



# Performance Evaluations

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**PURPOSE:** Personnel Policy and Procedures for the Taber Public Library.

**POLICY:**

1. The Library Manager will evaluate the Library Assistants and Program Coordinator.
2. Personnel Committee will evaluate performance of the Library Manager for approval by the Board as a whole.

**GUIDELINES**

1. Evaluation form for Library Assistants shall include Self Evaluation and Employer’s Evaluation (see attached). Evaluation will be completed on an annual basis in confidence. Written evaluations of employees will be kept in personnel files.
2. The Library Manager will consult with Library Assistants and Program Coordinator to develop position goals and objectives at their annual evaluations. The Library Manager will keep the Personnel Committee informed of Library Assistants and Program Coordinator evaluations and their results.
3. Personnel Committee will perform the Library Manager evaluation. Prior to meeting with the Library Manager to discuss their evaluation, the Performance Evaluation will be brought in written format to the Board as a whole for any further input and/or comments. Input from the Library Manager regarding their performance evaluation must be submitted to the Staff and Personnel Committee in writing and perused by the Board as a whole. Performance Evaluation must be signed by the Library Manager, Board Chairman and/or Staff and Personnel Committee.
4. In the case of an unsatisfactory evaluation, the Library Manager and/or Personnel Committee will give the employees written documentation clearly stating the standards which must be achieved and the timelines in which they must be achieved. In such cases a follow-up evaluation will be conducted at a specific time. If there is no improvement, disciplinary action will be taken.

Date of Approval: January 2, 2001

Date Reviewed/Revised: November 9, 2004  
April 11, 2006  
September 9, 2008  
October 12, 2010  
June 11, 2013  
October 13, 2015  
September 10, 2019



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## Performance Evaluation Form (Attachment)

(Adopted from the Glenwood Library. This form will be reviewed with P-20 Policy)

Yearly Evaluations to be held in June.

This is an opportunity to identify needs, provide support, strengthen the organization and individual, celebrate achievements of the organization and the individual, and agree on specific priorities and goals.

### Part A: Library Manager/Board Evaluation

1. What successes do you feel you have had since we last met?
2. How do you feel things are going with your position since we last met?
3. Is there something the Board can do to help you feel more satisfied with your job?
4. Would you feel comfortable in talking to the Board chairperson before bringing concerns directly to the Board? This way research could be done and your concerns acted on more effectively.
5. Do you have any concerns about your job?
6. Do you have any concerns about the Boards handling of any issue; personnel or other?

### Part B: Goals and Objectives

1. **Celebrate Diversity**
  - a. Was a cultural diversity (eg Cultural Fair) event held last year?
  - b. What month do you intend to hold a cultural diversity event?
  - c. What type of activity do have in mind for this year? (Food fair, dance, exhibits and displays, art, history)?



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## 2. Create Young Readers

- a. Is there a program running (eg. Parent-Child Mother Goose Program) for pre-school children? What was the average number of children in attendance at each event?
- b. Was the summer reading program held this year? What was the average number of children in attendance at each event?
- c. What other ideas would you like to implement to create young readers?

## 3. Visit a Comfortable Space

- a. What were three events for youth, ages 12-18, that were held this year? What was the average number of youth attending each event?
- b. What three events are you planning for the youth?
- c. What were the three events held for women last year? Was there an average of 10 women in attendance at each event?
- d. What three events are you planning for the women?

## Part C: Other Concerns and Goals

1. What are your personal goals that you feel would increase your effectiveness as a library manager?
2. What is your professional development plan to increase your effectiveness as a library manager?
3. Are there any other concerns about your job or the library that you would like to see addressed?
4. The next evaluation will be: June \_\_\_\_\_



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## Part D: Review of Employee Agreement

\_\_\_\_\_  
Library Manager

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Members of The Personnel Committee

\_\_\_\_\_  
Date