

January 26, 2005

To: Library Directors
From: Ann Lindell
Chair, Staff Recognition and Awards (SRA) Committee
RE: Report on the Staff Survey and Recommendations of the Committee

The staff awards and recognition committee (SRA) conducted a survey of library faculty and staff during late Fall 2004 to determine satisfaction with our current programs and gather suggestions for changes and improvements. 76 surveys were returned. The committee was very pleased by the response. Attached, in addition to this report, is a summary of responses to survey questions and a transcription of narrative comments made by respondents. We hope you will take the time to read through the candid responses by the survey respondents, in addition to the committee's recommendations.

Based on the results of the survey and subsequent discussions by the SRA committee, we offer the following recommendations:

Awards & Recognition:

1. Scrap the current awards program associated with the holiday party and develop a formal library-wide awards program based on outstanding performance toward the mission of the libraries. Tie the awards directly to specific library goals and objectives. Directors and Department chairs should be involved in setting and announcing criteria as well as the selection process to make awards more meaningful to the recipient(s).
2. Offer tangible "rewards" associated with the formal awards program. Suggestions include:
 - a. Using non-foundation discretionary funds for small cash or gift-certificate awards. University rules allow for up to \$50. [Rules of the University of Florida 6C1-3.040,(6)] Even a small monetary reward would be meaningful and provide incentive.
 - b. Offering additional professional development funds as an award
 - c. Providing lunch for a team/department, hosted by the director(s) to recognize exceptional effort towards a goal
 - d. Approaching the Provost's office about establishing an award for library faculty based on current programs for teaching, advising, and research
 - e. Using profits from the library bookstore sales to fund recognition/awards activities
 - f. Soliciting endowment funds for staff development and research support activities
3. Think of "recognition" in a wider context. In addition to making employees feel valued in the workplace, more active recognition of accomplishments would feed the Libraries' goals in the area of PR and marketing. Promote individual and team accomplishments by:
 - a. Writing articles to appear in *University Update*, *The Independent Florida Alligator*, *The Gainesville Sun*, and appropriate library science journals
 - b. Announcing faculty hires and promotions in *American Libraries*, *C&RL news*, etc.
 - c. Announcing individual/team accomplishments, publications, etc. in an internal newsletter or website
 - d. Featuring library staff profiles/accomplishments on the public website, or featuring a bulletin board or display about same within the library
 - e. Circulating substantive introductions of new faculty/staff, with information about their background and qualifications

4. Promote a culture of encouragement and support by:
 - a. Offering a workshop for supervisors on employee recognition
 - b. Making frequent announcements via email (or at an event) of individual, departmental and divisional accomplishments
 - c. Creating ways for directors and department chairs to engage with frontline staff

Events:

1. Continue the tradition of holding a “holiday” social event in December. There are many ideas about what form this should take. It is recommended that different people are involved in the planning each year in order to provide variety. One suggestion is to rotate responsibilities from year to year among the Departments.
2. Plan smaller social events more often so staff from different units can get to know each other and network. These events (coffees, brown-bag lunches, etc.) can also be used as an opportunity to promote community and awareness of team and individual accomplishments. Consider including colleagues from health and law.
3. Hold a “convocation” type event, during a time when most, if not all, library staff are able to attend. Activities could include:
 - a. Announcement of outstanding performance awards and service awards
 - b. Recognition of faculty members who have achieved tenure and promotion
 - c. Review of departmental and divisional accomplishments
 - d. Invited speaker to inform and inspire staff
4. On a procedural note regarding the planning of events, more flexibility is needed in the area of purchasing. The SRA Committee feels strongly that no staff member should be expected to front money from a personal account in the amounts expended for a library-wide event. We recommend that the staff development officer or a member of an event planning committee be empowered to use a library purchasing card. Alternatively, a member of the business office staff, with purchasing card authority should be appointed (perhaps ex-officio) to party and awards committees.

The committee would like to hear your responses to our recommendations before we proceed further. As chair, I would be happy to discuss the recommendations with you at a meeting, or if you prefer, await a written response.

Respectfully submitted,

The Staff Recognition and Awards Committee
Ann Lindell, Chair