



Slinger Community Library Board of Trustees  
Village Community Room, located at 218 Slinger Rd  
Monday, August 14, 2023 at 4:30pm

## Agenda

### Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel  
David Waterman  
Beth Lighthizer

Jane Hignite  
Donna Moldenhauer

Kent Voll  
Katherine Tobey

- I. **Open for Public Comment** (Information will be received from the public; however, no action will be taken on such issues at this time.)
- II. **Director's Report**
  - A. Circulation and Library Use Statistics, – July 2023
  - B. Library Program Report: July 2023
  - C. 2023 Summer Learning Program highlights/statistics
- III. **New Business**
  - A. Review and Action
    - i. Fine Free for Youth & Young Adult materials
    - ii. Gather Room Policy update
    - iii. Minutes of July 10, 2023 meeting
    - iv. July Financial/Vouchers Report
    - v. September Library Board meeting
    - vi. CD "H" renewal at Forte Bank
- IV. **Old Business**
  - A. Review and Action
    - i. Capital Campaign Brainstorming Session update
- V. **Announcements**
  - A. Next Meeting Date: Monday, September 11, 2023 – 4:30 pm
- VI. **Adjourn Meeting**

The Slinger Community Library Board of Trustees is an informed and dedicated group of citizens, who are committed to supporting, developing, and advancing the library for the benefit of all our patrons, staff, and our community.

This agenda was posted at Slinger Village Hall and Slinger Community Library on Friday, August 11, 2023. Notice was posted at Community Park, Slinger Post Office, and Slinger Piggly Wiggly.

Upon reasonable notice, efforts will be made to accommodate person with disabilities requiring special accommodations for attendance at the meeting. For additional information and to request services, contact the Library Director at (262) 644-6171

It is possible that members of and possibly a quorum of members of other governmental bodies of the Village of Slinger may be in attendance at the above-noted meeting to gather information; no action will be taken by any other governmental body except by the governing body noticed above.

## Memo

To: Slinger Community Library Board of Trustees

From: Leslie Schultz, Library Director

Date: Friday, August 11, 2023

Re: Agenda for Monday, August 14, 2023

## II. DIRECTOR' S REPORT

### A. Circulation and Library Use Statistics-July 2023

\*Monthly statistics 2022 vs 2023\*

July total circulations, digital (Hoopla & Libby) and physical were 9,771 with physical circulations at 8,190 and digital at 1,581. Physical circulations decreased 5.8% (503 items) from July 2022. Digital circulations increased 27% (343 items) from July 2022. Patron count was 3,002 an increase of 6% (171 patrons) from July 2022.

### B. Library Program Report-July 2023

Please see attached July program reports.

The August 2<sup>nd</sup> Fill n Chill FOSL Fundraiser raised \$100.00

Please see the first seasonal SCL Chapters Newsletter

### C. Summer Learning Program highlights/Statistics

Over the six weeks of the "All Together Now" in Slinger Summer Learning Program (SLP) we offered 55 programs, with 1,300 patrons of all ages attending. We had 282 patrons register for the SLP. Those patrons completed 1,791 activities and read 30,000 minutes.

## III. NEW BUSINESS

### i. Fine Free for Youth and Young Adult materials

The Circulation Librarian will share the benefits on going fine free for youth and young adult materials.

Just a few notes:

- a. Kewaskum, Germantown, and West Bend are fine free for youth and young adult materials
- b. Fees for lost and damaged items will still be collected
- c. Total fine monies (overdues at \$.10 a day) collected from 2022 were \$2,365. Which is 0.63% of the total 2022 Operating Revenues.
- d. From January 1, 2023 to June 30, 2023 fine monies collected are \$1,478. The operating revenue projected for 2023 is \$385,522. Half way through the year, this is 0.39% of the operating revenue.

### ii. Gather Room Policy update

Just a few notes:

- A. Nothing from the original Gather Room Policy was removed
- B. Additions to the Gather Room Policy
  - a. Patron will need to fill out a program proposal/read policy/fill out application 2 weeks in advance of needing room (staffing needs/staff awareness of event/director approval)
  - b. Provide a sign-up before event to be aware not to exceed the room capacity
  - c. State on all promotional items in the community and on social media, "Held at but not sponsored by Slinger Community Library"
  - d. Gather Room is available for use from 9:30am to ½ hour before closing time.
  - e. Library director needs to approve or deny the reservation

v. September Library Board meeting

I will be taking a vacation from Saturday, September 2<sup>nd</sup> through Monday, September 11<sup>th</sup>. Can we reschedule the September Library Board meeting for Monday, September 18<sup>th</sup>? We will be focusing on the 2024 budget.

vi. CD "H" Renewal at Forte Bank

Please see the attached memo CD rates from Lisa Becker, Business Services Banker, at Forte Bank.

**IV. OLD BUSINESS**

i. Capital Campaign Brainstorming Session update

The brainstorming session for the Library's Capital Campaign was held on Monday, July 31<sup>st</sup>. Eight community members and village representatives were at this meeting. We discussed people and organizations to ask to interview or to send a survey, possible donors, and ideas for what the library should include to meet the needs of the Slinger community, schools, and businesses. All of the remarks from the meeting are being used to create four documents, still being edited by the group, listed below. We plan to meet again to finalize the documents.

- a. Initial Case Study (Why do we need the new library?)
- b. Participant spreadsheet which contains names/contact to be interviewed or given a survey
- c. Letter to Participate in an interview
- d. Questionnaire (questions to be asked at the interview)

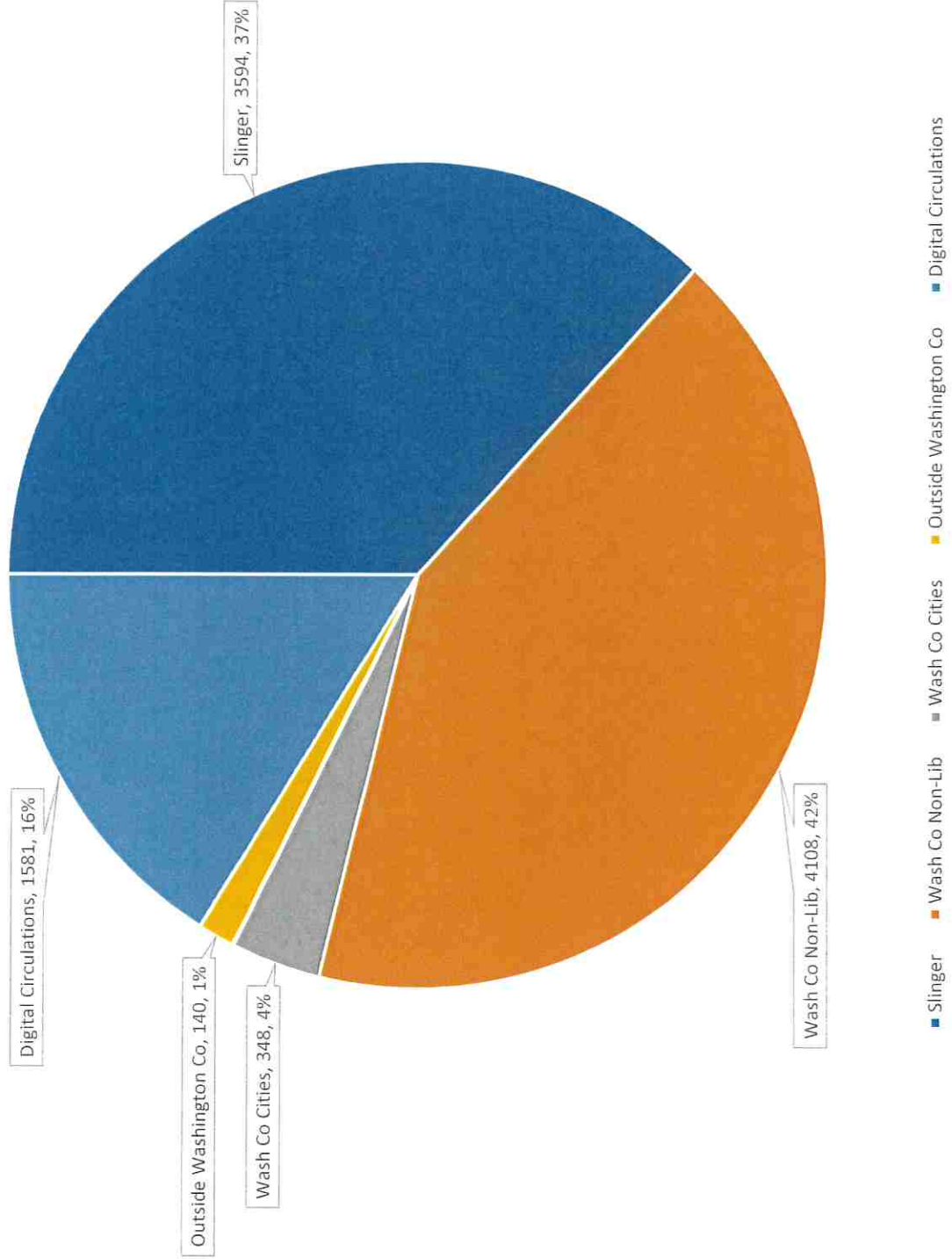
Please contact me with any questions, comments or concerns before the meeting so that I may be prepared to answer them at the library board meeting.

## July Slinger Library Statistics

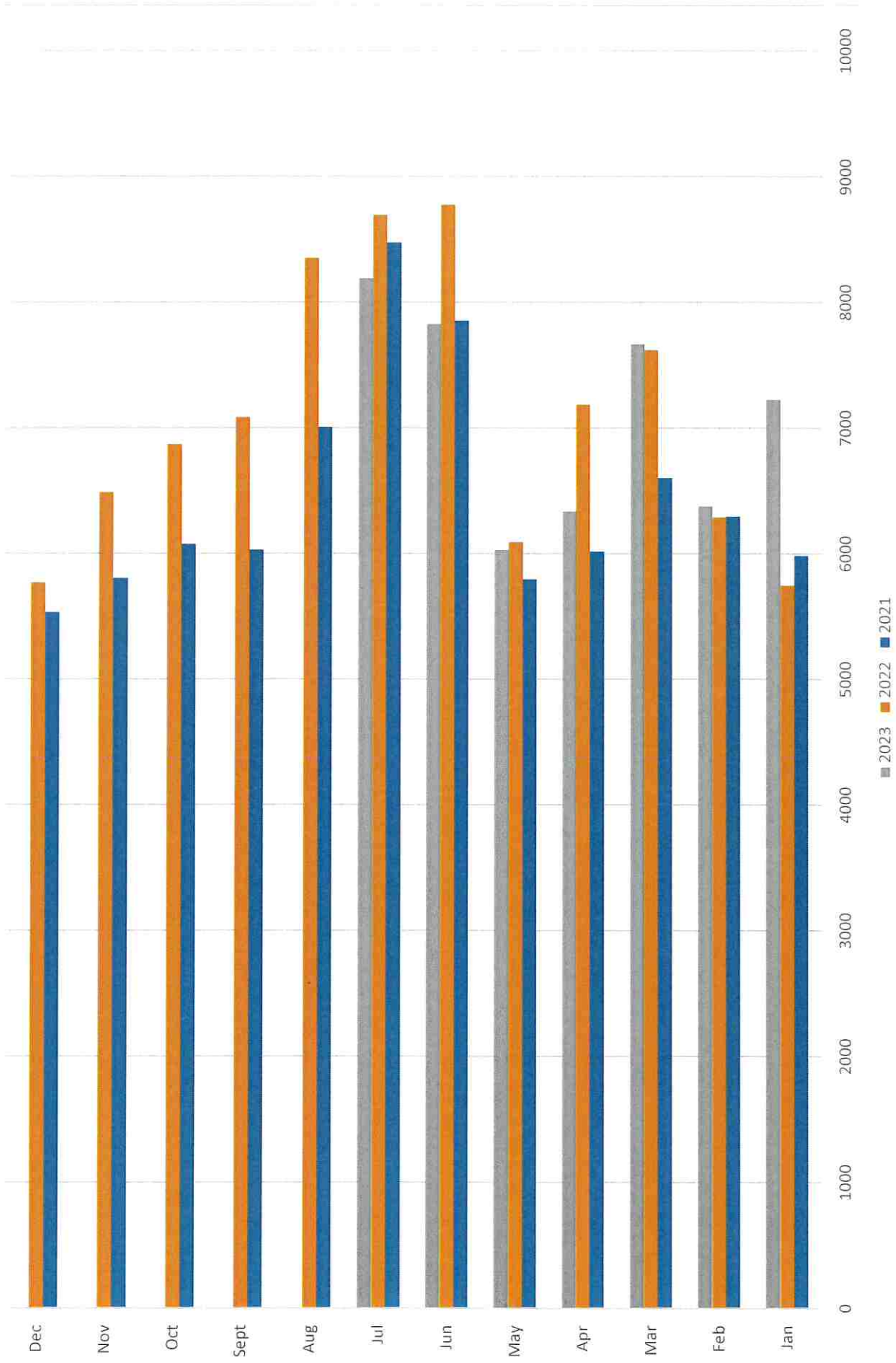
	2021	2022		2023	
<b>Circulation Activity</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Number of Days Open	295	24	293	25	174
Patron Count	22,700	2,831	26,121	3,002	17,060
New Cards Issued	232	33	371	53	253
<b>Physical</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Items Checked Out	77,481	8,693	84,970	8,190	49,669
Items Checked In	66,171	7,572	72,453	6,889	43,147
Holdings Placed	21,401	1,600	21,046	1,777	13,028
Library of Things Check Outs (LOT)	NA	NA	NA	269	1,073
<b>Digital</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Libby & Overdrive Checkouts	14,147	1,114	13,615	1,355	9,556
Hoopla	371	124	1,587	226	1,364
<b>Databases</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
AtoZ Databases Logins	8,061	91	2,340	76	833
Ancestry.com Logins	1,056	35	352	7	137
Universal Classes (thru Libby)	17	6	54	NA	NA
Pronunciator Logins (Expired for 2023)	199	0	28	NA	NA
<b>Breakdown of Check Out Numbers</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Slinger	33,248	3,637	34,942	3,594	20,316
Wash Co Non Lib	38,927	4,428	43,413	4,108	25,902
Wash Co Cities	3,996	422	4,973	348	2,376
Outside Wash Co	1,267	206	1,639	140	1,065
<b>Total Circulation Digital &amp; Physical</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
	91,903	9,931	100,205	9,771	60,579
<b>Interlibrary Loan Activity-WISCAT</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Borrower - Requests from SL Patrons	80	18	97	11	81
Lender - Requests from other libraries	27	2	35	6	27
<b>Library Programming</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
<b>Adult/Other Programs</b>	47	7	79	11	48
Adult Program Attendance	326	66	710	92	450
Adult Self Directed Programs	15	0	2	0	2
Adult Self Directed Participation	306	0	159	0	195
<b>Teen Programs</b>	21	6	50	3	30
Teen Program Attendance	196	27	322	3	161
Teen Self Directed Programs	11	0	1	0	0
Teen Self Directed Attendance	136	0	54	0	0
<b>Childrens Programs</b>	79	15	163	17	135
Childrens Programs Attendance	1,770	275	2,993	433	2,493
Childrens Self Directed Programs	51	3	84	7	81
Childrens Self Directed Attendance	1,777	42	1,407	120	1,228
<b>Other Library Services Offered</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Wifi Logins	4,827	625	5,928	694	4,596
Internet Logins	662	85	926	96	610
PAC Logins	18,522	1,619	18,497	1,663	10,926
<b>Other Library Statistics</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Community Meetings	14	2	31	4	25
Community Meetings Attendance	133	13	307	24	258
Facebook Reach	25,863	3,402	45,210	3,145	37,035
Website Visits	50,394	5,207	61,575	23,948	72,935
Number of Volunteers	23	3	28	6	23
Volunteer Hours	26.00	1.50	40.50	12.00	38.00
<b>Reference Statistics</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Reference Questions	1,091	71	856	235	1,356
Computer & Technology Assistance	260	27	252	47	312



July Total Circulations 9,771  
Physical 8,190 & Digital 1,581



3 year Bar Graph



### Preschool Story Times

Date	Program	Count
7/5	Lil Bookworms (Slinger PD)	47
7/6	Little Hearts (July 4 <sup>th</sup> )	13
7/12	Lil Bookworms (Owls)	34
7/13	Little Hearts (Ocean)	15
7/19	Lil Bookworms (Trains)	37
7/26	Lil Bookworms (Food)	35
7/25	Little Hearts (Jungle)	13
7/28	Little Hearts 3K Visit	10
	<b>Total Programs</b>	<b>8</b>
	<b>Total Count</b>	<b>204</b>

### Preschool Crafts

Date	Program	Count
7/5	Lil Bookworms (Police Officer Hat)	23
7/6	Little Hearts (Firework Forkprints)	11
7/12	Lil Bookworms (Cupcake Liner Owls)	21
7/13	Little Hearts (Ocean in a Jar)	13
7/19	Lil Bookworms (Paint a Train)	22
7/26	Lil Bookworms (Decorate Ney's Cookie)	19
7/27	Little Hearts (Pipe Cleaner/Bead Snake)	11
	<b>Total Programs</b>	<b>7</b>
	<b>Total Count</b>	<b>120</b>

### Elementary Programs

Date	Program	Count
7/6	St. Peter's (4-H Program)	16
7/6	Kids' Klub (Baking All Together Now)	50
7/13	St. Peter's (Oceans)	24
7/13	Kids' Klub (Give a Hoot – Marsh Haven)	19
7/20	Kids' Klub (Schleisingerville to Slinger Museum Scavenger Hunt; 2 sessions)	46
7/27	St. Peter's (4-H Program)	22
7/27	Kids' Klub (Slinger Taste Test)	28
7/42	Kool Kids (Scratch Off Art)	24
	<b>Total Programs</b>	<b>8</b>
	<b>Total Count</b>	<b>229</b>

### Teen Programs

Date	Program	Count
7/11	Totally Teens (Look Whooo's Crafting)	3
7/18	Totally Teens (Schleisingerville to Slinger Museum Scavenger Hunt)	Cancelled
7/25	Totally Teens (Slinger Taste Test)	0
	<b>Total Programs</b>	<b>3</b>
	<b>Total Count</b>	<b>3</b>

### Adult Programs

Date	Program	Count
7/8	Crafternoon @ the Library (Summer Vibes)	15
7/10	Devouring Book Cookbook Club	8
7/10	Monday Movie Matinee (Doctor Dolittle)	1
7/17	Monday Afternoon Book Club	6
7/18	Pints & Pages Book Club	8
7/18	Slinger Trivia Night	cancelled
7/26	Taste of Town 9 Tap	21
7/3	Senior Outreach – SV#1-Katryln	8
7/10	Senior Outreach – SV#4-Lori	12
7/17	Senior Outreach – SV#3-Abby	7
7/24	Senior Outreach – SV#2-Carrie	6
	<b>Total Programs</b>	<b>11</b>
	<b>Total Count</b>	<b>92</b>

### Family Programs/Other

Date	Program	Count
7/22	SLP Closing Party (Milwaukee Steve)	48
	<b>Total Programs</b>	<b>1</b>
	<b>Total Count</b>	<b>48</b>

### Volunteers

Date	Program	Count
7/5	Lil Bookworm Volunteers	2
7/12	Lil Bookworm Volunteers	2
7/22	Closing Party Volunteers	2
	<b>Total Count</b>	<b>6</b>

### Grand Totals

<b>Total Programs</b>	<b>38</b>
<b>Total Passive Programs</b>	<b>0</b>
<b>Total Count</b>	<b>702</b>



**Slinger Community Library  
COMMUNITY ROOM POLICY**

## **I. INTRODUCTION**

The Slinger Community Library provides space for meetings and programs of an informational, educational, cultural or civic nature. The Slinger Community Library subscribes to the principles set forth in the American Library Association Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use". Use of library's meeting room does not in any way constitute library endorsement of the activities, purposes or viewpoints expressed by the groups and the individuals involved.

Meetings held in the library are considered public meetings open to all who wish to attend subject to fire and occupancy codes. Use of the meeting rooms must be in compliance with the Americans with Disabilities Act (ADA). Individuals, groups and organizations using the meeting rooms must fulfill their obligations listed in the policy. Failure to abide by the Slinger Community Library's Community Room policy may result in cancellation of, or refusal to allow, future reservations.

The capacity of the Community Room is as follows per fire code: 66 people

The Community Room is available for groups, individuals or organizations to conduct programs, meetings, seminars, study groups, planning sessions, training and related activities. The Responsible Party must be at least 18 years of age to reserve the community room. Groups and organizations whose primary members are under the age of eighteen (18) must be accompanied by at least one adult supervisor (someone over the age of eighteen) per FIVE (5) people under the age of twelve. People using the meeting rooms should keep in mind that the library is a public facility and as such behavior that is disruptive to regular operations of the library or which could possibly be dangerous to library users or meeting room users will not be tolerated. Individuals, groups and organizations may be asked to vacate the premises immediately if it is deemed that behavior is either disruptive or dangerous. Future meeting room usage could be suspended for a minimum of six months if behavior leads to eviction.

Permission to use the community room will be denied to an organization and/or meeting whose purpose is illegal or whose activity does not have the sponsorship of a legally responsible adult registered for community room use with the library.

The Library Director has the authority to issue reasonable meeting room rules and to revoke permission for use of the community room if the policy or these rules are not followed.

### **Allowed use examples (not inclusive):**

1. Club events (Investments, soccer, Veterans, youth, etc)
2. Meetings, (business, not-for-profits, unions, associations, political parties, Government agencies.) Not-for-profit organizations may collect dues, fees, or event charges.
3. Home-school classes, meetings, events (class and event fees ok)
4. Political meetings, candidate forums, legislator "listening sessions"
5. Legal negotiations, proceedings, conflict resolutions
6. Tutoring (fee of free)
7. Individuals (formal or informal groups) studying, reading, talking
8. Fundraising events for not-for-profit organizations

**Prohibited uses (not inclusive)**

1. Commercial events, including educational classes or seminars, which charge a fee
2. Commercial events where products, services, or memberships are advertised, solicited, or sold. (Library sponsored or co-sponsored performers/speakers may sell merchandise related to their performance/topic.)
3. Gambling, in any form. (Friends of the Slinger Library sponsored Casino Night is exempt)
4. Purely social events (parties, receptions, showers, ect)
5. Any event that is disruptive of normal Library operations or services.

**II. REGULATIONS**

1. The rooms are reserved on a first come, first serve basis. Activities sponsored by the Slinger Community Library have priority for scheduling the use of the community room. Activities sponsored by the Friends of the Slinger Library and official Village of Slinger governmental and programming needs follow in the priority for scheduling. Unexpected community needs and emergency situations may force cancellations of previously approved community room usage by others.
2. The Community room is available from opening time until 30 minutes before closing time. Events must end (and clean-up be completed by user) 30 minutes before closing to provide for orderly closing of the Library.
3. Except in emergencies, the library staff will not accept calls or relay messages to people attending any meeting the Community Room.
4. Groups or individuals using the Community Room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, or approved by the library, unless permission to do so has been given in advance by the Library Director or Circulation Librarian.
5. No group or organization may use the library's address as their own and the library will not advertise at the library or on our website for programs.
6. Groups or individuals using the Community Room shall be responsible, jointly and separately, for reasonable care of the room and its furnishings and equipment and shall be left in the original placement/condition it was found. Nothing may be taped, hung, tacked, to any walls, windows, doors, furnishings, tables, or any other Library surface or object.
7. For any damage caused or inflicted by an organization, its members, affiliated persons, guests, invitees to Community Room or equipment, a minimum of \$25.00 fee will be charged.
8. The Library reserves the right to monitor all meetings held on its premises.
9. Meeting rooms may be reserved up to three months in advance. No person or organization may make excessive use or habitual cancellation of the Community Room. Excessive use/habitual cancellation will be determined by Library Director or Circulation Librarian.
10. Regular meetings/events may be scheduled on a continuing basis with approval of Circulation Librarian (who will judge the request against potential future meeting room needs). It is the responsibility of the organization to make the reservation. Staff cannot anticipate the need for the use of the Community Room by any organization.
11. If an event is cancelled, the meeting room user shall contact Library staff as soon as reasonably possible. Failure to do so may result in suspension of meeting privileges.
12. Safety measures must be adhered to. Fire exit doors shall not be blocked in any way and attendance may not exceed the posted room capacity of 66 people.
13. No furniture may be moved in or out of the Community Room.
14. Library staff will not provide assistance in setting up or taking down of community room nor provide assistance with setting up personal presentation/performance equipment.

15. Light refreshments may be served in the Community Room. Use of Slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other heat sources is prohibited. No food or drink may be taken from the Community Room. ALCOHOLIC BEVERAGES and SMOKING ARE NOT PERMITTED ANY WHERE IN THE LIBRARY. Permission must be granted from the library director or library board to serve alcohol on library property, and proper licensure must be attained.

16. No storage space will be provided. All items brought in must be removed or properly disposed of by the end of the Community Room use reserved time. The Library shall not be responsible for any material used in or left in the Community room. The Library shall not be responsible for any personal property loss or damage.

17. Individuals and groups that would like to use equipment are responsible for letting library staff know in advance what their needs may be, and must meet with library staff prior to the usage date for any necessary training. Users are responsible for any damages to library equipment.

Equipment available in the community: sound system with a microphone, dvd/blu ray player, CD player, projector and screen, and big screen TV. Use of our equipment requires you to provide your own laptop.

18. Individuals and groups that will need equipment during their meeting are responsible for bringing their own computers and necessary connections and equipment. The library will not provide computers.

**III. DISCLAIMER**

1. It is understood that the Village of Slinger and Slinger Community Library assume no responsibility, what-so-ever, for any property placed in the Library in connection with a meeting, exhibit or display, and that the Village of Slinger and the Slinger Community Library are hereby expressly released and discharged from any and all liability for any loss or injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.

2. The fact that a group is permitted to use the Community Room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

---

Community Room use requester name \_\_\_\_\_

Organizational Purpose \_\_\_\_\_

Date requested \_\_\_\_\_ Time requested \_\_\_\_\_ Number of People attending \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Approved requests may be revoked or cancelled at any time if the reserved room is needed for Library purposes or the request can no longer be honored due to weather/hours of operation/other unforeseen circumstances.**

<p><b>STAFF USE ONLY:</b></p> <p>Date request received _____</p> <p>Approved/Denied _____</p> <p>Reason for denial _____</p> <p>_____</p> <p>Date/Initials _____</p>
--

**Slinger Community Library**  
**GATHER ROOM POLICY**

## **I. INTRODUCTION**

The Slinger Community Library provides space for meetings and programs of an informational, educational, cultural or civic nature. The Slinger Community Library subscribes to the principles set forth in the American Library Association Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use". Use of library's meeting room does not in any way constitute library endorsement of the activities, purposes or viewpoints expressed by the groups and the individuals involved.

Meetings held in the library are considered public meetings open to all who wish to attend subject to fire and occupancy codes. Use of the meeting rooms must be in compliance with the Americans with Disabilities Act (ADA). Individuals, groups and organizations using the meeting rooms must fulfill their obligations listed in the policy. Failure to abide by the Slinger Community Library's Gather Room policy may result in cancellation of, or refusal to allow, future reservations.

The capacity of the Gather Room is as follows per fire code: **66 people**

The Gather Room is available for groups, individuals or organizations to conduct programs, meetings, seminars, study groups, planning sessions, training and related activities. The Responsible Party must be at least 18 years of age to reserve the Gather Room. Groups and organizations whose primary members are under the age of eighteen (18) must be accompanied by at least one adult supervisor (someone over the age of eighteen) per FIVE (5) people under the age of twelve. People using the meeting rooms should keep in mind that the library is a public facility and as such behavior that is disruptive to regular operations of the library or which could possibly be dangerous to library users or meeting room users will not be tolerated. Individuals, groups and organizations may be asked to vacate the premises immediately if it is deemed that behavior is either disruptive or dangerous. Future meeting room usage could be suspended for a minimum of six months if behavior leads to eviction.

## **II. REQUIRED DOCUMENTS**

**In order to book Gather Room space submit a program proposal request form.  
Please submit form 2 weeks prior to your requested event.**

All Gather Room meeting requests/program proposals will be approved or denied by the library director. Once all required documents are turned in you will be notified by the library director with an approval or denial. At that time, you will then be scheduled on the Gather Room calendar.

Permission to use the Gather Room will be denied to an organization and/or meeting whose purpose is illegal or whose activity does not have the sponsorship of a legally responsible adult registered for Gather Room use with the library.

The Library Director has the authority to issue reasonable meeting room rules and to revoke permission for use of the Gather Room if the policy or these rules are not followed.

**Allowed use examples (not inclusive):**

1. Club events (Investments, soccer, Veterans, youth, etc)
2. Meetings, (business, not-for-profits, unions, associations, political parties, Government agencies.)
3. Home-school classes, meetings, events (class and event fees ok)
4. Political meetings, candidate forums, legislator "listening sessions"
5. Legal negotiations, proceedings, conflict resolutions
6. Tutoring (fee of free)
7. Individuals (formal or informal groups) studying, reading, talking
8. Fundraising events for not-for-profit organizations
9. Non-profit organizations may collect dues, fees, or event charges.

**Prohibited uses (not inclusive)**

1. Commercial events, including educational classes or seminars, which charge a fee
2. Commercial events where products, services, or memberships are advertised, solicited, or sold. (Library sponsored or co-sponsored performers/speakers may sell merchandise related to their performance/topic.)
3. Gambling, in any form. (Friends of the Slinger Library sponsored Casino Night is exempt)
4. Purely social events (parties, receptions, showers, etc)
5. Any event that is disruptive of normal Library operations or services.

**III. REGULATIONS**

1. The rooms are reserved on a first come, first serve basis. Activities sponsored by the Slinger Community Library have priority for scheduling the use of the Gather Room. Activities sponsored by the Friends of the Slinger Library and official Village of Slinger governmental and programming needs follow in the priority for scheduling. Unexpected community needs and emergency situations may force cancellations of previously approved Gather Room usage by others.
2. The Gather Room is available from 9:30 am until 30 minutes before closing time. Events must end and clean up completed 30 minutes before closing to provide for orderly closing of the Library.
3. Except in emergencies, the library staff will not accept calls or relay messages to people attending any meeting in the Gather Room.
4. Groups or individuals using the Gather Room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, or approved by the library, unless permission to do so has been given in advance by the Library Director or Circulation Librarian. Please put **"Held at but not sponsored by Slinger Community Library"** on all flyers, advertisements and social media postings.
5. No group or organization may use the library's address as their own and the library will not advertise at the library or on our website for programs.

6. Groups or individuals using the Gather Room shall be responsible, jointly and separately, for reasonable care of the room and its furnishings and equipment and shall be left in the original placement/condition it was found. Nothing may be taped, hung, tacked, to any walls, windows, doors, furnishings, tables, or any other Library surface or object.
7. For any damage caused or inflicted by an organization, its members, affiliated persons, guests, invitees to Gather Room or equipment, a minimum of \$25.00 fee will be charged.
8. The Library reserves the right to monitor all meetings held on its premises.
9. Meeting rooms may be reserved up to three months in advance. No person or organization may make excessive use or habitual cancellation of the Gather Room. Excessive use/habitual cancellation will be determined by Library Director or Circulation Librarian.
10. Regular meetings/events may be scheduled on a continuing basis with approval by Circulation Librarian (who will judge the request against potential future meeting room needs). It is the responsibility of the organization to make the reservation. Staff cannot anticipate the need for the use of the Gather Room by any organization.
11. If an event is cancelled, the meeting room user shall contact Library staff as soon as reasonably possible. Failure to do so may result in suspension of meeting privileges.
12. Safety measures must be adhered to. Fire exit doors shall not be blocked in any way and attendance may not exceed the posted room capacity of 66 people.
13. Please provide a sign-up sheet for attendees before meeting occurs to limit capacity to safety standards of 66 people.
14. No furniture may be moved in or out of the Gather Room.
15. Library staff will not provide assistance in setting up or taking down of the tables and chairs in the Gather Room.
16. Light refreshments may be served in the Gather Room. Use of Slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other heat sources is prohibited. ALCOHOLIC BEVERAGES and SMOKING ARE NOT PERMITTED ANY WHERE IN THE LIBRARY. Permission must be granted from the library director or library board to serve alcohol on library property, and proper licensure must be attained.
17. No storage space will be provided. All items brought in must be removed or properly disposed of by the end of the Gather Room use reserved time. The Library shall not be responsible for any material used in or left in the Gather Room. The Library shall not be responsible for any personal property loss or damage.



18. Individuals and groups that would like to use equipment are responsible for letting library staff know in advance what their needs may be, and must meet with library staff prior to the usage date for any necessary training. Users are responsible for any damages to library equipment.

Equipment available in the Gather Room: *sound system with microphone, dvd/blu ray player, CD player, projector and screen, big screen TV and HDMI cable. Any other cables needed are your responsibility. You are welcome to bring your own laptop or the library has laptops for check out.*

19. Individuals and groups that will need equipment not listed above during their meeting are responsible for providing any other necessary connections and equipment. Library staff will not provide assistance with setting up personal presentation/performance equipment.

#### **IV. DISCLAIMER**

1. It is understood that the Village of Slinger and Slinger Community Library assume no responsibility, what-so-ever, for any property placed in the Library in connection with a meeting, exhibit or display, and that the Village of Slinger and the Slinger Community Library are hereby expressly released and discharged from any and all liability for any loss or injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.

2. The fact that a group is permitted to use the Gather Room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

**Please fill out Gather Room Application**

# Slinger Community Library

## Gather Room Application

\_\_\_\_\_ I have read the Gather Room Policy and agree to the terms for use.

\_\_\_\_\_ I understand approved requests may be revoked or cancelled at any time if the reserved room is needed for Library purposes or the request can no longer be honored due to weather/hours of operation/other unforeseen circumstances.

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organizational Purpose \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

### STAFF USE ONLY:

Date Request Received: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for

Denial: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**Slinger Community Library**  
**Program Proposal Request**

***Please submit paperwork a minimum of 2 weeks prior to your requested event***

All Gather Room meeting requests/program proposals will be approved or denied by the library director. Once all required documents are turned in you will be notified by the library director with an approval or denial. At that time you will then be scheduled on the Gather Room calendar.

The Gather Room is available based on library hours and library needs first. You may apply for a time during these days and hours:

*Monday - Thursday 9:30 am - 6:30 pm*

*Friday 9:30 am - 4:30 pm*

*Saturday 9:30 am - 11:30 am*

Name:
Organization Name:
Phone:
Email:
Title of Program:
Date of Program:
Time of Program:
Please describe the program and your objectives:
Who is your intended audience:
What equipment will the program require: <i>(refer to Gather Room Policy for full equipment available)</i>

\_\_\_\_\_ All promotional materials, physical and digital will include: **"Held at but not sponsored by Slinger Community Library"**

\_\_\_\_\_ I must provide a sign-up before event to stay within the safety standards of the room. Capacity 66.

Please review the Gather Room Policy for full details.

Please contact Library Director or Circulation Librarian for further questions. 262-644-6171

Thank you!

July minutes of the Slinger Community Library Board  
Monday, July 10, 2023

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Marlyss Thiel at 218 Slinger Road, Slinger, WI at 4:30pm on July 10, 2023 in accordance with Notice of Meeting delivered to members on July 7, 2023.

**Roll Call and Confirmation of Open Meetings Law:**

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer	X	
David Waterman	X	
Jane Hignite	X	
Beth Lighthizer	X	
Katherine Tobey	X	
Kent Voll	X	
	<hr/>	
	7	

Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

Scott Stortz, Village President

**I. Open for Public Comment**

No public comments were presented.

**II. Director's Report**

A. Circulation and Library Use Statistics-June 2023

Director Schultz stated June total circulations, digital (Hoopla & Libby) and physical were 9,441 with physical circulations at 7,829 and digital at 1,393. Physical circulations decreased 10.8% (945 items) from June 2022. Digital circulations increased 27% (345 items) from June 2022. Patron count was 3,196 an increase of 6.4% (192 patrons) from June 2022.

B. Library Program Report-June 2023

Director Schultz shared the June program report. Director Schultz also shared current Summer Learning Program statistics.

C. Staffing Update

Director Schultz stated the circulation clerk's last day will be August 3<sup>rd</sup> and the Cataloger's last day will be September 1<sup>st</sup>. Director Schultz stated a promotion from within for the catalog position interviews were occurring last week and this week for the circulation clerk position.

D. Future Fundraising/Outreach events/dates

Director Schultz stated future FOSL fundraising dates, future library event dates, and future outreach dates.

**E. Hoopla Update**

Director Schultz stated the need to reduce Hoopla checkouts to 4 per patron, currently at 5 per patron, due to budget constraints.

**III. New Business**

**i. Minutes of June 19, 2023 meeting**

Motion by Tobey/Voll to accept minutes as presented. Motion carried.

**ii. June Financial/Vouchers Reports**

Motion by Lighthizer/Waterman to accept vouchers as presented. Motion carried.

**iii. FOSL Donation**

Motion by Tobey/Lighthizer to approve the \$25,000 donation from Friends of Slinger Library, Inc be placed in a 15-month CD at 4.5% with Forte Bank. Motion carried.

**V. Announcements:**

A. Next Meeting Date: Monday, July 10, 2023 at 4:30pm

**VI. Adjourn Meeting**

Motion by Moldenhauer/Voll to adjourn at 5:09pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS JULY 2023
--------------------

**230-00-55110-300-000 Processing Materials Supplies & Expense**

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$826.92	\$2,000.00
7/31/2023	amazon	LOT Bags-storage	\$ 19.94		\$806.98	
7/31/2023	DEMCO	processing supplies	\$ 127.86		\$679.12	
7/31/2023	Walmart	Canopy weight storage/cart	\$ 52.97		\$626.15	68.69%
			\$200.77			

**230-00-55110-310-000 Central Services**

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$27,799.00	
7/31/2023	Village of Slinger		\$27,799.00			
		TOTAL SPENT	\$27,799.00		\$0.00	100%

**230-00-55110-320-000 Programs**

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$2,619.00	\$4,650.00
7/31/2023	Kathleen Barbian	JUL AD Program supplies	\$48.46		\$2,570.54	
7/31/2023	Amazon	JUN AD Program supplies	\$93.97		\$2,476.57	
7/31/2023	Dollar Tree	JUN AD Program supplies	\$7.91		\$2,468.66	
7/31/2023	Slinger Historical Museum	SLP Bash Night Prize	\$20.00		\$2,448.66	
7/31/2023	Ney's Meats & Sweets	AD SLP Program Prize	\$50.00		\$2,398.66	
7/31/2023	Pick n Save	SLP Program-LB	\$5.89		\$2,392.77	
7/31/2023	Fill N Chill	SLP Program prize-TN	\$25.00		\$2,367.77	
7/31/2023	Sippie Hippie	SLP Program prize-TN	\$25.00		\$2,342.77	
7/31/2023	The Rookery	SLP Program prize-TN	\$46.96		\$2,295.81	
7/31/2023	Amazon	supplies for SLP coupons	\$23.25		\$2,272.56	51.10%
		TOTAL SPENT	\$346.44			

**230-00-55110-325-000 Marketing**

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$1,221.32	\$2,000.00
7/31/2023	signupgenius	program sign-up software-yearly	\$ 107.89		\$1,113.43	44.30%
		TOTAL SPENT	\$107.89			

**230-00-55110-330-000 Training**

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					(\$190.04)	\$2,000.00
7/31/2023	Pizanos in Chicago	WLA Conference Food-LS	\$ 30.23		(\$220.27)	
7/31/2023	SAVOR-McCormick Place	WLA Conference Food-LS	\$ 23.75		(\$244.02)	
7/31/2023	SAVOR-McCormick Place	WLA Conference Food-LS	\$ 16.00		(\$260.02)	
7/31/2023	SAVOR-McCormick Place	WLA Conference Food-LS	\$ 17.50		(\$277.52)	
7/31/2023	Vending Machine-McCormick Pla	WLA Conference Food-HC	\$ 4.10		(\$281.62)	
7/31/2023	McCormick Center Parking	WLA Conference Parking-HC	\$ 25.00		(\$306.62)	
7/31/2023	SAVOR-McCormick Place	WLA Conference Food-HC	\$ 18.00		(\$324.62)	
7/31/2023	SAVOR-McCormick Place	WLA Conference Food-HC	\$ 5.00		(\$329.62)	
7/31/2023	Ken Kee Restaurant	WLA Conference Food-LS	\$ 15.75		(\$345.37)	
7/31/2023	Hanna Collins	Play, Make, STEM Conference in Madison	\$ 95.63		(\$441.00)	122.05%
		TOTAL SPENT	\$250.96			



**VOUCHERS JULY 2023**

**230-00-55110-350-000 Repair and Maintenance**

Date	Description	Invoice #	Debit	Balance	% of Budget
7/31/2023				\$895.04	\$1,000.00
		<b>TOTAL SPENT</b>	\$0.00		10.50%

**230-00-55110-530-000 Central Site Services-Building**

Date	Description	Invoice #	Debit	Balance	% of Budget
7/31/2023	Village of Slinger		\$41,793.00	\$41,793.00	
		<b>TOTAL SPENT</b>	\$41,793.00	\$0.00	100%

**230-00-55110-726-000 Contracted Services Payments**

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
7/31/2023					(\$626.47)	\$12,280.67
		<b>TOTAL SPENT</b>	\$0.00			105%

**230-00-55110-800-000 - Library Capital Outlay/Collections**

Date	Description	Invoice #	Debit	Balance	% of Budget
7/31/2023	Ingram	CH & AD Print	\$893.75	\$12,075.72	\$27,269.00
7/31/2023	Amazon	DVDs, video games, music	\$489.81	\$11,181.97	
7/31/2023	LOT items-Amazon	LOT-replacement piece	\$8.95	\$10,683.21	
7/31/2023	Attraction Passes	MKE Zoo	\$1,000.00	\$9,683.21	64.49%
		<b>TOTAL SPENT</b>	\$ 2,392.51		

**230-00-55110-830-000 Technology**

Date	Description	Invoice #	Debit	Balance	% of Budget
7/31/2023				\$3,961.92	\$4,465.00
		<b>TOTAL SPENT</b>	\$0.00		11.30%

**230-00-55110-101-000 Salary/Wages 5/1/2022-5/31/2022**

Date	Description	YTD Actual	Budget	% of Budget
7/31/2023	Library Department Head Salary	\$37,540.00	\$65,561.60	57.3%
7/31/2023	P/T Wages (w/benefits)	\$46,975.23	\$89,132.16	52.7%
7/31/2023	P/T Wages	\$29,203.32	\$56,674.80	51.5%
		<b>\$113,718.55</b>	<b>\$ 211,368.56</b>	<b>53.8%</b>

**Slinger Community Library CDs**

**Certificate B** - held at Associated Bank in Slinger - Acct #290811\*\*\*\*  
18-month CD renewed on 9/18/2019  
Balance as of 3/18/21: \$14,375.22  
Interest Rate: .26%  
Maturity Date: March 18, 2021  
Account CLOSED on 3/18/21

**Certificate C** - held at Forte Bank - Acct#2155\*\*\*\*\*  
12-month CD renewed on 4/14/2021  
Balance as of 4/14/2022: \$11,867.26  
Interest Rate: .20%  
Maturity Date: April 14, 2023  
Account CLOSED on 11/30/22

**Certificate E** - held at Forte Bank -  
12-month CD opened on 4/14/2021  
Balance as of 4/14/2022: \$14,403.99  
Interest Rate: .20%  
Maturity Date: April 14, 2023  
Account CLOSED on 11/30/22

**Certificate H** - held at Forte Bank  
9-month CD opened on 11/30/2022  
Balance as of 11/30/2022: \$26,279.11  
Interest Rate: 2.00%  
Maturity Date: August 31, 2023  
**Total: \$26,279.11**

**Certificate J** - held at Forte Bank  
21-month CD opened on 11/30/2022  
Balance as of 11/30/2022: \$100,000  
Interest Rate: 4.00%  
Maturity Date: August 31, 2024  
**Total: \$100,000.00**

**Certificate M** - held at Forte Bank  
21-month CD opened on 3/20/2023  
Balance as of 3/20/2023: \$29,000  
Interest Rate: 4.30%  
Maturity Date: December 20, 2024  
**Total: \$29,000.00**

**Certificate N** - held at Forte Bank  
15-month CD opened on 7/14/2023  
Balance as of 7/14/2023: \$25,000  
Interest Rate: 4.50%  
Maturity Date: October 14, 2024  
**Total: \$25,000.00**

updated 7/19/2023

## **2023 Library Accounts**

**Building & Offset Reserves** -(Money Market Acct @ Associated Bank)  
Capital Offset Funds received from Washington County. Require a  
50/50 match and intended for capital expenditures.

**\$261,259.67 @ Associated Bank/ \$100,000 @ Forte Bank**

**Balance: \$361,259.67**

**Library Reserve Funds**- Certificate H held at Forte Bank

**Balance: \$26,279.11**

**Cash and Investments**- Funds made up of our operating costs and  
unused funds from previous years.

**Balance: \$345,865.09**

**Unused Funds Balance: \$?**

7/11/22 Library Board approved the transfer of \$150,000 from the  
Cash and Investment acct to Building & Offset acct.

11/14/22 Library Board approved the transfer of \$100,000 of  
Building and Offset funds to be put in a CD at Forte Bank for 21  
months @ 4%.

Updated 11/30/2022 by LAS

Date	Description	Check #	Amount \$
1/23/2023	Fond du Lac Cty Circ Reimbursement	406701	\$39.01
2/13/2023	Washington Cty TEACH Line reimbursement	535616	\$600.00
2/27/2023	2023 Circulation Payment #1	535864	\$72,303.34
2/15/2023	Dodge Cty Circ Reimbursement	1672689	\$641.00
4/7/2023	JAN/FEB Hoopla payment	536576	\$709.11
4/12/2023	MAR Hoopla payment	536855	\$384.57
5/22/2023	2023 Automation	537313	\$5,040.34
5/22/2023	APR Hoopla payment	537313	\$432.11
6/30/2023	MAY Hoopla payment	538042	\$505.33
7/31/2023	JUNE Hoopla Payment	538560	\$530.73
	<b>TOTAL</b>		\$81,185.54



## Monthly Deposit 2023

### Slinger Community Library Total Monthly Deposit

January	\$ 1,379.00	April	\$ 435.78	July	\$ 605.99	Oct	\$ -
February	\$ 1,127.76	May	\$ 503.91	August	\$ 133.82	Nov	\$ -
March	\$ 792.18	June	\$ 417.69	Sept	\$ -	Dec	\$ -
<b>Total</b>							<b>\$ 5,396.13</b>

Fines/Fees Monthly Deposit		Services Monthly Deposit		Donations Monthly Deposit		
<i>Late fines, lost item fees, missing pieces, replacement costs</i>		<i>Copies - Faxing - Replacement Cards - CC Coffee Snacks</i>		<i>Regular</i>		<i>Building &amp; Offset</i>
January	\$ 703.00	January	\$ 139.00	January	\$ -	\$ 537.00
February	\$ 300.79	February	\$ 144.60	February	\$ -	\$ 682.37
March	\$ 596.58	March	\$ 195.60	March	\$ -	\$ -
April	\$ 306.58	April	\$ 129.20	April	\$ -	\$ -
May	\$ 300.41	May	\$ 203.50	May	\$ -	\$ -
June	\$ 319.81	June	\$ 97.88	June	\$ -	\$ -
July	\$ 428.55	July	\$ 177.44	July	\$ -	\$ -
August	\$ 105.47	August	\$ 28.35	August	\$ -	\$ -
September	\$ -	September	\$ -	September	\$ -	\$ -
October	\$ -	October	\$ -	October	\$ -	\$ -
November	\$ -	November	\$ -	November	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -
<b>Total</b>	<b>\$ 3,061.19</b>	<b>Total</b>	<b>\$ 1,115.57</b>	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,219.37</b>



**Deposit Rates**

**Certificates of Deposit / Individual Retirement Accounts**  
**Rates Subject to Change**  
**Effective August 1, 2023**

<b>Term</b>	<b>Interest Rate</b>	<b>Annual Percentage Yield</b>
<b>3 Month</b>	<b>0.50%</b>	<b>0.50%</b>
<b>6 Month</b>	<b>0.75%</b>	<b>0.75%</b>
<b>7 Month SPECIAL</b>	<b>4.15%</b>	<b>4.21%</b>
<b>12 Month</b>	<b>1.00%</b>	<b>1.00%</b>
<b>15 Month SPECIAL</b>	<b>4.50%</b>	<b>4.58%</b>
<b>18 Month</b>	<b>1.15%</b>	<b>1.15%</b>
<b>21 Month SPECIAL</b>	<b>4.00%</b>	<b>4.06%</b>
<b>24 Month</b>	<b>1.25%</b>	<b>1.26%</b>
<b>36 Month</b>	<b>1.45%</b>	<b>1.46%</b>
<b>48 Month</b>	<b>1.75%</b>	<b>1.76%</b>
<b>60 Month</b>	<b>2.00%</b>	<b>2.02%</b>

- EARLY WITHDRAWALS SUBJECT TO SUBSTANTIAL PENALTY.
- INTEREST ON CERTIFICATES COMPOUNDS AND IS CREDITED QUARTERLY.
- MINIMUM DEPOSIT OF \$1,000.00 ON ALL CERTIFICATES.
- FEES COULD REDUCE EARNINGS.

**Contact an employee for further information.**

**HARTFORD**  
 116 W. Sumner Street  
 P.O. Box 270106  
 Hartford, WI 53027  
 262-673-5800

**RICHFIELD**  
 1297 State Hwy 175  
 Hubertus, WI 53033  
 262-628-5500

**SLINGER**  
 439 E. Washington Street  
 P.O. Box 350  
 Slinger, WI 53086  
 262-644-7606





---

Your *community* bank. Your *opportunity* bank.

August 8, 2023

Forte Bank currently has 3 different CD specials.

Those CD specials are:

- 15-month CD with a rate of 4.5% for an Annual Percentage Yield of 4.58%.
- 7-month CD with a rate of 4.15% for an Annual Percentage Yield of 4.21%.
- 21-month CD with a rate of 4% for an Annual Percentage Yield of 4.06%.

The 15-month CD would come due around December 2024. With an approximate investment of \$26,974.00 the CD would earn around \$1550 interest with an ending balance of around \$28,525.

The 7-month CD would come due around April 2024. With an approximate investment of \$26,974.00 the CD would earn around \$657 interest with an ending balance of around \$27,631.

The 21-month CD would come due around June 2025. With an approximate investment of \$26,974.00 the CD would earn around \$1945 interest with an ending balance of around \$28,919.

Please see attached rate sheet.

Lisa Becker  
Business Services Banker

---

**Hartford Office**  
116 West Sumner Street • P.O. Box 270106  
Hartford, WI 53027  
262-673-5800

**Richfield Office**  
1297 State Hwy 175  
Hubertus, WI 53033  
262-628-5500

**Slinger Office**  
439 East Washington Street • P.O. Box 350  
Slinger, WI 53086  
262-644-7606



[www.fortebankwi.com](http://www.fortebankwi.com) ▶ [info@fortebankwi.com](mailto:info@fortebankwi.com)

