



**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, May 15 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 April 17, 2025 minutes
  - b. Approval of the April 2025 financial report
  - c. Approval of the April 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 adopting a fine-free policy
8. New Business
  - a. Report, discussion and decision regarding appointment of a nominating committee for officers of the Library Board – President
9. Library Director's Report (Informational)
10. New items for placement on the next agenda (Information)
11. Next Meeting: May 15, 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. 04/14/2025



**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, April 17, 2025 at 6:30 PM**  
**2nd Floor Conference Room**  
**5310 W. Layton Ave. Greenfield, WI 53220**

**In-person meeting with virtual option available.**

**MINUTES**

**1. The meeting was called to order by Creston at 6:30 p.m.**

On roll call, in attendance were Connie, Sarah, Sue, Kyle, Creston, and Marie

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

Excused from the meeting were Alderperson Drzewiecki, Amber, and Brittany.

**2. Public comment (information)**

none

**3. Comptroller's report (information)**

Brittan provided a report to Creston to present because she was unable to attend the meeting. Noteworthy items: annual Envisionware invoice which is software that manages public computer log ins and time; MCFLS invoice for Overdrive, OCLC cataloging, Newsbank, Ancestry and Consumer Reports databases; Krueger Furnishings to replace the the seats on the chairs in the Community Room; Renewal of passes for the Zoo and Betty Brinn; FastSigns invoice was for new acrylic lettering purchased to replace the signs after the painting project. Brittany's report also included the library is 24.6% through year with 96% of revenue received and 21.36% of expenditures.

Creston asked about database usage stats. Jennifer will send that out to the Board next week.

**4. Consent Agenda (Action)**

- a. Approval of the March 20, 2025 minutes**
- b. Approval of the March 2025 financial report**
- c. Approval of the March 2025 invoices**

Kyle motioned to approve the consent agenda, and Connie seconded; motion carried unanimously.

**5. Items pulled from the consent agenda for discussion (Action) - None**

**6. President's Report (information)**

Creston reports that the new signs in the lobby, at checkout, and the children's library look awesome.

**7. Old Business**

**a. Report, discussion, and decision regarding adopting a fine-free policy**

Jennifer provided a draft of the updated Circulation Policy. The policy update included a new format, Tonies.

Jennifer has thought a lot about optics to eliminate fines and the library losing Hoopla due to cost. She's concerned it will look like the library can afford to eliminate fines but can't afford to pay for a Hoopla subscription. This is based on feedback the library has received from the public about the loss of Hoopla. Therefore, she recommended a phased approach to eliminate fines by starting with kids' and teen materials. Perhaps the library can eliminate fines on adult items in the fourth quarter of 2025 or January 2026. The discussion was held on alternatives being researched to supplement the Libby collection currently offered for downloading electronic content related to the discussion of eliminating fines...

The board's consensus and position was that the library is providing a service for downloading electronic content, Libby, and eliminating fines that benefit and impact the entire community.

The discussion moved towards recovering materials that are not returned when they are 60 days overdue, and what that looks like. Jennifer reported meeting with Unique Library about their gentle nudge material recovery program. The Library used their service 2017-2020 and Jennifer provided statistics on its use. The service has been paused since 2020. Discussion held on the pros and cons of using Unique Library as it relates to the data provided. The consensus of the Board was to close the account with Unique and move forward with automatically removing fines and fees, older than six years on inactive library cards. MCFLS is proposing a similar policy that would align with state statutes limiting debt collection.

Discussion of unique collections the library owns and circulates with regard to eliminating fines. The consensus of the Board was to eliminate fines on all materials with the exception of Explore Passes, Laptops, Library of Things items, Video Games and Wireless HotSpots.

Kyle made a motion to eliminate overdue fines at the Greenfield Public Library with the exception of Explore Passes, Laptops, Library of Things items, Video Games, and Wireless HotSpots and remove fines and fees older than six years starting June 1<sup>st</sup>, 2025. Sarah seconded. Motion carried unanimously.

## **8. New Business**

### **a. Report, discussion, and decision regarding adopting a Library Fee Schedule**

Emily created a chart comparing printing and faxing prices to other MCFLS libraries. Our printing prices balanced out the cost (not losing money), so Jennifer recommends leaving the prices the same.

Our fax prices are low, so Jennifer is recommending we change faxing to \$1.50 for the first page and \$1 for each page thereafter.

Marie motions to approve the revised fee schedule and Sue seconds. Motion carried.

### **b. Report, discussion, and decision regarding updates to the Library's Collection Development Policy**

Jennifer presented the current Selection Policy. She revised this policy and used the current policy as the base. The librarians looked over the policy and had the opportunity to provide feedback.

Expanded and more specific than the previous.

Connie motioned to approve the Collection Development Policy be accepting and implanted as drafted, Kyle seconded. Motion carried.

### **c. Report, discussion, and decision regarding adopting a Challenged Materials Policy and Reconsideration Form**

Jennifer presented the updated Challenged Materials Policy and Reconsideration of Library Material Form.

**Kyle motioned to approve Marie seconded. Motion carried.**

### **d. Report, discussion, and decision to approve invoice for interior painting from Blair Commercial Paint**

Jennifer presented an invoice for the remainder of the interior painting project. The Library capital budget included \$20,000 and the project went over \$14,275. The reasons for the overage were a lift was rented to reach the arched ceilings where the mobile hangs, the cost of the paint went up and the original quote did not include the lobby,

hallway by children's library and the area outside the restrooms. Also, the yellow and maroon walls were primed and then took two coats of paint. Creston asked if the vendor let Jennifer know the cost was going over the budgeted amount. Jennifer said they did let her know that the price was running over the quote.

Motion made by Connie and seconded by Sarad to pay the remaining \$14,275 invoice from the library's building Connie motioned to pay and Sarah seconded. Motion carried.

**9. Library Director's Report (Information)**

Jennifer shared the following information:

- Summer Events Brochure.
- AARP tax season is done.
- Fourth study room is in process.
- Library received a \$2,000 grant to purchase STEM Kits.
- UW Credit Union will sponsor the Taylor Swift cover band at the end of July along with the Health Department.S
- Staff training day on May 29<sup>th</sup> and the topic is a DISC Assessment.
- A campaign in Wisconsin is currently underway to restore the Institute for Museum and Library Services' funding. Connie suggested printing the webpage MCFLS made to hand out to patrons who ask.

Emily reported on the following:

- Spring Book sale and Winter Reading Program statistics.

Sue DeWitte reported that she and Jennifer met with a member of the Greenfield Education Foundation. They want to partner with the library for the Milkmen Game. They reached out to Whitnall School District, but haven't heard back. Greenfield School District is also going to partner with us for the Milkmen Game.

**10. New items for placement on the next agenda (Information) – None**

**11. Next Meeting: May 15, 2025 at 6:30 PM**

**12. Adjournment (Action).**

Connie moved to adjourn the meeting at 8:29 pm; Kyle seconded. Motion carried unanimously.

GREENFIELD LIBRARY ACCOUNTS PAYABLE  
April 2025

Vendor Name:

3001.524.1200 Contractual Services	Invengo (sorter maint.)	1 Invoice(s)	\$ 36.66
	Batzner	1 Invoice(s)	\$ 89.30
	P-Card 4479 (Zoom)	1 Invoice(s)	\$ 159.90
	P-Card 4503 (Adobe)	1 Invoice(s)	\$ 19.99
			<u>\$ 305.85</u>
3001.530.0100 Supplies	P-Card 4503 (Amazon)	1 Invoice(s)	\$107.56
	P-Card 4479 (Wasp Barcode Tech., Amazon, Demco, ODP)	1 Invoice(s)	\$ 773.78
	P-Card 3459 (Amazon)	1 Invoice(s)	\$ 184.79
			<u>\$1,066.13</u>
3001.530.0700 Printing, Programs	James Imaging	1 Invoice(s)	\$ 408.99
	First Impressions/Ma Semple Performance	1 Invoice(s)	\$ 200.00
	P-Card (Amazon, Meijer)	1 Invoice(s)	\$ 265.80
	P-Card 4503 (Amazon, Dollar Tree, Michaels)	1 Invoice(s)	\$ 559.63
	P-Card 4479 (Half Price Books, Five Below)	1 Invoice(s)	\$ 100.00
	P-Card 9018 (Meijer)	1 Invoice(s)	\$ 50.00
	Gardening talk-Joey and Holly Radio Show	1 Invoice(s)	\$ 100.00
			<u>\$ 1,684.42</u>
3001.530.0800 Communications	T-Mobile	1 Invoice(s)	\$ 158.67
			<u>\$ 158.67</u>
3001.530.1100 Dues	Elevator Inspection Services	1 Invoice(s)	\$ 93.02
			<u>\$ 93.02</u>
3001.530.1300 Marketing	P-Card 4503 (4Imprint)	1 Invoice(s)	\$ 1,524.09
			<u>\$ 1,524.09</u>
3001.530.1600 Training	P-Card 3459 (WLA Conference-Hanna Collins)	1 Invoice(s)	\$ 205.00
			<u>\$ 205.00</u>
3001.580.1100 New Equipment	P-Card 3459 (Community Playthings)	1 Invoice(s)	\$ 820.00
			<u>\$ 820.00</u>
3002.538.1010 Books	Baker & Taylor	14 Invoice(s)	\$ 7,873.84
	P-Card 4479 (Amazon)	1 Invoice(s)	\$ 1,008.72
	P-Card 4503 (Amazon)	1 Invoice(s)	\$ 70.84
	Penworthy	1 Invoice(s)	\$ 735.58
	P-Card (Ingram)	1 Invoice(s)	\$ 1,166.23
			<u>\$ 10,855.21</u>
3002.538.2000 Periodicals	P-Card 4503 (Magazines.com)	1 Invoice(s)	\$ 19.99
			<u>\$ 19.99</u>
3002.538.3000 Databases	Kanopy	1 Invoice(s)	\$ 87.30
			<u>\$ 87.30</u>
3002.538.5000 Non-Print	Baker & Taylor	9 Invoice(s)	\$ 562.14
	P-Card 9018 (Harley Davidson Pass, Schlitz Audubon Pass)	1 Invoice(s)	\$ 575.00
	P-Card 4479 (Amazon)	1 Invoice(s)	\$ 79.80
	P-Card 4503 (Amazon)	1 Invoice(s)	\$ 575.06
	P-Card 3459 (Amazon, Tonies)	1 Invoice(s)	\$ 483.73
			<u>\$ 2,275.73</u>
3003.522.1000 Electric	WE Energies	1 Invoice(s)	\$ 2,649.61
			<u>\$ 2,649.61</u>
3003.522.1100 Gas	WE Energies	1 Invoice(s)	\$ 1,125.78
			<u>\$ 1,125.78</u>
3003.522.1400 Sewer	City of Greenfield	1 Invoice(s)	\$ 807.80
			<u>\$ 807.80</u>
3003.530.9500 Building Maintenance	Vestis	1 Invoice(s)	\$ 66.90
	Professional Safe & Lock	2 Invoice(s)	\$ 4,845.00
	Blair Commerical Painting	1 Invoice(s)	\$ 14,275.00
			<u>\$ 19,186.90</u>
	TOTAL ACCOUNTS PAYABLE	59 Invoice(s)	\$ 42,865.50
	Final 5/9/2025 sw		

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD  
 PERIOD ENDING 04/30/2025  
 % Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	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	0.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	54,061.00	55,655.90	0.00	(1,594.90)	102.95
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	6,295.55	3,672.35	7,704.45	44.97
100-0000-467.1020	PHOTO COPIES	10,000.00	4,450.37	969.90	5,549.63	44.50
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	10,000.00	6,254.84	1,137.16	3,745.16	62.55
100-0000-467.1050	FINES - MCFLS SUSPENCE	100.00	15.95	0.00	84.05	15.95
100-0000-467.1070	OTHER	0.00	(295.82)	(77.79)	295.82	100.00
100-0000-480.1000	DONATIONS GENERAL	0.00	1,433.37	121.73	(1,433.37)	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	30.35	0.00	69.65	30.35
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	10,000.00	0.00	30,000.00	25.00
Total Dept 0000		1,566,521.00	1,522,100.51	5,823.35	44,420.49	97.16
TOTAL REVENUES		1,566,521.00	1,522,100.51	5,823.35	44,420.49	97.16
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	262,567.89	67,921.05	588,210.11	30.86
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	42,124.73	12,268.83	181,395.27	18.85
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	65,085.00	19,326.70	4,979.01	45,758.30	29.69
100-3001-515.1500	PENSION-GENERAL	54,906.00	17,096.86	4,438.96	37,809.14	31.14
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	22,929.47	0.00	10,070.53	69.48
100-3001-524.1200	EQUIPMENT MAINTENANCE	40,000.00	1,564.41	125.96	38,435.59	3.91
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,000.00	3,573.45	0.00	11,426.55	23.82
100-3001-530.0700	PRINTING	18,000.00	3,527.60	208.99	14,472.40	19.60
100-3001-530.0800	POSTAGE & MAILING	1,800.00	496.99	0.00	1,303.01	27.61
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,500.00	591.00	0.00	909.00	39.40
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	683.18	28.84	5,316.82	11.39
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	5,646.56	0.00	(1,028.56)	122.27
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	380,128.84	89,971.64	952,078.16	28.53
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	12,464.91	735.58	77,535.09	13.85
100-3002-538.2000	PERIODICALS	7,500.00	(166.91)	0.00	7,666.91	(2.23)

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD  
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 % Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	AVAILABLE BALANCE	% BGD USED
Fund 100 - LIBRARY						
Expenditures						
100-3002-538.3000	DATA BASE MANAGEMENT	8,746.00	344.70	87.30	8,401.30	3.94
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	5,308.16	0.00	4,691.84	53.08
Total Dept 3002 - LIBRARY COLLECTION		123,814.00	17,950.86	822.88	105,863.14	14.50
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	33,000.00	10,754.39	5,461.73	22,245.61	32.59
100-3003-522.1100	GAS	10,000.00	5,455.75	2,099.14	4,544.25	54.56
100-3003-522.1300	WATER	2,300.00	672.52	0.00	1,627.48	29.24
100-3003-522.1400	SEWER SERVICE	3,700.00	928.86	0.00	2,771.14	25.10
100-3003-529.1000	JANITORIAL	29,000.00	10,012.00	2,503.00	18,988.00	34.52
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	4,000.00	803.31	0.00	3,196.69	20.08
100-3003-530.9500	BUILDINGS MAINTENANCE	28,500.00	23,716.84	14,968.80	4,783.16	83.22
Total Dept 3003 - BUILDING OPERATIONS		110,500.00	52,343.67	25,032.67	58,156.33	47.37
TOTAL EXPENDITURES		1,566,521.00	450,423.37	115,827.19	1,116,097.63	28.75
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,566,521.00	1,522,100.51	5,823.35	44,420.49	97.16
TOTAL EXPENDITURES		1,566,521.00	450,423.37	115,827.19	1,116,097.63	28.75
NET OF REVENUES & EXPENDITURES		0.00	1,071,677.14	(110,003.84)	(1,071,677.14)	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	1,341,978.17			