(PRINT ON LETTERHEAD OR WITH LIBRARY LOGO AT TOP OF FIRST PAGE)

**Probationary Performance Appraisal – FY 2023**

**Executive Library Director – Slaven Lee**

**Missoula Public Library Mission:** *Missoula Public Library welcomes all people in pursuit of their freedom to read, learn, and discover. We shall act as a leader in library services. We will provide cultural, recreational, and educational programs and materials, including new advancements as they become available.*

This **probationary performance appraisal** will be conducted at or before six months’ employment and conducted annually thereafter by the Missoula Public Library Board of Trustees.

The following performance rating scale with points associated with each rating is utilized:

**Outstanding (5)** – Contributes overall extraordinary results well beyond what is expected of the position and makes remarkable contributions to their team and the organization. Exhibits exceptional effective work behaviors.

**Exceeds Expectations (4)** – Consistently contributes significantly above what is expected of the position and makes important contributions to their team and the organization, including continuous improvements. Substantially exhibits effective workplace behaviors.

**Meets Expectations (3)** – Consistently makes meaningful contributions to their team and the organization. Employee has met, or at times exceeded, overall expectations regarding role accomplishments in terms of quality, quantity, and timeliness. Consistently exhibits effective workplace behaviors.

**Needs Improvement (2)** – Employee has been inconsistent in achieving expected performance level and typically requires more guidance than necessary. May have demonstrated behaviors inconsistent with expectations. Has not been reliable at times and needs improvement.

**Unacceptable (1)** – Employee consistently underperforms and has provides inadequate value to their team and the organization. A Performance Improvement Plan may be considered at this time.

**Not Observed** **(N/O)** – There may be times that board of trustee members or those providing input have not observed specific duties of the role of Executive Library Director.

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| **ESSENTIAL FUNCTIONS**  The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive. | **SCORE**  **(**From first page of this document – 5, 4, 3 2, 1, or N/O) |
| **Function #1:** Builds and maintains positive and effective relationships with key stakeholders including Board of Trustees, Public Library Foundation, Friends of the Public Library, library in-house partners (AUOR, or All Under One Roof partners), local government leaders, business leaders, and non-profit organizations. Respects the individuality and diversity of others. |  |
| **Board Comments:** | |
| **Library Executive Director Comments:** | |
| **ESSENTIAL FUNCTIONS**  The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive. | **SCORE**  **(**From first page of this document – 5, 4, 3 2, 1, or N/O) |
| **Function #2:** Either directly or through subordinate supervisors leads staff in accordance with human resources policies and/or collective bargaining agreement including hiring, training, evaluating, and disciplining in accordance with policies. Mentors and develops a strong leadership team. Delegates authority and responsibility appropriately. Is approachable and able to problem solve with staff. |  |
| **Board Comments:** | |
| **Library Executive Director Comments:** | |

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| **ESSENTIAL FUNCTIONS**  The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive. | **SCORE**  **(**From first page of this document – 5, 4, 3 2, 1, or N/O) |
| **Function #3:** Demonstrates knowledge of current state-of-the-art service delivery, technical processes, and library automation and management. Make adjustments as needed to accommodate significant changes in demand. Consults effectively with the board, foundation, academic institutions, citizens, and community groups as appropriate. |  |
| **Board Comments:** | |
| **Library Executive Director Comments:** | |
| **ESSENTIAL FUNCTIONS**  The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive. | **SCORE**  **(**From first page of this document – 5, 4, 3 2, 1, or N/O) |
| **Function #4:** Has become knowledgeable about the library’s budget. Identifies potential revenue sources and works with the board on financial objectives. Prepares monthly financial reports for board review. Works with Public Library Foundation to support donor stewardship, establish new donor relationships, and assist in implementation of fundraising activities. Seeks and prepares appropriate grant funding. |  |
| **Board Comments:** | |
| **Library Executive Director Comments:** | |
| **ESSENTIAL FUNCTIONS**  The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive. | **SCORE**  **(**From first page of this document – 5, 4, 3 2, 1, or N/O) |
| **Function #5:** As part of a public presence, attends bi-annual meetings of the Montana Shared Catalog Consortium. Participates in regional and state-wide professional associations. |  |
| **Board Comments:** | |
| **Library Executive Director Comments:** | |

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| **ESSENTIAL FUNCTIONS**  The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive. | **SCORE**  **(**From first page of this document – 5, 4, 3 2, 1, or N/O) |
| **Function #6:** Miscellaneous. This may include ideas for goals, progress toward establishing a strategic plan, future partnerships, use of the library building, fundraising ideas, etc. | *No score needed for this function.* |
| **Board Comments:** | |
| **Library Executive Director Comments:** | |

**Signed and acknowledged:**

This probationary performance appraisal was given to the Library Executive Director on .

(Date)

Board Chair Signature Date

Slaven Lee, Library Executive Director Date

Send a signed copy of the evaluation to the Missoula County Human Resources Director.