



Library Board Meeting Agenda

Amended 2/17

Tuesday, February 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 February 18, 2025

Approval of Minutes from January 21, 2025

1. January 21, 2025 Library Board Meeting Minutes

Reports

2. Finance Report- Foundation Report

3. Bills- \$41,718.09

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

8. Personnel Committee- Collect Director evaluations

Trustee Training

9. Background of the Library Annex

Unfinished Business

New Business

10. Approval of the 2024 Wisconsin Public Library Annual Report for Columbus Public Library

11. Approve revisions to Youth Services Coordinator job description

12. Bathroom Remodel Quote

Adjourn

Next Meeting March 18, 2025

**Columbus Public Library
Library Board Meeting
Tuesday, January 21, 2025
Phyllis Luchsinger Callahan Meeting Room**

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

Present: Pete Kaland, Amanda Wakeman, Sue Salter, Trina Reid, Deb Haeffner, Merry Anderson, Jim Schieble

Absent: Shirley Berkley, Dana Pike, Nora Vieau

Roll Call, Introduction of Visitors Public Input:

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

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

Reports

Financial Secretary's Report: SCLS Foundation year end market value up \$37,876. CDAR 1 renews 2/27/25 at 4.97%. Sue moved and Merry seconded a motion to approve Financial Secretary report. Motion carried.

Bills: Bills of \$6,160.06 submitted includes 2025 elevator service contract. Jim moved and Merry seconded a motion to approve the bills. Motion carried.

Budget Comparison: Budget on track. New countertop and bathroom remodel included in 2024 budget.

Library Director's Report:

The Winter Reading Program has 260 patrons and will run through Feb. 7.

Several families are participating in the new Homeschool Program on Monday afternoons.

CPL welcomed the high school Lifeskills Class on Dec. 18 which included a scavenger hunt to teach library areas and services.

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

Adult Programs:

Continuing to adjust adult book club schedule to accommodate interested people. Book and a Movie Club discontinued, Non-fiction Club now quarterly.

The After Hours Book Club continues to grow and is quickly outgrowing the Annex.

Beginning Piano has 17 people playing every Tuesday in January.

The first month of the Book Subscription Service has 11 subscribers.

Upcoming Programs:

Crochet Club for middle school students begins in March.
 Tech Tuesdays-Lunch and Learn begins end of Feb to teach adult digital literacy.
 January 30-Laura Wessel from Rainbow Community Care will host program on navigating grief.
 February 1-Rebecca Hopman, Genealogy Services Librarian at Wisconsin Historical Society will present at the monthly Genealogy Workshop meeting.
 February 6-Badger Talk with Professor Sissel Schroeder on Uncovering Ancient Aztalan.

Meetings:

City Community Services Departments continue to meet.
 January 16-Columbia County Library Board and Directors met in Cambria. They will begin creating a new strategic plan.

Building and Grounds:

The Lueders' are parking their car in the Annex garage with a donation to CPL.
 The Annex smell seems to be resolved. The evaporator drain trap in the HVAC unit in the attic was dry allowing sewer gas into the building. TAS added water which immediately fixed the problem. Board discussed getting DPW on a schedule to maintain the unit rather than waiting for smell to return.

Library Director's Goals:

In cooperation with city departments, summer CPL programs will be booked on the library lawn at 1:00 and in the park at 6:00 to reduce cost and allow more people to attend. The Public Services Department and the Community Collaboration group both met in January which has created positive cohesion.

The desktop is installed. The bathroom remodel is back to the beginning and looking for contractors who appear to be backing away. The project must be paid for by June 1, 2025.

President's Report: None

Literacy Council Report: Wisconsin Literacy, Inc. has free laptops available to eligible Lit Councils. Amanda completed and returned application. Merry spoke to Rotary meeting about the Lit Council.

Friends of the Library: Did not meet.

Correspondence: None

Committee Reports:

Personnel Committee: Director Evaluations are due to Sue or Merry by February 18 Board Meeting. Amanda will send Word document to members. Staff job descriptions will also be reevaluated.

Trustee Training: Topics for 2025 selected.

Unfinished Business: None

New Business: None

Adjourn: Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:02 p.m.

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

Respectfully submitted,
Merry Anderson, Secretary

Columbus Public Library - Financial Secretary Report

Date 2/17/2025

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	\$2,728.83	2/17/2525	\$0.70	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	\$ 53,549.95		\$0.70	Total dispersements	
CDAR1 at 4.97% matures 2/27/25				Total YTD transactions	\$0.00
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
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
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

Vendor	Invoice Number	Input Date	Amount
Department: Library			
AMERICAN EXPRESS	Amazon- Adult books, program supplies, cleaning supplies, paper	2/5/2025	\$ 1,244.16
COAST TO COAST SOLUTIONS INC	Winter Reading Program Bags	2/5/2025	\$ 308.25
RHYME BUSINESS PRODUCTS	Monthly Copier Lease	2/5/2025	\$ 381.07
SOUTH CENTRAL LIBRARY SYSTEM	Delivery and Overdrive fees	2/5/2025	\$ 9,199.00
PENWORTHY COMPANY LLC	Youth Books	2/5/2025	\$ 737.20
BRICK, CATHERINE	Adult Program Supplies	2/5/2025	\$ 9.96
TRAPP, PAT	Adult Program Supplies	2/5/2025	\$ 300.00
PRIDE FURNITURE	New Counter top	2/5/2025	\$ 5,810.00
ROBERT ROOT	Adult Program	2/5/2025	\$ 300.00
			\$ 18,289.64

Vendor	Invoice Number	Input Date	Amount
Department: Library			
ELAN FINANCIAL SERVICES	Appreciation meal, winter reading program, staff meeting, pizza and board game night	1/22/2025	\$ 513.02
PREMIUM WATERS INC	Water delivery	1/22/2025	\$ 32.49
SOUTH CENTRAL LIBRARY SYSTEM	2025 Tech/ILS	1/22/2025	\$ 22,460.00
COAST TO COAST SOLUTIONS INC	Winter Reading incentives	1/22/2025	\$ 422.94
			\$ 23,428.45

CITY OF COLUMBUS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item #4.

LIBRARY FUND

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

TAXES

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

MISCELLANEOUS REVENUES

210-474715-000	LIBRARY; COUNTY FUNDS	.00	.00	161,659.50	(161,659.50)	.00
210-474716-000	LIBRARY; SCLS FUNDS	.00	.00	500.00	(500.00)	.00
210-474717-000	LIBRARY; FINES & FEES	98.81	98.81	900.00	(801.19)	10.98
210-474718-000	LIBRARY; FAX & COPIES	453.95	453.95	4,200.00	(3,746.05)	10.81
	TOTAL MISCELLANEOUS REVENUES	552.76	552.76	167,259.50	(166,706.74)	.33

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	858.80	858.80	1,000.00	(141.20)	85.88
210-484820-000	LIBRARY; INTEREST INCOME	57.17	57.17	1,000.00	(942.83)	5.72
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	540.00	540.00	5,760.00	(5,220.00)	9.38
	TOTAL OTHER FINANCING SOURCES	1,455.97	1,455.97	7,760.00	(6,304.03)	18.76

SPECIAL FUNDS ACTIVITY

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	2,008.73	2,008.73	492,109.31	(490,100.58)	.41

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET

DEPARTMENT 1570

210-511570-210 LIBRARY; AUDIT/ACCOUNT SVCS

TOTAL DEPARTMENT 1570

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY					
210-555000-111 LIBRARIAN SALARY	5,744.16	5,744.16	72,820.18	67,076.02	7.89
210-555000-112 LIBRARY; YOUTH SERV DIRECTOR	3,882.74	3,882.74	51,221.66	47,338.92	7.58
210-555000-113 LIBRARY; PART-TIME	9,938.04	9,938.04	155,337.45	145,399.41	6.40
210-555000-151 LIBRARY; SOCIAL SECURITY	1,503.63	1,503.63	21,917.63	20,414.00	6.86
210-555000-152 LIBRARY; RETIREMENT	1,089.37	1,089.37	16,327.21	15,237.84	6.67
210-555000-154 LIBRARY; INSURANCE BENEFIT	5,991.24	5,991.24	41,924.52	35,933.28	14.29
210-555000-155 LIBRARY; LIFE INSURANCE	11.46	11.46	116.78	105.32	9.81
210-555000-156 LIBRARY; LT DISABILITY	31.14	31.14	434.15	403.01	7.17
210-555000-195 LIBRARY; CUSTODIAN	569.06	569.06	7,125.73	6,556.67	7.99
210-555000-210 LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219 LIBRARY; PROFESSIONAL FEES	100.00	100.00	350.00	250.00	28.57
210-555000-220 LIBRARY; BANK FEES	9.89	9.89	125.00	115.11	7.91
210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER	.00	.00	5,500.00	5,500.00	.00
210-555000-224 LIBRARY; HEAT	358.18	358.18	2,000.00	1,641.82	17.91
210-555000-225 LIBRARY; TELEPHONE & DATA	18.80	18.80	1,650.00	1,631.20	1.14
210-555000-249 LIBRARY; REPAIR & MAINTENANCE	2,672.84	2,672.84	6,000.00	3,327.16	44.55
210-555000-250 LIBRARY; ELEVATOR SERV/REPAIR	.00	.00	2,500.00	2,500.00	.00
210-555000-310 LIBRARY; WEB MEDIA	853.83	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	422.94	422.94	9,500.00	9,077.06	4.45
210-555000-313 LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314 LIBRARY; EQUIPMENT	.00	.00	3,500.00	3,500.00	.00
210-555000-315 LIBRARY; DELIVERY	.00	.00	6,126.00	6,126.00	.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	.00	.00	2,500.00	2,500.00	.00
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	.00	.00	8,000.00	8,000.00	.00
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	.00	.00	1,750.00	1,750.00	.00
210-555000-377 LIBRARY; ADULT BOOKS	.00	.00	12,000.00	12,000.00	.00
210-555000-378 LIBRARY; TEEN BOOKS	.00	.00	1,800.00	1,800.00	.00
210-555000-385 LIBRARY; YOUTH PROGRAMMING	.00	.00	6,000.00	6,000.00	.00
210-555000-386 LIBRARY; ADULT PROGRAMMING	.00	.00	5,000.00	5,000.00	.00
210-555000-387 LIBRARY; PUBLIC RELATIONS	.00	.00	1,000.00	1,000.00	.00
210-555000-389 LIBRARY; DIGITAL MEDIA POOL	.00	.00	2,983.00	2,983.00	.00
210-555000-511 LIBRARY; PROP, LIAB, WC INS	.00	.00	3,800.00	3,800.00	.00
210-555000-805 LIBRARY; SCLS CONSORTIUM	22,460.00	22,460.00	22,550.00	90.00	99.60
TOTAL LIBRARY	55,657.32	55,657.32	484,109.31	428,451.99	11.50

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item #4.

LIBRARY FUND

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

LIBRARY - ANNEX

210-555100-224	ANNEX; HEATING/UTILITIES	442.94	442.94	4,500.00	4,057.06	9.84
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	.00	.00	1,500.00	1,500.00	.00
210-555100-312	ANNEX; MISC OPERATING EXP	.00	.00	500.00	500.00	.00
TOTAL LIBRARY - ANNEX		442.94	442.94	6,500.00	6,057.06	6.81
TOTAL FUND EXPENDITURES		56,100.26	56,100.26	492,109.31	436,009.05	11.40
NET REVENUES OVER EXPENDITURES		(54,091.53)	(54,091.53)	.00	(926,109.63)	(5.84)

DIRECTOR'S REPORT

Library News



The Winter Reading Program concluded on February 7. We had 282 people participate, which is up slightly from last year.

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
- The new 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

- Sissel Schroeder's program on Ancient Aztalan was well attended with 83 people attending either in person or via Zoom.
- Rebecca Hopman presented about the Wisconsin Historical Society Genealogy Collection and Services on February 1 with 31 people attending
- We are no longer hosting A Book and a Movie Club and the Nonfiction Book Club has been move back to quarterly.

Upcoming Programs










- 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.
- Crochet Club will begin for middle school students in March.
- Kristen Hart will be hosting monthly adult craft nights starting in March.
- Tech Tuesdays– Lunch and Learn will begin the end of February to teach adult digital literacy classes.

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

Buildings and Grounds

- We purchased a new outdoor book drop from the Appleton Public Library via an online auction. This book drop new would be about \$10,000, but we got it for \$110. Columbus DPW made the trip to Appleton to pick it up for us. One of the old book drops will be going to Pardeeville Library for their Wyocena branch, and the other one will hopefully be finding a home in Fall River.
- We have installed a new hot water heater for the library. The old hot water heater sometimes worked, and sometimes didn't. Due to the age of the unit, a new unit was recommended.

Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Ch from 2024 to 2025
	Visits (# door counts)	4,911	4,911	4,444	67,146	+10.5%
	Items Borrowed (total)	4,953	4,953	4,700	58,538	+5.4%
	% 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)	1,381	1,381	1,265	14,759	+10.2%
	Books by Mail (# items sent)	14	14	38	259	-63.2%
	Public Wi-Fi (# sessions)	3,886	3,886	6,139	56,084	-36.7%
	Public Computer Use (# sessions)	250	250	207	3,077	+20.8%
	Wireless Printing & Faxing (# jobs)	72	72	75	967	-4%
	Community Use of Rooms (# attended)	105	105	79	1,171	+32.9%
	Patrons Added (# added)	25	25	21	368	+19%

Item #5.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	21	387	15
Children	8	115	0
Teen	2	9	0
Adult	12	115	0
General Interest	2	37	76

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>

	<p>the Library lawn at 1:00 and in the park at 6:00</p> <p>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.</p> <p>2/2025- Reached out to Farmers and Merchants about adding a book drop to Fall River.</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 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</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>12/2024- Met with carpenter to measure out the desk top. It's currently in the building stages.</p> <p>1/2025- Desk top is being installed.</p> <p>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.</p> <p>2/2025- The Desk Top project has been completed and payment from the 2024 budget has been submitted.</p> <p>2/2025- Met with a new contractor on 2/24 to go over the bathroom remodel.</p>
Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.	
<p>Activities-</p> <ul style="list-style-type: none"> • Promote and help find opportunities for Continuing Education • Review and revise policies to make sure they are not 	<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>getting in the way of helping patrons</p> <ul style="list-style-type: none"> • Create opportunities for Staff social enjoyment • Be an active member of the ILS Evaluation team at SCLS 	<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> <p>12/2024- Library closed for a few hours for the staff to attend the City of Columbus Christmas Party.</p> <p>2/2025- Conducted a quarterly staff meeting</p> <p>2/2025- Reviewed the job description of the Youth Services Coordinator and made updates</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 • 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</p> <p>4/23/24 Met with the Program Staff to talk about how to use Project Outcome to evaluate our programs with patrons. A few test runs have been done</p> <p>5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection.</p> <p>6/2024- The weeding of adult non-fiction continues</p> <p>6/2024- We added an "After Hours Book Club" to accommodate patrons who have asked for later programs. Nine people attended the first meeting.</p> <p>6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year.</p> <p>8/2024- Concluded the Summer Library Program with 572 participants.</p> <p>9/2024- Got through with weeding the entire adult non-fiction section.</p> <p>9/2024- Continue to collect and evaluate suggestions from patrons on programs.</p> <p>9/2024- Met with the Program team to come up with the Winter Reading Program theme and start brainstorming ideas.</p> <p>11/2024- Have added board game collection and disk golf kit from suggestions in the Suggestion Box</p> <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>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-25)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2024

INSTRUCTIONS: Complete and return electronic, signed copy and attachments to the library system. Confirm with the library system that printed, signed copies are required.

Item #10.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION

1. Name of Library Columbus Public Library		2. Public Library System South Central Library System			
3b. Head Librarian First Name Amanda	3c. Head Librarian Last Name Wakeman	4a. Certification Grade Grade 2	4b. Certification Type Regular	5. Certification Expiration Date 6/30/2027	
6a. Street Address 223 W. James St.	6b. Mailing Address or PO Box 223 W. James St.	7. City / Village / Town Columbus	8a. ZIP 53925	8b. ZIP4 1572	9. County Columbia
10. Library Phone Number 9206235910		11. Fax Number (920)623-5928			12. Library E-mail Address of Director amanda@columbuspubliclibrary.info
13. Library Website URL www.columbuspubliclibrary.info		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? Yes		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 6,200	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	52	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,704	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			23,840	1,284	
2. Physical Subscriptions			33		
3. Physical Audio Materials			1,732	108	
4. Physical Video Materials			3,082	80	
5. Other Physical Materials			362		
6. Total Physical Items in Collection			29,016		
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books		No	Yes	No	
8. E-serials		No	Yes	No	
9. E-audio		No	Yes	No	
10. E-video		No	No	No	
11. Research Databases		Yes	No	Yes	
12. Online Learning Platforms		Yes	No	Yes	
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
57,672	30,015	746	18,271	26,329	
			Method for Counting ILL Transactions	Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
6,045	1,263	7,451	0	1,151	14,759
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
2,162	1,544	3,706	No	Survey Week(s)	3,962
				Actual Count	67,146
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
7	6	Actual Count	3,077	Actual Count	56,048

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	191	76	21	128	29
Total Attendance	3,839	1,590	223	1,624	2,394

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	305	102	38	0	
Total Attendance	4,971	4,279	420		
Total Program Views				0	

Describe the library's in-person programs:

Young Children- storytime, babies on blankets, toddler yoga, music & motion Children- STEAM club, Pokemon, legos, crafters, history club, writing club Young Adult- monthly teen group Adult- 4 book clubs, tech classes, piano classes, mindfulness, and a variety of presenters each month General Interest- Summer Library program presenters and musicians

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

Most adult programs are held live and virtual for an expanded audience. Two book clubs, genealogy, and mindfulness meditation are all available monthly via Zoom.

Which platforms does the library use to host the library's pre-recorded programs:

n/a

Describe the library's pre-recorded programs:

n/a

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Peter	Kaland	1340 Waterloo St.	Columbus	53925	pjkaland@charter.net
2. Sue	Salter	229 Hometown Ave	Fall River	53932	ssalter67@gmail.com
3. Merry	Anderson	540 Hamilton St	Columbus	53925	merryk6644@gmail.com
4. Dana	Pike	W758 Riverview Ct	Fall River	53932	dpike@columbus.k12.wi.us
5. Jim	Schieble	430 W Prairie St	Columbus	53925	faithbassed@outlook.com
6. Shirley	Berkley	109 Vista Cir.	Columbus	53925	curlyberkley56@gmail.com
7. Deb	Haeffner	426 W Mill St	Columbus	53925	debh22@gmail.com
8. Nora	Vieau	317 Turner St	Columbus	53925	nora.brawner@gmail.com
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
8					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Columbus	\$295,000
Subtotal 1		\$295,000

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$96,084

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dodge	\$42,798		
Sauk	\$82		
Dane	\$8,375		
Subtotal 2b			\$51,255

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$450		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0

Subtotal 3 \$450

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
LTCAccess: American Library Association- Libraries Transforming Communities	\$10,000
LSTA SCLS Continuing Education	\$297
Subtotal 4	\$10,297

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5	\$0		

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$26,112

8. Total Operating Income Add 1 through 7

\$479,198

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$300,000

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$264,775

2. Employee Benefits Include maintenance, security, plant operations

\$73,594

3. Library Collection Expenditures

a. Print Materials

\$20,439

b. Electronic Materials

\$1,591

c. Audiovisual Materials

\$1,926

d. All Other Library Materials

\$698

Subtotal 3

\$24,654

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Description	Type	Amount
Overdrive	SCLS Overdrive	Contract	\$2,443
Overdrive Magazines	SCLS Overdrive Magazines	Contract	\$167
Overdrive Advantage	SCLS Overdrive Advantage	Contract	\$231
Delivery	SCLS Delivery	Contract	\$6,291
ILS & Tech	SCLS ILS & Tech	Contract	\$22,712

Subtotal 4 \$31,844

5. Other Operating Expenditures

\$64,816

6. Total Operating Expenditures Add 1 through 5

\$459,683

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$10,297

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0

**VIII. OTHER FUNDS
HELD BY THE LIBRARY BOARD**

1. Total Amount of Other Funds at the End of Year

\$591,544

**IX. FUNDS PAID OR TRANSFERRED TO THE
LIBRARY BOARD FINANCIAL SECRETARY**

1. Total Amount of Section IX Funds at End of Year

\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	No MLS	\$70,798	40.00
Youth Services	Associate Librarian (non-MLS)	Librn. no-MLS	\$48,727	40.00
Marketing Library Assistant	Marketing Specialist	Other	\$24,336	24.00
Adult Services	Associate Librarian (non-MLS)	Librn. no-MLS	\$31,507	28.00
Library Assistant 1	Clerk - Public Services	Other	\$24,664	28.00
Library Assistant 1	Clerk - Public Services	Other	\$24,664	28.00
Library Assistant 1	Clerk - Public Services	Other	\$21,114	24.00
Library Assistant 1	Clerk - Public Services	Other	\$8,808	10.00
Library Assistant 1	Clerk - Public Services	Other	\$6,323	8.00
Library Assistant 1	Clerk - Public Services	Other	\$6,323	8.00
Custodian	Janitorial Cleaner	Other	\$7,108	10.00
Page	Page/Shelver	Other	\$3,809	6.00

	X. STAFF (cont'd.)	
--	---------------------------	--

b. Other Paid Staff See *Instructions*

[illegible]

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
0.00	2.70	2.70	3.65	6.35

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			28,124
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	638	19,351	19,989
3. Circulation to Nonresidents Living in Another County in the Library System	364	2,079	2,443
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	199	5,438	5,637
5. Circulation to All Other Wisconsin Residents	55	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No	No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Adams	0	f. Marquette	10
b. Dane	2,057	g. Sauk	8
c. Dodge	5,428	h.	
d. Green Lake	0	i.	
e. Juneau	0	j.	
XII. TECHNOLOGY (Not included in 2024 Report)			

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	21	15	3
Total Self-Directed Activity Participation	62	373	75
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	2	41
Total Self-Directed Activity Participation	0	66	576
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Helen	Wirka	helen@columbuspubliclibrary.info	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Catherine	Brick	catherine@columbuspubliclibrary.info	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Peter Kaland	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Amanda Wakeman	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Columbia

The Columbus Public Library Board of Trustees hereby states that in 2024 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

The Columbus Public Library Board and Director maintain that they receive excellent service from the consultants and staff of SCLS.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee



Name of President or Designee Print or type

Peter

Kaland

Date Signed

COMMENTS

SECTION_II
2. Physical Subscriptions
Due to the lack of checkouts and the addition of digital magazines, we have cut back the number of serials we subscribe to.--2025-01-29
3a. Physical Audio Materials (end-of-year total)
We significantly cut back on our amount of music CDs--2025-01-29
SECTION_VI
b. Electronic Content
Due to the lack of usage, we cut back on our expenditures for databases and learning platforms--2025-01-29
c. Audiovisual Materials
Due to the amount of movies that go to streaming, we cut back on the amount we spent on physical materials--2025-01-29
d. All Other Library Materials
We added a small collection of board games and puzzles to our collection this year--2025-01-29

Participation in Drop-in Activities for Adults 19+
We previously did adult craft take and make projects. We have scaled back from doing them in favor of more in-person classes.--2025-01-30

YOUTH SERVICES COORDINATOR POSITION DESCRIPTION
COLUMBUS PUBLIC LIBRARY, COLUMBUS, WI

Item #11.

NATURE OF THE JOB

The Youth Services Coordinator performs professional library activities requiring knowledge in all areas of public library service. This includes understanding and working with babies, toddlers, school-aged children, young adults, parents, caregivers, and educators. This position focuses on developing, planning, and implementing programs in the library and in the community. Regular travel related to community engagement and professional development is required.

- ✓ Reports to the Library Director
- ✓ 40 hours/week, including some evenings and weekends

RESPONSIBILITIES

1. Provide high quality service to customers of all ages and abilities.
2. Responsible for effective coordination of Youth Services Department within the library's overall priorities.
3. Have the ability and knowledge of policies to make decisions about staff and building needs when the Library Director is not in the building.
4. Offer reference service, reader's advisory, guidance in locating and choosing materials and instruction on the use of the library and its resources to customers of all ages and abilities.
5. Recommend print and non-print materials to meet the needs of the community.
6. Promote an interest in reading and learning through the use of the public library.
7. Plan and implement a range of programs to meet the informational, recreational and educational needs of youth, teens and families and to promote reading and social interaction.
8. Help plan and participate in community-wide events with established community partners.
9. Establish relationships with individuals, volunteers, schools, groups, agencies, public officials and other libraries in the community in order to promote and provide a diverse range of services for youth and families.
10. Act as a liaison with the South Central Library System in the area of youth services and as needed.
11. Perform circulation desk procedures such as checking materials in and out, registering patrons, collecting fines and fees, etc.
12. Participate as an active and involved team member of the library.
13. Compile statistical data on various areas of service.
14. Keep up on trends in youth services and other public library services.
15. Advise the Director on policy and procedural issues.
16. Assume responsibilities in other departments within the Library as needed.
17. Publicize events and programs in coordination with the Marketing and Administrative Assistant.
18. Abide by library policies.
19. Know the processes for payroll, billing invoices, and library deposits to fill in if needed.
20. Supervise and train volunteers.
21. Accept other duties as assigned by the Library Director.

Approved:

KNOWLEDGE AND ABILITIES

1. Knowledge and experience in youth and teen services.
2. Knowledge and experience in the reading, viewing and learning habits of youth and teens.
3. Knowledge and experience with contemporary technology.
4. Ability to maintain and promote a positive public service attitude.
5. Ability to maintain confidentiality of library patron information.
6. Ability to perform the following skills:
 - a. Analytical skills: identify alternative courses of action before selecting one.
 - b. Problem solving skills: develop solutions to problems with a recommended course of action.
 - c. Planning and organization skills: develop and implement short and long term goals for youth services.
 - d. Communication skills: communicate effectively and transparently in both oral and written forms.
 - e. Reading ability: effectively read and understand information contained in memorandums, reports, bulletins, budgets, etc.
 - f. Independent thinking: decision making without direct supervision.
 - g. Mathematical ability: understanding of basic mathematics and statistics.
 - h. Time management: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude.
 - i. Comprehending instructions: ability to understand instructions from supervisor in both oral and written forms.
7. Physical demands:
 - a. Sitting, standing, walking, climbing and stooping.
 - b. Bending, twisting and reaching.
 - c. Talking and hearing; use of a telephone.
 - d. Fingering: keyboarding, writing, filing, and sorting.
 - e. Lifting, carrying: 30 pounds or less.
 - f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
 - g. Mobility: travel to meetings outside the library.

QUALIFICATIONS

1. Associate's Degree required.
2. Bachelor's Degree preferred.
3. Experience working with children and teens.

I have reviewed and received a copy of this job description.

 Director

 Date

 Employee

 Date

Approved:

BBS

Better Building Standard

608-514-4892

Betterbuildingstandard@gmail.com

Item #12.

Columbus, WI 53925
223 W James st. (Library)

Mens and Women's bathroom remodel

Mens bathroom

Remove and replace 36" bathroom door. "No self closing unit"

Remove and delete 2 Urinals and cap plumbing

Tear out existing wall tile and replace drywall where needed.

Remove 1 toilet and replace with new.

Add 1 new ADA sink to existing location of urinals

Removal double sink and countertop and replace/repair drywall
in that location

Remove stall door and hardware

Women's bathroom

Remove and replace 36" bathroom door "no self closing unit"

Removal and disposal of existing stall enclosures and hardware.

Removal of 1 of 2 toilets and cap drain and and replace 1 toilet
with new.

Tear out and removal of 1 sink with countertop and replace with 1
new ADA sink

Repair/replace drywall as needed.

Price includes all permits.

Total price \$16,000

Any questions we can be reached at 608 514 4892

Or by email at Betterbuildingstandard@gmail.com