



# Library Board Meeting Agenda

Tuesday, August 20, 2024 at 5:00 PM

Columbus Public Library - 223 W. James Street

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## Call to Order

## Roll Call

## Notice of Open Meeting

## Approval of Agenda

## Approval of Minutes

### 1. July Board Meeting Minutes

## Approval of Minutes

### 2. Finance Report- Foundation Report

### 3. Bills

### 4. Monthly Budget Comparison

## Reports

### 5. Library Director's Report

### 6. Library Director Goals

## Literacy Council

## Literacy Council

## Correspondence

## Unfinished Business

## New Business

### 7. 2025 Budget

### 8. Annex Leases

### 9. Columbus Public Library Capital Improvement Projects

## Adjourn

**Columbus Public Library  
Library Board Meeting  
Tuesday, July 16, 2024  
Phyllis Luchsinger Callahan Meeting Room**

Nora Vieau called the meeting to order at 5:00 p.m.

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

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

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

**Financial Report:** CDAR 1 renews 8/29/24 at 5.20%. No SCLS Foundation report this month. Shirley moved and Deb seconded a motion to approve the Financial Report. Motion carried.

**Approval of Bills:** Bills of \$3,870.97 submitted. Jim moved and Sue seconded a motion to approve the bills. Motion carried.

**Director's Report:**

7/2-Dinosaur Dimensions had great turnout

7/15-First use of our new outdoor equipment brought 175 people to Miss Kim's

Amazing Animals

"Great Lakes, Small Streams" from Wisconsin Historical Society on display for 3 weeks.

With the addition of Kristen Hart and Kristi Higgins to CPL staff are now at a full 12 employees. Reagan set up directions for new hire success prior to her departure.

Summer Reading Program running through August 9 with 550 people signed up. Kids are now coming in for vouchers to local businesses, to spin prize wheel, and get raffle tickets for bigger prizes. Several adults picked up their "Book Bingo" official CPL water tumbler.

City Administrator Matt Amundson, City Clerk Susan Caine, Fire Chief Scott Hazeltine, and Police Chief Dennis Weiner all joined us for story times.

Library stats noted 216 new patrons added YTD compared to 169 the previous year.

**Upcoming Programs:**

July 17 – The Remember Project-In the Garden in coordination with the Columbia County ADRC

July 20 – Antiques Roadshow Appraiser Mark Moran sponsored by the Friends of the Columbus Public Library

August 6 – Library Closing at 5:00 for National Night Out

August 15 – Summer Wrap-up Party on Library Lawn

August 17 – Cooking Demo with Huma Siddiqui

August 29 – Authors Jenny Kalvaitis and Kristen Whitson

Buildings: Some flooding in basement due to eaves not being correctly installed after roofing project. DPW fixed with no further problems.

#### Meetings:

June 25 – Amanda, Catherine, Helen attended staff strategic planning meeting for City of Columbus

July 18 – SCLS All-Directors meeting in Fitchburg

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

June 27 and July 11 – Amanda attended training for Civic Plus Agenda Manager, the new agenda software the City will be using for all monthly meetings.

Director's Goals: Staff attended City Strategic Plan meeting; those not attending completed survey. Copies of plan sent to all surrounding municipalities with offer to come to meeting to answer questions. Conducted a community meal to discuss accessibility and lighting issues and possible solutions. Staff meeting to go over SLP and created fun T-shirts to promote library.

**President's Report:** None

**Friends of the Library:** Saturday sales \$129; busy in the morning. FOL writing a Columbus Area Endowment grant to redo the Annex ramp.

**Literacy Council Report:** None

**Correspondence:** None

#### **Committee Reports:**

Personnel Committee: DNM

Building and Grounds Committee: DNM

#### **Trustee Training:**

Sue presented "The Library Board and Library Personnel."

The Board hires and supervises the Director and addresses issues affecting staff.

At CPL we updated our director hiring procedures utilizing SCLS. Supervising the director is an organic annual evaluation process with policies in place. Job descriptions are current and in place; compensation is reviewed annually. CPL is consistent with the Trustee Handbook.

The Director should and does recommend policy changes. In addition, the Director hires and supervises staff subject to Board approval.

Separate but coordinated responsibilities should be maintained avoiding unsolicited intrusion. Board should provide and fund opportunities for continuing education for all staff such as conferences workshops, etc.

**Unfinished Business:** None

**New Business:** Amanda described the need to redo the front desk for accessibility and due to the wood top splintering. She wants to write a Columbus Area Endowment grant for the project. Jim moved and Pete seconded a motion to approve writing a grand proposal.

**Adjournment:** Shirley moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 5:55 p.m..

Next scheduled board meeting – August 20, 2024, at 5:00.

Respectfully submitted.  
Merry Anderson, Secretary

## Columbus Public Library - Financial Secretary Report

Date 8/20/2024

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	\$55.00	7/15/2024
FMUB checking	\$2,150.60	8/20/2024	\$9.59	deposited as of date		
				Safety deposit box rental		
FMUB CDAR 2 (3 mos.)	\$15,850.55	6/30/2024	\$204.15	15646.4 Staff appreciation gifts		
<b>TOTAL</b>	<b>\$ 51,666.22</b>		<b>-\$3,309.47</b>	Total dispersements	\$2,705.61	7/15/2024
CDAR1 at 5.20% matures 8/29/24				Total YTD transactions	<b>\$2,760.61</b>	
CDAR2 at 5.20% matures 7/18/24						

## 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
August 31, 2023	\$ 369,444.53		\$ 369,444.53	\$ (378.07)	\$ 453.72	\$ (6,714.99)	\$ 362,805.19
September 30, 2023	\$ 362,805.19		\$ 362,805.19	\$ (370.85)	\$ 1,139.44	\$ (12,120.58)	\$ 351,544.99
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

Vendor		Input Date	Amount
Department: Library			
SOUTH CENTRAL LIBRARY SYSTEM	New Laptop	8/6/2024	
	Receipt Printer		
	Director's Meeting Lunch		\$ 1,267.79
RHYME BUSINESS PRODUCTS	Monthly Copier Lease	8/6/2024	\$ 426.23
AMERICAN EXPRESS	Amazon-	8/6/2024	
	Summer Library Program Prizes		
	Adult Books		
	DVDs		
	Youth Programs		
	Board Games for Circulation		
	Garbage Bags		\$ 882.73
AMY LAUNDRIE	Teen Program	8/6/2024	\$ 300.00
			\$ 2,876.75

Vendor		Input Date	Amount	
Department: Library				
BAKER & TAYLOR INC	Youth, Teen, and Adult Books	7/24/2024	\$ 695.32	
ELAN FINANCIAL SERVICES	Pizza night, accessibility discussion, cleaning supplies	7/24/2024	\$ 549.68	
SIDDIQUI, HUMA	Adult Cooking Program	7/24/2024	\$ 300.00	
RHYME BUSINESS PRODUCTS	Copy Machine Lease	7/24/2024	\$ 203.10	
RHYME BUSINESS PRODUCTS LLC	Soap	7/24/2024	\$ 72.11	
RIVISTAS SUBSCRIPTION SERV LLC INC	Annual Magazine and Newspaper Subscriptions	7/24/2024	\$ 1,173.07	
PREMIUM WATERS INC	Water Delivery	7/24/2024	\$ 32.98	
CURT, SCHUTZ S	Dinosaur Dimensions Program	7/24/2024	\$ 450.00	*Reiumbursed by the Friends
WIECHERT, LAURA	Teen Painting Program	7/24/2024	\$ 90.00	
			\$ 3,566.26	

CITY OF COLUMBUS

REVENUES WITH COMPARISON TO BUDGET

FOR THE 7 MONTHS ENDING JULY 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	70.24	376.67	900.00	( 523.33)	41.85
210-474718-000	LIBRARY; FAX & COPIES	490.45	3,114.65	4,200.00	( 1,085.35)	74.16
TOTAL MISCELLANEOUS REVENUES		560.69	150,831.38	152,431.42	( 1,600.04)	98.95

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	707.65	2,867.63	1,000.00	1,867.63	286.76
210-484811-000	LIBRARY; GRANT REVENUES	971.29	14,968.29	.00	14,968.29	.00
210-484820-000	LIBRARY; INTEREST INCOME	179.32	1,632.73	1,000.00	632.73	163.27
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	760.00	2,660.00	4,500.00	( 1,840.00)	59.11
TOTAL OTHER FINANCING SOURCES		2,618.26	22,128.65	6,500.00	15,628.65	340.44

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		3,178.95	467,960.03	463,733.10	4,226.93	100.91



Item #4.

PERIOD		BUDGET		% OF
ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
5,682.60	39,348.78	64,050.17	24,701.39	61.43
3,825.37	27,688.34	49,729.68	22,041.34	55.68
10,938.09	76,327.41	143,930.66	67,603.25	53.03
1,558.95	11,321.26	20,275.26	8,954.00	55.84
1,079.77	8,075.39	14,395.95	6,320.56	56.09
2,804.80	24,633.60	37,657.25	13,023.65	65.42
9.55	68.17	130.32	62.15	52.31
31.14	217.98	379.27	161.29	57.47
511.60	3,950.33	7,325.54	3,375.21	53.93
.00	.00	250.00	250.00	.00
7.00	289.00	250.00	( 39.00)	115.60
12.98	115.09	125.00	9.91	92.07
513.88	2,668.34	5,500.00	2,831.66	48.52
19.70	905.47	2,000.00	1,094.53	45.27
104.69	767.09	1,650.00	882.91	46.49
.00	2,164.35	6,000.00	3,835.65	36.07
.00	2,309.68	2,500.00	190.32	92.39
.00	813.16	600.00	( 213.16)	135.53
4.62	248.90	600.00	351.10	41.48
1,359.85	6,098.86	9,500.00	3,401.14	64.20
.00	.00	150.00	150.00	.00
.00	2,026.89	3,500.00	1,473.11	57.91
.00	6,291.00	6,291.00	.00	100.00
.00	3,067.44	2,500.00	( 567.44)	122.70
.00	.00	500.00	500.00	.00
387.33	1,672.24	2,500.00	827.76	66.89
170.86	677.86	1,000.00	322.14	67.79
.00	638.68	3,500.00	2,861.32	18.25
.00	285.21	600.00	314.79	47.54
36.46	3,260.58	9,000.00	5,739.42	36.23
1,173.07	1,173.07	3,000.00	1,826.93	39.10
.00	.00	350.00	350.00	.00
.00	1,428.53	1,750.00	321.47	81.63
688.24	6,170.67	12,500.00	6,329.33	49.37
53.63	779.18	1,800.00	1,020.82	43.29
1,145.16	3,706.57	6,000.00	2,293.43	61.78
716.20	7,533.74	5,000.00	( 2,533.74)	150.67
.00	395.00	1,000.00	605.00	39.50
.00	2,841.00	2,841.00	.00	100.00
.00	.00	3,800.00	3,800.00	.00
.00	22,802.00	22,802.00	.00	100.00
32,835.54	272,760.86	457,233.10	184,472.24	59.65

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 7 MONTHS ENDING JULY 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	191.99	1,993.10	4,500.00	2,506.90	44.29
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		191.99	7,138.04	6,500.00	( 638.04)	109.82
TOTAL FUND EXPENDITURES		33,027.53	279,898.90	463,733.10	183,834.20	60.36
NET REVENUES OVER EXPENDITURES		( 29,848.58)	188,061.13	.00	( 179,607.27)	104.71

## DIRECTOR'S REPORT

### Library News

We wrapped up the Summer Library Program on August 9. Patrons could come in the next week to spin the wheel and get raffle tickets. The winners of the 39 raffle prizes were drawn on Friday, August 16., with almost 5,000 raffle tickets claimed.

We had a total of 572 people signed up for the Summer Library Program.

- Royal Guernsey Creamery had a great program about their butter on July 13
- 198 people attended the program Ms. Kim's Amazing Animals on the Library Lawn July 16
- On July 20 the Library hosted Mark Moran, Antique Appraiser
- On July 17 we collaborated with the ADRC of Columbia County for The Remember Project. Participants also got a free meal sponsored by the Fall River-Columbus Rotary .
- On August 1 families participated in Read to a Senior at Home Again Assisted Living
- Catherine, Helen, Kristi, and Amanda all attended National Night Out on August 6. We had hundreds of people stop by our booth.
- On July 31 we held a very well attended program for Harry Potter's birthday

### Upcoming Special Events at the Library

- August 28– Cupcakes at the Library to celebrate Sue Mathwich's 25th Anniversary
- August 29– Authors Jenny Kalvaitis and Kristen Whitson, We Will Always Be Here
- August 26– Back to School Bingo
- September 13– No Good, Very Bad Art Night
- October 3– SCLS Foundation Cornerstone– Sue Mathwich will be awarded












### Buildings

- We are currently working on the bathroom project.
- Pride Originals is building a new cupboard for the program room (paid for the by the Friends) and gave us a quote on the upstairs circulation desk. The CAE grant application has been submitted for the circulation desk.

### Meetings and Trainings

- July 18 was the SCLS All Directors Meeting in Fitchburg
- July 19 was the Columbia County Board and Directors in Wisconsin Dells
- All staff with SCLS email addresses are participating in cybersecurity training online each month.
- Amanda met with Mark Jochem on August 9 for our annual SCLS visit.

Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	6,786	40,061	37,035	62,944
	Items Borrowed (total)	5,832	35,196	31,099	53,981
	% Columbus residents		51%		52%
	% Fall River residents		13%		13%
	% Other Columbia County		20%		20%
	% Dodge County		10%		10%
	% Other		6%		5%
	Digital Items Borrowed (# checkouts)	1,728	8,884	7,887	13,620
	Books by Mail (# items sent)	29	142	205	351
	Public Wi-Fi (# sessions)	4,553	36,696	38,880	67,612
	Public Computer Use (# sessions)	244	1,795	1,583	2,929
	Wireless Printing & Faxing (# jobs)	67	546	593	1,013
	Community Use of Rooms (# attended)	108	677	599	1,033
	Patrons Added (# added)	30	246	206	365
Program Statistics		In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities	
Future Readers		13	296	0	
Children		6	92	0	
Teen		1	13	0	
Adult		7	88	0	
General Interest		5	459	0	

<b>Goal: Foster strong relationships with the municipalities that we serve</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>• Meet with local municipalities to introduce our strategic plan and share with them the offerings the Library has for their citizens.</li> <li>• Meet regularly with the City Administrator to create a strong working connection with the City of Columbus</li> <li>• Continue to attend Department Head Meetings and City Work Sessions</li> <li>• Be an active part of the County Library Directors, including budget creation and presentation</li> </ul>	<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>
<b>Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement.</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>• Update the bathrooms to create an ADA compliant space</li> <li>• Reconfigure the Circulation Desk to be ADA complaint</li> <li>• Evaluate the future needs of our space to best serve our patrons</li> <li>• Work with the Buildings and Grounds crew to make a plan of preventative maintenance.</li> </ul>	<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>

	8/2024- Complete the CAE grant on the circulation desk
<b>Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.</b>	
<b>Activities-</b> <ul style="list-style-type: none"> <li>Promote and help find opportunities for Continuing Education</li> <li>Review and revise policies to make sure they are not getting in the way of helping patrons</li> <li>Create opportunities for Staff social enjoyment</li> <li>Be an active member of the ILS Evaluation team at SCLS</li> </ul>	<b>Evidence-</b> <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>

<b>Goal: Support the library goals set forth by the strategic plan</b>	
<b>Activities-</b> <ul style="list-style-type: none"> <li>Promote and help with the continued weeding of our collections</li> <li>Implement program feedback strategies and use them to help develop programs with the program team</li> <li>Seek public input for programs that will help us to best serve our community</li> <li>Create summer and winter reading programs that promote literacy and the library</li> </ul>	<b>Evidence-</b> <p>4/2024- A new "suggestion box" link has been added to the website and promoted. We have received several requests for programs</p> <p>4/23/24 Met with the Program Staff to talk about how to use Project Outcome to evaluate our programs with patrons. A few test runs have been done</p> <p>5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection.</p> <p>6/2024- The weeding of adult non-fiction continues</p> <p>6/2024- We added an "After Hours Book Club" to accommodate patrons who have asked for later programs. Nine people attended the first meeting.</p> <p>6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year.</p>

	8/2024- Concluded the Summer Library Program with 572 participants.
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CITY OF COLUMBUS  
2025 BUDGET WORKSHEET  
LIBRARY FUND - 210

Item #7.

2025 - Initial Draft 7/17/24		12/31/2023	12/31/2023	2023 Actual	7/15/2024	12/31/2024	12/31/2024	2024 Projected	12/31/2025	2024 to 2025	
Account Number	Account Description	2023 Actual	2022 Budget	% over/(under)	2024 YTD	2024 Projected	2024 Budget	% over/(under)	2025 Budget	% inc/(dec)	Budget Notes
LIBRARY FUND											
	REVENUES										
210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	290,000.00	290,000.00	0.00%	295,000.00	295,000.00	295,000.00	0.00%	300,000.00	1.69%	Tax Allocation - Direct Tax Levy
210-474715-000	LIBRARY; COUNTY FUNDS	145,376.39	141,014.00	3.09%	147,340.06	147,340.06	146,831.42	0.35%	161,659.50	10.10%	Request for Columbia, Dodge, and Dane Counties
210-474716-000	LIBRARY; SCLS FUNDS	475.00	500.00	-5.00%	-	500.00	500.00	0.00%	500.00	0.00%	
210-474717-000	LIBRARY; FINES & FEES	848.81	900.00	-5.69%	335.43	900.00	900.00	0.00%	900.00	0.00%	
210-474718-000	LIBRARY; FAX & COPIES	4,992.72	4,000.00	24.82%	2,879.35	5,000.00	4,200.00	19.05%	4,200.00	0.00%	
210-484810-000	LIBRARY; DONATIONS	1,904.00	-	100.00%	2,612.43	2,612.43	1,000.00	100.00%	1,000.00	100.00%	
210-484811-000	LIBRARY; GRANT REVENUES	1,595.51	-	0.00%	14,968.29	14,968.29	-	0.00%	-	0.00%	
210-484812-000	LIBRARY; INSURANCE RECOVERIES	-	-	0.00%	-	-	-	0.00%	-	0.00%	zero budget - unpredictable
210-484820-000	LIBRARY; INTEREST INCOME	1,911.18	20.00	9455.90%	1,453.41	2,500.00	1,000.00	150.00%	1,000.00	0.00%	
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	4,510.00	4,500.00	0.22%	2,280.00	4,500.00	4,500.00	0.00%	5,760.00	28.00%	
210-485100-000	LIBRARY; ARTISTS COLLABORATIVE	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-494950-000	TRANSFER FROM SURPLUS FUNDS	-	-	0.00%	-	-	9,801.68	0.00%	13,706.19	-100.00%	Budget only - Use of Prior year funds proposed by Library
210-494960-000	TRANSFER FROM OTHER FUNDS	-	-	0.00%	-	-	-	0.00%	-	0.00%	Transfers from Library Foundation Fund 830 (normally for Cap. Proj.)
210-494970-000	OTHER FINANCING; SCLS FNDTION	-	-	0.00%	-	-	-	0.00%	-	0.00%	None for 2024
210-494980-000	OTHER SOURCES; PLA REIMBURSED	-	-	0.00%	-	-	-	0.00%	-	0.00%	None for 2024
	TOTAL LIBRARY REVENUES	451,613.61	440,934.00	2.42%	466,868.97	473,320.78	463,733.10	2.07%	488,725.69	5.39%	
	EXPENDITURES										
210-511570-210	LIBRARY; AUDIT/ACCOUNT SVCS	-	-	0.00%	-	-	-	0.00%	1,500.00	0.00%	Discuss budget for shared audit expense
210-511920-348	LIBRARY; BAD DEBT EXPENSE	-	-	0.00%	-	-	-	0.00%	-	0.00%	zero budget - not used
210-555000-111	LIBRARIAN SALARY	60,408.29	62,151.00	-2.80%	36,483.06	67,336.36	64,050.17	5.13%	72,820.18	13.69%	
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR	47,330.84	47,362.00	-0.07%	25,775.66	47,725.94	49,729.68	-4.03%	51,224.78	3.01%	
210-555000-113	LIBRARY; PART-TIME	126,862.21	134,279.00	-5.52%	70,041.21	130,778.64	143,930.66	-9.14%	155,337.43	7.93%	
210-555000-126	LIBRARY; ASSISTANT SALARY	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555000-127	LIBRARY; PAGES	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555000-151	LIBRARY; SOCIAL SECURITY	17,920.42	19,250.00	-6.91%	10,475.42	19,524.62	20,275.26	-3.70%	21,917.62	8.10%	
210-555000-152	LIBRARY; RETIREMENT	13,251.81	13,541.00	-2.14%	7,506.92	13,991.24	14,395.95	-2.81%	16,209.96	12.60%	
210-555000-154	LIBRARY; INSURANCE BENEFIT	33,044.05	40,020.00	-17.43%	23,231.20	38,657.00	37,657.25	2.65%	38,657.25	2.66%	
210-555000-155	LIBRARY; LIFE INSURANCE	97.76	80.00	22.20%	68.17	117.24	130.32	-10.04%	114.60	-12.06%	
210-555000-156	LIBRARY; LT DISABILITY	319.19	350.00	-8.80%	217.98	373.68	379.27	-1.47%	434.16	14.47%	
210-555000-159	LIBRARY; LONGEVITY	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555000-195	LIBRARY; CUSTODIAN	7,138.42	7,600.00	-6.07%	3,668.58	6,877.46	7,325.54	-6.12%	7,125.71	-2.73%	
210-555000-210	LIBRARY; LEGAL SERVICES	-	250.00	-100.00%	-	-	250.00	-100.00%	250.00	0.00%	
210-555000-219	LIBRARY; PROFESSIONAL FEES	543.30	250.00	117.32%	289.00	350.00	250.00	40.00%	350.00	40.00%	
210-555000-220	LIBRARY; BANK FEES	188.66	125.00	50.93%	102.11	204.22	125.00	63.38%	125.00	0.00%	
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER	6,546.88	5,300.00	23.53%	2,668.34	5,170.70	5,500.00	-5.99%	5,500.00	0.00%	
210-555000-224	LIBRARY; HEAT	1,767.94	1,800.00	-1.78%	905.47	2,173.13	2,000.00	8.66%	2,000.00	0.00%	
210-555000-225	LIBRARY; TELEPHONE & DATA	1,426.48	1,650.00	-13.55%	752.10	1,589.76	1,650.00	-3.65%	1,650.00	0.00%	
210-555000-226	LIBRARY; SAFETY TRAINING	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555000-249	LIBRARY; REPAIR & MAINTENANCE	53,148.67	52,000.00	2.21%	2,164.35	6,000.00	6,000.00	0.00%	6,000.00	0.00%	
210-555000-250	LIBRARY; ELEVATOR SERV/REPAIR	2,247.52	2,500.00	-10.10%	2,309.68	2,500.00	2,500.00	0.00%	2,500.00	0.00%	



CITY OF COLUMBUS  
2025 BUDGET WORKSHEET  
LIBRARY FUND - 210

Item #7.

2025 - Initial Draft 7/17/24		12/31/2023	12/31/2023	2023 Actual	7/15/2024	12/31/2024	12/31/2024	2024 Projected	12/31/2025	2024 to 2025	
Account Number	Account Description	2023 Actual	2022 Budget	% over/(under)	2024 YTD	2024 Projected	2024 Budget	% over/(under)	2025 Budget	% inc/(dec)	Budget Notes
210-555000-310	LIBRARY; WEB MEDIA	829.85	-	0.00%	813.16	813.16	600.00	0.00%	800.00	0.00%	
210-555000-311	LIBRARY; POSTAGE	614.13	600.00	2.36%	244.28	600.00	600.00	0.00%	600.00	0.00%	
210-555000-312	LIBRARY; SUPPLIES/OPERATNG EXP	10,674.47	9,500.00	12.36%	5,793.13	9,500.00	9,500.00	0.00%	9,500.00	0.00%	
210-555000-313	LIBRARY; PRINTING	-	150.00	-100.00%	-	150.00	150.00	0.00%	150.00	0.00%	
210-555000-314	LIBRARY; EQUIPMENT	4,212.07	3,500.00	20.34%	2,026.89	3,500.00	3,500.00	0.00%	3,500.00	0.00%	
210-555000-315	LIBRARY; DELIVERY	6,512.00	6,512.00	0.00%	6,291.00	6,291.00	6,291.00	0.00%	6,126.00	-2.62%	
210-555000-316	LIBRARY; FURNITURE & FIXTURES	2,697.72	2,500.00	7.91%	3,067.44	3,067.44	2,500.00	22.70%	3,000.00	20.00%	
210-555000-330	LIBRARY; SAFETY TRAINING	73.75	500.00	-85.25%	-	100.00	500.00	-80.00%	500.00	0.00%	
210-555000-331	LIBRARY; COPIER	2,691.38	1,800.00	49.52%	1,284.91	2,569.82	2,500.00	2.79%	2,500.00	0.00%	
210-555000-333	LIBRARY; EDUCATION & TRAVEL	2,041.08	1,000.00	104.11%	677.86	1,000.00	1,000.00	0.00%	1,000.00	0.00%	
210-555000-371	LIBRARY; ADULT AUDIO VISUAL	3,641.96	3,500.00	4.06%	638.68	1,277.36	3,500.00	-63.50%	3,000.00	-14.29%	
210-555000-372	LIBRARY; YOUTH AUDIO VISUAL	679.32	600.00	13.22%	285.21	570.42	600.00	-4.93%	600.00	0.00%	
210-555000-373	LIBRARY; YOUTH BOOKS	10,625.88	10,200.00	4.18%	3,224.12	6,448.24	9,000.00	-28.35%	8,000.00	-11.11%	
210-555000-374	LIBRARY; PERIODICALS	3,545.79	3,000.00	18.19%	-	3,000.00	3,000.00	0.00%	2,000.00	-33.33%	
210-555000-375	LIBRARY; REFERENCE MATERIALS	87.95	350.00	-74.87%	-	100.00	350.00	-71.43%	350.00	0.00%	
210-555000-376	LIBRARY; SOFTWARE/DATABASES	1,744.32	1,750.00	-0.32%	1,428.53	2,857.06	1,750.00	63.26%	1,750.00	0.00%	
210-555000-377	LIBRARY; ADULT BOOKS	8,450.34	15,000.00	-43.66%	5,565.44	11,130.88	12,500.00	-10.95%	12,000.00	-4.00%	
210-555000-378	LIBRARY; TEEN BOOKS	1,147.41	1,800.00	-36.26%	725.55	1,451.10	1,800.00	-19.38%	1,800.00	0.00%	
210-555000-385	LIBRARY; YOUTH PROGRAMMING	6,589.56	5,000.00	31.79%	2,986.34	5,972.68	6,000.00	-0.46%	6,000.00	0.00%	
210-555000-386	LIBRARY; ADULT PROGRAMMING	3,461.79	2,500.00	38.47%	7,069.55	7,069.55	5,000.00	41.39%	5,000.00	0.00%	
210-555000-387	LIBRARY; PUBLIC RELATIONS	279.23	600.00	-53.46%	395.00	790.00	1,000.00	-21.00%	1,000.00	0.00%	
210-555000-388	LIBRARY; ROTATE BOOKS/CASSETTE	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555000-389	LIBRARY; DIGITAL MEDIA POOL	2,702.00	2,702.00	0.00%	2,841.00	2,841.00	2,841.00	0.00%	2,983.00	5.00%	
210-555000-511	LIBRARY; PROP, LIAB, WC INS	2,946.70	3,800.00	-22.46%	-	3,800.00	3,800.00	0.00%	3,800.00	0.00%	
210-555000-805	LIBRARY; SCLS CONSORTIUM	22,323.93	22,414.00	-0.40%	22,802.00	22,802.00	22,802.00	0.00%	22,550.00	-1.11%	
210-555000-810	LIBRARY; CAPITAL BLDG EXPENSE	-	-	0.00%	-	-	-	0.00%	-	0.00%	2025-nothing is noted in City's CIP workbook
210-555000-930	LIBRARY; TSF SCLS FOUNDATION	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555100-221	ANNEX; UTILITIES	-	-	0.00%	-	-	-	0.00%	-	0.00%	
210-555100-224	ANNEX; HEATING/UTILITIES	4,562.53	4,400.00	3.69%	1,993.10	4,353.60	4,500.00	-3.25%	4,500.00	0.00%	
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	41,229.02	1,500.00	2648.60%	5,081.95	5,081.95	1,500.00	238.80%	1,500.00	0.00%	
210-555100-312	ANNEX; MISC OPERATING EXP	308.44	500.00	-38.31%	62.99	350.00	500.00	-30.00%	500.00	0.00%	
	TOTAL LIBRARY EXPENDITURES	516,915.06	494,186.00	4.60%	261,957.38	450,857.25	463,733.10	-2.78%	488,725.69	5.39%	
LIBRARY REVENUES OVER EXPENDITURES		(65,301.45)	(53,252.00)	100.00%	204,911.59	22,463.53	-	0.00%	-	0.00%	
Budget approved by Columbus Library Board _____											

## 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 (5<sup>th</sup>) 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:**

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Peter Kaland, President  
Columbus Library Board

Room	Current Rent	Raise	Proposed Rent
A & D	\$ 175.00	25%	\$ 218.75
B	\$ 70.00	25%	\$ 87.50
C	\$ 85.00	25%	\$ 106.25
E	\$ 70.00	25%	\$ 87.50
Monthly	\$ 380.00		\$ 480.00
Annually	\$ 4,560.00		\$ 5,760.00

\$20 discount for collecting rent

Discounted \$20 each month for rent collection



*Item #9.*