

L.E. Phillips Memorial Public Library Director Annual Evaluation

The evaluation process presented below allows the Library Board to conduct a comprehensive, rigorous, and fair evaluation of the director's performance in a number of key areas. The review process includes: the Director's Statement of Activities and Self-Evaluation; surveys of relevant staff and peers; and a written annual review statement (and compensation) provided by the Library Board.

Timeline

A. By November 1:

1. Library Director prepares his/her statement of activities and self-evaluation document and sends it along with any supporting materials to the Library Board.
2. A survey is conducted of relevant constituent groups of the Library Director. In even years, the director's colleagues (i.e., the City Manager and department heads in the City) provide ratings and comments on the Library Director's performance. In odd years, a survey is conducted of the Library staff to provide ratings and comments on the director's performance.

B. By November 14:

1. Library Board Executive Committee meets to review materials including the Director's statement, last year's final written evaluation, and the results and responses to surveys of staff or City colleagues. The Executive Committee prepares a draft annual written evaluation to be discussed at the November Library Board meeting. The Executive Committee also prepares a summary of the survey comments for distribution to the Board and the Director.

C. At November Library Board Meeting:

1. Library Board meets in closed session to discuss the Library Director's self-evaluation statement and supporting materials, and the summary of survey comments.. The Executive Committee shares the draft evaluation document with the Board for initial review and discussion.

D. By December 1:

1. Based on the comments received at the November Board Meeting, the Library Board Executive Committee prepares a revision draft of the annual evaluation statement. This draft and the summary of survey responses is provided to the Library Director for review.

E. By December 8:

1. Library Director prepares a response to the review statement that identifies areas of errors of fact and a response to the review findings. The Director can also choose not to respond, without prejudice.

F. By December 15:

1. The Library Board Executive Committee meets to discuss and develop the Library Director's final annual written evaluation based on information received from the Library Director,

if any.

G. At December Board Meeting:

1. 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.
2. Library Board President shares the final draft of the written evaluation with the Library Director. The Board President also reports on the Director's compensation for the coming year.

Contents of the Library Director Statement of Activities and Self-Evaluation

A. 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.)

B. 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 Topics to be Addressed in the Annual Evaluation

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?