



Library Board Meeting Agenda

Tuesday, March 18, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call of Members, Introduction of Visitors, Public Input

Approval of Agenda for March 18, 2025

Approval of Minutes

- [1.](#) February 18, 2025 Board Meeting Minutes

Reports

- [2.](#) Financial Secretary's Report
- [3.](#) Bills- \$16,067.12
- [4.](#) Budget Comparison
- [5.](#) Library Director's Report
- [6.](#) Library Director Goals
7. President's Report

Literacy Council

8. Name on Literacy Council Bank Account
9. Move Literacy Council Funds into CD

Friends of the Library

Correspondence

Committee Reports

Unfinished Business

New Business

- [10.](#) Space Needs Assessment
11. Convene to closed session per 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, specifically to discuss the annual evaluation of the Library Director

Reconvene into Open Session

Adjourn

Next Meeting: April 15, 2025

**Columbus Public Library
Library Board Meeting
Tuesday, February 18, 2025
Phyllis Luchsinger Callahan Meeting Room**

Call to Order: Pete Kaland called the meeting to order at 5:03 p.m.

Present in Person: Pete Kaland, Amanda Wakeman, Sue Salter, Trina Reid, Nora Vieau

Present via Zoom: Merry Anderson, Jim Schieble, Dana Pike, Deb Haeffner

Absent: Shirley Berkley

Roll Call, Introduction of Visitors Public Input:

Approval of the Agenda for January 21, 2025: Nora moved and Sue seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes: Jim moved and Sue seconded a motion to approve the December 2024 Minutes. Motion carried.

Reports

Financial Secretary's Report: CDAR 1 renews 2/27/25 at 4.97%. Nora moved and Sue seconded a motion to approve Financial Secretary report. Motion carried.

Bills: Bills of \$41,718.09 submitted includes \$\$22,460.00 for SCLS 2025 Tech/ILS fee, \$5,810.00 for new countertop, and \$9,199.99 for SCLS Delivery and Overdrive fees. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

Budget Comparison: County funding not transferred yet.

Library Director's Report:

Youth Programs:

Youth Services Department has developed a strong relationship with Home Again Assisted Living and with the Homeschool group.

Book Dragons Writing Lab meeting monthly.

All programs – Storytime, Music & Motion, Crafternoon, Pokémon, Lego Club and Babies on Blankets – continue to be well-attended.

Adult Programs:

Sissel Schroeder's program on Ancient Aztalan attracted 83 people in person and via Zoom.

Rebecca Hopman's program on the Wisconsin Historical Society Genealogy Collection and Services attracted 31 people.

Upcoming Programs:

City declared March 20 as Fred Dartt Day to coincide with National Frog Day. CPL will celebrate with frog-themed youth programs.

Kristen Hart will host monthly adult craft nights in March.

Meetings:

City Community Services Departments continue to meet.

April-Amanda will present a sectional with two other directors at the Wisconsin Association of Public Libraries Conference in Oshkosh. The topic will be starting a Friends of the Library group.

Building and Grounds:

We purchased a new outdoor book drop from the Appleton Public Library via an online auction. If purchased new the cost would be \$10,000. Amanda purchased for \$110.00. DPW picked the book drop up in Appleton and installed at CPL. The old book drops will be given to the Wyocena branch of Pardeeville Public Library and a possible CPL book drop in Fall River at Farmers & Merchants Bank

Old, partially functioning water heater was replaced with a new one.

Library Director's Goals:

Contacted F&M Bank re: possible book drop, See above Building and Grounds.

Met with new contractor to confirm bathroom remodel. See New Business.

Reviewed and updated Youth Services Coordinator position. See New Business.

Note "Library Statistics" now includes percent changes from 2024 to 2025. Visits and Items Borrowed up 10.5% and 5.4% respectively; Public Computer Use up 20.8%; Community Use of Rooms up 32.9%; and, Patrons added up 19%.

President's Report: None

Literacy Council Report: Merry attended via Zoom monthly Tutor Coordinator meeting. Immigration was dominant issue re: both client retention in programs, employer support, and client privacy/safety.

Friends of the Library: Officers elected but still looking for a secretary. Discussed library "wish list" and culling library sale shelf (located at library entrance).

Correspondence: None**Committee Reports:**

Personnel Committee: As noted in January minutes, Director Evaluations are due to Sue or Merry by February 18 Board Meeting. Staff job descriptions will also be reevaluated.

Trustee Training: Pete reported on the history of the Annex purchase. This report was for background purposes only for board members unfamiliar with the history of the discussions and questions

Early 1980's-Columbus Historic Landmarks & Preservation Committee (CHLPC) began but did not complete the process of recognizing 251 W. James St. aka the Dering House, now known as the Annex, as a local landmark.

January 7, 2000-Library Board purchased the property at 239 W. James Street from the estate of Molly Swarthout. The building was moved and gift from Dr. James and Lorna Will enabled the CPL to construct a parking lot.

October 17, 2016-City of Columbus “authorized a contribution of \$100,000 by the Library Board toward the purchase of 251 W. James St. CPL was responsible for all other costs above \$100,000. City Council passed by unanimous vote. Library Board obtained an anonymous matching \$100,000 gift. The Library Board president was designated to negotiate the purchase. A title search found clear title with a 10 foot easement with vehicle access to the 239 W. James St. (parking lot) property. There was no indication on the deed that purchased property had landmark status. The Real Estate Condition Report completed by the seller stated they were not aware of the property being a historic building.

July 2019-CHLPC announced it was starting the landmark process over but then cancelled the Preliminary Review hearing by reverting to the original 1980’s action.

July 25, 2019-A letter to the CHLPC in response stated: “The Columbus Public Library with the City of Columbus jointly purchased the home for sale at 251 E. James Street for the purpose of future expansion of the library and to allow entry and egress to the parking lot during the James St. construction slated for the summer of 2017.

“The Library Board opposes the inclusion of the Library Annex as a historic designation, believes that such a designation decreases the value of the property to the Library and is contrary to the agreement between the City of Columbus, Columbus Library Board and with the anonymous donor that the gift would be used for library expansion.

Unfinished Business: None

New Business:

Approval of 2024 Wisconsin Public Library Annual Report of CPL – Jim Jim moved and Merry seconded a motion to approve the report as prepared. Motion carried.

Approve revisions to Youth Services Coordinator job description – Specifically, the Youth Services Coordinator will be the staff contact person if the Library Director is not available. After discussion, an organization chart would be helpful for both staff and board. Nora moved and Deb seconded a motion to approve the revised job description. Motion carried.

Bathroom remodel quote of \$16,000 submitted by Better Building Standard. To comply with grant this project must move forward. Jim moved and Deb seconded a motion to approve quote. Motion carried.

Adjourn: Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:18 p.m.

Next scheduled board meeting – March 18, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

Columbus Public Library - Financial Secretary Report

Date 3/18/2025

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	\$0.00	34554.24	Total memorials, donations + grants		
FMUB checking	\$2,729.46	2/17/2525	\$1.33		deposited as of date		
					Safety deposit box rental		
FMUB CDAR 2 (3 mos.)	\$16,266.88	11/30/2024	\$0.00	16266.88	Staff appreciation gifts		
TOTAL	\$ 53,550.58		\$1.33		Total dispersements		
				Total YTD transactions			\$0.00

CDAR1 at 4.97% matures 2/27/25

CDAR2 at 5.20% matures 1/16/25

SCLS Foundation

	Beginning Market Value	Total additions less withdrawals	Total Admin Fees	Total Interest/ Dividend Income	Income - Admin fees	Net gain	Ending Market Value
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
2024 summary	\$ 380,771.12	\$ -	\$ (5,178.55)	\$ 12,526.28	\$ 7,347.73	\$ 1,639.44	\$ 418,120.71

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
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
December 31, 2024	\$ 429,122.53		\$ 429,122.53	\$ (467.20)	\$ 3,521.81	\$ (14,056.43)	\$ 418,120.71
January 31, 2025	\$ 418,120.71		\$ 418,120.71	\$ (455.97)	\$ 156.14	\$ 9,238.52	\$ 427,059.42
February 28, 2025	\$ 427,059.42		\$ 427,059.42	\$ (465.65)	\$ 627.53	\$ (1,733.59)	\$ 425,487.69

Vendor		Input Date	Amount
Department: Library			
COLUMBUS 4TH OF JULY ORG	Ad for 4th of July	3/5/2025	\$ 325.00
	Amazon- Paper, Cleaning Supplies, youth programs, adult crafts,		
AMERICAN EXPRESS	Arbor Day	3/5/2025	\$ 1,174.34
	Book Drop, Class, Youth programs,		
ELAN FINANCIAL SERVICES	Adult programs	3/5/2025	\$ 1,051.13
LEWIS, CHAD	Adult Program	3/5/2025	\$ 350.00
RHYME BUSINESS PRODUCTS	Copier Lease	3/5/2025	\$ 203.10
AUDIO BOOK CIRCUIT	ABC Rotation	3/5/2025	\$ 500.00
WRIGHT PLUMBING & SOIL TESTING	New Water Heater	3/5/2025	\$ 1,187.98
BAKER & TAYLOR INC	Books	3/5/2025	\$ 2,273.30
			\$ 7,064.85

Vendor		Input Date	Amount
Department: Library			
LEFFEL, TYLER	1/2 Payment for Bathroom Remodel	2/19/2025	\$ 8,000.00
WILS	Annual Database Subscriptions	2/19/2025	\$ 1,002.27
			\$ 9,002.27

CITY OF COLUMBUS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

Item #4.

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>						
210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	.00	.00	300,000.00	(300,000.00)	.00
	TOTAL TAXES	.00	.00	300,000.00	(300,000.00)	.00
<u>MISCELLANEOUS REVENUES</u>						
210-474715-000	LIBRARY; COUNTY FUNDS	105,420.00	116,486.61	161,659.50	(45,172.89)	72.06
210-474716-000	LIBRARY; SCLS FUNDS	.00	.00	500.00	(500.00)	.00
210-474717-000	LIBRARY; FINES & FEES	72.99	171.80	900.00	(728.20)	19.09
210-474718-000	LIBRARY; FAX & COPIES	506.30	960.25	4,200.00	(3,239.75)	22.86
	TOTAL MISCELLANEOUS REVENUES	105,999.29	117,618.66	167,259.50	(49,640.84)	70.32
<u>OTHER FINANCING SOURCES</u>						
210-484810-000	LIBRARY; DONATIONS	53.15	911.95	1,000.00	(88.05)	91.20
210-484811-000	LIBRARY; GRANT REVENUES	.00	5,000.00	.00	5,000.00	.00
210-484820-000	LIBRARY; INTEREST INCOME	247.74	304.91	1,000.00	(695.09)	30.49
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	580.00	1,120.00	5,760.00	(4,640.00)	19.44
	TOTAL OTHER FINANCING SOURCES	880.89	7,336.86	7,760.00	(423.14)	94.55
<u>SPECIAL FUNDS ACTIVITY</u>						
210-494950-000	TRANSFER FROM SURPLUS FUNDS	.00	.00	17,089.81	(17,089.81)	.00
	TOTAL SPECIAL FUNDS ACTIVITY	.00	.00	17,089.81	(17,089.81)	.00
	TOTAL FUND REVENUE	106,880.18	124,955.52	492,109.31	(367,153.79)	25.39

CITY OF COLUMBUS
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DEPARTMENT 1570</u>					
210-511570-210 LIBRARY; AUDIT/ACCOUNT SVCS	.00	.00	1,500.00	1,500.00	.00
TOTAL DEPARTMENT 1570	.00	.00	1,500.00	1,500.00	.00

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

Item #4.

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
210-555000-111	LIBRARIAN SALARY	5,903.40	11,647.56	72,820.18	61,172.62	15.99
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR	3,940.12	7,822.86	51,221.66	43,398.80	15.27
210-555000-113	LIBRARY; PART-TIME	11,739.57	21,677.61	155,337.45	133,659.84	13.96
210-555000-151	LIBRARY; SOCIAL SECURITY	1,661.20	3,164.83	21,917.63	18,752.80	14.44
210-555000-152	LIBRARY; RETIREMENT	1,187.76	2,277.13	16,327.21	14,050.08	13.95
210-555000-154	LIBRARY; INSURANCE BENEFIT	2,241.24	8,232.48	41,924.52	33,692.04	19.64
210-555000-155	LIBRARY; LIFE INSURANCE	11.46	22.92	116.78	93.86	19.63
210-555000-156	LIBRARY; LT DISABILITY	31.14	62.28	434.15	371.87	14.35
210-555000-195	LIBRARY; CUSTODIAN	610.80	1,179.86	7,125.73	5,945.87	16.56
210-555000-210	LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219	LIBRARY; PROFESSIONAL FEES	139.00	239.00	350.00	111.00	68.29
210-555000-220	LIBRARY; BANK FEES	11.08	20.97	125.00	104.03	16.78
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER	464.50	464.50	5,500.00	5,035.50	8.45
210-555000-224	LIBRARY; HEAT	.00	358.18	2,000.00	1,641.82	17.91
210-555000-225	LIBRARY; TELEPHONE & DATA	101.79	120.59	1,650.00	1,529.41	7.31
210-555000-249	LIBRARY; REPAIR & MAINTENANCE	14,215.16	16,888.00	6,000.00	(10,888.00)	281.47
210-555000-250	LIBRARY; ELEVATOR SERV/REPAIR	.00	.00	2,500.00	2,500.00	.00
210-555000-310	LIBRARY; WEB MEDIA	.00	853.83	800.00	(53.83)	106.73
210-555000-311	LIBRARY; POSTAGE	.00	.00	600.00	600.00	.00
210-555000-312	LIBRARY; SUPPLIES/OPERATNG EXP	497.59	920.53	9,500.00	8,579.47	9.69
210-555000-313	LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314	LIBRARY; EQUIPMENT	70.42	70.42	3,500.00	3,429.58	2.01
210-555000-315	LIBRARY; DELIVERY	6,126.00	6,126.00	6,126.00	.00	100.00
210-555000-316	LIBRARY; FURNITURE & FIXTURES	.00	.00	3,000.00	3,000.00	.00
210-555000-330	LIBRARY; SAFETY TRAINING	.00	.00	500.00	500.00	.00
210-555000-331	LIBRARY; COPIER	381.07	381.07	2,500.00	2,118.93	15.24
210-555000-333	LIBRARY; EDUCATION & TRAVEL	.00	.00	1,000.00	1,000.00	.00
210-555000-371	LIBRARY; ADULT AUDIO VISUAL	.00	.00	3,000.00	3,000.00	.00
210-555000-372	LIBRARY; YOUTH AUDIO VISUAL	.00	.00	600.00	600.00	.00
210-555000-373	LIBRARY; YOUTH BOOKS	737.20	737.20	8,000.00	7,262.80	9.22
210-555000-374	LIBRARY; PERIODICALS	.00	.00	2,000.00	2,000.00	.00
210-555000-375	LIBRARY; REFERENCE MATERIALS	.00	.00	350.00	350.00	.00
210-555000-376	LIBRARY; SOFTWARE/DATABASES	1,002.27	1,002.27	1,750.00	747.73	57.27
210-555000-377	LIBRARY; ADULT BOOKS	295.22	295.22	12,000.00	11,704.78	2.46
210-555000-378	LIBRARY; TEEN BOOKS	.00	.00	1,800.00	1,800.00	.00
210-555000-385	LIBRARY; YOUTH PROGRAMMING	130.58	130.58	6,000.00	5,869.42	2.18
210-555000-386	LIBRARY; ADULT PROGRAMMING	609.96	609.96	5,000.00	4,390.04	12.20
210-555000-387	LIBRARY; PUBLIC RELATIONS	.00	.00	1,000.00	1,000.00	.00
210-555000-389	LIBRARY; DIGITAL MEDIA POOL	3,073.00	3,073.00	2,983.00	(90.00)	103.02
210-555000-511	LIBRARY; PROP, LIAB, WC INS	.00	.00	3,800.00	3,800.00	.00
210-555000-805	LIBRARY; SCLS CONSORTIUM	.00	22,460.00	22,550.00	90.00	99.60
TOTAL LIBRARY		55,181.53	110,838.85	484,109.31	373,270.46	22.90

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY - ANNEX</u>					
210-555100-224 ANNEX; HEATING/UTILITIES	149.92	592.86	4,500.00	3,907.14	13.17
210-555100-249 ANNEX; REPAIRS & MAINTENANCE	.00	.00	1,500.00	1,500.00	.00
210-555100-312 ANNEX; MISC OPERATING EXP	14.44	14.44	500.00	485.56	2.89
TOTAL LIBRARY - ANNEX	164.36	607.30	6,500.00	5,892.70	9.34
TOTAL FUND EXPENDITURES	55,345.89	111,446.15	492,109.31	380,663.16	22.65
NET REVENUES OVER EXPENDITURES	51,534.29	13,509.37	.00	(747,816.95)	1.81

DIRECTOR'S REPORT

Youth Programs

- The youth department has created a strong partnership with Home Again Assisted Living with the Homeschool group and Storytime each visiting once a month.
- Book Dragons Writing Lab has been meeting monthly with a great group of authors.
- The Homeschool Program continues to be popular with several families participating every Monday afternoon.
- The regular programs including storytime, music & motion, crafternoon, Pokémon, Lego club, and babies on blankets all continue to be well attended.

Adult Programs

- Tech Tuesdays started in February with an information gathering session the first week and a one-on-one smartphone program the 2nd week. Both weeks lunch was provided.
- The Joys of Seed Tapes was presented at the Library on Tuesday, March 4 with Ardyce Piehl and Kate Rietmann of the Columbia County Master Gardeners.

Upcoming Programs

- Author Robert Root will be joining us on March 20. He will be talking about his book Walking Home Ground: In the Footsteps of Muir, Leopold, and Derleth.
- Tech Tuesdays will resume on March 25. We will be joined by employees of Farmers & Merchants Union Bank who will be going over scams and how to protect yourself.
- In March we will once again be welcoming Valerie Biel to the Library to do a tween creative writing workshop.
- The City of Columbus has declared March 20 at Fred Dartt Day, to coincide with National Frog Day. The Library will be doing frog themed youth programs that week to celebrate the day.
- March 19 will officially be the first day of Stitching Stars Crochet Club at the Library.
- Kristen Hart will be hosting monthly adult craft nights starting in March. The first will be on March 26.
- April 1 Chad Lewis will be giving a presentation on Wisconsin's Gangster Past










Meetings

- 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. This summer we will be doing several events together and will advertise it together.
- For April the Columbia County Libraries will be hosting a "Library Tour." Patrons are encouraged to visit at least 6 Columbia County Libraries and then they can be entered to win a prize basket.
- At the SCLS meeting on March 20 the Directors will get a report from the ILS committee about the option of switching away from Biblioovation to a new ILS system.

Buildings and Grounds

- There was a small leak in the entryway. Great Lakes Roofing came and discovered a nail was popping out of the step flashing. The roof is still under warranty so it was taken care of.
- The bathroom remodel is underway! The former men's room has had all fixtures removed and drywall put up.



Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% (Item #5. from 2024 to 2025)
	Visits (# door counts)	5,498	10,409	10,081	67,146	+3.25%
	Items Borrowed (total)	4,923	9,876	9,663	58,538	+2.2%
	% Columbus residents		52%		50%	
	% Fall River residents		11%		13%	
	% Other Columbia County		21%		21%	
	% Dodge County		12%		10%	
	% Other		5%		6%	
	Digital Items Borrowed (# checkouts)	1,115	2,496	2,512	14,759	-.63%
	Books by Mail (# items sent)	13	27	60	259	-55%
	Public Wi-Fi (# sessions)	3,990	7,876	10,282	56,084	-23%
	Public Computer Use (# sessions)	213	463	459	3,077	+ .87%
	Wireless Printing & Faxing (# jobs)	52	124	155	967	-20%
	Community Use of Rooms (# attended)	97	202	155	1,171	+30%
	Patrons Added (# added)	22	47	56	368	-16%

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	19	257	3
Children	8	119	0
Teen	2	17	0
Adult	9	169	0
General Interest	3	74	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> <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> <p>1/2025- Summer Library Programs have been booked to be both on</p>
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	<p>the Library lawn at 1:00 and in the park at 6:00 1/2025- The Public Services Department heads and The Community Collaboration group both met in January. This has created a great cohesion across events that happen in Columbus. 2/2025- Reached out to Farmers and Merchants about adding a book drop to Fall River. 3/2025- Attended a strategic planning session for City of Columbus staff.</p>
<p>Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement.</p>	
<p>Activities-</p> <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. 	<p>Evidence-</p> <p>3/27/24- Met with Deb Haeffner to make preliminary plans for the bathrooms and circ desk 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. 6/27/24- conducted a community meal to discuss accessibility issues in the library and solutions to fix them. 8/2024- Met with Jake Bisbee about the bathroom project. 8/2024- Complete the CAE grant on the circulation desk 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. 9/25/2024- Building and Grounds committee met to go over plans for the bathroom remodel. 10/2022- Started the bathroom remodeling project 10/2024-Started the circulation desk remodeling project 11/2024- The Circulation desk lowering has been completed. We are waiting for the top to be completed. 12/2024- Met with carpenter to measure out the desk top. It's currently in the building stages. 1/2025- Desk top is being installed. 1/2025-Going back to beginning stages of bathroom remodel. Looking for contractors to take on the project. Must be paid for by June 1. 2/2025- The Desk Top project has been completed and payment from the 2024 budget has been submitted. 2/2025- Met with a new contractor on 2/24 to go over the bathroom remodel. 3/2025- Started the bathroom remodeling project</p>
<p>Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.</p>	
<p>Activities-</p>	<p>Evidence-</p> <p>4/2024- Amanda and Catherine are taking the class "Libraries and the Customer Experience" online</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>5/3/2024- Attended one day of the WAPL conference 5/16/24- Attended vendor demo virtually for ILS programs for SCLS 6/4/24- We had staff meeting to go over the SLP June/July- Created fun t-shirts with the staff that promote the library 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. 9/2024- Had a staff quarterly meeting on September 4 to review SLP and go over Fall programs. 9/2024- Reviewed the State of Wisconsin Retention Policy and changed our practices to keep patron data more secure. 11/2024- Completed the course “Working with your Library Board” from the ischool 12/2024- Library closed for a few hours for the staff to attend the City of Columbus Christmas Party. 2/2025- Conducted a quarterly staff meeting 2/2025- Reviewed the job description of the Youth Services Coordinator and made updates 3/2025- Had a quarterly staff meeting</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 • 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 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 5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection. 6/2024- The weeding of adult non-fiction continues 6/2024- We added an “After Hours Book Club” to accommodate patrons who have asked for later programs. Nine people attended the first meeting. 6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year. 8/2024- Concluded the Summer Library Program with 572 participants. 9/2024- Got through with weeding the entire adult non-fiction section. 9/2024- Continue to collect and evaluate suggestions from patrons on programs. 9/2024- Met with the Program team to come up with the Winter Reading Program theme and start brainstorming ideas. 11/2024- Have added board game collection and disk golf kit from suggestions in the Suggestion Box</p>
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	<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> <p>1/2025- Started over weeding collections of the library to make space for new materials.</p> <p>1/2025- Added puzzles and more games to our collection based on feedback from our suggestion box.</p> <p>1/2025- Winter reading program is currently happening and events the summer are planned out.</p> <p>2/2025- Did some major weeding projects including CDs, Adult Fiction, and Youth Non-Fiction</p> <p>2/2025- Have rough drafts of our summer reading program booklets for youth and adults, and have all performers scheduled.</p> <p>3/2025- Continue to work with Recreation to create a summer long cohesive program for youth in the community</p>
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The Columbus community formed a library association on January 20, 1877, with the donation of 54 books from former Governor and Columbus City resident James Lewis. It was located in two rooms located over the former Griswold building and the current Sharrow Drug Store. at 100 S. Ludington Street. The library moved to the front two corner rooms of City Hall in 1887, at which time the library was a subscription library. In 1910 The Columbus Women’s Civic Club solicited the Carnegie Foundation for a \$10,000 grant for a library. On October 14, 1910, the city purchased 2 lots at James st and Dickason Blvd. The Women’s Club raised additional money to furnish the library. This is the current location of the library.

In 2016 the Library Annex was purchased and is the home to several of the library’s community partners including the Columbus Literacy Council. It is also the home of the Friends of the Library Book Store. The second floor is rented to local artists as studio space. It also serves as additional meeting and program space. There are many times when there are a more than one program scheduled at a time. The space is small but it comes in handy.

The Library’s Mission and Values:

Mission Statement

The Columbus Public Library promotes a vibrant and welcoming community by connecting people, information, and ideas to enhance the regional quality of life.

Library Values

We strive to be a civic and cultural center at the heart of our community, responsive to ongoing and Immediate needs. We are a safe, non-judgemental, friendly destination for individual pursuits and an active gathering place for all.

We support traditional readers and information-seekers of all kinds. We are the go-to place for free access to resources that support collaboration, knowledge, exploration, and fun.

THE LIBRARY TODAY:











The library over the last several years has become an integral part of the city and surrounding communities. They partner with the schools, churches, local business, senior housing facilities and other city departments. They are involved in community events and support programs and services.

The library has tried over the years to make the most of the limited space. They have remodeled (paint, carpet and furniture) to make the space welcoming. The collections have shifted to make better use of the space. The changes have provided a better space for teens, made the collection more accessible and repositioned computers for more private use. They have added storage to the already small meeting room to make it easier for staff to do programming. But, what they haven’t managed to do is get more space.

Areas of the library that are in most need of more space are:

Program/Meeting Spaces, Study Rooms, Collection and Staff areas.



2024 Columbus Public Library Service Data		
WI Public Library Service Data		
	Square Footage	6,200
	Staff	6.35
	Hours per Week	52
	Registered Users	3,706
	Items Borrowed	57,672
	Use of E-Books, E-Audio, and E-Magazines	14,759
	Number of Programs	445
	Program Attendance	9,670
	Wireless Internet Uses	56,048
	Uses of Public Internet Computers	3,077

Program Space:

The library has steadily increased programming and training opportunities. Some are both in person and virtual (a byproduct of COVID) but most are in person and well attended. The number of programs and attendees are steadily increasing post COVID. The current program space is small. Program and meeting space have become vital to libraries.

If the Columbus library wants to hold a larger program they have to:

- 1) seat people on both floors with a virtual option on one level
- 2) hold it outside if weather permits
- 3) move it to a different facility (Community Center, 161, Library Annex, school).

1) For the first option, half the audience sees the program in person, the other is on a separate floor. Not great for the presenter or the library's service model.

2) While they do hold several of the large summer library program events outside, there is obviously the weather to consider. Too hot, too cold, rain, or storms will force them to plan for an alternative location. This is time consuming for setup, getting the presenter to move, and notifying attendees of new location. Additionally, being outside, it's harder to control noise and traffic.

3) For the last option, moving a program to another facility means more staff time to move equipment, materials, props, etc. off site. Then, after the program instead of participants staying in the library and checking out materials and socializing with others (children in particular), they just leave the event. None of these are ideal options for successful events or the best use of staff time and resources.

A library today needs a variety of program spaces for various ages and types of programs. There are larger program spaces that can be divided into two smaller spaces. There are separate areas that can be Makerspaces and there are Storytime Rooms. These spaces are flexible but it's also advantageous to have dedicated storage and setups to save time and effort for the staff. Most staff is part time and they have many other duties including programming.

Study and Meeting Spaces:

For many years, libraries are providing study rooms and meeting rooms for their patrons and community to use. These study rooms are constantly booked. They are smaller spaces to seat 2, 4, 6 or 8 people. They are used for tutoring, tele-health calls, interviews, test proctoring, group study and other creative uses. Slightly larger spaces are used for book groups, board meetings, staff meetings, training, etc. These spaces can be used by patrons or any member of the community.

Collection:

The collection has to be constantly weeded so they can add new books and audio/visual materials. While the library is part of the South Central Library System's LINKcat catalog (which means they can get materials from any library in the system), it would be desirable for a patron to be able pick items off the shelf. There will always be a need for the interlibrary loan, but it would still be nice to have room for more new materials and not have that be at the expense of still relevant items being deleted.

Currently, the shelving is too tall for ADA accessibility. There is also barely enough room between and among shelving for proper accessibility. There is no room for growth. There's not enough room for lounge seating in and among the various areas. The public has asked for a larger collection. Collection that is easier to browse will be used more.

PROGRAMMING AT THE LIBRARY

Item #10.

Many programs are too large for the meeting room so are held on the first floor (and sometimes on both floors at the same time)



Programming held simultaneously on both floors because the meeting room was not large enough to hold the participants.



Program with The Workshop folks. Program on first floor and accompanying hands on program downstairs in meeting room.



Popular Summer Library Program has to be held at the Columbus Elementary School because there's not enough room at the library.



Storytime at Home Again Assisted Living



Storytime with Crafts



The incredibly popular Summer Library Program, Zoozort, was held at the Community Center because there was not enough room at the library



Large crowd for the Lincoln program.



Summer library program held outside of the library.



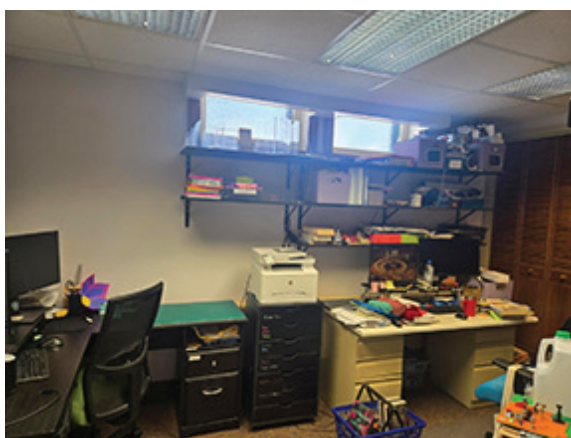
Staff Work Spaces:

Item #10.

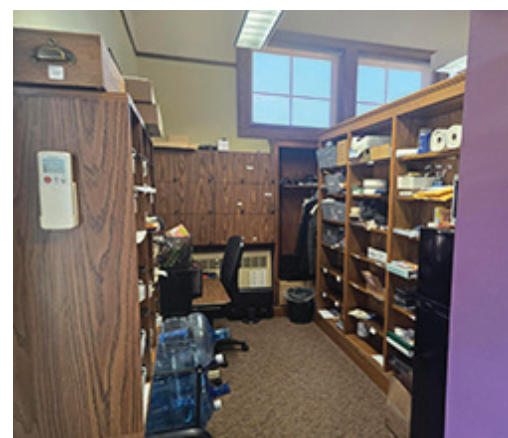
Another significant issue is the lack staff work space. The director shares an office with another staff member. Neither of them can have meetings or phone calls that are private. If the director needs to meet with a patron, staff person, board member, vendor, etc., the other person has to leave their office. The same can be said for the children's librarian who also shares an office. Additionally, the children's office has storage and is a program prep space. There is also no staff workroom. Library staff need a workroom not only for some staff workstations (for both individuals and shared) but they need space to process materials. There should be a space to process new items. This requires, cases, plastic to protect book covers, labels, and all supplies to do that. They also need space to check in and process the Interlibrary loan items. They need room for shelving, carts, extra buckets, storage for supplies and actual workspaces. Currently, all of that happens at the circulation desk. This means it happens while they are helping patrons, checking materials out, answering reference questions, registering new patrons, helping someone at the computer and trying to monitor the space. There is no space for them to just concentrate on their daily duties. There is no place for them to take a break or eat lunch. They have made it work for years but ultimately, a staff that can work efficiently is going to give their patrons the best service possible and they will feel less frustrated and be even more productive.



Amanda & Catherine's Office



Children's & Marketing Office



General Staff Work Room

In 2023, the library did their Strategic Plan. They surveyed the city (and surrounding communities) for their opinions, ideas and desires. It has been shared with the city and is online. I will re share just a few things.

Quotes from the library services survey indicate that the library is a welcoming place for making connections with information and each other

- A space to play with small children, so they can learn, but also a place for them to meet other kids.
- Accessibility to information, books, media, ideas. The Staff is incredible knowledgeable and helpful.
- A place where all are welcome

Additionally, respondents provided suggestions for library improvement

- The programs for adults are great..please continue them...both in person and zoom.
- More space for larger and varied programming. More collection space.
- It could be larger, but it gets the job done.

What makes our community unique and special?

- It's a small community with great history and resources for everyone.
- Very inclusive, great place to meet others and do fun programs.
- Supportive neighbors.

When asked to rate the importance of library services, 98 respondents reported that the library is important to them. The top four services rated by respondents are: 1) Borrowing library materials, 2) Library internet and wi 3) Library programs (for all ages), and, 4) public meeting space.

For the space needs evaluation I looked at population numbers of peer communities and the size of their libraries. I considered the areas that need growth for a more desirable and productive library space for all ages and u
 Several years ago, there was an expansion plan. I looked at that space and examined how that square footage could be utilized into more usable space for today's library functions. I made sure collection would fit, the staff spaces were considered, added much needed study and meeting room options as well as spaces for technology and reader seating and play areas for kids. That original addition was close to what was needed.

Item #10.

The following is the space needs assessment breakdown.

Here is the population breakdown and projected growth to 2040. We use the population numbers to help determine library standards based on state standards collected from annual reports on collections, populations, budgets, programming stats, hours open, etc.

Population Estimates WI Dept. of Administration (DOA)					
Year	Columbus, City	Fountain Prairie, Town	Fall River, Village	Elba, Town	Columbus, Town
2023	5,484	936	1,807	1,030	632
2040	6,290	1,070	2,465	920	595

From these same statistics, I pulled the peer libraries across the state with similar municipal populations. It also includes the non-resident population numbers. Those are all registered borrowers from surrounding municipalities. As you can see most of the libraries with a similar municipal population have libraries with at least double our 6,200 square footage

2023 Municipality	Municipal Pop.	Square Footage.	Add'l. Co. Pop.	Ext. Co. Pop.
Baldwin	4,374	7,346	3,752	8,126
Berlin	5,527	18,868	1,990	7,517
Chilton	4,102	9,767	17,165	21,267
Clintonville	4,686	14,124	2,419	7,105
Columbus	5,484	6,200	4,044	9,528
Cross Plains	4,146	16,500	2558	6,794
Edgerton	5,995	17,652	4,061	10,056
Elm Grove	6,516	9,150	164	6,680
Evansville	5,821	16,473		
Mayville	5,207	7,200	2,763	7,970
Medford	4,377	13,000	9,984	14,361
Milton	5,674	16,000	6,660	12,334
Minocqua	5,024	14,233	7,519	12,543
North Fond du lac-Spillman	5,346	7,372	1,586	6,931
Farnsworth, Oconto	4,565	11,000	8,334	12,899
Prairie du Chien	5,488	18,974	6,723	12,211
Prairie du Sac	4,435	13,490	3,111	7,546
Random Lake	5,259	11,100	495	5,754
Richland Center	4,972	20,000	10,032	15,004
Union Grove	5,076	7,200	6,659	11,735
Viroqua	4,375	14,000	10,864	15,239
Waterford	5,709	18,239	16,694	22,403
Waterloo	3,646	13,580	901	4,547
Waupaca	6,392	24,000	11,305	17,697
Wis. Dells	6,826	22,636	861	7,687

Basic Information:

Design Population: 5,484 with additional Non-Resident Population of: 13,572

Collection Space Required:

The projected collection size will be approximately 41,000 items.

Collection space needs approximately 4,100 sq. ft

Seating Spaces:

User Seats

Square Footage

Total Reader seating **not** including computers or meeting room seating:

Adult casual and table seating suggested Based on populations served	38	1,520
Teen casual and table seating suggested Based on populations served	12	480
Children casual and table seating suggested Based on populations served	28	1,120

Total Reader casual and table seating 78 3,120

Computer and Tecnology Seating

Computer Seats

Square Footage

Adult/ Teen Desktop Workstations plus OPAC station	6	240
Children Desktop Workstations	4	160
Total Computer/Technology Seating	9	360

Total Reading Seating and Technology 3,520 Sq. Ft.

Staff Spaces

Square Footage

Director's Office	180
Other Enclosed Offices	260
Circulation Workstations	440
Children's Service Desk	110
General StaffWorkspace	380
Staff Lunch/Break Room	140

Total Staff Square Footage 1,510 Sq. Ft.

Meeting and Gathering Spaces: Square Feet

Item #10.

Meeting Room	975
Conference Room	270
Makerspace	390
Storytime Room	655
Local History Room	180
Adult Study Room #1	100
Adult Study Room #2	90
Adult Study Room #3	90
Child/Family Study Room	130

Total Meeting/Gathering Spaces 2,880 Sq. Ft.

Miscellaneous Spaces: Square Footage

Friends Book Sale Space	100
Mother's/Sensory Room	90
Copiers	50
Microfiche	40
Entry/Stairs/Vestibule/Elevator	1552
Storage	490
Serving Kitchen for Comm. Rm.	155
Restrooms	480
Mechanical/IT	620

Total Miscellaneous Spaces: 3,575 Sq. Ft.

Total Square Footage 15,585 Sq Ft.

Structural/Non-Assignable Space + 10% 1,584 Sq. Ft

Gross Square Footage 17,159 Sq. Ft.

Minus existing 6,200 Sq. Ft.

10,959 Sq. Ft. addition

Space Comparison;	Existing Space	New
Adult Collection	1,000	2,500
Adult Seating	520	1,460
Teen Collection/Seating	176	385
Children's Collection	576	2,100
Adult Technology	75	170
Children's Computers	60	60
Study Rooms	0	410
Community Room	370	973
Conference Room	0	266
Makerspace	0	390
Storytime Room	0	655
Local History Room	0	176
Rest Rooms	153	480
Staff Space	780	1,510

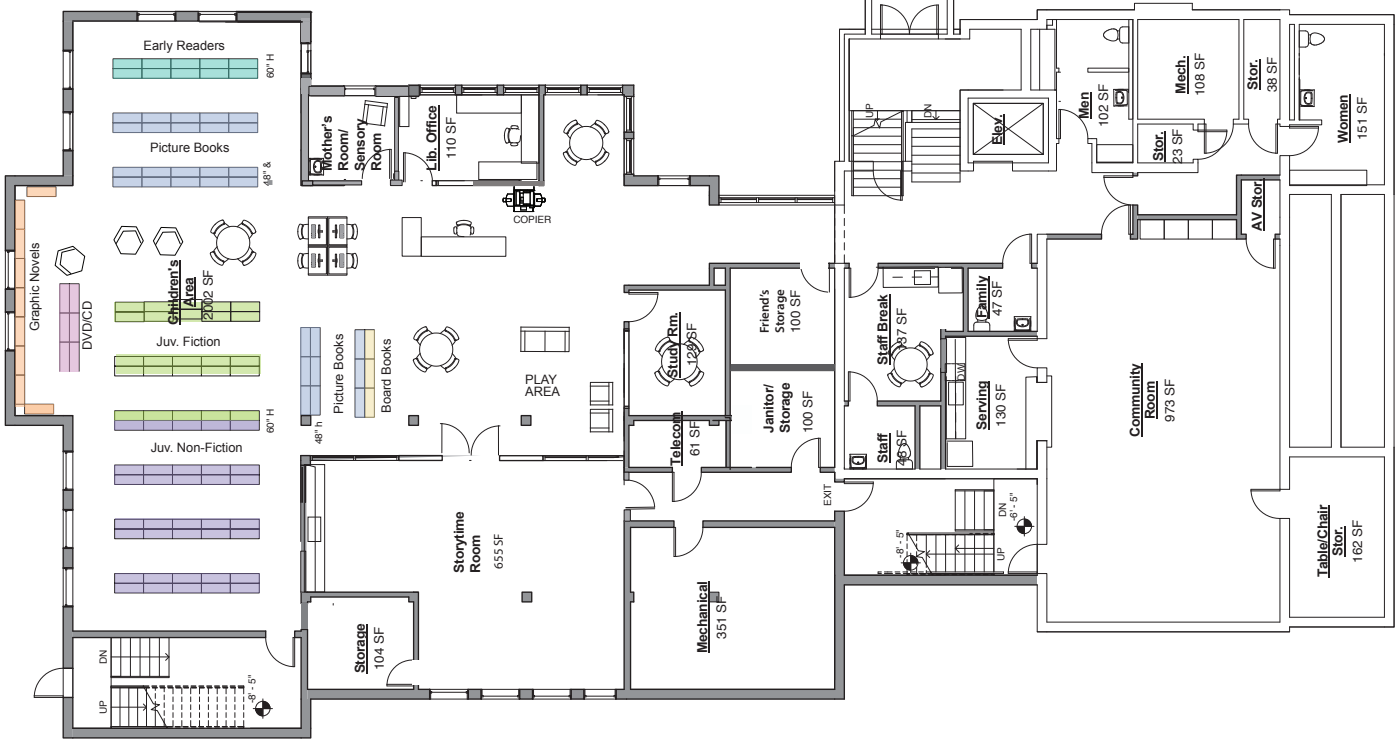
Coll Code	Shelf Loc	Item Count	Growth	Proj. Coun	%out	Total Coll	shelf ht.	of DF seq	Ft needs	by24
CDAFI	ABC	252	-50%	125	6%	118	72/10	0.5		
CDANF	ABC	80	-50%	40		40	72/10	0.2		
CDJFI	ABC	5	-50%	5		5	72/10			
CDY	ABC	2	-50%	2		2	72/10			
DAPAFI	ABC	59	-50%	30		30	72/10	0.1		2
DAPANF	ABC	4	-50%	4		4	72/10			
DAPJ	ABC	9	-50%	9		9	72/10			
DAPY	ABC	2	-50%	2		2	72/10			
BKAFI	AD	2144	100%	4288	10%	3860	72/10	14.5		360
BKAFICN	AD	411	25%	510	3%	357	72/10	1.5		36
BKAFIFA	AD	143	300%	429	2%	420	72/10	1.5		36
BKAFIGN	AD	7	100%	14		14	72/10	0.1		2
BKAFIMY	AD	789	100%	1578	10%	1420	72/10	5.5		132
BKAFIRO	AD	843	100%	1682	12%	1480	72/10	5.5		132
BKAFISF	AD	68	300%	210		210	72/10	1		24
BKASU	AD	753	100%	1506	19%	1220	72/10	4.5		108
BKAFISP	AD	13	500%	65		65	72/10	0.25		12
BKAFIWL	AD	2				2	72/10			
BKANF	AD	3955	100%	7908	5%	7513	72/10	28		840
BKANFGN	AD	51	100%	100		100	72/10	0.5		12
BKANFSP	AD	8					72/10			
BKANFWL	AD	17					72/10			
CDAFI	AD	215	0%	215	8%	198	72/10	0.75		18
CDAMS	ADMUSIC	906	0%	906	2%	888	72/10	2		48
CDANF	AD	45	0%	45		45	72/10	0.25		6
DBRAFE	AD	182	0%	182	2%	178	72/10	0.4		12
DBRANF	AD	4	0%	4		4	72/10			
DBRATV	AD	13	0%	13		13	72/10			
DVDAFE	AD	1432	0%	1432	5%	1350	72/10	3		72
DVDANF	AD	160	0%	160		160	72/10	0.4		12
DVDATV	AD	404	0%	404	7%	376	72/10	1		24
EQ	AD. Keyboards	33		33		33		2		48
KTA	AD. Looms	4		4						
LPFI	AD	295	300%	885	6%	844	72/10	3		72
LPFIMY	AD	7	500%	35		35	72/10	0.2		6
LPNF	AD	20	300%	60		60	72/10	0.3		7
MAA	AD. 20 titles	449					72/8	1		24
SOA	AD	123	0%	123	7%	115	72/10	0.5		12
SOJ	AD	10	0%	10		10	60/8			
VGA	AD	24	0%	24		24	60/8			
VGJ	AD	5	0%	5		5	60/8			
BKANF	ADRF	30	0%	30		30	72/10			
BKANF	ARC	43				43	72/10	0.2		6
BKANFLM	ARC	220				220	72/10	1.5		36
DVDANF	ARC	5				5	72/10			
BKANF	ASK	32				32	72/10	0.2		6
BKANFED	ASK	2				2	72/10			
BKJNF	ASK	2				2	72/10			
CDJMS	ASK	2				2	72/10			
EQ	ASK	22				22				
KTA	ASK	9				9				
KTJ	ASK	68				68				
BCDJ	CH	17	0%	17		17	60/8			
BKJBG	CH	44	0%	44		44	60/8	0.3		7

Item #10.

Coll Code	Shelf Loc	Item Count	Growth %	Proj. Count	%out	Total Coll	shelf ht.	of DF seq	Ft needed	by 24
BKJFI + PA	CH	2638	100%	5276	12%	4643	60/8	21	Item #10.	
BKJFICH	CH	1					60/8			
BKJFIGN	CH	687	50%	1031	15%	876	60/8	4	96	
BKJFISP	CH	4	500%	20		20	60/8			
BKJNF	CH	3556	50%	5334	8%	4097	60/8	19	570	
BKJNFGN	CH	109	50%	150		150	60/8	1	24	
BKJNFSP	CH	5	500%	25		25	60/8			
BKJNFWL	CH	3	500%	15		15	60/8			
CDJFI	CH	90	0%	90		90	60/8	0.5	12	
CDJMS	CH	41	0%	41		41	60/8	0.2	6	
CDJNF	CH	1	0%	1		1	60/8			
DAPJ	CH	9	0%	9		9	60/8			
DBRJ	CH	50	0%	50		50	60/8			
DVDJFE	CH	802	0%	802	5%	762	60/8	2.5	60	
DVDJHL	CH	1	0%	1			60/8			
DVDJNF	CH	4	0%	4			60/8			
ERJFI	CH	1134	100%	1168	12%	1028	60/8	3	72	
ERJNF	CH	266	100%	532	18%	436	60/8	1	24	
KTJ	CH	2				2	60/8			
MAJ	CH 1 title	83				83	60/8			
PBJFI	CH	3520	25%	4400	12%	3872	48/6	13	312	
PBJFIBB	CH	350	25%	440	24%	335	48/6	1	24	
PBJFIWL	CH	22				22	60/8			
SOA	DE	44	0%	44		44	60/8	0.5		
SOJ	DE	11	0%	11		11	60/8			
LPFI	GEN. Rotating	181	0%			181	72/10	1	24	
BKANF	LHR	5				5	72/10			
BKANF	OF	42				42	72/10			
BKANF	ST Storage	12				12	72/10			
BKANFLM	ST Microfilm	93				93	72/10			
CDY	TE	11				11	72/10			
MAY	TE	11				11	72/10	1	24	
BKYFI	YA	837	200%	1674	10%	1507	72/10	6	144	All Teen
BKYFIFA	YA	30	200%	60		60	72/10			
BKYFIGN	YA	371	50%	557	7%	518	72/10	2	48	
BKYFIGNMG	YA	1					72/10			
BKYFIMY	YA	8	300%	25		25	72/10			
BKYFISF	YA	25	200%	50		50	72/10			
BKYNF	YA	152	200%	304		304	72/10	1	24	
BKYNFGN	YA	5	500%	25		25	72/10			
PAYFI	YA	17	200%	34		34	72/10			
TOTALS						Items: 41092		Sq. Ft. needed	4109	

As you can see, there is a desire for significant growth for some collections: adult fiction, mysteries, large print, early readers, picture books, juvenile fiction, teen collections, graphic novels and spanish collections for all ages.

There have been areas in the audiovisual collection like books on CD and music CDs which are being reduced due to less use and need for shelf space. Several of the AV collections like DVDs will maintain or be reduced over time.



This is modification of the proposed addition from a few years ago to make the spaces reflect the services and needs for a library now and into the future.

It does not reflect a FINAL plan for a library. It is just how the spaces could work together and to confirm collections will fit into a larger space.

