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To: Toronto Public Library Board – January 27, 2003

From: City Librarian

Subject: **Selection of Committee Members – City Librarian’s Annual Performance Review**

Purpose:

To initiate the annual performance review for the City Librarian.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board:

- (1) establish a Performance Review Committee to evaluate the City Librarian’s performance for the period June 2002 to May 2003; and
- (2) approve the timetable for the 2002/2003 review.

Comments:

On May 3, 1999, the Toronto Public Library Board approved a policy and process for the evaluation of the City Librarian’s performance. It was decided that a Performance Review Committee would be established annually to include a minimum of three Board members, two of whom are the Chair and Vice-Chair. Additionally, the Commissioner of Community and Neighbourhood Services provides input to the Committee of the City Librarian’s performance. Other Board members wishing to provide input may do so. The input should be in writing.

The following timetable for the 2002/2003 review is recommended:

1. Selection of Performance Review Committee:	January 27, 2003
2. Written input from Board members to Board Chair:	late April/early May 2003
3. Evaluation to be conducted:	late May/early June 2003
4. Report to Board on outcome:	June 9, 2003

Contact:

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City Librarian

List of Attachments:

Not applicable.