

Library Board Meeting Agenda



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

Published: 11.14.2025

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, October 20, 2025 Meeting Minutes

B. Next meeting date: Monday, December 15, 2025

C. Approval of Bills and Invoices

6. **END CONSENT AGENDA**-----

7. ADMINISTRATIVE REPORTS

A. President's Report

B. Director's Infographic & Report

8. UNFINISHED BUSINESS

9. NEW BUSINESS

A. Library Minimum Standards - Operating Hours

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

October 20, 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 6:00 P.M.

Attendance

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

Excused: Dolores Greenawalt

Staff Members Present: Natalie Beacom, Director

Friends of the Library (FOL): No report was given.

Consent Agenda Items

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

1. Minutes from Monday, September 15, 2025
2. Next meeting date: Monday, November 17, 2025
3. Bills and Invoices

Trustee Kawala moved to approve the consent agenda as presented, seconded by Trustee Kroupa. The motion passed (8-0).

Administrative Reports

President's Report: President Marek congratulated the staff on their "trust-fall" marketing video, which has received millions of views and likes on social media.

Director's Report: Director Beacom's infographic report is included in the agenda packet and is available on the City of New Berlin's website. The Director's oral report updated the Board on the significant impact of the "trust-fall" video, including:

- The video was shared by a library in Latvia but later removed by the Latvian government.
- Several library patrons in the Philippines requested library cards from the New Berlin Public Library.
- The library was invited to coordinate with others, including the Madison Film Festival.
- The video was featured on local (WISN, WTMJ) and national television news (CNN, CBS), online platforms (Reddit, Instagram), and by celebrities (Chelsea Handler, Drew Barrymore).

The Social Media Team comprised of three staff members, produces and posts videos every Friday, with other staff volunteering as available. The primary challenge has been protecting participant privacy, for which the City Attorney was consulted. The primary benefit has been heightened promotion of libraries worldwide.

The library's online store launched shortly after the video, offering merchandise including t-shirts, sweatshirts, and hoodies displaying the library's logo and the phrase "You Can Trust Us," which was referenced in the video. The store is managed by a company in Waterford, WI.

Unfinished Business: There was no unfinished business discussed at this meeting.

New Business

1. *Facility Updates – Sorter Equipment and Flooring Projects:* The sorting equipment and carpeting will be replaced before the end of the year. The library will remain open during installation.
2. *Boards and Commissions Appreciation Dinner:* Scheduled for 6:00 P.M. on Wednesday, October 29th at the New Berlin Activity and Recreation Center. Please remember to RSVP if you have not already done so.

ANNOUNCEMENTS:

1. The board agreed to contribute to the purchase of holiday gifts of appreciation for the library staff. Contributions will be collected at the board's November meeting.
2. City Council Member Kroupa announced that a public budget hearing will be held in November.

ADJOURNMENT

Trustee Garrigues moved to adjourn the meeting, seconded by Trustee Kroupa. The motion passed (8-0). The meeting was adjourned at 6:20 P.M.

Submitted by,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION			
15810000											LIBRARY
15810000	54010										R&M BLDGS & GROUNDS
020808	MARTIN PETERSEN CO SX25378	0	2025 11	INV	P	6,056.00	111225	281011	BOILER RPAIRS-LIB 1		
020808	MARTIN PETERSEN CO SX25414	0	2025 11	INV	P	889.00	111225	281011	BOILER LEAK/EAST ST		
020808	MARTIN PETERSEN CO SX25443	0	2025 11	INV	P	3,125.00	111225	281011	BOILER LEAK RPAIR/P		
						10,070.00					
									ACCOUNT TOTAL		10,070.00
15810000	54030										MAINTENANCE CONTRACT
014113	K-12 TECHNOLOGY GROU 96836	0	2025 11	INV	P	565.16	111225	281003	SIMPLIFY IT-LIB 11/		
									ACCOUNT TOTAL		565.16
15810000	54080										LEASES EQUIPMENT
295906	PITNEY BOWES 3321517100	0	2025 11	INV	P	77.28	111225	281025	POSTAGE METER LEASE		
									ACCOUNT TOTAL		77.28
15810000	54170										POSTAGE
348554	PURCHASE POWER 10/27/25POSTAGE	0	2025 11	INV	P	100.00	111225	281030	8000-9000-1111-0198		
									ACCOUNT TOTAL		100.00
15810000	54230										LIBRARY MATERIALS
001613	GALE CENGAGE LEARNIN 999101621977	0	2025 11	INV	P	26.24	111225	280985	VARIOUS TITLES-LIB		
001613	GALE CENGAGE LEARNIN 999101641749	0	2025 11	INV	P	53.23	111225	280985	VARIOUS TITLES-LIB		
001613	GALE CENGAGE LEARNIN 999101648803	0	2025 11	INV	P	56.23	111225	280985	VARIOUS TITLES-LIB		
001613	GALE CENGAGE LEARNIN 999101666462	0	2025 11	INV	P	49.50	111225	280985	VARIOUS TITLES-LIB		
						185.20					
005896	OLLIS BOOK CORPORATI 249439	0	2025 11	INV	P	27.97	111225	281022	VARIOUS TITLES-LIB		
005896	OLLIS BOOK CORPORATI 249440	0	2025 11	INV	P	46.68	111225	281022	VARIOUS TITLES-LIB		
005896	OLLIS BOOK CORPORATI 249441	0	2025 11	INV	P	852.81	111225	281022	VARIOUS TITLES-LIB		
005896	OLLIS BOOK CORPORATI 249442	0	2025 11	INV	P	787.50	111225	281022	VARIOUS TITLES-LIB		
005896	OLLIS BOOK CORPORATI 249443	0	2025 11	INV	P	265.00	111225	281022	VARIOUS TITLES-LIB		
						1,979.96					
006199	BAKER & TAYLOR BOOKS 0003319012	0	2025 11	CRM	P	-14.14	111225	280953	RET PURCH CRDIT-LIB		
006199	BAKER & TAYLOR BOOKS 2039293612	0	2025 11	INV	P	92.83	111225	280953	VARIOUS TITLES-LIB		
						78.69					
021013	READS BY THE RIVER 130411	0	2025 11	INV	P	86.37	111225	281033	VARIOUS TITLES-LIB		
321672	HOOPLA 507869743	0	2025 11	INV	P	834.25	111225	280993	DIGITAL MEDIA-LIB 1		
361291	MIDWEST TAPE 507912595	0	2025 11	INV	P	108.22	111225	281016	VARIOUS TITLES-LIB		
361291	MIDWEST TAPE 507932378	0	2025 11	INV	P	314.90	111225	281016	VARIOUS TITLES-LIB		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		PAYABLES	CHECK	DESCRIPTION
							423.12		
						ACCOUNT TOTAL	3,587.59		
						ORG 15810000 TOTAL	14,400.03		
FUND 0010	GENERAL FUND					TOTAL:	14,400.03		

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11									
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	476,376.62	.00	39,577.38	92.3%
15810000	50020	SALARY-PART TIME	451,464	0	451,464	410,611.66	.00	40,852.34	91.0%
15810000	51010	RETIREMENT	48,777	0	48,777	46,872.16	.00	1,904.84	96.1%
15810000	51020	FICA	75,808	0	75,808	67,116.15	.00	8,691.85	88.5%
15810000	51030	HEALTH INSURANCE	123,338	0	123,338	76,402.03	.00	46,935.97	61.9%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	2,595.66	.00	-1,434.66	223.6%
15810000	51070	LIFE INSURANCE	861	0	861	860.53	.00	.47	99.9%
15810000	53010	ELECTRICITY	70,000	0	70,000	55,035.03	.00	14,964.97	78.6%
15810000	53020	WATER/SEWER	3,876	0	3,876	3,008.25	.00	867.75	77.6%
15810000	53040	TELEPHONE/CELL P	3,756	0	3,756	6,732.15	.00	-2,976.15	179.2%
15810000	53050	HEATING FUEL	19,500	0	19,500	12,676.73	.00	6,823.27	65.0%
15810000	54010	R&M BLDGS & GROU	40,000	0	40,000	57,263.00	.00	-17,263.00	143.2%
15810000	54030	MAINTENANCE CONT	60,000	0	60,000	10,070.68	.00	49,929.32	16.8%
15810000	54040	R&M EQUIPMENT	0	0	0	950.00	.00	-950.00	100.0%
15810000	54060	MARKETING	1,000	0	1,000	127.53	.00	872.47	12.8%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	16,255.64	.00	31,744.36	33.9%
15810000	54110	SUPPLIES	27,000	0	27,000	21,252.48	.00	5,747.52	78.7%
15810000	54170	POSTAGE	900	0	900	700.00	.00	200.00	77.8%
15810000	54180	HOUSEKEEPING SUP	0	0	0	919.08	.00	-919.08	100.0%
15810000	54230	LIBRARY MATERIAL	220,700	0	220,700	209,055.37	.00	11,644.63	94.7%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	38,859.13	.00	-859.13	102.3%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	1,130.67	.00	69.33	94.2%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,133.41	.00	666.59	63.0%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,406.82	.00	-206.82	117.2%
TOTAL LIBRARY			1,754,876	0	1,754,876	1,517,410.78	.00	237,465.22	86.5%
TOTAL EXPENSES			1,754,876	0	1,754,876	1,517,410.78	.00	237,465.22	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,754,876	0	1,754,876	1,517,410.78	.00	237,465.22	86.5%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
581 LIBRARY							
22810000 48040 DONATIONS	0	0	0	-73,124.62	.00	73,124.62	100.0%
22810000 54110 SUPPLIES	0	0	0	2,263.94	.00	-2,263.94	100.0%*
22810000 54110 FOL SUPPLIES	0	0	0	9,753.71	.00	-9,753.71	100.0%*
22810000 54230 BOOKS/PAMPHLETS	0	0	0	335.16	.00	-335.16	100.0%*
22810000 54230 FOL BOOKS/PAMPHLE	0	0	0	281.56	.00	-281.56	100.0%*
22810000 55090 PROGRAMS-JUVENIL	0	0	0	351.59	.00	-351.59	100.0%*
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	2,531.95	.00	-2,531.95	100.0%*
22810000 55095 FOL PROGRAMS-YOUN	0	0	0	3,068.43	.00	-3,068.43	100.0%*
22810000 55100 PROGRAMS-ADULT	0	0	0	290.61	.00	-290.61	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	14,015.54	.00	-14,015.54	100.0%*
TOTAL LIBRARY	0	0	0	-40,232.13	.00	40,232.13	100.0%
TOTAL REVENUES	0	0	0	-73,124.62	.00	73,124.62	
TOTAL EXPENSES	0	0	0	32,892.49	.00	-32,892.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-40,232.13	.00	40,232.13	100.0%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION
15810000									LIBRARY
15810000	54110								SUPPLIES
011840	US BANK	10/13/25AMZN2-LIB	0	2025	11	INV P	67.98	110825E	10143 AMZN/OFFICE DESK CH
011840	US BANK	10/14/25AMZN2-LIB	0	2025	11	INV P	3.72	110825E	10143 AMZN/PENCILS-LIB 10
011840	US BANK	10/14/25AMZN4-LIB	0	2025	11	INV P	52.98	110825E	10143 AMZN/DESKTOP REFERE
011840	US BANK	10/144/25AMZN3-LIB	0	2025	11	INV P	35.99	110825E	10143 AMZN/PEG BOARDS-LIB
011840	US BANK	10/6/25TARGET2-LIB	0	2025	11	INV P	9.99	110825E	10143 TARGET/PAPERCLIPS-L
011840	US BANK	10/6/25TARGET3-LIB	0	2025	11	INV P	68.98	110825E	10143 TARGET/HALLOWEEN DE
011840	US BANK	10/7/25TARGET-LIB	0	2025	11	INV P	6.00	110825E	10143 TARGET/HALLOWEEN DE
011840	US BANK	10/8/25TARGET-LIB	0	2025	11	INV P	89.71	110825E	10143 TARGET/SNACKS & SOD
011840	US BANK	10/9/25AMZN-LIB	0	2025	11	INV P	111.32	110825E	10143 AMZN/OFFICE SUPPLIE
011840	US BANK	9/15/25AMZN5-LIB	0	2025	11	INV P	39.99	110825E	10143 AMZN/TWO POCKET FOL
011840	US BANK	9/16/25AMZN-LIB	0	2025	11	INV P	202.40	110825E	10143 AMZN/HOUSEKEEPING S
011840	US BANK	9/16/25AMZN1-LIB	0	2025	11	INV P	36.92	110825E	10143 AMZN/DIAPER GENIE-L
011840	US BANK	9/16/25AMZN10-LIB	0	2025	11	INV P	21.99	110825E	10143 AMZN/WALL DRY ERASE
011840	US BANK	9/16/25AMZN2-LIB	0	2025	11	INV P	5.99	110825E	10143 AMZN/LITHIUM BATTER
011840	US BANK	9/16/25AMZN3-LIB	0	2025	11	INV P	35.98	110825E	10143 AMZN/EMBROIDERY HOO
011840	US BANK	9/17/25AMZN1-LIB	0	2025	11	INV P	7.27	110825E	10143 AMZN/2026MONTHLY PL
011840	US BANK	9/17/25AMZN3-LIB	0	2025	11	INV P	95.97	110825E	10143 AMZN/PLEXIGLASS LUC
011840	US BANK	9/18/25AMZN-LIB	0	2025	11	INV P	8.07	110825E	10143 AMZN/2026 MONTHLY P
011840	US BANK	9/18/25AMZN1-LIB	0	2025	11	INV P	147.96	110825E	10143 AMZN/HOUSEKEEPING S
011840	US BANK	9/18/25AMZN2-LIB	0	2025	11	INV P	22.49	110825E	10143 AMZN/WALL CLOCK-LIB
011840	US BANK	9/18/25AMZN4-LIB	0	2025	11	INV P	23.98	110825E	10143 AMZN/PERMANENT MARK
011840	US BANK	9/18/25PICNSAV-LIB	0	2025	11	INV P	25.99	110825E	10143 PIC&SAV/1/4SHEET MA
011840	US BANK	9/22/25AMZN-LIB	0	2025	11	INV P	19.96	110825E	10143 AMZN/ADDRESS LABELS
011840	US BANK	9/22/25AMZN8-LIB	0	2025	11	INV P	12.73	110825E	10143 AMZN/HIGHLIGHTERS-L
011840	US BANK	9/22/25TARGET2-LIB	0	2025	11	INV P	11.98	110825E	10143 TARGET/BOTTLED WATE
011840	US BANK	9/23/25ADOBE-LIB	0	2025	11	INV P	19.99	110825E	10143 ADOBE/LICENSING-LIB
011840	US BANK	9/23/25AMZN7-LIB	0	2025	11	INV P	29.99	110825E	10143 AMZN/WINDOW SIGN HO
011840	US BANK	9/23/25TARGET1-LIB	0	2025	11	INV P	149.99	110825E	10143 TARGET/ARTIFICIAL H
011840	US BANK	9/23/25WORLDMARKET-	0	2025	11	INV P	8.39	110825E	10143 WORLD MARKET/SUPPLI
011840	US BANK	9/24/25AMZN1-LIB	0	2025	11	INV P	25.99	110825E	10143 AMZN/SEWING CRAFT S
011840	US BANK	9/24/25AMZN3-LIB	0	2025	11	INV P	17.99	110825E	10143 AMZN/COLOR PRINT PA
011840	US BANK	9/24/25AMZN4-LIB	0	2025	11	INV P	49.36	110825E	10143 AMZN/BOX ORGANIZERS
011840	US BANK	9/25/25AMZN2-LIB	0	2025	11	INV P	71.42	110825E	10143 AMZN/HOUSEKEEPING S
011840	US BANK	9/26/25AMZN6-LIB	0	2025	11	INV P	69.99	110825E	10143 AMZN/DESK STOOL-LIB
011840	US BANK	9/28/25AMZN2-LIB	0	2025	11	INV P	64.98	110825E	10143 AMZN/MINI GOLD PICT
011840	US BANK	9/29/25AMZN1-LIB	0	2025	11	INV P	5.76	110825E	10143 AMZN/CARDSTOCK-LIB
011840	US BANK	9/29/25AMZN2-LIB	0	2025	11	INV P	9.30	110825E	10143 AMZN/HOUSEKEEPING S
011840	US BANK	9/29/25AMZN3-LIB	0	2025	11	INV P	46.04	110825E	10143 AMZN/COLOR COPY PAP
011840	US BANK	9/29/25AMZN5-LIB	0	2025	11	INV P	102.03	110825E	10143 AMZN/OFFICE SUPPLIE
011840	US BANK	9/29/25AMZN6-LIB	0	2025	11	INV P	18.59	110825E	10143 AMZN/RAFFLE PRIZE-L
011840	US BANK	9/30/25AMZN1-LIB	0	2025	11	INV P	3.70	110825E	10143 AMZN/DUCT TAPE-LIB
011840	US BANK	9/30/25TARGET1-LIB	0	2025	11	INV P	136.28	110825E	10143 TARGET/DRINKS/TREAT
011840	US BANK	9/30/25VISTA-LIB	0	2025	11	INV P	42.97	110825E	10143 VISTAPRINT/BUSINESS
							2,039.10		
ACCOUNT TOTAL							2,039.10		
15810000	54230								LIBRARY MATERIALS
011840	US BANK	10/1/25TARGET1-LIB	0	2025	11	INV P	64.97	110825E	10143 TARGET/VARIOUS TITL

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
011840 US BANK	10/13/25AMZN1-LIB	0	2025 11	INV	P	56.84	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/14/25AMZN1-LIB	0	2025 11	INV	P	21.95	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/3/25AMZN1-LIB	0	2025 11	INV	P	312.37	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/3/25AMZN2-LIB	0	2025 11	INV	P	23.30	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/3/25AMZN3-LIB	0	2025 11	INV	P	347.94	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/3/25AMZN4-LIB	0	2025 11	INV	P	93.89	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/3/25AMZN5-LIB	0	2025 11	INV	P	23.06	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/3/25AMZN6-LIB	0	2025 11	INV	P	41.99	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/4/25AMZN1-LIB	0	2025 11	INV	P	87.00	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/4/25AMZN2-LIB	0	2025 11	INV	P	365.54	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/5/25AMZN-LIB	0	2025 11	INV	P	307.53	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	10/7/25AMZN-LIB	0	2025 11	INV	P	5.09	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/15/25AMZN1-LIB	0	2025 11	INV	P	51.92	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/15/25AMZN2-LIB	0	2025 11	INV	P	161.88	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/15/25AMZN3-LIB	0	2025 11	INV	P	96.96	110825E	10143 AMZN/PORTABLE CD PL		
011840 US BANK	9/15/25AMZN4-LIB	0	2025 11	INV	P	95.67	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/16/25AMAZN8-LIB	0	2025 11	INV	P	491.88	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/16/25AMZN-4	0	2025 11	INV	P	22.99	110825E	10143 AMZN/6PAK XTRA LG P		
011840 US BANK	9/16/25AMZN7-LIB	0	2025 11	INV	P	45.60	110825E	10143 AMZN/NINTENDO GAME-		
011840 US BANK	9/16/25AMZN9-LIB	0	2025 11	INV	P	26.04	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/17/25AMZN2-LIB	0	2025 11	INV	P	19.00	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/19/25AMZN-LIB	0	2025 11	INV	P	224.40	110825E	10143 AMZN/LABELS-LIB 9/1		
011840 US BANK	9/22/25AMZN3-LIB	0	2025 11	INV	P	40.69	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/22/25AMZN6-LIB	0	2025 11	INV	P	5.97	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/22/25AMZN7-LIB	0	2025 11	INV	P	24.46	110825E	10143 AMZN/LAMINATING POU		
011840 US BANK	9/22/25SCHLITZ-LIB	0	2025 11	INV	P	160.00	110825E	10143 SCHLITZ AUDUBON/MEM		
011840 US BANK	9/23/25AMZN3-LIB	0	2025 11	INV	P	35.00	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/23/25AMZN4-LIB	0	2025 11	INV	P	20.88	110825E	10143 AMZN/HAND PAINTED P		
011840 US BANK	9/23/25AMZN6-LIB	0	2025 11	INV	P	51.79	110825E	10143 AMZN/STORAGE BINS-L		
011840 US BANK	9/23/25TARGET2-LIB	0	2025 11	INV	P	59.88	110825E	10143 TARGET/SUPPLIES-LIB		
011840 US BANK	9/24/25AMZN-LIB	0	2025 11	INV	P	96.38	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/24/25AMZN2-LIB	0	2025 11	INV	P	49.99	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/24/25AMZN5-LIB	0	2025 11	INV	P	44.77	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/24/25AMZN6-LIB	0	2025 11	INV	P	15.56	110825E	10143 AMZN/POLAND TRAVEL		
011840 US BANK	9/25/25AMZN1-LIB	0	2025 11	INV	P	96.50	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/26/25AMZN1-LIB	0	2025 11	INV	P	59.19	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/26/25AMZN5-LIB	0	2025 11	INV	P	28.87	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/28/25AMZN1-LIB	0	2025 11	INV	P	11.99	110825E	10143 AMZN/VARIOUS TITLES		
011840 US BANK	9/28/25TARGET-LIB	0	2025 11	INV	P	69.99	110825E	10143 TARGET/NINTENDO GAM		
011840 US BANK	9/30/25TARGET2-LIB	0	2025 11	INV	P	69.85	110825E	10143 TARGET/SUPPLIES-LIB		
011840 US BANK	9/30/25TARGET3-LIB	0	2025 11	INV	P	49.99	110825E	10143 TARGET/NINTENDO GAM		
						3,979.56				
			ACCOUNT TOTAL			3,979.56				
15810000 55095			PROGRAMS-YOUNG ADULT							
011840 US BANK	9/24/25AMZN11-LIB	0	2025 11	INV	P	123.65	110825E	10143 AMZN/TEEN PROG SUPP		
			ACCOUNT TOTAL			123.65				
			ORG 15810000 TOTAL			6,142.31				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION
FUND 0010 GENERAL FUND			TOTAL:			6,142.31		

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/10 TO 2025/10										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION		
15810000										LIBRARY
15810000 53040										TELEPHONE/CELL PHONE
302074 AT&T	2865791113	0	2025 10	INV	P	774.56 102925		280805 PHONES-LIB 10/7/25		
359157 OTIS ELEVATOR COMPAN	CM17845001	0	2025 10	INV	P	1,631.25 102925		280880 ELEVATOR PHONE RPAI		
						ACCOUNT TOTAL		2,405.81		
15810000 54110										SUPPLIES
013800 DEMCO INC	7709529	0	2025 10	INV	P	388.26 102925		280818 SUPPLIES-LIB 10/9/2		
						ACCOUNT TOTAL		388.26		
15810000 54230										LIBRARY MATERIALS
001613 GALE CENGAGE LEARNIN	999101505723	0	2025 10	INV	P	56.23 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101554317	0	2025 10	INV	P	53.25 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101578004	0	2025 10	INV	P	255.66 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101579305	0	2025 10	INV	P	173.94 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101603290	0	2025 10	INV	P	178.44 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101610720	0	2025 10	INV	P	56.23 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101610721	0	2025 10	INV	P	81.72 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101614883	0	2025 10	INV	P	77.97 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101614885	0	2025 10	INV	P	81.72 102925		280827 VARIOUS TITLES-LIB		
001613 GALE CENGAGE LEARNIN	999101614886	0	2025 10	INV	P	52.48 102925		280827 VARIOUS TITLES-LIB		
						1,067.64				
006199 BAKER & TAYLOR BOOKS	2039290917	0	2025 10	INV	P	18.35 102925		280806 VARIOUS TITLES-LIB		
013800 DEMCO INC	7709529	0	2025 10	INV	P	223.68 102925		280818 SUPPLIES-LIB 10/9/2		
350982 T-MOBILE	970673785 10/9/25	0	2025 10	INV	P	613.22 102925		280904 INTERNET HOTSPOTS-L		
361291 MIDWEST TAPE	507842185	0	2025 10	INV	P	143.23 102925		280866 VARIOUS TITLES-LIB		
361291 MIDWEST TAPE	507875268	0	2025 10	INV	P	202.86 102925		280866 VARIOUS TITLES-LIB		
						346.09				
						ACCOUNT TOTAL		2,268.98		
						ORG 15810000 TOTAL		5,063.05		
FUND 0010 GENERAL FUND						TOTAL:		5,063.05		

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 10									
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	455,319.40	.00	60,634.60	88.2%
15810000	50020	SALARY-PART TIME	451,464	0	451,464	391,891.64	.00	59,572.36	86.8%
15810000	51010	RETIREMENT	48,777	0	48,777	44,824.39	.00	3,952.61	91.9%
15810000	51020	FICA	75,808	0	75,808	64,105.24	.00	11,702.76	84.6%
15810000	51030	HEALTH INSURANCE	123,338	0	123,338	72,947.37	.00	50,390.63	59.1%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	2,479.44	.00	-1,318.44	213.6%
15810000	51070	LIFE INSURANCE	861	0	861	819.26	.00	41.74	95.2%
15810000	53010	ELECTRICITY	70,000	0	70,000	47,004.20	.00	22,995.80	67.1%
15810000	53020	WATER/SEWER	3,876	0	3,876	2,001.16	.00	1,874.84	51.6%
15810000	53040	TELEPHONE/CELL P	3,756	0	3,756	6,732.15	.00	-2,976.15	179.2%
15810000	53050	HEATING FUEL	19,500	0	19,500	11,955.85	.00	7,544.15	61.3%
15810000	54010	R&M BLDGS & GROU	40,000	0	40,000	47,193.00	.00	-7,193.00	118.0%
15810000	54030	MAINTENANCE CONT	60,000	0	60,000	9,505.52	.00	50,494.48	15.8%
15810000	54040	R&M EQUIPMENT	0	0	0	950.00	.00	-950.00	100.0%
15810000	54060	MARKETING	1,000	0	1,000	127.53	.00	872.47	12.8%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	15,694.98	.00	32,305.02	32.7%
15810000	54110	SUPPLIES	27,000	0	27,000	21,252.48	.00	5,747.52	78.7%
15810000	54170	POSTAGE	900	0	900	600.00	.00	300.00	66.7%
15810000	54180	HOUSEKEEPING SUP	0	0	0	919.08	.00	-919.08	100.0%
15810000	54230	LIBRARY MATERIAL	220,700	0	220,700	205,467.78	.00	15,232.22	93.1%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	38,859.13	.00	-859.13	102.3%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	1,130.67	.00	69.33	94.2%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	1,133.41	.00	666.59	63.0%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,406.82	.00	-206.82	117.2%
TOTAL LIBRARY			1,754,876	0	1,754,876	1,444,320.50	.00	310,555.50	82.3%
TOTAL EXPENSES			1,754,876	0	1,754,876	1,444,320.50	.00	310,555.50	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	1,754,876	0	1,754,876	1,444,320.50	.00	310,555.50	82.3%
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** END OF REPORT - Generated by Thu Van Hintz **

YEAR-TO-DATE THROUGH OCTOBER 31, 2025						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	515,954	455,319.40	60,635	88.20
15810000	50020	SALARY-PART TIME	451,464	391,891.64	59,572	86.80
15810000	51010	RETIREMENT	48,777	44,824.39	3,953	91.90
15810000	51020	FICA	75,808	64,105.24	11,703	84.60
15810000	51030	HEALTH INSURANCE	123,338	72,947.37	50,391	59.10
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,479.44	-1,318	213.60
15810000	51070	LIFE INSURANCE	861	819.26	42	95.20
15810000	53010	ELECTRICITY	70,000	47,004.20	22,996	67.10
15810000	53020	WATER/SEWER	3,876	2,001.16	1,875	51.60
15810000	53040	TELEPHONE/CELL PHONE	3,756	6,732.15	-2,976	179.20
15810000	53050	HEATING FUEL	19,500	11,955.85	7,544	61.30
15810000	54010	R&M BLDGS & GROUNDS	40,000	47,193.00	-7,193	118.00
15810000	54030	MAINTENANCE CONTRACT	60,000	9,505.52	50,494	15.80
15810000	54040	R&M EQUIPMENT	0	950.00	-950	100.00
15810000	54060	MARKETING	1,000	127.53	872	12.80
15810000	54080	LEASES EQUIPMENT	48,000	15,694.98	32,305	32.70
15810000	54110	SUPPLIES	27,000	21,252.48	5,748	78.70
15810000	54170	POSTAGE	900	600.00	300	66.70
15810000	54180	HOUSEKEEPING SUPPLY	0	919.08	-919	100.00
15810000	54230	LIBRARY MATERIALS	220,700	205,467.78	15,232	93.10
15810000	54330	TRAINING EXPENSES	500	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	38,859.13	-859	102.30
15810000	55090	PROGRAMS-JUVENILE	1,200	1,130.67	69	94.20
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,133.41	667	63.00
15810000	55100	PROGRAMS-ADULT	1,200	1,406.82	-207	117.20
		Grand Total	1,754,876	1,444,320.50	310,556	82.30

YEAR-TO-DATE THROUGH OCTOBER 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
15810000	50010	SALARY-FULL TIME	515,954	455,319.40	60,635	88.20
15810000	50020	SALARY-PART TIME	451,464	391,891.64	59,572	86.80
15810000	51010	RETIREMENT	48,777	44,824.39	3,953	91.90
15810000	51020	FICA	75,808	64,105.24	11,703	84.60
15810000	51030	HEALTH INSURANCE	123,338	72,947.37	50,391	59.10
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	2,479.44	-1,318	213.60
15810000	51070	LIFE INSURANCE	861	819.26	42	95.20
15810000	53010	ELECTRICITY	70,000	47,004.20	22,996	67.10
15810000	53020	WATER/SEWER	3,876	2,001.16	1,875	51.60
15810000	53040	TELEPHONE/CELL PHONE	3,756	6,732.15	-2,976	179.20
15810000	53050	HEATING FUEL	19,500	11,955.85	7,544	61.30
15810000	54010	R&M BLDGS & GROUNDS	40,000	47,193.00	-7,193	118.00
15810000	54030	MAINTENANCE CONTRACT	60,000	9,505.52	50,494	15.80
15810000	54040	R&M EQUIPMENT	0	950.00	-950	100.00
15810000	54060	MARKETING	1,000	127.53	872	12.80
15810000	54080	LEASES EQUIPMENT	48,000	15,694.98	32,305	32.70
15810000	54110	SUPPLIES	27,000	21,252.48	5,748	78.70
15810000	54170	POSTAGE	900	600.00	300	66.70
15810000	54180	HOUSEKEEPING SUPPLY	0	919.08	-919	100.00
15810000	54230	LIBRARY MATERIALS	220,700	205,467.78	15,232	93.10
15810000	54330	TRAINING EXPENSES	500	0.00	500	0.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	38,859.13	-859	102.30
15810000	55090	PROGRAMS-JUVENILE	1,200	1,130.67	69	94.20
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	1,133.41	667	63.00
15810000	55100	PROGRAMS-ADULT	1,200	1,406.82	-207	117.20
		Grand Total	1,754,876	1,444,320.50	310,556	82.30

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/10 TO 2025/10									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		PAYABLES	CHECK	DESCRIPTION	
22810000					LIBRARY DONATION				
22810000 55100 FOL					PROGRAMS-ADULT				
390585 HINKE VERONICA	2025/2026	PRESENTER 0	2025 10	INV P		1,280.00	102925	280837 FOL#2518/2025/2026	
					ACCOUNT TOTAL	1,280.00			
					ORG 22810000 TOTAL	1,280.00			
FUND 0200 LIBRARY DONATION FUND						TOTAL:		1,280.00	

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
581 LIBRARY							
22810000 48040 DONATIONS	0	0	0	-37,263.62	.00	37,263.62	100.0%
22810000 54110 SUPPLIES	0	0	0	2,263.94	.00	-2,263.94	100.0%*
22810000 54110 FOL SUPPLIES	0	0	0	9,753.71	.00	-9,753.71	100.0%*
22810000 54230 BOOKS/PAMPHLETS	0	0	0	335.16	.00	-335.16	100.0%*
22810000 54230 FOL BOOKS/PAMPHLE	0	0	0	281.56	.00	-281.56	100.0%*
22810000 55090 PROGRAMS-JUVENIL	0	0	0	351.59	.00	-351.59	100.0%*
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	2,531.95	.00	-2,531.95	100.0%*
22810000 55095 FOL PROGRAMS-YOUN	0	0	0	3,068.43	.00	-3,068.43	100.0%*
22810000 55100 PROGRAMS-ADULT	0	0	0	290.61	.00	-290.61	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	14,015.54	.00	-14,015.54	100.0%*
TOTAL LIBRARY	0	0	0	-4,371.13	.00	4,371.13	100.0%
TOTAL REVENUES	0	0	0	-37,263.62	.00	37,263.62	
TOTAL EXPENSES	0	0	0	32,892.49	.00	-32,892.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-4,371.13	.00	4,371.13	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
000 UNDESIGNATED	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
01010400 44110 LIBRARY FINES	-36,000	0	-36,000	-22,198.47		.00	-13,801.53	61.7%*
01010400 44111 LIBRARY-COPIES	-8,500	0	-8,500	-6,581.82		.00	-1,918.18	77.4%*
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	-40,205.53		.00	-27,525.47	59.4%
TOTAL REVENUES	-67,731	0	-67,731	-40,205.53		.00	-27,525.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-67,731	0	-67,731	-40,205.53	.00	-27,525.47	59.4%

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



OCTOBER AT A GLANCE

Library Visits: 19,771

6.3% increase from September &
16.1% increase from Sept. 2024

The Library's MakerStudio welcomed
1328 visitors in October

37% increase from September



Authors Visit the New Berlin Library Virtual and In-Person

Author visits take center stage as opportunities for conversation, creativity and community connection.

Recent visits by Hannah Morrissey, Patricia Skalka, Nickolas Butler and Veronica Hinke engage a wide audience, blending storytelling, author talkbacks, craft or culinary elements, and interactive Q&A sessions. Thanks to the generosity of the Library's Friends (FOL), we now offer free access to the **Library Speakers Consortium**, making author visit one click away! October visits with Joseph Lee, Philippa Gregory and Nobel Peace Prize Laureate Malala Yousafzai, were just a few of the author visits to attend. Both our in-person and virtual author visits aim to deepen appreciation of literature and to provide memorable encounters with authors.

Special thanks to Adult Services Lead Librarian Jessica Madey for her leadership bringing authors and readers together.

NEW ARRIVAL
Family Library Merch



Youth Services Monthly Program Attendance

October 2025

Weekly Storytimes: 39 events

- Preschool Storytime: 40 kids
- Book Babies: 196 kids + adults
- Family Storytime: 263 kids + adults
- Toddler Storytime: 279 kids + adults

Youth & Family Programs: 17 events

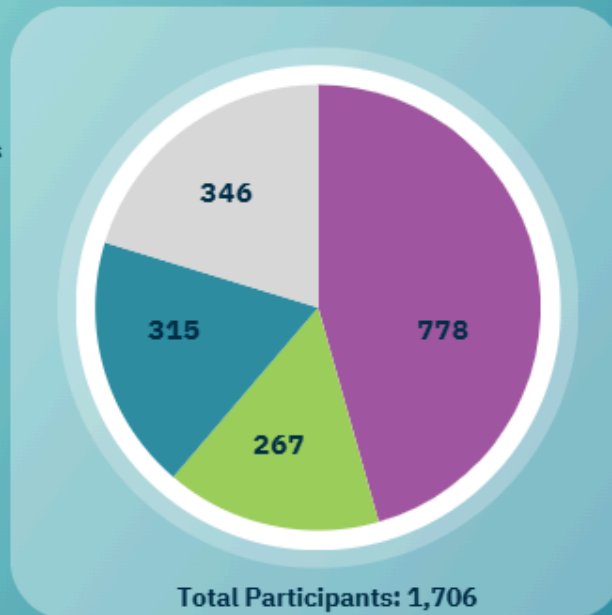
- Goosebumps Party: 29 kids + adults
- Tween Program: 13 kids
- Speed Friending for New Moms: 0 adults
- Lego Club: 18 kids + adults
- Author Visit: 6 kids + adults
- Read to Rover: 16 kids + adults
- Stories & Stretches: 0 kids
- Maker Kids Club: 24 kids
- WI Science Festival: 42 kids + adults
- Evening Family Storytime: 19 kids + adults

Passive Programs: 2 programs

- Library Mailbox: 101 entries
- Halloween Tree Ornaments: 214

Outreach Programs: 5 events

- Library Card Visits: 415 kids
- Hoover Literacy Night: 91 kids + adults



6,210
Libby
Downloads
in October

9% increase from September



Staff received and shipped **8,669**
items within CAFE libraries

4% decrease from September

Van delivery from the system
visits the NBPL Monday-Friday

243

New Cards

23% increase from September

Highlights for October and November



State Leaders Visit!

We were excited to spend some time with Governor Tony Evers and Wisconsin Department of Health Services Secretary Kirsten Johnson.



Carpet Upgrade: Making Progress: Installers with Premier Flooring are doing a great job working around all of our books, shelves, nooks and crannies, to update the Library's carpet. It takes considerable coordination for staff and the installers to demo the space and still provide safe access to the different areas of the Library. Everyone is doing a great job as we reach the halfway mark for the 2nd floor!

Library Merchandise Site is LIVE!

What better way to advertise the Library than a comfy, soft sweatshirt! We've enlisted the help of the Isola twins to model their new NBPL fits! Of note, their mom, Youth Services Librarian, Lori, designed the logo! Here's the link to get your Library swag: <https://newberlinpubliclibrarymerch.itemorder.com/shop/home/>



Elmwood Elementary School Career Expo

There are many rewarding benefits to a career in librarianship and we shared a few of our favorite parts of the job for the Elmwood Career Expo. Our Youth Services librarian team are excited to encourage our next generation of readers to become librarians. *WTMJ4* covered the event [here](#).

FEMA at the Library The New Berlin Public Library hosted FEMA's Disaster Survivor Assistance Team to help those impacted by the August floods. Field Specialists helped residents identify and address immediate or emerging needs, helped with applications for services and updates on current applications and provided referrals to community resources.

2025 WLA Conference-Madison: Jessica Madey attended the Wisconsin Library Association Annual Conference on behalf of the NBPL this year and returned with many ideas to share with the staff.

Hope to see everyone at the Friends of the New Berlin Library's **Nutcracker Sweets Sale** on **Saturday, December 6, 9a-2p**. The FOL will have books, puzzles, cookies, crafts and are raffling off another amazing quilt!