

## **L.E. Phillips Memorial Public Library Director Evaluation**

### **Timeline**

- 1) Library Director completes the self-evaluation questions and sends them along with any supporting documentation and the blank comments and discussion questions to the Library Board. (Second Friday in November)
- 2) Library Board meets in closed session to discuss the Library Director's self-evaluation questions, supporting documentation and the comments and discussion questions. (November Library Board Meeting) (Third Thursday in November)
- 3) Library Board Executive Committee meets in closed session to discuss and develop the Library Director's annual written evaluation based on information discussed at the November Library Board meeting. (Before the December Library Board Meeting)
- 4) Library Board meets in closed session to review the final draft of the Library Director's annual written evaluation and then meets with the Library Director for the annual evaluation. (December Library Board meeting) (Third Thursday in December)
- 5) Library Board President reports out a summary of the Library Director evaluation and compensation for the coming year. (December Library Board meeting) (Third Thursday in December)

### **Questions for the Library Director**

**Please discuss how each of the following topics was handled during the past year.**

1. Budget & financial management
2. The Library Director's management of staff
3. Long and short term library needs assessment (collections & facilities management)
4. Development of strategies to meet the changing needs of a diverse public
5. The Library Director's working relationship with the Library Board & the management of policy review, revisions and recommendations
6. Contacts with the general public (both written and oral) and relationship with affiliate organizations (city, county, state, library system, local organizations and agencies, etc.)

**Please discuss your goals and objectives.**

1. Major accomplishments of the past year
2. Major goals not accomplished this past year and why?
3. Your goals for next year
4. Professional challenges you may have faced this past year and how you handled these situations
5. How the Library Board might better assist you in your job?

**Library Board Comments and Questions**

1. What are the three major strengths of the Library Director?
2. Are there limitations in the Library Director's performance?
3. In the past year, what accomplishments and challenges has the library faced and how did the Library Director handle them and bring them to resolution?
4. What should be the organizational goals and/or personal development goals for the Library Director for the coming year?

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