Library Board Meeting Agenda

Tuesday, October 20, 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. September 15, 2026 Board Meeting Minutes

Reports

2. Financial Secretary's Report
3. Bills
4. Budget Comparison
5. Library Director's Report
6. Library Director's Goals

Literacy Council

Friends of the Library

Correspondence

Committee Reports

7. Gifts and Memorials Policy
8. Leave a Legacy Brochure

Unfinished Business

New Business

Adjourn

Next Library Board meeting will be on November 17 at 5:00 pm

Columbus Public Library
Library Board Meeting
Tuesday, September 15, 2026
Phyllis Luchsinger Callahan Meeting Room

Call to Order: Pete Kaland called the meeting to order at 5:04 p.m.

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

Roll Call, Introduction of Visitors Public Input:

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

Approval of August 18, 2026, Minutes:
With two corrections noted, Deb moved and Shirley seconded a motion to approve the August minutes.

Reports
Financial Secretary's Report:
Per Board approval, $15,000 from checking account transferred to SCLS account. CDAR2 renews at 3.70% on 10/15/26, .02% lower than CDAR1. Merry moved and Sue seconded a motion to approve Financial Secretary's report.

Bills: Bills of $6,693.39 submitted. Merry moved and Deb seconded a motion to approve the bills. Motion carried.

Budget Comparison: Preliminary numbers reviewed.

Library Director's Report:
Statistics still questionable. Sue noted that inaccuracies remain and SCLS response not satisfactory. The problem is common with other libraries in the System and they are providing input. Sue will raise the issue at the Columbia County Board meeting.

September is Library Card Sign-up Month. Columbia County libraries are promoting with prizes for a puzzle completion activity. Patrons also can complete the Carnegie Library Passport activity to win a gift basket.

We have reduced magazine subscriptions in order to add to our Library of Things which now includes a bird watching kit, yarn winder, and color analysis kit.

New flooring in program room, stairs, and entry will be installed in September with one library closing on September 25 for completion.

Community Partnerships:

Helen attended Columbus Elementary School open house. Friends of the Library provided color changing pencils which also were given to Zion, St. Jerome's and Fall River schools.

Youth Services:
After short end of summer break, storytimes resumed at At Home Again on first Wednesdays. Music & Motion returns for one week each month. Art Studio, Stitching Stars, Chess and Lego Club, and Book Dragons creative writing continue.

Homeschool Program took a summer break and will be back meeting every Monday afternoon.

Following up on 1,000 Books Before Kindergarten, we will launch 500 Books Before Middle School program.

Adult Services:
August 14-Trivia Night with 14 competitors
Craft nights continue to be popular with maximum capacity at some.

Coming Up:
September 17-Third Thursday Book Club *Not Quite Dead Yet*
September 21-Romantacy Book Club *Daughter of No Worlds*
September 24-Books & Beer: Author Sara Dahmen
October 1-After Hours Book Club *Never Lie*

Programs and Author Talks:
September 16-Author talk: How to Give Your Child A Smart Start
September 18-David Rogers classical guitar
September 22-Author talk: Thierno Dallo
September 23-Adult Craft Night: Mini succulents
September 29-Pathway to Publication with Valerie Biel
October 9-Author talk: Kate Bender-dealing with children's grief

Meetings:
September 15-20-Amanda will attend the Association for Rural and Small Libraries Conference in Montgomery, Alabama.
September 18-Columbia County Library Board
September 25-Columbia County libraries will present budget to County Finance Committee.
October 8-SCLS Foundation Cornerstone event in Madison
October 5-6-Kristen will attend Back in Circulation Conference in Madison.

Buildings and Grounds:
New flooring noted above.

Library Director's Goals:
Goal 1. Kristen attending conference in Madison.

Goal 2. Completed preliminary budget that includes 3.6% COL for all staff as well as continued support for programs. Will present to County Finance Committee on 9/25 and to Columbus City Council on 10/6.
Goal 3. See above noted Carnegie Library Passport activity and Columbia County Libraries puzzle completion activity.
Goal 5. Worked with Peter and Merry to update Investment Policy and Gifts and Memorials Policy.

President's Report: None

Literacy Council Report: None

Friends of the Library: None

Correspondence: None

Committee Reports:
Investment Policy: Jim moved and Deb seconded a motion directing the Financial Secretary to maintain a separate column to track funds designated to the Building Fund. Motion carried.

Gifts and Memorials Policy: Jim moved and Deb seconded a motion to table discussion of this policy. Motion carried.

First draft of Legacy Giving brochure: Review and comment at October meeting

Unfinished Business:
Library Budget: Jim moved and Deb seconded a motion to recommend the proposed 2027 preliminary budget for CPL as presented. Motion carried.

New Business:
None.

Adjourn: Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:15 p.m.

Next scheduled board meeting—October 20, 2026, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

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10/5/2026

Canales Flooring	2nd half of flooring project	$	908.16
US Bank (Amazon Card)	AD books and programs, Youth programs, TV for downstairs, Conference fee, new kits to checkout, elevator inspection fee, DVDs	$	2,417.06
Rhyme	Copier Lease	$	218.47
Wright Plumbing	Sump Pump and Installation	$	454.40
Premium waters	Water Delivery	$	54.49
Cintas	Cleaning supplies and mats	$	257.75
Rotary	Dues	$	84.00
		$	**4,394.33**

9/24/2026

Canales Flooring	2nd half of flooring project	$	7,308.96
Ingram	Books	$	2,138.18
Pride Furniture	dowstairs countertop (from CAE grant)	$	2,952.00
Hammes Fire & Safety	Annual Inspection of Fire Alarm System	$	250.00
Automatic Entrances of WI	Repair Transmitter for door	$	62.61
Cintas	Cleaning supplies and mats	$	80.00
William Pack	AD Program	$	425.00
		$	**13,216.75**

		As of Oct. 15, 202	Budget	over/under	Percent
Revenues	GENERAL PROPERTY TAXES	$304,093.37	$304,093.37	$-	0
Revenues	COUNTY LIBRARY FUNDS	$166,584.94	$166,084.94	$500.00	100.3
Revenues	SCLS FUNDS	$-	$500.00	($500.00)	0
Revenues	FINES & FEES	$266.28	$800.00	($533.72)	33.29
Revenues	FAX & COPIES	$4,081.52	$4,500.00	($418.48)	90.7
Revenues	INTEREST REVENUE	$1,287.57	$1,000.00	$287.57	128.76
Revenues	RENTAL INCOME - ANNEX	$2,560.00	$5,760.00	($3,200.00)	44.44
Revenues	GRANT REVENUES	$35,400.00	$-	$35,400.00	0
Revenues	DONATIONS	$7,869.20	$2,000.00	$5,869.20	393.46
Revenues	TRANSFER FROM SURPLUS FUNDS	$-	$24,000.00	($24,000.00)	0
Expenses	LIBRARY SALARY	$59,164.54	$74,640.59	$15,476.05	79.27
Expenses	LIBRARY YOUTH SERVICE DIRECT	$39,773.40	$52,502.11	$12,728.71	75.76
Expenses	LIBRARY PART TIME	$123,926.40	$159,487.34	$35,560.94	77.7
Expenses	LIBRARY SS/MEDICARE EXP	$14,344.54	$22,534.41	$8,189.87	63.66
Expenses	LIBRARY RETIREMENT	$12,496.04	$17,337.37	$4,841.33	72.08
Expenses	LIBRARY HEALTH/VIS/DENTAL	$34,645.65	$45,061.26	$10,415.61	76.89
Expenses	LIBRARY LIFE INS	$101.31	$116.78	$15.47	86.75
Expenses	LIBRARY LT DISABILITY	$235.44	$445.00	$209.56	52.91
Expenses	LIBRARY HSA EXP	$-	$-	$-	0
Expenses	LIBRARY PROFESSIONAL FEES	$376.58	$500.00	$123.42	75.32
Expenses	LIBRARY LEGAL/PROF SERV	$154.00	$250.00	$96.00	61.6
Expenses	LIBRARY UTILITIES	$4,208.21	$5,700.00	$1,491.79	73.83
Expenses	LIBRARY TELEPHONE/INTERNET	$347.61	$1,500.00	$1,152.39	23.17
Expenses	LIBRARY HEAT	$1,467.54	$2,000.00	$532.46	73.38
Expenses	LIBRARY REPAIR/MAIN	$23,439.04	$10,000.00	($13,439.04)	234.39
Expenses	LIBRARY MEDIA/WEB/MISC	$-	$850.00	$850.00	0
Expenses	LIBRARY SOFTWARE/CONT SERV	$920.74	$1,750.00	$829.26	52.61
Expenses	LIBRARY CUSTODIAN	$3,449.01	$7,937.44	$4,488.43	43.45
Expenses	LIBRARY DELIVERY	$6,000.00	$6,000.00	$-	100
Expenses	LIBRARY OP SUPPLIES & EXP	$9,727.37	$15,000.00	$5,272.63	64.85
Expenses	LIBRARY POSTAGE	$68.34	$-	($68.34)	0
Expenses	LIBRARY BANK FEES	$51.98	$250.00	$198.02	20.79
Expenses	LIBRARY MILEA/MEALS/LODGING	$4,239.84	$2,000.00	($2,239.84)	211.99
Expenses	LIBRARY ADULT AUDIO	$1,011.03	$2,500.00	$1,488.97	40.44
Expenses	LIBRARY YOUTH AUDIO	$155.44	$500.00	$344.56	31.09
Expenses	LIBRARY ADULT BOOKS	$10,817.52	$12,000.00	$1,182.48	90.15
Expenses	LIBRARY YOUTH BOOKS	$5,926.92	$8,000.00	$2,073.08	74.09
Expenses	LIBRARY TEEN BOOKS	$1,383.13	$1,500.00	$116.87	92.21
Expenses	LIBRARY PERIODICALS	$945.15	$2,000.00	$1,054.85	47.26
Expenses	LIBRARY ADULT PROGRAMMING	$9,333.65	$6,000.00	($3,333.65)	155.56
Expenses	LIBRARY YOUTH PROGRAMMING	$12,519.46	$7,000.00	($5,519.46)	178.85
Expenses	LIBRARY DIGITAL MEDIA POOL	$2,832.00	$2,832.00	$-	100
Expenses	LIBRARY PUBLIC REL EXPENSE	$1,293.12	$1,000.00	($293.12)	129.31
Expenses	LIBRARY PROP/LIAB/AUTO	$-	$3,800.00	$3,800.00	0
Expenses	LIBRARY FURNITURE/FIXTURES	$2,952.00	$3,000.00	$48.00	98.4
Expenses	LIBRARY EQUIPMENT	$12,240.14	$3,500.00	($8,740.14)	349.72
Expenses	LIBRARY SCLS CONSORTIUM	$22,655.00	$22,744.00	$89.00	99.61
Expenses	ANNEX UTILITIES	$3,928.38	$4,500.00	$571.62	87.3
Expenses	ANNEX REPAIR/MAIN	$394.48	$1,500.00	$1,105.52	26.3
Expenses	ANNEX OTH SUPP & MISC EXP	($34.38)	$500.00	$534.38	-6.88
Expenses	TRANSFER TO OTHER FUNDS	$-	$-	$-	0
Expenses	CASSELLE TRANSFER EXP	$1.13	$-	($1.13)	0
	Expenditures	$427,491.75	$508,738.30		
	Revenue	$522,142.88	$508,738.31		

COLUMBUS Public Library

October 2026 Library Report

Library News:

- New flooring was installed in the Program Room, stairs and entryway. Not only does it look fantastic, but it will be easier to clean and improve accessibility for our patrons. Several older patrons have commented on the how they like how easily they can see the steps.

Community Partnerships:

- We celebrated Fire Prevention Week with a special storytime with Captain Nathan Barnes of the Columbus Fire Department.
- We are a drop off site for a Winter Coat Drive hosted by Columbia County Public Health.

Youth Services:

- November will feature a month long Dinovember Dinorama Competition.
- On Friday, October 9, Kate Bender joined us to do an event with her book, Someone Very Special, that deals with talking to children about grief.
- School visits are starting again in October.

Adult Services:

- Patrons enjoyed the music of Arabian Spain by guitarist David Rogers on September 18.
- Author Thierno Diallo talked about his book How to Change the World in One Generation to a great group on September 22.
- There was a great turnout for a class taught by Valerie Biel called Pathway to Publication.
- Chad Lewis joined us once again for a presentation about the History of Halloween.
- The Adult Craft Night and the Stay Crafty morning class both continue to be very popular, almost always having max capacity.

Upcoming Events:

- Book Clubs
  - November 5- After Hours Book Club- The First Witch of Boston
  - November 16- Romantasy Book Club-The Thirteenth Child
  - September 24- Books & Beer: Author Sara Dahmen
  - October 1- After Hours Book Club: Never Lie
- Programs and Author Talks
  - October 23- William Pack: The Essential Houdini
  - October 26- ACOTAR 6 Midnight Release Party
  - October 28- Adult Craft Night: Glass Vase Etching
  - October 29-WriMo Mojo Creative Writing Month kickoff
  - November 10- Trivia Night for Adults
  - November 17- Murder Mystery at the Annex: Tragedy at Titletown

Meetings and Professional Engagement:

- Amanda attended WLA on the Road in Beaver Dam on September 29.
- The Columbia County Libraries presented to the Columbia County Finance Committee on September 25.
- Kristen attended the Back in Circulation Conference in Madison October 5 and 6.

Building Needs:

- The drain under the elevator was backing up. It was discovered that the basement sump pump was not working. Wright Plumbing was able to replace the sump pump for us.








Library Statistics	2026 Current Month	2026 YTD	2025 Previous Month	2025 Total	% C... from 2025 to 2026
Visits	4,121	42,398	53,344	67,988	*
Circulation	3,939	39,765	46,455	59,674	*
Digital Items Borrowed	1,369	11,906	10,637	14,551	+12%
Books sent by Mail	23	130	114	135	+14%
Public Wi-Fi Use	6,111	52,851	*	39,324	*
Public Computer Use	199	2,178	2,005	2,592	+9%
Wireless Printing & Faxing	73	788	740	993	+6%
Community Use of Rooms	110	991	946	1,135	+5%
Patrons Added	26	253*	279	346	*

Statistics Updates:

- The door count is down due to purchasing a door counter that is less sensitive than our old one. While the number is lower, it is more accurate than in the past.
- Circulation numbers are down. We now have access to checkout by area. It appears the missing circulations from our reports are internal checkouts, which used to be included but are no longer.
- In October of 2025 to the end of the year there were no public wi-fi use reports.
- We now have all the data for patrons added except we are missing April

Program Statistics	Amount of Programs	Program Attendance	Self-Directed Activities
Future Readers	8	136	3
Children	6	91	0
Teen	3	17	0
Adult	20	212	17
General Interest	1	0	21

Library Director Goals- 2026-2027

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. 9/2026- Kristen will be attending the Back in Circulation Conference held by UW Madison on October 5-6. 10/2026-We rearranged our daily work schedule to fit the needs of a few staff members
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. 9/2026- Completed a preliminary budget that includes a 3.6% cost of living increase for all staff, as well as continued support for programs. 9/2026- Will be presenting to the County Finance Committee on September 25 and to the Columbus City Council on October 6. 10/2026- Presented our County budget on September 25. The increased our funding to 78% reimbursement and added $5,000 to go toward our delivery costs. 10/2026- We completed the flooring project in the program room and on the stairs. 10/2026- Met with City leadership about our budget and presented our budget to City Council.
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	5/2026- Catherine is gathering information and working on creating a Mahjong group at the Library

that meet community needs. • Build upon and actively promote existing library programs to ensure continued engagement and success.	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. 9/2026- Patrons can fill in a Carnegie Library Passport by visiting at least 3 Carnegie Libraries to win a prize basket. 9/2026- We are participating with the other Columbia County Libraries in a puzzle that can be completed by patrons by visiting all 10 Columbia County Libraries.
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. 10/2026- Continued working on Legacy Giving Brochure.
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	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.

effective operations and compliance.	9/2026- Worked with Peter and Merry to update the Investment Policy and the Gifts and Memorials Policy. 10/2026- Continued work on the Gifts and Memorials Policy. Started working on the Bulletin Board Policy. 10/2026- Attended several sectionals at the ARSL conference that dealt with AI and what the future looks like for libraries.

COLUMBUS Public Library

Gifts and Memorials Policy

I. The Financial Secretary, at the direction of the Library Board, shall invest any monetary memorials, gifts, grants, donations, bequests, trust funds, or other unrestricted contributions received by the Library. The principal and any income generated from these funds may be expended as authorized by the Library Board for library materials, equipment, services, programs, capital improvements, furnishings, facilities, building projects, and renovations. These funds are intended to supplement, rather than replace, tax-supported operating funds and shall be used to enhance the Library's collections, services, resources, facilities, and programs beyond those provided through the regular budget.

II. The Columbus Public Library has established a building fund. The purpose of this fund is to provide funds for library expansion. Funds may be specifically dedicated to the planned library expansion.

III. A written monthly report of memorials, gifts, bequests, and trusts will be made by the financial Secretary showing in detail the amount invested, income, and disbursements. The library director shall give a monthly written report on all grants. All recommended expenditures are to be pre approved by the Library Board. The Financial Secretary shall make a written annual report to the Library Board showing in detail the amount invested, income, and disbursements from the funds.

IV. The Library Board will acknowledge all memorials.

Legal reference: Wisconsin Statute 43.58

Adopted 9/11/00; Revised 9/20/05; Revised

Count on my support to leave a legacy....

☐ $10,000 ☐ $5,000 ☐ $1,000 ☐ $500 ☐ $Other: _____

In memory/appreciation/on behalf of_____

Make checks payable to Columbus Public Library, 223 W James St, Columbus, WI 53925

You may also leave a legacy with the following types of gifts:

→ monthly giving program → securities → gifts from an estate → gift annuities

→ charitable trusts → real estate →required minimum distribution of an IRA

Please contact your lawyer or financial advisor for more information

Name:_____ Address:_____ Phone:_____

Thank you for supporting Columbus Public Library!

www.columbuspubliclibrary.info - (920) 623-5910 - info@columbuspubliclibrary.info

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Columbus Public Library
223 W James St
Columbus, WI 53925
(920) 623-5910



COLUMBUS Public Library

LEAVE A LEGACY

"The only thing you absolutely have to know is the location of the library."
-Albert Einstein

TAX BENEFITS

A gift to the Columbus Public Library may provide significant tax benefits, which can help reduce the overall cost of your charitable contribution. Depending on your circumstances, benefits may include:

1. Income tax savings through gifts of cash, securities, or property made during your lifetime.
2. Estate, inheritance, and gift tax savings through bequests, charitable trusts, or other planned gifts made through your estate plan.
3. Capital gains tax savings when appreciated securities or other assets are donated directly to the library.

Because every person's financial situation is unique, we encourage you to consult with your tax advisor, financial planner, or legal counsel to determine whether a charitable gift to the Columbus Public Library may be advantageous for you and your family.

Your contributions will allow you to leave a personal legacy that will help:

• Support the expansion of the Columbus Public Library to meet the growing needs of our community and create a lasting impact for years to come.
Children and adults develop literacy skills, discover new opportunities, and achieve their full potential.
• Build a stronger, more connected community by providing welcoming spaces for learning, engagement, and lifelong enrichment.
• Secure the promise of public libraries for future generations, ensuring continued access to knowledge, resources, and opportunities for all.



BUILDING THE NEXT CHAPTER TOGETH

For generations, the Columbus Public Library has served as a cornerstone of our community, providing access to knowledge, inspiration, and lifelong learning for people of all ages.

As Columbus continues to grow, so does the demand for expanded library spaces, updated technology, enhanced programming, and welcoming areas where community members can gather, study, and connect.

An immediate gift or a future gift through your estate plans can help make this vision possible. Your generosity will support the expansion of our library and ensure that future generations have access to the resources, opportunities, and services that enrich lives and strengthen our community. By investing in the library's future, you create a lasting legacy that will make a difference for years to come.