

**City of White House
Library Director**

Performance Evaluation

Evaluated by:	Position:
Date of Evaluation:	Period of Evaluation:

For each category, please rate the Library Director's performance as one of the following, and provide comments as warranted:

- (5) Outstanding** – Performance is consistently above job requirement
- (4) Highly Effective** – Performance meets all job requirements and in many cases exceeds them
- (3) Satisfactory** – Performance consistently meets job requirements and standards
- (2) Improvement Needed** – Performance reflects partial or inconsistent achievement of job requirements and standards
- (1) Unsatisfactory** – Performance consistently fails to meet job requirements and standards; significant improvement required if job is to be retained
- (0) Unable to Rate** – Library Director is new and/or individual providing rating has insufficient information to provide and evaluation in this area

I. Job Performance Factors (Give rating and write comments)

___ 1. Grants and contracts:

- Grant proposals/contracts secured submitted and funded
- Grant goals met and reported quarterly or semi-annually to the funder
- Grants management-reporting timely and accurately under differing reporting guidelines (quarterly; semi-annually)

Comments:

___ **2. Board relations:**

- Preparation for Board meetings
- Arranging Committee meetings prior to Board meetings is needed
- Updating Strategic Action Plans quarterly for Board review
- Sending Board Packets prior to meeting
- Board orientation for new Board members
- Communicating with Board with relevant information between meetings

Comments:

___ **3. Financial:**

- Following all fiscal policies to ensure audits with no findings
- Preparing financial reports for Board, grant proposals, etc.
- Preparing budget for upcoming fiscal year for Board review and approval
- Monitoring expenses

Comments:

___ **4. Networking:**

- Serving and participating on statewide/national committees
- Attending conferences
- Directors meetings and new director's meetings
- Visits with local organization

Comments:

___ **5. Program Management:**

- Meeting standards for state programs
- Hiring, training, and supervising staff
- Evaluating staff annually
- Maintaining effective office space
- Ensuring adequate technology and supplies

Comments:

___ **6. Legislative Activities:**

- Attending legislative committee meetings and present as requested
- Meeting with legislators
- Coordinating with legislative efforts
- Representing Network during Day on the Hill

Comments:

___ **7. Other Performance Standards:**

- Timeliness, deadline-focused
- Attendance, regular and reliable
- Quality of work product
- Communication skills

Comments:

II. Objectives for Future Performance

Board's Future Performance Goals for Director	Director's Future Performance Goals

III. Professional Development Goals (Identify and indicate suggestions for helping the ED meet objectives)

Board's Professional Development Goals for Director	Director's Professional Development Goals

IV. Other Comments

Attach self-assessment, if applicable.

____ **Recommend for continued employment (Yes or No).**

Library Director Name

Library Director Signature

Date

Evaluator Name

Evaluator Signature

Date

City of White House

Evaluation Criteria

Employee Status:

Did the employee's annual performance appraisal meets expectations

Yes↑

No↑

Was a disciplinary suspension or disciplinary demotion issued during
the evaluation period?

Yes↑

No↑

Did the employee meet the department training requirements?

Yes↑

No↑

Human Resources Signature _____

Date _____

City Administrator Signature _____

Date _____

Revised by library board on September 12, 2019

Collection Development Policy

PURPOSE

The Collection Development Policy of the White House Library (WHL):

- Informs the public of the principles guiding our selection of library materials
- Establishes priorities for the allocation of resources
- Guides library staff in the selection and continual evaluation management of the collection based on but not limited to community needs, interest, space, and budget restraints

This policy is reviewed annually by the WHL board to ensure it continuously meets the growing needs of the community, changing interests, and current trends.

LIBRARY MISSION

Be an essential community hub that provides tools, resources, and assistance.

The Library's Selected Roles:

- Popular Materials Center
- Preschooler's Door to Learning
- Independent Learning Center

COLLECTION DEVELOPMENT RESPONSIBILITY

Within the context of policies adopted by the WHL Board of Trustees, the Library Director holds ultimate responsibility for selection and management of the collection. The White House Library Director will review all items before purchase or addition to the library collection, with a list of newly added items being shared to the WHL board. The Library Director may delegates collection development responsibilities to library staff as necessary.

SELECTION AND EVALUATION CRITERIA

Selection Criteria

Priority is given to materials that best support WHL's mission and selected roles of Popular Materials Center, Preschooler's Door to Learning, and Independent Learning Center. Library staff utilizes professional judgment and expertise when making selection and collection management decisions. Books and material that contain sexual themes or content are reviewed by WHL independently of age appropriateness and are cataloged accordingly even if it overrides publisher recommendations. Additionally, library staff will consider community interests, demand, strengths and weaknesses of the existing collection, physical space limitations, and available budget when making selection decisions. No funds received by the WHL will be used to purchase, nor will the library acquire material that is deemed illegal under current state or federal statutes. The following criteria are used to evaluate items for inclusion in the WHL collection:

- Content
 - Accuracy
 - Authoritativeness
 - Comprehensiveness
 - Enduring significance or interest

- Purpose
 - Representation of diverse viewpoints
- Cost in relation to use and/or enhancement of the collection
- Current and anticipated appeal
- Format
- Professional reviews
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator
- Suitability for intended audience
- Timeliness

Formats

WHL acquires materials in various formats including print, audiovisual, and digital. Currently, WHL acquires:

- Hardcover books
- Paperback books
- Large print books
- Magazines
- Newspapers
- Audiobook CDs
- ~~Music CDs~~
- DVDs
- Plush sets (a children's book and related stuffed animal)
- Board Games
- Puzzles
- Video Games
- Tech devices
- ~~ebooks~~
- Cake pans
- STEAM Items
- Miscellaneous items e.g. knitting kits, etc.

WHL offers access to:

- Digital audiobooks
- Digital eBooks
- Electronic Resources (Tennessee Electronic Library)
- Universal Class
- Kanopy
- Feiro Coding

The WHL collection does not include:

- Realia
- Textbooks
- Microform

- Computer software

Selection Aids

Sources for assisting library staff in the selection process include, but are not limited to:

- Patron requests and recommendations
- Professional and trade bibliographies such as:
 - New York Times Best Sellers
 - American Library Association Notable Books
 - Oprah's Book Club
- Published reviews from standard review sources such as:
 - *Booklist*
 - *Horn Book*
 - *Kirkus*
 - *Library Journal*
 - *Publisher's Weekly*
 - *School Library Journal*
 - *VOYA*
- Publisher/vendor catalogs

Gifts

WHL gladly accepts gifts of materials for the collection using the same selection criteria applied to purchase material. Decisions regarding the inclusion of gifts in the WHL collection are made by the Library Director and library staff, using the following guidelines:

- Not all gifts will be added to the WHL collection. Unused gifts will not be returned to donors.
- WHL retains unconditional ownership of the gift.
- Unused gifts may be given to the Friends of the White House Library for public sale, be donated to other organizations, or disposed of.
- WHL does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

WHL is pleased to accept monetary gifts intended for the purchase of library materials. Using the aforementioned selection criteria the Library Director will choose specific titles to be purchased with a monetary gift. However, a donor may suggest their gift be used to enhance a specific area of the collection (best sellers, picture books, music, etc.).

Collection Evaluation and Maintenance

The WHL collection is evaluated on a regular basis to ensure that space limitations are minimized and that the collection remains current, balanced, attractive, and relevant. Through collection evaluation, items are selected for retention, replacement, or withdrawal. At the Library Director's discretion, items withdrawn from the collection will be donated to the Friends of the White House Library for public sale, or disposed of through appropriate means as determined by the Library. Library staff utilizes professional expertise and judgment in deciding which materials to retain, replace, repair, or withdraw. The Library utilizes the following guide for collection evaluation and maintenance:

CREW: A Weeding Manual for Modern Libraries

Revised and Updated by Jeanette Larson

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INTELLECTUAL FREEDOM

WHL strives to offer a collection that represents the needs of our community and is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. WHL has a responsibility to provide a balanced collection of materials with diverse ideas and viewpoints. Inclusion of an item in the WHL collection does not mean that WHL endorses any theory or statement contained within. WHL is committed to free and open access to its collections and subscribes to the positions articulated in the following statements:

- The Library Bill of Rights
- The Freedom to Read
- The Freedom to View

White House Public Library Social Media Policy

Purpose

Through the use of various social media platforms, the White House Public Library's goal is to connect and engage with the community by providing information regarding library news, resources, events, and services.

Definition of Social Media

Social media is defined as any website or application that provides an outlet for creating and sharing social content or participating socially online. Currently, our library has a social media account on the following platforms: Facebook, Instagram, Goodreads, and YouTube.

Standards

The White House Library follows the standards listed in the City of White House social media policy when posting and engaging with individuals on social media platforms. A copy of this policy can be found in the city's personnel manual.

Policy committee: Martha, Doreen, Cherry

- Reviews all library policies (about 17 different policies)

We must update/review the policies every year.

Executive committee: Katy, Doreen, Carter

- By-laws
- Long Range Plan
- Technology Plan
- Disaster Plan
- Emergency Action Plan

This committee will need to meet to review the by-laws to be brought to the board for approval and then submitted to the region every year. This board will also need to review all of the library plans e.g. long range plan, technology plan, disaster plan, etc.

Marketing and public relations committee: Cherry, Carter,

- Fandom Fair
- Survey every 3 years – I have made and given out
- Automation Resources
- Outreach activities
- Community partnership

This committee will also need to meet to discuss the library's outreach activities and community partnership and then we must describe the process used to review these activities for the state standards.

Budgeting committee: Sam, Katy, Carter

- Budget request for next year – December

This committee will meet with the director when determining the amount of funds that the director will request for the upcoming fiscal year.

THE WHITE HOUSE PUBLIC LIBRARY
BY-LAWS
REVISED July 13, 2023

I. FUNCTION

The Library Board has the power to direct all the affairs of the public library. It shall provide the state library agencies such statistics and information as may be required from time to time (Municipal Code Title 2; chapter 2; Library Board sec. 2-203).

II. BOARD MEMBERS

The board shall consist of seven (7) persons serving without pay who shall be appointed by the Mayor and Board of Alderman. The board shall be composed of the Mayor or his/her designee and six (6) citizens, four (4) of whom shall be residents of the city. ~~Not more than five (5) of said members shall be of the same sex.~~ The terms of office for the six (6) citizens shall be on staggered terms, with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms and their successors appointed for three (3) year terms. Board members may not serve more than two consecutive terms and must have a three-year break before being reappointed. Vacancies in such board occurring otherwise than by expiration of their term shall be filled by the Mayor for the unexpired term. (Municipal Code Title 2; chapter 2; Library Board sec. 2-201).

III. MEETINGS

- A. The board shall meet bi-monthly in the evenings (Municipal Code Title 2; Chapter; Library Board sec. 2-202). Regular meetings of the board will be held on the second Thursday of every other month at 7:00 pm, starting in July. The guiding principles for order at all meetings will be the Roberts Rules of Order.
- B. Special meetings of the board members may be called by the Chairman or upon the written request of two (2) members, for the transaction of such business as shall be stated in the notice of special meeting.
- C. A minimum notice of 48 hours shall be given to all board members. Public notice of all meetings shall be in keeping with applicable State Law.

IV. OFFICERS

- A. The officers of the board shall be Chairman, Vice-Chairman, and Secretary. They shall be elected at the July meeting each year, take office at the July meeting, and serve a two (2) year term after which they or their successors must be elected for another term.
- B. The Chairman shall preside at all board meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside over the board meetings and otherwise perform the duties of the Chairman. In the absence of the Vice-Chairman, the Chairman shall appoint another board member to preside over the meeting.

- C. The Secretary shall keep a true and correct account of all proceedings of the board meetings and shall distribute the transcription thereof along with any appropriate materials to all board members no later than 7 days prior to the next regularly scheduled meeting where appropriate.

V. COMMITTEES

- A. Standing committees shall be formed by the board and appointed by the Chairman; those committees shall be (1) Executive, (2) Budget and Finance, (3) Marketing and Public Relations, (4) Policy Review and Development, and others as deemed necessary.
- B. Special committees shall be formed by the board and appointed by the Chairman. These committees shall be formed for a special purpose, may include Ad Hoc members and shall be dissolved after their work is completed.
- C. Each appointed committee shall report its progress to the board at each regularly scheduled meeting.

VI. QUORUM

- A. A quorum for the transaction of business shall consist of four (4) members of the board unless otherwise specified by the By-Laws.

VII. ORDER OF BUSINESS

The order of business at the regularly scheduled meetings of the board shall be as follows:

- Call to order
- Approval of minutes (either read or previously received)
- Communications
- Report of the Regional Director
- Reports
- Unfinished business
- New business
- Adjournment

VIII. AMENDMENTS

These By-Laws may only be amended at a regularly scheduled meeting and only by a two-thirds majority vote of the full board (requires five votes).

IX. ATTENDANCE

- A. Board members who miss three (3) meetings in a calendar year may be dismissed from the board and a new member may be appointed by the Mayor and Board of Aldermen for the unexpired term.
- B. Cause for removal of a board member shall be determined by the Mayor and Board of Aldermen as recommended by the Library Board.

X. REPORTS/BUDGET

The Library Board shall make full and complete monthly reports to the Board of Mayor and Aldermen of the city and all other reports from time to time as requested (Municipal Code Title 2; Chapter; Library Board sec. 2-206). The board may appoint the Director, an individual board member, or a committee to create and submit all required documents.

XI. LIBRARY DIRECTOR

The board has the power to appoint or designate someone to act as Librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary (Municipal Code Title 2; Chapter; Library Board sec.2-204). The Library Director is responsible to the Library Board for implementing the board-adopted policies and long-range plans for the development of the library programs. The Library Director recommends needed policies for board action, acts as a technical advisor to the board, and suggests and implements plans for extending library services.

XII. EVALUATION OF THE DIRECTOR

Per Municipal Code Title 2; Chapter; Library Board sec. 2-207, the Board of Trustees shall initiate and conduct an annual performance evaluation of the Director. This evaluation will be forwarded to the City to be analyzed and then returned to the Executive Committee of the Library Board for presentation to the Director.

XIII. REGIONAL LIBRARY DIRECTOR

The Regional Library Director may provide professional and technical assistance to the board where appropriate or requested by the board. The Regional Library Director is invited to attend all regularly scheduled meetings.

XIV. ADDRESSING THE BOARD

Individuals who wish to address the Library Board and committee meetings will need to sign in with the Library Director before the meeting begins. Individuals will only be allowed to speak during the public comment section of the meeting. Individuals will have a total of 3 minutes to address the board/committee. The board/committee will not respond to the individual during his/her 3-minute address. The Library Director will try to provide details to any patron making an inquiry to see if the issue can be resolved prior to him/her addressing the board/committee.