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[www.pueblolibrary.org](http://www.pueblolibrary.org)

Rawlings Library  
Barkman Library  
Giodone Library  
Greenhorn Valley Library  
Lamb Library  
Library @ the Y  
Lucero Library  
Pueblo West Library

**Community Satellites:**

Avondale School  
Beulah School  
Colorado State University-Pueblo Library  
Pueblo Community College Library

Date: November 1, 2018

To: All Employees

From: Jon Walker, Executive Director

A dedicated committee of employees has been working over the course of the last two years as members of the PCCLD Performance Evaluation Review Committee. The committee was appointed on an ad hoc basis in March 2017 to take up the important work of examining PCCLD's employee performance evaluation system. The group's charge was to conduct research and to review and make recommendations regarding the employee performance evaluation system. Now the committee's work has concluded and I have received the committee's recommendations.

I am happy to be able to respond positively to the suggestions of the committee, as follows. In coming months, PCCLD will:

- Implement a 5-point rating scale on the employee performance evaluation form, changing from the current 3-point scale.
- Update and improve the Walk Around the Block forms and process, and provide additional and ongoing training for same.
- Clarify individual job criteria, standards of performance, and guidelines for individual job goal setting.
- Schedule annual manager meetings to review performance evaluation processes and evaluation criteria.
- Provide training meetings for all employees on PCCLD compensation philosophy and performance review practices.
- Replace the Merit Bonus program with a more meaningful recognition of individual outstanding job performance.

These upcoming steps will be overseen by members of PCCLD's administrative team and Human Resources.

I hope you will join me in appreciation of the dedicated efforts of the members of this committee, whose work, which is now completed, has led to a number of important proposals to help ensure PCCLD continues to build upon its winning workplace in order to help provide the best possible public library service to our community.

**Committee members:**

Terri Daly, Human Resources, Chairperson  
Kayci Barnett, Giodone Library  
Daniel Gaghan, Technical Services/Collection Development  
Natalie Gallegos, Rawlings Library, Youth Services  
Sharon Rice, Greenhorn Valley Library