



Library Board Meeting Agenda

Tuesday, July 15, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call of Members, Introduction of Visitors, Public Input

Approval of Agenda for July 15, 2025 meeting

Approval of Minutes from the June 17, 2025 meeting

[1.](#) June 17, 2025 Meeting Minutes

Reports

[2.](#) Financial Secretary's Report

[3.](#) Bills- \$6,145.92

[4.](#) Budget Comparison

[5.](#) Director's Report

[6.](#) Director Goals

[7.](#) President's Report

[8.](#) Library Policies Update

Literacy Council

Friends of the Library

Correspondence

Committee Reports

[9.](#) Ad Hoc Committee on Fundraising

Unfinished Business

New Business

[10.](#) 2026 Library Budget

Adjourn

The next meeting will be held on Tuesday, August 19, 2025

**Columbus Public Library
Library Board Meeting
Tuesday, June 17, 2025
Phyllis Luchsinger Callahan Meeting Room**

Call to Order: Pete Kaland called the meeting to order at 4:59 p.m.

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

Roll Call, Introduction of Visitors Public Input:

Approval of the Agenda for June 17, 2025: Shirley moved and Dana seconded a motion to approve the Agenda with the correction of the date to reflect the May Agenda. Motion carried.

Approval of Minutes May 20, 2025: Jim moved and Deb seconded a motion to approve the May Minutes. Motion carried.

Reports

Financial Secretary's Report: Not available from City.

Bills: Bills of \$9,353.33 submitted. Nora moved and Sue seconded a motion to approve the bills. Motion carried.

Budget Comparison: Not available from City.

Library Director's Report:

Summer Library program runs June 9 through August 10 with 485 people (kids and adults) signed up. CPL continues to host summer camp on Monday and Wednesday afternoons.

Youth Programs:

Chess Club meets weekly on Wednesdays. A regular CPL teen patron pitched the idea and runs the club with 15-25 people of all ages. Special thanks to Shirley Berkley who donated chess sets.

Stitching Stars crochet continue to meet with 23 crocheters.

For Dairy Month, Sassy Cow Creamery provided ice cream for 82 people. Thanks to Astico Perseverance 4H Club for running this event.

First guest Storytime reader of summer was Bill Breunig who read to an overflow crowd.

June 11 Storytime moves to Home Again assisted living.

Adult Programs:

May 23-Cherry and Jerry joined us for a ragtime performance.

May 24-Huma Siddiqui made fish tacos.

May 28-Adult craft night continues to be a hit with 28 people making bookmarks from old books.

June 3-Catherine hosted a workshop on converting recipes to an air fryer.

June 5-After Hours Book Club met in the 161 Building with 23 people in attendance.

June 9-new Romantasy Book Club had first meeting with 21 people in attendance.

Upcoming Programs:

June 19-With the sale of Cercis, the Books & Beer Book Club with Valerie Biel will meet in the Annex.

June 24-Dairy Month continues with Storytime at Royal Guernsey Dairy.

June 25-Krystal Larson will be our guest reader for Storytime. This will be her last week with the City of Columbus before her retirement.

June 27-CPL welcomes Robert Goodland to talk about his book Beneath the Surface.

Summer Programs: June 16-Ms. Kim's Amazing Animals

June 24-David Landau

July 7-Miss Mary Ann

July 14-Mark Warner Yo-yo Master

Meetings:

Library closed for two hours on June 5 so staff could attend City of Columbus picnic.

July 18-CPL will host Columbia County meetings.

Building and Grounds:

Light fixture in elevator was overheating. S&S Electric repaired

Merry noted middle upper window on west side of library building needs repair.

Library Stats: Visits up 5.7%; Community Use of Rooms up 6.6%. Wireless printing and faxing up 2.8%; Items borrowed up 6.4%. Public Wi-Fi and Public Computer Use down 8.3% and 11% respectively; Patrons added down 13%.

Library Director's Goals: See Director's Report. Department of Public Instruction has created a Policy of the Month Club to help libraries review their policies for upgrading and/or additions. Amanda reviewing CPL Policy Audit workbook to determine what needs work. Goal is to do a full rehab on CPL policies.

President's Report: None

Literacy Council Report: Completed transfer of \$3,000 from checking account to CD. Will begin to report quarterly financials.

Friends of the Library: The Library continues to cull books for the book sale which is also working to manage inventory. Pete presented his talk on library history and the purchase of the Annex. It was new information and well received.

Correspondence: None

Committee Reports: None

Trustee Training: None this month

Unfinished Business: None

New Business:

Election of Officers. The current slate of officers agreed to serve another term. Shirley moved and Deb seconded a motion to continue the current slate of officers which includes: Pete Kaland, President; Nora Vieau, Vice President; Merry Anderson, Secretary; and Jim Schieble, Treasurer. Motion carried.

Columbus Area Endowment Grant: Applied for a grant to replace the downstairs (Children's Library) circulation desk and back counter. Received a quote of \$2,200 from Pride Furniture in Cambria.

Adjourn: Nora moved and Jim seconded a motion to adjourn. Motion carried. Meeting adjourned at 4:57 p.m.

Next scheduled board meeting—June 17, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

Vendor	Invoice Number	Invoice Date	Amount
Department: Library			
ROBBINS, DEAN	Adult Program	7/17/2025	\$ 250.00
PUERTA, ANGELA	Youth Program	7/21/2025	\$ 476.00
EBI EMMONS BUSINESS INTERIORS INC	Chair for new bathroom	6/13/2025	\$ 300.66
FRIENDS OF KILBOURN PUBLIC LIBRARY	Large Print Rotation	6/19/2025	\$ 335.00
ROTARY CLUB OF	Rotary dues	5/12/2025	\$ 150.00
HAMMES FIRE & SAFETY LLC	Annual Monitoring Fee	6/23/2025	\$ 540.00
OLSON, AMANDA	End of Summer Party Petting Zoo	6/30/2025	\$ 375.00
	Amazon- Cleaning supplies, DVDs, Books, Summer Library program prizes, folding table, youth and adult program supplies, paper products	7/1/2025	\$ 2,313.08
AMERICAN EXPRESS	2 reams of paper and flair pens	6/30/2025	\$ 108.88
COMPLETE OFFICE OF WISCONSIN INC			
	CC- Adult and youth programs, Adult SLP prizes, staff meeting		
ELAN FINANCIAL SERVICES	Lt. Gov. Refreshments reimbursed by Friends	6/13/2025	\$ 1,297.30
			\$ 6,145.92

DIRECTOR'S REPORT

Summer Library Program Update

- The Summer Library Program kicked off on June 9 and is off to a fantastic start! So far, **571 people have signed up**, already surpassing last year's final total.

Outreach Events

- On June 14, the Library participated in **Pride in the Park**, offering several crafts for families to enjoy. Helen and Catherine were joined by volunteer Laura Weichert for the day.
- On July 1, we took part in **Family Night for the 4th of July**. Amanda and Kristen hosted a booth featuring a variety of patriotic crafts for families to make and take home.

Upcoming Event

- National Night Out:** On August 5, the Library will close early at 5:00 p.m. so staff can participate in this community event. Catherine, Helen, Amanda, and Kristen will be there with crafts, giveaways, and information about library services.

Youth Programs

- Storytime at the Farm**-Storytime at Royal Guernsey Dairy was a big success, with nearly **100 people** visiting the farm to enjoy stories, songs, crafts, and cows!
- Guest Readers**-This month, we were joined by several special guest readers:
 - City Treasurer **Krystal Larson**
 - City Clerk **Susan Caine**
 - Matt Ehrke** and **Steve Wagner** from the Department of Public Works
- Summer Library Program Performers**-Our summer performers included:
 - Ms. Kim's Amazing Animals**
 - Musical performances by **David Landau** and **Little Miss Ann**



The afternoon performances drew larger crowds than the evening shows, and we were excited to see some families attend who don't typically participate in library events.

Adult Programs

- We had a great turnout on **June 27** for **Robert Goodland's book talk** on *Beneath the Surface*. Attendees enjoyed hearing about his writing process and insights into the book.
- Adult Craft Night with Kristen** continues to be a favorite! On **July 23**, the room was full as participants created beautiful **paper flowers**.

We currently offer **four adult book clubs**:

- Romantasy Book Club** monthly
- After Hours Book Club** monthly
- Third Thursday Book Club** monthly
- Nonfiction Book Club** quarterly

Upcoming Programs

- Guest Readers**-We're excited to welcome several special guests for Storytime in the coming weeks:
 - Chief Weiner** and **Chief Hazeltine** on **July 22**
 - Jake Boness** from Columbus Utilities on **July 23**
 - City Administrator Matt Amundson** on **July 29**
 - Officer Julia Knoll** on **August 5**
 - Library Board** on **August 12**
 - Amy Jo Meyers** on **August 13**
- Summer Library Program Events**
 - Angela Puerta** – *July 21*
 - The Wonders of Physics** – *July 28*
 - J & R Aquatic Animal Rescue** – *August 4*
 - End of the Summer Party** – *August 11*












Meetings

- On **July 17**, the **All Directors Meeting** will take place in **Wisconsin Dells**. Directors will be voting on fees for the upcoming year.
- On **July 18**, the **Columbia County meetings** will be held at the **Columbus Public Library**.

Buildings and Grounds

- Duane from the Department of Public Works came to inspect the **west side windows** of the building. He will be removing the storm window to assess what repairs are needed. Additionally, he plans to check the other windows to determine whether recaulking is necessary.

Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% (Item #5. from 2024 to 2025)
	Visits (# door counts)	6,633	34,639	33,275	67,146	4.1%
	Items Borrowed (total)	5,718	31,141	29,364	58,538	6.1%
	% Columbus residents		47%		50%	
	% Fall River residents		12%		13%	
	% Other Columbia County		24%		21%	
	% Dodge County		11%		10%	
	% Other		6%		6%	
	Digital Items Borrowed (# checkouts)	1,066	7,126	7,606	14,759	-6.3%
	Books by Mail (# items sent)	12	82	113	259	-27%
	Public Wi-Fi (# sessions)	5,370	29,565	32,143	56,084	-8%
	Public Computer Use (# sessions)	214	1,353	1,551	3,077	-13%
	Wireless Printing & Faxing (# jobs)	88	494	366	967	35%
	Community Use of Rooms (# attended)	88	572	569	1,171	.5%
	Patrons Added (# added)	41	170	216	368	-21%

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	6	245	4
Children	5	180	63
Teen	2	18	0
Adult	8	119	0
General Interest	16	800	147

Goal: Foster strong relationships with the municipalities that we serve and the Library Board	
Activities- <ul style="list-style-type: none"> Continue to create a presence in Fall River, including the addition of a book drop Collaborate with other City Departments for programs and marketing of programs Keep the Library Board updated on social issues and events that may impact the library 	<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>
Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.	
Activities- <ul style="list-style-type: none"> Evaluate the future needs of our space to best serve our patrons Work with DPW to develop a plan of preventative maintenance. Help the City of Columbus include the Library on a Capital Improvement Plan in a meaningful way 	<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 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>
Goal: Promote and support staff professional growth and cohesiveness.	
Activities-	<p>4/2025- Thanks to the new Employee Engagement Team for the City, the staff enjoyed a Subway lunch during National Library Week.</p>

<ul style="list-style-type: none"> Promote and help find opportunities for Continuing Education Review and revise policies to make sure they are not getting in the way of helping patrons Create opportunities for Staff social enjoyment 	<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>
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Goal: Support the library goals set forth by the strategic plan

<p>Activities-</p> <ul style="list-style-type: none"> Promote and help with the continued weeding of our collections Continue to use feedback strategies and continually evaluate the effectiveness of our programs. Seek public input for programs that will help us to best serve our community Create summer and winter reading programs that promote literacy and the library 	<p>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>
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CITY OF COLUMBUS - 2026 BUDGET TIMELINE

Date/Deadline	Description	Participants	Status	Concurrent - Fee Schedule
June 27, 2025	miBudget set up and training	Finance Director, Treasurer's Office	Done	
July 2, 2025	Distribution of acct codes to Dept's	Finance Director, Treasurer's Office		
July 2, 2025	miBudget workshop	Administration, Department Directors		
July 3, 2025	miBudget followup for set up and train	Finance Director, Treasurer's Office		
July 15, 2025	CIP budget submittal	Department Directors		
	CIP budget review and financing plan development	Administration, Finance Director, Ehler's consultant, Mayor		
August 5, 2025	City Administrator present Draft CIP to Council for discussion	Administration, Finance Director, Council		
August 19, 2025	City Administrator present Final CIP to Council for approval	Administration, Finance Director, Council		
August 26, 2025	Department budget submittal	Department Directors		Fee Schedule changes due
	Budget review	Administration, Finance Director, Mayor		Review
September 16, 2025	City Administrator presents Draft Budget (budget overview) for discussion	Administration, Finance Director, Council		Submit 2026 fee schedule to council for discussion
October 7, 2025	Special COW budget work session and public information City Council and Mayor consider Proposed 2026 Budget, incorporate any changes, and approve for publishing (Must be published 15 days prior to Public Budget Hearing), Department Budgets Presented	Administration, Finance Director, Council		Submit 2026 fee schedule to council for approval
October 14, 2025	Deadline for publication of Budget Hearing (submittal to press due: 10/14/25)	Administration, Finance Director, Council		
October 19, 2025	City Council and Mayor consider Proposed 2026 Budget, incorporate any changes	Administration, Finance Director, Council		
October 21, 2025	City Council and Mayor consider Proposed 2026 Budget, incorporate any changes	Administration, Finance Director, Council		
October 28, 2025	Optional: City Council and Mayor consider Proposed 2026 Budget, incorporate any changes Public Budget Hearing is held and council considers 2026 Budget approval and Property Tax Levy	Administration, Finance Director, Council		
November 4, 2025		Administration, Finance Director, Council		
November 18, 2025	Optional special meeting backup date to incorporate any changes after Public Budget Hearing held on 11/4/25 and present 2026 Budget and Property Tax Levy for approval	Administration, Finance Director, Council		

miViewPoint - BUDGET WORKFLOW

Library - Fund 210

Workflow:	Level Description	CIP - Library
Level 1	Data Entry	Amanda Wakeman
Level 2	Department Head Approval	Peter Kaland
Level 3	Finance	Kendra Riddle
Level 4	Administration	Matt Amundson
Level 5	Final Review (for errors)	Aly Bushkie