

Library Board Meeting Agenda



January 19, 2026 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published Date: 1/15/26

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 Library Board. Items not passed by a unanimous vote will be removed from consent agenda and will be considered separately.

- A. Approval of minutes
 - i. Monday, November 17, 2025 Meeting Minutes
- B. Next meeting date: Monday, February 16, 2026
- C. Approval of Bills and Invoices

6. **END CONSENT AGENDA**

7. **ADMINISTRATIVE REPORTS**

- A. President's Report
- B. Director 2025 Annual Infographic Report

8. **UNFINISHED BUSINESS**

- A. Library Meeting Space Policy
- B. Library's 2026 Operating Budget

9. **NEW BUSINESS**

- A. Waukesha County Community Foundation Investment Brief
- B. Library 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

November 17, 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, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, John Marek, Barb Uhen, and Patti Orzel

Staff Members Present: Natalie Beacom, Director

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

Friends of the Library (FOL): President Wiemelt reported that the Nutcracker Sweets fundraiser is scheduled for 9 A.M. to 2 P.M. on Saturday, December 6th. Bids are currently being accepted for the gift basket auction. Nuts and popcorn are on sale at the circulation desk. Cookies will be available for purchase on the day of the sale as well as books, puzzles, and movies. Over \$10,000 were raised by the FOL at the September Book Sale, and \$1,169 at the Mini Sale held on Saturday, October 25th. Proceeds from the Mini Sales provide funds for four \$500 scholarships.

Consent Agenda Items

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

1. Minutes from Monday, October 20, 2025
2. Next meeting date: Monday, December 15, 2025
3. Bills and Invoices

Trustee Jung moved to remove the next meeting date from the consent agenda, seconded by Trustee Garrigues. The motion passed (9-0).

Trustee Kawala moved to approve the consent agenda, seconded by Trustee Kroupa. The motion passed (9-0).

Next Meeting Date

Trustee Jung moved to schedule the next meeting of the Library Board for Monday, January 19th, seconded by Trustee Garrigues. The motion passed (9-0).

Administrative Reports

- A. *President's Report:* President Marek observed that replacing the carpet has caused minimal disruption to the library's programming and patron access. President Marek also announced that he is serving on a Bridges Library System Committee reviewing minimum standards to ensure equitable access throughout the system. One area of interest was hours of operation. The average in the Bridges System was 60 hours per week; the New Berlin Public Library is open at 67 hours per week. The committee is also considering reducing the number of computers available to patrons (NBPL has 22 PCs for public use; 20 are required). Most patrons have their own tablets or laptops and no longer need to use PCs provided by the library. Reducing the number of PCs would also save money by decreasing the number of licenses needed as well as hardware and software purchases.

- B. *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 budget is on target by the end of the year. The carpet replacement on the second floor will be completed by the end of this week. Work will begin on the first floor in the Children's section next week.

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

New Business

- A. Library Minimum Standards – Operating Hours
Director Beacom will present data at the next meeting of the Board analyzing use of the Library on Sundays and after 8 P.M. as well as providing comparisons with other libraries serving communities of similar size in the Bridges System.

ANNOUNCEMENTS: There were no announcements made at this meeting.

ADJOURNMENT

Trustee Kroupa moved to adjourn the meeting, seconded by Trustee Bock. The motion passed (9-0). The meeting was adjourned at 6:27 P.M.

Submitted by,

Patti Orzel, Secretary

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 12 | | | | | | | | | |
|----------------|---------|------------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|
| 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 | 518,343.01 | .00 | -2,389.01 | 100.5% |
| 15810000 | 50020 | SALARY-PART TIME | 451,464 | 0 | 451,464 | 447,059.51 | .00 | 4,404.49 | 99.0% |
| 15810000 | 51010 | RETIREMENT | 48,777 | 0 | 48,777 | 50,817.49 | .00 | -2,040.49 | 104.2% |
| 15810000 | 51020 | FICA | 75,808 | 0 | 75,808 | 73,050.67 | .00 | 2,757.33 | 96.4% |
| 15810000 | 51030 | HEALTH INSURANCE | 123,338 | 0 | 123,338 | 83,311.35 | .00 | 40,026.65 | 67.5% |
| 15810000 | 51060 | LONG-TERM DISABI | 81 | 0 | 81 | .00 | .00 | 81.00 | .0% |
| 15810000 | 51065 | VISION/DENTAL IN | 1,161 | 0 | 1,161 | 2,828.10 | .00 | -1,667.10 | 243.6% |
| 15810000 | 51070 | LIFE INSURANCE | 861 | 0 | 861 | 943.07 | .00 | -82.07 | 109.5% |
| 15810000 | 53010 | ELECTRICITY | 70,000 | 0 | 70,000 | 61,882.51 | .00 | 8,117.49 | 88.4% |
| 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 | 7,340.54 | .00 | -3,584.54 | 195.4% |
| 15810000 | 53050 | HEATING FUEL | 19,500 | 0 | 19,500 | 13,482.74 | .00 | 6,017.26 | 69.1% |
| 15810000 | 54010 | R&M BLDGS & GROU | 40,000 | 0 | 40,000 | 59,054.28 | .00 | -19,054.28 | 147.6% |
| 15810000 | 54030 | MAINTENANCE CONT | 60,000 | 0 | 60,000 | 52,298.22 | .00 | 7,701.78 | 87.2% |
| 15810000 | 54040 | R&M EQUIPMENT | 0 | 0 | 0 | 1,174.52 | .00 | -1,174.52 | 100.0% |
| 15810000 | 54060 | MARKETING | 1,000 | 0 | 1,000 | 279.48 | .00 | 720.52 | 27.9% |
| 15810000 | 54080 | LEASES EQUIPMENT | 48,000 | 0 | 48,000 | 42,262.50 | .00 | 5,737.50 | 88.0% |
| 15810000 | 54110 | SUPPLIES | 27,000 | 0 | 27,000 | 26,022.47 | .00 | 977.53 | 96.4% |
| 15810000 | 54170 | POSTAGE | 900 | 0 | 900 | 900.00 | .00 | .00 | 100.0% |
| 15810000 | 54180 | HOUSEKEEPING SUP | 0 | 0 | 0 | 1,202.52 | .00 | -1,202.52 | 100.0% |
| 15810000 | 54230 | LIBRARY MATERIAL | 220,700 | 0 | 220,700 | 226,733.90 | .00 | -6,033.90 | 102.7% |
| 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 | 1,644.83 | .00 | 155.17 | 91.4% |
| 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 | 1,715,036.58 | .00 | 39,839.42 | 97.7% |
| TOTAL EXPENSES | | | 1,754,876 | 0 | 1,754,876 | 1,715,036.58 | .00 | 39,839.42 | |

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 12 | | | | | | | | |
|--|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|--|
| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED | |
| GRAND TOTAL | 1,754,876 | 0 | 1,754,876 | 1,715,036.58 | .00 | 39,839.42 | 97.7% | |
| ** END OF REPORT - Generated by Thu Van Hintz ** | | | | | | | | |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | |
|---------------------------------|-----------------|----|---------|-------|--------------------|----------|--------|----------------------------|----------|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP S | | PAYABLES | CHECK | DESCRIPTION | |
| 22810000 | | | | | | | | | |
| 22810000 55090 | | | | | LIBRARY DONATION | | | | |
| 021022 WILLYGOAT LLC | 219755 | 0 | 2025 12 | INV P | PROGRAMS-JUVENILE | 3,506.95 | 121025 | 281402 PROG SUPPLIES-LIB 1 | |
| | | | | | ACCOUNT TOTAL | 3,506.95 | | | |
| 22810000 55100 FOL | | | | | PROGRAMS-ADULT | | | | |
| 325309 SKALKA PATRICIA | 11/21/25PROGRAM | 0 | 2025 12 | INV P | PROGRAM | 150.00 | 121025 | 281384 FOL#2435/AUTHOR PRO | |
| | | | | | ACCOUNT TOTAL | 150.00 | | | |
| | | | | | ORG 22810000 TOTAL | 3,656.95 | | | |
| FUND 0200 LIBRARY DONATION FUND | | | | | | TOTAL: | | | 3,656.95 |

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|----------------------------------|-----------------|-------------------|----------------|------------|--------------|------------------|-------------|
| 581 LIBRARY | | | | | | | |
| 22810000 48040 DONATIONS | 0 | 0 | 0 | -79,838.62 | .00 | 79,838.62 | 100.0% |
| 22810000 54110 SUPPLIES | 0 | 0 | 0 | 2,348.95 | .00 | -2,348.95 | 100.0%* |
| 22810000 54110 FOL SUPPLIES | 0 | 0 | 0 | 15,763.07 | .00 | -15,763.07 | 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 | 3,858.54 | .00 | -3,858.54 | 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 | 15,035.54 | .00 | -15,035.54 | 100.0%* |
| TOTAL LIBRARY | 0 | 0 | 0 | -36,324.81 | .00 | 36,324.81 | 100.0% |
| TOTAL REVENUES | 0 | 0 | 0 | -79,838.62 | .00 | 79,838.62 | |
| TOTAL EXPENSES | 0 | 0 | 0 | 43,513.81 | .00 | -43,513.81 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| GRAND TOTAL | 0 | 0 | 0 | -36,324.81 | .00 | 36,324.81 | 100.0% |

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

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | |
|---------------------------------|--------------------|----|---------|-----|---|--------------------|--------|-------------|----------------------|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | |
| 15810000 | | | | | | | | | LIBRARY |
| 15810000 54010 | | | | | | | | | R&M BLDGS & GROUNDS |
| 020808 MARTIN PETERSEN CO | S41893 | 0 | 2025 12 | INV | P | 955.50 | 121025 | 281348 | HVAC/MAINT/RPAIRS-L |
| 311839 HOME DEPOT CREDIT SE | 3019486 | 0 | 2025 12 | INV | P | 28.94 | 121025 | 281337 | MAINT/RPAIRS-LIB 11 |
| 311839 HOME DEPOT CREDIT SE | 9018802 | 0 | 2025 12 | INV | P | 104.80 | 121025 | 281337 | MAINT/RPAIRS-LIB 11 |
| | | | | | | 133.74 | | | |
| | | | | | | ACCOUNT TOTAL | | | 1,089.24 |
| 15810000 54030 | | | | | | | | | MAINTENANCE CONTRACT |
| 014113 K-12 TECHNOLOGY GROU | 96910 | 0 | 2025 12 | INV | P | 635.36 | 121025 | 281342 | DEEP FREEZE MAINT/R |
| 014113 K-12 TECHNOLOGY GROU | 96922 | 0 | 2025 12 | INV | P | 486.28 | 121025 | 281342 | CROWDSTRIKE-LIB 12/ |
| | | | | | | 1,121.64 | | | |
| | | | | | | ACCOUNT TOTAL | | | 1,121.64 |
| 15810000 54040 | | | | | | | | | R&M EQUIPMENT |
| 359157 OTIS ELEVATOR COMPAN | 100402129876 | 0 | 2025 12 | INV | P | 224.52 | 121025 | 281364 | ELEVATOR MAINT CONT |
| | | | | | | ACCOUNT TOTAL | | | 224.52 |
| 15810000 54110 | | | | | | | | | SUPPLIES |
| 021021 BAYSCAN TECHNOLOGIES | 81664 | 0 | 2025 12 | INV | P | 48.09 | 121025 | 281289 | EQPMT-LIB 11/14/25 |
| | | | | | | ACCOUNT TOTAL | | | 48.09 |
| 15810000 54170 | | | | | | | | | POSTAGE |
| 348554 PURCHASE POWER | 11-25-25POSTAGE | 0 | 2025 12 | INV | P | 200.00 | 121025 | 281374 | POSTAGE METER-LIB 1 |
| | | | | | | ACCOUNT TOTAL | | | 200.00 |
| 15810000 54230 | | | | | | | | | LIBRARY MATERIALS |
| 013800 DEMCO INC | 7730296 | 0 | 2025 12 | INV | P | 974.74 | 121025 | 281308 | BOOK LABELS-LIB 11/ |
| 020863 CONSUMER REPORTS | 2026 SUBSCRIP RENU | 0 | 2025 12 | INV | P | 26.00 | 121025 | 281304 | 2026 SUBSCRIP RENEW |
| 361291 MIDWEST TAPE | 508075401 | 0 | 2025 12 | INV | P | 246.69 | 121025 | 281351 | VARIOUS TITLES-LIB |
| | | | | | | ACCOUNT TOTAL | | | 1,247.43 |
| | | | | | | ORG 15810000 TOTAL | | | 3,930.92 |
| FUND 0010 GENERAL FUND | | | | | | TOTAL: | | | 3,930.92 |

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INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | | |
|---|----------------|----|---------|-----|---|---------------|--------|----------------------------|--|----------------------|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | | |
| 15810000 | | | | | | | | | | LIBRARY |
| 15810000 53040 | | | | | | | | | | TELEPHONE/CELL PHONE |
| 302074 AT&T | 262785481712 | 0 | 2025 12 | INV | P | 147.01 | 122425 | 281431 PHONES-LIB 12/4/25 | | |
| 302074 AT&T | 8259840110 | 0 | 2025 12 | INV | P | 532.98 | 122425 | 281433 PHONES-LIB 12/7/25 | | |
| | | | | | | 679.99 | | | | |
| | | | | | | ACCOUNT TOTAL | | 679.99 | | |
| 15810000 54010 | | | | | | | | | | R&M BLDGS & GROUNDS |
| 003228 BATZNER PEST CONTR | 89258456 | 0 | 2025 12 | INV | P | 135.85 | 122425 | 281438 PESTCNTRL-LIB 12/3/ | | |
| 020808 MARTIN PETERSEN CO | S41961 | 0 | 2025 12 | INV | P | 294.00 | 122425 | 281499 BOILER/RPAIRS-LIB 1 | | |
| 020808 MARTIN PETERSEN CO | SX25515 | 0 | 2025 12 | INV | P | 1,500.00 | 122425 | 281499 BOILER/RPAIRS-LIB 1 | | |
| | | | | | | 1,794.00 | | | | |
| | | | | | | ACCOUNT TOTAL | | 1,794.00 | | |
| 311839 HOME DEPOT CREDIT SE | 2019626 | 0 | 2025 12 | INV | P | 34.92 | 122425 | 281480 RPAIRS/MAINT-LIB 11 | | |
| 311839 HOME DEPOT CREDIT SE | 6332126 | 0 | 2025 12 | INV | P | 14.96 | 122425 | 281480 RPAIRS/MAINT-LIB 12 | | |
| | | | | | | 49.88 | | | | |
| | | | | | | ACCOUNT TOTAL | | 49.88 | | |
| 15810000 54080 | | | | | | | | | | LEASES EQUIPMENT |
| 362301 GREAT AMERICA FINANC | 40733781 | 0 | 2025 12 | INV | P | 596.41 | 122425 | 281475 COPIER LEASE/USAGE | | |
| | | | | | | ACCOUNT TOTAL | | 596.41 | | |
| 15810000 54110 | | | | | | | | | | SUPPLIES |
| 008243 NEW BERLIN LIBRARY P #508 TARGET | 10/21/25 | 0 | 2025 12 | INV | P | 11.37 | 122425 | 281512 DISC CLEANING SUPPL | | |
| 020058 ODP BUSINESS | 448015544001 | 0 | 2025 12 | INV | P | 335.92 | 122425 | 281514 OFFICE SUPPLIES-LIB | | |
| | | | | | | ACCOUNT TOTAL | | 347.29 | | |
| 15810000 54180 | | | | | | | | | | HOUSEKEEPING SUPPLY |
| 026400 ITU ABSORB TECH | 8641113 | 0 | 2025 12 | INV | P | 94.48 | 122425 | 281485 MATS-LIB 12/1/25 | | |
| | | | | | | ACCOUNT TOTAL | | 94.48 | | |
| 15810000 54230 | | | | | | | | | | LIBRARY MATERIALS |
| 008243 NEW BERLIN LIBRARY P #509 PICNSAV | 11/9/25 | 0 | 2025 12 | INV | P | 14.27 | 122425 | 281512 PICNSAV/BOOK RPAIR | | |
| 008243 NEW BERLIN LIBRARY P #510 \$STORE | | 0 | 2025 12 | INV | P | 1.00 | 122425 | 281512 FABRIC REFRESER-LIB | | |
| 008243 NEW BERLIN LIBRARY P #511 FOLKSTAR | 8/19/2 | 0 | 2025 12 | INV | P | 21.34 | 122425 | 281512 KIDS PASSPORT KIT S | | |
| | | | | | | 36.61 | | | | |
| 015580 AMAZON CAPITAL SERVI | 1DV3-6K3N-399T | 0 | 2025 12 | INV | P | 79.98 | 122425 | 281426 GRINCH JUMP SUIT-LI | | |
| 361291 MIDWEST TAPE | 508045918 | 0 | 2025 12 | INV | P | 26.23 | 122425 | 281504 VARIOUS TITLES-LIB | | |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP S | PAYABLES | CHECK | DESCRIPTION |
|---------------------------------|----------------|---------|----|---------|-------|------------------------|-------|-----------------|
| | | | | | | ACCOUNT TOTAL | | 142.82 |
| | | | | | | ORG 15810000 TOTAL | | 3,840.72 |
| | | | | | | FUND 0010 GENERAL FUND | | TOTAL: 3,840.72 |

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

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 12 | | | | | | | | | |
|----------------|---------|------------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|
| 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 | 539,326.21 | .00 | -23,372.21 | 104.5% |
| 15810000 | 50020 | SALARY-PART TIME | 451,464 | 0 | 451,464 | 465,453.43 | .00 | -13,989.43 | 103.1% |
| 15810000 | 51010 | RETIREMENT | 48,777 | 0 | 48,777 | 52,790.79 | .00 | -4,013.79 | 108.2% |
| 15810000 | 51020 | FICA | 75,808 | 0 | 75,808 | 76,030.94 | .00 | -222.94 | 100.3% |
| 15810000 | 51030 | HEALTH INSURANCE | 123,338 | 0 | 123,338 | 86,766.01 | .00 | 36,571.99 | 70.3% |
| 15810000 | 51060 | LONG-TERM DISABI | 81 | 0 | 81 | .00 | .00 | 81.00 | .0% |
| 15810000 | 51065 | VISION/DENTAL IN | 1,161 | 0 | 1,161 | 2,944.32 | .00 | -1,783.32 | 253.6% |
| 15810000 | 51070 | LIFE INSURANCE | 861 | 0 | 861 | 984.34 | .00 | -123.34 | 114.3% |
| 15810000 | 53010 | ELECTRICITY | 70,000 | 0 | 70,000 | 69,400.59 | .00 | 599.41 | 99.1% |
| 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 | 8,020.53 | .00 | -4,264.53 | 213.5% |
| 15810000 | 53050 | HEATING FUEL | 19,500 | 0 | 19,500 | 14,338.71 | .00 | 5,161.29 | 73.5% |
| 15810000 | 54010 | R&M BLDGS & GROU | 40,000 | 0 | 40,000 | 61,034.01 | .00 | -21,034.01 | 152.6% |
| 15810000 | 54030 | MAINTENANCE CONT | 60,000 | 0 | 60,000 | 52,298.22 | .00 | 7,701.78 | 87.2% |
| 15810000 | 54040 | R&M EQUIPMENT | 0 | 0 | 0 | 1,174.52 | .00 | -1,174.52 | 100.0% |
| 15810000 | 54060 | MARKETING | 1,000 | 0 | 1,000 | 279.48 | .00 | 720.52 | 27.9% |
| 15810000 | 54080 | LEASES EQUIPMENT | 48,000 | 0 | 48,000 | 42,858.91 | .00 | 5,141.09 | 89.3% |
| 15810000 | 54110 | SUPPLIES | 27,000 | 0 | 27,000 | 26,369.76 | .00 | 630.24 | 97.7% |
| 15810000 | 54170 | POSTAGE | 900 | 0 | 900 | 900.00 | .00 | .00 | 100.0% |
| 15810000 | 54180 | HOUSEKEEPING SUP | 0 | 0 | 0 | 1,297.00 | .00 | -1,297.00 | 100.0% |
| 15810000 | 54230 | LIBRARY MATERIAL | 220,700 | 0 | 220,700 | 226,876.72 | .00 | -6,176.72 | 102.8% |
| 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 | 1,644.83 | .00 | 155.17 | 91.4% |
| 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 | 1,775,194.19 | .00 | -20,318.19 | 101.2% |
| TOTAL EXPENSES | | | 1,754,876 | 0 | 1,754,876 | 1,775,194.19 | .00 | -20,318.19 | |

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 12 | | | | | | | | |
|--|-----------------|------------------|----------------|--------------|--------------|------------------|----------|--|
| | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED | |
| GRAND TOTAL | 1,754,876 | 0 | 1,754,876 | 1,775,194.19 | .00 | -20,318.19 | 101.2% | |
| ** END OF REPORT - Generated by Thu Van Hintz ** | | | | | | | | |

YEAR-TO-DATE THROUGH DEC 31, 2025

| ORG | OBJ | ACCOUNT DESCRIPTION | REVISED BUDGET | YTD EXPENDED | AVAILABLE BUDGET | % USED |
|------------|------------|----------------------------|-----------------------|---------------------|-------------------------|---------------|
| 15810000 | 50010 | SALARY-FULL TIME | 515,954 | 539,326.21 | -23,372 | 104.50 |
| 15810000 | 50020 | SALARY-PART TIME | 451,464 | 465,453.43 | -13,989 | 103.10 |
| 15810000 | 51010 | RETIREMENT | 48,777 | 52,790.79 | -4,014 | 108.20 |
| 15810000 | 51020 | FICA | 75,808 | 76,030.94 | -223 | 100.30 |
| 15810000 | 51030 | HEALTH INSURANCE | 123,338 | 86,766.01 | 36,572 | 70.30 |
| 15810000 | 51060 | LONG-TERM DISABILITY | 81 | 0.00 | 81 | 0.00 |
| 15810000 | 51065 | VISION/DENTAL INSURANCE | 1,161 | 2,944.32 | -1,783 | 253.60 |
| 15810000 | 51070 | LIFE INSURANCE | 861 | 984.34 | -123 | 114.30 |
| 15810000 | 53010 | ELECTRICITY | 70,000 | 69,400.59 | 599 | 99.10 |
| 15810000 | 53020 | WATER/SEWER | 3,876 | 3,008.25 | 868 | 77.60 |
| 15810000 | 53040 | TELEPHONE/CELL PHONE | 3,756 | 8,020.53 | -4,265 | 213.50 |
| 15810000 | 53050 | HEATING FUEL | 19,500 | 14,338.71 | 5,161 | 73.50 |
| 15810000 | 54010 | R&M BLDGS & GROUNDS | 40,000 | 61,034.01 | -21,034 | 152.60 |
| 15810000 | 54030 | MAINTENANCE CONTRACT | 60,000 | 52,298.22 | 7,702 | 87.20 |
| 15810000 | 54040 | R&M EQUIPMENT | 0 | 1,174.52 | -1,175 | 100.00 |
| 15810000 | 54060 | MARKETING | 1,000 | 279.48 | 721 | 27.90 |
| 15810000 | 54080 | LEASES EQUIPMENT | 48,000 | 42,858.91 | 5,141 | 89.30 |
| 15810000 | 54110 | SUPPLIES | 27,000 | 26,369.76 | 630 | 97.70 |
| 15810000 | 54170 | POSTAGE | 900 | 900.00 | 0 | 100.00 |
| 15810000 | 54180 | HOUSEKEEPING SUPPLY | 0 | 1,297.00 | -1,297 | 100.00 |
| 15810000 | 54230 | LIBRARY MATERIALS | 220,700 | 226,876.72 | -6,177 | 102.80 |
| 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 | 1,644.83 | 155 | 91.40 |
| 15810000 | 55100 | PROGRAMS-ADULT | 1,200 | 1,406.82 | -207 | 117.20 |
| | | Grand Total | 1,754,876 | 1,775,194.19 | -20,318 | 101.20 |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | |
|---------------------------------|-----------------|----|---------|-------|--------------------|--------|---------------------|--------|--|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP S | PAYABLES | CHECK | DESCRIPTION | | |
| 22810000 | | | | | | | LIBRARY DONATION | | |
| 22810000 55100 FOL | | | | | | | PROGRAMS-ADULT | | |
| 334057 WOOD KEVIN J | 12-16-25LINCOLN | 0 | 2025 12 | INV P | 400.00 122425 | 281563 | FOL#2435/NB LIB PRO | | |
| | | | | | ACCOUNT TOTAL | | | 400.00 | |
| | | | | | ORG 22810000 TOTAL | | | 400.00 | |
| FUND 0200 LIBRARY DONATION FUND | | | | | TOTAL: | | | 400.00 | |

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|----------------------------------|-----------------|------------------|----------------|------------|--------------|------------------|-------------|
| 581 LIBRARY | | | | | | | |
| 22810000 48040 DONATIONS | 0 | 0 | 0 | -79,838.62 | .00 | 79,838.62 | 100.0% |
| 22810000 54110 SUPPLIES | 0 | 0 | 0 | 2,348.95 | .00 | -2,348.95 | 100.0%* |
| 22810000 54110 FOL SUPPLIES | 0 | 0 | 0 | 15,763.07 | .00 | -15,763.07 | 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 | 3,858.54 | .00 | -3,858.54 | 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 | 15,435.54 | .00 | -15,435.54 | 100.0%* |
| TOTAL LIBRARY | 0 | 0 | 0 | -35,924.81 | .00 | 35,924.81 | 100.0% |
| TOTAL REVENUES | 0 | 0 | 0 | -79,838.62 | .00 | 79,838.62 | |
| TOTAL EXPENSES | 0 | 0 | 0 | 43,913.81 | .00 | -43,913.81 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| GRAND TOTAL | 0 | 0 | 0 | -35,924.81 | .00 | 35,924.81 | 100.0% |

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

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 12 | | | | | | | | |
|---------------------------------|----------|----------|---------|------------|--------|--------------|-----------|---------|
| 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 | -28,148.04 | | .00 | -7,851.96 | 78.2%* |
| 01010400 44111 LIBRARY-COPIES | -8,500 | 0 | -8,500 | -8,086.34 | | .00 | -413.66 | 95.1%* |
| 01010400 44112 LIBRARY-OTHER SY | -23,231 | 0 | -23,231 | -22,850.48 | | .00 | -380.52 | 98.4%* |
| TOTAL UNDESIGNATED | -67,731 | 0 | -67,731 | -59,084.86 | | .00 | -8,646.14 | 87.2% |
| TOTAL REVENUES | -67,731 | 0 | -67,731 | -59,084.86 | | .00 | -8,646.14 | |

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 12 | | | | | | | |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
| GRAND TOTAL | -67,731 | 0 | -67,731 | -59,084.86 | .00 | -8,646.14 | 87.2% |

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

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/13 TO 2025/13 | | | | | | | | | |
|---------------------------------|-------------------|----|---------|-----|---|--------------------|--------|----------------------------|--|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | |
| 15810000 | | | | | | | | LIBRARY | |
| 15810000 54030 | | | | | | | | MAINTENANCE CONTRACT | |
| 016221 JOHNSON CONTROLS | 25128632 | 0 | 2025 13 | INV | P | 800.00 | 011426 | 281643 MONITORING CONTRACT | |
| 295426 STATE OF WISCONSIN | 505-0000107556 | 0 | 2025 13 | INV | P | 600.00 | 011426 | 281683 TEACH CONTRACT SERV | |
| | | | | | | ACCOUNT TOTAL | | 1,400.00 | |
| 15810000 54080 | | | | | | | | LEASES EQUIPMENT | |
| 362301 GREAT AMERICA FINANC | 40831105 | 0 | 2025 13 | INV | P | 410.60 | 011426 | 281630 COPIER LEASE/USAGE- | |
| | | | | | | ACCOUNT TOTAL | | 410.60 | |
| 15810000 54110 | | | | | | | | SUPPLIES | |
| 015580 AMAZON CAPITAL SERVI | 1DKT-4LK6-DHPN | 0 | 2025 13 | INV | P | 15.18 | 011426 | 281586 FLOOR PROTECTOR/FUR | |
| 015580 AMAZON CAPITAL SERVI | 1FDV-7DCQ-GHCR | 0 | 2025 13 | INV | P | 45.96 | 011426 | 281586 ID LANYARDS (200)-L | |
| | | | | | | 61.14 | | | |
| 020058 ODP BUSINESS | 452857004001 | 0 | 2025 13 | INV | P | 30.80 | 011426 | 281661 OFFICE SUPPLIES-LIB | |
| | | | | | | ACCOUNT TOTAL | | 91.94 | |
| 15810000 54180 | | | | | | | | HOUSEKEEPING SUPPLY | |
| 026400 ITU ABSORB TECH | 8656938 | 0 | 2025 13 | INV | P | 94.48 | 011426 | 281638 MATS-LIB 12/30/25 | |
| | | | | | | ACCOUNT TOTAL | | 94.48 | |
| 15810000 54230 | | | | | | | | LIBRARY MATERIALS | |
| 013800 DEMCO INC | 7743242 | 0 | 2025 13 | INV | P | 287.08 | 011426 | 281613 BOOK JACKET COVER R | |
| 013800 DEMCO INC | 7743278 | 0 | 2025 13 | INV | P | 131.98 | 011426 | 281613 BOOK JACKET COVER R | |
| | | | | | | 419.06 | | | |
| 015580 AMAZON CAPITAL SERVI | 1NR9-C3X6-DGRM | 0 | 2025 13 | INV | P | 8.16 | 011426 | 281586 JUGGLING SCARVES-LI | |
| 350982 T-MOBILE | 970673785 DEC2025 | 0 | 2025 13 | INV | P | 605.38 | 011426 | 281686 INTERNET/HOTSPOTS-L | |
| 361291 MIDWEST TAPE | 508143298 | 0 | 2025 13 | INV | P | 237.95 | 011426 | 281656 VARIOUS TITLES-LIB | |
| 361291 MIDWEST TAPE | 508161546 | 0 | 2025 13 | INV | P | 162.69 | 011426 | 281656 VARIOUS TITLES-LIB | |
| 361291 MIDWEST TAPE | 508161548 | 0 | 2025 13 | INV | P | 18.74 | 011426 | 281656 VARIOUS TITLES-LIB | |
| | | | | | | 419.38 | | | |
| | | | | | | ACCOUNT TOTAL | | 1,451.98 | |
| | | | | | | ORG 15810000 TOTAL | | 3,449.00 | |
| FUND 0010 GENERAL FUND | | | | | | TOTAL: | | 3,449.00 | |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/13 TO 2025/13 | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION |
|---------------------------------|---------|----|---------|-----|---|----------|-------|-------------|
|---------------------------------|---------|----|---------|-----|---|----------|-------|-------------|

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

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2026/1 TO 2026/1 | | | | | | | | | |
|-------------------------------|---------------------|----|---------|-----|---|-------------------|--------|---------------------|--|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | |
| 15810000 | | | | | | | | | |
| 15810000 54030 | | | | | | | | | |
| 014113 K-12 TECHNOLOGY GROU | 96992 | 0 | 2026 1 | INV | P | 555.88 011426-1 | 281727 | JAN2026/SIMPLIFY IT | |
| | | | | | | | | | |
| | | | | | | 555.88 | | ACCOUNT TOTAL | |
| 15810000 54080 | | | | | | | | | |
| 020828 EXTREME NETWORKS INC | 19555548 | 0 | 2026 1 | INV | P | 8,662.00 011426-1 | 281715 | 2026 CONTRACT SERV/ | |
| 362301 GREAT AMERICA FINANC | 40947776 | 0 | 2026 1 | INV | P | 550.34 011426-1 | 281717 | COPIER LEASE/USAGE- | |
| | | | | | | | | | |
| | | | | | | 9,212.34 | | ACCOUNT TOTAL | |
| 15810000 54230 | | | | | | | | | |
| 003078 CONLEY MEDIA LLC | 18241/2026 SUBSCRIP | 0 | 2026 1 | INV | P | 252.00 011426-1 | 281713 | 0018241/2026SUBSCRI | |
| | | | | | | | | | |
| | | | | | | 252.00 | | ACCOUNT TOTAL | |
| | | | | | | | | | |
| | | | | | | 10,020.22 | | ORG 15810000 TOTAL | |
| FUND 0010 GENERAL FUND | | | | | | TOTAL: | | 10,020.22 | |

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

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | | |
|---------------------------------|--------------------|----|---------|-----|---|----------|---------|---------------------------|--|--|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | | |
| 011840 US BANK | 11/18/25AMZN13-LIB | 0 | 2025 12 | INV | P | 28.97 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN14-LIB | 0 | 2025 12 | INV | P | 85.04 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN15-LIB | 0 | 2025 12 | INV | P | 29.79 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN17-LIB | 0 | 2025 12 | INV | P | 9.99 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN2-LIB | 0 | 2025 12 | INV | P | 12.34 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN3-LIB | 0 | 2025 12 | INV | P | 11.40 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN4-LIB | 0 | 2025 12 | INV | P | 21.98 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN5-LIB | 0 | 2025 12 | INV | P | 19.25 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN6-LIB | 0 | 2025 12 | INV | P | 62.70 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN7-LIB | 0 | 2025 12 | INV | P | 18.15 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/18/25AMZN8-LIB | 0 | 2025 12 | INV | P | 30.53 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/19/25AMZN1-LIB | 0 | 2025 12 | INV | P | 6.59 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/19/25AMZN3-LIB | 0 | 2025 12 | INV | P | 43.52 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/19/25AMZN4-LIB | 0 | 2025 12 | INV | P | 24.84 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/19/25TARGET-LIB | 0 | 2025 12 | INV | P | 69.99 | 123125E | 10147 TARGET/NINTENDO GAM | | |
| 011840 US BANK | 11/20/25AMZN1-LIB | 0 | 2025 12 | INV | P | 255.11 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/20/25AMZN2-LIB | 0 | 2025 12 | CRM | P | -12.34 | 123125E | 10147 RET PURCH CRDIT-LIB | | |
| 011840 US BANK | 11/20/25AMZN3-LIB | 0 | 2025 12 | INV | P | 445.37 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/20/25AMZN4-LIB | 0 | 2025 12 | INV | P | 607.27 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/22/25AMZN2-LIB | 0 | 2025 12 | INV | P | 335.28 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/23/25AMZN1-LIB | 0 | 2025 12 | INV | P | 14.99 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/23/25AMZN2-LIB | 0 | 2025 12 | INV | P | 32.21 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/24/25AMZN3-LIB | 0 | 2025 12 | INV | P | 33.98 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN1-LIB | 0 | 2025 12 | INV | P | 12.34 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN10-LIB | 0 | 2025 12 | INV | P | 15.39 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN11-LIB | 0 | 2025 12 | INV | P | 10.19 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN12-LIB | 0 | 2025 12 | INV | P | 31.90 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN2-LIB | 0 | 2025 12 | INV | P | 5.16 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN5-LIB | 0 | 2025 12 | INV | P | 9.89 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN6-LIB | 0 | 2025 12 | CRM | P | -5.16 | 123125E | 10147 RET PURCH CRDIT-LIB | | |
| 011840 US BANK | 11/25/25AMZN7-LIB | 0 | 2025 12 | INV | P | 17.60 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN8-LIB | 0 | 2025 12 | INV | P | 16.49 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/25/25AMZN9-LIB | 0 | 2025 12 | INV | P | 155.82 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/26/25AMZN-LIB | 0 | 2025 12 | INV | P | 19.99 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/27/25AMZN2-LIB | 0 | 2025 12 | INV | P | 15.50 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/27/25AMZN3-LIB | 0 | 2025 12 | INV | P | 47.88 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/28/25AMZN1-LIB | 0 | 2025 12 | INV | P | 29.99 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/28/25AMZN3-LIB | 0 | 2025 12 | INV | P | 423.15 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/29/25AMZN1-LIB | 0 | 2025 12 | INV | P | 17.60 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/29/25AMZN2-LIB | 0 | 2025 12 | INV | P | 6.49 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 11/29/25AMZN3-LIB | 0 | 2025 12 | INV | P | 622.15 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/1/25AMZN1-LIB | 0 | 2025 12 | INV | P | 24.68 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/1/25AMZN2-LIB | 0 | 2025 12 | INV | P | 7.19 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/10/25AMZN-LIB | 0 | 2025 12 | INV | P | 7.79 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/13/25AMZN1-LIB | 0 | 2025 12 | INV | P | 12.99 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/13/25AMZN2-LIB | 0 | 2025 12 | INV | P | 32.78 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/2/25AMZN3-LIB | 0 | 2025 12 | INV | P | 6.36 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/2/25AMZN5-LIB | 0 | 2025 12 | INV | P | 144.00 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/2/25AMZN6-LIB | 0 | 2025 12 | INV | P | 16.89 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/2/25AMZN8-LIB | 0 | 2025 12 | INV | P | 47.46 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/2/25AMZN9-LIB | 0 | 2025 12 | INV | P | 12.34 | 123125E | 10147 AMZN/VARIOUS TITLES | | |
| 011840 US BANK | 12/3/25AMZN1-LIB | 0 | 2025 12 | INV | P | 52.96 | 123125E | 10147 AMZN/VARIOUS TITLES | | |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | |
|---------------------------------|----------------------|----|---------|-----|---|--------------------|---------|---------------------------|----------|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | |
| 011840 US BANK | 12/3/25AMZN2-LIB | 0 | 2025 12 | INV | P | 11.69 | 123125E | 10147 AMZN/VARIOUS TITLES | |
| 011840 US BANK | 12/3/25AMZN3-LIB | 0 | 2025 12 | INV | P | 12.32 | 123125E | 10147 AMZN/VARIOUS TITLES | |
| 011840 US BANK | 12/9/25AMZN1-LIB | 0 | 2025 12 | INV | P | 10.99 | 123125E | 10147 AMZN/VARIOUS TITLES | |
| 011840 US BANK | 12/9/25AMZN2-LIB | 0 | 2025 12 | INV | P | 11.04 | 123125E | 10147 AMZN/VARIOUS TITLES | |
| | | | | | | 4,998.85 | | | |
| | | | | | | ACCOUNT TOTAL | | | 4,998.85 |
| 15810000 54330 | | | | | | | | TRAINING EXPENSES | |
| 011840 US BANK | 11/19/25PERSONALITY- | 0 | 2025 12 | INV | P | 360.00 | 123125E | 10147 PERSONALITY PROFILE | |
| | | | | | | ACCOUNT TOTAL | | | 360.00 |
| 15810000 55090 | | | | | | | | PROGRAMS--JUVENILE | |
| 011840 US BANK | 11/25/25AMZN13-LIB | 0 | 2025 12 | INV | P | 15.00 | 123125E | 10147 AMZN/JUV PROG SUPPL | |
| 011840 US BANK | 11/25/25AMZN4-LIB | 0 | 2025 12 | INV | P | 11.99 | 123125E | 10147 AMZN/JUV PROG SUPPL | |
| 011840 US BANK | 11/28/25AMZN2-LIB | 0 | 2025 12 | INV | P | 30.22 | 123125E | 10147 AMZN/JUV PROG SUPPL | |
| | | | | | | 57.21 | | | |
| | | | | | | ACCOUNT TOTAL | | | 57.21 |
| 15810000 55095 | | | | | | | | PROGRAMS--YOUNG ADULT | |
| 011840 US BANK | 11/15/25AMZN3-LIB | 0 | 2025 12 | INV | P | 49.81 | 123125E | 10147 AMZN/TEEN PROG SUPP | |
| | | | | | | ACCOUNT TOTAL | | | 49.81 |
| | | | | | | ORG 15810000 TOTAL | | | 7,734.14 |
| FUND 0010 GENERAL FUND | | | | | | TOTAL: | | | 7,734.14 |

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

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/12 TO 2025/12 | | | | | | | | | | |
|---------------------------------|-----------|----------|---------|-----|---|--------------------|---------|-------------|---------------------|------------------|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | PAYABLES | CHECK | DESCRIPTION | | |
| 22810000 | | | | | | | | | | |
| | | | | | | | | | | LIBRARY DONATION |
| 22810000 | 54110 FOL | | | | | | | | | SUPPLIES |
| 011840 | US BANK | 11/16/25 | 2025 12 | INV | P | 17.84 | 123125E | 10147 | FOL#2429/SPOTIFY/MU | |
| 011840 | US BANK | 11/22/25 | 2025 12 | INV | P | 14.49 | 123125E | 10147 | FOL#2515/AMZN PROG | |
| 011840 | US BANK | 11/24/25 | 2025 12 | INV | P | 427.48 | 123125E | 10147 | FOL#2515/AMZN/PROG | |
| 011840 | US BANK | 12/2/25 | 2025 12 | INV | P | 6.31 | 123125E | 10147 | FOL#2540/AMZN/GEL P | |
| 011840 | US BANK | 12/2/25 | 2025 12 | INV | P | 59.97 | 123125E | 10147 | FOL#2536/AMZN/CHRIS | |
| 011840 | US BANK | 12/2/25 | 2025 12 | INV | P | 27.80 | 123125E | 10147 | FOL#2536/AMZN/PROG | |
| 011840 | US BANK | 12/2/25 | 2025 12 | INV | P | 27.00 | 123125E | 10147 | FOL#2540/TARGET/SUP | |
| 011840 | US BANK | 12/3/25 | 2025 12 | INV | P | 41.00 | 123125E | 10147 | FOL#2540/THEWELL RE | |
| 011840 | US BANK | 12/5/25 | 2025 12 | INV | P | 47.57 | 123125E | 10147 | FOL#2540/READSBYRIV | |
| 011840 | US BANK | 12/8/25 | 2025 12 | INV | P | 200.51 | 123125E | 10147 | FOL#2540/WALMART/PR | |
| 011840 | US BANK | 12/9/25 | 2025 12 | INV | P | 9.50 | 123125E | 10147 | FOL#2540/TARGET/PRO | |
| | | | | | | 879.47 | | | | |
| | | | | | | ACCOUNT TOTAL | 879.47 | | | |
| | | | | | | ORG 22810000 TOTAL | 879.47 | | | |
| FUND 0200 LIBRARY DONATION FUND | | | | | | TOTAL: | 879.47 | | | |

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

Library Meeting Space Policy

The primary purpose of identifying gathering spaces at the Library 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 and grounds**, 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 **or grounds**.

To reserve a meeting 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

Study Rooms (2nd floor Study Room A and E) use requires reservation through our website and may be scheduled **a week in advance** for a maximum of **2 hours per day**. **Other study rooms are not reservable and are offered on a first-come, first-served basis.**

All requests to use **other areas of the facility or grounds** during the Library's operating hours, should be submitted to the Library Office Coordinator by emailing roomreservations@newberlinlibrary.org. Such requests will be reviewed by the Library Director and may require additional fees as well as approval from the Library Board.

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.

Requests approved for the Library grounds will be assessed for additional service fees and may require State and/or local permits for sound, food service, staging, etc.

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, 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 library spaces**. 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 **library spaces** 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 ___/___

2026 Library Operating Budget

| Library Staffing | | | | 2026 | Common Council Adjusted | Approved |
|-------------------------------|--------------------|------------------|--------------------|---------------|-------------------------|----------|
| | 2025 | 2025 6 MO. | | | | |
| Salary Full-Time | \$515,954 | \$265,752 | \$545,562 | | \$545,562 | |
| Salary Part-time | \$451,464 | \$215,718 | \$494,766 | | \$494,766 | |
| | | | \$8,034 | | \$8,034 | |
| Retirement | \$48,777 | \$25,755 | \$53,680 | | \$53,680 | |
| FICA | \$75,808 | \$36,398 | \$78,073 | | \$78,073 | |
| Health Insurance | \$123,338 | \$44,459 | \$109,628 | | \$75,327 | |
| Long Term Disability | \$81 | \$81 | \$81 | | \$81 | |
| | | | \$1,173 | | \$1,173 | |
| Vision and Dental Insurance | \$1,161 | \$1,511 | \$3,720 | | \$3,720 | |
| Life Insurance | \$861 | \$485 | \$1,074 | | \$1,074 | |
| Total | \$1,217,444 | \$590,158 | \$1,295,791 | | \$1,261,490 | |
| Library Facility | | | | | | |
| | 2025 | 2025 6 MO. | 2026 | | | |
| Electricity | \$70,000 | \$23,427 | \$74,000 | | \$74,000 | |
| Water/Sewer | \$3,876 | \$955 | \$3,000 | | \$3,000 | |
| Telephone | \$3,756 | \$1,882 | \$6,000 | | \$6,000 | |
| Heating Fuel | \$19,500 | \$9,008 | \$19,000 | | \$19,000 | |
| Buildings and Grounds | \$40,000 | \$24,355 | \$40,000 | | \$40,000 | |
| Maintenance Contract | \$60,000 | \$6,800 | \$60,000 | -10000 | \$50,000 | |
| R&M Equipment | - | \$950 | - | | \$0 | |
| Total | \$197,132 | \$67,378 | \$202,000 | | \$192,000 | |
| Library Administration | | | | | | |
| | 2025 | 2025 6 MO. | 2026 | | | |
| Marketing | \$1,000 | \$0 | \$1,000 | | \$1,000 | |
| Leases Equipment | \$48,000 | \$5,385 | \$48,000 | | \$48,000 | |
| Supplies | \$27,000 | \$10,569 | \$27,000 | | \$27,000 | |
| Postage | \$900 | \$300 | \$1,200 | -500 | \$700 | |
| Housekeeping Supply | - | \$643 | - | | \$0 | |
| Library Materials | \$220,700 | \$134,681 | \$222,480 | -3000 | \$219,480 | |
| Magazines/Newspapers | - | - | - | | \$0 | |
| Dues/Memberships | - | - | - | | \$0 | |
| Conferences/Seminar/Meetings | - | - | - | | \$0 | |
| Training | \$500 | \$0 | \$500 | | \$500 | |
| Technology Software/CAFÉ | \$38,000 | \$38,259 | \$39,000 | | \$39,000 | |
| Programs-Juvenile | \$1,200 | \$636 | \$1,200 | | \$1,200 | |
| Programs-Young Adult | \$1,800 | \$832 | \$1,800 | | \$1,800 | |
| Programs-Audult | \$1,200 | \$1,244 | \$1,200 | | \$1,200 | |
| Equipment Replacement Fund | - | - | - | | \$0 | |
| Total | \$340,300 | \$192,550 | \$343,380 | | \$339,880 | |
| Budget Totals: | \$1,754,876 | \$850,086 | \$1,841,171 | -13500 | \$1,793,370 | |



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. Specialty items, other CAFÉ library materials, and interlibrary loans are prohibited.

Child Library Cards

A parent or guardian must be present to show current identification and sign the library card 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. (The card will be renewed yearly.)

Checking Out and Loan Periods

New Berlin Public Library accepts 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 **DVDs** 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.**

Specialty items may 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 may be granted to teachers, residents of senior communities, homebound users, and others at the discretion of the library staff.

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-~~ items with restrictions will be labelled. 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.

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 may be checked out.**

Lost and destroyed **materials items** must be paid at replacement cost. The Library does *not* accept replacement **materials or equipment** 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 library service desks or kiosk**. No searches or work products **can may** be saved on the library computers, but work may be saved to a personal flash drive.

Library Board **Approved** _ ENTER DATE