Library Board Meeting Agenda

Tuesday, November 17, 2026 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Roll Call of Members, Introduction of Visitors, Public Input

Approval of Agenda

Approval of Minutes

1. October 20, 2026 Library Board Meeting Minutes

Reports

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

Literacy Council

Friends of the Library

Correspondence

Committee Reports

Unfinished Business

New Business

7. Staff Appreciation Gifts
8. Future of the Columbus Literacy Council
9. Recommended Best Practices for Committees

Adjourn

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

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

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

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

Roll Call, Introduction of Visitors Public Input:

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

Approval of September 15, 2026, Minutes:
Shirley moved and Jim seconded a motion to approve the September minutes. Motion carried.

Reports
Financial Secretary's Report:
CDAR2 renews at 3.70% on 10/15/26, .02% lower than CDAR1. SCLS down $8,681 from September. Gift of $150 received from Marlis Weihert as thanks for book delivery. Sue moved and Deb seconded a motion to approve Financial Secretary's report. Motion carried.

Bills: Bills of $17,011.08 submitted which includes $7,308.96 for new flooring. Deb moved and Nora seconded a motion to approve the bills. Motion carried.

Budget Comparison: Budget numbers submitted and on target utilizing new software. Amanda reported its ease of use.

Library Director's Report:
Statistics are lower but more accurate although some data is still not available.

Community Partnerships:
Celebrated Fire Prevention Week featuring special storytime with Captain Nathan Barnes, Columbus Fire Department.
CPL is a drop-off site for Winter Coat Drive hosted by Columbia County Public Health.

Youth Services:
November will feature a month-long Dinovember Dinorama Competition.
October 9-Kate Bender discussed her book *Someone Very Special* dealing with talking to children about grief.
School visits resumed in October.

Adult Services:

Music of Arabian Spain with guitarist David Rogers
Pathway to Publication class with Valerie Biel
History of Halloween with Chad Lewis
Adult Craft Night and Stay Crafty continue to be popular with space at maximum capacity.

Coming Up:

Book Clubs
November 5-After Hours Book Club *The First Witch of Boston*
November 16-Romantacy Book Club *The Thirteenth Child*

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:
September 25-Columbia County Libraries presented to the Columbia County Finance Committee
September 29-Amanda attended WLA On the Road in Beaver Dam
October 5-6-Kristin attended Back in Circulation Conference in Madison

Buildings and Grounds:
Wright Plumbing was able to fix the sump pump under the elevator without incurring an elevator charge.
Attractive new flooring installed in Program Room, stairs and entryway. It is easier to clean and improves patron accessibility. Older patrons reported steps are easier to see now.

Library Director's Goals:
Goal 1: Work schedule rearranged to fit needs of several staff members
Goal 2: Presented County budget (9/25). Funding increased to 78% reimbursement plus $5,000 for delivery costs. Completed flooring project. Met with City leadership re: budget and presented budget to City Council
Goal 4: Finalized legacy giving brochure
Goal 5: Continued to revise Gifts and Memorials Policy; began Bulletin Board Policy revision. Attended ARSL Conference with sessions on AI and what the future of libraries looks like.

President's Report: None

Literacy Council Report: None

Friends of the Library: Recognizing National Friends of the Library Week October 18-24, 2026.

Correspondence: City Administrator reviewing deadline to submit meeting agenda items. CPL agenda items are due the Thursday prior to the monthly Tuesday meeting.

Committee Reports:
Gifts and Memorials Policy: Jim moved and Shirey seconded a motion directing Financial Secretary to create a separate accounting column to record gifts designated to planned building fund. Motion carried.

Leave A Legacy brochure: Draft approved will be printed and distributed.

Unfinished Business: See Committee Reports

New Business:
None.

Adjourn: Jim moved and Nora seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:00 p.m.

Next scheduled board meeting—November 17, 2026, at 5:00 p.m. in the Library.

Respectfully submitted,
Merry Anderson, Secretary

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10/20/2026

Daily Citizen	Newspaper	$	441.89
Ingram	Books	$	1,889.28
Demco	Label Protectors	$	135.17
		$	**2,466.34**

	11/6/2026		
		AD Programs, AD books, Youth Programs,	
US Bank (Amazon)		DVDs	$ 726.13
Rhyme		Lease and quarterly copies	$ 451.05
Jeannee Sacken		AD Program	$ 300.00
			$ 1,477.18

Budget Comparison as of November 13, 2026

GENERAL PROPERTY TAXES	$304,093.40	$304,093.37	-$304,093.37	100
COUNTY LIBRARY FUNDS	$166,584.94	$166,084.94	$500.00	100.3
SCLS FUNDS	$575.00	$500.00	$75.00	115
FINES & FEES	$474.53	$800.00	-$325.47	59.32
FAX & COPIES	$4,686.96	$4,500.00	$186.96	104.15
INTEREST REVENUE	$1,287.57	$1,000.00	$287.57	128.76
RENTAL INCOME - ANNEX	$3,520.00	$5,760.00	-$2,240.00	61.11
GRANT REVENUES	$35,550.00	$0.00	$35,550.00	0
DONATIONS	$11,073.48	$2,000.00	$9,073.48	553.67
TRANSFER FROM SURPLUS FUNDS	$0.00	$24,000.00	-$24,000.00	0
LIBRARY SALARY	$67,778.14	$74,640.59	$6,862.45	90.81
LIBRARY YOUTH SERVICE DIRECT	$45,831.00	$52,502.11	$6,671.11	87.29
LIBRARY PART TIME	$144,955.76	$159,487.34	$14,531.58	90.89
LIBRARY SS/MEDICARE EXP	$16,622.95	$22,534.41	$5,911.46	73.77
LIBRARY RETIREMENT	$14,424.53	$17,337.37	$2,912.84	83.2
LIBRARY HEALTH/VIS/DENTAL	$39,248.94	$45,061.26	$5,812.32	87.1
LIBRARY LIFE INS	$112.74	$116.78	$4.04	96.54
LIBRARY LT DISABILITY	$260.07	$445.00	$184.93	58.44
LIBRARY HSA EXP	$0.00	$0.00	$0.00	0
LIBRARY PROFESSIONAL FEES	$376.58	$500.00	$123.42	75.32
LIBRARY LEGAL/PROF SERV	$154.00	$250.00	$96.00	61.6
LIBRARY UTILITIES	$4,208.21	$5,700.00	$1,491.79	73.83
LIBRARY TELEPHONE/INTERNET	$362.85	$1,500.00	$1,137.15	24.19
LIBRARY HEAT	$1,488.63	$2,000.00	$511.37	74.43
LIBRARY REPAIR/MAIN	$23,439.04	$10,000.00	-$13,439.04	234.39
LIBRARY MEDIA/WEB/MISC	$0.00	$850.00	$850.00	0
LIBRARY SOFTWARE/CONT SERV	$920.74	$1,750.00	$829.26	52.61
LIBRARY CUSTODIAN	$3,449.01	$7,937.44	$4,488.43	43.45
LIBRARY DELIVERY	$6,000.00	$6,000.00	$0.00	100
LIBRARY OP SUPPLIES & EXP	$10,313.59	$15,000.00	$4,686.41	68.76
LIBRARY POSTAGE	$68.34	$0.00	-$68.34	0
LIBRARY BANK FEES	$51.98	$250.00	$198.02	20.79
LIBRARY MILEA/MEALS/LODGING	$4,239.84	$2,000.00	-$2,239.84	211.99
LIBRARY ADULT AUDIO	$1,082.93	$2,500.00	$1,417.07	43.32
LIBRARY YOUTH AUDIO	$155.44	$500.00	$344.56	31.09
LIBRARY ADULT BOOKS	$12,820.33	$12,000.00	-$820.33	106.84
LIBRARY YOUTH BOOKS	$6,613.17	$8,000.00	$1,386.83	82.66
LIBRARY TEEN BOOKS	$1,383.13	$1,500.00	$116.87	92.21
LIBRARY PERIODICALS	$1,387.04	$2,000.00	$612.96	69.35
LIBRARY ADULT PROGRAMMING	$10,685.62	$6,000.00	-$4,685.62	178.09
LIBRARY YOUTH PROGRAMMING	$12,669.03	$7,000.00	-$5,669.03	180.99
LIBRARY DIGITAL MEDIA POOL	$2,832.00	$2,832.00	$0.00	100
LIBRARY PUBLIC REL EXPENSE	$1,293.12	$1,000.00	-$293.12	129.31
LIBRARY PROP/LIAB/AUTO	$0.00	$3,800.00	$3,800.00	0
LIBRARY FURNITURE/FIXTURES	$2,952.00	$3,000.00	$48.00	98.4
LIBRARY EQUIPMENT	$12,240.14	$3,500.00	-$8,740.14	349.72
LIBRARY SCLS CONSORTIUM	$22,655.00	$22,744.00	$89.00	99.61
ANNEX UTILITIES	$3,945.94	$4,500.00	$554.06	87.69
ANNEX REPAIR/MAIN	$394.48	$1,500.00	$1,105.52	26.3
ANNEX OTH SUPP & MISC EXP	-$34.38	$500.00	$534.38	-6.88
TRANSFER TO OTHER FUNDS	$0.00	$0.00	$0.00	0
CASSELLE TRANSFER EXP	$1.13	$0.00	-$1.13	0
		$508,738.30		

Total Income	$527,845.88
Total Expenditures	$477,383.06

COLUMBUS Public Library

November 2026 Library Report

Library News:

- The Library will be closed on Thursday, November 26 and Friday, November 27 for Thanksgiving.
- We purchased Stay Sharp kits to add to our adult collection. Designed with older adults in mind but enjoyable for all ages, these kits offer a fun way to explore a topic, learn something new, and keep your mind engaged.

Community Partnerships:

- Chelsea from WPPI Energy and Jake from Columbus Utilities joined us for story time on November 3 to have a belated celebration of Public Power Week (celebrated in October).
- The Library will be working with the Recreation Department for the Holiday Parade, Tree Lighting, and Holiday Train events all happening on December 9.
- The Library will be hosting kids ornament making at the Holiday Craft Fair on December 12 in conjunction with the Recreation Department.

Youth Services:

- Bill and Liz O'Donnell joined us for a special Veterans Day Storytime on November 11.
- Children can Adopt a Reindeer at the Library in December. They can pick up a small plush reindeer, name them, and then read to them each night. If they complete 12 nights, they can come in for a small prize.
- Our monthly programs are back in full swing with story time weekly, music and motion once a month, and Wednesday afternoon programs that include Art Studio, Chess & Lego Club, and Stitching Stars. We are also continuing a once a month story time at Home Again Assisted Living.
- November is WriMo Mojo Creative Writing Month! Students in grades 4 through 11 are working on writing their own novels and meeting monthly to work on them together.

Adult Services:

- There was a very popular program called The Chemistry of Space from UW Badger Talks on October 20.
- On October 26 we hosted a midnight release party for A Court of Splintered Harmony by Sarah J. Maas. We coordinated with Rosalee Book Boutique to allow our patrons to order the book for pick-up here. Black Koi Tattoo Studio created special book themed tattoos that could be purchased that night. Overall, 25 people attended the midnight release party.
- The Adult Craft Night and the Stay Crafty morning class both continue to be very popular, almost always having max capacity.

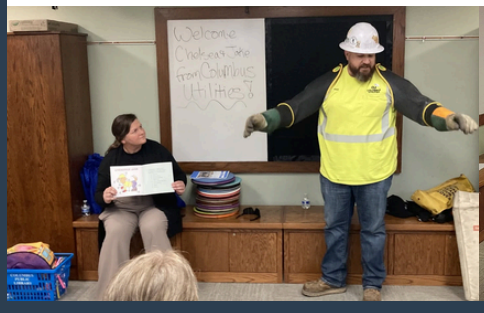
Upcoming Events:

- Book Clubs
  - November 19- Third Thursday Book Club: Dream Count
  - November 19- Books & Beer with Author Alex Bledsoe
  - December 3- After Hours Book Club: Grace & Henry's Holiday Movie Marathon
  - December 21- Romantasy Book Club: Good Spirits
- Programs and Author Talks
  - November 18- Adult Craft Night: Button Art
  - December 2- Scams & Identity Theft with Associated Bank

December 11- Fun with Trains at the Community Center

Meetings and Professional Engagement:

- November 19- All Director's Meeting at SCLS
- November 20- Columbia County Library Board and Director's in Randolph






Library Statistics	2026 Current Month	2026 YTD	2025 Previous Month	2025 Total	% C... from 2025 to 2026
Visits	4,398	46,796	59,938	67,988	*
Circulation			51,207	59,674	*
Digital Items Borrowed	1,301	13,207	11,912	14,551	+11%
Books sent by Mail	14	144	124	135	+16%
Public Wi-Fi Use	6,207	59,058	*	39,324	*
Public Computer Use	175	2,353	2,222	2,592	+6%
Wireless Printing & Faxing	132	920	839	993	+10%
Community Use of Rooms	117	1,108	980	1,135	+13%
Patrons Added			311	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	14	238	9
Children	8	117	0
Teen	3	19	0
Adult	19	233	9
General Interest	1	10	52

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 that meet community needs. • Build upon and actively promote existing library programs to ensure continued engagement and success.	5/2026- Catherine is gathering information and working on creating a Mahjong group at the Library 6/2026- The new Mah Jongg group will begin meeting on Fridays starting on June 26. 6/2026- The Summer Library Program launched on June 8. We currently have about 100 people more signed up this year than we did last year at this time. 6/2026- We are starting another craft class at the library. This one will be in the morning and will be lead by Amy. 7/2026- We continue to promote the Summer Library Program. We have surpassed last year's number of participants and are continually getting new registrations. 8/2026- Wrapped up the Summer Library Program with almost 700 participants and a great end of the program party at the Columbus Aquatic Center. 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. 11/2026- A youth literacy program has been developed for December and the Winter Reading Program is completely prepped to launch in January. 11/2026- Worked with Columbus Rec to create Holiday events and promote our events for December together.
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.	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.

• Create and implement a Legacy and Memorial Donation program and promote it to the community.	
5. Has the Director demonstrated her ability to provide the Board with Policy Assistance and/or Development Support pertaining to local, state, and national developments in the library field?	
• Create and maintain a centralized policy manifest that documents all policies and their last review dates. • Ensure policies are reviewed and updated on a regular cycle, prioritizing those not reviewed in the past two years. • Develop and implement any missing policies to support effective operations and compliance.	5/2026- Went through all our policies and renamed them using the last date they were updated. 5/2026- Attended a director's roundtable with SCLS staff where Library User Policies were discussed. We updated this policy last year and it does not need any further changes. 6/2026- This month the Policy of the Month club is looking at Social Media policies. We just updated ours in 2025 and it is in line with what the POTM club recommends. 7/2026- Attended a zoom webinar led by DPI about policies and updating policies. 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.

Recommended Best Practices for Committees (Draft 10/19/26)

1. Staff Creates the Agenda
Recommendation:
The staff liaison should be responsible for preparing all board, committee, and commission agendas.
Rationale:

- Ensures consistency.
- Maintains compliance with Wisconsin Open Meetings requirements.
- Allows staff to prepare supporting materials and staff reports.
- Reduces administrative burden on volunteer members.

2. Establish a Standard Agenda Deadline
Recommendation:
For advisory bodies:

- Agenda items submitted at least **7 calendar days before the meeting**.
- Final agenda reviewed no later than **4-5 days before the meeting**.
- Agendas and packets distributed when posted.

Exceptions:

- Plan Commission
- Board of Review
- Licensing and other statutory processes

These groups should continue following regulatory deadlines established by law or administrative practice.

3. Formalize Agenda Item Requests
Recommendation:
Any committee member may request an agenda item by contacting the staff liaison before the submission deadline.
Staff should consult with the Chair as necessary.

4. Define the Chair's Role
Recommendation:
The Chair should:

- Provide policy and leadership direction.
- Suggest discussion topics.
- Review draft agendas.
- Assist in managing meeting flow.

The Chair should **not** be solely responsible for agenda development or determining whether an item can be considered.
This preserves transparency and ensures staff can fulfill legal and administrative responsibilities.

5. Pre-Meeting Coordination
Recommendation:
Formal meetings between staff and Chairs should not be required.
Instead:

- Staff sends a draft agenda to the Chair.
- Brief phone calls or emails occur as needed.

Most groups appear to function effectively with this approach today.

6. Meeting Packet Expectations
Recommendation:

- If a document is being shared with the Committee, the expectation is that it is included in the on-line packet.

Staff Assignments

Public Spaces:	Randy Myrum or designee
Board of Review:	Susan Caine
CDA:	Mike Kornmann
HLPC:	Mike Kornmann or David Bennett
Utilities:	Randy Myrum
Joint Review:	Kendra Riddle
Library:	Amanda Wakeman
Plan:	Mike Kornmann
Police & Fire:	Dennis Weiner
Recreation:	Rachel Kaminski
Tourism:	David Bennett
ZBA:	Mike Kornmann
Council:	Matt Amundson or Susan Caine