



# Library Board Meeting Agenda

Tuesday, November 18, 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

## Approval of Minutes

1. October 21, 2025 Meeting Minutes

## Reports

2. Financial Secretary's Report
3. Bills- \$8,361.12
4. Budget Comparison
5. Library Director's Report
6. Library Director's Goals
7. President's Report

## Literacy Council

## Friends of the Library

## Correspondence

## Committee Reports

8. Personnel Committee-approve Library Addendum to the City of Columbus Employee Handbook
9. Ad Hoc Committee on Library Expansion

## Trustee Training: What Does Inclusivity Look Like at Your Library?

## Unfinished Business

## New Business

10. Staff Holiday Gifts
11. Gift from the Carnegie Corporation

## Adjourn

Next meeting date is December 16 at 5:00

**Columbus Public Library  
Library Board Meeting  
Tuesday, October 21, 2025  
Phyllis Luchsinger Callahan Meeting Room**

**Call to Order:** Pete Kaland called the meeting to order at 5:00 p.m.

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

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

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

**Approval of Minutes September 16, 2025:** With a date correction, Shirley moved and Deb seconded a motion to approve the June 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 \$ 8,317.28 from previous month. Dana moved and Sue seconded a motion to approve the Report. Motion carried.

**Bills:** Bills of \$5,04.09 submitted. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Budget on track with 77.7 % of budget spent.

**Library Director's Report:**

CPL received a \$500 per month donation for youth services programming. We signed up 42 new patrons in September with several hundred patrons updating their information and registering for a raffle prize.

**Community Outreach:**

9/20-Helen led storytime at Sadie's Bee Orchard in Fall River.

9/27-Catherine and Helen attended Art & Author Fair.

10/31-CPL open from 4-7 p.m. for Community Trick or Treat

**Youth Services:**

9/18-Art from the Heart Club started and will meet each month for crafting and to engage in community service projects.

10/7-Nathan Barnes from the Columbus Fire Dept. joined us for Fire Safety Week. Regular children's programs have started again and include:

Weekly Storytime on Tuesdays and Wednesdays

Monthly Music & Motion

Monthly Crafternoon

Monthly Stitching Stars

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

The September teen afternoon featured pumpkin decorating. Patrons invited to vote on their favorite.

Adult Services:

9/18-David Rogers classical guitar performance cancelled due to gas leak. See Facilities.

10/9-Cookbook Club met with "Autumn Harvest" theme. They will meet quarterly.

10/17-Mystery authors Peggy Joque and Mary Joy Johnson

Monthly programs are growing in attendance.

Looking Ahead:

10/22-Adult Craft Night will make candles.

10/28-Afternoon screening of movie "The Lost Bus"

10/29 Book launch party for Valerie Biel

10/30-Kick-off for Wri-Mo MOJO Creative Writing Month with monthly writing workshops.

10/30-Books & Beer will discuss "I Know What You Did" by Cayce Osborne

11/4-Hooked on Books and Yarn

11/6-After Hours Book Club will discuss "The Power" by Naomi Alderman

11/13-Trivia Party

11/14-Hosting a Murder Mystery at the Annex

11/17-Romantasy Book Club will discuss "Immortal" by Sue Lynn Tan

11/20-Third Thursday Book Club will discuss "The Secret Life of Sunflowers" by Marta Molner

Meetings:

The Columbia County Finance Committee increased funding for libraries from 73% reimbursement to 76% reimbursement.

Amanda attended Mental Health First on 9/23 and 9/30 presented by Prairie Ridge Health at Faith Lutheran Church.

On October 7 Amanda presented a preliminary 2026 budget to the Columbus City Council.

Facilities:

On 9/18 the company installing fiber lines to the library for the new phones hit the gas line on the library lawn. The library was evacuated and closed early. Columbus Fire Dept. did an excellent job of keeping everyone safe and communicating during the incident.

A new bench was installed in front of the library purchased in memory of Diane Sennhenn and James Myers.

Statistics: Visits and Items Borrowed increased 3.5% and 2.2% respectively.

**Library Director's Goals:**

As noted above, Amanda presented the CPL budget to the Columbus City Council.

The bathroom grout was cleaned and sealed. Amanda worked with TAS to solve a water issue in the Annex basement. She worked with the Social Media Policy team to develop a policy for the library. CPL held a retirement party for Sue Mathwich. The new winter reading program theme will be Winter is Bearable with Books.

**President's Report:** None

**Literacy Council Report:** Merry Anderson will resign her volunteer position as coordinator and will help recruit a new coordinator to continue the Lit Council mission.

**Friends of the Library:** FOL will assess the value of continuing to participate in the Wine Walk. Seasonal timing may be an issue. For National Friends of the Library Week Culvers is hosting a fundraiser.

**Correspondence:** None

**Committee Reports:**

Ad Hoc Committee on Development invited several community members to discuss possible library addition.

Personnel Committee met to discuss City of Columbus Handbook addendum.

Ad Hoc Social Media Policy Committee reviewed media policy. Jim moved and Dana seconded a motion to approve the policy. Motion carried.

**Trustee Training:** Sue Salter presented "Bylaws-Organizing the Board for Effective Action."

Bylaws: 1. Provide "Structural Framework" Board uses to govern themselves and are connected to responsibilities and ethics. 2. Essential for making sure Board is effective, fair, trusted.

Function of Bylaws: 1. Provide structure. 2. Ensure fairness. 3. Support legal and financial responsibility. 4. Clarify roles and responsibilities. 5. Provide guide through change and conflict. 6. Keep "CPL Mission" the priority.

Sue also recommended reviewing the bylaws every year before or after the annual meeting.

**Unfinished Business:**

2026 Library Budget: As noted above, Amanda presented to the City Council.

**New Business:**

Pursuant to a request to rent the Annex garage for \$50 per month, Amanda will get additional information on the prospective tenant and also explain that this rental is subject to the same lease provisions as the current upstairs tenants. Nora moved and Deb seconded a motion to approve this action. Motion carried.

**Adjourn:** Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:20 p.m.

Next scheduled board meeting—November 18, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

Vendor		Input Date	Amount
Department: Library			
AMERICAN EXPRESS	Books, Halloween, Programs	11/4/2025	\$ 1,281.40
COLUMBUS KIWANIS CLUB	Yearly Dues	11/4/2025	\$ 150.00
COMPLETE OFFICE OF WISCONSIN INC	Window Cleaner and Toilet Paper	11/4/2025	\$ 120.77
DEMCO INC	Cataloging Supplies	11/4/2025	\$ 424.54
ELAN FINANCIAL SERVICES	Program Supplies, bathroom art, Sue's party (some), cleaning supplies, Halloween	11/4/2025	\$ 852.49
INGRAM LIBRARY SERVICES	Books	11/4/2025	\$ 415.75
RHYME BUSINESS PRODUCTS	Copy Machine Lease and Copies	11/4/2025	\$ 478.31
			\$ 3,723.26

Vendor		Input Date	Amount
Department: Library			
BELSON OUTDOORS LLC	Memorial Bench (pd for by family)	10/21/2025	\$ 1,378.22
COMPLETE OFFICE OF WISCONSIN INC	Cleaning Supplies	10/21/2025	\$ 202.15
DEMCO INC	Book Cart for Friends (pd for by Friends)	10/21/2025	\$ 771.30
ENVISIONWARE INC	RFID Tagging Station Service Contract	10/21/2025	\$ 61.95
INGRAM LIBRARY SERVICES LLC	Books	10/21/2025	\$ 2,191.75
PREMIUM WATERS INC	Water Delivery	10/21/2025	\$ 32.49
			<b>\$ 4,637.86</b>

**CITY OF COLUMBUS**  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

Item #4.

**LIBRARY FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<b>TAXES</b>						
210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	.00	300,000.00	300,000.00	.00	100.00
	<b>TOTAL TAXES</b>	<b>.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>.00</b>	<b>100.00</b>
<b>MISCELLANEOUS REVENUES</b>						
210-474715-000	LIBRARY; COUNTY FUNDS	.00	157,659.92	161,659.50	( 3,999.58)	97.53
210-474716-000	LIBRARY; SCLS FUNDS	.00	.00	500.00	( 500.00)	.00
210-474717-000	LIBRARY; FINES & FEES	20.00	528.42	900.00	( 371.58)	58.71
210-474718-000	LIBRARY; FAX & COPIES	413.84	4,524.76	4,200.00	324.76	107.73
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>433.84</b>	<b>162,713.10</b>	<b>167,259.50</b>	<b>( 4,546.40)</b>	<b>97.28</b>
<b>OTHER FINANCING SOURCES</b>						
210-484810-000	LIBRARY; DONATIONS	41.20	5,466.68	1,000.00	4,466.68	546.67
210-484811-000	LIBRARY; GRANT REVENUES	1,000.00	6,000.00	.00	6,000.00	.00
210-484820-000	LIBRARY; INTEREST INCOME	38.07	1,231.76	1,000.00	231.76	123.18
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	160.00	3,430.00	5,760.00	( 2,330.00)	59.55
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>1,239.27</b>	<b>16,128.44</b>	<b>7,760.00</b>	<b>8,368.44</b>	<b>207.84</b>
<b>SPECIAL FUNDS ACTIVITY</b>						
210-494950-000	TRANSFER FROM SURPLUS FUNDS	.00	.00	17,089.81	( 17,089.81)	.00
	<b>TOTAL SPECIAL FUNDS ACTIVITY</b>	<b>.00</b>	<b>.00</b>	<b>17,089.81</b>	<b>( 17,089.81)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,673.11</b>	<b>478,841.54</b>	<b>492,109.31</b>	<b>( 13,267.77)</b>	<b>97.30</b>

**CITY OF COLUMBUS**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

Item #4.

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<b>DEPARTMENT 1570</b>					
210-511570-210	LIBRARY; AUDIT/ACCOUNT SVCS	.00	.00	1,500.00	1,500.00
	TOTAL DEPARTMENT 1570	.00	.00	1,500.00	.00

**CITY OF COLUMBUS**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2025**

Item #4.

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<b>LIBRARY</b>					
210-555000-111 LIBRARIAN SALARY	8,858.24	63,817.77	72,820.18	9,002.41	87.64
210-555000-112 LIBRARY; YOUTH SERV DIRECTOR	5,910.19	42,710.20	51,221.66	8,511.46	83.38
210-555000-113 LIBRARY; PART-TIME	18,622.39	129,641.14	155,337.45	25,696.31	83.46
210-555000-151 LIBRARY; SOCIAL SECURITY	2,205.39	17,565.98	21,917.63	4,351.65	80.15
210-555000-152 LIBRARY; RETIREMENT	1,926.26	13,002.62	16,327.21	3,324.59	79.64
210-555000-154 LIBRARY; INSURANCE BENEFIT	2,424.03	24,707.01	41,924.52	17,217.51	58.93
210-555000-155 LIBRARY; LIFE INSURANCE	13.06	116.73	116.78	.05	99.96
210-555000-156 LIBRARY; LT DISABILITY	31.14	322.17	434.15	111.98	74.21
210-555000-195 LIBRARY; CUSTODIAN	900.93	6,476.58	7,125.73	649.15	90.89
210-555000-210 LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219 LIBRARY; PROFESSIONAL FEES	.00	389.00	350.00	( 39.00)	111.14
210-555000-220 LIBRARY; BANK FEES	14.66	122.60	125.00	2.40	98.08
210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER	446.06	4,426.37	5,500.00	1,073.63	80.48
210-555000-224 LIBRARY; HEAT	17.35	1,285.07	2,000.00	714.93	64.25
210-555000-225 LIBRARY; TELEPHONE & DATA	78.36	780.05	1,650.00	869.95	47.28
210-555000-249 LIBRARY; REPAIR & MAINTENANCE	1,285.00	28,515.95	6,000.00	( 22,515.95)	475.27
210-555000-250 LIBRARY; ELEVATOR SERV/REPAIR	.00	.00	2,500.00	2,500.00	.00
210-555000-310 LIBRARY; WEB MEDIA	.00	853.83	800.00	( 53.83)	106.73
210-555000-311 LIBRARY; POSTAGE	.00	265.83	600.00	334.17	44.31
210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	273.11	11,313.34	9,500.00	( 1,813.34)	119.09
210-555000-313 LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314 LIBRARY; EQUIPMENT	218.62	2,909.18	3,500.00	590.82	83.12
210-555000-315 LIBRARY; DELIVERY	.00	6,126.00	6,126.00	.00	100.00
210-555000-316 LIBRARY; FURNITURE & FIXTURES	2,230.50	3,121.55	3,000.00	( 121.55)	104.05
210-555000-330 LIBRARY; SAFETY TRAINING	.00	150.98	500.00	349.02	30.20
210-555000-331 LIBRARY; COPIER	210.42	2,755.96	2,500.00	( 255.96)	110.24
210-555000-333 LIBRARY; EDUCATION & TRAVEL	.00	827.34	1,000.00	172.66	82.73
210-555000-371 LIBRARY; ADULT AUDIO VISUAL	193.06	1,582.91	3,000.00	1,417.09	52.76
210-555000-372 LIBRARY; YOUTH AUDIO VISUAL	.00	434.34	600.00	165.66	72.39
210-555000-373 LIBRARY; YOUTH BOOKS	505.12	4,973.76	8,000.00	3,026.24	62.17
210-555000-374 LIBRARY; PERIODICALS	418.49	1,755.42	2,000.00	244.58	87.77
210-555000-375 LIBRARY; REFERENCE MATERIALS	.00	.00	350.00	350.00	.00
210-555000-376 LIBRARY; SOFTWARE/DATABASES	.00	1,324.22	1,750.00	425.78	75.67
210-555000-377 LIBRARY; ADULT BOOKS	1,832.91	8,344.18	12,000.00	3,655.82	69.53
210-555000-378 LIBRARY; TEEN BOOKS	.00	658.11	1,800.00	1,141.89	36.56
210-555000-385 LIBRARY; YOUTH PROGRAMMING	.00	7,719.66	6,000.00	( 1,719.66)	128.66
210-555000-386 LIBRARY; ADULT PROGRAMMING	35.92	6,454.18	5,000.00	( 1,454.18)	129.08
210-555000-387 LIBRARY; PUBLIC RELATIONS	.00	325.00	1,000.00	675.00	32.50
210-555000-389 LIBRARY; DIGITAL MEDIA POOL	.00	3,073.00	2,983.00	( 90.00)	103.02
210-555000-511 LIBRARY; PROP, LIAB, WC INS	.00	3,521.32	3,800.00	278.68	92.67
210-555000-805 LIBRARY; SCLS CONSORTIUM	.00	22,460.00	22,550.00	90.00	99.60
<b>TOTAL LIBRARY</b>	<b>48,651.21</b>	<b>424,829.35</b>	<b>484,109.31</b>	<b>59,279.96</b>	<b>87.75</b>

**CITY OF COLUMBUS**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2025**

Item #4.

**LIBRARY FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<hr/>						
	<b>LIBRARY - ANNEX</b>					
210-555100-224	ANNEX; HEATING/UTILITIES	159.22	2,990.33	4,500.00	1,509.67	66.45
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	.00	593.52	1,500.00	906.48	39.57
210-555100-312	ANNEX; MISC OPERATING EXP	32.49	179.92	500.00	320.08	35.98
	<hr/>					
	<b>TOTAL LIBRARY - ANNEX</b>	<hr/> 191.71	<hr/> 3,763.77	<hr/> 6,500.00	<hr/> 2,736.23	<hr/> 57.90
	<hr/>					
	<b>TOTAL FUND EXPENDITURES</b>	<hr/> 48,842.92	<hr/> 428,593.12	<hr/> 492,109.31	<hr/> 63,516.19	<hr/> 87.09
	<hr/>					
	<b>NET REVENUES OVER EXPENDITURES</b>	<hr/> ( 47,169.81)	<hr/> 50,248.42	<hr/> .00	<hr/> ( 76,783.96)	<hr/> 65.44
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## DIRECTOR'S REPORT

### Library News

- On November 23, the South Central Library System Foundation held its annual Cornerstone event at the Fireman's Pavilion in Columbus. At this event, our Library Board President, Peter Kaland, was recognized for his many years of distinguished service to the Columbus Public Library. His longstanding commitment and leadership have been instrumental to the library's continued growth and success. We look forward to his ongoing contributions in the years ahead.

### Community Outreach

- The Library participated in the Community Trick-or-Treat event on October 31. We welcomed dozens of families throughout the evening, and it was a pleasure to see so many community members stop by and celebrate with us.
- We were pleased to host the book launch for Valerie Biel's newest release on October 29. It was a wonderful opportunity to welcome community members and celebrate a local author's work.
- The Library will host a community warm-up ornament workshop before the Holiday Train on December 10.

### Youth Services

- The Wri-Mo MOJO Creative Writing Workshop with Valerie Biel began on October 30. This group will continue to meet monthly to support participants as they track their writing progress and develop their projects.
- Our afternoon clubs continue to be well attended. We currently offer Chess, Legos, Stitching Stars, and Crafternoon, and we're pleased to share that we've added a new option: the Art from the Heart Club. These programs provide creative and engaging activities for participants each week.
- Our Family Fun Day featuring Candy Sushi was well attended. Participants enjoyed a lively, hands-on activity that brought plenty of creativity and smiles.
- Our Homeschool Program continues to thrive, with meet-ups every Monday afternoon.

### Adult Services

- Our Adult Craft Night on October 22 was a full house as participants enjoyed candle making.
- In response to popular requests, we've also added new release movie showings, including The Lost Bus on October 28 and The Baltimorons on November 11.
- Attendance at our regular monthly programs continues to be strong, reflecting our patron's desire for in person, hands-on programming.

### Looking Ahead

- November 19– Nonfiction Book Discussion: Normal Women
- November 20– Books & Beer with Jeannee Sacken
- November 20– Third Thursday Book Club: The Secret Life of Sunflowers
- November 26– Adult Craft Night: Paper Flower Shadow Box
- November 27 & 28– Closed for Thanksgiving
- December 2– Hooked on Books & Yarn
- December 3– Storytime at Home Again Assisted Living
- December 4– Library After Hours Book Club: The Christmas Tree Farm
- December 5– Shower-oke with Robin Hendrickson
- December 11– Closed from 11:00-1:00 for City of Columbus Christmas Party
- December 11– Books & Beer with Tracey S. Phillips
- December 15– Romantasy Book Club: Rose in Chains



### Meetings

- We completed our first webinar on the transition to the new ILS system, and several more are on the way. In February, Heather and Kristen will attend hands-on training sessions to get comfortable with the new program.
- Amanda will be attending the All Directors Meeting on November 20 at the SCLS Headquarters. The main topic of the meeting will be the SCLS Strategic Plan. In the afternoon we will have a training on Working with your Municipality.
- On November 21 Amanda will be attending the Columbia County Directors meeting at Portage Public Library.

### Facilities

- A few minor issues came up this month. The furnace in the Annex failed to turn on; TAS responded, identified an error message, and resolved the problem. In addition, the downstairs drinking fountain's water stream was hitting the wall. Wright Plumbing visited and adjusted the fountain.



Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Ch from 2024 to 2025	Item #5.
	Visits (# door counts)	6,594	59,938	57,253	67,146	4.7%	
	Items Borrowed (total)	4,752	51,207	50,455	58,538	1.5%	
	% 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)	1,275	11,912	12,507	14,759		
	Books by Mail (# items sent)	10	124	229	259	-46%	
	Public Wi-Fi (# sessions)	n/a	n/a	48,833	56,084	-4.8%	
	Public Computer Use (# sessions)	217	2,222	2,639	3,077	-16%	
	Wireless Printing & Faxing (# jobs)	99	839	802	967	4.6%	
	Community Use of Rooms (# attended)	99	980	953	1,171	3%	
	Patrons Added (# added)	32	311	327	368	-5%	

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	18	388	4
Children	9	139	0
Teen	4	47	0
Adult	10	121	0
General Interest	3	34	86

<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>
<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 in 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> <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>
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**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> <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>
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<b>Goal: Support the library goals set forth by the strategic plan</b>	
Activities- <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>



## Addendum to the City of Columbus Employee Handbook

# 2025

### Our Mission as Columbus Public Library Employees

The mission of the Columbus Public Library (here after referred to as Library) is to provide quality information, education, cultural, and recreational materials, and services to all Columbus-area residents.

### General Policy Statement

The general goals of the Library include the continued support of the *Library Bill of Rights* as established by the American Library Association (ALA) and the *Freedom to Read Statement* adopted by the ALA Council and the Association of American Publishers (AAP) Freedom to Read Committee.

Numbered sections correspond with the *City of Columbus Employee Handbook*, revised and adopted on October 21, 2025, and effective January 1, 2026. The sections outlined below constitute the only portions of Library policy that differ in any respect from those of the City. If a policy area is not specifically addressed herein, the corresponding City policy shall prevail.

In instances where City policies assign responsibility to the City Administrator (or designees) or to the Human Resources Generalist, such responsibility shall be assigned to the Library Director. In cases of appeal regarding a decision of the Library Director, authority shall follow Library Board policy and be assigned to the Library Board of Trustees.

### 1-3 At-Will Employment

The Library Board of Trustees, in its sole discretion, reserves the right to amend, from time to time and without prior notice, any term or provision of this addendum.

In the event that any provision of the City of Columbus Employee Handbook conflicts with the rules and regulations established by the Library Board, the Library Board's rules and regulations shall govern, but only to the extent of the specific conflict.

The Library Board reserves the right to determine wages, benefits, hours of work, and conditions of employment in accordance with applicable law.

### 2-3 Recruitment and Selection

All employees, except the Library Director who is hired by the Library Board, are hired by the Library Director.

All applicants who are offered employment with the Library may be required to successfully complete a background check and a drug test as a condition of employment. The Library will pay the cost.

All new employees will be approved by the Library Board based on the recommendation of the Library Director. In the case of a new Library Director the recommendation will come from a Committee of the Library Board.

### **7-3 Confidentiality**

Patron information is confidential per state law and should be only discussed with staff or the patron whose record it is.

Requests from outside parties, including media, as filed under the “Open Records Request” state statute go to the Library Director.

Subpoenas filed by Police or other Law Enforcement agencies must go immediately to the Library Director.

### **3-1 Vacation**

#### **Regular Full Time and Salaried Employees:**

Years Employed	Vacation Earned
Upon hire (after 30 days)-2 years completed	128 hours
3-4 years completed	144 hours
5-8 years completed	160 hours
One additional day (8 hours) for every other year completed after 8 years of service, to a maximum of 280 hours.	

#### **Regular Part-Time Employees:**

Years Employed	Vacation Earned
Upon Hired-2 years completed	64 hours
3-4 years completed	84 hours
5-9 years completed	100 hours
10-15 years completed	112 hours
16-20 years completed	124 hours
21-25 years completed	136 hours
26-30 years completed	140 hours
31 years +	168 hours

Vacation requests shall be approved by the Library Director or designee. Employees must submit requests for vacation leave in writing using the Library Time Off Request Form. Vacation leave may be granted in minimum increments of one-half hour. A minimum of seven (7) days' notice is required for all vacation requests. Vacation leave requests submitted with less than seven (7) days' notice will be considered at the discretion of the Library Director or designee.

Vacation will be scheduled and considered for approval by the Library Director or designee. The Library will attempt to grant “choice days” in an equitable manner and in the best interests of the Library. The Library Director or designee shall consider factors such as operational requirements, employee preferences, past vacation schedules, and length of service when scheduling and/or approving vacation leave.

## **3-5 Insurance Program Eligibility**

Regular full-time employees are eligible to participate in the City of Columbus insurance programs, which include comprehensive health, dental, and vision insurance, term life insurance, and long-term disability coverage, as described in the Employee Handbook.

Part-time employees are not eligible for health, dental, vision, or long-term disability coverage.

## **7-4 Social Media and Electronic Communications**

### **Electronic Communications**

The Library Director and the Library Board shall have sole control over all electronic hardware, software, data, and any other information technology resources within the Library. This authority includes, but is not limited to, the installation, maintenance, and replacement of equipment; the management of software applications and licenses; the establishment of access permissions and security protocols; and the oversight of data storage, integrity, and confidentiality.

All technology-related decisions shall be made in accordance with applicable laws, regulations, and Library policies to ensure the security, efficiency, and reliability of Library information systems.

### **Social Media**

The Library maintains its own Social Media Policy. Please refer to the *Columbus Public Library Social Media Policy*, approved by the Library Board on October 21, 2025.

The City’s social media policies do not apply to Library-managed accounts. Oversight and administration of all Library social media platforms rest with the Library Director and are governed by policies adopted by the Library Board of Trustees. All Library social media activity shall align with the Library’s mission, values, and applicable local, state, and federal laws.

## **9-2-Performance Evaluation Process**

Employees shall receive formal performance evaluations periodically, typically on an annual basis, or as otherwise determined by the Library Director. These evaluations shall assess job performance, goal attainment, adherence to Library policies, and professional conduct. The purpose of formal evaluations is to provide constructive feedback, recognize achievements, identify areas for improvement, and support professional growth. All evaluations shall be conducted in a fair and consistent manner in accordance with applicable law and Library policies.

The Library Board of Trustees shall conduct a formal annual evaluation of the Library Director. In conjunction with this evaluation, the Board shall work with the Library Director to establish annual performance goals. The Library Director shall provide monthly updates to the Board during regular Library Board meetings, outlining progress toward these goals and any accomplishments achieved in pursuit of them.

### **Employee Personnel Files**

Employee personnel records related to employment (original State and Federal employment forms and forms related to benefits and insurances) are kept at City Hall. Access to employment records is limited to the employee, the Library Director, The Library Board of Trustees, and the City Administrator (or designee).

Library Personnel performance records will be kept by the Library Director. Access to performance records is limited to the employee, Library Director, and the Library Board.

**Amanda Wakeman**

**From:** Carnegie Corporation of NY - Office of the President <carnegielibraries@carnegie.org>  
**Sent:** Wednesday, October 22, 2025 9:00 AM  
**To:** Amanda Wakeman  
**Subject:** \$10,000 Gifts for Carnegie Libraries; Join Andrew Carnegie's Foundation in Celebrating Nation's 250th Anniversary

[View this email in your browser](#)



**CARNEGIE  
LIBRARIES 250**

Dear Columbus Public Library,

I am delighted to inform you that the foundation established by Andrew Carnegie, [Carnegie Corporation of New York](#), is awarding a \$10,000 gift to your library and to all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence.

Andrew Carnegie funded the construction of 1,681 free public libraries in the United States between 1886 and 1917, driven by his belief that they were “cradles of democracy.” As part of our [Carnegie Libraries 250](#) special initiative, we contacted each library and established that about 1,280, including yours, still operate as libraries and acknowledge their association with Carnegie, making them eligible for the celebratory gift.

Your library can expect to receive a check in January 2026. You may use the funds however you wish to celebrate the anniversary, further your mission, and benefit your community. If your library system includes multiple Carnegie Libraries or branches, each one will receive \$10,000. Instructions for receiving your gift are provided below.

On behalf of the foundation, thank you for the many ways you serve your communities. My hope is that this gift serves as a recognition of your commitment, our founder's legacy, and the importance of this milestone in our nation's history.

Best regards,

**Dame Louise Richardson**  
President, Carnegie Corporation of New York

### Instructions for Receiving Your Gift

To process your gift, we will require a W-9 form for your organization. You can download a blank form [here](#). You may submit the completed W-9:

- [Online to our secure upload site](#)
- By mail to:  
James Marsden, President's Office  
Carnegie Corporation of New York  
437 Madison Avenue Floor 31  
New York, NY 10022

Please send us your W-9 by **November 14, 2025**, to receive your gift. If we have any questions about your organization's eligibility or charitable status, we will contact you at this email address or by phone.

Our Communications team has prepared a media toolkit to help you announce your gift and showcase how your library puts it to use. Access it [here](#). You will also receive an email later today with additional guidance on sharing the news.

Read the [news release](#).

Learn more in *The New York Times*.

Interested in Carnegie's library news? Subscribe to *Unstacked*, our newsletter for library lovers.



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