

## Library Manager Review

Name \_\_\_\_\_

Period \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

<b>Rating Scale:</b>	<b>E</b>	Exceeds Expectations	Performance exceeds expectations
	<b>P</b>	Proficient	Performance meets expectations
	<b>I</b>	Needs Improvement	Performance does not meet expectations
	<b>N/A</b>	Not Applicable	Not applicable to job performance at this time

**Directions:** Use the above rating scale codes to rate each performance area. Provide supporting comments for a rating of E (Exceeds Expectations) or I (Needs Improvement).

**Note:** The items within each performance area correspond to the items in the list of "Essential Responsibilities" in the "Library Manager Job Description and Contract." It is expected that these tasks/performance areas will be done in collaboration with the Trustees.

Rating	Performance Area
	<p><b>ESSENTIAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>➤ <b>Service to the public</b> <ul style="list-style-type: none"> <li>• Assist patrons with selections, reference, and technology needs</li> <li>• Identify community needs and interests in order to perform routine weeding, repair, and replacement of items as needed</li> <li>• Plan, organize and publicize programs and events for all ages all year round</li> <li>• Reach out to schools, businesses, and other organizations to educate community about resources and to collaborate regarding programming</li> <li>• Engage volunteer assistance in programs</li> </ul> </li> <li>➤ <b>Manager Responsibilities</b> <ul style="list-style-type: none"> <li>• Manage cataloging and storage of the collection and correspondence</li> <li>• Manage inter-library loans and issue library cards</li> <li>• Train and manage substitute employees, pages, and volunteers</li> <li>• Create, maintain, and update educational materials as needed for substitute employees, pages, and volunteers.</li> </ul> </li> </ul>
	<p><b>Comments:</b></p>   <p><b>Needs:</b></p>

Rating	Performance Area
	<b>OTHER RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Assist in identifying sources of outside funding, such as grants</li><li>• Engage with other Town Departments, patrons, community, other libraries and professional groups regarding programs, resources</li><li>• Support library and trustees</li></ul>
	<b>Comments:</b>  <b>Needs:</b>
	<b>INTERPERSONAL AND PROFESSIONAL SKILLS</b> <ul style="list-style-type: none"><li>• Treat all with courtesy, respect, and professionalism</li><li>• Provide clear communication regarding tasks, priorities, and annual reviews</li><li>• Participate in professional meetings, seminars, and conferences to strengthen skills</li><li>• Take initiative, solve problems, effect positive change, and maintain a positive work environment</li></ul>
	<b>Comments:</b>  <b>Needs:</b>
<b>Summary of this year's accomplishments:</b>	

Rating	Performance Area
<b>General comments:</b>	
<b>Goals for next year:</b>	
I have discussed this review with the Trustees. I have read and have received a copy of it. Library Manager Signature _____ Date _____	
Trustee Signature _____ Date _____	