

LIBRARY BOARD

Monday, November 4, 2019

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the October 7, 2019 meeting.
 - b. Motion to approve the October 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2019 Budget Update
 - b. Director's Report
 1. Library System Report
 2. Friends Report
 3. Endowment Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2020 Budget
 - b. 2020 McFarland Family Festival
 - c. Board Book Shelving Quote
 - d. 2019 Goals Update
 - e. 1000 Books Before Kindergarten Castle Quote
 - f. WiFi Access Points Quote
 - g. Digital Signage Quote
 - h. Meeting Room AV Upgrade Quote
 - i. Record Retention Policy

6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the October 7, 2019 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board October minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, October 7, 2019 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

- a. Motion to approve the minutes of the September 3, 2019 Library Board meeting.
Motion by Ken Machtan, second by Evan Richards, to approve the minutes of the September 3, 2019 Library Board meeting with one change (correcting the voting on the motion to only allow bathroom use during normal hours of operation). Motion carries 6 - 0 - 0 by acclamation.
- b. Approval of the September general fund bills and trust fund bills
Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve Approval of the September general fund bills and trust fund bills totaling \$18,835.91 Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. 2019 Budget Update
- b. Director's Report
Library Systems Report
Friends Report
Endowment Report
- c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. 2020 Budget Update
Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve the changes to the 2020 Budget Update Motion carries 6 - 0 - 0 by acclamation.
- b. 2020 Capital Budget
Motion by Village Trustee Mary Pat Lytle, second by Sharon Payne, to approve the 2020 Capital Budget Motion carries 6 - 0 - 0 by acclamation.
- c. 2020 Dates closed
Motion by Evan Richards, second by Sharon Payne, to approve the 2020 Dates closed Motion carries 6 - 0 - 0 by acclamation.

d. Family Festival Review

e. 2020 Public Library Association Conference

Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve allowing the Library Director to attend the 2020 Public Library Association Conference in Nashville, TN February 25-February 29. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to adjourn at 6:20

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the October 2019 general fund bills and trust fund bills.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - Oct

October 2019 General Fund & Trust Fund bills

Row Labels	Sum of Amount	Description
Alliant Energy	\$1,889.98	Utility Bill
ARAMARK	\$148.00	Mat Rentals
AVANT GARDENING & LANDSCAPING	\$8,202.09	Main St. Landscape design
BAKER & TAYLOR BOOKS	\$4,498.96	Books
Cardmember Services	\$2,929.19	Visa Bill
CORDIO, JOSEPH	\$22.00	Item Refund
CORPORATE BUSINESS SYSTEMS	\$262.34	Copier Lease
Cox, Heidi	\$277.16	Mileage and Expense Reimbursement
Cremeens, Tricia	\$15.80	Expense Reimbursement
ENVIRONMENT CONTROL	\$1,304.00	Janitorial Services
FRONTIER	\$78.29	Phone bill
Harker Heating & Cooling	\$2,463.73	HVAC Maintenance: Boiler Ignition wiring, Fall Maintenance, Bathroom Fan Belt
HJ PERTZBORN	\$325.00	Fire Sprinkler System
Kent, Heather	\$71.25	Expense Reimbursement
McFarland True Value	\$27.12	Misc. Supplies
Pellitteri	\$36.75	Confidential Shredding
SCHILLING SUPPLY COMPANY	\$305.10	Restroom Supplies
Seymour, Abby	\$40.84	Expense Reimbursement
Stuckey, Linda	\$30.40	Mileage and Expense Reimbursement
THE LIBRARY STORE INC	\$300.93	Library Supplies
UNIQUE MANAGEMENT SERVICES INC	\$26.85	Collection Agency Services
(blank)		
Grand Total	\$23,255.78	

Trust Fund Bills:
NONE



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Update
2. 2019 Budget Projections

2019 Budget Update

REVENUES										
		Budget Amount	July Actual	August Actual	September Actual	October Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 544,500.00	\$ -	\$ -	\$ -	\$ -	\$ 544,500.00	100.00%		
County Library Aids		\$ 281,250.00	\$ -	\$ -	\$ -	\$ -	\$ 281,242.00	100.00%		
Library Fines		\$ 12,500	\$ 465.81	\$ 734.47	\$ 1,648.07	\$ 409.03	\$ 7,403.14	59.23%	83%	\$ 11,250.00
Miscellaneous Revenue		\$ 500	\$ -		\$ -		\$ -			
Interest		\$ -	\$ 804.46	\$ 577.97	\$ 545.03		\$ 8,195.70			
Library Fees		\$ 5,000	\$ 349.50	\$ 302.50	\$ 836.35	\$ 494.35	\$ 4,285.25	85.71%	83%	\$ 4,166.67
		\$ 843,750.00	\$ 1,619.77	\$ 1,614.94	\$ 3,029.45	\$ 903.38	\$ 845,626.09	100.22%		
Expenditures										
							\$ -			
Salaries	110	\$299,250.00	\$ 21,607.26	\$ 29,876.54	\$ 24,081.34	\$ 25,088.07	\$228,960.34	76.51%	83%	\$ 249,375.00
Part-time	120	\$159,750	\$ 10,461.91	\$ 17,445.49	\$ 10,346.89	\$ 9,717.34	\$120,677.24	75.54%	83%	\$ 133,125.00
Health Insurance	130	\$98,000	\$ 7,155.15	\$ 4,878.73	\$ 7,276.53	\$ 6,308.28	\$67,898.74	69.28%	83%	
Retirement	131	\$25,250	\$ 1,808.80	\$ 2,625.94	\$ 1,956.36	\$ 1,980.13	\$19,992.81	79.18%	83%	\$ 21,041.67
SS/Medicare	132	\$34,750	\$ 2,242.95	\$ 3,398.68	\$ 2,451.82	\$ 2,480.67	\$25,603.89	73.68%	83%	
Other Benefits	135	\$2,250	\$ 90.64	\$ 90.64	\$ 102.52	\$ 96.54	\$924.18	41.07%	83%	
Wage Adjustment	140	\$ 8,000		\$ -	\$ -	\$ -	\$0.00	0.00%	83%	\$ 6,666.67
Expense Reimbursement	141	\$ 500		\$ -	\$ -	\$ -	\$0.00			
Total Personnel		\$627,750.00	\$43,366.71	\$58,316.02	\$46,215.46	\$45,671.03	\$464,057.20	73.92%	83%	\$ 523,125.00
Support Services	210	\$ 23,750	\$ 1,339.80	\$ 1,302.95	\$ 1,282.95	\$ 1,330.85	\$13,131.10	55.29%	83%	\$ 19,791.67
Consulting Services	211	\$ 43,500	\$ -	\$ -	\$ -	\$ -	\$44,795.54	102.98%	83%	\$ 36,250.00
Utilities	220	\$ 28,000	\$2,316.08	\$2,433.23	\$2,224.06	\$1,889.98	\$21,753.63	77.69%	83%	\$ 23,333.33
Communication	221	\$ 1,000	\$69.14	\$69.30	\$66.57	\$0.00	\$611.81	61.18%	83%	\$ 833.33
Equipment Maintenance	240	\$ 8,500	\$337.99	\$258.66	\$235.01	\$120.04	\$7,543.95	88.75%	83%	\$ 7,083.33
Facility Maintenance	242	\$ 14,000	\$467.10	\$613.75	\$232.08	\$2,852.85	\$13,135.03	93.82%	83%	\$ 11,666.67
Total Services		\$ 118,750.00	\$ 4,530.11	\$ 4,677.89	\$ 4,040.67	\$ 6,193.72	\$ 100,971.06	85.03%	83%	\$ 98,958.33
Office Supplies	310	\$ 9,000	\$ 446.42	\$ 1,105.65	\$ 1,250.19	\$ 603.98	\$ 6,471.26	71.90%	83%	\$ 7,500.00
Postage	311	\$ 250	\$ -	\$ -	\$ 19.29	\$ 275.00	\$ 334.01	133.60%	83%	\$ 208.33
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ 225.00	\$ 225.00	45.00%	83%	\$ 416.67
Meeting Expenses	330	\$ 1,000	\$ 115.66	\$ 12.00	\$ -	\$ 181.42	\$ 633.92	63.39%	83%	\$ 833.33
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ 650.36	\$ 207.74	\$ 1,788.10	65.02%	83%	\$ 2,291.67
Operating Supplies	340	\$ 5,500	\$ 543.26	\$ -	\$ -	\$ 305.10	\$ 1,758.80	31.98%	83%	\$ 4,583.33
Technology	342	\$ 6,500	\$ 65.54	\$ 1,039.98	\$ -	\$ 384.00	\$ 8,244.62	126.84%	83%	\$ 5,416.67
Collection - Print	344	\$ 53,250	\$ 3,989.63	\$ 3,647.09	\$ 3,176.03	\$ 1,464.49	\$ 38,081.66	71.51%	83%	\$ 44,375.00
Collection - AV	345	\$ 12,000	\$ 771.19	\$ 395.89	\$ 242.52	\$ 133.71	\$ 7,304.40	60.87%	83%	\$ 10,000.00
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		83%	
Programming	391	\$ 6,000	\$ 942.14	\$ 385.12	\$ 1,416.22	\$ 1,049.49	\$ 6,402.62	106.71%	83%	\$ 5,000.00
Other Total		\$ 96,750.00	\$ 6,873.84	\$ 6,585.73	\$ 6,754.61	\$ 4,829.93	\$ 71,244.39	73.64%	83%	\$ 80,625.00
Total Budget		\$ 843,250.00	\$ 54,770.66	\$ 69,579.64	\$ 57,010.74	\$ 56,694.68	\$ 636,272.65	75.45%	83%	\$ 702,708.33

2019 Budget Update							
REVENUES							
		Budget Amount	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2019 Projected
Property Tax		\$ 544,500.00	\$ 544,500.00	100.00%			\$ 544,500.00
County Library Aids		\$ 281,250.00	\$ 281,242.00	100.00%			\$ 281,250.00
Library Fines		\$ 12,500	\$ 9,049.14	72.39%	100%	\$ 13,500.00	\$ 12,065.52
Miscellaneous Revenue		\$ 500	\$ -				\$ -
Interest		\$ -	\$ 9,545.70				\$ 16,364.06
Library Fees		\$ 5,000	\$ 5,237.53	104.75%	100%	\$ 5,000.00	\$ 6,983.37
		\$ 843,750.00	\$ 849,574.37	100.69%			\$ 861,162.95
Expenditures			\$ -				
Salaries	110	\$299,250.00	\$290,422.10	97.05%	100%	\$ 299,250.00	\$ 387,229.47
Part-time	120	\$159,750	\$145,757.54	91.24%	100%	\$ 159,750.00	\$ 194,343.39
Health Insurance	130	\$98,000	\$84,879.75	86.61%	100%		\$ 113,173.00
Retirement	131	\$25,250	\$24,913.42	98.67%	100%	\$ 25,250.00	\$ 33,217.90
SS/Medicare	132	\$34,750	\$31,769.50	91.42%	100%		\$ 42,359.34
Other Benefits	135	\$2,250	\$1,117.26	49.66%	100%		\$ 1,489.68
Wage Adjustment	140	\$ 8,000	\$8,000.00	100.00%	100%	\$ 8,000.00	\$ 8,000.00
Expense Reimbursement	141	\$ 500	\$0.00				\$ -
Total Personnel		\$627,750.00	\$586,859.58	93.49%	100%	\$ 627,750.00	\$ 779,812.77
Support Services	210	\$ 23,750	\$15,757.10	66.35%	100%	\$ 23,750.00	\$ 21,009.47
Consulting Services	211	\$ 43,500	\$44,795.54	102.98%	100%	\$ 43,500.00	\$ 59,727.39
Utilities	220	\$ 28,000	\$26,103.63	93.23%	100%	\$ 28,000.00	\$ 34,804.84
Communication	221	\$ 1,000	\$815.75	81.58%	100%	\$ 1,000.00	\$ 1,087.67
Equipment Maintenance	240	\$ 8,500	\$8,060.44	94.83%	100%	\$ 8,500.00	\$ 10,747.25
Facility Maintenance	242	\$ 14,000	\$20,235.03	144.54%	100%	\$ 14,000.00	\$ 26,980.04
Total Services		\$ 118,750.00	\$ 115,767.49	97.49%	100%	\$ 118,750.00	\$ 154,356.65
Office Supplies	310	\$ 9,000	\$ 9,243.28	102.70%	100%	\$ 9,000.00	\$ 12,324.37
Postage	311	\$ 250	\$ 354.01	141.60%	100%	\$ 250.00	\$ 472.01
Dues	320	\$ 500	\$ 355.00	71.00%	100%	\$ 500.00	\$ 473.33
Meeting Expenses	330	\$ 1,000	\$ 833.92	83.39%	100%	\$ 1,000.00	\$ 1,111.89
Training Expenses	331	\$ 2,750	\$ 2,138.10	77.75%	100%	\$ 2,750.00	\$ 2,850.80
Operating Supplies	340	\$ 5,500	\$ 2,358.80	42.89%	100%	\$ 5,500.00	\$ 3,145.07
Technology	342	\$ 6,500	\$ 8,244.62	126.84%	100%	\$ 6,500.00	\$ 10,992.83
Collection - Print	344	\$ 53,250	\$ 53,250.66	100.00%	100%	\$ 53,250.00	\$ 71,000.88
Collection - AV	345	\$ 12,000	\$ 12,000.40	100.00%	100%	\$ 12,000.00	\$ 16,000.53
Library Miscellaneous	390	\$ -	\$ -		100%		\$ -
Programming	391	\$ 6,000	\$ 7,402.62	123.38%	100%	\$ 6,000.00	\$ 9,870.16
Other Total		\$ 96,750.00	\$ 96,181.41	99.41%	100%	\$ 96,750.00	\$ 128,241.88
Total Budget		\$ 843,250.00	\$ 798,808.48	94.73%	100%	\$ 843,250.00	\$ 1,062,411.30



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

1. Library System Report
2. Friends Report
3. Endowment Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report November 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

October 2019

October Highlights

- **HVAC –**
 - **Pumps changed-** Public works changed out both of the pumps on the boilers. During Harker's annual check, the technician noticed that the pumps were beginning to fail.
 - **Freezestat & seasonal adjustments –** I am working with Harker to encourage them to solve our freezestat issue before the freezing weather hits. Also we've had issues with the system every spring and fall. When the changes of seasons begin, the system has had to be manually adjusted. Harker is looking for ways to see if the system can make the changes automatically.
- **Village News -** Mary Pat will give an update
- **Endowment –** The committee has not met. We have received a few small donations and our current balance for the endowment is \$X,XXXX.XX
- **Friends –** The Friends will be sending out their annual membership mailing in November. This year members will have the option of paying for their membership or making donations with a credit card online.
- **Systems Report –** It was announced that our Koha software will be upgraded on December 10th. The software will be down for four days during the upgrade from December 7th -10th. During that period we will be able to check items out off-line but not check items in. This is also the weekend of Christmas in the Village. We hold Craftapalooza as a part of that and often get 200 people coming in. We're planning on how to staff the library and do patron education for that time period. The staff will be going to training during October and November to get ready for the new software.
- **Roof Repair-** Great Lakes Roofing finished the repairs to our roof. The work took about eight hours to complete. They repaired of holes and some roofing material that had been tenting.
- **Adult Non-fiction Books and DVDs –** I weeded the Adult Non-Fiction books and Ann weeded the Non-fiction DVDs. Our plan is to move the Adult Non-Fiction books down and move the Adult Non-Fiction DVDs to the shelves that we will be freed up before the book collection. This will give us badly needed space for the DVD features and DVD tv series collections.
- **Electronic time sheets –** The adult staff have been trained on using the village's new electronic timesheet system. Once we've had a few payrolls with the new system, we will train the teen shelveers to use the system as well.
- **Staff Training –** Staff attended diversity training and harassment training that were offered by the Village.
- **Training –** I attended a two day course on employment law that was offered by the UW-Madison School of Continuing Education. The course covered many of the laws that affect most employers.

Technical Services (Linda Stuckey)

- Escorted cleaners through the library and answered their questions for the RFP
- Completed and began implementing the new payroll/timesheet training with the Village.
- Viewed webinar: "WLA Conference: Defusing Tense Situations and Setting Effective Limits."
- Acquired window cleaning quote and scheduled the cleaning for November 14th.

Cataloging Projects:

- Technology services, circulations staff, and volunteers completed Integrating A-Z shelving for adult fiction. Submitted cataloging batch edit changes for romance, science fiction, fantasy and mystery to general adult fiction so one run of the alphabet is generated for the pick list instead of five.
- We are re-cataloging all young adult paperbacks to fiction. This requires a collection code change and differently formatted spine label.
- Submitted a batch edit change for all BKYNF (young adult nonfiction) to BKANF (adult nonfiction). This will speed up the pick list as there will be one DEWEY run. The young adult nonfiction is already shelved with adult nonfiction.

Youth Services highlights (Heather Kent)

Storytimes:

- Storytime's continue to be busy during the mornings Monday-Thursday. On October 1 we had a special guest – Mitch Sutter – from the McFarland Fire Department visit. Mitch read a book to the kids and shared information about Fire Safety Week.

Programming:

- Merry Munchkins was in full swing this month. We average around 78-88 people per morning. The variation of messy and clean play really helps keep interest up. This month we added two bouncy unicorns to the mix for clean Fridays.
- Friday, October 4th was our Preschool Prom. This was a celebration of the 1000 Books Before Kindergarten program. It was a hit. Children that are in the program, have completed the program, or are thinking of joining the program attended this dance party that featured the bubble machine, crafts, cupcakes, and a photobooth. The McFarland Lions and Lionesses were invited to attend so that we could show our appreciation for their continued support of this program.
- Tuesday, October 8th, the Magic Tree House Book Club met to discuss Ghost Town at Sundown. We discussed the book, learned about player piano's, and created horse puppets. This continues to be a great group of children in grades K-3.
- We held our first Family Cooking night on Wednesday, October 9th. This is a program designed to promote culinary literacy and quality activities for families to do together. The Madison Community Foundation helps sponsor this program. For October 16 Families worked together to make pizza's (including the dough). Next month we will be making Mini-Quiches. We are requiring sign up for this program and it is limited to 16 families to make sure that the room does not become too crowded.
- October 17th was our Spooky PJ Storytime. Families were encouraged to dress up for this Halloween themed storytime. After our program of stories, songs, and rhymes, participants were invited to go in to the library color a trick-or-treat bag. After they finished coloring the bags, they then could go trick-or-treating around the library. A lot of fun was had.
- 4th and 5th Grade Book Explorers met on October 22nd. We discussed the first book in the Amulet series. Then watched a video interview with the author. For our craft we created origami robots.
- Saturday, October 26th was STEAM Saturday: Wizarding Wand Workshop. Participants made light-up wizarding wands using LED's, battery packs, wires, chopsticks, and brown electrical tape. There were around 40 children who then headed off to the village costume parade waving their new wands over their heads.

Outreach

- On Friday, October 18th Heather went to visit the Gingerbread House day care for outreach.
- October 1-3 was the annual 3rd grade community field trip. Because the visits were during storytimes, Abby Seymour stepped up and led the tours of the library for these visits.

- Tuesday, October 22nd was the primary school's open house. Amy Martin, the librarian at the school, invited Heather to come and share library activities and sign people up for library cards. She didn't sign up anyone for library cards but did see a lot of familiar faces and families that already have a card.

Other

- On Friday, October 11th Heather and Jess Lawinger presented at the Wisconsin Library Association's annual conference. They presented on Sensory Programming for your library and how to take the sensory programming and make it a best practice for all youth services program. One of the biggest things that we emphasized is making a school-library connection.

Teen Services (Abby Seymour)

- The Teen Advisory Board met this month with 4 members in attendance. We discussed upcoming programs and they gave me helpful feedback about why teens aren't listening to audiobooks on CD and why they aren't interested in magazines.
- The annual Nerf Capture the Flag event was a big success with 21 teen players and (new this year) 8 police officers. The teens loved that they got to play the game with adults and the officers loved that they got to act like kids for a night. Everyone enjoyed yelling and running around the library after hours without consequence. Plus pizza!
- Page Turners Teen Book Club is something new I tried this month. The idea was that teens would come to the first meeting and would get to vote on which books they wanted to read and discuss at future meetings. Unfortunately, no one came to the meeting. That being said, I still chose a book and will hold a meeting in November. Those who have read the book can still come and discuss it.
- Earlier this month I was lucky enough to attend the Wisconsin Library Association conference in the Wisconsin Dells. Getting the chance to meet other youth services librarians from around the state was incredibly valuable. I feel I have made strong professional connections, especially the people I met when I volunteered to be on the Youth Services Section. Besides attending several sessions related to teen services (how to build your own escape room and trends in young adult literature, for example), I heard many presenters speak on the subject of diversity and inclusivity. The sessions that stood out the most were about trans inclusion and equity in action.
- The library was host to two classes from Indian Mound Middle School who walked here during their class time, led by reading teacher Mrs. Katie Miller. I gave a short, informal talk about the library and its resources and I book talked a few books. The class enjoyed looking at books and exploring the library.
- I closed out the month with a "Teen Scream" event on Halloween, with the idea being to give teens a safe (and fun) place to go. This drop-in event included cauldron bean bag toss, candy trivia, zombie gingerbread cookies, and a game where they had to unwrap candy bars while wearing oven mitts.

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING:

- Trained two shelvers the first part of the month.

PERSONAL EDUCATION/TRAINING:

- Attended one day of WLA convention
- Attended electronic time sheet training.
- Attended Bibliovations “train the trainer”: two sessions (Circ & Serials)

WRITTEN PROCEDURES:

- Updated shelf-reading log & training materials to reflect new changes to shelving in both the Adult & Children’s libraries.
- SERIALS: Completed weeding process ahead of Bibliovations migration. Updated cloned serials records for 2020.

OTHER:

- NEW PATRONS FOR OCT: approximately _75___ applications for new cards processed
- Updated materials spreadsheet with all incoming materials from OCT.
- Display case arrangements made for Nov: Prisoner art
- Checked in, shelved and weeded various carts of New Adult Books.

Adult Services Highlights (Ann Engler)

October Adult Services Programming:

- Oct 1: Bill Malone History of Bluegrass - 23 attendees
- Oct 2: Mystery Book Club – 7 attendees
- Oct 3: Visiting the Beyond – 13 attendees
- Oct 3: Bridge Club – 4 attendees
- Oct 5: Inga Witscher Cooking Demo – 23 attendees
- Oct 7: Villa Outreach Visit – 5 attendees
- Oct 16: Adult Craft Club – 8 attendees
- Oct 17: Bridge Club – 4 attendees
- Oct 25: Knit & Crochet Meetup – 3 attendees
- Proctored 3 exams.
- Answered 3 reference questions.
- Answered 8 technology questions.
- The adult fiction collection rearrangement and integration is complete! Many thanks to everyone who worked on this project.
- Library signage for Westerns and rearranged AF collection is up.
- Year-end materials ordering is complete. I think people will especially enjoy the new SF/Fantasy and Romance collection additions.
- Program planning for 2020 is going well. I’ve also scheduled more programming for 2019 to include safety tips with McFarland PD, a suicide prevention training, a school safety presentation, and a movie showing.
- I’m currently working on the Overdrive support course, and I’m signed up for Drupal training on Oct 31.

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Statistical Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
Checkouts																	
2010			20,145	17,969	17,348	22,658	21,981	21,285	18,419	17,098	17,186	16,487	190,576		24,154		
2011	18,688	17,676	21,033	19,166	17,990	22,347	22,025	21,152	17,764	18,747	19,186	17,643	233,417	22%	28,924		
2012	20,085	19,772	19,648	18,376	17,509	22,581	24,803	22,454	18,443	19,422	18,008	16,856	237,957	2%	29,487	\$ 2.38	\$ 1.67
2013	19,496	17,673	19,758	17,975	16,239	19,184	23,010	20,732	17,047	17,461	16,908	15,523	221,006	-7%	27,386	\$ 2.64	\$ 1.85
2014	17,554	15,557	18,410	17,083	15,376	18,854	20,995	19,171	16,343	16,466	15,195	15,661	206,665	-7%	25,609	\$ 2.83	\$ 1.98
2015	16,248	15,227	17,650	15,866	14,925	19,286	19,889	18,534	16,593	16,940	15,690	14,781	201,629	-2%	24,985	\$ 3.02	\$ 2.11
2016	16,183	16,051	17,058	17,012	15,731	19,796	19,891	18,863	16,581	16,052	15,477	15,233	203,928	1%	22,484	\$ 3.44	\$ 2.40
2017	15,915	15,309	17,438	15,586	16,002	19,340	19,407	19,256	15,896	16,909	15,056	14,894	201,008	-1%	22,162	\$ 3.67	\$ 2.57
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739	18,402	14,440	15,138	14,525	13,707	192,307	-4%	21,203	\$ 3.84	\$ 2.69
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255				144,893	-3%	15,975	\$ 5.82	\$ 4.08
% change month to month	-5%	1%	-3%	-4%	-7%	-4%	3%	-3%	-1%	-100%	-100%	-100%					
Children's Program Participation																	
2018	757	1244	1737	702	1362	1920	1634	451	957	1838	1589	1321	15,512	23%			
2019	841	1316	1393	1479	1590	2146	1842	563	1841				13,011	21%			
Teen Program Participation																	
2018	12	4	30	4	0	53	1	0	14	9	3	30	160	21%			
2019	4	12	15	13	21	54	11	0	34				164	39%			
Adult event Participation																	
2018	106	103	171	206	130	124	36	47	181	195	82	38%	1,381	22%			
2019	156	90	40	246	282	69	97	15	72	102			1,169	-10%			
Reference Questions Answered																	
2018	287	252	278	234	226	331	284	254	204	292	282	230	3,154	-15%			
2019	235	229	308	267	195	264	321	371	239				2,429	3%			
	-18%	-9%	11%	14%	-14%	-20%	13%	46%	17%	-100%	-100%	-100%					
Reference USA (# of searches)																	
2019	52	132	110	189	93	70	47	75	69				837		\$708.71	\$0.85	
Creative Bug																	
	(classes viewed)																
2019									4								
Consumer Reports																	
Pageviews 2019	200	271	306	343	357	311	350	325					2,463		\$450.00	\$0.18	
Ancestry Plus																	
Searches 2019	185	116	127	72	48	41	58	64					711	302%	\$79.52	\$0.11	
Transparent Languages																	
2019	0	9	0	22	40	19	13	18					121		\$71.37	\$0.59	
Novel List Plus																	
Record Views 2019	170	165	67	68	28	88	1	2					589	360%	\$187.28	\$0.32	

		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
	Flipster																	
Downloads	2019	30	35	40	30	24	27	25	44					255	98%			
OnlineViews	2019	31	24	30	3	41	67	9	26					231		\$ 246.00	\$1.06	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 McFarland Family Festival

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Board Book Shelving Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 20190916093943206

Emmons Business Interiors
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Sales Contact: Maryanne Michaelis 608-469-4933

Prepared For: **E.D. Locke Public Library**

5920 Milwaukee Street

McFarland WI 53558-85
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Page 1 of 1
9/16/2019
9:27:49AM



Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell
Tag:								
1	1			Gressco Quote #Q.9445	\$0.00	\$0.00	\$0.00	\$0.00
2	6		4301	Gressco Modula Open	\$0.00	\$0.00	\$140.00	\$840.00
				Cube Display				
				Color Finish - Natural				
			4303	Connections - One Set				
				Graves Nut & Bolt				
3	1			Gressco Freight	\$0.00	\$0.00	\$92.40	\$92.40
4	1		D & I	Delivery	\$0.00	\$0.00	\$81.59	\$81.59
Tag Subtotals:					\$0.00	\$0.00		\$1,013.99
Total List:					\$0.00	\$0.00	Total Sell:	\$1,013.99

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Goals Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Goals

2019 Goals Library Director

1. Create New sources of financial support
 - a. Work with the Library Board to create a McFarland Library Foundation and/or endowment.
 - i. Work with the board and the endowment committee on completing the Challenge Grant from the Madison Community Foundation.
 1. Work on getting support from the business community.
 2. Once the challenge grants are complete, form a plan to continue fundraising and gathering support for the Friends and the Endowment.
 - We finished our challenge grant fund raising and are above our goal.
 - Some of the things the Friends and the Endowment committee have talked about are: having a donor evening in the spring with either music or a table reading from Forward Theatre. Raising awareness by having articles run in the Thistle about transfers to the endowment from your IRA. I started the Friends appreciation week to raise awareness about what the Friends do, get new members, and attendance at their annual sneak peek reception. Making the most of the family festival by increasing fund raising activities for the Friends around the same time.
2. Use technology to help library personnel be more productive and efficient
 - a. Add an events screen to entrance area
 - i. Currently working on getting a quote together for this project. We have chosen the software after visiting several libraires.
 - b. Investigate wireless printing
 - c. Investigate adding reading recommendations to the self-check
 - d. Add program promotions to the self-checks
 - i. We will be doing this as we move toward our migration to Bibliovations. This is one of the ways we'll get information out to the public.
 - e. Add and/or update the educational computers to the Children's area.
 - i. This has been completed. In January/February of 2019, we replaced one AWE station for preschool to 3rd grade kids and added a second AWE station for 2-6th grade kids.
3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interest that enrich lives.
 - a. Role as a community gathering place:
 - i. Replace or repair furniture –
 1. In 2019 we had our furniture re-upholstered. We added furniture to the Teen area to make it a more welcoming pace.

- ii. Change story-time room to make it more flexible for different uses.
 - 1. *With the addition of a Teen Librarian, we changed the story-time room into an office for the Youth Services Department and the old Children's Librarian's office into a conference room for staff.*
 - iii. Have an energy efficiency plan done
 - iv. Investigate changes in the library's landscape
 - 1. *The front of the library was re-landscaped in the fall of 2019. Half of the work will be paid for by David Locke.*
 - v. Update bathroom facilities
 - 1. *This has been put on hold until 2020.*
- 4. Changes to collections, reference, and readers' advisory.
 - i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.*
- 5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
 - i. *Conduct Monthly staff meetings –*
 - 1. *We have had at least one full staff meeting each month and some meetings that were just for small groups of staff working on similar tasks.*
 - ii. *Conduct staff training on safety subjects. Some possibilities are:*
 - 1. *Active Shooter – Completed in September*
 - 2. *CPR & AED – Completed in the summer*
 - 3. *Working with disabled patrons*
 - 4. *First Aid – Completed in the summer*
 - 5. *Advanced First Aid – Completed in the summer*
 - 6. *We also completed training on diversity and the Village's harassment training.*
- 6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
 - a. Need for marketing and promotion of library services
 - i. *Work with the Chamber of Commerce to help increase the visibility of library services to the business community.*
 - ii. *Create a marketing plan*
 - iii. *Market the library at the new bike trail.*
 - iv. *Create a policy to allow businesses to sponsor library programs - This has been completed. The library board passed this policy on February 4, 2019.*

7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups
 - a. Increased Collaboration with other community groups
 - i. *Work with the McFarland Community Garden to raise awareness of both organizations. We hold gardening programs that are of interest to the Community Garden's participants and the general public throughout the year. We also assist them as needed with providing information for the public.*
 - ii. *Contact the McFarland Historical Society to see if there are opportunities to create programs on local history and assist them in digitizing special collections. Katharine Clark worked on helping them digitize collections before she left. There are now a lot more items available including rare yearbooks. The items are available through Recollection Wisconsin. <https://recollectionwisconsin.org/> Katharine also worked with Ron Larson to create history walks through downtown McFarland. These were held 8 times in the summer of 2019 and were well attended. We'll be organizing more history walks for the summer of 2020.*
 - iii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.*
 - iv. *Work with the Food Pantry to see if there is a way to partner to help both organizations.*
 - v. *Reach out to the schools to see if there are opportunities for students to do special performances. I am currently in Contact with the music department and we are planning do hold some performances at the library in 2020.*
8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
 - a. Need for increased outreach to underserved groups in our community.
 - i. *Research what the underserved groups in our community are.*
9. Communication
 - i. *Work with the Village Board Trustee to improve awareness of library issues and activities.*
10. Planning
 - a. *Create a long range plan (10+ years) that addresses space needs*
 - i. *I am hoping that the RFP to hire a consultant for long range planning will be approved at the November or December Library Board meeting.*
11. Other Accomplishments in 2019:
 - a. *Facilities maintenance: blower motor replacement on main HVAC, replaced and added automatic door openers for the main entrance, the Milwaukee St. entrance, and the public bathrooms; had the roof inspected and repaired; got quotes to replace the boilers in 2023; Had more security cameras and keyless entry pads installed.*
 - b. *Family Festival: planned and coordinated library activities to ensure that the library was comfortable and safe for all patrons, Friends, and staff. On VERY short notice.*

- c. Removed the spinners that used to house the paperback collection and replaced them with a row of shelving for the Adult Fiction collection. Oversaw the stream lining of the Adult Fiction Collection
- d. Hired a Teen Librarian and a new Adult Services Librarian.
- e. Working on transitioning the website
- f. Credit Card payments



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 1000 Books Before Kindergarten Castle Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Current Reading Castle
2. Jonti-Craft KYDZ Castle - Queen 5' x 4



Current Reading Castle



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KYDZ Castle - Queen 5' x 4.75' Playhouse

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5

Product Overview

At a Glance



Solid Wood

Age Group

3 to 4 Years; 5 to 6 Years

Highlights



Jonti-Craft KYDZTuff

UV Acrylic finish is ultra-durable and resists yellowing over time. UV Acrylic finish has an extra strong resistance to daily wear and cleaning products, including bleach and nail polish remover. UV Acrylic finish is environmentally friendly and GREENGUARD Gold Certified

Was this content useful?

Yes	No
-----	----

Description



Four walls interlock easily for a sturdy reading or dramatic play center. Back "window" double as a puppet stage. Includes red puppet curtains.

What's Included?

✓ 11 Windows

✓ Skylight

Features

- Back "window" acts also as puppet stage
- Red puppet curtains included
- Material: Wood
- 4 Interlocking walls

Product Details

- Product Type: Playhouse
- Primary Material: Solid Wood
- Indoor/Outdoor Use: Indoor
- Age Group: 3 to 4 Years; 5 to 6 Years
- Pieces Included: Castle frame and red curtain
- Pop-Up: No

Weights & Dimensions



Specifications



Shipping & Returns



Questions & Answers



Frequently Bought Together





Compare Similar Items

Current Item



KYDZ Castle - Queen
5' x 4.75' Playhouse
by Jonti-Craft

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2



KYDZ Castle - King 5'
x 4.75' Playhouse
by Jonti-Craft

\$969.99

2



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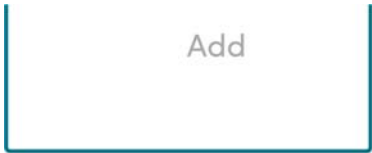
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Tibet Play Teepee
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by e-Joy
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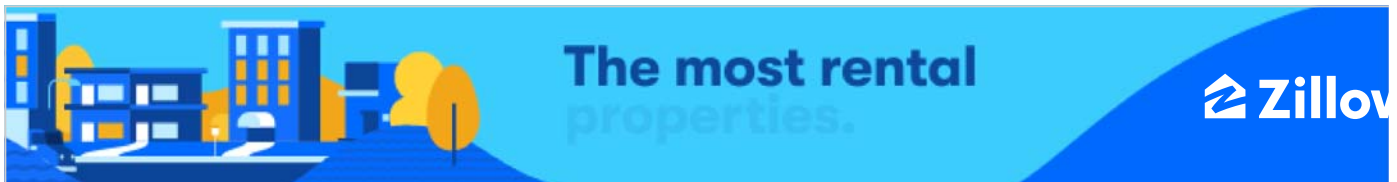
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: WiFi Access Points Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

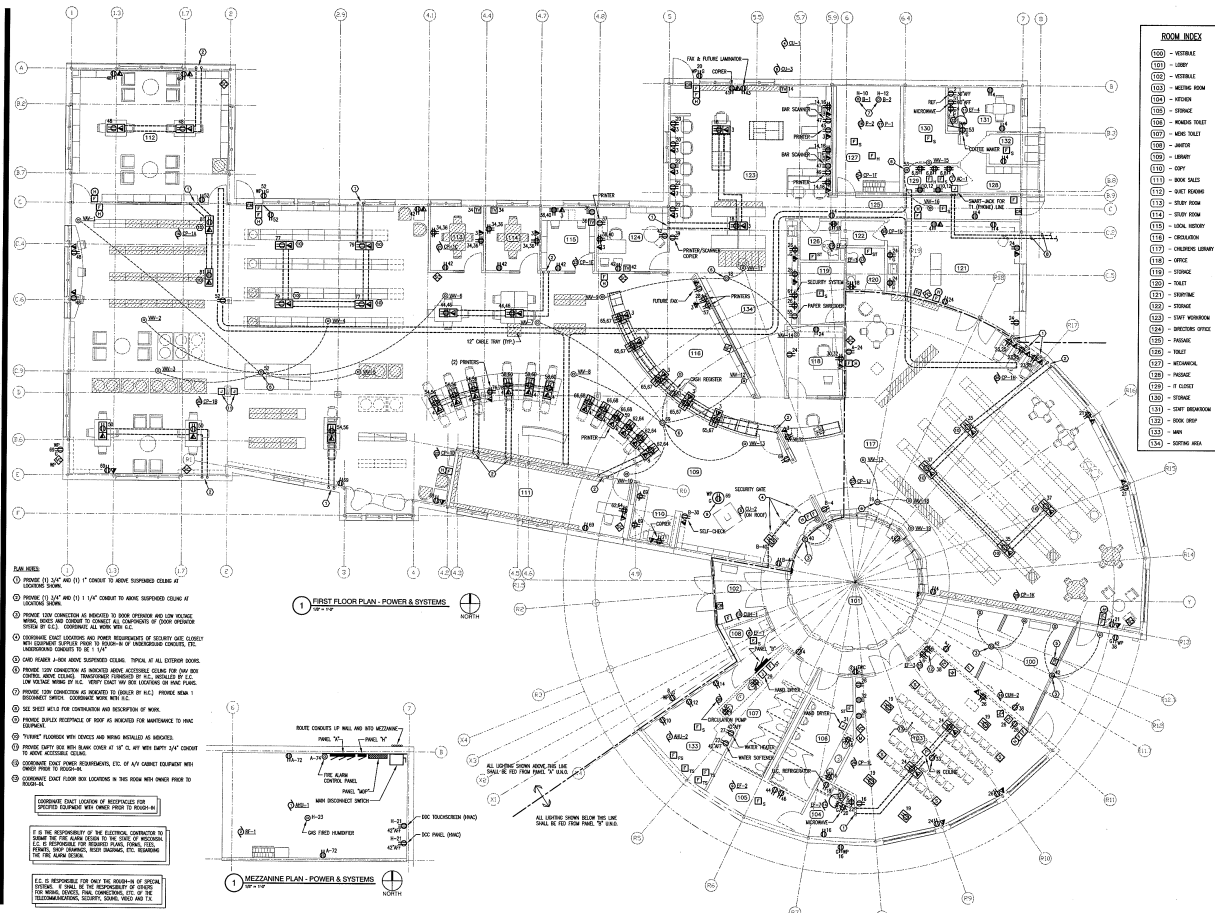
1. MCF Wireless Site Survey
2. Wireless access points
3. Proposal Village of McFarland Library WAPs

Site Survey Report



Survey Name	SCLS-McFarlandWI
Surveyor	Andrew Hoyos
Location	SCLS - McFarland
Description	
Date(s)	Thursday, October 10, 2019
www.hoyosconsulting.com	

Map with no visualizations



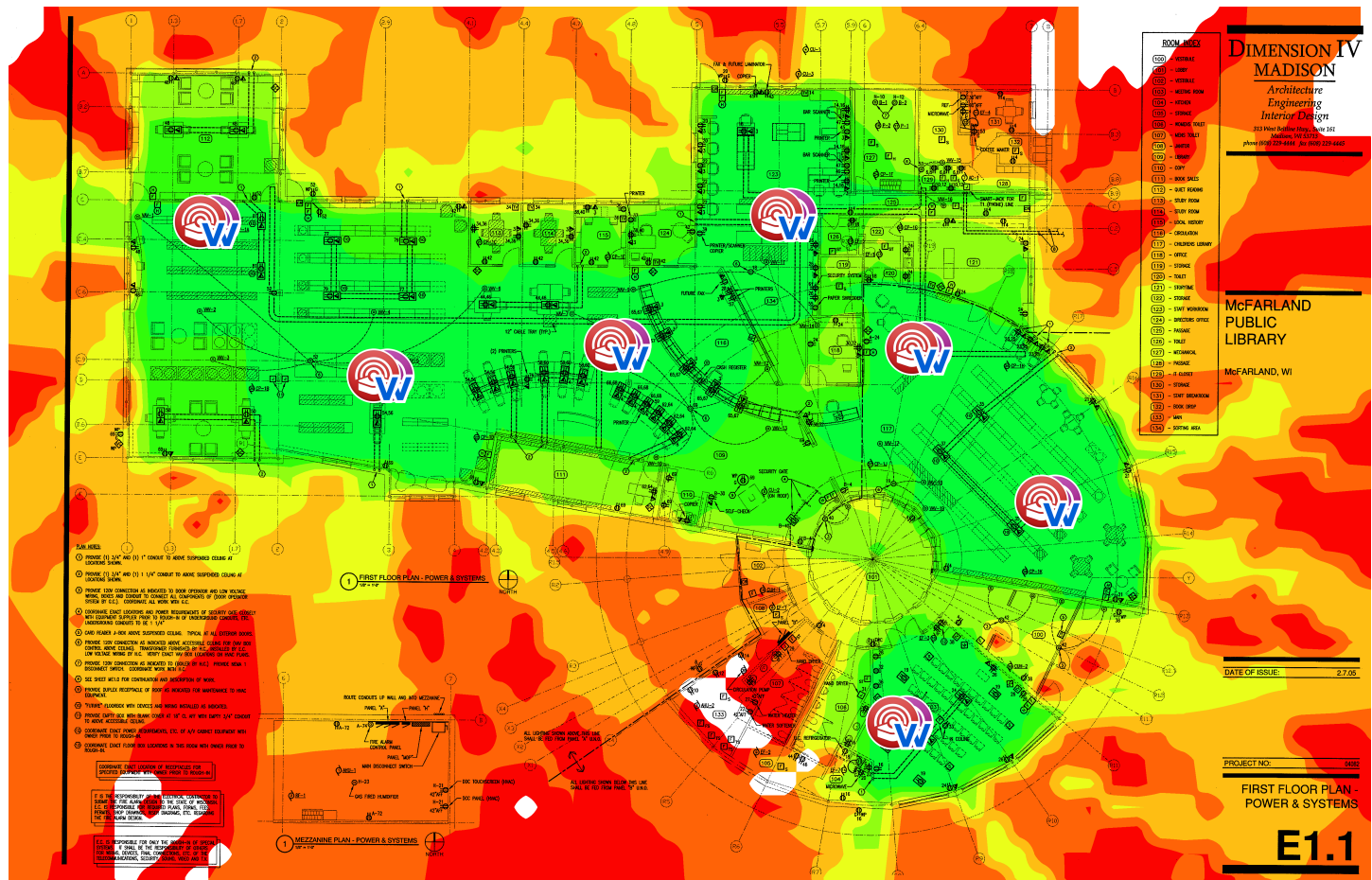
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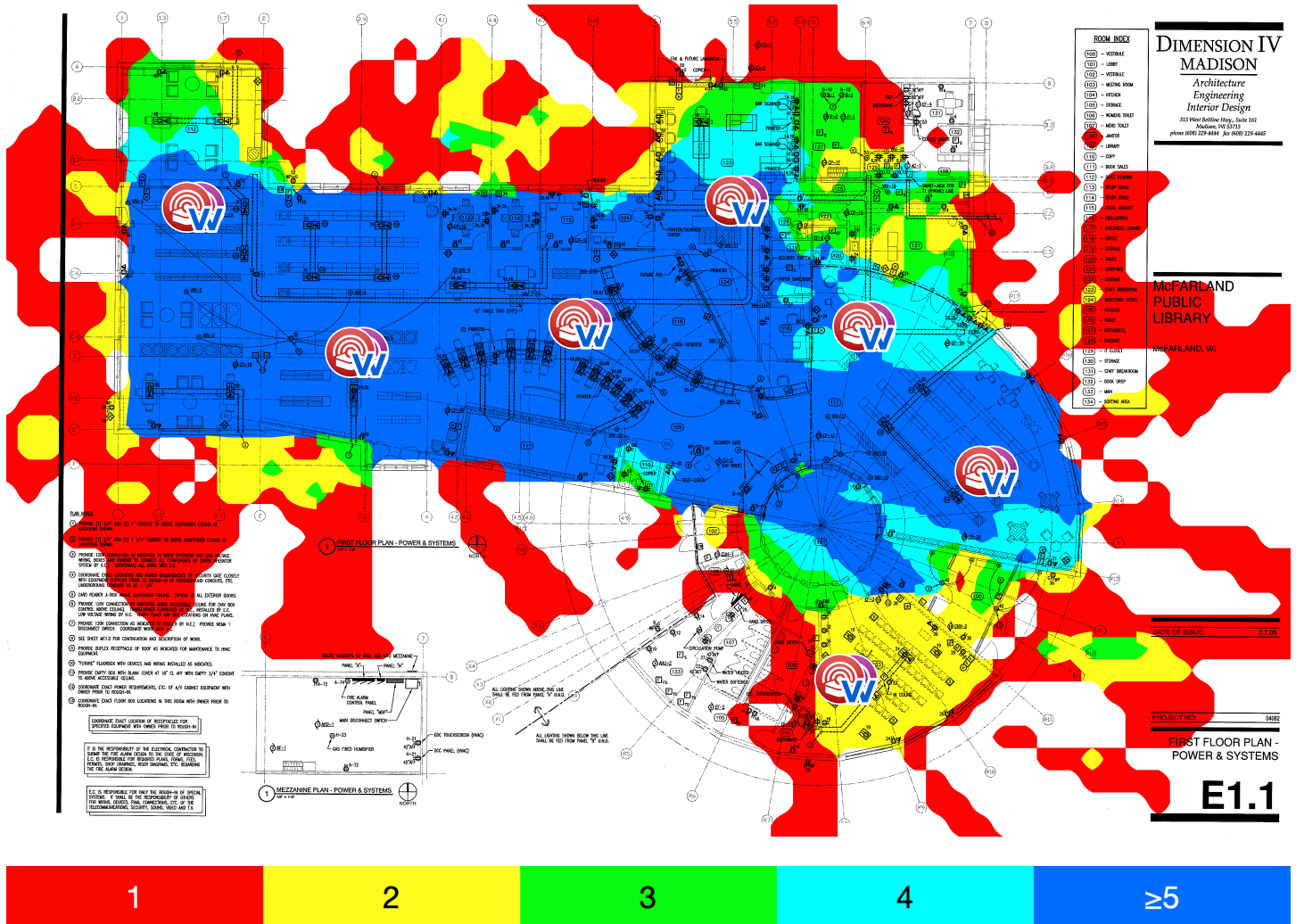
Signal Level

This visualization shows the signal strength map (also called the coverage map) measured in dBm. Signal strength is one of the most important factors that influence WLAN performance, as in the areas with low signal, establishing a reliable and high-throughput link between the AP and client devices is impossible.



Number of APs

This visualization shows how many APs cover the given area. An area is considered covered if the signal is strong enough for the clients to communicate with the AP. In many WLANs, multiple AP coverage is an important requirement that ensures uninterrupted connectivity, load balancing, and seamless roaming.



Wireless Quote

Dan Jacobson

Thu 10/17/2019 3:33 PM

To: Heidi Cox <hcox@mcfarlandlibrary.org>

Cc: SCLS Wi-Fi Team <wifiteam@scls.info>

 2 attachments (7 MB)

MCF Wireless Site Survey.pdf; MCF Outdoor AP Location.jpg;

Hey Heidi,

Thanks for taking the time to meet with us today. I think you'll have excellent coverage with seven indoor access points and possibly one outdoor access point. I've attached the Wireless Site Survey for your reference.

Access Point Cost

Each indoor access point is \$805.86. If you purchase seven of them it will be \$5,641.02. The outdoor access point will be about \$1300. I don't have a 100% exact number for this one but the amount provided is very close. Here is the breakdown:

- First AP: Free (Existing APs are for by SCLS) 55% of the cost will be reimbursed to you via e-rate
- Second AP: Free (Existing APs are paid for by SCLS) 55% of the cost will be reimbursed to you via e-rate
- Third AP: MCF pays full price and then 56% of the cost will be reimbursed to you via e-rate
- Fourth AP: MCF pays full price and then 56% of the cost will be reimbursed to you via e-rate
- Fifth through Eighth AP: MCF pays full price

Network Cabling

During our discussion today we talked about having the cabler leave an extra 10 feet of cable in the ceiling so we can move the access points to the best location. This is especially true for coverage in the break room. For more information on cabling please head here: <https://www.scls.info/add-cabling>

Access Point Mounting

Thanks for being so proactive and lining up someone to go up on the ladder for the indoor access points. If you decide to move forward with an outdoor access point we should have a follow up conversation. Today we talked about mounting the outdoor access point near the entrance by your new security cameras and just above the street address number. I've attached a picture to make sure we are on the same page. We have very little working knowledge about how to mount an access point outdoors. I think talking to your security camera vendor is a great idea. If you need us to follow up on this let me know.

Timing

When you give me the OK to move forward we will place the order and the access points usually arrive in a couple weeks. Please let us know when the cabling work is complete and then Emily will schedule a time to come out and assist with the install.

If you have any questions, please let me know.

Thanks,
Dan Jacobson
Technology Solutions Architect
South Central Library System
4610 S. Biltmore Lane, Suite 101
Madison, WI 53718
Phone: (608) 246-4601
Fax: (608) 246-7958
dan@scls.info



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PROPOSAL SUBMITTED TO: VILLAGE OF MCFARLAND LIBRARY		PHONE: 608-838-9030	DATE: 10/31/19
STREET 5920 MILWAUKEE ST		EMAIL: hcox@mcfarlandlibrary.org	JOB PHONE: 608-838-2345 HEIDI
CITY, STATE, ZIP: MCFARLAND, WI 53558		JOB DESCRIPTION: Data Runs for WAP's	
CONTACT PERSON: HEIDI			
WE ARE PLEASED TO PROVIDE THE FOLLOWING PROPOSAL FOR YOUR REVIEW AND APPROVAL: Run Cat-6 lines from data rack to 5 indoor WAP locations. Includes field end RJ-45 plugs and testing. \$875 Run Cat-6 line from data rack to 1 outdoor WAP location. Includes field end RJ-45 plug and testing. \$265 Terminate six Cat-6 lines at the data rack. Jacks by others. \$270 TOTAL: \$1410			
Any additional work will be quoted onsite at the time of the work to be performed and requires approval. Prices are subject to 5.5% sales tax			
PAYMENT TO BE MADE AS FOLLOWS: Due Upon Completion			
All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from stated specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.		Authorized Signature _____ Sent Via Email _____ Aaron Robarge Note: This proposal may be Withdrawn by us if not accepted within <u>30</u> days.	
ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified, Payment will be made as outlined above		Signature _____	
Date of Acceptance: _____		Signature _____	

"Relax... We Can Handle It"



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Digital Signage Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Digital Signage Quote
2. Proposal Village of McFarland Library Digital Signage

FW: McFarland Library Digital Signage

Andrew Day

Fri 10/25/2019 2:14 PM

To: Heidi Cox <hcox@mcfarlandlibrary.org>

Cc: Linda Stuckey <lstuckey@mcfarlandlibrary.org>; Stephanie R. Miller <Stephanie.Miller@mcfarland.wi.us>

 1 attachments (51 KB)

10-24-19 Carousel Player License Quote.pdf;

Heidi,

Attached is the cost just for the player licenses. Looks like we don't actually need licenses per channel, so we can have as many as you'd like.

Here is my estimates of the costs for everything hardware related:

\$2,500 (\$500 * 5) Carousel Player Licenses

\$995 (\$199.00 * 5) Apple TV 4K 64GB ([Link](#))

\$44.95 (\$8.99 * 5) Apple TV wall mount ([Link](#))

\$2,387.95 (\$477.59 * 5) VIZIO 60" UHD TV ([Link](#))

\$199.85 (\$39.97 * 5) Peerless-AV Tilting Wall Mount ([Link](#))

\$33.55 (\$6.71 * 5) Pearstone 6' HDMI Cable ([Link](#))

Total: \$6,161.30

Thanks,

Andrew Day | Technical Specialist

(608)838-2310



From: Thomas Walsh <sales@mediacontrolsys.com>

Sent: Thursday, October 24, 2019 5:34 PM

To: Andrew Day <Andrew.Day@mcfarland.wi.us>

Cc: 'Tracy Cummins' <tcummins@mediacontrolsys.com>

Subject: RE: McFarland Library Digital Signage

Andrew,

I do realize now you have a Pro-VOD. It should be no problem running 8 total players.

Attached is a quote for 5 Carousel Player Licenses.

Best Regards,

Tom Walsh

CEO / Director of Marketing



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PROPOSAL SUBMITTED TO: VILLAGE OF MCFARLAND LIBRARY	PHONE: 608-838-9030	DATE: 10/31/19
STREET 5920 MILWAUKEE ST	EMAIL: hcox@mcfarlandlibrary.org	JOB PHONE: 608-838-2345 HEIDI
CITY, STATE, ZIP: MCFARLAND, WI 53558	JOB DESCRIPTION: Power for Digital Signage	
CONTACT PERSON: HEIDI		
WE ARE PLEASED TO PROVIDE THE FOLLOWING PROPOSAL FOR YOUR REVIEW AND APPROVAL: Install an outlet, in the rotunda, to the left of the doors to the library. \$185 Install an outlet, in the Children's area, to the right of the top circle window even with the top of the window frame. \$185 Install an outlet, behind the TV, in the small conference room. \$100 Install an outlet to the left of the new book area. \$185 Install an outlet, in the ceiling, behind the main desk. Exact location TBD. \$185 Install an outlet, in the Teen section where the current bulletin board is. \$185 Install an outlet, in the Southwest corner by the picture of the gazebo. \$185 TOTAL: \$1210 Any additional work will be quoted onsite at the time of the work to be performed and requires approval. Prices are subject to 5.5% sales tax		
PAYMENT TO BE MADE AS FOLLOWS: Due Upon Completion		
All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from stated specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.	Authorized Signature _____ Note: This proposal may be Withdrawn by us if not accepted within <u>30</u> days. Sent Via Email Aaron Robarge	
ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified, Payment will be made as outlined above Date of Acceptance: _____	Signature _____ Signature _____	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Meeting Room AV Upgrade Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

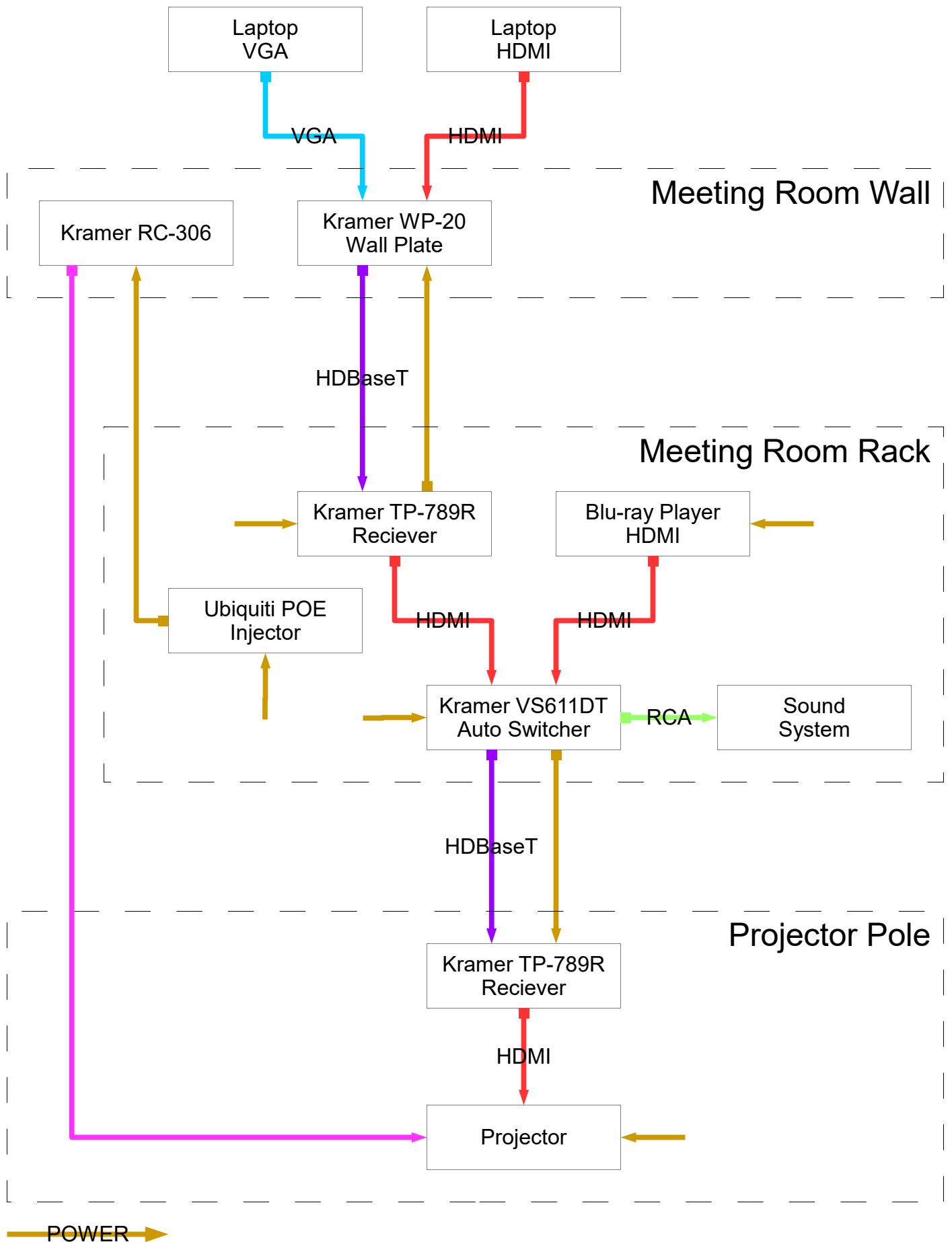
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Meeting Room Costs
2. Library Meeting Room Wiring v2
3. Proposal Village of McFarland Library Projector

Item	Description	Unit Cost	Units	Subtotal
WP-20	HDMI, VGA, and Audio wall plate	\$607.45	1	\$607.45
TP-789R	HDMI HDBaseT and POE Receiver	\$366.30	2	\$732.60
VS-611DT	HDMI 6x1:2 Auto Switch	\$788.16	1	\$788.16
RK-3T-B	Rack mount for TP-789R	\$89.74	1	\$89.74
RK-1	Rack mount for VS611DT	\$62.88	1	\$62.88
HAD-401UTB	1.5' HDMI Cable	\$7.49	3	\$22.47
RC-306	6-Button RGB keypad	\$329.67	1	\$329.67
POE-24-12W-G	Ubiquiti POE Injector	\$11.10	1	\$11.10
NHDMI4-025/28	25' HDMI Cable	\$12.74	1	\$12.74
VGA-A125A	25' VGA + Audio Cable	\$17.24	1	\$17.24
			Total:	\$2,674.05





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PROPOSAL SUBMITTED TO: VILLAGE OF MCFARLAND LIBRARY		PHONE: 608-838-9030	DATE: 10/31/19
STREET 5920 MILWAUKEE ST		EMAIL: hcox@mcfarlandlibrary.org	JOB PHONE: 608-838-2345 HEIDI
CITY, STATE, ZIP: MCFARLAND, WI 53558		JOB DESCRIPTION: Data Runs for A/V and Projector Control	
CONTACT PERSON: HEIDI			
WE ARE PLEASED TO PROVIDE THE FOLLOWING PROPOSAL FOR YOUR REVIEW AND APPROVAL: Run Cat-6 line from A/V rack to 2-gang box for A/V connection. (includes termination) \$175 Run Cat-6 line from A/V rack to the projector. (includes termination) \$175 Run cat-6 line from a 1-gang box to the projector. (includes termination) \$175 TOTAL: \$525 Any additional work will be quoted onsite at the time of the work to be performed and requires approval. Prices are subject to 5.5% sales tax			
PAYMENT TO BE MADE AS FOLLOWS: Due Upon Completion			
All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from stated specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.		Authorized Signature _____ Sent Via Email _____ Aaron Robarge Note: This proposal may be Withdrawn by us if not accepted within <u>30</u> days.	
ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified, Payment will be made as outlined above Date of Acceptance: _____		Signature _____ Signature _____	

"Relax... We Can Handle It"



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Record Retention Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Records Retention Schedule for Wisconsin..
2. Library Record Retention Schedule

Records Retention Schedule for Wisconsin Public Libraries

On June 12, 2017, the Wisconsin Public Records Board approved a new General Records Schedule for Wisconsin's Public Libraries and Public Library Systems . The general schedule (GRS) establishes the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. Adopting the schedule enables a public library entity to dispose of designated records without prior approval of the Wisconsin Historical Society. (Previously, only those public libraries that had filed individual retention schedules with the Public Records Board and obtained a waiver from the Wisconsin Historical Society were permitted to dispose of records without prior notification and approval.)

Public libraries are advised to adopt this schedule, even if they do not have all the records listed in it, by completing and submitting this Notification of Adoption  to the Wisconsin Historical Society and the Wisconsin Public Records Board. Please be advised that the Wisconsin Public Records Board only meets quarterly, so the notification of approval might not be received for up to a few months after it is submitted.

HOW TO USE THIS SCHEDULE

Two scenarios likely fit public library entities attempting to use this schedule: (a) those using or adopting the General Records Schedule (GRS) for the first time, or (b) those who had adopted the previous GRS (2006) and are now adapting to the new schedule. If adopting for the first time, this records retention schedule is quite straightforward; however, for those used to the previous schedule this new format may seem more difficult to navigate. The following should help simplify the navigation process.

RDA numbers 001 through 032 (found on pages 3 through 11) are unique to public libraries and may or may not reference an RDA number from the previous schedule. If a library adopts the schedule, these records must be retained as detailed in this section.

A section on closed series is located on page 12. These are records that are no longer recognized as library records or are covered in other sections of the schedule. Please note that the RDA numbers listed are from the previous GRS (2006), so those adopting a GRS for the first time need not be concerned about this section, other than to understand that these items do not need to be retained as library records. For example, library newsletters are no longer considered library records and, therefore, do not need to be retained.

The final section, found on pages 14 through 18, details the revision history of some of the records that public library entities must retain but that are covered in other retention schedules approved by the Public Records Board. For example, such records as policy manuals, invoices, and payroll records are not unique to public libraries and, therefore, these types of records are addressed in other general records schedules maintained by the Public Records Board. The Revision History section identifies the RDA number from the previous GRS (2006), the record series title, and the revision made to that RDA number. This is the most confusing part of the new GRS for public libraries; please note that ***these records must also be retained***.

For your convenience, Division staff have created a [Revision History Crosswalk](#)  to assist public library entities with determining the retention requirements of these records:

The first two columns of the crosswalk identify the RDA numbers from the previous (2006) schedule (as seen on the revision history of the new schedule). The third and fourth columns provide the correlating RDA numbers and series titles for the current schedule. The rest of the table shows the retention periods, event descriptions (the definition of the “event” if an event is part of the retention period), and how the records are to be disposed of when retention requirement is fulfilled. Links are provided to the Public Records Board’s General Records Schedules homepage, if more information is desired. For example, a policy manual, which had an RDA number of 002 on the previous (2006) GRS for public libraries, is now covered by the RDA number ADM00023, as found on Administrative Records General Schedule. The crosswalk indicates that a policy manual is to be retained for the event plus 7 years, where the event is the date that the policy is superseded or made obsolete. In other words, 7 years after the policy was updated or eliminated, it may be destroyed. When reviewing the Administrative Records Schedule via the link provided, one may see that this retention schedule applies to all established policies and procedures. (Be sure to click on the correct GRS when following the links: Administrative Records for "ADM" RDA numbers, Fiscal & Accounting for the "FIS" RDA numbers, etc.)

If you have further questions about records management, please email records@dpi.wi.gov , or take a look at our [Frequently Asked Questions About Libraries and Wisconsin's Public Records Law](https://dpi.wi.gov/pld/boards-directors/public-records/faq-public-records). (<https://dpi.wi.gov/pld/boards-directors/public-records/faq-public-records>).

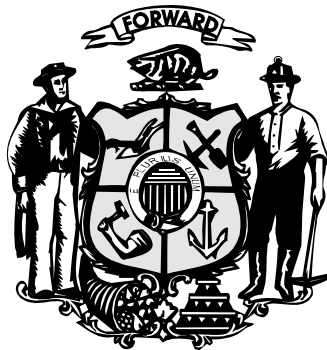
For questions about this information, contact [Shannon Schultz](mailto:Shannon.Schultz@dpi.wi.gov) (<https://dpi.wi.gov/user/7825/contact>). (608) 266-7270

General Records Schedule

Wisconsin's Public Libraries and Public Library Systems and Related Records

Approved by the Public Records Board:

June 12, 2017



Expiration: June 12, 2027

For use by all units of Wisconsin Government at the State, County, and Municipal level

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records which most state agencies, including the University of Wisconsin System Administration, the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use in the operation of public libraries and public library systems. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

Historical Records – Notification to State Historical Society

To adopt this General Records Schedule complete and submit form PRB-002, [Notification of General Records Schedule Adoption](#). Additionally, per [Wis. Stat. § 19.21](#) you are required to provide a 60-day notice to the Historical Society prior to the destruction of any records. Unless the Historical Society directs otherwise, the library may begin record destruction upon receipt of the response letter.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively

to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

Information about identity theft and information security is available at <http://itsecurity.wi.gov/>.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Related Records

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

VII. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VIII. Revision History

See the “Revision History” section for a listing of changes to this GRS.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Board / Governing Body Materials for Libraries & Systems *Prior to destroying any records, review instructions in Scope section above.								
001	Bylaws	Bylaws of the public library or public library system.	No	No	Event and destroy	<i>Event is superseded</i>	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	<i>Event is date the report is submitted to DPI.</i>	These reports are submitted to the Board &/or Municipality and to DPI per Wis. Stat. ch. 43.58(6)(a).	003; 004
Administrative Files *Prior to destroying any records, review instructions in Scope section above.								
003	Donor Files – Monetary Donations	Information about monetary donations to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	Event + 5 years and destroy confidential	<i>Event is when the library acknowledges receipt of donation.</i>	May include receipts for donations, letters of acknowledgment, and supporting documentation.	012

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	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 and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	Event + 5 years and destroy confidential	<i>Event is when item is no longer in library's possession or conditions of contract have been met.</i>	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	<i>Event is the date of the incident or rule violation.</i>	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	<i>Event is decision made regarding requested item.</i>		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	<i>Event is date decision is made by the library.</i>		019

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	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	<i>Event is date superseded or opinion is no longer relevant.</i>	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	<i>Event is date case is closed and appeals exhausted.</i>	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	<i>Event is the date of the reported incident.</i>	May include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	015

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Financial Materials *Prior to destroying any records, review instructions in Scope section above.								
011	Budget Records	Records used to prepare the library's budget.	No	No	<i>Fiscal year + 6 years and destroy</i>		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	<i>Fiscal year + 5 years and destroy</i>		Items remain on the inventory until their active life has elapsed.	042
Integrated Library System, Interlibrary Loan & Information Technology *Prior to destroying any records, review instructions in Scope section above.								
013	Bibliographic Records and Finding Aids	Basic information about each title in the library collection and/or items in the archival collection.	No	No	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	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	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	Record consists of links to a bibliographic record, plus the copy number, location, and availability.	088

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	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	<i>Event is when item is withdrawn from the library's collection.</i>	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	<i>Event is when the information has been entered into the Patron Database and information is verified for accuracy.</i>	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	<i>Event is when the card expires without renewal and all items are returned and fines paid, per library policy.</i>		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	<i>Event is when fines are paid or are written off, per library or system policy.</i>	Notices may be generated manually or automatically by the ILS.	092

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	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	<i>Event is when item is returned to the lending library.</i>	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	<i>Event is when item is returned to the lending library.</i>		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	<i>Event is when item is returned to the lending library.</i>	This log is a source document for monthly statistics.	098

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Departmental Records *Prior to destroying any records, review instructions in Scope section above.								
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	<i>Event is end of business day or when equipment or room are no longer in use.</i>	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	<i>Event is date request is fulfilled or response is provided.</i>	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	No	Event + 1 year and destroy	<i>Event is date of the program or event.</i>	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	<i>Event is when contest winner is determined.</i>	May include names, contact information, school, grade, and age.	110

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	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	<i>Creation + 5 years and destroy</i>			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)	<i>Permanent</i>		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 *Prior to destroying any records, review instructions in Scope section above.								
029	Library System Plans	Plans identifying the services that are offered by the library system, and the budget for other services.	No	No	<i>Event + 10 years and destroy</i>	<i>Event is superseded.</i>	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 (See III. above)	Confidential (See IV. above)	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	<i>Event and destroy</i>	<i>Event is superseded or no longer needed.</i>	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	<i>Event + 30 days and destroy confidential</i>	<i>Event is when item is returned to the lending library.</i>		124
032	Delivery Service Forms	Records documenting ILL items that are in transit.	No	No	<i>Event and destroy</i>	<i>Event is when item has been delivered.</i>	May include courier routes and hub connections with other state, system, school district, and private courier services.	125; 126

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
008	Subject Files	ACT+5	Individual RDAs in the GRS cover records in a more succinct manner.
053	License and Permits	EXP+1	Not a public library record.
054	Inspection Reports	ACT	Not a public library record.
059	Mobile Collection Schedule	SUP	Duplicates 126 Delivery and Mobile Collections Schedule
094	Online Union Catalogs	ACT	Obsolete.
101	Interlibrary Loan (ILL) Reference Codes	ACT	Not a public library record.
102	ILL Periodical Title Requests	FIS+5	Not a public library record.
113	Library Newsletters	CR+3	Not a public library record.
121	Membership Lists	ACT	Not a public library record.
128	Workshop Calendars and Flyers	SUP	Not a public library record.
065	Union Membership		Obsolete
073	Union Contract Negotiation Files		Obsolete

Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Notes/Comments

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	002	Policy Manual	Superseded by ADM00023.
01/2017	005	Minutes and Meeting Materials	Superseded by ADM00025.
01/2017	006	General Correspondence	Superseded by ADM00010.
01/2017	007	Director/Assistant Director's Reports	Superseded by ADM00025.
01/2017	009	Meeting Records – Internal Staff	Superseded by ADM00027.
01/2017	010	Procedures	Superseded by ADM00027.
01/2017	011	Planners/Calendars	Superseded by ADM00005.
01/2017	014	Grant Files	Superseded by ADM00013.
01/2017	018	Compliments/Complaints/Suggestions	Superseded by ADM00007.
01/2017	020	Strategic Planning – Development Documentation	Superseded by ADM00017.
01/2017	021	Strategic Planning – Final	Superseded by ADM00017.
01/2017	022	Open Records Requests	Superseded by ADM00022.
01/2017	023	Contracts	Superseded by PUR00010.
01/2017	024	Leases	Superseded by PUR00010.
01/2017	027	Staff/System Newsletters	Superseded by ADM00015.
01/2017	030	Annual Financial Report/Audit	Superseded by FIS00001 (previously 90000004).

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	031	Monthly Financial Reports	Superseded by ADM00001 (previously 90000002).
01/2017	032	Accounts Payable/Receivable	Superseded by FIS00020 (previously 90000021).
01/2017	033	Journal Entries/General Ledger	Superseded by FIS00020 (previously 90000021).
01/2017	034	Balance Sheet	Superseded by FIS00020 (previously 90000021).
01/2017	035	Deposit Slips and Cancelled Checks	Superseded by FIS00027 (previously 90000041).
01/2017	036	Invoices	Superseded by FIS00020 (previously 90000021).
01/2017	037	Purchase/Order Records	Superseded by PUR00010.
01/2017	038	Sales Records	Superseded by FIS00020 (previously 90000021).
01/2017	039	Cash Receipts	Superseded by FIS00020 (previously 90000021).
01/2017	040	Petty Cash Vouchers	Superseded by FIS00020 (previously 90000021).
01/2017	041	Bank Statements and Reconciliation	Superseded by FIS00020 (previously 90000021).
01/2017	043	State Tax Returns	Superseded by FIS00026 (previously 90000092).
01/2017	044	Payroll Deduction/Liability Records	Superseded by PAY00021.
01/2017	045	Insurance Policies	Superseded by RISK0025 & RISK00035.
01/2017	046	Request for Bids, Proposals and RFP	Superseded by PUR00010.
01/2017	047	W-2 Forms	Superseded by PAY00016A.

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Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	048	Employer Contributions to Retirement Accounts	Superseded by PAY00012.
01/2017	049	Electronic Funds Transfer	Superseded by PAY00021.
01/2017	050	Payroll Summaries	Superseded by PAY00011.
01/2017	051	Payroll Records	Superseded by PAY00011.
01/2017	052	Blueprints/Building Plans/Final Specifications	Superseded by FAC00015.
01/2017	055	Hazardous Material Safety Data Sheets	Superseded by RISK00048.
01/2017	056	Security Log	Superseded by FAC00086.
01/2017	057	Surveillance Recordings	Superseded by FAC00082.
01/2017	058	Vehicle Files	Superseded by FLEET013.
01/2017	060	Personnel Files	Superseded by HR000190.
03/2019	061	Interview Materials for Non-Hires	Superseded by HR000013 (previously HR000016).
01/2017	062	Open Application Files	Superseded by HR000022.
01/2017	063	Withholding Forms	Superseded by PAY00021.
01/2017	064	Health Plan Applications	Superseded by PAY00021.
01/2017	066	I-9 File	Superseded by HR000026.

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Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	067	Staff Work Schedules	Superseded by ADM00005.
01/2017	068	Time and Attendance	Superseded by PAY00009.
01/2017	069	Vacation and Sick Leave Calculator and Report	Superseded by PAY00012.
01/2017	070	Time Off/Vacation Requests	Superseded by PAY00012.
01/2017	071	Employee Injury Records	Superseded by RISK0010.
01/2017	072	Grievances	Superseded by HR000110.
01/2017	074	Workers Disability Compensation Files	Superseded by RISK0010.
03/2019	075	Job Descriptions	Superseded by HR000190 (previously HR000045).
01/2017	076	Volunteer/Community Service Files	Superseded by HR000191.
01/2017	077	Continuing Education & Training	Superseded by HR000185.
01/2017	078	User Accounts	Superseded by IT000032.
01/2017	079	Confidentiality Form	Superseded by IT000033.
01/2017	080	Logon ID Request Acknowledged by User	Superseded by IT000033.
01/2017	081	Security Reports	Superseded by IT000026.
01/2017	082	Network Usage Logs	Superseded by IT000026.

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Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	083	Electronic Equipment Inventory	Superseded by FIS00050 (previously 90000110).
01/2017	084	Web/Intranet Files	Superseded by IT000042.
01/2017	085	Library/System Website	Superseded by IT000042.
01/2017	086	Order Records	Superseded by FIS00020 (previously 90000021).
01/2017	099	Monthly ILL Transactions-Borrowing Statistics	Superseded by ADM00001.
01/2017	100	Monthly Statistics on Items Lent by Member Libraries	Superseded by ADM00001.
01/2017	105	Reference Statistics	Superseded by ADM00001.
01/2017	107	Publicity, Design, and Production Requests	Superseded by FIS00020 (previously 90000021).
01/2017	120	System Advisory Board Meeting Records	Superseded by ADM000025.
01/2017	127	Training and Workshop Records	Superseded by ADM00012.
01/2017	129	Registration Forms	Superseded by ADM00012.
01/2017	130	Workshop Statistics	Superseded by ADM00001.

