



Library Board Meeting Agenda

Tuesday, November 19, 2024 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call, Introduction of Visitors, Public Input

Notice of Open Meeting

Approval of Agenda

Approval of Minutes

1. October 15, 2024 Library Board Minutes

Reports

2. Financial Secretary's Report

3. Bills- \$2,593.53

4. Budget Comparison

5. Library Director's Report

6. Library Director Goals

7. President's Report

Literacy Council

Friends of the Library

Correspondence

Committee Reports

Trustee Training

8. Making Sense & Cents of a Library Building Project: The Library Trustee Role

Unfinished Business

New Business

9. Staff Christmas Gifts

10. Redbud Players Annex Agreement

Adjourn

**Columbus Public Library
Library Board Meeting
Tuesday, October 15, 2024
Phyllis Luchsinger Callahan Meeting Room**

Call to Order: Pete Kaland called the meeting to order at 5:00 p.m.

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

Approval of the Agenda for October 15, 2024: Due to another commitment, it was agreed to reverse the Agenda order and address Unfinished Business first. Jim moved and Nora seconded a motion to approve the Agenda. Motion carried.

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

Reports

Financial Secretary's Report: CPL received a 1,000 donation from Dr. Rolf Poser. SCLS Foundation account continues to appreciate, up \$5,680.18 from last month. CDAR1 rolled over 8/29/24 at 5.20%.

Bills: Bills of \$6,737.36 submitted. Jim moved and Shirley seconded a motion to approve the bills. Motion carried.

Budget Comparison: Through September 74.18% of budget has been spent.

Library Director's Report: Sue Mathwich received an SCLS Foundation Award at the Waunakee Public Library on October 3. Pete Kaland, Shirley Berkley, Sue Salter, Merry Anderson, and Amanda Wakeman attended the event.

CPL was awarded a \$4,000 grant from the Columbus Area Endowment to make the circulation desk more accessible and to replace the top. See Unfinished Business.

Nathan Barnes of the Columbus Fire Department presented storytime to celebrate Fire Prevention Week.

CPL participated in the Columbus Beautification Committee fundraiser "Spruce Up the Cans." CPL purchased the right to decorate a refuse can. Heather did a magnificent job painting "our" can, which will be displayed in a Columbus park.

Upcoming Programs:

10/20-CPL taking part in Columbus PTO Trunk or Treat
10/23-STEAM: States of Matter with Butter with Royal Guernsey Creamery
10/24-Creepy Classic Movie: "The Ghost and Mrs. Muir"

10/27-CPL taking part in Fire Station Trick-or-Treat event
 11/5-Adult Trivia Night
 12/8-CPL will participate in annual Christmas train event
 January-Winter reading program "Once Upon a Snowy Day"

Meetings:

9/20-Columbia County Library Board and Directors met in Pardeeville. Wyocena and Pardeeville will now be a joint library with two buildings, one director and one budget.
 9/25-Amanda and the Directors from Rio and Portage presented the 2025 County budget to the Columbia County Finance Committee. The budget was approved unanimously at 73%.
 10/24-SCLS Foundation Board meeting at SCLS headquarters in Madison.

Buildings: The ballast burned out on a downstairs office light. S&S Electric installed a new LED fixture as part of replacing all fixtures with LED.

Library Director's Goals:

Met with city departments and community groups to discuss collaborating on city events to make them as successful as possible. Will meet quarterly.
 Met with Building & Grounds committee to go over plans for bathroom remodel to make it more accessible. See Committee Reports.
 Installation of crosswalk lights on indefinite hold.

President's Report: None

Friends of the Library: Sales slow currently. FOL participated in Culver's benefit on 10/14 and will participate in the fall wine walk on 11/30.

Literacy Council Report: The new white board and markers are available in the Annex for everyone's use. A memorial gift was used for purchase.

Correspondence: None

Committee Reports:

Personnel Committee: DNM

Building and Grounds Committee:

For the remodeling project to make the bathroom, the only bathroom in the Library, ADA compliant, Deb recommended making a single stall family restroom. Doors will lock. J. Bisbee quoted \$15,200. The upgrade will be funded with a \$10,000 grant from ALA plus budget funds. Shirley moved and Jim seconded a motion to approve. Motion carried.

In view of the Columbus Area Endowment rejection of the FOL request for a grant to redo the Annex ramp, Board discussed options including possibly having a high school trades class do the work, looking into possible county or other funds, and researching alternative construction materials. Amanda will get additional information and quotes.

Trustee Training: None.

Unfinished Business:

Amending Annex Leases: A person with a pet photography business expressed interest in leasing the open studio space. Board discussed possible liabilities due to animal allergies and control. Current lease prohibits animals but may need to be amended to clarify use of space. Jim moved and Sue seconded a motion to deny with regret the request. Motion carried.

Columbus Area Endowment Grant: The Grant for the circulation desk upgrade was based on using a local vendor. Amanda searched for a local vendor and reported to the Rotary regarding the inability to comply with this restriction. It was waived and a quote of \$5,810 was submitted by a vendor from Cambria. Budget funds will make up the shortfall. Jim moved and Shirley seconded a motion to approve the quote and project. Motion carried.

New Business: None

Adjourn: Jim moved and Shirley seconded a motion to adjourn. Motion carried. Meeting adjourned at 5:50 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 11/19/2024

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	11/18/2024
FMUB checking	\$3,166.60	11/18/2024	\$11.59		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	\$ 52,682.22		-\$3,307.47		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
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
October 31, 2024	\$ 423,280.33		\$ 423,280.33	\$ (461.13)	\$ 678.63	\$ (7,572.00)	\$ 415,925.82

Vendor		Input Date	Amount
Department: Library			
JANE MORGAN MEMORIAL LIBRARY	BookPage Subscription	10/15/2024	\$ 223.20
ENVISIONWARE INC	RFD Taggins Station Support	10/15/2024	\$ 61.95
BRODART CO	Guiness Book 2025	10/15/2024	\$ 28.96
RHYME BUSINESS PRODUCTS LLC	Cleaning Supplies	10/15/2024	\$ 49.96
RHYME BUSINESS PRODUCTS	Copier Lease	10/15/2024	\$ 203.10
			\$ 567.17

Vendor	Invoice Number	Input Date	Amount
Department: Library			
BAKER & TAYLOR INC	Adult, youth , and YA Books	11/6/2024	\$ 1,069.74
DAILY CITIZEN - SUBSCRIPTIONS	Daily Citizen Subscription	11/6/2024	\$ 415.49
RHYME BUSINESS PRODUCTS	Copy Machine Lease	11/6/2024	\$ 376.14
COLUMBUS KIWANIS CLUB	Holidays Wreaths	11/6/2024	\$ 74.00
PREMIUM WATERS INC	Water Delivery	11/6/2024	\$ 40.99
WITNESS THE FITNESS	Toddler Yoga	11/6/2024	\$ 50.00
			\$ 2,026.36

Peter Volod 11/7/24

CITY OF COLUMBUS

REVENUES WITH COMPARISON TO BUDGET

FOR THE 10 MONTHS ENDING OCTOBER 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	36.99	449.96	900.00	(450.04)	50.00
210-474718-000	LIBRARY; FAX & COPIES	516.64	4,298.08	4,200.00	98.08	102.34
TOTAL MISCELLANEOUS REVENUES		553.63	152,088.10	152,431.42	(343.32)	99.77

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	147.99	3,254.65	1,000.00	2,254.65	325.47
210-484811-000	LIBRARY; GRANT REVENUES	.00	14,968.29	.00	14,968.29	.00
210-484820-000	LIBRARY; INTEREST INCOME	272.61	2,616.05	1,000.00	1,616.05	261.61
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	515.00	3,885.00	4,500.00	(615.00)	86.33
TOTAL OTHER FINANCING SOURCES		935.60	24,723.99	6,500.00	18,223.99	380.37

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		1,489.23	471,812.09	463,733.10	8,078.99	101.74
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CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

Item #4.

LIBRARY FUND

PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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LIBRARY

210-555000-111	LIBRARIAN SALARY	5,731.44	56,543.10	64,050.17	7,507.07	88.28
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR	3,825.36	39,164.41	49,729.68	10,565.27	78.75
210-555000-113	LIBRARY; PART-TIME	11,249.33	110,513.90	143,930.66	33,416.76	76.78
210-555000-151	LIBRARY; SOCIAL SECURITY	1,583.66	16,123.87	20,275.26	4,151.39	79.52
210-555000-152	LIBRARY; RETIREMENT	1,146.73	11,494.61	14,395.95	2,901.34	79.85
210-555000-154	LIBRARY; INSURANCE BENEFIT	2,804.80	33,048.00	37,657.25	4,609.25	87.76
210-555000-155	LIBRARY; LIFE INSURANCE	9.55	96.82	130.32	33.50	74.29
210-555000-156	LIBRARY; LT DISABILITY	31.14	311.40	379.27	67.87	82.11
210-555000-195	LIBRARY; CUSTODIAN	474.53	5,611.18	7,325.54	1,714.36	76.60
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	15.92	150.82	125.00	(25.82)	120.66
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER	491.64	4,356.86	5,500.00	1,143.14	79.22
210-555000-224	LIBRARY; HEAT	33.47	973.61	2,000.00	1,026.39	48.68
210-555000-225	LIBRARY; TELEPHONE & DATA	89.29	1,067.43	1,650.00	582.57	64.69
210-555000-249	LIBRARY; REPAIR & MAINTENANCE	419.61	2,723.96	6,000.00	3,276.04	45.40
210-555000-250	LIBRARY; ELEVATOR SERV/REPAIR	.00	2,309.68	2,500.00	190.32	92.39
210-555000-310	LIBRARY; WEB MEDIA	.00	813.16	600.00	(213.16)	135.53
210-555000-311	LIBRARY; POSTAGE	.00	398.94	600.00	201.06	66.49
210-555000-312	LIBRARY; SUPPLIES/OPERATNG EXP	3,121.38	10,472.23	9,500.00	(972.23)	110.23
210-555000-313	LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314	LIBRARY; EQUIPMENT	8.99	3,291.67	3,500.00	208.33	94.05
210-555000-315	LIBRARY; DELIVERY	.00	6,291.00	6,291.00	.00	100.00
210-555000-316	LIBRARY; FURNITURE & FIXTURES	.00	3,067.44	2,500.00	(567.44)	122.70
210-555000-330	LIBRARY; SAFETY TRAINING	.00	.00	500.00	500.00	.00
210-555000-331	LIBRARY; COPIER	203.10	2,504.67	2,500.00	(4.67)	100.19
210-555000-333	LIBRARY; EDUCATION & TRAVEL	93.70	783.56	1,000.00	216.44	78.36
210-555000-371	LIBRARY; ADULT AUDIO VISUAL	116.93	909.33	3,500.00	2,590.67	25.98
210-555000-372	LIBRARY; YOUTH AUDIO VISUAL	145.79	431.00	600.00	169.00	71.83
210-555000-373	LIBRARY; YOUTH BOOKS	1,109.12	5,344.64	9,000.00	3,655.36	59.38
210-555000-374	LIBRARY; PERIODICALS	223.20	1,396.27	3,000.00	1,603.73	46.54
210-555000-375	LIBRARY; REFERENCE MATERIALS	28.96	28.96	350.00	321.04	8.27
210-555000-376	LIBRARY; SOFTWARE/DATABASES	61.95	1,490.48	1,750.00	259.52	85.17
210-555000-377	LIBRARY; ADULT BOOKS	860.57	8,396.66	12,500.00	4,103.34	67.17
210-555000-378	LIBRARY; TEEN BOOKS	118.86	1,063.95	1,800.00	736.05	59.11
210-555000-385	LIBRARY; YOUTH PROGRAMMING	303.92	4,554.51	6,000.00	1,445.49	75.91
210-555000-386	LIBRARY; ADULT PROGRAMMING	52.82	7,886.56	5,000.00	(2,886.56)	157.73
210-555000-387	LIBRARY; PUBLIC RELATIONS	.00	585.00	1,000.00	415.00	58.50
210-555000-389	LIBRARY; DIGITAL MEDIA POOL	.00	2,841.00	2,841.00	.00	100.00
210-555000-511	LIBRARY; PROP, LIAB, WC INS	.00	3,225.74	3,800.00	574.26	84.89
210-555000-805	LIBRARY; SCLS CONSORTIUM	.00	22,802.00	22,802.00	.00	100.00
TOTAL LIBRARY		34,355.76	373,550.42	457,233.10	83,682.68	81.70

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 10 MONTHS ENDING OCTOBER 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	211.84	2,772.00	4,500.00	1,728.00	61.60
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		211.84	7,916.94	6,500.00	(1,416.94)	121.80
TOTAL FUND EXPENDITURES		34,567.60	381,467.36	463,733.10	82,265.74	82.26
NET REVENUES OVER EXPENDITURES		(33,078.37)	90,344.73	.00	(74,186.75)	121.78

DIRECTOR'S REPORT

Library News

- Columbus Public Library has been selected to receive a grant from the Public Library Association for Digital Literacy. This grant is for \$5,000 to use toward programs for adults to safely use the internet and their phones.
- The Library participated in Trunk-or-Treat with the Columbus P.T.O and Safe Trick-or-Treat at the Columbus Fire Station, as well as handed out candy in the Library for Halloween Storytime.
- Royal Guernsey Creamery joined us for a STEAM program on the States of Matter with Butter which was well attended.
- Trivia Night for Adults took place on November 5 with a full house in attendance. Many people have requested that this program happen again!
- Youth Services continue to have great attendance for Storytime and Music & Motion programs. They are also visiting local schools and daycares monthly. One Storytime every other month will be held at Home Again Assisted Living. This is a big hit with families and the residents.
- We have added a few adult/family board games and a disc golf set to our collection. We cut back on the amount of magazines we subscribe to, which gave us more space to add some requested items.

Upcoming Programs

- December 8 the Library will participate in the warm-up to the Holiday Train at the Community Center.
- December 14 the Library will be part of the Downtown Holiday Hop sponsored by the Chamber of Commerce. Families will stop at the Library for several different crafts they can make.
- In January we will start our Adult Book Subscription Service.
- Our Winter reading program will take place in January. The theme this year is "Once Upon a Snowy Day."
- Helen is meeting with Homeschool families to come up with a homeschool program at the Library that works for them.










Meetings

- November 10– Amanda attended the Celebration of Philanthropy held by the Columbus Area Endowment to accept the grant we received for our circulation desk.
- November 14– The first of monthly Community Services meetings for the City of Columbus.
- November 15– Columbia County Library Board and Directors at Lodi Public Library

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

Buildings

- The circulation desk project has started. The end has been taken out, lowered, and reinstalled. We are now waiting for the top to be built.
- The Annex art studio has officially been rented out and we are now full. There is no waiting list at this time. Michelle Martin has taken over the responsibility of liaison between the artists and the library.

Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	5,740	57,253	53,586	62,944
	Items Borrowed (total)	4,989	50,455	45,320	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)	1,235	12,507	11,377	13,620
	Books by Mail (# items sent)	19	229	301	351
	Public Wi-Fi (# sessions)	3,858	48,833	54,779	67,612
	Public Computer Use (# sessions)	296	2,639	2,474	2,929
	Wireless Printing & Faxing (# jobs)	90	802	890	1,013
	Community Use of Rooms (# attended)	88	953	852	1,033
	Patrons Added (# added)	19	327	318	365

Item #5.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	23	390	34
Children	5	48	10
Teen	4	101	0
Adult	5	32	n/a
General Interest	4	922	36

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>
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 • 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 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</p> <p>4/8/2024- Met with DPW Superintendent Troy Kehoe about CIP projects for the Library. He is concerned about our HVAC and wants to make sure it is up to date.</p> <p>6/27/24- conducted a community meal to discuss accessibility issues in the library and solutions to fix them.</p> <p>8/2024- Met with Jake Bisbee about the bathroom project.</p> <p>8/2024- Complete the CAE grant on the circulation desk</p> <p>9/2024- Met with Jake Bisbee once again about the bathrooms to try to come up with a solution for sinks. He is currently working on a proposal.</p> <p>9/25/2024- Building and Grounds committee met to go over plans for the bathroom remodel.</p> <p>10/2022- Started the bathroom remodeling project</p> <p>10/2024-Started the circulation desk remodeling project</p> <p>11/2024- The Circulation desk lowering has been completed. We are waiting for the top to be completed.</p>
<p>Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.</p>	
<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> <p>11/2024- Completed the course “Working with your Library Board” from the ischool</p>

Goal: Support the library goals set forth by the strategic plan

<p>Activities-</p> <ul style="list-style-type: none"> • Promote and help with the continued weeding of our collections 	<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>
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<ul style="list-style-type: none">• 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>4/23/24 Met with the Program Staff to talk about how to use Project Outcome to evaluate our programs with patrons. A few test runs have been done</p> <p>5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection.</p> <p>6/2024- The weeding of adult non-fiction continues</p> <p>6/2024- We added an “After Hours Book Club” to accommodate patrons who have asked for later programs. Nine people attended the first meeting.</p> <p>6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year.</p> <p>8/2024- Concluded the Summer Library Program with 572 participants.</p> <p>9/2024- Got through with weeding the entire adult non-fiction section.</p> <p>9/2024- Continue to collect and evaluate suggestions from patrons on programs.</p> <p>9/2024- Met with the Program team to come up with the Winter Reading Program theme and start brainstorming ideas.</p> <p>11/2024- Have added board game collection and disk golf kit from suggestions in the Suggestion Box</p>
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Making Sense & Cents of a Library Building Project: the Library Trustee Role

The Building Process

The Role of the Library Board

There is a need for more space. Now what?

Do a space needs assessment.

- Space deficiency identified (i.e., more meeting room, no room for staff, more collection)
- Refine the Space needs.
 - Look at other libraries and see what you like or don't like about them.

Overview of the Building Process:

- Hire an architect.
 - Use municipal or library funds
 - The architect needs to be easy to work with and have library design experience.
- Site Selection
 - Community will have opinions on site. You need to be ready to address those.

- **Concept drawings will be created to get initial project estimates.**
 - **May need refinements.**
- **Fundraising/Financing. This is where there may be a delay in the project until adequate funds are available.**
 - **Municipal funds/Library funds**
 - **Grants**
 - **Donations**
- **Development of bid drawings and specifications**
 - **Detailed drawings**
 - **Fixtures, finishes, furniture selected**
- **State plans need to be approved.**
 - **Historic buildings have a longer process to get approval from the various preservation groups.**
- **Bidding—4-6 weeks**
- **Award Bids**
- **Construction**
- **Celebration!**

The role of the Library Board during the building process:

- **Encourage the director to evaluate the space needs every 3-5 years and to make sure the building can accommodate the Strategic Plan. Make sure the Strategic Plan is kept up to date.**
- **As the project begins, the Board needs to let the staff and community input direct the plan. But, if the designs come back and the board doesn't like it, you can ask questions and say you don't like it.**
- **We are building a COMMUNITY Library.**
 - **Develop shared vision.**
 - **Involve key individuals and stakeholders.**
 - **Listen to all ideas and opinions.**
 - **Respond respectfully to differences.**
- **Establish and maintain relationships with community.**
- **Be transparent about design decisions and costs.**

- Plan for today without sacrificing tomorrow.
- Express thanks and gratitude.
 - To community and staff.

How can the Board support the project?

- Be supportive!
 - Dream not damper—think big.
- Be an advocate
 - Share key talking points with community leaders and public.
- Acknowledge the library staff are already busy.
 - A building project is a full time job
 - Do you need to hire extra staff?
- Consider hiring a construction manager as owner's rep.

- **Policy Makers—what policies need to be established or updated prior to the new facility?**
 - **Naming rights**
 - **The Board has to set the parameters for those rights.**
 - **Meeting Room Policy**
 - **Establish CLEAR expectations of the spaces so the community knows how they can be used.**
- **Communicate expectations in fundraising materials.**
- **Fundraising Support**
 - **Consider volunteering to help fundraise. Board members are not expected to be part of the campaign.**
- **Contribute - even if it's a small amount, it shows your support of project.**
- **Help identify donors or other key stakeholders who could lend support.**