



Library Board MEETING AGENDA

May 20, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

AGENDA

1. **PUBLIC COMMENT SESSION**
2. **CALL TO ORDER**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
5. **CONSENT AGENDA**-----
 - A. Approval of minutes
 - i. Meeting Minutes - April 15, 2024
 - B. Next meeting date: Monday, June 17, 2024
 - C. Approval of Bills and Invoices
 - D. Library, Activity Reports
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director - Monthly Metric Report
8. **OLD BUSINESS**
 - A. MOU Update
 - B. Director Evaluation Process-Closed Session
9. **NEW BUSINESS**
 - A. 2024 Library Standards
 - B. Meeting Room Policy Revision
 - C. Nominating Committee for 2025 Officers
10. **ANNOUNCEMENTS**
11. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlinWI.gov
- The minutes are published online and are approved at the next regularly scheduled meeting.
- Action may be taken on any of the agenda items and the agenda may be discussed in any order.
- You may email comments to the City Clerk at CitizenComments@NewBerlinWI.gov. The comments will be forwarded to the mayor and governing body members. The emailed comments are not read during the meeting.
- The City of New Berlin is committed to hosting inclusive, accessible meetings. We strive to enable all individuals, regardless of their abilities, to engage and participate fully. If you have a qualifying disability under the Americans with Disabilities Act that

requires the meeting to be accessible, please contact the Office of the City Clerk at (262) 786-8610 or via email at ClerksOffice@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. We will make every effort to accommodate your needs through appropriate aids and/or services.

- *It is also possible that members of and possibly a quorum of other municipal governmental bodies may attend the above-stated meeting to gather information; any governmental body will take no action at the above-stated meeting other than the governmental body specifically referred to in the above meeting notice.*

MINUTES
New Berlin Public Library Board Meeting
April 15, 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.

ATTENDANCE:

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

Trustees Absent and Excused: Dolores Greenawalt

Staff Members Present: Executive Director Natalie Beacom

FRIENDS OF THE LIBRARY:

The big book sale is coming up this weekend (Friday-Sunday). The general meeting was held and the officers are the same except for a new secretary.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- A. Approval of March 18, 2024 minutes
- B. Next meeting date May 20, 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 Jung and passed on a vote of 8-0.

ADMINISTRATIVE REPORTS

President's Report – President Marek referenced the proclamation that the Mayor had presented to the Library for National Library Week.

Director's Report - The full report is attached to the minutes of the meeting. Ms. Beacom also showed everyone the brick that was created to commemorate the passing of former Board Trustee Debbie Stelzner.

OLD BUSINESS

Memo of Understanding Template

The template between the Library and entities who wish to establish a formal relationship to use library facilities as their designated gathering space for their organization in emergency situations. With respect to the specific request from Doxa

Christian Academy, Inc. the Board had additional questions. Ms. Beacom will consult with the City Attorney and bring a revised draft back.

NEW BUSINESS

Director Evaluation Planning

A. Staff Survey

The Board will use the same staff survey as last year. Trustee Jung will transmit the survey to the staff the week of April 22, 2024.

B. Formation of Evaluation Sub-Committee

Trustee Krupa moved to form a sub-committee of Trustees Marek, Jung and Garrigues to facilitate the evaluation. The motion was seconded by Trustee Orzel and passed on a vote of 8-0.

Trustee Essentials Chapter 6: Evaluating the Director

The Board considered this chapter of the Essentials handbook. There were no questions on this chapter.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

Meeting adjourned at 6:30 P.M.

Respectfully submitted,
Jill Kawala

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	53020					WATER/SEWER					
046817	NEW BERLIN WATER STU	1-002-0292	APR24	0	2024	4	INV	P	907.57	042424	274069 1/1-3/31 2024
						ACCOUNT TOTAL			907.57		
15810000	53040					TELEPHONE/CELL PHONE					
302074	AT&T	262785498004	2024	0	2024	4	INV	P	380.58	042424	273986 PHONES-LIB 3/5-4/4
						ACCOUNT TOTAL			380.58		
15810000	54010					R&M BLDGS & GROUNDS					
003228	BATZNER PEST CONTR	59656260		0	2024	4	INV	P	131.89	042424	273993 PESTCNTRL-LIB APR20
016919	SOUTHPORT ENGINEERED	W60103		0	2024	4	INV	P	579.00	042424	274098 HVAC/RPAIRS-LIB 1/4
016919	SOUTHPORT ENGINEERED	W60106		0	2024	4	INV	P	179.40	042424	274098 HVAC RPAIRS-LIB 1/1
016919	SOUTHPORT ENGINEERED	W60108		0	2024	4	INV	P	1,429.00	042424	274098 CONTROL VALVES REIN
									2,187.40		
021746	GRAINGER	9073747900		24513203	2024	4	CRM	P	-15.66	042424	274036 SALES TAX CRDIT-LIB
						ACCOUNT TOTAL			2,303.63		
15810000	54030					MAINTENANCE CONTRACT					
014113	K-12 TECHNOLOGY GROU	95015		0	2024	4	INV	P	1,960.72	042424	274047 CONTRACT SERV/SIMPL
						ACCOUNT TOTAL			1,960.72		
15810000	54080					LEASES EQUIPMENT					
020123	FORWARD TS, LTD	AR223950		0	2024	4	INV	P	515.35	042424	274027 COPIER LEASES-LIB 3
						ACCOUNT TOTAL			515.35		
15810000	54110					SUPPLIES					
020058	ODP BUSINESS	361071316001		0	2024	4	INV	P	246.90	042424	274071 OFFICE SUPPLIES-LIB
						ACCOUNT TOTAL			246.90		
15810000	54170					POSTAGE					
348554	PURCHASE POWER	APR2024	POSTAGE-LIB	0	2024	4	INV	P	100.00	042424	274084 8000900011110198-LI
						ACCOUNT TOTAL			100.00		
15810000	54230					LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	84110124		0	2024	4	INV	P	124.76	042424	274030 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84110714		0	2024	4	INV	P	26.24	042424	274030 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84111288		0	2024	4	INV	P	117.75	042424	274030 VARIOUS TITLES-LIB
									268.75		
005972	WISCONSIN COUNTIES A	2024	SUBSCRIPT	0	2024	4	INV	P	20.00	042424	274119 WI COUNTIES MAGAZIN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/4 TO 2024/4													
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR		TYP S		PAYABLES		CHECK	DESCRIPTION	
006199	BAKER & TAYLOR BOOKS	2038168823		0	2024	4	INV	P	271.39	042424		273991	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038182166		0	2024	4	INV	P	431.42	042424		273991	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038184550		0	2024	4	INV	P	188.88	042424		273991	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038184739		0	2024	4	INV	P	379.56	042424		273991	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038188184		0	2024	4	INV	P	1,084.69	042424		273991	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	LS24040009		0	2024	4	INV	P	2,248.80	042424		273991	CONTRACT SERV/BOOK
									4,604.74				
224537	EBSCO	1725305		0	2024	4	INV	P	8,123.04	042424		274020	VARIOUS TITLES-LIB
224537	EBSCO	2306570		0	2024	4	CRM	P	-981.40	042424		274020	RET PURCH CRDIT-LIB
224537	EBSCO	2401996		0	2024	4	CRM	P	-24.98	042424		274020	RET PURCH CRDIT-LIB
									7,116.66				
321672	HOOPLA	505272226		0	2024	4	INV	P	1,733.26	042424		274041	DIGITAL MEDIA-LIB M
361291	MIDWEST TAPE	505236931		0	2024	4	INV	P	33.13	042424		274062	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	505257359		0	2024	4	INV	P	218.43	042424		274062	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	505294258		0	2024	4	INV	P	392.61	042424		274062	VARIOUS TITLES-LIB
									644.17				
392979	CENTER POINT	2086033		0	2024	4	INV	P	431.46	042424		274002	VARIOUS TITLES-LIB
ACCOUNT TOTAL									14,819.04				
15810000	54521	TECHNOLOGY/SOFTWARE											
014113	K-12 TECHNOLOGY GROU	94973		0	2024	4	INV	P	458.04	042424		274047	CONTRACT SERV/CROWS
ACCOUNT TOTAL									458.04				
ORG 15810000 TOTAL									21,691.83				
FUND 0010 GENERAL FUND									TOTAL:	21,691.83			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	
15810000										
15810000	54010									LIBRARY
016919	SOUTHPORT ENGINEERED	W60233	0	R&M BLDGS & GROUNDS	2024	5 INV P	5,060.60	051524	274192	HVAC/MAINT -LIB 3/1
021746	GRAINGER	9087665361	0	2024	5	INV P	509.46	051524	274293	HVAC MAINT-LIB
021746	GRAINGER	9104075065	0	2024	5	CRM P	-148.00	051524	274293	RET PURCH CRDIT-LIB
021746	GRAINGER	9104884698	0	2024	5	INV P	148.00	051524	274293	RPAIRS/MAINT-LIB
							509.46			
				ACCOUNT TOTAL			5,570.06			
15810000	54080									LEASES EQUIPMENT
020123	FORWARD TS, LTD	AR226106	0	2024	5	INV P	398.26	051524	274282	COPIER LEASE-LIB 4/
295906	PITNEY BOWES	3319062295	0	2024	5	INV P	77.28	051524	274356	POSTAGE METER LEASE
362301	GREAT AMERICA FINANC	36375750	0	2024	5	INV P	229.00	051524	274136	COPIER LEASE-LIB AP
362301	GREAT AMERICA FINANC	36475080	0	2024	5	INV P	289.00	051524	274295	COPIER LEASE-LIB MA
							518.00			
				ACCOUNT TOTAL			993.54			
15810000	54110									SUPPLIES
013800	DEMCO INC	7471729	0	2024	5	INV P	69.00	051524	274259	SUPPLIES-LIB
014798	KRAUSE KATIE	SUPPLIES REIMB	0	2024	5	INV P	34.95	051524	274322	SUPPLIES REIMB-LIB
							ACCOUNT TOTAL		103.95	
15810000	54180									HOUSEKEEPING SUPPLY
026400	ITU ABSORB TECH	8322106	0	2024	5	INV P	121.69	051524	274308	MATS-LIIB APR2024
							ACCOUNT TOTAL		121.69	
15810000	54230									LIBRARY MATERIALS
001613	GALE CENGAGE LEARNIN	84180342	0	2024	5	INV P	128.76	051524	274285	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84181713	0	2024	5	INV P	27.74	051524	274285	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84186276	0	2024	5	INV P	53.23	051524	274285	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84187431	0	2024	5	INV P	78.72	051524	274285	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84220281	0	2024	5	INV P	56.98	051524	274285	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84221685	0	2024	5	INV P	53.98	051524	274285	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84231770	0	2024	5	INV P	41.99	051524	274285	VARIOUS TITLES-LIB
							441.40			
005896	OLLIS BOOK CORPORATI	249019	0	2024	5	INV P	1,140.23	051524	274346	VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	249020	0	2024	5	INV P	115.05	051524	274346	VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	249021	0	2024	5	INV P	1,471.70	051524	274346	VARIOUS TITLES-LIB
							2,726.98			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
006199	BAKER & TAYLOR BOOKS	2038199582	0	2024	5	INV P	173.64	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038201525	0	2024	5	INV P	296.04	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038202724	0	2024	5	INV P	988.04	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038207349	0	2024	5	INV P	280.73	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038214413	0	2024	5	INV P	321.97	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038226277	0	2024	5	INV P	342.29	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038227469	0	2024	5	INV P	52.64	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038230040	0	2024	5	INV P	182.14	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038231301	0	2024	5	INV P	363.25	051524	274224	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038238212	0	2024	5	INV P	1,519.57	051524	274224	VARIOUS	TITLES-LIB	
							4,520.31					
011583	CAVENDISH SQUARE	CAL3470421	0	2024	5	INV P	204.44	051524	274176	VARIOUS	TITLES-LIB	
013800	DEMCO INC	7471729	0	2024	5	INV P	256.78	051524	274259	SUPPLIES-LIB		
224529	BLACKSTONE PUBLISHIN	2059840	0	2024	5	INV P	224.14	051524	274173	VARIOUS	TITLES-LIB	
224529	BLACKSTONE PUBLISHIN	2085286	0	2024	5	INV P	7.95	051524	274173	VARIOUS	TITLES-LIB	
224529	BLACKSTONE PUBLISHIN	2093219	0	2024	5	INV P	86.84	051524	274173	VARIOUS	TITLES-LIB	
224529	BLACKSTONE PUBLISHIN	2111402	0	2024	5	INV P	7.95	051524	274173	VARIOUS	TITLES-LIB	
224529	BLACKSTONE PUBLISHIN	2120274	0	2024	5	INV P	131.88	051524	274173	VARIOUS	TITLES-LIB	
							458.76					
224537	EBSCO	2405574	0	2024	5	INV P	34.05	051524	274268	VARIOUS	TITLES-LIB	
260487	LERNER PUBLISHING GR	1491659	0	2024	5	INV P	935.59	051524	274325	VARIOUS	TITLES-LIB	
294772	CHILDS WORLD	NA159802	0	2024	5	INV P	415.10	051524	274246	VARIOUS	TITLES-LIB	
350982	T-MOBILE	970673785 APR24	0	2024	5	INV P	593.61	051524	274151	CONTRACT	SERV-LIB A	
361291	MIDWEST TAPE	505322540	0	2024	5	INV P	467.62	051524	274336	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	505369314	0	2024	5	INV P	215.41	051524	274336	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	505408737	0	2024	5	INV P	78.96	051524	274336	VARIOUS	TITLES-LIB	
							761.99					
400408	CAPSTONE PRESS INC	353539	0	2024	5	INV P	1,488.34	051524	274239	VARIOUS	TITLES-LIB	
ACCOUNT TOTAL							12,837.35					
15810000	54300	CONFERENCE/SEMINAR/MEETING										
007618	BINDER MELISSA	4/12/24MILEAGE	0	2024	5	INV P	7.10	051524	274229	4/12/24MILEAGE	REIM	
223107	KENNEDY KATHLEEN	4/12/24MILEAGE	0	2024	5	INV P	17.42	051524	274318	4/12/24MILEAGE	REIM	
234257	YANNY VICTORIA	4/12/24MILEAGE	0	2024	5	INV P	18.76	051524	274406	4/12/24MILEAGE-LIB		
235288	HELs ERIC & REBECCA	4/12/24MILEAGE	0	2024	5	INV P	10.72	051524	274298	4/12/24MILEAGE	REIM	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
249831	DOROTHY DELANEY	4/12/24MILEAGE	0	2024	5	INV P	18.76	051524	274261	4/12/24MILEAGE REIM
356883	KELLY TIFF	4/12 & 4/16 MILEAGE	0	2024	5	INV P	23.45	051524	274316	4/12 & 4/16 MILEAGE
ACCOUNT TOTAL							96.21			
15810000	54521	TECHNOLOGY/SOFTWARE								
009111	OCREATIVE	414075	0	2024	5	INV P	35.00	051524	274186	DOMAIN REGIST-LIB
010578	LIBRARICA LLC	204152-109R	0	2024	5	INV P	521.25	051524	274327	SUPPORT/UPDATE-LIB
ACCOUNT TOTAL							556.25			
ORG 15810000 TOTAL							20,279.05			
FUND 0010 GENERAL FUND				TOTAL:			20,279.05			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5																
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION					
15810000		LIBRARY														
15810000 54110					SUPPLIES											
011840	US BANK	3/16/24	AMZN2-LIB	0	2024	5	INV	P	159.99	050824E	10103	AMZN/LASER PRINTER-				
011840	US BANK	3/20/24	AMZN2-LIB	0	2024	5	INV	P	36.89	050824E	10103	AMZN/OFFICE SUPPLIE				
011840	US BANK	3/22/24	LAGNIAPPE-LIB	0	2024	5	INV	P	50.00	050824E	10103	LAGNIAPPE/ADLT PROG				
011840	US BANK	3/25/24	AMZN2-LIB	0	2024	5	INV	P	43.96	050824E	10103	AMZN/SELF INKING ST				
011840	US BANK	3/26/24	AMZN6-LIB	0	2024	5	INV	P	9.99	050824E	10103	AMZN/ORIGAMI PAPER-				
011840	US BANK	4/1/24	TARGET-LIB	0	2024	5	INV	P	24.51	050824E	10103	TARGET/REFRESHMENT-				
011840	US BANK	4/10/24	AMZN2-LIB	0	2024	5	INV	P	13.99	050824E	10103	AMZN/SUPPLIES-LIB				
011840	US BANK	4/7/24	AMZN1-LIB	0	2024	5	INV	P	108.04	050824E	10103	AMZN/OFFICE SUPPLIE				
011840	US BANK	4/8/24	AMZN1-LIB	0	2024	5	INV	P	28.99	050824E	10103	AMZN/WIRELESS KEYBO				
011840	US BANK	4/8/24	AMZN2-LIB	0	2024	5	INV	P	8.99	050824E	10103	AMZN/SUPPLIES-LIB				
011840	US BANK	4/8/24	AMZN4-LIB	0	2024	5	INV	P	28.58	050824E	10103	AMZN/OFFICE SUPPLIE				
									513.93							
									ACCOUNT TOTAL		513.93					
15810000 54180					HOUSEKEEPING SUPPLY											
011840	US BANK	3/22/24	UNIFORMAL-LIB	0	2024	5	INV	P	44.90	050824E	10103	UNIFORMAL/GLOVES-LI				
011840	US BANK	4/12/24	AMZN-LIB	0	2024	5	INV	P	17.98	050824E	10103	AMZN/SUPPLIES-LIB				
011840	US BANK	4/9/24	AMZN-LIB	0	2024	5	INV	P	73.47	050824E	10103	AMZN/CARBON MONOXID				
									136.35							
									ACCOUNT TOTAL		136.35					
15810000 54230					LIBRARY MATERIALS											
011840	US BANK	3/14/24	AMZN1-LIB	0	2024	5	INV	P	27.60	050824E	10103	AMZN/SUPPLIES-LIB				
011840	US BANK	3/16/24	AMZN1-LIB	0	2024	5	INV	P	19.98	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/17/24	AMZN4-LIB	0	2024	5	INV	P	85.56	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/19/24	AMZN2-LIB	0	2024	5	INV	P	31.49	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/1AMZN1-LIB	0	2024	5	INV	P	59.94	050824E	10103	AMZN/VARIOUS TITLES					
011840	US BANK	3/20/24	AMZN1-LIB	0	2024	5	INV	P	164.10	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/20/24	ZOOLOGICAL	0	2024	5	INV	P	1,000.00	050824E	10103	ZOOLOGICAL SOCIETY/				
011840	US BANK	3/21/24	AMZN-LIB	0	2024	5	INV	P	18.98	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/22/24	AMZN3-LIB	0	2024	5	INV	P	59.99	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/23/24	AMZN2-LIB	0	2024	5	INV	P	49.00	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/2324	AMZN1-LIB	0	2024	5	INV	P	44.99	050824E	10103	AMZN/PROG SUPPLIES-				
011840	US BANK	3/24/24	AMZN2-LIB	0	2024	5	INV	P	34.00	050824E	10103	AMZN/ICESKATES -LIB				
011840	US BANK	3/25/27	AMZN1-LIB	0	2024	5	INV	P	111.97	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/26/24	AMZN2-LIB	0	2024	5	INV	P	15.34	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	3/26/24	AMZN4-LIB	0	2024	5	INV	P	12.70	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	326/24	AMZN1-LIB	0	2024	5	INV	P	300.00	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	4/1/24	AMZN-LIB	0	2024	5	INV	P	10.99	050824E	10103	AMZN/BACKPACK BAGS-				
011840	US BANK	4/14/24	AMZN-LIB	0	2024	5	INV	P	437.88	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	4/3/24	AMZN-LIB	0	2024	5	INV	P	29.95	050824E	10103	AMZN/PROG SUPPLIES-				
011840	US BANK	4/5/24	AMZN1-LIB	0	2024	5	INV	P	12.95	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	4/5/24	AMZN2-LIB	0	2024	5	INV	P	41.96	050824E	10103	AMZN/PROG SUPPLIES-				
011840	US BANK	4/6/24	AMZN-LIB	0	2024	5	INV	P	17.49	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	4/7/24	AMZN2-LIB	0	2024	5	INV	P	251.67	050824E	10103	AMZN/VARIOUS TITLES				
011840	US BANK	4/8/24	AMZN3-LIB	0	2024	5	INV	P	61.36	050824E	10103	AMZN/GARDEN SEEDS-L				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
							2,899.89				
ACCOUNT TOTAL							2,899.89				
15810000 54330				TRAINING EXPENSES							
011840 US BANK	4/11/24	WALMART-LIB	0	2024 5	INV	P	209.76	050824E	10103	WALMART/PROG SUPPLI	
ACCOUNT TOTAL							209.76				
15810000 54521				TECHNOLOGY/SOFTWARE							
011840 US BANK	3/16/24	SPOTIFY-LIB	0	2024 5	INV	P	15.74	050824E	10103	SPOTIFY/CONTRACT SE	
011840 US BANK	3/23/24	ADOBE-LIB	0	2024 5	INV	P	19.99	050824E	10103	ADOBE/LICENSING-LIB	
							35.73				
ACCOUNT TOTAL							35.73				
15810000 55090				PROGRAMS-JUVENILE							
011840 US BANK	3/15/24	AMZN1-LIB	0	2024 5	INV	P	62.97	050824E	10103	AMZN/JUV PROG SUPPL	
011840 US BANK	3/16/24	PICNSAV-LIB	0	2024 5	INV	P	83.68	050824E	10103	PICNSAV/JUV PROG SU	
							146.65				
ACCOUNT TOTAL							146.65				
15810000 55095				PROGRAMS-YOUNG ADULT							
011840 US BANK	3/26/24	AMZN3-LIB	0	2024 5	INV	P	9.99	050824E	10103	AMZN/YAD PROG SUPPL	
011840 US BANK	3/26/24	AMZN5-LIB	0	2024 5	INV	P	7.69	050824E	10103	AMZN/YAD PROG SUPPL	
011840 US BANK	4/2/24	AMZN-LIB	0	2024 5	INV	P	41.60	050824E	10103	AMZN/YAD PROG SUPPL	
							59.28				
ACCOUNT TOTAL							59.28				
15810000 55100				PROGRAMS-ADULT							
011840 US BANK	3/17/24	AMZN2-LIB	0	2024 5	INV	P	45.97	050824E	10103	AMZN/ADLT PROG SUPP	
011840 US BANK	3/17/24	AMZN3-LIB	0	2024 5	INV	P	83.01	050824E	10103	AMZN/ADLT PROG SUPP	
011840 US BANK	3/27/24	HOMEDEPOT-LIB	0	2024 5	INV	P	48.92	050824E	10103	HOMEDEPOT/PLANT SWA	
011840 US BANK	4/3/24	TARGET-LIB	0	2024 5	INV	P	29.91	050824E	10103	TARGET/ADLT PROG SU	
011840 US BANK	4/5/24	1848COFFEE-	0	2024 5	INV	P	39.90	050824E	10103	1848COFFEE/ADLT PRG	
							247.71				
ACCOUNT TOTAL							247.71				
ORG 15810000 TOTAL							4,249.30				
FUND 0010 GENERAL FUND							TOTAL:	4,249.30			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5							
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

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	149,724.96	.00	346,892.04	30.1%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	136,925.72	.00	338,074.28	28.8%
15810000	51010	RETIREMENT	48,068	0	48,068	14,369.46	.00	33,698.54	29.9%
15810000	51020	FICA	73,528	0	73,528	21,643.61	.00	51,884.39	29.4%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	25,603.77	.00	49,996.23	33.9%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	747.77	.00	413.23	64.4%
15810000	51070	LIFE INSURANCE	861	0	861	265.20	.00	595.80	30.8%
15810000	53010	ELECTRICITY	69,000	0	69,000	5,267.51	.00	63,732.49	7.6%
15810000	53020	WATER/SEWER	3,876	0	3,876	907.57	.00	2,968.43	23.4%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	984.71	.00	1,315.29	42.8%
15810000	53050	HEATING FUEL	19,500	0	19,500	2,672.94	.00	16,827.06	13.7%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	8,576.49	.00	46,423.51	15.6%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	23,953.88	.00	45,346.12	34.6%
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	4,470.31	.00	43,529.69	9.3%
15810000	54110	SUPPLIES	37,400	0	37,400	2,163.85	.00	35,236.15	5.8%
15810000	54170	POSTAGE	450	0	450	300.00	.00	150.00	66.7%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	890.05	.00	15,109.95	5.6%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	73,959.29	.00	146,040.71	33.6%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	325.00	.00	175.00	65.0%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	37,767.02	.00	232.98	99.4%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	405.28	.00	794.72	33.8%
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	739.93	.00	460.07	61.7%
TOTAL LIBRARY			1,757,642	0	1,757,642	512,964.63	.00	1,244,677.37	29.2%
TOTAL EXPENSES			1,757,642	0	1,757,642	512,964.63	.00	1,244,677.37	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	512,964.63	.00	1,244,677.37	29.2%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

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	189,385.76	.00	307,231.24	38.1%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	170,549.01	.00	304,450.99	35.9%
15810000	51010	RETIREMENT	48,068	0	48,068	18,116.47	.00	29,951.53	37.7%
15810000	51020	FICA	73,528	0	73,528	27,175.17	.00	46,352.83	37.0%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	33,482.43	.00	42,117.57	44.3%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	971.25	.00	189.75	83.7%
15810000	51070	LIFE INSURANCE	861	0	861	343.36	.00	517.64	39.9%
15810000	53010	ELECTRICITY	69,000	0	69,000	10,340.48	.00	58,659.52	15.0%
15810000	53020	WATER/SEWER	3,876	0	3,876	907.57	.00	2,968.43	23.4%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	984.71	.00	1,315.29	42.8%
15810000	53050	HEATING FUEL	19,500	0	19,500	4,819.57	.00	14,680.43	24.7%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	14,146.55	.00	40,853.45	25.7%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	23,953.88	.00	45,346.12	34.6%
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	5,463.85	.00	42,536.15	11.4%
15810000	54110	SUPPLIES	37,400	0	37,400	2,781.73	.00	34,618.27	7.4%
15810000	54170	POSTAGE	450	0	450	300.00	.00	150.00	66.7%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	1,148.09	.00	14,851.91	7.2%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	89,696.53	.00	130,303.47	40.8%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	421.21	.00	78.79	84.2%
15810000	54330	TRAINING EXPENSE	500	0	500	209.76	.00	290.24	42.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	38,359.00	.00	-359.00	100.9%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	551.93	.00	648.07	46.0%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	359.59	.00	1,440.41	20.0%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	987.64	.00	212.36	82.3%
TOTAL LIBRARY			1,757,642	0	1,757,642	635,455.54	.00	1,122,186.46	36.2%
TOTAL EXPENSES			1,757,642	0	1,757,642	635,455.54	.00	1,122,186.46	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	635,455.54	.00	1,122,186.46	36.2%

** 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				DONATIONS							
331732 CREATIVE BRICK &		720388	0	2024	4	INV	P	195.00	042424	274011	DONOR RECOGNITION B
ACCOUNT TOTAL								195.00			
ORG 22810000 TOTAL								195.00			
FUND 0200 LIBRARY DONATION FUND								TOTAL:		195.00	

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

YEAR/PERIOD: 2024/5 TO 2024/5													
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
22810000				LIBRARY DONATION									
22810000 48040 FOL				DONATIONS									
004997 ADVANCED COMMUNICATI				24-0433	0	2024	5	INV	P	1,250.00	051524	274214 FOL#2324/CONTRACT S	
013273 WISNIEWSKI, JAMES A				2024 LIB SCHOLARSHIP	0	2024	5	INV	P	250.00	051524	274404 FOL#2320/2024 LIBRA	
013330 KLUCK, JAMES E & MAN				2024LIB SCHOLARSHIP	0	2024	5	INV	P	250.00	051524	274321 FOL#2320/2024 LIB S	
277967 SNAVELY CLARK				2024 LIB SCHOLARSHIP	0	2024	5	INV	P	250.00	051524	274377 FOL#2320/2024 LIBRA	
359696 MCKENZIE CATHLEEN				2024 LIB SCHOLARSHIP	0	2024	5	INV	P	250.00	051524	274332 FOL#2320/2024 LIBRA	
381292 MAD SCIENCE				6/25/24PROGRAM	0	2024	5	INV	P	334.00	051524	274331 FOL#2407/6/25/24NB	
393517 HEGEMAN NANCY				4/23/24CROCHET CLUB	0	2024	5	INV	P	178.03	051524	274297 FOL#2345/CROCHET CL	
ACCOUNT TOTAL										2,762.03			
ORG 22810000 TOTAL										2,762.03			
FUND 0200 LIBRARY DONATION FUND										TOTAL:			2,762.03

Report generated: 05/13/2024 09:23
User: 9740thin
Program ID: apinvgl

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5																			
ACCOUNT/VENDOR			INVOICE			PO	YEAR/PR		TYP S		PAYABLES		CHECK	DESCRIPTION					
22810000			LIBRARY DONATION																
22810000 48040 FOL			DONATIONS																
011840 US BANK		3/14/24		1848COFFEE-		0	2024 5		INV P	39.90 050824E		10103	1848 COFFEE/FOL#233						
011840 US BANK		3/14/24		AMZN2-LIB		0	2024 5		INV P	140.41 050824E		10103	AMZN/FOL#2303/PROG						
011840 US BANK		3/15/24		AMZN2-LIB		0	2024 5		INV P	11.39 050824E		10103	AMZN/FOL#2303/PROG						
011840 US BANK		3/15/24		AMZN3-LIB		0	2024 5		INV P	96.58 050824E		10103	AMZN/FOL#2303/PROG						
011840 US BANK		3/16/24		AMZN3-LIB		0	2024 5		INV P	55.74 050824E		10103	AMZN/FOL#2403/PROG						
011840 US BANK		3/19/24		AMZN1-LIB		0	2024 5		INV P	119.97 050824E		10103	AMZN/FOL#2316/PROG						
011840 US BANK		3/2/24		VISTAPRINT-LIB		0	2024 5		INV P	200.00 050824E		10103	VISTAPRINT/FOL#2250						
011840 US BANK		3/22/24		AMZN1-LIB		0	2024 5		INV P	9.49 050824E		10103	AMZN/FOL#2303/PROG						
011840 US BANK		3/22/24		AMZN2-LIB		0	2024 5		INV P	8.99 050824E		10103	AMZN/FOL#2303/PROG						
011840 US BANK		3/24/24		AMZN1-LIB		0	2024 5		INV P	254.49 050824E		10103	AMZN/FOL#2303/PROG						
011840 US BANK		3/27/24		VISTAPRINT-LI		0	2024 5		INV P	239.80 050824E		10103	VISTAPRINT/FOL#2328						
011840 US BANK		4/10/24		AMZN1-LIB		0	2024 5		INV P	50.40 050824E		10103	AMZN/FOL#2403/OFFIC						
011840 US BANK		4/10/24		AMZN3-LIB		0	2024 5		INV P	41.94 050824E		10103	AMZN/FOL#2407/PROG						
011840 US BANK		4/15/24		AMZN-LIB		0	2024 5		INV P	93.24 050824E		10103	AMZN/FOL #2407/PROG						
011840 US BANK		4/5/24		4IMPRINT-LIB		0	2024 5		INV P	229.87 050824E		10103	4IMPRINT/FOL #2328/						
										1,592.21									
ACCOUNT TOTAL										1,592.21									
ORG 22810000 TOTAL										1,592.21									
FUND 0200 LIBRARY DONATION FUND										TOTAL:		1,592.21							

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04									
ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-10,424.31	.00	10,424.31	100.0%
22810000	48040	FOL DONATIONS	0	0	0	6,111.28	.00	-6,111.28	100.0%
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	400.00	.00	-400.00	100.0%
TOTAL LIBRARY			0	0	0	-3,913.03	.00	3,913.03	100.0%
TOTAL REVENUES			0	0	0	-4,313.03	.00	4,313.03	
TOTAL EXPENSES			0	0	0	400.00	.00	-400.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-3,913.03	.00	3,913.03	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05									
ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-10,424.31	.00	10,424.31	100.0%
22810000	48040	FOL DONATIONS	0	0	0	10,465.52	.00	-10,465.52	100.0%
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	400.00	.00	-400.00	100.0%
TOTAL LIBRARY			0	0	0	441.21	.00	-441.21	100.0%
TOTAL REVENUES			0	0	0	41.21	.00	-41.21	
TOTAL EXPENSES			0	0	0	400.00	.00	-400.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	0	0	0	441.21	.00	-441.21	100.0%	
** END OF REPORT - Generated by Thu Van Hintz **								

		YEAR-TO-DATE THROUGH 4/30/24				
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDG	YTD EXPENDI	AVAILABLE B	% USED
15810000	50010	SALARY-FULL TIME	496,617	149,724.96	346,892	30.10
15810000	50020	SALARY-PART TIME	475,000	136,925.72	338,074	28.80
15810000	51010	RETIREMENT	48,068	14,369.46	33,699	29.90
15810000	51020	FICA	73,528	21,643.61	51,884	29.40
15810000	51030	HEALTH INSURANCE	75,600	25,603.77	49,996	33.90
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	747.77	413	64.40
15810000	51070	LIFE INSURANCE	861	265.20	596	30.80
15810000	53010	ELECTRICITY	69,000	5,267.51	63,732	7.60
15810000	53020	WATER/SEWER	3,876	907.57	2,968	23.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	984.71	1,315	42.80
15810000	53050	HEATING FUEL	19,500	2,672.94	16,827	13.70
15810000	54010	R&M BLDGS & GROUNDS	55,000	8,576.49	46,424	15.60
15810000	54030	MAINTENANCE CONTRACT	69,300	23,953.88	45,346	34.60
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	4,470.31	43,530	9.30
15810000	54110	SUPPLIES	37,400	2,163.85	35,236	5.80
15810000	54170	POSTAGE	450	300.00	150	66.70
15810000	54180	HOUSEKEEPING SUPPLY	16,000	890.05	15,110	5.60
15810000	54230	LIBRARY MATERIALS	220,000	73,959.29	146,041	33.60
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	325.00	175	65.00
15810000	54330	TRAINING EXPENSES	500	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	37,767.02	233	99.40
15810000	55090	PROGRAMS-JUVENILE	1,200	405.28	795	33.80
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	300.31	1,500	16.70
15810000	55100	PROGRAMS-ADULT	1,200	739.93	460	61.70
		Grand Total	1,757,642	512,964.63	1,244,677	29.20

MARKETING IMPACT REPORT

APRIL 2024

Monthly data collected with metrics from our marketing efforts.

Socials

Facebook Insight

Followers: 3,873 new since March: 38 (~+1%)
Reach: 11,700
Visits: 2,900
Follows: 39
Published Posts/Reels: 68
Post Engagement: 1,749
Reactions: 401 **Comments:** 26 **Shares:** 24
Popular: 4/10/24, "It's on the house" with Becky and Monica, 6.5K plays!

Instagram Insight

Followers: 1,360
Reach: 17,900
Visits: 305
Follows: 19
Profile Visits: 296
Published Posts/Stories: 41
Popular: 4/10/24, "It's on the house" with Becky and Monica, 6.5K plays!

LibraryMarket Metrics (4/24-4/30 only)

Users: 1,400 **Views:** 5,600
Searches: 1. Home, 2. Calendar 3. LoT Meeting Rooms (93)
Other key searches: Experience Passes (66), Blog (15)
Average Page Engagement: 1m 25s

google	849
bing	63
libraryaware.com	28
yahoo	25
patch.com	16
newberlinwi.gov	11
m.facebook.com	9

Newsletter Between the Stacks

Subscribers: 2,384

CAFE APP Usage

Users: 1003
Added in April: 48
Search Queries: 11,310
Android: 254 **iOS:** 749

A few more numbers...

April Circulation By Patron Code:

Total: 30,220 **YTD:** 120,047

Adults: 24,374

Child: 3451, **Restricted:** 416, **16-17:** 48

Staff: 387! **ORS:** 331

New Cards Issued:

April: 127 **YTD:** 621

New Berlin News Subscribers: 4,770



Outreach or Promotional Events Attended: Discover New Berlin, ORS Presentations (2) at Regency ProhealthCare, New Berlin Senior Center Book Club

Also: New lab television used for rotating program information (KK), electrician set to work on new outlets for other screens and display units.

MARKETING IMPACT REPORT

DEFINITIONS

A few basic definitions to help us understand the metrics

Audience: Our peeps and those we want to be our peeps.

Brand mentions: Brand mentions is a metric that involves tracking how many times your brand is mentioned in posts or comments on social—whether or not you’re tagged. Maybe we can delve into this for brand awareness research in the future? There is also “social listening” along with this to see what other words and content are mentioned alongside the Library’s brand.

Click-through rates (CTR): Click-through rate (CTR) compares the number of times someone clicks on your content to the number of impressions you get (i.e., how many times the ad was viewed). A high CTR means an effective ad.

Followers: The total number of followers of your account. This metric is calculated as the number of follows minus the number of unfollows over the lifetime of your account. This isn’t just a vanity metric, we can decide if we want to dig deeper into this metric to gauge demographics, growth rate, response volume/timing, etc.

Follows: The number of times accounts followed you in the selected time period.

Impressions: At the post level, impressions are how many times a post is displayed to someone. Messaging:

Likes, comments, retweets, reactions: Actions you can take directly on a post, engagements on a granular level.

Meta Business Suite: Insights in the [Meta Business Suite](#) streamline your Facebook and Instagram analytics, organic and paid, into one hub. But you can also view analytics for each of Meta’s platforms individually. Feel free to track one of your posts, stories, reels, etc. on your own and/ or compare FB to Instagram! Play around with this, it’s accessible and fairly easy to use.

Post Engagement: The number of likes or reactions, saves, comments, shares and replies on your content, including ads. Content can include formats such as posts, stories, reels, videos and more.

Published Posts/Reels/Stories: How much content you’ve posted

Reach: This metric counts reach from the organic or paid distribution of your content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution.

Shares: Content people are willing to share with others. This is valuable and we can track this!

Users: The total number of active users.

Views: The number of pageviews on a website and screenviews on an app in the selected date range.

Visits: The number of times your Page or profile was visited.

Website traffic: All the goodies collected for us for the website by Google Analytics. We can also deep dive here for very specific audience behavior and specific times of higher volume of activity.

<https://sproutsocial.com/insights/social-media-metrics/> helped me with these and is a good resource for more information!



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: New Berlin Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 14, 2024

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2024.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 304,738
- PLUS lending to other library community's residents: 29,918
- DIVIDED by total circulation by your residents at all county libraries: 352,992

Your library's LSER is shown in Table 1 below.

Table 1.

New Berlin's Library Service Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
95%	94.81%	No

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "Yes" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "No" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2023 state annual report and indicate whether your library will meet its minimum requirements in 2024.

Please circle "Yes" or "No" in the last column in Table 2. **(Completing this table is required if LSER = "NO" in step 1.)**

Table 2.

Library	New Berlin		2022 Municipal Population	40,426
Category	Minimum to Exempt	Library Actuals from 2023 annual report	Met Minimum during 2023?	Will Meet Minimum in 2024? (Circle one)
Materials Expenditures/Capita	\$5.36/capita	\$6.77/capita	Yes	Yes No
Number Hours Open/Week	60	67	Yes	Yes No
Budgeted Staff in FTE	17.94	19.50	Yes	Yes No
Collection Size	127,000	146,449	Yes	Yes No
Public Computers/Internet Access Devices	21	22	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for New Berlin Public Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2024 (circle one)	
Library board member orientations are provided	Yes	No
Library website includes key board/staff contact & meeting information	Yes	No
Library board conducts director performance evaluation	Yes	No
Library budgets for professional development	Yes	No
Library has active strategic plan	Yes	No
Library has a current circulation policy	Yes	No
Library has a current collection management policy	Yes	No
Library has a current computer/internet policy	Yes	No
Library has a current meeting room use policy (if meeting room available)	Yes	No
Library has a current public behavior (rules of conduct) policy	Yes	No
Library has a current personnel policy	Yes	No

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2024.

Name of Library	New Berlin Public Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2024**.

Calculation of *Minimum to Exempt* Standards

The data used in the calculation of each of the Waukesha County numeric *Minimum to Exempt* Standards is included below.

Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of library annual report
- Database charges
- Flipster charges
- Overdrive Advantage charges
- Gale Courses charges
- Total expenditures in above categories are divided by the community's municipal population

Number of Hours Open per Week

- Average hours open per week during the school year (38 weeks), as reported in annual report

Budgeted Staff in FTE

- Amount entered in section X. Staff, 2c (Total Library Staff FTE) of library annual report

Collection Size

- Amounts entered in section II. Library Collection of library annual report
 - 1a. Books in Print
 - 3a. Audio Materials
 - 5a. Video Material
 - 7a. Other Materials Owned

Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 6b. (Number of Public Use Computers with Internet Access) of library annual report

Wireless Access

- For many years all libraries have reported wireless access is available. Unless a library reports otherwise, the assumption will be that this is continued from year to year.



MEETING ROOM POLICY and PROCEDURES FOR APPLICATION

The primary purpose of the meeting rooms is to enable the library to extend its own programs to the New Berlin community. As a further service, the library offers the use of its meeting rooms, when available, to qualifying groups. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events.

Meeting room use requires an application, which will be reviewed and approved by the Library Office Coordinator and may require approval from the Library Director. Meetings may be scheduled only during the hours the Library is open. Groups may reserve the meeting room(s) **a maximum of 12 times within a calendar year**, with an option for six additional reservations, based on availability. Applications are considered on a first-come, first-served basis and no group shall have exclusive rights to library facilities.

To reserve a room, an online application must be submitted a **minimum of 5 business days** (Monday-Friday) prior to the meeting date to allow sufficient time for review and processing. Application is available on the Library's website: newberlinlibrary.org

The New Berlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users. Informational flyers, advertisements, or any other publications issued by the group must explicitly state: **"The New Berlin Public Library and its Board of Trustees do not endorse or sponsor this event."**

Use of facilities must be in compliance with Library policies and all Federal, State and local laws; ADA, safety standards, and building-code requirements. To meet eligibility, the library, at its discretion, may require groups to provide proof of insurance, residency and/or tax exemption.

Prohibited Uses

- All users of library facilities are prohibited from engaging in activities on library property which would be in violation of Federal, State, County or City statutes, rules or ordinances. This would include but not be limited to promoting or engaging in seditious activities.
- Commercial or money-making activities, with the exception of approved Library programs. The use of the meeting rooms shall not result in financial gain to the room user or organization. Admission charges, merchandise sales, or the solicitation of donations are not allowed.
- Activities involving the promotions, advertising, or sale of services, programs, or products.
- The collection or compilation of mailing or contact lists for any type of future solicitation.
- Activities that would interfere with other library functions.
- Animals, except those designated as service animals by ADA, are not permitted in the Library. Service animals do not include emotional support animals. Programs sponsored by the Bridges Library System are exempt.

In the event a question is raised as to the objectives and activities of any organization requesting the use of the Library spaces, the Library Board of Trustees, at their next regularly scheduled meeting, shall be the final authority in granting or refusing permission for the use of the room.

Step 1: Do you qualify?

Eligible Groups:

- ☐ **Waukesha County, non-profit:** Individuals, organizations, clubs, or groups must be based in Waukesha County. No fees required **for room use.**
- ☐ **Waukesha County, for-profit:** Individuals, organizations (including condo associations) or businesses based in Waukesha County. Meetings are held for internal conferences, staff training, or evaluation sessions. *(These meetings are closed to the public and/or potential customers.* **Fees:** Community Room, \$50; Other rooms, \$25.
- ☐ **Outside Waukesha County, non-profit:** Individuals, organizations, clubs, or groups based outside Waukesha County who serve Waukesha County residents. No fees required for room use.
- ☐ **New Berlin Residents:** Residents of New Berlin may hold social functions that follow the guidelines of this policy. These functions may take place during the Library's operating hours and are limited to a maximum of three hours, to include room

Step 2: Application

All applications must be completed in full and submitted by the authorized adult representative of the group who will also be attending the meeting. Applicant accepts responsibility for the conduct of the meeting and for any damages incurred.

Step 3: Fee Payment (if applicable)

The Library accepts cash or check made out to: *New Berlin Public Library*. Room and Equipment payment must be made within 5 business days of submitting an application. If the application is not approved, payment will be returned. If a meeting is cancelled, the fee will be refunded only if cancellation is made at least 2 weeks prior to the scheduled event.

Equipment & Cleaning Fees: Should groups require the use of projection equipment, microphones or cables in the meeting space(s), there is a \$10 service fee. Non-Profit applicants are exempt from this fee.

Items may not be hung on or posted to windows, walls or doors. We ask that trash and recyclables be taken to the Library's outdoor garbage area to the rear of the building and that users vacuum the floor as necessary. Any spills should be reported immediately to the front desk. Should there be any additional cleaning required after a meeting by our custodial staff, a cleaning fee shall be assessed to the applicant holder.

Step 4: Approval

Once the application status has been determined, the applicant will be contacted by email unless otherwise noted. This is generally done within 5 business days by the Library Office Coordinator.

Step 5: General information for Room Use

- The [Library's Code of Conduct](#) is enforced for all meeting room users and visitors. The Library retains the right to attend all meetings, programs and events conducted on the premises.
- Upon arrival and again at completion of your meeting, check-in or check-out at the following locations: **Community and Heritage Room use** – Front Circulation Desk
Marion Onesti Board Room use – Adult Services Reference Desk
- Your meeting must start and end at the times requested on your application. **All meetings must end, with the room reset at least 15 minutes prior to the library closing time. Additional fee of \$50 will be charged, if the room isn't vacated on time.**
- Chairs and tables must be cleaned and returned to the standard configuration. Food and non-alcoholic beverages are allowed in meeting rooms.
- If a projector or microphone has been requested on your application, a set-up time to test equipment must be arranged with the Library Office Coordinator by calling 262-754-1816 or by emailing roomreservations@newberlinlibrary.org at least one week prior to the meeting date. **There is no technical support available during your meeting.**
- Two cancellations or failure to keep meeting reservations may result in denial of use for future meetings.
- Any group or individual who is refused permission to use the meeting room(s) or who has other objections may appeal to the Library Board of Trustees by filing out the Meeting Room Appeal form and submitting it to the Library Director. The Library Board will hear the appeal at its next regularly scheduled meeting.

We do hereby waive any claim demand action or cause of action which we may have against the City of New Berlin and the New Berlin Public Library arising from the use of meeting space within the library, including but not limited to claims for personal injury or property damage. We do hereby further agree to indemnify and hold harmless the City of New Berlin and the New Berlin Public Library its officers, employees and assigns (the Parties Released) as and against any and all claims, demands, actions, expenses, costs or causes of action including actual attorney fees arising from our use of the New Berlin public library. This indemnification shall include but not be limited to claims for personal injury or property damage by the participants in our use of New Berlin Public Library facilities. The aforesaid indemnity shall not extend to actions caused solely by the gross negligence or intentional conduct of the Parties Released.