

Township of Douro-Dummer Public Library

Policy Type: **Personnel**

Policy Title: **Performance Appraisal**

Policy Number: **DDPL-Per-011**

Policy Approval Date: Created and Adopted May 2025

Date of Next Review: May 2029

Policy Statement: To provide guidelines for the Douro-Dummer Public Library concerning staff performance reviews by direct supervisors and CEO performance review by the Library Board.

Purpose: Every staff member shall be evaluated in a fair and consistent manner and no negative evaluations will be given as the result of disability or an accommodation plan. The CEO is responsible for evaluating all staff and the Library Board is responsible for evaluating the CEO.

Section 1: Timing of Appraisals

1. For all employees, initial appraisals must take place at the end of the first six (6) months of employment. A successful appraisal at this stage is necessary for continuing employment and progression from probationary status. Ongoing appraisals may take place during the probationary period in order to assist employees experiencing problems and to improve their performance.
2. After the initial appraisal, appraisals will occur annually. For the CEO, the annual appraisal will be conducted following the April or May Board meeting, to review performance from the calendar year prior.

Section 2: Appraisal Methods

3. The employee and supervisor shall complete the formal written appraisal separately and share a copy with each other in advance of their performance review meeting. A copy of the employee's job description is used as reference. See Schedule A for written appraisal form used for all library staff that are not the CEO/ Librarian
4. The performance review meeting is an opportunity for employee and supervisor to ask any questions and make any clarifications about the written appraisal, as well as clarify the employee's written Improvement/ Development Plan
5. The written appraisal is filed in the staff members personnel file, and accomplishment of the Improvement/ Development Plan is assessed at the next annual appraisal. The CEO considers this assessment, and the overall performance review, when recommending an increase of one pay step within the job's pay band at each annual review, beginning at the first annual review which follows the initial appraisal.

Section 3: Appraisal of the CEO

6. The Library Board will evaluate the CEO by the Personnel Committee which includes the Board chair
7. The CEO and Personnel Committee shall complete the formal written appraisal separately and share a copy with each other in advance of their performance review meeting. See Schedule B for the written appraisal form used for the CEO, developed from the Ontario Library Service resources.

8. The Personnel Committee can use the following documents to guide the assessment process of the CEO's appraisal: the Action Plan, the CEO job description, the Strategic Plan.
9. The Action Plan should be completed annually at the start of the year and should
 - Support the strategic directions of the library
 - Set concrete goals and expectations
 - Include agreed upon objectives, which have targeted goals with clear delegation of responsibility, as well as targeted completion dates and status
 - be reviewed and updated throughout the year
10. The written appraisal is filed in the CEO's personnel file, and accomplishment of Performance Objectives is assessed at the next annual appraisal. The Personnel Committee of the Library Board considers the appraisal when recommending an increase of one pay step within the job's pay band at each annual review, beginning at the first annual review which follows the initial appraisal.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

[illegible]

Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning & Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving, Decision Making, Judgement & Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Accomplishments:

Improvement/Development Plans:

Supervisor's Comments:

Employee's Comments:

Employee's Signature

--/--/--

Date

Appraiser's Signature

--/--/--

Date

Schedule B – Appraisal Form for Library CEO

DOURO-DUMMER PUBLIC LIBRARY

PERFORMANCE EVALUATION 2024

CHIEF EXECUTIVE OFFICER

PERFORMANCE SELF-ASSESSMENT

Reflecting on Performance 2024 - Accomplishments

Looking back at your objectives over the past 12 months, describe your accomplishments/successes.

Objective	Accomplishment/Progress

Reflecting on Performance 2024 - Opportunities for Development

Looking back at your objectives and progress over the past 12 months, identify some opportunities for further development.

Area for Development	Impact/Learnings

Looking Forward to 2025 – Goal Setting

Taking into consideration the strategic goals of the Library and your team, identify your personal goals and objectives for the coming year.

Performance Objective	Actions/Measures

Looking into the future – Long Term Goals or Objectives

Taking into consideration the strategic goals of the Library and your team, identify key goals and objectives for the longer term.

Performance Objective	Actions/Measures

PERFORMANCE FEEDBACK

1. Relationship with the Library Board

1 (Needs improvement)

2 (Meets Expectations)

3 (Exceeds Expectations)

- Has established a strong working relationship with the Board
- Demonstrates a respectful understanding of the Board's governance role and supports the Board in its oversight of the Library
- Presents information and recommendations to the Board in a professional, thorough manner
- Communicates ongoing progress with the Board, as well as any updates that may be required between meetings
- Is consistently available to individual Board members whenever necessary
- Supports and contributes to Board training and development on their governance role

EVALUATOR'S COMMENTS:

2. Strategic Vision and Planning

1 (Needs improvement)

2 (Meets Expectations)

3 (Exceeds Expectations)

- Has a challenging and inspiring vision for the future
- Explores future possibilities for the Library
- Works closely with the Board to develop strategic goals for the Library
- Executes strategic priorities and achieves goals established by the Board
- Ensures that Board decisions and policies are communicated to staff along with benchmarks for implementation
- Seeks grants and donations to help fund goals and growth

EVALUATOR'S COMMENTS:

3. Human Resources Management

1 (Needs improvement)

2 (Meets Expectations)

3 (Exceeds Expectations)

- Embraces and supports a safe work environment
- Values differences in individual
- Supports cooperative and productive work relations and an environment of trust and respect.
- Coaches staff towards just and ethical decision making and action.
- Supports the development of staff through ongoing training opportunities

- Sets clear expectations regarding standards of ethical and professional risibility and teamwork
- Ensures a consistently high level of quality in staff work, operational procedures and service delivery
- Acknowledges and recognizes the extra efforts and accomplishments of staff at all levels
- Conducts performance reviews annually

EVALUATOR'S COMMENTS:

4. Organizational Development

1 (Needs improvement) **2** (Meets Expectations) **3** (Exceeds Expectations)

- Oversees the daily operation of the Library
- Ensures efficient organizational structure and operations
- Organizes and delegates work effectively
- Effectively provides oversight on priorities and ensures accountability for all staff
- Demonstrates a detailed understanding of the Library's financial situation
- Reports financial results to the Board in a timely, accurate fashion
- Ensures that the library operations comply with legal requirements
- Establishes and maintains effective working relationships with Township staff.
- Seeks assistance from Ministry and/or township resources as required

5. Interpersonal Skills and Leadership

1 (Needs improvement) **2** (Meets Expectations) **3** (Exceeds Expectations)

- Maintains a personable and professional image that reflects positively on the Library and encourages trust from patrons
- Demonstrates empathy regarding others and exhibits concern for everyone as individuals
- Exercises good judgment in dealing with sensitive issues between individuals and between groups in the community
- Models an environment of respect and valuing of all employees and patrons.
- Pursues professional development opportunities

Committee Final Comments:

CEO Final Comments: