

Monday - September 15, 2025

Hortonville Public Library Board of Trustees Meeting Agenda

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
- II. Roll call
- III. Agenda changes (to change the position of an item already on the agenda)
- IV. Public comment
- V. Consent agenda

 - a. Library Board of Trustees meeting minutes- August 18, 2025
 - b. Payment of bills and vouchers
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget & revenue
- VII. Presentation by and discussion with representative of Outagamie-Waupaca Library System (OWLS)
- VIII. Discussion on Trustee Essentials
 - a. Essential 15- "The Library Board and Public Records Law"
- IX. Discussion and possible action regarding adoption of Wisconsin Public Libraries and Public Library Systems and Related Records retention schedule
- X. Discussion and possible action regarding Confidentiality of Library Records Policy
- XI. Friends of the Hortonville Library update
- XII. Future meeting dates
 - a. October 20- 5:00 pm
 - b. November 15- 5:00 pm
- XIII. Items to add for future agendas
 - a. 2026 budget- October
 - b. 2026 closed dates- October
- XIV. Motion to go into closed session

State Statute 19.85(c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility
- XV. Motion to go into open session
- XVI. Motion to take action on matters discussed in closed session
- XVII. Motion to adjourn

Posted by: Alexandra Krause, Hortonville Public Library Director
09/12/2025

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Library Director at 920-779-5000 with as much advance notice as possible.

Monday - August 18, 2025

Hortonville Public Library Board of Trustees Meeting Minutes

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
Meeting called to order at 5:03pm by Vice President Christina King
- II. Roll call
Trustees in attendance: Christina King, Kristi Compton, Stephanie Holtz, Holly Diestler. Trustees absent: Mike Wirkus, Carrie Lathrop, Lex Jandourek. Others present: Library Director, Allie Krause
- III. Agenda changes (to change the position of an item already on the agenda) - **None**
- IV. Public comment - **None**
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- July 21, 2025
 - b. Payment of bills and vouchers**Motion to approve the consent agenda including vouchers in the amount of \$4,038.10 made by Stephanie Holtz. Seconded by Christina King. Roll call vote, all aye.**
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget & revenue**Library Director Krause presented the Director's Report as in the packet.**
- VII. Discussion and possible action regarding 2026-2028 OWLS Membership Agreement
Motion to approve the 2026-2028 OWLS Membership Agreement was made by Stephanie Holtz. Seconded by Christina King. Approved by voice vote.
- VIII. Discussion and possible action regarding Policy on Confidentiality of Library Records
Christina King made a motion to table the discussion and possible action regarding Policy on Confidentiality of Library Records and move to the September meeting. Stephanie Holtz seconded. Approved by voice vote.
- IX. Discussion on Trustee Essentials
 - a. Essential 1- "The Trustee Job Description"
 - b. Essential 2- "Who Runs the Library?"**Trustees discussed Essentials 1 and 2 provided by the DPI.**
- X. Friends of the Hortonville Library update
Next meeting September 17th at 6:00 pm
- XI. Future meeting dates
 - a. September 15- 5:00 pm
 - b. October 20- 5:00 pm
- XII. Items to add for future agendas

a. OWLS visit- September

Policy on Confidentiality of Library Records - September

Review of the Strategic Plan - December

XIII. Motion to adjourn

Motion to adjourn made by Stephanie Holtz at 5:54 pm, seconded by Christina King.

Minutes submitted by: Kristi Compton, Secretary.

09.15.25 Invoices

BMO- August (July trans.)	\$781.66
MSI	\$90.25
OWLS	\$183.55
MMC- New London Press Star	\$129.00
Wells Fargo	\$180.00
Demco	\$96.96
Alexandrea Krause (mileage)	\$28.42
Appleton Public Library	\$6.00
Gilbert's Sentry	\$39.58
Andie Meyer	\$10.20

Total:	\$1,142.82
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Library Board of Trustees Meeting- September 15, 2025

Director's Report

- Staff Update

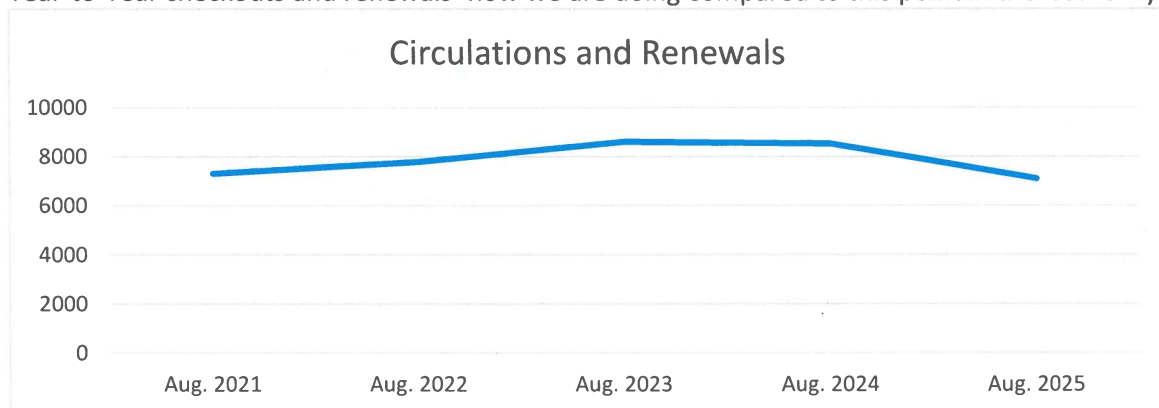
- Employee resignation
 - Will look into posting the position after discussion with Library Board
- Staff end-of-summer outing- September 13

- Programming & Outreach

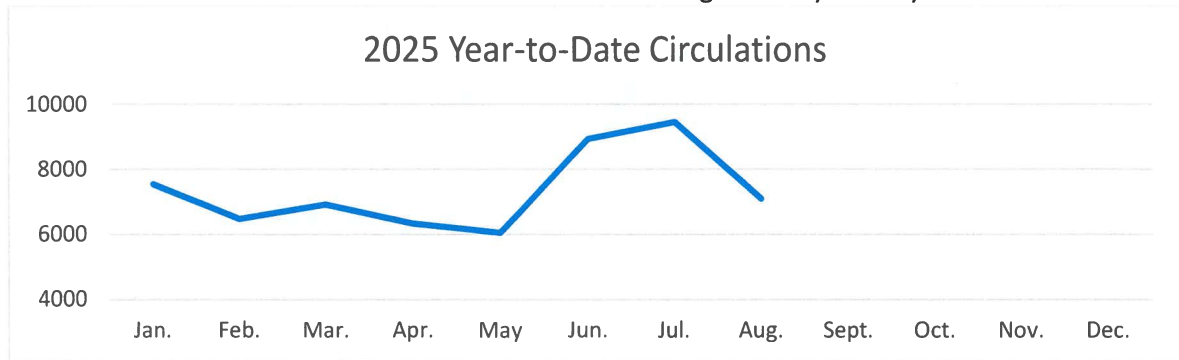
- Fall programs
 - Planned programs: 9 in September, 13 in October, 8 in November, 13 in December
 - Libby 101- September 13
 - Boo-tiful Creations Clay Ghosts registration full- September 25
- Winter Palooza is planned for December 22-23, December 29-30
- 4th grade HES beginning their treks to the library in September
- Book Talks beginning in September
 - Dan is alternating between going to HMS and the 8th grade students coming here for book highlights and check outs
- Sarah is continuing with outreach at Pinewood monthly and Living Tree monthly
 - Beck has started shadowing Sarah for outreach purposes as well
- Brandi handed out Treats 4 Teens tickets at the HHS football game on September 13th.
 - Scratch off ticket for teens to redeem for treats if they recommend a book, manga, or video game

- Statistics

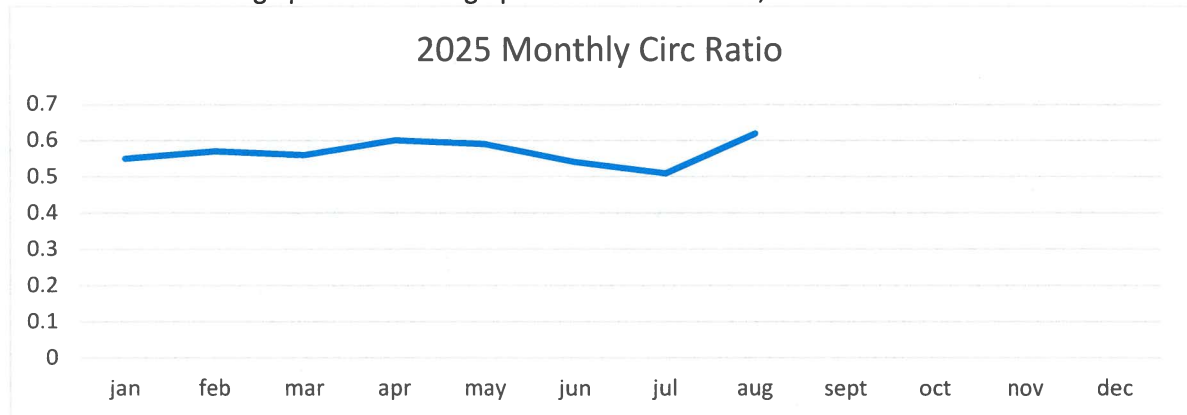
- Year-to-Year checkouts and renewals- how we are doing compared to this point in the last few years



- Year-to-Date circulations- how our circulations are tracking for this year only



- Circulation Ratio- large purchases bring up our circulation ratio, as is seen on the chart



- Ongoing Projects & Miscellaneous
 - Collection development
 - Library policy development
- Meetings and Continuing Education
 - Regular meetings: Library Board, staffing, programming, AAC, OWLS Directors
 - ILS committee meetings
 - ILS reference interviews & ILS demos
 - Allie was accepted to the WLA Leadership Development Institute beginning in November 2025
- Budget
 - See updated budget and revenue spreadsheets provided via Director
 - Payments/vouchers will be presented to the Library Board as part of a separate agenda item

2025 APPROVED LIBRARY BUDGET
Library - FUND 200

Hortonville Public Library
updated 09/11/25

ACCT #	DESCRIPTION	2025		YTD	2025	
		APPROVED BUDGET			ACCOUNT REMAINING	PERCENT REMAINING
REVENUE						
INTERGOVERNMENTAL REVENUES						
200-43-43720-000	COUNTY AID - OWLS	\$ 207,874.00	\$	207,874.00	\$0.00	100.00%
200-43-43721-000	LIBRARY GRANTS	\$ 600.00	\$	1,145.00	-\$545.00	190.83%
	INTERGOVERNMENTAL REVENUES TOTALS	\$ 208,474.00	\$	209,019.00	545	100.26%
PUBLIC CHARGES FOR SERVICE						
200-46-46710-000	LIBRARY COPIES & FAXES	\$ 500.00	\$	1,087.88	-\$587.88	217.58%
200-46-46711-000	LIBRARY COLLECTION AGENCY	\$ -	\$	-	\$0.00	
200-46-46712-000	LIBRARY MATERIAL REPLACEMENT	\$ 500.00	\$	993.42	-\$493.42	198.68%
	PUBLIC CHARGES FOR SERVICE TOTAL	\$ 1,000.00	\$	2,081.30	1,081	208.13%
MISCELLANEOUS REVENUE						
200-48-48100-000	LIBRARY INTEREST ON INVESTMENTS	\$ 4,300.00	\$	3,413.16	\$886.84	79.38%
200-48-48300-000	SALES OF PROPERTY/EQUIPMENT	\$ -	\$	20.00	-\$20.00	
200-48-48500-000	LIBRARY DONATIONS	\$ 2,000.00	\$	6,303.27	-\$4,303.27	315.16%
	MISCELLANEOUS REVENUE TOTAL	\$ 6,300.00	\$	9,736.43	3,436	154.55%
OTHER FINANCING SOURCES						
200-49-49210-000	TRANSFER FROM GENERAL FUND	\$ 145,284.40	\$	145,284.40	\$0.00	100.00%
200-49-49300-000	FUND BALANCE APPLIED	\$ -	\$	-	\$0.00	
	OTHER FINANCING SOURCES TOTAL	\$ 145,284.40	\$	145,284.40	0	100.00%
FUND 200 REVENUE				366,121.13	5,063	101.40%
EXPENDITURE						
LIBRARY DIRECTOR						
200-55-55110-110	PAYROLL	\$ 58,656.00	\$	40,156.80	\$ 18,499.20	68.46%
200-55-55110-111	LONGEVITY	\$ 1,525.06	\$	1,525.06	-	100.00%
200-55-55110-120	FICA	\$ 4,487.18	\$	3,092.48	\$ 1,394.70	68.92%

200-55-55110-135	HEALTH INSURANCE WAIVER PAYMENTS	\$	-	\$	-	\$	-	
200-55-55110-170	RETIREMENT	\$	4,076.59	\$	2,925.19	\$	1,151.40	71.76%
200-55-55110-330	TRAVEL, SEMINARS	\$	1,000.00	\$	472.05	\$	527.95	47.21%
	LIBRARY DIRECTOR TOTAL	\$	69,744.83	\$	48,171.58	\$	21,573.25	69.07%
LIBRARY STAFF								
200-55-55111-110	PAYROLL	\$	152,211.04	\$	102,110.72	\$	50,100.32	67.08%
200-55-55111-111	LONGEVITY	\$	1,278.68	\$	891.01	\$	387.67	69.68%
200-55-55111-120	FICA	\$	11,644.14	\$	7,917.97	\$	3,726.17	68.00%
200-55-55111-170	RETIREMENT	\$	10,578.67	\$	5,173.56	\$	5,405.11	48.91%
200-55-55111-330	TRAVEL, SEMINARS	\$	2,500.00	\$	2,616.10	\$	(116.10)	104.64%
	LIBRARY STAFF TOTAL	\$	178,212.53	\$	118,709.36	\$	59,503.17	66.61%
LIBRARY EMPLOYEE BENEFITS								
200-55-55112-132	HEALTH INSURANCE, HRA ADMIN FEES	\$	6,292.00	\$	8,511.76	\$	(2,219.76)	135.28%
200-55-55112-133	HRA REIMBURSEMENTS	\$	2,250.00	\$	2,519.46	\$	(269.46)	111.98%
200-55-55112-134	DENTAL	\$	322.00	\$	468.72	\$	(146.72)	145.57%
200-55-55112-136	LIFE/DISABILITY INSURANCE	\$	700.00	\$	358.38	\$	341.62	51.20%
200-55-55112-140	CLOTHING ALLOWANCE	\$	800.00	\$	551.88	\$	248.12	68.99%
200-55-55112-395	HEALTH (TESTS, EAP)	\$	200.00	\$	240.00	\$	(40.00)	120.00%
	LIBRARY EMPLOYEE BENEFITS TOTAL	\$	10,564.00	\$	12,650.20	\$	133.56	119.75%
LIBRARY OPERATIONS								
200-55-55113-202	PROFESSIONAL SERVICES	\$	1,000.00	\$	247.20	\$	752.80	24.72%
200-55-55113-204	MAINTENANCE CONTRACTS	\$	8,500.00	\$	7,431.14	\$	1,068.86	87.43%
200-55-55113-213	LIBRARY AUDIT	\$	800.00	\$	800.00	\$	-	100.00%
200-55-55113-220	UTILITIES	\$	6,500.00	\$	4,725.37	\$	1,774.63	72.70%
200-55-55113-310	OFFICE SUPPLIES	\$	13,700.00	\$	3,187.84	\$	10,512.16	23.27%
200-55-55113-312	OWLS MEMBERSHIP	\$	16,969.00	\$	16,969.00	\$	-	100.00%
200-55-55113-320	MEMBERSHIP & DUES	\$	500.00	\$	230.42	\$	269.58	46.08%
200-55-55113-340	BUILDING MAINT. SUPPLIES	\$	300.00	\$	12.79	\$	287.21	4.26%
200-55-55113-390	OTHER SUPPLIES/EXPENSES	\$	250.00	\$	75.21	\$	174.79	30.08%
200-55-55113-399	PROPERTY AND LIABILITY INSURANCE	\$	1,000.00	\$	1,000.00	\$	-	100.00%
	LIBRARY OPERATIONS TOTAL	\$	49,519.00	\$	34,678.97	\$	14,840.03	70.03%

LIBRARY PROGRAMS						
200-55-55114-380	PROGRAMS - ADULT	\$ 3,000.00	\$	1,879.32	\$ 1,120.68	62.64%
200-55-55114-381	PROGRAMS - TEENS	\$ 1,500.00	\$	707.76	\$ 792.24	47.18%
200-55-55114-382	PROGRAMS - CHILDREN'S	\$ 3,000.00	\$	2,299.26	\$ 700.74	76.64%
LIBRARY PROGRAMS TOTAL		\$ 7,500.00	\$	4,886.34	\$ 2,613.66	65.15%
LIBRARY MATERIALS						
200-55-55115-380	LIBRARY BOOKS - ADULT	\$ 13,000.00	\$	5,960.04	\$ 7,039.96	45.85%
200-55-55115-381	LIBRARY BOOKS - TEEN	\$ 9,000.00	\$	783.53	\$ 8,216.47	8.71%
200-55-55115-382	LIBRARY BOOKS - CHILDRENS	\$ 11,000.00	\$	3,603.29	\$ 7,396.71	32.76%
200-55-55115-390	LIBRARY BOOKS - ADULT LG PRINT	\$ 2,000.00	\$	784.81	\$ 1,215.19	39.24%
200-55-55115-399	LIBRARY BOOKS - MAG & NEWSPAPER	\$ 1,000.00	\$	675.44	\$ 324.56	67.54%
LIBRARY MATERIALS TOTAL		\$ 36,000.00	\$	11,807.11	\$ 24,192.89	32.80%
LIBRARY AUDIO VISUAL						
200-55-55116-380	LIBRARY A/V ADULT	\$ 1,700.00	\$	286.56	\$ 1,413.44	16.86%
200-55-55116-381	LIBRARY A/V TEEN	\$ -	\$	-	-	
200-55-55116-382	LIBRARY A/V CHILDRENS	\$ 900.00	\$	452.32	\$ 447.68	50.26%
200-55-55116-390	LIBRARY A/V E-BOOKS/ERESEARCH	\$ 2,211.00	\$	2,211.28	\$ (0.28)	100.01%
LIBRARY AUDIO VISUAL TOTAL		\$ 4,811.00	\$	2,950.16	\$ 1,860.84	61.32%
LIBRARY BUILDING MAINTENANCE						
100-55-55150-110	LIBRARY BLDG MAINT- PAYROLL	\$ 8,500.00	\$	-	\$ 8,500.00	0.00%
100-55-55150-111	LIBRARY BLDG MAINT- LONGEVITY	\$ 45.50	\$	-	\$ 45.50	0.00%
100-55-55150-120	LIBRARY BLDG MAINT- FICA	\$ 650.25	\$	-	\$ 650.25	0.00%
100-55-55150-135	LIBRARY BLDG MAINT- HEALTH INS WAIVER	\$ -	\$	-	-	
100-55-55150-170	LIBRARY BLDG MAINT- RETIREMENT	\$ 590.75	\$	-	\$ 590.75	0.00%
100-55-55150-202	LIBRARY BLDG MAINT-PROF SERV	\$ 530.00	\$	-	\$ 530.00	0.00%
100-55-55150-340	LIB BLDG MAINT - SUPPLIES	\$ 500.00	\$	-	\$ 500.00	0.00%
100-55-55150-390	LIB BLDG MAINT - OTHER	\$ 500.00	\$	-	\$ 500.00	0.00%
LIBRARY BUILDING MAINTENANCE TOTAL		\$ 11,316.50	\$	-	\$ 11,316.50	0.00%
LIBRARY DONATIONS EXPENSED						
200-55-55117-390	LIBRARY DONATIONS EXPENSED	\$ 3,000.00	\$	5,241.02	\$ (2,241.02)	174.70%
200-55-55117-399	LIBRARY DONATIONS MATERIALS	\$ 2,000.00	\$	79.99	\$ 1,920.01	4.00%

LIBRARY DONATIONS TOTAL	\$	5,000.00	\$	5,321.01	(321.01)	106.42%
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Hortonville Public Library			
Donations 2025		Intake 2025	
Intake Range	Donations	Fines, Book or Card Replacement	Copies & Faxes (Post-Tax)
12/29/2024- 01/11/2025	\$ -	\$ 13.00	\$ 36.86
01/12/2025- 01/25/2025	\$ -	\$ 25.25	\$ 52.35
01/26/2025- 02/08/2025	\$ -	\$ 5.99	\$ 29.53
02/09/2025- 02/22/2025	\$ -	\$ 17.00	\$ 52.68
02/23/2025- 03/08/2025	\$ -	\$ 17.45	\$ 58.83
03/09/2025- 03/22/2025	\$ -	\$ 35.00	\$ 38.51
03/23/2025-04/05/2025	\$ -	\$ 10.00	\$ 42.05
04/06/2025-04/19/2025	\$ -	\$ 44.90	\$ 71.11
04/20/2025-05/03/2025	\$ -	\$ -	\$ 64.02
05/04/2025- 05/17/2025	\$ 125.00	\$ 12.95	\$ 49.85
05/18/2025- 05/31/2025	\$ -	\$ -	\$ 30.95
06/01/2025- 06/14/2025	\$ -	\$ -	\$ 101.59
06/15/2025-06/28/2025		\$ 73.29	\$ 60.01
06/29/2025-07/12/2025	\$ -	\$ 59.00	\$ 35.44
07/13/2025-07/26/2025	\$ -	\$ 66.00	\$ 146.00
07/27/2025-08/09/2025	\$ -	\$ 29.00	\$ 63.31
08/10/2025-08/23/2025	\$ -	\$ 25.00	\$ 87.89
08/24/2025- 09/04/2025		\$ 26.00	\$ 64.02
Totals:	\$ 125.00	\$ 459.83	\$ 628.33

Fines & Fees Total:

\$

1,213.16

The Library Board and the Public Records Law

15

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

Responding to Requests

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

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

What Records must be Made Available for Viewing or Copying?

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

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

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

In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

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

Records Custodian Responsibilities

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

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

Personnel Records

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

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

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

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

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

Personal Information Practices Act

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

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

Can We Charge for Copying and Other Costs?

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

Records Retention

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

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

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

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

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

Penalties for Violations

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

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice at www.doj.state.wi.us/dls/open-government
- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o
- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806
- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

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

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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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	Creation + 5 years and destroy			114
028	Archival Accession / Deaccession Records and Processing Files	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	Permanent		May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement.	116; 117
Library System / Shared Automated System Records *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	Event + 10 years and destroy	Event is superseded.	The system board approves the plan and it must also be approved by DPI. Retention per Wis. Admin. Code ch. PI 6.06(4)(a).	119

RDA Number	Record Series Title	Series Description	PII (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	Event and destroy	<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	Event + 30 days and destroy confidential	<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	Event and destroy	<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.

[illegible]

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 FIS00001 (previously 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 ADM00001 (previously 900000002).
01/2017	032	Accounts Payable/Receivable	Superseded by FIS00020 (previously 900000021).
01/2017	033	Journal Entries/General Ledger	Superseded by FIS00020 (previously 900000021).
01/2017	034	Balance Sheet	Superseded by FIS00020 (previously 900000021).
01/2017	035	Deposit Slips and Cancelled Checks	Superseded by FIS00027 (previously 900000041).
01/2017	036	Invoices	Superseded by FIS00020 (previously 900000021).
01/2017	037	Purchase/Order Records	Superseded by PUR00010.
01/2017	038	Sales Records	Superseded by FIS00020 (previously 900000021).
01/2017	039	Cash Receipts	Superseded by FIS00020 (previously 900000021).
01/2017	040	Petty Cash Vouchers	Superseded by FIS00020 (previously 900000021).
01/2017	041	Bank Statements and Reconciliation	Superseded by FIS00020 (previously 900000021).
01/2017	043	State Tax Returns	Superseded by FIS00026 (previously 900000092).
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.
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.
01/2017	067	Staff Work Schedules	Superseded by ADM00005.

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	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.
01/2017	083	Electronic Equipment Inventory	Superseded by FIS00050 (previously 90000110).
01/2017	084	Web/Intranet Files	Superseded by IT000042.

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	085	Library/System Website	Superseded by IT0000042.
01/2017	086	Order Records	Superseded by FIS00020 (previously 900000021).
01/2017	099	Monthly ILL Transactions-Borrowing Statistics	Superseded by ADM000001.
01/2017	100	Monthly Statistics on Items Lent by Member Libraries	Superseded by ADM000001.
01/2017	105	Reference Statistics	Superseded by ADM000001.
01/2017	107	Publicity, Design, and Production Requests	Superseded by FIS00020 (previously 900000021).
01/2017	120	System Advisory Board Meeting Records	Superseded by ADM000025.
01/2017	127	Training and Workshop Records	Superseded by ADM000012.
01/2017	129	Registration Forms	Superseded by ADM000012.
01/2017	130	Workshop Statistics	Superseded by ADM000001.

Notification of General Records Schedule Adoption

Schedule Title: WI Public Libraries & Public Library Systems and Related Records Date: 09/15/2025

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: Hortonville Public Library

Address: 531 N. Nash St. Hortonville, WI 54944

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- ☒ Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- ☐ Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:
- _____
- _____
- ☐ Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:
- _____
- _____

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature <u>[Signature], Library Director</u>	Date Signed <u>09/15/2025</u>

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Hortonville Public Library

Confidentiality of Library Records Policy

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and/or staff assistance is an important principle of the Hortonville Public Library. This policy affirms the library's commitment to privacy, explains the information that the library collects, and alerts visitors to library facilities and users of remotely accessed library services of the privacy choices available to them.

Definition of Terms

- **Privacy** is the right to seek information through library resources without having the subject of interest known or examined by others
- **Confidentiality** exists when the library possesses personally identifiable information and keeps that information private on the patron's behalf
- **Personally Identifiable Information** is information such as name, library card number, e-mail or mailing address, telephone number, or any financial information relating to a patron and their accounts

Legal Protections and Exceptions

Wisconsin laws have strong protections in place to assist the library in keeping records confidential. In certain circumstances, library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law.

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. State Statute 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. By court order.

4. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library. In this instance, the library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
5. To persons acting within the scope of their duties in the administration of the library or library system.
6. To other libraries for interlibrary loan purposes in accordance with the standards set forth in Wisconsin Statute Sections 43.30(2) and (3).
7. To a qualifying third party¹ to assist with delinquent accounts. Under the provisions of the law, the library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and physical as well as mailing address (if different). The identifying information is retained, as long as the library user continues to use the library card. In most cases the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.
2. A library user's circulation record includes current identifying information, items currently checked out² or on hold, as well as overdue materials and fines
3. The library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:
 - a. Records of electronic access information such as a library card or guest pass number used to log into library public computers or search a library database
 - b. Records for interlibrary loan requests or reference services
 - c. Records needed to sign up for or participate in library classes and programs
 - d. Records for use of meeting rooms
 - e. Records for receiving emails and/or text messages about library services and programs

Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to library staff may be subject to open records requirements.

4. The library treats records as confidential in accordance with Wisconsin State Statute 43.30. The library will not collect or retain private and personally identifiable information

without the person's consent. If consent to provide personally identifiable information is given, the library will keep it confidential and will not sell, license, or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

Protecting a Patron Account

It is the responsibility of the patron to notify the library immediately if a library card is lost or stolen or if they believe someone is using the card or card number without permission. The library recommends these precautions:

- Log off systems after use
- Do not share your library card, user IDs, or passwords
- Select passwords which are easy to remember but difficult for others to guess by including a mixture of numbers, symbols, and/or upper and lowercase letters

Keeping Account Information Up-To-Date

A patron may access their personally identifiable information held by the library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. A patron may view or update their personal information in person or via telephone. The patron may be asked to provide some sort of verification or identification card to ensure verification of identity.

Parents and Children

For the protection of all patrons, parents may seek records of their minor child if the child is under the age of 16. If the patron is age 16 or older, Wisconsin State Statute 43.30 states, "records... indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed..." except under a narrow range of exceptions as described earlier in this policy.

Public Computer Use and the Library's Automation Systems

The library routinely and regularly purges information that may be linked to library users, such as information from web servers, mail servers, computer time management software, interlibrary loan requests, and other library information gathered or stored in electronic format.

The library system maintains the online catalog and a number of databases. The library system automatically collects and maintains statistical information about library users' visits to the library catalog and databases. This information is used for internal reporting purposes and individual users are not identified. Network traffic is monitored to identify unauthorized

attempts to upload or otherwise damage the web service. If a library user chooses to pay fines and fees via credit card, the credit card number is not stored in the user's library account; it is simply passed through to the payment processor.

Websites

The library's website may contain links to other sites including third party vendor sites. The library is not responsible for the privacy practices of other sites which may be different from the privacy practices described in this policy. The library encourages library users to become familiar with privacy policies of other sites visited, including linked sites. The library website does not collect personally identifying information from visitors to the website unless the patron requests a service via the library website. Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The library and the library system work with a variety of partners to provide e-content (e.g. e-books, e-audiobooks, and e-magazines) to users. Prior to checking out any of the library's e-content users should read the privacy policy of the company that is providing the service. For example, users who check out e-books from the Wisconsin Digital Library Consortium (most frequently used via the Libby app) for use on their Kindle (or via a Kindle app) will receive those e-books via Amazon. Amazon's privacy policy describes the kind of information that is collected and stored in connection with such transactions. However, all other e-book formats within the OverDrive collection do not collect this information.

Wireless Access

The library offers free wireless access (Wi-Fi) for library patrons to use with their own personal notebooks, laptops and other mobile devices. These access points are unsecured. A patron's use of this service is governed by the library's internet use policy. As with most public wireless access points, the library's wireless connection is not secure. Any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless access point. Use of the library's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services

Some patrons may choose to take advantage of hold and overdue notices via e-mail or text message, and similar services that send personally identifiable information related to library use via public communication networks. Patrons should also be aware that the library has limited ability to protect the privacy of this information once it is outside the library's control.

Illegal Activity Prohibited and Not Protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Code of Conduct, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement

Patrons with questions, concerns, or complaints about the handling of their personally identifiable information or this policy may file written comments with the Director. The Director is custodian of library records and is authorized to receive or comply with public records requests or inquiries from law enforcement officers. The library will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All library staff are trained to refer any law enforcement inquiries to the Director.

¹Qualifying third parties are:

- a collection agency

²Patron records show current checkouts. When an item is returned, it is removed from the patron's checkout list. However, patrons who sign up for the reading history service will have their checkout history saved instead of purged. The user has the option to turn off the service and delete his/her reading history at any time.

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