



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, February 20, 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 January 16, 2025 minutes
 - b. Approval of the January 2025 financial report
 - c. Approval of the January 2025 invoices
5. Items pulled from the consent agenda for discussion (Action)
6. President's Report (Information)
7. Old Business
 - a. Report, discussion, and decision regarding the 2024 Wisconsin Public Library Annual Report
8. New Business
 - a. Report, discussion, and decision regarding retrofitting study room doors with ¼" x 18" x 54" clear tempered glass
 - b. Report, discussion, and decision regarding a door for a fourth study room on the first floor
 - c. Report, discussion, and decision regarding a landscaping contract for the children's garden and flower beds at the main entrance
 - d. Report, discussion, and decision regarding replacing seats of the chairs used in the community room
 - e. Report and discussion regarding adopting a fine-free policy
9. Library Director's Report (Informational)
10. New items for placement on the next agenda (Information)
11. Next Meeting: March 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, January 16, at 6:30 PM
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

DRAFT MINUTES

1. The meeting was called to order by Creston Flemming at. 6:36 p.m.

On roll call in attendance were Alderman Andrew Drzewiecki, Marie Cardenas, Connie Hughes, Creston Flemming, Amber Lococo, Brittany Haiser, and Kyle Sundby

Also in attendance were Jennifer Einwalter, Library Director; Emily Alford, Assistant Library Director

2. Public comment (information)

none

3. Comptroller's report (information)

Brittany reported that there is nothing out of the ordinary in accounts payable, which includes the locker wrap, landscaping, and pre-employment physicals.

Revenue and expenditures report for 2024: 99.08% of revenue and 90.82% of expenditures. The library currently has a surplus of \$127, 401.19.

Discussion of book ordering and back orders on Baker & Taylor

4. Consent Agenda (Action)

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

Connie motioned to approve the Consent Agenda and Brittany seconded. Roll call vote taken; motion passed unanimously.

5. Items pulled from the consent agenda for discussion (Action)

none

6. President's Report (information)

none

7. Old Business

- a. Report regarding partnership with ROC Foundation for Milwaukee Milkmen Game – Sunday, July 13, 2025 at 1:00 PM.**

Sue is asking who on the board will help solicit donations from businesses. Board members should email Sue if they want to help out.

8. New Business

- a. Report, discussion, and decision regarding the 2024 Wisconsin Public Library Annual Report.**

Jennifer reported that the portal opens next week for the library's 2024 annual report. She shared some statistics with the board. Total items in collection: 94,347. Total circulation of physical items: 216,262. Total circulation including electronic items: 273,161. Overdrive circulation increased 30% and Hoopla increased 11% in 2024.

Several patrons have expressed disappointment that the library's Hoopla subscription ended in 2024.

Discussion of some programming numbers. Very active programming.

Library card sign up has increased since last year.

Discussion of video game circulation.

Discussion of our fines and potentially going fine free.

Annual report has to be submitted by March 1.

9. Library Director's Report (Information)

Three new circulation staff members have started.

Smart lockers soft launch. Still working on a few kinks.

Discussion of getting new staff logo apparel. Jennifer will send board logowear link.

Discussion of having t-shirts for sale at the book sale and as a fundraiser.

Discussion of Winter Reading.

Discussion of progress creating a Friends group.

Discussion of upcoming programs. Summer Reading Program theme is going to be Camp Greenfield, which will include hiking, nature, etc. Milwaukee Ballet coming on Saturday, March 8th for a program to do a program in conjunction with Youth Art Month. Glenwood School nomination night in on March 12th. Students write reviews of books to share with family and friends.

Furniture reupholstery project is starting in February.

Jennifer is looking into options to replace Hoopla, including Blackstone Unlimited and an Advantage Account through Overdrive. Jennifer will continue to research our options for ebooks.

Jennifer will finalize paint colors tomorrow with Blair Commercial Paint.

The Great Library Treasure Hunt, which is a MCFLS initiative to get people visiting all libraries in the county, has started. Participants are entered to win a \$250 gift card.

The staff meeting with Julie from HR was rescheduled for the February staff meeting since she was out ill in January.

Discussion of recent behavioral problems with patrons.

A couple other small projects the library is working on: getting a keypad lock on the upstairs office, changing the number code on keypad locks, cancelling some of the cell phone lines, and possibly changing the curbside workflow.

The staff Christmas party was a success and everyone had fun. All but two staff members came.

10. New items for placement on the next agenda (Information)

None

11. Next Meeting: February 20, 2024, at 6:30 PM

12. Adjournment (Action).

Amber motioned to adjourn at 7:40 p.m. and Marie seconded; motion passed unanimously.

GREENFIELD LIBRARY ACCOUNTS PAYABLE

January 2025

Vendor Name:			
3001.524.1200 Contractual Services	Arista/Untangle	1 Invoice(s)	\$ 1,080.00
	P-Card 9018 (simplebooklet.com)	1 Invoice(s)	\$ 119.88
	P-Card 4503 (Adobe)	1 Invoice(s)	\$ 19.99
			<u>\$ 1,219.87</u>
3001.530.0100 Supplies	P-Card 4479 (Demco)	1 Invoice(s)	\$ 307.56
	P-Card 4503 (Amazon)	1 Invoice(s)	\$ 20.41
			<u>\$ 327.97</u>
3001.530.0700 Printing, Programs	James Imaging	1 Invoice(s)	\$ 497.22
	P-Card 4479 (Amazon)	1 Invoice(s)	\$ 67.04
	P-Card 4503 (Dollar Tree)	1 Invoice(s)	\$ 31.77
	P-Card 3459 (Amazon, Meijer)	1 Invoice(s)	\$ 71.84
			<u>\$ 667.87</u>
3001.530.0800 Communications	P-Card (T-Mobile)	1 Invoice(s)	\$ 162.58
	P-Card (USPS)	1 Invoice(s)	\$ 4.63
			<u>\$ 167.21</u>
3001.530.1600 Training	Mileage Reimbursement for Christine Jackson-Diperna	1 Invoice(s)	\$ 17.50
	P-Card 3459 (UW-Madison-online course for Christine Jackson-Diperna)	1 Invoice(s)	\$ 225.00
			<u>\$ 242.50</u>
3001.580.1100 New Equipment	P-Card 3459 (Amazon)	1 Invoice(s)	\$ 87.56
			<u>\$ 87.56</u>
3002.538.1010 Books	Ingram	1 Invoice(s)	\$ 840.85
			<u>\$ 840.85</u>
3002.538.5000 Non-Print	Baker & Taylor	2 Invoice(s)	\$ 83.72
	P-Card 4503 (Amazon)	1 Invoice(s)	\$ 29.98
			<u>\$ 113.70</u>
3003.522.1000 Electric	WE Energies	1 Invoice(s)	\$ 2,711.91
			<u>\$ 2,711.91</u>
3003.522.1100 Gas	WE Energies	1 Invoice(s)	\$ 1,723.27
			<u>\$ 1,723.27</u>
	TOTAL ACCOUNTS PAYABLE		
	Final 2/10/2025 sw	20 Invoice(s)	<u>\$ 8,102.71</u>

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Revenues						
Dept 0000						
100-0000-411.1000	GENERAL PROPERTY TAXES	1,438,260.00	1,438,260.00	1,438,260.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	54,061.00	134.12	134.12	53,926.88	0.25
100-0000-436.9000	OTHER STATE PAYMENTS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1010	LIBRARY REVENUE	14,000.00	1,350.70	1,350.70	12,649.30	9.65
100-0000-467.1020	PHOTO COPIES	10,000.00	1,488.32	1,488.32	8,511.68	14.88
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	10,000.00	1,354.91	1,354.91	8,645.09	13.55
100-0000-467.1050	FINES - MCFLS SUSPENCE	100.00	15.95	15.95	84.05	15.95
100-0000-467.1070	OTHER	0.00	(124.81)	(124.81)	124.81	100.00
100-0000-480.1000	DONATIONS GENERAL	0.00	1,085.38	1,085.38	(1,085.38)	100.00
100-0000-480.1100	DONATIONS - ENHANCEMENT PROJECTS	0.00	0.00	0.00	0.00	0.00
100-0000-481.1000	INTEREST INCOME	100.00	10.40	10.40	89.60	10.40
100-0000-484.1000	DAMAGE TO/LOSS OF PROPERT	0.00	0.00	0.00	0.00	0.00
100-0000-494.1000	OTHER FUNDS	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 0000		1,566,521.00	1,443,574.97	1,443,574.97	122,946.03	92.15
TOTAL REVENUES		1,566,521.00	1,443,574.97	1,443,574.97	122,946.03	92.15
Expenditures						
Dept 0000						
100-0000-580.0000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
Dept 3001 - LIBRARY OPERATIONS						
100-3001-510.0000	SALARIES & WAGES	850,778.00	59,520.68	59,520.68	791,257.32	7.00
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	5,318.24	5,318.24	218,201.76	2.38
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	65,085.00	4,444.46	4,444.46	60,640.54	6.83
100-3001-515.1500	PENSION-GENERAL	54,906.00	3,835.64	3,835.64	51,070.36	6.99
100-3001-519.4000	WORK PERMITS, ETC.	1,500.00	0.00	0.00	1,500.00	0.00
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	33,000.00	0.00	0.00	33,000.00	0.00
100-3001-524.1200	EQUIPMENT MAINTENANCE	40,000.00	1,219.87	1,219.87	38,780.13	3.05
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,000.00	327.97	327.97	14,672.03	2.19
100-3001-530.0700	PRINTING	18,000.00	170.65	170.65	17,829.35	0.95
100-3001-530.0800	POSTAGE & MAILING	1,800.00	167.21	167.21	1,632.79	9.29
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,500.00	0.00	0.00	1,500.00	0.00
100-3001-530.1300	MARKETING	5,000.00	0.00	0.00	5,000.00	0.00
100-3001-530.1600	TRAINING	6,000.00	225.00	225.00	5,775.00	3.75
100-3001-530.4500	EQUIPMENT REPAIRS	10,000.00	0.00	0.00	10,000.00	0.00
100-3001-580.1100	NEW EQUIPMENT	4,618.00	87.56	87.56	4,530.44	1.90
100-3001-580.1200	ENHANCEMENT PROJECTS	0.00	0.00	0.00	0.00	0.00
100-3001-590.9800	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Dept 3001 - LIBRARY OPERATIONS		1,332,207.00	75,317.28	75,317.28	1,256,889.72	5.65
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	840.85	840.85	89,159.15	0.93
100-3002-538.2000	PERIODICALS	7,500.00	0.00	0.00	7,500.00	0.00

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
100-3002-538.3000	DATA BASE MANAGEMENT	8,746.00	0.00	0.00	8,746.00	0.00
100-3002-538.4000	EBOOKS	7,568.00	0.00	0.00	7,568.00	0.00
100-3002-538.5000	NON-PRINT	10,000.00	29.98	29.98	9,970.02	0.30
Total Dept 3002 - LIBRARY COLLECTION		123,814.00	870.83	870.83	122,943.17	0.70
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	33,000.00	2,711.91	2,711.91	30,288.09	8.22
100-3003-522.1100	GAS	10,000.00	1,723.27	1,723.27	8,276.73	17.23
100-3003-522.1300	WATER	2,300.00	0.00	0.00	2,300.00	0.00
100-3003-522.1400	SEWER SERVICE	3,700.00	0.00	0.00	3,700.00	0.00
100-3003-529.1000	JANITORIAL	29,000.00	2,503.00	2,503.00	26,497.00	8.63
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	4,000.00	0.00	0.00	4,000.00	0.00
100-3003-530.9500	BUILDINGS MAINTENANCE	28,500.00	4,592.38	4,592.38	23,907.62	16.11
Total Dept 3003 - BUILDING OPERATIONS		110,500.00	11,530.56	11,530.56	98,969.44	10.43
TOTAL EXPENDITURES		1,566,521.00	87,718.67	87,718.67	1,478,802.33	5.60
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,566,521.00	1,443,574.97	1,443,574.97	122,946.03	92.15
TOTAL EXPENDITURES		1,566,521.00	87,718.67	87,718.67	1,478,802.33	5.60
NET OF REVENUES & EXPENDITURES		0.00	1,355,856.30	1,355,856.30	(1,355,856.30)	100.00
BEG. FUND BALANCE		138,104.72	138,104.72			
NET OF REVENUES/EXPENDITURES - 2024			132,196.31		132,196.31	
END FUND BALANCE		138,104.72	1,626,157.33			



I. GENERAL INFORMATION

1. Name of Library Greenfield Public Library		2. Public Library System Milwaukee County Federated Library System			
3b. Head Librarian First Name Jennifer	3c. Head Librarian Last Name Einwalter	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 02/28/2026	
6a. Street Address 5310 W. Layton Ave.	6b. Mailing Address or PO Box 5310 W. Layton Ave.	7. City / Village / Town Greenfield	8a. ZIP 53220	8b. ZIP4 4011	9. County Milwaukee
10. Library Phone Number 4143219595	11. Fax Number (414)321-8595	12. Library E-mail Address of Director jennifer.einwalter@greenfieldwi.us			
13. Library Website URL www.greenfieldlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 36,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number VHJ1RJ5BMNY1	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	66	0	0
19b. Number of winter weeks	37	0	0
19c. Summer hours open per week	62	0	0
19d. Number of summer weeks	15	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,372	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			75,427	5,453	
2. Physical Subscriptions			55		
3. Physical Audio Materials			8,719	115	
4. Physical Video Materials			8,958	300	
5. Other Physical Materials			1,243		
6. Total Physical Items in Collection			94,347		
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books			No	Yes	No
8. E-serials			No	Yes	No
9. E-audio			No	Yes	No
10. E-video			Yes	Yes	No
11. Research Databases			Yes	Yes	Yes
12. Online Learning Platforms			Yes	Yes	Yes
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
215,364	86,492	3,116	40,293	41,676	
			Method for Counting ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			40,083	41,556	
WISCAT			203	56	
Other (includes OCLC, manual tracking or other methods)			7	64	
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
22,320	8,698	16,499	1,041	2,920	48,558
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL	Yes	a. Method	b. Annual Count
7,964	2	7,966	Yes	Survey Week(s)	22,737
				a. Method	b. Annual Count
				Actual Count	129,282
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
44	33				

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	267	69	55	168	33
Total Attendance	8,426	5,350	837	2,446	622

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	577	15	0	0
Total Attendance	15,896	1,761	24	
Total Program Views				0

Describe the library's in-person programs:

Musical instrument playing, arts & crafts, storytime, business & employment seminars, computer classes, book clubs, movie showings, writing club, informational events for seniors, Lego Club, School visits, author visits, games in the garden, trivia contests, daycare center visits' story time, farmer's market visits' storytime.

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

Option available to citizens who want to participate in monthly book clubs.

Which platforms does the library use to host the library's pre-recorded programs:

na

Describe the library's pre-recorded programs:

na

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Creston	Flemming	5052 S. 68th St.	Greenfield	53220	creston.flemming@greenfie
2. Marie	Cardenas	3750 S. River Ridge Blvd	Greenfield	53228	marie.cardenas@greenfield
3. Sue	DeWitt	5675 W. Abbott Ave.	Greenfield	53220	sue.dewitt@greenfieldwi.us
4. Andrew	Drzewiecki	7325 W. Forest Home Ave.	Greenfield	53220	ald.andy.drzewiecki@green
5. Sarah	Dunmire	3515 S 51st St	Greenfield	53220	sarah.dunmire@greenfieldv
6. Brittany	Haiser	8266 W. Red Oaks Ct.	Greenfield	53220	brittany.haiser@greenfieldv
7. Connie	Hughes	6100 W Stonehedge Dr., Apt 2	Greenfield	53220	connie.hughes@greenfieldv
8. Amber	Lococo	4370 S. 38th St	Greenfield	53221	amber.lococo@greenfieldw
9. Kyle	Sandy	6000 W Bottsford Ave	Greenfield	53220	kyle.sandy@greenfieldwi.g
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
9					

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			106,544
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	106,378	161	106,539
3. Circulation to Nonresidents Living in Another County in the Library System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	5	0	5
5. Circulation to All Other Wisconsin Residents	0	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	15	28	0
Total Self-Directed Activity Participation	811	4,339	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	13	7	63
Total Self-Directed Activity Participation	975	5,111	11,236
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Christine	Jackson	christine.jackson-diperna@greenfieldwi.us	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Emily	Alford	emily.alford@greenfieldwi.us	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Creston Flemming	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Jennifer Einwalter	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Milwaukee

The Greenfield Public Library Board of Trustees hereby states that in 2024 the waukee County Federated Library System Board of Trustees hereby states that in 2024 the waukee County Federated Library System

- did provide effective leadership and adequately met the needs of the library.
did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.



XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Includes signature of Creston Flemming and page number 18 of 34.

COMMENTS

SECTION II

7b. Did the library provide access to e-books purchased via a system, consortium, or cooperative agreement?

Overdrive

Hoopla--2025-02-10

8b. Did the library provide access to e-serials purchased via a system, consortium, or cooperative agreement?

Overdrive Magazines--2025-02-10

9b. Did the library provide access to e-audio purchased via a system, consortium, or cooperative agreement?

Overdrive

Hoopla--2025-02-10

Overdrive

Hoopla--2025-02-10

10a. Did the library provide access to e-video purchased solely by the library?

Kanopy--2025-02-10

Data Axel - formerly Reference USA--2025-02-10

10b. Did the library provide access to e-video purchased via a system, consortium, or cooperative agreement?

Hoopla

Overdrive--2025-02-10

11a. Did the library provide access to research databases purchased solely by the library?

Data Axel - formerly Reference USA--2025-02-10

11b. Did the library provide access to research databases purchased via a system, consortium, or cooperative agreement?

Ancestry.com

Newsbank - Milwaukee Journal Sentinel--2025-02-10

12b. Did the library provide access to online learning platforms purchased via a system, consortium, or cooperative agreement?

Transparent Languages

Gale Courses

Udemy

Brainfuse--2025-02-10

SECTION III

1b., Circulation of Children's Physical Materials (subset of 1a.)

Adjusted numbers to reflect true numbers of children's materials circulated. Previous calculations included YA circ (SH @ MCFLS).--2025-01-27

3d., E-video Circulation

Hoopla - 562

Kanopy - 479--2025-02-14

6b. Reference Transactions

2024 reference transactions are less than 2023. All numbers verified and we had less questions asked.--2025-02-16

DRAFT

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	40,000.00	20,000.00	0.00	100.00
Total Dept 0000		1,541,887.00	1,547,773.97	22,131.05	(5,886.97)	100.38
TOTAL REVENUES		1,541,887.00	1,547,773.97	22,131.05	(5,886.97)	100.38
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	808,391.22	96,028.73	60,828.78	93.00
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	145,259.09	19,240.81	78,260.91	64.99
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	58,440.00	59,533.71	7,012.46	(1,093.71)	101.87
100-3001-515.1500	PENSION-GENERAL	47,131.00	51,752.78	6,299.99	(4,621.78)	109.81
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	38,331.54	621.72	(7,260.54)	123.37
100-3001-524.1200	EQUIPMENT MAINTENANCE	17,500.00	10,370.75	429.59	7,129.25	59.26
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,533.00	14,940.02	2,791.56	592.98	96.18
100-3001-530.0700	PRINTING	10,480.00	23,005.86	2,491.32	(12,525.86)	219.52
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	2,481.31	1,937.50	7,518.69	24.81
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	1,193,168.07	137,702.51	113,395.93	91.32
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	93,600.00	85,621.20	9,911.01	7,978.80	91.48
100-3002-538.2000	PERIODICALS	9,984.00	7,524.21	834.00	2,459.79	75.36

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	1,194.30	242.10	11,285.70	9.57
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	13,234.76	1,982.58	(3,253.76)	132.60
Total Dept 3002 - LIBRARY COLLECTION		134,970.00	107,574.47	12,969.69	27,395.53	79.70
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	35,576.36	3,967.69	(11,886.36)	150.17
Total Dept 3003 - BUILDING OPERATIONS		100,353.00	112,533.28	12,902.93	(12,180.28)	112.14
TOTAL EXPENDITURES		1,541,887.00	1,415,577.66	163,575.13	126,309.34	91.81
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,541,887.00	1,547,773.97	22,131.05	(5,886.97)	100.38
TOTAL EXPENDITURES		1,541,887.00	1,415,577.66	163,575.13	126,309.34	91.81
NET OF REVENUES & EXPENDITURES		0.00	132,196.31	(141,444.08)	(132,196.31)	100.00
BEG. FUND BALANCE		138,104.72	138,104.72			
END FUND BALANCE		138,104.72	270,301.03			



FOREMOST DOORS

Sales ● Installation

Website

www.ForemostDoors.com

Address S84 W18752 Enterprise Dr., Muskego, WI 53150

EMAIL QUOTATION

Date: 02/04/2025
To: Joe Dex
Company: City of Greenfield
Phone Number: 414-238-8498

Pages: 1
From: Craig Edler
Fax Number: (262) 895-1012
Phone Number: (262) 895-1011
E-mail: craig.foremost@gmail.com

Re: LIBRARY – REMODEL WITH EXITING DOORS
Quote # 405352,405353

EXISTING OFFICE DOORS- 18" x 38" OPTION #1 QUOTE#405352

Qty-3 Supply metal lite kit frame and 1/4" x 18" x 38" clear tempered glass

Qty-1 Installation to remove the existing wood door. Prep and install new lite kit then rehang door

**Your price of the above material installed. -----\$ 1,740.00 (NO TAX)

EXISTING OFFICE DOORS- 18" x 54" OPTION #2 QUOTE#405353

Qty-3 Supply metal lite kit frame and 1/4" x 18" x 54" clear tempered glass

Qty-1 Installation to remove the existing wood door. Prep and install new lite kit then rehang door

**Your price of the above material installed. -----\$ 2,165.00 (NO TAX)

Please note:

- Lead time 4-6 weeks
- Color of lite kit to be determined
- Terms NET 30 Days

Thank you for the opportunity to quote your needs and let me know if you have any questions or would like to place this order.

Respectfully,
Craig Edler

Accepted by: _____ Company: _____ Date: _____





FOREMOST DOORS

Sales ● Installation

Website

www.ForemostDoors.com

Address S84 W18752 Enterprise Dr., Muskego, WI 53150

EMAIL QUOTATION

Date: 02/04/2025
To: Joe Dex
Company: City of Greenfield
Phone Number: 414-238-8498

Pages: 2
From: Craig Edler
Fax Number: (262) 895-1012
Phone Number: (262) 895-1011
E-mail: craig.foremost@gmail.com

Re: LIBRARY – REMODEL NEW FRAMES & DOORS
Quote # 405354,405355

NEW F&D W/ 18" x 38" DOOR LITE OPTION#1 QUOTE#405354

Qty-1 3070 Plain Sliced Red Oak non-rated wood door with 1/4" x 18" x 38" clear tempered glass factory installed

Qty-3 16ga 3070 Side lite hollow metal frame with Steel stud Anchors

Qty-1 16Ga divided borrowed lite frame

Qty-1 LOT 1/4" clear tempered safety glass for the sidelight and borrowed lite frame

Qty-1 Roll NGP glazing tape

Qty-3 4-1/2" x 4-1/2" Ballbearing hinges (Satin Chrome Finish)

Qty-1 Schlage ND53J Rhodes "Entry Function" lever lockset (Satin Chrome Finish)

**Your price of the above material delivered. -----\$ 4,800.00 (NO TAX)

NEW F&D W/ 18" x 54" DOOR LITE OPTION#2 QUOTE#405355

Qty-1 3070 Plain Sliced Red Oak non-rated wood door with 1/4" x 18" x 54" clear tempered glass factory installed

Qty-3 16ga 3070 Side lite hollow metal frame with Steel stud Anchors

Qty-1 16Ga divided borrowed lite frame

Qty-1 LOT 1/4" clear tempered safety glass for the sidelight and borrowed lite frame

Qty-1 Roll NGP glazing tape

Qty-3 4-1/2" x 4-1/2" Ballbearing hinges (Satin Chrome Finish)

Qty-1 Schlage ND53J Rhodes "Entry Function" lever lockset (Satin Chrome Finish)

**Your price of the above material delivered. -----\$ 4,985.00 (NO TAX)

Please note:

- Lead time Frames 3 weeks / Doors 5-7 weeks after color approval
- Installation by others
- IC Core to be supplied by City of Greenfield
- Terms NET 30 Days

Thank you for the opportunity to quote your needs and let me know if you have any questions or would like to place this order.

Respectfully,
Craig Edler

Accepted by: _____ Company: _____ Date: _____





SEBERT
Landscape

PREPARED FOR:

GREENFIELD PUBLIC LIBRARY
5310 W LAYTON AVE
GREENFIELD , WI 53220

PREPARED BY:

NIKI JOHNSON
NEW BUSINESS DEVELOPMENT

6565 N INDUSTRIAL DRIVE - MILWAUKEE, WI 53223
PHONE: 414-431-7577 - FAX: 414-358-1863



SERVICE AGREEMENT

This Service Agreement ("Agreement") is made below between Sebert ("Contractor") and **Greenfield Public Library Central Library** ("Client"), whereby Sebert will provide certain services to Customer as more specifically described herein.

GREENFIELD PUBLIC LIBRARY
5310 W LAYTON AVE

PROPOSED SERVICE:

The following Service Agreement is for maintenance of all designated exterior landscape areas at **Greenfield Public Library**. Our landscape management service is performed April 1st thru November 15th. We conform to professional horticultural practices and climatic conditions. This is subject to change due to weather, holidays, or other uncontrollable circumstances. During the months of April and November, attention will be concentrated on Spring Clean up and Fall Clean up activities respectively. Sebert (Contractor) will furnish the labor, materials, tools, and equipment, necessary to perform work and duties in a professional manner creating as little disruption as possible to Client. Contractor will perform all services in accordance with the highest standards of horticultural excellence and will make every effort to reduce our carbon footprint.

COST OF SERVICES:

The cost of the Basic Landscape Maintenance Program as stated in the "Description of Services" will be performed for the sum of **\$9,600** per year, and shall be billed at a rate of **\$1,200** per month for 8 months of service. All costs quoted are plus applicable tax.

INCLUSIVE SERVICES:

N/A

ADDITIONAL SERVICES/SERVICE DETAILS:

Contract is for:

Planting summer flowers at front bed. Around the 1st week of June.
1-2 times a week of watering the flowers.
1 time per week of perennial bed care. Approximately 26 visits
One time clean up of beds in April.
One time final clean up of beds in October.

Contract does not include pruning or new mulch.
If additional watering is requested it will be billed at a T&M rate at \$65/hr.



COMPANY INFORMATION

Sebert Landscape is a full service commercial landscape contractor serving the Chicagoland and Wisconsin region since 1985 with a unique sustainable approach. We call it "the new green," and it's our way of changing the landscaping industry. Our "green" goes beyond reusable bags and recycled bottles. It means finding solutions that benefit customers and respects the environment.

It is Sebert's vision to reshape the landscaping industry by eliminating the conflict between "What is best for our customers" and "What is best for the environment." We want to change the way people think about sustainability. Our commitment begins with our 30,000 square foot headquarters located in Bartlett, IL which is Gold LEED (Leadership in Energy and Environmental Design) certified by the U.S. Green Building Council. Our building features the incorporation and use of Solar Panels, Reclaimed Wood, Heating and Cooling efficiencies, Permeable Pavers and reclaimed rain water features, as well as a beautiful green roof and native landscaping.

Sebert is focused on creating a better environment for all our clients. We have continued to make a positive impact by reducing the noise decibel level and eliminating toxic exhaust fumes associated with gasoline powered equipment. Our commitment to sustainability enables us to substitute propane mowers and battery operated, hand-held ancillary equipment. This practices provides a safer and healthier environment for our clients and crews.

It is our mission to educate the community in the practice of sustainability and advocacy for the environment. As part of our stewardship and commitment, we provide educational tours of our facility highlighting our sustainable practices. Sebert has been a chosen site for Landscape tours, as well as a recipient of many awards for our dedication to the environment.

Sebert serves the northern corridor of Illinois and north eastern Wisconsin with seven regional offices in Bartlett, Bolingbrook, Elk Grove Village, Naperville, South Beloit (Rockford), Illinois and Pleasant Prairie/Kenosha, and Milwaukee, Wisconsin.

SPRING CLEAN UP (APRIL)

Spring clean up consists of the removal of residual fall and winter debris from turf and plant beds. The Contractor will clean and haul away all landscape related debris from walks, drives, parking lots, and curbs on the jobsite. All trees and shrubs (under 12 feet) will be inspected for disease and damaged branches. Mulch may be provided to bed areas for an additional fee at the request of the Client.

TURF MAINTENANCE SERVICE (MAY THRU NOVEMBER)

Turf will be maintained at approximately a three (3) inch height or as climatic conditions dictate. Alternate mowing patterns will be performed when possible. All mower blades will be sharpened weekly to maintain an even cut. Walks and curbs will be mechanically edged. Litter will be collected and removed from landscaped areas during each visit. Client may be notified of excessive debris (including cigarette butts) that will need to be removed at an additional charge. Walk and drives will be left clear of grass clippings and debris. Grass clippings will not be removed from the turf except when accumulation becomes detrimental to the health and appearance of the turf at the discretion of Contractor.

DESIGN FLAWS

Contractor will not be held responsible for damage to siding, air conditioning units/lines, lamp posts, mailbox pedestals, etc. where said object directly abuts maintained turf and there is the potential to be damaged while completing the services outlined in this agreement. If turf directly abuts any of these areas, Contractor will provide cost to client to remove 12 inches of turf and add mulch to create a buffer area to protect structures and greatly reduce the potential for damage. If buffer installation is not approved, Contractor will not be held liable for damage to property as stated above.

WEED CONTROL

All turf areas will have a complete herbicide program including, crabgrass control, broadleaf control and broad spectrum control for weeds such as dandelion, chickweed, knotweed and clover. Crabgrass control (pre-emergence) will be applied once during the spring. Additional applications may be needed and charged accordingly. Broadleaf weed control will be applied twice each season. Heavily infested lawns may need additional applications at an additional charge. All chemicals will be applied in strict accordance with the manufacturer's labels and as weather permits.

PEST CONTROL

Inspection of all turf areas and plant material for insect and disease problems will be made routinely. If infestations are present, the Client will be notified. Appropriate approval from Client will be required to eradicate the problems at agreed upon charges. All chemical applications will be performed by an Wisconsin licensed applicator/operator.

BED AND TREE RING MAINTENANCE

Spade edging and cultivation are included in this contract for all existing and defined beds and tree rings. If defined edges are not existing, you will receive a proposal to establish a defined edge. All planting beds and tree rings will be maintained with the use of chemical, manual or mechanical operations to control weeds.

TREE, SHRUBS, EVERGREENS AND GROUND COVER CARE

All plant material will be inspected during maintenance visits to determine the need for pruning. Pruning of shrubs less than six feet will be provided in accordance with horticultural practices. Two to three prunings are included in the contract to provide a sharp, clean look to the property. Shrubs will be pruned in a manner as to maintain the existing look of the plant. If client requests rejuvenation or hard prunings, this service can be provided at an additional cost. Flowering shrubs will be pruned after flowering has occurred. All shade and ornamental trees, up to 12 feet in height and up to a 4 inch diameter, will be pruned to correct any low hanging or broken branches that impede pedestrian traffic on sidewalks, obstruct cars in parking lots, and block any signage or lighting. Groundcover will be trimmed as needed. Evergreen trees and shrubs will be pruned to assure conserving their natural form. The exception would be where an alternative design has been maintained in the past. All trimmings will be cleaned up and removed from the site.

FERTILIZATION

All turf will be fertilized three (3) times per year unless otherwise specified by the Client. Early spring fertilizer will contain pre-emergence crabgrass control. Summer and fall applications are fertilizer only. Typical application rates will consist of 1lb. nitrogen per 1,000 square feet. All shrub and plant beds will be fertilized with a balanced nitrogen, phosphorus and potassium fertilizer.

Before the first residential/commercial and/or turf and landscape application, Sebert will provide, upon customer's request:

1. The brand name, product name or common chemical name of each pesticide that may be applied.
2. A copy of the pesticide label for each pesticide that may be applied available on request.
3. The date on which the landscape application will be made. The person making the application may communicate the application date orally, rather than in writing, if the requester agrees to oral notification.
4. The name, business address and telephone number of a person who can provide further information about the pesticide application.

FALL CLEAN UP

Turf will be mowed at an appropriate height to help prevent matting from snowfall. Annuals planted by Contractor will be removed. Perennials maintained by Contractor will be cut back as required. Removal of leaves from turf and bed areas will also be performed. Leaves in the turf areas will be mulched back into the turf using mulching style mower blades. Fall clean up is a one time service that is performed. Any additional clean up requested will be charged on a time and material basis.

TERMS AND CONDITIONS

INSURANCE

Contractor will maintain the following types of insurance: worker's compensation, complete automotive coverage, and general liability in commercially reasonable coverage amounts. Contractor will provide the Client a Certificate of Insurance upon request General Liability - \$1,000,000 - Automobile Liability - \$1,000,000 - Umbrella Liability - \$2,000,000 - Workers Comp - \$500,000.

BILLING

Invoicing will occur on the 1st day of the month and are due upon receipt. Monthly billings are based on a pro-rated yearly cost and are not indicative of work done in any one month. In the event the account is not paid within 30-days, the Client shall pay to Sebert all past due amounts, and a service charge of 1.5% per month(18%APR). In the event the account is placed in collection, all associated collection costs and reasonable attorney's fees will be charged to the account. All services and materials will be considered property of Contractor until such items are paid in full.

GAS AND OIL PRICES

This contract is based on the average daily price for diesel and gasoline not exceeding \$4.00 per gallon as determined by the Department of Energy ('DOE') National Mid-West average price of fuel. The DOE prices include taxes and the National Mid-West Average Price of Fuel is generally updated and available after 4:00 pm each Monday on the DOE website at www.eia.doe.gov. In the event that the National Mid-West Average price of fuel for diesel and/or gasoline increases to \$4.00 per gallon a four percent (4%) fuel surcharge will be added to your monthly invoice.

RENEWAL

In the absence of notice of a new rate as provided herein, and unless either party serves notice of the intention to terminate the contract, this contract shall automatically renew for successive one-year terms, at the prior year's rate.

TERMINATION

In the event the Client is dissatisfied with services performed, the Client shall give Contractor 30 days written notice to correct the problem. If the problem is not corrected within said 30 days, then the Client has the right to cancel this agreement upon payment of all outstanding charges.

This agreement may be canceled, with or without cause, upon thirty (30) days written notice by either party. This agreement will become null and void and all services rendered will become due and payable within the terms of this agreement. All correspondence regarding cancellation shall be made via Certified Mail/Return Receipt Requested.

This agreement shall inure to the benefit and be binding on the parties, heirs, executors, administrators, assignees, and successors of the parties. This agreement contains the entire understanding of the parties. No statements, promises, or inducements made by either party or agent that are not contained in this written agreement shall be valid or binding. In the event of a dispute between the parties, the status of any litigation shall be in Milwaukee County, Wisconsin, and laws of the State of Wisconsin shall govern.

TERMS OF AGREEMENT:

ACCEPTANCE OF SERVICE:

This Service Agreement ("Agreement") is made below between Sebert ("Contractor") and **Greenfield Public Library Central Library** ("Client"), whereby Sebert will provide certain services to Customer as more specifically described

COST OF SERVICES:

The cost of the Landscape Maintenance Program will be performed for the sum of **\$9,600** per year, and shall be billed at a rate of **\$1,200** per month for 8 months of service. Contract term is for April 1st thru November 15th for the years 2025. All costs quoted are plus applicable tax.

INCLUSIVE SERVICES:

N/A

SERVICES IN ADDITION TO AGREEMENT PRICE:

Contract is for:

Planting summer flowers at front bed. Around the 1st week of June.
1-2 times a week of watering the flowers.
1 time per week of perennial bed care. Approximately 26 visits
One time clean up of beds in April.
One time final clean up of beds in October.

Contract does not include pruning or new mulch.
If additional watering is requested it will be billed at a T&M rate at \$65/hr.

CLIENT:

Name: _____

Signature: _____

Title: _____

Date: _____

SEBERT:

Name: Niki Johnson

Signature: _____

Title: New Business Development

Date: _____

CUSTOMER INFORMATION

Billing Information

Attn:		
E-Mail:		
Company:		
Address:		
City / State/ Zip		
Phone:	Fax:	
PO#	Tax Exempt: Yes	No

If Tax Exempt - please supply a copy of certificate.

Renewal Information

Same as Billing Information

Attn:		
Company:		
Address:		
City / State/ Zip		
Phone:	Fax:	
E-Mail:		

Property Location Information

Same as Billing Information

Same as Renewal Information

Contact:		
Property Location:		
Address:		
City / State/ Zip		
Phone:	Fax:	
E-Mail:		
Additional Insured Information		

*Any additional necessary information please direct to the following

Yvonne Smith
 Contract Administrator
 630-497-1000 (Office)
 630-883-3252 (Fax)
yvonne@sebert.com



Chair seat replacement price

Sherril Weber

Thu 2/6/2025 1:00 PM

To: Jennifer Einwalter <Jennifer.Einwalter@greenfieldwi.us>;

Hi Jennifer,
Below is the information that Doreen sent about the chair seat replacement.
\$4,600 repair vs \$18,00+ for new

Thanks!

Sherril Weber | Business Manager/ Librarian
Greenfield Public Library
5310 W Layton Ave | Greenfield, WI 53220
(414) 321-9595 ext. 4105

From: Doreen Koch <Doreen.Koch@ki.com>
Sent: Thursday, February 6, 2025 12:53 PM
To: Sherril Weber
Cc: Doreen Koch
Subject: RE: Chair part replacement-Greenfield (WI) Public Library

Hi Sherril,

Please see pricing below.

I have included the hardware also if you may need additional, but you can reuse what is currently in the chairs now if you'd like. (The two back screws will need to be removed first to take off the back then the chair will need to be flipped upside down to remove the two seat screws.)

46.3816.04BL.AX MESH SEAT OPT 4 BL KD **\$46.00/net each**

12.0834.X SCREW, SEAT OPT4 **\$.45/net each**

12.0835.xx (color).X SCREW, BACK OPT4 KD **\$.45/net each**

Please let me know if you have any questions.

Thank you,
Doreen

KI **DOREEN KOCH** | Senior Project & Service Coordinator
P: 920.468.2607 | **E:** doreen.koch@ki.com | ki.com



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