



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, November 10, 2025 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. None

C. Approval of Previous Minutes – October 13, 2025 meeting

D. Approval of Financial/Vouchers Reports – October 2025 1. Forte Bank CDs

E. Director's Report 1. Circulation and Library Use Statistics 2. Library Program Report 3. Special Projects Reports i. SCL Strategic Planning update

F. Old/Unfinished Business and Action Thereon 1. none

G. New Business and Action Thereon 1. Youth Services Assistant Job Description 2. Policy Project i. Patron Code of Conduct ii. Unattended Child iii. Disruptive Children iv. Food and Beverage Policy

H. Announcements 1. Next Meeting Date: Monday, December 8, 2025 – 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 7, 2025. 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: Nicole Mszal Library Director & Lindy Fiste Assistant Library Director

Date: Friday, November 7, 2025

Re: Agenda for Monday, November 10, 2025

A. Public Comment

- None

D. Director's Report

1. Forte Bank/Investment Accounts (CDs)

E. Director's Report

1. Circulation and Library Use Statistics- October 2025

Monthly statistics 2024 vs 2025:

Physical circulation is up by 231, and digital circulation is up by 138.

Monthly statistics previous month vs current:

Physical circulation in October increased by 334 and digital circulation increased by 172.

We had 155 more patrons than the previous month, and 197 more patrons from last year.

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

2. See supporting documents for October 2025 Programming from Natalie

3. Special Project Reports

- i. **SCL Strategic Planning Update** – Had 144 responses to the survey (possible a few more entries were added after this report on 10/24). WiLS will aggregate data. Next step is theming – finding the common trends from the data gathered.

VI. Old/Unfinished Business

None

VII. New Business

1. Youth Services Assistant Job Description for the new position starting in fiscal year 2026.

2. Policy Project – Will look at 4 policies that could possibly be put into one cohesive policy – Patron Code of Conduct, unattended child, disruptive children, food and beverage policy. This meeting will be used to introduce the new policy, titled *Patron Code of Conduct*.

October Minutes of the Slinger Community Library Board
Monday, October 13, 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 300 Slinger Road, Slinger, WI at 4:30 pm on October 13, 2025 in accordance with Notice of Meeting delivered to members on October 10, 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	
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	7	

Also present:

Margaret Wilber, 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 that the fundraising is going strong. The goal is \$3.25 million and we are at \$1.8 million in pledges to date. There are still many opportunities for contacts and he sees this as a very successful campaign and that it will continue so. The Visionary and Campaign committees are continuing to meet and keep progress moving forward.

C. Approval of Previous Minutes – September 8, 2025 Minutes

Motion by Tobey/Hignite to approve the minutes as presented. Motion carried.

D. Approval of Financial/Vouchers Reports – September 2025

Director Mszal shared that the forms and reports are continuing to be worked on and we will have a fresh start of reporting in January 2026 to show a better bigger picture overview of all expenses and incomes.

Discussion was had regarding the investment CD's. Director Mszal will reach out to Forte Bank to get a CD schedule to coincide with the 5 year pledge from the library board to the Slinger Campus Campaign (building fund) of \$500,000. The first pledge was already given August 2025 of \$100,000. This will continue around the same time each year, \$100,000 for the next 4 years.

Motion by Voll/Lighthizer to approve the Financial/Vouchers reports as presented. Motion carried.

E. Director's Report

1. Circulation and Library use statistics
2. Library Program report

3. Special Projects reports

i. Policy project – Director Mszal presented 4 policies up for consideration.

Food & Beverage Policy
Library Rules of Conduct
Unattended Children
Disruptive Children

Discussion was had regarding these policies. Director Mszal recommended that these four policies could be combined into one policy. She will take into consideration the board discussion, WI state statutes and community to research and write a new policy. This policy will be presented at the November board meeting for discussion and approval.

ii. SCL Strategic Planning Update – Director Mszal shared that the strategic plan is in a hold as the survey is out and taking place until October 24, 2025. WILS will then compile the data for us and she will present that when it is ready. Either at the November or December board meeting depending when WILS has the report finished.

F. Old/Unfinished Business and Action Theron

1. None

G. New Business and Action Theron

1. Monarch Agreement Amendment – Director Mszal passed out copies of the Monarch Amendment for each board member to review and add to their binders.

Motion by Voll/Moldenhauer to approve the Monarch Library System Amendment, which states that six months notice needs to be given for major IT work. Motion carried.

2. 100 Extraordinary Women Donor Wall (New Library) – Director Mszal presented the top 3 designs chosen from a survey for a concept of a donor wall. The library board reviewed the designs and discussion was shared about what they liked best about their chosen design. Director Mszal will take the concept to the architect group to design a donor wall that will be presented at the 100 EW special event night in January 2026.

Motion by Waterman/Lighthizer to choose the tree design that reflected the look of pine trees/forest with rocks/stepping stones below it. Motion carried.

H. Announcements

1. Next meeting Date: Monday, November 10, 2025 – 4:30 pm Village Community Room

I. Adjourn Meeting

Motion by Voll/Moldenhauer to adjourn meeting at 5:24 pm. Motion carried.

Respectfully Submitted,
Lindy Fiste, Assistant Director/Circulation Librarian

Monthly Deposit 2025							
Slinger Community Library Total Monthly Deposit <i>(without sales Tax)</i>							
January	\$ 419.90	April	\$ 903.90	July	\$ 348.89	Oct	\$ 1,242.80
February	\$ 522.82	May	\$ 338.33	August	\$ 461.56	Nov	\$ -
March	\$ 315.57	June	\$ 475.96	Sept	\$ 767.80	Dec	\$ -
						Total	\$ 5,797.53

Fines/Fees Monthly Deposit		Services Monthly Deposit		Misc Monthly Deposit			
<i>Late fines (other libraries), lost item fees, missing pieces, replacement costs</i>		<i>Copies - Faxing - Replacement Cards - Coffee Snacks</i>			<i>Donations</i>	<i>Grants</i>	<i>Other*</i>
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	\$ -	November	\$ -	November	\$ -	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -	\$ -
Total	\$ 1,507.19	Total	\$ 2,373.32	Total	\$ 1,434.16	\$ -	\$ 500.00

SCL Fine Free 9/1/2023

*IEEE Grant Last 1/2 pymt Sept

Board Report - YTD Expense Summary For:

Budget Category	Full Budget Code	Debit Amount	Remaining Budget	% of Budget Used	Annual Budget
Library Supplies & Exp	230-55110-300-000	\$2,925.47	-\$275.47	110.4%	\$2,650.00
Library Central Services	230-55110-310-000	\$30,437.08	-2.08	100%	\$30,435.00
Library Programs	230-55110-320-000	\$3,374.73	\$2,275.27	59.7%	\$5,650.00
Library Marketing	230-55110-325-000	\$1,901.04	\$251.04	115.2%	\$1,650.00
Library Training	230-55110-330-000	\$2,152.26	\$847.74	71.7%	\$3,000.00
Library Repair & Maint	230-55110-350-000	\$63.27	\$236.73	21.1%	\$300.00
Library Central SVC-BLDG	230-55110-530-000	\$47,693.92	\$2.08	100%	\$47,696.00
Contracted Service Payments	230-55110-726-000	\$23,086.45	-\$7,432.45	147.5%	\$15,654.00
Library Technology	230-55110-830-000	\$7,822.69	-\$4,822.69	260.8%	\$3,000.00
Books & AV	230-55110-800-000	\$32,625.36	-\$356.36	101.1%	\$37,279.17
Capital Outlay	230-55110-810-000	\$10,000			
Grand Total		\$127,790.96	\$20,202.04	86.3%	\$147,314.17

230-00-55110-101-000 Salary/Wages - October 2025

& 102, 104, 130, 132, 133

Date	Description	YTD Actual	2025 Budget	% Used
10/31/2025	F/T Wages	\$71,553.39	\$116,321.00	61.51%
10/31/2025	P/T Wages (w/benefits)	\$41,839.69	\$61,341.00	68.21%
10/31/2025	P/T Wages	\$65,320.07	\$59,050.00	110.62%
10/31/2025	Library S/ Security Tax	\$14,166.93	\$18,041.00	78.53%
10/31/2025	Library Retirement	\$6,473.41	\$12,286.00	52.69%
10/31/2025	Library Benefits	\$5,055.72	\$53,514.00	9.45%
Total		\$204,409.21	\$320,553.00	63.77%

YTD EXPENSE ACTUAL:
\$366,491.48

BUDGETED: \$469,092

UNEXPENDED: \$102,600.52

TOTAL PERCENT SPENT: 78.1%

CARRYOVER FROM PREVIOUS:
\$116,558.61

TOTAL OPERATING:
\$219,159.13

Board Report - Monthly Expense Detail For:

Oct-25

Budget Category	Full Budget Code	Vendor	Item Description	Debit Amount	Credit Amount
Library Supplies & Exp	230-55110-300-000	Amazon	Office Supplies	\$48.96	
			Library Supplies	\$28.18	
			Office supplies for circulation	\$41.98	
			office supply/equipment	\$29.99	
			2026 office calendar	\$15.07	
			office supply	\$17.98	
		Demco	Processing Supplies	\$209.07	
Library Supplies & Exp Total				\$391.23	
Library Programs	230-55110-320-000	Amazon	program supplies	\$138.86	
			Programs	\$45.22	
			Crafting Supplies	\$77.94	
			Crafting Supplies - bins	\$59.99	
		Walmart	program supplies	\$14.71	
			Reusable Game Supplies	\$50.36	
		Costco	program supplies	\$37.78	
		Natalie Maksimuk	Milage Reimbursement	\$12.60	
		Amazon	Crafting Supplies	\$93.34	
Library Programs Total				\$530.80	
Library Marketing	230-55110-325-000	Monarch LS	Promotional Materials	\$232.50	
Library Marketing Total				\$232.50	
Library Training	230-55110-330-000	Sippie Hippie	gift card	\$15.00	
		WLA	WLA Annual Conference Fee	\$345.00	
		Kwik Trip	Staff Dev Day Supplies	\$73.95	
		Panera	Staff Development Day lunch	\$192.92	
		Underground Printing	staff t-shirts	\$244.20	

Library Training Total				\$871.07	
Books & AV	230-55110-800-000	Ingram	books	\$677.02	
		Amazon	Grant Purchases - mobile circ	\$524.03	
			LOT - pressure washer	\$159.00	
			AD fiction series	\$77.04	
			AD DVD	\$84.84	
			CH DVD	\$29.52	
			music cds	\$43.79	
		Hulu	roku - monthly charge	\$17.92	
		Netflix	Roku monthly streaming	\$8.43	
		Hoopla	Digital Services	\$322.95	
		Milwaukee Journal	Milwaukee Journal Sentinel	\$509.04	
	Books & AV Total				\$2,453.58
	Capital Outlay	230-55110-810-000	Sweeney Group	Professional Services - September	\$5,000.00
	Capital Outlay Total				\$5,000.00
	Grand Total				\$9,479.18

2025 Library Investment Accounts - October 2025**SCL CD's*****Building & Offset Reserves -****Interest 2%****Balance: \$ 300,518.94**

(Money Market acct)@ Forte Bank

Capital offset funds received from Washington

County require a 50/50 match & intended for capital expenditures.

CD Totals: \$ 201,053.01**Total of All Investment Accounts -****Balance: \$ 501,571.95****Operating Fund Balance****Balance: \$ 219,159.13***Updated: 11/6/2025 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

Certificate H - at Forte Bank

15-month CD renewed on 12/5/2024

Latest Interest on 9/10/25: \$292.37

Interest Rate: 4.00%

Maturity Date: March 11, 2026

Balance: \$ 29,291.21**Certificate J - at Forte Bank**

15-month CD opened on 8/30/2024

Lastest Interest on 8/29/2025: \$1,257.63

Interest Rate: 4.5%

Maturity Date: November 30, 2025

Balance: \$ 112,135.40

Kiwanis

Certificate M - at Forte Bank

21-month CD opened on 12/20/2024

Latest Interest on 9/19/25: \$301.04

Interest Rate: 3.75%

Maturity Date: 9/20/2026

Balance: \$ 32,150.43

FOSL

Acct Num: 66565

Certificate N - at Forte Bank

15 month CD renewed 5/14/2025

Latest Interest 8/13/2025: \$257.27

Interest Rate: 3.75%

Maturity Date: August 14, 2026

Balance: \$ 27,475.97

Library Account Options

Money Market account

- Keep \$10,000 (required minimum balance) in account.
- Transfer \$290,500 to 7-month CD special.
 - CD maturity = June 2026
 - Starting balance = \$290,500
 - Interest earned = \$6720
 - CD value at maturity = \$297,220
- June of 2026 (CD maturity), transfer \$100,000 to money market account to satisfy payment commitment. Re-evaluate options at that time.

15-Month CD that matures on November 30, 2025 with an approximate maturity value of \$113,000.

- 7-month CD option
 - CD maturity = end of June 2026
 - Starting balance = \$113,000
 - Interest earned = \$2614
 - CD value at maturity = \$115,614
- 15-month CD option
 - CD maturity = end of February 2027
 - Starting balance = \$113,000
 - Interest earned = \$5397
 - CD value at maturity = \$118,397

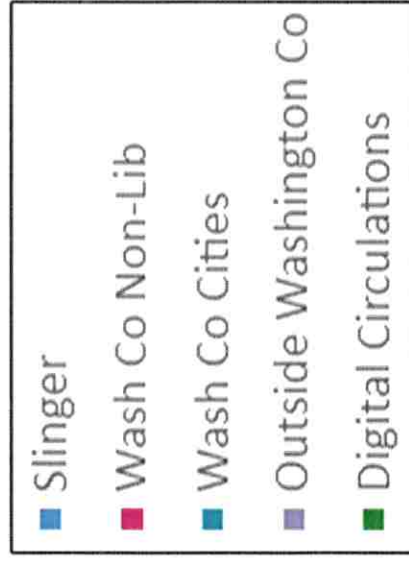
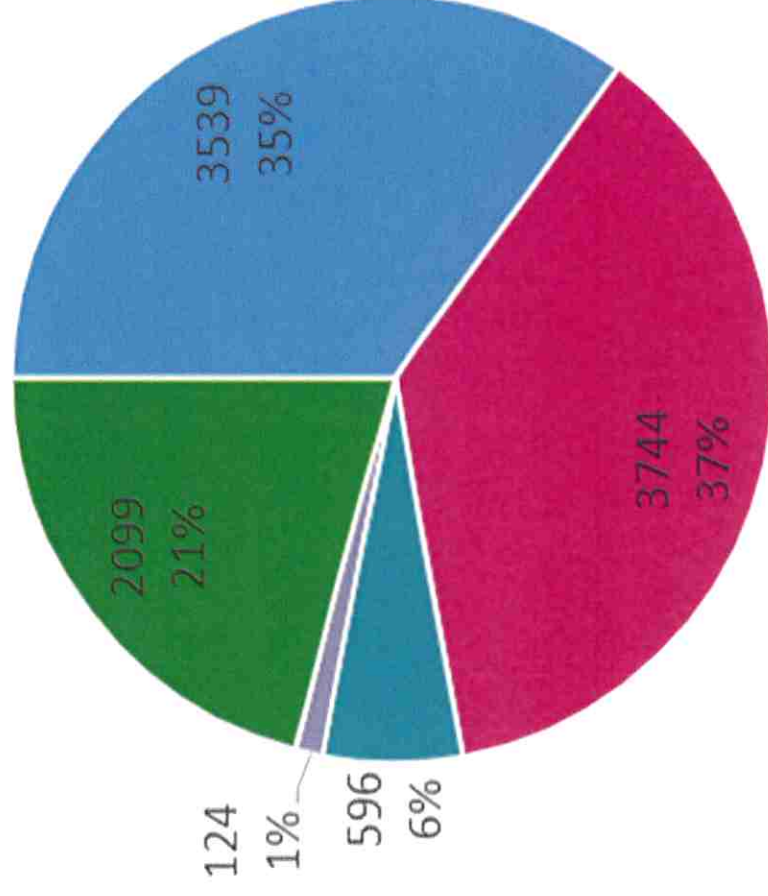
*CD values are approximate and based on compounding interest.

October Slinger Library Statistics

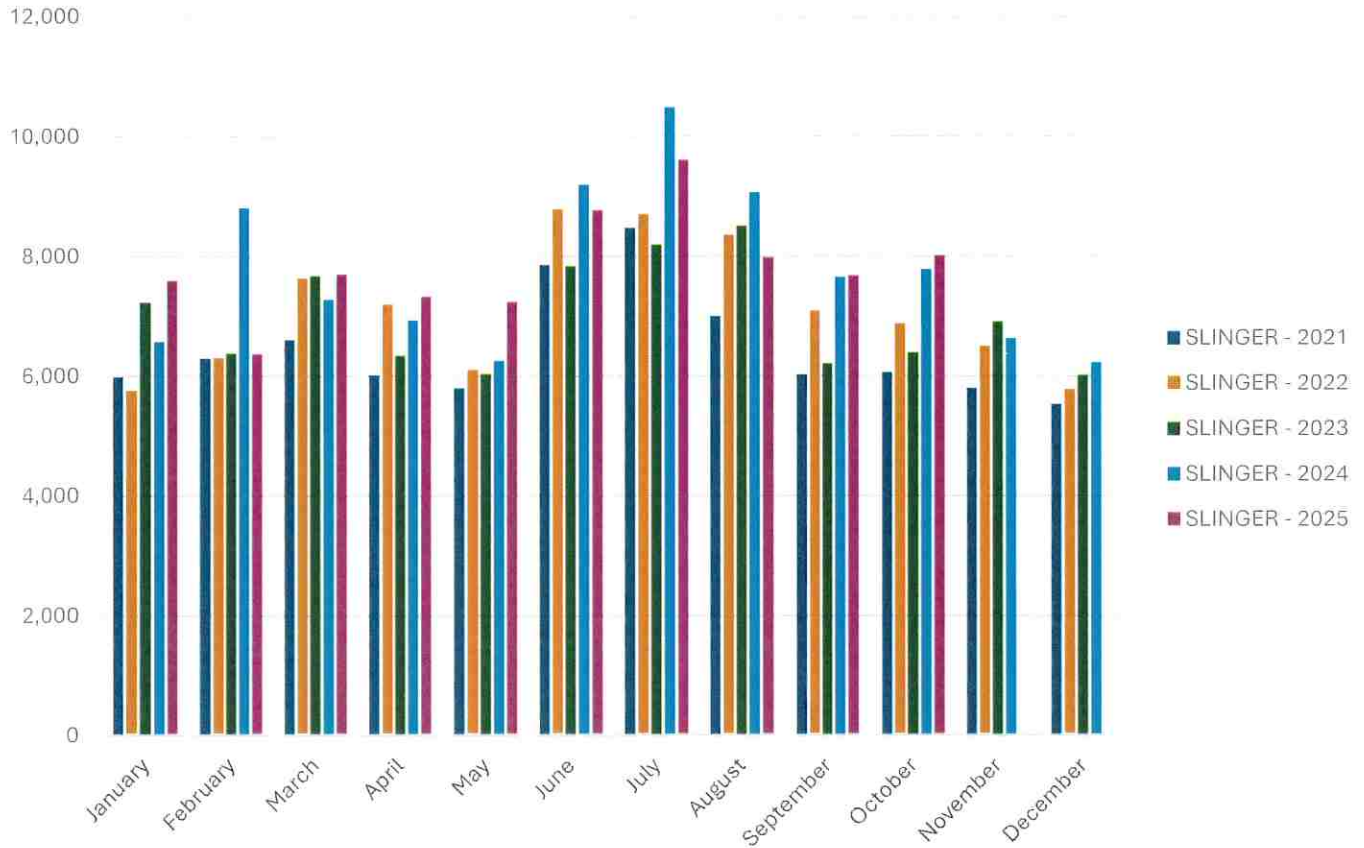
	2023		2024		2025	
Circulation Activity	Month	Yr End	Month	Yr End	Month	YTD
Number of Days Open	25	295	27	297	27	251
Patron Count	2,209	28,637	3,014	33,720	3,211	30454
New Cards Issued	21	386	50	533	61	371
Physical	Month	Yr End	Month	Yr End	Month	YTD
Items Checked Out	6,393	83,715	7,781	92,873	8,012	78242
Items Checked In	5,591	72,831	7,307	85,411	7,558	71825
Holds Placed	1,746	21,595	1,948	23,057	1,990	20867
Library of Things Check Outs (LOT)	141	1,850	226	2,781	272	2636
Digital	Month	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	1,543	16,861	1,790	20,047	1890	19448
Hoopla	179	2,271	171	2,055	209	1788
Databases	Month	Yr End	Month	Yr End	Month	YTD
Ancestry.com Logins	32	319	0	94	0	2
Universal Classes	NA	NA	25	4,136	114	1066
Transparent Lang.(Pronunciator Exp2023)	0	NA	55	262	16	94
Breakdown of Check Out Numbers	Month	Yr End	Month	Yr End	Month	YTD
Slinger	2,768	35,202	3,781	40,270	3,539	34220
Wash Co Non Lib	3,050	41,980	3,271	44,639	3,744	36824
Wash Co Cities	435	4,752	527	5,830	596	5669
Outside Wash Co	140	1,768	202	2,134	124	1486
Total Circulation Digital & Physical	Month	Yr End	Month	Yr End	Month	YTD
	8,115	102,667	9,742	114,975	10,102	99243
Interlibrary Loan Activity-WISCAT	Month	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	11	138	15	163	14	202
Lender - Requests from other libraries	4	40	2	35	3	37

Library Programming	Month	Yr End	Month	Yr End	Month	YTD
Adults	9	97	7	118	4	59
Adult Program Attendance	75	895	57	1,163	38	561
Adult Self Directed Programs	0	2	0	4	0	7
Adult Self Directed Participation	0	195	0	57	0	130
Family/All Age Programs	na	na	na	na	2	27
Family/All Age Attendance	na	na	na	na	50	1189
All Age Self Directed Programs	na	na	na	na	1	25
All Age Self Directed Participation	na	na	na	na	350	2001
Teen Programs	5	50	8	46	5	38
Teen Program Attendance	67	313	126	717	97	496
Teen Self Directed Programs	0	0	0	0	0	2
Teen Self Directed Attendance	0	0	0	0	0	10
Childrens Programs	23	209	30	205	11	97
Childrens Programs Attendance	546	3,399	583	3,356	439	2862
Childrens Self Directed Programs	14	138	16	121	1	12
Childrens Self Directed Attendance	198	2,101	298	3,319	158	1566
Other Library Services Offered	Month	Yr End	Month	Yr End	Month	YTD
Wifi Logins	787	7,269	770	6,247	670	5801
Internet Logins	97	1,120	121	1,307	153	1183
PAC Logins	1,319	17,822	1,093	15,840	918	10467
Other Library Statistics	Month	Yr End	Month	Yr End	Month	YTD
Community Meetings	0	110	1	42	1	18
Community Meetings Attendance	0	402	8	492	10	166
Facebook Reach	5,251	47,891	7,244	57,928	15,491	43078
Website Visits	6,998	137,961	8,304	175,922	9,595	110160
Number of Volunteers	7	50	1	45	1	12
Volunteer Hours	14.00	61.00	2.00	61.00	4	26.5
Reference Statistics	Month	Yr End	Month	Yr End	Month	YTD
Reference Questions	152	2,193	245	2,830	230	2479
Computer & Technology Assistance	34	461	39	464	91	567

October 2025 Checkouts

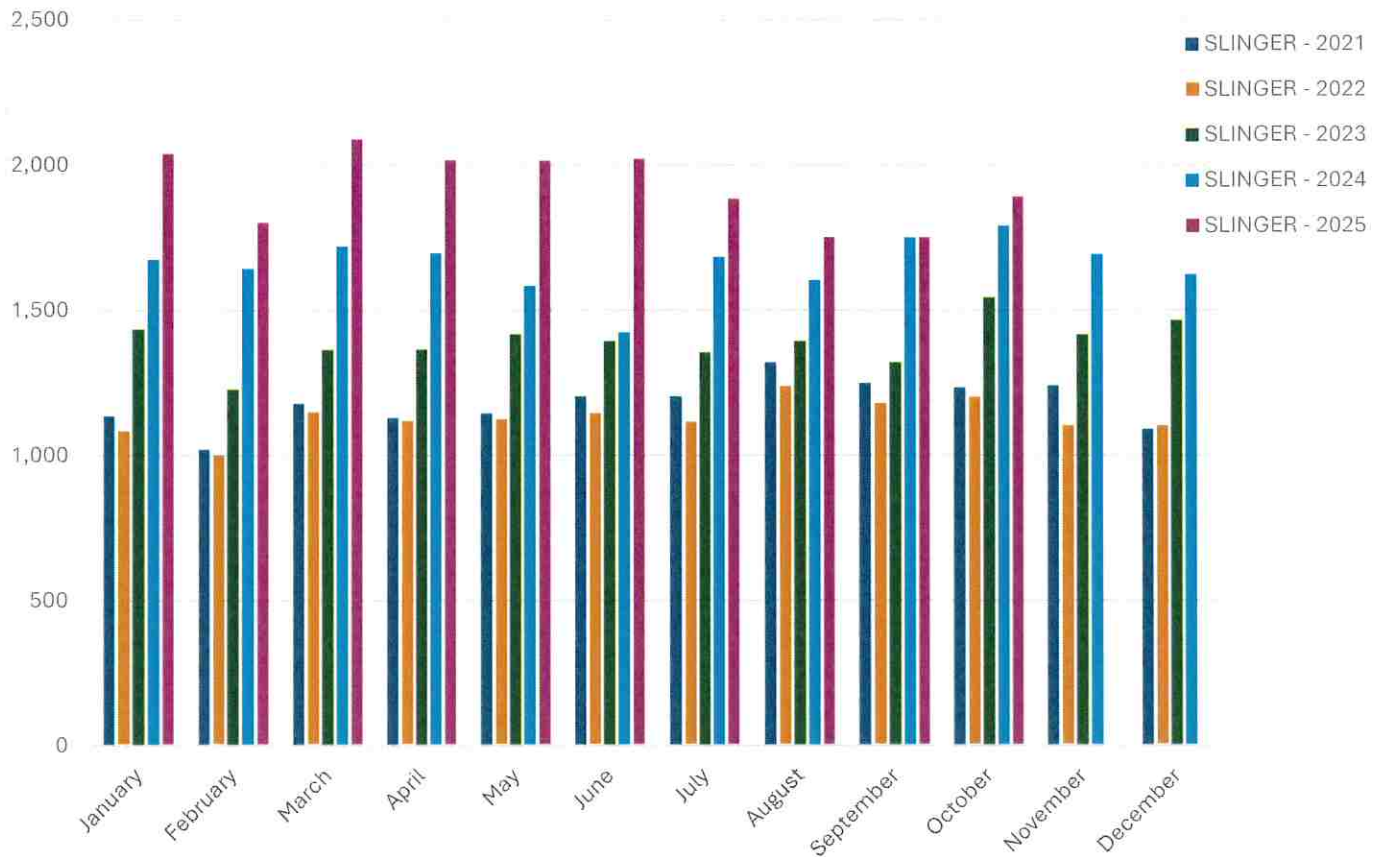


Physical Material Circulation by Month and Year



Sum of Physical Library						
		SLINGER				
Month		2021	2022	2023	2024	2025
January		5,984	5,748	7,226	6,575	7,583
February		6,295	6,289	6,377	8,805	6,360
March		6,602	7,621	7,668	7,275	7,692
April		6,016	7,187	6,338	6,925	7,320
May		5,793	6,092	6,031	6,252	7,228
June		7,851	8,774	7,829	9,189	8,761
July		8,470	8,693	8,190	10,489	9,604
August		7,000	8,351	8,509	9,073	7,974
September		6,026	7,085	6,209	7,652	7,672
October		6,066	6,870	6,393	7,781	8,003
November		5,803	6,488	6,913	6,631	
December		5,532	5,769	6,019	6,226	
Grand Total		77,438	84,967	83,702	92,873	78,197

OverDrive Circulation by Month and Year



Sum of OverDrive (Library SLINGER)					
Month	2021	2022	2023	2024	2025
January	1,136	1,082	1,435	1,675	2,038
February	1,020	998	1,227	1,642	1,800
March	1,178	1,147	1,364	1,719	2,088
April	1,129	1,117	1,365	1,696	2,016
May	1,145	1,122	1,417	1,583	2,014
June	1,204	1,143	1,393	1,424	2,020
July	1,203	1,114	1,355	1,683	1,882
August	1,320	1,237	1,394	1,604	1,750
September	1,249	1,178	1,320	1,750	1,750
October	1,233	1,199	1,543	1,790	1,890
November	1,240	1,101	1,416	1,692	
December	1,090	1,100	1,465	1,622	
Grand Total	14,147	13,538	16,694	19,880	19,248

Programs Report compiled by Youth Services Librarian Natalie Maksimuk

October 2025

Adult Programs	4	All-Age/Family Programs	2
Adult Program Attendance	38	All-Age Program Attendance	50
Adult Self-Directed Programs	0	All-Age Self-Directed Programs	1
Adult Self-Directed Participation	0	All-Age Self-Directed Participation	350

Children's Programs	11	Teen Programs	5
Children's Program Attendance	439	Teen Program Attendance	97
Children's Self-Directed Programs	1	Teen Self-Directed Programs	0
Children's Self-Directed Participation	158	Teen Self-Directed Participation	0

Recent Highlights

Despite being without a programming room for the weeks of the FOSL Silent Auction, we kept things busy by relocating to new venues! Lil' Bookworms met at Sippie Hippiie (in addition to our newly established monthly Sippie story time) with owner Josh as a guest reader, then to the Village Board Room with Village President Scott Stortz as our guest reader. Afternoon Adventurers and Teen Thursdays each paused for one week but picked up the second week with each group meeting at the library before heading next door for a tour of the Police Department and Q&A with officers. We had an amazing response to all of these offsite programs, as well as our collaboration with our fellow public servants and community members! Lil' Bookworms and Afternoon Adventurers each saw participation numbers in the 40s for these events, and we had 20 teens/tweens join us at the police department. The SPD chief and captain were fantastic hosts/tour guides, and also talked about their new programs with the schools – bringing DARE back to the elementary schools and launching a Cadet Unit with the teens.

I wrapped up the month by hosting a table at Parks & Rec's first Trail of Treats at Breuer Park (joined by Marlyss and Donna, and 100EW chair Jodi B.) where we saw a fantastic turnout, even when it rained on us.

Thanks to the funds remaining from a past Neil Park Foundation grant, we recently purchased 21 LaunchPad tablets. These are handheld tablets with pre-selected games/learning apps that cannot be downloaded to, nor do they require an internet connection to use. The tablets offer educational opportunities for all ages (even teens and adults), and are from the company that makes Playaways and WonderBooks. Currently, Beaver Dam is one of the only libraries in our system that has many LaunchPads, so I am excited to bring this innovative technology to our patrons. We also recently purchased a

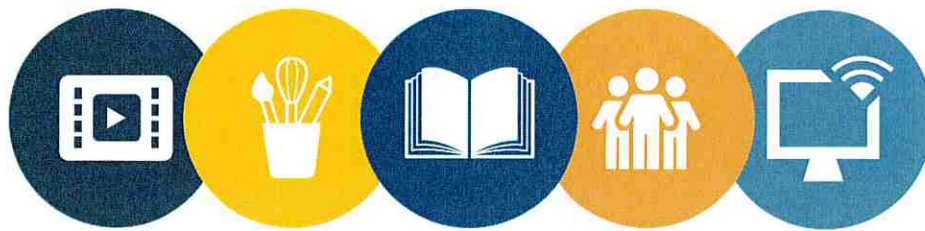
complete set of 2025 NFL books for our juvenile nonfiction collection. The series currently on our shelves is quite outdated (team names have changed) and one of our publishing companies was running a deal on the newest editions, so it was an easy decision to make.

Upcoming Information

November brings things back to our normal pace with lots of programs about turkeys, food, hibernation and crafts. We are partnering with the West Bend chapter of the EAA to hold a Family Fly-In on Saturday, Nov. 15th. Youth Air Camp co-director Bob Keunzi will be here, showing off some plane pieces, talking about all things flying, and joining us for crafts and stories about airplanes and rockets. During the week of Thanksgiving, we will have a Lego/Pokemon night and a showing of the Smurfs movie.

Youth Volunteer Team

Also of note, I have officially launched our Youth Volunteer Team (and retired our Teen Advisory Board – a great program, but really not the right fit for our library). I created an application for interested youth (grades 6-12) to complete on our website, then I will screen candidates and assign volunteer tasks based on availability and task choices. The youth will only volunteer during my working hours and will be fully supervised by me. The application includes what tasks they are interested in assisting with, including basic cleaning/dusting, shelf ready, program/craft preparation, and assisting with youth programs. This opportunity has seemed very appealing to area organizations and school groups I have spoken with, especially as many groups required volunteer hours, and they always look good on college applications. I have a great group of teens attending regularly this year (and in the library frequently to study or socialize) and a few have specifically asked if we offer volunteer opportunities. I look forward to seeing how this program grows, and will keep you updated along the way!



INFORMATION • INSPIRATION • ENTERTAINMENT

Slinger Community Library

Position Title: Youth Services Assistant

Position Status: 19 hours, Non-Benefited, some evenings and weekends required.

Department: Slinger Community Library

Reports To: Youth Services Librarian / Library Director

General Function

The Youth Services Assistant supports the mission of the Slinger Community Library by assisting with programs and services for children, teens, and families. This role helps create a welcoming, inclusive library environment, maintains passive youth programming, and advances community outreach efforts to increase engagement in the library's youth services.

Essential Duties & Responsibilities

- Assist in planning, preparing, and delivering youth-oriented library programs (story times, STEM activities, crafts, teen events, Summer Reading Program, etc.).
- Provide friendly, knowledgeable service to children, teens, caregivers, and educators at the library's public service desks and youth area.
- Support outreach initiatives: visit local schools, daycare centers, community groups, and participate in library displays or events off-site to promote youth services and literacy.
- Maintain the youth and teen collections: shelving, shelf-reading, weeding materials, and organizing thematic displays, booklists, and bulletin boards.
- Contribute to the library's marketing and communications: assist with youth-related social media posts, website updates, flyers, newsletters, and promotional materials.
- Assist in supervising, coordinating, and assigning duties to the Teen Volunteer Team when the YS Librarian is unavailable.
- Assist patrons (children, teens, families) in using library technology and digital resources (catalog, eBooks, apps, etc.).
- Help maintain a safe, accessible, inclusive environment for all patrons, enforcing library policies and modeling respectful conduct.
- Travel locally as needed for outreach events and mobile library activities.
- Perform Circulation duties and other duties as assigned by the Youth Services Librarian or Library Director.

Knowledge, Skills & Abilities

- Genuine enthusiasm for working with children, teens, families, and promoting literacy and library engagement.
- Strong communication and interpersonal skills; ability to engage youth of varying ages and backgrounds.
- Creative and organized; able to assist in designing and delivering fun, interactive youth programs.
- Familiarity with children's and young adult literature and trends in youth services.
- Comfortable with library technologies, digital platforms/apps
- Social media awareness, good with basic graphic or content support for youth outreach.
- Ability to work both independently and as part of a team, adjusting to a flexible schedule including some weekends or evenings.
- Commitment to diversity, equity, inclusion, and community engagement.

Education & Experience

- Minimum: High school diploma or equivalent.
- Preferred: Coursework or degree in education, child development, library science, or related field.
- Preferred: Experience working with children or teens in a library, school, or community setting; or experience in outreach or program coordination.

Physical Requirements

- Ability to lift/carry up to approximately 25 lbs (e.g., boxes of books, program materials), push book carts, and move furniture or displays.
- Ability to bend, reach, stand for extended periods, and assist in setting up/taking down youth program materials.
- Willingness to travel locally for outreach events (driving within the community, setting up off-site displays or visits).

Work Environment

- The work environment is a traditional office setting with a public facing customer service role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment.
- The noise level in the work environment is usually quiet to moderately noisy.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or are a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.