



# Peterborough Public Library

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**To:** Peterborough Public Library Board of Trustees

**From:** Paul Stern, Chair

**Meeting Date:** September 11, 2018

**Subject:** Report PPL18-050  
Library CEO annual evaluation process

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## Purpose

A report to inform the Library Board on the status of the annual evaluation process for the Library CEO.

## Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-047, dated September 11, 2018, of the Library CEO, as follows:

- a) That the report be received for information;
- b) That the process outlined be adopted by the Board; and,
- c) That an appropriate timeline be determined for the annual evaluation.

## Budget and Financial Implications

There is no budget or financial implications associated with the recommendations of this report.

## Background

A sub-committee of the Board was formed consisting of Board members Dan Moloney, Paul Stern, and Jayne White to discuss the Library CEO annual evaluation process.

The committee examined both the existing job evaluation questions used by the City and the Library CEO job description. Suggested updates were made where necessary, and the following Performance Review form was created for use by the Board (see Appendix A) and the City Liaison (see Appendix B) for the annual review process.

As the former liaison to the City, Ken Doherty, Director of Community Services (retired) was consulted and asked to provide feedback.

Previously, the CEO's annual review was conducted in March, to coincide with their hire date.

Submitted by,

Paul Stern  
Library Board Chair

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Attachments:  
Appendix A - Performance Review Template  
Appendix B - City Liaison Input

**Appendix A - Performance Review Template**

Review Information					
Date of this review: [Date] Annual Review Period: [Date] to [Date]					
Appraising Board Members:					
Reason for completing assessment at this time (check one):					
<input type="checkbox"/> Major Project Completed (please identify): _____ <input type="checkbox"/> Ongoing Development/Assessment (Semi Annual)					
Competencies					
	Expectations				
	Below	Meets	Exceeds	Opportunities for Growth	Examples of How
Develops and maintains healthy relationships with others by working collaboratively, problem-solving collectively and practicing informal leadership in order to achieve common goals.					
Provides vision, strategic direction and effective leadership to library staff, board members and the community.					
Develops and implements operational plans based on the library's strategic plan as well as performs ongoing evaluations to gauge the success of the strategic plan.					
Empowers and supports employees to deliver effective, high-quality library services.					
Establishes effective strategies, initiatives and resources to promote a culture of continuous learning and extemporary service delivery.					
Pursues creative and innovative approaches to library service while anticipating and adapting to change with a sense of optimism and opportunity.					
Cultivates and promotes a health workplace environment.					
Demonstrates professionalism, leadership and decision-making abilities.					
Understands, applies and explains applicable laws in the development of policies and procedures that guide efficient, effective library operations.					

## OTHER:

Working in a growth orientated and achievement model:

What are you learning as you work towards your objective? What have you done to address challenges and enhance your performance?

What value is there in your programs? How do you identify customer service needs and wants for the Library services and programs? Who will assist you in achieving these goals?

Creating links with your strategic directions:

Identify potential partners and community collaborators who will be affected by the implementation of your strategic goal.

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Observation Notes:

Please include any notes that may assist you with providing feedback, support or coaching to the employee or that support your recommendation re: salary benefits. If below expectations have been identified, what are the strategies to improve areas for concern? (e.g. Coaching, Education, other, etc..)

Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B - City Liaison Input**

**Stakeholder Input**  
**Peterborough Public Library – CEO Performance Review**

<b>CEO Name:</b>	<b>Date of Review:</b>
<b>Name of Reviewer:</b>	<b>Department:</b>
<b>Position of Reviewer:</b>	<b>Appraisal Period:</b>

1 = Not meeting Expectations

2 = Meets Expectations

3 = Exceeds Expectations

Performance Indicators	Evaluation			
	1	2	3	N/A
Cultivates a positive relationship by working collaboratively with municipal staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultivates a presence and relationship with Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to expand and deepen municipal leaders' awareness and understanding of the Peterborough Public Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and applies legal standards and requirements for personnel/HR management/union issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and employs basic budget and finance concepts and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to the strategic planning efforts of the municipality and Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates effectively on municipal project teams by demonstrating effective communication and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates professionalism in all interactions with staff and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Collaborative Projects/Activities:				
City Comments:				
PPL Board Representative Comments				
CEO Comments:				