



# Library Board Meeting Agenda

Tuesday, April 15, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

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## Call to Order

Roll Call, Introduction of Visitors, Public Input

Approval of Agenda for April 15, 2025

Approval of Minutes from March 18, 2025

1. March 18, 2025 Minutes

## Reports

2. Financial Secretary's Report

3. Bills- \$2,877.88

4. Budget Comparison

5. Library Director's Report

6. Library Director Goals

7. President's Report

## Literacy Council

Friends of the Library

## Correspondence

## Trustee Training

8. Trustee Essentials 27: The Public Library System Board-the Broad Viewpoint

## Unfinished Business

9. Space Needs Assessment Next Steps

## New Business

## Adjourn

Next meeting May 20, 2025

**Columbus Public Library  
Library Board Meeting  
Tuesday, March 18, 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, Nora Vieau, Merry Anderson, Jim Schieble, Dana Pike, Deb Haeffner, Shirley Berkley

**Roll Call, Introduction of Visitors Public Input:**

**Approval of the Agenda for March 18, 2025:** Jim moved and Deb seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes April 18, 2025:** Sue moved and Deb seconded a motion to approve the February 2025 Minutes. Motion carried.

**Reports**

**Financial Secretary's Report:** Waiting for current CDAR balance; CDAR2 renews 2/27/25 at 5.20%. SCLS Foundation account down \$1,733.59. Dana moved and Shirley seconded a motion to approve Financial Secretary report. Motion carried.

**Bills:** Bills of \$16,067.12 submitted includes \$1,187.98 for new water heater. Deb moved and Jim seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Budget does not reflect actual expenses at this point.

**Library Director's Report:**

**Youth Programs:**

Youth Services Department continues strong relationship with Home Again Assisted Living and with the Homeschool group.

Book Dragons Writing Lab meeting monthly.

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

**Adult Programs:**

Tech Tuesdays started with information gathering in first week and one-on-one smartphone instruction in week 2. Scams are top interest with Farmers & Merchants Bank program planned for week 3.

March 4-Joys of Seed Tapes program with Ardyce Piehl and Kate Rietmann from the Columbia County Master Gardeners.

**Upcoming Programs:**

March-Valerie Biel will present a tween creative writing workshop.

March 19-Stitching Stars Crochet Club first day; expecting large group

March 20-Frog-themed youth program to celebrate Fred Dartt Day

March 20-Author Robert Root talking about his book *Walking Home Ground: In the Footsteps of Muir, Leopold, and Derleth*.

March 26-Kristen Hart will host monthly adult craft nights.

April 1-Chad Lewis presentation on Wisconsin's Gangster Past

#### Meetings:

City Community Services departments continue to meet monthly. Group continues to go over events that support each other. This summer group will be advertising and presenting several events together.

March 20-At the SCLS meeting Directors will get a report from the ILS committee about the option of switching from Bibliovation to a new ILS system.

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

April-Columbia County Libraries will host a "Library Tour." Patrons are encouraged to visit at least 6 of the 10 participating libraries and can be entered to win a gift basket.

#### Building and Grounds:

There was a small leak in the entryway due to a popped nail in the flashing. Great Lakes Roofing repaired at no cost as roof is under warranty. Bathroom remodel is underway.

Library Stats: Visits are up 3.25%; Community Use of Rooms is up 30%. Patrons added is down 16%.

#### Library Director's Goals:

Attended a planning session for City of Columbus departments. Each department must prepare a strategic plan.

Bathroom remodeling underway. See Building and Grounds

Working with Columbus Recreation Dept. to create summer-long cohesive department for community youth.

#### President's Report: None

#### Literacy Council Report:

CLC received \$300 from the United Fund of Columbus, Wisconsin, Inc.

Merry requested that the current addressee on the monthly bank statement be changed to CLC Coordinator/Library Director. Jim moved and Dana seconded a motion to change the CLC addressee name. Motion carried.

Merry also requested that the Board approve transferring \$3,000 from the CLC regular savings account (current account balance is \$5,208) to a longer term, higher earning CD. Jim moved and Dana seconded a motion to approve the transfer of funds. Motion carried.

**Friends of the Library:** Two new members welcomed. Currently working on culling and moving stock. FOL holding membership drive during National Library Week.

**Correspondence:** None

**Committee Reports:**

Personnel Committee: Director evaluations received and reviewed.

**Trustee Training:** None

**Unfinished Business:** None

**New Business:**

Space Needs Assessment-Deb presented projected data and a current modification of plans for an addition that was prepared several years ago. This initial plan assumed demolition of the Annex with the addition constructed in the existing parking lot. The modification adds more study/meeting rooms.

Despite recent efforts to make the most of limited space, the Space Needs Assessment identified the following areas in need of more space: program/meeting rooms, study rooms, collection and staff areas.

Currently any program that attracts a large audience must seat people on both floors with one floor virtual, hold programs outdoors, or move to a different facility e.g. Community Center.

CPL's study/meeting spaces are limited, constantly booked, and limited to smaller audiences. Currently spaces are used for tutoring, tele-health calls, interviews, test proctoring, group study, book groups, teen and adult craft and club groups, board and staff meetings, training and more.

The collection must be weeded constantly to add new books and audio/visual materials. Current shelving is too tall and aisles too narrow for ADA accessibility. There is no room for reading/study either in chairs or at tables. The public has asked for a larger collection but there is no room.

A patron survey notes a desire for more space for children to play and interact, continuation of programs both in person and virtual with space for larger programs and a bigger collection. The survey also indicated the top four library services (in order) are: borrowing materials, internet and wi-fi, programs for all ages, and public meeting spaces.

Data: Based on WI Dept. of Administration projections the areas CPL serves (City of Columbus, Fountain Prairie, Fall River, Elba, Town of Columbus) will grow from 9,899 in 2023 to 11,340 by 2040.

Currently CPL has the smallest square footage — 6,200 — of 24 libraries in comparable size communities. By comparison the Waupaca and Prairie du Chien libraries have 24,000 and 18,974 square feet respectively. The next smallest libraries are Mayville and Union Grove at 7,200 square feet each. To meet projected needs and patron expectations a 10,959 square foot addition is desired.

Convened to closed session per 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility, specifically to discuss the annual evaluation of the Library Director.

**Adjourn:** Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:48 p.m.

Next scheduled board meeting — April 15, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

## Columbus Public Library - Financial Secretary Report

Date 4/15/2025

Bank Accounts				FMUB Checking Account - Information	
	Balance	Date	Interest YTD	Checking account transactions	To Date
FMUB CDAR 1 (3 mos.)	\$ 34,969.92	3/31/2025	\$415.68	34554.24 Total memorials, donations + grants	
FMUB checking	\$2,730.16	4/15/2025	\$2.03	deposited as of date	
				Safety deposit box rental	
FMUB CDAR 2 (3 mos.)	\$16,479.13	11/30/2024	\$212.25	16266.88 Staff appreciation gifts	
<b>TOTAL</b>	<b>\$ 54,179.21</b>		<b>\$629.96</b>	Total dispersements	
CDAR1 at 4.35% matures 5/29/25				Total YTD transactions	\$0.00
CDAR2 at 4.75% matures 4/17/25					

## 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
April 30, 2024	\$ 399,100.00		\$ 399,100.00	\$ (418.57)	\$ 501.52	\$ (11,731.09)	\$ 387,512.44
May 31, 2024	\$ 387,512.44		\$ 387,512.44	\$ (415.10)	\$ 512.72	\$ 11,267.07	\$ 398,877.14
June 30, 2024	\$ 398,877.14		\$ 398,877.14	\$ (444.49)	\$ 2,124.14	\$ 709.34	\$ 401,395.95
July 31, 2024	\$ 401,395.95		\$ 401,395.95	\$ (438.87)	\$ 499.58	\$ 9,251.18	\$ 410,707.84
August 31, 2024	\$ 410,707.84		\$ 410,707.84	\$ (448.41)	\$ 596.17	\$ 4,512.29	\$ 416,670.55
September 31, 2024	\$ 416,670.55		\$ 416,670.55	\$ (454.57)	\$ 1,384.18	\$ 5,680.18	\$ 423,280.33
October 31, 2024	\$ 423,280.33		\$ 423,280.33	\$ (461.13)	\$ 678.63	\$ (7,572.00)	\$ 415,925.82
November 30, 2024	\$ 415,925.82		\$ 415,925.82	\$ (454.29)	\$ 644.47	\$ 13,006.53	\$ 429,122.53
December 31, 2024	\$ 429,122.53		\$ 429,122.53	\$ (467.20)	\$ 3,521.81	\$ (14,056.43)	\$ 418,120.71
January 31, 2025	\$ 418,120.71		\$ 418,120.71	\$ (455.97)	\$ 156.14	\$ 9,238.52	\$ 427,059.42
February 28, 2025	\$ 427,059.42		\$ 427,059.42	\$ (465.65)	\$ 627.53	\$ (1,733.59)	\$ 425,487.69
March 31, 2025	\$ 425,487.69		\$ 425,487.69	\$ (463.92)	\$ 1,548.71	\$ (11,267.54)	\$ 416,287.37

Vendor		Input Date	Amount
Department: Library			
ELAN FINANCIAL SERVICES	CC Bill- Adult and Youth Programs	4/1/2025	\$ 1,107.58
BUREAU VERITAS NATIONAL ELEVATOR	Elevator Inpection	4/1/2025	\$ 99.34
RHYME BUSINESS PRODUCTS	Copier machine Lease	4/1/2025	\$ 203.10
COAST TO COAST SOLUTIONS INC	Summer Library program prizes	4/1/2025	\$ 367.17
DEMCO INC	DVD Cases	4/1/2025	\$ 117.75
WI LIBRARY ASSOCIATION	WAPL for AW (will be reiumbursed)	4/1/2025	\$ 315.00
ENVISIONWARE INC	Self Checkout Contract	4/1/2025	\$ 61.95
PREMIUM WATERS INC	Water Delivery	4/1/2025	\$ 40.99
THE WORKSHOP	Teen Program	4/1/2025	\$ 45.00
WITNESS THE FITNESS	Toddler Yoga	4/1/2025	\$ 30.00
GEORGE HESSELBERG	Adult Library Program	4/1/2025	\$ 500.00
			\$ 2,887.88

CITY OF COLUMBUS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

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	.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	40,673.31	157,159.92	161,659.50	( 4,499.58)	97.22
210-474716-000	LIBRARY; SCLS FUNDS	.00	.00	500.00	( 500.00)	.00
210-474717-000	LIBRARY; FINES & FEES	41.99	213.79	900.00	( 686.21)	23.75
210-474718-000	LIBRARY; FAX & COPIES	453.45	1,413.70	4,200.00	( 2,786.30)	33.66
	TOTAL MISCELLANEOUS REVENUES	41,168.75	158,787.41	167,259.50	( 8,472.09)	94.93

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	76.30	988.25	1,000.00	( 11.75)	98.83
210-484811-000	LIBRARY; GRANT REVENUES	.00	5,000.00	.00	5,000.00	.00
210-484820-000	LIBRARY; INTEREST INCOME	29.19	525.74	1,000.00	( 474.26)	52.57
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	180.00	1,300.00	5,760.00	( 4,460.00)	22.57
	TOTAL OTHER FINANCING SOURCES	285.49	7,813.99	7,760.00	53.99	100.70

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	41,454.24	166,601.40	492,109.31	( 325,507.91)	33.85
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CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 3 MONTHS ENDING MARCH 31, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET

DEPARTMENT 1570

210-511570-210	LIBRARY; AUDIT/ACCOUNT SVCS	.00	.00	1,500.00	1,500.00	.00
	TOTAL DEPARTMENT 1570	.00	.00	1,500.00	1,500.00	.00

CITY OF COLUMBUS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY					
210-555000-111 LIBRARIAN SALARY	5,903.40	16,713.22	72,820.18	56,106.96	22.95
210-555000-112 LIBRARY; YOUTH SERV DIRECTOR	3,940.13	11,189.19	51,221.66	40,032.47	21.84
210-555000-113 LIBRARY; PART-TIME	11,473.23	31,907.55	155,337.45	123,429.90	20.54
210-555000-151 LIBRARY; SOCIAL SECURITY	1,640.82	4,602.34	21,917.63	17,315.29	21.00
210-555000-152 LIBRARY; RETIREMENT	1,193.72	3,322.56	16,327.21	13,004.65	20.35
210-555000-154 LIBRARY; INSURANCE BENEFIT	2,241.24	9,012.53	41,924.52	32,911.99	21.50
210-555000-155 LIBRARY; LIFE INSURANCE	11.46	30.94	116.78	85.84	26.49
210-555000-156 LIBRARY; LT DISABILITY	31.14	84.08	434.15	350.07	19.37
210-555000-195 LIBRARY; CUSTODIAN	610.80	1,716.14	7,125.73	5,409.59	24.08
210-555000-210 LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219 LIBRARY; PROFESSIONAL FEES	.00	239.00	350.00	111.00	68.29
210-555000-220 LIBRARY; BANK FEES	9.45	30.42	125.00	94.58	24.34
210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER	426.73	891.23	5,500.00	4,608.77	16.20
210-555000-224 LIBRARY; HEAT	415.37	773.55	2,000.00	1,226.45	38.68
210-555000-225 LIBRARY; TELEPHONE & DATA	104.64	225.23	1,650.00	1,424.77	13.65
210-555000-249 LIBRARY; REPAIR & MAINTENANCE	1,187.98	18,075.98	6,000.00	( 12,075.98)	301.27
210-555000-250 LIBRARY; ELEVATOR SERV/REPAIR	.00	.00	2,500.00	2,500.00	.00
210-555000-310 LIBRARY; WEB MEDIA	.00	853.83	800.00	( 53.83)	106.73
210-555000-311 LIBRARY; POSTAGE	.00	.00	600.00	600.00	.00
210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	1,123.18	2,043.71	9,500.00	7,456.29	21.51
210-555000-313 LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314 LIBRARY; EQUIPMENT	.00	70.42	3,500.00	3,429.58	2.01
210-555000-315 LIBRARY; DELIVERY	.00	6,126.00	6,126.00	.00	100.00
210-555000-316 LIBRARY; FURNITURE & FIXTURES	123.75	123.75	3,000.00	2,876.25	4.13
210-555000-330 LIBRARY; SAFETY TRAINING	.00	.00	500.00	500.00	.00
210-555000-331 LIBRARY; COPIER	203.10	584.17	2,500.00	1,915.83	23.37
210-555000-333 LIBRARY; EDUCATION & TRAVEL	100.00	100.00	1,000.00	900.00	10.00
210-555000-371 LIBRARY; ADULT AUDIO VISUAL	500.00	500.00	3,000.00	2,500.00	16.67
210-555000-372 LIBRARY; YOUTH AUDIO VISUAL	198.61	198.61	600.00	401.39	33.10
210-555000-373 LIBRARY; YOUTH BOOKS	1,120.41	1,857.61	8,000.00	6,142.39	23.22
210-555000-374 LIBRARY; PERIODICALS	.00	.00	2,000.00	2,000.00	.00
210-555000-375 LIBRARY; REFERENCE MATERIALS	.00	.00	350.00	350.00	.00
210-555000-376 LIBRARY; SOFTWARE/DATABASES	.00	1,002.27	1,750.00	747.73	57.27
210-555000-377 LIBRARY; ADULT BOOKS	1,123.45	1,418.67	12,000.00	10,581.33	11.82
210-555000-378 LIBRARY; TEEN BOOKS	167.85	167.85	1,800.00	1,632.15	9.33
210-555000-385 LIBRARY; YOUTH PROGRAMMING	328.64	459.22	6,000.00	5,540.78	7.65
210-555000-386 LIBRARY; ADULT PROGRAMMING	562.88	1,172.84	5,000.00	3,827.16	23.46
210-555000-387 LIBRARY; PUBLIC RELATIONS	325.00	325.00	1,000.00	675.00	32.50
210-555000-389 LIBRARY; DIGITAL MEDIA POOL	.00	3,073.00	2,983.00	( 90.00)	103.02
210-555000-511 LIBRARY; PROP, LIAB, WC INS	.00	.00	3,800.00	3,800.00	.00
210-555000-805 LIBRARY; SCLS CONSORTIUM	.00	22,460.00	22,550.00	90.00	99.60
TOTAL LIBRARY	35,066.98	141,350.91	484,109.31	342,758.40	29.20

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 3 MONTHS ENDING MARCH 31, 2025

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	604.94	1,197.80	4,500.00	3,302.20	26.62
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	.00	.00	1,500.00	1,500.00	.00
210-555100-312	ANNEX; MISC OPERATING EXP	.00	14.44	500.00	485.56	2.89
TOTAL LIBRARY - ANNEX		604.94	1,212.24	6,500.00	5,287.76	18.65
TOTAL FUND EXPENDITURES		35,671.92	142,563.15	492,109.31	349,546.16	28.97
NET REVENUES OVER EXPENDITURES		5,782.32	24,038.25	.00	( 675,054.07)	3.56

## DIRECTOR'S REPORT

### Youth Programs

- Overall, regular programs are going great at the Library. We are pausing our Babies on Blankets program and adding in another Storytime day. For three months we've had one or zero participants.
- Helen and Susan visit 9 different classrooms each month between the two of them at Fall River School, Zion Lutheran School, Redbud Daycare in Fall River, Cardinal Country Daycare, St. Jerome's, Little Adventures, and Kids and Company.
- The Tween Writing Workshop program with Valerie Biel wrapped up in April. It was well attended and the jr. authors seemed to really enjoy it.

### Adult Programs

- We completed Tech Tuesday after 4 sessions. They were all well attended and seemed to be beneficial. Farmers and Merchants Union Bank joined us for the March 25 session to talk about scams.
- The first monthly craft night with Kristen Hart was held and had 17 people attend. The next one will be on April 23.
- Library After Hours Book Club had 24 people attend in April. Unfortunately, this was too many for the Annex so we are moving this program to the 161 Building moving forward.
- Chad Lewis joined us for a presentation on Wisconsin's Gangster Past with a great turnout.
- Russ Horton joined the genealogy group with a presentation about finding military ancestors.

### Upcoming Programs

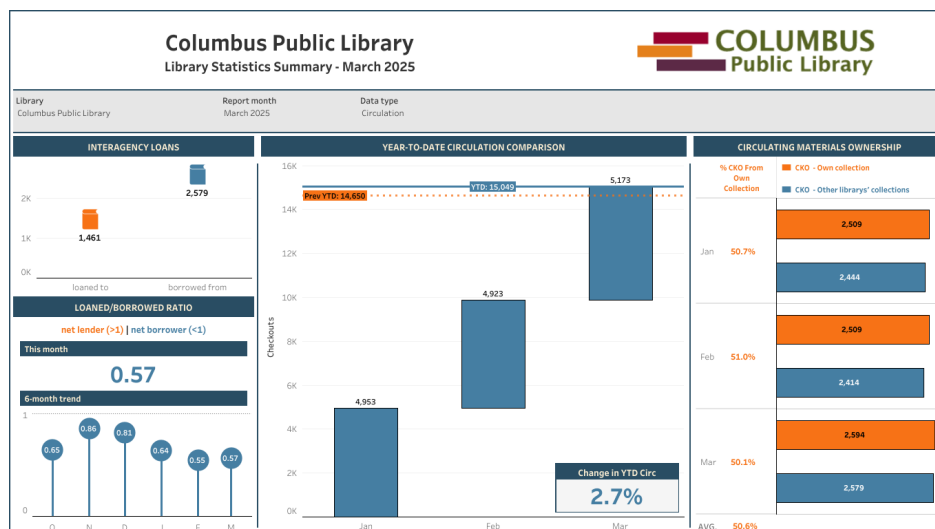
- In June we are starting a new Romantasy Book Club one Monday night a month. There has been a lot of interest in this genre and a lot of people are planning on attending this book club. The first meeting is June 9 at 6:00 in the Annex.
- George Hesselberg will be joining us on April 22 to discuss his book, Dead Lines.
- May 10 will be a dog blanket crochet workshop for people to make blankets that will be donated to the Columbia County Humane Society.










### Meetings

- The Employee Engagement Team for the City provided a free Subway lunch for Library staff on April 9 to celebrate National Library Week.

### Buildings and Grounds

- DPW replaced the tiles in the entryway that were stained due to a leak. It has rained a few times since the roof was repaired, and it appears that the problem was fixed.
- The toilet in the annex was leaking into the basement. Wright Plumbing came and took care of the problem.
- DPW has repaired the ramp going in to the annex by removing all of the rotten boards and replaced them with new. This is covered by a grant from Enbridge that the Friends of the Library received



Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% (Item #5. from 2024 to 2025)
	Visits (# door counts)	5,448	15,857	15,613	67,146	+1.6%
	Items Borrowed (total)	5,173	15,049	14,650	58,538	+2.7%
	% Columbus residents		49%		50%	
	% Fall River residents		12%		13%	
	% Other Columbia County		24%		21%	
	% Dodge County		11%		10%	
	% Other		4%		6%	
	Digital Items Borrowed (# checkouts)	1,251	3,737	3,852	14,759	-3%
	Books by Mail (# items sent)	19	46	77	259	-40%
	Public Wi-Fi (# sessions)	5,181	13,057	15,210	56,084	-14%
	Public Computer Use (# sessions)	235	698	706	3,077	-1%
	Wireless Printing & Faxing (# jobs)	116	240	166	967	+45%
	Community Use of Rooms (# attended)	82	284	248	1,171	+15%
	Patrons Added (# added)	31	78	96	368	-18%

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	21	343	3
Children	9	120	10
Teen	4	31	0
Adult	9	116	19
General Interest	3	101	21

<b>Goal: Foster strong relationships with the municipalities that we serve and the Library Board</b>	
Activities- <ul style="list-style-type: none"> <li>Continue to create a presence in Fall River, including the addition of a book drop</li> <li>Collaborate with other City Departments for programs and marketing of programs</li> <li>Keep the Library Board updated on social issues and events that may impact the library</li> </ul>	3/2025-The Book Drop has been taken to Fall River and is at the Fall River Village Hall. They are going to be doing some new landscaping this summer and it will have a permanent home near the main doors. The staff in Fall River was extremely helpful and happy to have the book drop there. 3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs. 3/2025-At the March 20 All Directors Meeting, the main topic of conversation was a new ILS system. At the May meeting the directors will be voting, and it seems like everyone is on board to move to SirsiDynix in 2026.
<b>Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.</b>	
Activities- <ul style="list-style-type: none"> <li>Evaluate the future needs of our space to best serve our patrons</li> <li>Work with DPW to develop a plan of preventative maintenance.</li> <li>Help the City of Columbus include the Library on a Capital Improvement Plan in a meaningful way</li> </ul>	3/2025- The Friends received a grant for \$2,800 to go toward the ramp at the Annex. DPW removed all of the rotten wood from the ramp and replaced it with new lumber. They also added supports at the bottom to help prevent it rotting again the same place. We will evaluate pressure washing and staining in the summer. So far the project has cost \$147.
<b>Goal: Promote and support staff professional growth and cohesiveness.</b>	
Activities- <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> </ul>	4/2025- Thanks to the new Employee Engagement Team for the City, the staff enjoyed a Subway lunch during National Library Week.

Goal: Support the library goals set forth by the strategic plan	
Activities- <ul style="list-style-type: none"><li>• Promote and help with the continued weeding of our collections</li><li>• Continue to use feedback strategies and continually evaluate the effectiveness of our programs.</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>	<p>3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.</p> <p>3/2025- We have weeded the juvenile non-fiction which has created a better space for our new materials downstairs and better merchandising opportunities.</p>

The Columbus community formed a library association on January 20, 1877, with the donation of 54 books from former Governor and Columbus City resident James Lewis. It was located in two rooms located over the former Griswold building and the current Sharrow Drug Store. at 100 S. Ludington Street. The library moved to the front two corner rooms of City Hall in 1887, at which time the library was a subscription library. In 1910 The Columbus Women's Civic Club solicited the Carnegie Foundation for a \$10,000 grant for a library. On October 14, 1910, the city purchased 2 lots at James st and Dickason Blvd. The Women's Club raised additional money to furnish the library. This is the current location of the library.

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

## The Library's Mission and Values:

### Mission Statement

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

### Library Values

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

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

## THE LIBRARY TODAY:











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

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

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

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



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



## Program Space:

Item #9.

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

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

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

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

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

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

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

## Study and Meeting Spaces:

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

## Collection:

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

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

## PROGRAMMING AT THE LIBRARY

Item #9.

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



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



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



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



Storytime at Home Again Assisted Living



Storytime with Crafts





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



Large crowd for the Lincoln program.



Summer library program held outside of the library.





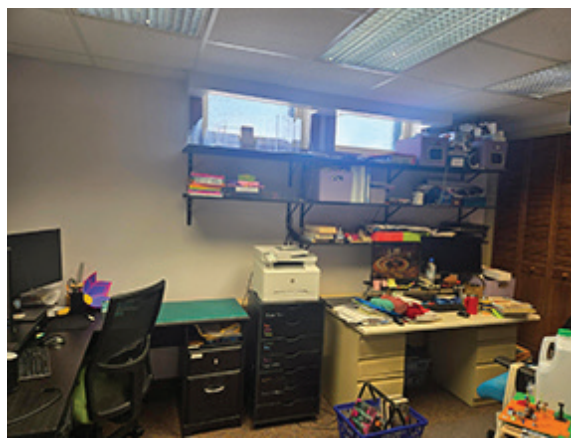
## Staff Work Spaces:

Item #9.

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



Amanda & Catherine's Office



Children's & Marketing Office



General Staff Work Room

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

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

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

**Additionally, respondents provided suggestions for library improvement**

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

**What makes our community unique and special?**

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

When asked to rate the importance of library services, 98 respondents reported that the library is important to them. The top four services rated by respondents are: 1) Borrowing library materials, 2) Library internet and wi

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

Item #9.

**The following is the space needs assessment breakdown.**

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

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

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

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

Basic Information:

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

Collection Space Required:

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

Collection space needs approximately4,100 sq. ft

Seating Spaces:	User Seats	Square Footage
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Total Reader seating **not** including computers or meeting room seating:

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

Total Reader casual and table seating	78	3,120
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Computer and Tecnology Seating	Computer Seats	Square Footage
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Adult/ Teen Desktop Workstations plus OPAC station	6	240
Children Desktop Workstations	4	160
Total Computer/Technology Seating	9	360

Total Reading Seating and Technology	3,520 Sq. Ft.
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Staff Spaces	Square Footage
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Director’s Office	180
Other Enclosed Offices	260
Circulation Workstations	440
Children’s Service Desk	110
General StaffWorkspace	380
Staff Lunch/Break Room	140

Total Staff Square Footage	1,510 Sq. Ft.
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## Meeting and Gathering Spaces: Square Feet

Item #9.

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

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

## Miscellaneous Spaces: Square Footage

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

**Total Miscellaneous Spaces: 3,575 Sq. Ft.**

**Total Square Footage 15,585 Sq Ft.**

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

**Gross Square Footage 17,159 Sq. Ft.**

**Minus existing 6,200 Sq. Ft.**

**10,959 Sq. Ft. addition**

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

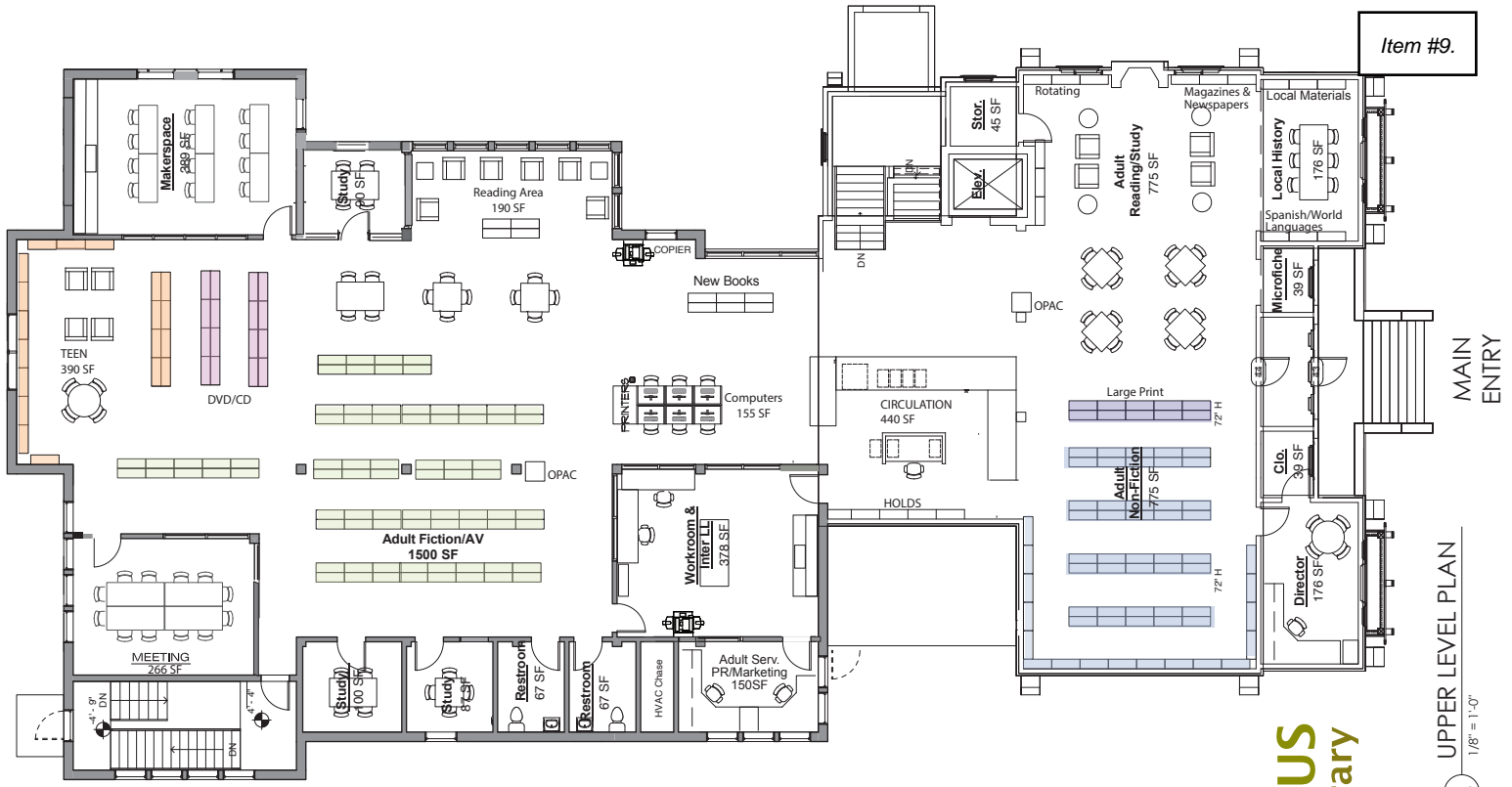
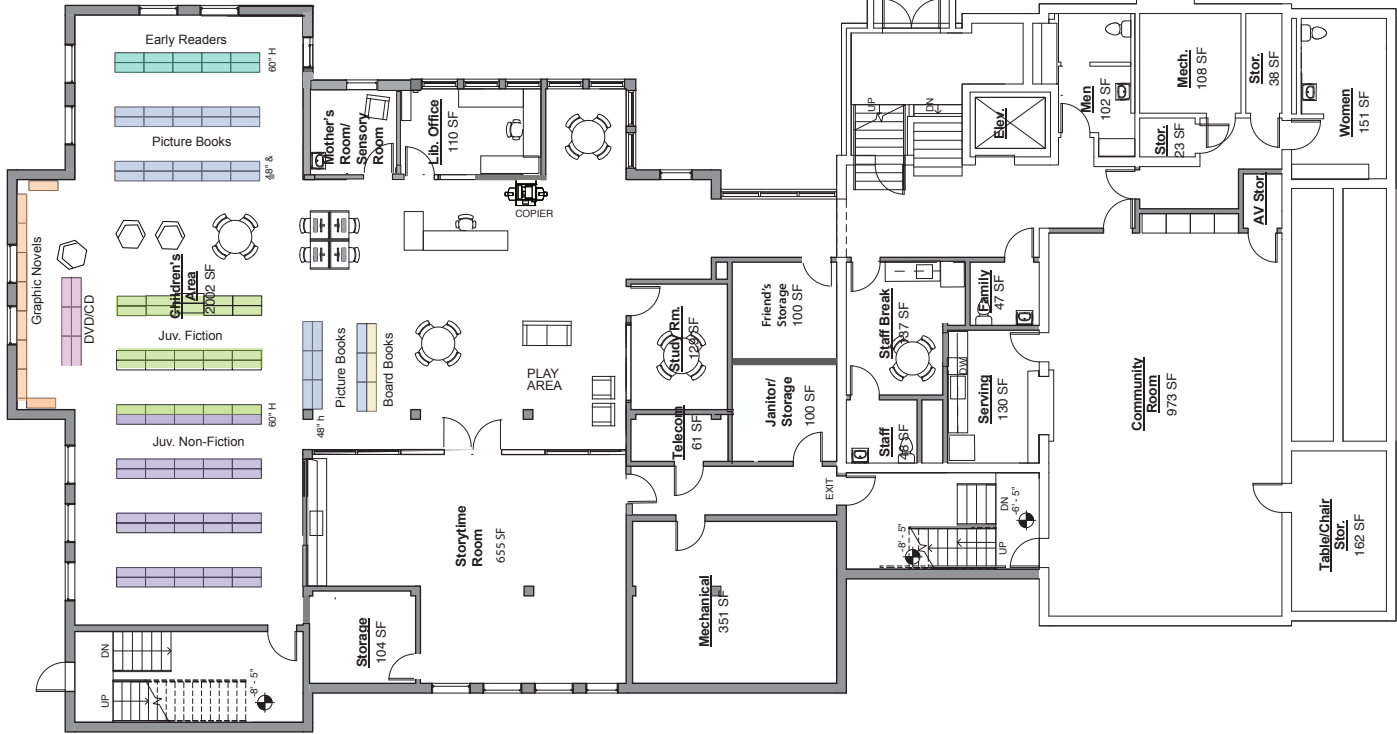
Coll Code	Shelf Loc	Item Count	Growth	Proj. Count	%out	Total Coll	shelf ht.	of DF seq	Ft needed	by 24
CDAFI	ABC	252	-50%	125	6%	118	72/10	0.5	Item #9.	
CDANF	ABC	80	-50%	40		40	72/10	0.2		5
CDJFI	ABC	5	-50%	5		5	72/10			
CDY	ABC	2	-50%	2		2	72/10			
DAPAFI	ABC	59	-50%	30		30	72/10	0.1		2
DAPANF	ABC	4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



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

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

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



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

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

**COLUMBUS**  
Public Library

