

**AGENDA FOR THE MEETING OF THE  
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

**Date and Time:** Tuesday, December 20<sup>th</sup> 2022, 5:30PM

**Location:** Conference Room (use South door), Baraboo Area Chamber of Commerce, 600 W. Chestnut, Baraboo WI 53913

This meeting is open to the public.

Board members and/or the public may attend remotely by Zoom.  
+1 312 626 6799 US Meeting ID: 885 2453 6236 Passcode: 387136  
<https://us06web.zoom.us/j/88524536236?pwd=bW5heE5rQIRuRWEzdHBXUGxuejhaQT09>

**Members Noticed:** A. Crowder, J. Ellington, L. Harthorne, F. Hartmann, M. Muter, B. Persche, L. Steffes, B. Stelling

**Others Noticed:** City Clerk, City Administrator, City Engineer, CDA Director, Mayor, School District Superintendent, Library Staff, Media,

**I. Call to order**

- A. Roll call of members
- B. Note compliance with Open Meeting Law
- C. Approval of the November 15, 2022 Library Board meeting minutes
- D. Approval of the Agenda

**II. Public Hearings/Apearances**

**III. Action items**

- A. Consider approval of bills in the amount of \$\_\_\_\_\_: J. Ellington, Examiner

**IV. Information items**

- A. Library expansion project update
  1. Current status of construction & change orders: P. Cannon
  2. Furniture proposals
  3. Building tour video: J. Bergin
- B. Financial Reports
  1. Revenue and donations report
  2. General Fund Income Statement with Comparison to Budget report
  3. Trust Fund report
- C. Staff reports
  1. Outreach & Programming report

- a. Youth Programming
- b. Adult Programming
- 2. Director's Report
  - a. Community Engagement/Outreach
  - b. Projects/Events
  - c. Operations/Personnel
  - d. Budget
  - e. Staffing Re-Org
  - f. End of Year Letter
  - g. Monthly newsletter
  - h. Library newspaper column
  - i. Statistics

- D. President's Report
- E. Friends of the Library meeting Minutes
- F. Correspondence

## V. Adjourn

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Agenda prepared by J. Bergin  
jessica@csmpl.org

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4<sup>th</sup> Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.