

## **Appendix A - Evaluations of Paid Staff**

### **MPLA Executive Secretary**

#### **Performance Areas:**

##### **Administration – 30%:**

1. Establishes and maintains official MPLA mailing address.
2. Maintains bulk mail permit.
3. Responsible for maintaining membership records and mailing materials to members.
4. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA states publication notification of the *MPLA Newsletter*.
5. Sets rates for subscriptions and advertising for the newsletter in consultation with the Newsletter Editor and the Administration Committee.
6. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
7. Gives one-year membership to each conference exhibitor and in negotiation with each state for joint conferences, give consideration to providing each exhibitor with a free banquet ticket.
8. Maintains the current membership file, including a mailing list for the *MPLA Newsletter*.
9. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the *MPLA Newsletter*, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
10. Emails the conference issue of the *MPLA Newsletter* to membership no later than two months prior to the first date of the annual conference as the official "Call to Conference."
11. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
12. Secures and forwards all membership records to MemberClicks and deposits dues collected at the annual conference

##### **Finance – 30%:**

1. Functions as the Fiscal officer of the Association.

- a. Receives and accounts for all monies due and spent by the Association.
  - b. Provides a quarterly printout of MPLA financial transactions (income/expenditures) to both the President and Chair of the Administration Committee.
  - c. Provides Budget reports at Board meetings.
  - d. Deposits all receipts in the Association bank or investment accounts, within two weeks of receipt.
  - e. Maintains a money market account for the Association .
  - f. Pays promptly all bills authorized by the Executive Board.
  - g. Maintains paperwork necessary for 501(c)3 reports and incorporated status.
  - h. Serves as a member ex-officio of the Administration Committee.
2. Sets rates for subscriptions and advertising for the newsletter in consultation with the *Newsletter* Editor and Administration Committee.
  3. Aids the Administration Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Executive Board.
  4. Reports on the financial and membership status of the Association at all Executive Board meetings.
  5. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.
  6. Receives the financial report of the Conference Chair and distributes it to members of the Executive Board.

**Board Liaison – 25%:**

1. Serves ex-officio as a non-voting member of the Executive Board.
2. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
3. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the *MPLA Newsletter*, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
4. Receives the reports of the Nominating Committee indicating Association candidates for officer positions, no later than four months prior to the first date of the annual conference at which elections are to be concluded

**Overall Performance – 15%**

1. Timeliness of response to questions, correspondence, etc.
2. Maintains cooperative relationships with members of the Board, Committee chairs, paid staff, MPLA members and state associations

**Rating Code**

**4.5 - 5      Significantly Exceeds Expectations**

Consistently exceeds the performance standard and produces outstanding achievements

**3.5 – 4.49      Exceeds Expectations**

Performance consistently exceeds the performance standards

**2.5 – 3.49      Fully Meets Expectations**

Performance meets all and sometimes exceeds performance standards

**1.5 – 2.49      Meets Most Expectations**

Most performance standards are met, however, development and/or improvement is required.

Performance improvement planning is necessary in some areas.

**1.0 – 1.49      Does Not Meet Expectations**

Fails to meet the performance standards. Performance improvement is essential for continued employment.

**MPLA Staff Evaluation Form**

**Executive Secretary**

Function/Attribute		Rating			
	Significantly exceeds	Exceeds	Fully Meets	Meets Some	Does Not Meet
Administration					
Finance					
Board Liaison					
Overall performance					

Please comment on specific areas of excellence:

Please comment on specific areas of concern:

## **MPLA Newsletter Editor**

### **Newsletter Editor – Performance Areas**

#### **Administration – 10%**

1. Attends Board meetings and conferences
2. Serves as an ex-officio member of the Board
3. Submits reports to the Board at each meeting.
4. Provides the Executive Secretary with a list of national, regional, and other library publications to which the newsletter should be sent.

#### **Finance – 5%**

1. Manages newsletter advertising accounts and submits an annual report to the Board.
2. With the Executive Secretary and Administrative Committee, sets advertising rates for the newsletter based on rates for similar publications.

#### **Newsletter Publication – 50%**

1. Edits the *MPLA Newsletter* on a bimonthly basis, sending an electronic version to the Webmaster for poster on the association web pages.
2. Ensures that the *MPLA Newsletter* is professional-looking and aesthetically pleasing, incorporating photos and copy which captures the spirit of MPLA.
3. Works with MPLA Webmaster on coordination of photos and news releases between the two communication methods.

#### **Board Liaison – 10%**

1. Works with the planning committee of the joint conference state to produce a preliminary conference program for the *MPLA Newsletter*.
2. Communicates with State Association Representatives to obtain newsletter and publicity copy.
3. Maintains positive working relationship with Executive Secretary, members of Executive Board, state association executive secretaries, advertisers, and joint conference planning committees.

**Overall Performance – 25%**

1. Timeliness of publication.
2. Cooperative relationships with members of the Board and state associations.

**Rating Code**

**4.5 - 5            Significantly Exceeds Expectations**

Consistently exceeds the performance standard and produces outstanding achievements

**3.5 – 4.49       Exceeds Expectations**

Performance consistently exceeds the performance standards

**2.5 – 3.49       Fully Meets Expectations**

Performance meets all and sometimes exceeds performance standards

**1.5 – 2.49       Meets Most Expectations**

Most performance standards are met, however, development and/or improvement is required.

Performance improvement planning is necessary in some areas.

**1.0 – 1.49       Does Not Meet Expectations**

Fails to meet the performance standards. Performance improvement is essential for continued employment.

**MPLA Staff Evaluation Form**

**Newsletter Editor**

Function/Attribute		Rating			
	Significantly Exceeds	Exceeds	Fully Meets	Meets Some	Does not Meet
Administration					
Finance					
Newsletter Publication					
Board Liaison					
Overall Performance					

Please comment on specific areas of excellence:

Please comment on specific areas of concern:

## **MPLA Webmaster**

### **Webmaster - Performance Areas:**

#### **Administration- 15%:**

1. Serves as an ex-officio member of the Board.
2. Submits reports to the Board at each meeting
2. Maintains web page statistics and analyzes use patterns.
4. Stays current with web techniques.

#### **Web Page Maintenance – 50%:**

1. Organizes and designs the site
2. Produces a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
3. Adapts content to web format
4. Establishes and maintains links to other sites and specific resources on other sites, including ALA, State library associations in the MPLA region and the annual conference
5. Regularly adds updated job line postings, photos of MPLA activities, all reports submitted to the Board at regular meetings, current *MPLA Newsletter*.
6. Maintains electronic archive of *MPLA Newsletter* and other Board documents.
7. Posts new, updated and revised material identified or created by the Communications Committee.

#### **Board Liaison – 10%**

1. Advises the Executive Board and the Communications Committee about emerging technologies, applications and additional uses for the website.
2. Analyzes traffic statistics and use.
3. Assesses new techniques and trends and suggests enhancements and improvements.
4. Attends MPLA Executive Board meeting and annual conferences.
5. Serves as ex officio member of the Communications Committee.

**Overall Performance – 25%:**

1. Posts new information in a timely manner.
2. Maintains a cooperative relationship with the Board, the Executive Secretary, the Newsletter Editor and all Committee chairs.

**Rating Code**

**4.5 - 5      Significantly Exceeds Expectations**

Consistently exceeds the performance standard and produces outstanding achievements

**3.5 – 4.49      Exceeds Expectations**

Performance consistently exceeds the performance standards

**2.5 – 3.49      Fully Meets Expectations**

Performance meets all and sometimes exceeds performance standards

**1.5 – 2.49      Meets Most Expectations**

Most performance standards are met, however, development and/or improvement is required.

Performance improvement planning is necessary in some areas.

**1.0 – 1.49      Does Not Meet Expectations**

Fails to meet the performance standards. Performance improvement is essential for continued employment.

**MPLA Staff Evaluation Form**

**Webmaster**

Function/Attribute		Rating			
	Significantly Exceeds	Exceeds	Fully Meets	Meets some	Does not Meet
Administration					
Web Page Maintenance					
Board Liaison					
Over Performance					

Please comment on specific areas of excellence

Please comment on specific areas of concern:

## **Systems Administrator**

### **Systems Administrator – Performance Areas: Administration – 15%**

1. Serves as an ex-officio member of the Board.
2. Submits reports to the Board at each meeting
3. Jointly with the Communications Committee manages the website, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.

### **Administration – 15%**

1. Serves as an ex-officio member of the Board.
2. Submits reports to the Board at each meeting
3. Jointly with the Communications Committee manages the website, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.

### **System Management – 50%**

1. Responsible for managing website
2. Configures and manages web hosting server for the MPLA website
  - Selects and arranges for web hosting.
  - Develops and manages the data and application backups.
  - Troubleshoots server problems and resolve issues utilizing the web-host's support system
3. Installs, maintains, and configures all website applications.
4. Maintains ongoing communication with webmaster and executive board members

### **Board Liaison – 10%**

1. Serves ex-officio as a non-voting member of the Communications Committee.
2. Attends Executive Board meetings by invitation from the President.
3. Serves as a resource to all committees and Webmaster.



**Overall Performance – 25%**

1. Performs all activities in a timely manner.
2. Maintains a cooperative relationship with the Board, the Webmaster and all Committee Chairs.

**MPLA Staff Evaluation Form**

System Administrator

Function/Attribute		Rating			
	Significantly Exceeds	Exceeds	Fully Meets	Meets Some	Does not Meet
Administration					
System Management					
Board Liaison					
Overall Performance					

Please comment on specific areas of excellence

Please comment on specific areas of concern: