



Library Board Meeting Agenda

Tuesday, October 21, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call of Members, Introduction of Visitors, Public Input

Approval of Agenda

Approval of Minutes

- [1.](#) Meeting Minutes from 9-16-2025

Reports

- [2.](#) Financial Secretary's Report
- [3.](#) Bills- \$5,054.90
- [4.](#) Budget Comparison
- [5.](#) Library Director's Report
- [6.](#) Library Director Goals
7. President's Report

Literacy Council

Friends of the Library

Correspondence

Committee Reports

8. Ad Hoc Committee on Library Expansion
9. Personnel Committee
- [10.](#) Social Media Policy Committee-Approve Social Media Policy

Trustee Training

- [11.](#) Trustee Essentials 3-Bylaws—Organizing the Board for Effective Action
- [12.](#) Trustee Training Presentation

Unfinished Business

- [13.](#) 2026 Library Budget

New Business

Adjourn

**Columbus Public Library
Library Board Meeting
Tuesday, September 16, 2025
Phyllis Luchsinger Callahan Meeting Room**

Call to Order: Nora Vieau called the meeting to order at 5:00 p.m.

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

Roll Call, Introduction of Visitors Public Input:

Approval of the Agenda for September 16, 2025: Jim moved and Deb seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes August 2025: Dana moved and Shirley seconded a motion to approve the June Minutes. Motion carried.

Reports

Financial Secretary's Report: CDAR 2 renews 10/16/25 at 4.35 %, same as previous month. SCLS account continues to increase, up \$11,470.05.00 from previous month. Deb moved and Sue seconded a motion to approve the Report. Motion carried.

Bills: Bills of \$3,079.36 submitted. Jim moved and Shirley seconded a motion to approve the bills. Motion carried.

Budget Comparison: Budget on track with 70.50 % of budget spent.

Library Director's Report:

To encourage September Library Card Sign-up Month, we offered raffle prizes donated by Farmers & Merchants Bank, Author Valerie Biel and Royal Guernsey Creamery. The Coffee Garage provided vouchers for a free cookie to anyone signing up for a new card. Existing patrons who updated their information also received a raffle ticket. The goal was to get as many accounts with email addresses as possible to cut down on the cost of mailing overdue letters.

Outreach

Helen and Deb along with Friends of the Library attended open house at Columbus Elementary School.

9/10-Helen will do storytime at Sadie's Bee Orchard in Fall River

Youth Services

Early morning learning programs resumed in September. Each week features storytimes at the Library and At Home Again or Music & Motion.

Chess Club continues every other week at the Library with Louie Pace, our instructor, doing a chess talk about strategy and techniques.

The Homeschool Program resumed September 8 and meets weekly on Mondays.

Adult Services

August 28-Books & Beer welcomed Kevin Kluesner with 18 attendees.

Hooked on Books and Yarn, a crochet club, had its first meeting with 13 attendees.

Adult Craft Night continues to meet every month.

Larry Scheckel's presentation on "Amish in Wisconsin" was well-attended.

Ruth Coniff's presentation on "Milked" about Wisconsin's dairy farms and immigrants had a small group of readers.

After Hours Book Club, Romantasy Book Club, and 3rd Thursday Book Club all continue with great numbers and consistent attendees.

Looking Ahead

September 18-Classical guitar performance with David Rogers

September 18-New Art from the Heart Club for kids; suggested by a 6th grade patron

October 9-Cookbook Club: Autumn Harvest

October 17-Writing Mysteries in tandem with Peggy Joque and Mary Joy Johnson

October 23-Cornerstone at Columbus Pavilion

Meetings:

September 19-Columbia County Library Board and Directors meeting in Rio.

September 24-Amanda will present county library budget to the finance committee.

Facilities

September 19-Reliable Floorcare from Sun Prairie will deep clean and seal bathroom grout. Work will be time so a bathroom is always available.

There is water in the Annex basement around the furnace and water heater. Wright Plumbing confirmed it is not from the water heater. TAS thinks it might be from the air conditioner and may be from cracks in the attic drain. Monitoring continues.

Library Stats

Visits and Items Borrowed continue to be up by 3.6% and 3.2% respectively.

Library Director's Goals: CPL received a grant from the Columbus Area Endowment toward the upgrade of the downstairs circulation desk counters. All staff attended a meeting with other city staff on September 3. CPL continues to add new programs based on feedback from patrons.

President's Report: None

Literacy Council Report: None

Friends of the Library: FOL will again participate in annual wine walk. Book sale is featuring non-book sale items. FOL also will participate in National Friends of the Library Week October 19-25 with a bake sale. Work on updating bylaws continues.

Correspondence: Received award letter from Columbus Area Endowment for above-

noted counter upgrade.

Committee Reports:

Ad hoc committee on development did not meet.

Trustee Training: None

Unfinished Business:

Library User Policy-Sue moved and Dana seconded a motion to approve the revised policy as presented. Motion carried.

2026 Library Budget: Continuing to incorporate City, Dodge and Columbia County information.

Library Social Media Policy: Board proposed an ad hoc committee to review and make recommendations.

New Business:

City Personnel Handbook: Amanda shared with Board and noted the CPL Addendum.

An ad hoc committee was suggested to review.

Sue Mathwich retirement: Sue will retire October 16. Discussed City recognition at a Council meeting. Jim moved and Merry seconded a motion to approve \$200 for a retirement gift. Motion carried.

Staff Promotion: Jim moved and Dana seconded a motion to promote Kristen to Library Assistant I. Motion carried.

Adjourn: Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:01p.m.

Next scheduled board meeting—October 21, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

Columbus Public Library - Financial Secretary Report

Date 10/21/2025

Bank Accounts				FMUB Checking Account - Information		
	Balance	Date	Interest YTD	Checking account transactions		To Date
FMUB CDAR 1 (3 mos.)	\$ 35,351.22	8/28/2025	\$796.98	34554.24 Total memorials, donations + grants	\$1,000.00	9/19/2025
FMUB checking	\$3,723.36	10/20/2025	\$6.23	deposited as of date		
				Safety deposit box rental	-\$11.00	
FMUB CDAR 2 (3 mos.)	\$16,857.25	10/16/2025	\$590.37	16266.88 Staff appreciation gifts		
TOTAL	\$ 55,931.83		\$1,393.58	Total dispersements		
CDAR1 at 4.35% matures 8/28/25				Total YTD transactions	\$989.00	
CDAR2 at 4.35% matures 10/16/25						

SCLS Foundation

	Beginning Market Value	Total additions less withdrawals	Total Admin Fees	Total Interest/ Dividend Income	Income - Admin fees	Net gain	Ending Market Value
2020 summary	\$ 326,612.26	\$ 20,000.00	\$ (3,446.30)	\$ 6,291.32	\$ 2,845.02	\$ 24,888.73	\$ 374,346.01
2021 summary	\$ 374,346.01	\$ -	\$ (4,793.59)	\$ 6,526.94	\$ 1,733.35	\$ 32,109.66	\$ 408,189.02
2022 summary	\$ 408,189.02	\$ -	\$ (4,426.13)	\$ 7,387.16	\$ 2,961.03	\$ (73,200.74)	\$ 337,949.31
2023 summary	\$ 337,949.31	\$ -	\$ (4,365.57)	\$ 8,268.52	\$ 3,902.95	\$ (3,575.17)	\$ 380,771.12
2024 summary	\$ 380,771.12	\$ -	\$ (5,178.55)	\$ 12,526.28	\$ 7,347.73	\$ 1,639.44	\$ 418,120.71
Monthly Performance Report	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/ Withdrawals	Proration of Admin Fee	Interest/ Dividend Income	Realized Gains/(Losses)	Ending Market Value
October 31, 2024	\$ 423,280.33		\$ 423,280.33	\$ (461.13)	\$ 678.63	\$ (7,572.00)	\$ 415,925.82
November 30, 2024	\$ 415,925.82		\$ 415,925.82	\$ (454.29)	\$ 644.47	\$ 13,006.53	\$ 429,122.53
December 31, 2024	\$ 429,122.53		\$ 429,122.53	\$ (467.20)	\$ 3,521.81	\$ (14,056.43)	\$ 418,120.71
January 31, 2025	\$ 418,120.71		\$ 418,120.71	\$ (455.97)	\$ 156.14	\$ 9,238.52	\$ 427,059.42
February 28, 2025	\$ 427,059.42		\$ 427,059.42	\$ (465.65)	\$ 627.53	\$ (1,733.59)	\$ 425,487.69
March 31, 2025	\$ 425,487.69		\$ 425,487.69	\$ (463.92)	\$ 1,548.71	\$ (11,267.54)	\$ 416,287.37
April 30, 2025	\$ 416,287.37	\$ -	\$ 416,287.37	\$ (465.49)	\$ 431.35	\$ 79.60	\$ 416,331.54
May 30, 2025	\$ 416,331.54		\$ 416,331.54	\$ (455.29)		\$ 14,913.86	\$ 430,790.23
July 31, 2025	\$ 430,790.23		\$ 447,119.91	\$ (484.65)		\$ 3,109.00	\$ 447,119.91
August 31, 2025	\$ 447,119.91			\$ (486.26)		\$ 11,470.05	\$ 458,103.70
Sept. 30, 2025	\$ 458,103.70			\$ (470.37)		\$ 8,317.28	\$ 465,950.61

Vendor		Input Date	Amount
COMPLETE OFFICE OF WISCONSIN INC	Copy paper, cardstock, floor cleaner	9/24/2025	\$ 219.81
JANE MORGAN MEMORIAL LIBRARY	Annual Bookpage subscription	9/24/2025	\$ 226.80
MURDOCK, LEE H	Adult program	9/24/2025	\$ 350.00
PLAYAWAY PRODUCTS LLC	Wonderbooks for the childrens section	9/24/2025	\$ 139.96
RHYME BUSINESS PRODUCTS	Copier Lease	9/24/2025	\$ 210.42
RIVISTAS SUBSCRIPTION SERV LLC INC	All Magazine and Newspaper subscriptions	9/24/2025	\$ 1,110.13
WILLIAMS, MARGARET M	Adult program	9/24/2025	\$ 200.00
			\$ 2,457.12

Now View
9-26-25

Vendor		Input Date	Amount
Department: Library			
AMERICAN EXPRESS	Amazon Bill- Books, DVDs, equipment, furniture, supplies	10/8/2025	\$ 683.87
DAILY CITIZEN - SUBSCRIPTIONS	Daily Citizen Subscription	10/8/2025	\$ 418.49
RELIABLE FLOOR CARE	Grout cleaning and sealing in bathrooms	10/8/2025	\$ 1,285.00
RHYME BUSINESS PRODUCTS	Copier Lease	10/8/2025	\$ 210.42
			\$ 2,597.78

CITY OF COLUMBUS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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TAXES

210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	.00	300,000.00	300,000.00	.00	100.00
	TOTAL TAXES	.00	300,000.00	300,000.00	.00	100.00

MISCELLANEOUS REVENUES

210-474715-000	LIBRARY; COUNTY FUNDS	.00	157,659.92	161,659.50	(3,999.58)	97.53
210-474716-000	LIBRARY; SCLS FUNDS	.00	.00	500.00	(500.00)	.00
210-474717-000	LIBRARY; FINES & FEES	18.99	508.42	900.00	(391.58)	56.49
210-474718-000	LIBRARY; FAX & COPIES	275.27	4,110.92	4,200.00	(89.08)	97.88
	TOTAL MISCELLANEOUS REVENUES	294.26	162,279.26	167,259.50	(4,980.24)	97.02

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	205.17	5,425.48	1,000.00	4,425.48	542.55
210-484811-000	LIBRARY; GRANT REVENUES	.00	5,000.00	.00	5,000.00	.00
210-484820-000	LIBRARY; INTEREST INCOME	55.02	1,193.69	1,000.00	193.69	119.37
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	70.00	3,270.00	5,760.00	(2,490.00)	56.77
	TOTAL OTHER FINANCING SOURCES	330.19	14,889.17	7,760.00	7,129.17	191.87

SPECIAL FUNDS ACTIVITY

210-494950-000	TRANSFER FROM SURPLUS FUNDS	.00	.00	17,089.81	(17,089.81)	.00
	TOTAL SPECIAL FUNDS ACTIVITY	.00	.00	17,089.81	(17,089.81)	.00
	TOTAL FUND REVENUE	624.45	477,168.43	492,109.31	(14,940.88)	96.96

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET

DEPARTMENT 1570

210-511570-210	LIBRARY; AUDIT/ACCOUNT SVCS	.00	.00	1,500.00	1,500.00	.00
	TOTAL DEPARTMENT 1570	.00	.00	1,500.00	1,500.00	.00

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY					
210-555000-111 LIBRARIAN SALARY	5,903.40	54,959.53	72,820.18	17,860.65	75.47
210-555000-112 LIBRARY; YOUTH SERV DIRECTOR	3,940.14	36,800.01	51,221.66	14,421.65	71.84
210-555000-113 LIBRARY; PART-TIME	12,743.27	111,018.75	155,337.45	44,318.70	71.47
210-555000-151 LIBRARY; SOCIAL SECURITY	1,483.79	15,360.59	21,917.63	6,557.04	70.08
210-555000-152 LIBRARY; RETIREMENT	1,191.13	11,076.36	16,327.21	5,250.85	67.84
210-555000-154 LIBRARY; INSURANCE BENEFIT	2,064.25	22,282.98	41,924.52	19,641.54	53.15
210-555000-155 LIBRARY; LIFE INSURANCE	10.63	103.67	116.78	13.11	88.77
210-555000-156 LIBRARY; LT DISABILITY	26.05	291.03	434.15	143.12	67.03
210-555000-195 LIBRARY; CUSTODIAN	610.80	5,575.65	7,125.73	1,550.08	78.25
210-555000-210 LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219 LIBRARY; PROFESSIONAL FEES	.00	389.00	350.00	(39.00)	111.14
210-555000-220 LIBRARY; BANK FEES	(1.16)	107.94	125.00	17.06	86.35
210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER	548.60	3,980.31	5,500.00	1,519.69	72.37
210-555000-224 LIBRARY; HEAT	36.14	1,267.72	2,000.00	732.28	63.39
210-555000-225 LIBRARY; TELEPHONE & DATA	99.05	701.69	1,650.00	948.31	42.53
210-555000-249 LIBRARY; REPAIR & MAINTENANCE	.00	27,230.95	6,000.00	(21,230.95)	453.85
210-555000-250 LIBRARY; ELEVATOR SERV/REPAIR	.00	.00	2,500.00	2,500.00	.00
210-555000-310 LIBRARY; WEB MEDIA	.00	853.83	800.00	(53.83)	106.73
210-555000-311 LIBRARY; POSTAGE	95.12	265.83	600.00	334.17	44.31
210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	1,534.56	11,040.23	9,500.00	(1,540.23)	116.21
210-555000-313 LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314 LIBRARY; EQUIPMENT	154.49	2,690.56	3,500.00	809.44	76.87
210-555000-315 LIBRARY; DELIVERY	.00	6,126.00	6,126.00	.00	100.00
210-555000-316 LIBRARY; FURNITURE & FIXTURES	377.88	891.05	3,000.00	2,108.95	29.70
210-555000-330 LIBRARY; SAFETY TRAINING	.00	150.98	500.00	349.02	30.20
210-555000-331 LIBRARY; COPIER	210.42	2,545.54	2,500.00	(45.54)	101.82
210-555000-333 LIBRARY; EDUCATION & TRAVEL	220.38	827.34	1,000.00	172.66	82.73
210-555000-371 LIBRARY; ADULT AUDIO VISUAL	.00	1,389.85	3,000.00	1,610.15	46.33
210-555000-372 LIBRARY; YOUTH AUDIO VISUAL	235.73	434.34	600.00	165.66	72.39
210-555000-373 LIBRARY; YOUTH BOOKS	226.13	4,468.64	8,000.00	3,531.36	55.86
210-555000-374 LIBRARY; PERIODICALS	1,336.93	1,336.93	2,000.00	663.07	66.85
210-555000-375 LIBRARY; REFERENCE MATERIALS	.00	.00	350.00	350.00	.00
210-555000-376 LIBRARY; SOFTWARE/DATABASES	.00	1,324.22	1,750.00	425.78	75.67
210-555000-377 LIBRARY; ADULT BOOKS	498.54	6,511.27	12,000.00	5,488.73	54.26
210-555000-378 LIBRARY; TEEN BOOKS	.00	658.11	1,800.00	1,141.89	36.56
210-555000-385 LIBRARY; YOUTH PROGRAMMING	490.87	7,719.66	6,000.00	(1,719.66)	128.66
210-555000-386 LIBRARY; ADULT PROGRAMMING	827.91	6,418.26	5,000.00	(1,418.26)	128.37
210-555000-387 LIBRARY; PUBLIC RELATIONS	.00	325.00	1,000.00	675.00	32.50
210-555000-389 LIBRARY; DIGITAL MEDIA POOL	.00	3,073.00	2,983.00	(90.00)	103.02
210-555000-511 LIBRARY; PROP, LIAB, WC INS	.00	3,521.32	3,800.00	278.68	92.67
210-555000-805 LIBRARY; SCLS CONSORTIUM	.00	22,460.00	22,550.00	90.00	99.60
TOTAL LIBRARY	34,865.05	376,178.14	484,109.31	107,931.17	77.71

CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item #4.

LIBRARY FUND

PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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LIBRARY - ANNEX

210-555100-224	ANNEX; HEATING/UTILITIES	255.42	2,831.11	4,500.00	1,668.89	62.91
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	305.00	593.52	1,500.00	906.48	39.57
210-555100-312	ANNEX; MISC OPERATING EXP	17.97	147.43	500.00	352.57	29.49
TOTAL LIBRARY - ANNEX		578.39	3,572.06	6,500.00	2,927.94	54.95
TOTAL FUND EXPENDITURES		35,443.44	379,750.20	492,109.31	112,359.11	77.17
NET REVENUES OVER EXPENDITURES		(34,818.99)	97,418.23	.00	(127,299.99)	76.53

DIRECTOR'S REPORT

Library Card Sign-Up Month

We had 42 new patrons sign up for new library cards in September! Several hundred patrons also updated their information in the system to get a raffle ticket for 8 great prizes!

Community Outreach

- Helen led a Storytime at Sadie Bee's Orchard in Fall River on September 20.
- Catherine and Helen both attended the Art & Author Fair on September 27.
- We'll be open from 4:00-7:00 on October 31 for the Community Trick or Treat

Youth Services

- Art from the Heart Art Club started for kids on September 18. Each month they will meet to do craft projects and engage in community service projects.
- Nathan Barnes from the Columbus Fire Department joined us for Fire Safety Week on October 7.
- Our regular children's programs have started again for the fall
 - Weekly Storytime on Tuesdays and Wednesdays
 - Monthly Music & Motion
 - Monthly Crafternoon
 - Monthly Stitching Stars
 - Chess Club twice a month
 - Monthly Lego Club
 - Monthly Book Dragons Creative Writing Lab
 - Weekly Homeschool Program
- The September teen afternoon featured Pumpkin Decorating. Be sure to vote on your favorite at the upstairs circulation desk!



Adult Services

- The David Rogers Classical Guitar performance on September 18 was cancelled due to a gas leak.
- We now have several monthly programs that are very popular and keep growing.
- Cook Book Club will be happening every quarter. The latest one took place on October 9 with the theme "Autumn Harvest."
- October 17 we hosted mystery writers Peggy Joque Williams and Mary Joy Johnson.

Looking Ahead

- Adult Craft Night on October 22– Candles
- October 28 will be an afternoon moving screening of The Lost Bus
- October 29-Book Launch Party with Valerie Biel
- October 30 is the kick off for Wri-Mo MOJO Creative Writing Month with monthly writing workshops
- Books & Beer on October 30-I Know What You Did by Cayce Osborne
- Hooked on Books and Yarn on November 4
- After Hours Book Club on November 6-The Power by Naomi Alderman
- November 14 we will host a Murder Mystery at the Annex
- Romantasy Book Club on November 17-Immortal by Sue Lynn Tan
- Third Thursday Book Club on November 20– The Secret Life of Sunflowers by Marta Molner



Meetings

- The Columbia County Finance Committee increased the funding for the libraries from 73% reimbursement to 76% reimbursement.
- Amanda attended Mental Health First Aid on September 23 and September 30. It was run by Prairie Ridge Health at Faith Lutheran Church.
- Amanda presented a preliminary budget to City Council on October 7.

Facilities

- On September 18 the company installing fiber lines to the library for the new phones hit the gas line in the library lawn. The library was evacuated and we closed early. The Columbus Fire Department did an exceptional job of keeping us safe and communicating what was happening during the incident.
- A new bench has been installed in the front of the Library. It was purchased in memory of Diane Sennhenn and James Myers.

Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Change from 2024 to 2025
	Visits (# door counts)	5,281	53,344	51,513	67,146	3.5%
	Items Borrowed (total)	4,450	46,455	45,466	58,538	2.2%
	% Columbus residents		47%		50%	
	% Fall River residents		13%		13%	
	% Other Columbia County		23%		21%	
	% Dodge County		11%		10%	
	% Other		7%		6%	
	Digital Items Borrowed (# checkouts)	1,179	9,458	11,272	14,759	-16%
	Books by Mail (# items sent)	17	114	210	259	-46%
	Public Wi-Fi (# sessions)	n/a	n/a	44,975	56,084	n/a
	Public Computer Use (# sessions)	197	2,005	2,343	3,077	-14%
	Wireless Printing & Faxing (# jobs)	90	740	712	967	4%
	Community Use of Rooms (# attended)	106	881	865	1,171	2%
	Patrons Added (# added)	42	279	308	368	-9%

Item #5.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	5	97	3
Children	8	116	0
Teen	3	20	0
Adult	7	95	0
General Interest	0	0	0

Goal: Foster strong relationships with the municipalities that we serve and the Library Board	
Activities- - 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	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. 3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs. 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. 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- 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. 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. 8/2025- We ended the Summer Library Program with a party at the Aquatic Center with the Columbus Recreation Department. 9/2025- Presented the County Library Budget to the County Finance Committee. 10/2025-Presented the Library Budget to the Columbus City Council
Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.	
Activities- - 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 Capital Improvement Plan in a meaningful way	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
Goal: Promote and support staff professional growth and cohesiveness.	
Activities- - 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	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

Goal: Support the library goals set forth by the strategic plan	
Activities- Promote and help with the continued weeding of our collections	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.

• 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	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 turn-out. 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.
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Social Media Policy

I. Purpose

- a. This policy governs employee use of Columbus Public Library's social media accounts and outlines how public posts on those accounts are monitored and moderated by the library.
- b. For the purposes of this policy, "*social media*" refers to online or mobile platforms used for social networking or sharing content that are accessible to the public.
- c. The library's social media accounts are not intended to serve as traditional public forums for the unrestricted exchange of ideas or viewpoints. Instead, they are *limited public forums*, and all users are required to comply with the terms of use established in this policy.

II. Original Posts

- a. The Library Director or their designees can make original posts and comments on the library's platforms.
- b. Staff must conduct themselves as representatives of the Library and the City of Columbus.

III. Library Use of Social Media

- a. The library utilizes social media in support of its mission to be a vital partner in enhancing the community's quality of life. Social media provides an avenue for users to discover Library services and resources, as well as learn about upcoming events and library news.

IV. Public Posts to Library Social Media

- a. The library welcomes interaction with members of the community. Its social media pages invite community members to share comments and content related to the library or its posts.
- b. Comments shared by users on the library's social media pages do not reflect the views or positions of the Library, the Library Board, or Library employees.

V. Public Post Monitoring

- a. The library strives to provide social media users with an environment free from discrimination, harassment, and obscenity; therefore, all comments, posts, and messages are subject to review by the library.
- b. The library's social media accounts are actively monitored by Library staff.

VI. Public Post Moderation

- a. Comments or posts containing any of the following types of content may be removed or hidden by the library without prior notice:
 - i. Content that is not topically related to posts made by the library on its social media sites.
 - ii. Profane, obscene, or pornographic content and/or language
 - iii. Content that promotes, fosters, or perpetuates discrimination based on race, color, creed, age, religion, gender, national origin, disability, or sexual orientation
 - iv. Rude, defamatory, potentially libelous, or personal attacks
 - v. Threats to any person or organization
 - vi. Content that promotes political purposes, candidates, or content associated with any candidates for elected office, political parties, or ballot proposals

- vii. Postings which contain privileged, proprietary, or confidential information about any person, business, or entity including, without limitation, patrons, vendors, the library, or library partners.
- viii. Solicitation of commerce or spam, including promotion of advertising for paid services.
- ix. Conduct in violation of any federal, state, or local law or encouragement of illegal activity
- x. Information that may tend to compromise the safety or security of the public
- xi. Content that violates a legal ownership interest, such as copyright, of any party
- xii. Content posted by a user whose profile picture or username contains any of the content listed above.
- xiii. Links, gifts, images, and other communications that meet the above criteria

VII. Blocking Posts and Content

- a. Postings which the library, in its sole discretion, deems unpermitted under this policy may be removed in whole or in part by the library immediately upon discovery by the library without prior notice. The library reserves the right to ban or block users who have posted in violation of this policy on more than one occasion.
- b. Users may report violations of the library's social media policy by contacting library staff.
- c. Any comment or post that is taken down from the site must be documented by the library employees responsible for the site and turned in to the Library Director.
- d. Documentation must include a copy of the post, date and time of post, name of the individual responsible for the content, and any other information relevant to the situation.
- e. This documentation must be retained in accordance with the library's retention of records schedule.
- f. If the content is removed and documented, library staff will send a message to any member of the public that violate this policy.

VIII. Appeals

- a. Users who have had comments or posts removed may appeal the decision in writing or email to the Library Director within fifteen calendar days of notification.
- b. The Library Director will notify the user of their decision within fifteen calendar days of receiving the appeal.
- c. If the user does not agree with the Library Director's decision, they may appeal in writing or email to the Library Board.
- d. The Library Board will notify the user of their decision within fifteen calendar days of receiving the appeal.

IX. Public Record

- a. Information posted on the library's social media is subject to open record laws.

BYLAWS OF THE COLUMBUS PUBLIC LIBRARY

ARTICLE 1- IDENTIFICATION

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

ARTICLE II- BOARD OF TRUSTEES

Section 1. Number and Term of Office

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

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

Section 2. Disqualifications, Resignations, and Vacancies

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

ARTICLE III -OFFICERS AND DUTIES

Section 1. Officers

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

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

Section 2. President

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

Section 3. Vice President

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

Section 4. Secretary

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

Section 5. Financial Secretary

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

ARTICE IV -MEETINGS

Section 1. Meetings

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

Section 2. Annual Meeting

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

Section 3. 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 4. Quorum

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

Section 5. Articles of Business

Articles of business shall appear on the agenda no more than two consecutive times without board action unless approved by unanimous vote by the board.

Section 6. 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) Policy
- b) Buildings and Grounds
- c) Personnel

Section 2. Ad Hoc Committees

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

Section 3. Progress Reports

All committees shall make a progress report to the library direction 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.

Section 2. Library Director

Select and appoint a state certified library director.

Section 3. Budget

Advise in the preparation of the budget and approve it. 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

The board shall study and support legislation that will benefit the library and its patrons.

Section 6. Public Relations

Cooperate with other public officials and boards and maintain vital public relations.

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

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 held responsible for the care of the buildings, collections, and equipment;
- for the employment and direction of the staff;
- for the efficiency and promotions of the library's service to the public;
- for the operation of the library under financial conditions set forth in the annual budget;
- attend and may participate in board meetings but shall have no vote.

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-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

Bylaws: Organizing the Board for Effective Action



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-judgemental, 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.



Bylaws

1. Provide "Structural Framework" Board uses to govern themselves. Connected to Mission and Values, responsibilities and ethics.
2. Essential for making sure Board is effective, fair, trusted.



Function of Bylaws

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



Trustee Resources

South Central Library System

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
Developed by WI Dept. of Public Instruction

Wisconsin State Statutes-Chapter 43
Laws governing libraries in State of WI

Wisconsin Trustee Training Week
Annual August sessions on topics of interest to Wisconsin public library boards, trustees and friends. Past sessions are accessible online.



Food For Thought

1. CPL Bylaws were last updated in 2019. Is there a need to update/revisit?
2. Should the "Mission and Values" be stated in the Bylaws?
3. Can community members be included on Board Ad Hoc committees?



CITY OF COLUMBUS
2026 BUDGET PREP
ALL FUNDS

Draft 2026 Budget As of 10/16/25		12/31/2024	12/31/2024	12/31/2024	2024 Actual	12/31/2025	12/31/2025	2025 Projected	12/31/2025	2025 Projected	12/31/2026	2024 to 2025
Account Number	Account Description	2024 Actual	2024 Budget	% over/(under)		2025 YTD	2025 Budget	% over/(under)	2026 Budget	% inc/(dec)		
LIBRARY FUND	REVENUES											
210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	295,000.00	295,000.00	0.00%		300,000.00	300,000.00	-1.67%	304,093.37	1.36%		
210-474715-000	LIBRARY; COUNTY FUNDS	147,340.06	146,831.42	0.35%		157,659.92	161,659.50	-8.86%	166,084.94	2.74%		
210-474716-000	LIBRARY; SCLS FUNDS	450.00	500.00	-10.00%		-	500.00	0.00%	500.00	0.00%		
210-474717-000	LIBRARY; FINES & FEES	605.48	900.00	-32.72%		528.42	900.00	0.00%	800.00	-11.11%		
210-474718-000	LIBRARY; FAX & COPIES	5,174.63	4,200.00	23.21%		4,389.71	5,000.00	19.05%	4,500.00	7.14%		
210-484810-000	LIBRARY; DONATIONS	3,589.55	1,000.00	100.00%		5,430.53	3,500.00	250.00%	2,000.00	100.00%		
210-484811-000	LIBRARY; GRANT REVENUES	18,968.29	-	100.00%		5,000.00	14,968.29	100.00%	-	0.00%		
210-484812-000	LIBRARY; INSURANCE RECOVERIES	-	-	0.00%		-	-	0.00%	-	0.00%		
210-484820-000	LIBRARY; INTEREST INCOME	3,238.52	1,000.00	223.85%		1,138.67	2,500.00	150.00%	1,000.00	0.00%		
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	4,515.00	4,500.00	0.33%		3,430.00	4,500.00	-21.88%	5,760.00	0.00%		
210-485100-000	LIBRARY; ARTISTS COLLABORATIVE	-	-	0.00%		-	-	0.00%	-	0.00%		
210-494950-000	TRANSFER FROM SURPLUS FUNDS	-	9,801.68	0.00%		-	17,089.81	-100.00%	24,000.00	40.43%		
210-494960-000	TRANSFER FROM OTHER FUNDS	-	-	0.00%		-	-	0.00%	-	0.00%		
210-494970-000	OTHER FINANCING; SCLS FNDTION	-	-	0.00%		-	-	0.00%	-	0.00%		
210-494980-000	OTHER SOURCES; PLA REIMBURSED	-	-	0.00%		-	-	0.00%	-	0.00%		
	TOTAL LIBRARY REVENUES	478,881.53	463,733.10	3.27%		477,577.25	474,208.35	-3.64%	508,738.31	3.38%		
	EXPENDITURES											
210-511570-210	LIBRARY; AUDIT/ACCOUNT SVCS	-	-	0.00%		-	1,500.00	0.00%	-	100.00%		
210-511920-348	LIBRARY; BAD DEBT EXPENSE	-	-	0.00%		-	-	0.00%	-	0.00%		
210-555000-111	LIBRARIAN SALARY	71,636.18	64,050.17	11.84%		57,914.37	67,336.36	-7.53%	74,640.59	2.50%		
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR	49,301.61	49,729.68	-0.86%		38,770.08	47,725.94	-6.82%	52,502.11	2.50%		
210-555000-113	LIBRARY; PART-TIME	139,383.11	143,930.66	-3.16%		117,011.24	130,778.64	-15.81%	159,487.34	2.67%		
210-555000-126	LIBRARY; ASSISTANT SALARY	-	-	0.00%		-	-	0.00%	-	0.00%		
210-555000-127	LIBRARY; PAGES	-	-	0.00%		-	-	0.00%	-	0.00%		
210-555000-151	LIBRARY; SOCIAL SECURITY	20,289.52	20,275.26	0.07%		16,072.54	19,524.62	-10.92%	22,534.41	2.81%		
210-555000-152	LIBRARY; RETIREMENT	14,508.76	14,395.95	0.78%		11,716.43	13,991.24	-14.31%	17,337.37	6.19%		
210-555000-154	LIBRARY; INSURANCE BENEFIT	40,118.79	37,657.25	6.54%		23,464.53	38,657.00	-7.79%	45,061.26	7.48%		
210-555000-155	LIBRARY; LIFE INSURANCE	122.24	130.32	-6.20%		116.73	117.24	0.39%	116.78	0.00%		
210-555000-156	LIBRARY; LT DISABILITY	383.02	379.27	0.99%		322.17	373.68	-13.93%	445.00	2.50%		
210-555000-159	LIBRARY; LONGEVITY	-	-	0.00%		-	-	0.00%	-	0.00%		
210-555000-195	LIBRARY; CUSTODIAN	7,183.43	7,325.54	-1.94%		5,865.78	6,877.46	-3.48%	7,937.44	11.39%		
210-555000-210	LIBRARY; LEGAL SERVICES	-	250.00	-100.00%		-	250.00	-100.00%	250.00	0.00%		
210-555000-219	LIBRARY; PROFESSIONAL FEES	603.08	250.00	141.23%		389.00	350.00	0.00%	500.00	42.86%		
210-555000-220	LIBRARY; BANK FEES	173.26	125.00	38.61%		109.10	204.22	63.38%	250.00	100.00%		
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER	5,671.63	5,500.00	3.12%		3,980.31	5,170.70	-5.99%	5,700.00	3.64%		
210-555000-224	LIBRARY; HEAT	1,446.06	2,000.00	-27.70%		1,267.72	2,173.13	8.66%	2,000.00	0.00%		
210-555000-225	LIBRARY; TELEPHONE & DATA	1,379.41	1,650.00	-16.40%		701.69	1,589.76	-3.65%	1,500.00	-9.09%		
210-555000-226	LIBRARY; SAFETY TRAINING	-	-	0.00%		-	-	0.00%	-	0.00%		
210-555000-249	LIBRARY; REPAIR & MAINTENANCE	2,723.96	6,000.00	-54.60%		27,230.95	6,000.00	0.00%	10,000.00	66.67%		
210-555000-250	LIBRARY; ELEVATOR SERV/REPAIR	2,309.68	2,500.00	-7.61%		-	2,500.00	0.00%	-	-100.00%		
210-555000-310	LIBRARY; WEB MEDIA	813.16	600.00	100.00%		853.83	813.16	1.65%	850.00	6.25%		
210-555000-311	LIBRARY; POSTAGE	507.51	600.00	-15.42%		265.83	600.00	0.00%	-	-100.00%		
210-555000-312	LIBRARY; SUPPLIES/OPERATING EXP	13,513.06	9,500.00	42.24%		11,040.23	9,500.00	0.00%	15,000.00	57.89%		
210-555000-313	LIBRARY; PRINTING	-	150.00	-100.00%		-	150.00	0.00%	-	-100.00%		
210-555000-314	LIBRARY; EQUIPMENT	3,381.66	3,500.00	-3.38%		2,847.23	3,500.00	0.00%	3,500.00	0.00%		
210-555000-315	LIBRARY; DELIVERY	6,291.00	6,291.00	0.00%		6,126.00	6,291.00	2.69%	6,000.00	-2.06%		
210-555000-316	LIBRARY; FURNITURE & FIXTURES	3,067.44	2,500.00	22.70%		972.03	3,067.44	2.25%	3,000.00	0.00%		
210-00-330	LIBRARY; SAFETY TRAINING	-	500.00	-100.00%		150.98	100.00	-80.00%	-	-100.00%		

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