



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, April 16, 2026, 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 March 19, 2026, minutes
 - b. Approval of March 2026 financial report
 - c. Approval of March 2026 invoices
5. Items pulled from the consent agenda for discussion (Action)
6. President’s Report (Information)
7. Old Business –
 - a. Report and Discussion regarding Sunday Hours Data
 - b. Report and Discussion regarding a Library Board Policies Review Timeline and Inventory
8. New Business - none
9. Library Director’s Report (Informational)
10. New items for placement on the next agenda (Information)
11. Next Meeting: May 21, 2026 – 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. 04/16/2026



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, March 19, 2026, 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 6:32 PM.

On roll call in attendance were Marie Cardenas, Sue DeWitt, Andrew Drzewieski, Sarah Dunmire, Amber Lococo, Kyle Sundby.

Excused were Creston Flemming and Connie Hughes.

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

2. Public comment (information) - none

3. Comptroller's report (information)

Brittany reported that the numbers listed in the January Revenue and Expenditures Report numbers were correct, so there was no need to go through them again.

February report shows that 90.94% of total revenues are in and 14.03% of expenditures are in. Accounts payable item of note is a bill for an annual fire inspection.

4. Consent Agenda (Action)

- a. Approval of the February 19, 2026, minutes**
- b. Approval of the January and February 2026 financial reports**
- c. Approval of the February 2026 invoices**

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

Sarah's name is spelled wrong in the January minutes.

Kyle motioned to approve Consent Agenda with the spelling correction to the minutes and Sue seconded; motion passed unanimously.

6. President's Report (information) - none

7. Old Business

a. Report, Discussion, and Decision 2026 Best Practices, Department Work Rules, Library Policies, and Staff Procedures Handbook.

Jennifer provided a new copy of the handbook with an added section about staff meetings and section about travel for conferences, etc.

Sarah pointed out some typos.

Sarah motioned to approve the 2026 Best Practices, Department Work Rules, Library Policies, and Staff Procedures Handbook with suggested edits and Marie seconded; motion passed unanimously.

8. New Business

a. Report, Discussion and Decision 2026 Gaden Landscaping Service Agreement with Kolster Landscapes

Jennifer presented the service agreement and reported the hourly rate increased from \$46 an hour to \$47 an hour. The agreement proposes a higher number of hours, but only bills for actual hours of labor.

Marie motioned to approve the 2026 Garden Landscaping Service Agreement with Kolster Landscapes and Sarah seconded; motion passed unanimously.

b. Report and Discussion regarding a Library Board Policies Review Timeline and Inventory

Jennifer would like to establish a timeline for how frequently policies should be reviewed. She proposes the Library Board review policies every 3 years on average. Jennifer presented a draft of a proposed policy review schedule. Discussion of how frequently review is needed followed. Sue would like to review safety and security/emergency policies annually.

c. Report and Discussion regarding Sunday Hours Data

Jennifer provided data about patron library use on Sundays and other MCFLS libraries' Sunday hours. Discussion of hours followed. Andrew asked if Jennifer could look at gate counts by time. Jennifer is waiting to hear back from MCFLS about circulation statistics on Sundays. Kyle suggested doing a patron survey on the library's hours.

9. Library Director's Report (Information)

Emily presented a Winter Reading Challenge review. Registration increased 28% from 2025 to 2026.

Jennifer reported on the roof repair on the east side of library, which will start in September and finish in October. The Buildings and Facilities Manager, Kent Perleberg, is reviewing the bid. The City will fund it.

The library received a \$7000 donation from former Library Board President Robin Bruhn. The library now has WhoFi, a program that will track wireless usage. The Summer Recreator write-ups are in. Jennifer reviewed some highlights. Sarah asked about Friends group; Jennifer had nothing to report. Sarah asked about America 250 programs. Jennifer added two adult crafts that are patriotic themed. American Revolution in the Midwest, Hamilton exhibit, children's program Happy Birthday, America are the other America 250 programs planned for the summer. Connie is providing English and Spanish versions of the Constitution in the lobby. The library added two Explore Passes, Horwitz-DeRemer Planetarium in Waukesha and Bookworm Gardens in Sheboygan. The reupholstery project is near completion, about 90% finished. Historical photos are at a framing shop in Bay View.

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

Report, Discussion, and Decision regarding a Library Board Policies Review Timeline and Inventory

11. Next Meeting: April 16, 2026, at 6:30 PM

12. Adjournment (Action).

Sue motioned to adjourn at 7:45 PM and Kyle seconded.

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
 PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2026 AMENDED BUDGET	YTD BALANCE 03/31/2026	ACTIVITY FOR MONTH 03/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Revenues						
Dept 0000						
100-0000-411.1000	GENERAL PROPERTY TAXES	1,453,652.00	1,453,652.00	0.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	86,209.00	87,679.00	87,679.00	(1,470.00)	101.71
100-0000-436.9000	OTHER STATE PAYMENTS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1010	LIBRARY REVENUE	16,000.00	2,825.11	589.90	13,174.89	17.66
100-0000-467.1020	PHOTO COPIES	10,000.00	3,461.70	1,002.85	6,538.30	34.62
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	0.00	2,167.42	293.72	(2,167.42)	100.00
100-0000-467.1050	FINES - MCFLS SUSPENCE	0.00	0.00	0.00	0.00	0.00
100-0000-467.1070	OTHER	0.00	(166.58)	(60.49)	166.58	100.00
100-0000-480.1000	DONATIONS GENERAL	0.00	7,348.17	7,059.01	(7,348.17)	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	0.00	17.44	0.00	(17.44)	100.00
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	0.00	0.00	40,000.00	0.00
Total Dept 0000		1,605,861.00	1,556,984.26	96,563.99	48,876.74	96.96
TOTAL REVENUES		1,605,861.00	1,556,984.26	96,563.99	48,876.74	96.96
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	932,870.00	206,299.83	71,273.09	726,570.17	22.11
100-3001-514.0000	OVERTIME	500.00	0.00	0.00	500.00	0.00
100-3001-515.0100	GRP HEALTH/LIFE INSURANCE	168,339.00	46,315.37	16,011.26	122,023.63	27.51
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	71,404.00	14,869.41	5,132.42	56,534.59	20.82
100-3001-515.1500	PENSION-GENERAL	63,330.00	13,876.50	4,819.12	49,453.50	21.91
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	30,000.00	0.00	0.00	30,000.00	0.00
100-3001-524.1200	EQUIPMENT MAINTENANCE	40,000.00	3,641.17	1,510.97	36,358.83	9.10
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	15,000.00	1,866.11	0.00	13,133.89	12.44
100-3001-530.0700	PRINTING	19,500.00	4,288.60	605.73	15,211.40	21.99
100-3001-530.0800	POSTAGE & MAILING	1,800.00	234.28	0.00	1,565.72	13.02
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,000.00	0.00	0.00	1,000.00	0.00
100-3001-530.1300	MARKETING	5,000.00	0.00	0.00	5,000.00	0.00
100-3001-530.1600	TRAINING	8,000.00	3.19	0.00	7,996.81	0.04
100-3001-530.4500	EQUIPMENT REPAIRS	10,000.00	290.00	0.00	9,710.00	2.90
100-3001-580.1100	NEW EQUIPMENT	3,618.00	252.37	0.00	3,365.63	6.98
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		1,372,861.00	291,936.83	99,352.59	1,080,924.17	21.26
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	5,365.32	0.00	84,634.68	5.96
100-3002-538.2000	PERIODICALS	7,000.00	0.00	0.00	7,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
 PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2026 AMENDED BUDGET	YTD BALANCE 03/31/2026	ACTIVITY FOR MONTH 03/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
100-3002-538.3000	DATA BASE MANAGEMENT	2,500.00	147.60	0.00	2,352.40	5.90
100-3002-538.4000	EBOOKS	10,000.00	0.00	0.00	10,000.00	0.00
100-3002-538.5000	NON-PRINT	13,000.00	2,945.46	697.94	10,054.54	22.66
Total Dept 3002 - LIBRARY COLLECTION		122,500.00	8,458.38	697.94	114,041.62	6.90
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	34,000.00	8,431.46	2,814.56	25,568.54	24.80
100-3003-522.1100	GAS	8,000.00	4,739.70	1,270.10	3,260.30	59.25
100-3003-522.1300	WATER	2,300.00	687.96	282.96	1,612.04	29.91
100-3003-522.1400	SEWER SERVICE	3,700.00	860.00	0.00	2,840.00	23.24
100-3003-529.1000	JANITORIAL	30,000.00	7,846.20	2,615.40	22,153.80	26.15
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	4,000.00	440.90	0.00	3,559.10	11.02
100-3003-530.9500	BUILDINGS MAINTENANCE	28,500.00	(2,228.28)	329.54	30,728.28	(7.82)
Total Dept 3003 - BUILDING OPERATIONS		110,500.00	20,777.94	7,312.56	89,722.06	18.80
Dept 3010 - WILS - IDEAS TO ACTION GRANT						
100-3010-530.9100	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
Total Dept 3010 - WILS - IDEAS TO ACTION GRANT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,605,861.00	321,173.15	107,363.09	1,284,687.85	20.00
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,605,861.00	1,556,984.26	96,563.99	48,876.74	96.96
TOTAL EXPENDITURES		1,605,861.00	321,173.15	107,363.09	1,284,687.85	20.00
NET OF REVENUES & EXPENDITURES		0.00	1,235,811.11	(10,799.10)	(1,235,811.11)	100.00

The following questions are presented in no particular order. The goal is to include a minimum of five questions and no more than ten.

Surveys will be available online, with a paper option for those who prefer that format. Paper surveys may be returned to the Library, and staff will enter responses into the electronic system.

All data will be collected electronically through SurveyMonkey.

How often do you visit the library?

- Daily
- Weekly
- Monthly
- Rarely
- Never

Are the current library hours convenient for you?

- Very convenient
- Somewhat convenient
- Neutral
- Inconvenient
- Very inconvenient

Have you ever been unable to visit the library due to its hours?

- Yes
- No

The Library Board is considering adjusting Sunday Hours. What time would be most convenient for you? (select one)

- 1pm-5pm – current hours
- Noon – 4pm – proposed hours
- No preference

How would changing the library's weekday closing time from 8:30 PM to 8:00 PM impact your use of the library?

- Significantly decrease my use
- Slightly decrease my use
- No impact
- Slightly increase my use
- Significantly increase my use

How often do you use the library between 8:00 PM and 8:30 PM on weekdays?

- Frequently
- Occasionally
- Rarely
- Never

Please select your place of residence:

Greenfield
Bayside
Brown Deer
Cudahy
Fox Point
Franklin
Glendale
Greendale
Hales Corners
Oak Creek
River Hills
Shorewood
South Milwaukee
St. Francis
Wauwatosa
West Allis
Whitefish Bay

Library Operations

1 message

Jennifer Kehoe <gfliba32726@gmail.com>

Sun, Mar 29, 2026 at 2:02 PM

To: "gfissue32726@gmail.com" <gfissue32726@gmail.com>

Cc: gfmayor32726@gmail.com, "gflibb32726@gmail.com" <gflibb32726@gmail.com>

Hi Tim

I realize you have a lot going on right now, so I'm reaching out by email to give you time to respond. I'm writing to get an update on three network-related items related to a very flexible plan to operate the library in the current scenario. I've cc'd the Mayor, so he is aware of how we are planning to open up tomorrow, and Emily as well. She and I met today to create this plan to make sure all the bases are covered.

Questions:

1. Is WiFi up and running?

- **SIDE NOTE:** Emily is checking with MCFLS about borrowing at least two, possibly three, hotspots to provide limited services to the public. We also have AARP scheduled tomorrow for a fully booked day of volunteer tax prep for the public. Appointments start at 11 am and go until 6 pm.

2. Are the phones working?

3. Can staff and the public photocopy?

Dennis has been working on replacing six public laptops for us. Is it possible to get those from him for staff to use temporarily? They would be strictly for staff use to assist the public.

Here's the Plan:

The library will open on Monday, March 30, 2026, with the following services:

- **Checkout of materials** - Our library software has a web-based version we can use that allows for checkout of materials, issuing new cards, and checking materials back in. How we connect to it depends on whether wireless service is cleared for use or we get hotspots from the system. I'm hoping to use two of the six new laptops at the circulation desk for checkout and one in the sorting room for checking materials back in.
- **Programming** will run as usual. If tech is required, staff will pivot.
- **Reference Desk** - Staff will be available to answer questions and place holds on materials. I'm hoping to use two of the six new laptops for staff to assist the public. If the phones are working, the reference desk phone will be forwarded to a staff member's office for calls to be taken. I would like to use one of the six laptops for phone reference service.
-
- **Study Rooms** - These do not require any tech and will be open to the public.
- **WiFi** - IF available
- **Photocopying** - IF available
- **Children's Learning Computers** from a company named AWE - These are not on the network.

Services that will not be unavailable or paused

- Faxing
- Public access to internet computers and online card catalog
- Printing for the public and staff
- Pickup of library materials from the outdoor lockers
- Pulling Holds
- The time clock for staff to punch in/out.
- Accepting and entering payments into BS&A.
 - IF the photocopiers are working, could the public use the coin-op to pay for their photocopies
- We have temporarily disabled the security gates. The RFID pads will not work with the web-based version of our library software.
- The Children's Reference Desk will be closed temporarily. All foot traffic will be directed to staff at the Reference Desk for now.

Staff have been asked not to check their email, and we'll remind them not to turn on their computers tomorrow morning when they arrive.

MCFLS has been asked to extend due dates for items with fines (these are items from other libraries that were checked out in Greenfield). The public will have additional days to pick up their holds.

Thank you for any information you can provide.

Jennifer

Memo

To: Greenfield Public Library Board of Trustees
From: Jennifer Kehoe, Library Director
Re: March 27, 2026, City of Greenfield Network Incident
Date: Monday, April 13, 2026

As I mentioned in my text messages, the library's network went down on Friday, May 27th, due to a city-wide incident. Since that time, the IT department has been working seven days a week to diligently rebuild and restore hardware and software.

As of this writing, the following services are not available

1. Public Internet Computers
2. Public Printing from Internet Computers
3. Hold Pickup Lockers (Emily is testing them now.)
4. Cash Receipting with the City of Greenfield for payments – this includes being able to accept credit card payments.
5. Email for 11 of 21 staff members.
6. Online Public Access Catalogs – we currently have two available.

The photos below illustrate how information is being shared with staff as changes are happening almost minute by minute.

Cyber
FYI:

New MCFLS Staff members
From Sara Hester - Chief Information Officer
Date: Thu, 4/10/2013 10:55 AM
To: MCFLS Staff
Cc: MCFLS Board
Good morning,
I'm pleased to announce that MCFLS has hired five new staff members that will be starting here shortly in April.
Gladys Gilman is our new Library Technology Administrator. Gladys comes to MCFLS from the University of Michigan and has prior experience as a systems librarian, supporting the daily operation and administration of the state integrated library system. Gladys will be starting at MCFLS next Monday, April 8.
Dillon Smith is the new Network Administrator at MCFLS. Dillon has significant experience managing networks and serving as a systems engineer and IT consultant in the private sector. He has also managed and led project teams as well as designed and implemented networking systems. Dillon will start at MCFLS on April 11.
Both Gladys and Dillon exhibited a strong appreciation for the value of the public service mission of MCFLS and member libraries, and we are excited to have them join our team here at MCFLS and we'll be making introductions throughout the spring and summer. Thank you.

Sincerely,
Sara Hester (she/her)
Library Director
Michigan Center for Library System (MCFLS)
1000 W. Washington
Lansing, MI 48201
Phone: 313.224.6443

Network Updates for Weekend of April 11 and 12
As a general update...
Please continue to be patient as network services are restored. I understand and realize this has been a challenging time without computers, internet and printing. I can assure you it is being done and we will be up and running again. It has been working seven (7) days a week to get services restored. The IT Director, Tim, was in the library on Saturday and Sunday working to restore services as the library can continue to serve the public.
No one in the City has access to the 5 office yet. We are not the only department without our files, documents and resources. If I'm working on rebuilding network access as updates are made, they will continue to be posted on the network update board.
Mans! [Signature]

Services Restored
WiFi
Public WiFi is working!
Cabinets, card & sorter
Sorter
Self-checkouts
Ordering - books & supplies
Payroll - 2013
Wireless Printing at the Reference Desk for the Public

Thursday, April 11, 2013
EMAIL ACCOUNTS
For staff who have not yet received your new email password and a USB key, they are coming. If you do not have such key for every person who has a valid email account. There are over 400 email accounts city wide.
Out of 21 library staff members, nine (9) have access to their email.
The remaining 12 staff member who do not have email access per [redacted]
You will be able to check your email at any computer with your USB key.
There is no update yet on the library email in the email account.
Please read through the information below about YUMBYE.

Thursday, April 11, 2013
YUMBYE
YUMBYE is a small, desktop software security tool produced by YUMBYE.com. It is a small, desktop software security tool produced by YUMBYE.com. It is a small, desktop software security tool produced by YUMBYE.com. It is a small, desktop software security tool produced by YUMBYE.com.
Key Features and Benefits:
• High Security: Protects against phishing and credential theft.
• Multi-Platform Support: Compatible with Windows, Mac OS X, and Linux.
• Comprehensive Protection: Protects against malware, spyware, and phishing attacks.
• Easy to Use: Simple interface for installation and management.
• Physical Control: You must have the key in your possession, making it much harder to hack.
• Real-time Updates: Always up to date with the latest security threats.
If it's not a combined use of the most secure forms of authentication for individuals, enterprises, and government employees.

Network Updates for Weekend of April 11 and 12
Tim from IT worked in the Library on Saturday AND Sunday, restoring computers
The 10 laptops that had been broken are now working. The 10 laptops that had been broken are now working. The 10 laptops that had been broken are now working.
We had returned the laptop and moving the cart out of the folder onto the desktop. We are unable to do that because we are not in the library.
Can't remember if you saw me at the time on any library computers. For some reason, at the very last step, it times out. Tim will be reaching out to BISA to resolve.
2. The Reference Desk computer was restored on Saturday, April 11. This includes:
a. BISA email receiving has been tested.
b. News page and password is available at the desk.
c. Printing is available.
3. Two job printers have been restored (the main two stations used when working with the public). The receipt printer is also working. A note has been placed on the side of the circ desk - please read through it for weekend updates!
4. Sierra has been loaded on:
a. Circ Station
b. Reference Desk
c. Sorting Room Computer
5. The sorting room computer has been restored with Sierra and the receipt printer.
6. The laptops at the circ desk and sorting room have been removed. The auto backup server has also been removed from the sorting room.
7. Sorting room is logging in as usual. The password is located by the computer sign.

System - Power
3. For those who want to use [redacted] on your computer, you are welcome to install that program. Just hit cancel when asked for admin. I've done it on my computer and it's working fine.
[Signature]

