



Library Board Meeting Agenda

Tuesday, August 18, 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. 7-21-2026 Library Board Meeting Minutes

Reports

2. Financial Secretary's Report

3. Bills-\$2,998.59

4. Library Director's Report

5. Library Director Goals

Literacy Council

Friends of the Library

Correspondence

Committee Reports

Unfinished Business

New Business

6. Discussion on 2027 Budget

Adjourn

The next Library Board meeting will take place September 15, 2026 at 5:00 pm

**Columbus Public Library
Library Board Meeting
Tuesday, July 21, 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, Jim Schieble, Nora Vieau, Deb Haeffner, Trina Reid, Sue Salter, Dana Pike, Shirley Berkley, Merry Anderson

Roll Call, Introduction of Visitors Public Input:

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

Approval of June Minutes:

Shirley moved and Dana seconded a motion to approve the June 16, 2026, minutes.

Reports

Financial Secretary's Report: The Fund realized a small gain. CDAR 2 and CDAR 1 both renewed, or will renew respectively, in August at the same rate, 3.72%. CPL received a donation of \$200 from The Step Sisters and a donation of \$15,000 from Diane Doded. Nora moved and Deb seconded a motion to approve the Financial Report. Motion carried.

Bills: Bills of \$4,591 submitted. Dana moved and Jim seconded a motion to approve the bills. Motion carried.

Budget Comparison: No report available.

Library Director's Report:

At more than halfway through the Summer Library Program, 650 people are participating an increase of 30 over last summer.

Laura Wiechert painted the windows in the entry and teen areas.

Community Outreach:

June 20: Catherine and Helen attended Pride in the Park.

June 30: Amanda attended 4th of July Family Night.

August 4: Library will close at 5:00 for National Night Out. Kristi designed the posters for the Police Dept. which we printed free of charge.

Youth Services:

Due to weather, we presented two programs at the Community Center.

Thanks to the Friends of the Library, we welcomed Magician Zack Percell; James the Magician; Ms. Kim's Amazing Animals, which attracted 250 people; and J&R Aquatic Animal Rescue. We hosted a T-Rex Tea Party on June 22.

City of Columbus Finance Director Kendra Riddle dressed as a dragon for a special storytime. Emergency Management Director Bill Breunig presented tornado-themed storytime. We also had a storytime and Royal Guernsey Creamery.

Summer interns Emily and Xandra are helping with programs, creating their own programs, decorating the teen area, developing scavenger hunts, and dressing as dinosaurs.

Adult Services:

The new Mah Jongg group lead by Connie Schultz is meeting every other Friday. Adult Craft Night painted bricks in June. A second craft group started in July meeting monthly and lead by Amy

Associated Bank gave a June 23 presentation on Frauds and Scams

Coming Up:

Book clubs continue to thrive.

July 23-Books & Beer with author Jim DeVita

August 6-After Hours Book Club: *Kulti*

August 17-Romantasy Book Club: *A Fate Inked in Blood*

August 20-3rd Thursday Book Club: *The Emporer of Gladness*

July 22-Bullysaurus Rex

July 23-Libby Reads Luncheon: *I See You've Called in Dead*

July 23-Adult and Teen Puzzle Competition

July 27-Dinosaur Yoga

July 29-Harry Potter Birthday Party

July 30-Cookbook Club and Tasting

August 3-Dinosaur Dimensions

August 11-End of Summer Reading Party and the Aquatic Center

Meetings:

July 17-Columbia County Library Board and Directors meeting at CPL. Henry St. Maurice, Columbia County Board Member, attended. The members discussed problems with the new system.

July 16-SCLS All Directors meeting at Sun Prairie Library.

Amanda will be gone September 15-20 to attend the Association for Rural and Small Libraries Conference in Montgomery, Alabama.

Note. The date recorded in Library Statistics is not consistent with reality and is one of the problems with the new SCLS system. We, in fact, served more people than the data shows. This can negatively affect future budget discussions.

Library Director's Goals:

Goal 1. Helen attended the Make Play Learn Conference in Madison

Goal 3. Summer Reading Program participants surpassed 2025.

Goal 4. Informational brochure on leaving a financial legacy to benefit library in process.

Goal 5. Attended zoom webinar lead by DPI (Dept. of Public Instruction) about policies and updating.

Jim moved and Nora seconded a motion to accept the Director's Report as evidence of progress meeting goals. Motion carried.

President's Report: None

Literacy Council Report: One new tutor. Working on dairy/agriculture terms for ESL clients working on farms.

Friends of the Library: None

Correspondence: None

Committee Reports: None

Unfinished Business: None

New Business:

Shirley moved and Nora seconded a motion to approve the hiring of Amy Berry as custodian.

Merry and Pete will work on the wording for Library Building Fund and Legacy Giving Program materials.

Amanda presented information on the \$25,000 Literacy Bridges: Empowering 21st Century Communities Grant that CPL recently received. The grant was made possible by the Carnegie Corporation and the Association for Rural and Small Libraries. This was an invitation-only competitive grant the recipients can use for new/expanded Adult Literacy Programming. There were 66 winners, 33 in each of two cohorts.

Expectations:

Attend monthly training sessions via Zoom from July 2026-March 2027.

Attend the 2026 and 2027 ARSL Conferences:

September 15-20, 2026-Montgomery, Alabama

September 14-18, 2027-Milwaukee, Wisconsin

Create local programs that start between April 2027-October 2027.

How the money can be spent:

Program marketing, including outreach materials, activities, and digital marketing costs.

Materials including books, educational and project supplies, and materials for in-person events.

Technology such as tablets, laptops, software licenses, and digital infrastructure upgrades.

Development of community partnerships and resource sharing Data collection, outcome measurement, and other evaluation and grant reporting needs.

Staff hours during training calls and conferences, backup staff coverage, and time delivering programs.

Registration and travel for the staff member to attend the ARSL conferences.

Ongoing staff professional development, such as specialized workshops, certifications, and training beyond this program

To date: \$25,000 has already been received

Money must be spent within two years (June 2028) A brief final grant report will be due at the end of the cycle. No receipts or budget will be required.

Adjourn: Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:25 p.m.

Next scheduled board meeting – August 18, 2026, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

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8/5/2026

Rhyme	Copy Machine lease/quarterly color charges	\$ 662.81
Cintas	Cleaning and Mats	\$ 87.75
Premium Waters	Water Delivery	\$ 44.99
	Amazon- AD Books, Youth Programs, Adult Programs, NNO supplies, coffee cups, and hotel for ARSL conference	\$ 2,203.04
American Express		
		\$ 2,998.59

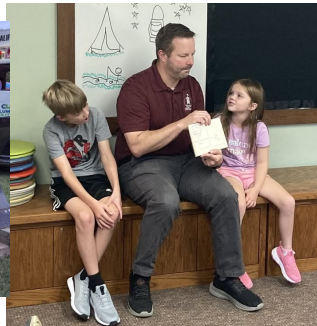
DIRECTOR'S REPORT

Library News

- The Summer Library Program wrapped up with a party on August 11. We had a great turnout at the Columbus Area Aquatic Center.
- In August and September we are encouraging our patrons to visit other Carnegie Libraries. If they visit three WI Carnegie Libraries and mark them in a their Carnegie Passport, they will be entered to win a gift basket featuring local businesses.

Community Partnerships

- The Library assisted the Police Department in creating graphics for their Culvers event and sharing it out on Facebook.
- The Library attended National Night out with 6 staff. We had crafts, giveaways, and we assisted the Department of Public Works with putting handprints on their new snowplow.
- The Kiwanis Club of Columbus has generously provided hot dogs and helped serve them for our end of summer party on August 11 at the Columbus Area Aquatic Center. Jack and his team at the CAAC were great to work with and very helpful. Janet H. from the Friends of the Library also came and helped serve.



Youth Services

- Harry Potter Birthday Party-We hosted a Harry Potter Birthday Party on the lawn on July 29. There were games, crafts, and snacks for everyone!
- Library Director Storytime- Amanda read for Storytime and Catherine brought her brand new puppy, Pippa to join us on July 28
- Utilities and DPW Storytime- Utilities Director Randy Myrum joined us with a very busy Storytime on July 29. First we were joined by snowplows and then we had a special guest, Scuba Steve one of the goats from Fireman's Park.
- City Administrator Storytime- Matt Amundson was joined by Irie and JJ for storytime on August 4 featuring adventure stories.

Adult Services

- We hosted a luncheon for the Libby Reads event for I See You Called in Dead.
- Stay Crafty- Our new morning Stay Crafty group started with a great turnout! This group will meet monthly on a Friday morning going forward.

Upcoming Events

- The Library Book Clubs all continue to thrive. Our upcoming meetings:
 - August 20- 3rd Thursday Book Club: The Emperor of Gladness
 - August 27- Books & Beer with Margaret Mizushima
 - September 3- After Hours Book Club: This Book Made Me Think of You
- August 19- Trivia Night
- August 25- Cookbook Club and Tasting: Summer Snacks
- August 26- Adult Craft Night
- August 28- Stay Crafty Morning Craft Group
- September 7- Library Closed for Labor Day
- September 10- Teen and Adult Puzzle Competition
- September 12- Let's Get Green and Growing! at the Community Center



Meetings

- Our Annual SCLS visit took place on August 3 with Tracie Miller where we got to share with her everything we've been working on and what are goals are for the next year, and identify how SCLS can help with that.
- Amanda will be gone September 15-20 to the Association for Rural and Small Libraries Conference in Montgomery, AL.

Library Statistics		2026 Month	2026 YTD	2025 YTD	2025 Total	% Change from 2025 to 2026
	Visits (# door counts)	4,514	33,383	42,022	67,988	*
	Items Borrowed (total)	4,794	31,860	37,132	59,674	*
	% Columbus residents		*		46%	
	% Fall River residents		*		12%	
	% Other Columbia County		*		23%	
	% Dodge County		*		11%	
	% Other		*		8%	
	Digital Items Borrowed (# checkouts)	1,440	9,245	8,378	14,551	10%
	Books by Mail (# items sent)	6	88	91	135	-3%
	Public Wi-Fi (# sessions)	7,535	40,270	35,402	39,324	14%
	Public Computer Use (# sessions)	232	1,693	1,581	2,592	7%
	Wireless Printing & Faxing (# jobs)	95	626	564	993	11%
	Community Use of Rooms (# attended)	114	800	680	1,135	18%
	Patrons Added (# added)	*	*	197	346	*

Notes about the Statistics*

- We purchased a new door counter that is less sensitive than our old. While our numbers are down, they are more accurate.
- Our circulation numbers are down significantly,. It seems to not be capturing check-outs from our self-check. This would be missing about 1,000 checkouts a month from our data.
- Patrons added data is still not available.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	9	326	3
Children	3	28	0
Teen	3	18	0
Adult	18	189	6
General Interest	5	206	118

1. Has the Director demonstrated Leadership and Management Skills with respect to the Library and staff?	
- Facilitate regular staff meetings to support continuous learning and enhance collaboration and cohesion among team members. - Actively promote and assist staff in identifying relevant continuing education opportunities.	5/2026- Kristen attended the Adult Library Services Program Swap at the Oregon Library (Catherine was on vacation). 5/2026- All staff will participate in monthly online trainings through NeoGov via the City of Columbus. In May, the training course is titled "A Guide to Healthy Communication." 7/2026- Helen attended the Play Make Learn Conference in Madison. 8/2026- Hosted 2 staff meetings with HR for staff to learn the new payroll system.
2. Has the Director demonstrated their ability to provide Budgetary, Fiscal, and Infrastructure Information to the Board?	
- Assess current and future space needs and make informed recommendations to the Board to enhance service to patrons. - Create a strategic budget that promotes sustainable growth in staffing, building improvements, collection development, and programming.	5/2026- Installed new Self-Checkout in the children's area 6/2026- We are the recipients of a Literacy Bridges: Empowering 21st Century Communities grant from the Association for Small & Rural Libraries backed by the Carnegie Corporation. This \$25,000 grant will go for adult basic and digital literacy needs over the next two years. 8/2026- Started working on a preliminary budget for 2027 8/2026- Worked with the Columbia County Library Board to create a plan for the county library budget for 2027. Will be presenting to the County Finance Committee on September 25.
3. Has the Director managed and/or developed Programming Initiatives and Resources for the Library and its patrons?	
- Collect and analyze patron feedback to design and implement new programs that meet community needs. - Build upon and actively promote existing library programs to ensure continued engagement and success.	5/2026- Catherine is gathering information and working on creating a Mahjong group at the Library 6/2026- The new Mah Jongg group will begin meeting on Fridays starting on June 26. 6/2026- The Summer Library Program launched on June 8. We currently have about 100 people more signed up this year than we did last year at this time. 6/2026- We are starting another craft class at the library. This one will be in the morning and will be lead by Amy. 7/2026- We continue to promote the Summer Library Program. We have surpassed last year's number of participants and are continually getting new registrations. 8/2026- Wrapped up the Summer Library Program with almost 700 participants and a great end of the program party at the Columbus Aquatic Center.

4. Has the Director maintained Public Services/Relations and Communications with the Columbus community and surrounding areas?	
• Increase community awareness of the library's current and future growth needs. • Actively communicate the value of current library services and highlight opportunities for expanded offerings. • Create and implement a Legacy and Memorial Donation program and promote it to the community.	4/2026- Added a TV screen upstairs for announcements and to share statistics with the library users. 6/2026- Attended a webinar about relationships between Libraries and Municipalities. 7/2026- Started working on a brochure about leaving a financial legacy at the Library.
5. 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?	
• Create and maintain a centralized policy manifest that documents all policies and their last review dates. • Ensure policies are reviewed and updated on a regular cycle, prioritizing those not reviewed in the past two years. • Develop and implement any missing policies to support effective operations and compliance.	5/2026- Went through all our policies and renamed them using the last date they were updated. 5/2026- Attended a director's roundtable with SCLS staff where Library User Policies were discussed. We updated this policy last year and it does not need any further changes. 6/2026- This month the Policy of the Month club is looking at Social Media policies. We just updated ours in 2025 and it is in line with what the POTM club recommends. 7/2026- Attended a zoom webinar led by DPI about policies and updating policies.