



Slinger Community Library Board of Trustees  
Village Community Room, located at 218 Slinger Rd  
Monday, June 19, 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, – May 2023
  - B. Library Program Report: May 2023
  - C. Senior Outreach Program
  - D. Staff updates
- III. **New Business**
  - A. Review and Action
    - i. Minutes of May 8, 2023 meeting
    - ii. May Financial/Vouchers Report
    - iii. Circulation Policy update
    - iv. Technology Policy update
- IV. **Old Business**
  - A. Capital Campaign update
- V. **Announcements**
  - A. Next Meeting Date: Monday, July 10, 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, June 16, 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, June 16, 2023

Re: Agenda for Monday, June 19, 2023

## II. DIRECTOR' S REPORT

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

\*Monthly statistics 2022 vs 2023\*

May total circulations, digital (Hoopla & Libby) and physical were 7,675 with physical circulations at 6,095 and digital at 1,644. Physical circulations decreased 1% (64 items) from May 2022. Digital circulations increased 26% (342 items) from May 2022. Patron count was 2,203 an increase of 15.5% (296 patrons) from May 2022.

### B. Library Program Report-May 2023

- Please see attached program reports.
- Summer Learning Program is going great! We had 254 patrons visit for kick-off day and 606 items circulated. As of Thursday, we have registered 41 adults, 27 teens, 79 kids klubs, and 47 lil' bookworms. Collectively we have 750 minutes read.

### C. Senior Outreach Program

We will be visiting each of the 4 Serenity Villa buildings on four Monday afternoons at 2pm. We are also making plans with The Pavilion at Glacier Valley to visit 1x per month.

### D. Staff Updates

The staff will start to advertise this week for 2 Circulation Clerk positions to have a start date in August. One clerk is leaving to start college. The Cataloger is retiring to spend more time with family. We will be promoting a clerk to Cataloger; therefore, we will need to advertise for the second clerk.

## IV. NEW BUSINESS

### iii.Circulation Policy Update

Please see the 2 attached Circulation policies. **The updated version has the highlights.**

- Added more options for patrons to provide when checking out materials
- Require a patron to provide library card number if doing business over phone or email
- Special Requests are limited to 5 at one time
- Address check every 18 months

### iv.Technology Policy Update

Please see the 2 attached Technology policies. The policy was condensed and updated to add a Social Media section and Personal Mobile Devices section.

- Added color copies for \$.25
- Fax for \$1.00 (were \$2.00 for first page and \$1.00 each additional)
- Computers turn off 15 minutes prior to closing
- Added laptops to this policy
- Wifi and Wireless Printing capabilities

## **V. OLD BUSINESS**

### A. Capital Campaign update

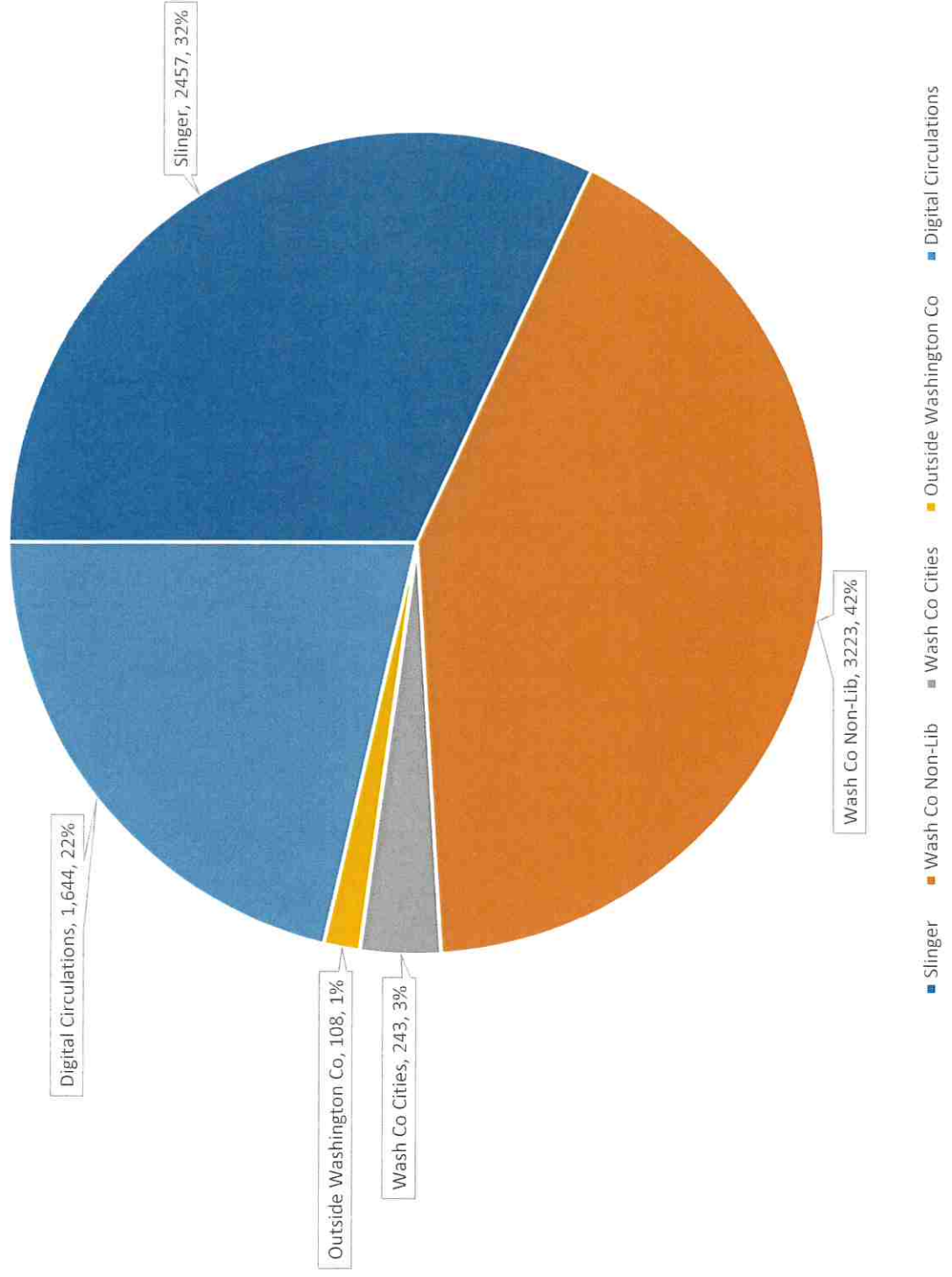
Village Administrator Wilber and I met with Mrs. Sweeney last week. We are gathering information for the initial stages of her study. The brainstorming session will occur in early July.

**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.**

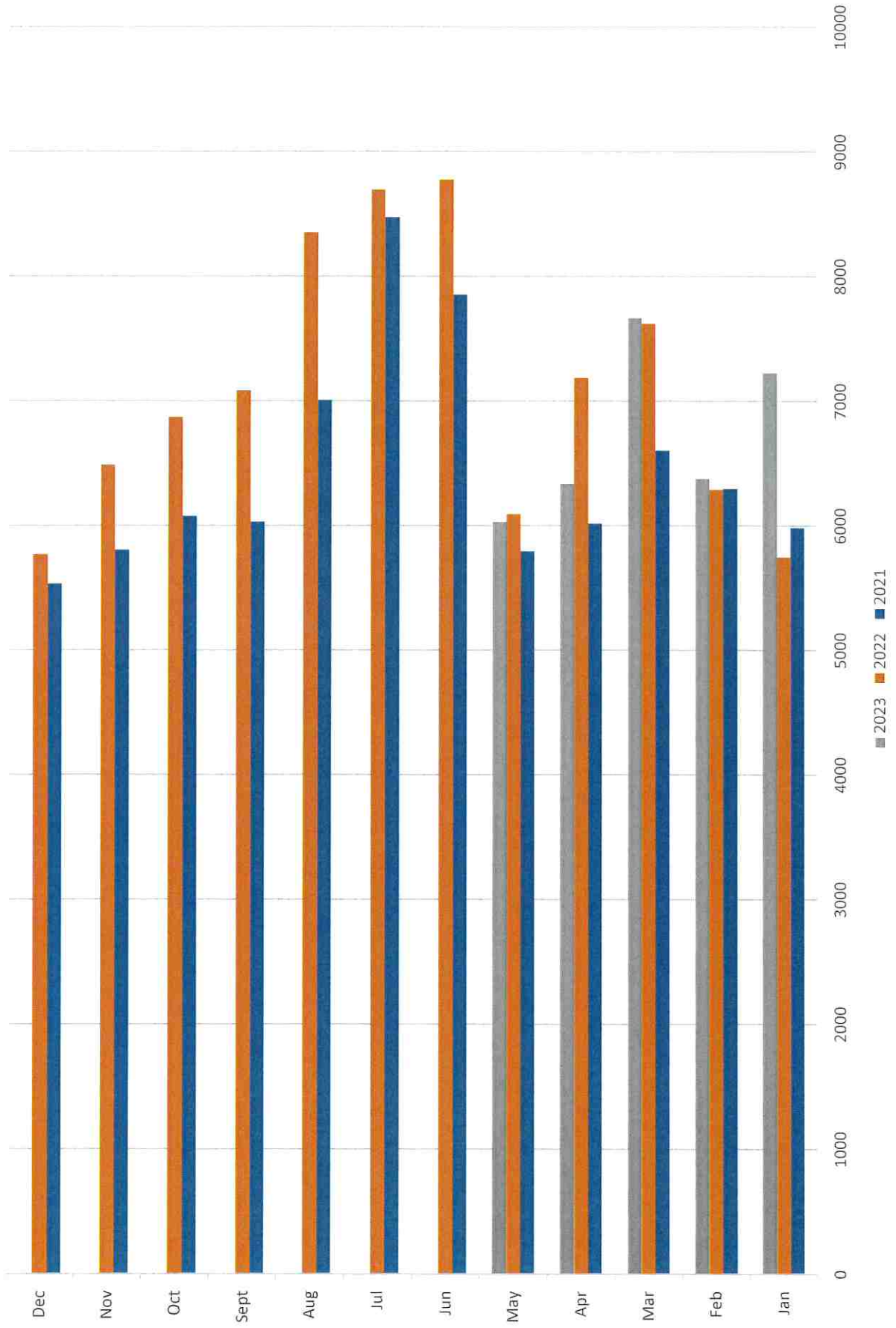
## May Slinger Library Statistics

	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	123
Patron Count	22,700	1,907	26,121	2,203	10,862
New Cards Issued	232	19	371	31	134
<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	6,095	84,970	6,031	33,650
Items Checked In	66,171	5,679	72,453	6,271	30,248
Holds Placed	21,401	1,630	21,046	1,601	9,347
Library of Things Check Outs (LOT)	NA	NA	NA	154	538
<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	1,122	13,615	1,417	6,808
Hoopla	371	180	1,587	227	919
<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	197	2,340	159	646
Ancestry.com Logins	1,056	27	352	7	123
Universal Classes (thru Libby)	17	4	54	NA	NA
Pronunciator (expired 2022)	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	2,784	34,942	2,457	13,537
Wash Co Non Lib	38,927	2,855	43,413	3,223	17,628
Wash Co Cities	3,996	383	4,973	243	1,687
Outside Wash Co	1,267	70	1,639	108	788
<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	7,394	100,205	7,675	41,367
<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	10	97	0	65
Lender - Requests from other libraries	27	2	35	0	17
<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	2	79	3	26
Adult Program Attendance	326	17	710	26	228
Adult Self Directed Programs	15	0	2	0	2
Adult Self Directed Participation	306	0	159	0	195
<b>Teen Programs</b>	21	2	50	1	24
Teen Program Attendance	196	25	322	1	150
Teen Self Directed Programs	11	0	1	0	0
Teen Self Directed Attendance	136	0	54	0	0
<b>Childrens Programs</b>	79	0	163	11	102
Childrens Programs Attendance	1,770	0	2,993	412	1,384
Childrens Self Directed Programs	51	1	84	7	63
Childrens Self Directed Attendance	1,777	161	1,407	157	888
<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	458	5,928	1,018	2,884
Internet Logins	662	57	926	86	419
PAC Logins	18,522	1,606	18,497	1,531	7,695
<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	1	31	3	18
Community Meetings Attendance	133	11	307	34	227
Facebook Reach	25,863	3,601	45,210	1,191	11,738
Website Visits	50,394	4,364	61,575	5,605	41,124

May 2023 Total Circulations 7,675  
Physical 6,031 & Digital 1,644



3 year Bar Graph



## May 2023 Programs

### Preschool Story Times-Out Reach

Date	Program	Count
5/4	Little Hearts (safety)	14
5/5	Little Hearts (PBS Kids sink or float)	14
5/11	Little Hearts (transportation)	13
5/12	St. Paul (butterflies)	11
5/18	Little Hearts (messy)	13
5/25	Little Hearts (garden)	13
5/26	Little Hearts (PBS Kids gardening)	14
	<b>Total Programs</b>	<b>7</b>
	<b>Total Count</b>	<b>92</b>

### Preschool Story Times crafts-Out Reach

Date	Program	Count
5/4	Little Hearts (road sign memory game)	12
5/11	Little Hearts (paper plate wheel)	11
5/12	St. Paul (caterpillar craft)	10
5/18	Little Hearts (paper towel art)	11
5/25	Little Hearts (jewel flowers)	11
	<b>Total Programs</b>	<b>5</b>
	<b>Total Count</b>	<b>55</b>

### 1<sup>st</sup> Grade Visits-SLP Promotion

Date	Program	Count
5/2	St. Peter's SLP	72
5/16	Allenton SLP	63
5/19	Addison SLP	79
5/26	Slinger Elementary SLP	106
	<b>Total Programs</b>	<b>4</b>
	<b>Total Count</b>	<b>320</b>

### Teen Programs

Date	Program	Count
5/16	May TAB Meeting	1
	<b>Total Programs</b>	<b>1</b>
	<b>Total Count</b>	<b>1</b>

### Adult Programs

Date	Program	Count
5/8	Devouring Books Cookbook Club (Mexican dishes)	7
5/15	Monday Afternoon Book Club	6
5/16	Pints & Pages Book Club	13
	<b>Total Programs</b>	<b>3</b>
	<b>Total Count</b>	<b>26</b>

### Passive Programs

Date	Program	Count
5/10-5/15	Hobbies Incentive Week	60
5/1-5/31	May Scavenger Hunt	42
	<b>Total Programs</b>	<b>2</b>
	<b>Total Count</b>	<b>102</b>

### Grand Totals

Programs	20
Total Passive Programs	2
<b>Grand Total Programs</b>	<b>22</b>
<b>Grand Total Attendance</b>	<b>596</b>

May minutes of the Slinger Community Library Board  
Monday, May 8, 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 May 8, 2023 in accordance with Notice of Meeting delivered to members on May 5, 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	
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	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. Welcome new and renewing Library Board Trustees**

President Thiel thanked Trustee Moldenhauer for renewing her seat on the Library Board. President Thiel introduced Trustee Waterman to the Library Board.

**III. Director's Report**

A. Circulation and Library Use Statistics-April 2023

Director Schultz stated April total circulations, digital (Hoopla & Libby) and physical were 7,888 with physical circulations at 6,338 and digital at 1,550. Physical circulations decreased 11% (849 items) from April 2022. Digital circulations increased 24% (299 items) from April 2022. Patron count was 2,004 an increase of 4.2% (85 patrons) from April 2022.

B. Library Program Report-April 2023

Director Schultz shared the April program report.

C. Friends of Slinger Library Update

Director Schultz stated the Friends of Slinger Library have 18 members with a new board being elected in September. Director Schultz stated Mary Krall donated \$700 for Early Literacy items.



### **III. New Business**

i. Minutes of April 10, 2023 meeting

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

ii. April Financial/Vouchers Reports

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

iii. June Library Board meeting

Motion by Lighthizer/Moldenhauer to approve moving the June Library Board meeting to Monday, June 19<sup>th</sup> due to the Summer Learning Program Bash Night event. Motion carried.

### **IV. Old Business**

A. Challenged Materials Policy

Motion by Tobey/Voll to approve the Challenged Materials Policy as presented. Motion carried.

B. Capital Funding Campaign Contract with Sweeney Group

Village Administrator Wilber stated the contract has four phases totaling \$98,000. Currently, Phase I is the only phase committed too and will cost \$23,000.

### **V. Announcements:**

A. Next Meeting Date: Monday, June 19, 2023 at 4:30pm

### **VI. Adjourn Meeting**

Motion by Lighthizer/Hignite to adjourn at 5:02pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

**VOUCHERS MAY 2023**

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$1,287.28
5/9/2023	Sam's Club	LOT shelving	\$100.20		\$1,187.08
5/9/2023	Amazon	processing supplies	\$35.40		\$1,151.68
5/9/2023	Amazon	LOT storage	\$9.99		\$1,141.69
5/9/2023	Amazon	LOT processing supplies	\$8.99		\$1,132.70
5/9/2023	Walmart	LOT storage	\$31.70		\$1,101.00
5/9/2023	CostCo	Staff meeting food	\$12.50		\$1,088.50
			\$198.78		

**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
					\$3,447.74
5/9/2023	Amazon	AD program supplies-SLP	\$11.63		\$3,436.11
5/9/2023	Hobby Lobby	AD program supplies-APR	\$75.85		\$3,360.26
5/9/2023	Hobby Lobby	AD program supplies-APR	\$42.54		\$3,317.72
5/9/2023	Menards	AD program supplies-MAY	\$25.00		\$3,292.72
5/9/2023	Nehm's	AD program supplies	\$25.00		\$3,267.72
5/9/2023	Nehm's	AD program supplies	\$25.00		\$3,242.72
5/9/2023	O'Reilly Auto Parts	AD program supplies	\$25.00		\$3,217.72
5/9/2023	Lamm's Garden	APR Incentive Week	\$50.00		\$3,167.72
5/9/2023	Amazon	PBS Kids program supplies	\$164.97		\$3,002.75
5/9/2023	Amazon	TN program supplies	\$49.99		\$2,952.76
5/9/2023	Amazon	TN program supplies	\$14.99		\$2,937.77
5/9/2023	Amazon	TN program supplies	\$26.92		\$2,910.85
5/9/2023	Pick n Save	TN program supplies	\$12.15		\$2,898.70
5/9/2023	Piggly Wiggly	TN program supplies	\$15.03		\$2,883.67
5/9/2023	Piggly Wiggly	TN program supplies	\$27.72		\$2,855.95
5/9/2023	Piggly Wiggly	TN program supplies	\$20.21		\$2,835.74
5/9/2023	Kettle Moraine State Forest	AD program supplies-MAY	\$28.00		\$2,807.74
5/9/2023	Friends of Nature	MAY Incentive Week	\$25.00		\$2,782.74
5/9/2023	Game Stop	MAY Incentive Week	\$25.00		\$2,757.74
5/9/2023	Hahn Ace	APR Incentive Week	\$50.00		\$2,707.74
5/9/2023	Hobby Lobby	AD program supplies	\$31.81		\$2,675.93
5/9/2023	CostCo	TN program supplies	\$56.93		\$2,619.00
		TOTAL SPENT	\$828.74		

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$1,341.32
5/23/2023	Express News	SLP Express News Ad	\$120.00		\$1,221.32
		TOTAL SPENT	\$120.00		

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$158.25
5/9/2023	ALA	Annual Conference-exhibit Hall	\$80.00		\$78.25
		TOTAL SPENT	\$80.00		

**VOUCHERS MAY 2023**

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

Date	Description	Invoice #	Debit	Balance
				\$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
5/9/2023	Monarch Library System	Overdrive, ILS fees, Reconciliation of payments for lost/damaged, Monarch2go, Annual Network Replacement, Network Yearly Maintenance	\$ 11,533.95		\$746.72
		TOTAL SPENT	\$11,533.95		

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

Date	Description	Invoice #	Debit	Balance
				\$16,642.60
5/31/2023	Ingram	CH & AD Print	\$881.73	\$15,760.87
5/31/2023	Amazon	AD DVDs	\$164.30	\$15,596.57
5/31/2023	LOT items/Attraction Passes		\$2,167.83	\$13,428.74
5/31/2023	Midwest Tape	CH Books on CD	\$82.97	\$13,345.77
5/31/2023	Game Stop	Video Games	\$75.54	\$13,270.23
		TOTAL SPENT	\$ 3,372.37	

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

Date	Description	Invoice #	Debit	Balance
				\$4,465.00
5/9/2023	Hexonet	Library URL	\$ 13.08	\$4,451.92
5/9/2023	Charity Advantage-yrly fee (Bambora/Clover Security)	Library website	\$ 490.00	\$3,961.92
		TOTAL SPENT	\$503.08	

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

Date	Description	YTD Actual	Budget	Unexpended	% Used
5/31/2022	Library Department Head Salary	\$27,453.60	\$65,561.60		41.9%
5/31/2022	P/T Wages (w/benefits)	\$34,741.51	\$89,132.16		39.0%
5/31/2022	P/T Wages	\$21,476.08	\$56,674.80		37.9%
		\$83,671.19	\$ 211,368.56		39.6%

Monthly Deposit 2023							
Slinger Community Library Total Monthly Deposit							
January	\$ 1,379.00	April	\$ 435.78	July	\$ -	Oct	\$ -
February	\$ 1,127.76	May	\$ 503.91	August	\$ -	Nov	\$ -
March	\$ 792.18	June	\$ -	Sept	\$ -	Dec	\$ -
						<b>Total</b>	<b>\$ 4,238.63</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	\$ -	June	\$ -	June	\$ -	\$ -
July	\$ -	July	\$ -	July	\$ -	\$ -
August	\$ -	August	\$ -	August	\$ -	\$ -
September	\$ -	September	\$ -	September	\$ -	\$ -
October	\$ -	October	\$ -	October	\$ -	\$ -
November	\$ -	November	\$ -	November	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -
<b>Total</b>	<b>\$ 2,207.36</b>	<b>Total</b>	<b>\$ 811.90</b>	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,219.37</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

## **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 CIRCULATION POLICY

### I. Introduction

The library will serve all residents of the community and the public library system area. This policy is designed to ensure that all users have equal access to the services and materials of the Slinger Community Library regardless of race, color, sex, national origin, age, religion, sexual orientation, or disability.

The library participates in the Monarch Library System and works cooperatively with other libraries in the consortium to maintain borrowers' records and lend material. All borrowers must be registered at one of the libraries in Dodge, Ozaukee, Sheboygan, or Washington counties that make up the Monarch Library System.

The use of the library may be denied for due cause. Such cause may include but is not limited to the failure to return library materials, to pay fines, destruction of property, disturbance of other patrons, or any other objectionable conduct on the library premises as defined in the code of conduct policy.

### II. Library Card Holder Eligibility

1. The library issues cards to Wisconsin residents. Slinger Community library cards are good at all the public libraries and bookmobile in the Monarch Library System.

2. All applicants 16 years of age and older must present acceptable photo and address identification showing their current address at the time of applying for a new library card. Examples of such identification include:

- Driver's license/State I.D.
- Student I.D.
- Checkbook
- Piece of personal mail or online statement
- Property title or lease

3. Library cards are issued to children who can sign their name on the card. Children under the age of 16 need a parent or legal guardian's signature. The parent or legal guardian must give their driver's license number on the minor child's application. The parent or legal guardian ID and/or proof of residence will serve as proof of residence for youth under the age of 16. The parent or legal guardian must accompany the youth applying for a library card, and they are required to co-sign the application. Children residing in two households will be issued a card where their primary residence is, as stated by the parent or legal guardian. The parent or legal guardian is required to provide identification as confirmation of signature.

4. To comply with Wis. Stat. Sec. 43.30(1m), library card applicants 16 and 17 years of age need to present a Wisconsin driver's license or Wisconsin State ID with current address at the time of application. Applicants in this age range may also present a current school ID card from a local school along with proof of residence (see above for acceptable identifying documents that constitute proof of residence). If they choose, applicants in this age range may apply for a library card the same way children under the age of 16 do (see above).

5. Parents or legal guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children. Each family shall have the right and responsibility of setting age-appropriate standards. The library staff is not responsible to enforce standards set by the family.

6. All borrowers must present the original card issued or a driver's license/State I.D. to borrow items each time they visit the library to checkout items.



7. Library cards are valid indefinitely, with an automatic address check every 18 months. Patrons are responsible for informing the Library of any change of address, telephone number, email or parental responsibility for children under age 15.

### III. Replacement Cards

1. When a library card is lost or stolen, patrons shall present a valid photo ID along with proof of current address and pay a \$3.00 replacement fee. A parent or legal guardian must be present when a child under 16 replaces a library card. Please report all stolen cards to the Library at 262-644-6171. If a card is presented for checkout before it is reported lost or stolen, the patron is still responsible for all materials checked out on it. If the card is broken, bring the pieces to the Library and a staff member will replace it for free.

2. Any adult patron who does not present a library card can provide a driver's license/ State I.D./ Student I.D. to checkout materials and use the public internet stations. Patrons are expected to bring their card or replace their card on the next visit.

3. For minors without their library card, the Library will accept current school ID cards, driver's license or learners permit as alternative IDs. For minors without any acceptable alternative ID, such as elementary school aged children, library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification. Library staff may refuse to accept alternative ID's.

Patrons may borrow only on their own card when using an alternative form of ID for checkout.

### IV. Loan Periods and Daily Fines

Type of Item	Limits per card	Loan period	Fine per day
Adult fiction, Non-fiction & Young Adult Books	None	28 days	\$.10
New Adult Fiction	None	14 days	\$.10
Children's & Juvenile Books	None	28 days	\$.10
DVD's & Blu-ray	None	7 days	\$.10
Non-Fiction DVD's /TV Series	None	14 days	\$.10
Books on CD	None	28 days	\$.10
Playaways	None	28 days	\$.10
Magazines	None	14 days	\$.10
Children's Books w/ Compact discs	None	28 days	\$.10
Music CDs	None	14 days	\$.10
Learning Prop Games	None	14 days	\$.10
Library of Things	None	14 days	\$.10
Puppet Pals	None	14 days	\$.10

### V. Renewals

1. Materials may be renewed twice by phone, in person, via the library's website [www.slingerlibrary.org](http://www.slingerlibrary.org) or on the Monarch2go App. Please be aware, if you are renewing materials that are due the day you are renewing them online via the catalog, items must be renewed by 11:59pm/CST to avoid overdue charges. Items returned before 9 am will be considered returned as of the previous day. Materials may be renewed twice but may not be renewed if there is another patron waiting.

**VI. Interlibrary Loans**

1. Materials not available in the Library or via the catalog may be borrowed from other libraries outside of the Monarch Library System. There is currently no fee for this service. To place an interlibrary loan, please visit the circulation desk or call 262-644-6171.
2. Materials from another library obtained through interlibrary loan will be checked out according to the lending library's loan periods.

**VII. Holds on Items**

1. Holds may be placed on library materials found in the Monarch catalog with a current library card from one of the participating libraries or bookmobile in the Monarch Library System. There is no charge to the patron for placing a hold.
2. Holds may be placed on all library materials in-person at the library, via phone with a staff member, online in the Monarch catalog or via the Monarch2go App. Patrons need to have a library card in good standing and a pin number. Pin numbers are assigned at the time of application. Slinger Community Library staff does not have access to pin numbers. Patrons who do not know their pin number may call the library to have it reset via phone during regular business hours or may reset it online through the Monarch Catalog via the My Account link.
3. When materials become available for pick up, patrons have the option to be notified either by phone, email or text message. Items are held for seven days from the date the patron is notified. When an item is not picked up, it will be sent back to the owning library or to the next patron in cases where there is a waiting list. A new hold may be placed on the item but the patron will go to the bottom of the existing holds list.
4. When picking up items that are on hold, for the patron's protection and to comply with Wis. Stat. sec. 43.30(1m), the card in which the item was placed on hold must be presented, unless the patron has linked accounts with presenting card. No exceptions will be made.

**VIII. Fines and Charges**

1. There are no grace periods. Fines are assessed the day after an item is due.
2. The maximum fine which can accrue per item is \$10.00.
3. When a patron's card has reached \$5, borrowing privileges and access to public internet stations will be blocked until the fine amount is under \$5.00. Fines may be paid in person during regular business hours or via the Monarch catalog using a credit or debit card.
4. Patrons with fines will not be allowed to use another individual's library card as a way of avoiding payment of fines or using the library's public access computers.
5. Under Library Director discretion, when an adult account's fine amount reaches \$50.00 or more, his or her card along with family cards will be blocked. They will not be able to checkout materials or have access to public internet stations.
6. Library staff shall deny borrowing privileges and access to the library's public internet stations to patrons who do not present a library card, another form of acceptable identification, who have overdue materials or have fines of \$5.00 or more.

7. A notice is sent by either U.S. mail, e-mail, or text message (if the patron has chosen this option for notification) after the material is due. Overdue notices are sent in the following intervals:

1 <sup>st</sup> notice	1 weeks overdue
2 <sup>nd</sup> notice	2 weeks overdue
Final Notice	3 weeks overdue (printed and mailed)
Billing Notice	4 weeks overdue (printed and mailed)
	5 weeks overdue (phone call)

After five attempts have been made vis U.S. mail, e-mail, text message, or phone to the patron and the materials are still overdue and accrue an amount of \$50.00, then the Slinger Community Library will be forced to declare the items as stolen and turn the matter over to the Slinger Police Department (SPD) for collections.

**IX. Damaged Materials**

1.If materials are damaged and are unsuitable to be put back into the library collection, the patron must pay the current purchase cost for the item and a \$3.00 processing fee. The library will be responsible for securing replacement of the item. After payment is received, the damaged item is then theirs to keep.

**X. Lost Materials**

1.If materials are lost, the patron must pay the purchase cost of the item plus a \$3.00 processing fee. If the material is found after payment has been received, the library will not issue a refund.

**XI. Charges for Various Damages**

1.In order to encourage proper care of library properties, the following charges will be assessed for the damages and/or loss listed below:

Item	Fee
Processing fee for damaged/lost material	\$3.00
Single CD case (lost/replace)	\$3.00
Single DVD/Blu-ray case (lost/replace)	\$3.00
Multi Disc cases (DVD, Blu-ray, CD)	\$5.00
Lanyard for Playaways	\$3.00
Case for Playaways	\$6.00
Battery door for Playaways	\$2.00
Bookpack case for Playaways	\$13.00
Book on CD case (lost/replace)	\$7.00
Audio discs (lost/replace)	\$10.00

\*In cases where audio discs cannot be replaced, then the library will charge the full replacement cost for the book on CD.

2. Library borrowing privileges may be suspended to any cardholder who has \$5.00 or more in fines/fees or after library materials are 28 days overdue.

3.Any fines/fees accumulated from items not owned by the Slinger Community Library are under discretion of the owning library.

**Slinger Community Library**  
**CIRCULATION POLICY**

### **I. Introduction**

The library will serve all residents of the community and the public library system area. This policy is designed to ensure that all users have equal access to the services and materials of the Slinger Community Library regardless of race, color, sex, national origin, age, religion, sexual orientation, socioeconomic status or disability.

The library participates in the Monarch Library System and works cooperatively with other libraries in the consortium to maintain borrowers' records and lend material. All borrowers must be registered at one of the libraries in Dodge, Ozaukee, Sheboygan, or Washington counties that make up the Monarch Library System.

The use of the library may be denied for due cause. Such cause may include but is not limited to the failure to return library materials, to pay fines, destruction of property, disturbance of other patrons, or other objectionable conduct on the library premises as defined in the code of conduct policy.

### **II. Library Card Holder Eligibility**

1. The library issues cards to Wisconsin residents. Slinger Community library cards are good at all the public libraries and bookmobile in the Monarch Library System.

2. All applicants 16 years of age and older must present acceptable photo and address identification showing their current address at the time of applying for a new library card. Examples of such identification include:

Driver's license/State I.D

Student I.D.

Checkbook

Personal mail/online statement/property title or lease

3. Library cards are issued to children who can sign their name on the card. Children under the age of 16 need a parent or legal guardian's signature. The parent or legal guardian ID and/or proof of residence will serve as proof of residence for youth under the age of 16. The parent or legal guardian must accompany the youth applying for a library card, and they are required to co-sign the application. Children residing in two households will be issued a card where their primary residence is, as stated by the parent or legal guardian.

4. To comply with Wis. Stat. Sec. 43.30(1m), library card applicants 16 and 17 years of age need to present a Wisconsin driver's license or Wisconsin State ID with current address at the time of application. Applicants in this age range may also present a current school ID card from a local school along with proof of residence (see above for acceptable identifying documents that constitute proof of residence). If they choose, applicants in this age range may apply for a library card the same way children under the age of 16 do (see above).

5. Parents or legal guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children. Each family shall have the right and responsibility of setting age-appropriate standards. The library staff is not responsible to enforce standards set by the family.

6. All borrowers must present the original card issued, driver's license/State I.D or online library card via Monarch2Go app to borrow items each time they visit the library to checkout item. For minors without any acceptable alternative ID, such as elementary school aged children, library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification. Library staff may refuse to accept alternative ID's. Patrons may borrow only on their own card when using an alternative form of ID for checkout.

7. Library cards are valid indefinitely, with an automatic address check every 18 months, if not used in 5 years library cards will expire. You may apply for a new card, free of charge if that happens. Patrons are responsible for informing the Library of any change of address, telephone number, email or parental responsibility for children under age 15.

8. All patrons contacting the library by phone, email or text must provide their library card account number. This is for your protection and ours. This ensures no unauthorized charges or other activity will take place in your account.

### III. Replacement Cards

1. When a library card is lost or stolen, patrons shall present a valid photo ID along with proof of current address and pay a \$3.00 replacement fee. A parent or legal guardian must be present when a child under 16 replaces a library card. Please report all stolen cards to the Library at 262-644-6171. If a card is presented for checkout before it is reported lost or stolen, the patron is still responsible for all materials checked out on it. If the card is broken, bring the pieces to the Library and a staff member will replace it for free.

### IV. Loan Periods and Daily Fines

Type of Item	Limits per card	Loan period	Fine per day
Adult fiction, Non-fiction & Young Adult Books	None	28 days	\$.10
New Adult Fiction	None	14 days	\$.10
Children's & Juvenile Books	None	28 days	\$.10
DVD's & Blu-ray	None	7 days	\$.10
Non-Fiction DVD's /TV Series	None	14 days	\$.10
Books on CD	None	28 days	\$.10
Playaways	None	28 days	\$.10
Magazines	None	14 days	\$.10
Children's Books w/ Compact discs	None	28 days	\$.10
Music CDs	None	14 days	\$.10
Learning Prop Games	None	14 days	\$.10
Library of Things	None	varies	\$.10
Backpack Tales	None	14 days	\$.10

### V. Renewals

1. Materials may be renewed twice by phone with your library card account number, in person with your library card, via the library's website [www.slingerlibrary.org](http://www.slingerlibrary.org) or on the Monarch2go App. Please be aware, if you are renewing materials that are due the day you are renewing them online via the catalog, items must be renewed by 11:59pm/CST to avoid overdue charges. Items returned before 9 am will be considered returned as of the previous day. Materials may be renewed twice but may not be renewed if there is another patron waiting.

### VI. Interlibrary Loans – (Special Requests)

1. Materials not available in the Library or via the catalog may be borrowed from other libraries outside of the Monarch Library System. There is currently no fee for this service. To place an interlibrary loan, please visit the circulation desk or call 262-644-6171.

2. Materials from another library obtained through interlibrary loan will be checked out according to the lending library's loan periods. Lost or damaged materials are subject to the lending library's replacement costs and fees.

3. There is a limit of five active requests per patron record. "Active Request" is defined as requests pending, items awaiting pick up and items currently checked out. As ILL items are returned, patrons may place additional requests so as to have five active requests.

4. The library will not lend the following types of materials:

- Valuable materials, bulky items that are difficult to ship, material in high demand, unique material that would be difficult to replace, video games and any other items determined unsafe or too much of a risk to borrow. Items will be determined on a case by case basis at the discretion of the library director and ILL staff.

## VII. Holds on Items

1. Holds may be placed on library materials found in the Monarch catalog with a current library card from one of the participating libraries or bookmobile in the Monarch Library System. There is no charge to the patron for placing a hold.
2. Holds may be placed on all library materials in-person at the library, via phone with a staff member, online in the Monarch catalog or via the Monarch2go App. Patrons need to have a library card in good standing and a pin number. Pin numbers are the last 4 digits of the phone number provided on your application, your pin number is assigned at the time of application. Slinger Community Library staff does not have access to pin numbers. Patrons who do not know their pin number may call the library to have it reset via phone during regular business hours or may reset it online through the Monarch Catalog via the My Account link.
3. When materials become available for pick up, patrons have the option to be notified either by phone, email or text message. Items are held for seven days from the date the patron is notified. When an item is not picked up, it will be sent back to the owning library or to the next patron in cases where there is a waiting list. A new hold may be placed on the item but the patron will go to the bottom of the existing holds list.
4. When picking up items that are on hold, for the patron's protection and to comply with Wis. Stat. sec. 43.30(1m), the card in which the item was placed on hold must be presented, unless the patron has linked accounts with presenting card. No exceptions will be made.

## VIII. Fines and Charges

1. There are no grace periods. Fines are assessed the day after an item is due.
2. The maximum fine which can accrue per item is \$10.00.
3. When a patron's account has reached \$5.00, borrowing privileges and access to public internet stations will be blocked until the amount is under \$5.00. Fines may be paid in person during regular business hours or via the Monarch catalog using a credit or debit card.
4. Patrons with fines will not be allowed to use another individual's library card as a way of avoiding payment of fines or using the library's public access computers.
5. Under Library Director discretion, when an adult account's fine amount reaches \$50.00 or more, his or her card along with family cards will be blocked. They will not be able to checkout materials or have access to public internet stations.
6. Library staff shall deny borrowing privileges and access to the library's public internet stations to patrons who do not present a library card, another form of acceptable identification, who have overdue materials or have fines of \$5.00 or more.

7. A notice is sent by either U.S. mail, e-mail, or text message (if the patron has chosen this option for notification) after the material is due. Overdue notices are sent in the following intervals:

1 <sup>st</sup> notice	1 weeks overdue
2 <sup>nd</sup> notice	2 weeks overdue
Final Notice	3 weeks overdue (printed and mailed)
Billing Notice	4 weeks overdue (printed and mailed)
Phone Call	5 weeks overdue

After five attempts have been made vis U.S. mail, e-mail, text message, or phone to the patron and the materials are still overdue and accrue an amount of \$50.00, then the Slinger Community Library will be forced to declare the items as stolen and turn the matter over to the Slinger Police Department (SPD) for collections.

8. Any fines/fees accumulated from items not owned by the Slinger Community Library are under discretion of the owning library.

**IX. Damaged Materials**

1.If materials are damaged and are unsuitable to be put back into the library collection, the patron must pay the replacement cost for the item and a \$3.00 processing fee. The library will be responsible for securing replacement of the item. After payment is received, the damaged item is then theirs to keep.

**X. Charges for Various Damages**

1.In order to encourage proper care of library properties, the following charges will be assessed for the damages and/or loss listed below:

Item	Fee
Processing fee for damaged/lost material	\$3.00
Single CD case (lost/replace)	\$3.00
Single DVD/Blu-ray case (lost/replace)	\$3.00
Multi Disc cases (DVD, Blu-ray, CD)	\$5.00
Lanyard for Playaways	\$3.00
Case for Playaways	\$6.00
Battery door for Playaways	\$2.00
Bookpack case for Playaways	\$13.00
Book on CD case (lost/replace)	\$7.00
Audio discs (lost/replace)	\$10.00
Craft to Go Bag damaged/lost	\$1.50

\*In cases where audio discs cannot be replaced, then the library will charge the full replacement cost for the book on CD.

**XI. Lost Materials**

1.If materials are lost, the patron must pay the purchase cost of the item plus a \$3.00 processing fee. If the material is found after payment has been received, the library will not issue a refund.

## Acceptable Internet Use Policy

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In order to use one of the internet access computers available to the public at the Slinger Community Library you must agree to the following guidelines.

Use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. All users of electronic information resources such as the internet are expected to use these items in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these policies and regulations.

Responsible and ethical use of such resources include the following:

1. Using internet resources for educational, informational and recreational purposes only. These computer terminals are not to be used for illegal, unauthorized or unethical purposes.
2. Respecting the privacy of others by not misrepresenting oneself as another user; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
3. Respecting the privacy of others using internet access terminals at the Slinger Community Library.
4. Making only authorized copies of copyrighted or licensed software or data.

Examples of inappropriate use include, but are not limited to, the following:

1. Violation of computer system integrity
2. Unauthorized tampering with computer hardware or software.
3. Use of internet access workstations for purposes other than Internet access.

Illegal acts involving Slinger Community Library computing resources may also be subject to prosecution by local, state or federal authorities.

Children under the age of 18 must have parental permission to use the internet. The Slinger Community Library assumes no responsibility for the use of the internet by children. The library does not monitor, and has no control over, the information accessed through the internet and cannot be held responsible for its content. It is not possible for library staff to control specific information children or young adults may locate on the internet. Just as libraries do not espouse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies, which serve to govern the library's purchase of written materials, do not apply to resources accessed electronically. Therefore, parents are expected to monitor and supervise their children's use of the internet. Children under the age of 12 must be accompanied by an adult when using the internet at the Slinger Community Library.

Persons wishing to use internet access computers must sign an internet use registration form (see appendix j). Parents must sign for children under 18 years of age (see appendix i). The signature on this form is legally binding and indicates the party has read the terms and conditions of the Slinger Community Library's internet use policy and understands their significance. Patrons must have their own library card to use the internet with a valid computer sticker placed on the backside. The library does not permit sharing library cards for the purpose of accessing information on the Internet.



Library users who wish to use the internet and do not have a valid card from a SHARE library (i.e. The patron is from another state or visiting a friend or family in the area.), then the library will issue a computer guest card for the sole purpose of using the internet. Individuals must present current photo identification and identification stating their current address of residency. Computer guest cards expire one month after they have been issued.

Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Misuse or abuse of internet access computers will result in the suspension of internet access privileges. The library considers viewing pornographic websites a misuse of the Internet as well as downloading any software onto the internet workstation. The first time a child or adult is found by library staff misusing the library's internet workstation, privileges will be suspended for six months. If a person is found a second time, internet privileges will be suspended for one year. On the third time, a person will no longer have internet privileges at the Slinger Community Library. Each time, the library director will notify the person in writing of when and why their privilege was suspended in addition to when they will be able to come back to use the internet workstation. Patrons who lose their internet privilege may still check materials out from the library.

On a limited basis the library staff will assist patrons with internet use as time permits, but will not be familiar with every application that a person might wish to use. The library staff is not able to train people on how to use the internet.

The sending or receiving of electronic mail (E-mail) is permitted and limited to web based e-mail (i.e. hotmail, yahoo mail, etc...). Buying and selling transactions are prohibited at the library's internet stations. Accessing chat rooms or discussion groups is not permitted. Playing Internet games is not permitted.

Users wishing to print a paper copy of information from the internet will be charged \$.20 for each page printed.

Use of the internet access workstations is limited to one hour each day per person. (limit one hour per person each day).

Library staff shall deny access to the library's public internet stations to patrons who do not present their library card, who have overdue materials or have fines over \$5.00. This may also include family members who reside at the same residence.

The library internet computers are shut off 30 minutes before the library closes. Library staff will notify users before their session ends.

#### **Wireless Internet Access**

Free Wireless Internet access is available throughout the library building during the normal operating hours of the library. This service is for patrons with wireless-capable devices, such as wireless-capable laptops and handheld computers. The library cannot guarantee that wireless service will be available at any specific time, nor guarantee Internet speed or the quality of the

connection.. Speed is dependent on the number of concurrent users and types of applications being run. As with any Internet connection, the speed may fluctuate due to heavy Internet traffic.

The library's wireless network is not meant to be used as a primary network connection for individual library customer use. Users are expected to avoid applications that will use large amounts of network bandwidth. Examples would include servers and file-sharing applications.

Please charge your battery before coming to the library as the library can not guarantee that there will be an outlet available in the library for your use.

Printing is not available via the wireless connection at this time.

Wireless users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Library patrons will not violate federal, Wisconsin or local laws, including the transmission or receiving of pornography or harmful materials, fraud or downloading of copyrighted material

To access the wireless network, patrons need a laptop or handheld computer that is configured to conform to standard 802.11b or 802.11g. Most new laptops that come configured for wireless access can automatically pick up the wireless signal. Individuals may need to know how to use their wireless device's configuration software to connect to the wireless network. Patrons may need to contact the manufacturer of their equipment if they need further assistance. Due to liability issues, library staff is not allowed to configure patrons' laptops or handheld computers or install any devices or software on those computers.

Wireless networks are not secure and use is at the individual's own risk. Virus, security and privacy protection are the responsibility of the patron and are not provided by the library. The library is not responsible for any damage to data files, alteration to file systems, theft of personal information or functionality of the computer resulting from connecting to the wireless network.

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Revised 11/8/04  
Revised 11/5/01  
Revised 2/4/02  
Approved 1/13/99

## Slinger Community Library Technology Policy

Slinger Community Library provides access to computers, laptops, the internet and other electronic resources for the public to use. By using SCL's technology the user agrees to abide by the Technology Policy.

### Computer Use Guidelines

- Patrons can automatically log themselves into the public computers using their library barcode and pin number (last 4 digits of phone number). Guest access will be given to those not having a library card.
- Patrons are given one hour of computer time. If no one is waiting additional time can be granted at the discretion of library staff.
- Same-day reservations for a computer or laptop may be made. Patrons have a 10-minute window to login during their reserved time. After 10 minutes, the computer will be available for other patrons.
- As time permits, staff will do their best to assist patrons but will not be familiar with every application that a person might wish to use. You may set up an appointment with the library director for specific training requests.
- To maintain patron privacy, staff is not able to help with personal information of any sort. This includes financial transactions, SSN's, passwords etc.
- Printing is allowed and patrons will be charged per page based on current pricing. It is expected that only authorized copies of copyrighted or licensed software or data will be printed.
  - \$0.20 Black/White
  - \$0.25 Color
  - \$1.00 Fax per page
- Computers automatically turn off 15 minutes prior to closing.
- Patrons are responsible for saving work before running out of time. All information should be saved on personal removable media. Hard drives on library computers are automatically cleared at the end of each session.
- No beverages or snacks at the public computers or in close proximity when using a library laptop.

### User Responsibilities

- Use of internet resources is for educational, informational and recreational purposes only. The public computers and SCL Laptops are not to be used for illegal, unauthorized or unethical purposes.
- Responsibility for selection of sites visited and links followed rests with the user and not with the library.
- Technology at SCL is not to be used for misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system, downloading any software, damaging or altering software components of any network or database.

- Respect the privacy of others using public access computers and SCL laptops at Slinger Community Library by not interfering with their use.
- No sending, receiving, or displaying text or graphics which may reasonably be construed as obscene or pornographic. Users may not use library technology for an activity that is deliberately offensive or creates an intimidating or hostile environment. Displaying sexually suggestive objects or pictures could be a violation of State or Federal obscenity laws.
- Illegal acts involving SCL technology resources may also be subject to prosecution by local, state or federal authorities.

### **Computer Use by Minors**

It is the parent's responsibility to monitor their child if they do not wish to have their child use internet computers.

### **WIFI**

WIFI is available inside and outside the library 24/7. No password is required.

Wireless networks are not secure and use is at the individual's own risk. Virus, security and privacy protection are the responsibility of the patron and are not provided by the library. The library is not responsible for any damage to data files, alteration to file systems, theft of personal information or functionality of the computer resulting from connecting to the wireless network.

**Wireless Printing** is offered. See circulation desk for details. The standard printing rate applies.

### **Personal Mobile Devices**

Slinger Community Library staff is committed to providing excellent customer service and assisting our customers with using library resources and apps on their mobile devices. Library staff cannot assure privacy or security and assume no responsibility for any damages, direct or indirect, that may occur from the use of electronic resources or from assisting customers with their personal devices.

### **Social Media**

All postings on any Slinger Community Library social media sites is at the discretion of the library director. Sharing of other posts, deleting inappropriate comments and/or spam and blocking of users is at the sole discretion of the library director.

### **Failure to comply with SCL Technology Policy**

Use of library technology is a privilege, not a right. The first time a patron is found by library staff failing to comply with the Technology policy, privileges will be suspended for six months. If a person is found a second time, privileges will be suspended for one year. On the third time, a person will no longer have technology privileges at Slinger Community Library. Each time, the library director will notify the person in writing of when and why their privilege was suspended and their "allowed to use SCL Technology" date. Patrons who lose their technology privileges are still allowed to check out materials and utilize other services and resources from the library.