



Performance Appraisal Process & Timeline - 2017

Tom Sloan, Mid-Hudson Library System Executive Director

For the Period: November 1, 2016 – October 31, 2017

- October 2016
 - Personnel & Planning Committee review and report their recommendations to the MHLS Board regarding: (1) Performance Appraisal Process & Timeline; (2) Performance Appraisal
- December 10, 2016
 - MHLS Board finalizes: (1) Performance Appraisal Process & Timeline; (2) Performance Appraisal
- May 10, 2017 - MHLS Board Meeting
 - Evaluation Process/Timeline and Form Provided in Board Meeting Packet
 - Board Reviews Evaluation Process/Timeline and Form
- August 28, 2017
 - Executive Director Report on Performance Due to Board President
- August 29-September 5, 2017
 - Executive Director Evaluation Form and Report Distributed to All MHLS Board Members
 - Each MHLS Board Member Completes the Form and Returns the Form to MHLS Board President
- September 6-12, 2017
 - Executive Committee and Committee Chairs Review Evaluation Forms Submitted by Board Members and Finalize Evaluation Findings
- September 13, 2017 - MHLS Board Meeting
 - Board Reviews Executive Committee and Committee Chairs Evaluation Findings
 - Board Approves Executive Director's Evaluation
 - Board President and Executive Director Sign Evaluation Form
- October/November 2017 - Personnel & Planning Committee
 - Review Executive Director's 2017 Performance Plan & Process



Performance Appraisal – Report Form for Board Members

Tom Sloan, Mid-Hudson Library System Executive Director

For the Period: For the Period: November 1, 2016 – October 31, 2017

MHLS Executive Director directs, administers and coordinates the planning, development and maintenance of the System and its programs and services established by the Board of Trustees, State Education Law, the System Plan of Service, and State and Federal laws and regulations. The Executive Director serves as strong advocate for libraries at local, state and national levels. The Executive Director acts as advisor and consultant to member libraries.¹

The Performance Appraisal of the Executive Director is conducted annually. The MHLS Board of Trustees is responsible for conducting this Appraisal and each Board member will have the opportunity to participate in the evaluation. The criteria for evaluating the Executive Director are the duties and responsibilities listed in the MHLS Executive Director Position Description.

DUTIES & RESPONSIBILITIES²

1. Board Relationship

- a) Reports to Board of Trustees on all matters pertaining to System policy, finances, other matters of significance and any matter which the Board shall request
- b) Prepares agendas and oversees preparation of reports for the Board meeting packet and/or Board Committee meetings
- c) Attends and participates in System Board meetings (e.g., Board Committee Meetings, Special Meetings)
- d) Keeps Board informed on current regional, state and national library issues and trends as they affect the System, its members or the profession
- e) Facilitates planning and implementation of annual orientation for MHLS Board members

Select 1 Score for this Section:

- 5 () Significantly Exceeds Expectation**
- 4 () Exceeds Expectation**
- 3 () Meets Expectation**
- 2 () Below Expectation**
- 1 () Requires Immediate Improvement**

Comments: _____

¹ MHLS Executive Director Position Description

² Ibid.



2. Fiduciary

- a) Oversees preparation of the annual budget and regular budget reports
- b) Monitors expenses
- c) Insures the fiscal integrity of the System (e.g., balanced budget) including adequate reserve funds for operations, contingencies, and capital maintenance and improvements
- d) Reviews and authorizes contracts
- e) Oversees the annual review of the MHLS Fiscal Policy Manual

Select 1 Score for this Section:

- 5 () Significantly Exceeds Expectation
- 4 () Exceeds Expectation
- 3 () Meets Expectation
- 2 () Below Expectation
- 1 () Requires Immediate Improvement

Comments: _____

3. Plans and Services

- a) Oversees the development, implementation, review and evaluation of the Plan of Service ensuring MHLS service are prioritized and a measurable action plan is implemented for each service
- b) Administers the Direct Access Plan
- c) Coordinates the preparation of reports required by the state, including annual progress reports for the Plan of Service, budget applications, and Technology Plan
- d) Assists member library staff and trustees to better meet the needs of their patrons through the use of MHLS services, as identified in the Plan of Service

Select 1 Score for this Section:

- 5 () Significantly Exceeds Expectation
- 4 () Exceeds Expectation
- 3 () Meets Expectation
- 2 () Below Expectation
- 1 () Requires Immediate Improvement

Comments: _____



4. Leadership and Management

- a) Hires, evaluates and directs System staff and policies
- b) Oversees maintenance and enhancement of physical plant, developing and implementing a MHLS Capital Improvement Plan³
- c) Negotiates and authorizes contracts
- d) Advocates locally, regionally and nationally on behalf of public libraries to increase greater public awareness of libraries, increase community support, and facilitate sustainable funding

Select 1 Score for this Section:

- 5 () Significantly Exceeds Expectation**
- 4 () Exceeds Expectation**
- 3 () Meets Expectation**
- 2 () Below Expectation**
- 1 () Requires Immediate Improvement**

Comments: _____

5. Supervisory

- a) Interviews, hires, and trains subordinate supervisors; Takes responsibility for subordinate's activities; Develops subordinates' skills (e.g., professional development) and encourages growth; Makes self-available to staff
- b) Plans, assigns, and directs staff work; appraising performance; rewarding employees; addressing complaints and resolving problems
- c) Directs disciplining employees (e.g., agreement between CSEA & MHLS regarding discipline, grievance and arbitration)
- d) Oversees personnel policies with the Business Office Manager

Select 1 Score for this Section:

- 5 () Significantly Exceeds Expectation**
- 4 () Exceeds Expectation**
- 3 () Meets Expectation**
- 2 () Below Expectation**
- 1 () Requires Immediate Improvement**

Comments: _____

³ A Capital Improvement Plan (Program), or CIP, is a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.



6. Member and Community Relations

- a) Coordinates the planning, implementation, and evaluation of the MHLS Annual Membership Meeting
- b) Maintains good working relations and open communication with individual member library directors, trustees, government officials, community groups and organizations (e.g., Director’s Association, County Library Associations, Library Visits)
- c) Coordinates with others efforts to collaborate with other library systems on projects that benefit member libraries

Select 1 Score for this Section:

- 5 () Significantly Exceeds Expectation**
- 4 () Exceeds Expectation**
- 3 () Meets Expectation**
- 2 () Below Expectation**
- 1 () Requires Immediate Improvement**

Comments: _____

TOTAL SCORE FOR ALL SIX (6) SECTIONS = _____

- 30 () Significantly Exceeds Expectation**
- 24-29 () Exceeds Expectation**
- 18-23 () Meets Expectation**
- 12-22 () Below Expectation⁴**
- Below 12 () Requires Immediate Improvement⁵**

Summary Comments:

Board Member’s Signature _____

Date: _____

⁴ This rating requires a Needs Improvement Plan

⁵ Ibid.