15.32 | 040824E | 10101 AMZN/SUPPLIES DOUBL |
| 011840 US BANK | 2/21/24AMZN1-LIB | 0 | 2024 4 | INV | P | 50.39 | 040824E | 10101 AMZN/FILTER-LIB |
| 011840 US BANK | 2/22/24AMZN-LIB | 0 | 2024 4 | INV | P | 58.99 | 040824E | 10101 AMZN/FILTER-LIB |
| | | | | | | 124.70 | | |
| | | | ACCOUNT TOTAL | | | 124.70 | | |
| 15810000 54230 | | | LIBRARY MATERIALS | | | | | |
| 011840 US BANK | 12/6/23AMZN-LIB | 0 | 2024 4 | INV | P | 51.98 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 2/14/24AMZN1-LIB | 0 | 2024 4 | INV | P | 41.98 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 2/16/24HARLEYMUSEUM | 0 | 2024 4 | INV | P | 500.00 | 040824E | 10101 HARLEYDAVIDSON MUSE |
| 011840 US BANK | 2/17/24AMZN2-LIB | 0 | 2024 4 | INV | P | 105.18 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 2/18/24AMZN-LIB | 0 | 2024 4 | INV | P | 142.45 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 2/20/24AMZN1-LIB | 0 | 2024 4 | INV | P | 108.39 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 2/21/24AMZN2-LIB | 0 | 2024 4 | INV | P | 21.99 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 2/24/24AMZN2-LIB | 0 | 2024 4 | INV | P | 5.19 | 040824E | 10101 AMZN/MATERIALS-LIB |
| 011840 US BANK | 2/25/24AMZN1-LIB | 0 | 2024 4 | INV | P | 25.96 | 040824E | 10101 AMZN/VARIOUS TITLES |
| 011840 US BANK | 3/5/24WI HIST FND | 0 | 2024 4 | INV | P | 1,000.00 | 040824E | 10101 WI HISTORICAL FOUND |
| 011840 US BANK | 3/7/24AMZN-LIB | 0 | 2024 4 | INV | P | 108.80 | 040824E | 10101 AMZN/COUNTERTOP ICE |
| | | | | | | 2,111.92 | | |
| | | | ACCOUNT TOTAL | | | 2,111.92 | | |
| 15810000 54300 | | | CONFERENCE/SEMINAR/MEETING | | | | | |
| 011840 US BANK | 3/12/24UWCC-LIB | 0 | 2024 4 | INV | P | 325.00 | 040824E | 10101 UWCC/CONF REGIST/KA |
| | | | ACCOUNT TOTAL | | | 325.00 | | |
| 15810000 54521 | | | TECHNOLOGY/SOFTWARE | | | | | |
| 011840 US BANK | 2/23/24ADOBE-LIB | 0 | 2024 4 | INV | P | 19.99 | 040824E | 10101 ADOBER/LICENSING-LI |
| | | | ACCOUNT TOTAL | | | 19.99 | | |
| 15810000 55090 | | | PROGRAMS-JUVENILE | | | | | |
| 011840 US BANK | 2/14/24AMZN2-LIB | 0 | 2024 4 | INV | P | 6.99 | 040824E | 10101 AMZN/JUV PROG SUPPL |
| 011840 US BANK | 2/14/24AMZN3-LIB | 0 | 2024 4 | INV | P | 23.97 | 040824E | 10101 AMZN/JUV PROG SUPPL |
| 011840 US BANK | 2/19/24AMZN-LIB | 0 | 2024 4 | INV | P | 45.24 | 040824E | 10101 AMZN/JUV PROG SUPPL |

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/4 TO 2024/4

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| 011840 US BANK | 2/25/24AMZN3-LIB | 0 | 2024 4 | INV | P | 4.88 | 040824E 10101 | AMZN/JUV PROG SUPPL |
| 011840 US BANK | 3/13/24AMZN-LIB | 0 | 2024 4 | INV | P | 101.48 | 040824E 10101 | AMZN/JUV PROG SUPPL |
| | | | | | | 182.56 | | |
| | | | ACCOUNT TOTAL | | | 182.56 | | |
| 15810000 55100 | | | PROGRAMS-ADULT | | | | | |
| 011840 US BANK | 2/22/24 1848COFFEE | 0 | 2024 4 | INV | P | 30.00 | 040824E 10101 | 1848COFFEE-LIB |
| 011840 US BANK | 2/23/24FAM TREAS-LIB | 0 | 2024 4 | INV | P | 60.00 | 040824E 10101 | FAM TREASURE/TRIVIA |
| 011840 US BANK | 2/24/24NB ALEHOUSE | 0 | 2024 4 | INV | P | 60.00 | 040824E 10101 | NB ALEHOUSE/TRIVIA |
| | | | | | | 150.00 | | |
| | | | ACCOUNT TOTAL | | | 150.00 | | |
| | | | ORG 15810000 TOTAL | | | 3,119.22 | | |
| FUND 0010 GENERAL FUND | | | TOTAL: | | | 3,119.22 | | |

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

# INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/4 TO 2024/4

| ACCOUNT/VENDOR | | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 22810000 | | | | LIBRARY DONATION | | | | | |
| 22810000 48040 | FOL | | | DONATIONS | | | | | |
| 011840 | US BANK | 2/16/24 IL LIB-LIB | 0 | 2024 4 | INV | P | 580.38 | 040824E | 10101 FOL#2407/IL LIB/PRO |
| 011840 | US BANK | 2/16/24SPOTIFY-LIB | 0 | 2024 4 | INV | P | 15.74 | 040824E | 10101 FOL#2404/SPOTIFY-LI |
| 011840 | US BANK | 2/17/24AMZN1-LIB | 0 | 2024 4 | INV | P | 223.50 | 040824E | 10101 FOL#2406/AMZN/PROG |
| 011840 | US BANK | 2/24/24AMZN1-LIB | 0 | 2024 4 | INV | P | 8.98 | 040824E | 10101 FOL#2339/AMZN/PROG |
| 011840 | US BANK | 2/25/24AMZN2-LIB | 0 | 2024 4 | INV | P | 130.80 | 040824E | 10101 FOL#2339/AMZN/PROG |
| 011840 | US BANK | 3/11/24AMZN-LIB | 0 | 2024 4 | INV | P | 290.40 | 040824E | 10101 FOL#2337/AMZN/PROG |
| 011840 | US BANK | 3/11/24AMZN1-LIB | 0 | 2024 4 | INV | P | 20.46 | 040824E | 10101 AMZN/FOL#2327/PROG |
| 011840 | US BANK | 3/12/24AMZN1-LIB | 0 | 2024 4 | INV | P | 129.99 | 040824E | 10101 FOL#2316/AMZN/PROG |
| 011840 | US BANK | 3/12/24AMZN2-LIB | 0 | 2024 4 | INV | P | 75.89 | 040824E | 10101 FOL#2316/AMZN/PROG |
| 011840 | US BANK | 3/13/24AMZN1-LIB | 0 | 2024 4 | INV | P | 37.98 | 040824E | 10101 FOL#2316/AMZN/WIREL |
| 011840 | US BANK | 3/13/24AMZN2-LIB | 0 | 2024 4 | INV | P | 411.52 | 040824E | 10101 FOL#2403/AMZN/PROG |
| 011840 | US BANK | 3/13/24TARGET-LIB | 0 | 2024 4 | INV | P | 49.72 | 040824E | 10101 FOL#2339/TARGET/PRO |
| 011840 | US BANK | 3/8/24AMZN-LIB | 0 | 2024 4 | INV | P | 31.96 | 040824E | 10101 AMZN/FOL#2339/PROG |
| 011840 | US BANK | 3/9/24AMZN2-LIB | 0 | 2024 4 | INV | P | 16.99 | 040824E | 10101 FOL#2339/AMZN/PROG |
| 011840 | US BANK | 3/9/24AMZN3-LIB | 0 | 2024 4 | INV | P | 128.81 | 040824E | 10101 FOL#2337/AMZN/PROG |
| | | | | | | | 2,153.12 | | |
| | | | | ACCOUNT TOTAL | | | 2,153.12 | | |
| | | | | ORG 22810000 TOTAL | | | 2,153.12 | | |
| FUND 0200 LIBRARY DONATION FUND | | | | TOTAL: | | | 2,153.12 | | |

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

## Director Report- March and April 2024

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

Mayor Dave Ament formally recognized the Library with a Proclamation in April, citing the week of April 7th through April 13th, 2024 as National Library Week. We appreciate this support of the Library, and the work of our library staff. Thank you Mayor Ament!

### Staff Updates *(Strategic Plan C1)*

The Library's Kate Krause-Blaha was awarded a full scholarship to attend the University of Wisconsin-Madison's iSchool, "Power Up: Leadership Conference for Youth Services Managers and Staff." This two-day conference brought together youth service teams from public libraries, schools, after-school programs, museums, and other community partners to learn together and share ideas. Kate reported that she enjoyed meeting other librarians and was inspired with many ideas.

Our Spring Staff Development Day will take place on Friday, April 12th. During this work day, the staff will learn and refresh Library safety and evacuation protocols in the morning. Our afternoon will include team meetings, and field visits to neighboring libraries to augment our marketing planning. New in 2024, is the inclusion of library volunteer safety training and preparedness. Volunteers will discuss the safety evacuations as well as situational awareness skills with the New Berlin Police Department's, Officer Tony Fus.

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

With the spring rain and flooding at City Hall in April, the City's Emergency Management and COOP team initiated the communications plan to keep the community informed about the potential for an interruption of services. With members of the Department of Community Development and Mayor's Office unavailable, my tier was activated and I stepped in as the City's Public Information Officer (PIO). Fortunately, the City's DPW staff were able to identify, and repair the leak to continue operations at City Hall.

In a similar effort, to train and prepare for communications during emergency situations, using the State's WebEOC software system, I participated in a Waukesha County Emergency Management Drill April 8-April 12. The exercises allowed us to become familiar with adding and updating information in the WebEOC.

The Friends of New Berlin Library's annual general membership meeting gave us the opportunity to share thanks with the volunteers for their generosity. After the meeting, library staff shared the ins and outs of the Library's Seed Library.

The seed collection, returning for a 2nd year, is an interactive collection which allows patrons to "check-out" seeds. Once the fall harvest is complete, we begin seed collection and ask that patrons return their seeds for the next group of gardeners. It's exciting to see the growing season begin.

From our discussion at March's Library Board meeting, I have followed up with the Library staff on the Trustee Essentials-Chapter 12: Accessibility at the Library. We shared ideas and I have created a Stop Light Report to track our work towards funded and non-funded improvement in accessibility services. The Adult Services team has begun by augmenting the Library's website with information.

There is nothing better than local news coverage on art, sculpture AND puzzles at the Library. We look forward to more fun coverage from the Library "On the Go with Groh" with journalist James Groh. We are hoping to have James follow the journey of our New Berlin kidprenuers, as they prepare for the next Library Kindermarket!
**Link:** https://www.tmj4.com/news/local-news/the-story-of-new-berlins-easter-island-statue-from-a-whim-to-a-local-treasure

In an effort to best implement hearing loops at the New Berlin Public Library, we attended a SEWI Libraries regional workshop, held at the Watertown Public Library. Presenter Dr. Juliette Sterkens, audiologist and advocate for the hearing impaired, provided information on what hearing loss is, how libraries can better serve people who have hearing loss, and hearing loop technology. It was fascinating to learn more about hearing loss and test the assistive devices available.

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

- Our return to Memory Cafés, as a partner with the Bridges Library System's Purple Springs Library Memory Project, was a huge success with over 40 participants! Those with dementia, with their caregivers, enjoyed live Irish music by Ceol Cairde, made fairy gardens and enjoyed St. Patrick's Day themed treats.
- The 2024 Student Scholarship Committee met in April and selected the student scholarship award winners. Together, with the Friends of the New Berlin Library, we will be delivering the awards to the students at the SDNB Annual Award Nights at both New Berlin West and Eisenhower high schools.

**Facility Updates** *(Strategic Plan D1)*

- Radon Detectors have been purchased and installed in the Library's basement.
- The Library Computer Lab will be undergoing a lift with the installation of a large screen monitor and HDMI port.
- We are currently working with the Bridges Library System, as they proceed on our behalf, towards obtaining grant monies through Waukesha County for the Community Room hearing loop.
- Wireless printing is now available at the Library's 2nd floor Reference Desk.

Respectfully submitted,
Natalie Beacom
Library Director

# Proclamation

## National Library Week April 7th through April 13h, 2024

***WHEREAS,*** National Library Week, first observed in 1958, is sponsored by the American Library Association (ALA) and observed in libraries across the country each April and includes all types of libraries (school, public, academic, and special); and

***WHEREAS***, National Library Week is a time to celebrate our nation's libraries, library workers' contributions and promote library use and support; and

***WHEREAS***, the theme for National Library Week 2024 is "Ready, Set, Library," illustrating the idea that in our always-online world, libraries give us a green light to something truly special: a place to connect with others, learn new skills, and focus on what matters most.

***WHEREAS***, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community; and

***WHEREAS***, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations; and

***WHEREAS***, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

***WHEREAS***, libraries, librarians, and library workers are joining supporters and advocates across the nation to celebrate National Library Week.

City of New Berlin

***NOW, THEREFORE,*** I, Mayor Dave Ament of the City of New Berlin do hereby recognize the week of **April 7th through April 13th, 2024**, as **National Library Week**, & further **extend *sincere* appreciation to our New Berlin Public Library librarians and library workers;** & to librarians and library workers across the nation for their exemplary dedication to the communities that they represent.

Mayor Dave Ament

New Berlin Public Library
Make Connections

## *MEMORANDUM OF UNDERSTANDING*

This Memorandum of Understanding is made and entered into this _____ day of February, 2024, (hereinafter referred to as the "Effective Date") by and between the NEW BERLIN PUBLIC LIBRARY, by the New Berlin Library Board, with its principal office and place of business located at 15105 West Library Lane, New Berlin, Wisconsin, 53151 (hereinafter referred to as the "Library") and DOXA CHRISTIAN ACADEMY, INC., a Wisconsin non-profit corporation, with its principal office and place of business located at 13800 West Howard Avenue, New Berlin, Wisconsin, 53151 (hereinafter referred to as "Doxa").

WHEREAS, the Library operates the facility at 15105 West Library Lane, New Berlin, Wisconsin, 53151, which includes a community room (hereinafter the "Community Room");

WHEREAS, Doxa operates an elementary school in the City of New Berlin;

WHEREAS, Doxa wishes to establish an agreement with the Library whereby in the event of an emergency at the Doxa school facility, Doxa (at its own expense) would transport its students to the Community Room, which then could be utilized by the parents of Doxa students for the pickup of their children;

WHEREAS, the Library is willing to make the Community Room available for this purpose subject to the terms and conditions of this Memorandum of Understanding.

NOW, THEREFORE, for $1.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Library and Doxa do hereby covenant and agree as follows:

1. Doxa is hereby granted a license for the limited purpose of utilizing the Community Room at 15105 West Library Lane, New Berlin, Wisconsin, 53151 in the event of an emergency requiring that students at the Doxa school facility vacate their school building. Doxa may, at its sole expense, transport its students to the Community Room pending the pickup of those students by their parents or guardians. This license shall be without charge to Doxa except as otherwise provided for hereunder.

2. Doxa agrees to notify the Library Director not less than one (1) hour before it desires to utilize the Community Room. That use may only occur during normal business operating hours of the Library.

3. Doxa agrees that students will remain in the Community Room and will be under the supervision of Doxa staff and teachers. Students will not be permitted to wander about other portions of the Library's building. Doxa agrees to maintain a staff/pupil ratio consistent with what would normally occur in their own school building throughout the duration of the use of the Community Room.

4. The Library will endeavor to accommodate Doxa in an emergency situation; however, if the Community Room is being utilized by other groups, the Library can make no guaranty the

Community Room will be available for this purpose. Therefore, the MOU is contingent upon the availability of the Community Room.

5. Doxa agrees to provide the City with evidence of public liability insurance coverage with limits of not less than $1 Million per occurrence and $2 Million in the aggregate. Said policy shall identify the New Berlin Public Library and the City of New Berlin as an Additional Insured on a primary and non-contributory basis. Doxa shall also provide evidence of professional liability insurance with similar limits. Doxa agrees to provide the City with a Certificate of Insurance, as well as a Policy Endorsement, evidencing these coverages. The use of the Community Room by Doxa shall require that evidence of up-to-date insurance coverage has been given to the Library in advance of such use.

6. Doxa agrees to indemnify and hold harmless the Library, its Library Board, the City of New Berlin its employees, agents and assigns as and against any and all claims, demands, actions or causes of action, including actual attorney fees, arising from the use by Doxa of the Community Room and associated spaces as a collection point for the students and staff in the event of an emergency at their normal school location.

7. Doxa hereby agrees to return the library facilities which it may use as part of this Memorandum of Understanding to the condition that existed at the commencement of the use, reasonable wear and tear excepted. Doxa agrees that it will promptly pay the library for any costs that the Library may incur for the cleaning or repair of the premises after use of the premises by Doxa.

8. This Memorandum of Understanding shall have a term commencing as of the Effective Date stated above and continuing for a period of one year thereafter unless terminated by either party upon not less than 30 days' notice to the other party. If the Memorandum of Understanding has not been terminated as otherwise provided for hereunder it will automatically renew for another one-year period at the expiration of the initial term.

9. This Memorandum of Understanding shall be governed and construed in accordance with the laws of the State of Wisconsin.

10. This Memorandum of Understanding may only be amended by a subsequent document executed by both parties. This Memorandum of Understanding represents the complete understanding of the parties with respect to the subject matter set forth herein.

11. This Memorandum of Understanding may be signed in counterparts.

12. The parties executing this document acknowledge that they have been authorized by the governing bodies of their respective organizations to do so.