

Library Director Annual Review Policy



Purpose: The purpose of the Library Director Annual Review Policy is to provide regular feedback to the director regarding his/her job performance.

Frequency: The Library Director will have a review within six months of his/her employment as the director. Subsequent reviews by the board of directors will be done on an annual basis.

Participants: Feedback for the review will be obtained from the Library Board and the employees of the library.

Responsibility: The Personnel Committee will complete the review based on their experiences and from feedback obtained from Library Board members who are not on the Personnel Committee. All Board Members who wish to provide input must do so one week prior to the completion of the review.

Sharing the Content: The Personnel Committee will meet with the Library Director to discuss the review. The review results will be shared with the other board members. A copy of the review will be given to the Library Director and the City Administrator.

The Grand Marais Public Library reviews all policies within a five-year timeline or as deemed necessary.

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MARKETING THE LIBRARY...

Indicators	Comments on the Strengths in this Area
<ol style="list-style-type: none"> 1. The Library Director makes an effort to connect with library patrons in a positive way by recommending titles, listening to their comments, needs, etc. 2. The Library Director seeks out opportunities to share library information with patrons through the use of the radio station, newspaper, Boreal, and the website. This may include, but not be limited to interviews, book talks, promotion of events, and other library promotions. 3. The Library Director makes an effort to maintain a positive relationship with the Library Friends, promotes the events that they sponsor, and acknowledges the important role they serve in the success of the library. 4. The Library Director nurtures a positive relationship with the partners in the Arrowhead Library System and participates in events and/or trainings offered by them. 	<p style="text-align: center;">Comments on Areas that Need Refinement for the Future</p>

Action Plan for This Area...

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SUPERVISION AND DEVELOPMENT OF THE LIBRARY STAFF...

Indicators	Comments on the Strengths in this Area
<ol style="list-style-type: none">1. The Library Director trains the staff on the use of a performance review tool prior to using the tool. The Library Director conducts annual performance reviews with each member of the library staff.2. The Library Director trains or provides training for the library staff when new responsibilities are assigned them.3. The Library Director clearly communicates his/her performance expectations to the staff.4. The Library Director publically supports the decisions made by the library staff and privately discusses poor decisions when necessary.5. The Library Director treats staff fairly and demonstrates maturity in handling difficult situations between staff.6. The Library Director shows respect for each staff member.	<p style="text-align: center;">Comments on Areas that Need Refinement for the Future</p>

Action Plan for This Area...

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CIRCULATION AND TECHNOLOGY...

Indicators	Comments on the Strengths in this Area
<ol style="list-style-type: none"> 1. The Library Director determines the appropriate procedures for the acquisition, sorting, and expansion of the book/CD/DVD/periodical collections, which streamline the process and avoids duplication of staff work time. 2. The Library Director develops cost effective means for the acquisition of the book/CD/DVD/periodical collection. 3. The Library Director reviews the replacement of the technology required for both the library functions and for patrons' use. 4. The Library Director is pro-active in offering classes utilizing hand-held devices, tablets, e-readers, etc. He/She recognizes the various needs/wants of the staff/patrons. 5. The Library Director is cognizant of patron's utilization of the library collections with the goal that patrons continue to use the library for enjoyment as well as convenience or need. 6. The Library Director keeps him/herself informed of current and new technology developments as it relates to the library and the patrons. 	<p>Comments on Areas that Need Refinement for the Future</p>

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GENERAL PERFORMANCE...

Indicators	Comments on the Strengths in this Area
<ol style="list-style-type: none"> 1. The Library Director is prepared and punctual for appointments, meetings, and work and has good attendance. 2. The Library Director is reliable and completes job responsibilities in a timely manner. 3. The Library Director actively participates in library-related conferences and webinars, through active membership and attendance and by active participation and communication with the Arrowhead Library System and other Library Director peers. 4. The Library Director is readily available to the Library Board, staff, Library Friends, city & county officials, patrons and peers. 5. The Library Director presents him/herself in a professional manner, both in appearance and in attitude. 6. The Library Director demonstrates the application of evidence-based practices in library administration. 7. The Library Director accomplishes the actionable items outlined on the strategic plan or verbalizes a clear plan for attainment of unfinished items to the library board. 	<p style="text-align: center;">Comments on Areas that Need Refinement for the Future</p>

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FINANCIAL MANAGEMENT...

Indicators	Comments on the Strengths in this Area
<ol style="list-style-type: none"> 1. The Library Director executes financial documentation in a timely and accurate manner. (Submits bills on time, provides month-end information accurately and on time, shows competence in accounting and financial practices.) 2. The Library Director comprehends budget expectations, assembles and proposes an annual budget that reflects those expectations as well as the financial needs of the library. The Library Director advises the Library Board on library needs. 3. The Library Director is innovative in the use of library funds in order to maximize the impact of said funds. 4. The Library Director is responsible with library funds, spending within allocated budget amounts, and tracking year to date budget totals. 5. The Library Director communicates with the Library Board when library spending varies from expected budgetary values. He/She is able to provide for the shortcomings in the library budget without using allocated funds. 	<p style="text-align: center;">Comments on Areas that Need Refinement for the Future</p>

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COMMUNICATION...

Indicators	Comments on the Strengths in this Area
<ol style="list-style-type: none"> 1. The Library Director provides the Library Board with information in a timely and accurate manner. 2. The Library Director conducts regular, organized staff meetings in which staff is able to contribute and discuss agenda items as well as concerns. 3. The Library Director responds to communication with library patrons personally and thoughtfully. 4. The Library Director reaches out to other community organizations to foster relationships that further the library's mission. 5. The Library Director uses proper grammar and tone in all communications with patrons, public, staff. 6. The Library Director is responsive to feedback provided by patrons, public, and staff. 7. The Library Director is accessible while working at the library and will make time to speak with or address concerns of patrons, public, and staff. 8. The Library Directors documents his/her uncomfortable communications or criticisms with the public. 	<p style="text-align: center;">Comments on Areas that Need Refinement for the Future</p>

Action Plan for This Area...