

Goal: Foster strong relationships with the municipalities that we serve	
<p>Activities-</p> <ul style="list-style-type: none"> • Meet with local municipalities to introduce our strategic plan and share with them the offerings the Library has for their citizens. • Meet regularly with the City Administrator to create a strong working connection with the City of Columbus • Continue to attend Department Head Meetings and City Work Sessions • Be an active part of the County Library Directors, including budget creation and presentation 	<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>
Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement.	
<p>Activities-</p> <ul style="list-style-type: none"> • Update the bathrooms to create an ADA compliant space • Reconfigure the Circulation Desk to be ADA complaint • Evaluate the future needs of our space to best serve our patrons • Work with the Buildings and Grounds crew to make a plan of preventative maintenance. 	<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>

	8/2024- Complete the CAE grant on the circulation desk
Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.	
<p>Activities-</p> <ul style="list-style-type: none"> • 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 • Be an active member of the ILS Evaluation team at SCLS 	<p>Evidence-</p> <p>4/2024- Amanda and Catherine are taking the class “Libraries and the Customer Experience” online</p> <p>5/3/2024- Attended one day of the WAPL conference</p> <p>5/16/24- Attended vendor demo virtually for ILS programs for SCLS</p> <p>6/4/24- We had staff meeting to go over the SLP</p> <p>June/July- Created fun t-shirts with the staff that promote the library</p> <p>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.</p>

Goal: Support the library goals set forth by the strategic plan	
<p>Activities-</p> <ul style="list-style-type: none"> • Promote and help with the continued weeding of our collections • Implement program feedback strategies and use them to help develop programs with the program team • 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 	<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</p> <p>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</p> <p>5/2024- We have continued to weed adult non-fiction and we weeded about ½ of our CD collection.</p> <p>6/2024- The weeding of adult non-fiction continues</p> <p>6/2024- We added an “After Hours Book Club” to accommodate patrons who have asked for later programs. Nine people attended the first meeting.</p> <p>6/2024- We launched the Summer Reading Program. We currently have about 100 more patrons participating this year than we did last year.</p>

Library Director Goals- 2024-2025

	8/2024- Concluded the Summer Library Program with 572 participants.
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