



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

Agenda

A. Roll Call and Confirmation of Open Meetings Law

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

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

1. Ken Reiser – Slinger Campus Building Campaign Chair

C. Approval of Previous Minutes – January 12, 2026 meeting

D. Approval of Financial/Vouchers Reports – January 2026

E. Director's Report

1. Circulation and Library Use Statistics
2. Library Program Report
3. Special Projects Reports
 - i. Update on New Website

F. Old/Unfinished Business and Action Thereon

1. Policy Project
 - i. Safe Child Policy

G. New Business and Action Thereon

1. Patron Code of Conduct - Food and Beverage Policy Draft Review
2. 2025 Annual Report
 - i. 2025 Library Board Financial Report
3. Approve Closure – Close at 5 pm Thurs April 2 for carpet cleaning
4. PRA Interior Design Contract

H. Announcements

1. Next Meeting Date: Monday, March 9, 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, February 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.

Memo

To: Slinger Community Library Board of Trustees

From: Nicole Mszal Library Director & Lindy Fiste Assistant Library Director

Date: Friday, February 6, 2026

Re: Agenda for Monday, February 9, 2026

A. Public Comment

- Update from Ken Reiser about the Slinger Community Campus

E. Director's Report

1. Circulation and Library Use Statistics- January 2026

We have steadily been increasing our circulation statistics, which is great to see!

The Circulation, Library Use and Program reports are different this month and should help make reading them easier. Please provide feedback on what you do/don't like about this report so I can make adjustments. After the next (March) meeting, there will be no more changes until next year so that we can have consistency going forward. Thank you!

2. See supporting documents for December 2025 Programming from Natalie. This report now includes volunteer numbers.

3. Special Project Reports – We have made progress on the new website. There were backend issues that prevented our developer from access. These have now been resolved, and development is underway. We are on track to launch the new website around April.

F. Old/Unfinished Business

The Safe Child Policy has been reviewed, and the final wording for voting is ready. Please see the supporting documentation for further details.

G. New Business

1. This is the first review of the Patron Code of Conduct. The original wording was copied over and changed. Please ignore the formatting and the numbering at this time. Track changes were used, and therefore the formatting needs to be updated before the final version is completed.

2. The 2025 annual report is ready for review. This is the draft copy. A financial report of board held funds must also be approved and will be attached to the annual report as supporting documentation.

3. The library each year, in conjunction with the village, has their carpet cleaned during the Easter Holiday break. We would like to close at 5 pm so cleaning can start at an earlier time.

4. PRA services for the new building did not include interior design services. However, with the amount of new furniture needed and the experience of staff for projects like these, it is recommended to have interior design services. PRA can offer these services, and this proposal would be the cost for those services. This would ONLY be for the LIBRARY.

December Minutes of the Slinger Community Library Board
Monday, January 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 Road, Slinger, WI at 4:31 pm on January 12, 2026 in accordance with Notice of Meeting delivered to members on January 9, 2026.

A. Roll Call and Confirmation of Open Meetings Law:

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

Also present:

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

B. Open for Public Comment:

Ken Reiser shared updates on the capital campaign. The connecting building, the Slinger Center will be built first. This is the first step in getting to our new library so it is exciting that ground breaking for this building will potentially begin summer 2026. Fundraising efforts continue to grow. The 100 Extraordinary women have surpassed their goal of 100 women. The fundraising committee continues to meet.

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

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

D. Approval of Financial/Vouchers Reports – December 2025

Director Mszal shared that next month will begin the new reporting forms for January 2026.

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

E. Director's Report

1. Circulation and Library use statistics –

Director Mszal discussed reports presented. 2025 yearly statistics were very good.

2. Library Program report –

a highlight is the Humane Society bringing in some animals for students to hold/pet for stress-busting during their study time before final exams.

3. Special Projects reports – none

F. Old/Unfinished Business and Action Theron

1. Policy Project – Director Mszal provided a first draft of the Safe Child Policy which updates and combines the prior Unattended Child Policy and the Disruptive Children Policy. Discussion was held. Library staff will still review this document. Next month Director Mszal will present this policy for final Library board approval.

Patron Code of Conduct Policy and the Food and Beverage Policy will be updated and combined for a first draft review at the February meeting.

G. New Business and Action Theron

1. Sweeney Group Completion of Contract Discussion

Director Mszal led the discussion regarding the Sweeney group, deliverables, where the fundraising is at and timelines.

Motion by Voll/Moldenhauer to end contract with the Sweeney Group January 31, 2026.

Motion Carried.

H. Closed Session

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

Motion by Voll/Moldenhauer to go into closed session at 5:22 pm and include Margaret Wilber, Dyann Benson, Director Mszal and Lindy Fiste. A roll call was taken. Yea's Thiel, Voll, Moldenhauer, Lighthizer, Tobey, Waterman, Hignite Nay's: None. Passed Unanimously.

I. Return to Open Session and Take Action if Necessary

Motion by Voll/Waterman to return to open session at 5:40 pm. A roll call was taken. Yea's Thiel, Voll, Moldenhauer, Lighthizer, Tobey, Waterman, Hignite. Nay's: None. Passed Unanimously.

Motion by Voll/Lighthizer to waive the Village Personnel Policy – Library requirement of taking one week vacation all at once for Library Director Mszal and to allow vacation to accrue without penalty. Motion carried.

J. Announcements

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

I. Adjourn Meeting

Motion by Moldenhauer/Waterman to adjourn meeting at 5:45 pm. Motion carried.

Respectfully Submitted,
Lindy Fiste, Assistant Director/Circulation Librarian

Board Report - Monthly Expense Detail For:

Jan-26

Budget Category	Full Budget Code	Vendor	Item Description	Debit Amount	Credit Amount
Library Supplies & Exp	230-55110-300-000	Amazon	Office Supplies	\$14.04	
			general supplies	\$29.98	
			general supplies - storage bags	\$49.56	
		Instrumentl	grant tracking & searching	\$326.00	
Library Supplies & Exp Total				\$419.58	
Library Programs	230-55110-320-000	Amazon	program supplies	\$45.55	
			craft supplies	\$24.53	
			Program supplies	\$89.19	
			program supplies - STEAM	\$78.90	
		Kathleen Barbican	craft supplies - crafternooning	\$176.80	
		Sippie Hippie	Committee Mtg Supplies	\$66.00	
		Walmart	general supplies	\$37.75	
		Festival Foods	program supplies - holiday party	\$16.39	
Library Programs Total				\$535.11	
Library Training	230-55110-330-000	Aldi	Staff meeting	\$30.34	
		Sals Pizza	Staff holiday party & Development	\$94.51	
Library Training Total				\$124.85	
Contracted Service Payments	230-55110-726-000	State of Wisconsin	TEACH Line	\$600.00	
Contracted Service Payments Total				\$600.00	
Books & AV	230-55110-800-000	Ingram	CH/YA Books	\$366.48	
			Large Print	\$72.67	
			AD Fic/Non-fic Books	\$365.25	
		Amazon	Dvds	\$126.72	
			YA Manga	\$163.32	
		Hulu	Disney+, HULU, ESPN Monthly	\$21.09	
		Netflix	monthly subscription	\$26.36	
		Hoopla	e-materials	\$278.47	
		Betty Brinn Museun	2 passes - 1 year	\$1,000.00	
		Ollis Book Corp.	CH/YA Fiction Books	\$107.60	
			CH/YA Non-Fic Books	\$940.76	
Books & AV Total				\$3,468.72	
Capital Outlay	230-55110-810-000	Sweeney	Professional Services - December	\$5,000.00	
Capital Outlay Total				\$5,000.00	
Grand Total				\$10,148.26	

Board Report - YTD Expense Summary For:

Jan-26

Categories	Budget Category	Full Budget Code	Debit Amount	Credit Amount	Remaining Budget	% of Budget User	Annual Budget
Revenue	Fines / Fees Deposit	010	\$0.00	\$141.81	\$141.81		
	Services Deposit	020	\$0.00	\$407.40	\$407.40		
	Donations Deposit	030			\$0.00		
	Grants Deposit	040			\$0.00		
	Other Deposit	050		\$7,841.29	\$7,841.29		
Revenue Total			\$0.00	\$8,390.50	\$8,390.50		
Expense	Salaries & Benefits	100				9.8%	\$334,758.00
	Library Supplies & Exp	230-55110-300-000	\$32,830.14		\$301,927.86	15.8%	\$2,650.00
	Library Central Service	230-55110-310-000	\$419.58		\$2,230.42	0.0%	\$32,689.00
	Library Programs	230-55110-320-000	\$535.11		\$5,114.89	9.5%	\$5,650.00
	Library Marketing	230-55110-325-000			\$1,650.00	0.0%	\$1,650.00
	Library Training	230-55110-330-000	\$124.85		\$2,875.15	4.2%	\$3,000.00
	Library Repair & Maint	230-55110-350-000			\$300.00	0.0%	\$300.00
	Library Central SVC-BLI	230-55110-530-000			\$47,278.00	0.0%	\$47,278.00
	Contracted Service Pay	230-55110-726-000	\$600.00		\$15,054.00	3.8%	\$15,654.00
	Library Technology	230-55110-830-000			\$3,000.00	0.0%	\$3,000.00
	Books & AV	230-55110-800-000	\$3,468.72		\$29,400.28	10.6%	\$32,869.00
	Capital Outlay	230-55110-810-000	\$5,000.00		\$-5,000.00		\$0.00
Expense Total			\$42,978.40		\$436,519.60	9.0%	\$479,498.00
Grand Total			\$42,978.40	\$8,390.50	\$444,910.10	7.2%	\$479,498.00

2025 Library Investment Accounts -January 2026***Building & Offset Reserves -****Interest 2%****Balance: \$ 10,230.38**

(Money Market acct)@ Forte Bank

Capital offset funds received from Washington

County require a 50/50 match & intended for

capital expenditures.

CD Totals: \$ 493,179.26**Total of All Investment Accounts -****Balance: \$ 503,409.64***Updated: 2/5/2026 NLM*

1/30/26 - \$6.30 interest for money market

SCL CD's**Certificate H** - at Forte Bank

15-month CD renewed on 12/5/2024

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

Interest Rate: 4.00%

Maturity Date: March 11, 2026

Balance: \$ 29,583.32**Certificate 401** - at Forte Bank

11-month CD opened on 11/30/2025

Latest Interest: none yet

Interest Rate: 4%

Maturity Date: November 9, 2026

Balance: \$ 113,407.29

Kiwanis

Certificate M - at Forte Bank

21-month CD opened on 12/20/2024

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

Interest Rate: 3.75%

Maturity Date: 9/20/2026

Balance: \$ 32,451.01

FOSL

Acct Num: 66565

Certificate N - at Forte Bank

15 month CD renewed 5/14/2025

Latest Interest 11/13/2025: \$259.70

Interest Rate: 3.75%

Maturity Date: August 14, 2026

Balance: \$ 27,218.70**Certificate 75287** - at Forte Bank

7-month CD opened on 11/14/2025

Latest Interest none

Interest Rate: 3.94%

Maturity Date: June 14, 2026

Balance: \$ 290,518.94

Circulation Statistics - January 2026

	Current Month	Year to Date	Previous Month	Previous Year
Total Checkouts	7,589	7,589	7,287	7,583
Slinger	3,280	3,280	2,933	3,663
Washington County Librariad	594	594	557	345
Wasington County non-Librariad	3,552	3,552	3,534	3,404
Adjacent County Librariad	46	46	142	72
Adjacent County Non-Librariad	116	116	120	90
Other County	1	1	1	9
ILL Sent Out (excluded from total)	3	3	2	8
ILL Borrowed In (excluded from total)	16	16	10	30
	Current Month	Year to Date	Previous Month	Previous Year
Overdrive/Libby Checkouts	2,176	2,176	1,752	2,038
Hoopla Checkouts	184	184	150	171
Total eCirculation	2,360	2,360	1,902	2,209
LOT Checkouts	237	237	282	197
STEAM Kits	31	31	32	44
New Items Loaned	69	69	Did Not Collect	Did Not Collect
New Items Borrowed	256	256	Did Not Collect	Did Not Collect
Net New Crossover Borrowing	-187	-187	Did Not Collect	Did Not Collect
Items Loaned	721	721	Did Not Collect	Did Not Collect
Items Borrowed	1,951	1,951	Did Not Collect	Did Not Collect
Net Crossover Borrowing	-1,230	-1,230	Did Not Collect	Did Not Collect
Total Items Checked In	7,778	7,778	6,872	6,734

Sum of Physical 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	
March	7,621	7,668	7,275	7,692	
April	7,187	6,338	6,925	7,320	
May	6,092	6,031	6,252	7,228	
June	8,774	7,829	9,189	8,761	
July	8,693	8,190	10,489	9,604	
August	8,351	8,509	9,073	7,974	
September	7,085	6,209	7,652	7,672	
October	6,870	6,393	7,781	8,003	
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	7,589

Sum of OverDrive (Library

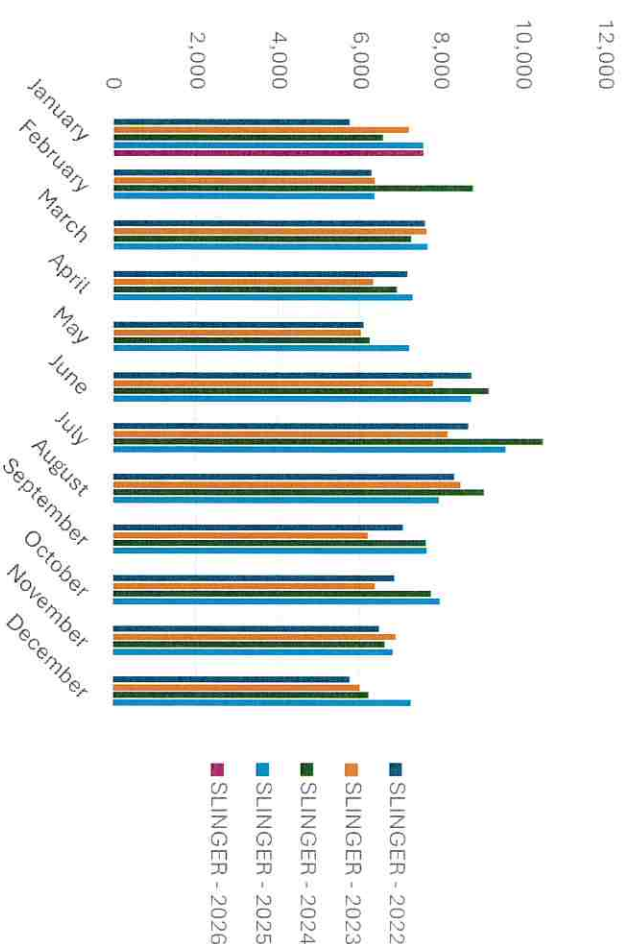


SLINGER

Month	2022	2023	2024	2025	2026
January	1,082	1,435	1,675	2,038	2,176
February	998	1,227	1,642	1,800	
March	1,147	1,364	1,719	2,088	
April	1,117	1,365	1,696	2,016	
May	1,122	1,417	1,583	2,014	
June	1,143	1,393	1,424	2,020	
July	1,114	1,355	1,683	1,882	
August	1,237	1,394	1,604	1,750	
September	1,178	1,320	1,750	1,750	
October	1,199	1,543	1,790	1,890	
November	1,101	1,416	1,692	1,770	
December	1,100	1,465	1,622	1,752	
Grand Total	13,538	16,694	19,880	22,770	2,176

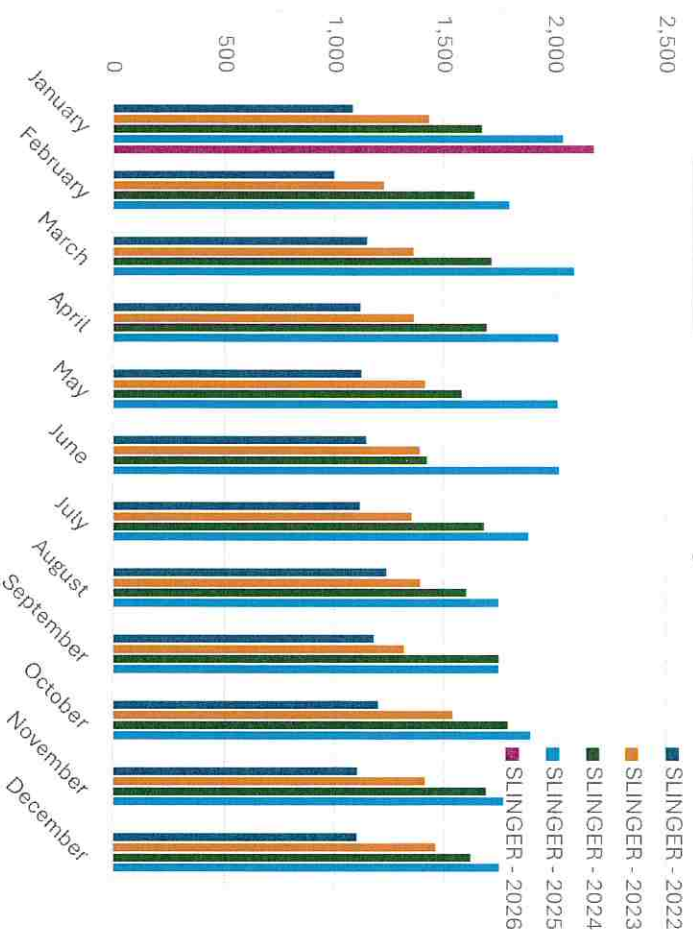
Physical Material Circulation by Month and Year

Year



OverDrive Circulation by Month and Year

Year



Library Usage - January 2026

	Current Month	Year to Date	Previous Month	Previous Year
Number of Days Open	26	26	24	26
Patron Count	2,680	2,680	3,005	2,667
Reference Questions	162	162	187	221
Technology Assistance	56	56	67	40
New Cards Issued	40	40	27	33
Holds Placed	2,148	2,148	1,995	2,122
Community Meetings	4	4	5	2
Community Meeting Attendance	77	77	115	10
Items Added	257	257	195	155
Items Withdrawn	38	38	31	230
Wifi Logins	N/A	N/A	558	528
Internet Logins	113	113	109	99
PAC Logins	934	934	860	1,207
Facebook Interactions	612	612	did not collect	did not collect
Website Visits	9,599	9,599	11,852	23,682
Ancestry	9	9	0	0
Universal Classes	12	12	0	85
Transparent Language	7	7	3	13

Programs Report compiled by Youth Services Librarian Natalie Maksimuk

January 2026

Adult Programs	7	Teen Programs	4
Adult Program Attendance	138	Teen Program Attendance	62
Adult Self-Directed Programs	1	Teen Self-Directed Programs	3
Adult Self-Directed Participation	31	Teen Self-Directed Participation	25
Adult Volunteers: n/a	Hours: n/a	Youth Volunteers: 4	Hours: 8

Children's Programs	11	All-Age/ Family Programs	1
Children's Program Attendance	227	All-Age Program Attendance	15
Children's Self-Directed Programs	1	All-Age Self-Directed Programs	1
Children's Self-Directed Participation	127	All-Age Self-Directed Participation	15

Recent Highlights

Despite the cold, we still had a very busy month at the library. The addition of two Thursdays for Lil' Bookworms is going very well. We had lots of wintery-themed stories and crafts this month. Afternoon Adventurers built towers with marshmallows and made wintery slime with arctic animals to take home. Teens enjoyed an art program with local artists Fred Stonehouse, and 20 teens joined in making fluffy slime to take home – it was a good thing we put out drop cloths on the floor! Riveredge Nature Center joined us for a program that used found objects from Wisconsin nature to make little creatures and creations. We once again were recipients of the Pilcrow Foundation Grant which matched donations from FOSL 2-to-1 and supplied us with 105 new books to add to our children's and juvenile collections.

The 100 Extraordinary Women had an event at Aspen Sky to celebrate reaching (and surpassing) our goal – this group is contributing \$121,000 toward the new library!

Upcoming Information

We have the Ozaukee County Radio Club joining us for two programs in February – one for adults on amateur radio, and one for families/all ages on radio communication and morse code. We also have a few days where Slinger students are off school and will be having STEAM kit and craft programs to help families stay busy during that extended weekend. Lil' Bookworms will be taking the show on the road at the end of February! Crystal and I will hold story time at Little Switzerland on Wednesday, Feb. 25th. This is the third year we have done this, and we always get a positive response from the community.

Safe Child Policy

The Slinger Community Library welcomes children to use its facilities and services. Responsibility for the safety and behavior of children while in the Library rests on the parents or legal guardians, whether or not a parent or guardian is present. Certain areas, spaces, and equipment within the Library are designated for children. Parents or guardians are responsible at all times for the supervision, behavior, and safe use of all Library facilities by children in their care.

Children Ages 5 and Younger

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

Children Ages 6 to 9

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

Children ages 10 and Older

Children 10 and older may use the Library unattended, provided their behavior complies with all Library policies. Unattended children must have the ability to immediately contact a parent, legal guardian, or caregiver if necessary.

Behavior

All children and their caregivers are subject to the Library's Code of Conduct. Copies of the Code of Conduct are posted within the library and available on the Library's website.

Safety

No public place, including the Library, can guarantee the safety of children. Parents or legal guardians are responsible for their children's behavior at all times.

If a child becomes disruptive, Library staff will attempt to locate the parent or caregiver within the building. If a parent or caregiver is unavailable, staff will ask the child to attempt to contact them. Parents and caregivers are expected to remain accessible and be able to retrieve their child at any time.

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

Staff Responsibilities

Library staff serve all patrons and are not able to monitor the whereabouts of unsupervised children or assume responsibility for children who are demonstrating inappropriate behavior. Library staff, unlike teachers or school employees, are not authorized or mandated to act *in loco parentis* (in place of the parent).

Children using the Library are not supervised as they would be in a school setting. The Library should not be viewed as an alternative to daycare or after-school programs, and Library staff are not a substitute for childcare.

Library staff do not monitor the arrival or departure of children from Library programs or the building.

To protect the safety and privacy of patrons, the Library will not disclose over the phone whether a specific individual is present in the Library, nor will staff locate a patron at the request of a caller. Exceptions may be made at the discretion of the Library staff in the case of an emergency.

Closing Time

Fifteen minutes prior to closing the Library on regular days or in an emergency, Library staff will notify minors in the building and ask them to confirm they have a safe means of returning home. If a parent or caregiver cannot be reached by the time the Library closes, the Slinger Police Department will be contacted to assist. A staff member will remain with the child until the authorities arrive. Staff members will not transport children who are not part of their family or associated with their family.

Children's Section

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

Approved 2/9/2026

Replaces Appendix A – Unattended Children

Replaces Appendix B – Disruptive Children

Rules of Conduct

The Slinger Community Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and pursuit of life-long learning opportunities. Library patrons are expected to use the library, including its facilities, grounds, resources and materials, in a responsible and appropriate manner.

These rules are posted for the comfort and protection of all and will be courteously and firmly enforced by library staff. If necessary, the police may be called for assistance. Persons who fail to follow the library's rules may be excluded from the library and/or face legal action. Repetitive violations may mean permanent exclusion from the library.

General Rules

1. Any behavior that endangers the safety or health of patrons and staff and, disrupts or hinders public use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment or any other unruly behavior, being under the influence of drugs or alcohol, damaging, defacing, destroying or stealing library property, violating computer use policies, verbally harassing or threatening another person.
2. Use of personal listening devices is permitted as long as personal headphones are properly in place and others cannot hear the sound in the library.
3. Use of musical instruments is at the discretion of library staff.
4. ~~Cellphones must be turned off or used in silent or vibrate mode only.~~
5. Entering or being in the library without being fully clothed, is prohibited. Shoes, shirts and pants are always required.
6. ~~Seating at library tables and chairs is limited to the number of persons for whom the furniture was designed.~~
7. Smoking, electronic cigarettes or chewing tobacco is not permitted in the library.
8. Consumption of alcoholic beverages is not permitted on library property, except as part of a special event authorized by the Library Board of Trustees.
9. Bicycles are not permitted in any library public area or entryway. Bicycles must be kept in the rack outside of the library. Roller-skating and skateboarding are not permitted in the library. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
10. Selling products or services, or soliciting donations, is not permitted in the library except as part of a library-sponsored program or approval from the director.
11. Animals, except those used to aid persons with disabilities, are not permitted in the library except as part of a library-sponsored program. Animals may not be left unattended on library property.

12. Taking surveys, circulating petitions, distributing leaflets and other similar activities are not permitted in the library.
13. Parents and other legal guardians are responsible for the behavior of their minor children while in the library. Children will not be allowed to run freely through the library or play with computers and other equipment. ~~See appendix a and b. See the Safe Child Policy for further rules on children in the library.~~
14. The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism and mutilation of library property are criminal offenses and may be prosecuted. ~~The library reserves the right to inspect all bags, briefcases, backpacks and other such items when the staff has reason to believe this rule has been violated.~~ The library is not responsible for personal belongings left unattended.
15. Offensive personal hygiene will not be allowed to inhibit use of the library by others. Persons with offensive personal hygiene may be asked to leave the library.
- ~~15.16.~~ Food and drink may be consumed in the library. Food must not have an odor that is disruptive to other patrons. Beverages should be in a container that have a lid, cap or cover, especially by any electronic equipment or library materials. Patrons must clean up after themselves. Failure to do so could result in future food/beverage privileges revoked or removal from the library.

Failure to comply with these rules may result in the library staff advising the patron that ~~his/her~~their behavior is unacceptable and request that the person comply with library policy. Library staff will warn the person that if ~~his/her~~their behavior does not comply with library policy, ~~he/she~~they will be directed to leave the library. If the person fails to comply with library policy, staff shall order the person to leave the library.

If the person does not obey an order to leave the library, staff shall request assistance of the Slinger Police Department to remove the person from the library.

A person who has left the library or has been removed from the library due to noncompliance with this library policy, may be re-admitted to the library if the staff is reasonably certain that the person's unacceptable conduct has ceased.



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 11-25)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2025

INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION					
1. Name of Library Slinger Community Library			2. Public Library System Monarch Library System		
3b. Head Librarian First Name Nicole	3c. Head Librarian Last Name Mszal		4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date June 6, 2026
6a. Street Address 220 Slinger Rd.	6b. Mailing Address or PO Box 220 Slinger Rd.		7. City / Village / Town Slinger	8a. ZIP 53086	8b. ZIP4 9586
9. County Washington					
10. Library Phone Number 2626446171		11. Fax Number (262)644-8061		12. Library E-mail Address of Director nicole@slingerlibrary.org	
13. Library Website URL www.slingerlibrary.org		14. No. of Branches 0		15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 7,200	21a. Did your library or a branch move to a new facility during the fiscal year? No		21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number PKJDL6D5ML86

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	51	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	51	0	0
19d. Number of summer weeks		0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,652	0	0

II. LIBRARY COLLECTIONS					
		a. Number Owned / Leased	b. Number Added		
1. Books in Print		27,983	1,371		
2. Physical Subscriptions		38			
3. Physical Audio Materials		1,356	33		
4. Physical Video Materials		3,910	121		
5. Other Physical Materials		523			
6. Total Physical Items in Collection		33,772			
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement		
		Provided by the State			
7. E-books		Yes	No		
8. E-serials		No	No		
9. E-audio		Yes	No		
10. E-video		Yes	No		
11. Research Databases		Yes	Yes		
12. Online Learning Platforms		No	Yes		
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>		
92,326	47,365	7,358	7,424		
			b. Items Received <i>Received from</i>		
			20,676		
			Method for Counting ILL Transactions Categorized ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>		
			Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library Systems (ILS)			7,385		
WISCAT			39		
Other (includes OCLC, manual tracking or other methods)			0		
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
9,317	2,901	12,402	200	1,505	24,820
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
2,454	1,635	4,089	No	Actual Count	2,850
				Actual Count	35,798
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
12	8	Actual Count	1,386		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	65	65	46	82	66
Total Attendance	2,135	1,163	576	757	1,523

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	253	71	0	0	
Total Attendance	4,844	1,310	0		
Total Program Views				0	

Describe the library's in-person programs:

Director changed in 2025. Storytimes, after school programs, teen programs and family events. Less regular programming overall, but more targeted regular programs. Recategorized some into general interest to gain wider audiences. Regular book clubs for adults, crafts, STEAM courses, and general education courses for adults have been added.

Which platforms does the library use to host the library's live, virtual programs:

NA

Describe the library's live, virtual programs:

we did not offer virtual programs

Which platforms does the library use to host the library's pre-recorded programs:

NA

Describe the library's pre-recorded programs:

We did not offer pre-recorded programs

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
PRESIDENT			
1. Marlyss	Thiel	Slinger	sunshine262@charter.net
2. David	Waterman	Slinger	david_p_waterman@yahoo.com
3. Kent	Voll	West Bend	kenthoffert@charter.net
4. Jane	Hignite	West Bend	jane.hignite@slingerschools.org
5. Katherine	Tobey	Slinger	schmitt13@hotmail.com
6. Donna	Moldenhauer	Slinger	moldenhauer.donna@gmail.com
7. Beth	Lighthizer	Slinger	blighty1054@gmail.com
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members Include vacancies in this count 7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Slinger	\$207,000
Subtotal 1		\$207,000

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$189,909

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dodge	\$972		
Ozaukee	\$69		
Subtotal 2b			\$1,041

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	

Subtotal 3 \$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.**7. All Other Operating Income**

\$26,068

8. Total Operating Income Add 1 through 7

\$424,018

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$212,000

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

[illegible]

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			52,099
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	6,675	43,588	50,263
3. Circulation to Nonresidents Living in Another County in the Library System	1,040	601	1,641
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	124	39	163
5. Circulation to All Other Wisconsin Residents	32	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dodge	439	f.	
b. Fond du Lac	39	g.	
c. Ozaukee	161	h.	
d. Sheboygan	1	i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	1	13	2
Total Self-Directed Activity Participation	13	1,783	10
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	8	33	57
Total Self-Directed Activity Participation	166	2,491	4,463
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Natalie	Maksimuk	natalie@slingerlibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Nicole	Mszal	nicole@slingerlibrary.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Marlyss Thiel	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Nicole Mszal	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Washington

The Slinger Community Library Board of Trustees hereby states that in 2025 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



Marlyss

Thiel

COMMENTS

SECTION II

11a. Did the library provide access to research databases purchased solely by the library?

AWE Computers - have 4 of these--2026-01-30

11b. Did the library provide access to research databases purchased via a system, consortium, or cooperative agreement?

Ancestry with Wash. County Libraries--2026-01-30

SECTION III

3a., E-book Circulation

8,943 pre-populated number + 374 Hoopla (comics & eBooks) = 9,317--2026-01-26

3c., E-audio Circulation

10,929 pre-populated number + 1,473 Hoopla (Audiobooks & music) = 12,402--2026-01-26

3d., E-video Circulation

Hoopla videos & TV shows = 200--2026-01-26

3e., Circulation of Children's Electronic Materials

1,202 pre-populated number + 303 Hoopla = 1,505--2026-01-26

9a., Method for Counting Wireless Internet Uses

We had vendor issues with their upgrade over summer. The reporting skipped many libraries and was inaccurate--2026-01-30

10., In-Person On-Site Children's Programs Ages 0 to 5

We had more general interest categories this year instead--2026-01-26

10., In-Person On-Site General Interest Programs

fewer young children categorized offerings and more general interest offerings this year--2026-01-26

15., In-Person Off-Site Young Adult Program Attendance

Not sure why this is so different, partly how a program was counted in 24 vs in 25--2026-01-26

SECTION VI

a. Print Materials

We had a few new vendors for bulk purchases for print materials and had some payment issues at the beginning of the year due to no director. Some items were paid late in fiscal year 2025.--2026-01-30

5. Other Operating Expenditures

What we pay for rent was pull out and put into the rent category. This has been historically categorized as Library Central Services - Building.--2026-01-29

SECTION VIII

Beginning Balance of Other Funds Under Library Board Control

new money market account was opened, operating funds more clearly separated out from investment funds--2026-01-29

Number of Drop-in Activities for Young Children 0-5

We had less young children activities, and made it more general interest. Also added adult ones and tried some teen activities. Completely re-did the planning and style of passive programs.

Overall attendance did much better!--2026-01-28

2025 Library Investment Accounts

*Building & Offset Reserves 62881 - 2% Interest

Balance: \$ 10,224.08

(Money Market acct)@ Forte Bank

Capital offset funds received from Washington

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

CD Totals: \$ 493,696.23

Total of All Investment Accounts -

Balance: \$ 503,920.31

Beginning Balance: \$584,319

Account	Debit	Credit	Date	Description
49758	113407.3		12/9/2025	CD DEBIT TO DDA/SAV/CD
49758		1271.89	11/29/2025	Interest
49758		1257.63	8/29/2025	Interest
49758		1216.79	5/29/2025	Interest
49758		1216.66	2/28/2025	Interest
57976		292.11	12/10/2025	Interest
57976		292.37	9/10/2025	Interest
57976		289.45	6/10/2025	Interest
57976		298.89	3/10/2025	Interest
58312		300.58	12/19/2025	Interest
58312		301.04	9/19/2025	Interest
58312		298.22	6/19/2025	Interest
58312		289.07	3/19/2025	Interest
66565		259.7	11/13/2025	Interest
66565		257.27	8/13/2025	Interest
				CD DEBIT TO ANOTHER CD CREDIT
66565		27218.7	5/14/2025	TRANSFER TO 15-MONTH
62881		6.93	12/31/2025	Interest
62881		217.15	11/28/2025	Interest
				DDA TO NEW CD transfer to 7-month
62881	290518.9		11/14/2025	CD
62881		509.6	10/31/2025	Interest
62881		525.12	9/30/2025	Interest
62881		585.59	8/29/2025	Interest
62881	100000		8/22/2025	Miscellaneous Debit
62881		6234.5	8/14/2025	Deposit - Washington County Capital Offset Funds
62881		665.86	7/31/2025	Interest
62881		664.73	6/30/2025	Interest
62881		642.23	5/30/2025	Interest
62881		641.18	4/30/2025	Interest
62881		661.42	3/31/2025	Interest
62881		10	3/10/2025	DDA PERS REFUND MTHLY S/C BR 2 OR BR 3 refund for Feb service charge
62881		404.97	2/28/2025	Interest
62881	10		2/28/2025	Service Charge
62881		388983.7	2/10/2025	Deposit
62881		0	1/29/2025	DDA OPENING ZERO BALANCE
77401		113407.3	11/30/2025	CD DEBIT TO DDA/SAV/CD
75287		290518.9	11/14/2025	DDA TO NEW CD transfer to 7-month CD

SCL CD's Current Balances

CD 57976 - at Forte Bank

15-month CD renewed on 12/5/2024

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

Interest Rate: 4.00%

Maturity Date: March 11, 2026

Balance: \$ 29,583.32

CD 77401 - at Forte Bank

11-month CD opened on 11/30/2025

Latest Interest: none yet

Interest Rate: 4%

Maturity Date: November 9, 2026

Balance: \$ 113,407.29

Kiwanis

CD 58312 - at Forte Bank

21-month CD opened on 12/20/2024

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

Interest Rate: 3.75%

Maturity Date: 9/20/2026

Balance: \$ 32,451.01

FOSL

CD 66565 - at Forte Bank

15 month CD renewed 5/14/2025

Latest Interest 11/13/2025: \$259.70

Interest Rate: 3.75%

Maturity Date: August 14, 2026

Balance: \$ 27,735.67

Certificate 75287 - at Forte Bank

7-month CD opened on 11/14/2025

Latest Interest none

Interest Rate: 3.94%

Maturity Date: June 14, 2026

Balance: \$ 290,518.94

OWNER/INTERIOR DESIGNER AGREEMENT FOR INTERIOR DESIGN SERVICES

- 1.0 **AGREEMENT.** This *Agreement* is made and entered into this 30th day of January 2026, by Slinger Community Library located at 220 Slinger Rd., Slinger Wisconsin 53086 (hereinafter referred to as the "Owner") and Plunkett Raysich Architects, LLP (hereinafter referred to as the "Interior Designer").
- 2.0 **PROJECT.** The project referred to as Slinger Library Furniture Selection and Bidding Services located at 220 Slinger Rd., Slinger, Wisconsin 53086. Project budget for construction is to be determined. The laws of the State of Wisconsin shall govern the interpretation of this *Agreement*. PRA Opportunity/Project No. 250212-03
- 3.0 **BASIC SERVICES.** The Interior Designer agrees to perform basic services on behalf of the Owner, including services the Interior Designers deems necessary to:
 - 3.1.1 Confirm project goals and provide project furniture schedule
 - 3.1.2 Develop initial furniture floor plans and budget(s)
 - 3.1.3 Work with the Owner to select appropriate furniture based upon budget, function and aesthetic goals
 - 3.1.4 Select furniture finishes in coordination with interior architectural finishes
 - 3.1.5 Coordinate interior architecture elements with furniture, including electrical needs
 - 3.1.6 Send documents out for bids to Owners selected dealers and prepare bid summary for review
 - 3.1.7 Review final purchase orders
 - 3.1.8 Coordinate installation of furniture with contractor and selected dealers
 - 3.1.9 Attend a total of three (3) design meetings and one (1) site visit at the completion of the furniture installation.
- 4.0 **COMPENSATION.** The Owner agrees to pay the Interior Designer a LUMP SUM FEE of Forty Thousand Dollars (\$40,000) to perform the Basic Services described in Article 3.0 above.
 - 4.1 **Initial Retainer:** An initial retainer of zero dollars (\$0) is due and owing contemporaneously with the execution of this *Agreement*. The initial payment shall be applied to the Final Payment.
 - 4.2 **Reimbursable Expenses:** Reimbursable expenses shall be paid at a multiplier of One and Two Tenths (1.20) times the actual costs incurred by the Interior Designer. Reimbursable expenses may include, but are not necessarily limited, to the following:
 - 4.2.1 transportation in connection with the Project, authorized out-of-town travel, food, and lodging;
 - 4.2.2 fees paid for securing approval of authorities having jurisdiction over the Project;
 - 4.2.3 reproduction, plots for periodic reviews, scans, courier services, standard form documents, postage, handling and delivery of Instruments of Service, electronic bid set management.
 - 4.2.4 renderings, models and mock-ups requested by Owner;



- 4.2.5 no back-up data or copies of bills will be provided for reimbursable expenses invoiced under this Agreement. Should back-up data be requested it will be provided for an administrative fee of \$100 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data supplied.
- 4.2.6 Digital Design files such as BIM Models or AutoCAD plans will be provided upon Owner request of a \$1,000 processing fee plus applicable sales tax per request.

5.0 **CONSULTANT ADDITIONAL SERVICES.** The Interior Designer may employ additional consultants requested by the Owner as Additional Services to perform work on the project, as follows:

5.1 **CONSULTANTS.** The Owner agrees to compensate the Interior Designer for the cost of the Owner requested Consultants retained by the Interior Designer at a multiple of one point two (1.2) times the actual cost to the Interior Designer.

5.2 **OWNER'S CONSULTANTS.** The Owner's consultants may include, but are not necessarily limited to the following:

- 5.2.1 Surveyor
- 5.2.2 Civil Engineer
- 5.2.3 Geotechnical Engineer
- 5.2.4 Detailed Cost Analysis
- 5.2.5 Environmental Consultant
- 5.2.6 Hazardous Materials Consultant
- 5.2.7 Traffic Consultant
- 5.2.8 Food Service
- 5.2.9 Roofing Consultant
- 5.2.10 Asphalt Pavement Consultant
- 5.2.11 Furniture, Furnishings, and Equipment
- 5.2.12 Structural Engineer
- 5.2.13 Mechanical, Electrical, Plumbing Contractors to prepare Engineering Design and Construction Documents

6.0 **ADDITIONAL SERVICES.** Owner requested services that are not part of the Interior Designer Basic Services described in Article 3.0 above, shall be considered as Additional Services. The Owner hereby agrees to compensate the Interior Designer for such Additional Services at the following hourly rates:

Hourly billing rates as of June 2025 subject to annual review.

Marketing Coordinator	\$105
Administrative Assistant	\$115
Sr Administrative Assistant-Project Coordinator	\$150
Dental Planner	\$240
Interior Designer I	\$115
Interior Designer II	\$150
Interior Designer III	\$160
Senior Interior Designer	\$180
Interior Design Manager	\$175
Director of Interior Design	\$230
Intern	\$105



Project Specialist I	\$135
Project Specialist II	\$140
Project Specialist III	\$150
Architect	\$175
Design Architect	\$185
Project Executive	\$205
Production Executive	\$210
Project Architect	\$230
Senior Project Executive	\$240
Sr Project Architect; BIM Content & Standards	\$220
Senior Project Architect	\$240
Senior Construction Administrator - Architect	\$240
Studio Lead - Senior Project Manager	\$250
Project Manager	\$250
Director of Education Strategy	\$270
Construction Administrator	\$140
Construction Admin., QA & Spec. Manager	\$270
Senior Project Manager	\$275
Partner	\$285
Managing Partner	\$285

- 7.0 **PROJECT DELAY.** Because of substantial costs incurred by Interior Designer to stop and restart a project once it is underway, should this Project's progress be halted at any time for 30 or more days by the Owner, for any reason, a project restart fee of 10% of the total fee earned to date, will be due and payable immediately.
- 8.0 **PAYMENT DUE DATE.** Payments are due and payable thirty (30) days from the date of the invoice. Amounts unpaid sixty (60) days after the date of the Interior Designer's invoice shall bear interest at the rate of one percent (1.0 %/mo.) percent per month. The Interior Designer shall invoice the Owner once a month.
- 9.0 **JOBSITE SAFETY.** The Owner hereby agrees and acknowledges that the Interior Designer shall not be responsible for any construction means, methods, techniques, sequences, procedures, or safety precautions utilized in/on the project, since these are solely the responsibility of the Contractor.
- 10.0 **OWNERSHIP and COPYRIGHTS.** The Interior Designer, and the Interior Designer's consultants, shall be deemed the original authors and owners respectively of any materials produced under this Agreement and shall retain all common law, statutory and other reserved rights, including copyrights. The Owner acknowledges that the Interior Designer and the Interior Designer's consultants have prepared said materials and agrees to limit use of same to this site-specific project only. The Owner agrees to defend and hold the Interior Designer and the Interior Designer's consultants harmless from any causes of action, claims, losses, damages, and expenses of any kind whatsoever, including reasonable attorney's fees, resulting from the unauthorized reuses of the Interior Designer's and the Interior Designer's consultants' materials.
- 11.0 **LIMITATION OF LIABILITY.** The Owner agrees, to the fullest extent permitted by law, to limit the liability of the Interior Designer to the Owner for any and all claims, losses, costs, expenses, or damages of any nature whatsoever, including attorney's and expert-witness fees and costs, from any cause or causes, so that the total aggregate liability of the Interior Designer to the Owner shall not exceed the Interior Designer's total fee received for services rendered on this project or \$50,000, whichever is greater. It is intended that this limitation apply to any and all liability or causes of action, however alleged or arising, unless otherwise specifically prohibited by law. The Interior Designer



will not be responsible or pay for any additional cost of omitted materials or betterment. The parties agree to be subject to the jurisdiction of the State of Wisconsin. All mediation and litigation shall be filed and take place in said jurisdiction, regardless of where the project is built.

- 12.0 **MEDIATION AND LITIGATION.** Should any claim(s) arise between the Owner and the Interior Designer, the parties agree to submit such claim(s) to mediation, as a condition precedent to litigation. Mediation shall be conducted by and under the rules of the American Arbitration Association, unless the parties mutually agree otherwise. Should the parties fail to resolve the claim(s) through mediation, the claim(s) may then be litigated. Nothing contained in this *Agreement* shall prevent the Interior Designer from filing any lien arising out of the Interior Designer's services to comply with notice and filing deadlines prior to resolution of the claim by mediation or litigation. The costs of the mediator and the mediation fees shall be divided equally between the Owner and Interior Designer. The prevailing party in any litigation shall have the right to collect its attorney's fees and costs.
- 13.0 **OWNER-PROVIDED INFORMATION.** The Interior Designer shall be entitled to rely on the accuracy and completeness of any information provided to the Interior Designer by the Owner or the Owner's consultants. The Interior Designer shall not review said information for inaccuracies or completeness.
- 14.0 **HAZARDOUS MATERIAL.** The Interior Designer assumes no responsibility or liability for the discovery or removal of any hazardous materials found at the jobsite.
- 15.0 **PERMITS AND APPROVALS.** It is the responsibility of the Owner to obtain all permits and approvals for the construction of the project. The Interior Designer shall assist the Owner in obtaining permits and approvals as mutually agreed to in writing.
- 16.0 **COMMENCEMENT OF CLAIMS.** The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 6 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 16.0.
- 17.0 **TERMINATION.** This Agreement may be terminated by either party upon notification to the other party via Time/Date Stamped Certified Mail. The Owner agrees to pay the Interior Designer for all services performed and all reimbursable expenses incurred, to the date of notification of termination.
- 18.0 **MISCELLANEOUS PROVISIONS.** This *Agreement* also includes the following provisions:
- 18.1 As a result of doing business with the Federal Government, they require that the following provisions be added to all of our contracts. Contractor and Subcontractor refers to the Architect.

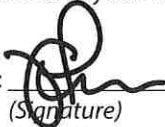
This contractor and subcontractor shall abide by the requirements of 41 CFR sections 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.



This contractor and subcontractor shall abide by all provisions of Executive Order 13496 and all relevant rules, regulations, and orders in regard to Executive Order 13496.

AGREED TO AND ACCEPTED BY:

Interior Designer:
Plunkett Raysich Architects, LLP

By: 
(Signature)
Jason Puestow, AIA, NCARB, CSI, CCCA
Partner

Owner:
Slinger Community Library

By: _____
(Signature)
Nicole Mszal
Library Director

Slinger Community Library

By: _____
Marlyss Thiel
Board President

