

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**June 28, 2018**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 28, 2018 in The Loft. The following Board of Trustees members were present: Board Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Chris Campe, Mary Lynne Donohue, Nancy Mannchen and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Board President Maeve Quinn, Amanda Salazar and Meg Albrinck.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Norman called the meeting to order at 3:45 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Norman led the Pledge of Allegiance.
- 1.3 WELCOME TO NEW MEMBERS OF THE LIBRARY BOARD OF TRUSTEES. Norman welcomed Mary Lynne Donohue to her first MPL board meeting.
- 1.4 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.5 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the May 24, 2018 meeting; Mannchen **seconded** the motion. Johnson **abstained**. The motion **passed**.
- 1.6 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Donohue noted the change in numbers to only 10 members of the common council.

**2. COMMITTEE REPORTS:**

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 6/19/18 MEETING. Johnson reported on the Mead Public Library Finance committee. The Y-T-D budget and accounts payables were reviewed and determined to be in good order.
- 2.2 FINANCE REPORT. 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS) 2). RECEIVE MONTHLY 2018 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED – DOLCYE JOHNSON. Johnson reported on the June 2018 Financials. Whelton **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Campe **seconded** the motion. The motion **passed**.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

- 3.1 FIRST FLOOR CARPETING OPTIONS AND COSTS. Two options were presented to the board. Option one being to use both Dulmes and Precision. Option two was to use Dulmes only. Option one came in at a lesser cost by approximately \$2,000, and also came recommended by the Finance Committee. Donohue **moved** to accept option one,

with funding option A – to cover under the 2018 budget if spending is under budget. Whelton **seconded**. The motion **passed**.

- 3.2 2019 OPERATING BUDGET. The 2019 budget was presented by DeAmico. It was noted that MPL would be requesting \$267,703 more than last year. This is largely due to three factors: increased healthcare costs, the City’s merit increase initiative, and RFID maintenance. Johnson **moved** to approve the 2019 budget as presented. Whelton **seconded**. The motion **passed**.
- 3.3 UPDATE TO DPI STANDARDS FOR LIBRARY SERVICES/MEAD PUBLIC LIBRARY HOURS. Prentice and Fink presented on their proposed hours of operation change in order to get MPL up to DPI standards. Their research and findings were outlined in detail. Whelton **moved** to approve the new hours as presented, with implementation to take place in fall. Campe **seconded**. The motion **passed**.

#### **4. DIRECTORS REPORT**

- 4.1 UPDATE ON PERSONNEL CHANGES. Erickson reported on the personnel changes – Molly Goltry has been hired to replace Kim Dalhaimer’s position. She starts on Monday July 2<sup>nd</sup>. Interviews for the Community Resource/Public Safety Specialist position have begun with excellent candidate results. We will hopefully be making an offer soon.
- 4.2 2019 CIP REQUEST UPDATE. Erickson reported that the CIP projects had been requested. He noted that the next floor carpeting was proposed, as well as the HVAC controls being tentatively approved.
- 4.3 UPDATE ON SERVICES AND PROGRAMMING Erickson began the update with the presentation of Dare to Dream’s request for potential collaboration/funding in the future. More info to come. Prentice then reported on the latest programs at Mead. The Late @ The Library event is slated for June 29<sup>th</sup>. The Mini Maker Faire is set to take place on July 21<sup>st</sup> in collaboration with the JMKAC art festival, and several other city partners. Communications Specialist Josh Lintereur has begun creating facebook groups surrounding certain groups of people in the hopes of stimulating conversation amongst members. One such group is for the Sheboygan maker community. The hope is to begin collaborations between these individuals and create excitement around programs. Lastly, the Summer Reading program sign up’s is currently at 1065 for children (up 20 from last year), and 508 for teens.
- 4.4 MONTHLY STATISTICS Erickson reported on the May statistics, noting that the meeting room stats are up – particularly with the construction of city hall.

#### **5. LIAISON REPORTS**

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN/NANCY MANNCHEN. Norman reported that Monarch hasn’t met yet. She also noted that Nancy Mannchen has agreed to be the liaison for the system moving forward. They will work out the hand off of responsibilities.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Norman reported that the Foundation has not met due to the new schedule of meetings. They will not meet again until September.

- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. The Art 4 Books raffle will begin in July, along with the raffle items being displayed. Tickets will be \$2 each or 3 for \$5. Tickets will be available in the bookstore, or via Sydney. The friends will also be staffing the bookstore for the Mini Maker Faire on July 21<sup>st</sup>.

**6. UPCOMING MEETINGS**

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: (7/26/18 @ TBD)
- 6.2 LIBRARY BOARD OF TRUSTEES (7/26/18 @ 3:45PM)
- 6.3 LIBRARY BOARD BYLAWS COMMITTEE (8/20/18 @ 10AM)

**7. ADJOURN**

- 7.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Donohue **seconded**.  
The motion **passed**.

Being no further business the meeting adjourned at 4:42 p.m.  
Generated by Sydney Mehn on Friday, July 6, 2018.



A RESOLUTION in recognition of the service of **Dirk Zylman** to Mead Public Library.

WHEREAS, **Dirk Zylman** was first appointed to the Library Board in May 2011, serving as the Sheboygan County Board of Supervisors representative, and

WHEREAS, **Dirk Zylman** participated diligently as a member of multiple standing committees, including Finance, IT, Marketing, Personnel/HR, Building, and served as the Library Board Finance Officer from 2012-2017, and

WHEREAS, **Dirk Zylman** was instrumental in steering the library's revamped branding and marketing strategy, and

WHEREAS, **Dirk Zylman** was an advocate for Mead Public Library's vision of providing quality services, resources and lifelong learning opportunities to meet the needs and interests of our diverse community, and

WHEREAS, **Dirk Zylman** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Dirk Zylman** took seriously his responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Dirk Zylman** for the time and attention he so generously devoted to his responsibilities as a Trustee. The Board thanks him for his commitment in serving as a Mead Public Library Trustee and recognizes his service through designation of appropriate book titles for purchase in his honor. The Mead Public Library wishes him all the best following his service to Sheboygan residents as a Library Trustee.

Dated this 30th day of August, 2018

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Garrett Erickson      Library Director

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Maeve Quinn      Board President

**Minutes**  
**Mead Public Library**  
**Finance Committee Meeting**  
**Tuesday, June 19, 2018**  
**3:30 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Tuesday, June 19, 2018 in The Board room. Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, and Alderperson Mary Lynne Donohue. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

**1. OPENING OF MEETING**

1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 3:31 p.m. and determined there was a quorum present.

1.2. APPROVAL OF MINUTES. Quinn moved to approve the Finance Committee minutes for Thursday, April 19, 2018 meeting. Donohue **seconded**, the motion **passed**.

**2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Quinn **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Johnson **seconded** the motion. The motion **passed**.

2.2. REVIEW – DISCUSSION AND POSSIBLE ACTION MEAD PUBLIC LIBRARY CARPET BIDS Two options were presented to the committee. Option one being to use both Dulmes and Precision. Option two was to use Dulmes only. Option one came in at a lesser cost by approximately \$2,000. Quinn **moved** to accept option one, with funding option A – to cover under the 2018 budget if spending is under budget. Donohue **seconded**. The motion **passed**.

2.3. REVIEW – DISCUSSION AND POSSIBLE ACTION FOR 2019 MEAD PUBLIC LIBRARY BUDGET – DUE TO CITY ADMINISTRATION ON JULY 9, 2018 Quinn **moved** to recommend to the full board the adoption of the 2019 budget as presented. Donohue **seconded**. The motion **passed**.

2.4. RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported that the 2018 budget status has been reviewed and found to be in good order.

**3. ITEMS FOR FUTURE DISCUSSION**

**4. UPCOMING MEETINGS**

4.1. ESTABLISH TIME AND DATE FOR NEXT MEETING. July 26, 2018 at 2:45 p.m.

**5. ADJOURN**

5.1. MOTION TO ADJOURN Quinn **moved** to adjourn the meeting, Johnson **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 4:10 p.m.

Generated by Sydney Mehn on Thursday June 21, 2018



**Donations -Gifts-Grants for July 2018**

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
6/20/2018	Pat Malendorf - Memory of				
	Nancy Screiber	X		\$20.00	
7/12/2018	Estate of Barbara J. Pelkin		X	\$5,000.00	
7/12/2018	Ethel Everhard/J. Fiar		X	\$291.67	
8/5/2018	Elijah Stuart Bintzler	X		\$1,100.00	
	<b>Total Donations received</b>			<b>\$6,411.67</b>	



## Mead Public Library - Accounts Payables - June 2019

Vendor	Name	Invoice	Check #	Invoice Amt
5133	8TH STREET ALE HAUS,	JUNE 14, 2018	334792	30.00
900104	ALLIANT ENERGY	5/25/18 - 6/27/18	334793	8,377.31
900201	AMAZON.COM	6/20/18 STATEMENT	334794	1,720.36
2428	ANACA TECHNOLOGIES	C1032013	334795	799.00
900009	AT&T	920Z83020006_2018	333479	124.11
429	AUTOMATIC ENTRANCES	1972296	334797	1,315.78
2716	BAKER & TAYLOR, LLC	2033781069	334798	342.82
2716	BAKER & TAYLOR, LLC	2033771967	334798	2,159.01
4404	CHARTER COMMUNICATIO	0206811062318	334822	282.99
900081	DEMCO, INC.	INV00004626	334828	1,819.00
900230	EBSCO SUBSCRIPTION	1803509	334799	3.22
4827	IXL LEARNING, INC.	s327536	334800	4,800.00
4897	LIESEGANG, MARIA	7/24/2018 PROGRAM	334801	50.00
5131	MAKER MEDIA, INC	7/21/2018 MAKER FAIR	334802	2,000.00
900376	MARTENS TRILLING TRU	B898798	334803	7.98
900376	MARTENS TRILLING TRU	B897935	334803	31.48
900376	MARTENS TRILLING TRU	B896172	334803	14.55
900376	MARTENS TRILLING TRU	B895957	334803	10.48
12374	MBM	IN303822	334804	293.36
231	MIDWEST TAPE	96181454	334806	461.33
231	MIDWEST TAPE	96166658	334806	994.85
900304	PITNEY BOWES PURCHAS	5/25-6/6/2018	334808	127.87
900118	SHEBOYGAN WATER UTIL	710 N 8TH ST (A)	334809	17.90
900103	WAL-MART COMMUNITY	815900393952	334810	113.70
900103	WAL-MART COMMUNITY	816400194163	334810	14.88
1710	WELLS FARGO FINANCIA	5004916370	334811	726.19
900044	WISCONSIN PUBLIC SER	5/20-6/18/2018	334812	582.43
1293	AURORA EMPLOYEE ASST	IN 18309	335194	67.50
2716	BAKER & TAYLOR, LLC	2033807841	335196	2,862.46
2716	BAKER & TAYLOR, LLC	2033792301	335196	1,437.19
2716	BAKER & TAYLOR, LLC	2033791212	335196	1,728.97
2716	BAKER & TAYLOR, LLC	5015080830	335196	498.58
2716	BAKER & TAYLOR, LLC	3022266316	335196	49.82
2716	BAKER & TAYLOR, LLC	2033827452	335196	625.95
2716	BAKER & TAYLOR, LLC	2033827901	335196	93.18
2716	BAKER & TAYLOR, LLC	2033809086	335196	721.58
2716	BAKER & TAYLOR, LLC	3022253476	335196	144.81
2716	BAKER & TAYLOR, LLC	2033807837	335196	100.16
2716	BAKER & TAYLOR, LLC	5015064367	335196	13.59
2716	BAKER & TAYLOR, LLC	3022241855	335196	104.11
2716	BAKER & TAYLOR, LLC	302241869	335196	74.54
2716	BAKER & TAYLOR, LLC	3022252333	335196	144.53
2716	BAKER & TAYLOR, LLC	2033827480	335196	1,798.58
2716	BAKER & TAYLOR, LLC	2033837236	335196	836.29
5150	BEAVER DAM COMM	33019005389201	335197	20.95

## Mead Public Library - Accounts Payables - June 2019

Vendor	Name	Invoice	Check #	Invoice Amt
6400	C.A. FLIPSE & SONS	18124	335198	51.21
4557	ELM USA, INC.	12895	335202	207.95
5153	GARCES, LORRIE	9001141302	335203	38.87
5103	GORDON, ASHTON E.	8/3/2018 PROGRAM	335204	100.00
5103	GORDON, ASHTON E.	8/17/2018	335205	100.00
5154	HEINEN, CHRISTINE	9008639222	335207	14.99
318	KRISS PREMIUM PROD	156763	335208	651.48
900181	MENARDS	63124	335209	29.15
900181	MENARDS	62516	335209	40.65
900181	MENARDS	61667	335209	4.23
900181	MENARDS	61633	335209	73.32
231	MIDWEST TAPE	96220356	6014.16	780.57
231	MIDWEST TAPE	96220573	6014.16	945.48
231	MIDWEST TAPE	96244246	6014.16	297.16
231	MIDWEST TAPE	96237844	6014.16	104.36
231	MIDWEST TAPE	96243288	6014.16	73.61
231	MIDWEST TAPE	96237125	6014.16	426.43
231	MIDWEST TAPE	96248343	6014.16	128.88
231	MIDWEST TAPE	96246453	6014.16	25.34
231	MIDWEST TAPE	96208858	6014.16	35.68
231	MIDWEST TAPE	96206968	6014.16	115.13
231	MIDWEST TAPE	96227132	6014.16	344.51
231	MIDWEST TAPE	96224886	6014.16	668.70
231	MIDWEST TAPE	96225336	6014.16	192.83
231	MIDWEST TAPE	96196996	6014.16	520.47
231	MIDWEST TAPE	96190056	6014.16	381.46
231	MIDWEST TAPE	96184476	6014.16	122.95
231	MIDWEST TAPE	96180925	6014.16	224.31
231	MIDWEST TAPE	96184478	6014.16	86.36
231	MIDWEST TAPE	96259503	6014.16	539.93
4139	MONARCH LIBRARY SYS	414244	335212	1,306.83
900137	NADAGUIDES	683891	335213	125.00
900132	PITNEY BOWES CREDIT	3306571488	335214	362.82
2248	PLATINUM TECHNOLOGIE	2454	335215	144.00
16722	PROFESSIONAL SUPPLY	INV #942701	335216	24.83
16722	PROFESSIONAL SUPPLY	941755	335216	560.62
900180	PROQUEST LC	70523843	335217	2,110.00
5165	RAUTMANN, CHRISTINE	9001127955	335218	13.56
900141	SALEM PRESS PRODUCT	936173	335220	233.05
900127	SCHOLASTIC LIBRARY	17340946	335221	236.08
900127	SCHOLASTIC LIBRARY	17275617	335221	418.15
5094	SHISLER, ABIGAIL N.	8/3/2018 MAKER SPACE	335223	100.00
5094	SHISLER, ABIGAIL N.	8/17/2018 PROGRAM	335224	100.00
2364	SHRED-IT USA, LLC	8124955618	335225	84.38
5151	SPATT, KAYLA	9000886688	335226	16.95

## Mead Public Library - Accounts Payables - June 2019

Vendor	Name	Invoice	Check #	Invoice Amt
900237	STEEN MACEK PAPER CO	819093	335228	100.45
20551	SUPERIOR CHEMICAL CO	197079	335229	36.00
5167	TEWINKLE, MELISSA	900972702	335230	10.99
5152	VUE, BLIA	267045-JULY	335232	28.21
3200	CDWG	NHD7326	335199	1,406.69
4404	CHARTER COMMUNICATIO	2010077491		282.99
900201	AMAZON.COM	MULTIPLE PER ATTACHE	335333	711.08
900009	AT&T	920Z83020007-8	335334	135.55
2716	BAKER & TAYLOR, LLC	3022279977	335335	59.30
2716	BAKER & TAYLOR, LLC	3022288228	335335	128.79
2716	BAKER & TAYLOR, LLC	2033849954	335335	459.49
2716	BAKER & TAYLOR, LLC	2033837336	335335	108.78
2716	BAKER & TAYLOR, LLC	2033863539	335335	96.48
2716	BAKER & TAYLOR, LLC	5015098444	335335	20.37
2716	BAKER & TAYLOR, LLC	2033877403	335335	93.24
2716	BAKER & TAYLOR, LLC	3022297300	335335	14.24
2142	BATTERIES PLUS LLC	P3574599	335335	73.90
873	GALE GROUP	64004953	335343	100.00
4557	ELM USA, INC.	13071	335338	4.79
900224	MANUFACTURERS NEWS I	30529100	335350	161.90
900376	MARTENS TRILLING TRU	B900733	335352	10.79
12374	MBM	IN310211	335354	120.33
2441	MEAD PUBLIC LIBRARY	4433457	335355	325.71
900181	MENARDS	64598	335356	64.48
231	MIDWEST TAPE	96302811	335357	187.11
231	MIDWEST TAPE	96303345	335357	281.96
231	MIDWEST TAPE	96265376	335357	101.20
231	MIDWEST TAPE	96273291	335357	100.45
231	MIDWEST TAPE	96273241	335357	415.67
231	MIDWEST TAPE	96279559	335357	337.71
231	MIDWEST TAPE	96278028	335357	59.30
231	MIDWEST TAPE	96290257	335357	445.88
231	MIDWEST TAPE	96299934	335357	398.86
231	MIDWEST TAPE	96298000	335357	325.75
231	MIDWEST TAPE	96292175	335357	453.99
231	MIDWEST TAPE	96291437	335357	192.45
4139	MONARCH LIBRARY SYS	414268	335359	37.00
4139	MONARCH LIBRARY SYS	MEAD PUBLIC LIBRARY	335359	85.95
900304	PITNEY BOWES PURCHAS	POSTAGE PURCHASES	335361	639.98
1925	SHEBOYGAN AREA SCHOO	735250	335363	55.00
5187	SHEBOYGAN COUNTY CHR	735249	335364	60.00
353	SHEBOYGAN LUTHERAN	2018 YEAR BOOK	335367	75.00
491	STAPLES ADVANTAGE	7198716842-0-1	335369	70.74
491	STAPLES ADVANTAGE	7199045951-0-1	335369	20.49
491	STAPLES ADVANTAGE	7199045951-0-2	335369	22.38
491	STAPLES ADVANTAGE	7199045951-0-3	335369	24.29

Mead Public Library - Accounts Payables - June 2019

Vendor	Name	Invoice	Check #	Invoice Amt
491	STAPLES ADVANTAGE	7199655467-0-1	335369	122.87
491	STAPLES ADVANTAGE	7200632419-0-1	335369	130.42
491	STAPLES ADVANTAGE	7201356453-0-1	335369	181.69
491	STAPLES ADVANTAGE	7201478606-0-1	335369	138.25
491	STAPLES ADVANTAGE	7200366922-0-1	335369	57.50
491	STAPLES ADVANTAGE	7199940993-0-1	335369	505.85
491	STAPLES ADVANTAGE	7201030211-0-1	335369	112.55
491	STAPLES ADVANTAGE	7201030211-0-2	335369	29.98
491	STAPLES ADVANTAGE	7201356453-0-2	335369	20.69
491	STAPLES ADVANTAGE	7201792602-0-1	335369	55.47
900301	STATE BAR OF WISCONS	5074012	335370	65.53
900103	WAL-MART COMMUNITY	817000602169	335374	9.76
900103	WAL-MART COMMUNITY	818000702300	335374	14.26
900103	WAL-MART COMMUNITY	818000622166	335374	52.82
900103	WAL-MART COMMUNITY	818300633737	335374	85.78
900103	WAL-MART COMMUNITY	819000426346	335374	23.64
1710	WELLS FARGO FINANCIA	5005035121	335376	726.19
900044	WISCONSIN PUBLIC SER	6/22/18 - 7/11/18	335378	329.60
4195	WISCONSIN NEWSPRESS	8/20/2018 - 8/20/19	335377	39.00





Description
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Office Supplies
Janitorial Supplies
Refund of Lost or Damaged Item
Refund of Lost or Damaged Item
IT Replacement Equipment
Internet Expense
Materials Purchase
Telephone Expesne
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Janitorial Supplies
Material Expense
Support Services Supplies
Building Maintenance Supplies
Building Maintenance Supplies
Printer/Photo copier expense
Reimbursment to MPL Foundation
Building Maintenance Supplies
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Materials Purchase
Materials Purchase
Postage Exp0ense
Material Purchases
Material Purchases
Material Purchases
Office Supplies
Office Supplies
Office Supplies
Office Supplies

Description
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Office Supplies

Office Supplies

Office Supplies

Office Supplies

Office Supplies

Office Supplies

Office Supplies

Office Supplies

Office Supplies

Office Supplies

Materials Purchase

Programming Expense

Programming Expense

Programming Expense

Programming Expense

Programming Expense

Printer/Copier Lease Payments

Gas Utility Expense

Materials Purchase



# 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. If a library adopts the schedule, the Notification of Adoption Form provides a "blanket" waiver of the 60-day notice to the Historical Society in compliance with Wis. Stat. § 19.21. Unless the Historical Society informs the library otherwise, the library may begin record destruction upon acknowledgment of receipt of the form from the Historical Society.

Notice to the State Historical Society is required for any record not listed in this schedule.

## **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)
<b>Board / Governing Body Materials for Libraries &amp; Systems</b> *Prior to destroying any records, review instructions in Scope section above.								
001	<b>Bylaws</b>	Bylaws of the public library or public library system.	No	No	<i>Event and destroy</i>	<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	<b>Annual Reports</b>	Annual reports documenting the library's services and finances over the previous year.	No	No	<i>Event + 2 years and destroy</i>	<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).	<b>003; 004</b>
<b>Administrative Files</b> *Prior to destroying any records, review instructions in Scope section above.								
003	<b>Donor Files – Monetary Donations</b>	Information about monetary donations to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<i>Event + 5 years and destroy confidential</i>	<i>Event is when the library acknowledges receipt of donation.</i>	May include receipts for donations, letters of acknowledgment, and supporting documentation.	<b>012</b>

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>Examples/ Notes</b>	<b>Previous RDA Number (if applicable)</b>
004	<b>Donor Files – Property Donations</b>	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)	<b>Event + 5 years and destroy confidential</b>	<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.	<b>013; 115</b>
005	<b>Patron Incident and Disciplinary Files</b>	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 5 years and destroy confidential</b>	<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.	<b>016</b>
006	<b>Purchase Request</b>	Requests from library patrons requesting items to be added to the library collection.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 1 year and destroy confidential</b>	<i>Event is decision made regarding requested item.</i>		<b>017</b>
007	<b>Request for Reconsideration of Library Materials</b>	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	<b>Event + 6 years and destroy confidential</b>	<i>Event is date decision is made by the library.</i>		<b>019</b>

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>Examples/ Notes</b>	<b>Previous RDA Number (if applicable)</b>
008	<b>Legal Opinions</b>	Correspondence with the attorney who provided legal counsel to the library.	Yes	Yes, Wis. Stat. § 905.03	<i>Event + 5 years and destroy confidential</i>	<i>Event is date superseded or opinion is no longer relevant.</i>	These records may be covered by attorney-client confidentiality.	<b>025</b>
009	<b>Litigation Files</b>	Records documenting any litigation to which the library is a party.	Yes	Yes, Wis. Stat. § 905.03	<i>Event + 5 years and destroy confidential</i>	<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.	<b>026</b>
010	<b>Accident Reports / Claims</b>	Records pertaining to any incidents on the library premises by non-employees.	Yes	No	<i>Event + 7 years and destroy confidential</i>	<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.	<b>015</b>

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)
<b>Financial Materials</b> *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
<b>Integrated Library System, Interlibrary Loan &amp; Information Technology</b> *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	<b>Event and destroy</b>	<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)	<b>Event and destroy confidential</b>	<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)	<b>Event and destroy confidential</b>	<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)	<b>Event and destroy confidential</b>	<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

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

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)
<b>Departmental Records</b> *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)	<b>Event and destroy confidential</b>	<i>Event is end of business day or when equipment or room are returned undamaged.</i>	Agreements include the personally identifiable information about the patron.	<b>103; 104</b>
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)	<b>Event and destroy confidential</b>	<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.	<b>106</b>
025	Programming and Events Files	Information about specific library programs or events.	No	No	<b>Event + 1 year and destroy</b>	<i>Event is date of the program or event.</i>	May contain a copy of materials developed for publicity and programming, and evaluation forms.	<b>108; 109; 111;112</b>
026	Contest Entry Forms	Forms used to award prizes for contests.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 30 days and destroy confidential</b>	<i>Event is when contest winner is determined.</i>	May include names, contact information, school, grade, and age.	<b>110</b>

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
<b>Library System / Shared Automated System Records</b> *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 transfer to WHS</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

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>Examples/ Notes</b>	<b>Previous RDA Number (if applicable)</b>
030	<b>Materials and Rotating Collections Records</b>	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.	<b>122; 123</b>
031	<b>Materials and Rotating Collections Use Summary</b>	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>		<b>124</b>
032	<b>Delivery Service Forms</b>	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.	<b>125; 126</b>

**Closed Series**

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

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Minimum Retention and Disposition</b>	<b>Rationale</b>
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.



### Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

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 90000004.

### Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	031	Monthly Financial Reports	Superseded by 90000002.
01/2017	032	Accounts Payable/Receivable	Superseded by 90000021.
01/2017	033	Journal Entries/General Ledger	Superseded by 90000021.
01/2017	034	Balance Sheet	Superseded by 90000021.
01/2017	035	Deposit Slips and Cancelled Checks	Superseded by 90000041.
01/2017	036	Invoices	Superseded by 90000021.
01/2017	037	Purchase/Order Records	Superseded by PUR00010.
01/2017	038	Sales Records	Superseded by 90000021.
01/2017	039	Cash Receipts	Superseded by 90000021.
01/2017	040	Petty Cash Vouchers	Superseded by 90000021.
01/2017	041	Bank Statements and Reconciliation	Superseded by 90000021.
01/2017	043	State Tax Returns	Superseded by 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.

### Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

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.
01/2017	061	Interview Materials for Non-Hires	Superseded by 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	065	Union Membership	Superseded by HR000105.
01/2017	066	I-9 File	Superseded by HR000026.

### Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

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	073	Union Contract Negotiation Files	Superseded by HR000105.
01/2017	074	Workers Disability Compensation Files	Superseded by RISK0010.
01/2017	075	Job Descriptions	Superseded by 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.

### Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	083	Electronic Equipment Inventory	Superseded by 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 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 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.

Type	Name	June 2017	June 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
<b>Circulation Transactions</b>	Adult Materials	30422	27538	-9%	187926	184466	-2%
	Teen Materials	1715	1530	-11%	7556	7395	-2%
	Children's Materials	18145	20384	12%	88551	92393	4%
	Total Adult/Teen/Children's Materials	50282	49452	-2%	284033	284254	0%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	5631	4712	-16%	34629	31615	-9%
	Items received for Mead patrons from other libraries	4723	4970	5%	27288	31335	15%
	Total Interlibrary Loans (Transits)	10354	9682	-6%	61917	62950	2%
<b>E-Content Checkouts</b>	E-Books (Overdrive) (Hoopla)	4081	4966	22%	24318	28989	19%
	E-Audio (Freegal)	1247	1255	1%	9992	8394	-16%
	E-Video (Hoopla)	155	195	26%	1342	1438	7%
	E-Magazines (Zinio) (Overdrive)	197	76	-61%	863	638	-26%
	Total E-Content Checkouts	5680	6492	14%	36515	39459	8%
<b>Library Visits</b>	Gate count	29818	25876	-13%	179767	152846	-15%
<b>Research Inquiries</b>	Research Inquiries	2267	1681	-26%	14127	12695	-10%
<b>Internet Usage Provided</b>	Library Workstation Sessions	3864	4779	24%	22532	25498	13%
	Wireless Sessions	12407	13972	13%	76667	85165	11%
<b>Number of Library Card Holders</b>	Sheboygan Residents				25275	23370	-8%
	Non-Sheboygan Residents				9977	9239	-7%
	Total Number of Library Card Holders				35252	32609	-7%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	39	51	31%	372	397	7%
	Children (0-11) Participants	1612	2247	39%	11439	13207	15%
	Teen (12-18) Quantity	14	10	-29%	35	33	-6%
	Teen (12-18) Participants	403	563	40%	870	1254	44%
	Adult (18+) Quantity	28	22	-21%	186	232	25%
	Adult (18+) Participants	375	267	-29%	2266	4588	102%
	Total number of Classes, Seminars, Workshops, Events	81	83	2%	593	662	12%
	Total number of Participants	2390	3077	29%	14575	19049	31%
<b>Conference Room Utilization</b>	Rocca Meeting Room	16%	40%	23%	21%	43%	22%
	Loft Meeting Room	13%	37%	23%	17%	39%	21%
	2nd Floor Small Meeting Room	2%	35%	33%	21%	41%	19%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	278	352	27%	1733	2501	44%
	Percent Utilization	25%	33%	8%	22%	32%	10%
<b>Volunteer Hours</b>	Volunteer Hours	352	560.28	59%	1452	3132.53	116%

Type	Name	July 2017	July 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
<b>Circulation Transactions</b>	Adult Materials	30138	30228	0%	218064	214694	-2%
	Teen Materials	1566	1372	-12%	9122	8767	-4%
	Children's Materials	15744	19092	21%	104295	111485	7%
	Total Adult/Teen/Children's Materials	47448	50692	7%	331481	334946	1%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	5328	4710	-12%	39957	36325	-9%
	Items received for Mead patrons from other libraries	4159	5204	25%	31447	36539	16%
	Total Interlibrary Loans (Transits)	9487	9914	5%	71404	72864	2%
<b>E-Content Checkouts</b>	E-Books (Overdrive) (Hoopla)	5017	5597	12%	29335	34586	18%
	E-Audio (Freegal)	3264	1610	-51%	13256	10004	-25%
	E-Video (Hoopla)	427	174	-59%	1769	1612	-9%
	E-Magazines (Zinio) (Overdrive)	108	100	-7%	971	738	-24%
	Total E-Content Checkouts	8816	7481	-15%	45331	46940	4%
<b>Library Visits</b>	Gate count	25330	25347	0%	205097	178193	-13%
<b>Research Inquiries</b>	Research Inquiries	1875	1742	-7%	16002	14552	-9%
<b>Internet Usage Provided</b>	Library Workstation Sessions	4127	4563	11%	26659	30061	13%
	Wireless Sessions	12609	14585	16%	89276	99750	12%
<b>Number of Library Card Holders</b>	Sheboygan Residents				25136	23395	-7%
	Non-Sheboygan Residents				9916	9242	-7%
	Total Number of Library Card Holders				35052	32637	-7%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	29	45	55%	401	442	10%
	Children (0-11) Participants	1017	1760	73%	12456	14967	20%
	Teen (12-18) Quantity	18	17	-6%	53	50	-6%
	Teen (12-18) Participants	481	467	-3%	1351	1721	27%
	Adult (18+) Quantity	19	18	-5%	205	250	22%
	Adult (18+) Participants	356	1603	350%	2622	6191	136%
	Total number of Classes, Seminars, Workshops, Events	66	80	21%	659	742	13%
	Total number of Participants	1854	3830	107%	16429	22879	39%
<b>Conference Room Utilization</b>	Rocca Meeting Room	13%	30%	16%	20%	41%	21%
	Loft Meeting Room	14%	40%	26%	17%	39%	22%
	2nd Floor Small Meeting Room	17%	32%	15%	21%	39%	19%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	214	372	74%	1947	2873	48%
	Percent Utilization	20%	35%	15%	22%	32%	10%
<b>Volunteer Hours</b>	Volunteer Hours	429	493.02	15%	1881	3625.55	93%

### **Friends of the Mead Public Library Meeting Report-8/15/18**

- The “Art-4-books” raffle is in full swing. Tickets are \$2/ea or 3 for \$5. See Sydney for tickets
- The Friends voted to adopt the new library logo
- Several board members will be ending their time after their term is up:
  - Dodie Kolb (2019, Treasurer)
  - Barbara Cole (2019, Vice President)
  - Donna Mae Ringel (2019)

They will be actively recruiting new board members.

### **Friends of the Mead Public Library Meeting Report-7/18/18**

- The “Art-4-books” raffle is in full swing. Tickets are \$2/ea or 3 for \$5. See Sydney for tickets
- Membership dues were discussed and action taken to update the membership list