



Library Board Meeting Agenda

November 18, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: 11/14/24

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, October 21, 2024
 - B. Next meeting date: Monday, December 16, 2024
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director Report
8. **OLD BUSINESS**
 - A. 2025 Library Operating Budget
 - B. Library Holiday and Closure Schedule-Revision
9. **NEW BUSINESS**
 - A. Code of Conduct Policy Revisions
 - B. 2025 Annual Addendum to the Bridges Library System-Member Library and CAFE Agreements
 - C. Bridges Library System Annual Report
 - D. [Trustee Essentials-Chapter 14: The Library Board and the Open Meetings Law](#)
10. **ANNOUNCEMENTS**
11. **ADJOURN**

Additional Information

- The agenda packet with supplemental information related to the agenda items is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes are also posted online.

- The governing body may consider agenda items out of order
- Members, and potentially a quorum of other governmental bodies of the municipality, may be present at the meeting to gather information. No action will be taken by any governmental body other than the one referenced in this notice.
- With reasonable notice, accommodations will be provided under the Americans with Disabilities Act to meet the needs of individuals with disabilities through appropriate aids and services. For more information or to request assistance, please contact the Office of the City Clerk at (262) 786-8610.

Minutes
New Berlin Public Library Board Meeting
October 21, 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: Dolores Greenawalt

Staff Members Present: Natalie Beacom, Director

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

Friends of the Library:

Kathy Wiemelt reported that the book sale sponsored by the Friends on September 20th 21st and 22nd raised over \$10,000. It was the Friends' most successful sale in their history. The board members joined Ms. Wiemelt in thanking the dedicated team of volunteers who make the book sales possible. A mini sale will be held from 10 AM to 2 PM on Saturday, October 26. All proceeds will benefit the Friends of the New Berlin Public Library Scholarship Fund.

Consent Agenda Items:

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

- A. Minutes from Monday, September 16, 2024
- B. Next meeting date: Monday, November 18, 2024
- C. Bills and Invoices through October 2, 2024
- D. Library Activity Reports

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

Administrative Reports:

President's Report: None

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 attendance record for September, the fourth month in a row. From the end of summer and beginning of the school year, the library served over 35,000 visitors, which is a 25%

increase from 2023.

OLD BUSINESS:

- A. *2025 Library Operating Budget – Revisions:* Costs associated with building maintenance will be transferred from the library's budget to the Department of Public Works. This change is consistent with other city departments. Funds for dues and conferences were reduced as the staff has transitioned to using primarily web-based professional development opportunities. Concerns about the impact of the proposed We Energies rate increases were also discussed.

NEW BUSINESS:

- A. *Strategic Planning – Library, Communications, Network:* Director Beacom invited the trustees to join two new strategic planning teams focusing on critical issues including energy use and artificial intelligence.
- B. *Trustee Essentials: Planning for the Library's Future, Chapter 11:* It was noted that Director Beacom's initiative to form the new teams was a good example of the using the strategic planning process to prepare for the future.

ANNOUNCEMENTS: None

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Garrigues. The motion passed on a vote of 8-0. The meeting was adjourned at 6:35 P.M.

Respectfully submitted,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP S	PAYABLES		CHECK	DESCRIPTION
15810000		LIBRARY								
15810000	53020				WATER/SEWER					
046817	NEW BERLIN WATER STU	1-002-02920CT24		0	2024 11	INV P	981.05	111324	276401	7/1-9/30 2024
ACCOUNT TOTAL							981.05			
15810000		53040			TELEPHONE/CELL PHONE					
302074	AT&T	262785498010	2024	0	2024 11	INV P	313.35	111324	276391	PHONES/CONTRAC SERV
ACCOUNT TOTAL							313.35			
15810000		54010			R&M BLDGS & GROUNDS					
001525	FILTRATION CONCEPTS	59652		0	2024 11	INV P	3,715.68	111324	276475	AIR FILTERS-LIB 10/
004997	ADVANCED COMMUNICATI	24-1013		0	2024 11	INV P	327.00	111324	276436	COMM ROOM/SOUND SYS
011830	INPRO CORPORATION	2286274		0	2024 11	INV P	427.71	111324	276492	MAINT/RPAIR-LIB 9/5
011830	INPRO CORPORATION	2290036		0	2024 11	INV P	306.48	111324	276492	CORNER GUARDS-LIB 9
							734.19			
014062	SUNBELT RENTALS INC	160612286-0002		0	2024 11	INV P	1,010.65	111324	276568	EQPMT RENTAL-LIB 10
021746	GRAINGER	9283276575		0	2024 11	INV P	263.53	111324	276481	MAINT/RPAIRS-LIB 10
ACCOUNT TOTAL							6,051.05			
15810000		54030			MAINTENANCE CONTRACT					
014113	K-12 TECHNOLOGY GROU	95688		0	2024 11	INV P	541.96	111324	276502	CROWDSTRIKE-LIB NOV
014113	K-12 TECHNOLOGY GROU	95689		0	2024 11	INV P	1,900.00	111324	276502	SIMPLIFY IT-LIB NOV
							2,441.96			
ACCOUNT TOTAL							2,441.96			
15810000		54080			LEASES EQUIPMENT					
014113	K-12 TECHNOLOGY GROU	95679		0	2024 11	INV P	2,975.00	111324	276502	COMPUTER IMAGING OP
014113	K-12 TECHNOLOGY GROU	95680		0	2024 11	INV P	7,000.00	111324	276502	UPDATES/WINDOWS 11-
014113	K-12 TECHNOLOGY GROU	95681		0	2024 11	INV P	7,606.84	111324	276502	STAFF LAPTOPS/SOFTW
014113	K-12 TECHNOLOGY GROU	95682		0	2024 11	INV P	13,733.97	111324	276502	SERVER INSTALL/VM U
014113	K-12 TECHNOLOGY GROU	95683		0	2024 11	INV P	3,415.50	111324	276502	SONIC WALL/3 YRS-LI
							34,731.31			
362301	GREAT AMERICA FINANC	37690587		0	2024 11	INV P	531.05	111324	276395	COPIER LEASE/USAGE-
362301	GREAT AMERICA FINANC	37798229		0	2024 11	INV P	445.96	111324	276482	COPIER LEASE & USAG
							977.01			
ACCOUNT TOTAL							35,708.32			
15810000		54110			SUPPLIES					

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11											
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
020058	ODP	BUSINESS	387648404001	0	2024 11	INV	P	.57	111324	276532	OFFICE SUPPLIES-LIB
020058	ODP	BUSINESS	388966177001	0	2024 11	INV	P	494.35	111324	276532	OFFICES SUPPLIES/LI
020058	ODP	BUSINESS	388966177002	0	2024 11	INV	P	57.69	111324	276532	OFFICE SUPPLIES-LIB
020058	ODP	BUSINESS	388973119001	0	2024 11	INV	P	10.99	111324	276532	OFFICE SUPPLIES-LIB
								563.60			
ACCOUNT TOTAL								563.60			
15810000	54230	LIBRARY MATERIALS									
001613	GALE	CENGAGE	LEARNIN	85787823	0	2024 11	INV	P	179.94	111324	276477 VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	85793587	0	2024 11	INV	P	26.24	111324	276477 VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	85799573	0	2024 11	INV	P	78.72	111324	276477 VARIOUS TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	85891475	0	2024 11	INV	P	64.49	111324	276477 VARIOUS TITLES-LIB
								349.39			
006199	BAKER & TAYLOR	BOOKS	2038611959	0	2024 11	INV	P	147.45	111324	276445 VARIOUS TITLES-LIB	
006199	BAKER & TAYLOR	BOOKS	2038617080	0	2024 11	INV	P	267.54	111324	276445 VARIOUS TITLES-LIB	
006199	BAKER & TAYLOR	BOOKS	2038628323	0	2024 11	INV	P	33.23	111324	276445 VARIOUS TITLES-LIB	
006199	BAKER & TAYLOR	BOOKS	2038629096	0	2024 11	INV	P	317.28	111324	276445 VARIOUS TITLES-LIB	
								765.50			
020058	ODP	BUSINESS	388966177001	0	2024 11	INV	P	99.54	111324	276532	OFFICES SUPPLIES/LI
321672	HOOPLA		506273316	0	2024 11	INV	P	1,429.24	111324	276489	DIGITAL MEDIA-LIB O
350982	T-MOBILE		970673785 OCT2024	0	2024 11	INV	P	613.21	111324	276570	HOTSPOTS-LIB 9/9-10
361291	MIDWEST	TAPE	506187832	0	2024 11	INV	P	132.70	111324	276523	VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	506187833	0	2024 11	INV	P	79.47	111324	276523	VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	506210061	0	2024 11	INV	P	350.53	111324	276523	VARIOUS TITLES-LIB
361291	MIDWEST	TAPE	506254712	0	2024 11	INV	P	130.40	111324	276523	VARIOUS TITLES-LIB
								693.10			
ACCOUNT TOTAL								3,949.98			
ORG 15810000 TOTAL								50,009.31			
FUND 0010 GENERAL FUND					TOTAL:		50,009.31				

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	451,710.32	.00	44,906.68	91.0%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	373,988.52	.00	101,011.48	78.7%
15810000	51010	RETIREMENT	48,068	0	48,068	41,832.66	.00	6,235.34	87.0%
15810000	51020	FICA	73,528	0	73,528	62,224.10	.00	11,303.90	84.6%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	84,697.35	.00	-9,097.35	112.0%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	2,312.13	.00	-1,151.13	199.1%
15810000	51070	LIFE INSURANCE	861	0	861	818.76	.00	42.24	95.1%
15810000	53010	ELECTRICITY	69,000	0	69,000	57,067.55	.00	11,932.45	82.7%
15810000	53020	WATER/SEWER	3,876	0	3,876	2,843.62	.00	1,032.38	73.4%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	2,864.12	.00	-564.12	124.5%
15810000	53050	HEATING FUEL	19,500	0	19,500	10,539.00	.00	8,961.00	54.0%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	44,643.97	.00	10,356.03	81.2%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	40,636.52	.00	28,663.48	58.6%
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	48,317.65	.00	-317.65	100.7%
15810000	54110	SUPPLIES	37,400	0	37,400	11,840.94	.00	25,559.06	31.7%
15810000	54170	POSTAGE	450	0	450	600.00	.00	-150.00	133.3%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	12,534.97	.00	3,465.03	78.3%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	212,356.46	.00	7,643.54	96.5%
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	387.71	.00	112.29	77.5%
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	602.88	.00	597.12	50.2%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	997.53	.00	802.47	55.4%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,078.34	.00	121.66	89.9%
TOTAL LIBRARY			1,757,642	0	1,757,642	1,507,649.69	.00	249,992.31	85.8%
TOTAL EXPENSES			1,757,642	0	1,757,642	1,507,649.69	.00	249,992.31	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	1,507,649.69	.00	249,992.31	85.8%	
** END OF REPORT - Generated by Thu Van Hintz **								

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION		
15810000		LIBRARY										
15810000 54010				R&M	BLDGS &	GROUNDS						
011840	US BANK	9/10/24	SHERWIN-LIB	0	2024	10 INV P	388.62	100824E	10114	SHERWIN WILLIAMS/PA		
ACCOUNT TOTAL							388.62					
15810000 54110				SUPPLIES								
011840	US BANK	8/14/24	AMZN1-LIB	0	2024	10 INV P	124.99	100824E	10114	AMZN/SOCIAL MEDIA F		
011840	US BANK	8/15/24	AMZN1-LIB	0	2024	10 INV P	8.16	100824E	10114	AMZN/OFFICE SUPPLIE		
011840	US BANK	8/15/24	PITNEYBOWES-	0	2024	10 INV P	127.80	100824E	10114	PITNEYBOWES/RED INK		
011840	US BANK	8/16/24	AMZN1-LIB	0	2024	10 INV P	6.75	100824E	10114	AMZN/CABLE-LIB 8/16		
011840	US BANK	8/17/24	AMZN-LIB	0	2024	10 INV P	8.52	100824E	10114	AMZN/MOUSEPAD WRIST		
011840	US BANK	8/23/24	ADOBE-LIB	0	2024	10 INV P	19.99	100824E	10114	ADOBE/LICENSE CONTR		
011840	US BANK	9/10/24	AMZN-LIB	0	2024	10 INV P	10.80	100824E	10114	AMZN/PETTY CASH REC		
011840	US BANK	9/10/24	GBPACKERS-LIB	0	2024	10 INV P	15.00	100824E	10114	GB PACKERS/MEMBERSH		
011840	US BANK	9/12/24	AMZN2-LIB	0	2024	10 INV P	102.19	100824E	10114	AMZN/MISC SUPPLIES-		
011840	US BANK	9/15/24	AMZN2-LIB	0	2024	10 INV P	79.98	100824E	10114	AMZN/SUPPLIES-LIB 9		
011840	US BANK	9/4/24	AMZN-LIB	0	2024	10 INV P	24.99	100824E	10114	AMZN/BIKE PUMP-LIB		
011840	US BANK	9/4/24	STICKERYOU-LIB	0	2024	10 INV P	158.49	100824E	10114	STICKER YOU/BREWS&B		
011840	US BANK	9/5/24	AMZN1-LIB	0	2024	10 INV P	47.97	100824E	10114	AMZN/SUPPLIES-LIB 9		
011840	US BANK	9/5/24	AMZN2-LIB	0	2024	10 INV P	15.99	100824E	10114	AMZN/SUPPLIES-9/5/2		
011840	US BANK	9/5/24	TARGET-LIB	0	2024	10 INV P	58.26	100824E	10114	TARGET/STORAGE BINS		
011840	US BANK	9/6/24	OFFWALL-LIB	0	2024	10 INV P	168.00	100824E	10114	OFFWALL/HALLOWEEN T		
							977.88					
ACCOUNT TOTAL							977.88					
15810000 54180				HOUSEKEEPING SUPPLY								
011840	US BANK	8/16/24	AMZN2-LIB	0	2024	10 INV P	59.99	100824E	10114	AMZN/HOUSEKEEPING S		
011840	US BANK	8/16/24	AMZN3-LIB	0	2024	10 INV P	69.99	100824E	10114	AMZN/HOUSEKEEPING S		
							129.98					
ACCOUNT TOTAL							129.98					
15810000 54230				LIBRARY MATERIALS								
011840	US BANK	8/14/24	AMZN2-LIB	0	2024	10 INV P	9.99	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/15/24	AMZN2-LIB	0	2024	10 INV P	1,321.71	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/15/24	AMZN3-LIB	0	2024	10 INV P	38.99	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/15/24	AMZN4-LIB	0	2024	10 INV P	22.62	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/15/24	AMZN5-LIB	0	2024	10 INV P	77.67	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/15/24	AMZN6-LIB	0	2024	10 INV P	238.68	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/16/24	AMZN4-LIB	0	2024	10 INV P	34.99	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/17/24	AMZN-LIB	0	2024	10 INV P	70.36	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/19/24	AMZN-LIB	0	2024	10 INV P	89.97	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/20/24	AMZN2-LIB	0	2024	10 INV P	12.99	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/21/24	AMZN-LIB	0	2024	10 INV P	7.07	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/21/24	AMZN1-LIB	0	2024	10 INV P	26.41	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/24/24	AMZN-LIB	0	2024	10 INV P	44.98	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/25/24	AMZN-LIB	0	2024	10 INV P	202.65	100824E	10114	AMZN/VARIOUS TITLES		
011840	US BANK	8/26/24	BOOKWORM-LIB	0	2024	10 INV P	100.00	100824E	10114	BOOKWORM GARDENS/VA		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION		
011840	US BANK	8/27/24AMZN1-LIB	0	2024	10	INV	P	21.43	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	8/27/24AMZN3-LIB	0	2024	10	INV	P	16.99	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	8/27/24AMZN4-LIB	0	2024	10	INV	P	143.92	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	8/27/24TARGET-LIB	0	2024	10	INV	P	33.95	100824E	10114	TARGET/VARIOUS TITL	
011840	US BANK	8/27/24UNCOMMONGOODS	0	2024	10	INV	P	665.64	100824E	10114	UNCOMMONGOODS/VARIO	
011840	US BANK	8/28/24AMZN2-LIB	0	2024	10	INV	P	140.10	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/1/24AMZN1-LIB	0	2024	10	INV	P	18.27	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/1/24AMZN2-LIB	0	2024	10	INV	P	20.00	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/11/24AMZN1-LIB	0	2024	10	INV	P	59.72	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/13/24AMZN1-LIB	0	2024	10	INV	P	13.99	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/13/24AMZN2-LIB	0	2024	10	INV	P	390.08	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/13/24DEVILS LAKE	0	2024	10	INV	P	500.00	100824E	10114	DEVIL'S LAKE/PARK P	
011840	US BANK	9/15/24AMZN1-LIB	0	2024	10	INV	P	18.99	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/2/24AMNZ1-LIB	0	2024	10	INV	P	117.96	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/2/24AMZN3-LIB	0	2024	10	INV	P	36.93	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/2/24AMZN4-LIB	0	2024	10	INV	P	95.69	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/3/24AMZN-LIB	0	2024	10	INV	P	23.43	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/5/24ECONOCO-LIB	0	2024	10	INV	P	236.61	100824E	10114	ECONOCO/COSTUME RAC	
011840	US BANK	9/5/24GREENBAY PACKR	0	2024	10	INV	P	120.00	100824E	10114	GREENBAY PACKERS/HA	
011840	US BANK	9/6/24AMZN2-LIB	0	2024	10	INV	P	12.78	100824E	10114	AMZN/VARIOUS TITLES	
011840	US BANK	9/6/24AMZN3-LIB	0	2024	10	INV	P	40.47	100824E	10114	AMZN/VARIOUS TITLES	
								5,026.03				
ACCOUNT TOTAL								5,026.03				
15810000	55090	PROGRAMS-JUVENILE										
011840	US BANK	8/27/24AMZN2-LIB	0	2024	10	INV	P	22.99	100824E	10114	AMZN/JUV PROG SUPPL	
ACCOUNT TOTAL								22.99				
15810000	55100	PROGRAMS-ADULT										
011840	US BANK	9/12/24AMZN1-LIB	0	2024	10	INV	P	43.50	100824E	10114	AMZN/PROG SUPPLIES-	
ACCOUNT TOTAL								43.50				
ORG 15810000 TOTAL								6,589.00				
FUND 0010 GENERAL FUND								TOTAL:	6,589.00			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10											
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
22810000			LIBRARY DONATION								
22810000 48040 FOL			DONATIONS								
011840	US BANK	8/16/24	SPOTIFY-LIB	0	2024	10	INV P	17.84	100824E	10114	FOL#2404/SPOTIFY/MU
011840	US BANK	8/18/24	AMZN-LIB	0	2024	10	INV P	107.86	100824E	10114	FOL#2421/AMZN/PROG
011840	US BANK	8/20/24	AMZN1-LIB	0	2024	10	INV P	66.97	100824E	10114	FOL#2421/AMZN/PROG
011840	US BANK	8/28/24	AMZN1-LIB	0	2024	10	INV P	12.99	100824E	10114	FOL#2407/AMZN/PROG
011840	US BANK	8/29/24	HEIFER -LIB	0	2024	10	INV P	80.00	100824E	10114	FOL#2407/HEIFER -LI
011840	US BANK	8/30/24	KWIKTRIP-LIB	0	2024	10	INV P	40.00	100824E	10114	FOL#2407/KWIKTRIP/P
011840	US BANK	8/30/24	MARCUS-LIB	0	2024	10	INV P	40.00	100824E	10114	FOL#2407/MARCUS RID
011840	US BANK	8/30/24	QDOBA-LIB	0	2024	10	INV P	40.00	100824E	10114	FOL#2407/QDOBA/PROG
011840	US BANK	9/11/24	AMZN2-LIB	0	2024	10	INV P	34.19	100824E	10114	FOL#2419/AMZN/PROG
011840	US BANK	9/14/24	AMZN1-LIB	0	2024	10	INV P	15.15	100824E	10114	FOL#2421/AMZN/LABEL
011840	US BANK	9/14/24	AMZN2-LIB	0	2024	10	INV P	23.14	100824E	10114	FOL#2421/AMZN/PROG
011840	US BANK	9/14/24	AMZN3-LIB	0	2024	10	INV P	26.99	100824E	10114	FOL#2421/AMZN/PROG
011840	US BANK	9/15/24	AMZN3-LIB	0	2024	10	INV P	50.00	100824E	10114	FOL#2410/AMZN/MARCU
011840	US BANK	9/2/24	AMZ2-LIB	0	2024	10	INV P	102.00	100824E	10114	FOL#2345/PROG SUPPL
011840	US BANK	9/5/24	AMZN3-LIB	0	2024	10	INV P	152.95	100824E	10114	FOL#2419/AMZN/PROG
011840	US BANK	9/6/24	AMZN1-LIB	0	2024	10	INV P	50.00	100824E	10114	FOL#2419/AMZN/STARB
								860.08			
ACCOUNT TOTAL								860.08			
ORG 22810000 TOTAL								860.08			
FUND 0200 LIBRARY DONATION FUND								TOTAL:	860.08		

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



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***

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
15810000										LIBRARY
15810000	54010			R&M	BLDGS &	GROUND				
003228	BATZNER PEST CONTR	68889492	0	2024	10	INV P	131.89	102324	276243	PESTCNTRL-LIB 10/8/
004997	ADVANCED COMMUNICATI	24-0935	0	2024	10	INV P	2,210.00	102324	276229	HERITAGE ROOM /MIC
004997	ADVANCED COMMUNICATI	24-1004	0	2024	10	INV P	580.00	102324	276229	ENTRY DISPLAY WORK-
							2,790.00			
021746	GRAINGER	9280761488	0	2024	10	INV P	156.57	102324	276280	MAINT/RPAIRS-LIB 10
229369	ALL COUNTY ELECTRIC	10315-01	0	2024	10	INV P	142.50	102324	276232	RPAIR/MAINT-LIB 10/
311839	HOME DEPOT CREDIT SE	2516833	0	2024	10	INV P	33.75	102324	276286	MAINT-LIB 10/1/24
311839	HOME DEPOT CREDIT SE	9617024	0	2024	10	INV P	22.08	102324	276286	RPAIR/MAINT-LIB 10/
							55.83			
				ACCOUNT TOTAL			3,276.79			
15810000	54030			MAINTENANCE CONTRACT						
014113	K-12 TECHNOLOGY GROU	95583	0	2024	10	INV P	1,900.00	102324	276297	CONTRACT SERV-LIB O
				ACCOUNT TOTAL			1,900.00			
15810000	54080			LEASES EQUIPMENT						
014113	K-12 TECHNOLOGY GROU	95582	0	2024	10	INV P	537.32	102324	276297	CONTRACT SERV-LIB O
362301	GREAT AMERICA FINANC	37595037	0	2024	10	INV P	427.77	102324	276281	COPIER LEASE & USAG
				ACCOUNT TOTAL			965.09			
15810000	54110			SUPPLIES						
017017	BECKER, ANNA	10/5/24PET FOTOGRAFY	0	2024	10	INV P	275.00	102324	276188	10/5/24PET PHOTOGRA
017017	BECKER, ANNA	PET PHOTOGRAPHY	0	2024	10	INV P	50.00	102324	276244	PET PHOTOGRAPHY PRO
							325.00			
017423	LAKESHORES LIBRARY	2870	0	2024	10	INV P	1,200.00	102324	276302	2024GROUP TECH PURC
				ACCOUNT TOTAL			1,525.00			
15810000	54170			POSTAGE						
348554	PURCHASE POWER	2024 OCT POSTAGE	0	2024	10	INV P	100.00	102324	276335	8000-9000-1111-0198
				ACCOUNT TOTAL			100.00			
15810000	54180			HOUSEKEEPING SUPPLY						
026400	ITU ABSORB TECH	8416183	0	2024	10	INV P	91.93	102324	276290	MATS-LIB 10/7/24
				ACCOUNT TOTAL			91.93			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10											
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000	54230	LIBRARY MATERIALS									
001613	GALE CENGAGE LEARNIN	85692453	0	2024 10	INV	P		59.23	102324	276275	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	85693036	0	2024 10	INV	P		92.22	102324	276275	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	85705201	0	2024 10	INV	P		49.50	102324	276275	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	85748968	0	2024 10	INV	P		47.25	102324	276275	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	85780666	0	2024 10	INV	P		145.45	102324	276275	VARIOUS TITLES-LIB
001613	GALE CENGAGE LEARNIN	85781261	0	2024 10	INV	P		115.46	102324	276275	VARIOUS TITLES-LIB
								509.11			
005896	OLLIS BOOK CORPORATI	246226	0	2024 10	INV	P		105.00	102324	276319	VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	249225	0	2024 10	INV	P		168.71	102324	276319	VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	249227	0	2024 10	INV	P		1,169.16	102324	276319	VARIOUS TITLES-LIB
005896	OLLIS BOOK CORPORATI	249228	0	2024 10	INV	P		604.01	102324	276319	VARIOUS TITLES-LIB
								2,046.88			
006199	BAKER & TAYLOR BOOKS	2038556662	0	2024 10	INV	P		659.43	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038562402	0	2024 10	INV	P		165.36	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038568650	0	2024 10	INV	P		109.00	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038570000	0	2024 10	INV	P		267.45	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038576265	0	2024 10	INV	P		177.69	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038576661	0	2024 10	INV	P		1,572.70	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038587889	0	2024 10	INV	P		363.33	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038588388	0	2024 10	INV	P		415.72	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038594454	0	2024 10	INV	P		360.55	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038596683	0	2024 10	INV	P		169.37	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038601597	0	2024 10	INV	P		232.97	102324	276240	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038603774	0	2024 10	INV	P		268.77	102324	276240	VARIOUS TITLES-LIB
								4,762.34			
008914	COOKS ILLUSTRATED	68043165 2025	0	2024 10	INV	P		36.95	102324	276257	2025 SUBSCRIP-LIB
014046	ROWMAN & LITTLEFIELD	12536068	0	2024 10	INV	P		109.66	102324	276347	VARIOUS TITLES-LIB
239194	SCHOLASTIC LIBRARY P	62946610	0	2024 10	INV	P		91.00	102324	276353	VARIOUS TITLES-LIB
316458	BOTTOM LINE PERSONAL	2025 SUBSCRIPT RENU	0	2024 10	INV	P		29.95	102324	276247	45003798543/2025 SU
321672	HOOPLA	506126137	0	2024 10	INV	P		1,406.41	102324	276287	DIGITAL MEDIA-LIB S
361291	MIDWEST TAPE	506123375	0	2024 10	INV	P		223.45	102324	276309	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	506152555	0	2024 10	INV	P		113.22	102324	276309	VARIOUS TITLES-LIB
								336.67			
392979	CENTER POINT	2122825	0	2024 10	INV	P		442.26	102324	276253	VARIOUS TITLES-LIB
ACCOUNT TOTAL								9,771.23			
ORG 15810000 TOTAL								17,630.04			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
FUND 0010 GENERAL FUND				TOTAL:		17,630.04			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	411,487.10	.00	85,129.90	82.9%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	344,275.85	.00	130,724.15	72.5%
15810000	51010	RETIREMENT	48,068	0	48,068	38,255.92	.00	9,812.08	79.6%
15810000	51020	FICA	73,528	0	73,528	56,941.89	.00	16,586.11	77.4%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	75,832.95	.00	-232.95	100.3%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	2,071.46	.00	-910.46	178.4%
15810000	51070	LIFE INSURANCE	861	0	861	739.68	.00	121.32	85.9%
15810000	53010	ELECTRICITY	69,000	0	69,000	57,067.55	.00	11,932.45	82.7%
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	2,550.77	.00	-250.77	110.9%
15810000	53050	HEATING FUEL	19,500	0	19,500	10,539.00	.00	8,961.00	54.0%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	38,204.30	.00	16,795.70	69.5%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	38,194.56	.00	31,105.44	55.1%
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	12,609.33	.00	35,390.67	26.3%
15810000	54110	SUPPLIES	37,400	0	37,400	10,299.46	.00	27,100.54	27.5%
15810000	54170	POSTAGE	450	0	450	600.00	.00	-150.00	133.3%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	12,404.99	.00	3,595.01	77.5%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	203,380.45	.00	16,619.55	92.4%
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	387.71	.00	112.29	77.5%
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	997.53	.00	802.47	55.4%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,034.84	.00	165.16	86.2%
TOTAL LIBRARY			1,757,642	0	1,757,642	1,363,072.39	.00	394,569.61	77.6%
TOTAL EXPENSES			1,757,642	0	1,757,642	1,363,072.39	.00	394,569.61	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	1,363,072.39	.00	394,569.61	77.6%	
** END OF REPORT - Generated by Thu Van Hintz **								

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10											
ACCOUNT/VENDOR			INVOICE		PO	YEAR/PR	TYP S	PAYABLES		CHECK	DESCRIPTION
22810000			LIBRARY DONATION								
22810000 48040 FOL			DONATIONS								
016413 MANHATTAN SHORT			2024 SEPT/OCT	0	2024 10	INV P	600.00	102324	276196	FOL#2418/2024 FILM	
ACCOUNT TOTAL							600.00				
ORG 22810000 TOTAL							600.00				
FUND 0200 LIBRARY DONATION FUND							TOTAL: 600.00				

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10									
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	12,533.72	.00		-12,533.72	100.0%*
22810000	55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00		-650.00	100.0%*
TOTAL LIBRARY		0	0	0	3,730.29	.00		-3,730.29	100.0%
TOTAL REVENUES		0	0	0	3,080.29	.00		-3,080.29	
TOTAL EXPENSES		0	0	0	650.00	.00		-650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	0	0	0	3,730.29	.00	-3,730.29	100.0%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10								
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	-22,484.48	.00	-7,015.52	76.2%*	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-5,846.91	.00	-1,653.09	78.0%*	
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	-49,496.11	.00	-13,503.89	78.6%	
TOTAL REVENUES	-63,000	0	-63,000	-49,496.11	.00	-13,503.89		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-63,000	0	-63,000	-49,496.11	.00	-13,503.89	78.6%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE THROUGH OCTOBER 31, 2024						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	496,617	411,487.10	85,130	82.90
15810000	50020	SALARY-PART TIME	475,000	344,275.85	130,724	72.50
15810000	51010	RETIREMENT	48,068	38,255.92	9,812	79.60
15810000	51020	FICA	73,528	56,941.89	16,586	77.40
15810000	51030	HEALTH INSURANCE	75,600	75,832.95	-233	100.30
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,071.46	-910	178.40
15810000	51070	LIFE INSURANCE	861	739.68	121	85.90
15810000	53010	ELECTRICITY	69,000	57,067.55	11,932	82.70
15810000	53020	WATER/SEWER	3,876	1,862.57	2,013	48.10
15810000	53040	TELEPHONE/CELL PHONE	2,300	2,550.77	-251	110.90
15810000	53050	HEATING FUEL	19,500	10,539.00	8,961	54.00
15810000	54010	R&M BLDGS & GROUNDS	55,000	38,204.30	16,796	69.50
15810000	54030	MAINTENANCE CONTRACT	69,300	38,194.56	31,105	55.10
15810000	54040	R&M EQUIPMENT	2,000	2,000.00	0	100.00
15810000	54060	MARKETING	500	345.64	154	69.10
15810000	54080	LEASES EQUIPMENT	48,000	12,609.33	35,391	26.30
15810000	54110	SUPPLIES	37,400	10,299.46	27,101	27.50
15810000	54170	POSTAGE	450	600.00	-150	133.30
15810000	54180	HOUSEKEEPING SUPPLY	16,000	12,404.99	3,595	77.50
15810000	54230	LIBRARY MATERIALS	220,000	203,380.45	16,620	92.40
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	387.71	112	77.50
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,987.74	-1,988	105.20
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	997.53	802	55.40
15810000	55100	PROGRAMS-ADULT	1,200	1,034.84	165	86.20
		Grand Total	1,757,642	1,363,072.39	394,570	77.60

YEAR-TO-DATE THROUGH OCTOBER 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUD	YTD EXPENDED	AVAILABLE B	% USED
15810000	50010	SALARY-FULL TIME	496,617	411,487.10	85,130	82.90
15810000	50020	SALARY-PART TIME	475,000	344,275.85	130,724	72.50
15810000	51010	RETIREMENT	48,068	38,255.92	9,812	79.60
15810000	51020	FICA	73,528	56,941.89	16,586	77.40
15810000	51030	HEALTH INSURANCE	75,600	75,832.95	-233	100.30
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,071.46	-910	178.40
15810000	51070	LIFE INSURANCE	861	739.68	121	85.90
15810000	53010	ELECTRICITY	69,000	57,067.55	11,932	82.70
15810000	53020	WATER/SEWER	3,876	1,862.57	2,013	48.10
15810000	53040	TELEPHONE/CELL PHONE	2,300	2,550.77	-251	110.90
15810000	53050	HEATING FUEL	19,500	10,539.00	8,961	54.00
15810000	54010	R&M BLDGS & GROUNDS	55,000	38,204.30	16,796	69.50
15810000	54030	MAINTENANCE CONTRACT	69,300	38,194.56	31,105	55.10
15810000	54040	R&M EQUIPMENT	2,000	2,000.00	0	100.00
15810000	54060	MARKETING	500	345.64	154	69.10
15810000	54080	LEASES EQUIPMENT	48,000	12,609.33	35,391	26.30
15810000	54110	SUPPLIES	37,400	10,299.46	27,101	27.50
15810000	54170	POSTAGE	450	600.00	-150	133.30
15810000	54180	HOUSEKEEPING SUPPLY	16,000	12,404.99	3,595	77.50
15810000	54230	LIBRARY MATERIALS	220,000	203,380.45	16,620	92.40
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	387.71	112	77.50
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,987.74	-1,988	105.20
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	997.53	802	55.40
15810000	55100	PROGRAMS-ADULT	1,200	1,034.84	165	86.20
		Grand Total	1,757,642	1,363,072.39	394,570	77.60



Director Report- October and November 2024

The Library staff enter the fall months continuing to work with strategic focus to enhance services, space, community connections, and resources. The following are highlights from the last few months.

We've had **another** 10-year high in attendance at the NBPL for October and are hopeful November's numbers will keep the streak going! In October, the staff served close to 17,000 patrons which is a ~18% increase from 2023 for engagements at the Library! The MakerStudio saw an increase of 30% from September, which shows the community enjoys the creative space to explore with different types of craft supplies. (*Strategic Plan A 1,2,3 C 1 & 2, D 1,2*).

We've continued our computer and network upgrade and have recently accepted agreements to move ahead with a new WiFi system, with Extreme Networks, and our new public and staff workstations have been ordered and have begun to arrive for deployment.

Youth Librarian, Lori Isola was the recipient of grant monies to attend the annual Wisconsin Library Association Conference in Green Bay. We will learn from her what is trending for libraries across Wisconsin.

The New Berlin Tourism Commission's, Room Tax Grant Program, approved the Library's grant request to help support funding for two larger scale Library events in 2025, the Manhattan Short Film Festival and the Library's Dewey-Athlon. We appreciate the funding support and look forward to bringing visitors to the Library to enjoy New Berlin.

We've had a few incidents at the Library, a citizen injury and potential gas leak, over the last few weeks. During these periods, the Library's Circulation and Librarian staff remained composed, used their training in situational awareness, protocols and policy, to handle situations and ensure everyone's safety.

The Library's 2025 Operating Budget was approved by the Mayor and the Common Council on Tuesday, November 12th. We are excited to use these funds to serve the community and provide a great third space for everyone! We are actively wrapping up 2024's budget year with some final projects.

Respectfully submitted,

Natalie

Natalie Beacom, Library Director

Org	Object	581 - LIBRARY	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 6 MOS.	2024 ESTIMATED TOTAL	2025 MAYOR PROPOSED
15810000	50010	SALARY-FULL TIME	454,013	479,923	496,617	249,340	496,617	505,748
15810000	50020	SALARY-PART TIME	356,923	405,939	475,000	216,716	475,000	451,464
15810000	50070	SALARY-OVERTIME			-		-	
		<i>SALARY-ADJUSTMENT</i>						10,206
15810000	51010	RETIREMENT	38,829	42,738	48,068	23,582	48,068	48,068
15810000	51020	FICA	62,546	66,657	73,528	35,158	73,528	75,027
15810000	51030	HEALTH INSURANCE	48,761	70,142	75,600	45,300	75,600	123,338
15810000	51060	LONG-TERM DISABILITY	81	77	81	-	81	81
		<i>BENEFIT ADJUSTMENT</i>						1,490
15810000	51065	VISION/DENTAL INSURANCE	2,321	2,321	1,161	1,306	1,161	1,161
15810000	51070	LIFE INSURANCE	704	937	861	461	861	861
15810000	52010	PROFESSIONAL FEES			-		-	-
15810000	53010	ELECTRICITY	90,274	87,566	69,000	22,985	69,000	70,000
15810000	53020	WATER/SEWER	3,479	3,659	3,876	908	3,876	3,876
15810000	53040	TELEPHONE	2,430	2,410	2,300	1,611	2,300	3,756
15810000	53050	HEATING FUEL	22,171	16,955	19,500	8,015	19,500	19,500
15810000	54010	MAINT BLDGS/GROUNDS	32,124	85,326	55,000	16,829	55,000	40,000
15810000	54030	MAINTENANCE CONTRACT	44,008	49,364	69,300	28,343	69,300	60,000
15810000	54040	R&M EQUIPMENT	7,987	1,634	2,000	-	2,000	-
15810000	54060	MARKETING	311	1,550	500	124	500	1,000
15810000	54080	LEASES EQUIPMENT	59,080	48,634	48,000	8,571	48,000	48,000
15810000	54110	SUPPLIES	20,744	34,376	37,400	3,562	37,400	27,000
15810000	54170	POSTAGE	447	450	450	400	450	900
15810000	54180	HOUSEKEEPING SUPPLY	14,585	10,009	16,000	2,016	16,000	-
15810000	54230	LIBRARY MATERIALS	221,601	228,387	220,000	117,197	220,000	220,700
15810000	54250	MAGAZINES/NEWSPAPERS	17,843	238	-	-	-	-
15810000	54270	DUES/MEMBERSHIPS	163	0	200		200	-
15810000	54300	CONFERENCE/SEMINAR/MEETING	489	0	500	421	500	-
15810000	54330	TRAINING	-	526	500	210	500	500
15810000	54521	TECHNOLOGY/SOFTWARE (CAFE	37,884	37,454	38,000	39,127	38,000	38,000
15810000	55090	PROGRAMS - JUVENILE	1,197	1,181	1,200	580	1,200	1,200
15810000	55095	PROGRAMS - YOUNG ADULT	1,189	1,206	1,800	600	1,800	1,800
15810000	55100	PROGRAMS - ADULT	872	1,312	1,200	1,000	1,200	1,200
15810000	57043	EQUIPMENT REPLACEMENT FUND		34,025	-	-	-	
		TOTAL	1,543,056	1,714,996	1,757,642	824,362	1,757,642	1,754,876



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***



Library Code of Conduct Policy

The New Berlin Library Board of Trustees, along with the Library's staff, are committed to providing a safe, welcoming, and pleasant environment for all patrons. To ensure this environment, the Library Board has adopted the following Code of Conduct Policy. Disruptive or inappropriate behaviors will not be tolerated, are enforced at the discretion of the Library staff, and include, but are not limited, to those defined in the following sections.

Library patrons may not engage in behavior and/or take any action on library property which violates any federal and/or state laws, or City of New Berlin statutes, codes, or ordinances.

In addition, the following expectations will be enforced:

- 1. Compliance with current public health recommendations** and building restrictions as established by government entities with jurisdiction.
- 2. Respectful use of library equipment and spaces:**
 - (a) seating areas and study rooms are limited to the expected use and/or posted capacity.
 - (b) library furniture or equipment may not be relocated without permission of library staff.
 - (c) entering a designated staff-only space is only permitted with permission of library staff.
 - (d) covered, non-alcoholic beverages are allowed, but not while using public computer stations. Eating is only permitted in the library's front lobby area, and clean-up of refuse is required. Deliveries of food are not permitted.
 - (e) public access computers will be monitored by library staff to ensure proper use. (Inappropriate, illegal or unacceptable use of the library's computers, network and wireless network could result in temporary loss of computer and/or permanent loss of library privileges.)
- 3. Appropriate public conduct—the following behaviors will not be tolerated:**
 - (a) harassment of library staff, volunteers, and patrons, including but not limited to staring, leering, stalking, following, engaging in verbal and/or physical attacks, or repeated unsolicited engagement not involving library business.
 - (b) disorderly conduct, including but not limited to loud, boisterous behavior, running, or fighting.
 - (c) being under the influence or having possession of alcohol or illegal substances.
 - (d) smoking or using chewing tobacco or electronic smoking devices inside the library or within 50 feet of the building.
 - (e) prolonged or chronic sleeping.
 - (f) extended loitering.
 - (g) engaging in loud or disruptive conversations, making continuous noise, or using personal electronic equipment (including cell phones) at a disturbing volume.
 - (h) viewing explicit or pornographic materials or websites on any device in the library.

- (i) shaving, bathing, or laundering clothes in public restrooms, or visiting the library when personal hygiene materially disrupts others from using the library's facilities, collections or services.
- (j) damaging, defacing, or misusing library materials, equipment, or facilities.

4. Patrons' rights to uninterrupted access at the library:

- (a) selling, soliciting, surveying, distributing printed materials, panhandling, canvassing, or protesting for any political, charitable, commercial or religious purposes inside the library building or in a way that hinders clear, safe and uninterrupted access to the library is not allowed.
- (b) electioneering prohibitions, in accordance with state law, including campaign materials, signs, banners, and literature within 100 yards of any public entrance to the building when the library operates as a polling station will be enforced.

5. Parents' or guardians' responsibility and ADA compliance:

- (a) the welfare, conduct, whereabouts, selection of reading materials, and supervision of children while on library premises is the obligation of parents or guardians.
- (b) animals, except those designated as service animals by ADA, are not permitted in the Library.

Violations to the Library Code of Conduct Policy

Violations of the Code of Conduct Policy or participating in any activity that may bring harm to other individuals, may result in the temporary removal or the permanent expulsion of the patron from the library and/or the use of library services.

The library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:

- 1) Patrons exhibiting disruptive behavior will be given a warning along with a copy of the Library's Code of Conduct Policy.
- 2) If the behavior continues, a second warning, detailing the specific section, will be issued. An explanation of the next steps will be shared at this time.
- 3) A third warning means the patron will be asked to leave the library for the remainder of the day. The Code of Conduct Incident Report (Appendix A) will be completed by the staff and shared with the Library Director. ~~management staff and teams.~~

- 4) Recurring incidents may result in a temporary expulsion from the Library and/or Library services for a period of time from one month to one year. Extreme incidents may result in the involvement of law enforcement and/or may result in a permanent expulsion from the Library and/or Library services.
- 5) Code of Conduct violations will be reviewed and expulsion terms determined at the discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing (*Appendix B*).
- 6) Should the patron choose to appeal the expulsion, they may submit Appendix C, within 5 business days of the revocation date, and submit it to the Library Director. The appeal will be reviewed ~~be appealed to the Library Board, review of the violation of the Library Code of Conduct as reported in Appendix A and appealed in Appendix B will be reviewed~~ at the next regularly scheduled Library Board meeting. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final. Patron will be notified of results.
- 7) Once an expulsion period expires, patrons are able to request permission to return to active library membership, including access to the Library and Library services. Completion of Appendix D is required for reinstatement. The request will be reviewed and reinstatement determined at the discretion of the Library Director. **In making this determination the Library Director will consider whether the application for reinstatement evidences contrition on the part of the applicant, acknowledgement of the violation of the library policies, and a commitment to abiding by all library policies and the code of conduct in the future if reinstated.**
- 8) Should the patron choose to appeal the reinstatement decision, they may submit Appendix E, within 5 business days of the reinstatement denial date and submit it to the Library Director. The appeal will be reviewed ~~at the next regularly scheduled~~ Library Board meeting. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final. Patron will be notified of results.
- 9) At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, in accordance with applicable laws and/or library policies.

Patron Name: _____ **Date:** _____

Library Card Number: _____

Address: _____

Phone or Email: _____

Description of Incident: (Please include narrative of events including dates, specific behavior and background for Code of Conduct violations.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.**Staff Recommendation:**

Signed: _____ **Date:** _____

Title: _____

FOR OFFICE ONLY: Library Director Received Date: _____

Revocation Terms and Dates:

Appendix B: Notice of Library Expulsion

Patron Name: _____ **Date:** _____

Library Card Number: _____

Address: _____

Phone or Email: _____

Description of Incident **Library Code of Conduct Violation(s):** (Please include narrative of events including dates, specific behavior and background for Code of Conduct violations.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Revocation of Library Services: No _____ Yes _____

Terms of Revocation:

Dates of Revocation: _____

Appendix C: Notice of Expulsion Appeal

A Library Code of Conduct violation was reported on the following date(s): _____ and your privileges to the Library and/or Library Services have been revoked for _____.

Should you wish to appeal this action, please fill out the form below. Upon receipt of this form, the matter will be scheduled **for a hearing review** before the Library Board regarding the merits of the appeal. **The appeal will be added to agenda for the Library Board's next regularly scheduled meeting from the date of receipt.** ~~Reasonable Notice~~ The date, time, location and specific agenda of the Library Board meeting will be available on the City's website at <https://newberlinwi.portal.civicclerk.com/> . Appellants will have the right to ~~be heard and~~ present evidence in support of their appeal during the public comment portion of **the Board meeting**. Meetings of the Library Board are required to be conducted in open session and are accessible to the public. The Library Board's decision **for expulsion** terms is final.

APPELLANT INFORMATION:

Name: _____ **Date:** _____

Library Card Number: _____ **Address:** _____

Phone or Email: _____

Reason revocation should be reinstated:

Signature: _____ **Date:** _____

Completed Appendix C may be returned to: **New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151, Attn: Library Director.**

FOR OFFICE ONLY: Library Board's Appeal Decision

Date: _____ **Acceptance Date:** _____ **Denial Date:** _____

Appendix D: Request for Reinstatement

APPEALLANT INFORMATION:

Name: _____ Date: _____

Library Card Number: _____ Address: _____

Phone or Email: _____

Please detail the reasons for the revocation of your Library privileges.

Please detail the reason revocation should be reinstated:

I have read and understand the Library's Code of Conduct Policy,

Signature: _____ Date: _____

Completed Appendix D may be returned to: **New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151, Attn: Library Director.**

FOR OFFICE ONLY: Library Director Reinstatement Decision

Date Received: _____ **Accepted Date:** _____ **Denied Date:** _____

Appendix E: Reinstatement Appeal

Your request for reinstatement to the Library and/or Library Services has been denied by the Library Director for the following reason(s):

Should you wish to appeal this action, please fill out the form below. Upon receipt of this form, the matter will be scheduled ~~for a hearing review~~ before the Library Board regarding the merits of the appeal. ~~The appeal will be added to agenda for the Library Board's next regularly scheduled meeting from the date of receipt.~~ ~~Reasonable Notice~~ The date, time, location and specific agenda of the Library Board meeting will be available on the City's website at <https://newberlinwi.portal.civicclerk.com/> . Appellants will have the right to ~~be heard and~~ present evidence in support of their appeal during the public comment portion of the Board meeting. Meetings of the Library Board are required to be conducted in open session and are accessible to the public. The Library Board's decision ~~for~~ reinstatement terms is final.

APPELLANT INFORMATION:

Name: _____ **Date:** _____

Library Card Number: _____ **Address:** _____

Phone or Email: _____

Reason revocation should be reinstated:

Signature: _____ **Date:** _____

Completed Appendix C may be returned to: **New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151, Attn: Library Director.**

FOR OFFICE ONLY: Library Board's Appeal Decision

Date: _____ **Acceptance Date:** _____ **Denial Date:** _____

**2025 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the general agreement between the Library System and the member library, both parties agree to make the payments listed in the charts below. County reimbursement funds will be made in two equal payments no later than April and October. eContent grant funds will be distributed in March.

NEW BERLIN PUBLIC LIBRARY

	Waukesha County	Prairie Lakes Library System (for Racine & Walworth Counties)	eContent Grant
Paid to Library	\$19,490	\$3,360	\$4,729

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	\$2,321	\$804	\$6,574	\$7,882	\$36,463

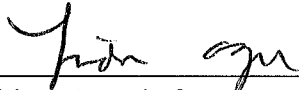
*WI Digital Library fee is invoiced by and paid by library directly to WILS.

LIBRARY

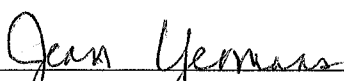
President, Board of Trustees Date

Secretary, Board of Trustees Date

BRIDGES LIBRARY SYSTEM



President, Board of Trustees 10-16-24
Date



Secretary, Board of Trustees 10/16/2024
Date

Bridges Library System Annual Report 2024





This report is a summary of some of the significant system activities and accomplishments of the past year. It does not reflect the many day-to-day activities and interactions that are essential to providing quality system services to our member libraries. Every day, system staff consult and collaborate with library staff via phone, email, virtually, and in person. They coordinate activities, explore new programs and services, collaborate with community partners, provide training, assist library staff with a wide variety of challenges, and work to support library staff to help our member libraries provide the best possible library service.

Strengthening member libraries by fostering collaboration and innovation

Let's Get Together!

Meetups, Chats, and Discussions



- Acquisitions
- Adult Services
- APL
- Catalogers
- Circulation
- Inclusive Services
- Makerspace
- Marketing
- Peer Policy Cohort
- School Partnerships
- Serials
- SEWI Adult Public Programming
- SEWI Materials Processes
- Teen Think Tank
- Youth Services

(60 meeting opportunities this year)

Youth Services



- Annual School–Public Library Partnership meeting
- 72 performances booked for families and teens
- Summer Library Program coupons
- Summer Celebration
- Kids' Choice: Worked with Waukesha County to develop a new voting system and added [video book talks](#)
- Observation Deck early adopters and testers along with Delafield Public Library
- AirTable for Youth Services staff to add and view performers for future booking ideas

Inclusive Services

Library Memory Project

- WLA Programming Innovation Award
- [New promotional video](#)
- Family Day events in both counties
- DEI consultant project
- Johnson Creek, Muskego, and New Berlin join
- Advisor to EMC^2 (Expanding Memory Cafes/Enhancing Meaningful Connection)



Other Projects

- Jail support – purchased 100+ books
- Inclusive Services panel of community members living with disabilities
- Accessibility scan: Brookfield Public Library
- Meeting room hearing loop installations: New Berlin, Jefferson, Watertown
- StoryCorps partnership: 200+ recordings
- [Community Voices of Jefferson and Waukesha Counties](#) on Recollection Wisconsin

Continuing Education

SEWI and System Offerings

- Library Directors Retreat
- Bridges Trustee Appreciation
- Library Friends Coffee
- LSTA Professional Development Scholarships
- LSTA funded MRA On-demand learning
- SEWI Library Staff Development sharing tool
- CCBC Best Books for Children and Teens
- Inclusive Services Workshop: No Ear Left Behind
- Youth Services Workshop: Let's Talk About Books
- Marketing: From Scary to Attainable – Make a marketing plan you'll use



Statewide Offerings

- Wild WI Winter Web Conference
- WI Trustee Training Week
- WI Library Tech Days
- WI Library Buildings & Spaces Project
- Writing Effective Survey Questions
- Spring Webinar Series: Neurodiversity at Work
- Ready for Reentry Webinar



Marketing, Outreach, and Advocacy

- Library Treasure Adventure
- LibraryAware expansion
- Google 360° library photos and interactive tours
- B93.3 Radio: *Did You Know, Read with B, From Pages to Possibilities*
- Retzer Story Hikes
- Earth Day at Retzer
- Apple Harvest Fest at Retzer
- Waukesha County Employee Wellness
- HHS Committee Presentations
- Greater Milwaukee Pharmacists Association
- Monthly newsletters
- Library Legislative Day

Dedicated Marketing Campaigns

- Thankful for the Library: Tales of Gratitude
- Library Memory Project
- Library Lover's Month
- Kids' Choice Awards
- National Library Week
- Summer Library Programs
- Library Card Sign-up Month
- Udemy
- Library of Things
- StoryCorps to Community Voices



Technology

- Data Dashboard
- Library Calendar implementation
- System firewall replaced
- CollectionHQ analysis tool
- Online staff resources organization and access
- Beanstack transition
- Cybersecurity training
- Badgernet connection upgrade
- New product demos: Weiss ratings, A to Z, Aspen, Bibliocommons, Pronunciator, Mango, LibCal, Niche Academy, Ferguson's Career Guidance Center, Peterson's Test & Career Prep, Lingopie



CAFE

- Discovery layer RFP process
- MessageBee implementation
- NCIP (for ILL) expansion
- Polaris telephony server transitioned to VOIP lines
- Polaris ILS upgraded to latest software version
- New locker location utilizing Envisionware
- Explored automated card renewals
- OCLC Record Matching Service (LSTA funded development)
- MarcEdit class to more easily and quickly edit data before adding it to the catalog

Your Holds
**DAY or
NIGHT**



**JEFFERSON PUBLIC
LIBRARY**

321 S. Main St. Jefferson, WI 53549

(920) 674-7733

jeffersonwillibrary.org

- One-year contract extension with delivery vendor
- Approximately 100,000 items transported each month
- Loading area issues at Bridges office



Delivery



- ADRC
- Alzheimer's Association
- Community Space in Whitewater
- Department of Workforce Development
- Horowitz-DeRemer Planetarium
- Waukesha and Jefferson County Schools
- Jefferson and Waukesha County Jails
- Jefferson County Literacy Council
- Retzer Nature Center
- Summer Library Program Sponsors

Community Connections



Cooperative Purchasing



- Movie licensing
- Library cards
- PCs and monitors
- RFID tags
- Receipt paper
- BookPage
- Stickers
- Zoom Enterprise

Grants to Libraries

Hoopla Support

Small Library Strategic Planning Cohort

Patron Counters

Adult Programs



Library Improvement and Innovation

- AED
- Accessible keyboards
- Restroom accessibility project
- Outdoor seating area
- Universal changing station
- Privacy pod
- Display shelving
- Bottle filling station
- Game club
- Charging station
- Tech enhancements for visually impaired
- Holds pick up locker
- Makerspace enhancements
- Memory lab update
- Library of Things
- Microfilm reader
- Library logo and bumper sticker campaign
- Signage
- Public awareness and capital campaign
- GIS mapping and promotional campaign

Representing Bridges in the State

- Cooperative Cataloging
- Bibliographic Standards Committee
- WLA Technical Services Section
- System and Resource Library Administrators' Association of Wisconsin (SRLAAW)
- State and System weekly meetings
- Inclusive Services
- Youth Services
- Continuing Education
- Library Workforce Connection
- WPLC Board
- WPLC Technology Steering Committee
- WPLC Collection Development
- Wisconsin Libraries Buildings and Spaces
- ILS Statewide
- Technology Cohort
- State Marketing Cohort
- WISCAT ILL





**Waukesha County Excellence in
Customer Service Award**

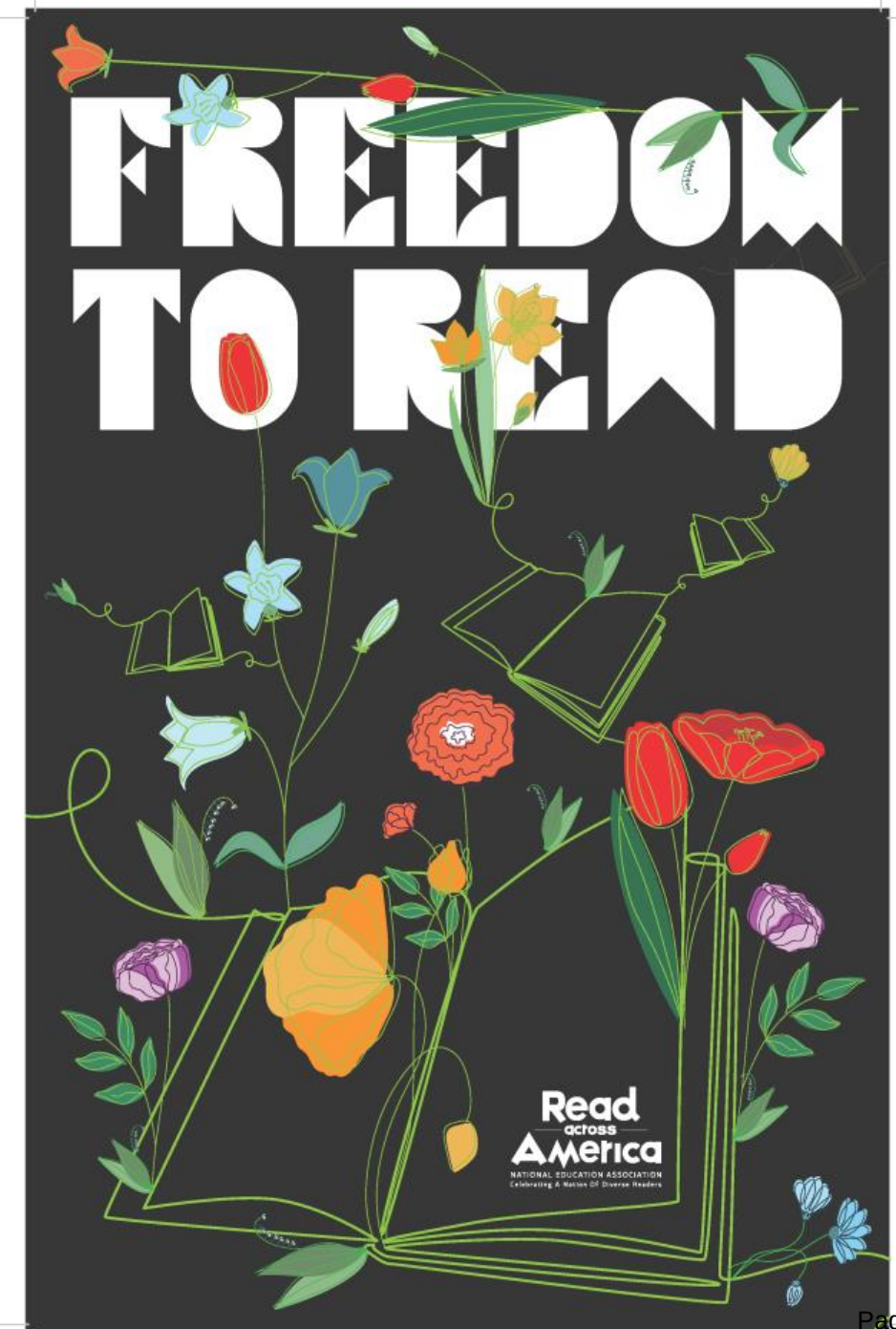
**WLA Programming Innovation Award for
the Library Memory Project**

**Wisconsin Libraries Talk about Race and
the IDEA Team DEI Consultant Grant**

Grants and Awards

Issues and Challenges

- Intellectual freedom
- Library funding
- County library tax exemptions
- Joint library agreements
- Library board and municipal relationships
- Hoopla budget
- Lucky Day collection development
- New staff onboarding
- File organization
- Documentation
- Beanstack



Reports, Planning, Budgets, & More

Annual Reports

- Annual Report data collection and support
- System report and 24 library reports successfully submitted by deadline

Budgets

- Waukesha and Jefferson County Library Budgets
- Municipal exemptions requirements and standards verification for Waukesha County
- Allowable cost verification for Waukesha County
- Adjacent county funding requests Waukesha and Jefferson Counties

Planning

- State Public Library System Plan
- Technology Plan update (2025-2029)
- Jefferson County Library Service Plan
- Member library survey
- Cataloger training survey

Library Director/Board Support

- Attended 4 library board meetings
- Attended 2 municipal meetings
- Hiring assistance for 5 staff/director positions
- Provided 2 new director orientations

Goal 2:

Explore establishing a fund with an area community foundation to make contributing to Bridges Library System projects easier for donors and raise awareness of library system services. Findings will be reported to the Bridges Board.

- Met with Waukesha County Community Foundation President to learn more about options
- Explored information about Jefferson County Community Foundation
- Request for process information sent to Waukesha County budgeting team
- Met with budget personnel to discuss
- Determined this is not an option for the System at this time
- Will be exploring other online donation options in the future

Goal 3:

Develop municipal staff/board orientation materials that could be used by library directors and boards to foster awareness, understanding, and relationship building between libraries and local officials.

- Updated Trustee Resources page of Bridges website
- Developing a toolkit (to be finalized by December 2024) to provide library directors and boards with links, resources, and best practices to assist in developing understanding of libraries and encourage open communication to include:
 - Welcome letter from Bridges Library System
 - Sample template for welcome letter from library director/board
 - [Who Runs the Library PDF](#)
 - [Board Member Single Sheet Handout PDF](#)
 - Links to useful resources
 - Recommendations from the field
- November Directors Discussion will be on the topic of municipal relationships

Goal 4:

Coordinate the development and organization of standard operating procedures in all areas of service.

- Gathered Waukesha County and Bridges policies and guidelines
 - Waukesha County File Storage Policy
 - Waukesha County Records Management Services: N Drive Record Keeping Strategies
 - Bridges Library System Shared Drive Guidelines (2017)
 - Bridges Library System Records Retention Policy & Schedule
- Meetings with staff to discuss naming conventions and file organization
- N Drive file organization
- Ongoing file cleanup and OneDrive file organization
- Procedure Tracker spreadsheet developed for most service areas
- Development of procedure files is ongoing

Director Continuing Education

- Wisconsin Library Association (WLA) Conference
- Wisconsin Association of Public Libraries (WAPL) Conference
- WI Libraries Talk About Race: *Understanding & Challenging Implicit Bias in Decision Making*
- WLA Intellectual Freedom Special Interest Group
- WLA Virtual Intellectual Freedom Workshop, *The First Amendment: Fighting Censorship through Library Advocacy*
- Wild Wisconsin Winter Web Conference:
 - *Neutrality Is Not an Option: Book Bans, “Culture Wars,” and Advocating for the Library*
 - *Board Support for Success*
 - *Effective Email Etiquette*
- *How to Write Effective Survey Questions to Get Useful Data* webinar
- *Identity, Burnout, and Vocational Awe* webinar
- Wisconsin Municipal Mutual Insurance Company (WMMIC) webinar, *Wisconsin Public Records: Getting it right so you aren't getting sued*
- Trustee Training Week
 - *Everything You Want to Know About Book Challenges...and a Bit You Probably Don't,*
 - *Wisconsin Library Law*
 - *Making Each Other Look Good: the Library Board and Library Director*
 - *Organizational and Governance Best Practices.*
- SEWI Directors Retreat
- Wisconsin Libraries Tech Days: *Navigating Artificial Intelligence Through a Public Librarian's Lens.*

Thank you

We  Libraries!