Library Board
Meeting Agenda

July 20, 2026 - 6:00 PM
New Berlin Library
15105 W Library Lane

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.** **Meeting Minutes:** Monday, June 15, 2026
   - **B.** **Next meeting date:** Monday, August 17, 2026
   - **C.** Approval of Bills and Invoices
6. **END CONSENT AGENDA**---
7. **ADMINISTRATIVE REPORTS**
   - **A.** President's Report
   - **B.** Director's Update
   - **C.** Common Council Update
   - **D.** School District of New Berlin Update
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
   - **A.** Trustee Essentials: Chapter 8 Library Budgets
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.

New Berlin Public Library Board Meeting
June 15, 2026, at 6:00 P.M.
New Berlin Public Library
Marion Onesti Board Room

1. **PUBLIC COMMENT SESSION**
   There were no public comments made at this meeting.

2. **CALL MEETING TO ORDER**
   President Marek called the meeting to order at 6:00 P.M.

3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
   Present: Trustee Ruth Bock, Trustee Chuck Garrigues, Trustee Dolores Greenawalt, Treasurer Nathan Jung, Common Council Representative Meg Gardner, President John Marek, and Secretary Patti Orzel
   Excused: Vice-President Jill Kawala
   Staff Present: Library Director Natalie Beacom
   Guests Present: Kathy Wiemelt, President, Friends of the Library (FOL)

   President Marek confirmed that a quorum was present and that the meeting was properly posted in compliance with the Open Meetings Law.

4. **COMMITTEE REPORTS**

   A. **Friends of New Berlin Library, Inc. (FOL)**
      President Wiemelt reported that a mini-book sale, the final one of the summer, will be held on Saturday, June 20th.

5. **CONSENT AGENDA**

   Items under the Consent Agenda were passed unanimously by the Library Board. Items not passed by a unanimous vote will be removed from the Consent Agenda and will be considered separately.

   A. Approval of minutes: Monday, May 18, 2026
   B. Next meeting date: Monday, July 20, 2026, 6:00 P.M.
   C. Approval of Bills and Invoices, May 2026

6. END OF CONSENT AGENDA

MOTION: Motion to approve the consent agenda.

VOTE: Motion by Garrigues
Second by Greenawalt
Motion approved 7-0.

7. **ADMINISTRATIVE REPORTS**

   A. **President's Report**

President Marek expressed the Board's appreciation to Library staff for their dedicated customer service during the HVAC replacement and elevator outage. President Marek also thanked Trustee Bock for her years of service on the Board. An engraved brick will be added to the Library's patio in her honor.

B Director's Report

Director Beacom recently renewed her five-year certification with the Department of Public Instruction after completing 150 hours of professional development in technology. Minor vandalism to the Storybook Walk at ProHealth Care Park was reported to the Police Department, which is monitoring the situation. The Summer Reading Program, *Dinotastic Summer: Unearthing Stories*, is off to a good start. Patrons were very cooperative during the HVAC replacement and elevator outage, and no complaints were received.

The Director's full report is available for review in the agenda packet on the City of New Berlin's website.

C Common Council Report

A referendum is under consideration to raise additional funds for public safety. An open meeting is tentatively scheduled for July 13, 2026.

D. SDNB Report

The School District's newly appointed representative to the Library Board will attend next month's meeting.

8. UNFINISHED BUSINESS

A. Waukesha County Library Services Plan 2027-2031 – Adopted Final

The Waukesha County Library Services Plan 2027-2031 was approved by the Waukesha County Board of Supervisors at their meeting on May 26, 2026. The plan will have an impact on the budget planning process for 2027.

9. NEW BUSINESS

A. Strategic Plan – Annual Review

The Director's full report, which details progress toward the goals outlined in the Strategic Plan, is available for review in the agenda packet on the City of New Berlin's website.

B. Trustee Essentials: TE6 Director Evaluations

An electronic copy of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was distributed to Board members.

C. Election of Officers

The Nominating Committee submitted the following slate of candidates for consideration:

- John Marek, President
- Jill Kawala, Vice-President
- Nate Jung, Treasurer
- Patti Orzel, Secretary

In accordance with parliamentary procedure, President Marek asked three times whether there were any additional nominations. No additional nominations were made.

Motion: Motion to close the nominations.

VOTE: Motion by Greenawalt
Second by Garrigues
Motion approved 7-0.

Motion: Motion to approve the slate of candidates as nominated.

VOTE: Motion by Bock
Second by Orzel
Motion approved 7-0.

10. CLOSED SESSION

A. Director's Evaluation Process

Motion: Motion to convene into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin Page 1 of 241 Statutes to consider performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility – specifically, the Library Director

VOTE: Motion by Greenawalt
Second by Gardner
Motion approved 7-0.

The meeting was adjourned into Closed Session at 6:17 P.M.

11. MOTION TO RECONVENE INTO OPEN SESSION

VOTE: Motion by Greenawalt
Second by Bock
Motion approved 7-0.

President Marek returned the meeting to order at 7:02 P.M.

MOTION: Motion to approve the Director's Evaluation pending additions.

VOTE: Moton by Jung
Second by Greenawald
Motion approved 7-0.

12. ANNOUNCEMENTS

13. ADJOURN

MOTION: Motion to adjourn at 7:08 P.M.

VOTE: Motion by Bock
Second by Garrigues
Motion approved 7 – 0.

Respectfully submitted,

Patti Orzel, Secretary

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/7 TO 2026/7

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY						
15810000 54010			R&M BLDGS & GROUNDS				
004910 CINTAS FIRE PROTECTI	2500067626	0	2026 7	INV P	750.00	071526	283789 BACKFLOW INSP-LIB 6
004910 CINTAS FIRE PROTECTI	2500067640	0	2026 7	INV P	1,110.00	071526	283789 (3)INSP ANN SPRINKL
004910 CINTAS FIRE PROTECTI	2500067669	0	2026 7	INV P	981.25	071526	283789 INSP 5 YR-LIB 6/18/
					2,841.25		
			ACCOUNT TOTAL		2,841.25		
15810000 54030			MAINTENANCE CONTRACT				
004997 ADVANCED COMMUNICATI	26-0614	0	2026 7	INV P	225.00	071526	283763 PAGING SYSTEM RPAIR
014113 K-12 TECHNOLOGY GROU	97155	0	2026 7	INV P	692.52	071526	283851 SIMPLIFY IT-LIB 3/1
014113 K-12 TECHNOLOGY GROU	97225	0	2026 7	INV P	697.16	071526	283851 SIMPLIFY IT-LIB 4/1
014113 K-12 TECHNOLOGY GROU	97303	0	2026 7	INV P	695.16	071526	283851 SIMPLIFY IT-LIB 5/1
014113 K-12 TECHNOLOGY GROU	97393	0	2026 7	INV P	690.52	071526	283851 SIMPLIFY IT-LIB 6/1
014113 K-12 TECHNOLOGY GROU	97473	0	2026 7	INV P	699.80	071526	283851
					3,475.16		
026400 ITU ABSORB TECH	8744296	0	2026 7	INV P	94.48	071526	283845 MATS-LIB 6/15/26
			ACCOUNT TOTAL		3,794.64		
15810000 54080			LEASES EQUIPMENT				
362301 GREAT AMERICA FINANC	42278609	0	2026 7	INV P	1,168.82	071526	283829 COPIER LEASE/USAGE-
362301 GREAT AMERICA FINANC	42404111	0	2026 7	INV P	494.35	071526	283829 COPIER LEASE/USAGE-
					1,663.17		
			ACCOUNT TOTAL		1,663.17		
15810000 54110			SUPPLIES				
013800 DEMCO INC	7821214	0	2026 7	INV P	40.01	071526	283803 MAGNETIC NAME BADGE
014685 BIBLIOTHECA LLC	INV-US86649	0	2026 7	INV P	226.00	071526	283776 SUPPLIES/REFILL PAP
015580 AMAZON CAPITAL SERVI	13TM-F1YM-YPDF	0	2026 7	INV P	41.68	071526	283767 VARIOUS TITLES/PROG
015580 AMAZON CAPITAL SERVI	16YN-HXWH-9YQK	0	2026 7	INV P	70.42	071526	283767 VARIOUS TITLES/SUPP
					112.10		
			ACCOUNT TOTAL		378.11		
15810000 54170			POSTAGE				
348554 PURCHASE POWER	2026JLY POSTAGE	0	2026 7	INV P	100.00	071526	283902 8000900011110198/JL
			ACCOUNT TOTAL		100.00		
15810000 54230			LIBRARY MATERIALS				
001613 GALE CENGAGE LEARNIN	999102678381	0	2026 7	INV P	374.25	071526	283822 VARIOUS TITLES-LIB

YEAR/PERIOD: 2026/7 TO 2026/7

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		PAYABLES	CHECK	DESCRIPTION
001613 GALE CENGAGE LEARNIN	999102838870	0	2026 7	INV P	53.25	071526	283822	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102838872	0	2026 7	INV P	137.25	071526	283822	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102866644	0	2026 7	INV P	57.75	071526	283822	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102887014	0	2026 7	INV P	99.00	071526	283822	VARIOUS TITLES-LIB
					721.50			
013800 DEMCO INC	7817014	0	2026 7	INV P	565.76	071526	283803	BOOK REPAIR SUPPLIE
015580 AMAZON CAPITAL SERVI	13TM-F1YM-YPDF	0	2026 7	INV P	2,307.29	071526	283767	VARIOUS TITLES/PROG
015580 AMAZON CAPITAL SERVI	16YN-HXWH-9YQK	0	2026 7	INV P	1,019.15	071526	283767	VARIOUS TITLES/SUPP
015580 AMAZON CAPITAL SERVI	1VT6-P4VP-CC3R	0	2026 7	CRM P	-48.95	071526	283767	RET PURCH CRDIT-LIB
					3,277.49			
224529 BLACKSTONE PUBLISHIN	2237102	0	2026 7	INV P	114.00	071526	283777	VARIOUS TITLES-LIB
224529 BLACKSTONE PUBLISHIN	2237716	0	2026 7	INV P	72.79	071526	283777	VARIOUS TITLES-LIB
224529 BLACKSTONE PUBLISHIN	2237840	0	2026 7	INV P	73.40	071526	283777	VARIOUS TITLES-LIB
					260.19			
353213 CHILDREN'S PLUS INC	279418	0	2026 7	CRM P	-516.35	071526	283787	RET PURCH CRDIT-LIB
353213 CHILDREN'S PLUS INC	284538	0	2026 7	INV P	961.88	071526	283787	VARIOUS TITLES-LIB
353213 CHILDREN'S PLUS INC	285151	0	2026 7	INV P	14.24	071526	283787	VARIOUS TITLES-LIB
353213 CHILDREN'S PLUS INC	285317	0	2026 7	INV P	1,381.78	071526	283787	VARIOUS TITLES-LIB
353213 CHILDREN'S PLUS INC	285318	0	2026 7	INV P	1,046.30	071526	283787	VARIOUS TITLES-LIB
					2,887.85			
361291 MIDWEST TAPE	509026195	0	2026 7	INV P	620.43	071526	283874	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	509058209	0	2026 7	INV P	600.64	071526	283874	VARIOUS TITLES-LIB
					1,221.07			
			ACCOUNT TOTAL		8,933.86			
15810000 54521			TECHNOLOGY/SOFTWARE					
020937 MIDWEST PANO LLC	10884078	0	2026 7	INV P	110.50	071526	283873	HOT SPOT SUBSCRIP-L
295426 STATE OF WISCONSIN	505-112319	0	2026 7	INV P	600.00	071526	283925	TEACH SERVICES-LIB
			ACCOUNT TOTAL		710.50			
15810000 55095			PROGRAMS-YOUNG ADULT					
015580 AMAZON CAPITAL SERVI	13TM-F1YM-YPDF	0	2026 7	INV P	306.83	071526	283767	VARIOUS TITLES/PROG
			ACCOUNT TOTAL		306.83			
			ORG 15810000 TOTAL		18,728.36			

YEAR/PERIOD: 2026/7 TO 2026/7						
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION

FUND 0010 GENERAL FUND	TOTAL:	18,728.36

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YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	553,596	0	553,596	306,861.49	.00	246,734.51	55.4%
15810000 50020	SALARY-PART TIME	494,766	0	494,766	247,531.95	.00	247,234.05	50.0%
15810000 51010	RETIREMENT	54,238	0	54,238	28,795.05	.00	25,442.95	53.1%
15810000 51020	FICA	78,688	0	78,688	41,933.65	.00	36,754.35	53.3%
15810000 51030	HEALTH INSURANCE	75,327	0	75,327	43,227.06	.00	32,099.94	57.4%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	3,720	0	3,720	1,628.64	.00	2,091.36	43.8%
15810000 51070	LIFE INSURANCE	1,074	0	1,074	1,173.66	.00	-99.66	109.3%
15810000 53010	ELECTRICITY	74,000	0	74,000	23,087.79	.00	50,912.21	31.2%
15810000 53020	WATER/SEWER	3,000	0	3,000	1,033.14	.00	1,966.86	34.4%
15810000 53040	TELEPHONE/CELL P	6,000	0	6,000	4,020.91	.00	1,979.09	67.0%
15810000 53050	HEATING FUEL	19,000	0	19,000	7,791.85	.00	11,208.15	41.0%
15810000 54010	R&M BLDGS & GROU	40,000	0	40,000	35,375.62	.00	4,624.38	88.4%
15810000 54030	MAINTENANCE CONT	50,000	-775	49,225	42,934.72	.00	6,290.28	87.2%
15810000 54060	MARKETING	1,000	0	1,000	1,362.84	.00	-362.84	136.3%
15810000 54080	LEASES EQUIPMENT	48,000	0	48,000	15,836.19	.00	32,163.81	33.0%
15810000 54110	SUPPLIES	27,000	0	27,000	15,806.47	.00	11,193.53	58.5%
15810000 54170	POSTAGE	700	0	700	300.00	.00	400.00	42.9%
15810000 54180	HOUSEKEEPING SUP	0	0	0	94.48	.00	-94.48	100.0%
15810000 54230	LIBRARY MATERIAL	219,480	775	220,255	131,848.81	.00	88,406.19	59.9%
15810000 54330	TRAINING EXPENSE	500	0	500	331.43	.00	168.57	66.3%
15810000 54521	TECHNOLOGY/SOFTW	39,000	0	39,000	38,450.75	.00	549.25	98.6%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	755.51	.00	444.49	63.0%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	427.75	.00	1,372.25	23.8%
15810000 55100	PROGRAMS-ADULT	1,200	0	1,200	1,271.01	.00	-71.01	105.9%
TOTAL LIBRARY		1,793,370	0	1,793,370	991,880.77	.00	801,489.23	55.3%
	TOTAL EXPENSES	1,793,370	0	1,793,370	991,880.77	.00	801,489.23	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,793,370	0	1,793,370	991,880.77	.00	801,489.23	55.3%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-40,866.54	.00	40,866.54	100.0%
22810000 48040 FOL DONATIONS	0	0	0	1,100.00	.00	-1,100.00	100.0%*
22810000 54110 SUPPLIES	0	0	0	2,520.36	.00	-2,520.36	100.0%*
22810000 54110 FOL SUPPLIES	0	0	0	4,625.75	.00	-4,625.75	100.0%*
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	97.60	.00	-97.60	100.0%*
22810000 55095 FOL PROGRAMS-YOUN	0	0	0	2,000.00	.00	-2,000.00	100.0%*
22810000 55100 PROGRAMS-ADULT	0	0	0	430.00	.00	-430.00	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	3,150.00	.00	-3,150.00	100.0%*
TOTAL LIBRARY	0	0	0	-26,942.83	.00	26,942.83	100.0%
TOTAL REVENUES	0	0	0	-39,766.54	.00	39,766.54	
TOTAL EXPENSES	0	0	0	12,823.71	.00	-12,823.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-26,942.83	.00	26,942.83	100.0%

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

YEAR/PERIOD: 2026/6 TO 2026/6

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53040			TELEPHONE/CELL PHONE			
302074 AT&T	262785481706	0	2026 6 INV P	145.56 062426	283549	PHONES-LIB 6/4/26
302074 AT&T	5476628113	0	2026 6 INV P	534.57 062426	283550	ROUTER-LIB 6/7/26
				680.13		
			ACCOUNT TOTAL	680.13		
15810000 54010			R&M BLDGS & GROUNDS			
021077 ADVANCED WILDLIFE	774737	0	2026 6 INV P	125.00 062426	283537	PESTCNTRL-LIB 6/4/2
311839 HOME DEPOT CREDIT SE	2011903	0	2026 6 INV P	47.94 062426	283608	MAINT/RPAIRS-LIB 5/
			ACCOUNT TOTAL	172.94		
15810000 54030			MAINTENANCE CONTRACT			
011816 CINTAS CORP	9374685206	0	2026 6 INV P	130.00 062426	283571	3 AED AUTO AGREEMEN
014064 INTERSTATE POWER SYS	R041057081:01	0	2026 6 INV P	731.16 062426	283615	GENERATOR/INSP MAIN
014113 K-12 TECHNOLOGY GROU	97392	0	2026 6 INV P	14,082.00 062426	283622	SEMI ANNUAL-LIB 6/
359157 OTIS ELEVATOR COMPAN	100402324741	0	2026 6 INV P	232.26 062426	283654	ELEVATOR MAINT-LIB
			ACCOUNT TOTAL	15,175.42		
15810000 54060			MARKETING			
015580 AMAZON CAPITAL SERVI	17CT-6JVF-RL9D	0	2026 6 INV P	44.97 062426	283542	VARIOUS TITLES/SUPP
			ACCOUNT TOTAL	44.97		
15810000 54080			LEASES EQUIPMENT			
362301 GREAT AMERICA FINANC	42161678	0	2026 6 INV P	553.30 062426	283600	COPIER LEASE/USAGE-
			ACCOUNT TOTAL	553.30		
15810000 54110			SUPPLIES			
015580 AMAZON CAPITAL SERVI	17CT-6JVF-RL9D	0	2026 6 INV P	60.95 062426	283542	VARIOUS TITLES/SUPP
015580 AMAZON CAPITAL SERVI	1DQQ-J4DV-1DV6	0	2026 6 INV P	48.90 062426	283542	VARIOUS TITLES/SUPP
015580 AMAZON CAPITAL SERVI	1RRF-GRMY-9T4F	0	2026 6 INV P	19.98 062426	283542	FOL#2603/PROG SUPPL
				129.83		
359157 OTIS ELEVATOR COMPAN	CM20461001	0	2026 6 INV P	8,598.00 062426	283654	ELEVATOR DOOR OPERA
			ACCOUNT TOTAL	8,727.83		
15810000 54230			LIBRARY MATERIALS			
001613 GALE CENGAGE LEARNIN	999102698294	0	2026 6 INV P	107.25 062426	283594	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102703948	0	2026 6 INV P	81.00 062426	283594	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102703949	0	2026 6 INV P	54.75 062426	283594	VARIOUS TITLES-LIB

YEAR/PERIOD: 2026/6 TO 2026/6

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES		CHECK	DESCRIPTION
001613 GALE CENGAGE LEARNIN	999102727238	0	2026 6	INV P	57.00	062426	283594	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102744699	0	2026 6	INV P	76.50	062426	283594	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102818372	0	2026 6	INV P	168.00	062426	283594	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102818374	0	2026 6	INV P	90.00	062426	283594	VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN	999102822025	0	2026 6	INV P	234.00	062426	283594	VARIOUS TITLES-LIB
					868.50			
013800 DEMCO INC	7817467	0	2026 6	INV P	365.39	062426	283576	SUPPLIES-LIB 6/8/26
014113 K-12 TECHNOLOGY GROU	97433	0	2026 6	INV P	545.46	062426	283622	COMPUTER SET UP-LIB
015580 AMAZON CAPITAL SERVI	17CT-6JVF-RL9D	0	2026 6	INV P	1,475.28	062426	283542	VARIOUS TITLES/SUPP
015580 AMAZON CAPITAL SERVI	1DQQ-J4DV-1DV6	0	2026 6	INV P	2,069.36	062426	283542	VARIOUS TITLES/SUPP
015580 AMAZON CAPITAL SERVI	1HYY-NYYX-1VC9	0	2026 6	INV P	1,577.38	062426	283542	VARIOUS TITLES-LIB
015580 AMAZON CAPITAL SERVI	1QY7-99XK-RJK6	0	2026 6	INV P	12.34	062426	283542	VARIOUS TITLES-LIB
015580 AMAZON CAPITAL SERVI	1RRF-GRMY-9T4F	0	2026 6	INV P	3,687.73	062426	283542	FOL#2603/PROG SUPPL
015580 AMAZON CAPITAL SERVI	1WNK-RFPP-L7VH	0	2026 6	INV P	2,968.36	062426	283542	FOL#2603&FOL#2607/V
015580 AMAZON CAPITAL SERVI	1WRL-Y33J-X36L	0	2026 6	INV P	11.69	062426	283542	VARIOUS TITLES-LIB
					11,802.14			
015987 MILWAUKEE JOURNAL SE	MJ0094437 2026/2027	0	2026 6	INV P	2,524.95	062426	283644	SUBSCRIP-LIB 6/9/26
224529 BLACKSTONE PUBLISHIN	2234312	0	2026 6	INV P	171.40	062426	283559	VARIOUS TITLES-LIB
224529 BLACKSTONE PUBLISHIN	2234462	0	2026 6	INV P	101.79	062426	283559	VARIOUS TITLES-LIB
224529 BLACKSTONE PUBLISHIN	2236576	0	2026 6	INV P	76.00	062426	283559	VARIOUS TITLES-LIB
					349.19			
224537 EBSCO	2605062	0	2026 6	INV P	29.65	062426	283582	VARIOUS TITLES-LIB
224537 EBSCO	2605217	0	2026 6	CRM P	-22.00	062426	283582	RET PURCH CRDIT-LIB
					7.65			
350982 T-MOBILE	970673785 JUN2026	0	2026 6	INV P	1,377.62	062426	283688	INTERNET HOTSPOTS-L
353213 CHILDREN'S PLUS INC	281132	0	2026 6	INV P	712.57	062426	283570	VARIOUS TITLES-LIB
353213 CHILDREN'S PLUS INC	281133	0	2026 6	INV P	57.71	062426	283570	VARIOUS TITLES-LIB
353213 CHILDREN'S PLUS INC	282381	0	2026 6	INV P	14.99	062426	283570	VARIOUS TITLES-LIB
					785.27			
361291 MIDWEST TAPE	508843074	0	2026 6	INV P	152.81	062426	283641	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	508862704	0	2026 6	INV P	313.17	062426	283641	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	508917964	0	2026 6	INV P	152.94	062426	283641	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	508947421	0	2026 6	INV P	395.39	062426	283641	VARIOUS TITLES-LIB
361291 MIDWEST TAPE	508982920	0	2026 6	INV P	527.30	062426	283641	VARIOUS TITLES-LIB
					1,541.61			
			ACCOUNT TOTAL		20,167.78			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/6 TO 2026/6

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000 54521			TECHNOLOGY/SOFTWARE					
009111 OCREATIVE	262334	0	2026 6	INV	P	36.00 062426	283653	DOMAIN RENEWAL-LIB
010578 LIBRARICA LLC	204152-111R	0	2026 6	INV	P	521.25 062426	283628	CASSIE/SUPPORT/UPDA
			ACCOUNT TOTAL			557.25		
15810000 55090			PROGRAMS-JUVENILE					
015580 AMAZON CAPITAL SERVI	1RRF-GRMY-9T4F	0	2026 6	INV	P	15.29 062426	283542	FOL#2603/PROG SUPPL
			ACCOUNT TOTAL			15.29		
			ORG 15810000 TOTAL			46,094.91		
FUND 0010 GENERAL FUND			TOTAL:			46,094.91		

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CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 581 LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010	SALARY-FULL TIME	553,596	0	553,596	277,976.10	.00	275,619.90	50.2%
15810000 50020	SALARY-PART TIME	494,766	0	494,766	230,668.26	.00	264,097.74	46.6%
15810000 51010	RETIREMENT	54,238	0	54,238	26,854.52	.00	27,383.48	49.5%
15810000 51020	FICA	78,688	0	78,688	38,472.56	.00	40,215.44	48.9%
15810000 51030	HEALTH INSURANCE	75,327	0	75,327	38,263.44	.00	37,063.56	50.8%
15810000 51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000 51065	VISION/DENTAL IN	3,720	0	3,720	1,503.36	.00	2,216.64	40.4%
15810000 51070	LIFE INSURANCE	1,074	0	1,074	1,083.84	.00	-9.84	100.9%
15810000 53010	ELECTRICITY	74,000	0	74,000	23,087.79	.00	50,912.21	31.2%
15810000 53020	WATER/SEWER	3,000	0	3,000	1,033.14	.00	1,966.86	34.4%
15810000 53040	TELEPHONE/CELL P	6,000	0	6,000	4,020.91	.00	1,979.09	67.0%
15810000 53050	HEATING FUEL	19,000	0	19,000	7,791.85	.00	11,208.15	41.0%
15810000 54010	R&M BLDGS & GROU	40,000	0	40,000	32,534.37	.00	7,465.63	81.3%
15810000 54030	MAINTENANCE CONT	50,000	-775	49,225	33,140.08	.00	16,084.92	67.3%
15810000 54060	MARKETING	1,000	0	1,000	1,362.84	.00	-362.84	136.3%
15810000 54080	LEASES EQUIPMENT	48,000	0	48,000	14,173.02	.00	33,826.98	29.5%
15810000 54110	SUPPLIES	27,000	0	27,000	15,286.77	.00	11,713.23	56.6%
15810000 54170	POSTAGE	700	0	700	200.00	.00	500.00	28.6%
15810000 54180	HOUSEKEEPING SUP	0	0	0	94.48	.00	-94.48	100.0%
15810000 54230	LIBRARY MATERIAL	219,480	775	220,255	122,022.69	.00	98,232.31	55.4%
15810000 54330	TRAINING EXPENSE	500	0	500	331.43	.00	168.57	66.3%
15810000 54521	TECHNOLOGY/SOFTW	39,000	0	39,000	37,740.25	.00	1,259.75	96.8%
15810000 55090	PROGRAMS-JUVENIL	1,200	0	1,200	755.51	.00	444.49	63.0%
15810000 55095	PROGRAMS-YOUNG A	1,800	0	1,800	70.92	.00	1,729.08	3.9%
15810000 55100	PROGRAMS-ADULT	1,200	0	1,200	1,271.01	.00	-71.01	105.9%
TOTAL LIBRARY		1,793,370	0	1,793,370	909,739.14	.00	883,630.86	50.7%
	TOTAL EXPENSES	1,793,370	0	1,793,370	909,739.14	.00	883,630.86	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,793,370	0	1,793,370	909,739.14	.00	883,630.86	50.7%

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

	YEAR-TO-DATE JUNE 30, 2026					
ORG	**OBJ**	**ACCOUNT DESCRIPTION**	**REVISED BU**	**YTD EXPENDED**	**AVAILABLE B**	**% USED**
15810000	50010	SALARY-FULL TIME	553,596	277,976.10	275,620	50.20
15810000	50020	SALARY-PART TIME	494,766	230,668.26	264,098	46.60
15810000	51010	RETIREMENT	54,238	26,854.52	27,383	49.50
15810000	51020	FICA	78,688	38,472.56	40,215	48.90
15810000	51030	HEALTH INSURANCE	75,327	38,263.44	37,064	50.80
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	3,720	1,503.36	2,217	40.40
15810000	51070	LIFE INSURANCE	1,074	1,083.84	-10	100.90
15810000	53010	ELECTRICITY	74,000	23,087.79	50,912	31.20
15810000	53020	WATER/SEWER	3,000	1,033.14	1,967	34.40
15810000	53040	TELEPHONE/CELL PHONE	6,000	4,020.91	1,979	67.00
15810000	53050	HEATING FUEL	19,000	7,791.85	11,208	41.00
15810000	54010	R&M BLDGS & GROUNDS	40,000	32,534.37	7,466	81.30
15810000	54030	MAINTENANCE CONTRACT	49,225	33,140.08	16,085	67.30
15810000	54060	MARKETING	1,000	1,362.84	-363	136.30
15810000	54080	LEASES EQUIPMENT	48,000	14,173.02	33,827	29.50
15810000	54110	SUPPLIES	27,000	15,286.77	11,713	56.60
15810000	54170	POSTAGE	700	200.00	500	28.60
15810000	54180	HOUSEKEEPING SUPPLY	0	94.48	-94	100.00
15810000	54230	LIBRARY MATERIALS	220,255	122,022.69	98,232	55.40
15810000	54330	TRAINING EXPENSES	500	331.43	169	66.30
15810000	54521	TECHNOLOGY/SOFTWARE	39,000	37,740.25	1,260	96.80
15810000	55090	PROGRAMS-JUVENILE	1,200	755.51	444	63.00
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	70.92	1,729	3.90
15810000	55100	PROGRAMS-ADULT	1,200	1,271.01	-71	105.90
		Grand Total	1,793,370	909,739.14	883,631	50.70

YEAR-TO-DATE JUNE 30, 2026

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUD	YTD EXPENDED	AVAILABLE BU	% USED
15810000	50010	SALARY-FULL TIME	553,596	277,976.10	275,620	50.20
15810000	50020	SALARY-PART TIME	494,766	230,668.26	264,098	46.60
15810000	51010	RETIREMENT	54,238	26,854.52	27,383	49.50
15810000	51020	FICA	78,688	38,472.56	40,215	48.90
15810000	51030	HEALTH INSURANCE	75,327	38,263.44	37,064	50.80
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	3,720	1,503.36	2,217	40.40
15810000	51070	LIFE INSURANCE	1,074	1,083.84	-10	100.90
15810000	53010	ELECTRICITY	74,000	23,087.79	50,912	31.20
15810000	53020	WATER/SEWER	3,000	1,033.14	1,967	34.40
15810000	53040	TELEPHONE/CELL PHONE	6,000	4,020.91	1,979	67.00
15810000	53050	HEATING FUEL	19,000	7,791.85	11,208	41.00
15810000	54010	R&M BLDGS & GROUNDS	40,000	32,534.37	7,466	81.30
15810000	54030	MAINTENANCE CONTRACT	49,225	33,140.08	16,085	67.30
15810000	54060	MARKETING	1,000	1,362.84	-363	136.30
15810000	54080	LEASES EQUIPMENT	48,000	14,173.02	33,827	29.50
15810000	54110	SUPPLIES	27,000	15,286.77	11,713	56.60
15810000	54170	POSTAGE	700	200.00	500	28.60
15810000	54180	HOUSEKEEPING SUPPLY	0	94.48	-94	100.00
15810000	54230	LIBRARY MATERIALS	220,255	122,022.69	98,232	55.40
15810000	54330	TRAINING EXPENSES	500	331.43	169	66.30
15810000	54521	TECHNOLOGY/SOFTWARE	39,000	37,740.25	1,260	96.80
15810000	55090	PROGRAMS-JUVENILE	1,200	755.51	444	63.00
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	70.92	1,729	3.90
15810000	55100	PROGRAMS-ADULT	1,200	1,271.01	-71	105.90
		Grand Total	1,793,370	909,739.14	883,631	50.70

CITY OF NEW BERLIN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/6 TO 2026/6

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION
22810000	LIBRARY DONATION						
22810000 54110 FOL		SUPPLIES					
015580 AMAZON CAPITAL SERVI	1GQ7-XL7D-197H	0	2026 6	INV P	126.58	062426 283542	FOL#2611/PROG SUPPL
015580 AMAZON CAPITAL SERVI	1RRF-GRMY-9T4F	0	2026 6	INV P	110.87	062426 283542	FOL#2603/PROG SUPPL
015580 AMAZON CAPITAL SERVI	1WNK-RFPP-L7VH	0	2026 6	INV P	641.78	062426 283542	FOL#2603&FOL#2607/V
					879.23		
			ACCOUNT TOTAL		879.23		
			ORG 22810000 TOTAL		879.23		
FUND 0200 LIBRARY DONATION FUND			TOTAL:		879.23		

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YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22810000 48040 DONATIONS	0	0	0	-40,866.54	.00	40,866.54	100.0%
22810000 48040 FOL DONATIONS	0	0	0	1,100.00	.00	-1,100.00	100.0%*
22810000 54110 SUPPLIES	0	0	0	1,904.36	.00	-1,904.36	100.0%*
22810000 54110 FOL SUPPLIES	0	0	0	4,625.75	.00	-4,625.75	100.0%*
22810000 55090 FOL PROGRAMS-JUVE	0	0	0	77.66	.00	-77.66	100.0%*
22810000 55095 FOL PROGRAMS-YOUN	0	0	0	2,000.00	.00	-2,000.00	100.0%*
22810000 55100 PROGRAMS-ADULT	0	0	0	430.00	.00	-430.00	100.0%*
22810000 55100 FOL PROGRAMS-ADUL	0	0	0	3,150.00	.00	-3,150.00	100.0%*
TOTAL LIBRARY	0	0	0	-27,578.77	.00	27,578.77	100.0%
TOTAL REVENUES	0	0	0	-39,766.54	.00	39,766.54	
TOTAL EXPENSES	0	0	0	12,187.77	.00	-12,187.77	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-27,578.77	.00	27,578.77	100.0%

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CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 000	UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01010400 44110	LIBRARY FINES	-45,000	0	-45,000	-13,232.60	.00	-31,767.40	29.4%*
01010400 44111	LIBRARY-COPIES	-8,500	0	-8,500	-4,193.51	.00	-4,306.49	49.3%*
01010400 44112	LIBRARY-OTHER SY	-28,415	0	-28,415	-13,697.50	.00	-14,717.50	48.2%*
01010400 44120	CURB & DITCH REV	-2,000	0	-2,000	-1,000.00	.00	-1,000.00	50.0%*
TOTAL UNDESIGNATED		-83,915	0	-83,915	-32,123.61	.00	-51,791.39	38.3%
	TOTAL REVENUES	-83,915	0	-83,915	-32,123.61	.00	-51,791.39	

CITY OF NEW BERLIN

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-83,915	0	-83,915	-32,123.61	.00	-51,791.39	38.3%

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

TE8: Developing the Library Budget

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached Sample Format of a Minimal Library Budget for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also Trustee Essential 13: Library Advocacy.)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information- providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see "Sales Tax and Public Libraries" on the Bureau of Libraries Funding and Budgets webpage.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also Trustee Essential 24: Library Friends and Library Foundations.)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include:

1. Clarity: The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.

2. Accuracy: Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.

3. Consistency: Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. Comprehensiveness: Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached Sample Library Budget for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services— for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also Trustee Essential 9: Managing the Library's Money.)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?

2. What should a trustee's role be in presenting the request for funding from the municipality?

3. How does the library's strategic plan affect budget decisions?

4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Appendix F: Sample Format of a Minimal Library Budget
- Your regional library system staff
- Wisconsin Public Library Standards
- Wisconsin Public Library Service Data

TE9: Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high- quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (See Trustee Essential 8: Developing the Library Budget)
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See Trustee Essential 8: Developing the Library Budget.)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.