



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, November 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) – 5-minute limit.
3. Comptroller’s report (Information)
4. Consent Agenda (Action)
 - a. Approval of October 15, 2025, minutes
 - b. Approval of the October 2025 financial report
 - c. Approval of October 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 2026 budget
8. New Business
 - a. Report, Discussion, and Decision regarding re-allocating \$542.78 of ARPA funds from Teen Furnishings to Historical Photos Project
 - b. Report, Discussion, and Decision regarding cancelling the December 18, 2025, meeting
9. Library Director’s Report (Informational)
10. New items for placement on the next agenda (Information)
11. Next Meeting: December 18, 2025, at 6:30 pm – January 15, 2026
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. 11/17/25



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, October 16, 2025, at 6:30 PM
Second 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 Brittany Haiser, Kyle Sundby, Connie Hughes, Creston Flemming, Amber Lococo, Marie Cardenas, and Sarah Dunmire joined online at 7:11 p.m.

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

2. Public comment (information) – 5-minute limit - none

3. Comptroller’s report (information)

Brittany reported that it is through the third quarter, and the library is at 98.78% of revenues received and at 69.85% of expenditures for the year. The library is 5% under the budget for how far we are through the year.

Accounts payable invoices of note: MCFLS Ecommerce bill of \$1,289.27 and Professional Safe & Lock bill for a keypad lock installation of \$2,260; everything else was routine.

4. Consent Agenda (Action)

- a. Approval of the September 18, 2025, minutes**
- b. Approval of the September 2025 financial report**
- c. Approval of the September 2025 invoices**

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

Brittany noted to add to the September minutes that she was excused from the meeting.

Connie motioned to approve the consent agenda as amended and Brittany seconded; motion passed unanimously.

6. President’s Report (information) – none

7. Old Business

a. Report and discussion regarding the 2026 budget.

Jennifer reported that nothing has changed. A public hearing is next month to approve the budget.

8. New Business

a. Report, Discussion, and Decision regarding a Social Media Policy

Jennifer reported that staff requested a social media policy, as online engagement from patrons increases. Jennifer presented a proposed Social Media Policy. Legal looked through it and were comfortable with it. Brittany suggested clarifying language. Marie suggested adding that if someone tags the library, the library may share their post.

Creston moved to approve the Social Media Policy as amended and Connie seconded; motion passed unanimously.

b. Report, Discussion, and Decision regarding a Submission Policy for Authors & Publishers

Jennifer reported that the library receives a lot of authors asking to add their book to the collection. She presented a proposed Submission Policy for Authors & Publishers. Brittany suggested changes to the wording.

Brittany motioned to approve the Submission Policy for Authors & Publishers as amended and Kyle seconded; motion passed unanimously.

c. Report, Discussion, and Decision regarding the purchase of a train table from 3Branch

Jennifer reported that the Children's Library train table needs to be replaced. She would like to replace it with a heavy-duty table that can withstand substantial use. She proposed buying a train table from 3branch for \$3,700, that will be more durable than standard tables and stand up to heavy use. There is money left in the 2025 budget for this purchase.

Marie motioned to approve the purchase of a train table from 3Branch and Kyle seconded; motioned passed unanimously.

d. Report, Discussion, and Decision regarding a request for programming about the Birthday of America and the Constitution

Jennifer reported that she asked for programming ideas for other librarians on a list serve. She came up with three ideas that will appeal to Greenfield patrons. The Children's department will have a 250th birthday party for America in July. Jennifer secured a traveling exhibit about Alexander Hamilton June 29-July 24, 2026. She also

booked a Historic Mothers presentation in April. The library will commit \$1300 to these programs.

Brittany motioned to approve the programming about the Birthday of America and the Constitution, and Connie seconded; motion passed unanimously.

9. Library Director's Report (Information)

The library's 2027 MCFLS member reserve fund payment will be \$96,261.

LDAC agreed to invest more money into a system-wide Overdrive Advantage Lucky Day Collection. The library will contribute \$100,000 to this in 2026. There are 5 MCFLS libraries continuing with Hoopla in 2026: Milwaukee Public Library, West Allis, Wauwatosa, Whitefish Bay, and Shorewood. The other libraries are ending their Hoopla subscriptions.

Garland won the bid for the roof replacement project, which started this week. This project is funded with capitol project money from the city.

A \$6,956.19 bill from Mid City Corporation for repairing the water main break in the library's back parking lot in June arrived.

The library's Network server needs to be replaced.

The library has been invited to be on a tv show called What's Brewing Milwaukee on October 29 to discuss the paranormal speaker coming to the library. Jennifer and Phil will represent the library.

ShurClean cleaned the carpets and the basement floors last week.

Total Circulation is up 5.5% compared to 2024 at this time.

Author Max Brallier is coming to the library on November 11 for an event.

The Lazer Tag after hours event went well.

Konkel Park has a story walk. The rec department is working with the school district and the library to install two more story walks.

The library has replaced Ideal Mechanical for the library's heating and cooling maintenance since they weren't following through on their service agreement with the library. The library will now have a preventative maintenance contract with Dillet Mechanical.

Jennifer learned how to change the hours on the lighting system. Dennis from IT will be involved in programming the system.

The library furniture reupholstery project is continuing. They are moving the L shaped couch that was in the Community Room upstairs near the magazines.

The library needed to replace the bubbler next to the Circulation Desk, which came to \$3300.

Byte Bridge raised their price to \$3500 to reestablish the Friends of the Library 401c status. The library could start over and get a new number instead of reinstating the old number. Need to think about if a Friends Group is needed.

Emily reported that after the collapse of the library's main book vendor, Baker and Taylor, staff have been trained on the new book vendor, Ingram. The transition is going smoothly. The fall book sale is this weekend.

Programming for the winter and spring is planned. Librarians were asked to do one new program.

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

11. Next Meeting: November 20, 2025 at 6:30 PM

12. Adjournment (Action).

Connie moved to adjourn at 7:48 p.m. and Kyle seconded; motion passed unanimously.

GREENFIELD LIBRARY ACCOUNTS PAYABLE

October 2025

3001.519.4000 Permits	Vendor Name: P-Card 4503 State of WI DSPS (Boiler Permits)	1 Invoice(s)	<u>\$153.38</u> \$153.38
3001.524.1200 Contractual Services	Batzner Pest Control P-Card 4503 (Adobe, Alpine Plumbing)	1 Invoice(s) 1 Invoice(s)	\$ 97.34 <u>\$ 364.24</u> \$ 461.58
3001.530.0100 Supplies	Zuern Building Products P-Card 4479 (ODP, Meijer, Demco, Amazon) P-Card 3459 (Target, Amazon) P-Card 4503 (Amazon)	1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 113.60 \$ 1,555.43 \$ 270.83 <u>\$ 82.08</u> \$ 2,021.94
3001.530.0700 Printing, Programs	P-Card 3459 (Amazon, Meijer) P-Card 9018 (Little Caesars, First Stage, Costume Specialists) P-Card 4503 (CTC Lazer Tag) James Imaging Milwaukee Ghosts LLC	1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 301.43 \$ 736.12 \$ 500.00 \$ 464.78 <u>\$ 300.00</u> \$ 2,302.33
3001.530.0800 Communications	P-Card 9018 (T-Mobile)	1 Invoice(s)	<u>\$ 110.40</u> \$ 110.40
3001.530.1600 Training	Mileage Reimbursment for Philip Spitzer	1 Invoice(s)	<u>\$ 168.70</u> \$ 168.70
3002.538.1010 Books	P-Card 9018 (Baker & Taylor) P-Card 4479 (Amazon, Cengage) P-Card 9018 (Ingram)	8 Invoice(s) 1 Invoice(s) 6 Invoice(s)	\$ 1,536.57 \$ 1,788.68 <u>\$ 3,872.34</u> \$ 7,197.59
3002.538.2000 Periodicals	P-Card 9018 (Businessweek)	1 Invoice(s)	<u>\$ 99.00</u> \$ 99.00
3002.538.3000 Databases	Kanopy	1 Invoice(s)	<u>\$ 196.20</u> \$ 196.20
3002.538.5000 Non-Print	P-Card 9018 (Milwaukee Domes) P-Card 4479 (Amazon) P-Card (Tonies, Amazon) Midwest Tape P-Card 9018 (Baker & Taylor)	1 Invoice(s) 1 Invoice(s) 1 Invoice(s) 3 Invoice(s) 3 Invoice(s)	\$ 10.00 \$ 119.25 \$ 286.81 \$ 77.21 <u>\$ 183.67</u> \$ 676.94
3003.522.1000 Electric	WE Energies	1 Invoice(s)	<u>\$ 2,942.23</u> \$ 2,942.23
3003.522.1100 Gas	WE Energies	1 Invoice(s)	<u>\$ 48.06</u> \$ 48.06
3003.530.9500 Building Maintenance	Vestis (Mat Service) DeMarks LLC Mid City Corp.	2 Invoice(s) 1 Invoice(s) 1 Invoice(s)	\$ 133.80 \$ 1,721.00 <u>\$ 6,956.19</u> \$ 8,810.99
	TOTAL ACCOUNTS PAYABLE Final 11/10/2025 sw	46 Invoice(s)	<u>\$25,189.34</u>

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	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	0.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	54,061.00	55,762.62	0.00	(1,701.62)	103.15
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	15,581.83	4,642.75	(1,581.83)	111.30
100-0000-467.1020	PHOTO COPIES	10,000.00	10,422.97	796.50	(422.97)	104.23
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	10,000.00	11,622.23	453.81	(1,622.23)	116.22
100-0000-467.1050	FINES - MCFLS SUSPENCE	100.00	144.86	0.00	(44.86)	144.86
100-0000-467.1070	OTHER	0.00	(474.71)	(62.56)	474.71	100.00
100-0000-480.1000	DONATIONS GENERAL	0.00	1,906.78	73.00	(1,906.78)	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	92.65	0.00	7.35	92.65
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	20,000.00	0.00	20,000.00	50.00
Total Dept 0000		1,566,521.00	1,553,319.23	5,903.50	13,201.77	99.16
TOTAL REVENUES		1,566,521.00	1,553,319.23	5,903.50	13,201.77	99.16
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	699,723.82	68,140.24	151,054.18	82.25
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	115,852.30	12,280.21	107,667.70	51.83
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	65,085.00	51,450.74	4,995.64	13,634.26	79.05
100-3001-515.1500	PENSION-GENERAL	54,906.00	45,672.84	4,446.15	9,233.16	83.18
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	24,581.17	0.00	8,418.83	74.49
100-3001-524.1200	EQUIPMENT MAINTENANCE	40,000.00	19,306.00	97.34	20,694.00	48.27
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,000.00	11,937.55	2,928.19	3,062.45	79.58
100-3001-530.0700	PRINTING	18,000.00	15,824.07	901.79	2,175.93	87.91
100-3001-530.0800	POSTAGE & MAILING	1,800.00	1,088.73	95.25	711.27	60.49
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,500.00	684.02	0.00	815.98	45.60
100-3001-530.1300	MARKETING	5,000.00	3,274.26	0.00	1,725.74	65.49
100-3001-530.1600	TRAINING	6,000.00	8,289.78	0.00	(2,289.78)	138.16
100-3001-530.4500	EQUIPMENT REPAIRS	10,000.00	9,969.00	0.00	31.00	99.69
100-3001-580.1100	NEW EQUIPMENT	4,618.00	6,974.12	0.00	(2,356.12)	151.02
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	1,014,628.40	93,884.81	317,578.60	76.16
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	56,684.11	1,165.38	33,315.89	62.98
100-3002-538.2000	PERIODICALS	7,500.00	5,437.59	623.94	Page 7 of 42	72.50

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
 PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
100-3002-538.3000	DATA BASE MANAGEMENT	8,746.00	1,344.60	196.20	7,401.40	15.37
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	12,395.59	92.54	(2,395.59)	123.96
Total Dept 3002 - LIBRARY COLLECTION		123,814.00	75,861.89	2,078.06	47,952.11	61.27
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	33,000.00	31,938.17	2,835.15	1,061.83	96.78
100-3003-522.1100	GAS	10,000.00	6,920.84	123.95	3,079.16	69.21
100-3003-522.1300	WATER	2,300.00	1,355.82	0.00	944.18	58.95
100-3003-522.1400	SEWER SERVICE	3,700.00	2,553.16	0.00	1,146.84	69.00
100-3003-529.1000	JANITORIAL	29,000.00	25,030.00	2,503.00	3,970.00	86.31
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	4,000.00	2,223.13	316.23	1,776.87	55.58
100-3003-530.9500	BUILDINGS MAINTENANCE	28,500.00	51,677.56	9,573.94	(23,177.56)	181.32
Total Dept 3003 - BUILDING OPERATIONS		110,500.00	121,698.68	15,352.27	(11,198.68)	110.13
TOTAL EXPENDITURES		1,566,521.00	1,212,188.97	111,315.14	354,332.03	77.38
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,566,521.00	1,553,319.23	5,903.50	13,201.77	99.16
TOTAL EXPENDITURES		1,566,521.00	1,212,188.97	111,315.14	354,332.03	77.38
NET OF REVENUES & EXPENDITURES		0.00	341,130.26	(105,411.64)	(341,130.26)	100.00

	Project Number	2023 ARPA Budget	2023 Expenditures	2024 Expenditures	2025 Expenditures	Reallocation	Remaining Balance				
LIBRARY											
10 OPAC's (Online Public Access Catalog)	CE2333	5,000.00	3,770.72	6,137.00		4,907.72	-				Need this re
6 Public Use Laptops	CE2334	5,400.00		6,184.99		784.99	-				Need this re
Extra Server Storage for Video Surveillance Cameras	CE2335	5,600.00		7,383.55		1,783.55	-				Need this re
4 Copier / Printer / Scanner / Fax Machines	CE2336	40,000.00		37,639.48		(2,360.52)	-				
Gutter System; Concrete; Awnings; Door Frames	CE2337	20,700.00	3,871.61	9,900.00		(6,928.39)	-				
	Project Number	2024 ARPA Budget					Remaining Balance				PO's
LIBRARY											
14 Booktrucks w/ Anti-Slip Pads	CE2418	9,800.00				(9,800.00)	-				
Teen Zone Furniture & Accessories	CE2419	5,000.00		14,264.11		9,806.89	542.78				14,806.89
Semiar Tables (16) in Community Room	CE2420	17,600.00				(17,600.00)	-				
Basement Foundation Repairs	CE2421	40,000.00		-		(40,000.00)	-				
Partial Furniture Replacement or Reupholstery	CE2422	10,000.00		18,955.50		27,911.00	18,955.50				37,911.00
LED Lighting in Community Room	CE2423	5,200.00		4,535.00		(665.00)	-				
Interior Painting	CE2424	10,000.00			20,000.00	10,000.00	-				20,000.00
Smart Lockers	CE2440			13,260.00		13,260.00	-				13,260.00
Big Blue Block set	CE2441			4,946.16		4,946.16	-				7,248.00
Musical Instruments for Garden	CE2442			3,953.60		3,953.60	-				3,953.60
						-	19,498.28	Total Balance to Obligate			97,179.49

Greenfield Public Library Budget 2026

Account number	DESCRIPTION	END BALANCE 12/31/2023	END BALANCE 12/31/2024	2025 Budget	END BALANCE 06/30/25	2026 PROPOSED BUDGET	Notes
Revenues							
100-0000-411.1000	GENERAL PROPERTY TAXES	1,353,298.00	1,399,517	1,438,260	1,438,260	1,453,651	2025 tax levy requesting \$15,391 or 1.07%
100-0000-430.1010	NET USAGE PAYMENTS	60,424.00	42,314	54,061	55,763	86,209	increase to payments from MCFLS
100-0000-436.9000	OTHER STATE PAYMENTS	0.00	0.00	0.00	0.00	0	
100-0000-467.1010	LIBRARY REVENUE	12,226.56	15,877	14,000	8,574	16,000	Room Reservations, faxing, and book sales increased 3,000
100-0000-467.1020	PHOTO COPIES	9,170.62	10,827	10,000	5,717	10,000	
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0	
100-0000-467.1040	FINES	17,598.62	17,245	10,000	8,603	0	no fines as of 6-1-25
100-0000-467.1050	FINES - MCFLS SUSPENSE	860.3	216.62	100	135.73	0	
100-0000-467.1070	OTHER (Sales Tax)	-766.75	-861.91	-	-503.07	0	
100-0000-480.1000	DONATIONS GENERAL	11,858.11	6310.06	0	1565.76	0	
100-0000-480.1100	DONATIONS - ENHANCEMENT PROJECTS	73,135.95	760	0	0	0	
100-0000-481.1000	INTEREST INCOME	4,024.79	142	100	61	0	
100-0000-484.1000	DAMAGE TO/LOSS OF PROPERT	0.00	15,428.12		0	0	
100-0000-494.1000	OTHER FUNDS	40,000.00	20,000	40,000	20,000	40,000	
	TOTAL REVENUES	1,581,830.20	1,527,774	1,566,521	1,538,176	1,605,860	
Expenditures							
100-3001-510.0000	SALARIES & WAGES	874,866.53	808,391	850,778	396,470	932,869	FINANCE - 3% wage increase for 2026 per union contracts; step increases for staff
100-3001-514.0000	OVERTIME	146.21	0	500	0	500	
100-3001-515.0100	GRP HEALTH/LIFE INSURANCE	161,427.18	145,259	223,520	66,674	168,339	reduction of 55,181
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	64,461.36	59,534	65,085	29,136	71,404	
100-3001-515.1500	PENSION-GENERAL	49,626.86	51,753	54,906	25,868	63,330	2025 WRS rate: 7.2%
100-3001-519.4000	WORK PERMITS, ETC.	384	197	1,500	0	1,500	
100-3001-521.2800	BANK SERVICE CHARGES	636.91	0	1000	0	1,000	
100-3001-524.1110	MCFLS/AUTOMATION	32,001.78	38,332	33,000	23,292	30,000	Envisionware \$1500; MCFLS - CountyCat, OCLC, Ebooks; Ancestry; Beanstack; MJS; Consumer Reports; Ecommerce; postage & forms - \$24,0000
100-3001-524.1200	EQUIPMENT MAINTENANCE/Contractual Services	38,648.82	10,308	40,000	2,549	40,000	Library Firewall Renewal; Simplebooklet renewal for website; Pest Maintenance program; Adobe Acrobat Subscription; Zoom Subscription; TimeClock Plus Subscription & Maintenance; Annual Maintenance Agreement for automatic front doors; Annual Sorter Maintenance Agreement; website hosting fee; annual water treatment contract; DeepFreeze Software Renewal
100-3001-530.0100	OFFICE SUPPLIES/youth services supplies	20,328.24	14,940	15,000	6,132	15,000	\$10,000 office; \$5,000 Youth Department
100-3001-530.0700	PRINTING/PROGRAMS	20,154.08	23,006	18,000	7,793	19,500	Programs: Youth Dept; \$5,000 - Adult Dept - \$4,000; Summer Reading Program YOUTH - \$4,000; Winter Reading Program Prizes - \$500; Summer Reading Program prizes for all ages - \$1,000; Printing - \$5,000
100-3001-530.0800	POSTAGE & MAILING/T-mobile bills	2,428.32	1,907	1,800	907	1,800	based on 2022, 2023, 2024 & 2025; also includes T-mobile Hotspot and Cellphones for librarian on duty during the day
100-3001-530.1100	DUES & SUBSCRIPTIONS	910	197	1,500	684	1,000	2024 & 2025 level reduction of 200
100-3001-530.1300	MARKETING	0	3,966	5,000	1,914	5,000	new line in 2024 & same as 2025 reduction of 500
100-3001-530.1600	TRAINING	6320.67	5,085	6,000	5,929	8,000	\$1800 for director per contract; staff day of training; ALA is in Chicago in 2026; professional staff \$400 per person (total of 8) reduction of 2000
100-3001-530.4500	EQUIPMENT REPAIRS	25,142.01	26,103	10,000	5,195	10,000	2025 level reduction of 1000
100-3001-580.1100	NEW EQUIPMENT	57,694.74	2,481	4,618	6,897	3,618	
100-3001-580.1200	ENHANCEMENT PROJECTS	134,545.54	0	0	0	0	
100-3001-590.9800	CONTINGENCY	0.00	1646.98	0	0	0	
	TOTAL LIBRARY OPERATIONS	1,489,723.25	1,193,105	1,332,207	579,440	1,372,860	
Library Collections							
100-3002-538.1010	BOOKS	89,033.64	85,621	90,000	33,286	90,000	
100-3002-538.2000	PERIODICALS	8,323.93	7,524	7,500	407	7,000	decreasing by \$500
100-3002-538.3000	DATA BASE MANAGEMENT	13,718.90	1,194	8,746	648	2,500	Kanopy Play Credits
100-3002-538.4000	EBOOKS	7,035.10	0	7,568	0	10,000	Goal: start an Advantage Collection with Overdrive for Greenfield Residents 60% audio; 40% ebooks
100-3002-538.5000	NON-PRINT	9,597.83	13,235	10,000	9,681	13,000	Explore Passes - \$4,000 (want to add Storybook Gardens in Sheboygan); \$5,000 Video Games and \$4,000 Library of Things
	TOTAL LIBRARY COLLECTIONS	127,709.40	107,574	123,814	44,021	122,500	
100-3003-522.1000	ELECTRIC	34,670.66	35,505	33,000	17,169	34,000	increase
100-3003-522.1100	GAS	8,295.67	7,138	10,000	6,346	8,000	reduction of 2000
100-3003-522.1300	WATER	1,974.20	2,026	2,300	954	2,300	
100-3003-522.1400	SEWER SERVICE	3,116.47	3,468	3,700	1,737	3,700	
100-3003-529.1000	JANITORIAL	29,809.00	29,339	29,000	15,018	30,000	Per Shur-Clean contract, 3% increase for 2026. reduction of 1000
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	3359.51	1,482	4,000	1,704	4,000	Increase based on usage of supplies to clean, paper towels, and toilet paper throughout the library.
100-3003-530.9500	BUILDINGS MAINTENANCE	43,812.68	35,576	28,500	37,773	28,500	2025 level
	TOTAL BUILDING OPERATIONS	125,038.19	114,533	110,500	80,700	110,500	
	TOTAL EXPENDITURES	1,745,307.88	1,415,578	1,566,521	704,161	1,613,772.00	
	TOTAL REVENUES	1,581,830.20	1,547,774	1,566,521	1,538,176	1,605,860.00	
	TOTAL EXPENDITURES	1,745,307.88	1,415,578	1,566,521	704,161	1,605,860.00	
	NET OF REVENUES & EXPENDITURES	-163,477.68	132,196	0	834,015	-	
	BEG. FUND BALANCE	301,582.40	138,108	270,301	270,301	270,301	
	END FUND BALANCE	138,104.72	270,301	270,301	1,104,316	270,301	

First Draft Prepared by J. Einwalter - 07/14/2025
 Reviewed by Library Board 07/17/25
 Input into BS&A 8-1-2025; not balanced
 Budget meeting with Mayor and Finance - 08/11/2025
 Revised 8/11/25 - \$25,191 gap
 Revised 8/17/25 - added \$25,191 to levy increase
 Revised 8/18/25 - 4% increase for health insurance reduced tax levy request by 6,535
 Revised 9/5/25 - \$3265 reduction in health insurance off of tax levy and insurance line item
 Approved by the City Council 11/4/2025

Libby Expansion Coming in 2026

Throughout 2025, Library staff have been exploring ways to expand access to digital books and audiobooks while staying within our collection budget. After reviewing several options in the Library marketplace, we're excited to share that the Greenfield Public Library will join public libraries across Milwaukee County to launch and invest in a new Lucky Day digital collection, available through OverDrive and powered by the Libby app.

This collection will feature popular, high-demand titles that are available without holds or wait times for readers and listeners of all ages, with a special emphasis on audiobooks.

The total countywide investment for this initiative is \$100,000. Based on a usage formula, Greenfield Public Library's share for 2026 is \$3,600. Each participating Library may contribute additional funds beyond the minimum share. When planning the 2026 budget, the Library Board earmarked a total of \$10,000 for digital content and agreed to contribute the full amount to help strengthen this shared collection.

Why Libby?

1. **Cost Sustainability** – OverDrive allows libraries to purchase copies as needed, offering predictable annual budgeting rather than open-ended costs.
2. **Familiar Platform** – Libby is already the most widely used and preferred app for digital borrowing among Milwaukee County residents, with more than one million items downloaded each year.
3. **Improved Access** – The Lucky Day collection will make popular titles available right away, helping to reduce frustration with long hold queues.
4. **Shared Benefit** – Because the collection is shared across all Milwaukee County public libraries, residents will enjoy equal access regardless of which Library they use—just like with physical materials today.

This change will take effect on January 1, 2026. We wanted to share this news early, so residents are informed and ready for the exciting improvements ahead. While this expansion won't completely eliminate wait times in Libby, we're confident it will provide faster access, better meet residents' reading and listening needs, and deliver a stronger digital experience for everyone in our community.

Welcome Card Pilot Program

Background

The Welcome Card Pilot is being developed by Milwaukee Public Library and Wauwatosa Public Library to expand library access for patrons who cannot provide proof of address yet live in Milwaukee County. This card lowers barriers for community members who wish to use the library but lack traditional documentation. Unlike full-access cards, the Welcome Card allows limited borrowing privileges.

Goal

The Welcome Card Pilot is designed to reduce barriers, collect data and help determine the need and effectiveness of the program.

Pilot Program

- Duration: 6 months (November 2025 – April 2026)
- Participating Libraries: Milwaukee and Wauwatosa. Registration through the pilot is only valid at these libraries and only materials from these libraries may be checked out under the Welcome Card.
- Eligibility: Milwaukee County residents without proof of address. Patrons may verbally provide an address though address is not required; ID is preferred but not required.

Card Features

- Use Locations: Milwaukee & Wauwatosa only
- Checkout Limits: Up to 20 items; excludes Library of Things and circulating devices (Chromebooks, Hotspots)
- Expiration: 1 year from issue date
- Holds: Staff assisted only
- Fines/Fees: Same as standard policies (\$10 max owed before blocking)
- Upgrade Path: Patrons may convert to a full-access card upon providing documentation

Procedure Overview (See Full Procedure Document for Registration)

- Staff must check Sierra for existing accounts before issuing a card
- Registration process streamlined via Sierra template (MPL digital; Wauwatosa paper applications)
- “Out of Residence” note required for patrons outside Milwaukee or Wauwatosa
- Excluded from auto-renewal to encourage follow-up for full card upgrade

Data Collection & Evaluation

The pilot will assess:

- Number of cards issued and anonymized patron demographics
- Circulation patterns (items checked out, blocked cards, abandoned items)
- Conversion rates from Welcome Card to Full Access Card
- Fines assessed and paid
- Any instances of fraud or unusual activity