



Library Board MEETING AGENDA

September 16, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: September 11, 2024

AGENDA

1. **PUBLIC COMMENT SESSION**
2. **CALL TO ORDER**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
5. **CONSENT AGENDA**-----
 - A. Approval of minutes
 - i. Meeting Minutes: Monday, August 19, 2024
 - B. Next meeting date: Monday, October 21, 2024
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director Report-Summer Reading Review
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Library Meeting Room Policy
 - B. Library's 2025 Holiday and Closure Schedule
 - C. [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees-Chapter 9](#)
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
August 19, 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, Chuck Garrigues, Nate Jung, Jill Kawala, Charlotte Kroupa, John Marek, Barb Uhen and Patti Orzel

Members Absent and Excused: Dolores Greenawalt

Staff Members Present: Natalie Beacom, Director; Lizzie Brazelton, Youth Services Librarian

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

Friends of the Library:

Kathy Wiemelt reported that the Friends will be holding a book drive, 10 A.M. – 1 P.M., on Saturday, August 24th. The next book sale is scheduled for September 20th, 21st and 22nd and a mini sale is planned for November. The proceeds from the mini sale will be used to support the Friends of the New Berlin Public Library Scholarship Program.

Consent Agenda Items:

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

- A. Minutes from Monday, July 17, 2024
- B. Next meeting date: Monday, September 16, 2024
- C. Bills and Invoices through July 25, 2024
- D. Library Activity Reports

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

Administrative Reports:

President's Report: President Marek reminded the board members of the online learning opportunities offered as a part of Wisconsin Trustee Training Week.

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 set another 10-year high in July with attendance of 18,772 visitors. Credit was given to the librarians and their work as "influencers." There was also record attendance at the library summer concert, Sunset

Symphony, sponsored by ProheathCare Regency Senior Communities. The event included a craft market, food trucks and children's activities. There was discussion about the lack of beverages for sale. The inclusion of additional vendors will be investigated for next year. Concerns about the lack of port-a-potties were also expressed. Signage inviting people to use the library's indoor bathrooms will be improved.

Lizzie Brazelton, Youth Services Librarian, provided a report on the Summer Reading Program which also experienced record participation. Activities included crafts, story times, movies, and an end-of-program celebration. Participants could record their progress on paper or on line through Beanstack. Positive feedback was received through Facebook, emails and in person.

OLD BUSINESS:

- A. Art Policy Inclusion in Material Selection Policy: Recommendations from the City Attorney were reviewed. A motion to approve the policy as suggested was made by Trustee Garrigues. It was seconded by Trustee Kawala. The motion was passed 8-0.

NEW BUSINESS:

- A. Code of Conduct Policy Revision: Recommendations from the board and staff were reviewed. A motion to approve the policy as suggested was made by Trustee Kroupa. It was seconded by Trustee Bock. The motion was approved 8-0.
- B. 2025 Equalized Value: New Berlin's equalized value rate decreased by 4.6% requiring less money for the City to qualify for the exemption from the special levy for library services.
- C. Trustee Essentials Chapter 23: Dealing with Challenges to Materials and Policies: A link to access the chapter will be sent to the trustees.

ANNOUNCEMENTS: None

ADJOURNMENT

Trustee Kawala made a motion to adjourn. It was seconded by Trustee Kroupa. The motion passed on a vote of 8-0. The meeting was adjourned at 6:50 P.M.

Respectfully submitted,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/8 TO 2024/8		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	53040			TELEPHONE/CELL PHONE							
302074	AT&T	262785498008	2024	0	2024	8	INV	P	313.35	082824	275594 PHONES-LIB AUG4-SEP
				ACCOUNT TOTAL					313.35		
15810000	54010			R&M BLDGS & GROUNDS							
003228	BATZNER PEST CONTR	66334148		0	2024	8	INV	P	131.89	082824	275601 PESTCNTRL-LIB AUG20
021746	GRAINGER	9206802960		0	2024	8	INV	P	144.12	082824	275639 LIGHTING/MAINT-LIB
021746	GRAINGER	9210153756		0	2024	8	INV	P	547.41	082824	275639 LIGHTING/MAINT-LIB
									691.53		
359157	OTIS ELEVATOR COMPAN	CM17190001		0	2024	8	INV	P	450.00	082824	275678 4/5/24ELEVATOR RPAI
359157	OTIS ELEVATOR COMPAN	CM18476001		0	2024	8	INV	P	450.00	082824	275678 4/4/24ELEVATOR RPAI
									900.00		
				ACCOUNT TOTAL					1,723.42		
15810000	54080			LEASES EQUIPMENT							
362301	GREAT AMERICA FINANC	37242399		0	2024	8	INV	P	513.24	082824	275640 COPIER LEASE/USAGE-
				ACCOUNT TOTAL					513.24		
15810000	54110			SUPPLIES							
013800	DEMCO INC	7512433		0	2024	8	INV	P	52.54	082824	275614 SUPPLIES-LIB
				ACCOUNT TOTAL					52.54		
15810000	54180			HOUSEKEEPING SUPPLY							
026400	ITU ABSORB TECH	8385266		0	2024	8	INV	P	121.69	082824	275648 MATS-LIB AUG2024
				ACCOUNT TOTAL					121.69		
15810000	54230			LIBRARY MATERIALS							
001613	GALE CENGAGE LEARNIN	84763236		0	2024	8	INV	P	170.19	082824	275631 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84769916		0	2024	8	INV	P	117.71	082824	275631 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84770182		0	2024	8	INV	P	89.97	082824	275631 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84776962		0	2024	8	INV	P	53.98	082824	275631 VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84782218		0	2024	8	INV	P	78.72	082824	275631 VARIOUS TITLES-LIB
									510.57		
006199	BAKER & TAYLOR BOOKS	2038429645		0	2024	8	INV	P	1,125.75	082824	275599 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038438648		0	2024	8	INV	P	223.98	082824	275599 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038440965		0	2024	8	INV	P	591.54	082824	275599 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038440967		0	2024	8	INV	P	163.74	082824	275599 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038444301		0	2024	8	INV	P	411.74	082824	275599 VARIOUS TITLES-LIB
									2,516.75		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/8 TO 2024/8										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
011583	CAVENDISH SQUARE	CAL348263I	0	2024	8	INV P	186.03	082824	275605	VARIOUS TITLES-LIB
013800	DEMCO INC	7512433	0	2024	8	INV P	57.89	082824	275614	SUPPLIES-LIB
224537	EBSCO	1744749	0	2024	8	INV P	550.00	082824	275618	PERIODICALS/WALL ST
350982	T-MOBILE	970673785 AUG2024	0	2024	8	INV P	608.97	082824	275706	INTERNET/HOTSPOTS-L
361291	MIDWEST TAPE	505858163	0	2024	8	INV P	287.97	082824	275664	VARIOUS TITLES-LIB
392979	CENTER POINT	2110674	0	2024	8	INV P	442.26	082824	275607	VARIOUS TITLES-LIB
ACCOUNT TOTAL							5,160.44			
ORG 15810000 TOTAL							7,884.68			
FUND 0010 GENERAL FUND							TOTAL :		7,884.68	

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9												
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR			TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000					LIBRARY							
15810000	54010				R&M BLDGS & GROUNDS							
014553	PREFERRED ELECTRICAL	08224BK111		0	2024	9	INV	P	502.00	091124	275827	ELECTRICAL WORK-LIB
ACCOUNT TOTAL									502.00			
15810000	54060				MARKETING							
020776	PENS.COM	113818888		0	2024	9	INV	P	79.50	091124	275822	PROMO SUPPLIES-LIB
020776	PENS.COM	113819343		0	2024	9	INV	P	142.44	091124	275822	PROMO PRODUCTS-LIB
									221.94			
ACCOUNT TOTAL									221.94			
15810000	54110				SUPPLIES							
011721	LEWIS CHAD	10/28/24PROG FEE		0	2024	9	INV	P	350.00	091124	275795	PROG PRESENTER FEE-
020058	ODP BUSINESS	380837252001		0	2024	9	INV	P	353.19	091124	275815	OFFICE SUPPLIES-LIB
336033	MADEY JESSICA	2024 SUPPLIES REIMB		0	2024	9	INV	P	15.00	091124	275800	SUPPLIES REIMB-LIB
ACCOUNT TOTAL									718.19			
15810000	54170				POSTAGE							
348554	PURCHASE POWER	8-26-24POSTAGE		0	2024	9	INV	P	100.00	091124	275829	8000-9000-1111-0198
ACCOUNT TOTAL									100.00			
15810000	54230				LIBRARY MATERIALS							
001613	GALE CENGAGE LEARNIN	84789906		0	2024	9	INV	P	46.50	091124	275774	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	84871361		0	2024	9	INV	P	54.73	091124	275774	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	85014413		0	2024	9	INV	P	40.49	091124	275774	VARIOUS TITLES-LIB
									141.72			
006199	BAKER & TAYLOR BOOKS	2038445717		0	2024	9	INV	P	271.82	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038452800		0	2024	9	INV	P	53.79	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038460223		0	2024	9	INV	P	388.65	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038467187		0	2024	9	INV	P	172.63	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038467343		0	2024	9	INV	P	251.24	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038474051		0	2024	9	INV	P	727.77	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038476871		0	2024	9	INV	P	370.30	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038477213		0	2024	9	INV	P	608.93	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038478180		0	2024	9	INV	P	5.54	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038485370		0	2024	9	INV	P	170.66	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038491261		0	2024	9	INV	P	33.23	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038491427		0	2024	9	INV	P	139.94	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038493396		0	2024	9	INV	P	387.42	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038493544		0	2024	9	INV	P	1,115.23	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038496976		0	2024	9	INV	P	332.08	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038500254		0	2024	9	INV	P	369.78	091124	275749	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	H70034660		0	2024	9	INV	P	13.50	091124	275749	VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9		PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
ACCOUNT/VENDOR	INVOICE							
						5,412.51		
007171 MILWAUKEE BUSINESS J	2025 SUBSCRIP	0	2024 9	INV	P	200.00 091124	275808	0506955942-LIB 2025
013800 DEMCO INC	7507768	0	2024 9	INV	P	730.29 091124	275769	CUSTOM LABELS-LIB 7
013800 DEMCO INC	7509636	0	2024 9	INV	P	138.43 091124	275769	CIRCULATION SUPPLIE
						868.72		
224529 BLACKSTONE PUBLISHIN	2163405	0	2024 9	INV	P	7.95 091124	275753	VARIOUS TITLES-LIB
224537 EBSCO	1745420	0	2024 9	INV	P	149.88 091124	275772	VARIOUS TITLES-LIB
273473 VANZANT KELLY	0000001	0	2024 9	INV	P	100.98 091124	275850	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	505882724	0	2024 9	INV	P	91.47 091124	275807	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	505922032	0	2024 9	INV	P	476.35 091124	275807	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	505943482	0	2024 9	INV	P	76.44 091124	275807	VARIOUS TITLES-LIB
						644.26		
392979 CENTER POINT	2108412	0	2024 9	INV	P	30.00 091124	275761	VARIOUS TITLES-LIB
ACCOUNT TOTAL						7,556.02		
ORG 15810000 TOTAL						9,098.15		
FUND 0010 GENERAL FUND						TOTAL:	9,098.15	

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

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	347,297.18	.00	149,319.82	69.9%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	296,930.50	.00	178,069.50	62.5%
15810000	51010	RETIREMENT	48,068	0	48,068	32,371.39	.00	15,696.61	67.3%
15810000	51020	FICA	73,528	0	73,528	48,542.02	.00	24,985.98	66.0%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	65,000.70	.00	10,599.30	86.0%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,753.43	.00	-592.43	151.0%
15810000	51070	LIFE INSURANCE	861	0	861	620.16	.00	240.84	72.0%
15810000	53010	ELECTRICITY	69,000	0	69,000	39,081.96	.00	29,918.04	56.6%
15810000	53020	WATER/SEWER	3,876	0	3,876	1,862.57	.00	2,013.43	48.1%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	2,237.42	.00	62.58	97.3%
15810000	53050	HEATING FUEL	19,500	0	19,500	9,278.46	.00	10,221.54	47.6%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	21,428.13	.00	33,571.87	39.0%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	33,268.32	.00	36,031.68	48.0%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	2,000.00	.00	.00	100.0%
15810000	54060	MARKETING	500	0	500	345.64	.00	154.36	69.1%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	10,702.12	.00	37,297.88	22.3%
15810000	54110	SUPPLIES	37,400	0	37,400	6,158.91	.00	31,241.09	16.5%
15810000	54170	POSTAGE	450	0	450	500.00	.00	-50.00	111.1%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	5,797.11	.00	10,202.89	36.2%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	168,653.51	.00	51,346.49	76.7%
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	39,987.74	.00	-1,987.74	105.2%
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	952.19	.00	847.81	52.9%
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	1,136,980.53	.00	620,661.47	64.7%
TOTAL EXPENSES			1,757,642	0	1,757,642	1,136,980.53	.00	620,661.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	1,136,980.53	.00	620,661.47	64.7%	
** END OF REPORT - Generated by Thu Van Hintz **								

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/8 TO 2024/8												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
22810000			LIBRARY DONATION									
22810000 48040			DONATIONS									
331732	CREATIVE BRICK &	720867	0	2024	8	INV	P	39.00 082824	275611	MEMORIAL BRICK-LIB		
ACCOUNT TOTAL								39.00				
22810000 48040 FOL			DONATIONS									
335185	FRITZ-KLAUS KARRI	9/27& 10/9 2024	0	2024	8	INV	P	590.00 082824	275628	FOL#2329 9/27& 10/		
393312	FULLER-COOPER LAURA	10/3 & 12/5 2024	0	2024	8	INV	P	350.00 082824	275630	FOL#2423/2024 10/3&		
ACCOUNT TOTAL								940.00				
ORG 22810000 TOTAL								979.00				
FUND 0200 LIBRARY DONATION FUND								TOTAL:				979.00

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9												
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
22810000			LIBRARY DONATION									
22810000 48040 FOL			DONATIONS									
013800 DEMCO INC			7519602	0	2024	9	INV	P	3,516.92	091124	275769	FOL#2412/PROG SUPPL
375241 CAMPBELL JEFFREY			11/14/24	LIB PROG	0	2024	9	INV	P	200.00	091124	275758 FOL#2339/LIB PROG P
ACCOUNT TOTAL									3,716.92			
ORG 22810000 TOTAL									3,716.92			
FUND 0200 LIBRARY DONATION FUND									TOTAL:		3,716.92	

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
581	LIBRARY	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES		BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-7,981.85	.00	7,981.85	100.0%
22810000	48040	FOL DONATIONS	0	0	0	4,079.13	.00	-4,079.13	100.0%*
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY		0	0	0	-3,252.72	.00		3,252.72	100.0%
TOTAL REVENUES		0	0	0	-3,902.72	.00		3,902.72	
TOTAL EXPENSES		0	0	0	650.00	.00		-650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-3,252.72	.00	3,252.72	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
581	LIBRARY	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES		BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-9,453.43	.00	9,453.43	100.0%
22810000	48040	FOL DONATIONS	0	0	0	8,786.02	.00	-8,786.02	100.0%*
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY		0	0	0	-17.41	.00		17.41	100.0%
TOTAL REVENUES		0	0	0	-667.41	.00		667.41	
TOTAL EXPENSES		0	0	0	650.00	.00		-650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	0	0	0	-17.41	.00	17.41	100.0%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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	330,386.52	.00	166,230.48	66.5%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	280,482.99	.00	194,517.01	59.0%
15810000	51010	RETIREMENT	48,068	0	48,068	30,800.22	.00	17,267.78	64.1%
15810000	51020	FICA	73,528	0	73,528	45,994.72	.00	27,533.28	62.6%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	65,000.70	.00	10,599.30	86.0%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,753.43	.00	-592.43	151.0%
15810000	51070	LIFE INSURANCE	861	0	861	620.16	.00	240.84	72.0%
15810000	53010	ELECTRICITY	69,000	0	69,000	30,438.07	.00	38,561.93	44.1%
15810000	53020	WATER/SEWER	3,876	0	3,876	1,862.57	.00	2,013.43	48.1%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	2,237.42	.00	62.58	97.3%
15810000	53050	HEATING FUEL	19,500	0	19,500	8,618.37	.00	10,881.63	44.2%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	20,926.13	.00	34,073.87	38.0%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	33,268.32	.00	36,031.68	48.0%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	2,000.00	.00	.00	100.0%
15810000	54060	MARKETING	500	0	500	123.70	.00	376.30	24.7%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	10,702.12	.00	37,297.88	22.3%
15810000	54110	SUPPLIES	37,400	0	37,400	4,181.15	.00	33,218.85	11.2%
15810000	54170	POSTAGE	450	0	450	400.00	.00	50.00	88.9%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	5,121.16	.00	10,878.84	32.0%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	154,686.21	.00	65,313.79	70.3%
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	39,747.06	.00	-1,747.06	104.6%
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	742.31	.00	1,057.69	41.2%
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	1,072,304.40	.00	685,337.60	61.0%
TOTAL EXPENSES			1,757,642	0	1,757,642	1,072,304.40	.00	685,337.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	1,072,304.40	.00	685,337.60	61.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08								
ACCOUNTS FOR: 000 UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
01010400 44110 LIBRARY FINES	-29,500	0	-29,500	-17,160.51	.00	-12,339.49	58.2%	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-4,831.60	.00	-2,668.40	64.4%	
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	-43,156.83	.00	-19,843.17	68.5%	
TOTAL REVENUES	-63,000	0	-63,000	-43,156.83	.00	-19,843.17		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-63,000	0	-63,000	-43,156.83	.00	-19,843.17	68.5%

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

YEAR-TO-DATE THROUGH AUGUST 31, 2024						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	496,617	330,386.52	166,230	66.50
15810000	50020	SALARY-PART TIME	475,000	280,482.99	194,517	59.00
15810000	51010	RETIREMENT	48,068	30,800.22	17,268	64.10
15810000	51020	FICA	73,528	45,994.72	27,533	62.60
15810000	51030	HEALTH INSURANCE	75,600	65,000.70	10,599	86.00
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,753.43	-592	151.00
15810000	51070	LIFE INSURANCE	861	620.16	241	72.00
15810000	53010	ELECTRICITY	69,000	30,438.07	38,562	44.10
15810000	53020	WATER/SEWER	3,876	1,862.57	2,013	48.10
15810000	53040	TELEPHONE/CELL PHONE	2,300	2,237.42	63	97.30
15810000	53050	HEATING FUEL	19,500	8,618.37	10,882	44.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	20,926.13	34,074	38.00
15810000	54030	MAINTENANCE CONTRACTS	69,300	33,268.32	36,032	48.00
15810000	54040	R&M EQUIPMENT	2,000	2,000.00	0	100.00
15810000	54060	MARKETING	500	123.70	376	24.70
15810000	54080	LEASES EQUIPMENT	48,000	10,702.12	37,298	22.30
15810000	54110	SUPPLIES	37,400	4,181.15	33,219	11.20
15810000	54170	POSTAGE	450	400.00	50	88.90
15810000	54180	HOUSEKEEPING SUPPLY	16,000	5,121.16	10,879	32.00
15810000	54230	LIBRARY MATERIALS	220,000	154,686.21	65,314	70.30
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEALS	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	209.76	290	42.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,747.06	-1,747	104.60
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	742.31	1,058	41.20
15810000	55100	PROGRAMS-ADULT	1,200	1,000.21	200	83.40
		Grand Total	1,757,642	1,072,304.40	685,338	61.00

YEAR-TO-DATE THROUGH AUGUST 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUD	YTD EXPENDED	AVAILABLE BU	% USED
15810000	50010	SALARY-FULL TIME	496,617	330,386.52	166,230	66.50
15810000	50020	SALARY-PART TIME	475,000	280,482.99	194,517	59.00
15810000	51010	RETIREMENT	48,068	30,800.22	17,268	64.10
15810000	51020	FICA	73,528	45,994.72	27,533	62.60
15810000	51030	HEALTH INSURANCE	75,600	65,000.70	10,599	86.00
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,753.43	-592	151.00
15810000	51070	LIFE INSURANCE	861	620.16	241	72.00
15810000	53010	ELECTRICITY	69,000	30,438.07	38,562	44.10
15810000	53020	WATER/SEWER	3,876	1,862.57	2,013	48.10
15810000	53040	TELEPHONE/CELL PHONE	2,300	2,237.42	63	97.30
15810000	53050	HEATING FUEL	19,500	8,618.37	10,882	44.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	20,926.13	34,074	38.00
15810000	54030	MAINTENANCE CONTRACT	69,300	33,268.32	36,032	48.00
15810000	54040	R&M EQUIPMENT	2,000	2,000.00	0	100.00
15810000	54060	MARKETING	500	123.70	376	24.70
15810000	54080	LEASES EQUIPMENT	48,000	10,702.12	37,298	22.30
15810000	54110	SUPPLIES	37,400	4,181.15	33,219	11.20
15810000	54170	POSTAGE	450	400.00	50	88.90
15810000	54180	HOUSEKEEPING SUPPLY	16,000	5,121.16	10,879	32.00
15810000	54230	LIBRARY MATERIALS	220,000	154,686.21	65,314	70.30
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/ME	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	209.76	290	42.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,747.06	-1,747	104.60
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	742.31	1,058	41.20
15810000	55100	PROGRAMS-ADULT	1,200	1,000.21	200	83.40
		Grand Total	1,757,642	1,072,304.40	685,338	61.00

SUMMER at the LIBRARY

BY THE NUMBERS



95,460
total checkouts

Over 95,460 items were checked out this summer, including almost 2000 "Things" and over 1085 Experience Passes!

736



puzzles checked out

Puzzles were the "Things" that were checked out the most, followed by Tonies, book bags, and board games!

1,663
people registered for
Summer Reading



686

new library cards

New library cards were issued to over 686 people (both children and adults) from June to August!

1,384
children
reading
369,141
minutes

127
teens
reading
2,142
books

152
adults
reading
133,262
minutes

4,164



program attendees



56,733
total library visits

It was a record summer for people visiting the library!

KIDS

76
programs
3,974
attendees

TEENS

8
programs
95
attendees

ADULTS

11
programs
275
attendees



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 **and/or homeowner 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 **four hours**, to include room set-up and take-down. **Fees:** Community Room, \$100; Heritage Center Meeting Room, \$50.

Step 2: Application

All applications must be completed in full, signed and submitted by the authorized adult representative of the group who will also be attending the meeting. Applicant **must be at least 18 years of age to reserve a meeting room and** accept responsibility for the conduct of the meeting and for any damages incurred. **Children and young adults are encouraged to use the meeting rooms but only with the supervision of one or more adults at least 18 years of age.**

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 at time of application if submitted in person, or within 5 business days by mail. 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.

Should there be any additional cleaning required after a meeting by our custodial staff, a 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. Materials may not be stored at the library before or after a room use. The library will not be responsible for any equipment or items left in the rooms.**
- 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.
- **In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the applicant in advance of severe weather cancellations.**
- 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 it 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. Library property is under video surveillance in accordance with Wis. Stat. § 942.08.



2025 Calendar-Library Holiday & Closure Schedule

Wednesday, January 1 - New Year's Day

Friday, April 11– Staff Development Day

Friday, April 18- Sunday, April 20 – Easter Holiday

Saturday, May 24 - Monday, May 26- *Memorial Day Holiday

Friday, July 4 – Independence Day

Friday, July 25 – Staff Development Day

Saturday, August 30 - Monday, September 1 – *Labor Day Holiday

Friday, October 10 – Staff Development Day

Thursday, November 27 & Friday, November 28 – Thanksgiving Holiday

Wednesday, December 24 & Thursday, December 25 – Christmas Holiday

Wednesday, December 31 - New Year's Eve

****Sundays, June-August - Library Closed Sundays***