

New London Public Library

New London Public Library and Museum Board will be held on Monday, September 20, 2021 at 5:00 p.m in the meeting room of the library

THIS MEETING AND ALL OTHER MEETINGS OF THIS COMMITTEE ARE OPEN TO THE PUBLIC. PROPER NOTICE HAS BEEN POSTED AND GIVEN TO THE PRESS IN ACCORDANCE WITH WIS. STATUTES SO THE CITIZENRY MAY BE AWARE OF THE TIME, PLACE AND AGENDA OF THE MEETING.

The agenda will read as follows:

Roll call of members

Approval of August 9 minutes

Action on bills to be paid Library/Museum

Museum director's report

Library director's report

Unfinished business Discussion/Action

1. Annex Progress
2. Fundraising update

New business Discussion/Action

1. OWLSnet Automation Agreement
2. Days closed 2022
3. 2022 Budget
4. Trustee Essential #7 The Library Board and Library Personnel
<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE07.pdf>
5. Public Comment
6. Adjourn

New London Library and Museum
Board of Directors Regular Meeting- August 9, 2021

President Ginny Schlais called the regular meeting to order at 5 p.m. Present: Chris Bermann, Betty Roberts, Bill Flease, Mary Dickrell, Steve Hart, Carrie LaBair, Library Director Ann Hunt, Museum Director - Christine Cross.

Others Present: None.

Secretary's Report

Motion was made by Bermann/Dickrell to accept the minutes of the July 19, 2021, meeting. Motion carried.

Financial Reports

Motion made by LaBair/Bermann to approve the August financial reports for the New London Public Library bills amounting to \$16,509.42 and the New London Public Museum bills amounting to \$413.13. Library income for the month of August is \$368.35. Museum income for the month of August is \$354.37. Motion carried.

Museum Director's Report

See attached report.

Library Director's Report

See attached report.

Unfinished Business Discussion/Action

1. Annex Progress: Ann presented the estimated budget for both the old and new buildings to the Finance and Personnel Committee on August 4, 2021. A Capital Budget meeting followed; Ann presented the Fundraising Committee's request for \$750,000 over a three year period for the new building. A vote will be held on the new budget and the request on September 8, 2021, at the Finance and Personnel Committee meeting with a Capital Budget meeting to follow.
2. Fundraising Update: The Fundraising Committee continues to look for financial support. We are hoping to get more of the local businesses involved.

New Business Discussion/Action

1. Budget Committee: The budgets are due on September 10, 2021. Ginny, Chris, and Steve will meet on August 25th to review the budgets before they are sent to the city.
2. FNLPM Grant Application: Motion to approve a grant in the amount of \$1,148.36 from the Friends of the New London Public Museum to build a cabinet for the silver fox mount donated by the Jim Rice family by Bermann/Dickrell. Motion carried.
3. General Conservation Assessment: Christine explained that the museum is eligible for matching funds to have the collection evaluated for ways to improve its care. Christine would ask the Friends of the New London Public Museum to provide the additional funds needed. Motion to approve the application for the General Conservation Assessment by Bermann/Hart. Motion carried.
4. Sunday Hours Library: Motion by Hart/Bermann to approve eliminating Sunday hours going forward. Motion carried.
5. Trustee Essential #6: Discussion was held on how to evaluate the director of the library/museum.

Public Comment

None.

Adjourn

Motion by LaBair/Bermann to adjourn. Motion carried. Meeting adjourned at 6:01 p.m.

Respectfully submitted,

Betty Roberts

FINANCIAL REPORT**September 2021**

<u>BUSINESS</u>	<u>LINE ITEM</u>	<u>AMOUNT</u>	<u>SUBTOTAL</u>
WT Cox	242 Periodicals	\$ 18.34	
Amazon	245 Audiovisual	\$ 174.56	
Blackstone Audio	245 Audiovisual	\$ 296.98	
Hoopla	245 Audiovisual	\$ 448.24	\$ 919.78
Baker and Taylor	247 Books	\$ 353.72	
Cavendish Square	247 Books	\$ 194.54	
Harlequin	247 Books	\$ 70.64	
Ingram	247 Books	\$ 1,767.04	
Penworthy	247 Books	\$ 2,724.06	\$ 5,110.00
Valley Pest Control	283 Build Main	\$ 55.00	
Amazon	288 Programs	\$ 216.88	
Kamholz, Debra	288 Programs	\$ 35.55	\$ 252.43
Culligan Water	309 Sundry	\$ 66.70	
Hair of the Dog Graphics	326 Book Bags	\$ 223.50	
MBM	326 Copy Mach.	\$ 198.52	
	Total		\$ 6,844.27
Interim Bills			
Walmart	245 Audiovisual	\$ 162.78	
	Grand Total		\$ 7,007.05
Income			
Copy Machine	\$ 407.85		
Printing	\$ 71.35		
Fines/Fees	\$ 2.65		
OWLs county payment	\$ 120,188.50		
	Total		\$ 120,670.35

Museum Finance Report for September 20, 2021 Board Meeting

Expenditures	September	Detail
ADVERTISING	\$ 26.25	Rack cards
MAINTENANCE AND BUILDING	\$ 20.77	NL Building Supply- supplies
SPECIAL PROGRAMS- EDUCATION	\$ 40.56	Focus Corner case
Total	\$ 87.58	

New London Public Museum

Monthly report for the September 20, 2021 Board Meeting

August 2021 Attendance: 254

Adults: 102

Teens: 35

Children: 85

Researchers: 2

Events: 30

The purpose of the New London Public Museum is to preserve and promote our community's natural, native and historical culture for the benefit of the public.

Programs

- Wendy turned in her resignation as the museum's program coordinator. Her last day is Sept. 27. She has been an amazing member of the museum team for six years and we will miss her terribly.
- Our summer take-n-make program was very successful. Wendy prepared 253 kits and we gave out 227.
- The Curiosity Corner at the museum, an inter-active space sponsored by the Friends of the New London Public Museum, is open. However, due to continued concerns about sanitizing and maintenance, we have chosen to try out a new concept called a "Focus Corner". This is a more streamlined approach but allows us to offer an interactive space for all ages to enjoy. The current focus is Climate Change and Green Energy.

Collection

- Christine submitted the application for the General Conservation Assessment.

Administration

- Christine attended the Wisconsin Trust for Historic Preservation's workshop in Spring Green Sept. 17-18
- Christine will submit the museum 2022 budget as well as the 2022 Museum holidays

Respectfully submitted by:

Christine Cross

Director

Alice Gilman

Assistant Director

**Library Director's Report
September, 2021**

Aug21 Attend: 2,925	YTD: 13,344	Aug20 Attend: 1,147	YTD: 14,853
Aug21 Circ: 4,770	YTD: 32,146	Aug20 Circ: 3,574	YTD: 32,223
Wireless Statistics: 373		YTD 2,766	
Computer Use 367		YTD 1,108	
Hoopla audio 123	YTD 888	Hoopla ebooks 64	YTD 505
E-audio 333	YTD 2,195	E-books 425	YTD 2,881

Annex Capital Request

We met with the Committee of the Whole on September 8. Judy Radke, finance director, did an excellent job of explaining the financing opportunities available to pay for the \$750,000 we asked for to support the annex. The committee approved our request. This will greatly help our efforts to raise funds for the project.

Friends book sale

The book sale went very well. Leaving it up and asking for donations probably made more money than actually pricing the books. We will consider doing the same in the future.

Programs

We have decided for the safety of staff and patrons we will be doing take and make projects as opposed to in person programs. We will reassess monthly if we are going to make a change.

The August take home crafts were for adults a Book Page Magnet that 89 people took home. The children used the leftovers and had 183 people take those.

The children's craft for the month is Dinosaur kit, and the adult craft is Twine Jars.

Meetings

The Wisconsin Library Association conference is in Green Bay this year. Three of us may attend depending on the Covid numbers in the county.

I will be attending Meet the Mayor on September 30 in case there are questions or comments about the annex.

Respectfully submitted,

Ann Hunt

Ann Hunt, Director

MEMBERSHIP AGREEMENT
New London Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the New London Public Library, located in the City of New London, Counties of Outagamie and Waupaca, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The New London Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the New London Public Library.
- (4) The New London Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of New London to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The New London Public Library Board certifies that the New London Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie and Waupaca County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of New London in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The New London Public Library Board agrees that the New London Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each New London Public Library Board meeting;
 - (b) Minutes of each New London Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the New London Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of services to users with special needs;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the New London Public Library for providing library service to residents of Outagamie and Waupaca County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie and Waupaca Counties;
- (3) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
- (4) Provide to the New London Public Library:
- (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
- (5) Provide to the New London Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the New London Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.

- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes s. 43.18*, the New London Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2022 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2022, the term of this agreement shall be automatically extended through December 31, 2023.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the New London Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)

2022 Museum Holidays

Jan.3	New Year's Day
May 30	Memorial Day
July 4	Fourth of July
Sept. 5	Labor Day
Nov. 24	Thanksgiving Day
Dec. 23-26	Christmas Eve & Day
Dec.30-Dec. 31	New Year's Holiday (Jan. 2)

Days Closed Library 2022

Jan.3 New Year's Day – When the holiday falls on a Saturday we get the Friday before off, unless that is also a holiday than we get the Monday after off.

May 30 Memorial Day

July 4 Fourth of July

Sept. 5 Labor Day

Nov. 24 Thanksgiving Day

Dec. 23-26 Christmas Eve & Day - When the holiday falls on a Saturday we get the Friday before off, unless that is also a holiday than we get the Monday after off.

Dec. 30-31 New Year's Eve - When the holiday falls on a Saturday we get the Friday before off.

CITY OF NEW LONDON
DEPARTMENT REQUESTED BUDGET
AS OF JUNE 30, 2021

101-GENERAL FUND
LIBRARY
EXPENDITURES

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 CURRENT BUDGET	2021 Y-T-D ACTUAL	2022 REQUESTED BUDGET
101-55101-119 SALARIES	193,495	200,827	199,147	208,488	99,642	210,279
101-55101-129 WAGES	49,366	50,972	50,302	63,598	23,110	66,582
101-55101-132 BUILDING AND GROUND WAGES	28,951	29,675	30,417	31,025	31,025	41,801
101-55101-133 PARK DEPARTMENT WAGES	1,232	1,263	1,295	1,321	1,321	1,354
101-55101-139 OVERTIME	5,225	5,722	1,860	6,392	-	-
101-55101-151 LONGEVITY	2,350	2,550	2,750	2,900	2,550	2,700
101-55101-195 FRINGE BENEFITS	101,814	106,423	99,601	106,807	56,292	103,725
101-55101-202 POSTAGE	363	412	150	500	157	500
101-55101-203 DUES AND SUBSCRIPTIONS	663	605	210	650	210	650
101-55101-207 COMPUTER MAINTENANCE & SOF	585	596	268	3,577	252	3,577
101-55101-219 MEETINGS AND MILEAGE	2,272	2,118	1,244	3,200	95	3,200
101-55101-221 HEATING	2,257	2,078	1,648	4,000	1,285	4,000
101-55101-222 TELEPHONE	837	843	856	1,000	379	1,000
101-55101-227 ELECTRIC, WATER, & SEWER	12,324	13,003	11,579	13,500	4,386	13,500
101-55101-232 INSURANCE	4,026	4,026	4,026	4,026	4,026	4,026
101-55101-242 PERIODICALS	2,917	2,988	2,548	3,000	429	3,000
101-55101-244 MICROFILM	-	357	-	650	-	650
101-55101-245 AUDIO/VISUAL	10,056	10,283	9,349	12,500	3,605	12,500
101-55101-247 BOOKS	33,149	38,994	22,915	38,200	13,518	38,200
101-55101-249 DEPARTMENTAL SUPPLIES	4,582	3,968	2,919	4,100	1,654	4,100
101-55101-250 CONSULTANT	-	-	-	-	-	-
101-55101-283 BUILDING MAINTENANCE	8,613	6,109	6,603	8,300	1,994	10,300
101-55101-287 MICROFILM MAINTENANCE	588	-	-	800	-	800
101-55101-288 SPECIAL PROGRAMS	3,245	2,878	4,945	3,000	1,362	3,000
101-55101-309 SUNDRY	250	53	63	400	70	400
101-55101-315 TRUST FUND EXPENSE	-	-	-	-	526	-
101-55101-326 COPY MACHINE	2,277	1,959	2,187	-	1,097	-
101-55101-352 CATALOG MAINTENANCE	18,525	18,616	18,166	17,760	17,760	17,543
TOTAL LIBRARY	489,959	507,315	475,049	539,694	266,745	547,387

The Library Board and Library Personnel

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The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,

www.adagreatlakes.org

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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CITY OF NEW LONDON
EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

101-GENERAL FUND
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-55101-119 SALARIES	208,488.00	15,329.50	137,965.50	66.17	70,522.50
101-55101-129 WAGES	63,598.00	3,858.57	32,623.29	51.30	30,974.71
101-55101-132 BUILDING AND GROUND WAGES	31,025.00	0.00	31,025.00	100.00	0.00
101-55101-133 PARK DEPARTMENT WAGES	1,321.00	0.00	1,321.00	100.00	0.00
101-55101-139 OVERTIME	6,392.00	0.00	0.00	0.00	6,392.00
101-55101-151 LONGEVITY	2,900.00	0.00	2,550.00	87.93	350.00
101-55101-195 FRINGE BENEFITS	106,807.00	6,421.53	73,001.10	68.35	33,805.90
101-55101-202 POSTAGE	500.00	28.98	196.73	39.35	303.27
101-55101-203 DUES AND SUBSCRIPTIONS	650.00	0.00	210.00	32.31	440.00
101-55101-207 COMPUTER MAINTENANCE & SOF	3,577.00	0.00	252.33	7.05	3,324.67
101-55101-219 MEETINGS AND MILEAGE	3,200.00	0.00	95.00	2.97	3,105.00
101-55101-221 HEATING	4,000.00	10.23	1,312.40	32.81	2,687.60
101-55101-222 TELEPHONE	1,000.00	70.84	520.57	52.06	479.43
101-55101-227 ELECTRIC, WATER, & SEWER	13,500.00	1,225.26	6,602.52	48.91	6,897.48
101-55101-232 INSURANCE	4,026.00	0.00	4,026.00	100.00	0.00
101-55101-242 PERIODICALS	3,000.00	54.00	2,718.33	90.61	281.67
101-55101-244 MICROFILM	650.00	0.00	0.00	0.00	650.00
101-55101-245 AUDIO/VISUAL	12,500.00	1,347.39	5,454.39	43.64	7,045.61
101-55101-247 BOOKS	38,200.00	1,694.39	17,046.56	44.62	21,153.44
101-55101-249 DEPARTMENTAL SUPPLIES	4,100.00	1,649.70	3,418.49	83.38	681.51
101-55101-250 CONSULTANT	0.00	0.00	0.00	0.00	0.00
101-55101-283 BUILDING MAINTENANCE	8,300.00	544.80	3,412.99	41.12	4,887.01
101-55101-287 MICROFILM MAINTENANCE	800.00	0.00	0.00	0.00	800.00
101-55101-288 SPECIAL PROGRAMS	3,000.00	181.61	1,607.72	53.59	1,392.28
101-55101-309 SUNDRY	400.00	0.00	106.21	26.55	293.79
101-55101-315 TRUST FUND EXPENSE	0.00	13,200.00	13,726.24	0.00 (13,726.24)
101-55101-326 COPY MACHINE/PRINTER/REIMB	0.00	182.49	1,460.59	0.00 (1,460.59)
101-55101-352 CATALOG MAINTENANCE	17,760.00	0.00	17,760.00	100.00	0.00
TOTAL LIBRARY	539,694.00	45,799.29	358,412.96	66.41	181,281.04

CITY OF NEW LONDON
EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

101-GENERAL FUND
MUSEUM

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-55102-119 SALARIES	51,624.00	3,824.02	34,416.18	66.67	17,207.82
101-55102-129 WAGES	26,088.00	1,993.94	16,851.45	64.59	9,236.55
101-55102-132 BUILDING AND GROUND WAGES	5,170.00	0.00	5,170.00	100.00	0.00
101-55102-151 LONGEVITY	550.00	0.00	550.00	100.00	0.00
101-55102-195 FRINGE BENEFITS	34,195.00	2,265.16	25,320.37	74.05	8,874.63
101-55102-202 POSTAGE	60.00	0.00	7.20	12.00	52.80
101-55102-203 DUES AND SUBSCRIPTIONS	980.00	0.00	596.90	60.91	383.10
101-55102-204 PUBLICATIONS	100.00	0.00	55.50	55.50	44.50
101-55102-208 ADVERTISING	2,100.00	0.00	596.20	28.39	1,503.80
101-55102-219 MEETINGS AND MILEAGE	1,000.00	149.00	234.79	23.48	765.21
101-55102-221 HEATING	2,800.00	28.92	968.15	34.58	1,831.85
101-55102-222 TELEPHONE	400.00	35.32	259.60	64.90	140.40
101-55102-232 INSURANCE	700.00	0.00	700.00	100.00	0.00
101-55102-249 DEPARTMENTAL SUPPLIES	1,000.00	25.97	457.51	45.75	542.49
101-55102-250 CURATORAL SUPPLIES	700.00	0.00	0.00	0.00	700.00
101-55102-283 BUILDING MAINTENANCE	1,000.00	20.77	31.25	3.13	968.75
101-55102-288 SPECIAL PROGRAMS	2,000.00	272.94	1,081.39	54.07	918.61
101-55102-289 SPECIAL PROGRAMS - EXHIBIT	1,000.00	0.00	2,112.52	211.25 (1,112.52)
101-55102-315 TRUST FUND EXPENSE	0.00	0.00	0.00	0.00	0.00
101-55102-720 GRANT REIMB EXPENSES	0.00	0.00	4,290.04	0.00 (4,290.04)
TOTAL MUSEUM	131,467.00	8,616.04	93,699.05	71.27	37,767.95