

EPL CEO Performance Appraisal Evaluation

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Please identify your relationship to the CEO: Board Member Direct Report to CEO CEO

I understand and agree to above privacy statement

CEO Evaluation Rating Scale

LEVEL	DESCRIPTION	ADDITIONAL INFORMATION
5	Outstanding	Performance consistently and significantly exceeds expectations in this area.
4	Excellent	Performance frequently exceeds and surpasses requirements or standards for effectiveness in this area.
3	Successful	The CEO consistently meets the requirements or the standards in this area. Results are what are expected of a fully qualified and experienced individual in this area.
2	Needs Improvement/Developing	Meets some but not all requirements or standards for effectiveness in this area.
1	Unsatisfactory	The CEO does not meet the minimum requirements or standards for effectiveness in this area. Further development in this area is needed.
NA	No Answer	Unable to rate due to insufficient time to observe or limited knowledge of area being assessed.

Leadership and Strategic Direction	Rating					
	5	4	3	2	1	NA
1. In conjunction with the Board of Trustees leads strategic planning activities to establish EPL's long- range goals, objectives, and funding requirements.						
2. Provides strategic leadership and vision to EPL and its staff establishing and delivering excellent public library services, strategically managing human, financial, information and other resources to achieve business results.						
3. Leads and provides executive oversight to the development and execution of the Library's Business Plan, policies, procedures, and business practices.						
4. Nurtures a culture of engagement, openness, and innovation that focuses on fulfilling EPL's mission, vision and business plan. Cultivates high performing executive and senior leadership teams in a values-based culture.						
5. Fosters a successful human resources strategy to recruit and retain competent and engaged employees committed to corporate values and excellent customer service that includes staff leadership development and other continuous learning opportunities.						
6. Builds and sustains trust in the Library through collaboration, openness, stewardship, accountability, and respect.						

7. Directs the development, assessment, and communication of organizational performance through performance indicators that measure the accomplishment of the Library's Strategic Directions and inform the success of EPL's programs, services, and operations.						
8. Ensures EPL has a comprehensive and effective policy framework that meets all legal and regulatory requirements, as well as effectively mitigates organizational risk.						
9. Cultivates the development and implementation of a comprehensive marketing and communications strategy that enhances the Library's public image and increases awareness and participation in services.						
10. Overall Rating of Leadership and Strategic Direction	5	4	3	2	1	NA

Financial Leadership and Oversight	Rating					
	5	4	3	2	1	NA
1. Directs the strategic financial management of the Library, including budgeting, forecasting, reporting and audit to ensure sustainability along with appropriate and accurate risk identification and management.						
2. Oversees the preparation of Library budgets (operating and capital) and financial planning for the Library for Board approval, ensuring realistic reflection of the anticipated expenditures of the Library. Prepares and presents Library budgets (operating and capital) for City Council approval, including statistical reports, cost analysis and other advocacy tools as required.						
3. Provides executive oversight of operating and capital expenditures and conducts the affairs of the Library within approved budgets.						
4. Directs the preparation and establishment of the Library's multi-year Capital Plan and priorities for Board approval.						
5. Ensures the Library's vision and interests are prioritized and represented for new construction and facility renovation and/or expansion.						
6. Ensures the effective deployment and stewardship of EPL assets and resources to achieve established goals and objectives.						
7. Oversees development and implementation of robust fund development program for the Library; maintains and establishes relationships, meets with prospective donors and government and other funders and reports quarterly to the Board on fundraising progress.						
8. Overall Rating of Financial Leadership and Oversight	5	4	3	2	1	NA

Library Advocate and Ambassador	Rating					
	5	4	3	2	1	NA
1. Advocates and appropriately positions EPL by representing the Library in a broad range of settings and interactions with decision-makers, representatives of the library community, City of Edmonton, provincial, municipal, and national elected officials, the broader Edmonton community and other EPL partners.						
2. Represents EPL in discussions and/or negotiations for the purpose of collaboration, partnering and/or relationship building with external organizations in the broader community with the goal of achieving the Library's vision and goals.						

3. Tells the EPL story in a variety of public forums including the media, public presentations to decision-makers and/or community organizations/agencies, guest lectures and through attendance at public and/or corporate events.						
4. Represents the Library on external boards, committees and advisory teams as appropriate, including, but not limited to, the Metro Edmonton Federation of Libraries, School of Library and Information Studies Admissions Advisory Committee, and association boards and committees.						
5. Develops and maintains positive working relationships with external stakeholders in the business, political and government communities, including City Council, City Administration, Alberta Municipal Affairs and CSU 52.						
6. Overall Rating of Library Advocate and Ambassador	5	4	3	2	1	NA
Board Relations (to be completed by Trustees only)	Rating					
	5	4	3	2	1	NA
1. Works with the Board and Committee Chairs to support them in fulfilling their governance function, facilitating optimal performance by the Board.						
2. Builds and nurtures trust with the Chair and other Trustees through open communication, collaboration, stewardship, accountability, and respect.						
3. With the Board Chair, supports Board focus on strategic thinking and priorities and board governance development providing support, information, and resources.						
4. Provides information, expertise, and advice to support the Board of Trustees in areas such as planning, policy development, board recruitment and orientation, budgeting, and issues management, supporting Board decision-making.						
5. Represents and communicates the Board's philosophies and directions to the organization, interpreting and implementing them as required.						
6. Recommends and develops new governance policies and policy revisions for approval by Board of Trustees.						
7. Prepares regular CEO and other reports including the Annual Report.						
8. Provides information, expertise and advice to support decision-making by the Board of Trustees and ensures that the Board is well informed.						
9. Partners with the Board to ensure that Board practices and policies are in accordance with all relevant legislation including Human Rights, the Alberta Libraries Act, the Labour Relations Act, and the Employment Standards Act.						
10. Overall Rating of Board Relations	5	4	3	2	1	NA

CEO Annual Goals and Business Plan	Rating					
Overall, and keeping unanticipated challenges and timeframes in mind, the CEO has achieved the goals and Business Plan actions outlined in this performance appraisal period.	5	4	3	2	1	NA

Overall CEO Performance Appraisal Rating	Rating					
	5	4	3	2	1	NA

Specific Strengths and Successes:
Areas Requiring Further Development:
Additional Comments: