



# Library Board Meeting Agenda

Tuesday, January 20, 2026 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

Approval of Minutes

1. Library Board Minutes from 12-16-2025

## Reports

2. Financial Secretary's Report

3. Bills- \$6,641.69

4. Director's Report

5. Director's Goals

6. President's Report

## Literacy Council

Friends of the Library

Correspondence

## Committee Reports

7. Personnel Committee- Review Director's Evaluation Tool

## Trustee Training

8. Choose topics for 2026

## Unfinished Business

## New Business

9. Review Columbus Public Library Bylaws

10. Flooring for Program Room and Entryway

11. Approve hiring of Isaiah Gramza

## Adjourn

The next meeting will be on Tuesday, February 17, at 5:00

**Columbus Public Library  
Library Board Meeting  
Tuesday, December 18, 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, Nora Vieau, Jim Schieble, Deb Haeffner, Shirley Berkley, Sue Salter, Trina Reid, Merry Anderson (via Zoom)

**Absent:** Dana Pike

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

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

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

**Reports**

**Financial Secretary's Report:** CDAR 2 renews 1/15/2026 at 4.35 %, same as previous month. SCLS account continues to increase, up \$ 3,281.65 from previous month. Interest to date on bank accounts totals \$2,358.70. Sue moved and Shirley seconded a motion to approve the Report. Motion carried.

**Bills:** Bills of \$5,687.54 submitted. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** No report

**Library Director's Report:**

**Community Outreach:**

12/2-Partnered with Recreation Dept. to host Holiday Tree Lighting (postponed from previous weekend). Cocoa and cookies served by the fireplace before and after.

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

**Youth Services:**

*Be a Barista* program for teens had an excellent turnout and participants have asked to bring the program back in the future.

Wri-mo MOJO Creative Writing Month continued through November for 4<sup>th</sup>-9<sup>th</sup> graders led by author Valerie Biel.

There was no Youth or Adult programming over the holidays.

**Adult Services:**

Kristen is expanding Accessible Services through USPS delivery program and by reaching out to assisted living and nursing home communities. She also is building partnerships and spreading the word to those who could benefit from these services.

11/13-Catherine hosted successful Trivia Night for Adults

11/14-The Annex buzzed with excitement during Murder Mystery Night

12/10&11-Susan Running presented workshops on perimenopause.

Looking Ahead:

1/5-Winter Library Program "Winter Is Bearable with Books" begins and sign-up is open.

1/10-Inga Orth will talk about her book *From Burnout to Backroads* in which she discusses her time as a PBS "Around the Farm" host and how she moved from feeling overwhelmed to finding joy.

1/13-Author Amy Pease will discuss her book *Wildwood*.

Adult piano classes resume in January every Thursday.

January Teen Afternoon will feature a puzzle competition.

Meetings:

CPL closed for a few hours on 12/11 so staff could attend City of Columbus Holiday Party.

Amanda attended the SCLS All Directors meeting on 11/20 which focused on new SCLS strategic plan. The afternoon also included continuing education with Shannon Schultz on working with your municipality. She also attended the Columbia County Directors and Library Board met in Portage on 11/21.

Facilities:

No problems noted.

#### **Library Director's Goals:**

Attended City of Columbus Supervisor's Roundtable, a new monthly meeting for people who supervise staff.

Met with Ray Canales to talk about flooring options in the Program Room, stairs and entryway.

Staff is signed up for several continuing education classes.

Winter Reading Program launched.

**President's Report:** None

**Literacy Council Report:** Two people expressed interest in assuming coordinator position. Will follow-up after the holidays.

**Friends of the Library:** No December meeting

**Correspondence:** None

**Committee Reports:** None

**Unfinished Business:** None

**New Business:**

Jim moved and Deb seconded a motion to open the Page position to candidates. The position pays \$12 per hour for 1-2 hours 1-2 afternoons per week. Motion carried.

**Adjourn:** Nora moved and Shirley seconded a motion to adjourn. Motion carried. Meeting adjourned at 5:11p.m.

Next scheduled board meeting – January 20, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

**Columbus Public Library - Financial Secretary Report**

Date 1/20/2026

Bank Accounts				FMUB Checking Account - Information			
	Balance	Date	Interest YTD	Checking account transactions		To Date	
FMUB CDAR 1 (3 mos.)	\$ 36,130.63	2/26/2026	\$1,576.39	34554.24	Total memorials, donations + grants	\$2,155.00	1/20/2026
FMUB checking	\$4,241.47	1/20/2026	\$9.34		deposited as of date		
					Safety deposit box rental	-\$11.00	
FMUB CDAR 2 (3 mos.)	\$17,226.86	4/16/2026	\$959.98	16266.88	Staff appreciation gifts		
<b>TOTAL</b>	<b>\$ 57,598.96</b>		<b>\$2,545.71</b>		Total dispersements	-\$640.00	12/12/2025
						<b>Total YTD transactions</b>	<b>\$1,504.00</b>

CDAR1 at 4.35% matures 2/26/26  
 CDAR2 at 4.29% matures 4/16/2026

SCLS Foundation							
	Beginning Market Value	Total additions less withdrawals	Total Admin Fees		Net gain	Ending Market Value	
2021 summary	\$ 374,346.01	\$ -	\$ (4,793.59)		\$ 33,843.01	\$ 408,189.02	
2022 summary	\$ 408,189.02	\$ -	\$ (4,426.13)		\$ (70,239.71)	\$ 337,949.31	
2023 summary	\$ 337,949.31	\$ -	\$ (4,365.57)		\$ 42,821.81	\$ 380,771.12	
2024 summary	\$ 380,771.12	\$ -	\$ (5,178.55)		\$ 37,349.59	\$ 418,120.71	
2025 summary	\$ 418,120.71	\$ -	\$ (5,253.16)		\$ 57,530.98	\$ 475,651.69	

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
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
April 30, 2025	\$ 416,287.37	\$ -	\$ 416,287.37	\$ (465.49)	\$ 431.35	\$ 79.60	\$ 416,331.54
May 30, 2025	\$ 416,331.54		\$ 416,331.54	\$ (455.29)		\$ 14,913.86	\$ 430,790.23
July 31, 2025	\$ 430,790.23		\$ 447,119.91	\$ (484.65)		\$ 3,109.00	\$ 447,119.91
August 31, 2025	\$ 447,119.91			\$ (486.26)		\$ 11,470.05	\$ 458,103.70
Sept. 30, 2025	\$ 458,103.70			\$ (470.37)		\$ 8,317.28	\$ 465,950.61
October 31, 2025	\$ 465,950.61			\$ (504.03)		\$ 5,368.73	\$ 470,815.31
November 30, 2025	\$ 470,815.31			\$ (496.90)		\$ 3,281.65	\$ 473,600.06
December 31, 2025	\$ 473,600.06			\$ (504.63)		\$ 2,556.26	\$ 475,651.69

Vendor		Input Date	Amount
Department: Library			
AUDIO BOOK CIRCUIT	Audio Book Rotation Dues	1/5/2026	\$ 500.00
SOUTH CENTRAL LIBRARY SYSTEM	Spine lables and receipt paper	1/5/2026	\$ 103.95
SOUTH CENTRAL LIBRARY SYSTEM	Library Cards	1/5/2026	\$ 544.36
OTIS ELEVATOR COMPANY	Annual Service Contract	1/5/2026	\$ 2,383.56
RHYME BUSINESS PRODUCTS	Copier Lease	1/5/2026	\$ 210.42
AUTOMATIC ENTRANCES OF WI INC	Annual Service Contract	1/5/2026	\$ 390.00
	Adult and youth programs, recycling fee		
ELAN FINANCIAL SERVICES	Book and DVD from Walmart	1/5/2026	\$ 413.57
SOUTH CENTRAL LIBRARY SYSTEM	Library Director Meeting Lunch	1/5/2026	\$ 13.00
	AD Books, Adult art night supplies,		
AMERICAN EXPRESS	Holiday train supplies, DVDs	1/5/2026	\$ 485.25
			\$ 5,044.11

Vendor		Input Date	Amount
Department: Library			
COLLABORATIVE SUMMER	Summer Program 2026	12/15/2025	\$ 399.28
COLUMBUS ACE HARDWARE	New lock for Friends Door in Annex	12/15/2025	\$ 12.58
COMPLETE OFFICE OF WISCONSIN INC	Sidewalk Salt, Paper, Cleaning Wipes, Dymo Labels	12/19/2025	\$ 195.63
INGRAM LIBRARY SERVICES	Books	12/19/2025	\$ 247.10
ORTH, INGA	Adult Program in Jan 2026	12/15/2025	\$ 500.00
PEASE, AMY	Adult Program in Jan 2026	12/15/2025	\$ 200.00
PREMIUM WATERS INC	Water Delivery Service	12/19/2025	\$ 42.99
			\$ 1,597.58

## DIRECTOR'S REPORT

### Library News

The Winter Library Program is in full swing and runs through **February 7**. We have about **200 people participating** this year.

### Community Outreach

Helen continues to offer **monthly storytimes** at daycares and schools in **Columbus and Fall River**, helping us connect with families beyond the Library walls.



### Youth Services

- Puzzles have been especially popular this month. We hosted a **Teen Puzzle Competition** and a **Family Puzzle Night**, both with solid participation and a nice mix of ages.
- We will be discontinuing the monthly **Saturday Storytime** after several months of zero attendance. Staff are exploring other ways to engage families on Saturday mornings.
- The **Homeschool Group** continues to grow and has enjoyed activities such as a puzzle competition and a Yule Ball.

### Adult Services

- We had a great turnout on **January 10** for **Inga Orth's** presentation on burnout and the work it takes to re-connect with yourself.
- The **Adult Piano Class** is meeting every Thursday in January. The in-person class filled quickly, and several additional participants are joining us via Zoom.
- Author **Amy Pease** joined us for an author talk on **January 13**, which was well received.
- New pamphlets highlighting the delivery program for homebound patrons have been distributed at several locations around the City. We've had a couple new people sign up!

### Looking Ahead

- **January 22** – Books & Beer with author Jeff Nania
- **January 23** – Family Pizza & Board Game Night
- **January 28** – Adult Craft Night: Bedazzled Books
- **February 2** – Teen Afternoon: Chocolate Candy Sushi
- **February 3** – Hooked on Books & Yarn
- **February 5** – After Hours Book Club: *Broken Country*
- **February 9** – Art From the Heart Club
- **February 12** – Grievance Journaling
- **February 16** – Romantasy Book Club: *A Forbidden Alchemy*












### Meetings

- Amanda attended the **Columbia County Directors' Meeting** on **January 16**.
- Amanda will be attending the **Public Library Association Conference** in Minneapolis from **March 31–April 3**.
- Amanda, Helen, Catherine, and Kristen will all be participating in sectionals of the **Wild Wisconsin Winter Web Conference**, which is free, online, and available to watch on demand.

### Facilities

Nothing to report — again!

Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Change from 2024 to 2025
	Visits (# door counts)	3,964	67,988	67,146	67,146	1.25%
	Items Borrowed (total)	4,313	59,674	58,538	58,538	1.9%
	% 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)	1,101	14,551	14,759	14,759	-1.4%
	Books by Mail (# items sent)	8	135	259	259	-48%
	Public Wi-Fi (# sessions)	n/a	n/a	56,084	56,084	n/a
	Public Computer Use (# sessions)	192	2,592	3,077	3,077	-15.8%
	Wireless Printing & Faxing (# jobs)	75	993	967	967	2.7%
	Community Use of Rooms (# attended)	65	1,135	1,171	1,171	-3%
	Patrons Added (# added)	21	346	368	368	-6%

Item #4.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	16	241	3
Children	7	85	0
Teen	3	28	0
Adult	10	106	6
General Interest	3	78	15

<p><b>Goal: Foster strong relationships with the municipalities that we serve and the Library Board</b></p>	
<p>Activities-</p> <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>12/2025- Attended the City of Columbus Supervisor’s Roundtable. This is a new monthly meeting for people who supervise staff.</p> <p>1/2026- Worked with the Recreation Department to start planning activities for the Summer.</p>
<p><b>Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.</b></p>	
<p>Activities-</p> <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>
<p><b>Goal: Promote and support staff professional growth and cohesiveness.</b></p>	
<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 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> <p>1/2026- Attended a City of Columbus Supervisors Round Table where we learned about generational differences in the work place.</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 need to use when ordering new items.</p> <p>12/2025-Launched the Winter Reading Program which begins in January.</p> <p>1/2026- Met with Helen to plan activities for the 2026 Summer Library Program.</p> <p>1/2026- We hosted two different puzzle events which were planned based on feedback from the suggestion box.</p>
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**Columbus Public Library  
Director Evaluation  
February 2025**

**Evaluation Process:** Each member of the Board will respond to the performance of our Library Director by answering the following questions. Circle the response that best represents your opinion of the Library director’s performance in each focus area using detailed evidence or provide explanation.

**Focus Areas: (bold)**

1. Has the Director demonstrated her ability to provide the Board with **Policy Assistance and/or Development Support** pertaining to local, state, and national developments in the library field?

Success Demonstrated

Improvement Required

Evidence/Explanation:

CONFIDENTIAL

2. Has the Director demonstrated **Leadership and Management Skills** with respect to the Library and its staff?

Success Demonstrated

Improvement Required

Evidence/Explanation:

3. Has the Director demonstrated her ability to provide **Budgetary, Fiscal, and Infrastructure Information** to the Board?

Success Demonstrated      Improvement Required

Evidence/Explanation:

4. Has the Director managed and/or developed **Programming Initiatives and Resources** for the Library and its patrons?

Success Demonstrated      Improvement Required

Evidence/Explanation:

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5. Has the Director maintained **Public Services/Relations and Communications** with the Columbus community and surrounding areas?

Success Demonstrated      Improvement Required

Evidence/Explanation:

Trustee Training Sign Up:

2025 Trustee Training

Date	Name	Topic
2/2026		
3/2026		
4/2026		
5/2026		
6/2026		
7/2026		
8/2026		
9/2026		
10/2026		
11/2026		
12/2026	none	
1/2027		

Please place your initials next to your topic so others know it has been taken. Preparing for the Trustee Essential (TE) training topic should take about 30 minutes. Webinars will be a time commitment of 1 hour.

- Done      [TE 1](#): The Trustee Job Description
- Done      [TE 2](#): Who Runs the Library
- Done        [TE 3](#): Bylaws—Organizing the Board for Effective Action
- \_\_\_\_\_     [TE 4](#): Effective Board Meetings and Trustee Participation
- \_\_\_\_\_     [TE 5](#): Hiring a Library Director
- Done      [TE 6](#): Evaluating the Director
- Done        [TE 7](#): The Library Board and Library Personnel
- \_\_\_\_\_     [TE 8](#): Developing the Library Budget
- \_\_\_\_\_     [TE 9](#): Managing the Library's Money
- Done      [TE 10](#): Developing Essential Library Policies
- Done      [TE 11](#): Planning for the Library's Future

## Trustee Training Sign Up:

- Done      [TE 12](#): Library Standards
- Done      [TE 13](#): Library Advocacy
- Done      [TE 14](#): The Library Board and the Open Meetings Law
- Done      [TE 15](#): The Library Board and the Public Records Law
- \_\_\_\_\_      [TE 16](#): Ethics and Conflict of Interest Laws Applying to Trustees
- Done      [TE 17](#): Membership in the Public Library System
- 2025      [TE 18](#): Library Board Appointments and Composition
- \_\_\_\_\_      [TE 19](#): Library Director Certification
- Done      [TE 20](#): The Library Board and Building Accessibility
- Done      [TE 21](#): The Library Board and Accessible Services
- Done      [TE 22](#): Freedom of Expression and Inquiry
- Done      [TE 23](#): Dealing with Challenges to Library Materials or Policies
- \_\_\_\_\_      [TE 24](#): Library Friends and Library Foundations
- \_\_\_\_\_      [TE 25](#): Liability Issues
- Done      [TE 26](#): The Public Library System Board—the Broad Viewpoint
- Done      [TE 27](#): Trustee Orientation and Continuing Education

### TRUSTEE TRAINING WEEK WEBINARS

- \_\_\_\_\_      August 2025: Trustee 101: An Introduction to Being a Wisconsin Public Library Trustee
- \_\_\_\_\_      August 2025: Wisconsin Library Law
- \_\_\_\_\_      August 2025: Basics of an Efficient, Effective Board Meeting
- \_\_\_\_\_      August 2025: Library Advocacy and Storymaking: the Hero's Journey from Community to Page (and Beyond)
- \_\_\_\_\_      August 2024: Robert's Rules Refresher
- \_\_\_\_\_      August 2024: Organization and Governance Best Practices for Boards

## Trustee Training Sign Up:

Done	August 2024: Making Each Other Look Good: The Library Board and the Library Director
_____	August 2024: Everything You Want to Know about Book Challenges...and a Bit You Probably Don't.
Done	August 2023: Elected Officials are People, Too
_____	August 2023: LGBTQ-Inclusive Trusteeship
Done	August 2023: Nurturing Your Library Culture
_____	August 2023: Wisconsin Library Law
_____	August 2023: No More Neutral: How to Use Marketing to Position Your Library in Challenging Times
_____	August 2022: From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding
Done	August 2022: Making Sense & Cents of a Library Building Project: The Library Trustee Role
_____	August 2022: Effective & Efficient Meetings: Parliamentary Procedure
Done	August 2022: Here to Stay: Recruiting & Retaining Dedicated Library Workers
_____	August 2022: Materials Challenges and Your Library from the Trustee Table
_____	August 2021: Wisconsin Library Ecosystem
_____	August 2021: Departures & Arrivals: Transitions and Succession Planning
_____	August 2021: Self-awareness for Social Justice Ally-ship
_____	August 2021: Library Ethics 101: What Would You Do?
_____	August 2021: Trustee Leadership: Bringing it All Together
_____	August 2020: Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority
<u>Done</u>	August 2020: Equity, Diversity, Inclusion: What Library Trustees Need to Know
_____	August 2020: Public Library System Redesign (PLSR) Implementation Update
Done	August 2020: Recruiting and Engaging Friends and Trustees Under Age 40
_____	August 2020: Core Values of Librarianship

## Trustee Training Sign Up:

- \_\_\_\_\_ August 2019: Recruiting and Retaining Library Directors and Staff
- Done August 2019: What Does Inclusivity Look Like at Your Library?
- Done August 2019: Effective Library Advocacy
- \_\_\_\_\_ August 2019: Free is Key: Ensuring Your Library is Meeting its Mission
- \_\_\_\_\_ August 2019: Governing Libraries that Inspire Investment
- \_\_\_\_\_ August 2018: Crafting Your Library's Story with Data
- \_\_\_\_\_ August 2018: Wisconsin Public Library Standards, 6<sup>th</sup> Edition for Trustees
- \_\_\_\_\_ August 2018: From Advocate to Activist
- \_\_\_\_\_ August 2018: Effective Boards Have Effective Meetings!
- \_\_\_\_\_ August 2018: Orientation for New Library Board Trustees
- \_\_\_\_\_ August 2017: The Beginnings, Current Status, and Next Steps of PLSR
- \_\_\_\_\_ August 2017: Everyday Advocacy
- \_\_\_\_\_ August 2017: Engaging Your Board, Staff, and Community in Strategic Planning
- \_\_\_\_\_ August 2017: Policies for Results
- \_\_\_\_\_ August 2017: How to Turn Your Library Board into an Effective Team
- Done CITY HANDBOOK - GRIEVANCE PROCEDURES

## BYLAWS OF THE COLUMBUS PUBLIC LIBRARY

### ARTICLE I- IDENTIFICATION

The name of this organization is the Columbus Public Library, located in Columbus, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

### ARTICLE II- BOARD OF TRUSTEES

#### Section 1. Number and Term of Office

The Library board shall consist of seven members; six of these shall be appointed by the mayor subject to confirmation by the City Council. Each board member will be appointed for three years and the terms of two members will expire each year; the seventh member will be the superintendent of the public school district, or their representative, whose term, by virtue of his/her position, will continue as long as he/she is the school district superintendent.

Additionally, whenever the annual sum appropriated by the county equals or exceeds one-sixth of the annual sum appropriated to the public library by the municipality during the preceding fiscal year, the county chairperson, with the approval of the governing body thereof, may appoint from among the residents of the county an additional member of the library board. The appointee shall have a term of three years from the July 1 next succeeding such appointment, and thereafter for terms of three years. Whenever the appropriation made is less than the one-sixth specified, the office of one such additional member of the board shall be vacant from July 1 thereafter.

#### Section 2. Disqualifications, Resignations, and Vacancies

Any member who moves out of the political subdivision he/she represents, or who resigns, shall be responsible for notifying the president of the Library Board. On receipt of such notification, the position shall be declared vacant. Also, if a trustee should miss two consecutive regular board meetings without notifying the board president, or if the trustee does not wish to attend the meetings, he/she will be asked to resign. If the trustee fails to resign, the president shall notify the appointing authority, requesting the disqualification of said trustee, and the position shall be declared vacant. Upon any vacancy, it shall be the duty of the president to notify the appointing official of the vacancy, and by direction of the board, suggest to the appointing official three to five names of persons who may qualify to fill the position.

### ARTICLE III -OFFICERS AND DUTIES

#### Section 1. Officers

The officers shall be a president, vice president, secretary and financial secretary, elected from among the appointed trustees at the annual meeting of the board. An officer may succeed him/herself. Officers shall serve a term of one year from the annual meeting at which they are elected and until their

successors are duly elected. Vacancies in office shall be filled by vote at the next meeting of the board after the vacancy occurs.

#### Section 2. President

The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, see that proper meeting notices are posted, execute all documents authorized by the board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

#### Section 3. Vice President

The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

#### Section 4. Secretary

The secretary shall keep a true and accurate record of all the meetings of the board and shall perform such other duties as are generally associated with that office. Another board member may be designated, by the president, to perform any or all of the above duties, **in the absence of the secretary.**

#### Section 5. Financial Secretary

The financial secretary shall, upon authorization of the trustees, invest endowment and other memorial funds and shall sign all checks drawn on these funds. All checks for more than \$1,000 shall be countersigned by the president. He/she shall present regular reports and an annual report after the close of the fiscal year. ~~The financial secretary shall be bonded in an amount as may be required by a resolution of the board.~~ In the absence or disability of the financial secretary, the duties shall be performed by such other member of the board as the board may designate.

### **ARTICE IV -MEETINGS**

#### Section 1. Meetings

The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

#### Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers and presentation of the director's goals, shall be held at the time of the regular meeting in June each year.

#### Section 3. Agendas and Notices.

Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

#### Section 4. Open Meetings Law Compliance.

All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98)

#### Section 5. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order
- b) Roll call of members, introduction of visitors, public input
- c) Adoption of agenda
- d) Disposition of minutes of previous regular meeting and any intervening special or closed meeting
- e) Financial report
- f) Action on bills
- g) Library director's report
- h) Committee reports
- i) Communications
- j) Unfinished business
- k) New business
- l) Adjournment

#### Section 6 . Quorum

A quorum for the transaction of business at any meeting shall consist of a majority of the board members present in person.

#### Section 7. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

### **ARTICLE V-COMMITTEES**

#### Section 1. Standing Committees

The following committees shall be appointed by the president and approved by the board:

A. Personnel The Personnel Committee shall be comprised of three members of the Columbus Public Library Board of Trustees. The Personnel Committee's responsibilities include but are not limited to:

- 1) evaluate/Review the Library Directors performance on an annual basis;
- 2) assist the Library Director in preparation of his or her annual statement of goals and objectives for the coming year;

- 3) advise the Library Director and Board of Trustees of objectives and policies relating to personnel practices, standards and problems;
- 4) coordinate the process of hirings and firings of the Library Director;
- 5) review with the Library Director staff job descriptions on an annual basis.

### Section 2. Ad Hoc Committees

Ad Hoc committees for the study of special issues will be appointed by the president, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed.

Many of these committees may also include staff representatives. Ad Hoc Committees may include library staff and/or community members.

### Section 3. Progress Reports

All committees shall make a progress report to the library board at its regular meetings.

### Section 4. Powers

No committee will have other than advisory powers unless, by suitable action of the board, it is granted power to act.

## **ARTICLE VI-DUTIES OF THE BOARD OF TRUSTEES**

### Section 1. Policies

Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

Act as the policy making body of the Columbus Public Library, in compliance with all statutes of the State of Wisconsin relating to the operation of public libraries.

### Section 2. Library Director

Select and appoint a properly certified library director in accordance with state statutes and determine the duties and compensation of all library employees.

### Section 3. Budget

Approve an annual budget sufficient to carry on the library's program of services to pay library salaries and to maintain the library building and shall initiate action to obtain the necessary funds from the pertinent municipality, county, library system or state. Review the status of the budget on a regular basis.

### Section 4. Buildings and Grounds

Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

### Section 5. Legislation

Work cooperatively with other public officials and boards and support legislation that benefits library users.

### Section 6. Public Relations

Cooperate with public officials to maintain positive public relations. Seek to maintain positive public relations, and provide information to the public.

### Section 7. Hiring Staff

The board itself cannot engage in the hiring process or direct the director whom to employ. The board shall act upon all hiring recommendations made by the library director.

Section 8 Bills and grants. Control and direct the investment, and expenditure and audit of all moneys donated or appropriated for library funds and approve all library expenditures. Approve all bills and grant applications.

## **ARTICLES VII-LIBRARY DIRECTOR**

The library director shall:

- be considered the executive officer of the Library;
- have sole charge of the administration of the library under the direction and review of the board;
- be responsible for the care of the buildings, collections, equipment, and programs;
- for the employment and supervision of the staff;
- be responsible for the efficiency and promotions of the library's service to the public and carry out a variety of public relation functions to inform the community of library services;
- for the operation of the library under financial conditions set forth in the annual budget;
- attend and may participate in board meetings but shall have no vote; as an ex officio member.
- perform any other duties generally associated with that position or as designated by the board.

## **ARTICLES VIII-COMPENSATION**

Board members shall not be compensated except for expenses incurred on the behalf of the library as approved by the board.

**ARTICLES IX--Conflict of Interest**

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Columbus Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from board discussion, deliberation, and vote on any matter in which the board member, an immediate family member, or an organization with which the board member is associated has a substantial financial interest.

**ARTICLES X GENERAL**Section 1. Voting

An affirmative vote of the majority of the board members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

Section 2. Amendment of Bylaws

These bylaws may be amended at the next regular meeting of the board by majority vote of all members of the board after being notified of the proposed amendment thirty days prior to taking action.

These bylaws are in force after adoption by the board of trustees of the Columbus Public Library on the September 20, 2011.

These bylaws were amended by the board of trustees of the Columbus Public Library on April 22, 2014.

These bylaws were amended by the board of trustees of the Columbus Public Library on April 16, 2019.

**Proposal**

Item #10.

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1/8/2026 9:39:44 PM



Proposal #: **10263**  
 SaleDate: **12/22/2025**  
 Next Install:  
 Sales Rep: **Robert Canales**

W4730 Hwy 16 - Rio - WI - 53960 - Phone: 920-626-6350 - Text: 920-630-0350

**SOLD TO:**

**SHIPPED TO**

**Columbus Library**

MATERIALS	COMMENTS	TOTAL
1 Vihmntsp	Stair tread 52" Speckled Hammered w/ Grip Insert	\$2,150.55
2 Rr-xx 7in X 5ft-0.00	Risers	\$707.20
3 Vihmntsp	Stair Tread 60" Speckled Hammered w/ Grip insert	\$1,672.65
4 Hrts-xx 24x24 Tile-1.00		\$2,188.80
5 965 Flooring And Tread Adhesive 4 Gallon-1.00	4-gallon	\$254.31
<b>Materials Subtotal:</b>		<b>\$6,973.51</b>

LABOR	COMMENTS	TOTAL
1 M Stair Tread Install	Stair tread 52" Speckled Hammered w/ Grip Insert	\$1,600.00
2 M Floor prep	Risers	\$300.00
3 M Tear out/haul GLUE DOWN	Stair Tread 60" Speckled Hammered w/ Grip insert	\$100.00
4 M Scrape glue		\$100.00
<b>Labor Subtotal:</b>		<b>\$2,100.00</b>

Comments: Options and prices may vary on the steps depending on the materials, style, and color chosen.

Starting from \$4,800 for basic treads with LVP landing up to \$9,000+ for treads with grip inserts as priced in quote #10263.

<b>SubTotal:</b>	<b>\$9,073.51</b>
<b>Misc Chg:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$9,073.51</b>
<b>Interest:</b>	<b>\$0.00</b>
<b>Payments:</b>	<b>\$0.00</b>
<b>Balance:</b>	<b>\$9,073.51</b>

OPTIONAL ADDITIONAL LABOR (not included with installation): Base Trim Remove / Re-install, Furniture / Appliance Moving, and Tear out / Haul Away. We require 50% down to order, remaining amount due at time of installation. Quotes are valid for 30 days. Prices are subject to change. Additional unforeseen work will be billed accordingly. Installation warranty is good for 18 months only if floors are satisfactory to installer prior to installation. Canales Flooring does not disconnect/reconnect gas stoves, ice makers, dishwasher, etc. Canales Flooring does not pull or reset toilets. Canales Flooring is not responsible for dust created during home improvement / renovations. Interest of 18% per annum (1 ½% per month) shall accrue on all accounts due past 10 days,

SIGNATURE \_\_\_\_\_

**www.canalesflooring.com**

See Next Page for Sub Total (If Applicable)

**Proposal**

Item #10.

Page 1

1/8/2026 9:34:13 PM



Proposal #: **10253**  
 SaleDate: **12/17/2025**  
 Next Install:  
 Sales Rep: **Robert Canales**

W4730 Hwy 16 - Rio - WI - 53960 - Phone: 920-626-6350 - Text: 920-630-0350

**SOLD TO:**

**SHIPPED TO**

**Amanda Wakeman Columbus Library**  
  
**Columbus WI**  
**920-623-5927**

**Amanda Wakeman Columbus Library**  
  
**Columbus WI**

MATERIALS	COMMENTS	TOTAL
1 Cascade Plus 7.00x48.00(41.99sqft/box)-41.99	Program Room	\$2,049.60
2 Commercialon - 4 gal                      NA	JM	\$183.23
<b>Materials Subtotal:</b>		<b>\$2,232.83</b>

LABOR	COMMENTS	TOTAL
1 V LVT Install	Program Room	\$1,176.00
2 M Metals -WPC/SPC	JM	\$21.00
3 M Metals Flat		\$9.00
4 M Tear out/haul GLUE DOWN		\$300.00
5 M Tear out/haul REMOVE/SCRAPE ADHESIVE		\$270.00
6 M Floor prep		\$150.00
7 M Qtr Rnd-Supply and Install		\$336.00
<b>Labor Subtotal:</b>		<b>\$2,262.00</b>

**Comments:**

**SubTotal: \$4,494.83**  
**Misc Chg: \$0.00**  
**Total: \$4,494.83**  
**Interest: \$0.00**  
**Payments: \$0.00**  
**Balance: \$4,494.83**

OPTIONAL ADDITIONAL LABOR (not included with installation): Base Trim Remove / Re-install, Furniture / Appliance Moving, and Tear out / Haul Away. We require 50% down to order, remaining amount due at time of installation. Quotes are valid for 30 days. Prices are subject to change. Additional unforeseen work will be billed accordingly. Installation warranty is good for 18 months only if floors are satisfactory to installer prior to installation. Canales Flooring does not disconnect/reconnect gas stoves, ice makers, dishwasher, etc. Canales Flooring does not pull or reset toilets. Canales Flooring is not responsible for dust created during home improvement / renovations. Interest of 18% per annum (1 ½% per month) shall accrue on all accounts due past 10 days,

SIGNATURE \_\_\_\_\_

**www.canalesflooring.com**

See Next Page for Sub Total (If Applicable)