



INFORMATION • INSPIRATION • ENTERTAINMENT
Slinger Community Library

220 Slinger Rd, Slinger, WI 53086 • (262) 644-6171 • slingerlibrary.org

Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, January 12, 2026 at 4:30pm

Agenda

A. Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel	Jane Hignite	Kent Voll	Beth Lighthizer
David Waterman	Donna Moldenhauer	Katherine Tobey	

B. Open for Public Comment (Information will be received from the public; however, no action will be taken on such issues at this time.)

1. Ken update

C. Approval of Previous Minutes – December 8, 2025 meeting

D. Approval of Financial/Vouchers Reports – December 2025

E. Director's Report

1. Circulation and Library Use Statistics
2. Library Program Report
3. Special Projects Reports
 - i. none

F. Old/Unfinished Business and Action Thereon

1. Policy Project
 - i. Patron Code of Conduct
 - ii. Unattended Child
 - iii. Disruptive Children
 - iv. Food and Beverage Policy

G. New Business and Action Thereon

1. Sweeney Group Completion of Contract Discussion

H. Closed Session

1. Go into closed session pursuant to authorization conferred by Wis. Stat. sec. 19.85(1)(c) – consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Director Benefits Review*

I. Return to Open Session and take action on items from closed session

J. Announcements

1. Next Meeting Date: Monday, February 9, 2026 – 4:30 pm- Village Community Room

K. 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, January 9, 2026. 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.

December Minutes of the Slinger Community Library Board
Monday, December 8, 2025

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 4:30 pm on December 8, 2025 in accordance with Notice of Meeting delivered to members on December 5, 2025.

A. Roll Call and Confirmation of Open Meetings Law:

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

Also present:

Margaret Wilber Village Administrator, Dyann Benson Assistant Village Administrator, Ken Reiser Capital Campaign Chairman, Nicole Mszal Library Director, Lindy Fiste Assistant Director/Circulation Librarian

B. Open for Public Comment:

Ken Reiser shared updates on the capital campaign. The fundraising efforts continue to come along, there is a little lull with the holidays but will pick back up in January. Ken also shared the timeline is being worked on in conjunction with when the Police Dept. will move to their new location for the ground breaking of the Slinger Center to start. The Slinger Center will be built first, the Village staff will temporarily move to the Slinger Center so the Village/PD building can be fully renovated for the new library.

Margaret Wilber introduced Dyann Benson new Assistant Village Administrator to the library board.

C. Approval of Previous Minutes – November 10, 2025 Minutes

Motion by Voll/Lighthizer to approve the minutes as presented. Motion carried.

D. Approval of Financial/Vouchers Reports – November 2025

Motion by Voll/Moldenhauer to approve the financial vouchers as presented. Motion carried.

1. Forte Bank CDs – Director Mszal presented the new CD options with the rate changes. Discussion followed.

Motion by Tobey/Hignite to approve Certificate J to be moved into an 11 month CD with an interest rate of 4.06% APR. Motion carried.

E. Director's Report**1. Circulation and Library use statistics –**

Director Mszal discussed reports presented. Physical and digital circulation were both up from November 2024.

2. Library Program report -

The library continues to offer many great programs for all ages. Attendance continues to grow for all ages. Great to see teen and adult attendance growing as these have been historically lower attended programs.

3. Special Projects reports -

i. SCL Strategic Planning Update – Director Mszal shared and commented on the survey results. A slideshow was presented and discussion followed.

F. Old/Unfinished Business and Action Theron

1. Policy Project – This project continues to move forward internally however there is nothing to present to the board at this time.

G. New Business and Action Theron

1. None

H. Announcements

1. Next meeting Date: Monday, January 12, 2026 – 4:30 pm Village Community Room

I. Adjourn Meeting

Motion by Moldenhauer/Waterman to adjourn meeting at 5:41 pm. Motion carried.

Respectfully Submitted,

Lindy Fiste, Assistant Director/Circulation Librarian

Memo

To: Slinger Community Library Board of Trustees
From: Nicole Mszal Library Director & Lindy Fiste Assistant Library Director
Date: Friday, January 9, 2026
Re: Agenda for Monday, January 12, 2026

A. Public Comment

- Update from Ken Reiser about the Slinger Community Campus

E. Director's Report

1. Circulation and Library Use Statistics- November 2025

Monthly statistics 2024 vs 2025:

Physical circulation is up by 1,061, and digital circulation is up by 115.

Monthly statistics from previous month vs current:

Physical circulation in December increased by 445 and digital circulation decreased by 44.

We had 666 more patrons than the previous month, and 867 more patrons from last year.

Please see the December Slinger Library Statistics supporting documents for more details.

2. See supporting documents for December 2025 Programming from Natalie

3. Special Project Reports – no updates for this month

F. Old/Unfinished Business

First draft of new policy. Needs feedback and then another review by library leadership staff.

Will present it for approval in February.

G. New Business

1. We are now at the stage in our contract with the Sweeney group where we should consider when we want to give notice for the contract end date. This has gone on longer than originally expected. This should be a formal decision from the board. Please see the contract for details.

H. Closed Session

Will discuss a director's benefits review



Slinger Community Library



2025



117,214

Total Circulations

92,330

physical circulations

24,884

digital circulations

3,192

Library of Things Check outs

35,798

Patron Visits

4,233

registered cardholders

12,276

public computer logins

3,562

reference & technology questions

321

Total Programs

55

Self Directed Programs

266

Regular Programs

10,176

Total Attendance

Monthly Deposit 2025

Slinger Community Library Total Monthly Deposit (without sales Tax)

January	\$ 419.90	April	\$ 903.90	July	\$ 348.89	Oct	\$ 1,242.80
February	\$ 522.82	May	\$ 338.33	August	\$ 461.56	Nov	\$ 354.95
March	\$ 315.57	June	\$ 475.96	Sept	\$ 767.80	Dec	\$ 514.81
						Total	\$ 6,667.29

Fines/Fees Monthly Deposit		Services Monthly Deposit		Misc Monthly Deposit			
Late fines (other libraries), lost item fees, missing pieces, replacement costs		Copies - Faxing - Replacement Cards - Coffee Snacks			Donations	Grants	Other*
January	\$ 263.57	January	\$ 164.54	January	\$ -	\$ -	\$ -
February	\$ 212.23	February	\$ 219.52	February	\$ 100.00	\$ -	\$ -
March	\$ 139.83	March	\$ 175.74	March	\$ -	\$ -	\$ -
April	\$ 111.32	April	\$ 307.38	April	\$ 485.20	\$ -	\$ -
May	\$ 119.79	May	\$ 218.54	May	\$ -	\$ -	\$ -
June	\$ 141.44	June	\$ 334.52	June	\$ -	\$ -	\$ -
July	\$ 136.34	July	\$ 212.55	July	\$ -	\$ -	\$ -
August	\$ 166.93	August	\$ 294.63	August	\$ -	\$ -	\$ -
September	\$ 113.50	September	\$ 154.30	September	\$ -	\$ -	\$ 500.00
October	\$ 102.24	October	\$ 291.60	October	\$ 848.96	\$ -	\$ -
November	\$ 161.51	November	\$ 193.44	November	\$ -	\$ -	\$ 1,067.50
December	\$ 204.28	December	\$ 310.53	December	\$ -	\$ -	\$ 193.90
Total	\$ 1,872.98	Total	\$ 2,877.29	Total	\$ 1,434.16	\$ -	\$ 1,761.40

SCL Fine Free 9/1/2023

*IEEE Grant Last 1/2 pymt Sept

Board Report - Monthly Expense Detail For:

Dec-25

Budget Category	Full Budget Code	Vendor	Item Description	Debit Amount	Credit Amount
Library Supplies & Exp	230-55110-300-000	Amazon	Office Supplies	\$155.44	
		Instrumentl	grant finding/tracking software	\$326.00	
			World's Finest Choc snack supplies	\$360.00	
Library Supplies & Exp Total				\$841.44	
Library Programs	230-55110-320-000	Amazon	craft supplies	\$192.39	
			craft and program supplies	\$206.73	
			volunteer and program supplies	\$47.78	
		Kathleen Barbian	Dollar Tree craft supplies	\$93.90	
		Target	program supplies	\$74.02	
		Hobby Lobby	craft supplies	\$29.33	
		Slinger Foundation	100 EW Campaign Donation	\$1,000.00	
		Meijer	program supplies	\$32.74	
		Menards	program supplies	\$33.04	
		Nehm's Floral	program and craft materials	\$104.35	
Library Programs Total				\$1,814.28	
Library Training	230-55110-330-000	Slinger Business Net	2026 Membership Fees	\$75.00	
		Marriott	WLA Conference travel	\$282.00	
Library Training Total				\$357.00	
Library Technology	230-55110-830-000	Wordpress	Premium plan cancellation		\$96.00
Library Technology Total				\$96.00	
Books & AV	230-55110-800-000	Ingram	CH/YA Books	\$450.90	
			AD Fic/Non-Fic	\$306.58	
		Amazon	Dvds	\$97.85	
			DVDs	\$177.07	
		Hulu	monthly subscription	\$21.09	
		Netflix	monthly subscription	\$26.36	
		Hoopla	Digital Services	\$332.65	
		Paramount+	upgraded plan	\$26.00	
		Michael Frederick	adult fiction books	\$50.00	
		Playaway Products	Launchpads - Neil Park Grant	\$3,295.59	
		MGM/EPIX Entertai	MGM+ yearly subscription	\$65.40	
		Hallmark+	yearly subscription	\$84.39	
		AMC+	yearly subscription	\$101.15	
Books & AV Total				\$5,035.03	
Capital Outlay	230-55110-810-000	Sweeney Group	Professional Services	\$5,000.00	
Capital Outlay Total				\$5,000.00	
Grand Total				\$13,047.75	\$96.00

Budget Category	Full Budget Code	Debit Amount	Credit Amount	Remaining Budget	% of Budget Used	Annual Budget
F/T Wages	230-55110-101-000	\$ 89,628.71	\$ 26,692.23	77.10%	\$ 116,321.00	
P/T Wages w/ benefits	230-55110-102-000	\$ 49,155.76	\$ 12,185.24	80.10%	\$ 61,341.00	
Part Time Wages	230-55110-104-000	\$ 77,944.46	\$ (18,894.46)	132.00%	\$ 59,050.00	
Security Tax	230-55110-130-000	\$ 17,058.19	\$ 982.81	94.60%	\$ 18,041.00	
Retirement Benefits	230-55110-132-000	\$ 7,229.19	\$ 5,056.81	58.80%	\$ 12,286.00	
Library Supplies & Exp	230-55110-300-000	\$ 7,049.34	\$ 46,464.66	13.20%	\$ 53,514.00	
Library Central Services	230-55110-310-000	\$ 4,349.19	\$ (1,699.19)	164.10%	\$ 2,650.00	
Library Programs	230-55110-320-000	\$ 5,006.99	\$ 23.99	(2.08)	100.00%	\$ 30,435.00
Library Marketing	230-55110-325-000	\$ 2,066.63	\$ (416.63)	125.30%	\$ 1,650.00	
Library Training	230-55110-330-000	\$ 2,687.20	\$ 312.80	89.60%	\$ 3,000.00	
Library Repair & Maint	230-55110-350-000	\$ 63.27	\$ 236.73	21.09%	\$ 300.00	
Library Central SVC-BLDG	230-55110-530-000	\$ 47,693.92	\$ 2.08	100.00%	\$ 47,696.00	
Contracted Service Payments	230-55110-726-000	\$ 23,086.45	\$ (7,432.45)	147.50%	\$ 15,654.00	
Library Technology	230-55110-830-000	\$ 7,822.69	\$ 131.78	(4,822.69)	260.80%	\$ 3,000.00
Books & AV	230-55110-800-000	\$ 40,637.70	\$ 523.06	(8,368.70)	125.90%	\$ 32,269.00
Grand Total		\$ 411,916.77		\$ 50,940.17	88.99%	\$ 462,857.00

Capital Outlay

230-55110-810-000

\$57,761.00

\$6,234.50

\$0.00

Income

Source

Source	Budget Code	Amount received	remaining	percentage received	Budgeted
Property taxes	230-41110-000-000	\$ 207,000.00	\$ -	100%	\$ 207,000.00
County Library Payments	230-43721-000-000	\$ 189,909.22	\$ (600.22)	100.30%	\$ 189,309.00
County Capital Offset	230-43723-000-000	\$ 6,234.50	\$ 0.50	100%	\$ 6,235.00
Non-Resident Adjacent County	230-43725-00-000	\$ 972.36	\$ 65.64	93.70%	\$ 1,038.00
Contracted Service Payments	230-43726-000-000	\$ -	\$ 6,958.00	0%	\$ 6,958.00
Fines & Fees	230-45120-000-000	\$ 4,537.33	\$ (2,537.33)	226.90%	\$ 2,000.00
Library interest income	230-48120-000-000	\$ 4,459.96	\$ (459.96)	112%	\$ 4,000.00
Donations	230-48500-000-000	\$ 1,495.20	\$ (1,495.20)	0%	\$ -
Total:		\$ 414,608.57	\$ 1,931.43	99.5%	\$ 416,540.00

Carryover - Still need to calculate

Special fund interest

?????

230-48121-000-000

\$

15,575.86

\$

4,424.14

77.90%

\$ 20,000.00

Summary:

Total operating revenue

\$414,690.14

Total operating expenditures remaining:

\$411,916.77
\$2,773.37

reported operating balance:

\$148,662.37

2025 Library Investment Accounts -December 2025

*Building & Offset Reserves - Interest 2%

Balance: **\$ 10,224.08**

(Money Market acct)@ Forte Bank
Capital offset funds received from Washington
County require a 50/50 match & intended for
capital expenditures.

CD Totals: **\$ 493,179.26**

Total of All Investment Accounts -

Balance: **\$ 503,403.34**

Updated: 1/7/2026 NLM

* 8/14/2025: County deposit \$6,234.50

8/22/2025: Transfer to Slinger Community Foundation

\$100,000

8/29/2025: August interest \$585.59

9/30/2025: Sept. interest \$525.12

10/31/2025: Oct Interest \$509.60

11/14/2025: transfer to new CD \$290,518.94

11/28/2025: Nov interest \$217.15

12/31/2025: Dec interst \$6.93

SCL CD's

Certificate H - at Forte Bank

15-month CD renewed on 12/5/2024

Latest Interest on 12/10/2025: \$292.11

Interest Rate: 4.00%

Maturity Date: March 11, 2026

Balance: **\$ 29,583.32**

Certificate 401 - at Forte Bank

11-month CD opened on 11/30/2025

Lastest Interest: none yet

Interest Rate: 4%

Maturity Date: November 9, 2026

Balance: **\$ 113,407.29**

Kiwanis

Certificate M - at Forte Bank

21-month CD opened on 12/20/2024

Latest Interest on 12/19/25: \$300.58

Interest Rate: 3.75%

Maturity Date: 9/20/2026

Balance: **\$ 32,451.01**

FOSL Acct Num: 66565

Certificate N - at Forte Bank

15 month CD renewed 5/14/2025

Latest Interest 11/13/2025: \$259.70

Interest Rate: 3.75%

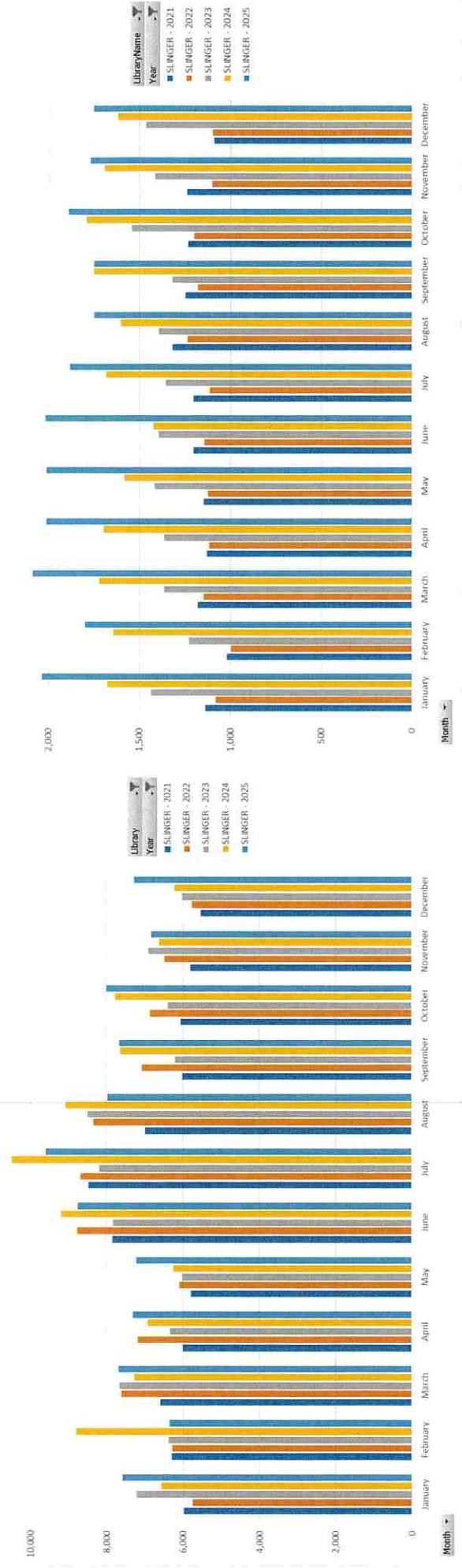
Maturity Date: August 14, 2026

Balance: **\$ 27,218.70**

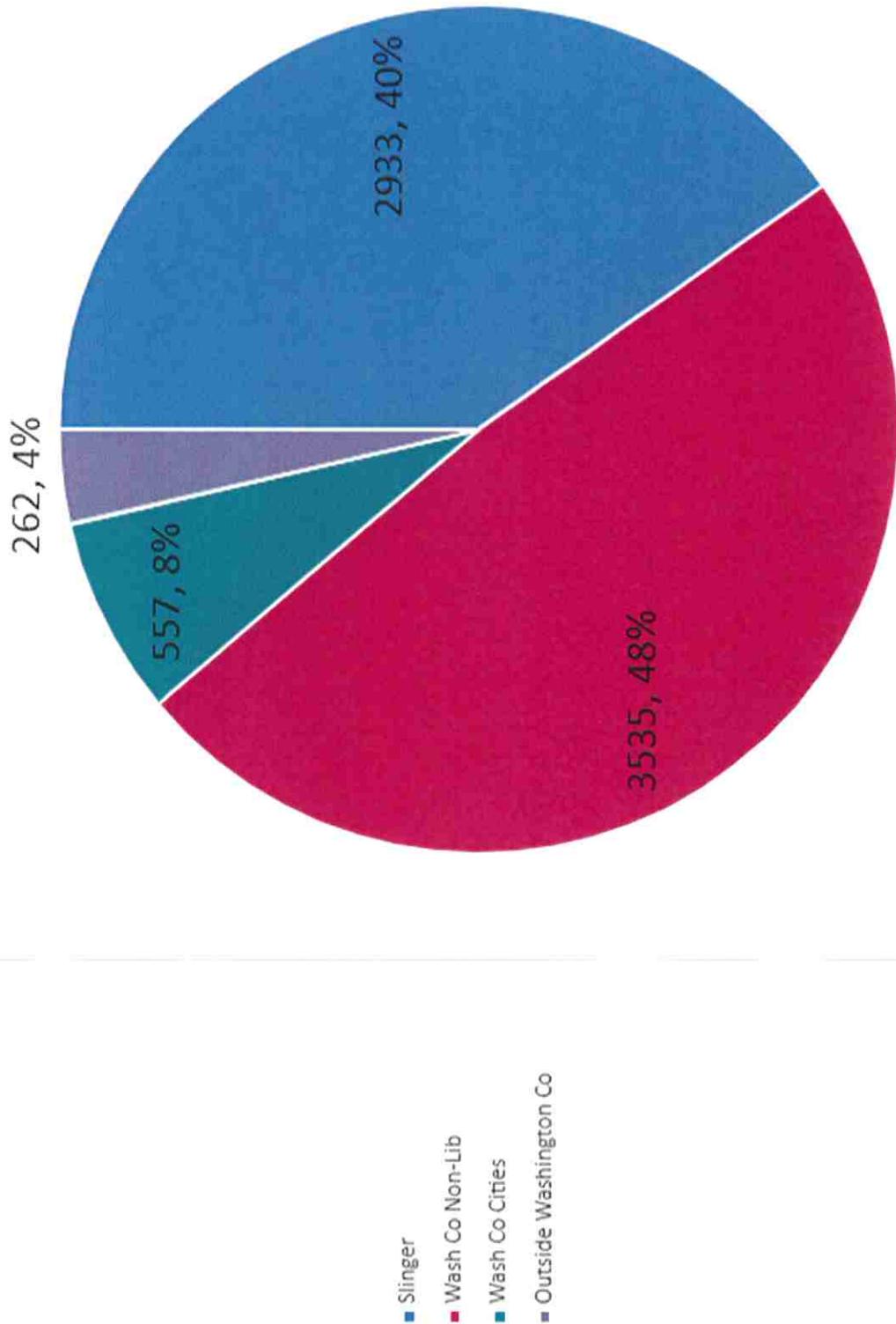
December Slinger Library Statistics						
	2023		2024		2025	
Circulation Activity	Month	Yr End	Month	Yr End	Month	YTD
Number of Days Open	22	295	23	297	24	297
Patron Count	1,973	28,637	2,138	33,720	3,005	35,798
New Cards Issued	14	386	34	533	27	422
Physical	Month	Yr End	Month	Yr End	Month	YTD
Items Checked Out	6,022	83,715	6,226	92,873	7,289	92,376
Items Checked In	5,028	72,831	6,083	85,411	6,872	85,279
Holds Placed	1,612	21,595	1,666	23,057	1,995	25,065
Library of Things Check Outs (LOT)	115	1,850	160	2,781	314	3192
Digital	Month	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	1,465	16,861	1,622	20,047	1,752	22,970
Hoopla	176	2,271	165	2,055	150	2,114
Databases	Month	Yr End	Month	Yr End	Month	YTD
Ancestry.com Logins	22	319	0	94	0	2
Universal Classes	139	NA	58	4,136	0	1,075
Transparent Lang.	12	NA	9	262	3	105
Breakdown of Check Out Numbers	Month	Yr End	Month	Yr End	Month	YTD
Slinger	2,873	35,202	3,053	40,270	2,933	40,227
Wash Co Non Lib	2,616	41,980	2,695	44,639	3,535	43,597
Wash Co Cities	401	4,752	385	5,830	557	6,669
Outside Wash Co	129	1,768	93	2,134	262	1,835
Total Circulation Digital & Physical	Month	Yr End	Month	Yr End	Month	YTD
	7,660	102,667	8,013	114,975	9,189	117,214
Interlibrary Loan Activity-WISCAT	Month	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	9	138	11	163	10	222
Lender - Requests from other libraries	3	40	7	35	9	47
Library Programming	Month	Yr End	Month	Yr End	Month	YTD
Adults	10	97	15	118	8	75
Adult Program Attendance	92	895	229	1,163	94	748
Adult Self Directed Programs	0	2	3	4	0	8
Adult Self Directed Participation	0	195	0	57	0	166
Family/All Age Programs	na	na	na	na	2	31
Family/All Age Attendance	na	na	na	na	225	1,436
All Age Self Directed Programs	na	na	na	na	5	31
All Age Self Directed Participation	na	na	na	na	145	2173

Teen Programs	5	50	4	46	3	44
Teen Program Attendance	35	313	27	717	38	577
Teen Self Directed Programs	0	0	0	0	0	2
Teen Self Directed Attendance	0	0	0	0	0	10
Childrens Programs	16	209	21	205	9	116
Childrens Programs Attendance	297	3,399	243	3,356	174	3,280
Childrens Self Directed Programs	14	138	9	121	1	14
Childrens Self Directed Attendance	248	2,101	199	3,319	119	1,786
Other Library Services Offered	Month	Yr End	Month	Yr End	Month	YTD
Wifi Logins	0	7,269	505	6,247	558	6,995
Internet Logins	92	1,120	90	1,307	109	1,386
PAC Logins	1,211	17,822	998	15,840	860	12,276
Other Library Statistics	Month	Yr End	Month	Yr End	Month	YTD
Community Meetings	1	110	3	42	5	28
Community Meetings Attendance	4	402	42	492	115	381
Facebook Reach	2,521	47,891	13,100	57,928	4,640	50,183
Website Visits	24,450	137,961	0	175,922	11,852	129,626
Number of Volunteers	0	50	1	45	9	22
Volunteer Hours	0.00	61.00	2.00	61.00	14	42.5
Reference Statistics	Month	Yr End	Month	Yr End	Month	YTD
Reference Questions	188	2,193	173	2,830	187	2,850
Computer & Technology Assistance	39	461	37	464	67	712

Sum of Physical Library		Sum of OverDrive Library										
[-] SLINGER		[-] SLINGER										
Month	▼	2021	2022	2023	2024	2025	Month	2021	2022	2023	2024	2025
January		5,984	5,748	7,226	6,575	7,583	January	1,136	1,082	1,435	1,675	2,038
February		6,295	6,289	6,377	8,805	6,360	February	1,020	998	1,227	1,642	1,800
March		6,602	7,621	7,668	7,275	7,692	March	1,178	1,147	1,364	1,719	2,088
April		6,016	7,187	6,338	6,925	7,320	April	1,129	1,117	1,365	1,696	2,016
May		5,793	6,092	6,031	6,252	7,228	May	1,145	1,122	1,417	1,583	2,014
June		7,851	8,774	7,829	9,189	8,761	June	1,204	1,143	1,393	1,424	2,020
July		8,470	8,693	8,190	10,489	9,604	July	1,203	1,114	1,355	1,683	1,882
August		7,000	8,351	8,509	9,073	7,974	August	1,320	1,237	1,394	1,604	1,750
September		6,026	7,085	6,209	7,652	7,672	September	1,249	1,178	1,320	1,750	1,750
October		6,066	6,870	6,393	7,781	8,003	October	1,233	1,199	1,543	1,790	1,890
November		5,803	6,488	6,913	6,631	6,842	November	1,240	1,101	1,416	1,692	1,770
December		5,532	5,769	6,019	6,226	7,287	December	1,090	1,100	1,465	1,622	1,752
Grand Total		77,438	84,967	83,702	92,873	92,326	Grand Total	14,147	13,538	16,694	19,880	22,770



December Checkouts



Programs Report compiled by Youth Services Librarian Natalie Maksimuk

December 2025

Adult Programs	8	All-Age/Family Programs	2
Adult Program Attendance	94	All-Age Program Attendance	225
Adult Self-Directed Programs	n/a	All-Age Self-Directed Programs	5
Adult Self-Directed Participation	n/a	All-Age Self-Directed Participation	145

Children's Programs	9	Teen Programs	3
Children's Program Attendance	174	Teen Program Attendance	38
Children's Self-Directed Programs	1	Teen Self-Directed Programs	n/a
Children's Self-Directed Participation	119	Teen Self-Directed Participation	n/a

Recent Highlights

With how the holidays fell, we did not have as many of our regular weekly programs, so we made the most of it with Lil' Bookworms, Afternoon Adventurers, and Teen Thursdays – they made ornaments and decorations to hang around the library for the holidays. Of course our biggest highlight for December was our Merry Morning with Santa and the SHS choir. We had an amazing turnout of more than 180 attendees! Santa was available for photos and chatting with children, the choir sang carols, and we rounded out the morning with festive crafts, cupcakes and a hot cocoa bar from Sippie Hippie. We also had a Gingerbread decorating coloring contest in December with more than 30 participants turning in entries. Our Winter Break activities kept us busy with kids off from school, and our New Years Eve-Eve party was a big hit, especially the countdown and balloon drop.

Upcoming Information

We have a few community collaborations planned for January that we are looking forward to. Local artist Fred Stonehouse is coming to one of the Teen Thursday programs to talk about his art and Riveredge Nature Center will be here for our Saturday program this month to talk about how we find art in nature and crafting with local natural materials. We are hosting a study hall for our local high school students before the semester finals week. We will have 3 afternoons where the Gather Room will be available for stress-relief activities like coloring, snacks and quiet studying. The Washington County Humane Society is bringing cuddly stressbusters one afternoon as well.

Safe Child Policy

The Slinger Community Library welcomes children to use its facilities and services. The safety and behavior of children in the library rests on the parents or legal guardians, whether or not a parent is present. Certain areas, spaces and equipment within the Library are meant for children, however, it is the parent's responsibility to ensure that the children are appropriately behaved and using the facilities safely.

Children Ages 5 and Younger

Children 5 and under must have a parent, another responsible adult, or caregiver (age 13 or older) within arm's reach at all times in the Library. Children 5 and under must be accompanied by a parent or guardian while attending Library programs and events.

Children Ages 6 to 9

Children between the ages of 6 to 9 must be within eyesight of their parent, another responsible adult, or caregiver (age 13 or older) at all times in the Library. During story times or other Library programs, caregivers who do not attend the program with the child must remain in the building and must be visible when the program is over.

Children ages 10 and Older

Children 10 and up are welcome to use the Library unattended as long as their behavior is in accordance with Library policies. Unattended children must have contact information to be able to reach a parent, legal guardian, or caregiver immediately if the need arises.

Behavior

All children and their caregivers are subject to adherence of the Code of Conduct, copies which are posted in the Library and on the Library website.

Safety

No public place, including the Library, can guarantee the safety of children. Parents or legal guardians are responsible for their behavior. If a child becomes disruptive, the staff will attempt to find the parent or caregiver in the Library. If they are not available, the staff will ask the child to attempt to contact their parent. It is the responsibility of the parent or caregiver to be accessible to retrieve the child at any time.

If a parent, legal guardian or caretaker cannot be located within a reasonable timeframe, staff will contact the Slinger Police Department for assistance. Staff will remain with the child until they arrive.

Staff Responsibilities

Library staff have many duties to perform serving all patrons and cannot monitor the whereabouts of unsupervised children or be responsible for children who are demonstrating inappropriate behavior. Library staff, unlike teachers and school employees, are not authorized or mandated to act *in loco parentis* (in place of the parent). Children using the Library are not supervised or attended to as they would be in a school setting. Parents should not view the Library as an alternative to daycare or afterschool programs. Library staff are not a substitute for childcare.

Staff does not monitor the arrival or departure of any child from a program or the building.

For the safety and privacy of patrons, the Library will not disclose over the phone that a particular person is in the Library, nor will staff seek out a particular patron at the request of a caller. Exceptions may be made at the discretion of the Library staff in the case of an emergency.

Closing Time

Fifteen minutes before closing the Library on any normal day or in an emergency, staff members will reach out to minors in the building and ask them to confirm that they do have a method to get home safely before closing. If a parent or caregiver cannot be reached by the time the Library closes, the Slinger Police Department will be contacted to assist with getting the child home safely. A staff member will remain with the child until the authorities arrive. Staff members will not transport children that are not part of their family or associated with their family.

Children's Section

The Children's Section is specifically designed to meet the needs of children and their caregivers. Computers in the Children's Library are reserved for use only by children and their parents, guardians, or caregivers, barring extenuating circumstances.

PROPOSAL AND AGREEMENT FOR FUND RAISING CONSULTING SERVICES

Prepared for

Slinger Community Library

**Development and Implementation of a Campaign
to Raise Private Funding for a new Library**

This proposal is for:

- Campaign Planning and Implementation
- ***100 Extraordinary Women Initiative*™**

September 1, 2024

46 Oak Creek Tr. Madison, WI 53717
office: 608 203-8484 | cell: 608 239-0862 |
jodibsweeney@gmail.com | www.sweeney-group.com

Agreement for Services - Phase II Slinger Community Library

It is a pleasure to present the following Agreement for Services for fundraising consultation to the Slinger Community Library.

This agreement between the Slinger Community Library (“Library”) and The Sweeney Group (“Sweeney”) is for a capital campaign to raise the private funds needed for a new library. At present, this is anticipated to be \$1,000,000 to \$2,000,000.

The agreement is prepared in phases; each phase can be contracted separately.

- **Phase I** – the fundraising feasibility study – has been **completed**.
- This contract is for **the next phases** – campaign planning and implementation and the 100 Extraordinary Women Initiative.

The following presents the Sweeney Group’s approach to developing and managing a fund raising plan in collaboration with Library Staff, Library Board of Trustees, and the Village of Slinger Administration.

CAMPAIGN PLAN

The Sweeney Group proposes the following approach for the Slinger Community Library capital campaign, which has led to success with libraries across the state of Wisconsin.

1. **Fund Raising Feasibility Study – completed**
2. **Campaign Planning – 3 – 4 months following the study (Sept, Oct, Nov, Dec 2024)**
3. **100 Extraordinary Women – typically 4-5 months simultaneous with Planning (Sept, Oct, Nov, Dec, 2024; Jan, Feb 2025)**
4. **Campaign Implementation – typically 12 months, following Campaign Planning (Jan – Dec 2025)**

SPECIFIC AREAS OF CONSULTATION:

Phase I Study - *Completed*

Phase II Campaign Planning

Campaign planning is *typically* 3-4 months in duration. It takes the results of the study and develops the full campaign plan. It is often possible to secure high-level volunteers to work on a Campaign Planning Committee in this timeframe, rather than to ask them to volunteer for a full campaign. They typically stay involved in a variety of ways. The initial list of potential members has been developed; recruitment is in process. Campaign planning typically follows immediately after the study to build on the momentum generated by the study. This phase will also have to be coordinated with Village approval and building design.

Deliverables for Phase II include:

- Campaign planning and organization, including preparation of a Campaign Action Plan and Timeline; this will serve as a way to organize and monitor all campaign activity and benchmark success;
- Confirming the timeline for the campaign in coordination with the architect's design and construction phases, and other Village plans;
- Preparation of campaign materials based on the initial case statement used in the study, including naming opportunities and other forms of recognition, to be used when approaching visionary donors. It is anticipated that the Sweeney Group will prepare all language in final form and that the library will be responsible for final graphics, photographs and printing;
- Development of a short video that can be used on major gift calls and that can be converted for social media and community presentations later in the campaign, *if needed*;
- Development of a public relations plan that emphasizes how the new library will impact Slinger and the area served by the Library, and further the Library's overall mission. It will also detail how the campaign could be used to set the stage for future fund raising, if needed. Publicity will follow the campaign's stages - the quiet phase of the campaign, the announcement of major gifts at appropriate points, and social media during the public phase;
- Identification and solicitation of 3 – 5 donors to make *significant visionary* gifts to set the tone for the campaign; visionary gifts are defined as those that are both large and given at the beginning of the campaign; ideally one could be used to challenge a specific campaign segment.
- Development of a Campaign Planning Committee, which serves as an ad-hoc, short-term advisory group during the development of the campaign plan. This will include the Library Director, members of the Board of Trustees, potentially members of Village administration, and other volunteers;

- Determination of the appropriateness of forming an Honorary Committee for the campaign of influential people from Slinger and the surrounding area served by the Library. These individuals will provide credibility, expertise and access to potential donors;
- Confirmation of all internal systems, including a donor tracking system to manage campaign gifts then on-going fund raising. Discussions re: process and responsibilities are underway.
- Facilitation of meetings;
- Advice to staff and volunteers, as requested.

Phase III 100 Extraordinary Women

This is a trademarked program unique to the Sweeney Group. It has been successful for many libraries including Belleville, Lake Geneva, Ripon, Watertown, Milton, Evansville, Benton (town of 989 people), and Sparta. It is typically used to launch the campaign and always raises a minimum of \$100,000.

It is anticipated that this phase will be implemented simultaneously with Campaign Planning; which has been confirmed by the study. It is anticipated that this segment will take 4-5 months.

It is anticipated that the Library will use the 100 Extraordinary Women web platform www.100extraordianrywomen.com to receive and track all gifts.

Planning and implementation of all aspects the *100 Extraordinary Women* segment of the campaign will be managed by a separate 100Extraordinary Women Committee. All work will be under the auspices of the Library Board of Trustees. Action items include the following:

- Identification and recruitment of a 100EW Committee;
- Identification and solicitation of a challenge grant specifically for this segment, if possible;
- Development of all 100EW materials and strategies – templates will be provided;
- Develop all strategies, plans and agendas for the 100EW Committee including how to manage the Celebration Event;
- Facilitation of all meetings.

Phase IV Campaign Implementation

Deliverables for Phase IV include:

- Formation of a Campaign Leadership Committee, which transitions the work of the Campaign Planning Committee and manages the campaign;
- Finalization of all campaign materials, including full campaign folder and brochure for use in the public segments;
- Determination of the goal for each section of the campaign – individuals, foundations, corporate, in-kind, etc.;
- Identification and recruitment of additional key leadership volunteers for each segment of the campaign;
- Finalization of the Campaign Organization Chart that organizes the volunteer components for the campaign;
- Identification of *individual* major gift prospects and development of education and cultivation strategies for each, which will be prepared by the Sweeney Group;
- Solicitation of all major gift individual donors (the next round after Visionary gifts) - calls will be made by the campaign committee, possibly accompanied by the Library Director and members of the Board of Trustees, as determined by the strategies for that call. Jodi Sweeney is available to go with volunteers on all call, as needed;
- Development of strategies for each lead *corporate* solicitation; the Sweeney Group will identify based on the campaign planning study and develop strategies and talking points for solicitation;
- Solicitation of all corporate donors; campaign committee, possibly accompanied by the Library Director, members of the Board of Trustees and campaign volunteers, as determined by the strategies. Jodi Sweeney is available to go with volunteers on calls as needed;
- Training of volunteers on solicitation of major donors – this includes role playing sessions in general and to practice for specific calls on lead and selected major gift donors;

- Research re: local, regional and national foundation resources and assistance in preparation of proposals, as needed;
- Identification of potential sources for public funding at both the state and national levels;
- Development of strategies for publicity on the project at the early stages of the campaign and on success as the campaign develops;
- Development and implementation of public phase, including planning for a social media campaign and special events specifically designed to introduce new segments of the Slinger community to this campaign. This segment is for smaller but very important gifts;
- Determination of cultivation and publicity events, as needed;
- Facilitation of meetings

Fee Schedule

Please note that this is a *maximum* fee schedule based on a typical timeline. The timeline for Phases II, III, and IV will be confirmed by the study.

Campaign Planning and Implementation (Phases II and III):

The *typical, maximum fees* for phases II and III are \$5,000 per month; this includes all items detailed in this document. These are standard fees, calculated through our experience of the time required to achieve success in raising the funds needed.

Campaign Planning – 3 months @ \$5,000 per month	\$ 15,000
100 Extraordinary Women – included in this contract	\$ -----
if campaign planning and implementation move forward	
If done independently, the fee is \$5,000	

Campaign Implementation – 12 months @ \$5,000 month \$ 60,000

Summary

Campaign planning	\$ 15,000
Campaign implementation	\$ 60,000
Total	\$ 75,000

Direct expenses will be billed in addition to consultation fees. These include, but are not limited to: travel billed at \$.50 per mile; hotel and meals, only as needed during the study, and postage.

Telephone, copies and all additional expenses are provided by the Sweeney Group; we want to partner on every project we work on.

Expenses are billed at direct cost; there is no upcharge.

The Sweeney Group also makes a gift to every campaign, typically through *100 Extraordinary Women*.

Administrative and clerical functions related to the campaign are included in this fee.

Reporting and Liability

The Sweeney Group will report to Board of Trustees of the Slinger Community Library, with direct reporting to Leslie Schultz, Library Director.

The Sweeney Group shall be held harmless against any financial or legal liability arising out of this agreement and related activities provided that it acts lawfully and in compliance with this proposal.

Cancellation / alteration and Enforcement for All Phases

This Agreement may be canceled by either party upon 14 days written notice. This agreement may be modified by written agreement by both parties. All fees and expenses incurred to date are payable in full upon cancellation or modification by either party.

This contract will be interpreted according to Wisconsin law and all actions related to this contract are to be brought in Dane County Circuit Court.

If you agree with the terms of this Agreement for Services, please sign and return one copy to the Sweeney Group and retain one copy for your files. Please include the study retainer of \$11,500.

Thank you. It is an honor to present this Agreement for Services for **only Phase I – Fund Raising Feasibility Study. All additional details are for information only. This contract does not obligate the library for anything other than Phase I.**

I look forward to working with you on this project that is so important to your entire community.

Dated this 1 day of September 2024.

M. M. Wilber
M. Margaret Wilber
Village Administrator
Village of Slinger

Marlyss Thiel
Marlyss Thiel
President, Board of Trustees
Slinger Community Library

Leslie Schultz
Leslie Schultz
Library Director
Slinger Community Library

Jodi B. Sweeney
Jodi B. Sweeney
President
The Sweeney Group
and 100 Extraordinary Women