



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, August 15, at 6:30 PM
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

1. The meeting was called to order by Robyn Bruhn at 6:33 PM

On roll call in attendance were Rick L'Amie, Sue DeWitt, Robyn Bruhn, Amber Lococo, Brittany Haiser, and Marie Cardenas

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

2. Public comment (Information)

A patron complimented Librarian Phil.

3. Comptroller's report (Information)

Brittany reported invoices for month. The library received more invoices for the elevator repairs and from Johnson Controls. Waiting for one more bill before they are submitted to insurance. Everything was routine.

Capital budget: Smart lockers, light fixtures, and furniture all from ARPA funds. No questions.

Revenue and Expenditure: 58% through year. Expenditures at 51.71%. Some are greater than anticipated. Training budget is off because the library is waiting for reimbursement for Jennifer's training. Equipment repair is high because that's where the elevator invoices are being parked for now. The library is still ahead for the year.

Minutes – remove employee's name and refer to her as a former librarian, etc.

Robyn motioned to approve Robyn and Brittany seconded. Motion passed.

4. Consent Agenda (Action)

- a. Approval of the June 20th, 2024, minutes**
- b. Approval of the June 2024 financial report**
- c. Approval of the June 2024 invoices**

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

none

6. Interview of candidates to fill two upcoming board vacancies

The Library Board interviewed Kyle Sundby and then Connie Hughes.

The unanimous consensus of the board was to recommend both candidates to the City Council for approval.

7. President's report (Information)

none

8. Old Business

a. Report, discussion, and decision regarding Friends of the Greenfield Public Library (Informational)

Sue reported on the Milkmen game fundraiser. The library sold 45 tickets (\$135 profit for the library). The library also earned \$125 on the ball toss, \$315 on the prize raffle, \$554 on the 50/50 raffle, and a \$100 donation, for a total of \$1229. The library met the goal of earning enough to pay to reinstate the Friends Group through Brytebridge. The idea of a citywide fundraiser at the Milkmen game next year was discussed.

b. Report, discussion, and decision regarding the 2025 Library Budget (informational)

Jennifer reported that she met with the mayor yesterday. She has to refigure a few things because the mayor encouraged her to take 2025 to recalibrate the library financially. The city would like the library employees to go under the non-rep resolution. This will require work on library staff salaries. Two Employees work 36 hours a week and get insurance at the same rate as 40-hour employees. Suggestions for the 2025 budget include: increasing employees from 36 hours to 40 per week starting in 2025 and moving the Assistant Director position from hourly to salaried. The Non-represented resolution reapproves the rules and handbook every year. This will get the library in line with other city employees.

Milwaukee County Federated Library System will no longer offset the price of Hoopla. They currently cover 2/3 of the price, and the library pays around \$8,000 a year. The library would have to pay \$16,000-\$17,000 a year starting in 2025, so the subscription is going to be discontinued.

Credit card revenues are going very well. More people are paying fines.

\$0.11 a day per capita to operate the library = per capita/how many days library is open.

Jennifer created a new organizational chart. The mayor encouraged Jennifer to make the staffing changes we're considering now and possibly create an adult services manager position. Sue asked Jennifer to label how many people are full-time and part-time on the chart.

9. New Business

a. **Report, discussion, and decision regarding creating and approving job descriptions for the Children’s Librarian, Teen Librarian, and Youth Services Manager**

Jennifer reported that the current open position is a reference librarian, and she would like to change the name to a children’s librarian with the same rate of pay as that of a reference librarian. This is not a new position, but rather a job title change to reflect the work the library actually is doing and needs. It is a budget-neutral entry-level position reporting to the Youth Services Manager.

Teen Librarian: The library has a librarian titled Teen Librarian but is working under a Reference Librarian job description. Like the children’s librarian position, the pay rate will be the same as that of a reference librarian, and the change in job title will reflect the work taking place. This entry-level position would also report to the Youth Services Manager and is budget-neutral.

Youth Services Manager: Jennifer recommended creating a youth services manager position to oversee the department's day-to-day operations and manage the children’s librarian and teen librarian positions. The pay rate will range between \$29 and \$33.29 per hour pm the step chart.

All three positions will undergo an internal search first and then an external posting, depending on the results of the internal search.

Brittany motioned to approve all three job descriptions and add them to the library’s step chart as presented, pending a review of the job descriptions by the City of Greenfield Human Resources. Marie seconded. Motion passed.

10. Library Director’s Report:

a. **Update on current projects**

i. **Reupholstery project – fabrics selected**

Jennifer has fabric samples. Blues and Greens. Come see her if you want to see them.

ii. **Outdoor Locker Project Update**

Requested delivery date of next Friday and install the following Monday. Working with MCFLS to set everything up on their end.

iii. **Children’s Library 2024 Capital Purchases**

Would like to change board book shelves.

Would like to purchase Imagination Playground Big Blue Blocks, made out of waterproof foam and get some dinosaur bone shapes to use at a Dinovember program next year. Easy to sanitize.

Harmony Percussion Play – musical instruments for the children’s garden.

Discussion of Memory Cafes and what they are and possibly having one at the library.

b. Summer Reading Program – report

Emily reported on the Summer Reading statistics. The library had the most people register for the Summer Reading Challenge (1,132 readers) in the last ten years. Program attendance was also the highest (5,915 people) since Emily started tracking numbers in 2008. The popularity of the Summer Reading Program is largely attributed to refreshing the programming format and performers and bringing back prizes for the Reading Challenges.

c. Milwaukee County Federated Library System Contract for 2025-2028

Milwaukee County Federated Library System (MCFLS) has two options, everything stays as is and we get reciprocal borrowing or we don’t get reciprocal borrowing payments and the money goes to pay for countywide MCFLS resources. The issue of reciprocal borrowing payments has been very contentious throughout the years. Many libraries rely on the money and don’t want to give it up. We’ll talk about it more next month. Changes to reciprocal borrowing payments would require the library to shift funds around.

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

Election of Library Board Officers.

12. Next Meeting: September 19, 2024, at 6:30 PM

13. Adjournment (Action)

Robyn motioned to adjourn Amber seconded. Motion passed

Respectfully submitted
Emily Alford, August 2024