



Library Board Meeting Agenda

Tuesday, September 17, 2024 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call, Introduction of Visitors, Public Input

Approval of Agenda for September 17, 2024

Approval of Minutes

[1.](#) August 20, 2024

Reports

[2.](#) Financial Secretary's Report

[3.](#) Bills-\$3,863.74

[4.](#) Budget Comparison

[5.](#) Library Director's Report

[6.](#) Library Director Goals

[7.](#) President's Report

Friends of the Library

Literacy Council

Correspondence

Committee Reports

[8.](#) Personnel Committee

[9.](#) Buildings & Grounds Committee

Trustee Training

Unfinished Business

[10.](#) Annex Leases

[11.](#) Columbus Area Endowment Grant

New Business

Adjourn

**Columbus Public Library
Library Board Meeting
Tuesday, August 20, 2024
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the meeting to order at 5:04 p.m.

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

Adoption of the Agenda: Shirley moved and Jim seconded a motion to approve the Agenda. Motion carried.

Disposition of Minutes: Jim moved and Deb seconded a motion to approve the Minutes. Motion carried.

Financial Report: SCLS Foundation account up \$9,251.18 for the month. CDAR 1 renews 8/29/24 at 5.20%. Merry moved and Shirley seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$6,443.01 submitted. Jim moved and Shirley seconded a motion to approve the bills. Motion carried.

Director's Report:

Summer Reading Program wrapped up 8/9. Winners of the 39 raffle prizes were drawn 8/16 with almost 5,000 raffle tickets claimed. A total of 572 people signed up this year compared to 320 last year.

7/13-Royal Guernsey presented a great program on their butter-making.

7/16-A total 198 attended Ms. Kim's Amazing Animals on the Library Lawn.

7/17-Library collaborated with Columbia County ADRC for The Remember Project which included a meal sponsored by the Fall River-Columbus Rotary. A movie was shown remotely to 6 locations.

7/20-Library hosted Mark Moran, Antique Appraiser.

7/31-Celebrated Harry Potter's birthday on the library lawn.

8/1-Families participated in Read to a Senior at Home Again Assisted Living.

8/6-Catherine, Helen, Kristi, and Amanda attended National Night Out with hundreds stopping at the CPL booth.

Upcoming:

8/26-Back to School Bingo

8/28-Honoring Sue Mathwich and celebrating her 25th anniversary with CPL with cupcakes all day

8/29-Authors Jenny Kalvaitis and Kristen Whitson, *We Will Always Be Here*

8/13-No Good, Very Bad Art Night

10/2-SCLS Foundation Cornerstone event; Sue Mathwich will receive award

Buildings: Currently working on bathroom project.

Pride Originals building new cupboard for program room funded by Friends of the Library. They also provided a quote on upgrading upstairs circulation desk for which a grant application to Columbus Area Endowment has been submitted.

Meetings:

July 18-SCLS All-Directors meeting in Fitchburg

July 19-Columbia County Board and Directors meeting in Wisconsin Dells; Amanda and Sue attending

All staff with SCLS email addresses are participating in cybersecurity training online each month.

8/9-Amanda met with Mark Jochem for annual SCLS visit.

Director's Goals: Continue to work with Personnel Committee on updating City Handbook. Working with two other Columbia County Directors on county budget for September presentation

President's Report: None

Friends of the Library: 8/29-Attended Columbus Elementary School Open House and possibly will participate in annual wine walk.

Literacy Council Report: None

Correspondence: Received thank you's from Columbia County ADRC and Columbus Police Department for participating in their respective events.

Committee Reports:

Personnel Committee: DNM

Building and Grounds Committee: DNM

Trustee Training: None this month.

Unfinished Business: None

New Business:

Budget: Jim moved at Deb seconded a motion to approve the preliminary City of Columbus budget for CPL. Motion carried.

Annex Leases: Tenants will be notified after this August meeting that monthly rents will be increased as follows: Room A&D \$175 to \$220; Room B \$70 to \$90; Room C \$85 to \$110; Room E \$70 to \$90. This will result in a total monthly income of \$510 (\$5,760 annually) compared to \$380 monthly (\$4,560 annually) at previous rates. The rent will be discounted \$20 if one tenant agrees to be responsible for collecting rents. Tenants also will be asked to provide proof of insurance.

CPL Capital Improvement Projects: Board discussed the proposed projects and budget at length. Deb can begin gathering data relative to services requirements, square footage needs and other issues for a future library addition.

Adjournment: Jim moved and Shirley seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:30 p.m..

Next scheduled board meeting—September 17, at 5:00 p.m.

Respectfully submitted.
Merry Anderson, Secretary

Vendor		Amount
Department: Library		
Kristen Whitson	We Will Always Be Here Adult Program	\$ 150.00
Jenny Kalvaitis	We Will Always Be Here Adult Program	\$ 150.00
Premium Waters	Water Delivery	\$ 45.97
Prairie Ridge Health- Columbus Rhyme	Drug Test for KH	\$ 27.00
Rotary Club of Columbus/Fall River	Towels and Paper	\$ 123.58
Wisconsin Backflow Testing, LLC	Dues and Meals	\$ 110.00
Elan Financial Services	Backflow Inspection and Submittal Fee	\$ 140.00
	Credit Card- WLA Membership	
	Remember Project Meal	
	Book Club snacks	
	Supplies	
	Adult Book Club Bingo	
	Teen Cupcake Program	
	Family Game Night	\$ 553.72
		\$ 1,300.27

Vendor		Input Date	Amount
Department: Library			
BAKER & TAYLOR INC	Books (all ages)	9/3/2024	\$ 2,360.37
RHYME BUSINESS PRODUCTS	Copier Lease	9/4/2024	\$ 203.10
			\$ 2,563.47

Peter DeLabad 4/24

CITY OF COLUMBUS

REVENUES WITH COMPARISON TO BUDGET

FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Item #4.

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	.00	.00	500.00	(500.00)	.00
210-474717-000	LIBRARY; FINES & FEES	20.00	396.67	900.00	(503.33)	44.07
210-474718-000	LIBRARY; FAX & COPIES	318.60	3,433.25	4,200.00	(766.75)	81.74
TOTAL MISCELLANEOUS REVENUES		338.60	151,169.98	152,431.42	(1,261.44)	99.17

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	7.41	2,875.04	1,000.00	1,875.04	287.50
210-484811-000	LIBRARY; GRANT REVENUES	.00	14,968.29	.00	14,968.29	.00
210-484820-000	LIBRARY; INTEREST INCOME	157.55	1,790.28	1,000.00	790.28	179.03
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	205.00	2,865.00	4,500.00	(1,635.00)	63.67
TOTAL OTHER FINANCING SOURCES		369.96	22,498.61	6,500.00	15,998.61	346.13

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

708.56	468,668.59	463,733.10	4,935.49	101.06
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LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY						
210-555000-111	LIBRARIAN SALARY	5,731.44	45,080.22	64,050.17	18,969.95	70.38
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR	3,825.36	31,513.70	49,729.68	18,215.98	63.37
210-555000-113	LIBRARY; PART-TIME	11,829.71	88,157.12	143,930.66	55,773.54	61.25
210-555000-151	LIBRARY; SOCIAL SECURITY	1,637.12	12,958.38	20,275.26	7,316.88	63.91
210-555000-152	LIBRARY; RETIREMENT	1,141.67	9,217.06	14,395.95	5,178.89	64.03
210-555000-154	LIBRARY; INSURANCE BENEFIT	2,804.80	27,438.40	37,657.25	10,218.85	72.86
210-555000-155	LIBRARY; LIFE INSURANCE	9.55	77.72	130.32	52.60	59.64
210-555000-156	LIBRARY; LT DISABILITY	31.14	249.12	379.27	130.15	65.68
210-555000-195	LIBRARY; CUSTODIAN	593.16	4,543.49	7,325.54	2,782.05	62.02
210-555000-210	LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219	LIBRARY; PROFESSIONAL FEES	193.00	482.00	250.00	(232.00)	192.80
210-555000-220	LIBRARY; BANK FEES	12.23	127.32	125.00	(2.32)	101.86
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER	582.53	3,250.87	5,500.00	2,249.13	59.11
210-555000-224	LIBRARY; HEAT	16.66	922.13	2,000.00	1,077.87	46.11
210-555000-225	LIBRARY; TELEPHONE & DATA	89.58	856.67	1,650.00	793.33	51.92
210-555000-249	LIBRARY; REPAIR & MAINTENANCE	140.00	2,304.35	6,000.00	3,695.65	38.41
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	.00	248.90	600.00	351.10	41.48
210-555000-312	LIBRARY; SUPPLIES/OPERATNG EXP	1,046.36	7,145.22	9,500.00	2,354.78	75.21
210-555000-313	LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314	LIBRARY; EQUIPMENT	1,255.79	3,282.68	3,500.00	217.32	93.79
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	426.23	2,098.47	2,500.00	401.53	83.94
210-555000-333	LIBRARY; EDUCATION & TRAVEL	12.00	689.86	1,000.00	310.14	68.99
210-555000-371	LIBRARY; ADULT AUDIO VISUAL	153.72	792.40	3,500.00	2,707.60	22.64
210-555000-372	LIBRARY; YOUTH AUDIO VISUAL	.00	285.21	600.00	314.79	47.54
210-555000-373	LIBRARY; YOUTH BOOKS	55.08	3,315.66	9,000.00	5,684.34	36.84
210-555000-374	LIBRARY; PERIODICALS	.00	1,173.07	3,000.00	1,826.93	39.10
210-555000-375	LIBRARY; REFERENCE MATERIALS	.00	.00	350.00	350.00	.00
210-555000-376	LIBRARY; SOFTWARE/DATABASES	.00	1,428.53	1,750.00	321.47	81.63
210-555000-377	LIBRARY; ADULT BOOKS	90.82	6,261.49	12,500.00	6,238.51	50.09
210-555000-378	LIBRARY; TEEN BOOKS	.00	779.18	1,800.00	1,020.82	43.29
210-555000-385	LIBRARY; YOUTH PROGRAMMING	504.02	4,210.59	6,000.00	1,789.41	70.18
210-555000-386	LIBRARY; ADULT PROGRAMMING	300.00	7,833.74	5,000.00	(2,833.74)	156.67
210-555000-387	LIBRARY; PUBLIC RELATIONS	.00	395.00	1,000.00	605.00	39.50
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	2,295.00	3,800.00	1,505.00	60.39
210-555000-805	LIBRARY; SCLS CONSORTIUM	.00	22,802.00	22,802.00	.00	100.00
TOTAL LIBRARY		32,481.97	307,537.83	457,233.10	149,695.27	67.26

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Item #4.

LIBRARY FUND

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

210-555100-224	ANNEX; HEATING/UTILITIES	309.16	2,302.26	4,500.00	2,197.74	51.16
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	.00	62.99	500.00	437.01	12.60
TOTAL LIBRARY - ANNEX		309.16	7,447.20	6,500.00	(947.20)	114.57
TOTAL FUND EXPENDITURES		32,791.13	314,985.03	463,733.10	148,748.07	67.92
NET REVENUES OVER EXPENDITURES		(32,082.57)	153,683.56	.00	(143,812.58)	106.86

DIRECTOR'S REPORT

Library News

- August 28th we celebrated Sue Mathwich's 25th Anniversary with 10 dozen cupcakes and many visitors.
- August 29th authors Jenny Kalvaitis and Kristen Whitson presented about their book, We Will Always Be Here
- Also on August 29th, Amanda and Deb from the Library, and Shirley and Mary from the Friends of the Library attended Columbus Elementary School's Open House. We handed out pencils from the Friends and other various goodies from the Library. We made sure to drop off pencils at Zion and St. Jerome as well.
- Youth Services hosted Back to School Bingo to get families excited for the new school year.
- All four Book Clubs continue to be popular and well attended. We reach a variety of demographics.
- Youth programming took a break for the 2nd half of August, but with the new school year everything has started up again.
- Book Dragons Writing Lab is a new monthly writing group for tweens.
- Adult Services hosted "No Good, Very Bad Art Night" on September 13.

Upcoming Programs

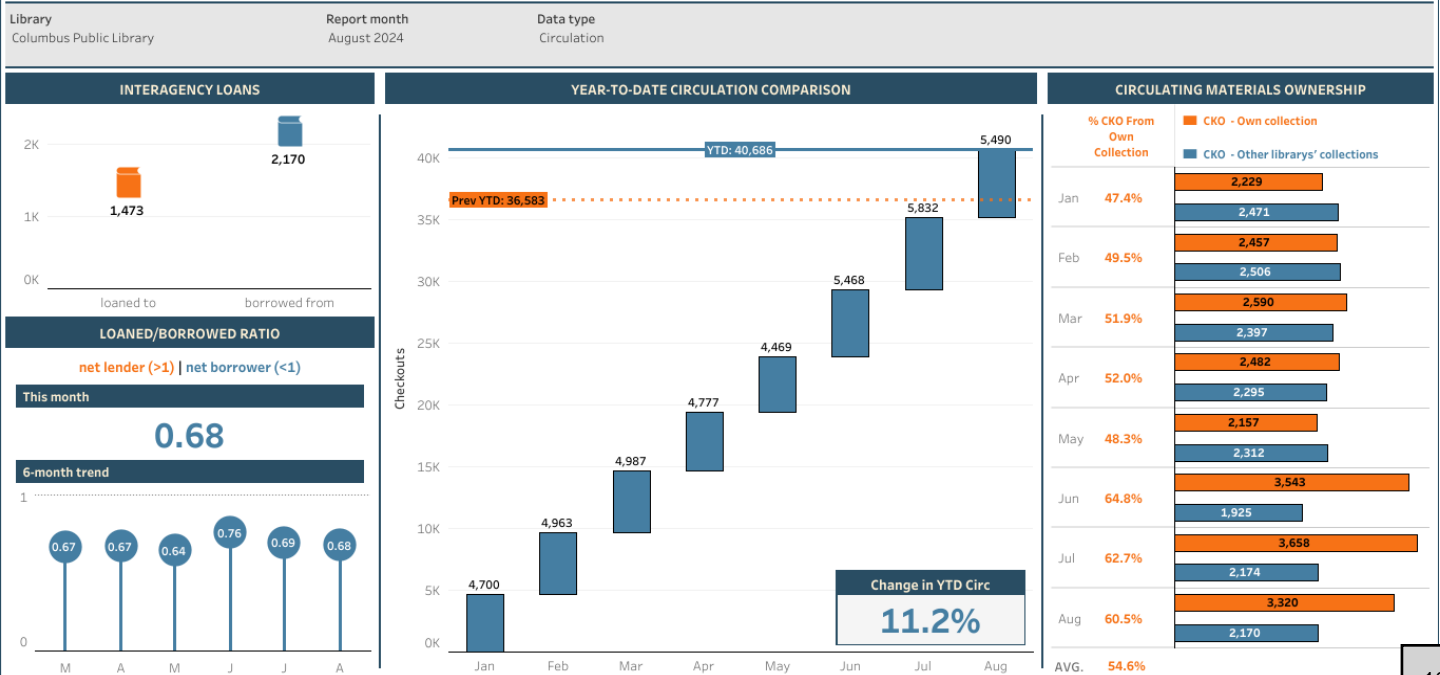
- October 3– SCLS Foundation Cornerstone at the Waunakee Public Library– Sue Mathwich will be awarded for her service
- October 27 the Library will be taking part in the Fire Station Trick-or-Treat event.
- Our Winter reading program will take place in January. The theme this year is "Once Upon a Snowy Day."










Buildings

- A new cupboard has been added to the program room. Thank you to the Friends of the Library for funding it.
- Two bats made themselves comfortable in the Library. DPW came to the rescue quickly and removed them.
- On Saturday, September 7 the Library lost power during our open hours. It was discovered by Water and Light that a squirrel took out the power to all 4 downtown city buildings. They were able to restore our service, but we needed Otis to come and get our elevator back up and running.

Columbus Public Library

Library Statistics Summary - August 2024



Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	5,425	45,486	43,208	62,944
	Items Borrowed (total)	5,490	40,686	36,055	53,981
	% Columbus residents		50%		52%
	% Fall River residents		13%		13%
	% Other Columbia County		20%		20%
	% Dodge County		10%		10%
	% Other		6%		5%
	Digital Items Borrowed (# checkouts)	1,218	10,102	9,048	13,620
	Books by Mail (# items sent)	28	170	238	351
	Public Wi-Fi (# sessions)	4,445	41,141	44,600	67,612
	Public Computer Use (# sessions)	282	2,077	1,900	2,929
	Wireless Printing & Faxing (# jobs)	89	635	736	1,013
	Community Use of Rooms (# attended)	93	770	691	1,033
	Patrons Added (# added)	32	278	242	365

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities
Future Readers	8	160	n/a
Children	4	68	n/a
Teen	1	6	5
Adult	7	50	n/a
General Interest	5	348	n/a

Goal: Foster strong relationships with the municipalities that we serve	
Activities- <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 	Evidence- <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>
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 compliant • Evaluate the future needs of our space to best serve our patrons • Work with the Buildings and Grounds crew to make a 	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>

plan of preventative maintenance.	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.
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>

Goal: Support the library goals set forth by the strategic plan	
Activities- <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 	Evidence- <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.O. Box 423, Columbus WI 53925

September 14, 2024

Amanda Wakeman
Columbus Public Library
223 West James Street
Columbus WI 53925

Dear Amanda,

The Columbus Area Endowment Executive Committee and the Board of Governors for the Madison Community Foundation are pleased to award a grant of up to \$4,000 to fund a safe and accessible circulation desk. This grant is contingent upon submission at your earliest convenience of an amended application showing a detailed local bid.

The Committee found that this project conforms to the Endowment's mission to support durable additions to our communities, and was sponsored by tax-exempt entity under IRS Rule 501 (c) (3).

Sincerely,

A handwritten signature in black ink that reads "John Pearson".

John Pearson, President, Columbus Area Endowment Executive Committee