

registration fees or tuition, and room and board may be reimbursed within budgetary limits.

B. Performance Evaluation

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1. Performance evaluations shall be done for all personnel in the month of ~~April~~ October.
 2. The Board shall evaluate the performance of the Director annually. An annual evaluation of the other staff members shall be the responsibility of the Director.
 - a. A self-evaluation form shall be given to the employee prior to the evaluation. The employee must complete this form and return it to the Director within one week.
 - b. Within a month of the receipt of the employee self-evaluation, the Director will provide the employee with a written evaluation. This evaluation will subsequently be discussed with the employee within one week of receipt.
 - c. The Director meets with the Board for review of his/her evaluation.
 3. If an evaluation indicates that the Director is not performing adequately in any area, or if the Director advises the Board a library staff member is not performing adequately, the Board shall be convened to carry out the following steps:
 - a. Within one week of the unsatisfactory evaluation, the employee shall be presented with a written plan to assist with the improvement of performance. The plan shall include a time frame in which to accomplish these improvements and set a date for re-evaluation.
 - b. The employee shall immediately implement the plan.
 - c. On the re-evaluation date, the employee shall be re-evaluated in writing. If the employee does not receive a satisfactory rating, a detailed, written warning, including, if appropriate, the possibility of dismissal, shall be provided to the employee.

The full Board shall review the employee's record and take appropriate action to correct or dismiss the employee.

4. Evaluation Forms

See Appendix B. *(new forms)*

I certify our Board of Trustees adopted the above on May 19, 2021

_____(PRESIDENT) DATE _____

GALWAY PUBLIC LIBRARY ANNUAL PERFORMANCE EVALUATION

Name & Position:

Date:

1. **Patron Services**—Manages patron interactions in a polite and professional manner. Is proactive, goes “above and beyond” to provide excellent patron service.
 Outstanding Needs Improvement
 Solid Performer Not Applicable

2. **Job Knowledge**—Understands the information and responsibilities pertinent to the job and demonstrates necessary expertise and knowledge of technology. Continues to learn, expand knowledge and apply creativity to seek solutions.
 Outstanding Needs Improvement
 Solid Performer Not Applicable

3. **Organizational Skills and Productivity**—Plans and prioritizes work effectively. Coordinates, prepares, and presents projects well and follows through with assignments. Produces quality work and a satisfactory quantity of work. Delivers on time and within budget. Meets deadlines.
 Outstanding Needs Improvement
 Solid Performer Not Applicable

4. **Communication Skills**—Is effective in communicating with others, including co-workers, superiors, or the public, using both verbal and written skills necessary for the job. Listens well. Articulates well. Comprehends and understands information and explanations. Keeps others informed. Shares information.
 Outstanding Needs Improvement
 Solid Performer Not Applicable

5. **Interpersonal skills and professionalism**—Cooperates with peers, team leader, and library director. Is a productive team member. Shows a high of professionalism in person, in email, on the telephone, in language, and in dress. Exhibits initiative and self-direction. Maintains a positive and respectful attitude. Shows enthusiasm about work. Accepts feedback well. Demonstrates loyalty and commitment.
 Outstanding Needs Improvement
 Solid Performer Not Applicable

6. **Reliability and Adaptability** —Dependable. Can be counted on to work as needed to achieve results and/or meet targets within established time frames. Employee complies with the Library’s policies on absence and lateness. Employee is able to adjust to a variety of situations, maintains flexibility
 Outstanding Needs Improvement
 Solid Performer Not Applicable

7. **Management and Leadership Skills**—Manages own area of responsibility without regularly intruding upon the scheduled time of other staff members. Understands the goals and needs of the library and its staff as a whole. Is counted a positive benefit to the staff by others on staff. Gains the respect and trust of fellow staff members.
 Outstanding Needs Improvement
 Solid Performer Not Applicable

8. **Problem Solving and Decision Making**—Anticipates and identifies problems. Uses logic and sound judgment to solve problems and make decisions.

Outstanding Needs Improvement
 Solid Performer Not Applicable

9. **Initiative**—Employee seeks out tasks without being asked and brings new ideas and programs to the library.

Outstanding Needs Improvement
 Solid Performer Not Applicable

Comments:

Outstanding—Performance often exceeds objectives

Solid Performer—Consistently meets objectives

Needs Improvement—Sometimes or often fails to meet objectives

Not Applicable—This factor does not apply based on the requirements of the position.

GOALS FOR THE COMING YEAR (to be completed by Director and employee during review)

By signing this form, you confirm that you have discussed this review with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Galway Public Library Employee's Self-Assessment

We will be meeting to discuss your performance over the past year and to set goals for the next year. Your input is important in order to make an accurate evaluation and appropriate plans.

Please complete and return by: _____

NAME & POSITION:

DATE:

What do you consider your greatest accomplishment(s) over the past year?

What tasks, assignments, or other accomplishments would you like recognized in this performance appraisal?

Do you have any questions about your job responsibilities?

If you could make improvements/changes to your job, what would they be?

What can you do over the coming year to improve your job performance and/or increase your job satisfaction?

Do you have any other concerns you would like to discuss at this meeting?

Please list 2 or 3 goals that you would like to accomplish over the next year.