



# Library Board Meeting Agenda

Tuesday, January 21, 2025 at 5:00 PM

Columbus Public Library Annex - 251 W. James Street

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## Call to Order

Roll Call of Members, Introduction of Visitors, Public Input

Approval of Agenda for January 21, 2025

Approval of Minutes from December 17, 2024

1. December 17, 2024 Library Board Meeting Minutes

## Reports

2. Finance Report- Foundation Report

3. Bills-\$6,160.06

4. Budget Comparison

5. Library Director's Report

6. Library Director Goals

7. President's Report

## Literacy Council

Friends of the Library

## Correspondence

## Committee Reports

8. Personnel Committee- Review Director Evaluation Tool

## Trustee Training

9. Select new topics for 2025

## Unfinished Business

## New Business

## Adjourn

10. Next scheduled meeting February 18, 2025

**Columbus Public Library  
Library Board Meeting  
Tuesday, December 17, 2024  
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, Nora Vieau, Sue Salter, Trina Reid, Shirley Berkley, Dana Pike, Deb Haeffner, Merry Anderson, Jim Schieble

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

**Approval of the Agenda for December 17, 2024:** Deb moved and Dana seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes:** Shirley moved and Sue seconded a motion to approve the Minutes. Motion carried.

**Reports**

**Financial Secretary's Report:** SCLS Foundation up \$13,007. Withdrawal from checking of \$440 for staff year-end gifts. CDAR2 renews 1/16/25 at 5.20%. Merry moved and Shirley seconded a motion to approve Financial Secretary report. Motion carried.

**Bills:** Bills of \$4,471.14 submitted. Merry moved and Dana seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Budget on target.

**Library Director's Report:** Winter Reading Program signup has started and will run through January 2025.

NaNoWriMo with Valerie Biel wrapped up in December with 18 young authors participating. Holiday Train warm-up event reached about 100 people with Friends of the Library doing an amazing job. All regular programs continue to be well attended.

Holiday Recipe Swap on 12/3 had a good turnout. Currently adjusting times of book clubs to see what draws most participants. The After Hours Books Club continues to grow with 17 attendees including several people from Beaver Dam.

**Upcoming Programs**

Tuesday evenings in January-Beginning Piano for Adults

Book Subscription Service begins in January

January 30-Laura Wessel, Rainbow Community Care will host a program on navigating grief

February 1-Monthly Genealogy Workshop will host a presentation by Rebecca Hopman, Genealogy Services Librarian, Wisconsin Historical Society

February 6-Badger Talk with Prof. Sissel Schroeder on Uncovering Ancient Aztalan

**Meetings**

Library closed December 11 so staff could attend City of Columbus Christmas Party.

Staff enjoyed stepping away to meet and talk with other city employees.

November 22-In lieu of All Directors Meeting, SCLS hosted directors to help create a strategic plan for the System.

Of note, November Statistics for Visits, Items Borrowed, Digital Items Borrowed, Public Computer Use, Community Use of Rooms, and Patrons Added all exceed totals for entire year 2023.

**Library Director's Goals:**

Continuing to work with Public Services Department heads to collaborate on events.

Desktop under construction. Planning underway for summer reading program.

Working with Youth Services to create a Homeschool Program at the Library.

**President's Report:** None

**Literacy Council Report:** None

**Friends of the Library:** Friends sales of \$340 during the wine walk. Friends also participated in the Holiday train event. Blowout sales were slow.

**Correspondence:** None

**Committee Reports:** Committees did not meet

**Trustee Training:** None in December

**Unfinished Business:** As noted in November minutes, new Annex tenant has moved in.

**New Business:** None

**Adjourn:** Jim moved and Nora seconded a motion to adjourn. Motion carried. Meeting adjourned at 5:30 p.m.

Next scheduled board meeting—January 21, at 5:00 p.m. in the Annex.

Respectfully submitted.

Merry Anderson, Secretary

## Columbus Public Library - Financial Secretary Report

Date 1/21/2025

Bank Accounts				FMUB Checking Account - Information			
	Balance	Date	Interest YTD		Checking account transactions		To Date
FMUB CDAR 1 (3 mos.)	\$ 34,554.24	11/30/2024	-\$2,634.04	37188.28	Total memorials, donations + grants	\$1,080.00	11/18/2024
FMUB checking	\$2,728.13	1/21/2025	\$13.12		deposited as of date		
					Safety deposit box rental	-\$11.00	8/31/2024
FMUB CDAR 2 (3 mos.)	\$16,266.88	11/30/2024	\$620.48	15646.4	Staff appreciation gifts	-\$440.00	12/16/2024
<b>TOTAL</b>	<b>\$ 53,549.25</b>		<b>-\$2,000.44</b>		Total dispersements	\$2,705.61	7/15/2024
CDAR1 at 4.97% matures 2/27/25							
CDAR2 at 5.20% matures 1/16/25							
					Total YTD transactions	<b>\$3,334.61</b>	

## SCLS Foundation

	Beginning Market Value	Total additions less withdrawals		Total Admin Fees	Total Interest/ Dividend Income	Income - Admin fees	Net gain	Ending Market Value
2020 summary	\$ 326,612.26	\$ 20,000.00		\$ (3,446.30)	\$ 6,291.32	\$ 2,845.02	\$ 24,888.73	\$ 374,346.01
2021 summary	\$ 374,346.01	\$ -		\$ (4,793.59)	\$ 6,526.94	\$ 1,733.35	\$ 32,109.66	\$ 408,189.02
2022 summary	\$ 408,189.02	\$ -		\$ (4,426.13)	\$ 7,387.16	\$ 2,961.03	\$ (73,200.74)	\$ 337,949.31
2023 summary	\$ 337,949.31	\$ -		\$ (4,365.57)	\$ 8,268.52	\$ 3,902.95	\$ (3,575.17)	\$ 380,771.12
2024 summary	\$ 380,771.12	\$ -		\$ (5,178.55)	\$ 12,526.28	\$ 7,347.73	\$ 1,639.44	\$ 418,120.71

Monthly Performance Report	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/ Withdrawals	Proration of Admin Fee	Interest/ Dividend Income	Realized Gains/(Losses)	Ending Market Value
January 31, 2024	\$ 380,771.12		\$ 380,771.12	\$ (389.93)	\$ 129.50	\$ (265.94)	\$ 380,244.75
February 29, 2024	\$ 380,244.75		\$ 380,244.75	\$ (388.41)	\$ 458.70	\$ 9,129.95	\$ 389,445.00
March 31, 2024	\$ 389,445.00		\$ 389,445.00	\$ (397.58)	\$ 1,474.86	\$ 8,431.35	\$ 399,100.00
April 30, 2024	\$ 399,100.00		\$ 399,100.00	\$ (418.57)	\$ 501.52	\$ (11,731.09)	\$ 387,512.44
May 31, 2024	\$ 387,512.44		\$ 387,512.44	\$ (415.10)	\$ 512.72	\$ 11,267.07	\$ 398,877.14
June 30, 2024	\$ 398,877.14		\$ 398,877.14	\$ (444.49)	\$ 2,124.14	\$ 709.34	\$ 401,395.95
July 31, 2024	\$ 401,395.95		\$ 401,395.95	\$ (438.87)	\$ 499.58	\$ 9,251.18	\$ 410,707.84
August 31, 2024	\$ 410,707.84		\$ 410,707.84	\$ (448.41)	\$ 596.17	\$ 4,512.29	\$ 416,670.55
September 31, 2024	\$ 416,670.55		\$ 416,670.55	\$ (454.57)	\$ 1,384.18	\$ 5,680.18	\$ 423,280.33
October 31, 2024	\$ 423,280.33		\$ 423,280.33	\$ (461.13)	\$ 678.63	\$ (7,572.00)	\$ 415,925.82
November 30, 2024	\$ 415,925.82		\$ 415,925.82	\$ (454.29)	\$ 644.47	\$ 13,006.53	\$ 429,122.53
December 31, 2024	\$ 429,122.53		\$ 429,122.53	\$ (467.20)	\$ 3,521.81	\$ (14,056.43)	\$ 418,120.71

Vendor		Input Date	Amount
Department: Library			
AUTOMATIC ENTRANCES OF WI INC	Annual Service Contract	12/23/2024	\$ 380.00
ROTARY CLUB OF COLUMBUS	Dues	12/23/2024	\$ 100.00
BRODART CO	Adult Books	12/23/2024	\$ 28.28
AMANDA WAKEMAN	Woodmans receipt for appreciation meal	12/23/2024	\$ 50.41
			\$ 558.69

Vendor		Input Date	Amount
Department: Library			
BAKER & TAYLOR INC	Books for adult, ya, and youth	1/8/2025	\$ 663.65
	CC Bill- Appreciation meal, winter reading		
ELAN FINANCIAL SERVICES	incentives, youth programs, postage	1/8/2025	\$ 738.72
OTIS ELEVATOR COMPANY	2025 Service contract	1/8/2025	\$ 2,292.84
RHYME BUSINESS PRODUCTS	Monthly copier lease	1/8/2025	\$ 203.10
	Amazon- cleaning supplies, printer toner,		
	paper, appreciation meal, winter reading		
	program, youth programs, adult books,		
AMERICAN EXPRESS	DVDs	1/8/2025	\$ 1,703.06
			\$ 5,601.37

CITY OF COLUMBUS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Item #4.

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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TAXES

210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY	.00	295,000.00	295,000.00	.00	100.00
	TOTAL TAXES	.00	295,000.00	295,000.00	.00	100.00

MISCELLANEOUS REVENUES

210-474715-000	LIBRARY; COUNTY FUNDS	.00	147,340.06	146,831.42	508.64	100.35
210-474716-000	LIBRARY; SCLS FUNDS	.00	450.00	500.00	( 50.00)	90.00
210-474717-000	LIBRARY; FINES & FEES	62.20	605.48	900.00	( 294.52)	67.28
210-474718-000	LIBRARY; FAX & COPIES	457.55	5,174.63	4,200.00	974.63	123.21
	TOTAL MISCELLANEOUS REVENUES	519.75	153,570.17	152,431.42	1,138.75	100.75

OTHER FINANCING SOURCES

210-484810-000	LIBRARY; DONATIONS	163.05	3,589.55	1,000.00	2,589.55	358.96
210-484811-000	LIBRARY; GRANT REVENUES	.00	18,968.29	.00	18,968.29	.00
210-484820-000	LIBRARY; INTEREST INCOME	45.31	3,165.47	1,000.00	2,165.47	316.55
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX	405.00	4,515.00	4,500.00	15.00	100.33
	TOTAL OTHER FINANCING SOURCES	613.36	30,238.31	6,500.00	23,738.31	465.20

SPECIAL FUNDS ACTIVITY

210-494950-000	TRANSFER FROM SURPLUS FUNDS	.00	.00	9,801.68	( 9,801.68)	.00
	TOTAL SPECIAL FUNDS ACTIVITY	.00	.00	9,801.68	( 9,801.68)	.00
	TOTAL FUND REVENUE	1,133.11	478,808.48	463,733.10	15,075.38	103.25

Item #4.

## LIBRARY

		PERIOD	BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
LIBRARY						
210-555000-111	LIBRARIAN SALARY	5,682.60	70,798.44	64,050.17	( 6,748.27)	110.54
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR	3,825.36	48,727.81	49,729.68	1,001.87	97.99
210-555000-113	LIBRARY; PART-TIME	10,859.99	138,139.82	143,930.66	5,790.84	95.98
210-555000-151	LIBRARY; SOCIAL SECURITY	1,560.09	20,086.21	20,275.26	189.05	99.07
210-555000-152	LIBRARY; RETIREMENT	1,146.14	14,360.47	14,395.95	35.48	99.75
210-555000-154	LIBRARY; INSURANCE BENEFIT	2,804.80	38,657.60	37,657.25	( 1,000.35)	102.66
210-555000-155	LIBRARY; LIFE INSURANCE	10.99	118.80	130.32	11.52	91.16
210-555000-156	LIBRARY; LT DISABILITY	31.14	373.68	379.27	5.59	98.53
210-555000-195	LIBRARY; CUSTODIAN	593.16	7,108.91	7,325.54	216.63	97.04
210-555000-210	LIBRARY; LEGAL SERVICES	.00	.00	250.00	250.00	.00
210-555000-219	LIBRARY; PROFESSIONAL FEES	121.08	603.08	250.00	( 353.08)	241.23
210-555000-220	LIBRARY; BANK FEES	12.06	173.26	125.00	( 48.26)	138.61
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER	424.64	5,209.17	5,500.00	290.83	94.71
210-555000-224	LIBRARY; HEAT	463.93	1,446.06	2,000.00	553.94	72.30
210-555000-225	LIBRARY; TELEPHONE & DATA	192.97	1,379.41	1,650.00	270.59	83.60
210-555000-249	LIBRARY; REPAIR & MAINTENANCE	.00	2,723.96	6,000.00	3,276.04	45.40
210-555000-250	LIBRARY; ELEVATOR SERV/REPAIR	.00	2,309.68	2,500.00	190.32	92.39
210-555000-310	LIBRARY; WEB MEDIA	.00	813.16	600.00	( 213.16)	135.53
210-555000-311	LIBRARY; POSTAGE	6.88	410.22	600.00	189.78	68.37
210-555000-312	LIBRARY; SUPPLIES/OPERATNG EXP	2,612.60	13,181.52	9,500.00	( 3,681.52)	138.75
210-555000-313	LIBRARY; PRINTING	.00	.00	150.00	150.00	.00
210-555000-314	LIBRARY; EQUIPMENT	89.99	3,381.66	3,500.00	118.34	96.62
210-555000-315	LIBRARY; DELIVERY	.00	6,291.00	6,291.00	.00	100.00
210-555000-316	LIBRARY; FURNITURE & FIXTURES	.00	3,067.44	2,500.00	( 567.44)	122.70
210-555000-330	LIBRARY; SAFETY TRAINING	.00	.00	500.00	500.00	.00
210-555000-331	LIBRARY; COPIER	406.20	3,287.01	2,500.00	( 787.01)	131.48
210-555000-333	LIBRARY; EDUCATION & TRAVEL	100.00	883.56	1,000.00	116.44	88.36
210-555000-371	LIBRARY; ADULT AUDIO VISUAL	529.32	1,495.47	3,500.00	2,004.53	42.73
210-555000-372	LIBRARY; YOUTH AUDIO VISUAL	.00	431.00	600.00	169.00	71.83
210-555000-373	LIBRARY; YOUTH BOOKS	642.54	6,581.14	9,000.00	2,418.86	73.12
210-555000-374	LIBRARY; PERIODICALS	.00	1,811.76	3,000.00	1,188.24	60.39
210-555000-375	LIBRARY; REFERENCE MATERIALS	.00	28.96	350.00	321.04	8.27
210-555000-376	LIBRARY; SOFTWARE/DATABASES	.00	1,591.15	1,750.00	158.85	90.92
210-555000-377	LIBRARY; ADULT BOOKS	1,927.22	10,787.43	12,500.00	1,712.57	86.30
210-555000-378	LIBRARY; TEEN BOOKS	183.29	1,259.47	1,800.00	540.53	69.97
210-555000-385	LIBRARY; YOUTH PROGRAMMING	723.53	5,659.23	6,000.00	340.77	94.32
210-555000-386	LIBRARY; ADULT PROGRAMMING	299.14	8,214.92	5,000.00	( 3,214.92)	164.30
210-555000-387	LIBRARY; PUBLIC RELATIONS	15.99	600.99	1,000.00	399.01	60.10
210-555000-389	LIBRARY; DIGITAL MEDIA POOL	.00	2,841.00	2,841.00	.00	100.00
210-555000-511	LIBRARY; PROP. LIAB. WC INS	.00	3,225.74	3,800.00	574.26	84.89
210-555000-805	LIBRARY; SCLS CONSORTIUM	.00	22,802.00	22,802.00	.00	100.00
TOTAL LIBRARY		35,265.65	450,862.19	457,233.10	6,370.91	98.61



CITY OF COLUMBUS

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Item #4.

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY - ANNEX						
210-555100-224	ANNEX; HEATING/UTILITIES	646.02	3,539.30	4,500.00	960.70	78.65
210-555100-249	ANNEX; REPAIRS & MAINTENANCE	.00	5,081.95	1,500.00	( 3,581.95)	338.80
210-555100-312	ANNEX; MISC OPERATING EXP	50.41	228.39	500.00	271.61	45.68
TOTAL LIBRARY - ANNEX		696.43	8,849.64	6,500.00	( 2,349.64)	136.15
TOTAL FUND EXPENDITURES		35,962.08	459,711.83	463,733.10	4,021.27	99.13
NET REVENUES OVER EXPENDITURES		( 34,828.97)	19,096.65	.00	11,054.11	172.76

## DIRECTOR'S REPORT

### Library News



The Winter Reading Program is running through February 7. We currently have 260 patrons signed up.

#### Youth Programs

- The new Homeschool Program is taking off with several families participating every Monday afternoon.
- The regular programs including storytime, music & motion, crafternoon, Pokémon, Lego club, and babies on blankets all continue to be well attended.
- We welcomed the Lifeskills Class from the high school on December 18. We did a scavenger hunt to teach them about the various areas of the library and services that we provide.

#### Adult Programs

- We are continuing to adjust book clubs to see what works best for people. We will be sun setting the Book and a Movie club and moving the non-fiction book club back to quarterly due to low attendance at both of them.
- The After Hours Book Club continues to grow with 20 people attending the January meeting. We may be looking at moving to a different space as we are quickly growing out of the annex.
- Beginning piano is currently taking place every Tuesday in January with 17 people participating.
- The first month of the Book Subscription Service has 11 subscribers.

#### Upcoming Programs










- Crochet Club will begin for middle school students in March.
- Tech Tuesdays– Lunch and Learn will begin the end of February to teach adult digital literacy classes.
- January 30 we will host a program with Laura Wessel from Rainbow Community Care on navigating grief.
- February 1 the monthly Genealogy Workshop will have a presentation by Rebecca Hopman , the Genealogy Services Librarian at the Wisconsin Historical Society.
- February 6 we will host a Badger Talk with Professor Sissel Schroeder about Uncovering Ancient Aztalan.

#### Meetings

- The Community Services Departments for the City continue to meet monthly to go over what events we are doing and how we can support each other.
- January 16 was the Columbia County Library Board and Directors meeting in Cambria. The next big step for the board is creating a new strategic plan.

#### Buildings and Grounds

- The Lueders have been parking their car in the Annex garage. They used to do it prior to the city using it for the electric car. They make a donation to the library each time.
- It seems the annex smell has been resolved. The evaporator drain trap in the HVAC unit in the attic was dry, allowing sewer gas into the building. TAS came and added water, which immediately fixed the problem.

Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	3,554	67,146	62,944	62,944
	Items Borrowed (total)	3,792	58,538	53,981	53,981
	% Columbus residents		50%		52%
	% Fall River residents		13%		13%
	% Other Columbia County		21%		20%
	% Dodge County		10%		10%
	% Other		6%		5%
	Digital Items Borrowed (# checkouts)	1,124	14,759	13,620	13,620
	Books by Mail (# items sent)	17	259	351	351
	Public Wi-Fi (# sessions)	3,185	56,084	67,612	67,612
	Public Computer Use (# sessions)	210	3,077	2,929	2,929
	Wireless Printing & Faxing (# jobs)	67	967	1,013	1,013
	Community Use of Rooms (# attended)	92	1,171	1,033	1,033
	Patrons Added (# added)	16	368	365	365

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	17	295	7
Children	6	65	0
Teen	4	37	0
Adult	5	32	0
General Interest	2	113	0

<b>Goal: Foster strong relationships with the municipalities that we serve</b>	
<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>

	<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>
<b>Goal: Maintain the Library Buildings so they remain structurally sound and safe for staff and patrons and evaluate areas for improvement.</b>	
<b>Activities-</b> <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>	<b>Evidence-</b> <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.</p> <p>Looking for contractors to take on the project. Must be paid for by June 1.</p>
<b>Goal- Grow in knowledge and experience as Library director and assist staff members attend beneficial staff development opportunities and trainings.</b>	
<b>Activities-</b> <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>	<b>Evidence-</b> <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> <p>9/2024- Had a staff quarterly meeting on September 4 to review SLP and go over Fall programs.</p>

	<p>9/2024- Reviewed the State of Wisconsin Retention Policy and changed our practices to keep patron data more secure.</p> <p>11/2024- Completed the course "Working with your Library Board" from the ischool</p> <p>12/2024- Library closed for a few hours for the staff to attend the City of Columbus Christmas Party.</p>
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**Goal: Support the library goals set forth by the strategic plan**

<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</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> <p>8/2024- Concluded the Summer Library Program with 572 participants.</p> <p>9/2024- Got through with weeding the entire adult non-fiction section.</p> <p>9/2024- Continue to collect and evaluate suggestions from patrons on programs.</p> <p>9/2024- Met with the Program team to come up with the Winter Reading Program theme and start brainstorming ideas.</p> <p>11/2024- Have added board game collection and disk golf kit from suggestions in the Suggestion Box</p> <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>
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**Columbus Public Library  
Director Evaluation  
February 2025**

**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?

Success Demonstrated

Improvement Required

Evidence/Explanation:

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

Success Demonstrated

Improvement Required

Evidence/Explanation:

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

Success Demonstrated      Improvement Required

Evidence/Explanation:

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

Success Demonstrated      Improvement Required

Evidence/Explanation:

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

Success Demonstrated      Improvement Required

Evidence/Explanation:



# Trustee Training Sign Up:

Item #9.

## 2025 Trustee Training

Date	Name	Topic
2/2025		
3/2025		
4/2025		
5/2025		
6/2025		
7/2025		
8/2025		
9/2025		
10/2025		
11/2025		
12/2025	none	None
1/2026		

Please place your initials next to your topic so others know it has been taken. Preparing for the Trustee Essential (TE) training topic should take about 30 minutes. Webinars will be a time commitment of 1 hour.

- Done      [TE 1](#): The Trustee Job Description
- Done      [TE 2](#): Who Runs the Library
- \_\_\_\_\_ [TE 3](#): Bylaws—Organizing the Board for Effective Action
- \_\_\_\_\_ [TE 4](#): Effective Board Meetings and Trustee Participation
- \_\_\_\_\_ [TE 5](#): Hiring a Library Director
- Done      [TE 6](#): Evaluating the Director
- Done      [TE 7](#): The Library Board and Library Personnel
- \_\_\_\_\_ [TE 8](#): Developing the Library Budget
- \_\_\_\_\_ [TE 9](#): Managing the Library's Money
- Done      [TE 10](#): Developing Essential Library Policies
- Done      [TE 11](#): Planning for the Library's Future

## Trustee Training Sign Up:

<u>Done</u>	<a href="#">TE 12</a> : Library Standards
<u>Done</u>	<a href="#">TE 13</a> : Library Advocacy
<u>Done</u>	<a href="#">TE 14</a> : The Library Board and the Open Meetings Law
<u>Done</u>	<a href="#">TE 15</a> : The Library Board and the Public Records Law
<u>      </u>	<a href="#">TE 16</a> : Ethics and Conflict of Interest Laws Applying to Trustees
<u>Done</u>	<a href="#">TE 17</a> : Membership in the Public Library System
<u>      </u>	<a href="#">TE 18</a> : Library Board Appointments and Composition
<u>      </u>	<a href="#">TE 19</a> : Library Director Certification
<u>Done</u>	<a href="#">TE 20</a> : The Library Board and Building Accessibility
<u>Done</u>	<a href="#">TE 21</a> : The Library Board and Accessible Services
<u>Done</u>	<a href="#">TE 22</a> : Freedom of Expression and Inquiry
<u>Done</u>	<a href="#">TE 23</a> : Dealing with Challenges to Library Materials or Policies
<u>      </u>	<a href="#">TE 24</a> : Library Friends and Library Foundations
<u>      </u>	<a href="#">TE 25</a> : Liability Issues
<u>      </u>	<a href="#">TE 26</a> : The Public Library System Board—the Broad Viewpoint
<u>Done</u>	<a href="#">TE 27</a> : Trustee Orientation and Continuing Education

### TRUSTEE TRAINING WEEK WEBINARS

<u>      </u>	August 2024: Robert's Rules Refresher
<u>      </u>	August 2024: Organization and Governance Best Practices for Boards
<u>Done</u>	August 2024: Making Each Other Look Good: The Library Board and the Library Director
<u>      </u>	August 2024: Everything You Want to Know about Book Challenges...and a Bit You Probably Don't.
<u>Done</u>	August 2023: Elected Officials are People, Too
<u>      </u>	August 2023: LGBTQ-Inclusive Trusteeship

## Trustee Training Sign Up:

Done	August 2023: Nurturing Your Library Culture
_____	August 2023: Wisconsin Library Law
_____	August 2023: No More Neutral: How to Use Marketing to Position Your Library in Challenging Times
_____	August 2022: From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding
Done	August 2022: Making Sense & Cents of a Library Building Project: The Library Trustee Role
_____	August 2022: Effective & Efficient Meetings: Parliamentary Procedure
Done	August 2022: Here to Stay: Recruiting & Retaining Dedicated Library Workers
_____	August 2022: Materials Challenges and Your Library from the Trustee Table
_____	August 2021: Wisconsin Library Ecosystem
_____	August 2021: Departures & Arrivals: Transitions and Succession Planning
_____	August 2021: Self-awareness for Social Justice Ally-ship
_____	August 2021: Library Ethics 101: What Would You Do?
_____	August 2021: Trustee Leadership: Bringing it All Together
_____	August 2020: Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority
<u>Done</u>	August 2020: Equity, Diversity, Inclusion: What Library Trustees Need to Know
_____	August 2020: Public Library System Redesign (PLSR) Implementation Update
_____	August 2020: Recruiting and Engaging Friends and Trustees Under Age 40
_____	August 2020: Core Values of Librarianship
_____	August 2019: Recruiting and Retaining Library Directors and Staff
_____	August 2019: What Does Inclusivity Look Like at Your Library?
<u>Done</u>	August 2019: Effective Library Advocacy
_____	August 2019: Free is Key: Ensuring Your Library is Meeting its Mission
_____	August 2019: Governing Libraries that Inspire Investment

## Trustee Training Sign Up:

_____	August 2018: Crafting Your Library's Story with Data
_____	August 2018: Wisconsin Public Library Standards, 6 <sup>th</sup> Edition for Trustees
_____	August 2018: From Advocate to Activist
_____	August 2018: Effective Boards Have Effective Meetings!
_____	August 2018: Orientation for New Library Board Trustees
_____	August 2017: The Beginnings, Current Status, and Next Steps of PLSR
_____	August 2017: Everyday Advocacy
_____	August 2017: Engaging Your Board, Staff, and Community in Strategic Planning
_____	August 2017: Policies for Results
_____	August 2017: How to Turn Your Library Board into an Effective Team
<u>Done</u>	CITY HANDBOOK - GRIEVANCE PROCEDURES