



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, February 20, 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 Flemming at 6:34 p.m.

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

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

2. Public comment (information)

none

3. Comptroller's report (information)

Everything was normal in the January invoices.

We are 8.49% through the fiscal year. The library is at 5.56% of the operations budget, 0.7% of the database management, ebooks, and non-print budget, and 5.6% of the total budget.

The 2024 budget has revenues at 100.38% and expenditures at 91.81%, leaving a fund balance of \$270,301.03.

Discussion of fund balance and how much should be in it and what it could be used for.

4. Consent Agenda (Action)

- a. Approval of the 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)

Brittany motioned to approve the consent agenda and Amber seconded; motion passed unanimously.

6. President's Report (information)

none

7. Old Business

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

Jennifer reviewed the Wisconsin Public Library Annual Report. The library added 5,868 items in 2024 and has a collection of 94,347 total items. The library's total circulation in 2024 was 215,364 items.

Discovery World pass is ending in March due to changes in their institutional pass policy. The library will use the money it would have spent on renewing the Discovery World pass to buy a second Betty Brinn Children's Museum pass.

The library loaned 40,293 items to other libraries and borrowed 41,676 items from other libraries, so the borrowing to lending ratio is almost even, which is ideal. This is an improvement from 2023 when the library was a net borrower.

The library has 7,966 registered card holders and 129,282 people visited the library in 2024. 15,896 people attended 577 programs at the library.

Discussion of number of Greenfield residents with library cards, which is a low number for Greenfield's population size.

The library's revenues were \$1,399,517 from the City of Greenfield, \$41,675 from MCFLS Reciprocal Borrowing, and \$492 from West Milwaukee.

Amber motioned to approve the 2024 Wisconsin Public Library Annual Report and Sue seconded; motion passed unanimously.

8. New Business

a. Report, discussion, and decision regarding retrofitting study room doors with ¼" x 18" x 54" clear tempered glass

Foremost Doors is preferred vendor of the city. They provided a quote to replace the glass in the study room doors. They offered two sizes: 18" x 38" or 18" x 54". Discussion of the quote.

Connie motioned to approve the 18" x 54" window quote from Foremost Doors and Marie seconded; motion passed unanimously.

b. Report, discussion, and decision regarding a door for a fourth study room on the first floor

Connie motioned to approve the quote for the door with the 18" x 54" window and Marie seconded; motion passed unanimously.

c. Report, discussion, and decision regarding a landscaping contract for the children's garden and flower beds at the main entrance

Jennifer received two quotes for landscaping services, one from Sebert Landscape and one from Joel Kolster. Discussion of quotes. Joel Kolster is the current landscaper and Jennifer is happy with Joel's work.

Connie motioned to approve the quote from Joel Kolster and Brittany seconded; motion passed unanimously.

d. Report, discussion, and decision regarding replacing seats of the chairs used in the community room

The Community Room chairs were purchased in 2019 for \$17,000. Shurclean cleaned the chairs and some stains did not come out. Jennifer would like to replace the seats in the chairs instead of replacing all the chairs. It will cost \$4600 to get new seats. The new seats will be black to hide stains.

Connie motioned to approve purchasing new chair seats and Creston seconded; motion passed unanimously.

e. Report and discussion regarding adopting a fine-free policy

Discussion of how board feels about going fine free. Some are in favor of going fine free. Fines penalize those who can't afford to pay. Others are concerned that people will keep items for a long time and deny others the use of the item. Jennifer discussed the options of hiring Unique Collection Agency or reporting non-returned items as theft of city property to law enforcement.

The board asked Jennifer to contact other libraries that have gone fine free to ask about their results.

9. Library Director's Report (Information)

Sue asked Jennifer to put an advertisement in the summer Recreator for the Friends Group.

Emily reported that everything is going well with the new smart lockers. The library has had 105 items check out for smart locker pick up so far this year.

The library has added Tonies and Vox Books to the collection and they have been popular with patrons.

DPW moved the children's picture book shelves back to make more room for a new play area. The current play room at the back of the Children's Library will become a staff office and storage.

We now have two credit card readers at the circulation desk and hope to add a credit card reader to the Adult Reference Desk.

Jennifer reported that we're doing 4 programs with Health Department this summer. They have grants to pay for programs in the community. They will give adults who attend a survey.

Painting went well. Blair Commercial Paint did a wonderful job. The library went over the \$20,000 budget by \$13,000 since the lobby and Children's Library hallway were added on to the project.

Furnishings have started to go out for reupholstery.

Fourth study room will be built in March.

The library is starting a newsletter next month. It will go out to all Greenfield card holders with email address on file. Some board members expressed concern about if it's legal to automatically subscribe people to newsletter.

The Summer Reading theme this year will be camping. Jennifer highlighted some of the programs planned for the summer.

Tax season is in full swing and AARP has been here on Monday afternoons offering tax preparation services.

The election was in the Community Room this past Tuesday.

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

none

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

12. Adjournment (Action).

8:08 Creston motioned to adjourn at 8:08 p.m. and Connie seconded; motioned passed unanimously.