



Library Board Meeting Agenda

Tuesday, December 17, 2024 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call, Introduction of Visitors, Public Input

Notice of Open Meeting

Approval of Agenda

Approval of Minutes

1. November 19, 2024 Library Board Minutes

Reports

2. Financial Secretary's Report

3. Bills- \$4,471.14

4. Library Director's Report

5. Library Director Goals

6. President's Report

Literacy Council

Friends of the Library

Correspondence

Committee Reports

Unfinished Business

New Business

Adjourn

**Columbus Public Library
Library Board Meeting
Tuesday, November 19, 2024
Phyllis Luchsinger Callahan Meeting Room**

Call to Order: Pete Kaland called the meeting to order at 5:01 p.m.

Present: Pete Kaland, Amanda Wakeman, Nora Vieau, Sue Salter, Trina Reid, Shirley Berkley, Dana Pike, Deb Haeffner, Merry Anderson
Absent: Jim Schieble

Roll Call, Introduction of Visitors Public Input:

Approval of the Agenda for November 19, 2024: Nora moved and Shirley seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes: Shirley moved and Nora seconded a motion to approve the Minutes. Motion carried.

Reports

Financial Secretary's Report: SCLS Foundation down \$7,572 from last month. Negative in checking account reflects funds withdrawn for Annex weatherization. Dana moved and Deb seconded a motion to approve Financial Secretary report.

Bills: Bills of \$2,593.53 submitted. Deb moved and Nora seconded a motion to approve the bills. Motion carried.

Budget Comparison: Payroll, front desk and bathroom upgrades will complete budget cycle on target.

Library Director's Report: CPL was selected to receive a \$5,000 grant from the Public Library Association for Digital Literacy. Grant will be used for programs teaching adults how to safely/securely use the internet and phones. The program curriculum was prepared in conjunction with AT&T and must reach a minimum of 30 people.

CPL participated in Trunk-or-Treat with Columbus PTO and Safe Trick-or-Treat at the Fire Station. CPL also handed out candy at storytime.

Royal Guernsey Creamery joined CPL for a well-attended STEAM program on States of Matter with Butter.

Trivia Night for Adults attracted "a ton of" attendees and requests for this program to be repeated.

Youth Services continues to have great attendance for Storytime and Music & Motion programs. They also are visiting local schools and daycares monthly. One Storytime per

month will visit At Home Again Assisted Living which is a big hit with families and residents.

Our collection now includes adult/family board games and a disc golf game set. We also have cut back on magazine subscriptions will provide more space to add requested items.

Helen is meeting with homeschool families to develop a homeschool program at the library specifically for them. The Literacy Council offered to help.

Upcoming Programs:

12/8-CPL will participate in warm-up to the Holiday Train at the Community Center

12/14-CPL will participate in Downtown Holiday Hop sponsored by the Chamber of Commerce. Families can stop by the library to make several crafts

January-Adult Subscription Service begins. Adults can complete a form indicating their reading favorites. Librarians will then select books based on individual lists for patrons to pick up. This program is successful at Portage and will eventually include a combination of CPL collection and interlibrary loan books.

January-Winter Reading Program begins with the theme "Once Upon a Snowy Day."

Meetings:

11/10-Amanda attended Celebration of Philanthropy hosted by the Columbus Area Endowment and accepted the CPL award for the circulation desk upgrade

11/14-First of monthly Community Services meetings for City of Columbus

11/15-Columbia County Library Board and Directors at Lodi Public Library

Note. The January Board meeting will be in the Annex as the program room will be in use.

Buildings: Circulation desk upgrade underway. Annex art studio rented to a photographer and all studios are full with no waiting list. Michelle Martin now responsible for liaison with artists and CPL.

Library Director's Goals:

As noted, circulation desk upgrade nearly completed. Completed course "Working with Your Library Board" offered by UW iSchool. As noted, board game collection and disc golf set added per patron suggestion box.

President's Report: None

Friends of the Library: Culling books for big January sale. FOL will participate in 11/30 Wine Walk.

Literacy Council Report: White board assembled by Gary Schuhmacher.

Correspondence: None

Committee Reports:

Personnel and Building & Grounds Committees did not meet

Trustee Training: Deb Haeffner presented “Making Sense & Cents of a Library Building Project: The Library Trustee Role”

There is a need for more space. Now what?

Do a space needs assessment and refine based on other libraries. Building Process Overview includes hiring an architect, selecting a site, creating and refining concept drawings, fundraising and financing, development of bid drawings and specifications and state approval. Historic buildings like CPL have a longer approval process. Bidding can take 4-6 weeks.

Role of the Board: Encourage director to evaluate space needs every 3-5 years consistent with an up-to-date Strategic Plan. Board needs to let staff and community input direct the plan but also may criticize. Remember, it is a COMMUNITY library which requires a shared vision, stakeholder involvement, listening to ideas and opinions, and respectful responses. Board must also establish and maintain community relationships and be transparent about design decisions and costs. Process involves planning for today without sacrificing tomorrow. Expressing thanks to staff and community is important.

Board can support project by being supportive, advocating with leaders and the public, acknowledging staff is already working and may need additional help, and consider hiring a construction manager.

Some policies must be established/updated e.g. naming rights and meeting room policy.

Expectations regarding fundraising must be communicated including materials, volunteering as board members are not expected to be part of a campaign, contributing personally, and identifying donors and stakeholders.

Per group discussion CPL currently has approximately 6,000 square feet and will need to reach 16,000 square feet based on comparable libraries and communities. Space planning and demographic studies are currently underway.

Unfinished Business: None

New Business:

Staff Christmas gifts. We have twelve recipients who are eligible. Nora moved and Dana seconded a motion to approve a total not to exceed \$500 to be divided among staff based on years of service. Motion carried.

Redbud Players Annex Agreement: A representative of the group demanded additional storage space in the Annex based on an assumed agreement. Currently there is no policy and no known agreement. Redbud does currently have items in storage at the Annex which will continue but the Annex must remain locked with a key requested from the front desk during regular library hours. Nora will act as liaison with the group

Adjourn: Nora moved and Dana seconded a motion to adjourn. Motion carried.
Meeting adjourned at 6:05 p.m..

Next scheduled board meeting – December 17, at 5:00 p.m.

Respectfully submitted.
Merry Anderson, Secretary

Columbus Public Library - Financial Secretary Report

Date 12/17/2024

Bank Accounts				FMUB Checking Account - Information			
	Balance	Date	Interest YTD		Checking account transactions		To Date
FMUB CDAR 1 (3 mos.)	\$ 34,554.24	11/30/2024	-\$2,634.04	37188.28	Total memorials, donations + grants	\$1,080.00	11/18/2024
FMUB checking	\$3,167.35	11/18/2024	\$12.34		deposited as of date		
					Safety deposit box rental	-\$11.00	8/31/2024
FMUB CDAR 2 (3 mos.)	\$16,266.88	11/30/2024	\$620.48	15646.4	Staff appreciation gifts		
TOTAL	\$ 53,988.47		-\$2,001.22		Total dispersements	\$2,705.61	7/15/2024
CDAR1 at 4.97% matures 2/27/25							
CDAR2 at 5.20% matures 1/16/25							
					Total YTD transactions	\$3,774.61	

SCLS Foundation

	Beginning Market Value	Total additions less withdrawals	Total Admin Fees	Total Interest/ Dividend Income	Income - Admin fees	Net gain	Ending Market Value
2019 summary	\$ 273,848.42	\$ -	\$ (3,881.62)	\$ 7,649.60	\$ 3,767.98	\$ 48,995.86	\$ 326,612.26
2020 summary	\$ 326,612.26	\$ 20,000.00	\$ (3,446.30)	\$ 6,291.32	\$ 2,845.02	\$ 24,888.73	\$ 374,346.01
2021 summary	\$ 374,346.01	\$ -	\$ (4,793.59)	\$ 6,526.94	\$ 1,733.35	\$ 32,109.66	\$ 408,189.02
2022 summary	\$ 408,189.02	\$ -	\$ (4,426.13)	\$ 7,387.16	\$ 2,961.03	\$ (73,200.74)	\$ 337,949.31
2023 summary	\$ 337,949.31	\$ -	\$ (4,365.57)	\$ 8,268.52	\$ 3,902.95	\$ (3,575.17)	\$ 380,771.12

Monthly Performance Report	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/ Withdrawals	Proration of Admin Fee	Interest/ Dividend Income	Realized Gains/(Losses)	Ending Market Value
December 31, 2023	\$ 364,934.09		\$ 364,934.09	\$ (373.64)	\$ 2,540.51	\$ 13,670.19	\$ 380,771.12
January 31, 2024	\$ 380,771.12		\$ 380,771.12	\$ (389.93)	\$ 129.50	\$ (265.94)	\$ 380,244.75
February 29, 2024	\$ 380,244.75		\$ 380,244.75	\$ (388.41)	\$ 458.70	\$ 9,129.95	\$ 389,445.00
March 31, 2024	\$ 389,445.00		\$ 389,445.00	\$ (397.58)	\$ 1,474.86	\$ 8,431.35	\$ 399,100.00
April 30, 2024	\$ 399,100.00		\$ 399,100.00	\$ (418.57)	\$ 501.52	\$ (11,731.09)	\$ 387,512.44
May 31, 2024	\$ 387,512.44		\$ 387,512.44	\$ (415.10)	\$ 512.72	\$ 11,267.07	\$ 398,877.14
June 30, 2024	\$ 398,877.14		\$ 398,877.14	\$ (444.49)	\$ 2,124.14	\$ 709.34	\$ 401,395.95
July 31, 2024	\$ 401,395.95		\$ 401,395.95	\$ (438.87)	\$ 499.58	\$ 9,251.18	\$ 410,707.84
August 31, 2024	\$ 410,707.84		\$ 410,707.84	\$ (448.41)	\$ 596.17	\$ 4,512.29	\$ 416,670.55
September 31, 2024	\$ 416,670.55		\$ 416,670.55	\$ (454.57)	\$ 1,384.18	\$ 5,680.18	\$ 423,280.33
October 31, 2024	\$ 423,280.33		\$ 423,280.33	\$ (461.13)	\$ 678.63	\$ (7,572.00)	\$ 415,925.82
November 30, 2024	\$ 415,925.82		\$ 415,925.82	\$ (454.29)	\$ 644.47	\$ 13,006.53	\$ 429,122.53

Vendor	Invoice Number	Input Date	Amount
Department: Library			
BAKER & TAYLOR INC	Books	12/4/2024	\$ 1,266.98
ELAN FINANCIAL SERVICES	Class, programs, totes, shop hop supplies	12/4/2024	\$ 828.69
RHYME BUSINESS PRODUCTS	Copy Machine Lease	12/4/2024	\$ 203.10
SOUTH CENTRAL LIBRARY SYSTEM	Spine Labels and Barcodes	12/4/2024	\$ 168.10
AMERICAN EXPRESS	Amazon- Books, cleaning supplies, paper, winter reading program prizes	12/4/2024	\$ 2,004.27
			\$ 4,471.14

PST 9/26/24 12/4/24 7

CITY OF COLUMBUS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

Item #3.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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TAXES

210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	.00	295,000.00	295,000.00	.00	100.00
	TOTAL TAXES	.00	295,000.00	295,000.00	.00	100.00

MISCELLANEOUS REVENUES

210-474715-000	LIBRARY; COUNTY FUNDS	.00	147,340.06	146,831.42	508.64	100.35
210-474716-000	LIBRARY; SCLS FUNDS	450.00	450.00	500.00	(50.00)	90.00
210-474717-000	LIBRARY; FINES & FEES	93.32	543.28	900.00	(356.72)	60.36
210-474718-000	LIBRARY; FAX & COPIES	419.00	4,717.08	4,200.00	517.08	112.31
	TOTAL MISCELLANEOUS REVENUES	962.32	153,050.42	152,431.42	619.00	100.41

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	171.85	3,426.50	1,000.00	2,426.50	342.65
210-484811-000	LIBRARY; GRANT REVENUES	4,000.00	18,968.29	.00	18,968.29	.00
210-484820-000	LIBRARY; INTEREST INCOME	504.11	3,120.16	1,000.00	2,120.16	312.02
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	225.00	4,110.00	4,500.00	(390.00)	91.33
	TOTAL OTHER FINANCING SOURCES	4,900.96	29,624.95	6,500.00	23,124.95	455.77

SPECIAL FUNDS ACTIVITY

210-494950-000	TRANSFER FROM SURPLUS FUNDS	.00	.00	9,801.68	(9,801.68)	.00
	TOTAL SPECIAL FUNDS ACTIVITY	.00	.00	9,801.68	(9,801.68)	.00
	TOTAL FUND REVENUE	5,863.28	477,675.37	463,733.10	13,942.27	103.01

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

Item #3.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY					
210-555000-111 LIBRARIAN SALARY	8,572.74	65,115.84	64,050.17	(1,065.67)	101.66
210-555000-112 LIBRARY; YOUTH SERV DIRECTOR	5,738.04	44,902.45	49,729.68	4,827.23	90.29
210-555000-113 LIBRARY; PART-TIME	16,765.93	127,279.83	143,930.66	16,650.83	88.43
210-555000-151 LIBRARY; SOCIAL SECURITY	2,402.25	18,526.12	20,275.26	1,749.14	91.37
210-555000-152 LIBRARY; RETIREMENT	1,719.72	13,214.33	14,395.95	1,181.62	91.79
210-555000-154 LIBRARY; INSURANCE BENEFIT	2,804.80	35,852.80	37,657.25	1,804.45	95.21
210-555000-155 LIBRARY; LIFE INSURANCE	10.99	107.81	130.32	22.51	82.73
210-555000-156 LIBRARY; LT DISABILITY	31.14	342.54	379.27	36.73	90.32
210-555000-195 LIBRARY; CUSTODIAN	904.57	6,515.75	7,325.54	809.79	88.95
210-555000-210 LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219 LIBRARY; PROFESSIONAL FEES	.00	482.00	250.00	(232.00)	192.80
210-555000-220 LIBRARY; BANK FEES	10.38	161.20	125.00	(36.20)	128.96
210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER	427.67	4,784.53	5,500.00	715.47	86.99
210-555000-224 LIBRARY; HEAT	8.52	982.13	2,000.00	1,017.87	49.11
210-555000-225 LIBRARY; TELEPHONE & DATA	119.01	1,186.44	1,650.00	463.56	71.91
210-555000-249 LIBRARY; REPAIR & MAINTENANCE	.00	2,723.96	6,000.00	3,276.04	45.40
210-555000-250 LIBRARY; ELEVATOR SERV/REPAIR	.00	2,309.68	2,500.00	190.32	92.39
210-555000-310 LIBRARY; WEB MEDIA	.00	813.16	600.00	(213.16)	135.53
210-555000-311 LIBRARY; POSTAGE	4.40	403.34	600.00	196.66	67.22
210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	96.69	10,568.92	9,500.00	(1,068.92)	111.25
210-555000-313 LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314 LIBRARY; EQUIPMENT	.00	3,291.67	3,500.00	208.33	94.05
210-555000-315 LIBRARY; DELIVERY	.00	6,291.00	6,291.00	.00	100.00
210-555000-316 LIBRARY; FURNITURE & FIXTURES	.00	3,067.44	2,500.00	(567.44)	122.70
210-555000-330 LIBRARY; SAFETY TRAINING	.00	.00	500.00	500.00	.00
210-555000-331 LIBRARY; COPIER	376.14	2,880.81	2,500.00	(380.81)	115.23
210-555000-333 LIBRARY; EDUCATION & TRAVEL	.00	783.56	1,000.00	216.44	78.36
210-555000-371 LIBRARY; ADULT AUDIO VISUAL	56.82	966.15	3,500.00	2,533.85	27.60
210-555000-372 LIBRARY; YOUTH AUDIO VISUAL	.00	431.00	600.00	169.00	71.83
210-555000-373 LIBRARY; YOUTH BOOKS	593.96	5,938.60	9,000.00	3,061.40	65.98
210-555000-374 LIBRARY; PERIODICALS	415.49	1,811.76	3,000.00	1,188.24	60.39
210-555000-375 LIBRARY; REFERENCE MATERIALS	.00	28.96	350.00	321.04	8.27
210-555000-376 LIBRARY; SOFTWARE/DATABASES	100.67	1,591.15	1,750.00	158.85	90.92
210-555000-377 LIBRARY; ADULT BOOKS	463.55	8,860.21	12,500.00	3,639.79	70.88
210-555000-378 LIBRARY; TEEN BOOKS	12.23	1,076.18	1,800.00	723.82	59.79
210-555000-385 LIBRARY; YOUTH PROGRAMMING	381.19	4,935.70	6,000.00	1,064.30	82.26
210-555000-386 LIBRARY; ADULT PROGRAMMING	29.22	7,915.78	5,000.00	(2,915.78)	158.32
210-555000-387 LIBRARY; PUBLIC RELATIONS	.00	585.00	1,000.00	415.00	58.50
210-555000-389 LIBRARY; DIGITAL MEDIA POOL	.00	2,841.00	2,841.00	.00	100.00
210-555000-511 LIBRARY; PROP, LIAB, WC INS	.00	3,225.74	3,800.00	574.26	84.89
210-555000-805 LIBRARY; SCLS CONSORTIUM	.00	22,802.00	22,802.00	.00	100.00
TOTAL LIBRARY	42,046.12	415,596.54	457,233.10	41,636.56	90.89

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

Item #3.

LIBRARY FUND

PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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LIBRARY - ANNEX

210-555100-224	ANNEX; HEATING/UTILITIES	121.28	2,893.28	4,500.00	1,606.72	64.30
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	.00	5,081.95	1,500.00	(3,581.95)	338.80
210-555100-312	ANNEX; MISC OPERATING EXP	114.99	177.98	500.00	322.02	35.60
TOTAL LIBRARY - ANNEX		236.27	8,153.21	6,500.00	(1,653.21)	125.43
TOTAL FUND EXPENDITURES		42,282.39	423,749.75	463,733.10	39,983.35	91.38
NET REVENUES OVER EXPENDITURES		(36,419.11)	53,925.62	.00	(26,041.08)	207.08

DIRECTOR'S REPORT

Library News

Sign-up has started for the Winter Reading Program, "Once Upon a Snowy Day..."

This program will run through January with several raffle prizes available.

Youth Programs

- NaNoWriMo with Valerie Biel wrapped up in December. We had 18 young authors participate this year.
- The new Homeschool Program is taking off with several families participating every Monday afternoon.
- The Holiday Train warm-up event reached about 100 people. The Friends of the Library were amazing help with this program!
- The regular programs including storytime, music & motion, crafternoon, Pokémon, Lego club, and babies on blankets all continue to be well attended.

Adult Programs

- A Holiday Recipe swap took place on December 3 with a good turnout.
- We are continuing to adjust times of book clubs to see what works best for people. We have moved the Book and a Movie club to the evening to see if that improves attendance.
- The After Hours Book Club continues to grow with 17 people attending the December meeting. This group is bringing in people from Columbus, as well as several people from Beaver Dam.

Upcoming Programs










- Beginning Piano for Adults begins in January on Tuesday evenings.
- January 30 we will host a program with Laura Wessel from Rainbow Community Care on navigating grief.
- February 1 the monthly Genealogy Workshop will have a presentation by Rebecca Hopman, the Genealogy Services Librarian at the Wisconsin Historical Society.
- February 6 we will host a Badger Talk with Professor Sissel Schroeder about Uncovering Ancient Aztalan.
- Our new Book Subscription Service will start in January.

Meetings

- The Library was closed on Wednesday, December 11 so the entire staff could attend the City of Columbus Christmas Party. We also had a brief staff meeting that day prior to the meal. Everyone had a great time and it was nice to be able to step away from the Library together for awhile.
- November 21 in lieu of an All Directors meeting, SCLS hosted the directors to help create a strategic plan for the system.
- The Community Services Departments for the City continue to meet monthly to go over what events we are doing and how we can support each other.

** January Board Meeting will be held in the Library Annex as the program room is in use.



Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	6,339	63,592	58,554	62,944
	Items Borrowed (total)	4,291	54,746	49,670	53,981
	% Columbus residents		50%		52%
	% Fall River residents		13%		13%
	% Other Columbia County		21%		20%
	% Dodge County		10%		10%
	% Other		6%		5%
	Digital Items Borrowed (# checkouts)	1,128	13,635	12,483	13,620
	Books by Mail (# items sent)	13	242	339	351
	Public Wi-Fi (# sessions)	4,066	2,867	61,265	67,612
	Public Computer Use (# sessions)	228	2,867	2,728	2,929
	Wireless Printing & Faxing (# jobs)	98	900	939	1,013
	Community Use of Rooms (# attended)	126	1,079	951	1,033
	Patrons Added (# added)	25	352	333	365

Item #4.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	20	350	10
Children	6	62	50
Teen	3	18	60
Adult	7	57	n/a
General Interest	2	31	0

Goal: Foster strong relationships with the municipalities that we serve	
<p>Activities-</p> <ul style="list-style-type: none"> • Meet with local municipalities to introduce our strategic plan and share with them the offerings the Library has for their citizens. • Meet regularly with the City Administrator to create a strong working connection with the City of Columbus • Continue to attend Department Head Meetings and City Work Sessions • Be an active part of the County Library Directors, including budget creation and presentation 	<p>Evidence-</p> <p>4/3/24- Participated in a Department Head workgroup</p> <p>4/9/24- Participated in a newly formed Personnel Committee for the City with the goal of creating a new Personnel Manual</p> <p>4/23/24- Attended the City Council Orientation at City Hall</p> <p>4/30/24 and 5/14/24-Continued to meet with the personnel committee to create a cohesive city personnel handbook that includes the Library</p> <p>5/28/24 and 5/11/24- The personnel committee continues to meet. We are currently looking at employee policies.</p> <p>6/25/24- Some staff attended the Strategic Plan meeting for the City of Columbus. Staff that did not attend were asked to complete the survey.</p> <p>6/27/24- I mailed copies of the Strategic Plan to all surrounding municipalities with a letter explaining the document, and the offer to come to meeting to answer questions.</p> <p>6/27 and 7/11- Attended training sessions for new Agenda Manager software that will be used city wide</p> <p>8/2024- Continue to work with the Personnel committee on an updated City Handbook</p> <p>8/2024- Working with two other Columbia County Directors on the County Budget which will be presented in September</p> <p>9/2024- The City Personnel Committee continues to work on a new handbook. Time off for all City employees now closely resembles the Library time off policy. If passed, the Library Board will have to look at changes to sick time.</p> <p>9/2024- A new committee was formed of city employees and community leaders to come together to collaborate on city events. The first formal meeting will be on October 10 in the Library Program Room.</p> <p>9/25/2024-Amanda, along with the directors from Rio and Portage presented the 2025 County Library budget to the Columbia County Finance Committee.</p> <p>10/10/2024- Various city departments and community groups met at the Library to talk about events that happen in Columbus and how we can collaborate to make these events as successful as possible. We will be meeting quarterly to keep the collaboration going.</p> <p>11/2024- The Public Services department heads of the City will now meet monthly to share our schedules and help support each other's programs.</p> <p>12/2024- Continued to work with the Public Services Department heads to collaborate on events. For the summer reading program, we are going to be having our children's performers at the library early in the day, and then at the park in the evening.</p>

Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement.	
Activities- <ul style="list-style-type: none"> Update the bathrooms to create an ADA compliant space Reconfigure the Circulation Desk to be ADA complaint Evaluate the future needs of our space to best serve our patrons Work with the Buildings and Grounds crew to make a plan of preventative maintenance. 	Evidence- <p>3/27/24- Met with Deb Haeffner to make preliminary plans for the bathrooms and circ desk</p> <p>4/8/2024- Met with DPW Superintendent Troy Kehoe about CIP projects for the Library. He is concerned about our HVAC and wants to make sure it is up to date.</p> <p>6/27/24- conducted a community meal to discuss accessibility issues in the library and solutions to fix them.</p> <p>8/2024- Met with Jake Bisbee about the bathroom project.</p> <p>8/2024- Complete the CAE grant on the circulation desk</p> <p>9/2024- Met with Jake Bisbee once again about the bathrooms to try to come up with a solution for sinks. He is currently working on a proposal.</p> <p>9/25/2024- Building and Grounds committee met to go over plans for the bathroom remodel.</p> <p>10/2022- Started the bathroom remodeling project</p> <p>10/2024-Started the circulation desk remodeling project</p> <p>11/2024- The Circulation desk lowering has been completed. We are waiting for the top to be completed.</p> <p>12/2024- Met with carpenter to measure out the desk top. It's currently in the building stages.</p>
Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.	
Activities- <ul style="list-style-type: none"> Promote and help find opportunities for Continuing Education Review and revise policies to make sure they are not getting in the way of helping patrons Create opportunities for Staff social enjoyment Be an active member of the ILS Evaluation team at SCLS 	Evidence- <p>4/2024- Amanda and Catherine are taking the class "Libraries and the Customer Experience" online</p> <p>5/3/2024- Attended one day of the WAPL conference</p> <p>5/16/24- Attended vendor demo virtually for ILS programs for SCLS</p> <p>6/4/24- We had staff meeting to go over the SLP</p> <p>June/July- Created fun t-shirts with the staff that promote the library</p> <p>8/2024 - SCLS rolled out cybersecurity training for all staff. Worked with the staff to make sure they have time to do it and are getting it done monthly.</p> <p>9/2024- Had a staff quarterly meeting on September 4 to review SLP and go over Fall programs.</p> <p>9/2024- Reviewed the State of Wisconsin Retention Policy and changed our practices to keep patron data more secure.</p> <p>11/2024- Completed the course "Working with your Library Board" from the ischool</p> <p>12/2024- Library closed for a few hours for the staff to attend the City of Columbus Christmas Party.</p>

Goal: Support the library goals set forth by the strategic plan	
<p>Activities-</p> <ul style="list-style-type: none"> Promote and help with the continued weeding of our collections Implement program feedback strategies and use them to help develop programs with the program team Seek public input for programs that will help us to best serve our community Create summer and winter reading programs that promote literacy and the library 	<p>Evidence-</p> <p>4/2024- A new "suggestion box" link has been added to the website and promoted. We have received several requests for programs</p> <p>4/23/24 Met with the Program Staff to talk about how to use Project Outcome to evaluate our programs with patrons. A few test runs have been done</p> <p>5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection.</p> <p>6/2024- The weeding of adult non-fiction continues</p> <p>6/2024- We added an "After Hours Book Club" to accommodate patrons who have asked for later programs. Nine people attended the first meeting.</p> <p>6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year.</p> <p>8/2024- Concluded the Summer Library Program with 572 participants.</p> <p>9/2024- Got through with weeding the entire adult non-fiction section.</p> <p>9/2024- Continue to collect and evaluate suggestions from patrons on programs.</p> <p>9/2024- Met with the Program team to come up with the Winter Reading Program theme and start brainstorming ideas.</p> <p>11/2024- Have added board game collection and disk golf kit from suggestions in the Suggestion Box</p> <p>12/2024- Launched the Winter Reading Program and have started planning the Summer Reading Program</p> <p>12/2024- Worked with Youth Services to create a Homeschool Program at the Library.</p>