Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, August 10, 2023

Time: **6:00 pm**
Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149**

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

  3.a Minutes from July 13, 2023
     Library Board Meeting Minutes 20230713_unapproved.pdf

4. Comments from the Public
The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Board as a body. Presentations shall not deal in personalities personal attacks on members of the Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

5. Audit and Approval of Monthly Expenditures

  5.a Invoices and Executive Summary for August 2023
     Financial 2023 August Executive Summary 20230810.pdf
     Financial 2023 August Invoices 20230810.pdf

6. Committee Reports

  6.a Building & Grounds Committee - last met April 13, 2023

  6.b Finance Committee - next meets August 14, 2023 @ 5:30pm

  6.c Grutzmacher Collection Committee - last met June 28, 2023

  6.d Personnel Committee - last met June 29, 2023

  6.e Policy Committee - last met June 29, 2023

7. Library Director Report

7.a   Library Director Report for August
      Director Report is for information only.

      08 Library Director Report August 2023.pdf

8.   Discussion/Action Items

8.a   Presentation by Administrative Assistant
      Informational presentation by the Administrative Assistant on her job duties and day-to-day responsibilities to provide context to the Library Board as they consider the goals of the Strategic Plan.

8.b   Strategic Plan 2023-2025 Updates
      Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.
      Strategic Plan 2023-2025_Operational Priorities and Implementation Updates 20230810.pdf

8.c   Preliminary Budget Planning
      Discussion on preliminary budgeting with possible recommendations provided to Finance Committee.
      Preliminary Budget Numbers FY 2024.pdf

8.d   Hours
      Discussion and possible action on changing open hours based on usage data.
      MCL Hours Peak and Slow Days Last 12 Months 20230810.pdf

8.e   Trustee Essentials Chapter 15
      Discussion on the questions found at the end of Trustee Essentials Chapter 15.
      Trustee Essentials Chapter 15.pdf
      Records Retention Policy approved _ 20191010.pdf

9.   Closed Session
Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Annual Library Director evaluation.

10. Open Session
Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session.

11. Referral Items

12. Confirm Next Meeting Date
The next regularly scheduled Library Board meeting is for September 14, 2023 @ 6:00pm

13. Adjourn

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, July 13, 2023

Time: **6:00 pm**
Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149 and via Zoom**

Call to Order
The President H. Pringle called the meeting to order at 6:03 p.m. located in the Mukwonago Community Library Community Room and via electronic means on Zoom

Roll Call and Introduction of Guests
Board Members Present
> E. Brill
> J. Darin
> D. Magolan
> J. Gasser
> S. Kaufman
> M. Lacock
> E. Pautz
> H. Pringle
> C. Stienstra
> D. Whalen

Excused
> M. Penzkover

Also Present
> A. Armour, Library Director

Comments from the Public
None.

Approval of Minutes
M. Lacock/E. Brill motioned to approve the minutes from the Board of Trustees meeting on June 15, 2023. Unanimously carried. E. Pautz abstained.

Audit and Approval of Monthly Expenditures
S. Kaufmann/D. Whalen motioned to approve the monthly expenditures. Unanimously carried.

Committee Reports *Committee chairperson will report on any recent committee activity. There will be no discussion or action on anything reported out.*

Building & Grounds Committee - April 13, 2023
Finance Committee - June 1, 2023
Grutzmacher Collection Committee - June 28, 2023 - items related to that meeting are on the agenda
Personnel Committee - June 29, 2023 - items related to that meeting are on the agenda
Policy Committee - June 29, 2023 - items related to that meeting are on the agenda

Library Director Report The Library Director Report is for information only.
A. Armour shared additional information about the report. There was discussion regarding the circulation trends and getting more information regarding percentages for The Thingery and a time study for that particular collection.

Discussion/Action Items

Officer Elections
Discussion and possible action on voting for the positions of Vice President and Treasurer.

> H. Pringle noted that at the last meeting nominations were gathered. The floor was opened for additional nominations.
> J. Gasser/E. Brill motioned to approve the nominations of D. Whalen for the position of Vice President and S. Kaufman for Treasurer. Unanimously carried.

Presentation by Adult Services Librarian
Informational presentation by the Adult Services Librarian on his job duties and day- to-day responsibilities to provide context to the Library Board as they consider the goals of the Strategic Plan.

Strategic Plan 2023-2025 Updates
Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.

> A. Armour stated that there were no additional comments other than what is listed in the document. It was highlighted that one goal has been fully met: "exploring options to utilize the entryway for better communication of Library and community events and resources."

Public Behavior Policy
Discussion and possible action on recommendation from Policy Committee to approve and adopt revisions to the Public Behavior Policy that has undergone review by Village legal counsel.

> H. Pringle noted that this is coming back after having time for Policy to review the recommendations from legal.
> D. Whalen/J. Gasser motioned to approve the revised Public Behavior Policy. Unanimously carried.

Organization Chart
Discussion and possible action on Personnel Committee's recommendation to approve and adopt the proposed staffing organization chart prepared by Director Armour and direct her to move on with next steps in the reorganization process.

D. Whalen noted that Director Armour has asked for the restructuring of MCLs organizational chart with delegation of function for some positions. The chart was brought to the Personnel Committee in April and the Committee asked for public and staff input to be presented prior to moving this up to the Library Board for review. At this point the Personnel Committee has reviewed the information and is looking to progress on the general concept. Director Armour gave further information on the proposed organizational chart and the need for succession planning. Next steps would involve creating job descriptions, wage comparison data, and pulling everything together for the 2024 budget. Approving this proposed chart would allow for Director Armour to start moving forward with initial steps.

D. Whalen/C. Stienstra motioned to approve the concept of establishing an Associate Director of Collections and Programs and an Associate Director of Circulation and Customer Experience with the details to follow after work from the Library Director has been completed. Unanimously carried.

Deaccession Grutzmacher Collection item G01124
Discussion and possible action on approving the formal deaccessing of item G01124 from the Grutzmacher Collection. This item has been repatriated to Wilton Rancheria.

H. Pringle noted that this is an item that has been repatriated and we need to approve the formal paperwork given the MCL Board has adopted a new policy regarding the Grutzmacher Collection.

H. Pringle/E. Brill motioned to approve completing the formal paperwork for the deaccessing of item G01124 that has been repatriated to Wilton Rancheria. Unanimously carried.

Outgoing Loan Agreement
Discussion and possible action regarding the Grutzmacher Collection Committee's recommendation to approve and adopt the amended final draft of the Outgoing Loan Agreement with the Mukwonago Historical and Museum Society.

Director Armour gave background information regarding the latest Outgoing Loan Agreement and what additional changes had been made to this final draft document that is being presented today.

C. Stienstra/S. Kaufmann motioned to approve and adopt the final draft of the Grutzmacher Collection Committee's Outgoing Loan Agreement with Mukwonago Historical and Museum Society requesting a signature by the Village and MHMS on a specific date per a recommendation from legal. Unanimously carried. D. Whalen abstained.

Review Trustee Essentials - chapter 15
> H. Pringle tabled this item until next month.

Wisconsin Trustee Training Week
Discussion and possible action on annual Wisconsin Trustee Training Week opportunities from August 21 through August 25.
> Director Armour noted that this event happens annually and if there is anything that an MCL Board member was interested in to sign up by utilizing the website provided. If you aren't able to attend live there will be a link sent after the training week takes place.

Referral Items
None.

Confirm Next Meeting Date
Regular Library Board on August 10, 2023 @ 6:00pm

Adjournment
D. Whalen/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:10 pm.

Mukwonago Community Library Executive Summary 2023
AS OF 8/10/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	330,112.66	301,539.34	52.3%
5112 - Social Security	49,149.00	25,153.57	23,995.43	51.2%
5152 - Retirement	46,345.00	24,714.83	21,630.17	53.3%
5154 - Health	59,782.00	40,099.14	19,682.86	67.1%
5158- OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	1,001.49	3,321.51	23.2%
5219 - Professional Services	4,000.00	11,343.55	(7,343.55)	283.6%
5220 - Contractual Services	30,000.00	22,008.22	7,991.78	73.4%
5221 - Water & Sewer	3,000.00	1,436.12	1,563.88	47.9%
5222 - Electric	33,000.00	19,210.47	13,789.53	58.2%
5224 - Gas	12,000.00	7,380.28	4,619.72	61.5%
5225 - Telephone	5,700.00	4,935.14	764.86	86.6%
5226 - Insurance	9,000.00	(265.25)	9,265.25	-2.9%
5310 - Outside Services	15,270.00	9,657.36	5,612.64	63.2%
5311 - Operational Supplies	11,500.00	5,750.79	5,749.21	50.0%
5312 - Printing	1,400.00	720.96	679.04	51.5%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	0.00	1,000.00	0.0%
5315 - Postage	500.00	359.02	140.98	71.8%
5316 - Collection Maintenance & Repair	6,000.00	4,413.14	1,586.86	73.6%
5317 - MetaSpace Maintenance	8,300.00	3,003.65	5,296.35	36.2%
5318 - Thingery Maintenance	3,500.00	1,522.31	1,977.69	43.5%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	1,149.63	650.37	63.9%
5328 - Books	70,000.00	41,504.28	28,495.72	59.3%
5329 - AV Materials	11,000.00	5,955.21	5,044.79	54.1%
5330- Thingery Collection	1,000.00	0.00	1,000.00	0.0%
5331 - Programming	10,000.00	5,902.33	4,097.67	59.0%
5332 - Mileage	500.00	365.95	134.05	73.2%
5333 - Outreach	3,000.00	1,651.31	1,348.69	55.0%
5335 - Training & Travel	5,000.00	5,012.70	(12.70)	100.3%
5340 - Electronic Tools & Services	9,600.00	5,051.28	4,548.72	52.6%
5341 - Cafe	24,742.00	24,742.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	3,954.00	3,954.00	0.00	100.0%
5349 - Digital Collections	14,665.00	13,716.56	948.44	93.5%
5395 - Repairs & Maintenance	12,000.00	4,902.28	7,097.72	40.9%
5399 - Other	544.00	126.60	417.40	23.3%
5810 - Furniture & Fixtures	1,000.00	876.00	124.00	87.6%
581100 - Equipment<$5,000	-	0.00	0.00	
511105 - Equipment >$5,000	-	0.00	0.00	

TOTAL Budget Accounts	**1,111,626.00**	629,082.67	**482,543.33**	56.6%
Donation Accounts				
Balance from 2022	**41,438.93**			
4890 - Donations Revenue 2023			68,596.91	
5806 - Donation Expenditures 2023			(84,121.57)	
TOTAL Donation Accounts	**25,914.27**		(15,524.66)	
OVERALL TOTAL			**467,018.67**	

Mukwonago Community Library
REVENUE 2023

Department Name	2023 Budget	As of 7/31/2023	
Property tax	518,315	428,672	83%
Inter Gov Revenue	569,811	287,511	50.5%
Copies & Faxes	5,500	3653	66%
Material Replacement	1,000	1,093	109%
Book Sale Revenue	3,500	2,802	80%
Fines	13,000	10,661	82%
Misc. Revenue	0	3,142	*SEE NOTE
Interest Revenue	500	12,313	2463%
Total Revenue	**1,111,626**	**749,846**	**67.5%**

* NOTE: Received $2,526.53 in Spectrum civil settlement

Account	Vendor	Memo	Amount
5219 Professional Services	Crivello Carlson	Legal Services	2939.10
5219 Professional Services	Crivello Carlson	Legal Services	140.00
5220 Contracted Services	Emcor Services	Contract Billing	1622.00
5220 Contracted Services	Great America Financial Services	9/10/23-10/9/23	353.14
5220 Contracted Services	Impact	Contract Billing 8/17/23-8/16/24	489.00
5220 Contracted Services	Johnson Controls	8/1/23-10/31/23	1742.04
5220 Contracted Services	Paypro Global- Village Credit Card	Deep Freeze 1 year	262.50
5220 Contracted Services	WI DSPS- Village Credit Card	Elevator Permit	51.00
5220 Contracted Services	WI DSPS- Village Credit Card	Elevator Permit, Boiler Permits	153.00
5220 Contracted Services	WI DSPS- Village Credit Card	Elevator Permit	51.00
5220 Contracted Services	Wisconsin Elevator Inspection Inc.	Annual Elevator Inspection	120.00
5221 Water-Sewer	Village Of Mukwonago	Q 2 Bill	758.89
5222 Electric	We Energies	6/26/23-7/19/23	3131.08
5224 Gas	We Energies	6/27/23-7/19/23	225.76
5225 Telephone	Brightspeed	6/21/23-7/20/23	187.11
5225 Telephone	Spectrum/ Charter Communications	6/28/23-7/27/23	293.90
5225 Telephone	Vonage- Village Charge	7/11/23-8/10/23	249.06
5310 Outside Services	Alsco	Mats & Dusters	29.16
5310 Outside Services	America Aquaria	Fish Tank Maintenance/ July	85.00
5310 Outside Services	Credit Card Monthly Service Fee	Cantaloupe July	9.95
5310 Outside Services	Credit Card Processing Fee	7/14/23-7/21/23	3.10
5310 Outside Services	Credit Card Monthly Service Fee	Elavon /July	59.99
5310 Outside Services	Credit Card Processing Fee	7/1/23-7/31/23 Elavon	14.08
5310 Outside Services	Credit Card Processing Fee	6/30/23-7/14/23	3.17
5310 Outside Services	Credit Card Processing Fee	7/21/23-7/28/23	3.20
5310 Outside Services	Klassy Kleaners	Weekend Cleaning	1080.00
5310 Outside Services	Unique Management	Placements	29.55
5311 Operational Supplies	Amazon Business	Cleaning & general supplies	384.67
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning Supplies	90.48
5312 Printing	Bayside Printing- Village Charge	Newsletter	62.37
5312 Printing	Central Offices- Village Charge	copier lease	18.65
5312 Printing	De Lange Landen Financial- Village Charge	Lease 7/15/23-8/14/23	18.08
5312 Printing	James Imaging- Village Charge	4/1/23-6/30/23	52.22
5315 Postage	USPS- Village Credit Card	Stamps & Mail Package	69.72
5315 Postage	USPS- Village Credit Card	Mail ILL	3.72
5315 Postage	USPS- Village Credit Card	Certified Mail	8.56
5316 Collection Maint. & Repair	Demco	Labels & Jackets	203.29
5317 MetaSpace Maintenance	Amazon Business	MetaSpace Program supplies	277.01
5317 MetaSpace Maintenance	Sign Up Genius- Village Credit Card	Monthly fee/ July	11.99
5318 Thingery Maintenance	Netflix- Village Credit Card	8/1/23-8/31/23	19.99
5328 Books	Abe Books _ Village Credit Card	Books (JUL)	9.44
5328 Books	Abe Books _ Village Credit Card	Books (JUL)	13.65
5328 Books	Abe Books _ Village Credit Card	Books (JUL)	6.16
5328 Books	Amazon Business	Books	55.50
5328 Books	Amazon Business	Books	55.00
5328 Books	Amazon Business	Books	40.99
5328 Books	Baker & Taylor	Books	194.70
5328 Books	Baker & Taylor	Books	135.46
5328 Books	Baker & Taylor	Books	134.57
5328 Books	Baker & Taylor	Books	99.35
5328 Books	Baker & Taylor	Books	46.43
5328 Books	Baker & Taylor	Books	259.43
5328 Books	Baker & Taylor	Books	31.67
5328 Books	Baker & Taylor	Books	793.71
5328 Books	Brodart	Books	406.14
5328 Books	Brodart	Books	958.73
5328 Books	Brodart	Books	519.74

Account	Vendor	Memo	Amount
5328 Books	Cengage Learning	Books	90.37
5328 Books	Cengage Learning	Books	31.99
5328 Books	Cengage Learning	Books	26.39
5328 Books	Center Point Large Print	Large Print Books	112.58
5328 Books	Center Point Large Print	Large Print Books	27.27
5329 AV Material	Amazon Business	DVD	622.54
5331 Programming	Amazon Business	Program supplies YS	82.55
5331 Programming	Amazon Business	Program supplies Adult	33.98
5331 Programming	Domino's Village Credit Card	Teen Program (JUL)	16.78
5331 Programming	Domino's Village Credit Card	Teen Program	16.78
5331 Programming	Domino's Village Credit Card	Teen Program	16.78
5331 Programming	Domino's Village Credit Card	Teen Program	33.98
5331 Programming	Tammy O'Connell	Ukulele Program Cancelled	-100.00
5331 Programming	Walgreens- Village Credit Card	Program Prize	50.00
5331 Programming	Walmart- Village Credit Card	Program Supplies	32.44
5332 Mileage	Eric Huemmer	Schools & Conference	114.49
5332 Mileage	Nancy Aycock	Conference Mileage	178.16
5335 Training & Travel	Hilton Hotel- Village Credit Card	Hotel for Conference-Emily Ceithamer	268.85
5335 Training & Travel	Intermodal Parking- Village Credit Card	Parking ALA	24.00
5340 Electronic Tools & Services	Elegant Themes- Village Credit Card	7/17/23-7/18/24	89.00
5340 Electronic Tools & Services	Taylor Computer Services	Change & test Settings	195.00
5340 Electronic Tools & Services	UKG	Payroll Processing	351.26
5340 Electronic Tools & Services	Velocity- Village Charge	Endpoint Security/July	8.00
5349 Digital Collections	Midwest Tape	Hoopla	743.02
5395 Repairs & Maintenance	Illingworth- Kilgust	AHU #1 Valve Replacement	2840.00
5395 Repairs & Maintenance	Vincent Plumbing	Repair wall hydrant	379.00
5810 Furniture & Fixtures	Gordon Electric Supply-Village Credit Card	Floor Box Cover	214.93
		TOTAL REGULAR ACCOUNTS	**$ 25,567.34**

Donation Account			
Donation Expense Designated	Amazon Business	Cricut Mug Press/ Grant	149.00
Donation Expense Designated	Bernstein & Associates	NAGPRA Consult/WCCF	1350.00
Donation Expense Designated	Driftless Pathways	Basic Assessment of Collection	500.00
Donation Expense Designated	Geo Knight & Co. -Village Credit Card	Digital Knight/ Grant	1585.75
Donation Expense Designated	Signs & Lines by Stretch	McAdams Sign WCCF Funds	745.31
		Total Donation Expenses	**$ 4,330.06**
Director	**Treasurer**	To Be Reimbursed	4,330.06
		Regular Donation Expenses	-
Secretary		**Total Expenses**	**$ 29,897.40**

Library Director Report: August 2023

Director Meetings and Activities

I spent a significant amount of time in July administering to the Grutzmacher Collection Loan Agreement with the Mukwonago Historical and Museum Society. This included making updates to the Loan Agreement, executing the Agreement, creating a comprehensive inventory to attach to the final packet, creating a condition report to attach to the final packet, and creating signage for the Red Brick Museum as per the terms of the Agreement. Happily, the Village Administrator asked me to speak at the Rotary Club and I received great engagement about my presentation on the Grutzmacher Collection and the Library's compliance with NAGPRA.

I have begun to work on staff reorganization steps now that the Library Board has approved moving forward. I have finished writing all the job descriptions and am working on classing them using the tools provided by the Village. I surveyed all the libraries identified in our 2018 GovHR Compensation Study to find current compensation numbers. Nine of the 15 libraries responded which will provide good data in preparing the 2024 budget. On a logistical level, I'm working with Emily and Mary Jo to begin cross-training the Circulation Clerks on Thingery maintenance which will remove the basic maintenance from May Jo's job. In anticipation of cross-training the Circulation Clerks on inter-library loan procedures, Cathryn, Emily, and I are working with Bridges to be one of the first libraries in the system to implement improvements to the process via a new NCIP integration between our system and the WisCat state lending software. A lot of the work I'm doing now with the reorganization is the foundational pieces to allow me to start shifting duties and implementing new job descriptions later in fall.

I am conducting my staff annual evaluations now. It has created a weird schedule for this last year, but my staff has been understanding. With my own evaluation being on this new timeline, this will complete the Library's shift toward aligning evaluations with the budgeting schedule to enable implementing merit pay.

We have had a couple NAGPRA consultations scheduled in the last month. One consultation ended with the recommendation to contact several other Tribes who might be interested in the items under consideration, which resulted in further contact with other Tribes and requests for photographs from several Tribes. It's great that the Tribes are identifying cultural items under our control with the potential for repatriation, but it does create a lot of administrative work for me. One of the goals of the staff reorganization is to get an Associate Director of Collections & Programs who would be trained to be the point person on NAGPRA and the Grutzmacher Collection, with the Adult Services Librarian as backup. Not only would this get some of these administrative tasks off my plate, but it would create a clear chain of command and redundancy of knowledge and duties from the Director down two levels so that this important Collection and administration of federal law is always properly taken care of.

Circulation (Emily Ceithamer)

We're almost done with the Summer Library Program and with summer comes an increase of items being circulated. Even with the increase in numbers for summer, the circulation team did

not miss checking in a single item from bin delivery in June (the report comes a month later). This is a huge accomplishment as we have an increase in items and an increase in patron visits.

We also had another big accomplishment in July. We had every single item put away on the shelves in mid-July!! This is the first time in the year and a half I have worked here that this has happened. Plus, the fact we were able to accomplish this in the middle of summer makes me extra proud. We're continuing to make things more efficient and with the increase in our shelving hours, these two things have helped us achieve this accomplishment.

We are saying goodbye to our summer shelver, Nick. He has been helping us shelve, empty bin delivery, and put holds away. He's been working 20 hours a week and has been a great help. This was my first summer with a summer shelver and it was instrumental in our success this summer.

Children's Department (Jane DeAngelis)
2023 Summer Reading Challenge recap:

#participants: 855
#minutes read: 584, 439
#completions: 290

The Summer Reading Challenge may be over but reading encouragement for school-age children and teens continues with Beanstack's Back to School Reading Challenge for a chance to win a $50 gift card to Domino's Pizza. The challenge runs August 1-September 30, 2023.

Looking ahead to Fall, Bubble Boogie, Discovery Time, and Paws to Read return. Special events include Back to School Open Houses, Storytime on the Bus, a Barbie Show and Tell Storytime, a Superhero Show and Tell Storytime, a Pokemon Card Swap, Wildlife in Need, Trick or Treating at the Library, and two Tree Lightings. Plans are in the works to offer an Eclipse/Solar Telescope program and a Dinovember program. Stay tuned.

Reference and Adult Services (Chris Stape)
The Summer Reading Program is winding down, and I think it went quite well. Overall adult participation is up from last year and that includes the number of program completions, which is fantastic. I was worried about our Chopped Challenge contest as we hadn't received many entries, but as usual, they are starting to come in last minute now. I'm hoping our Community Photo Contest will be similar. During the summer, residents of the Haase House attended our biweekly Bingo events, and all in attendance seem to really enjoy them. Two weeks ago we had the largest turnout we've ever had for Bingo with, unfortunately, some folks turning away due to lack of seats. One of our most fun events this summer was a recent presentation by the garage band, Mourning Dayze. They have been together since 1965 and told stories and played music for 2.5 hours. Those in attendance were dancing and singing along—it really was a great time.

Technical Services and Thingery (Mary Jo Isely)
408 new items were processed and cataloged in July. Continued the reviewing & editing of the troubleshooting manual for Thingery items as well as the Tech Services Manual. Thingery returns are expending much of our time in Tech Services. Mondays we are predictably high in returns and taking on an average of 5+ hours to inventory, sanitize, and troubleshoot; and, that represents only 1 day of 5 in the week. Troubleshooting has also increased as we need to follow-up on missing pieces and haphazardly returned items (i.e. mixing kit parts & more tech related issues). An astronomy S.T.E.A.M. Ki, "Explore the Night Sky" was placed in circulation-- the kit includes astronomy binoculars, a basic astronomy book and laminated sheets of common constellations. The influx in Thingery maintenance has put the weeding project on hold.

MetaSpace 511 & Technology (Nancy Aycock)
MetaSpace 511 has had a busy summer with programs for tweens and adults and makerspace appointments. Tween Maker Time was new this summer, and there was a great response from this age group. They learned printmaking, how to make polymer clay and Shrinky Dink jewelry,


and how to create Cyanotypes (sun prints). The Thingery was a big help to the Cyanotype program, since it was cloudy outside, we checked out the large photo studio box and turned it into a darkroom with UV LED lights to expose the light-sensitive paper. Learning about an old photography process and a little about what a photography darkroom is like was new for the Tweens and they enjoyed the experience.

There has been a lot of experimentation with trying new ideas and projects in the makerspace by patrons and staff. We had a successful laser marking test which is exciting.

Since the laser is not powerful enough to laser engrave metal, we have to use a special marking spray (that has to be sprayed outside since there is not a spray booth in the makerspace). The spray interacts with the laser to leave permanent black marks on metal like stainless steel. We've experimented with this for a while and had a successful project. Lead Innovator Nancy also found a solution when a laser engraved pattern may not have cut through entirely in spots.
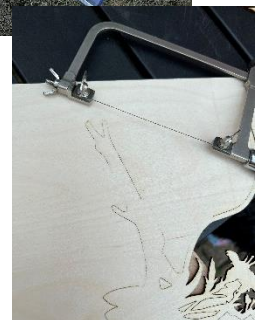
Using the tip from an artist patron Nancy purchased a jewelry saw and fine blades that could cut through the wood and acrylic.

Lead Innovator Nancy attended the Play Make Learn Conference in Madison, WI, in July and attended various sessions over two days. We can implement many great ideas from the conference in MetaSpace 511, like combining our STEAM Design Lab program with coding using technology and low-tech supplies, which will allow us to offer the combination of coding and STEAM design. Combining coding and STEAM Design will be helpful since we need more computers and staff than we have to teach these separately. There was also an excellent presentation about making the makerspace more inclusive and accessible, and Nancy brought back a lot of ideas and notes.

Community Engagement Coordinator (Eric Huemmer)
Community Engagement: July and the first few days of August saw the last half of our Summer Library Program. Again, we're fortunate to have the support of local sponsors as Jane and Chris contact our Summer Reading Challenge winners, with the aim of taking photos of the winners (if willing) so that we can thank our partners/encourage and grow next year. Director Armour asked me to prepare a Summer Library Program Feedback Survey which we launched at the end of July to learn how we can improve the program for next year.

We've seen some great outreach opportunities this month. Ms. Jane has received multiple requests for storytimes in the community: The Garden Market, Kid's Connection, and Mukwonago YMCA. Same, too, with building connections with new businesses: Oddwillow's Game Haven will be opening mid-August and they are excited to work with us on joint programming and events. We're also connecting with the Job Center of Wisconsin and Educators Credit Union to discuss opportunities to share further financial and job resources.

For our community groups out there, the Mukwonago Farmers' Market had a spate of Canadian Wildfire smoke and thunderstorms on the Wednesdays we were scheduled to attend, but the times we do make it we always feel welcome and we tend to get great turnout/engagement. As for Rotary, we had not one but two opportunities to speak: beginning of July we invited Angela Meyers from Bridges to speak to the Memory Cafes and Story Corp, and the end of the month, the Village asked Director Armour to speak to the Grutzmacher Collection and NAGRPA.

Events & Programs: For July, I ran Family Movies on Mondays that were well attended. Teen Dungeons & Dragons remained popular as ever with a growing waitlist. Teen Tuesdays saw varied results based on program themes that were chosen by our TAB; some like the LEGO Free Build were well attended, while others like the Video Game Social only had a few. We wrapped up with a Harry Pottery Escape Room (they escaped in 43 minutes).

Librarians from Bridges including myself, were invited by the Wisconsin Department of Public Instruction (DPI) to attend the Play Make Learn conference in Madison to run some D&D demonstrations for attendees. I attended some fantastic sessions when not running demos, as well as spoke on a panel about the *Design and Use of Roleplaying Games in Educational Spaces*, highlighting the growth of D&D at the MCL and how it helped revitalize teen engagement, leading to the formation of an active Teen Advisory Board. Every seat was filled with standing room only in the back!

Finally, we were invited to attend the National Night Out event by the Mukwonago Police Department. With it being our first time attending, we were excited to learn more about this annual community event - it was incredible! They had at least 1,000 people attend, with nearly half stopping by the Library's booth to answer silly questions, play some plinko for small prizes, and learn about the Library and our new Post SLP Survey.

Statistics (see next page)

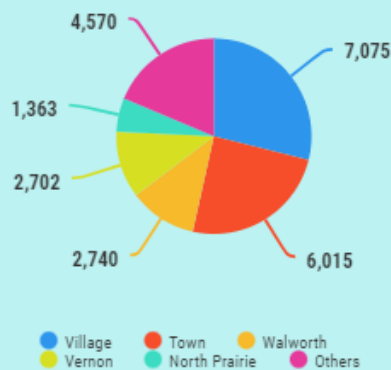# STATISTICS JULY 2023

Physical Item Circulation

24,465
JULY CIRCULATION 3% DECREASE OVER 2022

149,162
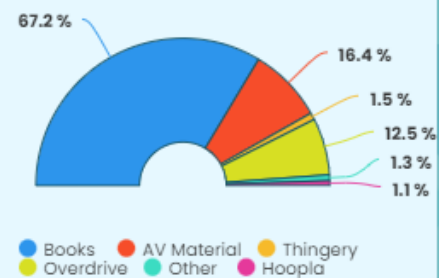2023 YEAR-TO DATE CIRCULATION

Circulation by Area

- 7,075
- 4,570
- 1,363
- 2,702
- 2,740
- 6,015

Legend:
- Village
- Vernon
- Town
- North Prairie
- Walworth
- Others

Circulation Trends

All Circulation

123 new library cards this month

- 67.2 %
- 16.4 %
- 1.5 %
- 12.5 %
- 1.3 %
- 1.1 %

Legend:
- Books
- Overdrive
- AV Material
- Other
- Thingery
- Hoopla

Programs This Month
76
ATTENDANCE:
General 573
Kids 1021
Young Adult 66

180 People used the Community and Study Rooms

Locker Pick up 679
New Items Added 408
Renewals 7758
Items loaned to other Libraries 2386

10,873 patron visits

Peak times
10:00 - 11:00 PM Mondays Avg 162 Checkouts

Slowest times
8:00 - 8:30 PM Tuesdays Average 2.5 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour
Updated for Library Board August 10, 2023

Purpose: This document takes the individual goals of the Strategic Plan and ranks them hierarchically based on importance and timeliness. Updates are provided to show progress on each goal.

Order of Operations Numbering Heirarchy:
0 - this must be in place before we can even think about anything else
1 - this is foundational to completing other goals
2 - this uses foundational work from "1" heirarchy to address a goal
3 - this uses information and/or findings from "1" and "2" heirarchy to complete a goal

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Library Director	2023	0
		• Library staff successfully completed time study between Janaury 30 and February 25. Library Director compiled the data into Time Study Analysis shared with Personnel Committee on April 24, 2023. • Library Board approved moving forward with staff reorganization on July 13, 2023. Director Armour has completed writing job description and gathering wage comparison data from comparable libraries. Is currently working on classification and 2024 budgeting. • Director Armour, Technical Services Team, and Circulation Team began planning cross-training. Circulation Clerks will begin to learn Thingery maintenance and ILL. • Director Armour, Circulation Supervisor, and Administrative Assistant began working with Bridges Library System to be one of the first libraries in the system to implement new NCIP integration to WisCat. Creating workflows to improve ILL with rollout for mid-August at Staff Development Day. Efforts will make ILL more efficient, faster, and easier to cross-train.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Library Director	2023	0
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Library Director	2023	0

		• Library Director directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk. • Library Director and Circulation Supervisor examined data on amount of time needed for shelving. Director hired two more shelvers in May. Hired Summer Shelver in June to help with increase in circulation during summer months. Consistently have no extra carts that need to be shelved. Info Desk librarians and Circulation Clerks can focus on serving customers instead of helping with shelving. Director Armour is utilizing un-used budgeted wages to begin increasing Circulation Clerk hours to facilitate cross-training. The 2024 budget will be built with increased hours, but increasing now as the opportunity has presented itself will allow for a more efficient and smoother transition of duties as well as increased confidence in the newly trained Circulation Clerks who will have more time to learn the new tasks. • Director Armour, Technical Services Team, and Circulation Team began planning cross-training for Thingery maintenance to increase turnaround time of Thingery items back into circulation and decrease workload on Technical Services Librarian. Director Armour creating separate workspace for Thingery work and other dedicated tasks the Circulation Team is being cross-trained on.			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Library Director	Continuous	1
		Director Armour provided schedule of community events the Library will particpate in and required each Deparment Head to sign up for one. Extreme planning allows staff to plan around these events and to give plenty of notice for shift coverage.			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Team, Library Board, and Library Director	Continuous	1

		• Outgoing Loan Agreement with MHMS finally executed on July 19, 2023. Director Armour created and attached Loan Inventory and Loan Condition Report as well as the latest appraisal. Certificates of Insurance were exchanged.Director Armour created and posted signage at the Red Brick Museum denoting ownership of the Collection, as per the Loan Agreement. • Grutzmacher Collection Management Policy updated and published on June 15, 2023. Danielle Benden of Driftless Pathways drafted the policy and accompanying forms utilizing museum standards of practice. • Director Armour created composite catalog that includes Collection metadata along with embedded photos taken at the time of cataloging. Makes it easier to find and identify items as well as create paperwork needed for loan agreements. • Have engaged in seven (7) consultations with Tribes this year. One still awaiting rescheduling. • Adult Services Librarian is continuing follow-up calls to Tribes regarding NAGPRA Summary. Anticipate to finish by end of summer. • First ever repatriation on April 11. Transfer of control and care-and-trust agreeements signed and in place. Working on physical retrieval. • Library Board approved FAQs on Collection May 10, 2023. Published to website, shared monthly in newsletters. FAQs have been updated monthly to include time investment totals and to accurately reflect where the Library Board is in creating policies, complying with NAGPRA, etc. • Robert "Ernie" Boszhardt reviewed the Native American items in the Grutzmacher Collection July 6, 2023, to identify previously unidentified NAGPRA eligible items and fakes. Report identified two (2) potential NAGPRA eligible items on display. Director Armour following up with Tribes that may be interested in this new information. Grutzmacher Collection Committee will discuss Ernie's recommendations for display curation at next meeting. • Director Armour presented at the national American Library Association (ALA) Conference in Chicago on June 25, 2023. The topic of the session was "Implementing the Native American Graves Protection and Repatriation Act (NAGPRA) in a Public Library: Real Life Experiences and Practical Advice" and was presented with Claire Wilbert of Bernstein & Associates NAGPRA Consultants. • At the invitation of the Village Administrator, Director Armour presented at the Mukwonago Rotary Club on July 27, 2023, about the history of the Grutzmacher Collection and how the Library Board has been complying with NAGPRA.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Library Director	2023	1
		• Adult Services Librarian developed and deployed survey on library's website. Have received quality feedback so far; will run through May. This will determine a benchmark prior to any changes made to the website. Post-change data will be collected to determine if easy fixes solved the issue or if we need to recommend contracting out for bigger work. • Director Armour and Adult Services Librarian discussed outcomes of survey in August 2023. Adult Services Librarian will make changes to website to reflect improvements suggested by website visitors and his own research. Work to be completed by the end of September 2023 in anticipation of shifting this duty to the Marketing & Outreach Specialist's position.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Library Director	Continuous	1
		Purchased new branded pens for use at upcoming Farmer's Markets and other outreach June 2023. Director Armour tasked Community Engagment Coordinator with developing MCL-centered water bottle stickers for on-trend promotion.			
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Library Director	2023	1
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Library Director	Continuous	1

		• Library Board closed library on January 20, 2023, for Staff Development Day. Staff learned about customer service from presentation by Inspired Training and Consulting. Angela Meyers of the Bridges Library System also presented on hearing loops and accessibility and came back later to train newest staff. • Library Board closed library on May 12, 2023, for Staff Development Day. Staff learned about Safe Spaces and how to address customers in an inclusive way as well as how to handle stress in the workplace. The programming team shared information on the Summer Library Program so that everyone - from shelvers to Director - is on the same page, knows what to expect, and how to promote it. • Library Board closing library on August 18, 2023, for Staff Development Day. The Aging and Disability Resource Center (ADRC) will train staff on dementia friendly spaces. • Director Armour and Circulation Supervisor attended ALA Annual Conference in Chicago in June 2023. Director Armour presented and Emily attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. • Lead Innovator and Community Engagement Coordinator attended Play, Make, Learn Conference in Madison in July 2023. LI learned about integrating STEAM concepts in programs, CEC spoke about using Dungeons & Dragons in a learning context.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Work with Village to ensure Library building needs help fulfill Village goals	Library Board and Library Director	Continuous	1
		• Library Director working with Village Administrator and Village contracted IT professional on upcoming internet connectivity issues in 2024 posed by a Village infrastructure project. • Now consistently working with Village DPW to get Library items into the Village's routine of posting to the state auction. Working to not duplicate efforts on getting rid of old items, integrates into DPW's timeline, and provides easy revenue.			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations	Library Board and Library Director	Continuous	1
		• People with Hearing Impairment - Training on using hearing loops and accessibility during Staff Development Day on January 20, 2023. • LGBTQ Community - Safe Spaces training during Staff Development Day May 12, 2023.			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Conduct study to determine which geographic areas and demographics do not currently use the Library	Community Engagement Team and Library Director	2023	1
		Library Director directed Community Engagement Coordinator to begin consulting with other libraries on how they gather this data and investigating potential sources for this data.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens	Library Board and Library Director	2023	1
		Library Director directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and Library Director	Continuous	1
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Library Director	2023	1
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections	Leadership Team and Library Director	Continuous	1

		• MetaSpace 511 Lead Innovator began class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace. • Circulation Supervisor attended ALA Annual Conference in Chicago and attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services.			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction	Community Engagement Team and Library Director	Continuous	1
		Library Director directed Community Engagement Coordinator to identify multiple access points for data gathering (i.e. at programs, at desks, at community events, local businesses). Gathered data via "Library Lovers Month" survey on website.			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Provide, promote, and enable staff engagement at key community events	Library Board and Library Director	Continuous	2
		• Director Armour directed Community Engagment Coordinator to develop a list of dates for 2023 outreach opportunities at the Farmer's Market, SLP Kick Off, Jack-o-Lantern Jaunt, and Holiday Tree Lighting. Everyone on the Leadership Team had to select two dates. Provides time to plan for desk shift coverage. Farmer's Market planned for every other week throughout summer; Info Desk schedule rearranged so Community Engagment Coordinator can attend. • Director Armour sent Community Engagment Coordinator to National Night Out for the first time Aguust 2023. Will determine if this event if worth devoting more staff time and increased engagement for future years.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Explore options to utilize entryway for better communication of Library and community events and resources	Leadership Team and Library Director	2024	2
	This goal has been met.	• McAdams family portrait and new, professional signage relocated to point of prominence next to front door. Electrical outlet relocated lower and now with USB ports. • Entryway painted, slatwall installed. MetaSpace entryway painted and slatwall installed. Sign holders and signage for interest groupings purchased. Directives to staff to improve organization and user-friendliness of flier presentation, unused mobile display relocated to entry for marketing purposes. • Brochure holder repurposed and relocated to below community board for easier discovery of community resources. • Standing signs now in use for permanent identification of what is happening in the Community Room.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Team and Library Director	2024	2
		• Director Armour directed Community Engagement Coordinator to begin developing, implementing, and compiling survey data on where customers get their information on the Library and what they find is the most useful information types/mediums • Director Armour has been conducting survey at Bubble Boogie throughout spring and summer 2023; data shows that most participants rely on the events calendar and word of mouth to learn about programs. Data shared with Community Engagement Coordinator to drive future decisions.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas	Library Board and Library Director	2024	2

Priority	Goal	Action	Responsible	Timeline	#
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Library Director	2024	2
		• Director Armour directed Lead Innovator to begin collecting data on programs and appointments in the MetaSpace. Lead Innovator shared outcomes of survey and observations in August 2023; data shows that users prefer programs on Tuesday nights and Wednesday mornings; Director Armour worked with Lead Innovator to adjust her work schedule to reflect this. • Lead Innovator implementing uniform schedule for fall 2023 with routine open times, program slots, and sign up via LibraryCalendar (as opposed to a separate platform that has hitherto been used). Anticipating consistency in availability will improve user experience as well as new user discoverability.			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Leadership Team and Library Director	2023	2
		• New children's play area fixtures purchased and installed spring 2023. Includes a reading house, repurposing the unused light table from the teen area, child-size reading benches, and a new train table. Area re-arranged to group noisier hands-on exploration as far from the adult area as possible and provide multiple areas for families to sit and read together. • Outlets in Community Room replaced with child-proof outlets.			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items	Technical Services Team, Library Board, and Library Director	2024	2
		• Technical Services Librarian rearranged storage of Thingery items in work area and repurposed old fixtures spring 2023. Flow is improved, but still not enough space. • Technical Services Librarian worked with Communication Team to update Explore Pass brochures and boxes spring 2023; now uniform, attractive, and highlights the Friends of the Library's sponsorship of those items.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Analyze youth program offerings to determine if we are meeting the needs of the community	Leadership Team and Library Director	Continuous	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Examine the usage and available staffing of the Youth Services desk	Leadership Team and Library Director	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Examine the usage and available staffing for services available to adults	Leadership Team and Library Director	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Team and Library Director	Continuous	2
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Assess The Thingery circulation, costs, and demands	Technical Services Team and Library Director	2024	2
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Provide short surveys for attendees of programs, then utilize that data to determine future program needs.	Programming Team and Library Director	Continuous	2
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Embed Library staff and programs in major events and influential organizations that already are providing service to the community	Programming Team and Library Director	Continuous	3

		• Library Director directed Communications Team to install a display and handouts at April election. Plans with Village Clerk to make this a regular occurrence. • Community Engagment Coordinator attends regular Rotary Club meetings. • Library Director attended school district focus groups for facilities studies throughout April and May 2023.			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community	Community Engagement Team and Library Director	Continuous	3
		• State Representative Nik Rettinger held listening session at the Library on May 5, 2023. Rettinger's office plans to hold more in the future. This is the first elected official to use the library as an engagement platform since before the COVID-19 pandemic. • Senator Bradley volunteered at the 2023 Summer Library Program Kick Off Event and met constituents. • Worked with Village Clerk to have Wisconsin Election Commission get feedback from Library visitors on new voting envelopes • Updated Circulation Policy April 2023 to include fine-free cards to the Mukwonago Area School District to further encourage and enable supplemental curricular material help			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore technologies that help users find and get what they need faster and more efficiently	Leadership Team and Library Director	Continuous	3
		• Café App upgrades have launched July 2023. Director Armour updated Mukwonago portal to improve user experience; worked with Bridges to identify deployment issues. • Director Amrour advocated for and made motion to approve discovery layer at Café Council. In June 2023, Bridges will start pursuing an RFP for a discovery layer. The website survey conducted by the Adult Services Librarian showed that the top complaint of website visitors was actually the catalog interface. • Finalized rollout of using LibraryAware as email newsletter platform in April 2023. Platform is free. Customer feedback is positive. • Smartlockers officially launched on May 1, 2023. Circulation Supervisor has done a lot of work to develop procedures and train staff for a smooth user experience. April 2023 approved Circulation Policy changes to ensure transparency and standards for this new service. Reception to new service is positive, especially for homeschool families.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Team and Library Director	Continuous	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to analyze the shifting demands between physical items and digital items	Selectors and Library Director	2025	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Library Director	2025	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Offer ways for users to recommend resources, programs, and services	Leadership Team and Library Director	Continuous	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Leadership Team and Library Director	2025	3

For: Library Board
Date: August 10, 2023
Subject: Preliminary Budget Numbers
Submitted: Abby Armour

Purpose: This document provides notes on preliminary costs and budget expectations for FY 2024. Notes are included to explain anomalies or missing information.

REVENUES

Revenue Source	FY 2023	Preliminary FY 2024	Notes
411100 - General Property Taxes	518,318	528,684* (551,217**)	*Calculating typical 2% increase on total of amount given **Calculating a 6% increase ONLY on the "Salaries & Wages" expenditure line from 2023 and added to overall total ask
434300 - County Grant (Hoopla from Bridges)	2,732	4,913	Calculated based on service population; Bridges pays approximately 50% of cost with the grant, MCL covers the rest
436500 - County Taxes (WK)	486,624	512,374	Increase of $25,750 due to continued addition of digital circulation from Overdrive/Libby and hoopla and continued post-pandemic circulation increases
436600 - County Taxes (LK)	77,976	72,285	Walworth county still reimbursing at only state minimum of 70%; Prairie Lakes (previously Lakeshores, but added Rock county in 2023) continuing to honor longstanding contract of higher-than-minimum reimbursement for Racine
436800 - County Taxes (other)	2,479	2,755	$2,717 Jefferson county $11.70 Washington county $26.33 Dodge county
430700 – COPIES & FAXES	5,500	5,500	Guessing same number as 2023
430800 - LIBRARY MATERIAL REPLACEMENT	1,000	1,000	Guessing same number as 2023
431700 - BOOK SALE REVENUE	3,500	3,500	Guessing same number as 2023
431200 - FINES	13,000	13,000	Guessing same number as 2022
487100 - INTEREST REVENUE	500	15,000	Post-pandemic interest rates have increased dramatically in the last year
	$1,067,089	**$1,159,011**	Increase of 8.6% over FY2023

WCCF Capital Endowment	$ 624,134	
WCCF Library Endowment	$ 291,801	
General Fund balance	$171,034	Ideal is 25-30% of operating costs (this is approximately 16%)
OPEB Payout	$50,192	For post-retirement; need roughly $25,000 apiece pre-funded for upcoming 3 retirements
Donations	$25,914	

EXPENDITURES of NOTE

Expense Source	FY 2023	Preliminary FY 2024	Notes
Bridges Charges	38,435	35,450	Cost decrease of $2,985
Salaries & Wages – COLA increase on current	631,652	669,551	As of July 2023, CPI is approximately 6% (which would be an increase of $37,899)
Health Insurance	59,782	63,369	Same number/type of policies as 2023; guessing increase in premiums of 6% but won't know final numbers until mid-Sept.

MCL HOURS

			Day	Time
2022	**August**	Peak Day	Monday	11:00-12:00
		Slow Day	Monday	8:00-8:30
	September	Peak Day	Tuesday	10:00-11:00
		Slow Day	Tuesday	8:00-8:30
	October	Peak Day	Saturday	11:00-12:00
		Slow Day	Wednesday	8:00-8:30
	November	Peak Day	Tuesday	10:00-11:00
		Slow Day	Wednesday	8:00-8:30
	December	Peak Day	Tuesday	10:00-11:00
		Slow Day	Wednesday	8:00-8:30
2023	**January**	Peak Day	Saturday	11:00-12:00
		Slow Day	Thursday	8:00-8:30
	February	Peak Day	Saturday	11:00-12:00
		Slow Day	Tuesday	8:00 - 8:30
	March	Peak Day	Monday	4:00 - 5:00
		Slow Day	Wednesday	8:00 - 8:30
	April	Peak Day	Saturday	3:00-4:00
		Slow Day	Monday	8:00-8:30
	May	Peak Day	Saturday	11:00-12:00
		Slow Day	Thursday	8:00-8:30
	June	Peak Day	Tuesday	10:00-11:00
		Slow Day	Thursday	8:00-8:30
	July	Peak Day	Monday	10:00 -11:00
		Slow Day	Tuesday	8:00-8:30

The Library Board and the Public Records Law

<div style="text-align: right">15</div>

Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities page on personnel records and the public records law for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in Wisconsin Statutes Section 103.13.

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

This part of the Wisconsin public records law (Sections 19.62 to 19.80) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed "the actual, necessary and direct cost" of reproduction and mailing. A locating fee may be charged only if the "the actual, necessary and direct cost" of locating the records exceeds $50.

Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the Record Retention Schedule, with or without modifications. Then, the Notification of Adoption can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester's attorney fees and other actual costs, besides damages of not less than $100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than $1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?

2. Why are library patron records kept confidential?

3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?

4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)

- Public records / open meetings information from the Wisconsin Department of Justice at www.doj.state.wi.us/dls/open-government

- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o

- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806

- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

Records Retention Policy & Schedule
for the
Mukwonago Community Library

Policy

Wisconsin legislative policy favors the broadest practical access to government. Providing citizens with information on the affairs of the government is one of the strongest declarations of policy found in the Wisconsin statutes.[1]

The Mukwonago Community Library Board of Trustees recognizes its responsibility to maintain the public records of the library and to make such records available for inspection and reproduction. The Mukwonago Community Library hence recognizes the importance of orderly management, retrieval, and disposal of all official public records, and the need for a documented records retention schedule adopted in accordance with the Wisconsin Public Records Law for local municipalities.

The Mukwonago Community Library Board has adopted and will adhere to the records retention schedule *Record Retention Schedule for Wisconsin's Public Libraries*, as recommended by the Wisconsin Public Records Board. This retention schedule establishes the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. The adoption of the schedule also enables the Mukwonago Community Library to dispose of records without prior approval of the Wisconsin History Society. The retention schedule remains in effect until June 12, 2027 or until it is formally amended or superseded.

Records created by the Mukwonago Community Library that are not included in the adopted *Record Retention Schedule for Wisconsin's Public Libraries* will then follow the Village of Mukwonago's records retention schedule.

The official records of the Mukwonago Community Library are retained at the Mukwonago Community Library located at 511 Division Street Mukwonago, WI 53149. The official custodian of the Mukwonago Community Library records is the Mukwonago Community Library Director.

The definition of a public record is found in Chapter 19.32 (2) of Wisconsin Statutes, and includes any document in any format that is created or received by, or comes under the jurisdiction of, the Mukwonago Community Library, that documents the organization, function, policies, decisions, procedures, operations, or other activities of the library. All records of the library meeting this definition are public unless they, or parts of them, are specifically exempt from disclosure under Wisconsin or federal law.

Records created and stored electronically are subject to the same retention schedule as their paper counterparts, along with the hardware and software necessary to access them. Duplicate files, duplicate copies, library materials, and community forms, booklets, or pamphlets originally intended for distribution are not considered to be official public records.

A public record may not be destroyed if any litigation, claim negotiation, audit, public records request, administrative review, or other action involving the records is initiated before the expiration of the retention period set in the Records Retention for Wisconsin's Public Libraries.

Upon request, all public records responsive to the request, and not exempt from disclosure, will be prepared within a reasonable amount of time and made available for inspection to any person during regular business hours at the library. Copies of requests may also be mailed or sent electronically. The requester of public records will be charged the actual cost of reproducing and delivering the information.

Whenever there is a doubt as to whether information may or may not be released in response to a public records request, the Mukwonago Community Library Director will seek the counsel of the Village attorney's office. Any denial of a public record request will include an explanation, including legal authority. If a public record contains information that is confidential or exempt from the duty to permit public inspection or to copy the public record, the Library Director will redact the confidential or exempt information and will make available all the information within the public record that is not exempt or confidential.

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[1] Brad Schimel, *Wisconsin Public Records Law Compliance Guide* (Madison: Department of Justice, March 2018), p.1.

Wisconsin Public Libraries and Related Records

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Board / Governing Body Materials for Libraries								
001	**Bylaws**	Bylaws of the public library.	No	No	*Event and destroy*	Event is superseded	Bylaws created and amended by the Board to establish the structure and responsibilities of the board, and the manner in which the library will meet its regulatory requirements.	
002	**Annual Reports**	Annual reports documenting the library's services and finances over the previous year.	No	*No*	*Event + 2 years and destroy*	Event is date the report is submitted to DPI.	These reports are submitted to the Board &/or Municipality and to **DPI** per Wis. Stat. ch. 43.58(6)(a) and WI Adm Code PI 6.06 (4) (a).	003; 004
Administrative Files								
003	**Donor Files – Monetary Donations**	Information about monetary donations to the library.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	*Event + 5 years and destroy confidential*	Event is when the library acknowledges receipt of donation.	May include receipts for donations, letters of acknowledgment, and supporting documentation.	012

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
004	**Donor Files – Property Donations**	Information about donors of property (such as artwork, furniture, computers, etc.) to the library.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	*Event + 5 years and destroy confidential*	Event is when item is no longer in library's possession or conditions of contract have been met.	May include signed deed of gift forms, receipts for donations, letters of acknowledgment, contracts stating terms of donation and supporting documentation.	013; 115
005	**Patron Incident and Disciplinary Files**	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 5 years and destroy confidential*	*Event is the date of the incident or rule violation.*	May consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges.	016
006	**Purchase Request**	Requests from library patrons requesting items to be added to the library collection.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 1 year and destroy confidential*	*Event is decision made regarding requested item.*		017
007	**Request for Reconsideration of Library Materials**	Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any.	Yes	No	*Event + 6 years and destroy confidential*	*Event is date decision is made by the library.*		019

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
008	**Legal Opinions**	Correspondence with the attorney who provided legal counsel to the library.	Yes	Yes, Wis. Stat. § 905.03	*Event + 5 years and destroy confidential*	*Event is date superseded or opinion is no longer relevant.*	These records may be covered by attorney-client confidentiality.	025
009	**Litigation Files**	Records documenting any litigation to which the library is a party.	Yes	Yes, Wis. Stat. § 905.03	*Event + 5 years and destroy confidential*	*Event is date case is closed and appeals exhausted.*	These records may be covered by attorney-client confidentiality. May include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	026
010	**Accident Reports / Claims**	Records pertaining to any incidents on the library premises by non-employees.	Yes	No	*Event + 7 years and destroy confidential*	*Event is the date of the reported incident.*	May include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	015

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Financial Materials								
011	**Budget Records**	Records used to prepare the library's budget.	No	No	*Fiscal year + 6 years and destroy*		May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	028; 029
012	**Annual Inventory and Depreciation Schedules**	Records listing all major library property, electronic equipment and its book/materials value.	No	No	*Fiscal year + 5 years and destroy*		Items remain on the inventory until their active life has elapsed.	042
Integrated Library System, Interlibrary Loan & Information Technology								
013	**Bibliographic Records and Finding Aids**	Basic information about each title in the library collection and/or items in the archival collection.	No	No	*Event and destroy*	*Event is when item is withdrawn from the library's collection.*	Records are maintained in a card catalog system and shelf list, or electronically in an ILS.	87; 118
014	**Item Level Record**	Records documenting each individual copy of any title or item within the collection.	No	No	*Event and destroy*	*Event is when item is withdrawn from the library's collection.*	Record consists of links to a bibliographic record, plus the copy number, location, and availability.	088

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RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
015	**Authority Files**	Authority information used to identify names and subjects according to established rules in bibliographic records.	No	No	***Event and destroy***	*Event is when item is withdrawn from the library's collection.*	Records are deleted from an ILS when there is no longer an item to which it can refer (blind reference).	089
016	**Patron Registration and Application Forms**	Patron registration and applications used to identify each individual, including contact information, who may borrow materials or use library resources.	Yes	Yes, Wis. Stat. § 43.30(1m)	***Event and destroy confidential***	*Event is when the information has been entered into the Patron Database and information is verified for accuracy.*	Forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet.	090
017	**Patron Level Record**	Identifying information from the patron registration form and other information entered into the ILS to identify items currently borrowed, fines, holds, and special privileges.	Yes	Yes, Wis. Stat. § 43.30(1m)	***Event and destroy confidential***	*Event is when the card expires without renewal and all items are returned and fines paid, per library policy.*		091
018	**Overdue Notices**	Notices are sent to patrons to remind them to return borrowed items.	Yes	Yes, Wis. Stat. § 43.30(1m)	***Event and destroy confidential***	*Event is when fines are paid or are written off, per library or system policy.*	Notices may be generated manually or automatically by the ILS.	092

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
019	**Library Use Reports and Statistics**	Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities.	No	No	*Creation + 1 year and destroy*		Libraries should be aware of what use report information their shared ILS retains.	093
020	**Interlibrary Loan Records**	Records used to track the request and return of library items with libraries outside the local ILS.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is when item is returned to the lending library.*	Records indicate when and where the item was sent, when it is due back, and when it was returned.	095
021	**Interlibrary Loan Request Records**	Records providing information about items shipped, unfilled requests, conditional loans, renewal requests, and returns.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 30 days and destroy confidential*	*Event is when item is returned to the lending library.*		096; 097
022	**Log of Interlibrary Loan Transactions**	Information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries.	No	No	*Event + 30 days and destroy*	*Event is when item is returned to the lending library.*	This log is a source document for monthly statistics.	098

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Departmental Records								
023	**Internet, Equipment or Room Use Agreements**	Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is end of business day or when equipment or room are returned undamaged.*	Agreements include the personally identifiable information about the patron.	103; 104
024	**Reference Requests & Responses**	Records documenting research or scholarly requests for information about or access to items within the institution's collections.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is date request is fulfilled or response is provided.*	May include requester's contact information and records necessary for the administration of the institution's ILL program.	106
025	**Programming and Events Files**	Information about specific library programs or events.	No	May contain confidential information under Wis. Stat. 43.30 (1m)	*Event + 1 year and destroy*	*Event is date of the program or event.*	May contain a copy of materials developed for publicity and programming, and evaluation forms.	108; 109; 111; 112
026	**Contest Entry Forms**	Forms used to award prizes for contests.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 30 days and destroy confidential*	*Event is when contest winner is determined.*	May include names, contact information, school, grade, and age.	110

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
027	**Press Releases**	Official press releases and related topical indexes.	No	No	*Creation + 5 years and destroy*			114
028	**Archival Accession / Deaccession Records and Processing Files**	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	*Permanent*		May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement.	116; 117
Library System / Shared Automated System Records								
029	**Library System Plans**	Plans identifying the services that are offered by the library system, and the budget for other services.	No	No	*Event + 10 years and transfer to WHS*	*Event is superseded.*	The system board approves the plan and it must also be **approved by DPI**. Retention per Wis. Admin. Code ch. PI 6.06(4)(a).	119

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
030	**Materials and Rotating Collections Records**	Lists of current materials available for use by member libraries.	No	No	*Event and destroy*	*Event is superseded or no longer needed.*	May include professional collections, supplemental materials, AV materials, or rotating collections.	122; 123
031	**Materials and Rotating Collections Use Summary**	Report of the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status.	No	No	*Event + 30 days and destroy confidential*	*Event is when item is returned to the lending library.*		124
032	**Delivery Service Forms**	Records documenting ILL items that are in transit.	No	No	*Event and destroy*	*Event is when item has been delivered.*	May include courier routes and hub connections with other state, system, school district, and private courier services.	125; 126