



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, April 10, 2023 at 4:30pm

Agenda

Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel
Vicky Farr
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, – March 2023
 - B. Library Program Report: March 2023
 - C. Circulation Clerk Position
 - D. Library of Things collection additions
 - E. American Library Association Conference June 22-27 in Chicago, IL/ SEWI ALA Conference Scholarship
 - F. Friends of the Slinger Library Silent Auction/Modern Woodmen Matching Fund Program
- III. **New Business**
 - A. Review and Action
 - i. Minutes of March 13, 2023 meeting
 - ii. March Financial/Vouchers Report
 - iii. Collection Development Policy
 - iv. Challenged Materials Policy
 - v. Reconsideration of Library Materials form
 - vi. Recognition of Trustee Farr
- IV. **Old Business**
 - A. Washington County Funding
 - B. Library Renovation/Expansion Capital Funding Campaign
- V. **Announcements**
 - A. Next Meeting Date: Monday, May 8, 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 Thursday, April 6, 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, April 7, 2023

Re: Agenda for Monday, April 10, 2023

II. DIRECTOR' S REPORT

A. Circulation and Library Use Statistics-March 2023

Monthly statistics 2022 vs 2023

March total circulations, digital (Hoopla & Libby) and physical were 9,199 with physical circulations at 7,668 and digital at 1,531. Physical circulations increased .6% (47 items) from March 2022. Digital circulations increased 21% (269 items) from March 2022. Patron count was 2,409 an increase of 4.97% (114 patrons) from March 2022.

B. Library Program Report-February 2023

Please see attached program reports.

March 14th Pi(e) Day sale raised \$380.00 for the building expansion project.

C. Circulation Clerk Update

We received 6 applications and interviewed 4 candidates. We offered the position to a past employee and her start date is May 1st.

D. Library of Things collection additions

Please see the included page showing the newly added items to this collection.

\$1,000 from the Collections budget was allocated to keep growing this collection. In March 164 items were checked out from this collection. We will also be adding the walker (not pictured) and the popcorn machine(not pictured) to this collection.

E. American Library Association Conference June 22-27 in Chicago, IL/SEWI ALA Conference Scholarship

Slinger Library staff received a \$2,000 grant through SEWI to attend ALA conference in Chicago. I will be attending with 2 other library directors from Washington County. We will be sharing an Airbnb and driving together. Other staff will be using the grant monies to attend the exhibit hall.

F. Friends of Slinger Library Silent Auction/Modern Woodman Matching Fund Program

The FOSL group has decided to do the Silent Auction with Margaret W. heading the committee. It will be held October 18th-28th in the Library Gather room.

Modern Woodmen has chosen the Slinger Community Library to be a recipient for their Matching Fund Program. They will match \$1,000 of the monies raised from the silent auction.

III. NEW BUSINESS

iii.Collection Development Policy

Please see the included documents: Collection Development and Maintenance Policy (original policy) and the Collection Development Policy (updated policy).

With the recent news of challenged books at public libraries and school libraries; staff decided this policy needed updating. The updated Collection Development policy is similar to other library's policy in Washington County.

iv. Challenged Materials Policy

Please see the included Challenged Materials Policy.

We did not have a Materials Challenged Policy that I could locate. Some of the items in this new policy came from the original Collection Development Policy. Again, with the recent news of challenged books at public libraries and school libraries; staff decided this policy needed to be created. The Challenged Materials Policy is similar to other library's policy in Washington County.

v. Reconsideration of Library Materials form

Please see the included Reconsideration of Library Materials form.

We did not have a Reconsideration of Library Materials form that I could locate. Again, with the recent news of challenged books at public libraries and school libraries; staff decided this form needed to be created. This form is similar to other library's in Washington County.

Included are the following American Library Association documents:

Library Bill of Rights, Freedom to View statement, and The Freedom to Read. These documents are also on Slinger Community Library's website.

vi. Recognition of Trustee Farr

President Thiel and other trustees will speak on this topic.

III. OLD BUSINESS

A. Washington County Funding

Village Administrator Wilber and I met with Washington County officials, other municipal administrators, and other library directors. This meeting resulted in two decisions being decided. First, the remaining 2023 Resource monies (\$58,760.92) will be used to pay for the Hoopla invoices until these funds are no longer available. County Library budget will not include these monies in the future. Second, Washington County will continue funding 100% as the Library Services contract dictates and the levy will increase as usage increases.

B. Library Renovation/Expansion Capital Funding Campaign

On March 14th Village Administrator Wilber and I attended a presentation by Jodi Sweeney on capital campaigning. Administrator Wilber reached out for a meeting to share details of the expansion project and to see if she would be willing to take the Slinger Community Library Capital Campaign project. Administrator Wilber, Mrs. Sweeney, and I met to discuss logistics and costs. The cost to retain her services to conduct a feasibility study and capital campaign is between \$18,000-\$25,000.

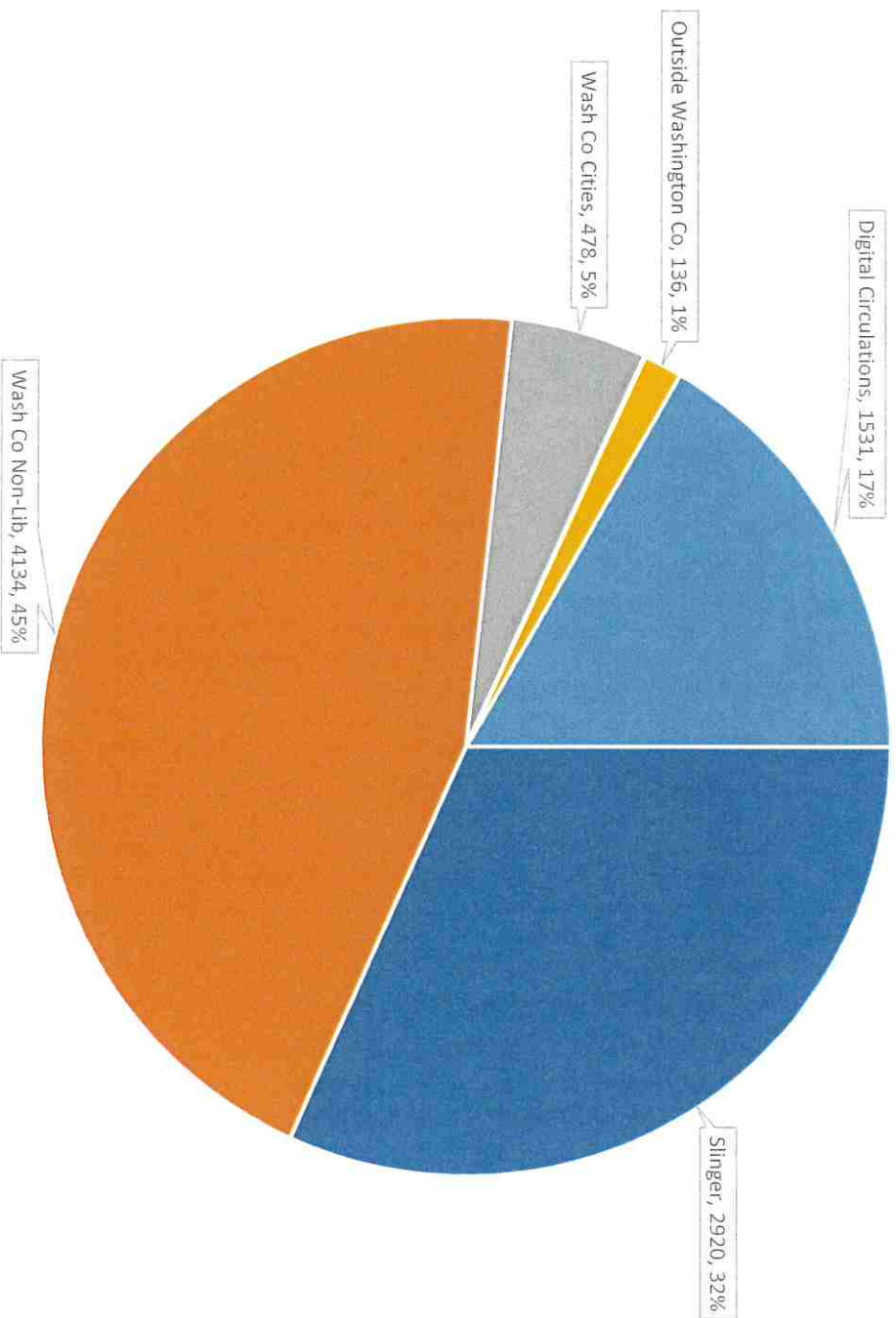
Please see the included documents:

Are you ready for a Capital Campaign article

Experience and References

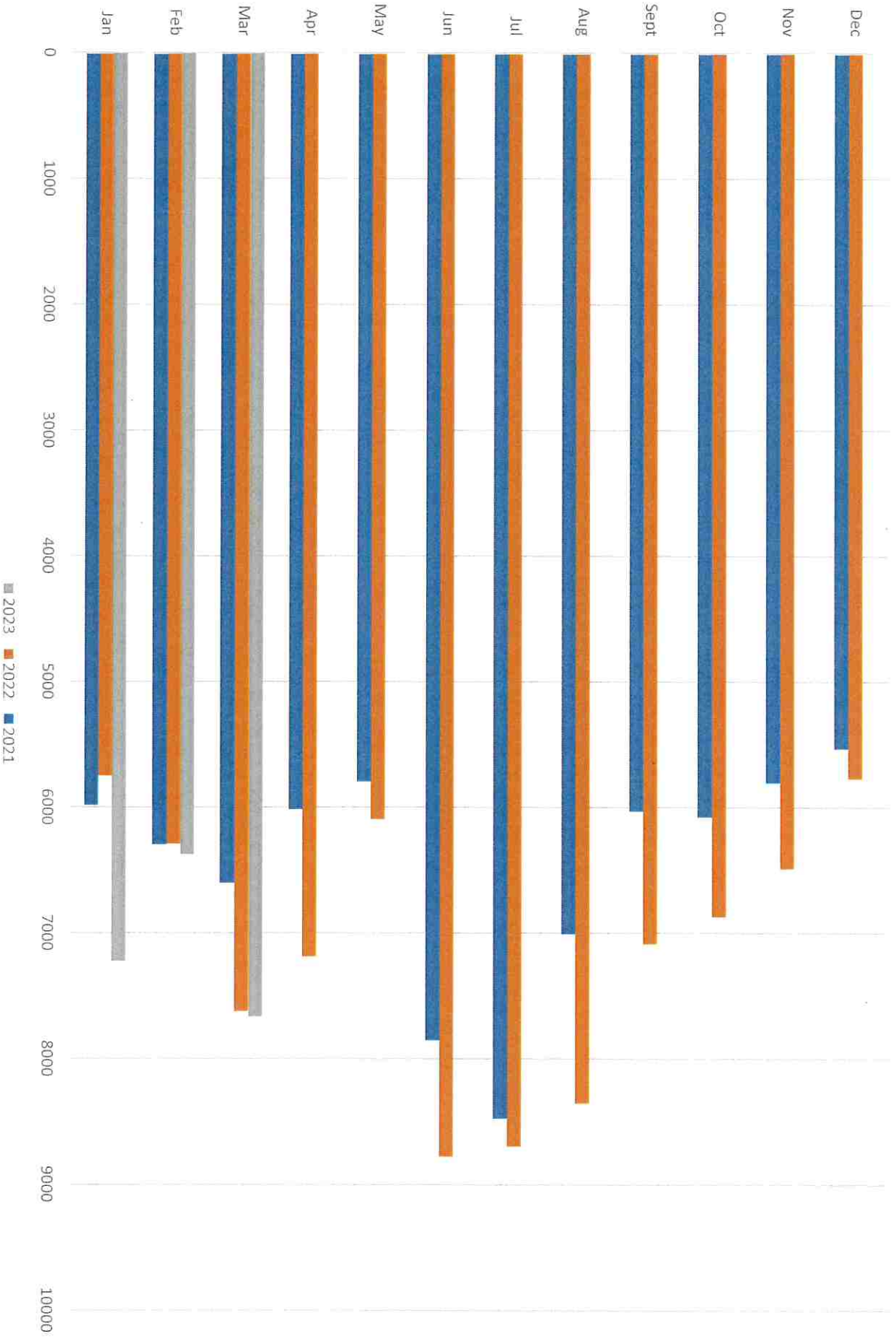
Please contact me with any questions, comments or concerns before the meeting so that I may be prepared to answer them at the library board meeting. Have a great weekend!

March 2023 Total Circulations 9,199 7,668 Physical Circulations & 1,531 Digital Circulations



- Slinger
- Wash Co Non-Lib
- Wash Co Cities
- Outside Washington Co
- Digital Circulations

3 year Bar Graph



March Slinger Library Statistics

	2021	2022		2023	
Circulation Activity	Yr End	Month	Yr End	Month	YTD
Number of Days Open	295	27	293	26	75
Patron Count	22,700	2,295	26,121	2,409	6,570
New Cards Issued	232	23	371	33	84
Physical	Yr End	Month	Yr End	Month	YTD
Items Checked Out	77,481	7,621	84,970	7,668	21,281
Items Checked In	66,171	6,099	72,453	6,616	18,064
Holds Placed	21,401	1,844	21,046	2,072	6,037
Library of Things Check Outs (LOT)	NA	NA	NA	164	277
Digital	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	14,147	1,147	13,615	1,364	4,026
Hoopla	371	115	1,587	167	507
Databases	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins	8,061	125	2,340	97	389
Ancestry.com Logins	1,056	36	352	29	93
Universal Classes (thru Libby)	17	2	54	NA	NA
Pronunciator Logins (Expired for 2023)	199	0	28	NA	NA
Breakdown of Check Out Numbers	Yr End	Month	Yr End	Month	YTD
Slinger	33,248	3,081	34,942	2,920	8,631
Wash Co Non Lib	38,927	4,013	43,413	4,134	10,899
Wash Co Cities	3,996	452	4,973	478	1,176
Outside Wash Co	1,267	75	1,639	136	565
Total Circulation Digital & Physical	Yr End	Month	Yr End	Month	YTD
	91,903	8,883	100,205	9,199	25,804
Interlibrary Loan Activity-WISCAT	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	80	4	97	23	46
Lender - Requests from other libraries	27	3	35	7	13
Library Programming	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	47	10	79	6	18
Adult Program Attendance	326	102	710	64	154
Adult Self Directed Programs	15	1	2	1	1
Adult Self Directed Participation	306	40	159	118	118
Teen Programs	21	8	50	5	18
Teen Program Attendance	196	63	322	34	78
Teen Self Directed Programs	11	1	1	0	0
Teen Self Directed Attendance	136	54	54	0	0
Childrens Programs	79	13	163	26	67
Childrens Programs Attendance	1,770	279	2,993	301	706
Childrens Self Directed Programs	51	7	84	16	41
Childrens Self Directed Attendance	1,777	212	1,407	233	547
Other Library Services Offered	Yr End	Month	Yr End	Month	YTD
Wifi Logins	4,827	321	5,928	597	1,279
Internet Logins	662	69	926	91	243
PAC Logins	18,522	1,585	18,497	1,759	4,623
Other Library Statistics	Yr End	Month	Yr End	Month	YTD
Community Meetings	14	2	31	3	10
Community Meetings Attendance	133	22	307	24	143
Facebook Reach	25,863	5,205	45,210	2,549	7,847
Website Visits	50,394	4,500	61,575	6,216	14,836
Number of Volunteers	23	16	28	0	0
Volunteer Hours	26.00	16.00	40.50	0.00	0.00
Reference Statistics	Yr End	Month	Yr End	Month	YTD
Reference Questions	1,091	66	856	256	493
Computer & Technology Assistance	260	20	252	54	119

2023 March Programs

Lil' Bookworms Preschool Storytimes

3/1 – Lil Bookworms (Dr. Seuss) – 14
3/2 – Little Hearts (Dr. Seuss) – 12
3/2 – St. Paul (Dr. Seuss) – 9
3/7 – Lil Bookworms (flowers) – 8
3/8 – Lil Bookworms (flowers) – 10
3/9 – Little Hearts – 12
3/10 – St. Paul (weather) – 13
3/14 – Lil Bookworms (St. Patrick's Day) – 7
3/15 – Lil Bookworms (St. Patrick's Day) – 19
3/21 – Lil Bookworms (Spring) – 17
3/22 – Lil Bookworms (Spring) – 20
3/23 – Little Hearts (Spring) – 10
3/28 – Lil Bookworms (eggs) – 14
3/29 – Lil Bookworms (eggs) – 23
3/30 – Little Hearts (Eric Carle) – 13

Total Attendance: 201

Total Programs: 15

Elementary Programs

3/2 – Kids Klub (Dr. Seuss Celebration) – 11
3/9 – Kids Klub (Fart Mania) – 9
3/10 – St. Peter's 4th & 4k Visit – 17
3/14 – St. Peter's 5th & 5k Visit – 21
3/23 – Kids Klub (dance party) – 11
3/30 – Kids Klub (plastic egg decoration) – 10

Total Attendance: 79

Total Programs: 6

Teen Programs

3/7 – Teen Tuesdays (tiny books) – 2
3/14 – Teen Tuesdays (cake bake contest) – 14
3/21 – March TAB Meeting – 4
3/21 – Teen Tuesdays (snark attack) – 14
3/28 – Teen Tuesdays (perler beads) – 0

Total Attendance: 34

Total Programs: 5

All Ages/Other

3/1 – 3/31 – March Scavenger Hunt – 109
3/6 – 3/11 – "Go Green" Incentive Week – 118

Total Attendance: 227

Total Programs: 2

Lil' Bookworms Preschool Crafts

3/1 – Lil Bookworms (fish cupcake liners) – 7
3/2 – Little Hearts (fish cupcake liners) – 10
3/2 – St. Paul (fish cupcake liners) – 8
3/7 – Lil Bookworms (paper plate flower) – 4
3/8 – Lil Bookworms (paper plate flower) – 5
3/9 – Little Hearts – 10
3/10 – St. Paul (cupcake liner sun) – 11
3/14 – Lil Bookworms (marshmallow shamrock painting) – 4
3/15 – Lil Bookworms (marshmallow shamrock painting) – 9
3/21 – Lil Bookworms (rainbow cloud) – 9
3/22 – Lil Bookworms (rainbow cloud) – 9
3/23 – Little Hearts (rainbow cloud) – 8
3/28 – Lil Bookworms (tin foil eggs) – 7
3/29 – Lil Bookworms (tin foil eggs) – 12
3/30 – Little Hearts (paper plate spider web) – 11

Total Attendance: 124

Total Programs: 15

Tween Programs

3/2 – Terrific Tweens (tiny books) – 6
3/9 – Terrific Tweens (decorate book ends) – 5
3/23 – Terrific Tweens (board/card games) – 6
3/30 – Terrific Tweens (perler beads) – 4

Total Attendance: 21

Total Programs: 4

Adult Programs

3/11 – Craftermorning @ the Library – 16
3/13 – Devouring Books Cookbook Club (Asian dishes) – 8
3/20 – Monday Afternoon Book Club (The German Girl) – 6
3/21 – Pints & Pages Book Club (The Dead Romantics) – 10
3/27 – A Cozy Mystery Evening with Leah Dobrinska – 16
3/29 – Crafterevening @ the Library (mason jar planters) – 8

Total Attendance: 64

Total Programs: 6

Program Attendance: 626

of Programs: 38

Attendance of Crafts: 124

of Craft Programs: 15

NEW ITEMS to Library of Things Collection

Chocolate Fountain



Giant Fort Set



Shoulder dolly moving straps



Electric Pressure Washer



Karaoke Machine



Fondue pot



2-person inflatable kayak



Folding hand truck

March minutes of the Slinger Community Library Board
Monday, March 13, 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 March 13, 2023 in accordance with Notice of Meeting delivered to members on March 10, 2023.

Roll Call and Confirmation of Open Meetings Law:

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer	X	
Vicky Farr	X	
Jane Hignite	X	
Beth Lighthizer	X	
Katherine Tobey	X	
Kent Voll	X	
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Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

I. Open for Public Comment

No public comments were presented.

III. New Business

i. Slinger Kiwanis Club: Winter Gala proceeds donation presentation

Members of the Slinger Kiwanis Club, Desiree R., Karen H., and Katherine T. presented the check from the proceeds of the Winter Gala for \$29,000.00 to the Library Board of Trustees.

ii. Minutes of February 13, 2023 meeting

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

iii. February Financial/Vouchers Reports

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

iv. Washington County Funding

Director Schultz stated that due to West Bend Community Memorial Library needing to correct their 2021 Annual Report the County Library Services Contract was reviewed by Washington County officials. Director Schultz stated, as a result of this reviewing Washington County is wanting to reduce or eliminate the Resource funding dollars being budgeted to SL. Director Schultz also stated she and Village Administrator Wilber will be meeting next week with Washington County officials, other Library directors and their Village Administrators to discuss the reduction in the Resource funding, the County Library Services Contract, and future library funding in the county.

v. Slinger Kiwanis Club Donation

Director Schultz stated contacting Lisa Becker with Forte Bank to open a CD with the \$29,000 Slinger Kiwanis donation. Mrs. Becker recommended opening a 21-month CD with 4.3% interest rate.

Motion by Lighthizer/Hignite to put the \$29,000 donation into a 21-month CD at a 4.3% interest rate. Motion carried.

II. Director's Report

A. Circulation and Library Use Statistics-February 2023

Director Schultz stated February total circulations, digital (Hoopla & Libby) and physical were 7,785 with physical circulations at 6,377 and digital at 1,408. Physical circulations increased 1.4% (88 items) from February 2022. Digital circulations increased 25.5% (286 items) from February 2022. Patron count was 2,060 an increase of 9.6% (180 patrons) from February 2022.

B. Library Program Report-February 2023

Director Schultz shared the February program report.

Director Schultz also reminded the board members about PI(e) Day on March 14th when we will be selling slices of pie for \$3.14.

C. Friends of Slinger Library Update

Director Schultz stated FOSL group met on February 27th and they now have 16 members. Director Schultz stated FOSL has \$20,933.24 in a CD for future building expansion and \$17,893.14 in their checking account. Director Schultz stated they took in \$800.00 in income from can money, amazon smile, and used book sale since September 2022. Director Schultz also stated they will be having two fundraisers this year; Gehring's Meat sale and Silent Auction.

V. Announcements:

A. Next Meeting Date: April 10th, 2023 at 4:30pm

VI. Adjourn Meeting

Motion by Lighthizer/Moldenhauer to adjourn at 5:17pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS March 2023

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$1,957.25
3/9/2023	Walmart	coffee bar supplies	\$7.86		\$ 1,949.39
3/9/2023	Amazon	Office supplies-calendars, labels	\$ 57.53		\$ 1,891.86
3/9/2023	Amazon	Address labels	\$ 12.56		\$ 1,879.30
3/9/2023	Amazon	Credit-Hooks for Backpack tales		\$ 10.99	\$ 1,890.29
3/9/2023	Amazon	Hooks for Backpack tales	\$ 10.99		\$ 1,879.30
3/9/2023	Amazon	Office supplies	\$ 11.97		\$ 1,867.33
3/9/2023	Amazon	Hooks for Backpack tales	\$ 21.98		\$ 1,845.35
3/9/2023	Better Containers	500 plastic Love Your Library bags	\$ 207.01		\$ 1,638.34
3/9/2023	Menards	Office Supplies-Batteries	\$ 15.99		\$ 1,622.35
3/9/2023	Walmart	Storage Bags and containers	\$ 15.62		\$ 1,606.73
		TOTAL SPENT	\$361.51		

230-00-55110-310-000 Central Services

Date	Description	Invoice #	Debit	Credit	Balance
					\$27,799.00
1/1/2022	Village of Slinger		\$27,799.00		
		TOTAL SPENT	\$27,799.00		\$0.00

230-00-55110-320-000 Programs

Date	Description	Invoice #	Debit	Credit	Balance
					\$4,218.55
3/9/2023	Amazon	Props/costumes for Youth	\$11.99		\$4,206.56
3/9/2023	Amazon	Props/costumes for Youth	\$10.61		\$4,195.95
3/9/2023	Amazon	Props/costumes for Youth	\$58.49		\$4,137.46
3/9/2023	Amazon	"Go Green" Incentive week	\$16.99		\$4,120.47
3/9/2023	Amazon	Adult programming supplies _FEB	\$6.88		\$4,113.59
3/9/2023	Amazon	Adult programming supplies _FEB	\$65.95		\$4,047.64
3/9/2023	Culver's	Winter Lovin' Incentive Week	\$25.00		\$4,022.64
3/9/2023	Hobby Lobby	"Go Green" Incentive week	\$5.05		\$4,017.59
3/9/2023	Menards	Adult programming supplies _FEB	\$15.83		\$4,001.76
3/9/2023	Piggly Wiggly	"Go Green" Incentive week	\$16.86		\$3,984.90
3/9/2023	Local Collective	"Go Green" Incentive week	\$16.88		\$3,968.02
3/9/2023	Walmart	Adult programming supplies _FEB	\$18.57		\$3,949.45
3/9/2023	Piggly Wiggly	"Go Green" Incentive week	\$38.57		\$3,910.88
3/9/2023	Amazon	4 Wireless mouse for four laptops	\$51.95		\$3,858.93
3/9/2023	Amazon	2 Tablecover rolls for programming	\$55.10		\$3,803.83
3/9/2023	Amazon	"Go Green" Incentive week	\$16.89		\$3,786.94
3/9/2023	Amazon	"Go Green" Incentive week	\$36.22		\$3,750.72
3/9/2023	Dollar Tree	"Go Green" Incentive week	\$10.48		\$3,740.24
3/9/2023	Scoop DeVille	Winter Lovin' Incentive Week	\$25.00		\$3,715.24
3/30/2023	Leah Dobrinska	AD Book signing event	\$109.18		\$3,606.06
			\$612.49		

230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Credit	Balance
					\$ 1,552.83
3/9/2023	Oriental Trading	Fundraiser-Calendar	\$ 31.64		\$ 1,521.19
		TOTAL SPENT	\$31.64		

230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Credit	Balance
					\$ 2,000.00
3/31/2023	Mileage Reimbursement	JC & AE at book repair shop	\$ 43.23		\$ 1,956.77
		TOTAL SPENT	\$43.23		

VOUCHERS MARCH 2023

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

Date	Description	Invoice #	Debit	Balance
				\$1,000.00
3/9/2023	Menards	Microwave	\$ 104.96	\$895.04
		TOTAL SPENT		

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

Date	Description	Invoice #	Debit	Balance
				\$41,793.00
1/1/2021	Village of Slinger		\$41,793.00	
		TOTAL SPENT	\$41,793.00	\$0.00

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$12,280.67
		TOTAL SPENT	\$0.00		

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

Date	Description	Invoice #	Debit	Balance
				\$20,354.83
3/31/2022	Ingram		\$963.48	\$19,391.35
3/31/2022	Amazon		\$277.13	\$19,114.22
3/31/2022	LOT items		\$405.01	\$18,709.21
3/31/2022	Midwest Tape		\$44.99	\$18,664.22
		TOTAL SPENT	\$ 1,690.61	

230-00-55110-830-000 Technology

Date	Description	Invoice #	Debit	Balance
				\$4,465.00
		TOTAL SPENT		

230-00-55110-101-000 Salary/Wages 3/31/2022-3/31/2022

Date	Description	YTD Actual	Budget	Unexpended	% Used
3/31/2022	Library Department Head	\$17,367.20	\$65,561.60		26.5%
3/31/2022	P/T Wages (w/benefits)	\$21,915.53	\$89,132.16		24.6%
3/31/2022	P/T Wages	\$13,039.47	\$56,674.80		23.0%
		\$52,322.20	\$ 211,368.56		24.8%

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

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

Collection Development and Maintenance Policy

I. Objectives

Slinger Community Library acquires and makes available materials which inform, educate, entertain and enrich people's lives. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current bestseller lists. Within the framework of these broad objectives, selection is based on community needs, from those expressed and those from community demographics and evidence of are of interest. Allocation of the materials budget will also be determined by usage indicators, and objectives for development of the collection.

New formats shall be considered for the collection when, by industry report, and evidence from local request that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

It is the Library's goal to provide a diverse Slinger community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all patrons.

Library users make their own choice as to what they will use based on individual interests or concern. Slinger Community Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a children's use of library materials lies with his or her parent or guardian.

Slinger Community Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statements. The Library subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publishers' Council.

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to View Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

II. Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- the need for added materials in subject areas
- availability of material through interlibrary loan
- physical limitations of the library building
- relevance to community needs
- budgetary considerations

Collection Development and Maintenance Policy

- public demand, interest or need
- contemporary significance, popular interest or permanent value
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original or alternative point of view
- authenticity of historical, regional or social setting
- the special needs of library patrons for materials in accessible formats

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational or educational interests of the community.

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

Tools used in selection include professional journals, trade journals, publisher's promotional materials and review from reputable sources. Purchase suggestions from library patrons are welcome and given serious consideration.

III. Responsibility for Selection

Selection of all materials shall be the responsibility of the professional librarians who operate within the framework of policies determined by the Library Board of Trustees and based on the criteria cited above.

IV. Collection Maintenance, Replacement and Weeding

Library staff regularly review items in the collection to ensure that they continue to meet patrons needs. Materials that are worn, obsolete, unused, old edition or unnecessarily duplicated are removed. It is the responsibility of professional library staff to access the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand, budget and criteria for selection.

V. Gifts

Slinger Community Library accepts gifts of new or gently used books, DVD's and music or books on CD. Please see the Library's gift and donation policy for more specific details.

VI. Reconsideration of Library Materials

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the objectives set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered.

Responsibility for reading and the use the Library by children rests with their parent(s) or legal guardian(s). At no time will library staff act as "*in loco parentis*". Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

Collection Development and Maintenance Policy

While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from the collection may complete a Reconsideration of Library Materials form.

VII. Procedure for Request for Reconsideration

Any individual expressing an objection to or concern about library materials should receive respectful attention from the staff member first approached. The following steps will be used when dealing with an individual requesting an item be reconsidered.

1. A request for Reconsideration Form must be obtained from the Library and filled out by the complainant. Use one form per item.
2. There are two possible steps to follow depending on the outcome of each step.
3. The first step is meeting the Library Director.
4. If agreement is not reached in the first step, then the second step is to refer the complainant to the Library Board of Trustees.
5. The Library's Board's decision is final.

VIII. Previous Reconsideration Requests

Requests to reconsider materials, which have previously undergone the reconsideration process, shall be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing title but similar content will be restricted as follows: If the Library Director concludes a request may be redundant, he/she will notify the complainant/complainants that the item(s) in question, having already undergone a thorough review and reconsideration process, will be reevaluated.

In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

Revised 3/9/15
Revised 7/1/02
Approved 7/6/98

Slinger Community Library

Collection Development Policy

I. The Policy

The Slinger Community Library Collection Development Policy provides a framework for the growth and the development of collections in support of the Library's mission to "provide programs and services that encourage lifelong learning, connect people of all ages, and foster creativity and imagination."

It is the Library's goal to provide a diverse Slinger community with library materials, within its financial limitations, that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. Included are works of enduring value as well as timely materials on current bestseller lists. Within the framework of these broad objectives, selection is based on local community needs, from those expressed and those from local demographics and evidence of area of interest. Allocation of the materials budget will also be determined by usage indicators, and objectives for development of the collection. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

New formats shall be considered for the collection when, by industry report, and evidence from local request that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

The Library provides free access to materials in a number of formats (print, media and electronic) to all customers. Library users make their own choices as to what they will use based on individual interests and concerns. Slinger Community Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Slinger Community Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to View Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

II. Criteria for Selection

The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed decisions. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided. Selection of materials may be influenced by many factors, including but not limited to the following:

- budgetary considerations
- physical limitations of the library building
- suitability of the format and construction
- availability of specialized materials in other local libraries
- availability of material through interlibrary loan
- the need for added materials in particular subject areas
- the special needs of library patrons for materials in accessible formats

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

Tools used in selection include professional journals, trade journals, publisher's promotional materials and review from reputable sources. Purchase suggestions from library patrons are welcome and given serious consideration.

III. Responsibility for Selection

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. Designated staff are responsible for specific areas of the collection, under the overall direction of the Library Director operating within the framework of policies determined by the Board of the SCL.

IV. Collection Maintenance, Replacement and Weeding

Library staff regularly review items in the collection to ensure that they continue to meet patron needs. Materials that are worn, obsolete, unused, old edition or unnecessarily duplicated are removed. It is the responsibility of professional library staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand, budget and criteria for selection.

V. Gifts

SCL welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the Library reserves the right to dispose of them as it sees fit. Please see the Library's Gift and Donation policy for more specific details.

VI. Censorship

The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

Slinger Community Library

Challenged Materials Policy

Slinger Community Library Mission Statement

We are the community gathering place that provides programs and services that encourage lifelong learning, connect people of all ages, and foster creativity and imagination. By connecting the community, the SCL is Slinger's doorway to discovery.

We value:

- the library as a safe, welcoming, and inclusive place for all members of our community.
- collaboration with the community and fostering collaboration within the community.
- promoting literacy, learning and the library to impact our community.
- leading everyone's learning journey as the community's trusted source for information.
- an engaged, innovative, friendly, and trained staff that is appreciated, supported and vital to creating and advancing library services

In its selection of materials and programs, the Slinger Community Library endorses the Library Bill of Rights and the Freedom to Read Statement, and in its selection of materials and programs as adopted by the American Library Association. The United States Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not diminished.

The library recognizes that some materials are controversial and that any given item may offend some patrons.

Library materials will not be marked or identified to show approval or disapproval of their content, and no library materials will be sequestered.

While a person may reject materials for himself or herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting that an item be removed, relocated, labeled, and/or restricted from the collection may complete a Reconsideration of Library Materials form.

I. To request that materials or programs, be considered for exclusion or removal from the library, a patron must do the following:

1. Be a resident of the Village of Slinger OR a non-librariated area of Washington County. Residents' taxes from these areas pay for the materials held by the Library; therefore, only residents may request that a material be reconsidered.
2. Be a Slinger Community Library Card Holder.
3. Have either read the materials, or seen/heard the program, in its entirety.
4. Have reviewed the Slinger Community Library Collection Development Policy, Bulletin Board, Brochures, and Art Display Policy AND the Library Bill of Rights.
5. Complete the Slinger Community Library Reconsideration of Library Materials Form. Only completed forms will be reviewed by the Library. The Library does not respond to anonymous phone calls, rumors or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.

6. Individual titles will only be reviewed once every five years unless substantial content changes have been made.

II. If the nature of the concern applies to a perceived lack of materials or programs on a given subject or point of view, a patron must do the following:

1. Be a resident of Washington County. Residents' taxes pay for the materials held by the Library, therefore, only residents may request that a material be reconsidered.

2. Have searched the Monarch Catalog to verify that subject or interest area is not represented in our collection, have submitted a request for purchase, community program proposal and/or items for the community bulletin board that were rejected despite alignment with the applicable policies.

3. Have reviewed the Slinger Community Library Collection Development Policy, Bulletin Board, Brochures, and Art Display Policy, AND the Library Bill of Rights.

4. Complete the Slinger Community Library Request for Reconsideration of Library Material form. Only completed forms will be reviewed by the Library. The Library does not respond to anonymous phone calls, rumors or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.

Complaints will be considered by the Library Leadership Team. Their recommendations will be sent to the Director who will make the decision regarding the request. The Library Director will notify the patron of the decision.

If the patron is not satisfied with the response, the patron may ask that a review of the request for reconsideration be done by a review committee of five members consisting of Library Board members, community experts, and library staff as appointed by the Library Director. The Library Board will make the final decision regarding the request based on this committee's recommendation. The Library Director will inform the patron of the decision. Content under reconsideration will remain accessible in the Library until a determination has been made.

No duly selected materials or programs whose appropriateness is challenged shall be removed from the library except upon recommendation of the review committee, with the concurrence of the Library Director, or upon formal action of the Board when a recommendation of the review committee is appealed to it.

III. Previous Reconsideration Requests:

Requests to reconsider materials, which have previously undergone the reconsideration process, shall be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing title but similar content will be restricted as follows: if the Library Director concludes a request may be redundant, he/she will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will or will not be reevaluated. Individual titles will only be reviewed once every five years unless substantial content changes have been made.

Slinger Community Library

Reconsideration of Library Materials Form

The Board of Trustees of the Slinger Community Library have established a material selection policy and a procedure for gathering input about items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Slinger Community Library
ATTN: Library Director
220 Slinger Rd
Slinger, WI 53086

Date _____

Name _____

Address _____

City _____ State/Zip _____

Do you represent yourself?

Or an organization?

Name of Organization

Reviewed applicable Slinger Community Library Policies (e.g. Collection Development

Policy, Bulletin Board, Brochures, and Art Display Policy, Gift and Donation Policy, etc.) yes no

Reviewed the ALA Library Bill of Rights and Freedom to Read/View Statement yes no

1. Resource on which you are commenting: (one form per item)

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you read, viewed, seen, or heard the material in its entirety? If not, what sections did you read, view and/or listen to?

4. What concerns you about the resource? Cite pages if applicable.

5. What do you think the purpose of this work is?

6. What do you feel might result from reading, viewing, or listening to this material?

7. What is good about this material?

8. Have you read any professional reviews of this work? If so, please list names of critics and sources of reviews?

9. Are there resource(s) you suggest provide additional information and/or other viewpoints on this topic? Please list titles and authors.

10. What would you like done to resolve this situation?

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

LIBRARY CONTRACT - EXHIBIT "A"
(2023)

	LEVY
Circulation (483001)	TOTAL: \$1,313,658.16
Germantown	\$281,240.45
Hartford	\$236,837.82
Kewaskum	\$84,234.76
Slinger	\$144,606.68
West Bend	\$566,738.45
 West Bend Community Memorial Library	 \$58,760.92
<i>Purchase and Coordinate Online Database Access for all County Libraries and Residents - Excess funds to be non-lapsed to following year (Database Totals for 2023: \$6,036.37) - Per Contract. AtoZdatabases 2023 Invoice - \$3,050 Ancestry Database 2023 Invoice - \$2,986.37</i>	
 Other Administrative Expenses (491001)	 -
<i>No longer a budgeted expense</i>	
 Outreach Librarian & Services (491064)	 \$64,336.42
<i>2023 Invoice Total 1040 Hours @ \$59.86=\$62,254.40 2022 Vehicle Maintenance, Lease, Fuel @ 40% = \$2,082.02</i>	
 Automation (491065)	 \$46,216.26
<i>Paid at 50% of total costs per item Overdrive E-Content - \$13,986.50 Overdrive E-Magazines - \$994 OCLC - \$6,679.50 ILS - \$2,462.12 Polaris - \$16,094.14 Full Cost Paid - TEACH - \$6,000</i>	
 InterCounty Payments (491110)	 \$159,645.24
<i>Payments based on 2021 circulation at 70% reimbursement - paid to libraries outside of Washington County (Act 420)</i>	
 TOTAL 2023 LIBRARY LEVY BUDGET	 <u>\$ 1,642,617.00</u>



the sweeney group
consultants to non-profit organizations

EXPERIENCE AND REFERENCES

The Sweeney Group is proud to have worked with public libraries in the following communities to raise funds for new and renovated, expanded libraries.

- Marshfield - \$5,400,000 raised
- Viroqua - \$3,000,000 raised
- Belleville - \$1,000,000 raised
- Milton - \$2,800,000 raised
- Evansville - \$1,000,000 raised
- Fitchburg - \$2,500,000 raised
- Prairie du Chien - \$1,000,000 raised
- Prairie du Sac - \$900,000 raised
- Lancaster - \$2,800,000 raised
- Watertown - \$10,000,000 raised including the City's commitment
- Lake Geneva - \$600,000 raised for renovations

The firm has developed and implemented every aspect of a campaign, including approaching municipalities for gifts to launch the campaign, securing visionary gifts of \$1,500,000 and more, and innovative segments that involve a broad spectrum of the community.

This includes a component that is unique to the Sweeney Group - *100 Extraordinary Women*, where 100 (or more) women are asked to each contribute \$1,000 pledged over 5 years for a total of \$100,000 to name an area in a new library. This has been successful in every campaign where it was used and creates an 'army' of women who advocate the project and the campaign. 155 women in Milton, WI contributed to this segment; this was used to provide a children's program area in the renovated and expanded library and launch the campaign. In Watertown, 180 women participated; in Sparta, 110 women committed for a total of \$110,000.

These [library campaigns](#) showcase every aspect of the Sweeney Group's work.

- **Watertown Library Center**

The vision is to create a Library Center with a unique TalkReadPlay early childhood learning area. The total cost is \$10,000,000. This project is serving as the catalyst for extensive public and private downtown development. As we began planning there was a question regarding the extent of City support. We launched the campaign with *100 Extraordinary Women*, raising \$180,000 from 180 women in a few months. Many of these women attended City Council meetings to show their support. The City committed \$4.3 million and additional funding for parking. We then received the largest gift ever given by a local foundation - \$2,500,000 for the TalkReadPlay early learning area, with additional funding for programs and staffing. The total campaign goal is \$10,000,000; this goal was reached.

- **Marshfield Public Library and Community Center - Marshfield, Wisconsin**

Jodi Sweeney, under a contract with Brakeley Briscoe, Inc., an internationally recognized consulting firm, completed a feasibility study to test a \$6,000,000 campaign for a new library and to move the senior center into the current library building as a community center. \$3,000,000 had been previously committed by the City of Marshfield. The study showed that approximately \$4,000,000 could be raised and plans were revised to raise the total amount needed for the library and to complete phase I of the renovations for the community center. A second campaign to complete the renovations for the community center would be held in the future.

After the feasibility study and several months into the campaign implementation phase, the Library Steering Committee revised the consulting contract to have The Sweeney Group manage the campaign; Brakeley Briscoe was no longer involved.

The campaign has been completed; more than \$5,400,000 was raised which included funding for the new Library and the adjacent Community Center. This included a gift of more than \$1,500,000 (the amount is confidential) to name the library from an individual who had never given to a community campaign before. This was the most successful community campaign in Marshfield's history to that date.

The Sweeney Group was asked to work with the School District to raise more than \$7,000,000 for new athletic facilities. Within 7 months that campaign was completed, including a \$2,500,000 cornerstone gift. We are now working with the Marshfield Parks and Recreation Department on a campaign for a new outdoor aquatic facility.

- **Milton Public Library - Milton, WI**

The Sweeney Group completed the feasibility study and determined strategies to raise the \$2,700,000 needed for the renovation and expansion of the library.

The campaign was divided into three segments with goals of \$900,000 each. Each has been successful; a total of \$2,800,000 has been raised. The library

renovation and expansion is complete; the library is operational and won the Wisconsin Library of the Year competition.

Municipal - \$900,000 was received from the City of Milton after the presentation to the City Council;

Community - This included the **100 women segment** where we asked 100 women to each pledge \$1000 over 5 years (\$200 per year) to name the Children's Story time Area. 155 women have pledged raising \$155,000 in a few months.

There is also an **Agricultural segment** led by leaders in the farm and agribusiness community. This segment had a goal of \$150,000 to develop an agricultural theme throughout the Children's Department including children's museum type storefronts and informational kiosks. More than \$200,000 was raised. From these segments an entire public campaign was developed.

Major gifts - Many gifts were received at all levels, including one for more than \$500,000. House parties were used to cultivate donors and the committee was trained to make major gift solicitations.

- **McIntosh Memorial Library - Viroqua, Wisconsin**

The firm completed a study to determine if \$6,000,000 could be raised to build a new library adjacent to Western Technical College with a Performing Arts Center. The study carefully determined that the project needed to be scaled back and that \$3,000,000 could be raised, specifically for the library. The Performing Arts Center was eliminated from the plans.

Within \$3,100,000 has been raised - more than has ever been raised in this community. This included a major commitment from the city of Viroqua that required an extensive education plan with the members of the Common Council. The library is open and well-used by the entire community.

Public Library references include the following:

Peg Checkai
Library Director
Watertown Public Library
100 S Water Street
Watertown, WI 53094
920 262-4090
pcheckai@watertownpubliclibrary.org

Lori Belongia
Library Director
Marshfield Public Library
211 E 2nd St
Marshfield, WI 54449
(715) 387-8494
lbelongia@marshfieldlibrary.org

Bill Wilson
President, Library board of Trustees
Milton Public Library
430 E High St. Suite 100
Milton, WI
608.868.7462
billwilsonretired@gmail.com

Trina Erickson
Library Director
McIntosh Memorial Library
118 E. Jefferson
Viroqua, WI 54665
(608) 637-7151
t.erickson@wrlsweb.org

Megan Kloeckner
Library Director
Eager Free Public Library
39 W. Main
Evansville, WI 53536
(608) 882-2260
kloeckner.megan@als.lib.wi.us

Additional references are available on request.

FUNDRAISING FORUM

Are You Ready for a Capital Campaign?

The most important step in a capital campaign is making sure it's the right time.

By Jodi Bender

Your programs are growing. You've added staff, and your offices are bursting at the seams. It is clearly time to move. A good-sized building is available at a reasonable cost, and your staff members are enthusiastic, but you need to raise approximately \$250,000 to make the move feasible. It's time to begin a capital campaign—right? Well, maybe.

Ascertaining readiness is the most important step in assuring that your campaign will be successful—or stopping you from conducting a campaign before you are ready. To determine readiness, you need to look at both internal and external factors.

INTERNAL FACTORS

First, you need to address the internal factors that may affect your capital campaign:

Staff Time

A capital campaign is extremely time-consuming for the staff. There will be volunteers and (if you choose to use one) a consultant, but staff will still need to perform a variety of functions, from accompany-



ing volunteers on solicitation calls to preparing thank-you letters and tracking pledges. A successful capital campaign can lead to new and increased annual gifts, which will make the resource development staff's job easier in the long term. But that's in the future. For now, you need to be sure staff members are available for lots of extra work before and during the campaign.

Support Systems

A capital campaign generates an enormous amount of data and tons of paper. A system for keeping track of all this information is essential. Prospective donor research and

contribution information must be easily retrievable and confidential. A pledge tracking system must be in place to remind donors when pledges are due. Reports will need to be available for volunteers to use.

Board Involvement

Board involvement is crucial to campaign success. All board members must be willing to contribute both their time and money. When soliciting, you should be able to say that *all* board (and staff) members contributed. If they don't, why should anyone from the "outside"? While not all board members are willing or able to personally solicit

Jodi Bender is director of educational programs at the Society For Nonprofit Organizations, 6314 Odana Road, Suite 1, Madison, Wisconsin 53719. She also consults with nonprofits on all aspects of resource development.

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prospective donors, they should all be involved in the campaign in some way. For example, they might host a small gathering of prospective donors to learn more about our organization and its campaign plans. Or they might simply serve as "ambassadors" for the campaign, speaking about it informatively and enthusiastically.

History of Past Donations

The amount of money that you have raised in the past few years and the sources for those funds have a direct impact on your ability to succeed with a capital campaign. If you did not meet your fundraising goals, or if the majority of the funds raised were from one or only a few sources, you probably need to do more prospect research and develop your annual campaign before launching a capital drive.

Initial Funds for Campaign Cost

The cost of a campaign can be built into the amount to be raised and should be kept to a minimum, but you will need to fund some things before you begin to receive the contributions. Your organization should be able to fund the up-front costs of preparing for the campaign, though it is often possible to have them funded by a foundation or an individual who believes in the mission and services of your organization. These up-front costs include:

- a board and staff retreat to discuss the pros, cons, and timing of a campaign
- brochures
- meeting and travel costs for volunteers
- cultivation events
- a feasibility study
- the costs of a consultant (if you decide to hire one)
- temporary help (if you decide more staff is needed to handle the campaign overload).

EXTERNAL FACTORS

After assessing these internal factors, it is equally important to assess

the external factors that may affect your campaign:

Organizational Reputation

Most important to the success of a campaign is the reputation that your organization has built over the years—the programs and services provided, the excellence and dedication of your staff, financial stability, and your plans for the future, carefully developed into a strategic plan.

Campaign Leadership and Volunteers

The ability to recruit effective volunteers for the campaign will be very important to a successful conclusion. It is usually advisable to have the campaign chair and some of the other leaders be people who are not currently on your board. This lends credibility and divides the work. While it often takes time to find the right person to head the campaign, it is well worth the effort. Remember that people give money to people. If no one is willing to chair this effort, it probably means that the time is not right.

Timing

Many questions need to be asked about timing. What other things are going on in your community right now, and what is planned for the

near future? What is the economic picture? If a major employer in your community has just had large layoffs, this could be a serious detriment to your campaign. It is also important to know if other non-profit organizations are planning major fund drives. In most communities, for example, nonprofit organizations respect the United Way's closed period and do not solicit while United Way is conducting its annual drive.

Sanctioning Organizations

In many communities, there is a sanctioning organization that reviews capital campaign plans. For instance, in Madison, Wisconsin, there is the Capital Fund Raising Committee, organized through the Chamber of Commerce. In Rockford, Illinois, the United Way reviews campaign plans for member organizations.

It is important to know if there is a similar organization in your community. Not only is its endorsement valuable, but this organization can be very helpful as you develop your campaign plans. This sanctioning organization is also a good source of information about other campaigns that are being planned.

To find out if a similar organization exists in your community, check the Chamber of Commerce, United

No. of Gifts	In the range of	Totaling
1	\$25,000	\$ 25,000
2	20,000	40,000
3	10,000	30,000
4	7,500	30,000
Top 10 gifts total		\$ 125,000
8	5,000	40,000
16	2,500	40,000
Next 24 gifts total		\$ 80,000
24	1,000	24,000
48	500	24,000
106 top gifts total		\$ 253,000

A chart like this is a good reality check to help you decide exactly how much work your campaign will take. For each gift on the chart, you must research three to five prospective donors capable of making a gift of that size.

CREATIVE FUNDRAISING IDEAS

Focus on the Top Three Percent
Remember the old rule that 80 percent of the money comes from 20 percent of the donors? Nowadays, it's not unusual for 97 percent of the money to come from three percent of the donors. Thus, it makes sense to concentrate your efforts on that top percentage of people. Remember, meeting face-to-face with these top prospects is the best way to get results.

CREATIVE FUNDRAISING IDEAS

Don't Be Afraid to Ask
To solicit major gifts, use the four-step APOC method: 1. **Amenities:** Get the prospect talking about personal interests. 2. **Presentation:** Give a concise, five-minute summary of your organization's accomplishments, aspirations, and funding goal. 3. **Objections:** Ask if your prospect has any questions. Use facts to convince the prospect of your point of view. 4. **Closing:** Politely and directly ask for a commitment. For more information, see *Take the Fear Out of Asking for Major Gifts*, available from Donovan Management, 4744 Hall Road, Orlando, Florida 32817 (407-657-8018).

CREATIVE FUNDRAISING IDEAS

Two Golden Words
Saying "thank you" is the key to successful fundraising. You need to thank donors creatively—and frequently!
Inexpensive gifts are a good vehicle. Select a lightweight thank-you gift, such as a bookmark, to minimize postage costs. Send a series of thank you's, such as a bookmark a month, each slightly different, with your organization's name imprinted. Best of all are gifts unique to your organization—pictures painted by the children you serve, for example.

Way, or local chapter of the National Society of Fund-Raising Executives (NSFRE). Or talk to executive directors and development directors of other nonprofit organizations.

Potential Donors

One thing that's essential to the success of your campaign is contributions. You need to know if individuals, corporations, and foundations will support your organization with the number and size of gifts needed to meet your financial goal.

Table I is a standards of giving chart for a fictional campaign to raise \$250,000. Such a chart is a good reality check for enthusiastic volunteers and staff who say, "Sure we can do it!" The chart defines exactly how much work "it" will take. For each gift listed on the chart, you should have researched three to five prospective donors capable of making a gift of that size.

TESTING THE WATERS

"OK," you say. "Now we know what factors we need to assess. But how do we find out about each of these factors? How do we test the

waters?" Here are the steps to follow:

Hold a Retreat

Internal factors should be evaluated through a half to full day board and staff retreat that discusses internal preparedness for a campaign. Some key questions to ask at the retreat include the following:

- Does our organization have a three to five year strategic plan in place?
- Have we closed our books "in the black" in each of the past several years?
- Does the staff have adequate time to devote to the campaign, or can some other project be postponed to make time for the campaign?
- Who have been our largest contributors over the past two to three years?
- Are there past volunteers who might be good campaign leaders?
- What is a potential contingency plan if the campaign does not meet the goal?

Set Up a Committee

If both the board and staff are enthusiastic after a realistic discussion of a potential campaign, set up a small committee (no more than five to six people) of board members and staff representatives to oversee the next phase—assessing the external factors. You may want to include one or two community representatives on the committee; it is a good way to determine if they would be suitable campaign leaders. The typical way to assess external factors is through a feasibility study.

Create a Feasibility Study

A feasibility study is designed to evaluate campaign readiness and constituency appeal and to make recommendations for the campaign, if warranted. A feasibility study evaluates the following factors:

- the image of the organization
- potential volunteers and leaders for the campaign
- potential donors
- public relations efforts
- timing of the campaign

- other factors specific to the non-profit.

These factors are evaluated through a series of interviews, usually conducted by a consultant skilled in such techniques. The interviewer talks with representatives of the constituencies who would be influential to the campaign. Those interviewed should include potential donors and volunteers, those who know your organization well and those who may be negative about your organization or your plans for a campaign. It is important to get all perspectives.

It is also important to send the questionnaire used in the interviews to each of the board members and key staff to get their perspectives. These questionnaires can be returned anonymously.

Except in unusual circumstances (such as a campaign that covers a wide geographic area), a maximum of 20 to 30 interviews should be enough to get a good sampling; it can often be done with fewer.

What will the feasibility study give your organization?

(1) an impression of how the organization is perceived in the community, which will be helpful whether or not you decide to proceed with a campaign

(2) a general plan for the campaign, if a campaign is warranted, including:

- an outline for the case statement
- initial prospect research, including the names of people who may be interested in contributing to the campaign
- confirmation that your goal amount can be raised or a suggestion of another goal
- a public relations plan
- names of potential volunteers and campaign leaders
- appropriate timing for the campaign
- and, most important, a clear

sense of whether a capital campaign is in the future for your organization. If it is, you'll be ready. ■

Selected References

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Dove, Kent E., *Conducting a Successful Capital Campaign*.

Faust, Paula J., *An Introduction to Fundraising: The Newcomer's Guide to Development*.

Howe, Fisher, *The Board Member's Guide to Fund Raising*.

Seltzer, Michael, *Securing Your Organization's Future*.

Strand, Bobbie J. and Susan Hunt, *Prospect Research: A How-to Guide*.

Swanson, Andrew, "Planning a Board Retreat," in *Board Leadership and Governance, Leadership Series*.

These publications are available through the Society For Nonprofit Organizations' Resource Center. For ordering information, see the Society's *Resource Center Catalog*, included in this issue, or contact the Society at 6314 Odana Road, Suite 1, Madison, Wisconsin 53719 (800-424-7367).