

Columbus Public Library
Director Evaluation
February 2026

Evaluation Process: Each member of the Board will respond to the performance of our Library Director by answering the following questions. Circle the response that best represents your opinion of the Library director's performance in each focus area using detailed evidence or provide explanation.

Focus Areas: (bold)

1. 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?

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.

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.

7/2025- Worked on a creating a manifest of policies that need to be updated.

10/2025-Worked with the Social Media Policy team to develop a new policy for the Library.

2. Has the Director demonstrated **Leadership and Management Skills** with respect to the Library and its staff?

12/2025- Attended the City of Columbus Supervisor's Roundtable. This is a new monthly meeting for people who supervise staff.

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.

6/2025-The staff took off a few hours on June 5 to attend the City of Columbus Staff picnic.

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-Put on a great retirement party for Sue

11/2025- Updated the Employee Handbook Library Amendment with the Personnel Committee.

12/2025- Worked with staff to get them continuing education. Helen, Catherine and Kristen are signed up for webinars for the Wild Wisconsin Web Conference. Kristen is signed up for some classes through ALA on Collection Development.

12/2025- 5 Staff Members attended the City of Columbus Christmas Party at the Columbus Country Club.

1/2026- Attended a City of Columbus Supervisors Round Table where we learned about generational differences in the work place.

2/2026- Attended a City of Columbus Supervisors Round Table where we discussed leadership skills demonstrated by Abraham Lincoln and how we can utilize them in our workplaces.

3. Has the Director demonstrated her ability to provide **Budgetary, Fiscal, and Infrastructure Information** to the Board?

9/2025- Presented the County Library Budget to the County Finance Committee.

10/2025-Presented the Library Budget to the Columbus City Council

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

11/2025- worked with TAS to get the Annex furnace up and running and worked with Wright to adjust our drinking fountain.

12/2025- Met with Ray Canales to talk about flooring options in the Program Room, stairs, and entryway.

4. Has the Director managed and/or developed **Programming Initiatives and Resources** for the Library and its patrons?

3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.

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.

8/2025- We ended the Summer Library Program with a party at the Aquatic Center with the Columbus Recreation Department.

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 turnout.

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.

11/2025- Weeded the YA section. Now that the weeding is on a schedule and not as big of a job, we can better analyze what we weed to use when ordering new items.

12/2025-Launched the Winter Reading Program which begins in January.

1/2026- Met with Helen to plan activities for the 2026 Summer Library Program.

1/2026- We hosted two different puzzle events which were planned based on feedback from the suggestion box.

5. Has the Director maintained **Public Services/Relations and Communications** with the Columbus community and surrounding areas?

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.

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-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.

2/2026- Worked with the Community Center to create and host a Galentine's Day Event at the Annex.