

## Pamunkey Regional Library

The Mission of the Pamunkey Regional Library is to enhance the quality of life in our communities by providing free access to information, promoting reading enjoyment, nurturing lifelong learning, and providing places for people to interact.

The Director of the Pamunkey Regional Library has the responsibility to manage and lead the Pamunkey Regional Library for a three-county region, with oversight from an appointed Board of Trustees. At the end of each fiscal year, the Board of Trustees must provide the Director and the Library with a confidential evaluation of the Director's performance of his (her) duties.

The Personnel Committee provides this set of goals for the Director and Trustees to guide the Director's leadership and management, and the review by Trustees in May, 2025.

### Director's Goals Fiscal Year 2025

#### 1. Budget and Finance

##### i)

- a. Follows established financial guidelines and accounting practices.
- b. Manages the Library resources responsibly.
- c. Finalize FY2024 Audit by 12/31/24.
- d. Monthly financial reports should be both in writing and presented verbally at each monthly Board of Trustees meeting. The reports should include (but are not limited to):
  - i. Monthly audit reports on all working audits
  - ii. Any budget adjustments made during the preceding month, including justification and possible impact of those adjustments
  - iii. Monthly expenditures and income
  - iv. Status of jurisdiction budgets for each jurisdiction served (Goochland County, Hanover County, and King William County).
    1. When it is the season to prepare the proposed jurisdiction budgets for the upcoming year, the director must oversee the

preparation of the budgets and share the proposed budgets with the Board of Trustees.

2. Once the proposed budget has been approved by the Board of Trustees, the director will present it to each jurisdiction's Board of Supervisors with the assistance of Trustees from that jurisdiction.
3. The director will give a monthly status of each current jurisdiction budget to the Board of Trustees.

## 2. Library Usage and Services

- a. Director informs the Board regularly regarding library usage, services, and programs.
- b. Director, with the assistance of each jurisdiction's Trustees, informs Goochland, Hanover, and King William County Supervisors of library usage and services for citizens.

## 3. Working with the Board of Trustees

- a. Director regularly meets with and advises Board in its decision-making to establish goals for maintaining and improving the Library and Library programs and services.
- b. Director informs the Trustees regarding library business, library management, and circumstances in the three jurisdictions served.
- c. Director provides information packets electronically to the Board of Trustees before each Board Meeting. These packets will be provided during the week preceding the Board of Trustees meeting when possible, but no later than the Friday preceding the meeting, to allow Trustees time to review information and prepare to conduct business efficiently. The packet should include, but is not limited to:
  - i. Meeting agenda
  - ii. Consent agenda with supporting documentation
  - iii. any documentation relevant to agenda items that will be discussed
- d. Director oversees and implements all board approved policies and procedures.

## 4. Managing Library Policies

- a. Library policies and long-range Plans, including Personnel Policies, are reviewed and updated for inconsistencies and compliance with laws as well as to support the spectrum of concerns and recommendations received from

the public and supported by the Board of Trustees; and any suggested updates to policies are presented to the Board of Trustees for their approval. Any suggested policy updates must be accompanied with justification for the suggestions and the benefits that would be provided by the suggested updates.

- b. Library Closure Schedule is clear for Library Staff and Public and will be developed early in the budget process to reflect anticipated changes peculiar to the current fiscal year.
- c. Director will assist the Board of Trustees on the initiation of a new long range plan during FY 2025 with a goal of completing the plan in FY 2026.

#### 5. Library Growth and Facilities

- a. Director oversees and reports to the Board of Trustees about any current and future updates and revisions to Pamunkey Regional Library facilities being planned and/or conducted.
- b. Impacts to Library staff, supplies and equipment are reported to Trustees.

In May, each Trustee will provide a confidential and constructive review of the Director's work during the Fiscal Year 2025 to meet the Five Goals established above. The Trustee will describe if each goal has been addressed during the year by the Director and will designate if each goal has been met in a satisfactory manner, in an exemplary manner, or has not been met. If a goal was not met, were there factors that prevented the Director from meeting a goal? The Trustee will determine if he/she has enough information to determine whether the goal has been met (schedule delays of certain events, or business meetings missed by Trustee, for example).

#### 1. Budget and Finance

#### 2. Library Usage and Services

3. Working with the Board of Trustees

4. Managing Library Policies

5. Library Growth and Facilities

**Payroll Recommendation by Trustee**

Each trustee must have his/her review include information that supports this/her choice of payroll option.

Choose one:

Recommend this employee receive a merit salary increase

Recommend this employee should not receive a merit salary increase

\_\_\_ Recommend this employee should receive an outstanding performance merit salary increase

Signature of Trustee:

Date: