

**GREENFIELD PUBLIC LIBRARY BOARD  
Thursday October 15, 2020 at 6:30 P.M.**

NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings, and various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the Zoom platform. Members of the public can access the meeting in the following manner:

One Click Internet Link:

<https://us02web.zoom.us/j/83059612432?pwd=N1dneDNrRkJwUy9oY2x3dk5sTnFYZz09>

Or via phone:

+1 312 626 6799 US (Chicago),  
Meeting ID: 830 5961 2432, Passcode: 944069

**Agenda**

1. The meeting called to order & roll call.
2. Public comment (Information).
3. Approval of the September 17, 2020 Library Board meeting minutes (Action).
4. Acceptance of the Financial Report for September 2020 (Action).
5. Approval of the September 2020 bills presented for payment (Action).
6. President's Report (Information)
7. Committee Reports:
  - A. Legislative & Policy Committee report and recommendations (Action):
  - B. Budget & Finance Committee report and recommendations (Action).
  - C. Human Resources Committee report and recommendations (Action).
  - D. Marketing and Community Relations Committee report (Action).
  - E. Building Committee report and recommendations (Action).
  - F. Ad-hoc Art Enhancement Committee (Action).
8. New Business:

- A. Report, discussion and decision whether to approve an emergency policy to govern library service level reductions in the event that local and state Covid-19 case numbers substantially increase the risk to patrons and staff (Action).
  - B. Report, discussion and decision whether to approve an emergency policy to govern safety actions the library will take in the event a Covid-19 positive patron(s) or staff member(s) become known to have exposed the library to the Covid-19 pandemic virus (Action).
9. Old Business:
- A. Report, discussion and decision regarding changes subsequent to the review of legal counsel to the “Photography & Videography in the Library Policy” and the “Service Animal in the Library Policy” that were both approved at the September 17, 2020 meeting (Action).
10. Director’s Report (Information):
- A. Report and discussion about current safety measures being taken in the library to minimize the risk to patrons and staff from the Covid-19 pandemic virus.
  - B. Report and discussion about recommended safety measures to add to the library’s procedures to take that would minimize the risk to patrons and staff from the Covid-19 pandemic virus.
11. New items for placement on next agenda (Information).
12. Next Meeting: October 15, 2020 at 6:30 PM.
13. Adjournment (Action).

Upon reasonable notice, efforts will be made to accommodate the needs of hearing impaired individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Library Director at 321-9595, FAX 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. 10/8/2020.

Greenfield Public Library  
5310 West Layton Avenue  
Greenfield Wisconsin 53220  
(414) 321-9595; fax (414) 321-8595  
<http://www.greenfieldlibrary.org>

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Revenues						
Dept 0000						
100-0000-411.1000	GENERAL PROPERTY TAXES	1,243,955.00	1,243,955.00	0.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	41,800.00	43,443.00	0.00	(1,643.00)	103.93
100-0000-436.9000	OTHER STATE PAYMENTS	0.00	8,402.15	0.00	(8,402.15)	100.00
100-0000-467.1010	LIBRARY REVENUE	13,621.00	3,491.85	225.50	10,129.15	25.64
100-0000-467.1020	PHOTO COPIES	11,332.00	4,182.90	550.15	7,149.10	36.91
100-0000-467.1030	PROGRAMS	200.00	0.00	0.00	200.00	0.00
100-0000-467.1040	FINES	35,350.00	11,182.69	700.21	24,167.31	31.63
100-0000-467.1050	FINES - MCFLS SUSPENCE	0.00	185.47	0.00	(185.47)	100.00
100-0000-467.1070	OTHER	(1,113.00)	(374.89)	0.00	(738.11)	33.68
100-0000-480.1000	DONATIONS GENERAL	0.00	11,701.88	67.35	(11,701.88)	100.00
100-0000-494.1000	OTHER FUNDS	50,000.00	37,500.00	0.00	12,500.00	75.00
Total Dept 0000		1,395,145.00	1,363,670.05	1,543.21	31,474.95	97.74
TOTAL REVENUES		1,395,145.00	1,363,670.05	1,543.21	31,474.95	97.74
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	745,380.00	448,771.80	50,961.09	296,608.20	60.21
100-3001-514.0000	OVERTIME	0.00	160.76	0.00	(160.76)	100.00
100-3001-515.0100	GRP HEALTH/LIFE INSURANCE	152,667.00	95,969.12	11,203.53	56,697.88	62.86
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	56,000.00	32,830.48	3,724.32	23,169.52	58.63
100-3001-515.1500	PENSION-GENERAL	48,718.00	24,974.57	2,809.31	23,743.43	51.26
100-3001-519.4000	WORK PERMITS, ETC.	3,000.00	1,357.40	0.00	1,642.60	45.25
100-3001-521.2800	BANK SERVICE CHARGES	700.00	540.62	0.00	159.38	77.23
100-3001-524.1110	MCFLS/AUTOMATION	33,000.00	31,350.88	0.00	1,649.12	95.00
100-3001-524.1200	EQUIPMENT MAINTENANCE	38,500.00	42,089.58	1,103.19	(3,589.58)	109.32
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	12,000.00	15,929.07	2,708.93	(3,929.07)	132.74
100-3001-530.0700	PRINTING	18,000.00	12,653.20	108.32	5,346.80	70.30
100-3001-530.0800	POSTAGE & MAILING	5,000.00	911.02	210.36	4,088.98	18.22
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,800.00	701.25	0.00	1,098.75	38.96
100-3001-530.1600	TRAINING	6,500.00	658.80	0.00	5,841.20	10.14
100-3001-530.4500	EQUIPMENT REPAIRS	9,000.00	10,722.25	2,882.34	(1,722.25)	119.14
100-3001-580.1100	NEW EQUIPMENT	10,000.00	39,145.25	1,111.94	(29,145.25)	391.45
100-3001-590.9800	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Dept 3001 - LIBRARY OPERATIONS		1,140,265.00	758,766.05	76,823.33	381,498.95	66.54
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	45,275.50	4,645.26	44,724.50	50.31
100-3002-538.2000	PERIODICALS	9,600.00	9,398.38	0.00	201.62	97.90
100-3002-538.3000	DATA BASE MANAGEMENT	15,080.00	1,308.00	0.00	13,772.00	8.67
100-3002-538.4000	EBOOKS	7,600.00	10,135.49	0.00	(2,535.49)	133.36
100-3002-538.5000	NON-PRINT	16,000.00	6,186.67	501.23	9,813.33	38.67
Total Dept 3002 - LIBRARY COLLECTION		138,280.00	72,304.04	5,146.49	65,975.96	52.29

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	40,000.00	25,933.49	3,414.11	14,066.51	64.83
100-3003-522.1100	GAS	15,000.00	3,709.81	144.65	11,290.19	24.73
100-3003-522.1300	WATER	3,600.00	1,186.85	324.99	2,413.15	32.97
100-3003-522.1400	SEWER SERVICE	4,000.00	2,037.88	0.00	1,962.12	50.95
100-3003-529.1000	JANITORIAL	36,000.00	16,843.38	2,921.49	19,156.62	46.79
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	4,000.00	3,853.58	429.09	146.42	96.34
100-3003-530.9500	BUILDINGS MAINTENANCE	14,000.00	28,872.00	6,844.02	(14,872.00)	206.23
Total Dept 3003 - BUILDING OPERATIONS		116,600.00	82,436.99	14,078.35	34,163.01	70.70
TOTAL EXPENDITURES		1,395,145.00	913,507.08	96,048.17	481,637.92	65.48
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,395,145.00	1,363,670.05	1,543.21	31,474.95	97.74
TOTAL EXPENDITURES		1,395,145.00	913,507.08	96,048.17	481,637.92	65.48
NET OF REVENUES & EXPENDITURES		0.00	450,162.97	(94,504.96)	(450,162.97)	100.00
BEG. FUND BALANCE		16,614.31	16,614.31			
END FUND BALANCE		16,614.31	466,777.28			

GREENFIELD LIBRARY ACCOUNTS PAYABLE  
September 2020

Vendor Name:			
3001.524.1200 Contractual Services	Milw Lawn Sprinkler (Fall winterization)	1 Invoice(s)	\$ 175.00
	P-card 1647 (Envisionware,Flippingbk,Adobe)	1 Invoice(s)	<u>\$ 1,103.19</u>
			\$ 1,278.19
3001.530.0100 Supplies	Quality Awards (Staff/board name badges)	2 Invoice(s)	\$ 87.74
	Replenish Petty Cash	1 Invoice(s)	\$ 13.05
	Minor's Garden (billed to DPW- for Children's Garden)	1 Invoice(s)	\$ 208.00
	Demco (Book processing tape)	1 Invoice(s)	\$ 69.23
	Bibliotheca (RFID tags)	1 Invoice(s)	\$ 788.89
	Office Depot (Bus cards)	1 Invoice(s)	\$ 10.53
	P-card 1647 (Bus cards, Demco labels)	1 Invoice(s)	<u>\$ 135.58</u>
			\$ 1,313.02
3001.530.0100 Supplies COVID19	P-card 1647 (Hand sanitizer,Zoom,styluses)	1 Invoice(s)	<u>\$ 1,017.06</u>
			\$ 1,017.06
3001.530.0700 Printing, Programs	Central Office Systems (Metered printing)	1 Invoice(s)	\$ 39.88
	Replenish Petty Cash	1 Invoice(s)	\$ 17.87
	P-card 1647 (Craft supplies)	1 Invoice(s)	<u>\$ 45.92</u>
			\$ 103.67
3001.530.0800 Communications	Verizon	1 Invoice(s)	<u>\$ 210.36</u>
			\$ 210.36
3001.530.1600 Training	Reimburse Michelle S - Mileage	1 Invoice(s)	<u>\$ 25.42</u>
			\$ 25.42
3001.530.4500 Equipment Repair	Fire Detection Group (Troubleshoot/repair fire alarm panel)	1 Invoice(s)	\$ 983.75
	CJ & Assoc (Replace backs/seats, repair chairs)	1 Invoice(s)	<u>\$ 1,898.59</u>
			\$ 2,882.34
3001.580.1100 New Equipment	Central Office Systems (Jamex 9557 Coin-op machine)	1 Invoice(s)	\$ 2,800.00
	Alimed (Sales tax credit) <span style="color: red;">1 Credit</span>		<u>\$ (32.84)</u>
			\$ 2,767.16
3001.580.1100 COVID19 New Equip COVID19	Uline (Basket trucks & covers)	1 Invoice(s)	<u>\$ 1,144.78</u>
			\$ 1,144.78
3002.538.1010 Books	Milw Public Lib (Reim for stolen book)	1 Invoice(s)	\$ 9.28
	Wauwatosa Library (Reim for damaged book)	1 Invoice(s)	\$ 19.95
	InfoUSA Marketing (City directories)	3 Invoice(s)	\$ 930.00
	Baker & Taylor	10 Invoice(s)	<u>\$ 9,411.47</u>
			\$ 10,370.70
3002.538.5000 Audio-Visual	Compact Disc Source	2 Invoice(s)	\$ 287.38
	Midwest Tape	1 Invoice(s)	\$ 12.74
	Baker & Taylor	28 Invoice(s)	<u>\$ 758.92</u>
			\$ 1,059.04

3003.522.1000 Electric	WE Energies	1 Invoice(s)	\$ 3,414.11
			<u>\$ 3,414.11</u>
3003.522.1100 Gas	WE Energies	1 Invoice(s)	\$ 144.65
			<u>\$ 144.65</u>
3003.522.1300 Water	City of Milwaukee	2 Invoice(s)	\$ 324.99
			<u>\$ 324.99</u>
3003.529.1000 Janitorial	SOLID Surface Care (VCT and Rubber Floors)	2 Invoice(s)	\$ 1,256.49
			<u>\$ 1,256.49</u>
3003.530.9500 Building Maintenance	Aramark (Mat service)	1 Invoice(s)	\$ 52.98
	CJ & Assoc (Conf room chairs)	1 Invoice(s)	\$ 4,718.10
	The Garland Co. (Materials for roof repair)	2 Invoice(s)	\$ 2,555.92
			<u>\$ 7,327.00</u>
	TOTAL ACCOUNTS PAYABLE	76 Invoice(s)	<u>\$ 34,638.98</u>
	Final 10.8.2020 mbs		
		1 Credit	