



Library Board MEETING AGENDA

July 15, 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. Monday, June 17, 2024 - Meeting Minutes
 - B. Monday, August 19, 2024
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director Report
 - C. Library Marketing and Email Notifications with Adult Services Librarian Sarah Poppie
8. **OLD BUSINESS**
 - A. Library Board Calendar
9. **NEW BUSINESS**
 - A. NBPL Public Art Policy Draft
 - B. 2025 Proposed Library Budget
 - C. [2024 Trustee Training Week](#)
 - D. [Trustee Essentials: Developing Essential Library Policies](#)
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
June 17, 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, Director

Others Present: Kathy Wiemelt, President, Friends of the Library

Friends of the Library:

Kathy Wiemelt reported that the Friends held their annual Volunteer Brunch on Saturday, June, 1st. The Friends will be helping at the City's at the Annual Fourth of July Celebration at the Pie Baking Competition. A mini-book sale is scheduled for September.

Consent Agenda Items:

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

- A. Minutes from May 20, 2024
- B. Next meeting date: Monday, July 15, 2024
- C. Bills and Invoices through May 31, 2024
- D. Library Activity Reports

Trustee Bock made a motion to approve the consent agenda items. It was seconded by Trustee Kroupa. The motion passed 8-0.

Administrative Reports:

President's Report: President Marek announced that Director Beacom was the recipient of 2024 *John W. Bauer Employee Excellence Award*. Trustee Orzel made a motion commending Director Beacom for her accomplishment and thanking the city for their recognition. It was seconded by Trustee Garrigues. The motion passed 8-0.

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

Director Beacom announced that the library was transitioning from analog to digital data lines. The digital lines offer several benefits including increased security.

President Marek noted that circulation decreased in May by 10%. Director Beacom thought that this was a temporary drop and library use will increase in June when students were on summer break. As a part of their marketing initiative, the staff are monitoring the circulation of popular titles. Additional copies of books are now purchased when three editions are simultaneously in circulation.

Wimmer Communities and ProHealth Regency Senior Communities are sponsoring only one summer concert this year. Sunset Symphony with the Concord Chamber Orchestra will perform on Friday, August 9th, 5:30 – 7:30 P.M. on the Library Green. The evening will also feature food trucks, crafts, and family-friendly activities.

Burn permits are now available only at the library. This gives the library the opportunity to interact with a wider range of citizens. Bicycles can now be borrowed for 3-days with a library card. The bikes are available in library's lobby. Bike racks are also available to assist patrons in transporting the bikes safely to recreational areas.

OLD BUSINESS:

- A. *Director Evaluation Process:* A motion was made 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 8-0. The meeting was adjourned in to closed session at 6:10 P.M.

President Marek returned the meeting to order at 6:45 P.M.

A motion was made by Trustee Greenawalt to approve the Director's evaluation. It was seconded by Trustee Bock. The motion passed 8-0.

- B. *Nominating Committee and Election of Officers:* The Nominating Committee proposed that the following members serve as officers: John Marek, President; Nathan Jung, Vice-President; Patti Orzel, Secretary; Ruth Bock, Treasurer. Trustee Greenawalt moved to nominate the candidates as a slate. It was seconded by Trustee Garrigues. The motion was approved 8-0.

President Marek asked for additional nominations from the floor. There were none. Trustee Garrigues moved to close the nominations. It was seconded by Trustee Greenawalt. The motion was approved 8-0.

Trustee Greenawalt made a motion to approve the slate of officers as presented by the Nominating Committee. It was seconded by Trustee Garrigues. The motion was approved 8-0.

NEW BUSINESS:

- A. Trustee Essentials- Chapter 8 (Page 59): There were no questions or comments.

ANNOUNCEMENTS:

Trustee Bock asked the Director to develop a flow chart showing the various deadlines for the submission of important documents (i.e. budget, standards, etc.). Director Beacom will prepare and present the flow chart at the next meeting

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Greenawalt. The motion passed on a vote of 8-0.

The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010			R&M BLDGS & GROUNDS							
005385	TOTAL ENERGY SYSTEMS	INV121903	0	2024	7	INV	P	548.00	071024	275101	GENERATOR SERV-LIB
005424	NATIONAL ELEVATOR	RI24016260	0	2024	7	INV	P	80.00	071024	275060	ANNUAL ELEVATOR INS
	ACCOUNT TOTAL							628.00			
15810000	54180			HOUSEKEEPING SUPPLY							
026400	ITU ABSORB TECH	8353896	0	2024	7	INV	P	121.69	071024	275036	MATS-LIB JUNE2024
	ACCOUNT TOTAL							121.69			
15810000	54230			LIBRARY MATERIALS							
001613	GALE CENGAGE LEARNIN	84479642	0	2024	7	INV	P	53.23	071024	275022	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84480729	0	2024	7	INV	P	78.72	071024	275022	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84545971	0	2024	7	INV	P	53.98	071024	275022	VARIOUS TITLES-LIB
								185.93			
005023	NEUBAUER MICHELLE	6/11/24TARGET REIMB	0	2024	7	INV	P	48.43	071024	275061	SUPPLIES REIMB-LIB
006199	BAKER & TAYLOR BOOKS	2038328566	0	2024	7	INV	P	628.41	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038334748	0	2024	7	INV	P	526.96	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038344369	0	2024	7	INV	P	456.70	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038346350	0	2024	7	INV	P	146.06	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038346437	0	2024	7	INV	P	204.20	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038347334	0	2024	7	INV	P	1,463.75	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038347492	0	2024	7	INV	P	184.75	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038352056	0	2024	7	INV	P	826.27	071024	274993	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038355794	0	2024	7	INV	P	411.43	071024	274993	VARIOUS TITLES-LIB
								4,848.53			
013800	DEMCO INC	7496087	0	2024	7	INV	P	153.24	071024	275010	SUPPLIES-LIB
020058	ODP BUSINESS	371132690001	0	2024	7	INV	P	265.46	071024	275067	OFFICE SUPPLIES-LIB
020058	ODP BUSINESS	371139742001	0	2024	7	INV	P	9.49	071024	275067	LABELS-LIB
020058	ODP BUSINESS	371139743001	0	2024	7	INV	P	64.87	071024	275067	COLOR COPIER PAPER-
								339.82			
343943	WOMAN'S DAY	2482081748 2024-2027	0	2024	7	INV	P	23.97	071024	275118	MAGAZINE SUBSCRIPT-
350982	T-MOBILE	970673785JUN24	0	2024	7	INV	P	583.81	071024	274956	CONTRACT SERV/INTER
361291	MIDWEST TAPE	505602593	0	2024	7	INV	P	1,219.46	071024	275055	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	505624345	0	2024	7	INV	P	203.42	071024	275055	VARIOUS TITLES-LIB
								1,422.88			
	ACCOUNT TOTAL							7,606.61			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION		
15810000 54521									
297941 DEPT OF ADMINISTRATI	505-91294	0	2024 7	INV P	600.00 071024	275011	TEACH SERVICES-LIB		
				ACCOUNT TOTAL	600.00				
15810000 55095									
356883 KELLY TIFF	MEI HUA REIMB	0	2024 7	INV P	24.68 071024	275040	YAD PROG SUPPLIES R		
				ACCOUNT TOTAL	24.68				
				ORG 15810000 TOTAL	8,980.98				
FUND 0010 GENERAL FUND			TOTAL:		8,980.98				

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YEAR/PERIOD: 2024/6 TO 2024/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000			LIBRARY							
15810000	54060				MARKETING					
011840	US BANK	5/7/24	VISTAPRINT-LIB	0	2024	6	INV P	123.70	060824E	10105 VISTAPRINT/RETRACTA
ACCOUNT TOTAL								123.70		
15810000	54110				SUPPLIES					
011840	US BANK	4/16/24	AMZN2-LIB	0	2024	6	INV P	29.89	060824E	10105 AMZN/MINI KARAOKE -
011840	US BANK	4/19/24	AMZN-LIB	0	2024	6	INV P	10.95	060824E	10105 AMZN/WINDSCREENS/MI
011840	US BANK	4/23/24	AMZN2-LIB	0	2024	6	INV P	8.99	060824E	10105 AMZN/3DMUSICAL NOTE
011840	US BANK	4/25/24	AMZN1-LIB	0	2024	6	INV P	159.99	060824E	10105 AMZN/LASER PRINTER-
011840	US BANK	4/26/24	AMZN2-LIB	0	2024	6	INV P	34.00	060824E	10105 AMZN/APPLE LIGHTING
011840	US BANK	4/26/24	AMZN3-LIB	0	2024	6	INV P	159.99	060824E	10105 AMZN/LASER PRINTER-
011840	US BANK	4/28/24	AMZN3-LIB	0	2024	6	INV P	17.08	060824E	10105 AMZN/HDMI ADAPTER/C
011840	US BANK	4/28/24	AMZN4-LIB	0	2024	6	INV P	29.17	060824E	10105 AMZN/BATTERIES/SHEE
011840	US BANK	4/28/24	AMZN5-LIB	0	2024	6	INV P	48.98	060824E	10105 AMZN/QUILTING SUPPL
011840	US BANK	4/30/24	AMZN2-LIB	0	2024	6	INV P	19.54	060824E	10105 AMZN/NOISE REDUCTIO
011840	US BANK	4/30/24	AMZN5-LIB	0	2024	6	INV P	8.99	060824E	10105 AMZN/CORRECTION TAP
011840	US BANK	5/2/24	AMZN2-LIB	0	2024	6	INV P	7.19	060824E	10105 AMZN/PUZZLE COOKIE
011840	US BANK	5/4/24	AMZN-LIB	0	2024	6	INV P	27.99	060824E	10105 AMZN/BIKE AIR PUMP-
011840	US BANK	5/6/24	AMZN-LIB	0	2024	6	INV P	15.98	060824E	10105 AMZN/SURGE PROTECTO
011840	US BANK	5/9/24	AMZN-LIB	0	2024	6	INV P	12.51	060824E	10105 AMZN/WINDOW DECALS-
								591.24		
ACCOUNT TOTAL								591.24		
15810000	54180				HOUSEKEEPING SUPPLY					
011840	US BANK	4/28/24	AMZN1-LIB	0	2024	6	INV P	98.98	060824E	10105 AMZN/FRIDGE FILTERS
011840	US BANK	4/29/24	AMZN2-LIB	0	2024	6	INV P	41.98	060824E	10105 AMZN/SUPPLIES-LIB
011840	US BANK	4/30/24	AMZN1-LIB	0	2024	6	INV P	335.84	060824E	10105 AMZN/OSCILLATING FL
011840	US BANK	5/2/24	AMZN1-LIB	0	2024	6	INV P	80.69	060824E	10105 AMZM/HANDSANITIZER-
011840	US BANK	5/5/24	AMZN-LIB	0	2024	6	INV P	13.96	060824E	10105 AMZN/HOUSEKEEPING S
011840	US BANK	5/7/24	VISTAPRINT-LIB	0	2024	6	INV P	137.41	060824E	10105 VISTAPRINT/RETRACTA
								708.86		
ACCOUNT TOTAL								708.86		
15810000	54230				LIBRARY MATERIALS					
011840	US BANK	4/30/24	AMZN3-LIB	0	2024	6	INV P	389.28	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	4/30/24	AMZN4-LIB	0	2024	6	INV P	41.98	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	5/13/24	AMZN1-LIB	0	2024	6	INV P	29.99	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	5/3/24	AMZN3-LIB	0	2024	6	INV P	12.99	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	5/3/24	AMZN4-LIB	0	2024	6	INV P	345.79	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	5/3/24	AMZN5-LIB	0	2024	6	INV P	105.61	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	5/3/24	AMZN7-LIB	0	2024	6	INV P	24.49	060824E	10105 AMZN/VARIOUS TITLES
011840	US BANK	5/5/24	AMZN-LIB	0	2024	6	INV P	7.39	060824E	10105 AMZN/HOUSEKEEPING S
								957.52		
ACCOUNT TOTAL								957.52		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
15810000	54521			TECHNOLOGY/SOFTWARE							
011840	US BANK	4/23/24	ADOBE-LIB	0	2024	6 INV P	19.99	060824E	10105	ADOBE/SOFTWARE LICE	
011840	US BANK	5/13/24	AMZN2-LIB	0	2024	6 INV P	139.00	060824E	10105	AMZN/PRIME MEMBERSH	
							158.99				
ACCOUNT TOTAL							158.99				
15810000	55090			PROGRAMS-JUVENILE							
011840	US BANK	4/23/24	AMZN1-LIB	0	2024	6 INV P	9.99	060824E	10105	AMZN/JUV PROG SUPPL	
011840	US BANK	5/7/24	AMZN-LIB	0	2024	6 INV P	17.97	060824E	10105	AMZN/STICKERS JUV P	
							27.96				
ACCOUNT TOTAL							27.96				
15810000	55095			PROGRAMS-YOUNG ADULT							
011840	US BANK	4/16/24	AMZN1-LIB	0	2024	6 INV P	11.99	060824E	10105	AMZN/PROG SUPPLIES/	
011840	US BANK	4/22/24	AMZN1-LIB	0	2024	6 INV P	39.98	060824E	10105	AMZN/YAD PROG SUPPL	
011840	US BANK	4/22/24	AMZN2-LIB	0	2024	6 INV P	39.60	060824E	10105	AMZN/YAD PROG SUPPL	
011840	US BANK	5/2/24	WALMART-LIB	0	2024	6 INV P	84.73	060824E	10105	WALMART/YAD PROG SU	
011840	US BANK	5/6/24	TARGET-LIB	0	2024	6 INV P	64.45	060824E	10105	TARGET/YAD PROG SUP	
							240.75				
ACCOUNT TOTAL							240.75				
ORG 15810000 TOTAL							2,809.02				
FUND 0010 GENERAL FUND				TOTAL:			2,809.02				

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

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	269,312.95	.00	227,304.05	54.2%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	231,092.36	.00	243,907.64	48.7%
15810000	51010	RETIREMENT	48,068	0	48,068	25,361.90	.00	22,706.10	52.8%
15810000	51020	FICA	73,528	0	73,528	37,737.18	.00	35,790.82	51.3%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	49,239.75	.00	26,360.25	65.1%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,418.21	.00	-257.21	122.2%
15810000	51070	LIFE INSURANCE	861	0	861	500.12	.00	360.88	58.1%
15810000	53010	ELECTRICITY	69,000	0	69,000	22,985.15	.00	46,014.85	33.3%
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	1,610.95	.00	689.05	70.0%
15810000	53050	HEATING FUEL	19,500	0	19,500	8,014.79	.00	11,485.21	41.1%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	17,456.58	.00	37,543.42	31.7%
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	123.70	.00	376.30	24.7%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	8,571.36	.00	39,428.64	17.9%
15810000	54110	SUPPLIES	37,400	0	37,400	3,561.82	.00	33,838.18	9.5%
15810000	54170	POSTAGE	450	0	450	400.00	.00	50.00	88.9%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	2,137.58	.00	13,862.42	13.4%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	120,410.98	.00	99,589.02	54.7%
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	39,727.07	.00	-1,727.07	104.5%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	579.89	.00	620.11	48.3%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	625.02	.00	1,174.98	34.7%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,000.21	.00	199.79	83.4%
TOTAL LIBRARY			1,757,642	0	1,757,642	871,748.75	.00	885,893.25	49.6%
TOTAL EXPENSES			1,757,642	0	1,757,642	871,748.75	.00	885,893.25	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	871,748.75	.00	885,893.25	49.6%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7											
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
22810000			LIBRARY DONATION								
22810000 48040 FOL			DONATIONS								
013800	DEMCO	INC	7497473	0	2024	7	INV	P	9,526.52	071024	275010 FOL#2412/SUPPLIES-L
356883	KELLY	TIFF	MEI HUA REIMB #2	0	2024	7	INV	P	47.99	071024	275040 FOL#2413/YAD PROG S
356883	KELLY	TIFF	PANERA REIMB	0	2024	7	INV	P	44.50	071024	275040 FOL#2339/PROG SUPPL
									92.49		
ACCOUNT TOTAL									9,619.01		
ORG 22810000 TOTAL									9,619.01		
FUND 0200 LIBRARY DONATION FUND									TOTAL:	9,619.01	

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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 07									
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	-3,132.85	.00		3,132.85	100.0%
22810000	55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00		-650.00	100.0%*
TOTAL LIBRARY		0	0	0	-13,286.27	.00		13,286.27	100.0%
TOTAL REVENUES		0	0	0	-13,936.27	.00		13,936.27	
TOTAL EXPENSES		0	0	0	650.00	.00		-650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	0	0	0	-13,286.27	.00	13,286.27	100.0%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR/PERIOD: 2024/6 TO 2024/6										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR		TYP S	PAYABLES	CHECK	DESCRIPTION
15810000		LIBRARY								
15810000 53040					TELEPHONE/CELL PHONE					
302074	AT&T	26278549800524	0	2024	6	INV P	313.12	062624	274778	PHONES-LIB STMT4/5-
302074	AT&T	26278549800624	0	2024	6	INV P	313.12	062624	274778	PHONES-LIB STMT5/5-
							626.24			
ACCOUNT TOTAL							626.24			
15810000 54010					R&M BLDGS & GROUNDS					
003228	BATZNER PEST CONTR	61904143	0	2024	6	INV P	131.89	062624	274782	PESTCNTRL-LIB JUN20
ACCOUNT TOTAL							131.89			
15810000 54080					LEASES EQUIPMENT					
362301	GREAT AMERICA FINANC	36707643	0	2024	6	INV P	422.00	062624	274835	COPIER LEASE-LIB 6
362301	GREAT AMERICA FINANC	36793577	0	2024	6	INV P	1,024.25	062624	274835	COPIER LEASE/USAGE-
							1,446.25			
ACCOUNT TOTAL							1,446.25			
15810000 54110					SUPPLIES					
008243	NEW BERLIN LIBRARY P	461 MEIJER 2/10/24	0	2024	6	INV P	13.47	062624	274881	OFFICE SUPPLIES/BIN
008243	NEW BERLIN LIBRARY P	464TARGET 2/27/24	0	2024	6	INV P	1.64	062624	274881	TARGET/NOTEBOOK-LIB
008243	NEW BERLIN LIBRARY P	466TARGET 4/27/24	0	2024	6	INV P	3.49	062624	274881	TARGET/STORAGE BIN-
008243	NEW BERLIN LIBRARY P	469PICNSAV 6/5/24	0	2024	6	INV P	8.34	062624	274881	PICNSAV/DISC CLEANI
							26.94			
ACCOUNT TOTAL							26.94			
15810000 54180					HOUSEKEEPING SUPPLY					
008243	NEW BERLIN LIBRARY P	460MEIJER 2/10/24	0	2024	6	INV P	15.16	062624	274881	MEIJER/PROG SUPPLIE
008243	NEW BERLIN LIBRARY P	467MENARDS 5/19/24	0	2024	6	INV P	9.96	062624	274881	MENARDS/WATERING CA
008243	NEW BERLIN LIBRARY P	470MEIJER 6/9/24	0	2024	6	INV P	12.13	062624	274881	MEIJER/PAINTER'S TA
							37.25			
ACCOUNT TOTAL							37.25			
15810000 54230					LIBRARY MATERIALS					
001613	GALE CENGAGE LEARNIN	84451067	0	2024	6	INV P	173.19	062624	274824	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84462500	0	2024	6	INV P	148.45	062624	274824	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84462796	0	2024	6	INV P	59.23	062624	274824	VARIOUS TITLES-LIB
							380.87			
006199	BAKER & TAYLOR BOOKS	2038302249	0	2024	6	INV P	1,400.08	062624	274781	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038305555	0	2024	6	INV P	441.34	062624	274781	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038313926	0	2024	6	INV P	2,447.30	062624	274781	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038325511	0	2024	6	INV P	180.67	062624	274781	VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION		
006199	BAKER & TAYLOR BOOKS	2038325586	0	2024	6	INV	P	331.46	062624	274781	VARIOUS TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2038351409	0	2024	6	INV	P	163.63	062624	274781	VARIOUS TITLES-LIB	
								4,964.48				
008243	NEW BERLIN LIBRARY	P 462MEIJER 2/10/24	0	2024	6	INV	P	16.63	062624	274881	MEIJER/CIR RPAIR SU	
373842	PENWORTHY COMPANY	0600343-IN	0	2024	6	INV	P	2,519.20	062624	274891	VARIOUS TITLES-LIB	
392979	CENTER POINT	2098695	0	2024	6	INV	P	431.46	062624	274795	VARIOUS TITLES-LIB	
ACCOUNT TOTAL								8,312.64				
15810000	54521											
014113	K-12 TECHNOLOGY GROU	95159	0	2024	6	INV	P	509.08	062624	274738	CROWDSTRIKE-LIB JU	
ACCOUNT TOTAL								509.08				
15810000	55100											
008243	NEW BERLIN LIBRARY	P 468SUBWAY 5/15/24	0	2024	6	INV	P	12.57	062624	274881	SUBWAY/BOOK CLUB CO	
ACCOUNT TOTAL								12.57				
ORG 15810000 TOTAL								11,102.86				
FUND 0010 GENERAL FUND				TOTAL:				11,102.86				

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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	249,340.28	.00	247,276.72	50.2%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	216,716.44	.00	258,283.56	45.6%
15810000	51010	RETIREMENT	48,068	0	48,068	23,581.82	.00	24,486.18	49.1%
15810000	51020	FICA	73,528	0	73,528	35,158.43	.00	38,369.57	47.8%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	45,300.42	.00	30,299.58	59.9%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,306.47	.00	-145.47	112.5%
15810000	51070	LIFE INSURANCE	861	0	861	460.82	.00	400.18	53.5%
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	1,610.95	.00	689.05	70.0%
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	16,828.58	.00	38,171.42	30.6%
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	123.70	.00	376.30	24.7%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	8,571.36	.00	39,428.64	17.9%
15810000	54110	SUPPLIES	37,400	0	37,400	3,561.82	.00	33,838.18	9.5%
15810000	54170	POSTAGE	450	0	450	400.00	.00	50.00	88.9%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	2,015.89	.00	13,984.11	12.6%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	112,804.37	.00	107,195.63	51.3%
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	39,127.07	.00	-1,127.07	103.0%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	579.89	.00	620.11	48.3%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	600.34	.00	1,199.66	33.4%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,000.21	.00	199.79	83.4%
TOTAL LIBRARY			1,757,642	0	1,757,642	811,435.39	.00	946,206.61	46.2%
TOTAL EXPENSES			1,757,642	0	1,757,642	811,435.39	.00	946,206.61	

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	811,435.39	.00	946,206.61	46.2%

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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								
008243	NEW BERLIN	LIBRARY	P	463	HOBBYLOBBY	0	2024	6	INV	P	11.16	062624	274881	FOL#2240 HOBBYLOBBY	
008243	NEW BERLIN	LIBRARY	P	465	DOLLAR TREE	0	2024	6	INV	P	12.50	062624	274881	FOL#2231/FLOWER SEE	
											23.66				
020601	OJEDA	CHRISTY		7/23/24	LIB PROG	0	2024	6	INV	P	200.00	062624	274883	FOL#2410/PROG PRESE	
085010	WAUKESHA	COUNTY	TREA	2024-1301	0080	0	2024	6	INV	P	830.00	062624	274940	FOL#2417/2024 COOP	
345199	HAYWARD	MARK		7/16/24	NB LIB PROG	0	2024	6	INV	P	475.00	062624	274839	FOL#2407-7/16/24NEW	
382051	MORAN	MARK	F	7/13/24	LIB PROG	0	2024	6	INV	P	450.00	062624	274877	FOL#2408- 7/13/24 P	
ACCOUNT TOTAL											1,978.66				
22810000 55100 FOL							PROGRAMS-ADULT								
012248	MILWAUKEE	COUNTY	HIS	7/25/24	LIB PROG	0	2024	6	INV	P	250.00	062624	274870	FOL#2411/LIB PROG 7	
ACCOUNT TOTAL											250.00				
ORG 22810000 TOTAL											2,228.66				
FUND 0200 LIBRARY DONATION FUND											TOTAL:	2,228.66			

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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	-9,420.86	.00		9,420.86	100.0%
22810000	55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00		-650.00	100.0%*
TOTAL LIBRARY		0	0	0	-19,574.28	.00		19,574.28	100.0%
TOTAL REVENUES		0	0	0	-20,224.28	.00		20,224.28	
TOTAL EXPENSES		0	0	0	650.00	.00		-650.00	

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	-19,574.28	.00	19,574.28	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
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	-11,911.37	.00	-17,588.63	40.4%*	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-3,656.57	.00	-3,843.43	48.8%*	
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	-36,732.66	.00	-26,267.34	58.3%	
TOTAL REVENUES	-63,000	0	-63,000	-36,732.66	.00	-26,267.34		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-63,000	0	-63,000	-36,732.66	.00	-26,267.34	58.3%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE THROUGH JUNE 30, 2024						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BU	YTD EXPENDED	AVAILABLE	% USED
15810000	50010	SALARY-FULL TIME	496,617	249,340.28	247,277	50.20
15810000	50020	SALARY-PART TIME	475,000	216,716.44	258,284	45.60
15810000	51010	RETIREMENT	48,068	23,581.82	24,486	49.10
15810000	51020	FICA	73,528	35,158.43	38,370	47.80
15810000	51030	HEALTH INSURANCE	75,600	45,300.42	30,300	59.90
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,306.47	-145	112.50
15810000	51070	LIFE INSURANCE	861	460.82	400	53.50
15810000	53010	ELECTRICITY	69,000	15,965.61	53,034	23.10
15810000	53020	WATER/SEWER	3,876	907.57	2,968	23.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,610.95	689	70.00
15810000	53050	HEATING FUEL	19,500	6,499.74	13,000	33.30
15810000	54010	R&M BLDGS & GROUNDS	55,000	16,828.58	38,171	30.60
15810000	54030	MAINTENANCE CONTRACT	69,300	28,342.64	40,957	40.90
15810000	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
15810000	54060	MARKETING	500	123.70	376	24.70
15810000	54080	LEASES EQUIPMENT	48,000	8,571.36	39,429	17.90
15810000	54110	SUPPLIES	37,400	3,561.82	33,838	9.50
15810000	54170	POSTAGE	450	400.00	50	88.90
15810000	54180	HOUSEKEEPING SUPPLY	16,000	2,015.89	13,984	12.60
15810000	54230	LIBRARY MATERIALS	220,000	112,804.37	107,196	51.30
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEET	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	209.76	290	42.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,127.07	-1,127	103.00
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	600.34	1,200	33.40
15810000	55100	PROGRAMS-ADULT	1,200	1,000.21	200	83.40
		Grand Total	1,757,642	811,435.39	946,207	46.20

YEAR-TO-DATE THROUGH JUNE 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUD	YTD EXPENDED	AVAILABLE B	% USED
15810000	50010	SALARY-FULL TIME	496,617	249,340.28	247,277	50.20
15810000	50020	SALARY-PART TIME	475,000	216,716.44	258,284	45.60
15810000	51010	RETIREMENT	48,068	23,581.82	24,486	49.10
15810000	51020	FICA	73,528	35,158.43	38,370	47.80
15810000	51030	HEALTH INSURANCE	75,600	45,300.42	30,300	59.90
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,306.47	-145	112.50
15810000	51070	LIFE INSURANCE	861	460.82	400	53.50
15810000	53010	ELECTRICITY	69,000	15,965.61	53,034	23.10
15810000	53020	WATER/SEWER	3,876	907.57	2,968	23.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,610.95	689	70.00
15810000	53050	HEATING FUEL	19,500	6,499.74	13,000	33.30
15810000	54010	R&M BLDGS & GROUNDS	55,000	16,828.58	38,171	30.60
15810000	54030	MAINTENANCE CONTRACT	69,300	28,342.64	40,957	40.90
15810000	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
15810000	54060	MARKETING	500	123.70	376	24.70
15810000	54080	LEASES EQUIPMENT	48,000	8,571.36	39,429	17.90
15810000	54110	SUPPLIES	37,400	3,561.82	33,838	9.50
15810000	54170	POSTAGE	450	400.00	50	88.90
15810000	54180	HOUSEKEEPING SUPPLY	16,000	2,015.89	13,984	12.60
15810000	54230	LIBRARY MATERIALS	220,000	112,804.37	107,196	51.30
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEETIN	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	209.76	290	42.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,127.07	-1,127	103.00
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	600.34	1,200	33.40
15810000	55100	PROGRAMS-ADULT	1,200	1,000.21	200	83.40
		Grand Total	1,757,642	811,435.39	946,207	46.20



Director Report- June and July 2024

As we review June and July, the Library staff is working with strategic focus to enhance services, space, community connections, and resources. The following are highlights from the last month. We've had a 10 year high in attendance at the NBPL! In June, we reached 18,900 visitors for the month, and are so excited to how this related to material circulation, program attendance and gatherings at the Library!

(Strategic Plan A1,2,3 C 1 & 2, D 1,2)

If you've noticed the beautiful floral planters and garden surrounding the Library grounds, they are generous gifts, as well as time and talent, donated from the New Berlin community. We thank the New Berlin Junior Women's Club, The New Berlin Garden Club, the Sanfelippo's Family, Kay Belich, and the City of New Berlin Parks Department! Thank you!

Communications

The Bridges Library System has coordinated a system-wide summer "Library Treasure Adventure" for patrons to visit area Waukesha and Jefferson County libraries. Each library has a mystery to solve and once solved, receive a stamp. We have seen hundreds of new visitors to the New Berlin Public Library and they share great feedback about the building, collections and programs offered. We've heard a few times that we are their "favorite library"! The Library Treasure Adventure runs through August 31st!

We've also heard positive feedback from both the Harley Davidson Museum and the Mitchell Park Domes about visitors from the New Berlin Public Library using the experience pass.

"Hi Michelle,

Thank you so much, your support for this program means so much. We love seeing your patrons visit, on our side of things we have had 161 guests visit the museum using your pass! Plus, I know, some of your passes have been used to buy guests tickets for half off as well (I don't have those specific numbers unfortunately). I'm thrilled that your guests are enjoying the museum and this program!

Thank you,
Shelby"

Harley Davidson Museum

We are moving toward the final stretch of the Summer Reading Program and at this point, we are at a 35% increase in reader registrations for 2024 from last summer. It's nice to see so many people using the logs and Beanstack to tally their summer reading!

Respectfully submitted,
Natalie Beacom, Library Director

NBPL Library Board of Trustees Yearly Planner

The following topics are scheduled for the Library Board Trustee monthly agendas.

January

- Review Value of Collection Report
- Update of Annual Continuity of Operations Plan and Emergency Operations
- Review Code of Conduct Policy

February

Library Lover's Event

- Review Annual Report
- Develop Committee for Strategic Planning
- Review Circulation Policy

March

- Review Materials Selection Policy
- Review Internet Policy

April

- Designate Committee for Director Evaluation
- Deliver Staff Survey
- Review Adjacent County Funding
- Review Waukesha County Libraries-Allowable Costs

May

- Review Strategic and Communications Plans
- Review Country Standards & Minimum to Exempt forms
- Nomination Committee for Library Board Officers

June

- Library Board Officer Election
- Director Evaluation
- Mid-Year Budget Review
- Library Update to Common Council

July

- Review Proposed Library Budget

August

Trustee Training Week

- Review Equalized Assessed Value

September

- Review Meeting Room Policy and Application

October

Boards & Commissions Appreciation Banquet

- Designate Committee for Strategic Planning
- Review City of New Berlin Employee Handbook
(Personnel policy)

November

- Review Common Council Approved Budget
- Review Library Holiday and Closure Schedule

December

- Annual Library Infographic

New Berlin Public Library - Public Art Policy - DRAFT

Vision

The New Berlin Public Library is a vital community destination open to everyone.

Mission

Provide a welcoming space for community connections with access to materials and services that enhance education, entertainment, culture, creativity, and curiosity.

Goals for the Policy

The New Berlin Library's Public Art Policy provides a framework for the growth and development of displays and collections in support of the library's mission. It is the library's goal to present our diverse community with artwork and displays that reflect a wide range of views, expressions, opinions and interests. Specific displays may include items that may be unorthodox or unpopular with the majority or controversial in nature. The library's display of these items does not constitute endorsement of their content but rather makes available its expression. The New Berlin Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Art Program Mission

The New Berlin Public Library is dedicated to enriching the library experience of its patrons by:

- Enhancing community appreciation of the arts.
- Presenting a variety of works by artists as well as exhibitions of an educational and/or historical significance.
- Providing opportunities for library visitors to encounter original artwork and increase their visual literacy.
- Helping local and regional artists to expand their public exposure while remaining open to artists working on a national or international level.

Temporary Displays

Exhibits should complement the mission of the New Berlin Public Library. The library reserves the right to use its display areas at any time for its own display needs.

Designated Library staff and volunteers, under the direction of the Library Director are responsible for selecting temporary displays based on the library's needs and appropriateness to the display space available.

Exhibits vary in duration depending on the space involved and local demand. The New Berlin Public Library offers several locations for exhibiting art throughout the entrances, departments and public display areas. Interested parties should contact the Library at 262-785-4980 for more information on availability.

Space is often booked out a year or more in advance. Designated staff and volunteers use their discretion to address the library's scheduling needs. Decisions made by the Library Director are final.

We remind potential artists that many members of the public, including children and families, use the New Berlin Public Library; the Library Director reserves the right to determine what work is appropriate for each space.

Display **Criteria for Selection**

General criteria for selecting library displays are listed below. An item need not meet all of the criteria in order to be acceptable.

- Artistic merit
- Contemporary significance, popular interest or permanent value
- Prominence, authority and/or competence of artist
- Attention of critics and reviewers
- Potential for public interest
- Timeliness of material
- Relation to existing collections and exhibitions
- Statement of challenging, original or alternative point of view
- Authenticity of historical, regional or social setting

Policy for Gifts of Artwork

The New Berlin Public Library will consider prospective gifts and/or purchases of artwork in order to determine the appropriateness for inclusion in the New Berlin Public Library collection.

Work will be considered based on the following criteria:

- Artwork acquired by the new Berlin Public Library should be of sufficiently high artistic merit to warrant inclusion in the library collection. This generally requires that the works be unique pieces created by artists of established reputation or recognized potential.
- Artwork should be compatible with the character of the library.
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials and their circulation.

- An exception to this could be made in the case of works that are specifically time-based or of a temporary nature when it is understood that their installation would be of limited duration.

The Library Board and the Library Director will consider all artwork offered as a gift to the New Berlin Public Library. In addition to the criteria above, the Board will take into account the significance of artwork as it relates to the library's presence within the community.

The New Berlin Public Library will provide recognition to all individuals, groups and/or corporations who donate services, financial support or gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the recognition given to library donors. Display of accepted artwork is at the discretion of the New Berlin Public Library. There is no obligation for display.

De-Acquisition of Artwork

The New Berlin Public Library will strive to retain all works accepted as gifts, but does retain the right to de-acquisition any items if it is seen to be in the best interest of the library.

Theft or Vandalism

The New Berlin Public Library is not responsible for any theft or damage to artwork which may occur during the exhibit timeframe within the Library.

Request for Removal of Artwork

The library welcomes citizens' expressions of opinion concerning artwork displayed at the library. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Reconsideration of Library Materials Form, available with the Materials Selection Policy. The form will be forwarded to the Library Director, who will consider the request in a timely fashion. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, they may appeal to the Library Board at the Library Board meeting held the 3rd Monday of each month.

PUBLIC ART EXHIBITION OR DONATION FORM

The Public Art Exhibition or Donation Form shall be used by a member of the public seeking to either donate artwork to the New Berlin Public Library for display in a public area, or to temporarily loan artwork to the Library for display in a public area.

This piece is proposed to be (check one):

_____ Donated to the City permanently.

_____ Loaned to the City for a period to begin _____ and end _____.

APPLICANT INFORMATION:

Organization Name (if applicable): _____

Artist Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Telephone: (_____) _____ Cell: (_____) _____

E-Mail Address: _____

Item(s): _____

Item

Description(s): _____

Additional Information:

INDEMNIFICATION AGREEMENT

Applicant hereby agrees to defend, indemnify and hold harmless the City of New Berlin and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as "proceeding") brought against the City related to the proposed artwork and the application for the approval thereof. This indemnification shall include, but not limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding.

Applicant Signature: _____ **Date:** _____

2025 LIBRARY BUDGET- DRAFT

581 - LIBRARY

			2023	2023	2023	2024	2024	2024	2025
Org	Object		Department	Budget	6 Month	Department	Budget	6 Month	Department
15810000	50010	SALARY-FULL TIME	465,679	465,679	255,553	482,059	496,617	229,368	505,748
15810000	50020	SALARY-PART TIME	470,772	468,572	212,866	475,000	475,000	201,667	475,000
		SALARY-ADJUSTMENT	13,970	10,530	0	14,462			15,274
15810000	51010	RETIREMENT	43,269	43,269	22,662	47,062	48,068	21,801	48,068
15810000	51020	FICA	71,579	71,579	35318	72,415	73,528	32,529	75,027
15810000	51030	HEALTH INSURANCE	50,231	50,231	37,993	82,069	75,600	41,361	129,101
15810000	51060	LONG-TERM DISABILITY	81	81	44.8	81	81		81
		BENEFIT ADJUSTMENT	1,977	1,522	0	2,089			2,222
15810000	51065	VISION/DENTAL INSURANCE	1,285	1,285	1,257	1,161	1,161	1,195	1,161
15810000	51070	LIFE INSURANCE	841	841	466	861	861	421.53	861
15810000	53010	ELECTRICITY	60,000	60,000	26,634	60,000	69,000	15,965	75,000
15810000	53020	WATER/SEWER	3,876	3,876	866	3,876	3,876	908	3,876
15810000	53040	TELEPHONE	2,300	2,300	1,204	2,300	2,300	985	4,420
15810000	53050	HEATING FUEL	17,000	17,000	9,133	17,000	19,500	6,500	19,500
15810000	54010	MAINT BLDGS/GROUNDS	55,000	55,000	12,139	55,000	55,000	16,697	55,000
15810000	54030	MAINTENANCE CONTRACT	50,000	50,000	19,229	50,000	69,300	28,343	69,300
15810000	54040	R&M EQUIPMENT	2,000	2,000	1,574	2,000	2,000	0	2,000
15810000	54060	MARKETING	500	500	0	500	500	0	1,000
15810000	54080	LEASES EQUIPMENT	48,000	48,000	27,698	48,000	48,000	7,125	48,000
15810000	54110	SUPPLIES	16,000	37,400	4,660	37,400	37,400	2,944	37,400
15810000	54170	POSTAGE	450	450	200	450	450	400	900
15810000	54180	HOUSEKEEPING SUPPLY	16,000	16,000	824	16,000	16,000	1,270	16,000
15810000	54230	LIBRARY MATERIALS	212,500	212,500	97,893	220,000	220,000	103,534	220,708
15810000	54270	DUES/MEMBERSHIPS	200	200	0	200	200		200
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	500	0	500	500	421.21	500
15810000	54330	TRAINING	500	500	75	500	500	209.76	500
15810000	54521	TECHNOLOGY/SOFTWARE (CAFÉ)	36,000	36,000	36,563	36,000	38,000	38,459	38,000
15810000	55090	PROGRAMS - JUVENILE	1,200	1,200	759	1,200	1,200	552	1,200
15810000	55095	PROGRAMS - YOUNG ADULT	1,200	1,200	876	1,800	1,800	360	1,800
15810000	55100	PROGRAMS - ADULT	1,200	1,200	1,063	1,200	1,200	988	1,200
15810000	57043	Equipment Replacement Fund		35000	0	0	0	0	0
		Salary PT Council Adjustments		2,200	0	0	0	0	0
TOTAL			1,644,110	1,696,615	807,787	1,731,185	1,757,642	754,001	1,849,047