Slinger Community Library

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Slinger Community Library Board of Trustees
Village Board Room, located at 218 Slinger Rd
Monday, November 9, 2026 at 4:30pm

Agenda

A. Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel Jane Hignite Kent Voll Beth Lighthizer
Kelly Supercynski 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.)

C. Approval of Previous Minutes – October 12, 2026 Meeting Minutes

D. Approval of Financial/Vouchers Reports – October 2026

E. Director's Report

1. Circulation and Library Use Statistics – October
2. Library Program Report – October
3. Hoopla Discontinuation & Overdrive Advantage Account

F. Old/Unfinished Business and Action Thereon

1. Page Job Description

G. New Business and Action Thereon

1. Library Investment CD Renewal Certificate 401
2. Library Incident Report Form Update – Approval Needed
3. Jobpod Memorandum of Agreement

H. Announcements

1. Next Meeting Date: Monday, December 14, 2026 – 4:30 pm- Village Community Room

I. 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, November 6, 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.

September Minutes of the Slinger Community Library Board
Monday, October 12, 2026

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 Rd, Slinger, WI at 4:30 pm on October 12, 2026, in accordance with Notice of Meeting delivered to members on October 9, 2026.

A. Roll Call and Confirmation of Open Meetings Law:

	Present	Absent
Marlyss Thiel	X	
Donna Moldenhauer	X	
Beth Lighthizer	X	
Jane Hignite	X	
Katherine Tobey	X	
Kent Voll		X -excused
Kelly Supercynski		X-excused
	5	2

Also present:
Margaret Wilber Village Administrator, Dyann Benson Assistant Village Administrator, Nicole Mszal Library Director, Lindy Fiste Assistant Director/Circulation Librarian

B. Open for Public Comment:
None

C. Approval of Previous Minutes – September 14, 2026 Minutes
Motion by Moldenhauer and seconded by Lighthizer to approve the minutes as presented. Motion carried.

D. Approval of Financial/Vouchers Reports – September 2026
Motion by Lighthizer and seconded by Hignite to approve the financial vouchers as presented. Motion carried.

E. Director's Report
1. Circulation and Library use statistics - September

2. Library Program reports – September
Director Mszal shared that reporting for Adult Programming is now included in this report.

3. New Phone System – Director Mszal shared that the Village has made a change to a VOIP phone system and there have been some technical difficulties getting the new system onboarded. It has been a learning curve but staff is adapting and it is a much better system overall. Village Administrator Wilber shared that it is a 75% cost savings for the Village.

4. Monarch Updates – Director Mszal shared that Monarch system has procured Grant monies for the system libraries to have FoxIt reader and PopeTech software for one year, free of charge. This software will be a great tool as the library staff works to make our website ADA compliant.

5. Building Project Updates – Director Mszal shared that a meeting was held with the architect to finalize details of the new library building and remodel. Everything is moving forward and it will be submitted to Village Board in the near future for final approval.

Director Mszal requested to adjust the agenda order by discussing New Business, letter G before Old/Unfinished Business, letter F.

Motion by Tobey and seconded by Moldenhauer to discuss New Business first and then follow with Old/Unfinished business.

G. New Business and Action Theron

1. Policies to retire-
Internet Use Policy (replaced with Technology policy)
Motion by Tobey and seconded by Moldenhauer to retire the Internet Use Policy

Unnamed Staff Policy – this is a policy that was found in the library policies but is not dated and is not needed.
Motion by Moldenhauer and seconded by Lighthizer to retire the Unnamed Staff Policy

2. Staffing Discussion and Updates – Director Mszal shared her thoughts about future staffing needs both for now to balance the clerk duties as well as for the future growth in the new building as well as to be fiscally responsible with the library budget. She introduced her staffing plan which then led into the 2027 budget approval item. No action needed at this time.

F. Old/Unfinished Business and Action Theron

1. 2027 Budget Approval – Director Mszal shared thoughts on the budget and answered questions from the library board. Discussion included the library's conservative and fiscally responsible budgeting approach, recognizing the value of prudent financial management while also considering ways to support the library's long-term funding.
Motion by Lighthizer and seconded by Hignite to approve the 2027 library budget.
Motion carried.

H. Announcements

1. Next meeting Date: Monday, November 9, 2026 – 4:30 pm Village Community Room

I. Adjourn Meeting

Motion by Tobey and seconded by Hignite to adjourn meeting at 5:51 pm. Motion carried.

Respectfully Submitted,
Lindy Fiste, Assistant Director/Circulation Librarian

Board Report - YTD Expense Summary For: *Oct-26*

Categories	Budget Category	Full Budget Code	Debit Amount	Credit Amount	Remaining Budget	% of Budget Used	Annual Budget
Revenue	Fines / Fees Deposit	010	$0.00	$1,637.11	$1,362.89	54.6%	$3,000.00
	Services Deposit	020	$131.59	$3,904.40	$3,964.01	50.4%	$8,000.00
	Donations Deposit	030		$2,230.00	-$2,230.00		$0.00
	Grants Deposit	040		$2,587.00	-$2,587.00		$0.00
	Other Deposit	050			$50,235.21	0.0%	$50,235.21
	County Reimbursements	060		$220,926.01	-$9,028.22	104.3%	$211,897.79
	Village Appropriation	070		$212,000.00	$0.00	100.0%	$212,000.00
Revenue Total			**$131.59**	**$443,284.52**	**$41,716.89**	**91.4%**	**$485,133.00**
Expense	Salaries & Benefits	100	$260,668.28		$74,089.72	77.9%	$334,758.00
	Library Supplies & Exp	230-55110-300-000	$7,420.30	$11.98	-$4,758.32	279.6%	$2,650.00
	Library Central Services	230-55110-310-000	$20,373.00		$12,316.00	62.3%	$32,689.00
	Library Programs	230-55110-320-000	$8,181.35	$120.64	-$2,410.71	142.7%	$5,650.00
	Library Marketing	230-55110-325-000	$3,093.18		-$1,443.18	187.5%	$1,650.00
	Library Training	230-55110-330-000	$2,442.02		$557.98	81.4%	$3,000.00
	Library Repair & Maint	230-55110-350-000			$300.00	0.0%	$300.00
	Library Central SVC-BLDG	230-55110-530-000	$39,603.00		$7,675.00	83.8%	$47,278.00
	Contracted Service Payments	230-55110-726-000	$18,100.98		-$2,446.98	115.6%	$15,654.00
	Library Technology	230-55110-830-000	$485.00		$2,515.00	16.2%	$3,000.00
	Books & AV	230-55110-800-000	$27,295.64	$6.03	$5,579.39	83.0%	$32,869.00
	Capital Outlay	230-55110-810-000	$5,000.00		-$5,000.00		$0.00
Expense Total			**$392,662.75**	**$138.65**	**$86,973.90**	**81.9%**	**$479,498.00**
County Offset Transfer	County Offset Transfer	230-55110-840-000		$5,535.50	$5,535.50		
County Offset Transfer Total				**$5,535.50**	**$5,535.50**		

Grand Total **Expenses: $392,662.75** **Income: $443,284.52** **Carryover: $156,589.94** **Total Credit: $599,874.46** **Bank Acct. Bal: $207,211.71** ***YTD Balance:*** **$50,621.77**

Board Report - Monthly Expense Detail For: *Oct-26*

Budget Category2	Budget Category	Full Budget Code	Vendor	Item Description		Debit Amount	Credit Amount
Expense	Library Supplies & Exp	230-55110-300-000	Amazon	Office Supplies		$24.17	
				office supply		$93.76	
				calendar/planner		$17.99	
				Processing Supply		$26.99	
				TK Business Cards		$7.95	
				Handsets for new phones		$79.96	
				Hot Cocoa Pods		$18.76	
				Nic, Nat, LF business cards		$23.85	
			Demco	Processing Supplies		$128.12	
			Instrumentl	grant tracking software		$326.00	
			Innovative Label Tech	New Spine Labels		$32.34	
	Library Supplies & Exp Total					**$779.89**	
	Library Programs	230-55110-320-000	Amazon	(blank)		$519.62	$26.48
				Silent Auction		$106.12	
				AD Craft Supplies		$72.41	
				Tables for Programs		$1,304.88	
			Kathleen Barbian	Craftermorning Supplies		$173.04	
			SCL	Adult Program Supplies		$23.37	
			Ollie's	(blank)		$41.54	
			J. Nathan Couch	Paranormal Programs		$150.00	
	Library Programs Total					**$2,390.98**	**$26.48**
	Library Training	230-55110-330-000	Sippie Hippie	Staff Dev Day		$152.21	
			SCL	school visits		$16.67	
			Jersey Mike's	Staff Dev Day		$10.34	
			Qdoba	Staff Dev Day		$109.88	
			Melissa Cranney	Library Visit		$24.22	
	Library Training Total					**$313.32**	
	Contracted Service Payments	230-55110-726-000	Monarch Library Syste	System Bill		$16,376.85	
	Contracted Service Payments Total					**$16,376.85**	
	Books & AV	230-55110-800-000	Ingram	CH/YA Books		$501.84	
				Large Print		$42.21	
				AD Fic/Nonfic		$538.00	
			Amazon	Dvds		$177.42	
				replacement		$19.25	
			Hulu	streaming service		$21.09	
			Netflix	streaming service		$28.47	
			Hoopla		9/30/2026	$362.88	
			Michael Frederick	books		$50.00	
			World Book, Inc.	CH/YA Books		$349.00	
	Books & AV Total					**$2,090.16**	
	Salaries & Benefits	100	SCL	Salaries		$20,686.60	
				Benefits		$3,513.42	
	Salaries & Benefits Total					**$24,200.02**	
Expense Total						**$46,151.22**	**$26.48**
Revenue	Fines / Fees Deposit	010	SCL	Library Deposit			$58.16
			SCL	Library Deposit			$64.21
	Fines / Fees Deposit Total						**$122.37**
	Services Deposit	020	SCL	Sales Tax		$6.49	
				Library Deposit			$188.35
			SCL	Sales Tax		$1.76	
	Services Deposit Total					**$8.25**	**$188.35**
	Donations Deposit	030	SCL	from 10/7/26 dep			$90.00
			SCL	Staff Auction Basket			$40.00
			FOSL	Story Walk Donation			$450.00
	Donations Deposit Total						**$580.00**
Revenue Total						**$8.25**	**$890.72**
Grand Total						**$46,159.47**	**$917.20**

Library Investment Accounts - October 2026

***Building & Offset Reserves - Interest 2%**

Balance: $ 110,990.22

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

CD Totals: $ 407,917.70

Total of All Investment Accounts - Balance: $ 518,907.92

Updated: 11/4/2026 NLM

1/30/26 - $6.30 intestest for money market
2/13/26 - $262.16 - interest for 66565
2/13/26 - $2,885.13 - interest for 75287
2/27/26 - $5.89 - interest for money market
2/28/26 - $1,130.97 interest for Cert 401
3/19/26 - $300.06 interest for cert 312
3/31/26 - $6.73 interest for money market
3/11/26 - CD H Debit to another CD credit accout #**888
4/30/2026 - $6.31 interest for money market
5/8/2026 - $866.10 interest for Cert. 401
5/13/2026 - $256.01 interest for Acct 66565
5/13/2026 - $2818.77 interest for Cert. 75287
5/29/2026 - $6.11 interest for money market (MM)
6/10/2026 - $274.85 interest for Cert. 888
6/15/2026 - $100,000 Deposit to MM
6/19/2026 - $309.56 interest CD 58312
6/30/2026 - $87.95 Interest for MM
7/31/2026 - $164 interest for MM
8/31/2026 - $164.25 interest for MM
8/8/2026 - $1,163.53 interest for Cert 401
8/14/2026 - CD 66565 matured with $28,520.90, funds used to create Cert 88377 with balance of $28,520.90
9/30/2026 - $159.19 - interest for MM
9/10/2026 - $277.38 - interest for Cert **888
9/13/2026 - $1814.37 - interest for certificate 86228
9/21/2026 - CD 58312 matured with $33,373.12, funds used to create Cert 89280 with balance of $33,373.12
10/30/2026 - 159.41 - interest for MM

SCL CD's

Certificate H - now Cert 888
11-month CD created on 3/11/2026
Latest Interest on 9/10/2026: $277.38
Interest Rate: 3.65%
Maturity Date: February 11, 2027
Balance: $ 30,427.33

Certificate 401 - at Forte Bank
11-month CD opened on 11/30/2025
Latest Interest on 8/8/2026: $1,163.53
Interest Rate: 4%
Maturity Date: November 9, 2026
Balance: $ 116,567.89

Kiwanis

Certificate (89280) - at Forte Bank
7-month CD opened on 9/20/2026
Latest Interest on NEW
Interest Rate: 3.602%
Maturity Date: 4/20/2027
Balance: $ 33,373.12

FOSL

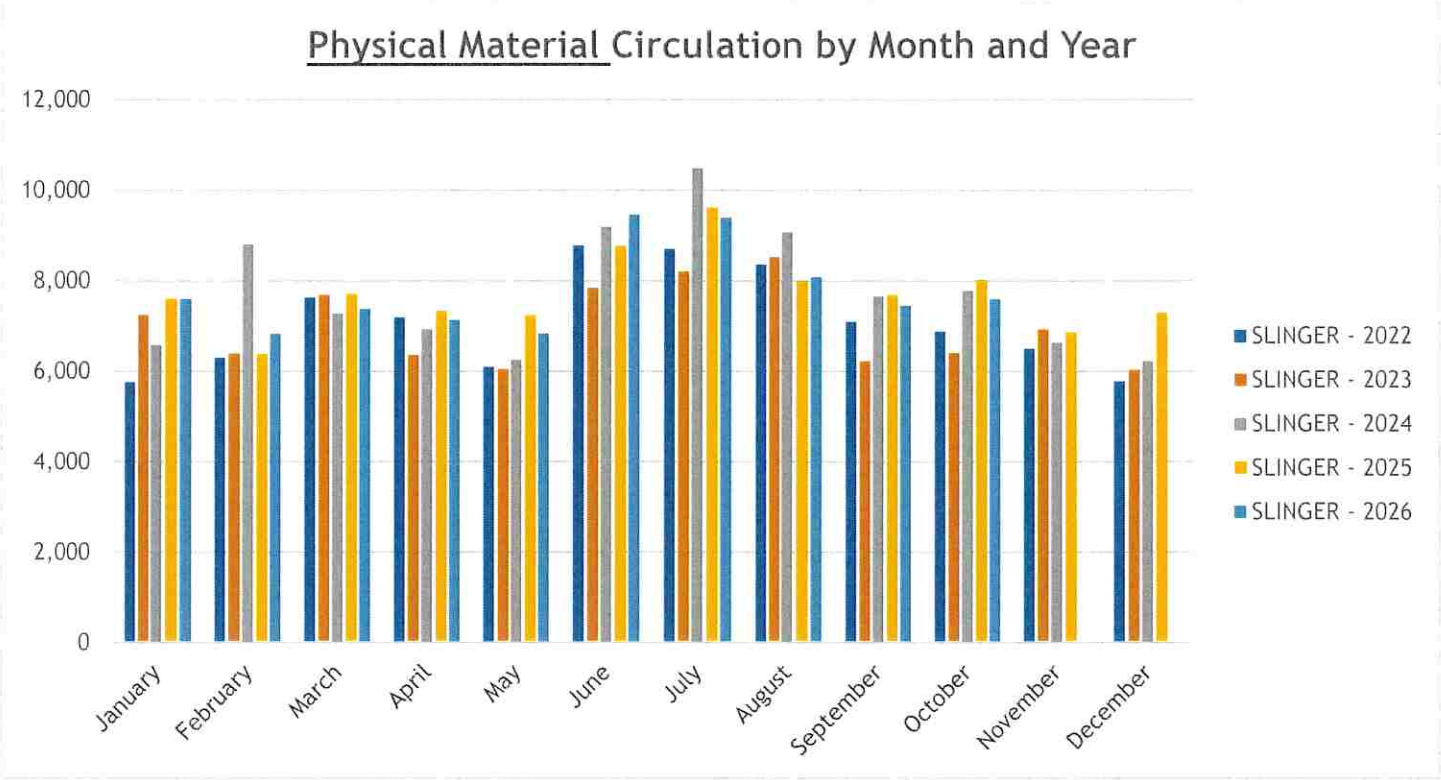
Certificate 88377 - at Forte Bank
13 month CD renewed 8/14/2026
Latest Interest NEW
Interest Rate: 4.041%
Maturity Date: September 14, 2027
Balance: $ 28,520.90

Certificate 86228 - at Forte Bank
11-month CD opened on 9/13/2026
Lastest Interest on
Interest Rate: 3.65%
Maturity Date: May 14, 2027
Balance: $ 199,028.46

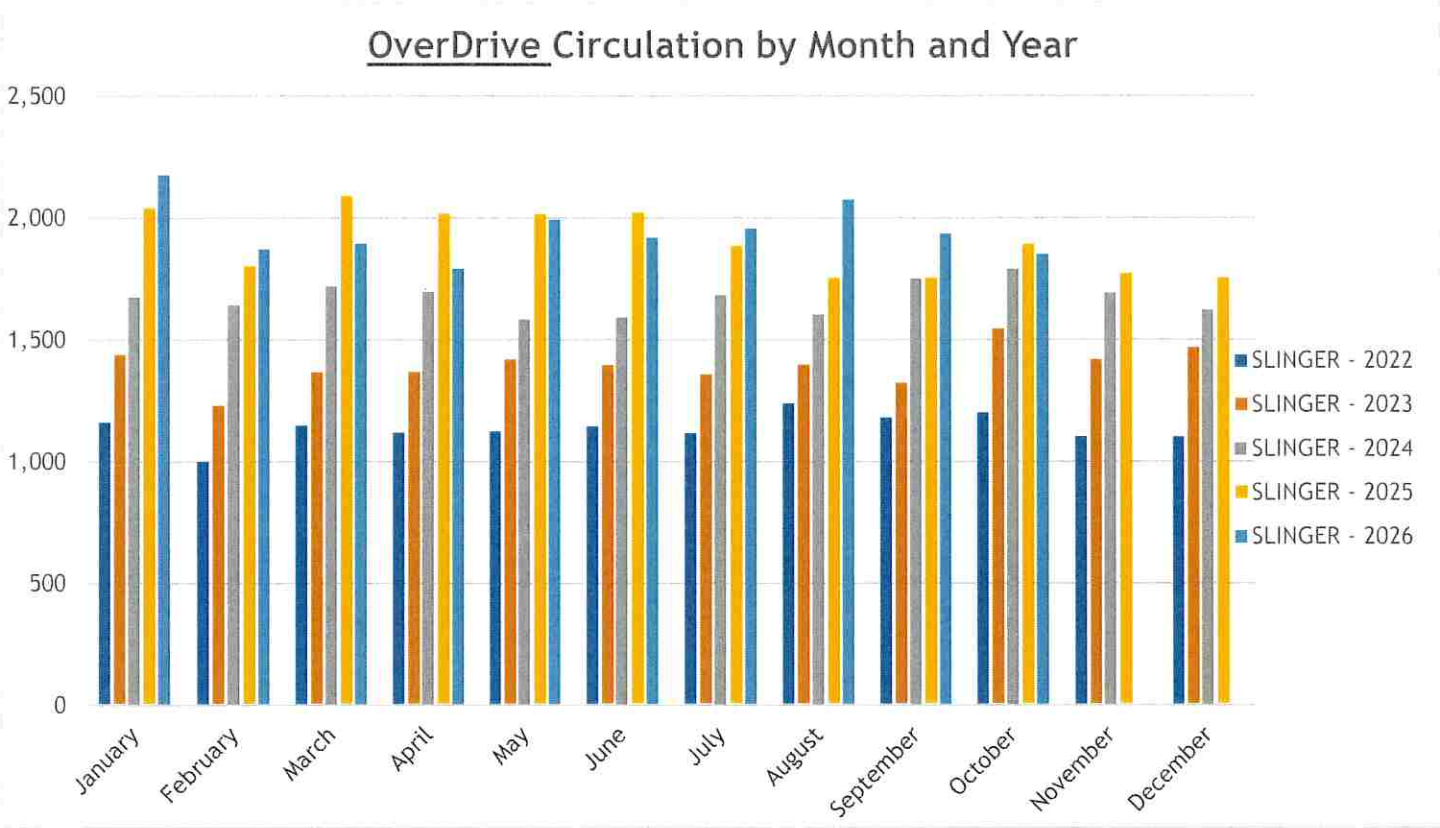
Circulation Statistics - October 2026

	Current Month	Year to Date	Previous Month	Previous Year
Total Checkouts	7,587	77,707	7,439	8,003
Slinger	3,367	33,186	3,077	3,539
Washington County Libraried	490	5,872	507	596
Washington County non-Libraried	3,443	36,419	3,538	3,744
Adjacent County Libraried	94	878	188	92
Adjacent County Non-Libraried	191	1,349	129	32
Other County	2	3	0	0
ILL Sent Out (excluded from total)	7	35	4	3
ILL Borrowed In (excluded from total)	14	128	20	14

	Current Month	Year to Date	Previous Month	Previous Year
Overdrive/Libby Checkouts	1,850	19,452	1,933	1,890
Hoopla Checkouts	210	1,895	208	209
Total eCirculation	**2,060**	**21,347**	2,141	**2,099**
LOT Checkouts	224	2,677	232	272
STEAM Kits	34	468	42	53
New Items Loaned	87	915	83	Did Not Collect
New Items Borrowed	270	2,637	265	Did Not Collect
Net New Crossover Borrowing	**-183**	**-1,722**	**-182**	Did Not Collect
Items Loaned	641	6,512	709	Did Not Collect
Items Borrowed	1,776	17,318	1,768	Did Not Collect
Net Crossover Borrowing	**-1,135**	**-10,806**	**-1,059**	Did Not Collect
Total Items Checked In	6,296	72,125	7,213	7,558



Sum of Physical Circulation	Library SLINGER				
Month	**2022**	**2023**	**2024**	**2025**	**2026**
January	5,748	7,226	6,575	7,583	7,589
February	6,289	6,377	8,805	6,360	6,822
March	7,621	7,668	7,275	7,692	7,372
April	7,187	6,338	6,925	7,320	7,137
May	6,092	6,031	6,252	7,228	6,830
June	8,774	7,829	9,189	8,761	9,460
July	8,693	8,190	10,489	9,604	9,392
August	8,351	8,509	9,073	7,974	8,079
September	7,085	6,209	7,652	7,672	7,439
October	6,870	6,393	7,781	8,003	7,587
November	6,488	6,913	6,631	6,842	
December	5,769	6,019	6,226	7,287	
Grand Total	**84,967**	**83,702**	**92,873**	**92,326**	**77,707**



Sum of OverDrive Checkouts	Library SLINGER				
Month	**2022**	**2023**	**2024**	**2025**	**2026**
January	1,159	1,435	1,675	2,038	2,176
February	998	1,227	1,642	1,800	1,871
March	1,147	1,364	1,719	2,088	1,894
April	1,117	1,365	1,696	2,016	1,792
May	1,122	1,417	1,583	2,014	1,992
June	1,143	1,393	1,591	2,020	1,917
July	1,114	1,355	1,683	1,882	1,954
August	1,237	1,394	1,604	1,750	2,073
September	1,178	1,320	1,750	1,750	1,933
October	1,199	1,543	1,790	1,890	1,850
November	1,101	1,416	1,692	1,770	
December	1,100	1,465	1,622	1,752	
Grand Total	**13,615**	**16,694**	**20,047**	**22,770**	**19,452**

Library Usage - October 2026

	Current Month	Year to Date	Previous Month	Previous Year
Number of Days Open	27	250	24	27
Patron Count	3,461	33,261	2,810	3,211
Reference Questions	142	1,418	117	230
Technology Assistance	60	602	47	91
New Cards Issued	41	359	22	61
Holds Placed	2,342	21,544	2,109	1,990
Community Meetings	1	28	3	1
Community Meeting Attendance	18	358	44	10
Items Added	61	1,795	217	228
Items Withdrawn	10	153	52	53
Internet Logins	120	1,185	112	153
PAC Logins	787	9,221	942	918
Facebook Interactions	494	5,157	363	did not collect
Website Visits	1,876	40,064	1,906	9,595
Ancestry	0	61	0	0
Universal Classes	0	146	0	114
Transparent Language	23	120	16	16

Programs Report compiled by Youth Services Librarian Natalie Maksimuk
October 2026

Adult Programs		5	Teen Programs		3
Adult Program Attendance		56	Teen Program Attendance		114
Adult Self-Directed Programs		n/a	Teen Self-Directed Programs		3
Adult Self-Directed Participation		n/a	Teen Self-Directed Participation		51
Adult Volunteers: 4	Hours: 6		Youth Volunteers: 5	Hours: 6	

Children's Programs	7	All-Age/ Family Programs	2
Children's Program Attendance	248	All-Age Program Attendance	43
Children's Self-Directed Programs	6	All-Age Self-Directed Programs	1
Children's Self-Directed Participation	357	All-Age Self-Directed Participation	85
Children's Outreach Programs	5	All-Age Outreach Programs	1
Children's Outreach Attendance	231	All-Age Outreach Attendance	1140

Recent Highlights

October was busy! The Friends of Slinger Library had their Silent Auction for 2 weeks of the month, so I tried something new with Afternoon Adventures and Teen Thursdays – we did grab & go activities since we did not have a program space. It went very well! We had about the same amount of each age group pick up activities, and most of the teens/tweens stayed at the library to do their "Disguise a Duck" and "Beaded Ghost Keychains"! It was great to have the community see dozens of middle and high school students spread out around the library, engaging in activities. I would like to thank Jane for including the Teen Thursday activities in the middle school announcements as I think it has really helped bring in kids I don't normally see at the library! Lil' Bookworms temporarily relocated to the VCR for the two weeks of the auction, and we had the consistent attendance we have been getting for that story time. October was also Library Card Sign Up for area 1st graders. I visited two of the elementary schools and dropped info off at the third school, and we hosted two open house evenings where families could come sign up for cards and explore the library.

We have added a couple of new rows to the Program Stats listed above to track our Outreach Programs. For Children's, this month that includes my school visits and joining St. Paul's Little Learners for their Fall Festive program days. All-Age this month is for Parks & Rec's Trail of Treats that Crystal and I had a table at. This was the second year for Trail of Treats, and they had an amazing turnout! Crystal and I counted 1140 attendees (parents and

children), and E from Parks said she estimated 700-800 children, so we feel our number is accurate.

Upcoming Information

We welcome Nancy Dianne Dance Studio for a dance-based story hour this month, and I am collaborating with NAMI Washington County for a family program on Saturday, Nov. 21. There is a Red Cross Blood Drive on Tuesday, Nov. 10, and a cooking demonstration called Small Bites will be held for adults on Tuesday, Nov. 17.

Adult Services - Nicole Mszal, Director

This month was a bit busier for our adult services! Earlier in the month we had Estate Planning. We also had the FOSL Silent Auction, the usual craftermorning, our two book clubs and then Ghosts of Washington County to round out the spooky Halloween season. Attendance is beginning to rise as our patrons notice our adult programming more. November will continue our busy schedule with the FOSL bake sale, a red cross blood drive, our usual book clubs and craftermorning, and a FOSL regular meeting. Our biggest program will be our Small Bites program to demonstrate how to make delicious appetizers before the holiday season. This requires registration, and as of 11/3, it only has 2 spots left of 20! Can't come to this demo? Never fear, the Slinger Parks and Rec Department offers adult cooking classes (check out their offerings online). We also will have a non-library sponsored program about Medicare on Nov 18. Hope to see you at some of these great program opportunities!

Slinger Community Library
Library Page / Shelver (Part-Time)
Position: Library Page / Shelver
Hours: Approximately 8 hours per week
Schedule: Flexible, primarily after school and/or evenings, with occasional weekend hours
Reports to: Assistant Library Director/Circulation Librarian or designated supervisor

Position Summary
The Library Page / Shelver is responsible for helping maintain an organized, welcoming, and enjoyable environment for library patrons. This is an excellent opportunity for a high school student to gain valuable work experience, develop organizational skills, and learn about library services while contributing to the community.

Essential Duties and Responsibilities
- Sort and shelve returned books, DVDs, magazines, and other library materials in their proper locations.
- Keep bookshelves neat, orderly, and organized.
- Straighten shelves and ensure materials are facing the correct direction.
- Assist with shelf reading to ensure books and materials are in the correct order.
- Help prepare materials for library programs and special events.
- Assist with basic library tasks, such as organizing supplies, preparing displays, and tidying public areas.
- Help maintain a clean, safe, and welcoming environment.
- Provide friendly assistance to patrons by directing questions to library staff when needed.
- Perform other general duties as assigned.

Qualifications
- Currently enrolled in high school.
- Dependable, punctual, and responsible.
- Able to work independently and follow directions.
- Enjoys reading, books, and being in a library environment.
- Organized and attentive to detail.
- Friendly, courteous, and willing to help others.
- Comfortable with repetitive tasks and standing or walking for periods of time.

No previous work experience is required. We are happy to train the right candidate!

Physical Requirements
- Ability to lift and carry books and library materials.
- Ability to bend, reach, stand, and walk throughout a shift.
- Ability to push a book cart and reach shelves at various heights.

Work Schedule
Approximately 8 hours per week, with a schedule arranged around the student's school commitments. Shifts may include after-school hours, evenings, or weekends.

What You'll Gain

- Valuable first-job experience.
- Opportunities to develop responsibility, time management, and organizational skills.
- Experience working as part of a team.
- A chance to make a positive contribution to the community.

This is a great first job for a student who enjoys books, likes staying organized, and wants to be part of a friendly library team!

CD options for Library CD maturing November 11, 2026

Approximate maturity value of $117,667.89

- 7-month CD option
  - CD maturity = June 11, 2027
  - Starting balance = $117,667.89
  - Interest earned = $2486.11
  - CD value at maturity = $120,154

- 13-month CD option
  - CD maturity = December 11, 2027
  - Starting balance = $117,667.89
  - Interest earned = $5237.11
  - CD value at maturity = $122,905

forte bank

Deposit Rates

Certificates of Deposit / Individual Retirement Accounts Rates Subject to Change Effective November 3, 2026		
Term	**Interest Rate**	**Annual Percentage Yield**
3 Month	**0.50%**	**0.50%**
6 Month	**0.75%**	**0.75%**
7 Month SPECIAL	**3.60%**	**3.65%**
12 Month	**1.00%**	**1.00%**
13 Month SPECIAL	**4.04%**	**4.10%**
18 Month	**1.15%**	**1.15%**
24 Month	**1.25%**	**1.26%**
36 Month	**1.45%**	**1.46%**
48 Month	**1.75%**	**1.76%**
60 Month	**2.00%**	**2.02%**

- Early withdrawals subject to substantial penalty
- Interest on certificate compounds and is credited quarterly
- Minimum deposit of $1,000.00 on all certificates
- Fees could reduce earnings

Contact an employee for further information.

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

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

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

WEST BEND
555 Wildwood Road
West Bend, WI 53090
262-450-4200

www.fortebankwi.com **info@fortebankwi.com**

Member FDIC

Slinger Community Library

Inspire | Create | Connect

220 Slinger Rd., Slinger, WI 53086 | 262-644-6171 | slingerlibrary.org

Slinger Community Library Incident Report – For Staff to Fill Out

☐ **Accident & Safety**

For accident, was this a child safety issue? Y N

If so, was a parent/guardian contacted? Y N

☐ **Public Behavior**

Were the police notified? Y N

Was there a warning issued? Y N

Did you request assistance from another staff member on duty (please provide detail in description)? Y N

Date/Time: _____

Staff person/s involved:

_____

_____

Person(s) involved (name, library card, address, phone number):

_____

_____

Description of Incident:

_____

_____

_____

_____

_____

_____

_____

_____

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Director's Notes:

Punishment: Warning ☐ One-day Ban ☐ One-week Ban ☐ One-month Ban ☐ One-year ban ☐ Lifetime Ban

Notification: ☐ Patron ☐ Library Board

Reinstatement: ☐ Approved ☐ Denied

Memorandum of Agreement

Parties:
This Agreement is by and among the Nicolet Library System representing JobPod, the Slinger Community Library, a public library located in Slinger, Wisconsin (the "Participating Library"), and the WOW Works Workforce Development Board located in Waukesha, Wisconsin ("Local Workforce Development Board").

About JobPod:
JobPod is a partnership between the Bay Area Workforce Development Board, Brown County Library, Nicolet Library System ("Nicolet"), and the Wisconsin Department of Workforce Development ("DWD").

JobPod Location:
The Participating Library's JobPod site will be located at the following address:
220 Slinger Road, Slinger, WI 53086.

The JobPod name and logo may only be used at the location designated in this Section and cannot be used at any additional locations, such as additional branch libraries located within the library system unless an agreement is made between such other library location and JobPod.

Project Description:
JobPod creates an access point for existing online and virtual workforce development services in public libraries across the State of Wisconsin. Under this Agreement, the Participating Library agrees to host JobPod as an access point in the library building, set forth above. The Participating Library agrees to facilitate the connection between the job seeker and workforce development services so that the job seeker may receive expert assistance regarding all aspects of a job search, job training or career exploration. The Participating Library agrees to provide assistance to job seekers by providing the following core elements:

- Confidential meeting space which use of can be prioritized for job seekers (to be provided by the Participating Library);
- Laptop equipped with functioning video camera and microphone for participation in virtual meetings;
- High-speed internet access through a network connection or Wi-Fi with sufficient internet security software;
- Technology assistance; and
- Basic customer assistance with the Job Center of Wisconsin website and registration.

JobPod Responsibilities:

- Facilitate the collaboration between the Participating Library, Local Workforce Development Board, and DWD.
- Conduct a library space assessment and planning for placement of the JobPod within the applicable library building.
- Manage the procurement, installation, and initial set-up of the JobPod privacy booth and components in collaboration with designated staff at the Participating Library.
- Provide a customized JobPod Standard Operating Procedures (SOP) training manual, certification checklist, sample policies, logo, marketing materials and resources for each JobPod location.
- Provide an orientation and training for the Participating Library staff and provide ongoing consultation, as needed.
- Provide updated SOP and additional training if new initiatives which support job seekers and/or relate to workforce development are implemented as part of JobPod.
- Review feedback and evaluations from JobPod sites and implement changes, as needed.
- Maintain the official JobPod website.
- Provide required specifications for technology, materials, and components required for participation.

Participating Library Requirements & Expectations:

- The Participating Library will own the JobPod space, materials, and components in their library and will integrate JobPod into their service model. If additional governance is needed, all library policies will apply accordingly
- Identify and develop partnerships to support JobPod initiatives; partnerships at a minimum should include the Local Workforce Development Board and DWD.
- Maintain at least one staff member who has completed an approved JobPod training.
- Ensure current and incoming front-line staff who are implementing JobPod have received appropriate training and resources.
- Follow standards of service outlined in the SOP and certification checklist.
- Provide basic customer and technology assistance with the Job Center of Wisconsin website and registration for JobPod users.
- Provide and maintain equipment needed for JobPod services, including desktop or laptop computer with functioning web camera and microphone capabilities.
- Maintain designated, confidential meeting space to ensure the space is clean and safe for use by job seekers.
- Implement new initiatives which support job seekers and/or relate to workforce development, as determined by JobPod.
- Regularly review and update Participating Library-specific and local community services and resources to ensure job seekers receive accurate information.

- Provide feedback and complete evaluations as requested by JobPod, Local Workforce Development Board and/or DWD.
- Ensure the official JobPod website contains accurate information about the Participating Library's JobPod location.
- Use the JobPod name and logo on all materials that promote the project.
- Allow JobPod to use Participating Library name and logo for informational and promotional purposes related to JobPod.
- Notify JobPod, Local Workforce Development Board and DWD of intent to discontinue Participating Library as a JobPod location.

Workforce Development Board Responsibilities:

- Assist with the facilitation of the collaboration between the Participating Library, DWD and JobPod.
- Maintain communication with Participating Library to provide updates in regard to DWD services that are available for the local community.
- Ensure Participating Library is in compliance with the JobPod SOP by visiting and evaluating the Participating Library using the certification checklist, following frequency recommended by JobPod. Communicate with JobPod in the event the Participating Library is not in compliance with the SOP.
- Allow JobPod to use Local Workforce Development Board name and logo for informational and promotional purposes related to JobPod.
- Collaborate with library for joint marketing and outreach efforts to promote JobPod services to the community.

Cost for JobPod Participation

The cost to become a JobPod location is a one-time three thousand dollar ($3,000) fee to be paid by the Participating Library to Nicolet Library System. This fee has been waived due to funding from the Department of Workforce Development. One-time funding, up to $10,000, for the purchase and installation of a privacy booth for the Participating Library will also be funded by the grant.

JobPod Intellectual Property & Commercial Application; Confidentiality:

JobPod, including logo and trademark, and any other intellectual property related to JobPod is owned and operated by Nicolet. In the event that project activities result in a JobPod product(s) with potential for commercial application, all such rights will be retained by JobPod and Nicolet.

The Participating Library shall hold the Confidential Information (defined below) in confidence, using at least the same degree of care for protection that the Participating Library uses to protect its own confidential information of a similar nature. The Participating Library acknowledges and agrees to direct any inquiries by other libraries (or similar entities) regarding Confidential

Information to Nicolet to provide such information or onboard such entity to the JobPod program. "Confidential Information" shall mean official JobPod training information learned during training, Standard Operating Procedures (SOP) training manual, certification checklist, and any other underlying JobPod information provided to library which in its nature is not publicly available information.

Term of the Agreement:
Subject to the Termination provision herein, this Agreement will remain in effect for as long as the Participating Library is following the JobPod guidelines and implementing all core components of the JobPod program.

Amendments
Amendments to this agreement shall be made my mutual agreement of the Parties. Amendments shall be in writing and shall not take effect unless signed by all Parties.

Termination
In the event one of the JobPod partners no longer provides a significant service which renders JobPod ineffectual, the Agreement will terminate. Additionally, this Agreement may be terminated by any party by providing a sixty (60) days written notice to the other parties. Upon termination of this Agreement for any reason, all parties shall immediately return any and all applicable property to the appropriate party.

_____

Tracy Vreeke
System Director
Nicolet Library System
Date: _____

_____

Analiese Smith
Director
WOW Works Workforce Development Board
Date: _____

_____

Nicole Mszal
Library Director
Slinger Community Library
Date: _____

_____

Marlyss Thiel
Library Board President
Slinger Community Library
Date: _____

DRAFT