

| <b>Goal: Foster strong relationships with the municipalities that we serve</b>   |  |
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| <p>Activities-</p> <ul style="list-style-type: none"> <li>• Meet with local municipalities to introduce our strategic plan and share with them the offerings the Library has for their citizens.</li> <li>• Meet regularly with the City Administrator to create a strong working connection with the City of Columbus</li> <li>• Continue to attend Department Head Meetings and City Work Sessions</li> <li>• Be an active part of the County Library Directors, including budget creation and presentation</li> </ul> | <p>Evidence-</p> <p>4/3/24- Participated in a Department Head workgroup</p> <p>4/9/24- Participated in a newly formed Personnel Committee for the City with the goal of creating a new Personnel Manual</p> <p>4/23/24- Attended the City Council Orientation at City Hall</p> <p>4/30/24 and 5/14/24-Continued to meet with the personnel committee to create a cohesive city personnel handbook that includes the Library</p> <p>5/28/24 and 5/11/24- The personnel committee continues to meet. We are currently looking at employee policies.</p> <p>6/25/24- Some staff attended the Strategic Plan meeting for the City of Columbus. Staff that did not attend were asked to complete the survey.</p> <p>6/27/24- I mailed copies of the Strategic Plan to all surrounding municipalities with a letter explaining the document, and the offer to come to meeting to answer questions.</p> <p>6/27 and 7/11- Attended training sessions for new Agenda Manager software that will be used city wide</p> <p>8/2024- Continue to work with the Personnel committee on an updated City Handbook</p> <p>8/2024- Working with two other Columbia County Directors on the County Budget which will be presented in September</p> <p>9/2024- The City Personnel Committee continues to work on a new handbook. Time off for all City employees now closely resembles the Library time off policy. If passed, the Library Board will have to look at changes to sick time.</p> <p>9/2024- A new committee was formed of city employees and community leaders to come together to collaborate on city events. The first formal meeting will be on October 10 in the Library Program Room.</p> <p>9/25/2024-Amanda, along with the directors from Rio and Portage presented the 2025 County Library budget to the Columbia County Finance Committee.</p> <p>10/10/2024- Various city departments and community groups met at the Library to talk about events that happen in Columbus and how we can collaborate to make these events as successful as possible. We will be meeting quarterly to keep the collaboration going.</p> <p>11/2024- The Public Services department heads of the City will now meet monthly to share our schedules and help support each other's programs.</p> <p>12/2024- Continued to work with the Public Services Department heads to collaborate on events. For the summer reading program, we are going to be having our children's performers at the library early in the day, and then at the park in the evening.</p> <p>1/2025- Summer Library Programs have been booked to be both on</p> |

Library Director Goals- 2024-2025

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|  | <p>the Library lawn at 1:00 and in the park at 6:00</p> <p>1/2025- The Public Services Department heads and The Community Collaboration group both met in January. This has created a great cohesion across events that happen in Columbus.</p> <p>2/2025- Reached out to Farmers and Merchants about adding a book drop to Fall River.</p> <p>3/2025- Attended a strategic planning session for City of Columbus staff.</p>  |
| <p><b>Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement.</b></p>  |   |
| <p>Activities-</p> <ul style="list-style-type: none"> <li>• Update the bathrooms to create an ADA compliant space</li> <li>• Reconfigure the Circulation Desk to be ADA complaint</li> <li>• Evaluate the future needs of our space to best serve our patrons</li> <li>• Work with the Buildings and Grounds crew to make a plan of preventative maintenance.</li> </ul> | <p>Evidence-</p> <p>3/27/24- Met with Deb Haeffner to make preliminary plans for the bathrooms and circ desk</p> <p>4/8/2024- Met with DPW Superintendent Troy Kehoe about CIP projects for the Library. He is concerned about our HVAC and wants to make sure it is up to date.</p> <p>6/27/24- conducted a community meal to discuss accessibility issues in the library and solutions to fix them.</p> <p>8/2024- Met with Jake Bisbee about the bathroom project.</p> <p>8/2024- Complete the CAE grant on the circulation desk</p> <p>9/2024- Met with Jake Bisbee once again about the bathrooms to try to come up with a solution for sinks. He is currently working on a proposal.</p> <p>9/25/2024- Building and Grounds committee met to go over plans for the bathroom remodel.</p> <p>10/2022- Started the bathroom remodeling project</p> <p>10/2024-Started the circulation desk remodeling project</p> <p>11/2024- The Circulation desk lowering has been completed. We are waiting for the top to be completed.</p> <p>12/2024- Met with carpenter to measure out the desk top. It's currently in the building stages.</p> <p>1/2025- Desk top is being installed.</p> <p>1/2025-Going back to beginning stages of bathroom remodel. Looking for contractors to take on the project. Must be paid for by June 1.</p> <p>2/2025- The Desk Top project has been completed and payment from the 2024 budget has been submitted.</p> <p>2/2025- Met with a new contractor on 2/24 to go over the bathroom remodel.</p> <p>3/2025- Started the bathroom remodeling project</p> |
| <p><b>Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.</b></p>   |   |
| <p>Activities-</p>   | <p>Evidence-</p> <p>4/2024- Amanda and Catherine are taking the class "Libraries and the Customer Experience" online</p>  |

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| <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> <li>• Be an active member of the ILS Evaluation team at SCLS</li> </ul> | <p>5/3/2024- Attended one day of the WAPL conference<br/>           5/16/24- Attended vendor demo virtually for ILS programs for SCLS<br/>           6/4/24- We had staff meeting to go over the SLP<br/>           June/July- Created fun t-shirts with the staff that promote the library<br/>           8/2024 - SCLS rolled out cybersecurity training for all staff. Worked with the staff to make sure they have time to do it and are getting it done monthly.<br/>           9/2024- Had a staff quarterly meeting on September 4 to review SLP and go over Fall programs.<br/>           9/2024- Reviewed the State of Wisconsin Retention Policy and changed our practices to keep patron data more secure.<br/>           11/2024- Completed the course "Working with your Library Board" from the ischool<br/>           12/2024- Library closed for a few hours for the staff to attend the City of Columbus Christmas Party.<br/>           2/2025- Conducted a quarterly staff meeting<br/>           2/2025- Reviewed the job description of the Youth Services Coordinator and made updates<br/>           3/2025- Had a quarterly staff meeting</p> |
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| <p><b>Goal: Support the library goals set forth by the strategic plan</b></p>   |  |
| <p>Activities-</p> <ul style="list-style-type: none"> <li>• Promote and help with the continued weeding of our collections</li> <li>• Implement program feedback strategies and use them to help develop programs with the program team</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> | <p>Evidence-</p> <p>4/2024- A new "suggestion box" link has been added to the website and promoted. We have received several requests for programs<br/>           4/23/24 Met with the Program Staff to talk about how to use Project Outcome to evaluate our programs with patrons. A few test runs have been done<br/>           5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection.<br/>           6/2024- The weeding of adult non-fiction continues<br/>           6/2024- We added an "After Hours Book Club" to accommodate patrons who have asked for later programs. Nine people attended the first meeting.<br/>           6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year.<br/>           8/2024- Concluded the Summer Library Program with 572 participants.<br/>           9/2024- Got through with weeding the entire adult non-fiction section.<br/>           9/2024- Continue to collect and evaluate suggestions from patrons on programs.<br/>           9/2024- Met with the Program team to come up with the Winter Reading Program theme and start brainstorming ideas.<br/>           11/2024- Have added board game collection and disk golf kit from suggestions in the Suggestion Box</p> |

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|  | <p>12/2024- Launched the Winter Reading Program and have started planning the Summer Reading Program</p> <p>12/2024- Worked with Youth Services to create a Homeschool Program at the Library.</p> <p>1/2025- Started over weeding collections of the library to make space for new materials.</p> <p>1/2025- Added puzzles and more games to our collection based on feedback from our suggestion box.</p> <p>1/2025- Winter reading program is currently happening and events the summer are planned out.</p> <p>2/2025- Did some major weeding projects including CDs, Adult Fiction, and Youth Non-Fiction</p> <p>2/2025- Have rough drafts of our summer reading program booklets for youth and adults, and have all performers scheduled.</p> <p>3/2025- Continue to work with Recreation to create a summer long cohesive program for youth in the community</p> |
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