



## Library Board Meeting Agenda

Tuesday, December 16, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

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### Call to Order

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

**Approval of Agenda for December 16, 2025**

**Approval of Minutes from November 18, 2025**

1. November 18, 2025 Library Board

### Reports

2. Financial Secretary's Report

3. Bills-\$5,687.54

4. Budget Comparison

5. Library Director's Report

6. Library Director's Goals

7. President's Report

### Friends of the Library

### Literacy Council

### Correspondence

### Committee Reports

### Unfinished Business

### New Business

8. Possible page position

### Adjourn

The next meeting will take place on Tuesday, January 20, 2026

**Columbus Public Library  
Library Board Meeting  
Tuesday, November 18, 2025  
Phyllis Luchsinger Callahan Meeting Room**

**Call to Order:** Nora Vieau called the meeting to order at 5:02 p.m.

**Present:** Nora Vieau, Amanda Wakeman, Sue Salter, Jim Schieble, Trina Reid, Deb Haeffner, Shirley Berkley, Dana Pike, Merry Anderson

**Absent:** Pete Kaland

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

**Approval of the Agenda:** Shirley moved and Dana seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes October 21, 2025:** With a date correction, Sue moved and Deb seconded a motion to approve the October Minutes. Motion carried.

**Reports**

**Financial Secretary's Report:** CDAR 2 renewed 10/16/25 at 4.35 %, same as previous month. SCLS account continues to increase, up \$ 5,368.73 from previous month. CPL received a \$1,000 gift from Stephen Baus. Merry moved and Deb seconded a motion to approve the Report. Motion carried.

**Bills:** Bills of \$8,361.12 submitted. Deb moved and Jim seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Budget on track with 87.75 % of budget spent.

**Library Director's Report:**

On November 23 the South Central Library System held its annual Cornerstone event at the Fireman's Park Pavilion. CPL President Pete Kaland was honored for his service to the library and his long commitment and leadership to the CPL's success and growth.

**Community Outreach:**

10/29- Hosted Valerie Biel book release celebrating a local author.

10/31-Participated in community Trick or Treat welcoming dozens of families.

12/10- Hosting warm-up ornament workshop before the Holiday Train.

**Youth Services:**

10-18-The Wri-Mo MOJO Creative Writing Workshop began and will meet monthly as participants develop their projects.

Afternoon clubs continue to be popular providing creative, social activities.

Art from the Heart

Monthly Crafternoon

Monthly Stitching Stars  
 Bimonthly Chess Club  
 Monthly Lego Club  
 Monthly Book Dragons Creative Writing Lab  
 Weekly Homeschool Program

Family Fun Day featuring Candy Sushi was well-attended with a hands-on activity.

**Adult Services:**

10-22-Full house of participants enjoyed candle making.

10/28-New release movie "The Lost Bus."

11/11-New release movie "The Baltimorons."

Attendance continues to be strong reflecting patron desire for in-person, hands-on programming.

**Looking Ahead:**

11/19-Non-fiction book discussion: *Normal Women*

11/20-Book & Beer with Jeanee Sacken

11/20-Third Thursday Book Club: *The Secret Life of Sunflowers*

11/26-Adult Craft Night: Paper Flower Shadow Box

11/27-28-Closed for Thanksgiving

12/2-Hooked on Books & Yarn

12/3-Storytime at Home Again Assisted Living

12/4-Library After Hours Book Club: *The Christmas Tree Farm*

12/5-Shower-oke with Robin Hendrickson

12/11-Closed from 11:00-1:00 for City of Columbus Christmas Party

12/11-Books & Beer with Tracey S. Phillips

12/15-Romantasy Book Club: *Rose in Chains*

**Meetings:**

We completed our first webinar in the transition to the new ILS system with several more to come. Heather and Kristen will attend hands-on training.

Amanda will attend the All Directors Meeting on November 20 at SCLS headquarters to discuss the SCLS strategic plan along with training on Working With Your Municipality. Amanda also will attend Columbia County Director meeting at Portage Public Library.

**Facilities:**

Furnace in the Annex failed to turn on. TAS responded and resolved the problem.

Downstairs water fountain stream was hitting the wall. Wright Plumbing adjusted the fountain.

**Statistics:** Visits and Items Borrowed increased 4.7% and 1.5% respectively.

**Library Director's Goals:**

As noted in Facilities report, Annex furnace and downstairs water fountain issues resolved with TAS and Wright Plumbing responding.

Updated the Employee Handbook Library Amendment with the Personnel Committee.

Weeded the YA section. Weeding will now be done on a schedule so it is not as big a job and staff can better analyze what we need when ordering new items.

**President's Report:** None

**Literacy Council Report:** None

**Friends of the Library:** Major changes in the FOL with President's resignation. Sue Salter and Shirley Berkley also resigned their memberships. Amanda will continue to report.

**Correspondence:** None

**Committee Reports:**

Personnel Committee: Shirley moved and Dana seconded a motion to approve the City of Columbus Employee Handbook addendum. With one edit motion carried.

Ad Hoc Committee on Development met with several members from initial meeting to look at plans and discuss. Positive reaction to plans with discuss mostly about timing and cost as would be expected. Discussions will resume after the holidays.

**Trustee Training:** Deb Haeffner—Inclusivity in Your Library

Diversity-inclusion of different types e.g. races, cultures

Equity-just and fair inclusion into society in which all can participate and reach their full potential

Inclusion-ability to belong and contribute while being true to oneself

Race-a socially constructed concept that places individuals into categories based on appearances that are ascribed with cultural characteristics

Ethnicity-social groups that have a common national or cultural tradition

Organizing Around Inclusivity

2017-Inclusive Services Statement

- 1 representative from each of the 16 public library systems
- Way to comply with Section 43 of WI State Statute
- Holistic all-encompassing statement

2018-DPI's Inclusive Services Institute

2019-Inclusive Services Assessment & Guide for WI Public Libraries

The Inclusive Services Assessment is:

- Designed for WI public Library Directors, Library Staff, Library Boards of Trustees (you!)
- A resource to help implement the Inclusive Services Statement
- Intentionally created to compliment the 2018 WI Public Library Standards
- Comprehensive and long, but can be highly individualized

Notes on Section 43 OF WI State Statute

Written in WI law (43.24(2)(k) that libraries be accessible to people with "special needs"  
Language that suggests an othering of populations and individuals  
Special needs" → Inclusive Services  
Cultural shifts, language changes over time

**Unfinished Business:** None

**New Business:**

Merry moved and Jim seconded a motion to increase the annual employee gift by \$20 not to exceed a total of \$700.00. Employee recognition gift taken from CPL checking account. Motion carried.

Amanda shared the letter from the Carnegie Corporation of New York which describes the \$10,000 gift to all Carnegie Libraries including CPL. The gift is part of a special initiative to recognize those libraries still in operation.

**Adjourn:** Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:00 p.m.

Next scheduled board meeting—December 16, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

Vendor Department: Library	Invoice Number	Input Date	Amount
AMERICAN EXPRESS	Amazon- DVDs, Books, Prime Fee		
DEMCO INC	Adult Programs, Misc, including Sue's gifts, lanyards, Winter Reading Program,	12/3/2025	\$ 1,174.80
	Cataloging Supplies	12/3/2025	\$ 179.94
	CC- Adult Programs, Children's Programs, Sue's Party, Classes for KH, Cornerstone event (will be reimbursed from Foundation)		
ELAN FINANCIAL SERVICES	12/3/2025	\$ 1,465.97	
INGRAM LIBRARY SERVICES	12/3/2025	\$ 292.83	
RHYME BUSINESS PRODUCTS	Printer Lease Service from 2024	12/3/2025	\$ 210.42
TAS HEATING & COOLING LLC	(bill was emailed to incorrect account)	12/3/2025	\$ 1,095.32
			\$ 4,419.28

Vendor	Invoice Number	Input Date	Amount
Department: Library			
COMPLETE OFFICE OF WISCONSIN INC	Paper	11/18/2025	\$ 102.98
INGRAM LIBRARY SERVICES	Books (AD, YA, and CH)	11/18/2025	\$ 990.28
SOUTH CENTRAL LIBRARY SYSTEM	Stickers for Library Card Sign-Up Month	11/18/2025	\$ 65.00
WRIGHT PLUMBING & SOIL TESTING	Repair to Drinking Fountain	11/18/2025	\$ 110.00
			\$ 1,268.26

## DIRECTOR'S REPORT



# Winter is **BEARABLE** with books



WINTER READING PROGRAM:  
**January 5, 2026 - February 6, 2026**

### Community Outreach

- The Library partnered with the Recreation Department to host the Holiday Tree Lighting on December 2. The event had been postponed the previous weekend due to weather, but since we were open, we served cookies and hot cocoa by the fireplace before and after the lighting.
- On December 10, the Library hosted a Holiday Train Warm-Up event. Families stopped in to make a variety of ornaments and enjoy some festive fun.

### Youth Services

- In November, teens enjoyed a *Be a Barista* program, which had an excellent turnout. Participants have already asked to bring the program back in the future.
- Wri-Mo MOJO Creative Writing Month continued through November with a writing workshop for 4th–9th graders, led by author Valerie Biel.

### Adult Services

- Kristen has been expanding Accessible Services through the USPS delivery program and by reaching out to assisted living and nursing home communities. She is also building partnerships to spread the word to those who could benefit from these services.
- On November 13, Catherine hosted a very successful Trivia Night for Adults.
- On November 14, the Annex buzzed with excitement during Murder Mystery Night.
- Susan Running presented workshops on Perimenopause on December 10 and 11.

### Looking Ahead

- The Library will have a programming break during the weeks of Christmas and New Year's.
- The Winter Library Program, "Winter is Bearable with Books," begins January 5, and sign-up is now open!
- On January 10, we welcome Inga Orth for her presentation *From Burnout to Backroads*, in which she'll talk about her time as a PBS *Around the Farm Table* host and how she moved from feeling overwhelmed to finding joy.
- Author Amy Pease will visit on January 13 to discuss her book *Wildwood*.
- Beginning Adult Piano Classes return in January—join Catherine every Thursday!
- January's Teen Afternoon will feature a puzzle competition.

### Meetings

- The Library closed for a few hours on December 11 so staff could attend the City of Columbus Holiday Party.
- Amanda attended the SCLS All Directors Meeting on November 20, which focused largely on the new SCLS Strategic Plan. The afternoon also included continuing education with Shannon Schultz on working with your municipality.
- On November 21, the Columbia County Directors and Library Board met in Portage.

### Facilities

- Nothing to report—no news is good news!



Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Ch from 2024 to 2025	Item #5.
	Visits (# door counts)	4,086	64,024	63,592	67,146	1%	
	Items Borrowed (total)	4,154	55,361	54,746	58,538	1.2%	
	% Columbus residents		47%		50%		
	% Fall River residents		13%		13%		
	% Other Columbia County		23%		21%		
	% Dodge County		11%		10%		
	% Other		7%		6%		
	Digital Items Borrowed (# checkouts)	1,208	13,120	13,635	14,759	-4%	
	Books by Mail (# items sent)	3	127	242	259	-46%	
	Public Wi-Fi (# sessions)	n/a	n/a	52,899	56,084	n/a	
	Public Computer Use (# sessions)	178	2,400	2,867	3,077	-16%	
	Wireless Printing & Faxing (# jobs)	79	918	900	967	2%	
	Community Use of Rooms (# attended)	90	1,070	1,079	1,171	-1%	
	Patrons Added (# added)	14	325	352	368	-8%	

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	18	328	5
Children	9	106	0
Teen	3	37	0
Adult	12	121	3
General Interest	3	24	24

<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>	<p>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.</p> <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-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.</p> <p>4/2025- We are working with the City Administrator, Rec Department, and Community Center to reimagine the Columbus Commotion and make sure we are informing our community of events in a way that is not wasteful of resources and staff time.</p> <p>6/2025- We kick off the summer library program with several events overlapping with other departments. We are working closely with the rec department's summer camp and events in Fireman's Park in the evenings.</p> <p>6/2025-Attended a Council/Department Head Retreat where we worked on team building and creating a mission statement for the City of Columbus</p> <p>8/2025- Attended National Night Out and partnered with DPW for the evening.</p> <p>8/2025- We ended the Summer Library Program with a party at the Aquatic Center with the Columbus Recreation Department.</p> <p>9/2025- Presented the County Library Budget to the County Finance Committee.</p> <p>10/2025-Presented the Library Budget to the Columbus City Council</p> <p><b>12/2025- Attended the City of Columbus Supervisor's Roundtable.</b>  <b>This is a new monthly meeting for people who supervise staff.</b></p>
<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>	<p>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.</p> <p>4/2025- The bathroom project is complete. The two bathrooms have been well received, especially by families.</p> <p>5/2025- Pride Originals came and created a quote for new countertops at the downstairs circulation desk. I plan on applying for the Columbus Area Endowment grant for this project. He will also be fixing</p>

	<p>the woodwork in the upstairs staff area that has needed to be replaced since a radiator was taken out.</p> <p>6/2025- Continued putting some finishing touches on the bathroom, including painting the janitor closet door.</p> <p>8/2025- Worked with DPW to get the window on the west side of the building repaired that is starting to rot.</p> <p>9/2025-Working on getting the grout in the bathrooms cleaned and sealed which will complete the bathroom remodeling.</p> <p>9/25-Received a grant from the CAE to go toward the upgrade of the downstairs circulation desk counters.</p> <p>10/2025-Had the bathroom grout cleaned and sealed</p> <p>10/2025-Worked with TAS to solve the issue of water in the Annex Basement</p> <p>11/2025- worked with TAS to get the Annex furnace up and running and worked with Wright to adjust our drinking fountain.</p> <p>12/2025- Met with Ray Canales to talk about flooring options in the Program Room, stairs, and entryway.</p>
<b>Goal: Promote and support staff professional growth and cohesiveness.</b>	
<p>Activities-</p> <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>	<p>4/2025- Thanks to the new Employee Engagement Team for the City, the staff enjoyed a Subway lunch during National Library Week.</p> <p>4/2025- All staff attended Dementia Live to learn how to serve our patrons with Dementia and how to make our Library space dementia friendly.</p> <p>5/2025- DPI has created a Policy of the Month Club, which helps libraries go over the policies they have and look for things that needed to be added or updated. For June I am working on the Policy Audit Workbook to see where we need work. I plan on doing a full rehab on our policies.</p> <p>6/2025-The staff took off a few hours on June 5 to attend the City of Columbus Staff picnic.</p> <p>7/2025- Worked on a creating a manifest of policies that need to be updated.</p> <p>8/2025- Scheduled an all staff meeting with City HR for September 3 to go over team work and communication styles.</p> <p>9/2025-The entire staff along with some other city staff had a meeting on Sept. 3.</p> <p>10/2025-Worked with Kristen to train with our new book distributor, Ingram</p> <p>10/2025-Worked with the Social Media Policy team to develop a new policy for the Library</p> <p>10/2025-Put on a great retirement party for Sue</p> <p>11/2025- Updated the Employee Handbook Library Amendment with the Personnel Committee.</p> <p>12/2025- Worked with staff to get them continuing education. Helen, Catherine and Kristen are signed up for webinars for the Wild</p>

	<p>Wisconsin Web Conference. Kristen is signed up for some classes through ALA on Collection Development.</p> <p>12/2025- 5 Staff Members attended the City of Columbus Christmas Party at the Columbus Country Club.</p>
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**Goal: Support the library goals set forth by the strategic plan**

<p>Activities-</p> <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> <p>4/2025-We had to do some weeding once again in our Adult Fiction section. As this is the most popular section, it is the one we must work hard at maintaining as we are constantly adding new titles.</p> <p>4/2025- Catherine has been using Project Outcome to gain feedback on the paid speakers we have coming in. The results have come back really liking the program, we just need to find a way to use this data to bring more people in the door for programs.</p> <p>6/2025- The Summer Library Program has launched with great participation.</p> <p>6/2025- The Romantasy Book Club started on June 9, which was patron requested and had a good turn-out.</p> <p>7/2025- The SLP has surpassed our numbers from last year.</p> <p>8/2025- We are creating an adult crochet club based on feedback from patrons that they would like one.</p> <p>9/2025- We are continuing to add new programs based on feedback from patrons. Adult Crochet Club, Art from the Heart, and Cookbook Club are all new and well received.</p> <p>10/2025-Started working on the Winter Library Program. This year's theme will be Winter is Bearable with Books.</p> <p>11/2025- Weeded the YA section. Now that the weeding is on a schedule and not as big of a job, we can better analyze what we weed to use when ordering new items.</p> <p>12/2025-Launched the Winter Reading Program which begins in January.</p>
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**PAGE POSITION DESCRIPTION**  
**COLUMBUS PUBLIC LIBRARY, COLUMBUS WI**

**NATURE OF THE JOB**

The Library Page shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other tasks as required.

- ✓ Reports to the Library Director
- ✓ Part-time

**RESPONSIBILITIES**

1. Works well with people from a wide range of ages and interests.
2. Performs alpha-numeric sorting and filing tasks.
3. Shelves materials in proper location and order.
4. Reads shelves as needed.
5. Locates materials on the daily holds queue list.
6. Empties materials from outdoor book drop.
7. Sorts and routes mail.
8. Participates as an active and involved team member of the library.
9. Performs light housekeeping.
10. Abides by library policies.
11. Accepts other duties as assigned by the Library Director.

**KNOWLEDGE AND ABILITIES**

1. Knowledge of English grammar and spelling.
2. Ability to interact well with a diverse population.
3. Ability to maintain and promote a positive public service attitude.
4. Ability to maintain confidentiality of library patron information.
5. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
6. Ability to perform the following skills:
  - a. Analytical skills: follows detailed directions.
  - b. Problem solving skills: identify problems and inform supervisor.
  - c. Organization skills: accomplishes tasks with attention to detail.
  - d. Communication skills: communicate effectively and transparently in both oral and written forms.
  - e. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
  - f. Independent thinking ability: decision making without direct supervision.
  - g. Mathematical ability: understanding of basic mathematics and statistics.
  - h. Time management skills: ability to work at a steady pace.
  - i. Instruction comprehension: 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. Education equivalent to freshman in high school
- 2. Eligible for a child labor permit, if required
- 3. Experience is a plus!

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

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Director

Date

Employee

Date