

FORM 2.15.1 EVALUATION FORM FOR DIRECTOR

MORINVILLE PUBLIC LIBRARY – LIBRARY DIRECTOR

To achieve better working relations, better communications, and increased effectiveness and productivity of the Library Director and the Library as a whole, you are asked to complete this confidential survey regarding the performance of the Morinville Public Library Director. Your open and frank completion of this survey will greatly assist the Chair and Vice Chair of the Library Board of Trustees to deliver a candid and constructive annual evaluation of the Library Director, resulting in a better knowledge of the development needs of that position and determine organizational priorities through increased Board contribution.

All completed performance reviews are to be sealed in the envelope provided and placed in the folder for the Chair of the Board of Trustees of the Morinville Public Library.

We thank you for your participation in this process by providing your valued input.

POSITION RESPONSIBILITIES

1. Demonstrates a thorough knowledge of the Alberta Libraries Act and its Regulations, library principles, methods and procedure and carries out responsibilities consistently and dependably.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

2. Demonstrates the ability to develop and implement library programs to meet the community's diverse needs while establishing and maintaining public confidence in the library services and programs.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

3. Prepares and analyses budgets and financial reports and consistently provides comprehensive reports on the library activities, including suggestions for improvement of services and achieving library goals.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

4. Develops and maintains effective communication with the library community and other organizations and actively promotes the library and its services through representation at community functions, meetings, etc.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

5. Provides a high standard of administrative support to the Board of Trustees, including assisting the Chair in preparation of minutes, agendas, information packages, correspondence, and reports.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

INTERPERSONAL SKILLS

1. Establishes and maintains effective working relationships with other organizations, the Board, staff members, members of the public, and other library and municipal communities.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

2. Gives and receives suggestions in a positive manner and listens effectively while communicating openly, clearly, and concisely.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

3. Contributes to a positive work environment by understanding each employee's need for development and providing cross-training and job rotations.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

4. Displays flexibility in adapting to evolving conditions and reacts to changing needs effectively.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

- Executes policy and procedural changes in a positive manner through leadership in implementation and adherence to policy and regulations.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

LEADERSHIP/SUPERVISORY

- Anticipates and resolves conflicts while offering and soliciting ideas and suggestions for improvements.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

- Recognizes employee contributions and ideas and involves employees in the decision-making process.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

- Sets and maintains work schedules, job descriptions and evaluations of staff members, including plans for ongoing staff development.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

SUMMARY

Please rate your overall perception of the performance of your Library Manager during this assessment period.

Needs Improvement	Satisfactory	Excellent
Comments		

We welcome your comments and suggestions. Your contribution will enable your Library Director and the Board of Trustees to continue to improve the work environment within the library and increase our contribution to the Town of Morinville and the patrons of its Public Library.

The information on this form is collected under Section 33© of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Public Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Public Library at 10119 100 Ave, Morinville, Alberta, T8R 1P8 or (780)939-3292.