



Meeting Minutes

Library Board

Tuesday, August 12, 2025

5:00 PM

La Crosse Public Library
Auditorium (Lower Level)

Call to Order

The Chair, Sue Anglehart, called the meeting to order at 5:01 p.m.

PRESENT: Sue Anglehart, Kathy Ivey, Aaron Engel, Erin Raymus, Jessica Thill, Mac Kiel, Araysa Simpson, Katie Bittner

ABSENT: Rosanne Northwood

STAFF: Dawn Wacek, Daniel Whitmore, Amber Leibundgut-Peterson, Cynthia Arauz, Brooke Newberry, Miranda Greeno

Agenda Items:

1 Approval of Minutes from Regular Board Meeting – July 8, 2025

Motion to approve the minutes from the regular Board meeting of July 8, 2025.
(Aaron Engel/Araysa Simpson) Carried

2 Approval of Minutes from Committee of the Whole – No Meeting August 5, 2025

3 Approval of Bills & Financial Reports – July 2025

Motion to approve the bills and financial reports from July 2025.
(Kathy Ivey/Aaron Engel) Carried

4 Reports

4.1 Director's Report

4.11 Vacancy Report

Director Wacek shared with the Board that there are currently four open part-time Frontline Assistant positions, one full-time Maintenance position, and the Deputy Director position.

4.12 Operations and Service Updates

Bids for the HVAC upgrade were posted. Winona Controls to complete work. North Community Library front door work is complete, and painting is underway. The remaining donation will go toward refreshing flooring and furniture.

An anonymous employee survey was sent to all staff via email. Ms. Wacek reported that there has been a 75% response rate so far. There will be another survey sent in both September and October. The goal with sharing monthly is to track trends and be able to adjust and respond as needed.

4.13 Construction Update

There will be an official groundbreaking ceremony on Monday, August 18, at 10:00 a.m. Wiring is being installed in Main Hall in preparation of the move of computers. While there is no computer access from Monday, August 11 to Wednesday August 13, or later, North Community Library will be open and bus tokens will be provided to patrons when possible.

4.14 Grant Administration Update

Restrooms and administration will be covered by grant.

5 Old Business

6 New Business

6.1 Retroactive Recategorization of Open Position: Former Archivist/ Librarian 2, Grade 10/ Step 1 to Librarian 1, Grade 9/ Step 1, effective July 18, 2025

**Motion to approve the retroactive recategorization of open position: former Archivist/ Librarian 2, Grade 10/ Step 1 to Librarian 1, Grade 9/ Step 1, effective July 18, 2025.
(Aaron Engel/Kathy Ivey) Carried**

6.2 Public Records Policy

Municipalities are seeing an increase in (FOIA) Freedom of Information Act requests for public records. This Public Records Notice explains how individuals can request and obtain Library information. This is not an official Library policy; therefore, it does not need to be voted on by the Board, but it will be posted.

6.3 Resolution: Authorized Signers

**Motion to approve Authorized Signers Resolution with edit to reflect Araysa Simpson as Board Secretary, not Treasurer.
(Aaron Engel/Erin Raymus) Carried**

6.4 Budget Considerations

Yesterday, Director Wacek had a meeting to discuss the budget for 2026 with Mayor Shaundel Washington-Spivey and Finance Director Chadwick Hawkins.

The Board discussed the budget for 2026, possible scenarios, and what the Library has done in response to previous budget cuts.

7 Topics for Future Meetings

- 7.1 Visit from Community Foundation Staff*
- 7.2 RFP – Fundraising*
- 7.3 Mural – Arts Board Collaboration*
- 7.4 Update on Service Dog Policy/ Procedures*
- 7.5 Community Member Grievance Policy/ Procedure*

8 Public Comment / Other

Adjournment

Motion to adjourn.
(Aaron Engel/Araysa Simpson) Carried



Meeting Minutes

Library Board

Tuesday, September 2, 2025

5:00 PM

La Crosse Public Library
Auditorium (Lower Level)

COMMITTEE OF THE WHOLE

Call to Order

The Vice Chair, Kathy Ivey, called the meeting to order at 5:01 p.m.

PRESENT: Jessica Thill, Sue Anglehart, Araysa Simpson, Kathy Ivey, Katie Bittner, Mac Kiel, Rosanne Northwood

ABSENT: Aaron Engel, Erin Raymus

STAFF: Dawn Wacek, Daniel Whitmore, Cynthia Arauz, Brooke Newberry, Amber Leibundgut-Peterson, Miranda Greeno

Agenda Items:

1 2026 Budget Review and Discussion

1.1 Scenario Review

At this time, the City is looking to cut \$3 million from the 2026 Operating Budget. The cost of benefits, namely health insurance, continues to rise. With this in frame, Director Wacek shared with the Board possible scenarios of what different reduction levels could look like.

1.2 Timeline

The next steps in the budget process include the Board of Estimates meetings on Thursday, September 4 and Thursday, October 2 as well as the Common Council meeting on Monday, November 17, where the 2026 Operating Budget will be voted on by Council members.

2 Feedback Policy Draft

Ms. Wacek presented a Feedback Policy draft to the Board. This policy is new. Members suggested a few changes. A revised version of the policy will be brought to the regular Board meeting on Tuesday, September 9.

3 Service Animal Policy Draft

Director Wacek presented a Service Animal Policy draft to the Board. This policy has been updated from the 2023 version. No changes were suggested by Board members. The policy will be brought to the regular Board meeting on Tuesday, September 9.

Adjournment

Ms. Ivey adjourned the Committee of the Whole at 6:13 p.m.

LA CROSSE PUBLIC LIBRARY- FINANCIAL SUMMARY REPORT

August 2025

	Current Period	Year-to- Date	Percent of Budgeted Amount
<u>DISBURSEMENTS</u>			
City Operating Budget	\$357,865	\$3,214,958	66.57%
In-House Checking	\$16,716	\$98,587	
Total Disbursements:	<u>\$374,582</u>	<u>\$3,313,546</u>	
<u>RECEIPTS</u>			
Misc. Income	\$2,115	\$193,014	113.44%
WRLS Contract	\$0	\$0	0.00%
In-House Checking	\$2,297	\$165,421	
Total Receipts:	<u>\$4,413</u>	<u>\$358,436</u>	

67% of the year has elapsed


LA CROSSE
PUBLIC LIBRARY

RECEIPTS DEPOSITED THROUGH CITY HALL

August 2025

	Current Month Income	Year-to-Date Income	Budgeted Amount	% of Estimated Income for 2024
<u>MISC. INCOME</u>				
Over/Short				
Service Fees	\$51.15	\$500.41	\$0.00	
Damage to City Property	\$333.01	\$4,847.39	\$4,000.00	121.18%
Out of State Registration	\$110.00	\$2,439.83	\$2,500.00	97.59%
Misc. Fees and Fines	\$20.00	\$634.95	\$1,300.00	48.84%
County Contributions	\$0.00	\$180,883.00	\$180,882.00	100.00%
Pcard rebates	\$1,547.00	\$3,654.66	\$5,000.00	73.09%
Sale of Property/Equipment	\$54.00	\$54.00		
Restitution				
WRLSWEB				
Subtotal Misc. Income	\$2,115.16	\$193,014.24	\$193,682.00	99.66%
<u>INCOME FROM WRLS CONTRACT</u>	\$0.00	\$0.00	\$22,654.00	0.00%
Total Income:	\$2,115.16	\$193,014.24	\$216,336.00	89.22%
City Allocation			\$4,984,759.00	
TOTAL BUDGETED INCOME:			\$5,201,095.00	

CITY OPERATING BUDGET REPORT

August 2025

	Budgeted Amount 2025	Current Period Expended	Year-to- Date Expended	% of Total Budget Expended	BALANCE
GENERAL ADMINISTRATION					
Recruitment Fees & Services		\$0	\$0.00		\$0
Salaries (+ \$135,000 unapplied COLA/Step)	\$3,065,612	\$233,388	\$1,935,972	63.15%	\$1,129,640
Cell phone reimbursement		\$180	\$1,090		(\$1,090)
Health Insurance	\$702,117	\$58,166	\$448,460	63.87%	\$253,657
Life Insurance	\$16,216	(\$686)	\$2,415	14.89%	\$13,801
Social Security/Medicare	\$234,519	\$17,189	\$142,801	60.89%	\$91,718
Wisconsin Retirement System	\$197,033	\$15,187	\$122,013	61.92%	\$75,020
Other Benefits		\$0	\$1,310		(\$1,310)
Contract Services	\$120,075	\$707	\$82,464	68.68%	\$37,611
Conference/Travel Expenses	\$13,725	\$371	\$7,131	51.95%	\$6,594
Telephone Expenses	\$23,000	\$529	\$14,714	63.97%	\$8,286
Electricity	\$99,251	\$9,629	\$45,104	45.44%	\$54,147
Water	\$5,414	\$522	\$986	18.20%	\$4,429
Natural Gas	\$62,579	\$819	\$23,229	37.12%	\$39,350
Sewer	\$4,930	\$809	\$1,439	29.18%	\$3,491
Storm Water	\$3,914	\$395	\$790	20.18%	\$3,124
Supplies	\$23,232	\$609	\$6,686	28.78%	\$16,546
Gasoline	\$1,000	\$0	\$270	26.95%	\$731
Postage	\$2,300	\$12	\$1,376	59.82%	\$924
Memberships/Subscriptions (WRLS WEB)	\$50,433	\$0	\$49,327	97.81%	\$1,106
Repair & Maintenance	\$73,885	\$6,049	\$47,317	64.04%	\$26,568
R&M Equipment Repair		\$0	\$0		\$0
Building Improvements	\$10,000	\$0	\$0	0.00%	\$10,000
Sub Total:	\$4,709,235	\$343,873	\$2,934,891	62.32%	\$1,774,345
AUTOMATION					
Computer Equipment/Software/Vendor	\$167,560	\$450	\$138,498	82.66%	\$29,062
Sub Total:	\$167,560	\$450	\$138,498	82.66%	\$29,062
MATERIALS					
Books and Publications	\$324,300	\$13,543	\$141,570	43.65%	\$182,730
Sub Total:	\$324,300	\$13,543	\$141,570	43.65%	\$182,730
TOTAL BUDGET:	\$5,201,095	\$357,866	\$3,214,958	61.81%	\$1,986,137

					ITEM 3B
<u>FUND BALANCE (formerly Carryover)</u>					
	Amount		Expended	% Spent	Available Balance
Fund Balance into 2025	\$136,701.99				
Architectural fees 2024 (paid in 2025)	\$3,565				
Architectural fees 2025 up to \$6600 (approved 5/13)	\$2,213				
Library Vehicle up to \$76,537 (approved 5/13)	\$46,492				
Library Truck up to \$30,045 (approved 7/8)	\$29,354				
Total available after expenditures - contingency:	\$5,078				

DETAIL - CITY OPERATING BUDGET

August 2025

GENERAL LIBRARY ADMINISTRATION**TRAINING/CONFERENCE REG - 1004010-521005**

Reach Out & Read Annual Meeting - B. Ives, A. Baumann	\$100.00 Registration
Hotel Mead reservation - E. Schneider	\$196.00 Hotel stay - 2 nights

Employee Benefits - 1004010-511050

FMLA Program	\$207.18 Service period 4/1/25-6/30/2025
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CONTRACTUAL SERVICES - 1004010-520110

De Lage Landen	\$84.60 Monthly copier lease
Marco	\$6,062.32 Printer service contract
Talon Protection Agency 6/1 - 6/30	\$8,785.00 Security services

REPAIR & MAINTENANCE - 1004010-540000

Ahern	\$253.40 Fire extinguisher inspection
Amazon	\$49.95 Vacuum bags
Bob's Lock & Safe	\$16.00 9th St. book drop keys
Chemtex	\$652.19 Cleaning supplies
DSPS	\$409.01 North annual boiler permit fees
Johnson Controls	\$949.45 Chiller service call
Menards	\$126.35 Cleaning supplies, ratchet, scour pads, utility blades
Schilling	\$1,709.65 Toiletries
Solid Waste Dept.	\$21.95 Landfill dropoff
UniFirst	\$539.31 Mats, mops, & rags
USA Clean	\$36.49 Hose assembly

SUPPLIES/MISC - 1004010-532000

Amazon	\$1,219.91 Dish soap, notebooks, tape, dry erase markers, holder, storage
CBS Graphics	\$21.95 Business cards - D. Wacek
Loffler	\$72.68

	Overage fees
Spoonflower	\$91.52 Wall hangings
Walmart	\$42.32 Laundry baskets, step stool

TELEPHONE - 1004010-521101

Brightspeed	\$620.98 Analog phone service
Lumen	\$4.36 Long distance charges
Nextiva	\$2,523.08 Phone service
Spectrum	\$340.00 Phone internet service
Verizon	\$46.22 Cell phone service

POSTAGE - 1004010-532060

USPS	\$621.80 Annual PO Box renewal, postage
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AUTOMATION**COMPUTER EQUIPMENT/SOFTWARE - 1004010-533010**

Adobe	\$489.86 Creative Cloud all apps
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Amazon	\$1,656.36	Computer speakers, USB supplies, 2 printers, mouse, gaming headset, portable charging stations
Dynamic Lifecycle Innovations	\$568.87	Electronics recycling
EO Johnson	\$800.00	Firewall services
Microsoft	\$92.85	Office 365
Primex	\$422.84	New clock bridge
<u>COMPUTER EQUIPMENT/SOFTWARE \$10,000 + - 1004010-580601</u>		
CDW-G	\$34,254.85	Cybersecurity

IN-HOUSE CHECKING REPORT

August 2025

RECEIPTS:**1400 ACCOUNT**

	\$803.90
Subtotal	\$803.90

3400 ACCOUNT

First Presbyterian Church	\$500.00	<u>Purpose of Gift</u>
Subtotal	\$500.00	Pantry donation

4400 ACCOUNT

\$0.00
\$0.00

Total Receipts: **\$1,303.90**

DISBURSEMENTS:**3400 ACCOUNT****Source of Funds - Item Purchased**

Cardmember Services	\$3,183.28	Discretionary \$2,799.99 (dehumidifier); ALA Grant \$219.09 (headphones, packing tape, first aid kit, bandages, batteries, staples); Public Experiences \$62.12 (timers, balloons, nail stickers); Outreach/Marketing \$57.94 (hot glue gun sticks, plush toy); General Programming \$44.14 (Play-Doh)
Cardmember Services	\$4,092.35	Discretionary \$1,684.00 (floor scrubber, mini refrigerator); Public Experiences \$1,064.08 (stickers, D&D supplies, fake leaves, sensory sand, dinosaur figurines, slime cups, cookie cutters, hazard tape, Play-Doh, fabric markers, plastic gemstones, tissue paper, tablecloths, themed plates, Nerf supplies, backdrops, party favor boxes, washable paints, wooden stakes, trellis netting, seam tape, aloe vera gel, eye masks, mirrors, plastic cups & lids, edible glitter, nail files, hair tinsel, figurines, felt sheets, bamboo skewers, slime making supplies, modeling clay, bracelets, Velcro mounting squares, toy set) -\$23.20 (raffle tickets, fruit snacks, toy set returns/refunds); Special Trustees \$40.99 (open house); ALA Grant \$519.16 (window privacy film, activated charcoal bags, tape dispensers, multipurpose labels, name tags, desk chair, chair mat, copy paper, laminating sheets, batteries, scissors, books); Pantry \$222.00 (t-shirts, Kwik Trip gift card for bananas, bike lights); General Programming \$534.37 (MPLC license, Mailchimp, Zoom, Spotify); Outreach/Marketing \$50.95 (card games)
City of La Crosse	\$58.00	Pantry - bus tokens
Kyle Salomonsen	\$4,125.00	North - 50 % deposit for wall painting
Franciscan Spirituality Center	\$300.00	Creation Space - craft supplies
Eliseo Hernandez	\$100.00	PE - Latin Dance Class 9/21
Mark Dvorak	\$300.00	G. Gordon - MM@Main - The American Folk Song 9/8
Jeff Hagen	\$300.00	G. Gordon - MM@Main - Looking for Mr. Wright 9/22
Green & Gold LLC	\$100.00	PE - Film Licensing Fee 9/7
Bernice Olson-Pollack	\$70.00	G. Gordon - Qigong Class 9/6
Jamie Pedretti	\$280.00	G. Gordon - Chair Yoga: 9/4, 9/11, 9/18, 9/25
Festival Foods	\$11.98	Festival Foods - PE programming snacks
Walmart - Cardmember services	\$397.02	PE (\$385.50 buckets, paint, banner roll, clay, broccoli, snack & nerf supplies, spa day program
VOID		Printing error
Subtotal	\$13,317.63	

4400 ACCOUNT

Subtotal	\$0.00
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Total Disbursements: **\$13,317.63**

IN-HOUSE CHECKING REPORT- SUMMARY

August 2025

MONTHLY ACTIVITY SUMMARY1400 ACCOUNT (COPY)

End of July Balance	\$27,485.16
Income	\$803.90
Disbursements	\$0.00
End of August Balance	\$28,289.06

3400 ACCOUNT (GIFT)

End of July Balance	\$227,523.21
Income	\$500.00
Disbursements	-\$16,317.63
End of August Balance	\$211,705.58

4400 ACCOUNT (CREDIT CARD)

End of July Balance	\$42,547.29
Income	\$975.17
Disbursements	-\$7,555.48
End of August Balance	\$35,966.98

YEAR-TO-DATE ACTIVITY SUMMARY1400 ACCOUNT (COPY)

Income	\$5,953.46
Disbursements	(\$337.17)

3400 ACCOUNT (GIFT)

Income	\$150,519.39
Disbursements	(\$88,460.43)

4400 ACCOUNT (CREDIT CARD)

Income	\$8,948.62
Disbursements	(\$9,789.89)

GIFT FUND (RESTRICTED) AS OF 8/30/2025

August 2025

	1/1/2024 Balance	YTD Debits	YTD Credits	Current Balance
Library Materials				
Regional Read	\$1,196.00	\$0.00	\$0.00	\$1,196.00
Subtotal:	\$1,196.00	\$0.00	\$0.00	\$1,196.00
Miscellaneous				
Archives	\$34,293.06	\$1,718.02	\$3,013.35	\$35,588.39
Creation Space	\$1,304.24	\$1,098.60	\$3,524.00	\$3,729.64
Discretionary (Equipment/Furniture)	\$7,002.78	\$10,161.89	\$12,697.76	\$9,538.65
Friends	\$2,370.76	\$2,784.96	\$3,348.75	\$2,934.55
Fundraising	\$25,619.01	\$0.00	\$259.00	\$25,878.01
Donald (Sandy) Gordon Estate	\$801.47	\$0.00	\$10,977.85	\$11,779.32
Gertrude Salzer Gordon Estate	\$10,582.83	\$14,583.59	\$28,997.29	\$24,996.53
Misc.	\$6,073.84	\$3,243.10	\$1,598.02	\$4,428.76
Misc. - Art Fund	\$759.16	\$0.00	\$0.00	\$759.16
Misc. - Banner Project	\$2,010.54	\$0.00	\$1,000.00	\$3,010.54
Misc. - Mobile Library	\$4,011.49	\$0.00	\$0.00	\$4,011.49
North Enhancements	\$0.00	\$9,925.00	\$50,000.00	\$40,075.00
Pantry	\$9,479.95	\$3,340.21	\$1,369.21	\$7,508.95
Programming - General	\$868.80	\$1,754.38	\$1,701.29	\$815.71
Programming - Public Experiences	\$6,516.42	\$16,345.51	\$20,553.20	\$10,724.11
Programming - Outreach/Marketing	\$2,176.77	\$8,293.19	\$9,459.52	\$3,343.10
Programming - YS Misc	\$2,782.55	\$339.68	\$0.00	\$2,442.87
Spec. Trustees - General	\$1,001.00	\$0.00	\$0.00	\$1,001.00
Spec. Trustees - Board Retreat	-\$462.71	\$0.00	\$462.71	\$0.00
Spec. Trustees - Main Space Audit	-\$271.84	\$0.00	\$0.00	-\$271.84
Spec. Trustees - Retirements	-\$695.51	\$600.00	\$695.51	-\$600.00
Spec. Trustees - D. Wacek Open House	\$0.00	\$500.00	\$0.00	-\$500.00
Tool Library	-\$218.22	\$208.67	\$1,315.97	\$889.08
Washburn	\$14,963.19	\$3,849.75	\$1,049.01	\$12,162.45
Subtotal:	\$130,969.58	\$78,746.55	\$152,022.44	\$204,245.47
GRANTS				
ALA Grant	4,282.90	\$4,282.90	\$0.00	\$0.00
Foundation Grant	\$2,256.82	\$2,256.57	\$0.00	\$0.25
World We Live in Grant (Fiscal Agent)	\$4,737.49	\$4,737.49	\$0.00	\$0.00
Subtotal:	\$11,277.21	\$11,276.96	\$0.00	\$0.25
YTD TOTALS				
	\$143,442.79	\$90,023.51	\$152,022.44	\$205,441.72
BANK BALANCE				
				\$205,441.72

La Crosse Public Library

Feedback Policy

La Crosse Public Library recognizes that feedback from patrons is vital to its service, planning, and assessment. With a commitment to service excellence, the Library welcomes comments regarding library services and strives to respond to patron issues promptly in order to provide resolution.

Feedback may include compliments, suggestions and concerns that are beyond the course of routine patron interactions. This may include:

- Requests for changes to or explanation of Library policies
- Suggestions for service enhancements or improvements
- Comments or suggestions requiring a formal response
- Compliments or concerns related to patron service or staff performance

The purpose of this policy is to ensure feedback is collected, managed and used to enhance the patron experience. The procedures establish timelines and processes to ensure that all feedback is responded to in a timely manner. Formal feedback may be collected in person, by telephone, email, survey, letter or through LPL's Feedback Form. Comments related to Library collections, including requests for purchase or collection challenges, are not within the scope of this Policy. This Policy is not intended for use in relation to legal or personnel matters or Freedom of Information requests.

Staff Procedure

Library staff will provide immediate responses to patrons and offer options to resolve their concerns. As needed, staff will record comments and any related contextual details and communicate all relevant information to supervisory Staff for the relevant team. They may also refer patrons to the appropriate Management contact.

Managers and Supervisors are responsible to respond to customer comments in their area of responsibility. They ultimately communicate all relevant information to the Library Director and coach Frontline staff on patron comment resolution.

The Library Director has overall responsibility for patron comment resolution.

Patrons can expect that:

- Library staff will investigate or review the identified concern and take appropriate action.
- The Library Staff person who resolves the concern will indicate the resolution via email to their manager or the Library Director.

- If applicable, a follow-up letter, email, or telephone call informing the patron of the action taken regarding their request or concern will be completed by the appropriate Library Staff.
- A copy of the letter, if applicable, and documentation of the feedback will be kept on file.
- The Director will review all patron feedback for future planning purposes and retain the information securely in order to protect patron privacy and confidentiality.

If a patron is dissatisfied with the response from frontline staff, the Supervisor, or Manager, they may request review of their concern by contacting the Director in writing via mail or email.

- La Crosse Library 800 Main St. La Crosse, WI 54601

The Director, or their designee, will contact the patron within ten business days to share the results of their review.

Board of Trustees

Final Appeal – If dissatisfied with the response from the Director, the patron may further appeal decisions to the Library Board of Trustees. Appeals made to the Library Board will be considered at the next available monthly meeting of the Trustees*.

**Please be aware that in order to comply with open meeting laws, Board agenda items must be appropriately noticed. Therefore, 30 days' notice may be required before the next available meeting.*

Decisions by the Library Board of Trustees are final.

La Crosse Public Library

Service Animals Policy

In compliance with Federal and State Law, service animals (including those in training) are welcome at the La Crosse Public Library. Service animal refers to any animal that has been trained to perform specific tasks to benefit an individual with a disability.

Animals that are not designated as service animals are not permitted in any library facility, unless they are included in an approved library program.

In order to assess whether or not an animal is a valid service animal, library staff will ask the following two questions, only if the answers are not readily apparent:

1. Is the service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Library staff may ask the handler to remove their animal, even a service animal, from the building under the following circumstances:

- The animal does not meet the legal definition of a valid service animal as defined above.
- The animal is unruly, disruptive, destructive, or exhibits aggressive behavior.
- The animal is not house-broken.
- The animal is out of the control of the handler.

The service animal must be harnessed, leashed, or tethered while in the library unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal.

If the service animal is removed, the handler shall be allowed to return to the library without the service animal or a reasonable accommodation of services may be provided. Any interaction regarding a service animal is to be documented on the library's incident reporting system.