

## Saxton B. Little Free Library

### Performance Appraisal

Employee Name:	Title: Library Director	Board Representative Name:	Date:
Employee Signature:		Board Representative Signature:	

#### Instructions:

*Complete form electronically and return via email to Personnel Committee Chairman. Carefully read each statement while thinking about the overall category. Using the 5 point scale, rate each statement as it applies to the Director. At the end of each category, enter your comments that support your ratings of that section. Important – if you are unable to make a judgment due to lack of knowledge and/or experience with the statement please use N/A. Self Rate items are for the Director to review and self rate as the Board is unable to rate these items but they are important for the Director to consider.*

Note – refer to the Performance Appraisal Process document for details about how the Board completes this Appraisal each year.

#### Rate using the following 5 point Scale:

- 5. Extremely well
- 4. Exceeds expectations
- 3. Meets expectations
- 2. Below expectations
- 1. Not at all
- N/A Unable to make judgment

Administrative Tasks – of the Library	Rating
1. Ensures library's customer service standards are practiced by all employees.	
2. Ensure that selection of materials for all age groups is based on the library's approved collection development policy and make recommendations to board if revisions to policy are needed.	Self Rate
3. Develop and execute programs and services that are produced in a cost-effective manner, which address the various needs of users and make the library more accessible to all.	
4. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.	Self Rate
5. Conducts ongoing evaluations of existing library policies and procedures, and submits recommendations and drafts policies to the	

Board for review and action.	
6. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.	
7. Serves as an effective spokesperson for the Library and represents the Library's point of view in accordance to Board policy.	
8. Ensures the Library is in compliance with state and federal regulations.	
9. Maintain communications with other area libraries and the library system.	
<i>Comments:</i>	
<b>Management – of the Staff</b>	<b>Rating</b>
1. Creates and supports a professional work environment that attracts, keeps, and motivates a diverse group of top quality staff/volunteers. Encourages cooperative spirit and teamwork.	
2. Ensures that job descriptions for staff/volunteers are developed, and that regular performance evaluations are conducted and documented.	
3. Organizes people and delegates work effectively to staff/volunteers allowing for fewer resources. Schedules work for the most efficient handling and elimination of unnecessary activities.	
4. Provides appropriate supervision and support without over or under managing staff/volunteers.	
<i>Comments:</i>	
<b>Fiscal Management</b>	<b>Rating</b>
1. Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices, cash flow management, maintenance of records and compliance with relevant laws and regulations.	
2. Receives and expends library funds in accordance with contract/grant requirements, donor restrictions and budget guidelines.	
3. Prepares quality draft of the annual library budget based on reasoned and factual causes for Finance Committee discussion.	
4. Provides leadership in development of and adherence to short and long range financial goals and plans to ensure sustainability.	
5. Is actively engaged in identifying additional funding – such as grants and cultivating donors.	
<i>Comments:</i>	

<b>Leadership &amp; Planning</b>	<b>Rating</b>
1. Is poised, self-controlled and focused when dealing with urgent, stressful or emotionally demanding situations.	
2. Tactfully resolves problems with Patrons, Staff and Board.	
3. Re-evaluates decisions when presented with new information and does not allow uncertainty to inhibit progress.	Self Rate
4. Works effectively with the Board, and committees.	
5. Informs and advises the library board of regional and national developments in the library field and identifies reasonable expectations for SBL.	
6. Provides leadership to the Board by creating plans and initiatives based on thorough analysis which addresses issues facing the library.	
7. Sets and achieves clear and measurable goals and evaluates courses of action in the context of what is best for patrons and the library.	
8. Ensures that the Library has a long-range strategy to achieve its mission.	
9. Establishes sound working relationships with community.	
10. Establishes sound working relationships with local officials.	
<i>Comments:</i>	
<b>Responsiveness</b>	<b>Rating</b>
1. Readily responds to suggestions, ideas or concerns within a short time frame.	
2. Closes out action items without prodding or reminders.	
3. Provides appropriate, adequate, and timely information to the Board and committees.	
<i>Comments:</i>	
<b>Effective Communication</b>	<b>Rating</b>
1. Speaks with conviction and self-assurance – inspiring belief, acceptance and trust.	
2. Listens actively	
3. Demonstrates effective oral communication skills.	
4. Demonstrates effective written communication skills.	
<i>Comments:</i>	

Continuous Learning	Rating
1. Stays abreast of latest trends and technologies.	Self Rate
2. Provides learning opportunities and guides staff/volunteer development and education.	
<i>Comments:</i>	

Employee's Areas of Strength

Employee's Areas for Improvement

Goals – Long and Short Term	Target Completion