Library Board
Meeting Agenda

January 20, 2025 - 6:00 PM
New Berlin Public Library
15105 W Library Lane

Published: January 15, 2025

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**---

   Items under the Consent Agenda have passed unanimously by the Committee of the Whole. Items not passed by a unanimous vote will be removed from consent agenda and will be considered separately.
   - **A.** Approval of minutes
   - **i.** Monday, November 18, 2024
   - **B.** Monday, February 10, 2025
   - **C.** Approval of Bills and Invoices
6. **END CONSENT AGENDA**---
7. **ADMINISTRATIVE REPORTS**
   - **A.** President's Report
   - **B.** Director's Report
8. **OLD BUSINESS**
   - **A.** Code of Conduct Policy
9. **NEW BUSINESS**
   - **A.** Meeting Room Appeal
   - **B.** Library's Continuity of Operations Plan-Annual Review Complete-Update Only
   - **C.** Donation Guidelines
   - **D.** Trustee Essentials: Terms and Acronyms (TTB-1)
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
November 18, 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, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, John Marek, Barb Uhen and Patti Orzel
Staff Members Present: Natalie Beacom, Director
Others Present: Kathy Wiemelt, President, Friends of the Library

Friends of the Library:

Kathy Wiemelt reported that the FOL's last event of the year, Nutcracker Sweets, will be held on Saturday, December 7th, 9 A.M. – 2 P.M, in the Community Room. The fund raiser will feature cookies for purchase by the pound, crafts as well as books, puzzles, CDs, and DVDs. It is also the last opportunity to purchase raffle tickets for quits and gift baskets.

Consent Agenda Items:

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

A. Minutes from Monday, October 21, 2024
B. Next meeting date: Monday, January 20, 2025
C. Bills and Invoices through October 18, 2024

Trustee Kroupa made a motion to approve the consent agenda items. It was seconded by Trustee Garrigues. The motion passed 9-0.

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 October, the fifth month in a row. During the month, the library staff served over 17,000 visitors, an 18% increase from 2023. A few weeks ago, there was a potential gas leak in the building. The staff utilized their in-service training to address the problem and ensure safety. Several gaskets were repaired.

OLD BUSINESS:

A. *2025 Library Operating Budget* – The Mayor and Common Council approved the 2025 Operating Budget with no major changes on Tuesday, November 12th. Trustee Kawala made a motion for the Library Board to approve the operating budget for 2025. It was seconded by Trustee Garrigues. The motion was approved 9-0.

B. Library Holiday and Closure Schedule – Revision- The Director asked to reschedule the staff development day on April 11th for April 4th. The motion was made by Trustee Kroupa. It was seconded by Trustee Greenawalt. The motion passed 9-0.

NEW BUSINESS:

A. *Code of Conduct Policy Revisions* – The policy was reviewed and several suggestions made. The Director will make the appropriate revisions and ask the City Attorney for his review.

B. 2025 Annual Addendum to the Bridges Library System – Member Library and CAFE Agreements – President Marek and Secretary Orzel signed the document as required.

C. Bridges Library System Annual Report – It was noted that the New Berlin Public Library is involved in all aspects of programming offered in the Bridges System. The possibility of Bridges offering more training for trustees was suggested by President Marek. The staff was encouraged to continue applying for competitive grants such as the one recently received to make the Community Room more accessible for the hearing impaired.

D. *Trustee Essentials: Chapter 14: The Library Board and the Open Meetings Law* - Due to technical difficulties, Chapter 14 will be discussed at the next meeting of the board.

ANNOUNCEMENTS: There will be no Library Board meeting in December. The next meeting date is 6 P.M. on Monday, January 20, 2025

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Bock. The motion passed on a vote of 9-0. The meeting was adjourned at 6:45 P.M.

Respectfully submitted,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
15810000			LIBRARY						
15810000 54010			R&M BLDGS & GROUNDS						
015580 AMAZON CAPITAL SERVI	1PRP-939N-L7RT	0	2024 12	INV	P	594.00	121124	276812	LED LIGHTING-LIB O
019254 BWG SERVICES INC	24304-1	0	2024 12	INV	P	6,773.00	121124	276821	CARPETING RPLACEMEN
021746 GRAINGER	9322801821	0	2024 12	INV	P	101.46	121124	276844	LIGHTING MAINT-LIB
			ACCOUNT TOTAL			7,468.46			
15810000 54110			SUPPLIES						
016712 CAIRDE, CEOL	3/7/25NB LIB PROGRAM	0	2024 12	INV	P	350.00	121124	276822	PROG PRESENTER FEE/
			ACCOUNT TOTAL			350.00			
15810000 54170			POSTAGE						
348554 PURCHASE POWER	11/26/24POSTAGE	0	2024 12	INV	P	100.00	121124	276881	POSTAGE METER -LIB
			ACCOUNT TOTAL			100.00			
15810000 54230			LIBRARY MATERIALS						
006199 BAKER & TAYLOR BOOKS	2038690316	0	2024 12	INV	P	156.60	121124	276814	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038695461	0	2024 12	INV	P	107.49	121124	276814	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038696745	0	2024 12	INV	P	150.94	121124	276814	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038708497	0	2024 12	INV	P	33.23	121124	276814	VARIOUS TITLES-LIB
						448.26			
332194 MERGENT INC	1673029202	0	2024 12	INV	P	442.00	121124	276866	HARRIS DIRECTORY-LI
361291 MIDWEST TAPE	506359399	0	2024 12	INV	P	289.97	121124	276867	VARIOUS TITLES-LIB
			ACCOUNT TOTAL			1,180.23			
			ORG 15810000 TOTAL			9,098.69			
FUND 0010 GENERAL FUND			TOTAL:			9,098.69			

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	496,617	0	496,617	491,908.05	.00	4,708.95	99.1%
15810000 50020	SALARY-PART TIME	475,000	0	475,000	404,666.21	.00	70,333.79	85.2%
15810000 51010	RETIREMENT	48,068	0	48,068	45,440.90	.00	2,627.10	94.5%
15810000 51020	FICA	73,528	0	73,528	67,577.57	.00	5,950.43	91.9%
15810000 51030	HEALTH INSURANCE	75,600	0	75,600	92,576.01	.00	-16,976.01	122.5%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	1,161	0	1,161	2,535.61	.00	-1,374.61	218.4%
15810000 51070	LIFE INSURANCE	861	0	861	897.84	.00	-36.84	104.3%
15810000 53010	ELECTRICITY	69,000	0	69,000	65,716.10	.00	3,283.90	95.2%
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	3,177.67	.00	-877.67	138.2%
15810000 53050	HEATING FUEL	19,500	0	19,500	10,957.62	.00	8,542.38	56.2%
15810000 54010	R&M BLDGS & GROU	55,000	0	55,000	52,593.25	.00	2,406.75	95.6%
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	48,623.93	.00	-623.93	101.3%
15810000 54110	SUPPLIES	37,400	0	37,400	17,293.17	.00	20,106.83	46.2%
15810000 54170	POSTAGE	450	0	450	700.00	.00	-250.00	155.6%
15810000 54180	HOUSEKEEPING SUP	16,000	0	16,000	15,669.09	.00	330.91	97.9%
15810000 54230	LIBRARY MATERIAL	220,000	0	220,000	229,171.02	.00	-9,171.02	104.2%
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	728.57	.00	-228.57	145.7%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	40,007.73	.00	-2,007.73	105.3%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	903.56	.00	296.44	75.3%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,559.92	.00	240.08	86.7%
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	1,640,029.15	.00	117,612.85	93.3%
	TOTAL EXPENSES	1,757,642	0	1,757,642	1,640,029.15	.00	117,612.85	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	1,640,029.15	.00	117,612.85	93.3%

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INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION							
22810000 48040 FOL		DONATIONS						
335185 FRITZ-KLAUS KARRI	2024ART HIST JANPROG	0	2024 12	INV	P	310.00	121124 276838	FOL#2329/PROGRAM PR
387576 WISCONSIN HISTORICAL	0180	0	2024 12	INV	P	75.00	121124 276913	FOL#2435/PROG PRESE
			ACCOUNT TOTAL			385.00		
			ORG 22810000 TOTAL			385.00		
FUND 0200 LIBRARY DONATION FUND			TOTAL:			385.00		

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CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-12,080.30	.00	12,080.30	100.0%
22810000 48040 FOL DONATIONS	0	0	0	14,326.63	.00	-14,326.63	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY	0	0	0	2,896.33	.00	-2,896.33	100.0%
TOTAL REVENUES	0	0	0	2,246.33	.00	-2,246.33	
TOTAL EXPENSES	0	0	0	650.00	.00	-650.00	

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CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	2,896.33	.00	-2,896.33	100.0%

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CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 581 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	65,716.10	.00	3,283.90	95.2%
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	10,957.62	.00	8,542.38	56.2%
15810000 54010	R&M BLDGS & GROU	55,000	0	55,000	44,992.90	.00	10,007.10	81.8%
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	16,478.20	.00	20,921.80	44.1%
15810000 54170	POSTAGE	450	0	450	600.00	.00	-150.00	133.3%
15810000 54180	HOUSEKEEPING SUP	16,000	0	16,000	12,777.16	.00	3,222.84	79.9%
15810000 54230	LIBRARY MATERIAL	220,000	0	220,000	221,222.62	.00	-1,222.62	100.6%
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	728.57	.00	-228.57	145.7%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	40,007.73	.00	-2,007.73	105.3%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	903.56	.00	296.44	75.3%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,559.92	.00	240.08	86.7%
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	1,532,035.32	.00	225,606.68	87.2%
	TOTAL EXPENSES	1,757,642	0	1,757,642	1,532,035.32	.00	225,606.68	

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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	1,532,035.32	.00	225,606.68	87.2%

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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 53040			TELEPHONE/CELL PHONE						
302074 AT&T	262785498011NOV24	0	2024 11	INV	P	313.55	112724	276637	PHONES-LIB NOV4-DEC
			ACCOUNT TOTAL			313.55			
15810000 54010			R&M BLDGS & GROUNDS						
003228 BATZNER PEST CONTR	70349227	0	2024 11	INV	P	131.89	112724	276643	PESTCNTRL-LIB 11/8/
			ACCOUNT TOTAL			131.89			
15810000 54080			LEASES EQUIPMENT						
295906 PITNEY BOWES	3319885439	0	2024 11	INV	P	77.28	112724	276731	POSTAGE METER LEASE
362301 GREAT AMERICA FINANC	37905852	0	2024 11	INV	P	229.00	112724	276683	COPIER LEASE-LIB 1
			ACCOUNT TOTAL			306.28			
15810000 54110			SUPPLIES						
012141 BOCK RUTH	11/13/24SUPPLIES	0	2024 11	INV	P	98.90	112724	276644	SUPPLIES REIMB-LIB
013800 DEMCO INC	7554159	0	2024 11	INV	P	1,031.67	112724	276594	SUPPLIES-LIB 10/18/
020058 ODP BUSINESS	392492600001	0	2024 11	INV	P	339.98	112724	276720	OFFICE CHAIRS (2)-L
020058 ODP BUSINESS	392494179001	0	2024 11	INV	P	26.09	112724	276720	OFFICE SUPPLIES-LIB
						366.07			
			ACCOUNT TOTAL			1,496.64			
15810000 54180			HOUSEKEEPING SUPPLY						
004049 FRISCH, MICHAEL J &	4639	0	2024 11	INV	P	2,800.00	112724	276671	CONTRACT SERV/PAINT
026400 ITU ABSORB TECH	8431586	0	2024 11	INV	P	91.93	112724	276696	MATS-LIB 11/4/24
			ACCOUNT TOTAL			2,891.93			
15810000 54230			LIBRARY MATERIALS						
001613 GALE CENGAGE LEARNIN	85856095	0	2024 11	INV	P	54.73	112724	276600	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	85928678	0	2024 11	INV	P	173.19	112724	276674	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	85929354	0	2024 11	INV	P	30.74	112724	276674	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	85934418	0	2024 11	INV	P	53.98	112724	276674	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	85939600	0	2024 11	INV	P	78.72	112724	276674	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	85940010	0	2024 11	INV	P	89.97	112724	276674	VARIOUS TITLES-LIB
						481.33			
006199 BAKER & TAYLOR BOOKS	2038632527	0	2024 11	INV	P	195.65	112724	276591	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038633496	0	2024 11	INV	P	362.12	112724	276591	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038633515	0	2024 11	INV	P	231.97	112724	276591	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038635738	0	2024 11	INV	P	1,229.47	112724	276591	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038643380	0	2024 11	INV	P	218.50	112724	276591	VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		PAYABLES	CHECK	DESCRIPTION
006199 BAKER & TAYLOR BOOKS	2038646370	0	2024 11	INV P	353.20	112724	276641	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038648656	0	2024 11	INV P	1,128.98	112724	276641	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038658385	0	2024 11	INV P	236.43	112724	276641	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038658829	0	2024 11	INV P	137.66	112724	276641	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038660689	0	2024 11	INV P	338.21	112724	276641	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038675350	0	2024 11	INV P	326.46	112724	276641	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038675503	0	2024 11	INV P	1,161.74	112724	276641	FOL#2425/VARIOUS TI
006199 BAKER & TAYLOR BOOKS	2038676438	0	2024 11	INV P	496.33	112724	276641	VARIOUS TITLES-LIB
					6,416.72			
013800 DEMCO INC	7554159	0	2024 11	INV P	873.98	112724	276594	SUPPLIES-LIB 10/18/
013800 DEMCO INC	7556641	0	2024 11	INV P	1,156.12	112724	276594	MATERIAL/SUPPLIES-L
					2,030.10			
224537 EBSCO	1751929	0	2024 11	INV P	65.00	112724	276598	PERIODICAL SUBSCRIP
350982 T-MOBILE	970673785 NOV2024	0	2024 11	INV P	613.21	112724	276759	CONTRACT SERV/INTER
361291 MIDWEST TAPE	506292564	0	2024 11	INV P	388.91	112724	276713	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	506320201	0	2024 11	INV P	718.18	112724	276713	VARIOUS TITLES-LIB
					1,107.09			
392979 CENTER POINT	2129034	0	2024 11	INV P	442.26	112724	276649	VARIOUS TITLES-LIB
			ACCOUNT TOTAL		11,155.71			
			ORG 15810000 TOTAL		16,296.00			
FUND 0010 GENERAL FUND			TOTAL:		16,296.00			

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INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
22810000		LIBRARY DONATION							
22810000 48040 FOL		DONATIONS							
006199 BAKER & TAYLOR BOOKS	2038659688	0	2024 11	INV	P	282.53	112724	276641	FOL#2425/VARIOUS TI
006199 BAKER & TAYLOR BOOKS	2038675503	0	2024 11	INV	P	54.85	112724	276641	FOL#2425/VARIOUS TI
						337.38			
			ACCOUNT TOTAL			337.38			
			ORG 22810000 TOTAL			337.38			
FUND 0200 LIBRARY DONATION FUND			TOTAL:			337.38			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	-25,739.23	.00	-3,760.77	87.3%
01010400 44111	LIBRARY-COPIES	-7,500	0	-7,500	-6,744.07	.00	-755.93	89.9%
01010400 44112	LIBRARY-OTHER SY	-26,000	0	-26,000	-33,285.72	.00	7,285.72	128.0%
TOTAL UNDESIGNATED		-63,000	0	-63,000	-65,769.02	.00	2,769.02	104.4%
	TOTAL REVENUES	-63,000	0	-63,000	-65,769.02	.00	2,769.02	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-63,000	0	-63,000	-65,769.02	.00	2,769.02	104.4%

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	496,617	0	496,617	471,809.19	.00	24,807.81	95.0%
15810000 50020	SALARY-PART TIME	475,000	0	475,000	389,310.95	.00	85,689.05	82.0%
15810000 51010	RETIREMENT	48,068	0	48,068	43,637.39	.00	4,430.61	90.8%
15810000 51020	FICA	73,528	0	73,528	64,899.59	.00	8,628.41	88.3%
15810000 51030	HEALTH INSURANCE	75,600	0	75,600	88,636.68	.00	-13,036.68	117.2%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	1,161	0	1,161	2,423.87	.00	-1,262.87	208.8%
15810000 51070	LIFE INSURANCE	861	0	861	858.30	.00	2.70	99.7%
15810000 53010	ELECTRICITY	69,000	0	69,000	65,716.10	.00	3,283.90	95.2%
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	3,177.67	.00	-877.67	138.2%
15810000 53050	HEATING FUEL	19,500	0	19,500	10,957.62	.00	8,542.38	56.2%
15810000 54010	R&M BLDGS & GROU	55,000	0	55,000	45,124.79	.00	9,875.21	82.0%
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	48,623.93	.00	-623.93	101.3%
15810000 54110	SUPPLIES	37,400	0	37,400	16,943.17	.00	20,456.83	45.3%
15810000 54170	POSTAGE	450	0	450	600.00	.00	-150.00	133.3%
15810000 54180	HOUSEKEEPING SUP	16,000	0	16,000	15,669.09	.00	330.91	97.9%
15810000 54230	LIBRARY MATERIAL	220,000	0	220,000	227,990.79	.00	-7,990.79	103.6%
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	728.57	.00	-228.57	145.7%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	40,007.73	.00	-2,007.73	105.3%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	903.56	.00	296.44	75.3%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,559.92	.00	240.08	86.7%
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	1,586,904.24	.00	170,737.76	90.3%
	TOTAL EXPENSES	1,757,642	0	1,757,642	1,586,904.24	.00	170,737.76	

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Program ID: glytdbud

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	1,586,904.24	.00	170,737.76	90.3%

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-9,580.43	.00	9,580.43	100.0%
22810000 48040 FOL DONATIONS	0	0	0	13,941.63	.00	-13,941.63	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY	0	0	0	5,011.20	.00	-5,011.20	100.0%
TOTAL REVENUES	0	0	0	4,361.20	.00	-4,361.20	
TOTAL EXPENSES	0	0	0	650.00	.00	-650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	5,011.20	.00	-5,011.20	100.0%

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

		YEAR-TO-DATE THROUGH NOVEMBER 30, 2024				
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUD(	YTD EXPENDED	AVAILABLE B	% USED
15810000	50010	SALARY-FULL TIME	496,617	471,809.19	24,808	95.00
15810000	50020	SALARY-PART TIME	475,000	389,310.95	85,689	82.00
15810000	51010	RETIREMENT	48,068	43,637.39	4,431	90.80
15810000	51020	FICA	73,528	64,899.59	8,628	88.30
15810000	51030	HEALTH INSURANCE	75,600	88,636.68	-13,037	117.20
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,423.87	-1,263	208.80
15810000	51070	LIFE INSURANCE	861	858.30	3	99.70
15810000	53010	ELECTRICITY	69,000	65,716.10	3,284	95.20
15810000	53020	WATER/SEWER	3,876	2,843.62	1,032	73.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	3,177.67	-878	138.20
15810000	53050	HEATING FUEL	19,500	10,957.62	8,542	56.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	45,124.79	9,875	82.00
15810000	54030	MAINTENANCE CONTRACT	69,300	40,636.52	28,663	58.60
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	48,623.93	-624	101.30
15810000	54110	SUPPLIES	37,400	16,943.17	20,457	45.30
15810000	54170	POSTAGE	450	600.00	-150	133.30
15810000	54180	HOUSEKEEPING SUPPLY	16,000	15,669.09	331	97.90
15810000	54230	LIBRARY MATERIALS	220,000	227,990.79	-7,991	103.60
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	728.57	-229	145.70
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	40,007.73	-2,008	105.30
15810000	55090	PROGRAMS-JUVENILE	1,200	903.56	296	75.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,559.92	240	86.70
15810000	55100	PROGRAMS-ADULT	1,200	1,078.34	122	89.90
		Grand Total	1,757,642	1,586,904.24	170,738	90.30

YEAR-TO-DATE THROUGH NOVEMBER 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED
15810000	50010	SALARY-FULL TIME	496,617	471,809.19
15810000	50020	SALARY-PART TIME	475,000	389,310.95
15810000	51010	RETIREMENT	48,068	43,637.39
15810000	51020	FICA	73,528	64,899.59
15810000	51030	HEALTH INSURANCE	75,600	88,636.68
15810000	51060	LONG-TERM DISABILITY	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,423.87
15810000	51070	LIFE INSURANCE	861	858.30
15810000	53010	ELECTRICITY	69,000	65,716.10
15810000	53020	WATER/SEWER	3,876	2,843.62
15810000	53040	TELEPHONE/CELL PHONE	2,300	3,177.67
15810000	53050	HEATING FUEL	19,500	10,957.62
15810000	54010	R&M BLDGS & GROUNDS	55,000	45,124.79
15810000	54030	MAINTENANCE CONTRACT	69,300	40,636.52
15810000	54040	R&M EQUIPMENT	2,000	2,000.00
15810000	54060	MARKETING	500	345.64
15810000	54080	LEASES EQUIPMENT	48,000	48,623.93
15810000	54110	SUPPLIES	37,400	16,943.17
15810000	54170	POSTAGE	450	600.00
15810000	54180	HOUSEKEEPING SUPPLY	16,000	15,669.09
15810000	54230	LIBRARY MATERIALS	220,000	227,990.79
15810000	54270	MEMBERSHIP DUES	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	421.21
15810000	54330	TRAINING EXPENSES	500	728.57
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	40,007.73
15810000	55090	PROGRAMS-JUVENILE	1,200	903.56
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,559.92
15810000	55100	PROGRAMS-ADULT	1,200	1,078.34
		Grand Total	1,757,642	1,586,904.24

AVAILABLE BUDGET	% USED
24,808	95.00
85,689	82.00
4,431	90.80
8,628	88.30
-13,037	117.20
81	0.00
-1,263	208.80
3	99.70
3,284	95.20
1,032	73.40
-878	138.20
8,542	56.20
9,875	82.00
28,663	58.60
0	100.00
154	69.10
-624	101.30
20,457	45.30
-150	133.30
331	97.90
-7,991	103.60
200	0.00
79	84.20
-229	145.70
-2,008	105.30
296	75.30
240	86.70
122	89.90
170,738	90.30

CITY OF NEW BERLIN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY								
15810000 54010			R&M BLDGS & GROUNDS						
015580 AMAZON CAPITAL SERVI	1PRP-939N-L7RT	0	2024 12	INV	P	594.00	121124	276812	LED LIGHTING-LIB O
019254 BWG SERVICES INC	24304-1	0	2024 12	INV	P	6,773.00	121124	276821	CARPETING RPLACEMEN
021746 GRAINGER	9322801821	0	2024 12	INV	P	101.46	121124	276844	LIGHTING MAINT-LIB
			ACCOUNT TOTAL			7,468.46			
15810000 54110			SUPPLIES						
016712 CAIRDE, CEOL	3/7/25NB LIB PROGRAM	0	2024 12	INV	P	350.00	121124	276822	PROG PRESENTER FEE/
			ACCOUNT TOTAL			350.00			
15810000 54170			POSTAGE						
348554 PURCHASE POWER	11/26/24POSTAGE	0	2024 12	INV	P	100.00	121124	276881	POSTAGE METER -LIB
			ACCOUNT TOTAL			100.00			
15810000 54230			LIBRARY MATERIALS						
006199 BAKER & TAYLOR BOOKS	2038690316	0	2024 12	INV	P	156.60	121124	276814	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038695461	0	2024 12	INV	P	107.49	121124	276814	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038696745	0	2024 12	INV	P	150.94	121124	276814	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038708497	0	2024 12	INV	P	33.23	121124	276814	VARIOUS TITLES-LIB
						448.26			
332194 MERGENT INC	1673029202	0	2024 12	INV	P	442.00	121124	276866	HARRIS DIRECTORY-LI
361291 MIDWEST TAPE	506359399	0	2024 12	INV	P	289.97	121124	276867	VARIOUS TITLES-LIB
			ACCOUNT TOTAL			1,180.23			
			ORG 15810000 TOTAL			9,098.69			
FUND 0010 GENERAL FUND			TOTAL:			9,098.69			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	496,617	0	496,617	491,908.05	.00	4,708.95	99.1%
15810000 50020	SALARY-PART TIME	475,000	0	475,000	404,666.21	.00	70,333.79	85.2%
15810000 51010	RETIREMENT	48,068	0	48,068	45,440.90	.00	2,627.10	94.5%
15810000 51020	FICA	73,528	0	73,528	67,577.57	.00	5,950.43	91.9%
15810000 51030	HEALTH INSURANCE	75,600	0	75,600	92,576.01	.00	-16,976.01	122.5%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	1,161	0	1,161	2,535.61	.00	-1,374.61	218.4%
15810000 51070	LIFE INSURANCE	861	0	861	897.84	.00	-36.84	104.3%
15810000 53010	ELECTRICITY	69,000	0	69,000	65,716.10	.00	3,283.90	95.2%
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	3,177.67	.00	-877.67	138.2%
15810000 53050	HEATING FUEL	19,500	0	19,500	10,957.62	.00	8,542.38	56.2%
15810000 54010	R&M BLDGS & GROU	55,000	0	55,000	52,593.25	.00	2,406.75	95.6%
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	48,623.93	.00	-623.93	101.3%
15810000 54110	SUPPLIES	37,400	0	37,400	17,293.17	.00	20,106.83	46.2%
15810000 54170	POSTAGE	450	0	450	700.00	.00	-250.00	155.6%
15810000 54180	HOUSEKEEPING SUP	16,000	0	16,000	15,669.09	.00	330.91	97.9%
15810000 54230	LIBRARY MATERIAL	220,000	0	220,000	229,171.02	.00	-9,171.02	104.2%
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	728.57	.00	-228.57	145.7%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	40,007.73	.00	-2,007.73	105.3%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	903.56	.00	296.44	75.3%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,559.92	.00	240.08	86.7%
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	1,640,029.15	.00	117,612.85	93.3%
	TOTAL EXPENSES	1,757,642	0	1,757,642	1,640,029.15	.00	117,612.85	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	1,640,029.15	.00	117,612.85	93.3%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION							
22810000 48040 FOL		DONATIONS						
335185 FRITZ-KLAUS KARRI	2024ART HIST JANPROG	0	2024 12	INV	P	310.00	121124	276838 FOL#2329/PROGRAM PR
387576 WISCONSIN HISTORICAL	0180	0	2024 12	INV	P	75.00	121124	276913 FOL#2435/PROG PRESE
			ACCOUNT TOTAL			385.00		
			ORG 22810000 TOTAL			385.00		
FUND 0200 LIBRARY DONATION FUND			TOTAL:			385.00		

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-12,080.30	.00	12,080.30	100.0%
22810000 48040 FOL DONATIONS	0	0	0	14,326.63	.00	-14,326.63	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY	0	0	0	2,896.33	.00	-2,896.33	100.0%
TOTAL REVENUES	0	0	0	2,246.33	.00	-2,246.33	
TOTAL EXPENSES	0	0	0	650.00	.00	-650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	2,896.33	.00	-2,896.33	100.0%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION							
22810000 48040			DONATIONS					
376175 ISOLA LORIBETH	2024 CONF REIMB	0	2024 12	INV	P	1,130.81	122524	277021 CONF REIMB LODGING/
			ACCOUNT TOTAL			1,130.81		
			ORG 22810000 TOTAL			1,130.81		
FUND 0200 LIBRARY DONATION FUND			TOTAL:			1,130.81		

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-14,069.49	.00	14,069.49	100.0%
22810000 48040 FOL DONATIONS	0	0	0	15,472.52	.00	-15,472.52	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY	0	0	0	2,053.03	.00	-2,053.03	100.0%
TOTAL REVENUES	0	0	0	1,403.03	.00	-1,403.03	
TOTAL EXPENSES	0	0	0	650.00	.00	-650.00	

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User: 9740thin
Program ID: glytdbud

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	2,053.03	.00	-2,053.03	100.0%

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

FOR 2024 12

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	-27,579.98	.00	-1,920.02	93.5%*
01010400 44111	LIBRARY-COPIES	-7,500	0	-7,500	-7,254.81	.00	-245.19	96.7%*
01010400 44112	LIBRARY-OTHER SY	-26,000	0	-26,000	-33,285.72	.00	7,285.72	128.0%
TOTAL UNDESIGNATED		-63,000	0	-63,000	-68,120.51	.00	5,120.51	108.1%
	TOTAL REVENUES	-63,000	0	-63,000	-68,120.51	.00	5,120.51	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-63,000	0	-63,000	-68,120.51	.00	5,120.51	108.1%

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

		YEAR-TO-DATE THROUGH DECEMBER 31, 2024				
ORG	**OBJ**	**ACCOUNT DESCRIPTION**	**REVISED BUD**	**YTD EXPENDED**	**AVAILABLE**	**% USED**
15810000	50010	SALARY-FULL TIME	496,617	512,006.89	-15,390	103.10
15810000	50020	SALARY-PART TIME	475,000	420,062.54	54,937	88.40
15810000	51010	RETIREMENT	48,068	47,240.61	827	98.30
15810000	51020	FICA	73,528	70,258.72	3,269	95.60
15810000	51030	HEALTH INSURANCE	75,600	96,515.34	-20,915	127.70
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,647.35	-1,486	228.00
15810000	51070	LIFE INSURANCE	861	937.38	-76	108.90
15810000	53010	ELECTRICITY	69,000	65,716.10	3,284	95.20
15810000	53020	WATER/SEWER	3,876	2,843.62	1,032	73.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	3,491.22	-1,191	151.80
15810000	53050	HEATING FUEL	19,500	10,957.62	8,542	56.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	57,353.07	-2,353	104.30
15810000	54030	MAINTENANCE CONTRACT	69,300	43,078.48	26,222	62.20
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	49,063.52	-1,064	102.20
15810000	54110	SUPPLIES	37,400	22,419.75	14,980	59.90
15810000	54170	POSTAGE	450	700.00	-250	155.60
15810000	54180	HOUSEKEEPING SUPPLY	16,000	16,120.96	-121	100.80
15810000	54230	LIBRARY MATERIALS	220,000	237,505.96	-17,506	108.00
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	728.57	-229	145.70
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	101,858.53	-63,859	268.00
15810000	55090	PROGRAMS-JUVENILE	1,200	966.42	234	80.50
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,702.19	98	94.60
15810000	55100	PROGRAMS-ADULT	1,200	1,112.32	88	92.70
		Grand Total	1,757,642	1,768,054.01	-10,412	100.60

YEAR-TO-DATE THROUGH DECEMBER 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDG	YTD EXPENDED	AVAILABLE B	% USED
15810000	50010	SALARY-FULL TIME	496,617	512,006.89	-15,390	103.10
15810000	50020	SALARY-PART TIME	475,000	420,062.54	54,937	88.40
15810000	51010	RETIREMENT	48,068	47,240.61	827	98.30
15810000	51020	FICA	73,528	70,258.72	3,269	95.60
15810000	51030	HEALTH INSURANCE	75,600	96,515.34	-20,915	127.70
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,647.35	-1,486	228.00
15810000	51070	LIFE INSURANCE	861	937.38	-76	108.90
15810000	53010	ELECTRICITY	69,000	65,716.10	3,284	95.20
15810000	53020	WATER/SEWER	3,876	2,843.62	1,032	73.40
15810000	53040	TELEPHONE/CELL PHONE	2,300	3,491.22	-1,191	151.80
15810000	53050	HEATING FUEL	19,500	10,957.62	8,542	56.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	57,353.07	-2,353	104.30
15810000	54030	MAINTENANCE CONTRACT	69,300	43,078.48	26,222	62.20
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	49,063.52	-1,064	102.20
15810000	54110	SUPPLIES	37,400	22,419.75	14,980	59.90
15810000	54170	POSTAGE	450	700.00	-250	155.60
15810000	54180	HOUSEKEEPING SUPPLY	16,000	16,120.96	-121	100.80
15810000	54230	LIBRARY MATERIALS	220,000	237,505.96	-17,506	108.00
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEET	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	728.57	-229	145.70
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	101,858.53	-63,859	268.00
15810000	55090	PROGRAMS-JUVENILE	1,200	966.42	234	80.50
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,702.19	98	94.60
15810000	55100	PROGRAMS-ADULT	1,200	1,112.32	88	92.70
		Grand Total	1,757,642	1,768,054.01	-10,412	100.60

CITY OF NEW BERLIN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY								
15810000 53040			TELEPHONE/CELL PHONE						
302074 AT&T	262785498012 2024	0	2024 12	INV	P	313.55	122524	276970	PHONES-LIB 12/4-1/3
			ACCOUNT TOTAL			313.55			
15810000 54010			R&M BLDGS & GROUNDS						
003228 BATZNER PEST CONTR	71367588	0	2024 12	INV	P	131.89	122524	276974	PESTCNTRL-LIB 12/11
016919 SOUTHPORT ENGINEERED	W61055	0	2024 12	INV	P	4,180.24	122524	277084	HVAC/SERV CALL/RPAI
021746 GRAINGER	9338001259	0	2024 12	INV	P	67.92	122524	277011	MAINT/RPAIR-LIB 12/
358363 KATHY'S SHADE SHOP	17085	0	2024 12	INV	P	315.00	122524	277030	WINDOW SHADE/MAINT
			ACCOUNT TOTAL			4,695.05			
15810000 54030			MAINTENANCE CONTRACT						
014113 K-12 TECHNOLOGY GROU	95803	0	2024 12	INV	P	541.96	122524	277026	CROWDSTRIKE-LIB 12/
014113 K-12 TECHNOLOGY GROU	95804	0	2024 12	INV	P	1,900.00	122524	277026	SIMPLIFY IT -LIB 12
						2,441.96			
			ACCOUNT TOTAL			2,441.96			
15810000 54080			LEASES EQUIPMENT						
362301 GREAT AMERICA FINANC	38038689	0	2024 12	INV	P	439.59	122524	277012	COPIER LEASE & USAG
			ACCOUNT TOTAL			439.59			
15810000 54110			SUPPLIES						
004997 ADVANCED COMMUNICATI	24-1216	0	2024 12	INV	P	897.50	122524	276961	WIRELESS MICROPHONE
013800 DEMCO INC	7576862	0	2024 12	INV	P	546.06	122524	276993	NESTING DISPLAY TAB
020058 ODP BUSINESS	400611949001	0	2024 12	INV	P	906.01	122524	277055	OFFICE SUPPLIES-LIB
020058 ODP BUSINESS	400620644001	0	2024 12	INV	P	12.18	122524	277055	OFFICE SUPPLIES-LIB
						918.19			
085010 WAUKESHA COUNTY TREA	2024-13010123	0	2024 12	INV	P	102.38	122524	277104	525CAFE CARD COMBOS
			ACCOUNT TOTAL			2,464.13			
15810000 54180			HOUSEKEEPING SUPPLY						
026400 ITU ABSORB TECH	8446726	0	2024 12	INV	P	91.93	122524	277022	MATS-LIB 12/2/24
			ACCOUNT TOTAL			91.93			
15810000 54230			LIBRARY MATERIALS						
001613 GALE CENGAGE LEARNIN	85977361	0	2024 12	INV	P	58.48	122524	277007	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	85994272	0	2024 12	INV	P	54.73	122524	277007	VARIOUS TITLES-LIB

CITY OF NEW BERLIN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES		CHECK	DESCRIPTION
001613 GALE CENGAGE LEARNIN	86003104	0	2024 12	INV P	87.74	122524	277007	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	86020786	0	2024 12	INV P	143.95	122524	277007	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	86021361	0	2024 12	INV P	179.19	122524	277007	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	86024133	0	2024 12	INV P	28.49	122524	277007	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	86031956	0	2024 12	INV P	53.23	122524	277007	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	86033207	0	2024 12	INV P	78.72	122524	277007	VARIOUS TITLES-LIB
					684.53			
006199 BAKER & TAYLOR BOOKS	2038702549	0	2024 12	INV P	320.67	122524	276972	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038709090	0	2024 12	INV P	144.07	122524	276972	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038712686	0	2024 12	INV P	458.99	122524	276972	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038721201	0	2024 12	INV P	365.38	122524	276972	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038727459	0	2024 12	INV P	8.56	122524	276972	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038731369	0	2024 12	INV P	370.38	122524	276972	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038732487	0	2024 12	INV P	98.12	122524	276972	VARIOUS TITLES-LIB
					1,766.17			
014379 THE WEEK	R25062101	0	2024 12	INV P	199.00	122524	277089	PERIODICAL SUBSCRIP
224529 BLACKSTONE PUBLISHIN	2180317	0	2024 12	INV P	7.95	122524	276977	VARIOUS TITLES-LIB
321672 HOOPLA	506413595	0	2024 12	INV P	1,381.04	122524	277016	DIGITAL MEDIA-LIB 1
350982 T-MOBILE	970673785 DEC2024	0	2024 12	INV P	613.21	122524	277088	INTERNET HOTSPOTS-L
361291 MIDWEST TAPE	506375963	0	2024 12	INV P	219.64	122524	277043	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	506395010	0	2024 12	INV P	128.94	122524	277043	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	506455006	0	2024 12	INV P	199.42	122524	277043	VARIOUS TITLES-LIB
					548.00			
392979 CENTER POINT	2135100	0	2024 12	INV P	442.26	122524	276983	VARIOUS TITLES-LIB
			ACCOUNT TOTAL		5,642.16			
15810000 54521			TECHNOLOGY/SOFTWARE					
014113 K-12 TECHNOLOGY GROU	95825	0	2024 12	INV P	2,400.00	122524	277026	ONSITE BACKUP SERVI
014113 K-12 TECHNOLOGY GROU	95833	0	2024 12	INV P	45,348.81	122524	277027	THINKCENTRE NEO WOR
014113 K-12 TECHNOLOGY GROU	95843	0	2024 12	INV P	14,082.00	122524	277028	SEMI ANNUAL SERV AG
					61,830.81			
			ACCOUNT TOTAL		61,830.81			
			ORG 15810000 TOTAL		77,919.18			
FUND 0010 GENERAL FUND			TOTAL:		77,919.18			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	496,617	0	496,617	512,006.89	.00	-15,389.89	103.1%
15810000 50020	SALARY-PART TIME	475,000	0	475,000	420,062.54	.00	54,937.46	88.4%
15810000 51010	RETIREMENT	48,068	0	48,068	47,240.61	.00	827.39	98.3%
15810000 51020	FICA	73,528	0	73,528	70,258.72	.00	3,269.28	95.6%
15810000 51030	HEALTH INSURANCE	75,600	0	75,600	96,515.34	.00	-20,915.34	127.7%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	1,161	0	1,161	2,647.35	.00	-1,486.35	228.0%
15810000 51070	LIFE INSURANCE	861	0	861	937.38	.00	-76.38	108.9%
15810000 53010	ELECTRICITY	69,000	0	69,000	65,716.10	.00	3,283.90	95.2%
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	3,491.22	.00	-1,191.22	151.8%
15810000 53050	HEATING FUEL	19,500	0	19,500	10,957.62	.00	8,542.38	56.2%
15810000 54010	R&M BLDGS & GROU	55,000	0	55,000	57,353.07	.00	-2,353.07	104.3%
15810000 54030	MAINTENANCE CONT	69,300	0	69,300	43,078.48	.00	26,221.52	62.2%
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	49,063.52	.00	-1,063.52	102.2%
15810000 54110	SUPPLIES	37,400	0	37,400	22,419.75	.00	14,980.25	59.9%
15810000 54170	POSTAGE	450	0	450	700.00	.00	-250.00	155.6%
15810000 54180	HOUSEKEEPING SUP	16,000	0	16,000	16,120.96	.00	-120.96	100.8%
15810000 54230	LIBRARY MATERIAL	220,000	0	220,000	237,505.96	.00	-17,505.96	108.0%
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	728.57	.00	-228.57	145.7%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	101,858.53	.00	-63,858.53	268.0%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	966.42	.00	233.58	80.5%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,702.19	.00	97.81	94.6%
15810000 55100	PROGRAMS-ADULT	1,200	0	1,200	1,112.32	.00	87.68	92.7%
TOTAL LIBRARY		1,757,642	0	1,757,642	1,768,054.01	.00	-10,412.01	100.6%
	TOTAL EXPENSES	1,757,642	0	1,757,642	1,768,054.01	.00	-10,412.01	

Report generated: 12/19/2024 09:53
User: 9740thin
Program ID: glytdbud

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	1,768,054.01	.00	-10,412.01	100.6%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY							
15810000 54030			MAINTENANCE CONTRACT					
014113 K-12 TECHNOLOGY GROU	95857	0	2025 1	INV P	546.60	011525-1	277310	SIMPLIFY IT-LIB 1/1
			ACCOUNT TOTAL		546.60			
15810000 54080			LEASES EQUIPMENT					
362301 GREAT AMERICA FINANC	38254242	0	2025 1	INV P	452.52	011525-1	277303	COPIER LEASE/USAGE-
			ACCOUNT TOTAL		452.52			
15810000 54230			LIBRARY MATERIALS					
003078 CONLEY MEDIA LLC	18241 SUBSCRIP2025	0	2025 1	INV P	246.00	011525-1	277291	2025 SUBCRIP RENU-L
020828 EXTREME NETWORKS INC	17678953	0	2025 1	INV P	8,662.00	011525-1	277298	WIFI EQPMT ANNUAL L
316458 BOTTOM LINE PERSONAL	2025 SUBSCRIP RENU	0	2025 1	INV P	148.00	011525-1	277288	2025 SUBSCRIP RENU-
			ACCOUNT TOTAL		9,056.00			
			ORG 15810000 TOTAL		10,055.12			
FUND 0010 GENERAL FUND			TOTAL:		10,055.12			

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/13 TO 2024/13

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
15810000			LIBRARY						
15810000 54010			R&M BLDGS & GROUNDS						
311839 HOME DEPOT CREDIT SE	4013036	0	2024 13	INV	P	51.92	011525	277199	RPAIRS-LIB 12/18/24
			ACCOUNT TOTAL			51.92			
15810000 54080			LEASES EQUIPMENT						
362301 GREAT AMERICA FINANC	38132475	0	2024 13	INV	P	743.54	011525	277191	COPIER LEASE/USAGE-
			ACCOUNT TOTAL			743.54			
15810000 54110			SUPPLIES						
004997 ADVANCED COMMUNICATI	24-1115F	0	2024 13	INV	P	1,215.00	011525	277138	LOUNGE TV INSTALLAT
008243 NEW BERLIN LIBRARY P	#481PICNSAV 10/31/24	0	2024 13	INV	P	13.90	011525	277236	PICNSAV/DISC CLEANI
008243 NEW BERLIN LIBRARY P	#484MEIJER 11/27/24	0	2024 13	INV	P	13.38	011525	277236	MEIJER/SUPPLIES-LIB
008243 NEW BERLIN LIBRARY P	#488TARGET 12/30/24	0	2024 13	INV	P	11.20	011525	277236	TARGET/STORAGE BINS
						38.48			
			ACCOUNT TOTAL			1,253.48			
15810000 54180			HOUSEKEEPING SUPPLY						
026400 ITU ABSORB TECH	8462119	0	2024 13	INV	P	91.93	011525	277207	MATS-LIB 12/30/24
			ACCOUNT TOTAL			91.93			
15810000 54230			LIBRARY MATERIALS						
001613 GALE CENGAGE LEARNIN	86077590	0	2024 13	INV	P	55.48	011525	277184	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038748159	0	2024 13	INV	P	206.39	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038751615	0	2024 13	INV	P	152.64	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038751674	0	2024 13	INV	P	465.41	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038764587	0	2024 13	INV	P	55.45	011525	277150	FOL#2425/VARIOUS TI
006199 BAKER & TAYLOR BOOKS	2038766047	0	2024 13	INV	P	33.23	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038766577	0	2024 13	INV	P	335.18	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038774599	0	2024 13	INV	P	102.77	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	2038776124	0	2024 13	INV	P	118.13	011525	277150	VARIOUS TITLES-LIB
006199 BAKER & TAYLOR BOOKS	3308238	0	2024 13	CRM	P	-24.57	011525	277150	RET PURCH CRDIT-LIB
						1,444.63			
321672 HOOPLA	506554363	0	2024 13	INV	P	1,412.60	011525	277201	DIGITAL MEDIA-LIB 1
361291 MIDWEST TAPE	506473180	0	2024 13	INV	P	143.49	011525	277229	VARIOUS TITLES-LIB
			ACCOUNT TOTAL			3,056.20			
15810000 54521			TECHNOLOGY/SOFTWARE						
297941 DEPT OF ADMINISTRATI	505-97330	0	2024 13	INV	P	600.00	011525	277175	CONTRACT SERV/TEACH
			ACCOUNT TOTAL			600.00			

YEAR/PERIOD: 2024/13 TO 2024/13

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
			ORG 15810000 TOTAL			5,797.07			
FUND 0010 GENERAL FUND			TOTAL:			5,797.07			

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	496,617	0	496,617	512,006.89	.00	-15,389.89	103.1%
15810000 50020	SALARY-PART TIME	475,000	0	475,000	420,062.54	.00	54,937.46	88.4%
15810000 51010	RETIREMENT	48,068	0	48,068	47,240.61	.00	827.39	98.3%
15810000 51020	FICA	73,528	0	73,528	70,258.72	.00	3,269.28	95.6%
15810000 51030	HEALTH INSURANCE	75,600	0	75,600	96,515.34	.00	-20,915.34	127.7%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	1,161	0	1,161	2,647.35	.00	-1,486.35	228.0%
15810000 51070	LIFE INSURANCE	861	0	861	937.38	.00	-76.38	108.9%
15810000 53010	ELECTRICITY	69,000	0	69,000	73,649.84	.00	-4,649.84	106.7%
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	3,491.22	.00	-1,191.22	151.8%
15810000 53050	HEATING FUEL	19,500	0	19,500	11,711.24	.00	7,788.76	60.1%
15810000 54010	R&M BLDGS & GROU	55,000	0	55,000	57,404.99	.00	-2,404.99	104.4%
15810000 54030	MAINTENANCE CONT	69,300	0	69,300	43,078.48	.00	26,221.52	62.2%
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	49,807.06	.00	-1,807.06	103.8%
15810000 54110	SUPPLIES	37,400	0	37,400	23,673.23	.00	13,726.77	63.3%
15810000 54170	POSTAGE	450	0	450	700.00	.00	-250.00	155.6%
15810000 54180	HOUSEKEEPING SUP	16,000	0	16,000	16,212.89	.00	-212.89	101.3%
15810000 54230	LIBRARY MATERIAL	220,000	0	220,000	240,562.16	.00	-20,562.16	109.3%
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	728.57	.00	-228.57	145.7%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	102,458.53	.00	-64,458.53	269.6%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	966.42	.00	233.58	80.5%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,702.19	.00	97.81	94.6%
15810000 55100	PROGRAMS-ADULT	1,200	0	1,200	1,112.32	.00	87.68	92.7%
TOTAL LIBRARY		1,757,642	0	1,757,642	1,782,538.44	.00	-24,896.44	101.4%
	TOTAL EXPENSES	1,757,642	0	1,757,642	1,782,538.44	.00	-24,896.44	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,757,642	0	1,757,642	1,782,538.44	.00	-24,896.44	101.4%

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

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	515,954	0	515,954	20,100.13	.00	495,853.87	3.9%
15810000 50020	SALARY-PART TIME	451,464	0	451,464	15,052.63	.00	436,411.37	3.3%
15810000 51010	RETIREMENT	48,777	0	48,777	1,818.48	.00	46,958.52	3.7%
15810000 51020	FICA	75,808	0	75,808	2,649.22	.00	73,158.78	3.5%
15810000 51030	HEALTH INSURANCE	123,338	0	123,338	3,667.43	.00	119,670.57	3.0%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	1,161	0	1,161	125.91	.00	1,035.09	10.8%
15810000 51070	LIFE INSURANCE	861	0	861	39.54	.00	821.46	4.6%
15810000 53010	ELECTRICITY	70,000	0	70,000	.00	.00	70,000.00	.0%
15810000 53020	WATER/SEWER	3,876	0	3,876	.00	.00	3,876.00	.0%
15810000 53040	TELEPHONE/CELL P	3,756	0	3,756	.00	.00	3,756.00	.0%
15810000 53050	HEATING FUEL	19,500	0	19,500	.00	.00	19,500.00	.0%
15810000 54010	R&M BLDGS & GROU	40,000	0	40,000	.00	.00	40,000.00	.0%
15810000 54030	MAINTENANCE CONT	60,000	0	60,000	546.60	.00	59,453.40	.9%
15810000 54060	MARKETING	1,000	0	1,000	.00	.00	1,000.00	.0%
15810000 54080	LEASES EQUIPMENT	48,000	0	48,000	452.52	.00	47,547.48	.9%
15810000 54110	SUPPLIES	27,000	0	27,000	.00	.00	27,000.00	.0%
15810000 54170	POSTAGE	900	0	900	.00	.00	900.00	.0%
15810000 54230	LIBRARY MATERIAL	220,700	0	220,700	9,056.00	.00	211,644.00	4.1%
15810000 54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000 54521	TECHNOLOGY/SOFTW	38,000	0	38,000	.00	.00	38,000.00	.0%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	.00	.00	1,200.00	.0%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	.00	.00	1,800.00	.0%
15810000 55100	PROGRAMS-ADULT	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL LIBRARY		1,754,876	0	1,754,876	53,508.46	.00	1,701,367.54	3.0%
	TOTAL EXPENSES	1,754,876	0	1,754,876	53,508.46	.00	1,701,367.54	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,754,876	0	1,754,876	53,508.46	.00	1,701,367.54	3.0%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/13 TO 2024/13

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION							
22810000 48040 FOL		DONATIONS						
006199 BAKER & TAYLOR BOOKS	2038764587	0	2024 13	INV P	121.95	011525	277150	FOL#2425/VARIOUS TI
008243 NEW BERLIN LIBRARY P	#482HOBBYLOBBY11/26	0	2024 13	INV P	10.45	011525	277236	FOL#2345/HOBBYLOBBY
008243 NEW BERLIN LIBRARY P	#483PICNSAV 11/25/24	0	2024 13	INV P	10.47	011525	277236	FOL#2345/CROCHET CL
008243 NEW BERLIN LIBRARY P	#485PICNSAV 12/17/24	0	2024 13	INV P	9.98	011525	277236	FOL#2345PICNSAV/CRO
008243 NEW BERLIN LIBRARY P	#486HOBBYLOBBY 12/17	0	2024 13	INV P	12.95	011525	277236	FOL#2345/HOBBYLOBBY
008243 NEW BERLIN LIBRARY P	#487PICNSAV 12/17/24	0	2024 13	INV P	7.98	011525	277236	FOL#2345/PICNSAV/CR
					51.83			
393517 HEGEMAN NANCY	11/25/24HOBBYLOBBY	0	2024 13	INV P	62.80	011525	277196	FOL#2345/CROCHET CL
			ACCOUNT TOTAL		236.58			
			ORG 22810000 TOTAL		236.58			
FUND 0200 LIBRARY DONATION FUND			TOTAL:		236.58			

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

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-14,069.49	.00	14,069.49	100.0%
22810000 48040 FOL DONATIONS	0	0	0	15,709.10	.00	-15,709.10	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY	0	0	0	2,289.61	.00	-2,289.61	100.0%
TOTAL REVENUES	0	0	0	1,639.61	.00	-1,639.61	
TOTAL EXPENSES	0	0	0	650.00	.00	-650.00	

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	2,289.61	.00	-2,289.61	100.0%

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YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY								
15810000 54010			R&M BLDGS & GROUNDS						
011840 US BANK	11/5/24SHEWIN W-LIB	0	2024 12	INV	P	64.77	120824E	10117	SHERWIN WILLIAMS/PA
			ACCOUNT TOTAL			64.77			
15810000 54110			SUPPLIES						
011840 US BANK	10/14/24AMZN1-LIB	0	2024 12	INV	P	23.96	120824E	10117	AMZN/COAT TREE-LIB
011840 US BANK	10/15/24AMZN3-LIB	0	2024 12	INV	P	207.44	120824E	10117	AMZN/PROG SUPPLIES-
011840 US BANK	10/15/24AMZN4-LIB	0	2024 12	INV	P	29.40	120824E	10117	AMZN/OFFICE SUPPLIE
011840 US BANK	10/16/24IKEA-LIB	0	2024 12	INV	P	260.38	120824E	10117	IKEA/LAMPS/THROWS-L
011840 US BANK	10/18/24AMZN1-LIB	0	2024 12	INV	P	174.50	120824E	10117	AMZN/SINGLE PRINT L
011840 US BANK	10/18/24AMZN2-LIB	0	2024 12	INV	P	95.98	120824E	10117	AMZN/FRIDGE FILTERS
011840 US BANK	10/18/24AMZN3-LIB	0	2024 12	INV	P	28.97	120824E	10117	AMZN/BINDER DIVIDER
011840 US BANK	10/20/24AMZN2-LIB	0	2024 12	INV	P	32.05	120824E	10117	AMZN/AA BATTERIES-L
011840 US BANK	10/20/24AMZN3-LIB	0	2024 12	INV	P	74.94	120824E	10117	AMZN/SINGLE PRINTAB
011840 US BANK	10/21/24IKEA-LIB	0	2024 12	CRM	P	-123.86	120824E	10117	IKEA/RFND MISSING I
011840 US BANK	10/24GENESIS-LIB	0	2024 12	INV	P	460.52	120824E	10117	GENESIS GRAPHICS/SU
011840 US BANK	10/26/24AMZN1-LIB	0	2024 12	INV	P	15.50	120824E	10117	AMZN/DUCT TAPE-LIB
011840 US BANK	10/26/24AMZN4-LIB	0	2024 12	INV	P	173.99	120824E	10117	AMZN/PRELIT TREE &
011840 US BANK	10/26/24IKEA-LIB	0	2024 12	CRM	P	-82.76	120824E	10117	IKEA/RET PURCH CRDI
011840 US BANK	10/26/24IKEA2-LIB	0	2024 12	INV	P	79.37	120824E	10117	IKEA/FURNISHINGS-LI
011840 US BANK	10/28/24AMZN1-LIB	0	2024 12	INV	P	11.99	120824E	10117	AMZN/SINGLE LABELS-
011840 US BANK	10/28ELITE-LIB	0	2024 12	INV	P	40.10	120824E	10117	ELITE APPAREL/TOTE
011840 US BANK	10/30/24AMZN-LIB	0	2024 12	INV	P	13.48	120824E	10117	AMZN/GIFT WRAPPING
011840 US BANK	11/1/24AMZN1-LIB	0	2024 12	INV	P	139.99	120824E	10117	AMZN/OFFICE CHAIR-L
011840 US BANK	11/11/24AMZN1-LIB	0	2024 12	INV	P	220.94	120824E	10117	AMZN/DESK CHAIR/PEN
011840 US BANK	11/2/24AMZN-LIB	0	2024 12	INV	P	15.18	120824E	10117	AMZN/COPIER PAPER-L
011840 US BANK	11/3/24AMZN2-LIB	0	2024 12	INV	P	230.01	120824E	10117	AMZN/BARCODE SCANNE
011840 US BANK	11/4/24AMZN3-LIB	0	2024 12	INV	P	34.41	120824E	10117	AMZN/OFFICE SUPPLIE
011840 US BANK	11/4/24AMZN4-LIB	0	2024 12	INV	P	83.72	120824E	10117	AMZN/OFFICE SUPPLIE
011840 US BANK	11/4/24AMZN6-LIB	0	2024 12	INV	P	22.25	120824E	10117	AMZN/WATERPROOF STI
011840 US BANK	11/4/24AMZN7-LIB	0	2024 12	INV	P	6.99	120824E	10117	AMZN/DOULE SIDED WA
011840 US BANK	11/5/24AMZN1-LIB	0	2024 12	INV	P	7.99	120824E	10117	AMZN/WORK NOTEBOOK-
011840 US BANK	11/5/24AMZN2-LIB	0	2024 12	INV	P	27.96	120824E	10117	AMZN/OFFICE SUPPLIE
011840 US BANK	11/5/24AMZN3-LIB	0	2024 12	INV	P	48.18	120824E	10117	AMZN/CHRISTMAS DECO
011840 US BANK	11/5/24AMZN4-LIB	0	2024 12	INV	P	34.56	120824E	10117	AMZN/DECORATIONS-LI
011840 US BANK	11/5/24AMZN5-LIB	0	2024 12	INV	P	26.32	120824E	10117	AMZN/CHRISTMAS ORNA
011840 US BANK	11/6/24AMZN-LIB	0	2024 12	INV	P	74.94	120824E	10117	AMZN/OFFICE SUPPLIE
011840 US BANK	11/7/24AMZN1-LIB	0	2024 12	INV	P	173.06	120824E	10117	AMZN/OFFICE SUPPLIE
						2,662.45			
			ACCOUNT TOTAL			2,662.45			
15810000 54180			HOUSEKEEPING SUPPLY						
011840 US BANK	10/20/24AMZN4-LIB	0	2024 12	INV	P	31.80	120824E	10117	AMZN/SEAT COVERS-LI
011840 US BANK	10/21/24AMZN	0	2024 12	CRM	P	-68.58	120824E	10117	AMZN/RET PURCH CRDI
011840 US BANK	10/23/24PREMIUM-LIB	0	2024 12	INV	P	104.75	120824E	10117	PREMIUM UNIFORMAL/G
011840 US BANK	10/26/24AMZN3-LIB	0	2024 12	INV	P	159.70	120824E	10117	AMZN/DIAPER GENIES-
011840 US BANK	11/1/24AMZN2-LIB	0	2024 12	INV	P	132.27	120824E	10117	AMZN/KITCHEN TRASH

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
						359.94			
			ACCOUNT TOTAL			359.94			
15810000 54230			LIBRARY MATERIALS						
011840 US BANK	10/14/24AMZN2-LIB	0	2024 12	INV	P	26.99	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/15/24AMZN2-LIB	0	2024 12	INV	P	288.00	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/16/24AMZN1-LIB	0	2024 12	INV	P	53.55	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/16/24AMZN2-LIB	0	2024 12	INV	P	29.98	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/17/24AMZN-LIB	0	2024 12	INV	P	25.96	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/17/24AMZN2-LIB	0	2024 12	INV	P	24.98	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/17ECR4KIDS-LIB	0	2024 12	INV	P	29.98	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/20/24AMZN1-LIB	0	2024 12	INV	P	37.32	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/22/24AMZN1-LIB	0	2024 12	INV	P	51.50	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/23/24AMZN-LIB	0	2024 12	INV	P	76.19	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	10/24AMZN-LIB	0	2024 12	INV	P	61.60	120824E	10117	AMZN/DC/DVD CASES-L
011840 US BANK	10/26/24AMZN2-LIB	0	2024 12	INV	P	44.99	120824E	10117	AMZN/PROG SUPPLIES-
011840 US BANK	10/28/24TARGET-LIB	0	2024 12	INV	P	10.79	120824E	10117	TARGET/STORAGE BINS
011840 US BANK	10/29/24AMZN-LIB	0	2024 12	INV	P	24.99	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	11/1/24TARGET-LIB	0	2024 12	INV	P	1,094.26	120824E	10117	TARGET/NINTENDO & P
011840 US BANK	11/10/24AMZN-LIB	0	2024 12	INV	P	251.98	120824E	10117	AMZN/IGLOO COOLERS-
011840 US BANK	11/11/24AMZN2-LIB	0	2024 12	INV	P	29.99	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	11/11/24AMZN3-LIB	0	2024 12	INV	P	28.42	120824E	10117	AMZN/SKETCHBOOKS-LI
011840 US BANK	11/12/24AMZN3-LIB	0	2024 12	INV	P	28.69	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	11/2/24TARGET-LIB	0	2024 12	INV	P	108.98	120824E	10117	TARGET/NINTENDO GAM
011840 US BANK	11/3/24AMZN3-LIB	0	2024 12	INV	P	219.99	120824E	10117	AMZN/KARAOKE MACHIN
011840 US BANK	11/4/24AMZN1-LIB	0	2024 12	INV	P	29.22	120824E	10117	AMZN/VARIOUS TITLES
011840 US BANK	11/4/24TARGET-LIB	0	2024 12	INV	P	79.97	120824E	10117	TARGET/NINTENDO GAM
011840 US BANK	11/5/24TARGET-LIB	0	2024 12	INV	P	59.99	120824E	10117	TARGET/NINTENDO GAM
011840 US BANK	11/7/24AMZN2-LIB	0	2024 12	INV	P	9.88	120824E	10117	AMZN/NINTENDO SWITC
011840 US BANK	11/8/24AMZN-LIB	0	2024 12	INV	P	19.19	120824E	10117	AMZN/VARIOUS TITLES
						2,747.38			
			ACCOUNT TOTAL			2,747.38			
15810000 54521			TECHNOLOGY/SOFTWARE						
011840 US BANK	10/23/24ADOBE-LIB	0	2024 12	INV	P	19.99	120824E	10117	ADOBE/SOFTWARE LICE
			ACCOUNT TOTAL			19.99			
15810000 55090			PROGRAMS-JUVENILE						
011840 US BANK	10/28/24AMNZ3-LIB	0	2024 12	INV	P	6.99	120824E	10117	AMZN/JUV PROG SUPPL
011840 US BANK	10/29/24PICNSAV-LIB	0	2024 12	INV	P	55.87	120824E	10117	PICNSAV/JUV PROG BO
						62.86			
			ACCOUNT TOTAL			62.86			
15810000 55095			PROGRAMS-YOUNG ADULT						
011840 US BANK	10/18/24AMZN4-LIB	0	2024 12	INV	P	47.94	120824E	10117	AMZN/TEEN PROG SUPP

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
011840 US BANK	10/18/24AMZN5-LIB	0	2024 12	INV	P	63.85	120824E 10117	AMZN/TEEN PROG SUPP
011840 US BANK	10/20/24AMZN5-LIB	0	2024 12	INV	P	8.49	120824E 10117	AMZN/TEEN PROG SUPP
011840 US BANK	11/4/24AMZN2-LIB	0	2024 12	INV	P	21.99	120824E 10117	AMZN/TEEN PROG SUPP
						142.27		
			ACCOUNT TOTAL			142.27		
15810000 55100			PROGRAMS-ADULT					
011840 US BANK	10/15/24AMZN1-LIB	0	2024 12	INV	P	33.98	120824E 10117	AMZN/CRAFTING SUPPL
			ACCOUNT TOTAL			33.98		
			ORG 15810000 TOTAL			6,093.64		
FUND 0010 GENERAL FUND			TOTAL:			6,093.64		

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

CITY OF NEW BERLIN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION								
22810000 48040 FOL			DONATIONS						
011840 US BANK	10/16/24SPOTIFY-LIB	0	2024 12	INV	P	17.84	120824E	10117	SPOTIFY/FOL#2404/MO
011840 US BANK	10/28/24AMZN2-LIB	0	2024 12	INV	P	28.80	120824E	10117	AMZN/FOL#2425/SHIPP
011840 US BANK	10/28/24AMZN4-LIB	0	2024 12	INV	P	140.68	120824E	10117	AMZN/FOL#2421/WEAVE
011840 US BANK	11/1/24 4IMPRINT-LIB	0	2024 12	INV	P	321.48	120824E	10117	4IMPRINT/FOL#2426/W
011840 US BANK	11/12/24AMZN2-LIB	0	2024 12	INV	P	50.00	120824E	10117	AMZN/FOL#2419/SUBWA
011840 US BANK	11/13/24TARGET-LIB	0	2024 12	INV	P	87.09	120824E	10117	TARGET/FOL#2339/PRO
011840 US BANK	11/3/24AMZN1-LIB	0	2024 12	INV	P	60.00	120824E	10117	AMZN/FOL#2427/VARIO
011840 US BANK	11/4/24AMZN5-LIB	0	2024 12	INV	P	440.00	120824E	10117	AMZN/FOL#2427/VARIO
						1,145.89			
			ACCOUNT TOTAL			1,145.89			
			ORG 22810000 TOTAL			1,145.89			
FUND 0200 LIBRARY DONATION FUND			TOTAL:			1,145.89			

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

Director Report- December and January

The Library staff closed out 2024 with strategic focus to enhance services, space, community connections, and resources at the Library. We hosted a handful of larger scale programs in December to celebrate the holidays. Pictures with Santa and the Kindermarket set the tone for an exciting December. Staff enjoyed a month long "festive feasting" and we enjoyed meeting new friends in the MakerStudio for learning and crafting. We've wrapped up the year with fantastic engagements. Overall, visits to the Library increased by 25% in 2024. We look forward to continued growth in 2025! *(Strategic Plan A1,2,3 C 1 & 2, D 1,2).*

We've continued our computer and network upgrade and in December began with the installation of a new server and wireless access points around the Library. The full WiFi upgrade is ongoing, but we anticipate this portion of the upgrade to be finished by the end of January.

On December 12th Wisconsin's Digital Library (WDL) hit record breaking 9 million checkouts! In 2023 the WDL had a total of 8.6 million checkouts. The demand for Wisconsin's Digital Library has continued to grow over the past several years, seeing approximately a 13% increase year over year in checkouts and at any given time, approximately 70% of the collection is continuously checked out. Since we are talking about millions… New Berlin library users saved an incredible**, $9,630,390** in 2024.

The East Asia in Wisconsin Library Program, with the University of Wisconsin-Madison's Center for East Asian Studies and the IRC NRC, units within the Institute for Regional and International Studies granted the New Berlin Public Library grant monies to continue our Mahjong learning programs in 2025.

Library staff joined the IMLS National Leadership Grants for Libraries project entitled, "Empowering & Innovating Games-Based Library Services: National Best Practices for Gaming Collections & Programming". This 3-year grant project will officially kick off in will run through August of 2027. At project's end, we will have help gather, learn, and curate a comprehensive "Games-based Library Services Toolkit", that can be accessed digitally (and for free!) by all libraries nationwide.

I've joined Institute of Museum and Library Service's, "The Trustee Project: Understanding Public Library Trustee Selection, Training and Collaboration for Equity, Access, and Civic Engagement" with the University of Kentucky. This 3-year research project will explore the foundational role of public library trustees in library administration. The goal from participants will be to develop a modular toolkit of evidence-based training, selection and collaboration materials aimed at all sizes and types of libraries. The project may reach out direct to you as a NBPL Trustee. Should you receive a survey via email, this is a legitimate (and optional) request for information.

Respectfully submitted,
Natalie
Natalie Beacom, Library Director

New Berlin Public Library

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 <u>will not</u> 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

1) 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. ~~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.~~

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.

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.

2)

~~2)~~ 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.~~

3)

~~3) 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.~~

4) 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)*.

5) 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.

~~6)~~ At any step, if the behavior is offensive or severe, or if the behavior violates State of WI criminal statutes or City of New Berlin Ordinances in the discretion of library staff, ~~subsequent~~ action may be taken immediately by library staff, including but not limited to suspension and expulsion from the Library or the privilege of the use of its programming in accordance with applicable laws and/or library policies.

Appendix A: Code of Conduct Incident Report

Patron Name: ____ **Date:** _______________________
Library Card Number: ______________________________________
Address: ____
Phone or Email: ____
Description of Incident: *Include brief narrative of events including dates, behavior and specific Code of Conduct violation(s).*

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):

5

~~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.

APPEALLANT INFORMATION:
Name: ______________________________ **Date:** ______________
Library Card Number: ______________ **Address:** ______________________________
Phone or Email: ______________________________

Reason revocation should be reinstated: ____

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Signature: ____**Date:** ______________________

Completed form 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:** _______________

MEETING ROOM INQUIRY FORM

In the case of a room reservation denial, an appeal may be made, in writing, to the Library Board of Directors. Please complete the following form and submit to: roomreservations@newberlinlibrary.org This inquiry form will be reviewed at the next regularly scheduled Library Board Meeting.

Name: Jennifer Madej
Address: 15765 Burleigh Blvd.
Phone: (262)327-6768 **Email:** jkmadej@yahoo.com
Represents: Self ____ **Organization** X____ *(If person making the inquiry represents Organization)*
Name of Organization: American Association of University Women—West Suburban Milv
Address of Organization: ____
Person in Charge: Jennifer Madej, President

Date of Application: November 1, 2024
Reason for Denial: Your request does not meet our library board approved meeting room

Please share responses to the following questions to help us understand your objection(s).

1. What section of the Meeting Room Reservation Policy were referenced in the denial for your Meeting Room Request from the Library?

" Commercial or money-making activities, with the exception of Library programs, are not allo meeting room shall not result in financial gain to the room user or organization. Admission chi merchandise sales, or the solicitation of donations are not allowed. "

2. What are your objections to the room reservation denial?

Our organization's mission is to advance equity for women and girls through research, educa advocacy. A major way we fulfill our mission is to grant six $2000 scholarships each year to wo attending Alverno, MATC, WCTC, Mt. Mary U., MSOE, and Carroll U.We have 501c4 status s from our tea go to our six annual scholarships. Attendees pay for their lunch. There is no admi raffle is held but no merchandise is sold. These past years we have appreciated holding our Tea at your library because it complements our themes of Wisconsin authors and reading. We hope you will accept our reservation request again this year.
Thank you.

Signature of Inquirer: ____ **Date:** December 4, 202

Guidelines for Materials Donations- Draft

The New Berlin Public Library follows the following guidelines and procedures for donations of materials.

- Donations are the property of the City of New Berlin. The Library Board has designated the Library Director to discern the placement of donated materials.
- Any donation/gift of library materials given to the library must meet the same selection criteria as purchased materials to be added to the library's collection and will be accepted by the Library with the explicit understanding that the items may or may not be added to the Library's collection.
- Books and other materials will be accepted on the condition that the Library Director, has the authority to make whatever disposition he/she thinks is appropriate.
- Personal property, art objects, portraits, antiques, and other museum objects will be accepted or rejected based upon considerations of need, appropriateness, maintenance and precedence as determined by the Library's Material Selection Policy.
- The library will not accept for deposit materials which are not outright gifts.
- The Library will accept material donations in good condition. The following will not be accepted:
    - Items that are moldy, mildewed or have any type of odor
    - Items that are damaged, torn, soiled or worn out
    - Textbooks
    - Encyclopedias/Dictionaries
    - Magazines / Newspapers
    - VHS tapes
- Materials not added to the collection will be given to the Friends of New Berlin Public Library for sale in the gift shop, book sales, fundraising events, 3rd party sale, or disposed of by other means.
- When the library receives a cash gift for the purchase of a memorial, or other materials; or, should a donor request donation be used for an expressed collection, purpose or sale, the selection and/or request will be reviewed and made by the Library Director or her/his designee.
- The library will not assess the value of donated materials for tax purposes for any donor. Assessed valuation is the responsibility of the donor. The acknowledgement sent by the library to the donor serves as a receipt for most donated items. In the case of donations of books or other library materials, a receipt may be obtained at the circulation desk at the time the gift is given.

Donation Procedure-

1. Upon request, Donors will receive a receipt for use for tax purposes.
2. Donations are carted until they are reviewed and processed by library staff. If retained by the Library, items will proceed to processing. If not retained, items will be culled for the Friends of New Berlin Library gift shop. Remaining donations will be stored in the Library basement for 3rd party vendor review and/or FOL sales and fundraising events. Items not retained by the FOL will be recycled by the City of New Berlin.
3. As a token of appreciation and in recognition of donor support, discount coupons may be awarded for FOL gift shop and/or fundraising and sales events. In some cases, a bookplate may be placed on or within the gift or donation with an acknowledgement sent to the donor. Since the library receives thousands of donations, the book plate would be attached to only those materials purchased with a gift of money as a memorial.

1/15/25