



Performance Appraisal

Tom Sloan, Mid-Hudson Library System Executive Director

For the Period: November 1, 2013 – October 31, 2014

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

- 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
- Attends and participates in System Board meetings (e.g., Board Committee Meetings, Special Meetings)
- Prepares agendas and oversees preparation of reports for the Board meeting packet and/or Board Committee meetings
- Keeps Board informed on current regional, state and national library issues and trends as they affect the System, its members or the profession

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

- Oversees preparation of the annual budget and regular budget reports
- Monitors expenses
- Insures the fiscal integrity of the System (e.g., balanced budget)
- Reviews and authorizes contracts

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

- Oversees the development, implementation, review and evaluation of the Plan of Service; Administers the Direct Access Plan; Engages in the development, review and implementation of the Library System Technology Plan; Coordinates with others and prepares the reports required by the state, including annual progress reports for the Plan of Service, budget applications, and Technology Plan
- Engages in assisting member libraries in developing collections designed to meet the needs of patrons, considering new technologies and formats in addition to traditional formats
- Engages in developing professional development and continuing education opportunities for member libraries to proactively meet current and future challenges, with a particular focus on support of and development opportunities for directors, including the orientation of new directors
- Engages in consulting and development services designed to meet the varying needs expressed by member libraries, including administrative, personnel, board development issues

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

- Hires, evaluates and directs System staff and policies
- Oversees maintenance and enhancement of physical plant and vehicles
- Negotiates and authorizes contracts
- 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

- Interviews, hires, and trains subordinate supervisors; Takes responsibility for subordinates' activities; Develops subordinates' skills (e.g., professional development) and encourages growth; Makes self available to staff
- Plans, assigns, and directs staff work; appraises performance; rewards employees; addresses complaints and resolves problems
- Directs disciplining employees (e.g., agreement between CSEA & MHLS regarding discipline, grievance and arbitration)
- 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: _____



6. Member and Community Relations

- Engages in coordinating the effort to identify, develop and provide an integrated system of communication
- 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)
- Coordinates with others efforts to collaborate with other library systems on projects that benefit member libraries
- Serves as strong advocate for libraries at local, state and national levels

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 Expectation³**
- Below 12 () Requires Immediate Improvement⁴**

Board President’s Summary Comments:

Executive Director’s Summary Comments:

Board President’s Signature _____ **Date:** _____

Executive Director’s Signature _____ **Date:** _____

³ This rating requires a Needs Improvement Plan

⁴ Ibid.