

# Memo

**To:** Commission Members  
**From:** Darlene Staffeldt, State Librarian  
**Date:** September 17, 2007  
**Re:** State Librarian Evaluation Process

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I would like to ask the Commission to consider a change of calendar in regards to the timeframe for State Librarian evaluation.

For the past several years, an annual review/evaluation has occurred at the December meeting. I would recommend a change to the February meeting if you want to do an annual calendar year evaluation (Jan to Dec) or to the August meeting if you want to do an annual fiscal year evaluation (July to June).

For the past several years, the Commission has alternated with a more formal, inclusive evaluation process one year (gathering input from staff as well as library leaders throughout the Montana Library Community) and then a more informal (Commission only or Commission/Staff only) process the following year. I would recommend that you continue this trend with the more informal process happening in the odd number years and the more formal process happening in the even number years.

Included in your notebook are two pieces in addition to this letter.

- LEADNA – Leadership Development Needs Assessment, an on-line 360-degree tool for assessing leadership development needs that was used for the last couple of formal state librarian's evaluation.
- Performance Appraisal/Work Plan Form that we are developing for use with all employees as we move forward with our competency based pay plan. The one attached here is a partially completed draft filled out for me/by me as an example.

In addition to whichever piece you want to use for a formal review/evaluation of my performance, I always prepare a self assessment based on the items we talked about the previous year regarding my goals and objectives.

My questions to you today are: (1) Do you want to continue with a December 2007 evaluation meeting and if so what process do you want to work with? Or  
(2) Would you like to move to a February 2008 evaluation meeting for a January 2007 to December 2007 calendar year review and if so what process do you want to work with? Or  
(3) Would you like to move to an August 2008 evaluation meeting for a July 2007 to June 2008 fiscal year review?

Are there any additional questions, comments, suggestions regarding the State Librarian evaluation process that you would like to offer at this time?

Thank you for your consideration of this very important process.