

Gibbons Public Library
Library Manager Performance Review Form

Appendix "D" PP-a 02/10
Revised June 2016

Name:

Position: Library Manager

Review Period:

Next Review:

The appraisal is to be conducted annually and prior to the Library Manager's anniversary date. It will be comprised of two sections:

Section A: To be completed by Library Manager

Section B: To be completed by Personal Sub-committee of the Board

The completed forms will be compiled and summarized by the Personnel Sub-Committee and then be presented to the Library Manager for review and comment. The final report shall include recommendations for improving **library operations** and **processes**, as well as **professional development** goals.

All completed forms are personal and shall be kept strictly confidential.

Section A - Please return to Personnel Sub-committee when completed.

Position Responsibilities: As the main person in charge of the daily operation of the Library, there are certain measures and knowledge that are key indicators of your performance.

As Library Manager, you:

- 1) Demonstrate a thorough knowledge of the Alberta Libraries Act and its regulations, Library Principles, methods and procedures, and carry out responsibilities regarding these areas in a consistent and dependable fashion.
 - 2) Demonstrate the ability to develop and implement library programs to meet the community needs; Conduct surveys to identify issues and determine community needs;
 - 3) Establish and maintain public confidence in the services and programs that the library offers. Day to day administration and operation of the library;
 - 4) Prepare and analyze budgets, financial reports and provide timely and relevant feedback to governing bodies regarding same;
 - 5) Provide suggestions for improvement of services and how to achieve library goals;
 - 6) Provide leadership, training and support for library staff and volunteers; this includes hiring, supervising, and performance management of library staff;
 - 7) Participate in the performance review process and sets personal development goals as required.
- Please complete the following questionnaire with regards to the above stated performance indicators. .

1. Please review your current Job Description. Does it accurately reflect your role and responsibilities? Are there any changes you would like to see implemented?
2. What areas of your performance would you like to develop further? How would you like to accomplish this?
3. Please identify goals you wish to set for yourself in the coming year. How can the Library Board assist you with your improvement plan?
4. (not applicable to 6- month review) How well do you feel that you met the goals set at your last appraisal? Please identify any obstacles that you encountered in reaching your goals. How can the Library Board assist you in overcoming these obstacles?
5. Please use this space for any additional questions or comments.

Section B: To be completed by the Personnel Sub-Committee

1. Please review and comment on the Library Manager's comments from section A.
2. Please comment on the Library Manager's strengths.
3. Please comment on the Library Manager's opportunities for growth.
4. Please identify any obstacles you can foresee in the completion of Library Manager's goals;

Final Summary:

Completed and Reviewed By:

Signed: _____

Date: _____

Signed: _____

Date: _____

Library Manager:

Signed: _____

Date: _____