Poudre River Public Library District
Process for Annual Executive Director Evaluation
Revised November 2024

<u>**Committee Participants**</u>
Board President and two appointed board members

<u>**Materials/Forms**</u>
- 360 Survey of staff's satisfaction with their jobs and place of employment
- Notification letter to the Executive Director of the review process
- Executive Director's Goals for the prior year
- Executive Director's Goals for the coming year
- Executive Director's Self Evaluation form
- ED Evaluation Form used by committee to assign scores for specific categories (an .xlsx)
- Evaluation Summary Report to the Full Board along with Evaluation Form with compiled results for each category
- Comparative Data on comparable Library Executive Directors in the state and nearby geographical areas

<u>**Process & Timeline**</u>
See Gantt chart for visual timeline

Oct/Nov	Executive Director (ED) drafts annual goals and reports them to the board in conjunction with annual budget process.
Nov/Dec	District employees complete a survey of staff satisfaction with their jobs and place of employment, aka 360 staff survey (to occur at minimum every other year)
November	Board president appoints two Executive Director Evaluation Committee members to serve in addition to themselves. (Committee formation should be complete before staff survey results are available.)
Nov/Dec	Committee meets to review the prior year's evaluation process and forms and make any needed amendments or changes to those before initiating the evaluation process.
Jan/Feb	HR circulates results of the annual survey to library leadership team, followed by sharing with the board (during executive session to allow for discussion of personnel matters)
January	Committee chair sends Evaluation Notification letter to the Executive Director, along with Self Evaluation form. Letter should indicate that committee is looking for reflection on progress toward annual goals, lessons learned from the 360 survey, and knowledge of the district's performance. Self Evaluation should include reflections regarding the past year's performance compared to their prior year's goals.
January	Executive Director provides self-evaluation responses to Committee.

January	Full board meets in executive session to discuss high-level impressions and pass on their individual "happy withs" and "worried about" issues to the Evaluation Committee.
February	Using the ED Evaluation Form, committee members score the Executive Director's performance based on ED's self-evaluation, achievement of the goals they set, what they learned from the staff survey, and knowledge of the district and its performance.
	The members will submit their scores to the Chairperson, who then will tabulate and compile the numerical scores. The committee will then meet and discuss the scoring and evaluation in detail.
March	Final scoring changes and comments shall then be included in the final Evaluation Form and Evaluation Summary, which is then shared with the full Board, along with the initial notification letter and the Executive Director's responses in Executive Session.
April	Board Chair and 1 Committee member meet with the Executive Director to review the report. This may then be considered as a part of the salary review process, which will follow shortly thereafter.
March	Committee reviews the report together with data and comparable salaries from around the state and geographical area, as well as information gathered in a meeting with the Executive Director to receive his/her input.
April	Committee makes a recommendation to the full Board for salary and benefits for the coming year, effective April 1 – March 31.
	(The Executive Director will always receive the January 1 annual staff salary increase. Compensation above this amount must be approved by the full board in Executive Session after the full evaluation process is completed).
July	Executive Director and Board President meet to review progress to date

Commented [CR1]: I said in the Gantt that this kicks in "If salary renegotiations begin," but maybe this should be done at least bi-annually?

Commented [CR2R1]: Also unsure about the dates listed.