



Library Board Meeting Agenda

February 17, 2025 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: 02/14/2025

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, January 20, 2025
 - B. Monday, March 17, 2025
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
8. **OLD BUSINESS**
 - A. Code of Conduct Policy
9. **NEW BUSINESS**
 - A. Review Annual Value of Collection
 - B. Meeting Room Policy Revision
 - C. Strategic Planning Committee
 - D. [Trustee Essentials: Understanding Wisconsin Library Law \(Chapter 43\)](#)
 - E. Circulation Policy Revisions
10. **ANNOUNCEMENTS**
11. **ADJOURN**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.

Minutes
New Berlin Public Library Board Meeting
January 20, 2025, 6:00 P.M.
New Berlin Public Library
Marion Onesti Board Room

Public Comment Session

Two members of the American Association of University Women – West Suburban Branch, Susan McKinley, 17490 Crest Hill Drive, and Carol Dadaian, 14121 W. Honeyager Drive, asked the board to reconsider their request to use the Community Room for the AAUW's Annual Tea. This event raises money to support six \$2,000 scholarships. AAUW is a 501(c)(4) organization, and has used the Community Room as the venue for their Annual Tea for fourteen years.

Call to Order

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

Roll Call; Declaration of Quorum; Public Notice

Attendance:

Members Present: Chuck Garrigues, Nate Jung, Jill Kawala, Charlotte Kroupa, John Marek, and Patti Orzel

Excused: Ruth Bock, Dolores Greenawalt and Barb Uhen

Staff Members Present: Natalie Beacom, Director

New Business

- A. *Meeting Room Appeal*: Trustee Orzel made a motion to amend the agenda to address the meeting room appeal submitted by the AAUW. The motion was seconded by Trustee Garrigues. The motion was passed on a vote of 6-0.

Trustee Orzel made a motion to accept meeting room appeal submitted by the AAUW provided their use of the room fully complies with the library's hours of operation and the library is not held responsible for the safety the of AAUW's China and tea services. It was seconded by Trustee Kawala. The motion was passed on a vote of 6-0.

Committee Reports

A. Friends of the Library:

Director Beacom announced that the FOL held their first pop-up sale of 2025 on Saturday, January 19th, raising approximately \$1,900.

Consent Agenda Items:

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

- A. Minutes from Monday, November 18, 2024
- B. Next meeting date: Monday, February 17, 2025
- C. Bills and Invoices through December 31, 2024

Trustee Kawala made a motion to approve the consent agenda items. It was seconded by Trustee Jung. The motion passed 6-0.

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 reiterated that it was a great year for the library with record-breaking attendance of 25% over the previous year. The library has joined the Institute of Museum and Library Services. The Institute is sponsoring a study on the selection and training of library trustees. The board members were encouraged to complete a survey for the study if one is received via email.

OLD BUSINESS:

- A. *Code of Conduct Policy Revisions:* The policy was reviewed and several suggestions made including:
 - Limiting the time for an appeal to 2 minutes;
 - Identifying "arbitrary and capricious" as the sole criteria for board review;
 - Indicating that the board may accept, modify, or reject the recommendation of the director; and
 - Requiring the patron to leave the library for *two full business days* following a third warning regarding inappropriate/disruptive behavior.
- B. *Library's Continuity of Operations Plan-Annual Review Complete – Update Only:* Director Beacom reported that the annual review had been completed with the city's emergency manager. The Director Beacom was asked to share some general highlights with the board at the next meeting.
- C. *Donation Guidelines:* The proposed policy was reviewed. The board asked for clarification on how the policy could best be worded to apply to donations made to the Friends of the Library as well as those directly made to the library. The matter will be reviewed.
- D. *Trustee Essentials: Terms and Acronyms:* Some trustees were unable to access the chapter. As a result, the chapter will be discussed at the next meeting of the board.

ANNOUNCEMENTS:

The next meeting is at 6 P.M. on Monday, February 17th, 2025 in the Marion Onesti Board Room.

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Garrigues. The motion passed on a vote of 6-0. The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Patti Orzel, Secretary

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13								
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	-29,076.52	.00	-423.48	98.6%*	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-7,581.52	.00	81.52	101.1%	
01010400 44112 LIBRARY-OTHER SY	-26,000	0	-26,000	-33,285.72	.00	7,285.72	128.0%	
01010400 44120 CURB & DITCH REV	-1,500	0	-1,500	-3,500.00	.00	2,000.00	233.3%	
TOTAL UNDESIGNATED	-64,500	0	-64,500	-73,443.76	.00	8,943.76	113.9%	
TOTAL REVENUES	-64,500	0	-64,500	-73,443.76	.00	8,943.76		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-64,500	0	-64,500	-73,443.76	.00	8,943.76	113.9%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01								
ACCOUNTS FOR: 000 UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
01010400 44110 LIBRARY FINES	-36,000	0	-36,000	29.00	.00	-36,029.00	-.1%	
01010400 44111 LIBRARY-COPIES	-8,500	0	-8,500	.00	.00	-8,500.00	.0%	
01010400 44112 LIBRARY-OTHER SY	-23,231	0	-23,231	.00	.00	-23,231.00	.0%	
TOTAL UNDESIGNATED	-67,731	0	-67,731	29.00	.00	-67,760.00	.0%	
TOTAL REVENUES	-67,731	0	-67,731	29.00	.00	-67,760.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	-67,731	0	-67,731	29.00	.00	-67,760.00	.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	
15810000		LIBRARY									
15810000 54110		SUPPLIES									
011840	US BANK	11/14/24AMZN3-LIB	0	2024	12	INV P	20.42	123124E	10119	AMZN/WALL ERASABLE	
011840	US BANK	11/14/24AMZN1-LIB	0	2024	12	INV P	12.16	123124E	10119	AMZN/POWER STRIP-LI	
011840	US BANK	11/14/24AMZN2-LIB	0	2024	12	INV P	26.99	123124E	10119	AMZN/SECURITY ENVEL	
011840	US BANK	11/18/24AMZN2-LIB	0	2024	12	INV P	130.39	123124E	10119	AMZN/ARTIFICIAL XMA	
011840	US BANK	11/20/24VISTA-LIB	0	2024	12	INV P	37.97	123124E	10119	VISTAPRINT/BUSINESS	
011840	US BANK	11/22/24AMZN-LIB	0	2024	12	INV P	37.81	123124E	10119	AMZN/BATTERIES-LIB	
011840	US BANK	11/22/24IKEA-LIB	0	2024	12	INV P	2,099.97	123124E	10119	IKEA/FURNISHINGS-LI	
011840	US BANK	11/24/24AMZN2-LIB	0	2024	12	INV P	54.14	123124E	10119	AMZN/PORTABLE ROOM	
011840	US BANK	11/25&11/29AMZN-LIB	0	2024	12	INV P	236.16	123124E	10119	AMZN/TONER-LIB 11/2	
011840	US BANK	11/25/24AMZN3-LIB	0	2024	12	INV P	519.00	123124E	10119	AMZN/PROJECTOR-LIB	
011840	US BANK	11/25/24AMZN4-LIB	0	2024	12	INV P	178.30	123124E	10119	AMZN/LABELS-LIB 11/	
011840	US BANK	11/26/24AMZN1-LIB	0	2024	12	INV P	26.99	123124E	10119	AMZN/DESK LAMP-LIB	
011840	US BANK	11/26/24AMZN2-LIB	0	2024	12	INV P	40.27	123124E	10119	AMZN/SEWING SUPPLIE	
011840	US BANK	11/28/24AMZN1-LIB	0	2024	12	INV P	279.98	123124E	10119	AMZN/PORTABLE DRY E	
011840	US BANK	12/12/244AMZN2-LIB	0	2024	12	INV P	11.00	123124E	10119	AMZN/NAPKINS-LIB 12	
011840	US BANK	12/13/24AMZN1-LIB	0	2024	12	INV P	85.98	123124E	10119	AMZN/BOOKCASE-LIB 1	
011840	US BANK	12/14/24AMZN2-LIB	0	2024	12	INV P	8.50	123124E	10119	AMZN/BOOKMARKS-LIB	
011840	US BANK	12/14/24AMZN3-LIB	0	2024	12	INV P	61.03	123124E	10119	AMZN/LAPTOP CASES-L	
011840	US BANK	12/14/24AZMN-LIB	0	2024	12	INV P	99.99	123124E	10119	AMZN/COMPUTER MONIT	
011840	US BANK	12/2/4AMZN2-LIB	0	2024	12	INV P	39.99	123124E	10119	AMZN/LAMINATOR-LIB	
011840	US BANK	12/3/24AMZN-LIB	0	2024	12	INV P	21.99	123124E	10119	AMZN/TV STICK-LIB 1	
011840	US BANK	12/3/24AMZN1-LIB	0	2024	12	INV P	15.00	123124E	10119	AMZN/LAMINATING POU	
011840	US BANK	12/3/24AMZN2-LIB	0	2024	12	INV P	25.04	123124E	10119	AMZN/KEURIG K CUPS/	
011840	US BANK	12/4/24AMZN2-LIB	0	2024	12	INV P	17.99	123124E	10119	AMZN/WOVEN PLACEMAT	
011840	US BANK	12/5/24TARGET-LIB	0	2024	12	INV P	24.00	123124E	10119	TARGET/XMAS LIGHTS-	
011840	US BANK	12/7/24AMZN1-LIB	0	2024	12	INV P	48.64	123124E	10119	AMZN/PHOTO FRAMES-L	
011840	US BANK	12/7/24AMZN4-LIB	0	2024	12	INV P	28.99	123124E	10119	AMZN/POSTER FRAME-L	
011840	US BANK	12/7/524AMZN2-LIB	0	2024	12	INV P	17.98	123124E	10119	AMZN/BOOKMARKS-LIB	
011840	US BANK	12/8&12/9AMZN1-LIB	0	2024	12	INV P	71.34	123124E	10119	AMZN/WASHABLE MARKE	
011840	US BANK	12/8/24AMZN2-LIB	0	2024	12	INV P	110.95	123124E	10119	AMZN/TABLE LAMP-LIB	
011840	US BANK	12/8/24AMZN4-LIB	0	2024	12	INV P	21.98	123124E	10119	AMZN/ADHESIVE WALL	
011840	US BANK	12/8/24AMZN8-LIB	0	2024	12	INV P	28.00	123124E	10119	AMZN/SCOTCH TAPE-LI	
011840	US BANK	12/9/24TARGET-LIB	0	2024	12	INV P	7.69	123124E	10119	TARGET/CUPS-LIB 12/	
							4,446.63				
ACCOUNT TOTAL							4,446.63				
15810000 54180		HOUSEKEEPING SUPPLY									
011840	US BANK	11/26/24AMZN3-LIB	0	2024	12	INV P	246.81	123124E	10119	AMZN/HOUSEKEEPING S	
011840	US BANK	12/14/24AMZN1-LIB	0	2024	12	INV P	51.02	123124E	10119	AMZN/HOUSEKEEPING C	
							297.83				
ACCOUNT TOTAL							297.83				
15810000 54230		LIBRARY MATERIALS									
011840	US BANK	11/14/24TARGET-LIB	0	2024	12	INV P	5.43	123124E	10119	TARGET/UTLITY TUB-L	
011840	US BANK	11/15/24TARGET-LIB	0	2024	12	CRM P	-39.99	123124E	10119	TARGET/RET PURCH CR	
011840	US BANK	11/19/24AMZN2-LIB	0	2024	12	INV P	29.99	123124E	10119	AMZN/XMAS TREE STOR	

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	11/22/24CAMERONGILLI	0	2024	12	INV P	60.00	123124E	10119	CAMERON GILLIE/HIKI
011840	US BANK	11/25/24AMZN1-LIB	0	2024	12	INV P	254.28	123124E	10119	AMZN/VARIOUS TITLES
011840	US BANK	12/2/24AMZN1-LIB	0	2024	12	INV P	39.95	123124E	10119	AMZN/WAFFLE MAKER/C
011840	US BANK	12/5/24AMZN-LIB	0	2024	12	INV P	11.80	123124E	10119	AMZN/VARIOUS TITLES
011840	US BANK	12/7/24AMZN3-LIB	0	2024	12	INV P	15.76	123124E	10119	AMZN/VARIOUS TITLES
							377.22			
ACCOUNT TOTAL							377.22			
15810000	54300	CONFERENCE/SEMINAR/MEETING								
011840	US BANK	11/25/24WI LIB ASSOC	0	2024	12	INV P	20.00	123124E	10119	WI LIB ASSOC/REGIST
ACCOUNT TOTAL							20.00			
15810000	54521	TECHNOLOGY/SOFTWARE								
011840	US BANK	11/23/24ADOBE-LIB	0	2024	12	INV P	19.99	123124E	10119	ADOBE/LICENSE-LIB 1
011840	US BANK	12/16/24CANVA-LIB	0	2024	12	INV P	119.40	123124E	10119	CANVA/SUBSCRIP-LIB
011840	US BANK	12/6/24FARONICS-LIB	0	2024	12	INV P	1,097.25	123124E	10119	FARONICS/SOFTWARE-L
							1,236.64			
ACCOUNT TOTAL							1,236.64			
15810000	55090	PROGRAMS-JUVENILE								
011840	US BANK	11/21/24AMZN-LIB	0	2024	12	INV P	58.64	123124E	10119	AMZN/JUV PROG SUPPL
011840	US BANK	11/25AMZN2-LIB	0	2024	12	INV P	161.83	123124E	10119	AMZN/JUV PROG SUPPL
011840	US BANK	11/28/24AMZN2-LIB	0	2024	12	INV P	9.99	123124E	10119	AMZN/BALLOON PUMP-L
							230.46			
ACCOUNT TOTAL							230.46			
15810000	55095	PROGRAMS-YOUNG ADULT								
011840	US BANK	11/14/24AMZN-LIB	0	2024	12	INV P	8.27	123124E	10119	AMZN/GLUE STICKS-LI
011840	US BANK	11/19/24AMZN1-LIB	0	2024	12	INV P	38.47	123124E	10119	AMZN/TEEN PROG SUPP
011840	US BANK	12/13/24AMZN3-LIB	0	2024	12	INV P	19.99	123124E	10119	AMZN/CLEAR STORAGE
011840	US BANK	12/7/24AMZN5-LIB	0	2024	12	INV P	49.95	123124E	10119	AMZN/SANTA CLAUS OR
011840	US BANK	12/8/24AMZN3-LIB	0	2024	12	INV P	23.79	123124E	10119	AMZN/STORAGE CONTAI
							140.47			
ACCOUNT TOTAL							140.47			
ORG 15810000 TOTAL							6,749.25			
FUND 0010 GENERAL FUND							TOTAL:	6,749.25		

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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 54110		SUPPLIES									
011840	US BANK	12/3/24	TARGET-LIB	0	2024	12	INV	P	58.67	123124E	10119 TARGET/SNACKS-LIB 1
011840	US BANK	12/4/24	CITYTINS	0	2024	12	INV	P	35.21	123124E	10119 CITYTINS/SUPPLIES-L
									93.88		
ACCOUNT TOTAL									93.88		
22810000 54110 FOL		SUPPLIES									
011840	US BANK	11/15/24	4IMPRNT-LIB	0	2024	12	INV	P	237.64	123124E	10119 FOL#2426/4IMPRINT/G
011840	US BANK	11/15/25	AMZN-LIB	0	2024	12	INV	P	32.99	123124E	10119 FOL#2428/AMZN/PROG
011840	US BANK	11/16/24	SPOTIFY-LIB	0	2024	12	INV	P	17.84	123124E	10119 FOL#2404/SPOTIFY/MU
011840	US BANK	11/18/24	AMZN1-LIB	0	2024	12	INV	P	280.68	123124E	10119 FOL#2412/AMZN/PROG
011840	US BANK	11/23&11/26	AMZN-LIB	0	2024	12	INV	P	116.48	123124E	10119 FOL#2436/AMZN/PROG
011840	US BANK	11/24/24	AMZN-LIB	0	2024	12	INV	P	100.00	123124E	10119 FOL#2436/AMZN/STARB
011840	US BANK	12/12/24	AMZN1-LIB	0	2024	12	INV	P	147.81	123124E	10119 FOL#2431/AMZN/COLOR
011840	US BANK	12/13/24	AMZN2-LIB	0	2024	12	INV	P	143.82	123124E	10119 FOL#2430/AMZN/PROG
011840	US BANK	12/15/24	AMZN1-LIB	0	2024	12	INV	P	49.31	123124E	10119 FOL#2430/AMZN/PROG
011840	US BANK	12/15/24	AMZN2-LIB	0	2024	12	INV	P	267.96	123124E	10119 FOL#2430/AMZN/PROG
011840	US BANK	12/4/24	AMZN1-LIB	0	2024	12	INV	P	25.72	123124E	10119 FOL#2431/AMZN/COLOR
011840	US BANK	12/8/24	AMZN5-LIB	0	2024	12	INV	P	72.47	123124E	10119 FOL#2431/AMZN/PROG
011840	US BANK	12/8/24	AMZN6-LIB	0	2024	12	INV	P	11.99	123124E	10119 FOL#2431/AMZN/PROG
011840	US BANK	12/8/24	AMZN7-LIB	0	2024	12	INV	P	9.99	123124E	10119 FOL#2431/AMZN/WRAPP
011840	US BANK	12/9/24	AMZN2-LIB	0	2024	12	INV	P	193.91	123124E	10119 FOL#2412/AMZN/PROG
									1,708.61		
ACCOUNT TOTAL									1,708.61		
ORG 22810000 TOTAL									1,802.49		
FUND 0200 LIBRARY DONATION FUND									TOTAL:	1,802.49	

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

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	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	3,876.76	.00	-.76	100.0%
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	28,119.86	.00	9,280.14	75.2%
15810000	54170	POSTAGE	450	0	450	700.00	.00	-250.00	155.6%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	16,510.72	.00	-510.72	103.2%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	240,954.37	.00	-20,954.37	109.5%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	441.21	.00	58.79	88.2%
15810000	54330	TRAINING EXPENSE	500	0	500	728.57	.00	-228.57	145.7%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	107,271.17	.00	-69,271.17	282.3%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	1,196.88	.00	3.12	99.7%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,842.66	.00	-42.66	102.4%
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	1,793,911.82	.00	-36,269.82	102.1%
TOTAL EXPENSES			1,757,642	0	1,757,642	1,793,911.82	.00	-36,269.82	

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	1,793,911.82	.00	-36,269.82	102.1%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS 581	FOR: LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000	50010	SALARY-FULL TIME	515,954	0	515,954	40,410.78	.00	475,543.22	7.8%
15810000	50020	SALARY-PART TIME	451,464	0	451,464	29,388.92	.00	422,075.08	6.5%
15810000	51010	RETIREMENT	48,777	0	48,777	3,651.00	.00	45,126.00	7.5%
15810000	51020	FICA	75,808	0	75,808	5,259.87	.00	70,548.13	6.9%
15810000	51030	HEALTH INSURANCE	123,338	0	123,338	7,334.85	.00	116,003.15	5.9%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	251.82	.00	909.18	21.7%
15810000	51070	LIFE INSURANCE	861	0	861	80.01	.00	780.99	9.3%
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	313.55	.00	3,442.45	8.3%
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	1,800.06	.00	38,199.94	4.5%
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	878.50	.00	47,121.50	1.8%
15810000	54110	SUPPLIES	27,000	0	27,000	65.00	.00	26,935.00	.2%
15810000	54170	POSTAGE	900	0	900	.00	.00	900.00	.0%
15810000	54230	LIBRARY MATERIAL	220,700	0	220,700	14,401.26	.00	206,298.74	6.5%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	220.15	.00	37,779.85	.6%
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	150.00	.00	1,050.00	12.5%
TOTAL LIBRARY			1,754,876	0	1,754,876	104,752.37	.00	1,650,123.63	6.0%
TOTAL EXPENSES			1,754,876	0	1,754,876	104,752.37	.00	1,650,123.63	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,754,876	0	1,754,876	104,752.37	.00	1,650,123.63	6.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
581	LIBRARY	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES		BUDGET	USE/COL
22810000	55100 FOL PROGRAMS-ADUL	0	0	0	3,185.00	.00		-3,185.00	100.0%
	TOTAL LIBRARY	0	0	0	3,185.00	.00		-3,185.00	100.0%
	TOTAL EXPENSES	0	0	0	3,185.00	.00		-3,185.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	3,185.00	.00	-3,185.00	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-14,335.78	.00	14,335.78	100.0%
22810000	48040	FOL DONATIONS	0	0	0	15,709.10	.00	-15,709.10	100.0%*
22810000	54110	SUPPLIES	0	0	0	93.88	.00	-93.88	100.0%*
22810000	54110	FOL SUPPLIES	0	0	0	1,708.61	.00	-1,708.61	100.0%*
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY			0	0	0	3,825.81	.00	-3,825.81	100.0%
TOTAL REVENUES			0	0	0	1,373.32	.00	-1,373.32	
TOTAL EXPENSES			0	0	0	2,452.49	.00	-2,452.49	

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	3,825.81	.00	-3,825.81	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR -TO-DATE THROUGH JANUARY 31, 2025						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BU	YTD EXPENDED	AVAILABLE BU	% USED
15810000	50010	SALARY-FULL TIME	515,954	40,410.78	475,543	7.80
15810000	50020	SALARY-PART TIME	451,464	29,388.92	422,075	6.50
15810000	51010	RETIREMENT	48,777	3,651.00	45,126	7.50
15810000	51020	FICA	75,808	5,259.87	70,548	6.90
15810000	51030	HEALTH INSURANCE	123,338	7,334.85	116,003	5.90
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURA	1,161	251.82	909	21.70
15810000	51070	LIFE INSURANCE	861	80.01	781	9.30
15810000	53010	ELECTRICITY	70,000	0.00	70,000	0.00
15810000	53020	WATER/SEWER	3,876	0.00	3,876	0.00
15810000	53040	TELEPHONE/CELL PHONI	3,756	313.55	3,442	8.30
15810000	53050	HEATING FUEL	19,500	0.00	19,500	0.00
15810000	54010	R&M BLDGS & GROUND	40,000	1,800.06	38,200	4.50
15810000	54030	MAINTENANCE CONTRA	60,000	546.60	59,453	0.90
15810000	54060	MARKETING	1,000	0.00	1,000	0.00
15810000	54080	LEASES EQUIPMENT	48,000	878.50	47,122	1.80
15810000	54110	SUPPLIES	27,000	65.00	26,935	0.20
15810000	54170	POSTAGE	900	0.00	900	0.00
15810000	54230	LIBRARY MATERIALS	220,700	14,401.26	206,299	6.50
15810000	54330	TRAINING EXPENSES	500	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWAF	38,000	220.15	37,780	0.60
15810000	55090	PROGRAMS-JUVENILE	1,200	0.00	1,200	0.00
15810000	55095	PROGRAMS-YOUNG ADU	1,800	0.00	1,800	0.00
15810000	55100	PROGRAMS-ADULT	1,200	150.00	1,050	12.50
		Grand Total	1,754,876	104,752.37	1,650,124	6.00

YEAR -TO-DATE THROUGH JANUARY 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED
15810000	50010	SALARY-FULL TIME	515,954	515,954	40,410.78
15810000	50020	SALARY-PART TIME	451,464	451,464	29,388.92
15810000	51010	RETIREMENT	48,777	48,777	3,651.00
15810000	51020	FICA	75,808	75,808	5,259.87
15810000	51030	HEALTH INSURANCE	123,338	123,338	7,334.85
15810000	51060	LONG-TERM DISABILITY	81	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,161	251.82
15810000	51070	LIFE INSURANCE	861	861	80.01
15810000	53010	ELECTRICITY	70,000	70,000	0.00
15810000	53020	WATER/SEWER	3,876	3,876	0.00
15810000	53040	TELEPHONE/CELL PHONE	3,756	3,756	313.55
15810000	53050	HEATING FUEL	19,500	19,500	0.00
15810000	54010	R&M BLDGS & GROUNDS	40,000	40,000	1,800.06
15810000	54030	MAINTENANCE CONTRACT	60,000	60,000	546.60
15810000	54060	MARKETING	1,000	1,000	0.00
15810000	54080	LEASES EQUIPMENT	48,000	48,000	878.50
15810000	54110	SUPPLIES	27,000	27,000	65.00
15810000	54170	POSTAGE	900	900	0.00
15810000	54230	LIBRARY MATERIALS	220,700	220,700	14,401.26
15810000	54330	TRAINING EXPENSES	500	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	38,000	220.15
15810000	55090	PROGRAMS-JUVENILE	1,200	1,200	0.00
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,800	0.00
15810000	55100	PROGRAMS-ADULT	1,200	1,200	150.00
		Grand Total	1,754,876	1,754,876	104,752.37

AVAILABLE BUDGET	% USED
475,543	7.80
422,075	6.50
45,126	7.50
70,548	6.90
116,003	5.90
81	0.00
909	21.70
781	9.30
70,000	0.00
3,876	0.00
3,442	8.30
19,500	0.00
38,200	4.50
59,453	0.90
1,000	0.00
47,122	1.80
26,935	0.20
900	0.00
206,299	6.50
500	0.00
37,780	0.60
1,200	0.00
1,800	0.00
1,050	12.50
1,650,124	6.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010					R&M BLDGS & GROUNDS					
	004049	FRISCH, MICHAEL J &	4691		0	2025	2	INV P	1,950.00	021225	277717 OFFICES/PAINTING-LI
	011455	PLUMBING PARTS PLUS	191566369		0	2025	2	INV P	26.49	021225	277758 PLUMBING RPAIRS-LIB
	359157	OTIS ELEVATOR COMPAN	100401810046		0	2025	2	INV P	224.52	021225	277593 ELEVATOR/MAINT CONT
				ACCOUNT TOTAL					2,201.01		
15810000	54080					LEASES EQUIPMENT					
	295906	PITNEY BOWES	332077556		0	2025	2	INV P	77.28	021225	277757 POSTAGE METER LEASE
	362301	GREAT AMERICA FINANC	38460072		0	2025	2	INV P	445.12	021225	277722 COPIER LEASE & USAG
				ACCOUNT TOTAL					522.40		
15810000	54180					HOUSEKEEPING SUPPLY					
	013793	SAN-A-CARE INC	640212		0	2025	2	INV P	183.64	021225	277771 HOUSEKEEPING SUPPLI
	026400	ITU ABSORB TECH	8476820		0	2025	2	INV P	91.93	021225	277733 MATS-LIB 1/27/25
				ACCOUNT TOTAL					275.57		
15810000	54230					LIBRARY MATERIALS					
	001613	GALE CENGAGE LEARNIN	86505200		0	2025	2	INV P	54.73	021225	277718 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2038814603		0	2025	2	INV P	287.36	021225	277692 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2038816270		0	2025	2	INV P	343.29	021225	277692 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2038818690		0	2025	2	INV P	127.00	021225	277692 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2038819030		0	2025	2	INV P	33.23	021225	277692 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2038820136		0	2025	2	INV P	1,342.67	021225	277692 VARIOUS TITLES-LIB
									2,133.55		
	011583	CAVENDISH SQUARE	CAL350200I		0	2025	2	INV P	186.03	021225	277700 VARIOUS TITLES-LIB
	020863	CONSUMER REPORTS	316424886 RENU2025		0	2025	2	INV P	26.00	021225	277704 2025 SUBSCRIP-LIB
	188956	WATSON LABEL PRODUCT	104005		0	2025	2	INV P	1,826.26	021225	277798 CPI CODE LABELS-LIB
	224529	BLACKSTONE PUBLISHIN	2185710		0	2025	2	INV P	75.45	021225	277694 VARIOUS TITLES-LIB
	283029	WILS	502488		0	2025	2	INV P	6,574.00	021225	277804 VARIOUS TITLES-LIB
	361291	MIDWEST TAPE	506640363		0	2025	2	INV P	329.67	021225	277744 VARIOUS TITLES-LIB
				ACCOUNT TOTAL					11,205.69		
				ORG 15810000 TOTAL					14,204.67		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	
FUND 0010 GENERAL FUND			TOTAL:		14,204.67				

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS 581	FOR: LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000	50010	SALARY-FULL TIME	515,954	0	515,954	60,756.28	.00	455,197.72	11.8%
15810000	50020	SALARY-PART TIME	451,464	0	451,464	45,650.84	.00	405,813.16	10.1%
15810000	51010	RETIREMENT	48,777	0	48,777	5,509.61	.00	43,267.39	11.3%
15810000	51020	FICA	75,808	0	75,808	8,056.14	.00	67,751.86	10.6%
15810000	51030	HEALTH INSURANCE	123,338	0	123,338	7,334.85	.00	116,003.15	5.9%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	251.82	.00	909.18	21.7%
15810000	51070	LIFE INSURANCE	861	0	861	80.01	.00	780.99	9.3%
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	313.55	.00	3,442.45	8.3%
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	4,051.06	.00	35,948.94	10.1%
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	1,400.90	.00	46,599.10	2.9%
15810000	54110	SUPPLIES	27,000	0	27,000	1,639.25	.00	25,360.75	6.1%
15810000	54170	POSTAGE	900	0	900	.00	.00	900.00	.0%
15810000	54180	HOUSEKEEPING SUP	0	0	0	275.57	.00	-275.57	100.0%
15810000	54230	LIBRARY MATERIAL	220,700	0	220,700	27,240.52	.00	193,459.48	12.3%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	240.14	.00	37,759.86	.6%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	41.76	.00	1,158.24	3.5%
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	150.00	.00	1,050.00	12.5%
TOTAL LIBRARY			1,754,876	0	1,754,876	163,538.90	.00	1,591,337.10	9.3%
TOTAL EXPENSES			1,754,876	0	1,754,876	163,538.90	.00	1,591,337.10	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,754,876	0	1,754,876	163,538.90	.00	1,591,337.10	9.3%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
581 LIBRARY	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
22810000 48040 DONATIONS	0	0	0	-582.00	.00	582.00	100.0%	
22810000 54110 FOL SUPPLIES	0	0	0	749.94	.00	-749.94	100.0%	
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	43.43	.00	-43.43	100.0%	
22810000 55095 FOL PROGRAMS-YOUN	0	0	0	15.96	.00	-15.96	100.0%	
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	3,259.98	.00	-3,259.98	100.0%	
TOTAL LIBRARY	0	0	0	3,487.31	.00	-3,487.31	100.0%	
TOTAL REVENUES	0	0	0	-582.00	.00	582.00		
TOTAL EXPENSES	0	0	0	4,069.31	.00	-4,069.31		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	3,487.31	.00	-3,487.31	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

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.~~

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,~~ **I 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 ~~1) _____~~ 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) _____~~

~~3) _____~~

- 3) A third warning means the patron will be asked to leave the library for the day, and will not be able to return for 48 hours from this removal. During this time, for the remainder of the day. The Code of Conduct Incident Violation Report (Appendix A) will be completed by the staff and shared
4) _____ with the Library Director. ~~management staff and teams.~~

~~5) 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.~~

~~Code of Conduct violations will be~~After review, ~~ed 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)~~

- 4) 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~~ ~~d 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 will review the Library Director's decision and decide to accept, modify,~~ ~~7) or reject~~ ~~The Library Board may reinstate or uphold the~~ ~~decision, recommendation of the Library Director.~~ The Library Board's decision in appeal matters is final. Patron will be notified of results.

- 8) ~~At any step, if the~~ patron behavior is offensive or severe, ~~or should the 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~~-Violation Report

Patron Name: _____ Date: _____

Library Card Number: _____

Address: _____

Phone or Email: _____

Description of ~~Incident~~Library Code of Conduct violation: Include brief narrative of events including dates, behavior and specific Code of Conduct violation(s).

[illegible]**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):

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. There is no handwriting or other markings on the paper.

Revocation of Library Services: No Yes

Terms of Revocation:

Dates of Revocation: _____

~~New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151~~

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: _____

CITY OF NEW BERLIN-PUBLIC LIBRARY
ESTIMATES OF VALUES OF LIBRARY COLLECTION-2024

	2024 Total	2024 Value	12/31/2024 Value	Difference from 2023
Adult Books (Fiction)	23074	\$ 25.38	\$ 585,587.09	578
Adult Books (Non-Fiction)	26303	\$ 27.10	\$ 712,695.15	-885
Adult Large Print Books (Fiction and Non-Fiction)	10417	\$ 34.66	\$ 361,027.26	456
Adult Reference Books	409	\$ 95.92	\$ 39,231.21	30
Adult Oversize	203	\$ 44.08	\$ 8,947.23	-98
Adult Paperbacks	8602	\$ 9.16	\$ 78,806.26	108
Children's Books (Fiction)	9618	\$ 18.92	\$ 182,001.37	-46
Children's Books (Non-Fiction w/ Easy)	17448	\$ 24.84	\$ 433,429.34	-64
Children's Books (Easy/Picture)	12482	\$ 19.43	\$ 242,563.59	321
Children's Board Books	1719	\$ 12.61	\$ 21,682.19	117
Children's Reference and Parenting Collection	1003	\$ 17.70	\$ 17,752.49	32
Graphic Books	1976	\$ 21.28	\$ 42,057.60	269
Library of Things/Realia/Equipment/Ask at Desk	1462	\$ 55.53	\$ 81,192.08	382
Young Adult Books (Fiction)	5409	\$ 20.73	\$ 112,139.50	174
Young Adult Books (Non-Fiction)	2605	\$ 27.79	\$ 72,391.05	33
Sub-Total:	122730	\$	2,991,503.41	1407
DVD/BluRay (Fiction, Non-Fiction, Children's)	10926	\$ 25.28	\$ 276,216.55	-450
Adult Books on CD	5087	\$ 73.03	\$ 371,528.36	-843
Adult Book Club Kits	103	\$ 304.54	\$ 31,367.99	38
Adult Career	278	\$ 30.50	\$ 8,478.60	-43
Children's Books on CD (Wonderbooks, Playaways, Audio Enabled)	1540	\$ 50.56	\$ 77,855.56	556
Children's Kits (LoT and STEM)	174	\$ 104.99	\$ 18,268.18	-164
Music on CD	4387	\$ 16.28	\$ 71,423.84	-555
Video Games	87	\$ 51.47	\$ 4,478.13	87
Sub-Total:	22582	\$	859,617.21	-1374
TOTALS	145312	\$	3,851,120.62	33

MEETING ROOM POLICY and PROCEDURES

The primary purpose of the meeting rooms is to enable the library to extend its own programs to the New Berlin community. As a further service, the library offers the use of its space, when available, for meetings and programs engaging in civic, educational, cultural, intellectual, or charitable activities.

Meeting room use requires an application, which will be reviewed and approved by the Library Office Coordinator and may require approval from the Library Director. Meetings may be scheduled only during the hours the library is open. Groups may reserve the meeting room(s) **a maximum of 12 times within a calendar year**, with an option for six additional reservations, based on availability. Applications are considered on a first-come, first-served basis and no group shall have exclusive rights to library facilities.

To reserve a room, an online application must be submitted **a minimum of 5 business days** (Monday-Friday) prior to the meeting date to allow sufficient time for review and processing. The application is available on the Library's website: newberlinlibrary.org

The New Berlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users. Informational flyers, advertisements, or any other publications issued by the group must explicitly state: **"The New Berlin Public Library and its Board of Trustees do not endorse or sponsor this event."**

Use of facilities must be in compliance with Library policies and all Federal, State and local laws; ADA, safety standards, and building-code requirements. **This would include, but not be limited to, promoting or engaging in seditious activities.** To meet eligibility, the library, at its discretion, may require groups to provide proof of insurance, residency and/or tax exemption.

Prohibited Uses

- Activities which result in financial gain for the room user, group, or organization. This includes, but not limited to, fundraising, money-making events, charging admission, selling merchandise, soliciting donations, or the promotion, advertising, or selling of services, programs, or products. The only exceptions are Library programs, and events hosted by the Friends of New Berlin Public Library, Inc.
- The collection or compilation of mailing or contact lists for any type of future solicitation.
- Animals, except those designated as service animals by ADA, are not permitted in the Library. Service animals do not include emotional support animals. Programs sponsored by the Bridges Library System are exempt.
- Return engagement by a group or organization that has made any abuse of the facilities or regulations in an earlier use of the Library.
- Any purpose which in the opinion of the Library Director or Library Board, may interfere with the use of the Library or other Library functions.

In the event a question is raised as to the objectives and activities of any organization requesting the use of the Library spaces, the Library Board of Trustees, at their next regularly scheduled meeting, shall be the final authority in granting or refusing permission for the use of the room.

Step 1: Do you qualify?

Eligible Groups:

- ☐ **Waukesha County, non-profit:** Individuals, organizations, clubs, or groups must be based in Waukesha County. No fees required for room use.
- ☐ **Waukesha County, for-profit:** Individuals, organizations (including condo and/or homeowner associations) or businesses based in Waukesha County. Meetings are held for internal conferences, staff training, or evaluation sessions. *(These meetings are closed to the public and/or potential customers.* **Fees:** Community Room, \$50; Other rooms, \$25.
- ☐ **Outside Waukesha County, non-profit:** Individuals, organizations, clubs, or groups based outside Waukesha County who serve Waukesha County residents. No fees required for room use.
- ☐ **New Berlin Residents:** Residents of New Berlin may hold social functions that follow the guidelines of this policy. These functions may take place during the Library's operating hours and are limited to a maximum of four hours, to include room set-up and take-down. **Fees:** Community Room, \$100; Heritage Center Meeting Room, \$50.

Step 2: Application

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

Step 3: Fee Payment (if applicable)

The Library accepts cash or check made out to: *New Berlin Public Library*. Room and Equipment payment must be made at time of application if submitted in person, or within 5 business days by mail. If the application is not approved, payment will be returned. If a meeting is cancelled, the fee will be refunded only if cancellation is made at least 2 weeks prior to the scheduled event.

Equipment & Cleaning Fees: Should groups require the use of projection equipment, microphones or cables in the meeting space(s), there is a \$10 service fee. Non-Profit applicants are exempt from this fee.

Items may not be hung on or posted to windows, walls or doors. We ask that trash and recyclables be taken to the Library's outdoor garbage area to the rear of the building and that users vacuum the floor as necessary. Any spills should be reported immediately to the front desk. Should there be any additional cleaning required after a meeting by our custodial staff, a cleaning fee shall be assessed to the applicant holder.

Step 4: Approval

Once the application status has been determined, the applicant will be contacted by email unless otherwise noted. This is generally done within 5 business days by the Library Office Coordinator.

Step 5: General information for Room Use

- The library reserves the right to reschedule confirmed meeting room reservations to accommodate library sponsored programs and events.
- The [Library's Code of Conduct](#) is enforced for all meeting room users and visitors. The Library retains the right to attend all meetings, programs and events conducted on the premises.

- Upon arrival and again at completion of your meeting, check-in or check-out at the following locations: **Community and Heritage Room use** – Front Circulation Desk
Marion Onesti Board Room use – Adult Services Reference Desk
- Your meeting must start and end at the times requested on your application. **All meetings must end, with the room reset at least 15 minutes prior to the library closing time. An additional fee of \$50 will be charged, if the room isn't vacated on time.**
- Materials may not be stored at the library before or after a room use. The library will not be responsible for any equipment or items left in the rooms.
- Chairs and tables must be cleaned and returned to the standard configuration. Food and non-alcoholic beverages are allowed in meeting rooms.
- **Lighted candles, incense, any ignition device, or other sources of open flame and smoke are strictly prohibited.**
- If a projector or microphone has been requested on your application, a set-up time to test equipment must be arranged with the Library Office Coordinator by calling 262-754-1816 or by emailing roomreservations@newberlinlibrary.org at least one week prior to the meeting date. **There is no technical support available during your meeting.**
- Two cancellations or failure to keep meeting reservations may result in denial of use for future meetings.
- In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the applicant in advance of severe weather cancellations.
- Any group or individual who is refused permission to use the meeting room(s) or who has other objections may appeal to the Library Board of Trustees by filing out the Meeting Room Appeal form and submitting it to the Library Director. The Library Board will hear the appeal at its next regularly scheduled meeting.

We do hereby waive any claim demand action or cause of action which we may have against the City of New Berlin and the New Berlin Public Library arising from the use of meeting space within the library, including but not limited to claims for personal injury or property damage. We do hereby further agree to indemnify and hold harmless the City of New Berlin and the New Berlin Public Library its officers, employees and assigns (the Parties Released) as and against any and all claims, demands, actions, expenses, costs or causes of action including actual attorney fees arising from our use of the New Berlin public library. This indemnification shall include but not be limited to claims for personal injury or property damage by the participants in our use of New Berlin Public Library facilities. The aforesaid indemnity shall not extend to actions caused solely by the gross negligence or intentional conduct of the Parties Released. Library property is under video surveillance as defined in Wis. Stat. § 942.08.

Approved by the Library Board ___/___



New Berlin Public Library Circulation Policies

Adult Library Cards

Residents of Waukesha County and all other Wisconsin counties except Milwaukee County* are eligible for a card at no cost after presenting current identification and proof of residence.

*Residents (including children) of Milwaukee County are required to pay a one-time fee of \$25.00. Milwaukee County residents who work in New Berlin are eligible for a library card at no charge after presenting current identification and proof of employment (e.g., check stub). The card will be renewed yearly.

Patrons are responsible for notifying the library if a card is lost or stolen or if there is a change of address, email, or phone number.

*Patrons who have a picture ID but cannot provide proof of residence, may be issued a renewable six-month library card at the discretion of the library. At least one form of valid contact (phone or email) is required. Patrons may then access the internet and online databases/services and borrow up to three physical items at a time from the New Berlin Public Library collections. Other CAFÉ library materials and interlibrary loans are prohibited.

Child Library Cards

Children may obtain a library card at age 5.* A parent or guardian must be present to show current identification and sign the application. Parents or guardians are responsible for any fines or fees incurred by their children, and borrowing privileges for parents may also be suspended if a child's card has outstanding fines or fees of \$10.00 or more.

*Children that attend school in New Berlin but live in Milwaukee County may obtain a library card at no charge with current identification and proof of enrollment (e.g., report card, tuition statement).

Checking Out and Loan Periods

New Berlin Public Library is able to accept a patron's valid library card from any of the CAFÉ Libraries (Bridges Library System) subject to the terms and conditions of that card and New Berlin Public Library policies. Patrons are responsible for everything checked out on their cards and any fines or fees incurred.

All items must be returned by the due date to avoid fines. There is **NO** grace period. Most library items are checked out for 3 weeks. **Exceptions** include, but are not limited to, the following:

- **Periodicals, new fiction** (less than 350 pages), **Lucky Day items**, and **DVD movies/documentaries** are **1 week**.
- **TV series DVDs** and **Wi-Fi Hotspots** are **2 weeks**.
- **Specialty items, including experience passes and items from the Library of Things, have different loan periods.**

Experience Passes and some specialty items will require a signed policy and/or waiver. Patrons choosing to borrow these materials must understand and abide by these additional requirements.

Renewals and Returns

Many library materials may be renewed up to three times, provided no other users are waiting for the material. Materials may be renewed either in person, online, or by phone. The renewal period is the same as the original loan period. It runs from the date the item is renewed. Online renewals must be placed before 11:59 PM on the due date to avoid fines.

Renewals will not be accepted on materials with holds or special loan restrictions. Overdue materials may be renewed, but a fine will be assessed for the time between the original due date and the date of renewal.

*Extended loans can be granted to teachers using materials for classroom use, to residents of nursing homes, to homebound users, and to others at the discretion of the library staff. (This is only allowed when no other user is waiting for the materials.)

Interlibrary Loan - Interlibrary loans (loans of materials from outside Waukesha and Jefferson Counties) are available to all Bridges Library System patrons with valid cards. (Milwaukee County residents registered at New Berlin Public Library can also participate in this service.) Interlibrary loan materials may or may not be renewed, depending on the lending library's policies. Please contact the Interlibrary Loan Department 3-4 days before the item is due if a renewal is required.

24-hour book drops are available for the return of most library items. (Please be aware of specialty-item restrictions.) These book drops do not provide receipts for returns, and patrons are responsible for items returned through the book drops. If a return receipt is needed, please return your items in the building during open hours. If you have any questions about non-returned items, please check your account or call the library.

For your convenience, materials from other Bridges Library System libraries (Waukesha County and Jefferson County) may be returned at New Berlin Public Library. Likewise, New Berlin Public Library items may be returned to any library in the Bridges Library System.

Notices and Fees

Depending on the notification delivery option a patron chooses, a reminder notice will be emailed or sent by text 2 days before an item is due. An overdue notice will be emailed or sent by text when an item is 2 days overdue, and a second overdue notice will follow at 14 days. A letter will be mailed to the account address when an item is 21 days overdue. If an item is 60 days overdue, the account will be automatically billed for the item, and collection fees may apply.

Patrons will also be notified when their hold items are ready for checkout; the item will be held for four days at the circulation desk. Notification will be by phone, email, or text.

These notices are offered as a courtesy to our patrons; however, the library cannot guarantee that notices will be received. Interruptions in service for technical reasons, spam filters, filled mailboxes, phone carrier issues, etc., all contribute to missed notices. Therefore, it is the ultimate responsibility of our patrons to know their due dates and monitor their accounts. Please call if you have questions.

Fines

- The standard book fine is **15¢ per day** for each item to a maximum of \$10.00 per item.
- The standard DVD and Playaway View fine is **\$1.00 per day** to a maximum of \$10.00 per item.
- Wi-Fi Hotspots are **\$2.00 per day**; book club kits are **\$5.00 per day**.
- **Various fines apply for specialty items** with specific check-out and check-in requirements. Patrons are responsible for understanding these requirements.
- No fines are charged on days when the library is closed or for most children's materials checked out on children's cards with the following exceptions: Playaway Views, backpacks, book bundles and STEM kits.

Patrons with charges of \$10.00 or more on their accounts will not be permitted to borrow items until balance is paid. **All fines and fees must be paid before holds and interlibrary loan items can be checked out.**

Lost and destroyed materials must be paid at replacement cost. The Library does *not* accept replacement copies bought by patrons. The fee for damaged items, packaging, bags, and replacement parts will be determined as necessary. Patrons owing fees totaling \$25.00 or more will be referred to a collection agency after two months.

Internet Computer Use

A valid library card is required to use the public Internet computers. A patron may prepay for copies by adding money to their library card at the Reference Desk on the second floor. No searches or work products can be saved on the library computers, but work may be saved to a personal flash drive.

Last revised 7/5/2022