



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, June 19, 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 May 15, 2025 minutes
 - b. Approval of the May 2025 financial report
 - c. Approval of the May 2025 invoices
5. Items pulled from the consent agenda for discussion (Action)
6. President's Report (Information)
 - a. Report – Slate of officers for annual election of officers at the July 17, 2025
7. Old Business - None
8. New Business
 - a. Report, discussion and decision regarding a Study Room Policy
 - b. Report, discussion and decision regarding a Programming Policy
 - c. Report and discussion regarding the 2026 Budget
9. Library Director's Report (Informational)
10. New items for placement on the next agenda (Information)
11. Next Meeting: July 17, 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. 06/16/2025



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, May 15 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 Amber Lococo at 6:34 p.m.

On roll call in attendance were Connie Hughes, Sue DeWitt, Sara Dunmire, Kyle Sundby, Marie Cardenas, Amber Lococo, and Brittany Haiser. Creston Flemming joined at 6:39 p.m.

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

2. Public comment (information) - none

3. Comptroller's report (information)

In the April invoices, accounts payable there was an invoice for an elevator inspection (everything is looking good), sunglasses (prizes for the Summer Reading Challenge) and tote bags, Kanopy, a locksmith (added locks to staff offices and changed the door code). Painting invoice as discussed at the last meeting. All else was routine. We are 32.88% through year and 97.16% of revenue is in. Expenditures are at 28.75% for the year.

4. Consent Agenda (Action)

- a. Approval of the April 17, 2025, minutes**
- b. Approval of the April 2025 financial report**
- c. Approval of the April 2025 invoices**

Amber motioned to approve with the correction of the spelling of Brittany's name in the minutes and Brittany seconded; 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, discussion, and decision regarding adopting a fine-free policy

An announcement has been posted to social media, in the library, and on the website. Shorewood and Wauwatosa are also fully fine free. Some other MCFLS libraries are fine free on children's items. MCFLS is working on the technical side of changing Greenfield's items to be fine free.

8. New Business

a. Report, discussion and decision regarding appointment of a nominating committee for officers of the Library Board – President

Sue, Amber, Creston, and Marie volunteered to be on the nominating committee. This group is responsible for deciding who should be nominated to be officers on the Library Board and for asking these people if they would like to run in the board election. The election is in July. Nominations will be announced at next month's board meeting. Discussion of what the positions involve.

Thursday, May 22, at 7:00 p.m. the group will meet. Jennifer will create an agenda and post it to the public.

9. Library Director's Report (Information)

The fourth study room is now complete. The windows in the doors have been replaced. The door in study room 1 broke when it was removed and a new one has been ordered.

Tomorrow is the last day of Greenfield High School AP testing at the library. They have been using the library's Community Room for testing for the last two weeks.

The President signed an executive order to eliminate The Institute of Museum and Library Services. There is a large writing campaign going on right now to show support for libraries. MCLFS is asking libraries to fund postage for this campaign. Greenfield's portion is \$115. Postcards being printed and provided to the library by MCFLS. The library can opt out. Creston stated funding should come out of donations and not tax dollars.

Jennifer met with The Palace Project, the last eBook vendor on her list to possibly replace Hoopla. It's a nonprofit, so they have negotiated better price deals. Creston hasn't received any complaints about discontinuing Hoopla from the public. One patron continues to call and complain about losing Hoopla to Jennifer.

Sue provided an update about the Milkmen game fundraiser. She presented a draft of a flyer and donation letter waiting to be approved by Greenfield Education Foundation President. Potential donors would receive both the letter and flyer. Milkmen have offered several options to grow attendance. Junior ROTC could serve as the color guard, and they could get group packaging so they can sit together. The Greenfield Middle School Choir Director is trying to put together a group to do the National Anthem. Sue is waiting to hear back from Whitnall School District about their participation.

Emily reported the staff has been busy preparing for the Summer Reading Program. Early registration for the Summer Reading Challenge starts Monday, May 19.

Emily has also been holding regular department meetings with the librarians and the Circulation Desk staff. These have been well received and have created a new line of communication between staff and management.

10. **New items for placement on the next agenda (Information)** - Officer nominations for the Annual Meeting of the Board in July.

11. **Next Meeting: June 19 at 6:30 PM**

12. **Adjournment (Action).**

Connie moved to adjourn at 7:11 p.m. and Brittany seconded; motion passed unanimously.

GREENFIELD LIBRARY ACCOUNTS PAYABLE
May 2025

3001.524.1100 MCFLS/Automation	Vendor Name: MCFLS Ecommerce Fees	1 Invoice	<u>\$362.43</u> \$362.43
3001.524.1200 Contractual Services	P-Card 4503 (Adobe) Batzner	1 Invoice(s) 1 Invoice(s)	\$ 19.99 <u>\$ 89.30</u> \$ 109.29
3001.530.0100 Supplies	P-Card 4479 (Demco, Amazon, ODP) P-Card 4503 (Amazon) P-Card 3459 (Home Depot, Meijer, Amazon)	1 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 581.52 \$ 7.24 <u>\$ 394.79</u> \$ 983.55
3001.530.0700 Printing, Programs	P-Card 4479 (Demco) Chellie Beaudot (Cardmaking Class) Bee-Seen Promotions (Summer Staff T-Shirts) James Imaging P-Card 3459 (Lakeshore, Etsy, Amazon) P-Card 4503 (Amazon) P-Card 9018 (SeedSavers)	1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 132.90 \$ 125.00 \$ 440.00 \$ 761.03 \$ 290.62 \$ 62.96 <u>\$ 23.25</u> \$ 1,835.76
3001.530.0800 Communications	T-Mobile	1 Invoice(s)	<u>\$ 139.26</u> \$ 139.26
3001.530.1300 Marketing	Print Graphics (Children's program handout)	1 Invoice(s)	<u>\$ 390.00</u> \$ 390.00
3001.530.1600 Training	Mileage Reimbursement for Jennifer Einwalter Mileage Reimbursement for Hanna Collins Edge (Staff DISC assessment)	1 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 35.35 \$ 112.00 <u>\$ 4,500.00</u> \$ 4,647.35
3001.530.4500 Equipment Repair	Alpine Plumbing	1 Invoice(s)	<u>\$ 210.00</u> \$ 210.00
3002.538.1010 Books	Baker & Taylor Ingram P-Card 4503 (Amazon) P-Card 4479 (Amazon)	6 Invoice(s) 7 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 3,292.43 \$ 3,614.57 \$ 84.82 <u>\$ 759.45</u> \$ 7,751.27
3002.538.2000 Periodicals	P-Card 4503 (Cook's Country, Sports Illustrated, Our Wis.Mag.)	1 Invoice(s)	<u>\$ 84.93</u> \$ 84.93
3002.538.3000 Databases	Kanopy	1 Invoice(s)	<u>\$ 109.80</u> \$ 109.80
3002.538.5000 Non-Print	Baker & Taylor P-Card 4479 (Amazon) P-Card 4503 (Amazon)	6 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 414.10 \$ 42.28 <u>\$ 112.38</u> \$ 568.76
3003.522.1000 Electric	WE Energies	1 Invoice(s)	<u>\$ 2,812.12</u> \$ 2,812.12
3003.522.1100 Gas	WE Energies	1 Invoice(s)	<u>\$ 973.36</u> \$ 973.36
3003.530.9500 Building Maintenance	Vestis (Aramark)	2 Invoice(s)	<u>\$ 133.80</u> \$ 133.80
	TOTAL ACCOUNTS PAYABLE Final 6/12/2025 sw	48 Invoice(s)	<u>\$21,111.68</u>

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
 PERIOD ENDING 05/31/2025
 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BGD 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	55,696.90	41.00	(1,635.90)	103.03
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	7,662.30	1,366.75	6,337.70	54.73
100-0000-467.1020	PHOTO COPIES	10,000.00	4,695.12	244.75	5,304.88	46.95
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	10,000.00	8,213.53	1,958.69	1,786.47	82.14
100-0000-467.1050	FINES - MCFLS SUSPENCE	100.00	31.06	15.11	68.94	31.06
100-0000-467.1070	OTHER	0.00	(470.77)	(174.95)	470.77	100.00
100-0000-480.1000	DONATIONS GENERAL	0.00	1,470.02	36.65	(1,470.02)	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	40.53	0.00	59.47	40.53
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	1,525,598.69	3,488.00	40,922.31	97.39
TOTAL REVENUES		1,566,521.00	1,525,598.69	3,488.00	40,922.31	97.39
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	329,968.51	67,400.62	520,809.49	38.78
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	54,393.56	12,268.83	169,126.44	24.33
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	65,085.00	24,265.84	4,939.14	40,819.16	37.28
100-3001-515.1500	PENSION-GENERAL	54,906.00	21,515.78	4,418.92	33,390.22	39.19
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	23,291.90	362.43	9,708.10	70.58
100-3001-524.1200	EQUIPMENT MAINTENANCE	40,000.00	1,833.60	89.30	38,166.40	4.58
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,000.00	4,639.58	0.00	10,360.42	30.93
100-3001-530.0700	PRINTING	18,000.00	5,757.06	1,254.03	12,242.94	31.98
100-3001-530.0800	POSTAGE & MAILING	1,800.00	655.66	0.00	1,144.34	36.43
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	1,914.09	390.00	3,085.91	38.28
100-3001-530.1600	TRAINING	6,000.00	5,535.53	4,647.35	464.47	92.26
100-3001-530.4500	EQUIPMENT REPAIRS	10,000.00	210.00	210.00	9,790.00	2.10
100-3001-580.1100	NEW EQUIPMENT	4,618.00	6,466.56	0.00	(1,848.56)	140.03
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	481,038.67	95,980.62	851,168.33	36.11
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	18,341.41	0.00	71,658.59	20.38
100-3002-538.2000	PERIODICALS	7,500.00	(146.92)	0.00	7,646.92	(1.96)

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Fund 100 - LIBRARY						
Expenditures						
100-3002-538.3000	DATA BASE MANAGEMENT	8,746.00	454.50	109.80	8,291.50	5.20
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	7,348.03	0.00	2,651.97	73.48
Total Dept 3002 - LIBRARY COLLECTION		123,814.00	25,997.02	109.80	97,816.98	21.00
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	33,000.00	13,666.15	2,911.76	19,333.85	41.41
100-3003-522.1100	GAS	10,000.00	5,933.80	478.05	4,066.20	59.34
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	1,736.66	807.80	1,963.34	46.94
100-3003-529.1000	JANITORIAL	29,000.00	12,515.00	2,503.00	16,485.00	43.16
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	30,119.83	1,212.12	(1,619.83)	105.68
Total Dept 3003 - BUILDING OPERATIONS		110,500.00	65,447.27	7,912.73	45,052.73	59.23
TOTAL EXPENDITURES		1,566,521.00	572,482.96	104,003.15	994,038.04	36.54
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,566,521.00	1,525,598.69	3,488.00	40,922.31	97.39
TOTAL EXPENDITURES		1,566,521.00	572,482.96	104,003.15	994,038.04	36.54
NET OF REVENUES & EXPENDITURES		0.00	953,115.73	(100,515.15)	(953,115.73)	100.00
BEG. FUND BALANCE		270,301.03	270,301.03			
END FUND BALANCE		270,301.03	1,223,416.76			

The Greenfield Public Library offers four study rooms on the first floor for individual or small group use. These rooms are available on a first come, first served basis and cannot be reserved in advance.

Room Descriptions

- **Room 1:** Seats 4–6 people
- **Room 2:** Seats 4 people
- **Room 3:** Seats 2 people
- **Room 4:** Seats 2 people

General Guidelines

- Study rooms are intended for quiet study and work.
- Patrons may use a study room for up to two hours per day.
- If no one is waiting, time may be extended at the discretion of library staff.
- If all four rooms are in use and another person is waiting, the patron who has exceeded the two-hour limit and been in a room the longest will be asked to vacate.
- Patrons who have used a room for two hours and later return may be allowed additional time only if no one else is waiting to use a room.
- Lights must remain on at all times for safety.
- Study Rooms must be vacated five minutes before the library closes.

Checking In

To use a study room, patrons must:

- Visit the Adult Reference Desk to check in.
- Present a valid library card from a Milwaukee County Federated Library System (MCFLS) library or a photo ID (e.g., driver's license or state ID).

Library staff will record patron information for the following purposes:

- To manage study room time limits and waitlists.
- To follow up if any personal items are left behind.

Courtesy and Cleanliness

- Please be respectful of others who wish to use the study rooms.
- Leave the room in a neat and tidy condition.

The Greenfield Public Library (GPL) supports its mission to create opportunities for lifelong learning, engagement and enrichment to Greenfield residents by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences.

Programming is a vital element of library service that:

- Expands the library's role as a community resource
- Honors diversity
- Improves visibility of the library and its resources
- Promotes literacy & lifelong learning
- Provides useful, timely information
- Supports community-building and outreach
- Uses resources effectively
- Works with current trends

Ultimate responsibility for library programming rests with the Library Director, who administers the library under the authority of the Board of Trustees and delegates to library staff authority to interpret and apply this policy in daily operation.

These criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Availability of program space
- Budget
- Community needs and interests
- Connection to other community programs, exhibitions or events
- Historical, educational or cultural significance
- Speaker's background and qualifications in the content area
- Treatment of content for intended audience
- Quality of presentation

The community has a role in shaping library programming by participating in events and/or providing suggestions and feedback. GPL welcomes input from the Greenfield community concerning its programming. Individuals and community groups interested in partnering with library to provide library programs can submit an event proposal through the library's website at: <https://www.greenfieldlibrary.org/event-proposal.php> .

All suggestions for programming are subject to the same selection criteria as other programs. Program participants should expect that photographs and videos will be taken at library-sponsored programs and may be used in GPL's marketing materials, including social media and web sites. Participants may request in writing that their image not be used by the library.

GPL is committed to open access to information and ideas; it does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute endorsement of

the content or views expressed by speakers or participants. Library-sponsored programs are not used for commercial, religious, or partisan purposes.

GPL draws upon other community resources in developing programs, utilizing staff expertise, collections and services. In addition, the library actively partners with community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. External organizations or individuals partnering with GPL on programs are expected to coordinate marketing efforts and share program expenses.

Program activities may include (but are not limited to) story times, summer reading programs, speakers, movie screenings, technology information sessions, and book discussion groups. Staff who present programs do so as part of their employment at GPL. Professional performers and presenters may be hired for library programs. Performers and speakers will not be excluded from consideration because of their origin, background, views, or because of possible controversy. Animals that are part of library sponsored programs will be accompanied at all times by their handler and/or trainer.

Programs may be held on site or off-site. Any sales of products at library-sponsored programs must be approved by the GPL.

GPL reserves the right to:

- Deny attendance to anyone who is disruptive or who violates GPL's Patron Behavior Policy.
- Limit attendance at events due to space considerations and based on the nature of the program.
- Set age limits for library-sponsored programs.

For their safety, children under 10 must be with a caregiver aged 14 or older while in the library. Children left unsupervised are subject to provisions of GPL's Patron Behavior policy.

GPL assumes no responsibility for loss or damage to personal property at any library event. GPL welcomes expression of opinion from patrons concerning programming. Feedback may be given to library staff in person, over the phone, through email or social media, or by completing the "Contact Us" form on the library's website.

Groups and individuals may reserve the Community Room and/or Conference Room for private events and/or meetings in accordance with GPL's Room Reservation and Use Policy. Such private events and/or meetings are not library-sponsored and GPL is neither responsible for the content of such programs nor affiliated with the groups presenting them.


2026 Budget Information

From Timothy Sowinski <Timothy.Sowinski@greenfieldwi.us>

Date Wed 5/28/2025 2:41 PM

To z GF Dept. Mgrs. - City Wide <Greenfield_Dept_Managers@greenfieldwi.us>; Eric W. Lindstrom <Eric.Lindstrom@greenfieldwi.gov>; Daniel Weber <Daniel.Weber@greenfieldwi.gov>; Brian Krueger <Brian.Krueger@greenfieldwi.gov>; Gina Vlach <Gina.Vlach@greenfieldwi.gov>; Dennis A. McDonald <dennis.mcdonald@gfpd.org>; Kent Perleberg <Kent.Perleberg@greenfieldwi.us>

Cc Mayor Neitzke <MayorNeitzke@GreenfieldWI.US>; Paula Schafer <Paula.Schafer@greenfieldwi.us>; Wendy Ruffert <Wendy.Ruffert@greenfieldwi.us>; Amy Kotze <Amy.Kotze@greenfieldwi.us>

 1 attachment (31 KB)

Budget 2026 Schedule.doc;

Good Afternoon,

Attached is the 2026 budget schedule.

The “2026 Department Requested” column is now set up in BS&A and you can begin entering your information. At this time, department totals, excluding salary and benefits, are to remain flat. The Finance Department will complete the salary and benefit lines. If you plan on budgeting for temporary help or overtime, please provide those amounts to Paula and I, so that they can be included in the salary and benefit numbers.

If you used the footnotes feature within BS&A for the 2025 budget, those footnotes have been copied into the 2026 budget. Please make the necessary adjustments to those (add, delete, or change dollar values), as needed.

As a reminder, the budget entry is found in the General Ledger module under Tasks > Create or Edit Budget. Please double check that the “Level To Work On” dropdown box towards the top of the page is on “2026 Department Requested.” If you have staff in your department that is new to the budget process and you would like Paula or I to give them an overview of how this works, please let us know.

For department goals, please start reviewing and updating those documents, as well. If you need a copy of what was published in the budget last year, let us know and we will provide it. For organizational charts, if you anticipate a change from the 2025 version, please update and send us a revised copy. These will be discussed as part of your department’s meeting with the Mayor. If there are no changes, we will use the version from the 2025 budget.

Please forward this email onto anyone else within your department that you believe would need this information. If you have any questions, please let Paula or myself know.

Have a good afternoon!

Thanks,

Tim

Timothy G. Sowinski
Assistant Finance Director
City of Greenfield
7325 W Forest Home Ave
Greenfield, WI 53220
(414) 329-5343 (office)
Timothy.Sowinski@greenfieldwi.us

Schedule (Timetable) for 2026 Budget Preparation

All 2025

Date(s)

Action

6/2	Departments can begin entering budget requests within BS&A
6/11	Review with the Mayor wage & benefit assumptions for 2026
7/25	Proposed 5 YR Capital Improvement Program for 2026 submitted to Finance Department
7/25	Five year capital equipment plan due to Finance Department

8/1 All budget (preliminary requests) returned to Finance (earlier submission is encouraged)

8/4 thru 8/15 Departmental budget reviews with the Mayor

9/10	Submit “executive” budget to Finance/HR Committee, along with all special revenue funds, debt service funds, and capital improvements funds budgets.
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10/7 or 10/21	Release for publication 2026 proposed budget to <u>South Now</u>
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10/15 or 10/29	Publish proposed budget in <u>South Now</u> (must be at least 15 days before hearing)
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11/4 or 11/18 Public Hearing & adoption of budget

11/5 or 11/19	Finance furnished tax levy to compute tax bills
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12/8 or earlier	Mail tax bills to Greenfield property owners
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CITY OF GREENFIELD 2026 OPERATING BUDGET REQUEST PROGRAM SUMMARY & GOALS	Department/Office: Library	Budget: Library	Date: August 2025
	Program: Recreation and Education	Submitted by: Jennifer Einwalter	

ORGANIZATION/PHYSICAL ATTRIBUTES:

Greenfield Public Library staff consists of one full-time library director, one full-time assistant director, one full-time business manager, one full-time technical services associate, six full-time professional Master's degree librarians, one part-time professional storyteller, and two full-time and eight part-time paraprofessionals.

Annually, the library offers 339 days and 3,372 hours of service to the 37,000 residents of Greenfield. In 2023, the library hosted over 500 programs and events attended by more than 13,600 people. The daily operational cost of the library in 2023 was \$0.11.

Mission

The Greenfield Public Library aims to create lifelong learning, engagement, and enrichment opportunities.

2025 Accomplishments

- Continued to foster stronger relationships between the library and various City departments.
- Transitioned library employees to the City's non-represented employee resolution and City's Employee Handbook..
- Established a fine free policy.
- Held a staff training and continue this investment into staff
- Collaborated with DPW to add a fourth study room
- Successfully deployed hold pickup lockers.
- REapainted the interior of the library
- Reupholstered furnishings
- Continued to offer a robust schedule of programs and events

2026 Goals

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CITY OF GREENFIELD Public Library

Library Board (9)

Library Director (1) – Salaried (40+ hours per week)

Assistant Director (1) – Salaried (40+ hours per week)

Reference Librarian (3) – All positions are hourly, 40 hours per week

Circulation Clerk (7) –
15 hrs per week
15 hrs per week
26 hrs per week
26-28 hrs per week
26-28 hrs per week
26-28 hrs per week
40 hrs per week (assists Tech Services)

Shelver (4) –
29 hours per week
22 hours per week
20 hours per week
20.5 hours per week

Youth Services Manager (1) – 40 hours per week, hourly

Children’s Librarian (1)
- Hourly, 40 hours per week

Teen Librarian (1)
Hourly, 40 hours per

Technical Services Associate (1) - Hourly, 40 hours per week

Business Manager - Hourly, 40 hours per week

Updated

Note: Numbers in parenthesis are people – not full time equivalents.

MCFLS Fines Free Guide

Yes – No overdue fines

No – Overdue fines charged

Partial – Some items accrue overdue fines

LIBRARY	FINES FREE	DETAIL
BROW	No	
CUDA	Partial	Children's & YA no overdue fines
FRAN	No	
GRND	No	
GRFI	Yes	
HALE	No	
MPL	Partial	Children's & YA no overdue fines
NSHO	No	
OAKC	No	
SHOR	Yes	
SMIL	No	
STFR	Partial	Children/YA no overdue fines
TOSA	Yes	
WALL	Partial	Children/YA no overdue fines
WFBA	No	



Brandon McNeal <bmcneal@cospec.com>



To: Christine Jackson-DiPerna; Jennifer Einwalter

Wed 4/30/2025 12:39 PM

Cc: Customer Service <CSR@cospec.com>; Jenn Shaw <jshaw@cospec.com>

Flagged

Hi Christine & Jennifer,

We have reserved **the Pigeon costume (\$190.00)** for the Greenfield Public Library from Thursday, December 4, 2025, until Monday, December 15, 2025. You will receive the invoice prior to your reservation date. Once you receive the invoice via email, please verify that the character and dates of the reservation are correct.

Please do an inventory check and inspection upon receiving the character costume. **If there is any damage to the costume or if you discover that parts are missing, please notify us immediately so we can resolve the issue for you. Prior to the pickup, please make sure that all old shipping labels and tracking stickers are removed from the crate (sides, top, and bottom) to avoid any shipping delays back to our cleaning department before the next reservation.**

Prior to the end of the reservation, you will receive shipping instructions via email from our freight forwarder, Jeff Couch or Venus Flores with BTX Global Logistics. If you don't receive an email from them by the afternoon of Friday, December 12, 2025, please let us know. Sometimes these emails may get caught in a junk mail filter, so check there as well. If you have any questions or concerns whatsoever, please do not hesitate to contact us. Thank you for your time, and good luck with your event!

Best Wishes,

Brandon McNeal
Costume Services Manager
Costume Specialists, Inc.
1801 Lone Eagle Street
Columbus, OH 43228
bmcneal@cospec.com