



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, January 16, 2025 at 6:30 P.M.
Second Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

1. Call to order and roll call.
2. Public comment (Information).
3. Comptroller's report (Information)
4. Consent Agenda (Action)
 - a. Approval of December 19 minutes
 - b. Approval of the December 2024 financial report
 - c. Approval of the December 2024 invoices
5. Items pulled from the consent agenda for discussion (Action)
6. President's Report (Information)
7. Old Business
 - a. Report regarding partnership with Roc Foundation for Milwaukee Milkman Game – Sunday, July 13, 2025 at 1pm
8. New Business
 - a. Report, discussion, and decision regarding the 2024 Wisconsin Public Library Annual Report
9. Library Director's Report (Information)
10. New items for placement on the next agenda (Information)
11. Next Meeting: February 20, 2025, at 6:30 PM.
12. Adjournment (Action).

Upon reasonable notice, efforts will be made to accommodate the needs of deaf and hard-of-hearing individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Library Director at 414-321-9595, FAX 414-321-8595 or TDD 1-800-947-3529 (WI Telecommunications Relay), or by writing to the Library Director at the Greenfield Public Library, 5310 West Layton Avenue, Greenfield, WI 53220. The Greenfield Public Library is wheelchair accessible. 01/13/2025



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, December 19, at 6:30 PM
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

1. First Vice-President Amber Lococo called the meeting to order at 6:34 PM.

On roll call in attendance were Connie Hughes, Sue DeWitt, Melissa Mendoza and Brittany Haiser. Marie Cardenas arrived at 6:36 p.m., and Alderperson Andrew Drzewiecki arrived at 6:44 p.m. Creston Flemming and Kyle Sundby were excused from the meeting. Also in attendance was Library Director Jennifer Einwalter.

2. Publiccomment (information) - none

3. Interview of a local citizen to fill an upcoming board vacancy

Sarah Dunmire attended the meeting. She is a Greenfield resident that expressed interest in joining the Board. A copy of her letter of interest was provided to the library board. The Board conducted an interview and the consensus was to submit her name to the Mayor for appointment. She will finish up Melissa's term. Her letter of interest is in the packet.

4. Comptroller's report (information)

Revenues are 98.95%, and expenditures are 81.05%. There was a capital invoice for the Big Blue Blocks.

5. Consent Agenda (Action)

- a. Approval of the September 19, 2024, minutes**
- b. Approval of the September 2024 financial report**
- c. Approval of the September 2024 invoices**

Andy motioned to approve the consent agenda, and Connie seconded; the motion passed unanimously.

6. Items pulled from the consent agenda for discussion (Action) - none

7. President's Report (information)

Amber reported bringing treats for board staff to show appreciation and thank them for their work over the past year.

8. Old Business

a. Report and Discussion regarding Library Board Resolution Recommending and Approving the Inclusion of Library Employees on the City's Non-Represented Employee Schedule

Jennifer reported that the Common Council approved the resolution at the December 17th City Council meeting. As of January 1, 2025, all library employees will come under the non-rep resolution. The Board discussed how this change will streamline HR management of employees and align the library with the city. This was one of their goals when Jennifer was hired in October 2023. They expressed their thanks and appreciation to Julie Foley for her hard work on this process.

9. New Business

a. Report, discussion, and decision regarding Disruptive Behavior Policy

After the recent events in the library regarding lewd behavior, Jennifer updated the library's Disruptive Patron Behavior Policy. The recommended changes to the policy were discussed. Connie motioned to accept the policy as presented, and Andy seconded the motion; the motion passed unanimously

b. Report, discussion, and decision regarding partnering with the Roc Foundation for a Milwaukee Milkman Game on Sunday, July 13, at 1pm

Sue reported the Roc Foundation reached out to set up a Milkman Game in 2025 and before committing to the date, Sue asked Jennifer to confirm with the mayor that he would support "turning the milkman Green" for Greenfield. The mayor said he would. Sue and Jennifer have agreed to handle organizing logistics and since a Sunday was selected for the game, Jennifer will recruit staff to help. The Mayor is reaching out to Greenfield and Whitnall School Districts to be part of the event as well.

10. Library Director's Report (Information)

Jennifer reported on the following items:

Reminder: Mr. Mark is retiring, and the library is hosting a public retirement party for him on Saturday, December 21, from 11:00 a.m. to 2:00 p.m.

The City approved a three year contract with the Fire Department therefore, wages for 2024 have been set 1% higher than budgeted.

Interviews were held on December 16th for two open library clerk positions.

11. New items for placement on the next agenda (Information) - none

12. Next Meeting: January 16th, 2025, at 6:30 PM

13. Adjournment

Amber made a motion to adjourn the meeting at 7:31 pm, and Andy seconded; motion carried unanimously.

GREENFIELD LIBRARY ACCOUNTS PAYABLE
December 2024

		Vendor Name:		
3001.524.1200 Contractual Services		Batzner	1 Invoice(s)	\$ 89.30
		Faronics (PC Deepfreeze Support)	1 Invoice(s)	\$ 548.72
		P-Card 4503 (Adobe)	1 Invoice(s)	\$ 19.99
				\$ 658.01
3001.530.0100 Supplies		Envisionware (RFID tags)	1 Invoice(s)	\$ 1,300.00
		P-Card 9018 (Office Depot, Costco, Walmart)	1 Invoice(s)	\$ 124.26
		P-Card 3459 (Amazon, Michaels)	1 Invoice(s)	\$ 113.79
		P-Card 4503 (Amazon, Ikea)	1 Invoice(s)	\$ 501.97
		P-Card 4479 (ODP Business Solutions, Amazon)	1 Invoice(s)	\$ 391.52
		P-Card 9018 (Nothing Bundt Cakes Steidl Retirement)	1 Invoice(s)	\$ 48.51
			\$ 2,480.05	
3001.530.0700 Printing, Programs			1 Invoice(s)	\$ 39.99
		P-Card 4479 (Amazon)	1 Invoice(s)	\$ 554.53
		James Imaging	1 Invoice(s)	\$ 611.56
		P-Card 4503 (Amazon, 4Imprint)	1 Invoice(s)	\$ 12.49
	P-Card 9018 (Meijer)		\$ 1,218.57	
3001.530.0800 Communications			1 Invoice(s)	\$ 167.49
	P-Card 9018 (T-Mobile)		\$ 167.49	
3001.530.1100 Dues			1 Invoice(s)	\$ 197.00
	Aurora Health Card (Pre-Employment Physical)		\$ 197.00	
3001.530.1300 Marketing			1 Invoice(s)	\$ 9.99
	P-Card 4503 (Facebook Ad)		\$ 9.99	
3001.530.1600 Training			1 Invoice(s)	\$ 34.10
		Mileage Reimbursement for Sandra Mendez	1 Invoice(s)	\$ 19.09
		Mileage Reimbursement for Sherril Weber	1 Invoice(s)	\$ 361.16
		P-Card 4503 (WLA, Shutterfly)		\$ 414.35
3001.580.1100 New Equipment			1 Invoice(s)	\$ 1,500.53
		FastSigns(locker wrap)	1 Invoice(s)	\$ 379.14
		P-Card 3459 (Amazon)	1 Invoice(s)	\$ 229.56
		P-Card 4479 (Amazon)	1 Invoice(s)	\$ 260.92
	P-Card 5403 (Amazon)		\$ 2,370.15	
3002.538.1010 Books			7 Invoice(s)	\$ 3,741.56
		P-Card 9018 (Baker & Taylor)	1 Invoice(s)	\$ 1,569.29
		P-Card 4479 (Amazon)		\$ 5,310.85
3002.538.2000 Periodicals			1 Invoice(s)	\$ 90.00
		P-Card 9018 (Milwaukee Business Journal)	1 Invoice(s)	\$ 744.00
		P-Card 4503 (BookPage)		\$ 834.00
3002.538.3000 Databases			1 Invoice(s)	\$ 113.40
	Kanopy		\$ 113.40	
3002.538.5000 Non-Print			5 Invoice(s)	\$ 323.43
		P-Card 9018 (Baker & Taylor)	1 Invoice(s)	\$ 276.71
		P-Card 4479 (Amazon)	1 Invoice(s)	\$ 990.56
		P-Card 3459 (Tonies)		\$ 1,590.70
3003.522.1000 Electric			1 Invoice(s)	\$ 2,917.78
	WE Energies		\$ 2,917.78	
3003.522.1100 Gas			1 Invoice(s)	\$ 485.40
	WE Energies		\$ 485.40	
3003.522.1300 Water			2 Invoice(s)	\$ 504.03
	City of Milwaukee		\$ 504.03	
3003.530.9500 Building Maintenance			1 Invoice(s)	\$ 1,127.00
	Kolster Landscapes		\$ 1,127.00	
TOTAL ACCOUNTS PAYABLE			48 Invoice(s)	\$ 20,398.78
Final 1/14/2025				

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
 PERIOD ENDING 12/31/2024
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Revenues						
Dept 0000						
100-0000-411.1000	GENERAL PROPERTY TAXES	1,399,517.00	1,399,517.00	0.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	41,675.00	42,313.57	0.00	(638.57)	101.53
100-0000-436.9000	OTHER STATE PAYMENTS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1010	LIBRARY REVENUE	16,000.00	15,876.96	318.55	123.04	99.23
100-0000-467.1020	PHOTO COPIES	15,389.00	10,826.50	980.65	4,562.50	70.35
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	28,800.00	17,245.31	711.30	11,554.69	59.88
100-0000-467.1050	FINES - MCFLS SUSPENCE	800.00	216.62	0.00	583.38	27.08
100-0000-467.1070	OTHER	(794.00)	(861.91)	0.00	67.91	108.55
100-0000-480.1000	DONATIONS GENERAL	0.00	6,310.06	109.70	(6,310.06)	100.00
100-0000-480.1100	DONATIONS - ENHANCEMENT PROJECTS	0.00	760.00	0.00	(760.00)	100.00
100-0000-481.1000	INTEREST INCOME	500.00	141.74	10.85	358.26	28.35
100-0000-484.1000	DAMAGE TO/LOSS OF PROPERT	0.00	15,428.12	0.00	(15,428.12)	100.00
100-0000-494.1000	OTHER FUNDS	40,000.00	20,000.00	0.00	20,000.00	50.00
Total Dept 0000		1,541,887.00	1,527,773.97	2,131.05	14,113.03	99.08
TOTAL REVENUES		1,541,887.00	1,527,773.97	2,131.05	14,113.03	99.08
Expenditures						
Dept 0000						
100-0000-580.0000	TRANSFER TO OTHER FUNDS	0.00	2,301.84	0.00	(2,301.84)	100.00
Total Dept 0000		0.00	2,301.84	0.00	(2,301.84)	100.00
Dept 3001 - LIBRARY OPERATIONS						
100-3001-510.0000	SALARIES & WAGES	869,220.00	804,087.18	91,724.69	65,132.82	92.51
100-3001-514.0000	OVERTIME	500.00	0.00	0.00	500.00	0.00
100-3001-515.0100	GRP HEALTH/LIFE INSURANCE	223,520.00	144,415.25	18,396.97	79,104.75	64.61
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	58,440.00	59,219.89	6,698.64	(779.89)	101.33
100-3001-515.1500	PENSION-GENERAL	47,131.00	51,476.19	6,023.40	(4,345.19)	109.22
100-3001-519.4000	WORK PERMITS, ETC.	2,240.00	197.00	0.00	2,043.00	8.79
100-3001-521.2800	BANK SERVICE CHARGES	1,000.00	0.00	0.00	1,000.00	0.00
100-3001-524.1110	MCFLS/AUTOMATION	31,071.00	37,709.82	0.00	(6,638.82)	121.37
100-3001-524.1200	EQUIPMENT MAINTENANCE	17,500.00	10,281.45	340.29	7,218.55	58.75
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,533.00	14,783.65	2,635.19	749.35	95.18
100-3001-530.0700	PRINTING	10,480.00	21,806.16	1,291.62	(11,326.16)	208.07
100-3001-530.0800	POSTAGE & MAILING	1,163.00	1,906.73	167.49	(743.73)	163.95
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,504.00	197.00	197.00	1,307.00	13.10
100-3001-530.1300	MARKETING	0.00	3,966.19	9.99	(3,966.19)	100.00
100-3001-530.1600	TRAINING	2,262.00	5,084.77	474.35	(2,822.77)	224.79
100-3001-530.4500	EQUIPMENT REPAIRS	10,000.00	26,103.12	0.00	(16,103.12)	261.03
100-3001-580.1100	NEW EQUIPMENT	10,000.00	2,332.13	1,788.32	7,667.87	23.32
100-3001-580.1200	ENHANCEMENT PROJECTS	0.00	0.00	0.00	0.00	0.00
100-3001-590.9800	CONTINGENCY	5,000.00	1,646.98	0.00	3,353.02	32.94
Total Dept 3001 - LIBRARY OPERATIONS		1,306,564.00	1,185,213.51	129,747.95	121,350.49	90.71
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	93,600.00	79,569.30	3,859.11	14,030.70	85.01
100-3002-538.2000	PERIODICALS	9,984.00	7,524.21	834.00	2,459.79	75.36

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
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GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
100-3002-538.3000	DATA BASE MANAGEMENT	12,480.00	1,065.60	113.40	11,414.40	8.54
100-3002-538.4000	EBOOKS	8,925.00	0.00	0.00	8,925.00	0.00
100-3002-538.5000	NON-PRINT	9,981.00	12,578.84	1,326.66	(2,597.84)	126.03
Total Dept 3002 - LIBRARY COLLECTION		134,970.00	100,737.95	6,133.17	34,232.05	74.64
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	32,130.00	33,504.74	2,457.09	(1,374.74)	104.28
100-3003-522.1100	GAS	11,941.00	7,137.71	1,184.12	4,803.29	59.77
100-3003-522.1300	WATER	2,082.00	2,025.76	504.03	56.24	97.30
100-3003-522.1400	SEWER SERVICE	3,670.00	3,468.30	0.00	201.70	94.50
100-3003-529.1000	JANITORIAL	25,501.00	29,338.62	4,790.00	(3,837.62)	115.05
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	1,339.00	1,481.79	0.00	(142.79)	110.66
100-3003-530.9500	BUILDINGS MAINTENANCE	23,690.00	35,162.56	3,553.89	(11,472.56)	148.43
Total Dept 3003 - BUILDING OPERATIONS		100,353.00	112,119.48	12,489.13	(11,766.48)	111.73
TOTAL EXPENDITURES		1,541,887.00	1,400,372.78	148,370.25	141,514.22	90.82
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,541,887.00	1,527,773.97	2,131.05	14,113.03	99.08
TOTAL EXPENDITURES		1,541,887.00	1,400,372.78	148,370.25	141,514.22	90.82
NET OF REVENUES & EXPENDITURES		0.00	127,401.19	(146,239.20)	(127,401.19)	100.00
BEG. FUND BALANCE		138,104.72	138,104.72			
END FUND BALANCE		138,104.72	265,505.91			