



# Library Board Meeting Agenda

Tuesday, August 19, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

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## Call to Order

Roll Call of Members, Introduction of Visitors, Public Input

Approval of Agenda for August 19, 2025

Approval of Minutes from the July 15, 2025 Meeting

[1.](#) July 15, 2025 Meeting Minutes

## Reports

2. Financial Secretary's Report

[3.](#) Bills-\$6,197.72

4. Budget Comparison

[5.](#) Director's Report

[6.](#) Director Goals

7. President's Report

## Literacy Council

## Friends of the Library

## Correspondence

## Committee Reports

8. Ad Hoc Committee on Library Expansion

## Unfinished Business

9. Budget Process Update

## New Business

[10.](#) Library User Policy

11. Library Social Media Policy

## Adjourn

Next meeting will be on September 16, 2025

**Columbus Public Library  
Library Board Meeting  
Tuesday, July 15, 2025  
Phyllis Luchsinger Callahan Meeting Room**

**Call to Order:** Pete Kaland called the meeting to order at 5:03 p.m.

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

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

**Approval of the Agenda for July 15, 2025:** Jim moved and Sue seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes June 17, 2025:** Shirley moved and Jim seconded a motion to approve the June Minutes with date correction to reflect that June Minutes were approved. Motion carried.

**Reports**

**Financial Secretary's Report:** SCLS account up \$14,913.86 as of 5/30/25. Merry moved and Deb seconded a motion to approve the Report. Motion carried.

**Bills:** Bills of \$6,145.92 submitted. Deb moved and Shirley seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Halfway through fiscal year, 55% of budget has been spent.

**Library Director's Report:**

Summer Library Program runs June 9 through August 10 with 571 people (kids and adults) signed up surpassing last year's total.

**Outreach Events:**

6/14-CPL participated in Pride in the Park. Helen, Catherine and volunteer Laura Weichert offered family crafts.

7/1-CPL participated in Family Night for the 4<sup>th</sup> of July hosting a booth of patriotic family make-and-take crafts.

**Upcoming Events:**

8/5-National Night Out library will close at 5:00 so Catherine, Helen, Amanda, and Kristen can participate with crafts, giveaways and information about CPL services.

**Guest Readers:**

7/22-Chief Weiner and Chief Hazeltine

7/23-Jake Boness, Columbus Utilities

7/29-Matt Amundson, City Administrator

8/5-CPD Officer Julia Knoll

8/12-Special Library Board Member  
 8/13-Amy Jo Meyers, Columbus Recreation

Summer Programs;  
 7/21-Angela Puerta  
 7/28-The Wonders of Physics  
 8/4-J&R Aquatic Animal Rescue  
 8/11-End of Summer Party

#### Youth Programs:

Storytime at the Farm at Royal Guernsey Dairy was successful with 100 people enjoying stories, songs, crafts and cows.

Guest readers included: City Treasurer Krystal Larson; City Clerk Susan Caine; and Matt Ehrke and Steve Wagner from DPW.

Summer Library Performers included: Ms. Kim's Amazing Animals and musical performances by David Landau and Little Miss Ann.

Note. Afternoon performances drew larger crowds than evening shows. Also, we were excited to welcome families who don't typically participate in library events.

#### Adult Programs:

6/27-Great turnout for Robert Goodland's book talk on *Beneath the Surface*.

7/23-Adult Craft Night continues to be a favorite

Four Book Clubs include:

Romantasy Book Club, monthly

After Hours Book Club, monthly with 25 members currently

Third Thursday Book Club, monthly

Nonfiction Book Club, quarterly

#### Meetings:

7/17-All Directors meeting in Wisconsin Dells. Directors will vote on fees for coming year.

7/18-Columbia County meetings at CPL.

#### Building and Grounds:

Duane from DPW inspected west side windows and will remove storms to assess needed repairs. He also will inspect other windows for possible recaulking.

Library Stats: Books by Mail, Digital Items Borrowed, Public WiFi and Public Computer Use continue to decline. Patrons added down by 21%.

**Library Director's Goals:** Attended Council/Department Head retreat to work on team building and creating a City of Columbus Mission Statement. Put finishing touches on renovated bathroom including painting janitor door closet. As noted Summer Library Program has surpassed last year's total.

Also, as noted in June Minutes, Department of Public Instruction created a Policy of the Month Club to help libraries review their policies for upgrading and/or additions.

Amanda is reviewing CPL Policy Audit workbook to determine what needs work. Goal is to do a full rehab on CPL policies. The current CPL Library User Policy (rev. 11/17/17) was distributed to board members for review and discussion at next meeting. Amanda also included letters from two CPL staff regarding value and importance of Facebook commenting. City currently has comments shut off. Staff letters noted that no other comparable library has comments shut off.

**President's Report:** See Ad Hoc Committee on Library Expansion

**Literacy Council Report:** None

**Friends of the Library:** Increasing information to the public about library sales as younger customers may be missed. Sales are also attracting new patrons and one customer purchased all audio books in inventory. FOL also received \$1500 donation for outdoor bench.

**Correspondence:** None

**Committee Reports:**

Ad Hoc Committee on Library Expansion had initial meeting to discuss goals, plans, information from Deb regarding other community experiences. Pete will check into ownership of telephone company building south of library. Most likely the City Administrator is the appropriate contact to approach owners re: CPL interest in the property.

**Trustee Training:** None

**Unfinished Business:** None

**New Business:**

2026 Library Budget-The timeline presented for review. Re: salaries, CPL usually stays in line with the city. Amanda will prepare as information is received.

**Adjourn:** Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:10 p.m.

Next scheduled board meeting – August 19, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

AMERICAN EXPRESS	Amazon- Books, Adult Crafts, End	8/5/2025	\$	759.06
BAKER & TAYLOR INC	of Summer Party, new keyboards	8/6/2025	\$	2,584.50
BRIDGES LIBRARY SYSTEM	Books for Children, Adults, YA	8/5/2025	\$	260.00
COLLABORATIVE SUMMER	Annual Zoom License	8/6/2025	\$	361.26
COLUMBUS ACE HARDWARE	Summer Library Program materials	8/5/2025	\$	58.03
CONNIFF, RUTH	Paint, brushes, tape, hangers	8/6/2025	\$	200.00
JOHNSON, ANGELA	Adult program	8/6/2025	\$	247.60
KOREAN BUDDHIST GUMGANGKYUNG	Youth Program	8/6/2025	\$	180.00
PRIDE FURNITURE	Teen/Adult Program	8/5/2025	\$	180.00
RHYME BUSINESS PRODUCTS	Trim repair	8/5/2025	\$	566.10
ROGERS, DAVID	Copier lease and copies	8/6/2025	\$	400.00
SCHECKEL, LAWRENCE A	Adult Program	8/6/2025	\$	160.00
SOUTH CENTRAL LIBRARY SYSTEM	Adult Program	8/5/2025	\$	71.17
WISCONSIN BACKFLOW TESTING LLC	Barcode Labels	8/5/2025	\$	150.00
WITNESS THE FITNESS	Backflow Testing	8/5/2025	\$	20.00
	Toddler Yoga			
			\$	6,197.72

## DIRECTOR'S REPORT

### Summer Library Program Summary

We're happy to share that the 2024 Summer Library Program concluded with **617 participants**.

On **Monday, August 11**, about **350 people** joined us at the Aquatic Center for our end-of-summer celebration. Families enjoyed a picnic meal sponsored by the **Columbus Kiwanis** and **Kwik Trip**, along with a petting zoo, face painting, and yard games. At 6:00 p.m., children were invited to swim for free, and everyone enjoyed ice cream treats generously donated by **Mullins Short-Stop**. We are especially grateful to the **Kiwanis** and **Friends of Columbus Library** for serving the meal and handling clean-up duties.

### Community Outreach

On **August 5**, the Library participated in **National Night Out**, partnering with the Department of Public Works to help children decorate hardhats and safety vests and add colorful handprints to a snowplow. We also handed out program information and fun giveaways.

Library staff representing us at the event included Amanda, Helen, Catherine, Kristen, Deb, and Pat.

### Youth Services

We were fortunate to welcome several special guests this month:

- Fire Chief **Scott Hazeltime** and Police Chief **Dennis Weiner**
- Recreation Director **Amy Jo Meyers**
- Columbus Utilities Lineman **Jake Boness**
- Columbus Police Officer **Julia Knoll**
- Library Board Members **Jim Schieble** and **Dana Pike**
- City Administrator **Matt Amundson**



Our summer program lineup featured:

- ***The Wonders of Physics*** from the University of Wisconsin–Madison
- **J & R Aquatic Animal Rescue**
- A musical performance by **Angela Puerta**

### Adult Services

- **July 17** – Author visit with **Dean Robbins**
- **July 24** – **Cookbook Club**, where members prepared dishes to share and swapped recipes
- **Lotus Lantern Craft Workshop**, led by Helen and Kristen in collaboration with the Korean Spirit and Culture Promotion Project, filled to capacity with 20 participants
- **August 7** – **After Hours Book Club** met at The 161 Building and welcomed 28 attendees, continuing to grow in popularity
- **September 18**– New Art from the Heart Art Club for kids.

### Looking Ahead










- **September 9** – Author **Ruth Conniff** will discuss her book *Milked: How an American Crisis Brought Together Midwestern Dairy Farmers and Mexican Workers*
- **September 18** – Classical guitar performance by **David Rogers**
- **Books & Beer** with **Valerie Biel** – Monthly author talks will take place in the Annex
- **September** – Library Card Sign-Up Month, with raffles for both new cardholders and current patrons who update their information

### Meetings

- **July 17** – South Central Library System All Directors Meeting in Wisconsin Dells, including training on crisis management and media relations
- **July 18** – Columbia County Directors Meeting, focusing on the near-completion of the county strategic plan. Amanda will help present the county library budget to the Finance Committee on **September 24**

### Facilities

- The west side window has been removed and is being rebuilt by the Department of Public Works in-house
- Quotes are being collected for cleaning and sealing the bathroom grout the bathrooms.

Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Change from 2024 to 2025
	Visits (# door counts)	7,383	42,022	40,061	67,146	4.9%
	Items Borrowed (total)	5,991	37,132	35,196	58,538	5.5%
	% Columbus residents		47%		50%	
	% Fall River residents		13%		13%	
	% Other Columbia County		24%		21%	
	% Dodge County		11%		10%	
	% Other		6%		6%	
	Digital Items Borrowed (# checkouts)	1,252	8,378	8,884	14,759	-6%
	Books by Mail (# items sent)	9	91	142	259	-36%
	Public Wi-Fi (# sessions)	5,837	35,402	36,696	56,084	-3.5%
	Public Computer Use (# sessions)	228	1,581	1,795	3,077	-12%
	Wireless Printing & Faxing (# jobs)	70	564	546	967	3.3%
	Community Use of Rooms (# attended)	108	680	677	1,171	.5%
	Patrons Added (# added)	27	197	246	368	-20%
Program Statistics		In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)		
Future Readers		12	336	5		
Children		4	164	0		
Teen		4	37	0		
Adult		8	109	1		
General Interest		14	463	0		

<b>Goal: Foster strong relationships with the municipalities that we serve and the Library Board</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>Continue to create a presence in Fall River, including the addition of a book drop</li> <li>Collaborate with other City Departments for programs and marketing of programs</li> <li>Keep the Library Board updated on social issues and events that may impact the library</li> </ul>	<p>3/2025-The Book Drop has been taken to Fall River and is at the Fall River Village Hall. They are going to be doing some new landscaping this summer and it will have a permanent home near the main doors. The staff in Fall River was extremely helpful and happy to have the book drop there.</p> <p>3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.</p> <p>3/2025-At the March 20 All Directors Meeting, the main topic of conversation was a new ILS system. At the May meeting the directors will be voting, and it seems like everyone is on board to move to SirsiDynix in 2026.</p> <p>4/2025- We are working with the City Administrator, Rec Department, and Community Center to reimagine the Columbus Commotion and make sure we are informing our community of events in a way that is not wasteful of resources and staff time.</p> <p>6/2025- We kick off the summer library program with several events overlapping with other departments. We are working closely with the rec department's summer camp and events in Fireman's Park in the evenings.</p> <p>6/2025-Attended a Council/Department Head Retreat where we worked on team building and creating a mission statement for the City of Columbus</p> <p>8/2025- Attended National Night Out and partnered with DPW for the evening.</p> <p>8/2025- We ended the Summer Library Program with a party at the Aquatic Center with the Columbus Recreation Department.</p>
<b>Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>Evaluate the future needs of our space to best serve our patrons</li> <li>Work with DPW to develop a plan of preventative maintenance.</li> <li>Help the City of Columbus include the Library on a Capital Improvement Plan in a meaningful way</li> </ul>	<p>3/2025- The Friends received a grant for \$2,800 to go toward the ramp at the Annex. DPW removed all of the rotten wood from the ramp and replaced it with new lumber. They also added supports at the bottom to help prevent it rotting again the same place. We will evaluate pressure washing and staining in the summer. So far the project has cost \$147.</p> <p>4/2025- The bathroom project is complete. The two bathrooms have been well received, especially by families.</p> <p>5/2025- Pride Originals came and created a quote for new countertops at the downstairs circulation desk. I plan on applying for the Columbus Area Endowment grant for this project. He will also be fixing the woodwork in the upstairs staff area that has needed to be replaced since a radiator was taken out.</p> <p>6/2025- Continued putting some finishing touches on the bathroom, including painting the janitor closet door.</p>



	8/2025- Worked with DPW to get the window on the west side of the building repaired that is starting to rot.
<b>Goal: Promote and support staff professional growth and cohesiveness.</b>	
Activities- <ul style="list-style-type: none"> <li>Promote and help find opportunities for Continuing Education</li> <li>Review and revise policies to make sure they are not getting in the way of helping patrons</li> <li>Create opportunities for Staff social enjoyment</li> </ul>	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.

<b>Goal: Support the library goals set forth by the strategic plan</b>	
Activities- <ul style="list-style-type: none"> <li>Promote and help with the continued weeding of our collections</li> <li>Continue to use feedback strategies and continually evaluate the effectiveness of our programs.</li> <li>Seek public input for programs that will help us to best serve our community</li> <li>Create summer and winter reading programs that promote literacy and the library</li> </ul>	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 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.

Columbus Public Library  
**LIBRARY USER POLICY**

To maintain a culture conducive to learning and entertainment, while ensuring the safety of all library users, the library has established the following policies:

**Attire**

Shirts and shoes must be worn in the library.

**Disruptive behavior**

Disruptive behavior includes actions which present a physical danger to others or that may interfere with library activities. Examples include: inappropriate or abusive language, fighting, or running. If the disruptive behavior continues, the library staff may ask the patron(s) to leave the library or grounds.

**Smoking, Firearms**

Smoking is not allowed in the library. Firearms are not allowed in the library.

**Unsupervised Children in the Library**

Columbus Public Library welcomes children of all ages to use and enjoy the facilities, collections and programs offered by the library. It is the responsibility of parents to supervise their children and ensure that their children comply with this Library User Policy while in the library.

Children under the age of 8 must be accompanied by a parent/guardian or caretaker. Older brothers, sisters, or caretakers must be over the age of 12 to be considered adequate supervisors.

Staff will try to contact parents/guardians at closing time if a child is left unattended. If an unattended child has not been picked up by closing time, staff will wait up to 5 minutes with the child(ren) before notifying the Columbus Police Department.

**Animals in the Building**

No pets or other animals are allowed in the library unless they are service animals or part of a library program. The library defines a service animal by [Title II and Title III of the Americans with Disabilities Act](#).

Adopted 3/18/17  
Revised 11/21/17

# Columbus Public Library

## Library User Policy

The Columbus Public Library is committed to providing a welcoming, safe, and respectful environment for learning, recreation, and community engagement. To ensure the comfort and safety of all patrons, the following guidelines apply:

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### Behavior Guidelines

The library has a responsibility to maintain a safe and secure environment for staff and patrons. Any violation of these guidelines may result in being asked to leave the premises and/or law enforcement being contacted.

Prohibited behaviors include:

- Aggressive or abusive behavior or language toward staff or other patrons
  - Direct or indirect threats
  - Profanity or hate speech directed at an individual
  - Fighting
  - Excessive or disruptive noise
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### Health & Safety Guidelines

To maintain a healthy and comfortable environment for everyone, patrons must:

- Be fully clothed and wear shoes at all times
  - Refrain from using or consuming tobacco products, vape products, alcohol, or other controlled substances
  - Not enter the library while under the influence of alcohol or drugs
  - Not carry concealed or openly carried firearms or other weapons
  - Not damage, deface, or misuse public property
  - Keep food and beverages in closed containers, and avoid eating or drinking near public computers
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### Unsupervised Children in the Library

Columbus Public Library welcomes children of all ages. However, parents and guardians are responsible for supervising their children and ensuring they follow this policy.

- Children under the age of 8 must be accompanied by a parent, guardian, or caretaker at all times
  - Siblings or caretakers must be at least 12 years old to be considered adequate supervisors
  - If a child is left unattended at closing time, staff will attempt to contact a parent/guardian. If a child has not been picked up within 5 minutes after closing, the Columbus Police Department will be contacted
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## **Animals in the Library**

No pets or animals are allowed in the library unless they are:

- Service animals, as defined by Title II and Title III of the Americans with Disabilities Act (ADA)
- Animals that are part of a Library-sponsored program