

PERSONNEL MAGIC

1. Hire well
2. Train and coach
3. Performance review
4. Disciplinary actions



Hire well

- Think carefully about what you need
 - Tasks - same/updating
 - Personality traits
 - Experience - social skills - balance
 - Strategic plan
- Job descriptions
 - Your past descriptions
 - Other libraries (email each other)
- Interview Carefully

HPL STRATEGIC VISION

OUR GUIDING PRINCIPLES:

1. Communicate Mission and Values [people]

GOALS:

- Provide training for employees and board members that meets the needs of a modern, 21st Century Library.
- [Continue to develop diverse methods of communication to reach intended markets.](#)
- [Promote programs and services through strategic marketing and outreach efforts.](#)
- [Cultivate effective partnerships with external groups](#)

2. Maintain Library Facility [place]

GOALS:

- [Initiate the HPL Transformation Project.](#)
- [Continue ongoing facility maintenance and capital improvement planning.](#)
- [Provide a safe and secure facility.](#)

3. Prioritize Services [platform]

GOALS:

- [Provide timely and responsive programs and services.](#)
- [Use personnel effectively.](#)
- [Build and maintain a diverse and responsive collection.](#)

Train and coach

- Plans and checklists
- Joint responsibility
- Co-teaching
- Mentoring
- Surveys
- MBWA



Performance reviews

- Trusted Format
- Based on your long range plan, goals, mission statement
- Collect information throughout year
 - Specific examples
 - General tone

Standard Schedule

May - Send out form for self evaluation and one goal

June - Add my comments, include one group goal, share w/director

July - Pay increase recommendations

- Give completed eval to employee
- Meet 1:1

Throughout year - Document Achievements and Patterns of issues - note specific incidents as examples.

NO SURPRISES - Deal with issues as they arise – summarize in review.

Disciplinary actions

Coach'em up or coach'em out

- Conversation
- Verbal warning
- Written warning
- PIP - Personal Improvement Plan
 - What tools does your municipality use?
 - HR advice - village lawyer



THE FINAL SECRET?



IT'S NOT MAGIC!

It's darn hard work,
(but worth every minute.)



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