

## APPENDIX C Policy GOV-08

### Gravenhurst Public Library

#### CEO/Chief Librarian Performance Review Rubric



Evaluation for: \_\_\_\_\_

Performance Year: \_\_\_\_\_ Date completed: \_\_\_\_\_

☐ GPL Board Member

☐ Staff Member

☐ Self-evaluation

This rubric is available to GPL Board Members, the CEO/Chief Librarian and full and part-time staff to provide feedback for the evaluation process of the CEO/Chief Librarian. If an evaluator does not feel that they have enough information to comment on a particular criteria, they are invited to indicate this with NA (not applicable).

Please add comments at the end of each section.

Category 1: Meeting Operational Objectives					
		Needs Strengthening	Meets Expectations	Exceeds Expectations	Not Applicable
1	Monitors and evaluates organizational effectiveness.				
2	Regularly recommends and reviews, with the GPL Policy Committee, existing policies, procedures and goals and implements and administers them.				
3	Develops, monitors and controls expenditures of the annual Library operating and capital budgets for the approval of the Library Board.				
4	Aligns the budget with the Library Board's strategic plan.				
5	Manages and executes the Strategic Plan.				

6	Submits proposals to a wide variety of appropriate funding sources.				
7	In consultation with the Town, ensures that the operation , maintenance, renovation and improvement of the Library's facility, equipment, building and grounds remain in good condition and creates a welcoming and user-friendly physical environment.				
8	Maintains current knowledge of the advances in information technology that impacts the public library operations.				
9	Coordinates Library development and fundraising for the improvement of the Library facility.				
Comments :					
Overall Rating					

Category 2: Planning, Organization and Problem Solving					
		Needs Strengthening	Meets Expectations	Exceeds Expectations	Not Applicable
1	Displays effective planning and organizational skills by developing written action plans that include deadlines and accurate cost elements.				
2	Involves and works effectively with staff in the planning process				

3	Implements plans effectively and timely by delegation to staff.				
4	Demonstrates effective time management by completing tasks on time.				
5	Identifies potential issues and evaluates the effectiveness of problem solving. initiatives.				
6	Monitors implementation of the strategic and annual operating plans, variances and amendments.				
Comments :					
Overall Rating					

Category 3: Professional Qualities and Competencies					
		Needs Strengthening	Meets Expectations	Exceeds Expectations	Not Applicable
1	Understands relevant developments in legislation and submits compulsory reports as required.				
2	Is conversant with applicable legislation ( e.g. changes in the profession, municipal bylaws, health and safety guidelines, Public Libraries Act).				
3	Adapts to changes in the workplace, community and the broader environment.				

4	Maintains a network of professional library and community associations.				
5	Demonstrates a commitment to continuous learning by attending Professional Development opportunities in areas relevant to the performance of the GPL CEO/Chief Librarian.				
6	Sets measurable short- and long-term Professional Goals.				
7	Promotes the GPL within organizations through the promotion of partnerships in the community.				
8	Establishes a professional and respectful relationship with GPL patrons.				
Comments :					
Overall Rating					

Category 4: Management of Human Resources					
		Needs Strengthening	Meets Expectations	Exceeds Expectations	Not Applicable
1	Effective in hiring, discipline, dismissal, supervision and performance management of staff.				
2	Directs Staff toward attainment of operational objectives based on individual skills and knowledge.				
3	Promotes teamwork and delegates tasks fairly.				

4	Encourages innovation in operations and programming.				
5	Is able to effectively resolve conflicts within the staff.				
6	Plans for and supports staff development.				
7	Gives due credit to others for their contributions and performance.				
8	Conducts yearly performance reviews with clear and constructive feedback.				
9	Acts as a role model for Staff.				
Comments :					
Overall Rating					

Category 5: Interpersonal Relations and Communications					
		Needs Strengthening	Meets Expectations	Exceeds Expectations	Not Applicable
1	Employs effective communication skills when interacting with all parties.				
2	Demonstrates flexibility when consensus is not readily attainable.				
3	Is able to rationalize decisions made with those involved.				
4	Maintains effective two-way communications both within and outside the library.				

5	Uses various methods for assessing community needs.				
6	Works effectively with various community agencies in co-operative program planning.				
7	Employs a variety of marketing and promotional tactics to raise awareness of the Library and its programs and services.				
8	Cultivates a presence and strong working relationship with municipal council and staff.				
Comments :					
Overall Rating					

Category 6: Gravenhurst Public Library Board Relations					
		Needs Strengthening	Meets Expectations	Exceeds Expectations	Not Applicable
1	Prepares the monthly meeting agenda and package.				
2	Attends all meetings, records the minutes, prepares and keeps records of business, financial documents and handles all correspondence.				
3	Maintains effective lines of communications with the GPL Board and keeps them informed of library affairs requiring their attention.				
4	Facilitates the effective functioning of the GPL Board and				

	its committees by providing reports and advice in a complete and timely manner.				
5	Cultivates a healthy, mutually empowering relationship with the Library Board.				
6	Facilitates Board effectiveness through orientation and education.				
7	Undertakes special projects and assignments as required or as directed by the Board in conjunction with the Board.				
Comments :					
Overall Rating					