

LOUTIT DISTRICT LIBRARY
LIBRARY DIRECTOR ANNUAL PERFORMANCE REVIEW POLICY

Trustees and those staff members who report directly to the Library Director will annually fill out the Director Performance Appraisal Form and submit the completed forms to the Personnel Committee Chair.

Direct report staff members may complete the appraisal form at the library, but immediately after they fill out the form they shall mail the completed form to the Personnel Committee Chair. The Personnel Committee Chair shall destroy the individual forms upon completion of the summary.

The Personnel Committee Chair, with the assistance of committee members (if requested), shall compile the results of the individual appraisal forms into an appraisal summary, keeping the individual ratings and comments anonymous, and give this information to the Board President.

The Board President shall write the Director's Annual Performance Review based on the appraisal summaries, sharing it with the Personnel Committee, and the appraisal will be discussed with the Director at a Board of Trustees meeting.

The Personnel Committee Chair shall give a copy of the Director's Annual Performance Review to the library's Business Manager to place in the Director's personnel file at the library in accordance with the library's Records Management Policy.

Originally adopted: February 24, 2009
Revised: July 10, 2018

LOUTIT DISTRICT LIBRARY
DIRECTOR PERFORMANCE APPRAISAL FORM

Name: _____

Date of Review: _____

Administration

<p><u>Planning</u> – Develops short and long range plans and goals to meet library objectives consistent with established priorities; sets appropriate priorities of needs and resulting services to be provided; anticipates and prepares for future requirements and devises contingencies; devises realistic plans.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Budgeting and Economic Management</u> – Prepares an appropriate budget and subsequently adheres to it; utilizes finances, budgets, facilities, equipment, materials, and products to minimize costs; actively practices cost containment.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Organization of Work</u> – Structures work in order to avoid crisis; promotes productivity, attains cost effectiveness, and delivers work on time; appropriately allocates work, delineates responsibilities, schedules activities, and adequately prepares for meetings and presentations.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Compliance</u> – Complies with established policies, procedures, and directives; conducts department functions in accordance with applicable laws, statutes, and regulations.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Problem Solving and Decision Making</u> – Identifies problems and acts to rectify them by employing analytical thinking and sound judgement.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Evaluation and Control</u> – Practices regular and systematic review of library operations to evaluate progress towards established goals; evaluates strategies employed in seeking those goals; implements remedial measures when necessary.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

Interpersonal

Oral Communication – Effectively communicates orally with individuals and groups, including public presentations; presents ideas in an organized, clear, and concise manner; employs tact and discretion; listens well; offers appropriate feedback.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

Written Communication – Prepares organized, clear, concise, accurate, and informative letters, memos, reports, and other documents which effectively fulfill content and timeliness requirements.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

Supervisory Control – Effectively hires, assigns, directs, controls, evaluates, counsels, and disciplines; executes all other functions necessary or incidental to supervision; practices compliance with employment law guidelines and mandates.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

<p><u>Leadership</u> – Promotes cooperation and teamwork among employees; establishes high standards of conduct and job performance for employees; maintains open communication channels; delegates work; leads by example.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Staff Appraisal and Development</u> – Provides good record of employee performance; reviews appraisal information with staff; aids staff in improving performance on current job; helps staff in setting up and implementing development plans and objectives; cross-trains employees; encourages staff to participate in professional development.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

Individual

Effort and Initiative – Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of library functions.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

Professional/Technical Competence – Possesses realistic knowledge and competence in the field and applies up-to-date technical/professional principles, practices, ethics, and standards appropriate to the functions of the library; acts as a resource person upon whom others can draw; maintains a professional demeanor on a consistent basis.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

Innovation – Displays original and novel thought in creative efforts to improve on the status quo.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

<p><u>Objectivity</u> – Assesses issues, problems, and decision situations based on the merits of the case presented; personal loyalties, biases, etc., do not influence library decisions; personnel decisions are made on the basis of equal opportunity and objective job-related criteria.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Credibility</u> – Through successful performance, instills the feeling of trust and dependability.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Flexibility</u> – Adapts well to change, both internally and externally.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

Leadership

Coaching – Communicates a positive attitude; serves as a catalyst for action and encourages employees to try new things and to take calculated risks; provides honest feedback; minimizes tension and defensiveness; creates an environment for success; teaches and guides employees rather than controls.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

Empowering – Creates an awareness in others of their power and self-worth; involves others and shares power in planning and decision-making; fosters leadership in others; challenges others to assume leadership roles and provides support by allowing them to risk, fail, and learn; creates an environment in which others feel ownership for results and feel comfortable taking action to achieve desired results.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

Modeling – Believes in public service; treats all with respect and dignity and creates an atmosphere of mutual respect and trust; serves as a catalyst for action; believes in oneself and looks at problems as opportunities; uses power in a positive way; accepts responsibility for mistakes; insists on excellence, not perfection; adapts to change as conditions and situations warrant.

Comments:

Needs Improvement Meets Expectations Exceeds Expectations Greatly Exceeds Expectations

<p><u>Team Building</u> – Builds group cohesiveness and pride; encourages cooperation; fosters and practices good communication; recognizes and rewards individual and team accomplishments and contributions; shares success and rewards; manages inevitable conflict.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Visioning</u> – Establishes and articulates a vision of what could be; looks to and plans for the future; accepts new challenges; keeps an open mind.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Self-development</u> – Is not static; prepares for the future; has the courage to identify and address shortcomings; is committed to self-improvement; manages personal stress in positive ways.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Professional Development</u> – Actively seeks professional development for the most effective contribution to the library’s goals. Effectively seeks and implements opportunities for professional growth and development through reading of professional journals, participation in electronic communication, and attendance at workshops, seminars, and conferences.</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

<p><u>Progress Towards Goals</u> –</p>	<p>Comments:</p>
<p><input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Greatly Exceeds Expectations</p>	

Overall Rating	
	Needs Improvement
	Meets Expectations
	Exceeds Expectations
	Greatly Exceeds Expectations

Explanation of Ratings

Needs Improvement: Performance at this level is minimally capable and below the level expected of the director. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity, and timeliness.

Meets Expectations: Performance at this level is satisfactory and meets the established expectations and standards for work quality, quantity, and timeliness. The director competently achieves the requirements of the position.

Exceeds Expectations: Performance at this level is clearly unique and far in excess of established expectations. The director consistently exceeds expectations in the outcomes achieved in work quality, quantity, and timeliness. The director exhibits leadership among peers in all dimensions of the field of work performed.

Greatly Exceeds Expectations: Performance at this level is clearly unique and far in excess of established expectations. The director consistently exceeds expectations in the outcomes achieved in work, quality, quantity, and timeliness. The director exhibits leadership among peers in all dimensions of the field of work performed, goes above and beyond in all areas, and is overall excellent.

Summation & Feedback

<p>What could have been improved regarding the director’s performance in the past year?</p>

What were the director's performance highlights in the past year?

What should be the director's performance goals for the next year?

Evaluator's Signature _____ Date: _____