



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, May 8, 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. **Welcome new and renewing Library Board Trustees**
- III. **Director's Report**
 - A. Circulation and Library Use Statistics, – April 2023
 - B. Library Program Report: April 2023
 - C. Friends of Slinger Library update
- IV. **New Business**
 - A. Review and Action
 - i. Minutes of April 10, 2023 meeting
 - ii. April Financial/Vouchers Report
 - iii. June Library Board meeting
- V. **Old Business**
 - A. Challenged Materials Policy
 - B. Capital Campaign Contract with Sweeney Group
- VI. **Announcements**
 - A. Next Meeting Date: Monday, June 12, 2023 – 4:30 pm
- VII. **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, May 5, 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, May 5, 2023

Re: Agenda for Monday, April 8, 2023

II. Welcome new and renewing Library Board Trustees

Trustee Donna Moldenhauer has agreed to stay on the Library Board for another term. Welcome new Trustee David Waterman.

III. DIRECTOR' S REPORT

A. Circulation and Library Use Statistics-April 2023

Monthly statistics 2022 vs 2023

March 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

- Please see attached program reports.
- We had two teen programs with attendance in the 20's and 30's! We need a teen space.
- We do not have programs in May to prepare for the Summer Learning Program

C. Friends of Slinger Library Update

- 18 members strong
- September 2023 election of new board members
- Just completed the Gehring's Meat sale. Pick up date is Tuesday, May 23rd at 4:30pm in the library
- Check book balance of \$17,172.60
- CD for Library Expansion \$20,933.24
- Silent Auction October 18th-28th
- Total Income since Sept 2022: \$961.42 (\$296.00 cans, \$89.35 Amazon Smile, \$576.07 booksale)
- \$700 donation from Mary Krall for Early Literacy items

IV. NEW BUSINESS

iii.June Library Board Meeting

The June 12th meeting falls on the same night and time as the Library Summer Learning Program Bash.

V. OLD BUSINESS

A. Challenged Materials Policy

It was requested by Trustee Tobey to bring the approved Challenged Materials Policy back after corrections were made.

B. Capital Campaign Contract with Sweeney Group

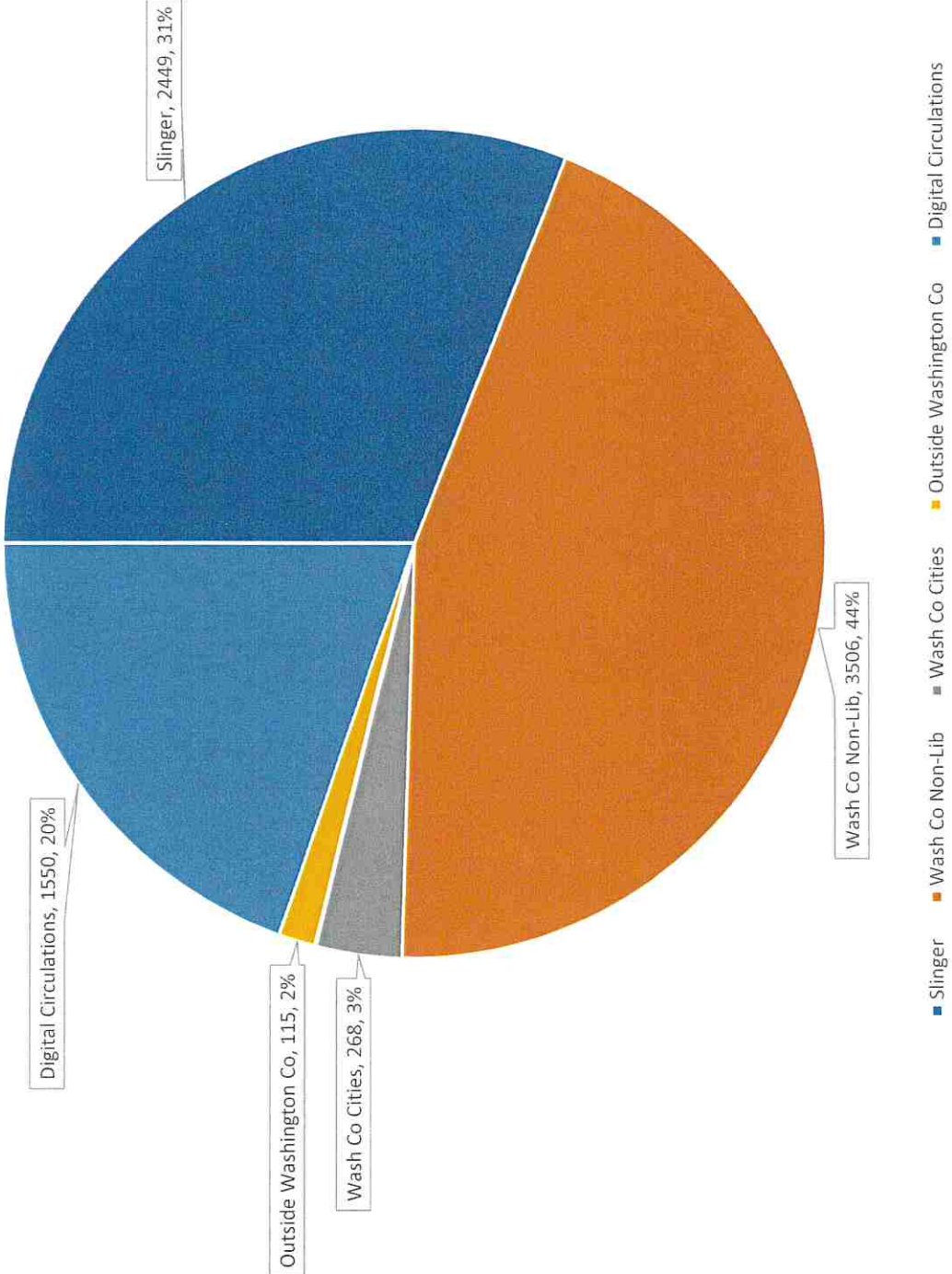
- Please see included memo from Village Administrator Wilber
- Please see included document "Proposal and Agreement for Fundraising Consulting Services"

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.

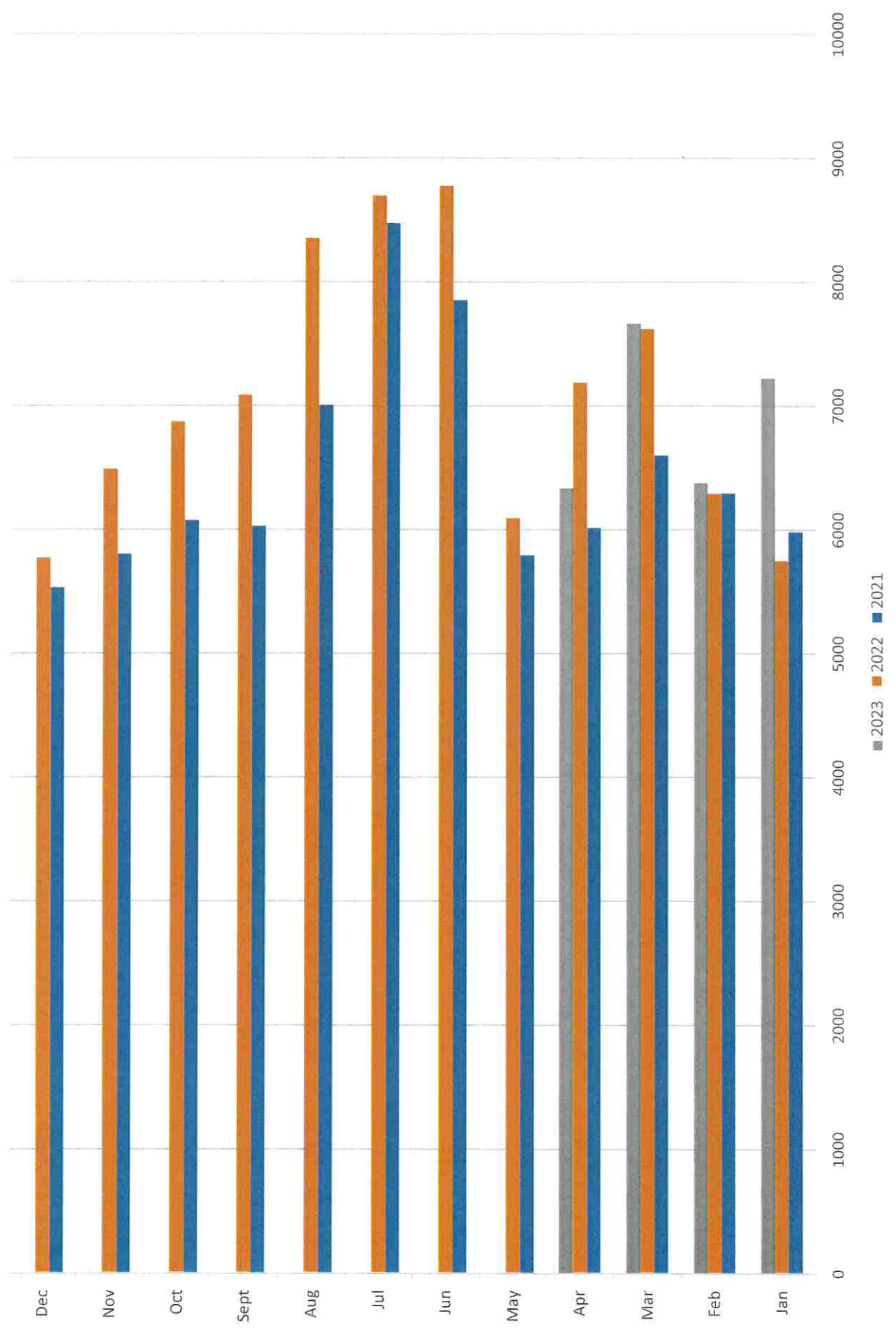
April Slinger Library Statistics

	2021	2022		2023	
Circulation Activity	Yr End	Month	Yr End	Month	YTD
Number of Days Open	295	24	293	23	98
Patron Count	22,700	2,004	26,121	2,089	8,659
New Cards Issued	232	45	371	19	103
Physical	Yr End	Month	Yr End	Month	YTD
Items Checked Out	77,481	7,187	84,970	6,338	27,619
Items Checked In	66,171	6,234	72,453	5,913	23,977
Holds Placed	21,401	1,888	21,046	1,709	7,746
Library of Things Check Outs (LOT)	NA	NA	NA	107	384
Digital	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	14,147	1,117	13,615	1,365	5,391
Hoopla	371	134	1,587	185	692
Databases	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins	8,061	116	2,340	98	487
Ancestry.com Logins	1,056	30	352	23	116
Universal Classes (thru Libby)	17	4	54	NA	NA
Pronunciator Logins (Expired for 2023)	199	0	28	NA	NA
Breakdown of Check Out Numbers	Yr End	Month	Yr End	Month	YTD
Slinger	33,248	3,000	34,942	2,449	11,080
Wash Co Non Lib	38,927	3,565	43,413	3,506	14,405
Wash Co Cities	3,996	525	4,973	268	1,444
Outside Wash Co	1,267	97	1,639	115	680
Total Circulation Digital & Physical	Yr End	Month	Yr End	Month	YTD
	91,903	8,438	100,205	7,888	33,692
Interlibrary Loan Activity-WISCAT	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	80	8	97	19	65
Lender - Requests from other libraries	27	5	35	4	17
Library Programming	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	47	8	79	5	23
Adult Program Attendance	326	41	710	48	202
Adult Self Directed Programs	15	0	2	1	2
Adult Self Directed Participation	306	0	159	77	195
Teen Programs	21	6	50	5	23
Teen Program Attendance	196	60	322	71	149
Teen Self Directed Programs	11	0	1	0	0
Teen Self Directed Attendance	136	0	54	0	0
Childrens Programs	79	12	163	24	91
Childrens Programs Attendance	1,770	169	2,993	266	972
Childrens Self Directed Programs	51	4	84	15	56
Childrens Self Directed Attendance	1,777	110	1,407	184	731
Other Library Services Offered	Yr End	Month	Yr End	Month	YTD
Wifi Logins	4,827	441	5,928	587	1,866
Internet Logins	662	69	926	90	333
PAC Logins	18,522	1,416	18,497	1,541	6,164
Other Library Statistics	Yr End	Month	Yr End	Month	YTD
Community Meetings	14	2	31	5	15
Community Meetings Attendance	133	11	307	50	193
Facebook Reach	25,863	2,155	45,210	2,700	10,547
Website Visits	50,394	4,311	61,575	20,683	35,519
Number of Volunteers	23	0	28	0	0
Volunteer Hours	26.00	0.00	40.50	0.00	0.00
Reference Statistics	Yr End	Month	Yr End	Month	YTD
Reference Questions	1,091	50	856	236	729
Computer & Technology Assistance	260	14	252	56	175

April 2023 Total Circulations 7,888
Physical 6,338 & Digital 1,550



3 year Bar Graph



April 2023 Library Programs

Preschool Story Times

Date	Program	Count
4/4/23	Lil' Bookworms (bunnies)	14
4/5/23	Lil' Bookworms (bunnies)	19
4/6/23	Little Hearts (Easter)	8
4/11/23	Lil' Bookworms (bees)	9
4/12/23	Lil' Bookworms (bees)	16
4/13/23	Little Hearts (weather)	14
4/14/23	St. Paul 3K (spring)	11
4/18/23	Lil' Bookworms (baby animals)	4
4/19/23	Lil' Bookworms (baby animals)	16
4/20/23	Little Hearts (Earth Day)	14
4/21/23	Little Hearts (PBS Kids Marble Runs)	14
4/25/23	Lil' Bookworms (caterpillars)	12
4/26/23	Lil' Bookworms (caterpillars)	16
4/27/23	Little Hearts (life cycle)	14
4/28/23	St. Paul 3K (bunnies)	10
	Total Programs	15
	Total Count	191

Preschool Crafts

Date	Program	Count
4/4/23	Lil' Bookworms (bunny finger puppets)	8
4/5/23	Lil' Bookworms (bunny finger puppets)	9
4/6/23	Little Hearts (paper plate bunny)	6
4/11/23	Lil' Bookworms (beehive)	5
4/12/23	Lil' Bookworms (beehive)	9
4/13/23	Little Hearts (button sun)	12
4/14/23	St. Paul 3K (cherry blossom tree)	10
4/18/23	Lil' Bookworms (pom pom chicks)	2
4/19/23	Lil' Bookworms (pom pom chicks)	7
4/20/23	Little Hearts (dot earth)	11
4/25/23	Lil' Bookworms (pom pom caterpillar)	7
4/26/23	Lil' Bookworms (pom pom caterpillar)	7
4/27/23	Little Hearts (fork sunflower)	12
4/28/23	St. Paul 3K (bunny finger puppets)	9
	Total Programs	14
	Total Count	114

Elementary Programs

4/6/23	Kids' Klub (Peeps battles)	6
4/13/23	Kids' Klub (gummy meal)	10
4/20/23	Kids' Klub (pom pom poppers)	5
4/27/23	Kids' Klub (blindfold taste test)	8
	Total Programs	4
	Total Count	29

Tween Programs

4/6/23	Terrific Tweens (Peeps battle)	2
4/13/23	Terrific Tweens (Post-It Note games)	2
4/20/23	Terrific Tweens (window clings)	4
4/27/23	Terrific Tweens (bubble tea)	7
	Total Programs	4
	Total Count	15

Teen Programs

4/4/23	Teen Tuesdays (Peeps battles)	6
4/11/23	Teen Tuesdays (Stranger Things party)	5
4/18/23	April TAB Meeting	3
4/18/23	Teen Tuesdays (fondue treats)	31
4/25/23	Teen Tuesdays (bubble tea)	26
	Total Programs	5
	Total Count	71

Adult Programs

4/10/23	Devouring Books Cookbook Club (brunch dishes)	8
4/15/23	Craftermorning @ the Library (burlap flowers)	16
4/17/23	Monday Afternoon Book Club	2
4/18/23	Pints & Pages Book Club (The Christie Affair)	8
4/26/23	Crafterevening @ the Library (burlap flowers)	14
	Total Programs	5
	Total Count	48

Family Programs/Other

4/10-4/15	Gardening Incentive Week	77
4/14/23	St Peter's 3K & 3 rd Grade Visit	31
4/22/23	LEGO Marble Runs Family Program	35
4/1-4/30	April Scavenger Hunt	70
	Total Programs	4
	Total Count	276

Grand Totals

Total In-Person Programs	35
In-person Attendance	420
Total self-directed Programs	16
Self-directed Attendance	261

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

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Marlyss Thiel at 218 Slinger Road, Slinger, WI at 4:30pm on April 10, 2023 in accordance with Notice of Meeting delivered to members on April 6, 2023.

Roll Call and Confirmation of Open Meetings Law:

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

Also present:

Leslie Schultz, Library Director
Margaret Wilber, Village Administrator
Scott Stortz, Village President

I. Open for Public Comment

No public comments were presented.

II. Director's Report

A. Circulation and Library Use Statistics-March 2023

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

B. Library Program Report-March 2023

Director Schultz shared the March program report.

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

C. Circulation Clerk Update

Director Schultz stated they received 6 applications, interviewed 4 candidates, and offered the position to a past employee with a start date is May 1st.

D. Library of Things collection additions

Director Schultz stated \$1,000 from the Collections budget was allocated to keep growing this collection with 12 news items. Director Schultz stated in March 164 items were checked out from this collection.

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

Director Schultz stated Slinger Library staff received a \$2,000 grant through SEWI to attend ALA conference in Chicago.

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

Director Schultz stated the FOSL group has decided to do the Silent Auction held October 18th-28th in the Library Gather room.

Director Schultz also stated Modern Woodmen has chosen the Slinger Community Library to be a recipient for their Matching Fund Program with a match of \$1,000 raised from the silent auction.

III. New Business

i. Minutes of March 13, 2023 meeting

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

ii. March Financial/Vouchers Reports

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

iii. Collection Development Policy

Motion by Lighthizer/Moldenhauer to approve the Collection Development Policy as presented. Motion carried.

iv. Challenged Materials Policy

Motion by Voll/Farr to approve the Challenged Materials Policy as corrected. Motion carried.

v. Reconsideration of Library Materials Form

Motion by Lighthizer/Moldenhauer to approve the Reconsideration of Library Materials form as presented. Motion carried.

vi. Recognition of Trustee Farr

Director Schultz and other members of the Library Board of Trustees presented Trustee Farr with a certificate of appreciation for her 9 years serving on the Library Board.

IV. Old Business

A. Washington County Funding

Director Schultz stated the remaining Resource funding monies \$58,760.92 will be used to fund monthly invoices of Hoopla digital checkouts. Director Schultz also stated these checkouts will only be funded until the above funds are exhausted.

B. Library Renovation/Expansion Capital Funding Campaign

Motion by Lighthizer/Hignite to retain Jodi Sweeney of The Sweeney Group for conducting Phase I Feasibility Study to cost between \$18,000-\$25,000. Motion carried.

V. Announcements:

A. Next Meeting Date: Monday, May 8, 2023 at 4:30pm

VI. Adjourn Meeting

Motion by Hignite/Moldenhauer to adjourn at 5:25pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS APRIL 2023

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$1,606.73
4/6/2023	Amazon	office supplies	\$ 35.73		\$ 1,571.00
4/6/2023	Amazon	Video Game cases	\$ 44.98		\$ 1,526.02
4/6/2023	DEMCO	processing supplies	\$ 201.55		\$ 1,324.47
4/6/2023	Walmart	processing supplies	\$ 37.19		\$ 1,287.28
		TOTAL SPENT	\$319.45		

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
					\$3,606.06
4/6/2023	Sippie Hippie	TN gift card	\$10.00		\$3,596.06
4/6/2023	Amazon	AD Prpgram supplies_MAR	\$19.99		\$3,576.07
4/6/2023	Amazon	AD Prpgram supplies_MAR	\$15.89		\$3,560.18
4/6/2023	Dollar Tree	APR incentive Week	\$25.00		\$3,535.18
4/6/2023	Walmart	AD Prpgram supplies_MAR	\$87.44		\$3,447.74
			\$158.32		

230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Credit	Balance
					\$ 1,521.19
4/6/2023	Canva	Marketing software -yearly	\$ 179.87		\$ 1,341.32
		TOTAL SPENT	\$179.87		

230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Credit	Balance
					\$ 1,956.77
4/6/2023	ALA	Membership-LS	\$ 155.00		\$ 1,801.77
4/6/2023	Panera Bread	Director lunch meeting	\$ 15.69		\$ 1,786.08
4/6/2023	WLA	Membership-LS	\$ 196.50		\$ 1,589.58
4/6/2023	ALA Airbnb in Chicago	ALA Conference-Chicago	\$1,046.33		\$ 543.25
4/6/2023	ALA Conference Registration	ALA Conference-Chicago	\$ 385.00		\$ 158.25
		TOTAL SPENT	\$1,798.52		

VOUCHERS APRIL 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
		TOTAL SPENT	\$0.00		

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

Date	Description	Invoice #	Debit	Balance
				\$18,664.22
4/30/2023	Ingram	CH & AD Print	\$1,057.21	\$17,607.01
4/30/2023	Amazon	AD DVDs	\$365.28	\$17,241.73
4/30/2023	LOT items	Schlitz Audobon - 2 passes	\$180.00	\$17,061.73
4/30/2023	Walmart	Video Games	\$419.13	\$16,642.60
		TOTAL SPENT	\$ 2,021.62	

230-00-55110-830-000 Technology

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

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

Date	Description	YTD Actual	Budget	Unexpended	% Used
3/31/2022	Library Department Head Salary	\$22,410.40	\$65,561.60		34.2%
3/31/2022	P/T Wages (w/benefits)	\$28,435.91	\$89,132.16		31.9%
3/31/2022	P/T Wages	\$17,116.50	\$56,674.80		30.2%
		\$67,962.81	\$ 211,368.56		32.2%

Monthly Deposit 2023

Slinger Community Library Total Monthly Deposit

January	\$ 1,379.00	April	\$ 435.78	July	\$ -	Oct	\$ -
February	\$ 1,127.76	May	\$ -	August	\$ -	Nov	\$ -
March	\$ 792.18	June	\$ -	Sept	\$ -	Dec	\$ -

Fines Monthly Deposit		Services Monthly Deposit		Donations Monthly Deposit		
<i>Late fees, lost items, missing pieces, replacement costs</i>		<i>Copies - Faxing - Replacement Cards - CC Coffee Snacks</i>		<i>Regular</i>		<i>Building & 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	\$ -	May	\$ -	May	\$ -	\$ -
June	\$ -	June	\$ -	June	\$ -	\$ -
July	\$ -	July	\$ -	July	\$ -	\$ -
August	\$ -	August	\$ -	August	\$ -	\$ -
September	\$ -	September	\$ -	September	\$ -	\$ -
October	\$ -	October	\$ -	October	\$ -	\$ -
November	\$ -	November	\$ -	November	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -
Total	\$ 1,906.95	Total	\$ 608.40	Total	\$ -	\$ 1,219.37

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

Challenged Materials Policy

Slinger Community Library Mission Statement

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

We value:

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

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

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

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

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

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

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

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

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

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

1. Be a resident of Washington County. Residents' taxes pay for the materials held by the Library, therefore, only residents may request that a material be reconsidered.
2. Have searched the Monarch Catalog to verify that subject or interest area is not represented in our collection, have submitted a request for purchase, community program proposal and/or items for the community bulletin board that were rejected despite alignment with the applicable policies.
3. Have reviewed the Slinger Community Library Collection Development Policy, Bulletin Board, Brochures, and Art Display Policy, AND the Library Bill of Rights.
4. Complete the Slinger Community Library Request for Reconsideration of Library Material form. Only completed forms will be reviewed by the Library. The Library does not respond to anonymous phone calls, rumors or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.

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

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

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

III. Previous Reconsideration Requests:

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



Date: 8 May 2023
To: Village of Slinger Library Board
From: Margaret Wilber, Village Administrator
Re: Clarification of Capital Campaign Process

At last month's meeting, the Library Board authorized staff to enter into an agreement with The Sweeney Group to begin the process for a capital campaign to assist with the fundraising that will be needed for the Library's expansion. Staff presented this as a simple and complete activity that would involve a one-time cost of no more than \$25,000.

After receiving this authorization, we spoke again with the consultant we would like to work with and learned there is much more to this process than we realized. We would still like to participate in this agreement, but we need to point out that the initial cost – which has been set at \$23,000 – would address only the first phase of the process.

Attached for your review are excerpts from the proposed Agreement for Services. At this time, the only phase under consideration is the first one. After this phase is done, the completed report will be presented for Library Board review. The report is expected to provide enough information to determine whether continuing with the process will be worth the investment. Information on the 100 Extraordinary Women program is included here because this would be one method for raising funds that could be used to offset the cost of the remaining phases of this process.

The purpose in bringing this back to the Library Board for additional consideration is to clarify that the amount we previously discussed could only be the first installment in this process. Whether additional funding will be needed for upcoming phases will depend on the results of this first phase. We won't recommend any further spending unless we can be very confident that the investment will produce significant results.

EXCERPTS



the sweeney group
consultants to non-profit organizations

**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, including:**

- Fund Raising Feasibility Study**
- Campaign Planning and Implementation**
- *100 Extraordinary Women Initiative*™**

April 20, 2023

46 Oak Creek Tr, Madison, WI 53717

Agreement for Services 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. This contract is *only* for the *Fund Raising Feasibility Study*. The information gained in the study will be used to assist the Village of Slinger and the Slinger Community Library to make decisions on moving forward, building design and cost, and the timeline.

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.

Our approach typically includes four phases but all aspects would be tested as part of The **Four (4) phases** include:

1. **Fund Raising Feasibility Study – 3 months (tentatively May, June, July)**
2. **Campaign Planning – 3 months following the study**
3. **100 Extraordinary Women – typically 3-4 months simultaneous with Planning**
4. **Campaign Implementation – typically 12 months, following the Study, Campaign Planning and 100EW**

SPECIFIC AREAS OF CONSULTATION:

Phase I Study including Internal and External Analysis

Work with the Library Director, the Board of Trustees, the Village of Slinger, and other volunteers to analyze the **internal systems** in place to prepare for a campaign. This includes an analysis of:

- systems for tracking funds for the campaign and future fund raising;
- policies and procedures such as a Gift Acceptance Policy;
- readiness of the Library Board of Trustees to conduct a campaign;
- roles for the Library Director;
- roles for the Village of Slinger.

Deliverables for Phase I include:

- work with Library and Village staff to prepare an Initial Case for Support detailing the plans to date and the need for private funding. The campaign theme “Imagine the Possibilities” can be tested. A letter requesting participation in the study and the questions to be used in the study will also be drafted. These will be reviewed at the brainstorming session and approved by the Library Board;
- facilitate a brainstorming session among the Library Director, members of the Board of Trustees, Village of Slinger representatives, and others to finalize all information to be used in the feasibility study and to identify prospective interviewees;
- research potential local, regional, and national funding sources, with emphasis on private foundations and public funding, so that their representatives can be included in the study;
- coordinate the scheduling of all interviews and mailing all surveys
- conduct a *minimum* of 20 personal interviews of individuals who represent various targeted constituencies, potential donors, and volunteers. (NOTE: zoom interviews will be used when appropriate). Each interviewee will be asked for others to interview. If additional interviews are added, they will be conducted at no additional cost.
- mail or email survey questionnaires to up to 100 selected individuals who represent every segment of the Slinger and surrounding communities;
- present a full written report of the study findings, including a summary and analysis of the interviews and surveys, and recommendations of the potential for a successful campaign, including:
 - the community’s perception of the library as a community asset - image and appeal of the current library including space, programs and services;
 - image and appeal of plans for the plans for a new library;
 - potential donors and leadership volunteers including those who have identified themselves and those who have been identified by others – lists of both prospective donors and potential leaders are presented as separate confidential documents;
 - language for revisions to the case for support and campaign materials;

- goal or goal range – the study will clearly indicate if the goal tested can be achieved and if, not, suggest an alternate goal;
- elements of the goal to be sought from individual, foundation, and corporate donors;
- innovative strategies and the timing for each segment in this campaign;
- detailed action plan for the campaign;
- recommended campaign organization chart;
- recommended public relations and publicity, with a timeline to correspond to campaign segments, including the use of social media.

The report is the property of the Slinger Community Library and is typically 20 - 25 pages in length.

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; this will be confirmed by the study. It is anticipated that this segment will take 3-4 months, but will be no longer than 6 months.

It is anticipated that the Library will use the 100 Extraordinary Women web platform www.100extraordinarywomen.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;

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.

The compensation for the **Campaign Planning Study (Phase I)** will be **\$23,000**.

Payment of the fee will be:

50% of the fee for this phase (\$11,500) upon execution of this contract

50% of the fee plus all expenses upon presentation of the final report.

100 Extraordinary Women – included in this contract \$ -----
if campaign planning and implementation move forward
If done independently, the fee is \$5,000

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 **Phase I – Fund Raising Feasibility Study**. I look forward to working with you on this project that is so important to your entire community.

Dated this _____ day of _____, 2023.

M. Margaret Wilber
Village Administrator
Village of Slinger

Marlyss Thiel
President, Board of Trustees
Slinger Community Library

Leslie Schultz
Library Director
Slinger Community Library

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