



Library Board MEETING AGENDA

June 17, 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 - May 20, 2024
 - B. Next meeting date: July 15, 2024
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director Reports and Award
8. **OLD BUSINESS**
 - A. Library Director Evaluation-Closed Session
 - B. Nominating Committee and Election of Officers
9. **NEW BUSINESS**
 - A. Trustee Essentials- [Chapter 8 \(Page 59\)](#)
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
May 20, 2024, 6:00 P.M.
New Berlin Public Library
Heritage Room

The meeting was called to order by President Marek at 6:00 P.M.

Attendance:

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

Members Absent and Excused: Jill Kawala

Staff Members Present: Natalie Beacom

Friends of the Library:

The Friends did not submit a report.

Consent Agenda Items:

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

- A. Minutes from April 15, 2024 (The spelling of Trustee Kroupa's name needs to be corrected.)
- B. Next meeting date: Monday, June 17, 2024
- C. Bills and Invoices through May 15, 2024 (It was noted that the delivery of the utility bills is lagging.)
- D. Library Activity Reports

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

Administrative Reports:

President's Report: President Marek's report was shared during the closed session.

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

Director Beacom shared the first Marketing Impact Report with the board. The report will be presented monthly to help the board and staff measure the impact of the library's strategic plan.

The staff attended several outreach events including Safety Saturday where they served as coordinators of Touch-a-Truck. Passports were provided so attendees could track their activities. It was one of the most popular Safety Saturdays with over 1,000 participants. The staff has also been making visits to the community's schools to promote summer reading activities, and attended several events sponsored by Discover

New Berlin, ORS Presentations, Regency ProhealthCare, and the New Berlin Senior Center Book Club.

OLD BUSINESS:

- A. *Memorandum of Understanding Update:* Director Beacom discussed the creation of a Memorandum of Understanding specific to Doxa Christian Academy with the City Attorney and the Director of Bridges. After some reflection, it was proposed that library might better serve the public interest by being available to all organizations in the event of an emergency. Director Beacom will discuss the development of such a policy with Attorney Mark Blum and report to the board.
- B. *Director Evaluation Process:* Motion by Trustee Kroupa, seconded by Trustee Garrigues, to adjourn into closed session pursuant to Section 19.85(1)(c)(e), and (f) of the Wisconsin Statutes to consider the Director's Annual Evaluation. The motion was passed on a vote of 7-0. The meeting was adjourned in to closed session at 6:20 P.M. President Marek returned the meeting to order at 6:50 P.M.

NEW BUSINESS:

- A. *2024 Library Standards:* The board reviewed the library standards approved by the Waukesha County Board in 2022. Residents of municipalities in Waukesha County who meet or exceed the standards may be exempt from the county's library levy. At the present time, the New Berlin Public Library meets or exceeds the standards. However, concerns were discussed about the budgetary impact of patrons transitioning from physical media, which are a part of the library's permanent collection, to streaming services such as Hoopla. To control cost, the Bridges System is considering limiting Hoopla circulation from 4 to 2 check-outs per month. The idea of a "premium" library card was discussed. Director Beacom will continue to provide updates to the board.
- B. *Meeting Room Policy Revision:* Trustee Jung, seconded by Trustee Bock, moved that the following be added to the Meeting Room Policy and Procedures for Application. The motion passed on a vote of 7-0.

"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."

- C. *Nominating Committee for 2025 Officers:* The following board members will serve on the Nominating Committee: Ruth Bock, Dolores Greenawalt, and Patti Orzel

ANNOUNCEMENTS:

There were no announcements.

ADJOURN

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

The meeting was adjourned at 7:35 P.M.

Respectfully submitted,
Patti Orzel

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	54010					R&M BLDGS & GROUNDS					
	003228	BATZNER	PEST CONTR	60799273	0	2024 5	INV	P	131.89	052924	274458 PESTCNTRL-LIB MAY20
	003228	BATZNER	PEST CONTR	60799274	0	2024 5	INV	P	364.21	052924	274458 STINGING INSECTS MA
									496.10		
	016919	SOUTHPORT	ENGINEERED	W60305	0	2024 5	INV	P	279.00	052924	274566 CHILLER/SERV CALL-L
	016919	SOUTHPORT	ENGINEERED	W60306	0	2024 5	INV	P	754.00	052924	274566 CHILLER RPAIRS-LIB
	016919	SOUTHPORT	ENGINEERED	W60327	0	2024 5	INV	P	579.00	052924	274566 SERV CALL CHILLER-L
									1,612.00		
	380601	FP SOLUTIONS, LLC		26962	0	2024 5	INV	P	225.00	052924	274486 FIRE SPRINKLER INSP
									ACCOUNT TOTAL		2,333.10
15810000	54030					MAINTENANCE CONTRACT					
	014113	K-12	TECHNOLOGY GROU	95052	0	2024 5	INV	P	1,960.72	052924	274514 SIMPLIFY IT/CONTRAC
	014113	K-12	TECHNOLOGY GROU	95053	0	2024 5	INV	P	467.32	052924	274514 CROWDSTRIKE AGREEME
									2,428.04		
									ACCOUNT TOTAL		2,428.04
15810000	54080					LEASES EQUIPMENT					
	362301	GREAT AMERICA	FINANC	36588343	0	2024 5	INV	P	1,256.29	052924	274496 COPIER LEASE/USAGE-
									ACCOUNT TOTAL		1,256.29
15810000	54110					SUPPLIES					
	020058	ODP BUSINESS		365614442001	0	2024 5	INV	P	161.91	052924	274537 OFFICE SUPPLIES-LIB
									ACCOUNT TOTAL		161.91
15810000	54230					LIBRARY MATERIALS					
	001613	GALE	CENGAGE	LEARNIN 84266225	0	2024 5	INV	P	27.74	052924	274489 VARIOUS TITLES-LIB
	001613	GALE	CENGAGE	LEARNIN 84266906	0	2024 5	INV	P	200.18	052924	274489 VARIOUS TITLES-LIB
	001613	GALE	CENGAGE	LEARNIN 84272966	0	2024 5	INV	P	89.22	052924	274489 VARIOUS TITLES-LIB
	001613	GALE	CENGAGE	LEARNIN 84273268	0	2024 5	INV	P	89.97	052924	274489 VARIOUS TITLES-LIB
	001613	GALE	CENGAGE	LEARNIN 84283952	0	2024 5	INV	P	53.98	052924	274489 VARIOUS TITLES-LIB
	001613	GALE	CENGAGE	LEARNIN 84284990	0	2024 5	INV	P	78.72	052924	274489 VARIOUS TITLES-LIB
									539.81		
	006199	BAKER & TAYLOR	BOOKS	2038244985	0	2024 5	INV	P	56.39	052924	274457 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2038248460	0	2024 5	INV	P	116.53	052924	274457 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2038253074	0	2024 5	INV	P	141.73	052924	274457 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2038260011	0	2024 5	INV	P	224.71	052924	274457 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2038261233	0	2024 5	INV	P	215.60	052924	274457 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2038268136	0	2024 5	INV	P	346.90	052924	274457 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR	BOOKS	2038286194	0	2024 5	INV	P	33.23	052924	274457 VARIOUS TITLES-LIB

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	H68853540	0	2024	5	INV	P	13.50	052924	274457	VARIOUS TITLES-LIB
								1,148.59			
020058	ODP BUSINESS	365614442001	0	2024	5	INV	P	109.50	052924	274537	OFFICE SUPPLIES-LIB
321672	HOOPLA	505412316	0	2024	5	INV	P	1,760.78	052924	274502	DIGITAL MEDIA-LIB A
350982	T-MOBILE	970673785 MAY2024	0	2024	5	INV	P	589.69	052924	274574	CONTRACT SERV/INTER
361291	MIDWEST TAPE	505424799	0	2024	5	INV	P	59.97	052924	274528	VARIOUS TITLES-LIB
392979	CENTER POINT	2092219	0	2024	5	INV	P	431.46	052924	274467	VARIOUS TITLES-LIB
ACCOUNT TOTAL								4,639.80			
ORG 15810000 TOTAL								10,819.14			
FUND 0010 GENERAL FUND				TOTAL:				10,819.14			

** 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	208,697.77	.00	287,919.23	42.0%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	186,559.20	.00	288,440.80	39.3%
15810000	51010	RETIREMENT	48,068	0	48,068	19,955.27	.00	28,112.73	41.5%
15810000	51020	FICA	73,528	0	73,528	29,842.37	.00	43,685.63	40.6%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	37,421.76	.00	38,178.24	49.5%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,082.99	.00	78.01	93.3%
15810000	51070	LIFE INSURANCE	861	0	861	382.44	.00	478.56	44.4%
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	16,479.65	.00	38,520.35	30.0%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	26,381.92	.00	42,918.08	38.1%
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	6,720.14	.00	41,279.86	14.0%
15810000	54110	SUPPLIES	37,400	0	37,400	2,943.64	.00	34,456.36	7.9%
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	94,336.33	.00	125,663.67	42.9%
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	690,193.03	.00	1,067,448.97	39.3%
TOTAL EXPENSES			1,757,642	0	1,757,642	690,193.03	.00	1,067,448.97	

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	690,193.03	.00	1,067,448.97	39.3%	
** 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
22810000			LIBRARY DONATION										
22810000 48040 FOL			DONATIONS										
349119 WONGTAM STEPHANIE			6/20/24	MAHJONG NITE	0	2024	5	INV	P	100.00	052924	274592	FOL#2413-6/20/24MAH
ACCOUNT TOTAL										100.00			
ORG 22810000 TOTAL										100.00			
FUND 0200 LIBRARY DONATION FUND										TOTAL:		100.00	

** 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	10,565.52	.00		-10,565.52	100.0%
22810000	55100 FOL PROGRAMS-ADUL	0	0	0	400.00	.00		-400.00	100.0%
TOTAL LIBRARY		0	0	0	541.21	.00		-541.21	100.0%
TOTAL REVENUES		0	0	0	141.21	.00		-141.21	
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	541.21	.00	-541.21	100.0%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
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	-9,403.51	.00	-20,096.49	31.9%	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-3,137.96	.00	-4,362.04	41.8%	
01010400 44112 LIBRARY-OTHER SY	-26,000	0	-26,000	-21,164.72	.00	-4,835.28	81.4%	
TOTAL UNDESIGNATED	-63,000	0	-63,000	-33,706.19	.00	-29,293.81	53.5%	
TOTAL REVENUES	-63,000	0	-63,000	-33,706.19	.00	-29,293.81		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-63,000	0	-63,000	-33,706.19	.00	-29,293.81	53.5%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE THROUGH MAY 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	496,617	208,697.77	287,919	42.00
15810000	50020	SALARY-PART TIME	475,000	186,559.20	288,441	39.30
15810000	51010	RETIREMENT	48,068	19,955.27	28,113	41.50
15810000	51020	FICA	73,528	29,842.37	43,686	40.60
15810000	51030	HEALTH INSURANCE	75,600	37,421.76	38,178	49.50
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,082.99	78	93.30
15810000	51070	LIFE INSURANCE	861	382.44	479	44.40
15810000	53010	ELECTRICITY	69,000	10,340.48	58,660	15.00
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	4,819.57	14,680	24.70
15810000	54010	R&M BLDGS & GROUNDS	55,000	16,479.65	38,520	30.00
15810000	54030	MAINTENANCE CONTRACT	69,300	26,381.92	42,918	38.10
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	6,720.14	41,280	14.00
15810000	54110	SUPPLIES	37,400	2,943.64	34,456	7.90
15810000	54170	POSTAGE	450	300.00	150	66.70
15810000	54180	HOUSEKEEPING SUPPLY	16,000	1,148.09	14,852	7.20
15810000	54230	LIBRARY MATERIALS	220,000	94,336.33	125,664	42.90
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	209.76	290	42.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	38,359.00	-359	100.90
15810000	55090	PROGRAMS-JUVENILE	1,200	551.93	648	46.00
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	359.59	1,440	20.00
15810000	55100	PROGRAMS-ADULT	1,200	987.64	212	82.30
		Grand Total	1,757,642	690,193.03	1,067,449	39.30

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6													
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION			
22810000		LIBRARY DONATION											
22810000 48040 FOL		DONATIONS											
011840	US BANK	4/16/24	SPOTIFY-LIB	0	2024	6	INV	P	15.74	060824E	10105	FOL#2404/SPOTIFY-LI	
011840	US BANK	4/17/24	TARGET-LIB	0	2024	6	INV	P	18.25	060824E	10105	FOL#2336/TARGET/ PR	
011840	US BANK	4/24/24	AMZN1-LIB	0	2024	6	INV	P	5.95	060824E	10105	FOL#2410/AMZN/DRY E	
011840	US BANK	4/24/24	AMZN2-LIB	0	2024	6	INV	P	78.97	060824E	10105	FOL#2410/AMZN/PROG	
011840	US BANK	4/24/24	AMZN3-LIB	0	2024	6	INV	P	15.99	060824E	10105	FOL#2410/TABLECLOTH	
011840	US BANK	4/25/24	AMZN2-LIB	0	2024	6	INV	P	18.99	060824E	10105	FOL#2410/AMZN/PONY	
011840	US BANK	4/25/24	AMZN3-LIB	0	2024	6	INV	P	48.93	060824E	10105	FOL#2410/AMZN/PROG	
011840	US BANK	4/25/24	AMZN4-LIB	0	2024	6	INV	P	59.93	060824E	10105	FOL#2410/AMZN/CRAFT	
011840	US BANK	4/25/24	AMZN5-LIB	0	2024	6	INV	P	15.95	060824E	10105	FOL#2410/AMZN/JEWEL	
011840	US BANK	4/26/24	AMZN1-LIB	0	2024	6	INV	P	3.58	060824E	10105	FOL#2410/AMZN/BAKIN	
011840	US BANK	4/27/24	AMZN-LIB	0	2024	6	INV	P	53.82	060824E	10105	FOL#2410/AMZN/PROG	
011840	US BANK	4/28/24	AMZN2-LIB	0	2024	6	INV	P	75.68	060824E	10105	FOL#2410/AMZN/PROG	
011840	US BANK	4/29/24	AMZN1-LIB	0	2024	6	INV	P	42.89	060824E	10105	FOL#2410/AMZN/STICK	
011840	US BANK	4/30/24	AMZN6-LIB	0	2024	6	INV	P	20.00	060824E	10105	FOL#2410/AMZN/SAFE-	
011840	US BANK	5/10/24	AMZN1-LIB	0	2024	6	INV	P	54.84	060824E	10105	FOL#2407/AMZN/BRACE	
011840	US BANK	5/10/24	AMZN2-LIB	0	2024	6	INV	P	19.99	060824E	10105	FOL#2326/AMZN/HOGWA	
011840	US BANK	5/3/24	AMZN6-LIB	0	2024	6	INV	P	33.70	060824E	10105	FOL#2407/AMZN/PROG	
011840	US BANK	5/3/24	AMZN8-LIB	0	2024	6	INV	P	13.98	060824E	10105	FOL#2336/AMZN/SPICE	
011840	US BANK	5/8/24	AMZN1-LIB	0	2024	6	INV	P	40.12	060824E	10105	FOL#2407/AMZN/PROG	
011840	US BANK	5/8/24	AMZN2-LIB	0	2024	6	INV	P	50.95	060824E	10105	FOL#2326/AMZN/PROG	
								688.25					
ACCOUNT TOTAL								688.25					
ORG 22810000 TOTAL								688.25					
FUND 0200 LIBRARY DONATION FUND								TOTAL:	688.25				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
22810000		LIBRARY DONATION							
22810000 48040 FOL		DONATIONS							
011840	US BANK	4/16/24	SPOTIFY-LIB	0	2024	6 INV P	15.74 060824E	10105	FOL#2404/SPOTIFY-LI
011840	US BANK	4/17/24	TARGET-LIB	0	2024	6 INV P	18.25 060824E	10105	FOL#2336/TARGET/ PR
011840	US BANK	4/24/24	AMZN1-LIB	0	2024	6 INV P	5.95 060824E	10105	FOL#2410/AMZN/DRY E
011840	US BANK	4/24/24	AMZN2-LIB	0	2024	6 INV P	78.97 060824E	10105	FOL#2410/AMZN/PROG
011840	US BANK	4/24/24	AMZN3-LIB	0	2024	6 INV P	15.99 060824E	10105	FOL#2410/TABLECLOTH
011840	US BANK	4/25/24	AMZN2-LIB	0	2024	6 INV P	18.99 060824E	10105	FOL#2410/AMZN/PONY
011840	US BANK	4/25/24	AMZN3-LIB	0	2024	6 INV P	48.93 060824E	10105	FOL#2410/AMZN/PROG
011840	US BANK	4/25/24	AMZN4-LIB	0	2024	6 INV P	59.93 060824E	10105	FOL#2410/AMZN/CRAFT
011840	US BANK	4/25/24	AMZN5-LIB	0	2024	6 INV P	15.95 060824E	10105	FOL#2410/AMZN/JEWEL
011840	US BANK	4/26/24	AMZN1-LIB	0	2024	6 INV P	3.58 060824E	10105	FOL#2410/AMZN/BAKIN
011840	US BANK	4/27/24	AMZN-LIB	0	2024	6 INV P	53.82 060824E	10105	FOL#2410/AMZN/PROG
011840	US BANK	4/28/24	AMZN2-LIB	0	2024	6 INV P	75.68 060824E	10105	FOL#2410/AMZN/PROG
011840	US BANK	4/29/24	AMZN1-LIB	0	2024	6 INV P	42.89 060824E	10105	FOL#2410/AMZN/STICK
011840	US BANK	4/30/24	AMZN6-LIB	0	2024	6 INV P	20.00 060824E	10105	FOL#2410/AMZN/SAFE-
011840	US BANK	5/10/24	AMZN1-LIB	0	2024	6 INV P	54.84 060824E	10105	FOL#2407/AMZN/BRACE
011840	US BANK	5/10/24	AMZN2-LIB	0	2024	6 INV P	19.99 060824E	10105	FOL#2326/AMZN/HOGWA
011840	US BANK	5/3/24	AMZN6-LIB	0	2024	6 INV P	33.70 060824E	10105	FOL#2407/AMZN/PROG
011840	US BANK	5/3/24	AMZN8-LIB	0	2024	6 INV P	13.98 060824E	10105	FOL#2336/AMZN/SPICE
011840	US BANK	5/8/24	AMZN1-LIB	0	2024	6 INV P	40.12 060824E	10105	FOL#2407/AMZN/PROG
011840	US BANK	5/8/24	AMZN2-LIB	0	2024	6 INV P	50.95 060824E	10105	FOL#2326/AMZN/PROG
							688.25		
ACCOUNT TOTAL							688.25		
ORG 22810000 TOTAL							688.25		
FUND 0200 LIBRARY DONATION FUND							TOTAL:	688.25	

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-10,803.42	.00	10,803.42	100.0%
22810000	48040	FOL DONATIONS	0	0	0	-12,087.77	.00	12,087.77	100.0%
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	400.00	.00	-400.00	100.0%
TOTAL LIBRARY			0	0	0	-22,491.19	.00	22,491.19	100.0%
TOTAL REVENUES			0	0	0	-22,891.19	.00	22,891.19	
TOTAL EXPENSES			0	0	0	400.00	.00	-400.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-22,491.19	.00	22,491.19	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010					R&M BLDGS & GROUNDS					
359157	OTIS ELEVATOR COMPAN	100401552088	0		2024	6	INV	P	217.04	061224	274600 MAINT. CONTRACT/ELE
				ACCOUNT TOTAL					217.04		
15810000	54030					MAINTENANCE CONTRACT					
014113	K-12 TECHNOLOGY GROU	95158	0		2024	6	INV	P	1,960.72	061224	274663 SIMPLIFY IT-LIB JU
				ACCOUNT TOTAL					1,960.72		
15810000	54080					LEASES EQUIPMENT					
020123	FORWARD TS, LTD	AR228092	0		2024	6	INV	P	404.97	061224	274643 COPIER LEASE-LIB 5/
				ACCOUNT TOTAL					404.97		
15810000	54170					POSTAGE					
348554	PURCHASE POWER	5/30/24POSTAGE-LIB	0		2024	6	INV	P	100.00	061224	274694 80009000111110198-L
				ACCOUNT TOTAL					100.00		
15810000	54180					HOUSEKEEPING SUPPLY					
026400	ITU ABSORB TECH	8338021	0		2024	6	INV	P	121.69	061224	274658 MATS-LIB MAY2024
				ACCOUNT TOTAL					121.69		
15810000	54230					LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	84359297	0		2024	6	INV	P	54.73	061224	274644 VARIOUST TITLES-LIB
001613	GALE CENGAGE LEARNIN	84395343	0		2024	6	INV	P	72.75	061224	274644 VARIOUS TITLES-LIB
									127.48		
006199	BAKER & TAYLOR BOOKS	2038272958	0		2024	6	INV	P	1,192.85	061224	274622 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038275991	0		2024	6	INV	P	88.27	061224	274622 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038282418	0		2024	6	INV	P	1,391.04	061224	274622 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038293200	0		2024	6	INV	P	303.96	061224	274622 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038293896	0		2024	6	INV	P	265.75	061224	274622 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038294166	0		2024	6	INV	P	174.68	061224	274622 VARIOUS TITLES-LIB
									3,416.55		
015987	MILWAUKEE JOURNAL SE	MJ0094437	2024-2025	0	2024	6	INV	P	2,516.46	061224	274675 SUBSCRIPT-LIB 8/1/2
224529	BLACKSTONE PUBLISHIN	2088314	0		2024	6	INV	P	86.84	061224	274596 VARIOUS TITLES-LIB
224529	BLACKSTONE PUBLISHIN	2142731	0		2024	6	INV	P	150.90	061224	274596 VARIOUS TITLES-LIB
									237.74		
316458	BOTTOM LINE PERSONAL	82040300068	2024	0	2024	6	INV	P	39.00	061224	274626 SUBSCRIPTION-LIB 20
321672	HOOPLA	505560792	0		2024	6	INV	P	1,284.35	061224	274655 DIGITAL MEDIA-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6															
ACCOUNT/VENDOR				INVOICE		PO	YEAR/PR		TYP	S	PAYABLES		CHECK	DESCRIPTION	
361291	MIDWEST	TAPE		505467734		0	2024	6	INV	P	68.06	061224	274674	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		505497622		0	2024	6	INV	P	605.26	061224	274674	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		505539722		0	2024	6	INV	P	429.59	061224	274674	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		505539724		0	2024	6	INV	P	51.73	061224	274674	VARIOUS TITLES-LIB	
361291	MIDWEST	TAPE		505545759		0	2024	6	INV	P	421.66	061224	274674	VARIOUS TITLES-LIB	
											1,576.30				
ACCOUNT TOTAL											9,197.88				
15810000	54521														
014113	K-12	TECHNOLOGY	GROU	95154		0	2024	6	INV	P	100.00	061224	274663	PRINTER SET UP-LIB	
ACCOUNT TOTAL											100.00				
ORG 15810000 TOTAL											12,102.30				
FUND 0010 GENERAL FUND											TOTAL:	12,102.30			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

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	229,367.61	.00	267,249.39	46.2%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	201,667.32	.00	273,332.68	42.5%
15810000	51010	RETIREMENT	48,068	0	48,068	21,801.10	.00	26,266.90	45.4%
15810000	51020	FICA	73,528	0	73,528	32,529.31	.00	40,998.69	44.2%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	41,361.09	.00	34,238.91	54.7%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,194.73	.00	-33.73	102.9%
15810000	51070	LIFE INSURANCE	861	0	861	421.52	.00	439.48	49.0%
15810000	53010	ELECTRICITY	69,000	0	69,000	15,965.61	.00	53,034.39	23.1%
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	6,499.74	.00	13,000.26	33.3%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	16,696.69	.00	38,303.31	30.4%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	28,342.64	.00	40,957.36	40.9%
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	7,125.11	.00	40,874.89	14.8%
15810000	54110	SUPPLIES	37,400	0	37,400	2,943.64	.00	34,456.36	7.9%
15810000	54170	POSTAGE	450	0	450	400.00	.00	50.00	88.9%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	1,269.78	.00	14,730.22	7.9%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	103,534.21	.00	116,465.79	47.1%
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	38,459.00	.00	-459.00	101.2%
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	754,001.51	.00	1,003,640.49	42.9%
TOTAL EXPENSES			1,757,642	0	1,757,642	754,001.51	.00	1,003,640.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	754,001.51	.00	1,003,640.49	42.9%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6													
ACCOUNT/VENDOR			INVOICE		PO	YEAR/PR		TYP	S	PAYABLES		CHECK	DESCRIPTION
22810000			LIBRARY DONATION										
22810000 48040 FOL			DONATIONS										
393517 HEGEMAN NANCY			5/24/24	CROCHET CLUB	0	2024	6	INV	P	29.69	061224	274652	FOL#2345/5/24/24CRO
ACCOUNT TOTAL										29.69			
ORG 22810000 TOTAL										29.69			
FUND 0200 LIBRARY DONATION FUND										TOTAL:		29.69	

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



Mayor David A. Ament

3805 South Casper Drive • New Berlin, Wisconsin 53151-0921 • (262) 786-8610 • Fax (262) 786-6121 • www.newberlin.org

June 4, 2024

Natalie Beacom
13955 Elizabeth Court
New Berlin, WI 53151

Dear Natalie,

Congratulations again on your nomination and receipt of the **2024 John W. Bauer Employee Excellence Award**. In your 19 years here at the City of New Berlin, you have demonstrated a profound commitment to our city, residents, and staff. For all you have given, I wish to sincerely express my gratitude and the gratitude of the entire Common Council.

Enclosed please find a copy of the nomination submitted on your behalf. We had a number of very deserving candidates, but I couldn't agree more with the Committee's final selection of you as our 2024 winner. Natalie, you truly do make the workplace a *better* place. We appreciate your willingness to go the extra mile in moving our Library services forward as well as your collaborations with our City's Comprehensive Emergency Management Plan.

Your tireless commitment, extraordinary work ethic, expertise, and profound dedication to bettering the City of New Berlin has not gone unnoticed. You are always willing to assist where and when needed; and you truly treat your staff and coworkers as family. You are certainly an integral part of the successful operations of our fine City.

As a small token of our appreciation, enclosed please find award information for your review and selection. You may place your order online or submit the order form via mail or email. We ask that your order be submitted within the next two weeks.

Congratulations again and keep up the good work. You are an *exemplary* employee and we are proud of your outstanding work with not only our Library but also with our organization as a whole. You have most definitely earned your place on that JW Bauer perpetual plaque in City Hall and we are more than delighted to add your name to that special list of award winners. ***Your dedication is second to none.***

In gratitude for your service,

Mayor David A. Ament

"If I sang the praises of your hard work, I would lose my voice pretty quickly."

Enclosures

cc: Personnel File,
Aldermen – Via email only

MEMORANDUM

TO: Maya Schneider, Executive Assistant - Mayor's Office

FROM: Greg Kessler, Director of Community Development
Nikki Jones, Deputy Director of Community Development
Jim Burns, Manager of EM

RE: John W. Bauer Award for Municipal Excellence

DATE: April 29, 2024

We wish to nominate Natalie Beacom, Library Director, for the *John W. Bauer Award for Municipal Excellence*. In our experience, she has been an asset to the Library and the City, with the upbeat and positive way she goes about her job. She leads by example, often going above and beyond her daily duties.

Natalie demonstrates outstanding commitment and professionalism towards her library staff, city staff, and the public. She is always willing to volunteer for various tasks with enthusiasm. The very definition of the John Bauer Award spirit is how someone takes on the "other duties as assigned".

Natalie has been instrumental in supporting various facets of Emergency Management. She has been helpful with the creation of the City's Continuity of Operations Plan and City's Comprehensive Emergency Management Plan, including being willing to designate the Library as the City warming/cooling/charging center.

This past year she opened the library as a warming/charging center. She, along with her staff, provided a warm place where those who had been without power could warm up, read a book, or relax. Additionally, she has accepted the role as one of the backup PIO's for the City, as the need arose recently.

Through her work, the overall success of the "Library" is largely a result of her talent, dedication, commitment, and professionalism to the work as a public servant. She often works after-hours and on weekends to ensure that the library can continue to be the amazing place both residents and city employees can be very proud of.

As a team, the library staff are constantly coming up with new innovative classes, programs, and events. This past December she set up the City's first Kindermarket. She worked closely with other City staff that assisted in helping her provide guidance to young makers / entrepreneurs on how important logos, branding and business cards can be to a business. All of the booths for this event were reserved within the first 24 hours of announcing the event, showing the desire for additional/future markets. The event was well attended, and young makers got a taste of what it feels like to run a small business.

She has always been very approachable, easy to work with and gives one the sense that she really loves her job. We have witnessed her support other staff by attending meetings and providing guidance over the years.

In terms of teamwork, despite having a considerable amount of work, Natalie consistently finds ways to help her co-workers. Her willingness to assist others and her commitment to our customers (both other departments and the public) are impressive.

While we do not know everything that Natalie does as part of her job, we are quite confident though, based upon our interactions over these past several years, that she performs her job well, with compassion, dedication, and clearly represents the City in a positive way. As a result, without a doubt, we enthusiastically nominate, Natalie Beacom for the 2024 *John W. Bauer Award for Municipal Excellence*.

MARKETING IMPACT REPORT

MAY 2024

Monthly data collected with metrics from our marketing efforts.

Socials

Facebook Insight

Performance



Instagram Insight

Performance



LibraryMarket Metrics (5/1/24-5/30/24)

Users: 5,722

Sessions: 12,524

Views Per Session: 2.2, **Duration:** 2m 50s

Searches: 1. Home, 2. Calendar 3. LoT
4. Upcoming events 5. Experience Passes

Newsletter Between the Stacks

Subscribers: 2,365 (.8% decrease)

A few more numbers...

May Circulation

Total: 27,140 (10% decrease)

Note: patrons checked out 9,566 at the desk & 6,442 at the self checks.

LoT and Realia (puzzles)

Most in BLS with 376 and 466 check-outs respectively

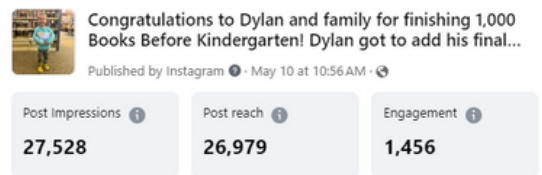
New Cards Issued:

May: 97

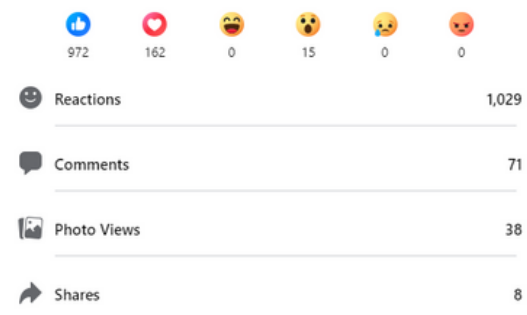
New Berlin News Subscribers: 4,798 (+.6%)

Outreach or Promotional Events

Attended: SDNB School Visits, New Berlin West High School Awards Night, Safety Saturday and Touch a Truck, Discover New Berlin at Eisenhower High School



Interactions



CAFE APP Usage

Users: 1003

Added in April: 48

Search Queries: 11,310

Android: 254 **iOS:** 749

Digital Collection Usage:

OverDrive: 5233 (-3.5% from April)

OverDrive Magazines: 697 (+44% from April)

hoopla: \$1284.35 (27% decrease going from 4 to 2 circs)

CAFE APP:

APP Users: 1057 (+5.2% from April)

Search Queries: 10, 719(-5% from April)

Android: 270 **iOS:** 787

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!



Director Report- May and June 2024

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

The Summer Reading Program, **Read, Renew, Repeat** launched across all audiences and the response has been positive! The reading and programs continue through the end of August.

New Berlin again joins the Bridges Library System in a Jefferson and Waukesha County-wide treasure hunt. Clues for each library challenge readers to visit each of the 24 libraries and try to find the treasure. For New Berlin hunters the clue states: "Each one is a treasure, they spin round and round, you might think they are old, but they make a beautiful sound." What might the answer be?

Staff Updates *(Strategic Plan C1)*

We finished the Library staff annual performance evaluations in May using a new format, and are happy with the streamlined process. This is a great time of year to discuss our growth and develop goals for the year ahead.

We are planning the mid-year Staff Development Day for Friday, July 26th. Please feel free to attend the presentation, "Becoming a Dementia Friendly Community" with the ADRC's Jennifer Harders, scheduled from 10:00-11:30.

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

The Trustee Essentials, Chapter 8, covers library budgets--perfect timing for our discussion of the proposed 2025 NBPL budget in July.

We are excited to wrap another successful month with marketing and promotions. The Metric Report allows us to monitor our efforts to make decisions about future promotions.

Facility Updates *(Strategic Plan D1)*

- The City's new security badge access system has been rolled out at the Library and we are able to use our staff badges for access into and throughout the building.
- We've worked with Toepper to allow for the Library's exit doors at the stairwells and in the Youth Department to align with our emergency plans. At this time, the magnetized locks on the doors may be disabled in emergencies without enabling the fire alarm.
- AT&T POTS (analog) lines are being discontinued. We are working with various service providers to move lines used for safety equipment to a digital interface.
- We are augmenting the MakerStudio with additional lights and a monitor for training sessions. Look for programs over the upcoming months!
- As the hearing loop bid process progresses, the County is almost to the phase of selecting a vendor. We look forward to the process continuing towards a loop implementation by the fall.

Natalie Beacom
Library Director