

## Kentucky Library Association Executive Secretary Performance Appraisal, 2008

The KLA Executive Committee will use this performance appraisal when considering contract renewal with the Executive Secretary. Only a representative sample of duties is listed. Please refer to the noted Agreement sections for a complete list of duties.

**Scoring System:** 5-Excellent; 4-Very Good; 3-Average; 2-Fair; 1-Poor; N/O – Not Observed

Responsibility	Voting Board Members' individual scores												Average Score
<p><b>Acts as an office manager for KLA: Agreement sections 1(a), 1(c), &amp; 1(i)</b> Operates a state office for KLA; Provides general office management and services including but not limited to collecting permanent records, managing correspondence, accepting meeting and seminar reservations and assisting in the design and implementation of brochures and other promotional materials; Assists with KLA web site and listserv as requested.</p>	5	5	n/o	5	5	5	5	5	5	4	5	5	4.90
<p><b>Acts as a business manager for KLA: Agreement sections 1(s) 1(e) &amp; 1 (i)</b> Assists with preparation of the annual budget; Receives and deposits money, pays bills, maintains accurate records of all financial transactions; Prepares, compiles and submits financial reports to appropriate agencies; Distributes section membership monies; Handles financial affairs for all Round Tables, Committees and such Sections as choose to avail themselves of this service; Acts as business manager for <i>Kentucky Libraries</i> and KLA newsletter <i>Infocus</i>.</p>	5	5	4	5	5	5	5	5	5	5	5	5	4.91
<p><b>Acts as a membership coordinator for KLA: Agreement section 1(h)</b> Processes memberships and renewals; Maintains an up-to-date membership roster and mailing lists; Provides membership lists and mailing labels to sections and round tables; Sends mailing labels on request and in accordance with KLA Policy; Assists with promotion of growth in the membership of KLA; notifies Membership Chair, Section and Round Table Chairs of expiring memberships.</p>	5	4	4	5	5	5	4	n/o	4	4	5	5	4.54

**Comments:**  
 → "Tom is very prompt with answering phone calls and emails and it is appreciated."  
 → "I think Tom does a nice job for as many groups that he works with. I have been very happy with his work. He is very nice and friendly when dealing with the public and various issues that come up especially at conference time."  
 → "He's a 'go-to' guy."  
 → "Tom has always appeared to have all our paperwork in order; rooms are reserved for meetings; and correspondence is always up to date. He has also been a big help in preparation for the annual conference, particularly with the support of securing exhibitors."

**Comments:**  
 → "As a member of the Audit Committee I can attest to the financial information being in order and accessible to the committee."

<p><b>Assists with KLA Annual Conference: Agreement section 1(j)</b>  Investigates conference sites and negotiates contracts; Acts as conference treasurer including registration, hotel services and meeting arrangements; Coordinates conference exhibits including vendor recruitment, activities and set up; Prepares, prints and mails registration forms; prepares and prints conference programs; Coordinates all hotel, meeting space and meal arrangements.</p>	5	5	4	5	5	5	5	5	5	5	4	5	5	<b>4.83</b> <b>Comments:</b> → “Although I wish we could further investigate other cities.” → “Tom should be commended for taking the adding responsibility of the conference this year.” → “Tom has been invaluable to me this year. He always looks out for the best interest of KLA.” → “Thank goodness for Tom. I’d be <u>impossible</u> to do it all ourselves” → “From my limited observation perspective, Tom seems to have been a good support in this area.”
<p><b>Serves as an Advisor to KLA: Agreement sections 1(b), 1(f), 1(g) &amp; 1(k)</b>  Makes available to KLA the experience garnered from representing other associations; Provides general advice and guidance to the Executive Committee, Board of Directors and Round Tables as requested; consults with them regarding problems, concerns, and activities of KLA; Attends all meetings of the KLA Board and Executive Committee; assists with and attends other KLA meetings as requested; Presents an oral report at Board and Business Meetings.</p>	5	4	4	5	5	5	5	5	5	5	5	5	5	<b>4.83</b> <b>Comments:</b> → This is the area in which I have had the most interaction with Tom, and this experience has been largely positive. As a newcomer to the board, I feel confident in accepting his advice and guidance on various matters. He seems to be quite forthright – presenting all options and offering recommendations when he feels it is appropriate.”
<p><b>Acts as a representative of KLA: Agreement sections 1(m), 1(n) &amp; 1(o)</b>  Is knowledgeable about the Kentucky Library Association and about libraries in general; Presents a positive image of and for libraries and librarians; Maintains liaison with national and regional associations; Monitors legislative action of the state legislature and informs KLA of relevant legislation; takes appropriate action as directed.</p>	4	4	n/o	5	5	5	5	5	n/o	5	5	5	<b>4.80</b> <b>Comments:</b> → “Not sure about work as liaison with SELA or ALA” → “He has worked well this year with SELA and ARL. He also attended ALA in June and was at the Chapter Relations meeting.” → “I really have no way of assessing him in this category.” → “I have served on the Board on multiple occasions and ALWAYS find Tom to be incredibly helpful & on top of all things related to libraries from the local to the national level. His knowledge & involvement are a huge asset to KLA.”	
<p><b>Other Comments, not specific to any of the responsibility questions:</b>  → “Tom is a huge asset to KLA, its officers and members. He and his staff do a wonderful job.”  → “Based on my ~ 9 months as _____, I commend Tom for his excellent performance. He has responded quickly and accurately to all of my requests. At KLA Board meetings, he is prepared and informed. I have no complaints and look forward to working with him in the coming months.”  → “Every year that I have attended ALA’s chapter relations meetings and leadership orientations I hear some sort of horror story from a state that has contracted with a bad management company. KLA is so incredibly fortunate to have Tom and all the experience &amp; knowledge that he brings to our organization.”</p>														