



Library Board Meeting Agenda

Tuesday, February 17, 2026 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. January 20, 2026 Board Meeting Minutes

Reports

2. Financial Secretary's Report

3. Bills-\$29,436.64

4. Director's Report

5. Director's Goals

6. President's Report

Literacy Council

Friends of the Library

Correspondence

Committee Reports

7. Personnel Committee--Director's Evaluation

8. Policy Committee- City of Columbus Merit Pay Policy

Unfinished Business

9. Columbus Public Library Bylaws

10. Gift from the Carnegie Corporation

New Business

11. 2025 Wisconsin Public Library Annual Report

12. Approve hiring for Substitute Librarian Position

13. Summer Teen Internship Program

Adjourn

Next meeting is on March 17, 2026

**Columbus Public Library
Library Board Meeting
Tuesday, January 20, 2026
Phyllis Luchsinger Callahan Meeting Room**

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

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

Roll Call, Introduction of Visitors Public Input:

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

Approval of Minutes December 16, 2025: Shirley moved and Sue seconded a motion to approve the December Minutes. Motion carried.

Reports

Financial Secretary's Report: CDAR 1 renews 2/26/2026 at 4.35 %, same as previous month. Year-end SCLS account increased to \$475,651.69 from \$427,059.42 at beginning of year. Merry moved and Sue seconded a motion to approve the Report. Motion carried.

Bills: Bills of \$6,641.669 submitted. Jim moved and Sue seconded a motion to approve the bills. Motion carried.

Budget Comparison: No report available.

Library Director's Report:

Winter Library Program runs through February 7 with more than 250 people participating

Community Outreach:

Helen continues monthly storytimes and daycares and schools in Columbus and Fall River connecting with family beyond Library walls.

Youth Services:

Puzzles especially popular in January with a Teen Puzzle Competition and a Family Puzzle night. Good participation with mix of ages.

Homeschool group continues to grow with puzzle competition and Yule Ball.

Monthly Saturday storytime will be discontinued due to decreasing attendance Staff exploring other ways to engage families on Saturday mornings.

Adult Services:

1/10-Great attendance for Inga Orth presentation on burnout and reconnecting with yourself.

Adult Piano Class meets every Tuesday in January with several Zoom attendees.
 1/13-Author Amy Pease presented an author talk about her new book.
 Pamphlets highlighting delivery program for homebound patrons distributed around Columbus with several new people signing up.

Looking Ahead:

1/22-Books & Beer with author Jeff Narnia
 1/23-Family Pizza & Board Game Night
 1/28-Adult Craft Night: Bedazzled Books
 2/2-Teen Night: Chocolate Candy Sushi
 2/3-Hooked on Books & Yarn
 2/5-After Hours Books Club: *Broken Country*
 2/9-Art from the Heart Club
 2/12-Grievance Journaling
 2/16-Romantasy Book Club: *A Forbidden Alchemy*

Meetings:

1/16-Amanda attended Columbia County Directors meeting.
 3/31-4/3-Amanda will attend Public Library Association Conference in Minneapolis.
 Amanda, Helen, Catherine and Kristen will participate in Wild Wisconsin Winter Web Conference, a free, online, on demand education opportunity.
 Note. SCLS is no longer coordinating the number of public Wi-Fi sessions.

Facilities:

CO₂ detector needs replacing.

Library Director's Goals:

Working with Recreation Dept to plan summer activities program. Also, working to plan Summer Library Program.
 Attended City of Columbus Supervisors Round Table to learn about generational differences in the workplace.
 Hosted two puzzle events planned based on suggestion box feedback.

President's Report: None

Literacy Council Report: Interviewing Coordinator applicant.

Friends of the Library: New officers elected: President Mary Arnold, Vice President Susan Reese, Treasurer Cheryl Hurst.

Correspondence: None

Committee Reports:

Personnel Committee presented the Director Evaluation document for review and discussion, Specifically, making it a monthly assessment for Board approval would provide a more accurate evaluation for matching goals to achievement. Document referred back to Personnel Committee for revision.

Trustee Training topics for 2026 presented. Discussed fact that some topics are repeat from recent years and presentations should be optional.

Unfinished Business: None

New Business:

Review CPL Bylaws: Reviewed and discussed with recommendations and updates. Pete will incorporate for vote at March Board meeting.

Flooring for Program Room and Entryway: Sue moved and Pete seconded a motion to have Amanda do additional research with an emphasis on durability and compatibility with existing décor as well as material availability including additional quotes.

Approve hiring of Isaiah Gramza as a Page: He will be working Monday and Friday afternoons. Jim moved and Nora seconded a motion to approve the hire. Motion carried.

Adjourn: Jim moved and Pete seconded a motion to adjourn. Motion carried. Meeting adjourned at 5:20 p.m.

Next scheduled board meeting – February 17, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

Columbus Public Library - Financial Secretary Report

Date 2/17/2026

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	\$0.00	36130.63 Total memorials, donations + grants		
FMUB checking	\$4,242.52	2/16/2026	\$1.05	deposited as of date		
				Safety deposit box rental		
FMUB CDAR 2 (3 mos.)	\$17,226.86	4/16/2026	\$0.00	17226.86 Staff appreciation gifts		
TOTAL	\$ 57,600.01		\$1.05	Total dispersements		
CDAR1 at 4.35% matures 2/26/26				Total YTD transactions <u>\$0.00</u>		
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	\$ -	\$ (4,797.19)		\$ 57,530.98	\$ 475,651.69
Monthly Performance Report	Ending Market Value from previous month	Additions (Withdrawals)	Proration of Admin Fee		Realized Gains/(Losses)	Ending Market Value
February 28, 2025	\$ 427,059.42		\$ (465.65)		\$ (1,733.59)	\$ 425,487.69
March 31, 2025	\$ 425,487.69		\$ (463.92)		\$ (11,267.54)	\$ 416,287.37
April 30, 2025	\$ 416,287.37	\$ -	\$ (465.49)		\$ 79.60	\$ 416,331.54
May 30, 2025	\$ 416,331.54		\$ (455.29)		\$ 14,913.86	\$ 430,790.23
July 31, 2025	\$ 430,790.23		\$ (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
January 31, 2026	\$ 475,651.69		\$ (511.10)		\$ 10,680.03	\$ 485,820.62

Vendor		Input Date	Amount
Department: Library			
SOUTH CENTRAL LIBRARY SYSTEM	ILS/Tech Fees for 2026	1/21/2026	\$ 22,655.00
DEMCO INC	Book Covers and Labels	1/21/2026	\$ 462.39
WI DEPT OF FINANCIAL INSTITUTIONS	Notary fee for Catherine	1/21/2026	\$ 20.00
INGRAM LIBRARY SERVICES	Books	1/21/2026	\$ 147.89
INGRAM LIBRARY SERVICES	Books	1/21/2026	\$ 1,357.12
			\$ 24,642.40

Vendor		Input Date	Amount
Department: Library			
SOUTH CENTRAL LIBRARY SYSTEM	2 New Patron Computers	2/2/2026	\$ 1,480.00
WILS	Databases for 2026	2/2/2026	\$ 546.74
AMERICAN EXPRESS	Books, DVDs, Programs, Paper	2/2/2026	\$ 1,135.76
ELAN FINANCIAL SERVICES	PLA Conference (money from SCLS)	2/2/2026	\$ 541.96
ELAN FINANCIAL SERVICES	Youth and Adult Programs, Prizes for WLP,	2/2/2026	\$ 739.78
JEFF POCKAT	Adult Program- Gaelic Harp	2/2/2026	\$ 350.00
			\$ 4,794.24

DIRECTOR'S REPORT

Library News

- The Winter Library concluded on February 6 with 297 participants, which surpassed last years number.
- The Library remained open on January 23 despite many other closures. As we serve as a designated warming shelter for both Columbia and Dodge Counties, we felt it was important to remain open during the hours we had been advertised as available. Throughout the day, we welcomed several individuals and families who spent extended time at the Library seeking warm place.
- Our statistics this month are slightly lower than we hope for, however it was a very cold month which could be the reason we had less patrons and checkouts.

Community Outreach

- Helen will be participating in Literacy Night at the Columbus Elementary School on March 4.

Youth Services

- Family Pizza & Board Game night was cancelled in January due to the weather
- Teen Chocolate Candy Sushi was extremely popular— and delicious!
- Art from the Heart Club created pipe cleaner flowers to distribute to the residents of Home Again Assisted Living.

Adult Services

- All of our book clubs had great turn-outs again in January.
- Adult Craft Night and Hooked on Books & Yarn are both well attended and bring in our crafty patrons.
- Grievance Journaling took place on February 12 at the library, where participants could air their grievances with hilarious prompts.
- The library teamed up with the Community Center for a Galentine's event on February 13 in the Annex, which featured snacks and trivia.

Looking Ahead

- February 19– Third Thursday Book Club
- February 20– Family Pizza and Board Game Night
- February 24– Murder Mystery at the Annex: Nightmare at a Northwoods Cabin
- February 25– Adult Craft Night: Glass Tumblers
- February 26– Cookbook Club and Tasting
- March 3– Hooked on Books & Yarn
- March 5– Library After Hours Book Club: Say You'll Remember Me
- March 12– Gaelic Harp Player Jeff Pockat
- March 16– Romantasy Book Club: Silver Elite

Meetings

- Amanda is now serving as our county representative on the Administrative Council for SCLS. This groups meets every other month at SCLS.
- March 6 will be the Columbia County Library Board and Directors meeting in Pardeeville.

Facilities

- Both buildings did amazingly well during the cold snap in January. The Annex at one point was down to 58° but that was as low as it went and we didn't seem to have any freezing issues. The Library building maintained temperature with no issues.
- The Annex had a CO2 alarm/smoke detector chirping to indicate that it was at its end of life. DPW replaced it with a new one.



Library Statistics		2026 Month	2026 YTD	2025 YTD	2025 Total	% Change from 2025 to 2026
	Visits (# door counts)	4,607	4,607	4,911	67,988	-6.4%
	Items Borrowed (total)	4,549	4,549	4,953	59,674	-8.5%
	% Columbus residents		43%		46%	
	% Fall River residents		13%		12%	
	% Other Columbia County		20%		23%	
	% Dodge County		13%		11%	
	% Other		10%		8%	
	Digital Items Borrowed (# checkouts)	1,333	1,333	1,381	14,551	-3.5%
	Books by Mail (# items sent)	15	15	14	135	+7%
	Public Wi-Fi (# sessions)	5,566	5,566	3,886	39,324	+43%
	Public Computer Use (# sessions)	227	227	250	2,592	-9.2%
	Wireless Printing & Faxing (# jobs)	59	59	72	993	-18%
	Community Use of Rooms (# attended)	110	110	105	1,135	+4.7%
	Patrons Added (# added)	21	21	25	346	-16%

Item #4.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	18	273	3
Children	7	107	0
Teen	4	30	0
Adult	12	166	0
General Interest	2	18	0

Goal: Foster strong relationships with the municipalities that we serve and the Library Board

<p>Activities-</p> <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> <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>2/2026- Worked with the Community Center to create and host a Galentine’s Day Event at the Annex.</p>
---	--

Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.

<p>Activities-</p> <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 	<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>Capital Improvement Plan in a meaningful way</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. 6/2025- Continued putting some finishing touches on the bathroom, including painting the janitor closet door. 8/2025- Worked with DPW to get the window on the west side of the building repaired that is starting to rot. 9/2025-Working on getting the grout in the bathrooms cleaned and sealed which will complete the bathroom remodeling. 9/25-Received a grant from the CAE to go toward the upgrade of the downstairs circulation desk counters. 10/2025-Had the bathroom grout cleaned and sealed 10/2025-Worked with TAS to solve the issue of water in the Annex Basement 11/2025- worked with TAS to get the Annex furnace up and running and worked with Wright to adjust our drinking fountain. 12/2025- Met with Ray Canales to talk about flooring options in the Program Room, stairs, and entryway.</p>
---	--

Goal: Promote and support staff professional growth and cohesiveness.

<p>Activities-</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- Thanks to the new Employee Engagement Team for the City, the staff enjoyed a Subway lunch during National Library Week. 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. 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. 6/2025-The staff took off a few hours on June 5 to attend the City of Columbus Staff picnic. 7/2025- Worked on a creating a manifest of policies that need to be updated. 8/2025- Scheduled an all staff meeting with City HR for September 3 to go over team work and communication styles. 9/2025-The entire staff along with some other city staff had a meeting on Sept. 3. 10/2025-Worked with Kristen to train with our new book distributor, Ingram 10/2025-Worked with the Social Media Policy team to develop a new policy for the Library 10/2025-Put on a great retirement party for Sue 11/2025- Updated the Employee Handbook Library Amendment with the Personnel Committee. 12/2025- Worked with staff to get them continuing education. Helen, Catherine and Kristen are signed up for webinars for the Wild</p>
--	---

	<p>Wisconsin Web Conference. Kristen is signed up for some classes through ALA on Collection Development.</p> <p>12/2025- 5 Staff Members attended the City of Columbus Christmas Party at the Columbus Country Club.</p> <p>1/2026- Attended a City of Columbus Supervisors Round Table where we learned about generational differences in the work place.</p> <p>2/2026- Attended a City of Columbus Supervisors Round Table where we discussed leadership skills demonstrated by Abraham Lincoln and how we can utilize them in our workplaces.</p>
--	--

<p>Goal: Support the library goals set forth by the strategic plan</p>	
<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> <p>8/2025- We are creating an adult crochet club based on feedback from patrons that they would like one.</p> <p>9/2025- We are continuing to add new programs based on feedback from patrons. Adult Crochet Club, Art from the Heart, and Cookbook Club are all new and well received.</p> <p>10/2025-Started working on the Winter Library Program. This year's theme will be Winter is Bearable with Books.</p> <p>11/2025- Weeded the YA section. Now that the weeding is on a schedule and not as big of a job, we can better analyze what we weed to use when ordering new items.</p> <p>12/2025-Launched the Winter Reading Program which begins in January.</p> <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>

**Columbus Public Library
Director Evaluation
February 2026**

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:

CONFIDENTIAL

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

Success Demonstrated Improvement Required

Evidence/Explanation:

**Columbus Public Library
Director Evaluation
February 2026**

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?

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.

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.

7/2025- Worked on a creating a manifest of policies that need to be updated.

10/2025-Worked with the Social Media Policy team to develop a new policy for the Library.

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

12/2025- Attended the City of Columbus Supervisor's Roundtable. This is a new monthly meeting for people who supervise staff.

4/2025- Thanks to the new Employee Engagement Team for the City, the staff enjoyed a Subway lunch during National Library Week.

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.

6/2025-The staff took off a few hours on June 5 to attend the City of Columbus Staff picnic.

8/2025- Scheduled an all staff meeting with City HR for September 3 to go over team work and communication styles.

9/2025-The entire staff along with some other city staff had a meeting on Sept. 3.

10/2025-Worked with Kristen to train with our new book distributor, Ingram

10/2025-Put on a great retirement party for Sue

11/2025- Updated the Employee Handbook Library Amendment with the Personnel Committee.

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.

12/2025- 5 Staff Members attended the City of Columbus Christmas Party at the Columbus Country Club.

1/2026- Attended a City of Columbus Supervisors Round Table where we learned about generational differences in the work place.

2/2026- Attended a City of Columbus Supervisors Round Table where we discussed leadership skills demonstrated by Abraham Lincoln and how we can utilize them in our workplaces.

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

9/2025- Presented the County Library Budget to the County Finance Committee.

10/2025-Presented the Library Budget to the Columbus City Council

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.

4/2025- The bathroom project is complete. The two bathrooms have been well received, especially by families.

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.

6/2025- Continued putting some finishing touches on the bathroom, including painting the janitor closet door.

8/2025- Worked with DPW to get the window on the west side of the building repaired that is starting to rot.

9/2025-Working on getting the grout in the bathrooms cleaned and sealed which will complete the bathroom remodeling.

9/25-Received a grant from the CAE to go toward the upgrade of the downstairs circulation desk counters.

10/2025-Had the bathroom grout cleaned and sealed

10/2025-Worked with TAS to solve the issue of water in the Annex Basement

11/2025- worked with TAS to get the Annex furnace up and running and worked with Wright to adjust our drinking fountain.

12/2025- Met with Ray Canales to talk about flooring options in the Program Room, stairs, and entryway.

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

3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.

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.

8/2025- We ended the Summer Library Program with a party at the Aquatic Center with the Columbus Recreation Department.

3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.

3/2025- We have weeded the juvenile non-fiction which has created a better space for our new materials downstairs and better merchandising opportunities.

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.

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.

6/2025- The Summer Library Program has launched with great participation.

6/2025- The Romantasy Book Club started on June 9, which was patron requested and had a good turnout.

7/2025- The SLP has surpassed our numbers from last year.

8/2025- We are creating an adult crochet club based on feedback from patrons that they would like one.

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.

10/2025-Started working on the Winter Library Program. This year's theme will be Winter is Bearable with Books.

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.

12/2025-Launched the Winter Reading Program which begins in January.

1/2026- Met with Helen to plan activities for the 2026 Summer Library Program.

1/2026- We hosted two different puzzle events which were planned based on feedback from the suggestion box.

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

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.

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.

6/2025-Attended a Council/Department Head Retreat where we worked on team building and creating a mission statement for the City of Columbus

8/2025- Attended National Night Out and partnered with DPW for the evening.

2/2026- Worked with the Community Center to create and host a Galentine's Day Event at the Annex.

City of Columbus Merit Pay Policy

1) Purpose

The City of Columbus will use merit pay to:

- Reward sustained high performance, achievement of strategic goals, and demonstration of City values.
- Strengthen accountability and service quality for residents.
- Support market competitiveness and retention.
- Promote fairness, consistency, and fiscal responsibility.

2) Scope

This policy applies to:

- **Non-represented employees** (regular full-time/part-time).
- **Represented employees** only if merit compensation is expressly allowed under applicable labor agreements and administered in accordance with the contract.

Exclusions: Seasonal/temporary employees; elected officials; volunteers; interns; employees on performance development plans (PDP) who have not met plan requirements by the evaluation cutoff date.

3) Guiding Principles

1. **Performance-Based:** Merit pay is awarded based on documented results and behaviors, not tenure alone.
2. **Equitable & Consistent:** Ratings, calibration, and payouts follow standardized criteria.
3. **Transparent:** Employees know expectations, rating standards, timelines, and how merit is calculated.
4. **Budget-Disciplined:** Merit awards operate within Council-approved funding and fiscal constraints.
5. **Legally Compliant:** Adheres to Wisconsin law, federal law (FLSA, EEOC), and open records requirements.
6. **Market-Aware:** Integrates with the City's compensation structure and market pay analysis.

4) Definitions

- **Merit Pay:** Compensation awarded based on performance (base salary adjustment and/or lump-sum bonus).
- **Merit Matrix:** A table linking performance ratings and compa-ratio (pay vs. midpoint) to recommended award levels.
- **Compa-Ratio:** Employee's base pay divided by the pay range midpoint (e.g., 0.95 = 95% of midpoint).
- **Calibration:** A structured review ensuring rating consistency across departments.
- **Performance Cycle:** Annual period used for setting goals, monitoring, and evaluating performance.

5) Eligibility

To be eligible for merit consideration, an employee must:

- Complete **6 months** of service in the current role before the evaluation cutoff date.
- Have no active **disciplinary actions** in the last 6 months (unless explicitly waived by the City Administrator for exceptional improvement).
- Complete required **training** and compliance activities.
- Have an approved **performance plan** (goals/KPIs) on file by March 31 of the cycle year.

Employees on a development plan may be eligible only if they have met plan requirements by the evaluation cutoff date and have at least a “Meets Expectations” rating.

All employee evaluations are done utilizing the PERFORMANCE software via NeoGov.

6) Performance Management Cycle & Timeline (Calendar-Year Fiscal)

- **Feb-Mar:** Goal setting & performance plan finalization (SMART goals aligned to Strategic Objectives).
 - **Apr-Dec:** Quarterly check-ins; coaching and documentation.
 - **Jan-Feb:** Supervisor evaluations; **Calibration** meetings; Citywide consistency checks.
 - **Mar-Apr:** Final ratings due; merit recommendations compiled.
 - **May-June:** merit notifications issued; awards effective with first payroll in July (unless otherwise specified).
-

7) Performance Ratings (Standardized Scale)

- **3 – Exceeds Standards:** Often exceeds goals; strong results and behaviors.
- **2 – Meets Standards:** Fully meets goals and City values; reliable and competent performance.
- **1 – Does Not Meet:** Falls short of expectations; significant improvement required.

Ratings must be evidence-based, using documented goals, metrics, work samples, service measures, and feedback. Supervisors must provide narrative justification and attach supporting documentation.

8) Merit Award Structure

8.1 Components

- **Base Adjustment:** Ongoing increase to base salary.
- **Lump-Sum Bonus:** One-time payment; does not change base salary (may be used when pay is at/above range midpoint or to maintain internal equity).

8.2 Merit Budget

- The city will set an annual **merit pool**, separate from cost-of-living adjustments (COLA). Council authorizes the pool during budget adoption.

8.3 Merit Matrix (Example)

Use both **rating** and **compa-ratio** to steer awards. The City Administrator/Human Resources may refine percentages annually.

Your Rating

☆ Exceeds

☑ Meets

Increase/Lump-Sum Bonus

Increase/Lump-Sum Bonus
Recommended

Increase/Lump-Sum Bonus Considered

Amounts provided subject to change based on budgetary needs of the city

Notes:

- If an employee is **above midpoint** (> 1.00 compa-ratio), favor **lump-sum** to prevent compression.
- If an employee is **below midpoint**, favor **base adjustments** to move toward market competitiveness.
- Departments may propose exceptions only with **written justification** and City Administrator approval to ensure equity.
- For 2025 Reviews and Merit Pay:
Because KPI's have not been defined for 2025, I suggest that we award merit pay based on 2025 performance reviews.
For Meets Expectations raises: an employee may not have any 1's on their performance review (only 2's or higher)
For Exceeds Expectations: an employee may not have any 1's on their performance review and must have an average of 2.5 or higher

9) Goal & KPI Design

Each employee's plan will include **3–5 SMART goals** drawn from:

- **Operational excellence:** e.g., service response times, permit turnaround, preventive maintenance completion rates.
- **Financial stewardship:** e.g., grants secured, cost savings, audit findings resolved.
- **Community impact:** e.g., program participation, customer satisfaction ratings.
- **Compliance & safety:** e.g., training completion, incident reductions, OSHA adherence.
- **People/leadership:** e.g., team development, cross-department collaboration, DEI initiatives within legal bounds.

Supervisors must specify **measures, targets, data sources, and weightings** (e.g., 25% service, 25% financial, 20% compliance, 15% community, 15% people).

10) Calibration & Review

- **Department-Level Calibration:** Supervisors present draft ratings and rationales; reconcile inconsistencies.
- **Citywide Calibration:** HR/City Administrator review distributions and equity across departments.
- **Controls:** Identify rating inflation/deflation, ensure documentation quality, confirm alignment with budgets.

11) Award Approval & Communication

1. Supervisors submit merit recommendations.
2. HR validates eligibility, compa-ratio, pay range, and internal equity; City Administrator reviews and presents to Council in closed session where direction is provided to the City Administrator.
3. HR communicates awards to employees with a **Merit Notification Letter** including rating, award type (base/lump-sum), percentage, amount, effective date, and brief rationale tied to documented achievements.
4. Individual ratings and payroll changes are **public records** subject to Wisconsin Open Records Law; HR will handle requests in compliance with applicable exemptions and privacy redactions.

12) Appeals & Resolution

- Employees may file a **written appeal** within **10 business days** of notification, limited to:
 - Procedural errors (e.g., missing documentation, misapplied matrix).
 - Factual errors in performance evidence.
- **Process:** Appeal → HR review → City Administrator final decision within **20 business days**.
- Appeals do **not** guarantee changes to ratings or awards and must be substantiated.

13) Interaction with COLA, Market, and Promotions

- **COLA:** Applied separately to maintain purchasing power; not performance based.
- **Promotions/Reclassifications:** Governed by classification plan; merit may still apply for periods worked in prior role.

14) Compliance & Risk Management

- **FLSA:** Ensure non-exempt overtime calculations are based on correct regular rate; lump-sum bonuses may affect overtime rate for the period.
- **EEOC/Title VII/ADA/ADEA:** Ratings and awards must be free from discrimination.
- **Wisconsin Law (Act 10 & labor contracts):** Merit for represented employees must conform to contract language; otherwise apply to non-represented staff only.
- **Open Records:** Treat performance documents as records; apply statutory exemptions and privacy redactions where applicable.
- **Data Integrity:** Maintain audit trails; store documentation per records retention schedules.

15) Funding Controls & Oversight

- Council approves the **annual merit pool** during budget adoption.
- City Administrator/HR ensure payouts do not exceed the pool.
- Council makes final determinations on any and all increases in compensation.

16) Training

- **Supervisors:** Mandatory annual training on goal setting, feedback, rating standards, documentation, calibration, and legal considerations.

- **Employees:** Orientation to the performance cycle, expectations, and how merit works.

17) Policy Review & Continuous Improvement

- **Annual review** by HR/City Administrator to adjust the merit matrix, KPIs, and processes.
- Solicit feedback via post-cycle surveys and incorporate lessons learned.
- Conduct periodic **pay equity analyses** to ensure fairness across gender, race/ethnicity, and age within legal constraints.

Optional Add-On: Spot Awards (One-Time Recognition)

If the City wishes to add **Spot Awards**, adopt a companion mini-policy enabling small, immediate lump-sum recognition (e.g., \$250–\$750) for extraordinary contributions, with controls (quarterly cap, documentation, HR approval).

Department KPI Examples

Public Works

- Complete 95% of scheduled pothole repairs within 5 business days of report.
- Achieve 100% compliance with snow route clearance within 8 hours of snowfall end.
- Maintain 90% fleet availability for operational needs.
- Zero preventable accidents during snow/ice operations.

Utilities

- Maintain compliance with all DNR water testing standards (100% pass rate).
- Respond to water main breaks within 2 hours of notification.
- Complete 95% of scheduled hydrant flushing and valve inspections annually.
- Resolve billing inquiries within 3 business days.

Police (non-sworn)

- Process 100% of incident reports within 24 hours of submission.
- Fulfill public records requests within statutory timelines.
- Ensure 100% completion of annual CJIS security training.
- Achieve 90% positive feedback on public interactions.

Library

- Increase program participation by 10% year-over-year.
- Maintain a circulation-to-hold ratio of at least 3:1.
- Grow e-book and digital resource usage by 15%.
- Achieve 95% positive ratings on patron surveys.

Administration

- Submit annual budget with less than 1% variance from adopted figures.

- Secure at least 2 new grants or funding sources annually.
- Deliver agenda packets 5 days before meetings 100% of the time.
- Conduct quarterly check-ins and achieve 90% completion rate.

Finance

- Deliver proposed annual budget by statutory deadlines.
- Achieve zero material findings in annual financial audit.
- Process 95% of vendor invoices within 30 days of receipt.
- Maintain property tax collection rate of 98% or higher by January 31.

Parks & Recreation

- Increase recreation program enrollment by 10% compared to prior year.
- Complete 95% of scheduled park and facility inspections on time.
- Achieve 90% positive feedback from participants in City-sponsored events.
- Meet or exceed annual revenue goals for programs and facility rentals.

Clerk's Office

- Publish 100% of Council agendas at least 5 days before meetings; finalize minutes within 10 business days.
- Process 95% of license/permit applications within statutory timelines.
- Achieve 100% compliance with Wisconsin election laws and deadlines.
- Fulfill public records requests within statutory timelines.

2026 Wage Scale

2026 Wage Scale
 Adopted by Council 1/6/2026

Pay Grade	Title	Min	Mid	Max	2026	
1	Police Clerk/FD Admin Asst	\$20.53	\$25.67	\$30.80	23.09	Below Mid
	Admin & Billing Clerk (Finance)				23.46	Below Mid
	Utility Billing Clerk				24.87	Below Mid
	Senior Center Manager				26.92	Above Mid
2	Maint Worker II (4)	\$21.95	\$27.44	\$32.93	27.79	Above Mid
	Recreation & Aquatics Asst				27.33	Below Mid
	Deputy Treasurer				27.92	Above Mid
	PD Administrative MGR				26.58	Below Mid
3	Communications & Econ Dev Coord	\$26.89	\$33.61	\$40.33	28.91	Above Mid
	Maint Worker I (2)				28.91	Below Mid
	Wastewater Operator B (3)				32.12-32.41	Below Mid
	Water Operator				35.90	Above Mid
	Utility Accounting Clerk				33.26	Below Mid
HR Generalist	31.70	Below Mid				
4	Recreation Director	\$28.54	\$35.68	\$42.82	30.65	Below Mid
	City Clerk				35.99	Above Mid
5	Lead Water Operator	\$33.66	\$42.08	\$50.49	41.09	Above Mid
	Wastewater Operator A				41.09	Above Mid
	Public Works Director				42.20	Above Mid
	Community/Economic Dev Director				43.15	Above Mid
6	Finance Director	\$36.48	\$45.60	\$54.72	46.13	Above Mid
	Lieutenant (2)				46.81	Above Mid
	Lineman (3)				54.66	Above Mid
	Utility Business Manager				49.57	Above Mid
7	Police Chief	\$44.88	\$56.10	\$67.32	54.36	Below Mid
	Lead Lineman				56.54	Above Mid
	Utility Director				59.13	Above Mid
8	City Administrator	\$46.89	\$58.61	\$70.33	63.45	Above Mid

Note: Library positions are not included as Library Board controls staff wages
 Note: Union positions of the Police Department are not included as wages are negotiated via collective bargaining

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.

Mission Statement: Columbus Public Library promotes a vibrant and welcoming community by connecting people, information, and ideas to enhance the regional quality of life.

Library Values: We strive to be a civic and cultural center at the heart of the community, responsive to ongoing and immediate needs. We are a safe, non-judgmental, friendly destination for individual pursuits and an active gathering place for all. We support traditional readers and information seekers of all kinds. We are the go-to place for free access to resources that support collaboration, knowledge, exploration, and fun.

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. 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.

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.

B. Buildings and Grounds

C. Policy

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.

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 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.



January 16, 2026

Amanda Wakeman, Library Director
Columbus Public Library
223 W James Street
Columbus, WI 53925

Dear Columbus Public Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250th anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, you can spend it however you choose for the benefit of your library and community in commemoration of the 250th anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson".

Dame Louise Richardson
President, Carnegie Corporation of New York



INSTRUCTIONS: Complete and return electronic, signed copies and attachments to the library system. Confirm with the library that printed, signed copies are required.

Item #11.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION

1. Name of Library Columbus Public Library		2. Public Library System South Central Library System			
3b. Head Librarian First Name Amanda	3c. Head Librarian Last Name Wakeman	4a. Certification Grade Grade 2	4b. Certification Type Regular	5. Certification Expiration Date 6/30/2027	
6a. Street Address 223 W. James St.	6b. Mailing Address or PO Box 223 W. James St.	7. City / Village / Town Columbus	8a. ZIP 53925	8b. ZIP4 1572	9. County Columbia
10. Library Phone Number 9206235910	11. Fax Number (920)623-5928	12. Library E-mail Address of Director amanda@columbuspubliclibrary.info			
13. Library Website URL www.columbuspubliclibrary.info		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? Yes	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 6,200	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	52	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,704	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			22,438	1,205	
2. Physical Subscriptions			13		
3. Physical Audio Materials			1,143	33	
4. Physical Video Materials			2,837	146	
5. Other Physical Materials			348		
6. Total Physical Items in Collection			26,766		
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books			No	Yes	No
8. E-serials			No	Yes	No
9. E-audio			No	Yes	No
10. E-video			No	No	No
11. Research Databases			Yes	No	Yes
12. Online Learning Platforms			Yes	No	Yes
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
58,169	30,918	804	16,602	25,563	
			Method for Counting ILL Transactions	Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
4,623	1,667	7,947	0	661	14,237
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
1,921	1,495	3,416	No	Survey Week(s)	3,380
				a. Method	b. Annual Count
				Actual Count	67,988
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
7	6	Actual Count	2,592	Actual Count	43,193

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	196	100	38	116	55
Total Attendance	3,461	1,985	325	1,442	2,433

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	360	136	9	0	
Total Attendance	6,058	3,514	74		
Total Program Views				0	

Describe the library's in-person programs:

Young Children- Storytime, Music & Motion, Toddler Yoga Children- Lego Club, Chess Club, Crochet Club, Writing Club, Crafternoon Young Adult- Monthly meet-up Adult- 5 Book Clubs, tech classes, piano classes, cookbook club, trivia night, craft nights

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

3 Book Clubs are available via Zoom with sign-up

Which platforms does the library use to host the library's pre-recorded programs:

n/a

Describe the library's pre-recorded programs:

n/a

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	City	Email Address
PRESIDENT			
1. Peter	Kaland	Columbus	pjkaland@charter.net
2. Sue	Salter	Fall River	ssalter67@gmail.com
3. Merry	Anderson	Columbus	merryk6644@gmail.com
4. Dana	Pike	Fall River	dpike@columbus.k12.wi.us
5. Jim	Schieble	Columbus	faithbassed@outlook.com
6. Shirley	Berkley	Columbus	curlyberkley56@gmail.com
7. Deb	Haeffner	Columbus	debh22@gmail.com
8. Nora	Vieau	Columbus	nora.brawner@gmail.com
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 8

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			30,444
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	589	20,614	21,203
3. Circulation to Nonresidents Living in Another County in the Library System	986	1,871	2,857
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	606	5,646	6,252
5. Circulation to All Other Wisconsin Residents	111	6. Circulation to Persons from Out of the State	21
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Adams	0	f. Marquette	4
b. Dane	1,759	g. Sauk	112
c. Dodge	5,642	h.	
d. Green Lake	0	i.	
e. Juneau	0	j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	13	4	0
Total Self-Directed Activity Participation	49	356	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	13	13	43
Total Self-Directed Activity Participation	125	631	1,161
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Helen	Wirka	helen@columbuspubliclibrary.info	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Catherine	Brick	catherine@columbuspubliclibrary.info	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Peter Kaland	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Amanda Wakeman	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Columbia

The Columbus Public Library Board of Trustees hereby states that in 2025 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Peter Kaland	

COMMENTS

SECTION_II

2. Physical Subscriptions

This amount includes newspapers and magazines. We continue to cut the amount of serial subscriptions due to a lack of checkouts and magazines no longer publishing.--2026-01-21

SECTION_III

9b., Wireless Internet Uses

Due to a data collection change by the vendor, there are only 9 months (Jan - Sept) of reporting."--2026-01-27

SECTION_V

6a. Other Funds Carried Forward and Expended

This amount includes two projects that were paid for via grant money that was received and reported in 2024 and money from our City Fund Balance.--2026-01-27

SECTION_VI

5. Other Operating Expenditures

This amount includes two projects that were paid for via grant money that was received and reported in 2024 and money from our City Fund Balance.--2026-01-21

SECTION_VIII

Additions

This includes interest income and donations--2026-01-27

**TEEN SUMMER LIBRARY PROGRAM INTERN
COLUMBUS PUBLIC LIBRARY, COLUMBUS WI**

NATURE OF THE JOB

The Teen Summer Library Program Intern will provide support to library staff, primarily the Youth Services Department during the Summer Library Program and will receive a stipend.

- ✓ Reports to the Youth Services Coordinator, under the guidance of the Library Director
- ✓ Summer Internship runs for 10 weeks from June 8-August 14, 2026.
- ✓ The intern must complete a minimum of 80 hours during the internship period.
- ✓ This intern will receive a stipend totaling \$500 to be paid at the conclusion of the internship.

RESPONSIBILITIES

1. Works well with people from a wide range of ages and interests.
2. Assists library staff with summer reading program's weekly events including set-up, execution, and clean-up as well as prize redemption.
3. Develops a special project under the guidance of the Youth Services Coordinator for future implementation.
4. Helps promote library events and activities for teens, and recommends effective strategies to guide teens to library programs and resources.
5. Demonstrates good judgement, strong communication, listening, and problem-solving skills, patience, empathy, appropriate humor, and maturity.
6. Shadows various library staff to learn the basics of working in a library including collections, programming, and administration.
7. Assists patrons with technology in the library including copying, faxing, using library computers, scanning documents, and wireless printing.
8. Demonstrates how to navigate online library services and databases.
9. Shelves materials in proper location and reads shelves.
10. Creates teen-specific displays.
11. Locates materials on the daily holds queue list.
12. Empties materials from outdoor book drop.
13. Abides by library policies including a business casual dress code.
14. Accepts other duties as assigned by the Youth Services Coordinator and the Library Director.

KNOWLEDGE AND ABILITIES

1. Knowledge of English grammar and spelling.
2. Knowledge and experience with contemporary technology.
3. Ability to interact well with a diverse population.
4. Ability to maintain and promote a positive public service attitude.
5. Ability to maintain confidentiality of library patron information.
6. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
7. Ability to perform the following skills:

Submitted to Director with revisions: 2/12/2026

- a. Analytical skills: follows detailed directions.
 - b. Problem solving skills: identify problems and inform supervisor.
 - c. Organization skills: accomplishes tasks with attention to detail.
 - d. Communication skills: communicate effectively and transparently in both oral and written forms.
 - e. Reading ability: effectively read and understand information contained in notes and assignments.
 - f. Independent thinking ability: decision making without direct supervision.
 - g. Mathematical ability: understanding of basic mathematics and statistics.
 - h. Time management skills: ability to work at a steady pace.
 - i. Instruction comprehension: ability to understand instructions from supervisor in both oral and written forms.
8. Physical demands:
- a. Sitting, standing, walking, climbing and stooping.
 - b. Bending, twisting and reaching.
 - c. Talking and hearing; use of a telephone.
 - d. Fingering: keyboarding, writing, filing, and sorting.
 - e. Lifting, carrying: 30 pounds or less.
 - f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
 - g. Mobility: travel to library programming and outreach events at local sites other than the library.

QUALIFICATIONS

- 1. Students between the ages of 14 and 17 may apply for this internship; if under the age of 16, the selected intern must have the ability to obtain a work permit prior to the internship start date.
- 2. Applicant must live in Columbus, Wisconsin or one of the local surrounding communities.
- 3. Genuine interest in working in working in a library setting.
- 4. No experience required.

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

Library Director	Date
------------------	------

Employee	Date
----------	------