



Library Board Meeting Agenda

Tuesday, October 15, 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

Approval of Minutes

1. September 17, 2024 Library Board Meeting Minutes

Reports

2. Financial Secretary's Report

3. Bills- \$6,737.36

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 and Grounds Committee

Unfinished Business

10. Consider and take action on amending the annex lease agreement

11. Columbus Area Endowment Grant

12. Library Bathroom Remodeling Project

New Business

Adjourn

**Columbus Public Library
Library Board Meeting
Tuesday, September 17, 2024
Phyllis Luchsinger Callahan Meeting Room**

Call to Order: Pete Kaland called the meeting to order at 5:02 p.m.

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

Approval of the Agenda for September 17, 2024: Dana moved and Nora seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes: Jim moved and Dana seconded a motion to approve the Minutes. Motion carried.

Reports

Financial Secretary's Report: SCLS Foundation account continues to increase. CDAR 1 renewed 8/29/24 at 5.20%. Dana moved and Merry seconded a motion to approve the Financial Report. Motion carried.

Bills: Bills of \$3,863.74 submitted. Deb moved and Dana seconded a motion to approve the bills. Motion carried.

Budget Comparison: Currently projected to end year on or under budget.

Library Director's Report:

8/28-Many patrons/visitors celebrated Sue Mathwich 25th anniversary with cupcakes.

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

Amanda and Deb from library and Shirley and Mary from Friends attended Columbus Elementary School Open House with pencils and other goodies for kids. Also dropped pencils off at Zion and St. Jerome's schools.

9/13 Adult Services hosted "No Good, Very Bad Art Night."

Youth Services hosted Back to School Bingo to generate family excitement for new year.

Youth Programming has begun again with start of school year.

All four book clubs continue to be popular with a variety of demographics.

Book Dragons Writing lab is new monthly writing group for tweens.

Upcoming:

10/3-SCLS Foundation Cornerstone event at Waunakee Public Library; Sue Mathwich will be awarded for her service.

10/27-CPL will take part in Fire Station Trick-or-Treat event

January-Winter reading program begins with theme "Once Upon a Snowy Day."

Buildings: New cupboard added to program room. Thank you to Friends of the Library for funding. Two bats visited library; DPW removed.

Library lost power 9/7 during open hours. According to Columbus Utilities, a squirrel took out the power to four downtown city buildings. Service was restored but Otis had to get the elevator operational.

Amanda reported that the crosswalk lights should be installed in two weeks.

Amanda presented a portion of the Library Statistics Summary dashboard which includes a wide variety of data relative to other libraries. It is noted that CPL borrows significantly more from other libraries vs. CPL sending from our collection. This is due to our small circulation. Also, we must weed collection aggressively due to space. Although this data does not necessarily have a financial affect it underscores the need for a library expansion.

Library Director's Goals: Amanda continues to work on updated personnel handbook. She also is on a committee of city employees and community leaders to collaborate on city events with a formal meeting on 10/10 in the library. Met with Jake Bisbee again to try to come up with a solution to make bathrooms more accessible as space is an issue. He will submit a proposal. Reviewed State of Wisconsin Retention policy and changed CPL practices to keep patron data more secure including shredding hard copy not needed for back-up. Also brainstormed with staff on winter programming ideas.

President's Report: None

Friends of the Library: Did not receive Columbus Area Endowment grant for Annex access ramp. CPL Building & Grounds committee will review quote and options. CORRECTION: It was noted in the August 20 minutes that representatives from the Friends attended the Columbus Elementary School Open House on 8/29. As this event had not yet occurred the Friends were actually scheduled to attend. See Library Director's Report.

Literacy Council Report: None

Correspondence: Received thank you from Sue Mathwich.

Committee Reports:

Personnel Committee: DNM

Building and Grounds Committee: DNM

Trustee Training: None.

Unfinished Business:

Annex leases: Increases communicated to tenants. Cannot currently locate renter insurance documentation. Potential renter expressed interest in vacated space.

Columbus Area Endowment Grant: CPL was awarded a \$4,000 grant to upgrade circulation desk contingent on detailed local bid. However, there may not be a local vendor able to accept the project. Amanda will follow up.

New Business: None

Adjourn: Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:06 p.m..

Next scheduled board meeting—October 15, at 5:00 p.m.

Respectfully submitted.
Merry Anderson, Secretary

Columbus Public Library - Financial Secretary Report

Date 10/15/2024

| Bank Accounts | | | | FMUB Checking Account - Information | | | |
|--------------------------------|---------------------|------------|--------------------|-------------------------------------|-------------------------------------|------------|------------|
| | Balance | Date | Interest YTD | | Checking account transactions | | To Date |
| FMUB CDAR 1 (3 mos.) | \$ 33,665.07 | 5/30/2024 | -\$3,523.21 | 37188.28 | Total memorials, donations + grants | \$1,080.00 | 10/15/2024 |
| FMUB checking | \$3,165.86 | 10/14/2024 | \$10.85 | | deposited as of date | | |
| | | | | | Safety deposit box rental | -\$11.00 | 8/31/2024 |
| FMUB CDAR 2 (3 mos.) | \$15,850.55 | 6/30/2024 | \$204.15 | 15646.4 | Staff appreciation gifts | | |
| TOTAL | \$ 52,681.48 | | -\$3,308.21 | | Total dispersements | \$2,705.61 | 7/15/2024 |
| CDAR1 at 5.20% matures 8/29/24 | | | | | | | |
| CDAR2 at 5.20% matures 7/18/24 | | | | | | | |
| | | | | | 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 |
|-------------------------------|---|----------------------------|--|---------------------------|---------------------------------|----------------------------|------------------------|
| October 31, 2023 | \$ 351,544.99 | | \$ 351,544.99 | \$ (364.19) | \$ 936.14 | \$ (6,901.11) | \$ 344,520.58 |
| November 30, 2023 | \$ 344,520.58 | | \$ 344,520.58 | \$ (354.13) | \$ 500.50 | \$ 20,267.13 | \$ 364,934.09 |
| 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 |

| Vendor | | Input Date | Amount |
|------------------------------|---|------------|-------------|
| Department: Library | | | |
| SOUTH CENTRAL LIBRARY SYSTEM | Stickers for Library Card Sign-Up Month | 10/1/2024 | \$ 36.00 |
| SNS ELECTRIC INC | New light in downstairs office | 10/1/2024 | \$ 169.61 |
| BAKER & TAYLOR INC | Adult, youth, and YA books | 10/1/2024 | \$ 1,626.01 |
| COAST TO COAST SOLUTIONS INC | Handouts for halloween at Fire Station | 10/1/2024 | \$ 269.95 |
| | Amazon for Aug and Sep | | |
| | Youth Program Supplies | | |
| | Cleaning supplies- toilet paper- garbage bags-paper (many in bulk) | | |
| | Staff Shirts for the fall | | |
| | White Board for Literacy Council* | | |
| | Awards for SCLS Foundation Cornerstone* | | |
| | Books | | |
| | DVDs | | |
| AMERICAN EXPRESS | | 10/1/2024 | \$ 2,402.90 |
| HAMMES FIRE & SAFETY LLC | Annual Fire Alarm Inspection | 10/1/2024 | \$ 250.00 |
| | Pencils for Friends of the Library* | | |
| | Staff Meeting | | |
| | Cleaning Supplies | | |
| ELAN FINANCIAL SERVICES | Party for Sue | 10/1/2024 | \$ 1,121.60 |
| PENWORTHY COMPANY LLC | Youth Books | 10/1/2024 | \$ 425.66 |
| | | | \$ 6,301.73 |

*items reimbursed by other organizations

| Vendor | | Input Date | Amount |
|------------------------------|----------------------------------|------------|-----------|
| Department: Library | | | |
| COLUMBUS KIWANIS CLUB | Annual Dues | 9/18/2024 | \$ 150.00 |
| WITNESS THE FITNESS | Toddler Yoga | 9/18/2024 | \$ 40.00 |
| COAST TO COAST SOLUTIONS INC | Winter Library Program Calendars | 9/18/2024 | \$ 197.63 |
| PREMIUM WATERS INC | Water Delivery | 9/18/2024 | \$ 8.00 |
| CITY OF COLUMBUS | Trash Can to Decorate | 9/18/2024 | \$ 40.00 |
| | | | \$ 435.63 |

CITY OF COLUMBUS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

Item #4.

LIBRARY FUND

| PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|------------------|------------|------------------|----------|----------------|
|------------------|------------|------------------|----------|----------------|

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 | 16.30 | 412.97 | 900.00 | (487.03) | 45.89 |
| 210-474718-000 | LIBRARY; FAX & COPIES | 348.19 | 3,781.44 | 4,200.00 | (418.56) | 90.03 |
| TOTAL MISCELLANEOUS REVENUES | | 364.49 | 151,534.47 | 152,431.42 | (896.95) | 99.41 |

OTHER FINANCING SOURCES

| | | | | | | |
|-------------------------------|------------------------------|----------|-----------|----------|-------------|--------|
| 210-484810-000 | LIBRARY; DONATIONS | 231.62 | 3,106.66 | 1,000.00 | 2,106.66 | 310.67 |
| 210-484811-000 | LIBRARY; GRANT REVENUES | .00 | 14,968.29 | .00 | 14,968.29 | .00 |
| 210-484820-000 | LIBRARY; INTEREST INCOME | 553.16 | 2,343.44 | 1,000.00 | 1,343.44 | 234.34 |
| 210-484860-000 | LIBRARY; RENTAL INCOME-ANNEX | 505.00 | 3,370.00 | 4,500.00 | (1,130.00) | 74.89 |
| TOTAL OTHER FINANCING SOURCES | | 1,289.78 | 23,788.39 | 6,500.00 | 17,288.39 | 365.98 |

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

| | | | | |
|----------|------------|------------|----------|--------|
| 1,654.27 | 470,322.86 | 463,733.10 | 6,589.76 | 101.42 |
|----------|------------|------------|----------|--------|

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

Item #4.

LIBRARY FUND

| PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|------------------|------------|------------------|----------|----------------|
|------------------|------------|------------------|----------|----------------|

LIBRARY

| | | | | | | |
|----------------|--------------------------------|-----------|------------|------------|-------------|--------|
| 210-555000-111 | LIBRARIAN SALARY | 5,731.44 | 50,811.66 | 64,050.17 | 13,238.51 | 79.33 |
| 210-555000-112 | LIBRARY; YOUTH SERV DIRECTOR | 3,825.35 | 35,339.05 | 49,729.68 | 14,390.63 | 71.06 |
| 210-555000-113 | LIBRARY; PART-TIME | 11,107.45 | 99,264.57 | 143,930.66 | 44,666.09 | 68.97 |
| 210-555000-151 | LIBRARY; SOCIAL SECURITY | 1,581.83 | 14,540.21 | 20,275.26 | 5,735.05 | 71.71 |
| 210-555000-152 | LIBRARY; RETIREMENT | 1,130.82 | 10,347.88 | 14,395.95 | 4,048.07 | 71.88 |
| 210-555000-154 | LIBRARY; INSURANCE BENEFIT | 2,804.80 | 30,243.20 | 37,657.25 | 7,414.05 | 80.31 |
| 210-555000-155 | LIBRARY; LIFE INSURANCE | 9.55 | 87.27 | 130.32 | 43.05 | 66.97 |
| 210-555000-156 | LIBRARY; LT DISABILITY | 31.14 | 280.26 | 379.27 | 99.01 | 73.89 |
| 210-555000-195 | LIBRARY; CUSTODIAN | 593.16 | 5,136.65 | 7,325.54 | 2,188.89 | 70.12 |
| 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 | 7.58 | 134.90 | 125.00 | (9.90) | 107.92 |
| 210-555000-221 | LIBRARY; ELECTRIC/WATER/SEWER | 614.35 | 3,865.22 | 5,500.00 | 1,634.78 | 70.28 |
| 210-555000-224 | LIBRARY; HEAT | 18.01 | 940.14 | 2,000.00 | 1,059.86 | 47.01 |
| 210-555000-225 | LIBRARY; TELEPHONE & DATA | 121.47 | 978.14 | 1,650.00 | 671.86 | 59.28 |
| 210-555000-249 | LIBRARY; REPAIR & MAINTENANCE | .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 | 150.04 | 398.94 | 600.00 | 201.06 | 66.49 |
| 210-555000-312 | LIBRARY; SUPPLIES/OPERATNG EXP | 205.63 | 7,350.85 | 9,500.00 | 2,149.15 | 77.38 |
| 210-555000-313 | LIBRARY; PRINTING | .00 | .00 | 150.00 | 150.00 | .00 |
| 210-555000-314 | LIBRARY; EQUIPMENT | .00 | 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 | 203.10 | 2,301.57 | 2,500.00 | 198.43 | 92.06 |
| 210-555000-333 | LIBRARY; EDUCATION & TRAVEL | .00 | 689.86 | 1,000.00 | 310.14 | 68.99 |
| 210-555000-371 | LIBRARY; ADULT AUDIO VISUAL | .00 | 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 | 919.86 | 4,235.52 | 9,000.00 | 4,764.48 | 47.06 |
| 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 | 1,274.60 | 7,536.09 | 12,500.00 | 4,963.91 | 60.29 |
| 210-555000-378 | LIBRARY; TEEN BOOKS | 165.91 | 945.09 | 1,800.00 | 854.91 | 52.51 |
| 210-555000-385 | LIBRARY; YOUTH PROGRAMMING | 40.00 | 4,250.59 | 6,000.00 | 1,749.41 | 70.84 |
| 210-555000-386 | LIBRARY; ADULT PROGRAMMING | .00 | 7,833.74 | 5,000.00 | (2,833.74) | 156.67 |
| 210-555000-387 | LIBRARY; PUBLIC RELATIONS | 190.00 | 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 | 930.74 | 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 | | 31,656.83 | 339,194.66 | 457,233.10 | 118,038.44 | 74.18 |

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

Item #4.

LIBRARY FUND

| PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|------------------|------------|------------------|----------|----------------|
|------------------|------------|------------------|----------|----------------|

LIBRARY - ANNEX

| | | | | | | |
|--------------------------------|------------------------------|--------------|------------|------------|---------------|--------|
| 210-555100-224 | ANNEX; HEATING/UTILITIES | 257.90 | 2,560.16 | 4,500.00 | 1,939.84 | 56.89 |
| 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 | | 257.90 | 7,705.10 | 6,500.00 | (1,205.10) | 118.54 |
| TOTAL FUND EXPENDITURES | | 31,914.73 | 346,899.76 | 463,733.10 | 116,833.34 | 74.81 |
| NET REVENUES OVER EXPENDITURES | | (30,260.46) | 123,423.10 | .00 | (110,243.58) | 111.95 |

DIRECTOR'S REPORT

Library News

- Sue Mathwich was given an award at the South Central Library System Foundation Cornerstone event at the Waunakee Public Library on October 3. Peter Kaland, Merry Anderson, Shirley Berkley, Sue Salter, and Amanda Wakeman attended from the Library.
- Columbus Public Library was awarded a \$4,000 grant from the Columbus Area Endowment to remodel our circulation desk to make it more accessible and replace the top.
- To celebrate Fire Prevention Week the Library welcomed Nathan Barnes of the Columbus Fire Department to do storytime.
- The Library is participating in the Columbus Beautification Committee's fundraiser "Spruce Up the Cans!" Heather did a magnificent job painting our can which will be displayed in a Columbus park.

Upcoming Programs

- October 23– STEAM: States of Matter with Butter– With Royal Guernsey Creamery
- October 24– Creepy Classic Movie: The Ghost and Mrs. Muir
- October 20– The Library will be taking part in the Columbus PTO Trunk or Treat
- October 27– The Library will be taking part in the Fire Station Trick-or-Treat event.
- November 5– Trivia Night for Adults
- Our Winter reading program will take place in January. The theme this year is "Once Upon a Snowy Day."

Meetings

- September 20 the Columbia County Library Board and Directors met in Pardeeville.
- September 25– Amanda, along with the directors from Rio and Portage presented the 2025 County Library budget to the Columbia County Finance Committee. The budget was approved unanimously.
- October 24– SCLS Foundation Board of Directors meeting at SCLS Headquarters.

Buildings

- The ballast was burned out of one of the lights in the downstairs office. S & S Electric came in and installed a new LED fixture.



Storytime with Fireman Nathan Barnes of the Columbus Fire Department for Fire Prevention Week












Sue Mathwich with members of the Columbus Public Library Board at the SCLS Foundation Cornerstone



One of the designs Heather painted on our garbage can for the "Spruce Up the Cans" fundraiser for the Beautification Committee

Item #5.

| Library Statistics | | 2024 Month | 2024 YTD | 2023 YTD | 2022 Total |
|---|---|---------------|-------------|-------------|---------------|
|  | Visits (# door counts) | 5,139 | 51,513 | 48,159 | 62,944 |
|  | Items Borrowed (total) | 4,780 | 45,466 | 40,539 | 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) | 1,170 | 11,272 | 10,220 | 13,620 |
|  | Books by Mail (# items sent) | 40 | 210 | 275 | 351 |
|  | Public Wi-Fi (# sessions) | 3,834 | 44,975 | 49,889 | 67,612 |
|  | Public Computer Use (# sessions) | 266 | 2,343 | 2,172 | 2,929 |
|  | Wireless Printing & Faxing (# jobs) | 77 | 712 | 810 | 1,013 |
|  | Community Use of Rooms (# attended) | 95 | 865 | 778 | 1,033 |
|  | Patrons Added (# added) | 30 | 308 | 292 | 365 |

| Program Statistics | In-Person & Live Virtual (# programs) | In-Person & Live Virtual (# attended) | Self-Directed Activities |
|--------------------|---|---|-----------------------------|
| Future Readers | 8 | 130 | 40 |
| Children | 4 | 37 | n/a |
| Teen | 1 | 4 | 10 |
| Adult | 68 | 474 | n/a |
| General Interest | 2 | 57 | 30 |

| 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> |
| Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement. | |
| <p>Activities-</p> <ul style="list-style-type: none"> • Update the bathrooms to create an ADA compliant space | <p>Evidence-</p> <p>3/27/24- Met with Deb Haeffner to make preliminary plans for the bathrooms and circ desk</p> |

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| <ul style="list-style-type: none"> • 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. | <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> |
| Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings. | |
| <p>Activities-</p> <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 | <p>Evidence-</p> <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> |

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| 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 | <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> |

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| <ul style="list-style-type: none">• Create summer and winter reading programs that promote literacy and the library | <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> |
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LEASE AGREEMENT

LEASE AGREEMENT made this ____ day of _____, by and between the City of Columbus, a Wisconsin Municipal Corporation (hereinafter "Lessor") and _____ (hereinafter "Lessee"):

1. **Premises.** Lessor, for and in consideration of the rents to be paid by Lessee and the provisions contained herein, does hereby lease to Lessee and Lessee hereby takes from Lessor, artist studio and work space consisting of and defined as follows: Unit ____ within the second floor of a building located at 251 W. James Street, City of Columbus, Columbia County, Wisconsin, plus the common use of the second floor hallway and common area.
2. **Parking.** No parking is included in this Lease Agreement.
3. **Term.** This is a month-to-month Lease commencing on _____ and concluding at midnight on _____. This Lease shall automatically extend for additional one-month periods unless either party provides 28 calendar day written notice to the other party of its desire to terminate the Lease.
4. **Rent.** Lessee agrees to pay to Lessor, without any offset or deduction whatsoever, as rent for the leased premises during the term hereof, the sum of \$__ per month. Said rental amount shall be payable in advance on the first day of each month during the term hereof. All payments of rent shall be made to Lessor at Lessor's office as specified in paragraph 17 or at such other place as Lessor may designate in writing. If rent is not paid by the fifth (5th) day of each month, a late charge of \$5.00 per day shall be imposed.
5. **Real Estate Taxes and Assessments.** Lessor agrees to pay all real estate taxes and assessments as they become due and payable.
6. **Use of the Premises.** Lessee agrees that it will use the leased premises to for a studio and work station. Lessee further agrees that it will use these premises in compliance with all applicable laws, ordinances and regulations. No part of the leased premises shall be occupied or used by any person for any purpose or in any manner so as to prevent the obtaining of insurance. Further, Lessee shall allow no animals on the leased premises.

Lessee shall not store any materials outside of the interior leased premises known as Unit ____ Tenant shall not store any combustible or hazardous materials on the leased premises.

7. **Insurance.**

- A. **Public liability throughout the term of this Lease.** Lessee shall obtain and maintain in full force public liability insurance coverage with respect to the leased premises for death and bodily injury liability in the amount of not less than \$500,000.00 general aggregate per occurrence. The public liability insurance policy shall name the Lessor as an additional insured and shall provide for notice to Lessor at least ten (10) days prior to cancellation of any coverage. Lessee shall provide to Lessor properly endorsed certificates indicating that the insurance required by this paragraph is in effect.
- B. **Personal Property.** The Lessee shall be responsible for obtaining and maintaining such insurance as it may deem advisable for all of its personal property and fixtures located in or about the leased premises, and it is understood that any insurance coverages provided by Lessor do not cover the risk of loss or damage to Lessee's property.
- C. **Fire and Extended Coverage.** Lessor agrees to provide and maintain an adequate amount of fire and extended coverage insurance upon the entire property.

8. **Utilities and Services.** Lessor shall be responsible for the prompt payment of all utility charges for the leased premises including water and sewer, heat and electric.

9. **Alterations and Improvements.** Lessor shall not be obligated to make, nor be responsible for, the payment of the cost of any alterations or improvements to the leased premises after Lessee takes possession of the leased premises. Lessee shall not make or cause to be made any alterations, additions, or improvements to install or cause to be installed any trade fixtures, exterior signs, floor covering, interior or exterior lighting, plumbing fixtures or mechanical equipment or make any changes to the leased premises without first obtaining the Lessor's consent in writing. Lessee shall present to Lessor plans and specifications for any such work at the time approval is sought.

10. **Liens and Obligations.** Lessee shall not create or permit others to create any lien or obligation against Lessor or the leased property by reason of making repairs or installing or constructing material, fixtures or equipment, or otherwise, and Lessee

further agrees to hold the Lessor harmless from all claims and demands by any third party in any manner connected with such repairs, maintenance, installation or construction or with Lessee's occupancy of the leased premises.

11. **Maintenance and Repair.** Lessor shall be responsible for snow and ice removal on the driveways and parking areas. Lessor shall be responsible for repairs or replacements to all structural components, roofing, foundation, surface parking lot, driveways and sidewalks and for major and non-routine maintenance and repairs to the plumbing, electrical, heating and ventilating system and other mechanical and electrical systems.
12. **Assignment or Subletting.** Lessee shall not assign or in manner transfer this Lease or any interest hereunder and shall not sublet the Leased Premises or any part or parts thereof, without the written consent of Lessor, which consent shall not be unreasonably withheld.
13. **Re-entry by Lessor and Liability for Rent.** If Lessee abandons or vacates the Leased Premises before the end of the term of this Lease, or causes any installment of rent or other payment to be in arrears, or neglects or fails to keep or perform any of the provisions or terms of this Lease on the part of the Lessee to be performed, Lessor, after notice as herein provided, may enter said Leased Premises and remove any signs of said Lessee, and relet the same as Lessor may see fit, without thereby voiding or terminating this Lease. If a sufficient sum is not realized from such reletting to equal the total rent stipulated to be paid by Lessee under the provisions of this Lease, then Lessee shall pay said deficiency during each month during the entire term, on demand.
14. **Holding Over.** In the event Lessee shall continue to occupy the Leased Premises after the expiration of the term of this Lease, or any extension thereof, with the prior written consent of the Lessor, such holding over shall be deemed to constitute a tenancy from month-to-month, upon the same terms and conditions as herein provided, and in no event shall the tenancy be deemed to be one from year-to-year. In the event Lessee continues to occupy the Leased Premises after the expiration of the term of this Lease, or any extension thereof, without the prior written consent of the Lessor, the Lessee shall be liable for double the amounts due Lessor from Lessee under this Lease.
15. **Surrender.** On the last day of the term of this Lease or upon the earlier termination thereof for any reason, Lessee shall peaceably and quietly surrender the Leased Premises in the same condition as existed on the date this Lease originally began, reasonable wear and tear excepted, and shall surrender all keys to the Leased

Premises to Lessor at the place then fixed for the payment of rent. All alterations, additions, improvements and trade fixtures which may be made or installed by Lessee upon the Leased Premises may be removed by Lessee at the termination of this Lease at Lessee's expense, provided the Leased Premises shall be restored to its original condition, reasonable wear and tear excepted.

16. **Hold Harmless.** Lessee agrees to indemnify and hold Lessor harmless against and from any and all claims, damages, costs and expenses, including reasonable attorney fees, arising from the use of the Leased Premises by Lessee or from any breach or default in the performance of any covenant, warranty or agreement on the part of Lessee to be performed pursuant to the terms of this Lease, or from any negligent act or omission of Lessee, its agents or employees in or about the Leased Premises, except that Lessee shall not be responsible for any loss or damage caused by the negligence or misconduct of Lessor.
17. **Notices.** Any notice required or provided for herein shall be in writing and shall be served personally or shall be served or given by certified or registered mail addressed to:

Lessor: City of Columbus
 c/o Columbus Public Library
 223 W. James Street
 Columbus, WI 53925
 920-623-5910

Lessee:

Either party may designate to the other party in writing a new address to which notices shall be sent. If notices are mailed as aforesaid, such notice shall be deemed to have been served or given when deposited in the United States mail, addressed as aforesaid with postage prepaid.

18. **Enforcement of Provisions.** Each party agrees to pay and discharge all reasonable costs, attorney fees and expenses which may be incurred or made by the other in enforcing the covenants and agreement of this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as of the day first above written.

LESSOR:

LESSEE:

Peter Kaland, President
Columbus Library Board