

Library Board Meeting Agenda



June 16, 2025 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: June 13, 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, May **19, 2025**
 - B. Next Meeting Date: Monday, July 21, 2025
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director Report
8. **OLD BUSINESS**
 - A. Waukesha County Community Foundation 2025 Mid-Year Summary
 - B. Election of Officers
9. **NEW BUSINESS**
 - A. Green Space Patio for Rocking Chairs
 - B. Monthly Reporting
10. **CLOSED SESSION**
 - A. Motion to convene into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility – specifically, the Library Director.
11. **MOTION TO RECONVENE TO OPEN SESSION**

- A. Discussion and possible action regarding annual review of the Library Director (if needed).

12. ANNOUNCEMENTS

13. 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
May 19, 2025 at 6:00 P.M.
New Berlin Public Library
Marion Onesti Board Room

Call to Order

The meeting was called to order by President Marek at 6:02 P.M.

Attendance:

Members Present: Ruth Bock, Chuck Garrigues, Dolores Greenawalt, Charlotte Kroupa, Nate Jung, Jill Kawala, John Marek, Barb Uhen, and Patti Orzel

Staff Members Present: Natalie Beacom, Director

Others Present: None

Friends of the Library (FOL): No report.

Consent Agenda Items:

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

- A. Minutes from Monday, April 21, 2025
- B. Next meeting date: Monday, June 16, 2025
- C. Bills and Invoices through April 30, 2025

Trustee Garrigues made a motion to approve the consent agenda items. It was seconded by Trustee Kawala. 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 added that The New Berlin Public Library recently hosted a meeting of the Directors of the Bridges Library System. It was announced that Karol Kennedy, System Director, is retiring. Her replacement is Brittany Larson, currently the Director of the Muskego Library. Federal grants, awarded in 2025, will be funded through the remainder of the year. This does not have a major impact on the NBPL, but it is significant to the Wisconsin Department of Public Instruction and smaller libraries throughout the state.

OLD BUSINESS:

- A. Director's Evaluation-Closed Session – Postponed until next month's meeting.

NEW BUSINESS

- A. *2025 Allowable Costs* – The worksheet verifying the allowable costs for Waukesha County Libraries in the Bridges System was signed and submitted by Director Beacom and President Marek.

- B. *Trustee Essentials: How Libraries Change Lives* – There were technical difficulties in the link sent to the Trustees. Director Beacom will work to correct the situation.
- C. 2025-2028 Strategic Plan – Trustee Kroupa moved to approve the 2025 – 2028 Strategic Plan. The motion was seconded by Trustee Bock. The motion passed 9 – 0. Strategies include marketing and targeting underserved audiences. Enhancing the space on the second floor is a major focus. Suggestions include replacing carpeting with laminate, improving signage, and adding technology to the Maker Space (i.e. embroidery machines). Suggestions to enhance the outdoor space include a music garden and the addition of rocking chairs. The Bridges System recently completed a 360 - degree filming of the library to enhance accessibility for disabled patrons.
- D. Waukesha County Library Standards Certification – Trustee Kroupa moved to approve Waukesha County Library Standards Certification for 2025. The motion was seconded by Trustee Kawala. The motion passed 9 – 0.
- E. NBPL Employee Handbook – A copy of the Handbook was shared with the trustees as it is one of the standards required for certification.

ANNOUNCEMENTS:

Trustee Jung reminded the trustees to complete survey regarding the nomination of officers scheduled for the next meeting of the Board in June.

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Jung. The motion passed on a vote of 9-0. The meeting was adjourned at 6:40 P.M.

Respectfully submitted,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000									LIBRARY
15810000	53040								TELEPHONE/CELL PHONE
	302074	AT&T	262785498005	0	2025	5 INV P	313.80	052825	278988 PHONES-LIB 5/4/25
							313.80		ACCOUNT TOTAL
15810000	54010								R&M BLDGS & GROUNDS
	003228	BATZNER PEST CONTR	77487548	0	2025	5 INV P	131.89	052825	279026 PESTCNTRL-LIB 5/5/2
	003228	BATZNER PEST CONTR	77487549	0	2025	5 INV P	364.21	052825	279026 STINGING INSECTS-LI
							496.10		
	011830	INPRO CORPORATION	2343230	0	2025	5 INV P	317.52	052825	279068 MAINT/TAPE ON CORNE
							813.62		ACCOUNT TOTAL
15810000	54030								MAINTENANCE CONTRACT
	359157	OTIS ELEVATOR COMPAN	100401933967	0	2025	5 INV P	224.52	052825	279100 ELEVATOR/MAINT-LIB
							224.52		ACCOUNT TOTAL
15810000	54040								R&M EQUIPMENT
	004049	FRISCH, MICHAEL J &	5001	0	2025	5 INV P	950.00	052825	279053 2ND FLR& CHILDRENS
							950.00		ACCOUNT TOTAL
15810000	54080								LEASES EQUIPMENT
	362301	GREAT AMERICA FINANC	39241916	0	2025	5 INV P	464.33	052825	279060 COPIER LEASE/USAGE-
							464.33		ACCOUNT TOTAL
15810000	54230								LIBRARY MATERIALS
	001613	GALE CENGAGE LEARNIN	999100370009	0	2025	5 INV P	27.74	052825	279056 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100370011	0	2025	5 INV P	25.49	052825	279056 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100381625	0	2025	5 INV P	27.74	052825	279056 VARIOUS TITLES-LIB
							80.97		
	006199	BAKER & TAYLOR BOOKS	2039038251	0	2025	5 INV P	343.95	052825	279025 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2039040877	0	2025	5 INV P	127.28	052825	279025 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2039045223	0	2025	5 INV P	909.15	052825	279025 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2039045232	0	2025	5 INV P	450.44	052825	279025 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2039053380	0	2025	5 INV P	1,532.42	052825	279025 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2039060635	0	2025	5 INV P	344.90	052825	279025 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2039062679	0	2025	5 INV P	301.28	052825	279025 VARIOUS TITLES-LIB
							4,009.42		
	013800	DEMCO INC	7643411	0	2025	5 INV P	281.35	052825	279035 VARIOUS TITLES-LIB
	224537	EBSCO	2505120	0	2025	5 INV P	18.70	052825	279041 VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
350982 T-MOBILE	970673785MAY2025	0	2025 5	INV	P	623.01 052825	279128	INTERNET-LIB	5/9/25	
361291 MIDWEST TAPE	507135860	0	2025 5	INV	P	302.87 052825	279090	VARIOUS TITLES-LIB		
ACCOUNT TOTAL						5,316.32				
ORG 15810000 TOTAL						8,082.59				
FUND 0010 GENERAL FUND						TOTAL:	8,082.59			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05									
ACCOUNTS 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	224,838.30	.00	291,115.70	43.6%
15810000	50020	SALARY-PART TIME	451,464	0	451,464	180,362.43	.00	271,101.57	40.0%
15810000	51010	RETIREMENT	48,777	0	48,777	21,608.57	.00	27,168.43	44.3%
15810000	51020	FICA	75,808	0	75,808	30,633.52	.00	45,174.48	40.4%
15810000	51030	HEALTH INSURANCE	123,338	0	123,338	37,124.21	.00	86,213.79	30.1%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,259.10	.00	-98.10	108.4%
15810000	51070	LIFE INSURANCE	861	0	861	403.77	.00	457.23	46.9%
15810000	53010	ELECTRICITY	70,000	0	70,000	17,447.23	.00	52,552.77	24.9%
15810000	53020	WATER/SEWER	3,876	0	3,876	955.00	.00	2,921.00	24.6%
15810000	53040	TELEPHONE/CELL P	3,756	0	3,756	1,568.60	.00	2,187.40	41.8%
15810000	53050	HEATING FUEL	19,500	0	19,500	7,289.27	.00	12,210.73	37.4%
15810000	54010	R&M BLDGS & GROU	40,000	0	40,000	21,793.89	.00	18,206.11	54.5%
15810000	54030	MAINTENANCE CONT	60,000	0	60,000	3,724.69	.00	56,275.31	6.2%
15810000	54040	R&M EQUIPMENT	0	0	0	950.00	.00	-950.00	100.0%
15810000	54060	MARKETING	1,000	0	1,000	.00	.00	1,000.00	.0%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	4,845.14	.00	43,154.86	10.1%
15810000	54110	SUPPLIES	27,000	0	27,000	9,737.81	.00	17,262.19	36.1%
15810000	54170	POSTAGE	900	0	900	200.00	.00	700.00	22.2%
15810000	54180	HOUSEKEEPING SUP	0	0	0	551.36	.00	-551.36	100.0%
15810000	54230	LIBRARY MATERIAL	220,700	0	220,700	122,646.27	.00	98,053.73	55.6%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	38,259.13	.00	-259.13	100.7%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	529.86	.00	670.14	44.2%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	364.09	.00	1,435.91	20.2%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,193.97	.00	6.03	99.5%
TOTAL LIBRARY			1,754,876	0	1,754,876	728,286.21	.00	1,026,589.79	41.5%
TOTAL EXPENSES			1,754,876	0	1,754,876	728,286.21	.00	1,026,589.79	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,754,876	0	1,754,876	728,286.21	.00	1,026,589.79	41.5%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05								
ACCOUNTS FOR:	LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000	48040	DONATIONS	0	0	-13,201.65	.00	13,201.65	100.0%
22810000	54110	SUPPLIES	0	0	159.58	.00	-159.58	100.0%*
22810000	54110	FOL SUPPLIES	0	0	1,880.28	.00	-1,880.28	100.0%*
22810000	54230	FOL BOOKS/PAMPHLE	0	0	281.56	.00	-281.56	100.0%*
22810000	55090	PROGRAMS-JUVENIL	0	0	101.59	.00	-101.59	100.0%*
22810000	55090	FOL PROGRAMS-JUVE	0	0	975.02	.00	-975.02	100.0%*
22810000	55095	FOL PROGRAMS-YOUN	0	0	2,015.96	.00	-2,015.96	100.0%*
22810000	55100	FOL PROGRAMS-ADUL	0	0	6,742.94	.00	-6,742.94	100.0%*
TOTAL LIBRARY			0	0	-1,044.72	.00	1,044.72	100.0%
TOTAL REVENUES			0	0	-13,201.65	.00	13,201.65	
TOTAL EXPENSES			0	0	12,156.93	.00	-12,156.93	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-1,044.72	.00	1,044.72	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05			ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS	FOR:		APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
000	UNDESIGNATED								
01010400	44110	LIBRARY FINES	-36,000	0	-36,000	-10,248.47	.00	-25,751.53	28.5%*
01010400	44111	LIBRARY-COPIES	-8,500	0	-8,500	-3,182.73	.00	-5,317.27	37.4%*
01010400	44112	LIBRARY-OTHER SY	-23,231	0	-23,231	-11,425.24	.00	-11,805.76	49.2%*
TOTAL UNDESIGNATED			-67,731	0	-67,731	-24,856.44	.00	-42,874.56	36.7%
TOTAL REVENUES			-67,731	0	-67,731	-24,856.44	.00	-42,874.56	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-67,731	0	-67,731	-24,856.44	.00	-42,874.56	36.7%

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

YEAR-TO-DATE THROUGH MAY 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDG YTD EXPENDED		AVAILABLE BUD % USED	
15810000	50010	SALARY-FULL TIME	515,954	224,838.30	291,116	43.60
15810000	50020	SALARY-PART TIME	451,464	180,362.43	271,102	40.00
15810000	51010	RETIREMENT	48,777	21,608.57	27,168	44.30
15810000	51020	FICA	75,808	30,633.52	45,174	40.40
15810000	51030	HEALTH INSURANCE	123,338	37,124.21	86,214	30.10
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,259.10	-98	108.40
15810000	51070	LIFE INSURANCE	861	403.77	457	46.90
15810000	53010	ELECTRICITY	70,000	17,447.23	52,553	24.90
15810000	53020	WATER/SEWER	3,876	955.00	2,921	24.60
15810000	53040	TELEPHONE/CELL PHONE	3,756	1,568.60	2,187	41.80
15810000	53050	HEATING FUEL	19,500	7,289.27	12,211	37.40
15810000	54010	R&M BLDGS & GROUNDS	40,000	21,793.89	18,206	54.50
15810000	54030	MAINTENANCE CONTRACT	60,000	3,724.69	56,275	6.20
15810000	54040	R&M EQUIPMENT	0	950.00	-950	100.00
15810000	54060	MARKETING	1,000	0.00	1,000	0.00
15810000	54080	LEASES EQUIPMENT	48,000	4,845.14	43,155	10.10
15810000	54110	SUPPLIES	27,000	9,737.81	17,262	36.10
15810000	54170	POSTAGE	900	200.00	700	22.20
15810000	54180	HOUSEKEEPING SUPPLY	0	551.36	-551	100.00
15810000	54230	LIBRARY MATERIALS	220,700	122,646.27	98,054	55.60
15810000	54330	TRAINING EXPENSES	500	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	38,259.13	-259	100.70
15810000	55090	PROGRAMS-JUVENILE	1,200	529.86	670	44.20
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	364.09	1,436	20.20
15810000	55100	PROGRAMS-ADULT	1,200	1,193.97	6	99.50
		Grand Total	1,754,876	728,286.21	1,026,590	41.50

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	
ACCOUNT TOTAL						105.81			
15810000 55095			PROGRAMS-YOUNG ADULT						
011840 US BANK	4/24/25AMZN1-LIB	0	2025 6	INV	P	6.54	060825E	10131 AMZN/TEEN PROG SUPP	
011840 US BANK	4/24/25AMZN2-LIB	0	2025 6	INV	P	61.38	060825E	10131 AMZN/TEEN PROG SUPP	
011840 US BANK	4/25/25AMZN-LIB	0	2025 6	INV	P	19.88	060825E	10131 AMZN/TEEN PROG SUPP	
011840 US BANK	4/28/25AMZN1-LIB	0	2025 6	INV	P	76.47	060825E	10131 AMZN/TEEN PROG SUPP	
011840 US BANK	4/30/25AMZN1-LIB	0	2025 6	INV	P	95.00	060825E	10131 AMZN/TEEN PROG VARI	
011840 US BANK	5/1/25TARGET-LIB	0	2025 6	INV	P	133.99	060825E	10131 TARGET/TEEN PROG SN	
011840 US BANK	5/5/25JIMMYJOHNS-LIB	0	2025 6	INV	P	74.29	060825E	10131 JIMMYJOHNS/TEEN PRO	
						467.55			
ACCOUNT TOTAL						467.55			
15810000 55100			PROGRAMS-ADULT						
011840 US BANK	5/6/25AMZN2-LIB	0	2025 6	INV	P	50.31	060825E	10131 AMZN/PROG SNACKS-LI	
ACCOUNT TOTAL						50.31			
ORG 15810000 TOTAL						2,729.53			
FUND 0010 GENERAL FUND						TOTAL:	2,729.53		

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
22210000								TOURISM COMMISSION		
22210000 54390								SPECIAL PROJECTS		
011840 US BANK	5/11/25AMZN1-LIB	0	2025 6	INV	P	21.49	060825E	10131	AMZN/SUPPLIES-LIB E	
011840 US BANK	5/13/25AMZN2-LIB	0	2025 6	INV	P	69.95	060825E	10131	AMZN/SUPPLIES-LIB E	
011840 US BANK	5/8/25AMZN1-LIB	0	2025 6	INV	P	27.44	060825E	10131	AMZN/LABELS-LIB ENJ	
						118.88				
									ACCOUNT TOTAL	
									118.88	
									ORG 22210000 TOTAL	
									118.88	
FUND 0218 TOURISM COMMISSION			TOTAL:						118.88	

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000										LIBRARY
15810000	54010	380601 FP SOLUTIONS, LLC	30513	0	2025	6	INV P	225.00	061125	279212 SPRINKLER INSPECTIO
								225.00		ACCOUNT TOTAL
15810000	54030									MAINTENANCE CONTRACT
	014113	K-12 TECHNOLOGY GROU	96312	0	2025	6	INV P	569.80	061125	279240 CROWDSTRIKE-LIB 6/1
	014113	K-12 TECHNOLOGY GROU	96313	0	2025	6	INV P	2,347.00	061125	279240 SEMI ANNUAL BILLING
								2,916.80		ACCOUNT TOTAL
								2,916.80		ACCOUNT TOTAL
15810000	54110									SUPPLIES
	020937	MIDWEST PANO	10783882	0	2025	6	INV P	200.50	061125	279264 PUBLICATION & HOTSP
								200.50		ACCOUNT TOTAL
15810000	54180									HOUSEKEEPING SUPPLY
	026400	ITU ABSORB TECH	8536418	0	2025	6	INV P	91.93	061125	279233 MATS-LIB 5/19/25
								91.93		ACCOUNT TOTAL
15810000	54230									LIBRARY MATERIALS
	001613	GALE CENGAGE LEARNIN	999100381624	0	2025	6	INV P	203.93	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100396142	0	2025	6	INV P	26.99	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100401262	0	2025	6	INV P	27.74	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100406241	0	2025	6	INV P	115.49	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100406242	0	2025	6	INV P	223.42	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100413098	0	2025	6	INV P	53.23	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100413100	0	2025	6	INV P	28.49	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100418424	0	2025	6	INV P	173.94	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100418425	0	2025	6	INV P	61.48	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100423356	0	2025	6	INV P	56.23	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100423367	0	2025	6	INV P	26.99	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100430194	0	2025	6	INV P	51.73	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100431611	0	2025	6	INV P	81.72	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100431612	0	2025	6	INV P	78.72	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100476238	0	2025	6	INV P	52.48	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999100476240	0	2025	6	INV P	55.48	061125	279213 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	999200000588	0	2025	6	INV P	78.72	061125	279213 VARIOUS TITLES-LIB
								1,396.78		ACCOUNT TOTAL
006199	BAKER & TAYLOR BOOKS	2039067815		0	2025	6	INV P	271.87	061125	279178 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2039072650		0	2025	6	INV P	263.32	061125	279178 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2039082090		0	2025	6	INV P	628.67	061125	279178 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2039086220		0	2025	6	INV P	235.96	061125	279178 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2039088107		0	2025	6	INV P	150.75	061125	279178 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2039094645		0	2025	6	INV P	858.37	061125	279178 VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION		
							2,408.94				
321672 HOOPLA	507258205	0	2025 6	INV	P		1,752.86	061125	279227	DIGITAL MEDIA-LIB M	
361291 MIDWEST TAPE	507164254	0	2025 6	INV	P		62.22	061125	279265	VARIOUS TITLES-LIB	
361291 MIDWEST TAPE	507202696	0	2025 6	INV	P		177.93	061125	279265	VARIOUS TITLES-LIB	
361291 MIDWEST TAPE	507218578	0	2025 6	INV	P		197.90	061125	279265	VARIOUS TITLES-LIB	
							438.05				
ACCOUNT TOTAL							5,996.63				
ORG 15810000 TOTAL							9,430.86				
FUND 0010 GENERAL FUND			TOTAL:				9,430.86				

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06									
ACCOUNTS 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	245,338.83	.00	270,615.17	47.6%
15810000	50020	SALARY-PART TIME	451,464	0	451,464	197,989.66	.00	253,474.34	43.9%
15810000	51010	RETIREMENT	48,777	0	48,777	23,684.97	.00	25,092.03	48.6%
15810000	51020	FICA	75,808	0	75,808	33,515.25	.00	42,292.75	44.2%
15810000	51030	HEALTH INSURANCE	123,338	0	123,338	40,791.63	.00	82,546.37	33.1%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,385.01	.00	-224.01	119.3%
15810000	51070	LIFE INSURANCE	861	0	861	444.24	.00	416.76	51.6%
15810000	53010	ELECTRICITY	70,000	0	70,000	17,447.23	.00	52,552.77	24.9%
15810000	53020	WATER/SEWER	3,876	0	3,876	955.00	.00	2,921.00	24.6%
15810000	53040	TELEPHONE/CELL P	3,756	0	3,756	1,568.60	.00	2,187.40	41.8%
15810000	53050	HEATING FUEL	19,500	0	19,500	7,289.27	.00	12,210.73	37.4%
15810000	54010	R&M BLDGS & GROU	40,000	0	40,000	22,018.89	.00	17,981.11	55.0%
15810000	54030	MAINTENANCE CONT	60,000	0	60,000	6,800.48	.00	53,199.52	11.3%
15810000	54040	R&M EQUIPMENT	0	0	0	950.00	.00	-950.00	100.0%
15810000	54060	MARKETING	1,000	0	1,000	.00	.00	1,000.00	.0%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	4,845.14	.00	43,154.86	10.1%
15810000	54110	SUPPLIES	27,000	0	27,000	10,569.28	.00	16,430.72	39.1%
15810000	54170	POSTAGE	900	0	900	200.00	.00	700.00	22.2%
15810000	54180	HOUSEKEEPING SUP	0	0	0	643.29	.00	-643.29	100.0%
15810000	54230	LIBRARY MATERIAL	220,700	0	220,700	129,958.80	.00	90,741.20	58.9%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	38,259.13	.00	-259.13	100.7%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	635.67	.00	564.33	53.0%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	831.64	.00	968.36	46.2%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,244.28	.00	-44.28	103.7%
TOTAL LIBRARY			1,754,876	0	1,754,876	787,366.29	.00	967,509.71	44.9%
TOTAL EXPENSES			1,754,876	0	1,754,876	787,366.29	.00	967,509.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,754,876	0	1,754,876	787,366.29	.00	967,509.71	44.9%	
** END OF REPORT - Generated by Thu Van Hintz **								

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
22810000										
22810000 48040										
020937 MIDWEST PANO	10783882	0	2025 6	INV	P	2,000.00	061125	279264 PUBLICATION & HOTSP		
						ACCOUNT TOTAL		2,000.00		
22810000 55090										
290955 GIRMAN STEVE	7/8/25 LIB PROGRAM	0	2025 6	INV	P	250.00	061125	279215 LIB PROG PRESENTER		
						ACCOUNT TOTAL		250.00		
22810000 55090 FOL										
020601 OJEDA CHRISTY	7/22/25NBLIB PROG	0	2025 6	INV	P	400.00	061125	279273 FOL#2507/PRESENTER		
						ACCOUNT TOTAL		400.00		
22810000 55100 FOL										
166073 WOOD KEVIN	7/17/25LIB PROG	0	2025 6	INV	P	400.00	061125	279321 FOL#2435/PRESENTER		
						ACCOUNT TOTAL		400.00		
						ORG 22810000 TOTAL		3,050.00		
FUND 0200 LIBRARY DONATION FUND						TOTAL:		3,050.00		

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06								
ACCOUNTS FOR:	LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000	48040	DONATIONS	0	0	-21,441.65	.00	21,441.65	100.0%
22810000	54110	SUPPLIES	0	0	170.54	.00	-170.54	100.0%*
22810000	54110	FOL SUPPLIES	0	0	2,480.07	.00	-2,480.07	100.0%*
22810000	54230	FOL BOOKS/PAMPHLE	0	0	281.56	.00	-281.56	100.0%*
22810000	55090	PROGRAMS-JUVENIL	0	0	351.59	.00	-351.59	100.0%*
22810000	55090	FOL PROGRAMS-JUVE	0	0	1,375.02	.00	-1,375.02	100.0%*
22810000	55095	FOL PROGRAMS-YOUN	0	0	2,015.96	.00	-2,015.96	100.0%*
22810000	55100	FOL PROGRAMS-ADUL	0	0	7,142.94	.00	-7,142.94	100.0%*
TOTAL LIBRARY			0	0	-7,623.97	.00	7,623.97	100.0%
TOTAL REVENUES			0	0	-21,441.65	.00	21,441.65	
TOTAL EXPENSES			0	0	13,817.68	.00	-13,817.68	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-7,623.97	.00	7,623.97	100.0%

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



Director's Report – May and June 2025

Library Visitors: 17,603 (Up 20% May 2024)

Library Circulation: 30,046 (11% increase from May 2024)

MakerStudio Visits: 1,284 (2% increase from April 2025)



The Summer Reading Program: (Strategic Goals, A1, C1) is off to a grand start with record numbers of registrants in both the Teen and Children's Department! Reminder that the Adult Department Reading Challenge started in Jan and runs the entire year!

Journey of Dragons Program: (Strategic Goals, A1, C1) started in June and encourages patrons to visit more libraries in the Bridges Library System. Maps, stamps, and information are located at the second-floor reference desk. We've had close to 100 engagements for this program after the first week and are excited to see visitors from across the County to share our library!

Speak up for Libraries Postcard Campaign: (Strategic Goals, A1, C1) We've had a huge outpouring of positive responses from NBPL patrons. Available in the front lobby, post cards are ready for visitors to share their personal messages about the impact libraries have. From here, we will deliver postcards to Bridges, and WiLs will be mailing the postcards to Wisconsin's elected representatives. The first mailing of postcards will be sent out in time to reach Washington before the House reveals its spending bill that involves libraries (July 21st). We've run out of our allotted postcards and have had to order more, so be sure to stop at the table to share your thoughts. The campaign runs through July 25th

Library 360- (Strategic Goal, A2) We received 2,000 grant monies from the Bridges Library System to video the Library interior and exterior. Drones were used outside to capture the facility and inside the Library, all public access areas were filmed and allow virtual viewing. We are currently working together to determine the best way to promote this virtual tour. We have the capability of adding text, so will be able to promote some of the accessibility features we have in place (ex., hearing loop)

Waukesha State Bank Partnership: (Strategic Goal, A1, C1 & 3) We've begun planning a new partnership with Waukesha State Bank to support financial literacy programming at the library. We're excited about the opportunity to collaborate on a variety of future projects that will help empower our community with essential financial knowledge and skills.

Adult Program Grant Award: *(Strategic Goals, A1, B2 C1, C3 D2)* Jessica Madey was awarded an Adult Programming Grant through the Bridges Library System! With these monies, Jessica has arranged for visits by local authors and include: [Hannah Morrissey](#) (Sept. 4th), [Patricia Skalka](#) (Sept. 27) and Nickolas Bulter (Oct. 27th). Author talks are a fun way to meet the writers of our favorite books!

Innovative Grant Award: *(Strategic Goals, D2)* The Library was awarded the Bridges Library System Innovation grant to support the development of a music garden. The next step in the process is to align the Library's new strategic initiatives and develop a formalized plan for enhancing the Library's outdoor grounds and green space. We look forward to incorporating these funds towards this effort.

Shifty G: *(Strategic Goals, A1)* WTMJ 4's Feature Reporter and Library friend, James Groh, returned to the Library in May, not to capture a story, but to deliver one in lyrical format! A musician, James shared his newest vinyl for the Library's collection. We are excited to support local creators and have begun a more formalized support for local content creators. We are moving ahead with collection development and promotional activities for those local authors, musicians and artists in our community. As able, the Library will locally purchase materials and make notations for these local works through book



Mi Salgado-Artist in Residence at the NBPL

(Strategic Goals, A1, C3) Mi's 2nd exhibit has arrived for June display, entitled, "Pollinating the Hive".

Public art exhibition for local artists is one of our goals for the Library!

New Bridges Library System Director: With Karol Kennedy's June retirement, we welcome a new leader for the Bridges Library System, Brittany Larson. Brittany has served as the Director of the Muskego Public Library since 2017 and a Director in the BLS has mentored new library directors, served as the Association of Public Librarians (APL) president, and served on the technology committee for the development of the Café App. On the regional level, Brittany has been a WI Library Building & Spaces presenter for Southeastern Wisconsin Libraries (SEWI). At the state level, Brittany currently serves as the past chair of the Wisconsin Library Association (WLA) Outreach Services Roundtable, has been a WLA New Librarian Mentor, and has been a Wisconsin Association of Public Libraries presenter. Prior to becoming library director at the Muskego Public Library, Brittany worked at Carroll University Library from 2003-2017 in multiple positions, including as associate director and as interim library director. Brittany has a bachelor's degree in English from Carroll University and a master's in Library and Information Science from the University of Wisconsin-Milwaukee. Brittany is a great advocate for libraries!

Library Carpet Project: *(Strategic Goal, A3)* The City has signed off on the Library's 1st and 2nd floor carpeting projects. Work will begin in October and we anticipate completion before Thanksgiving.

Miss Wisconsin Pageant @ the Library: *(Strategic Goals, A1, B1, B3, C1 & 3, D2)* In June, the City welcomes the Miss Wisconsin Organization to New Berlin for a host of different events, including a parade and pageant. The Library has partnered with Miss Wisconsin for a Miss Wisconsin READS campaign as well as upcoming children's story times and a [Pop-Up Morning Stretch with Miss Wisconsin](#) at the Library's Green Space. We are also providing technology with a Library Hot Spot to the Historical Society for their Miss Wisconsin programming efforts and running a DIY Wood Violet MakerStudio craft for pageant visitors.

Exterior Lighting: *(Strategic Goals, D3)* There are multiple parking lot lights that are not working. The DPW is working with a vendor and the lighting pole manufacturer to acquire pricing for new lighting heads and/or parts for these outdoor parking lot lamp posts. The retro fits that have been done in the past to correct water from collecting in the units, are not holding up.

Library HVAC: *(Strategic Goals, D3)* Our cooling systems have had a busy May and June, but the DPW Facility staff is working with vendors to make sure that adjustments to our HVAC software and valves needing replacement are handled to make sure library temperatures for staff and visitors are comfortable.

Employee Recognition: A few anniversaries were celebrated in early June. The anniversaries of Becky Hels and Kate Krause-Blaha (10 years) and Natalie Beacom (20 years) gave staff the opportunity to enjoy a break at the City's annual luncheon and a special waffle day for staff at the Library. We are thankful for all our dedicated staff members.

Library Learning: Based on scheduling and different staff learning objectives, we've decide to cancel the July Staff Development training and instead incorporate staff learning opportunities each month of the summer. June, we will learn about the new Strategic Plan and July, we will discuss the 2026 Operating Budget.

June FOL Volunteer Luncheon: The Friends of the Library celebrate their 30-year anniversary in 2025. At the annual luncheon, Mayor Dave Ament spoke and gave thanks to our FOL. Over the past 30 years, the FOL have donated over 250K to the Library! Thank you all volunteers past and present who are part of this organization!

Submitted by: Natalie Beacom, Library Director



Statement of Activity
New Berlin Public Library Fund
Org. Endowment
From May 1, 2025 through May 31, 2025

Fund Activity

Beginning Balance	\$22,725.50
-------------------	-------------

Receipts to Fund

Interest/Dividend Income	13.59
Realized Gain/Loss	5.32
Unrealized Gain/Loss	595.52
Total Receipts	614.43

Distributions from Fund

Investment Custodial Fees	0.47
Investment Management Fees	2.69
Total Distributions	3.16

Ending Balance	\$23,336.77
Spendable Balance	\$800.00

Assets

<u>Type</u>	<u>Amount</u>
Liquid Assets	23,336.77



Donations / Payments

No donations or pledge payments for the statement period

Grants Awarded

No grants awarded in the statement period

<u>Grantee</u>	<u>Date</u>	<u>Amount</u>
<u>Description</u>		
n/a	n/a	n/a
n/a		