

To: Montana State Library Commission

From: Darlene Staffeldt, State Librarian

Re: Evaluation pieces used by previous Commissions to evaluate State Librarians

Date: September 28, 2005

Chairman Don Allen asked me to pull together a few things for you all to think about as you decide how/when/where to do a formal or informal evaluation on me as your State Librarian.

Included in your notebook are four pieces in addition to this letter. Three of the pieces have been shared with the library community at large as all Commission materials are shared. The three pieces are copies of blank forms used in the past to evaluate State Librarians.

- LEADNA – Leadership Development Needs Assessment, an on-line 360-degree tool for assessing leadership development needs that was used for the last formal state librarian's evaluation.
- Montana State Library's Employee Performance Appraisal worksheets that have been used with all staff including the State Librarian in the recent past.
- The third piece is a description of the State Librarian's evaluation process developed by Commissioners in the early 90's and used for a number of years.

The fourth piece is my self assessment based on the items we talked about last year (August and October 2004) when you appointed me State Librarian. As a point of personal privacy I have not distributed this piece beyond the Commission at this time. It is a working draft for us to look at together.

Due to time constraints, I just pulled things from the past; I did not do any research for new or better evaluation tools that might be out there. Please let me know if you have questions or need additional information before the preliminary discussion at the October meeting.