

## Individual Board Member Assessment

	Good	Just OK	Needs Work	Don't Know
<b>Governance</b>				
1. I fully support and accept the <b>mission of the library</b> .				
2. I have a copy of, and have read the <b>bylaws</b> . I ensure the bylaws are followed in all dealings and activities.				
3. I know the <b>library laws</b> as they apply to my library.				
4. I understand, accept, and take personal responsibility for achieving the <b>annual budget</b> .				
5. I actively serve on at least one <b>Board committee</b> .				
6. I <b>advocate</b> for the organization within my personal sphere of influence.				
7. I use every opportunity to <b>inform civic groups and public officials</b> of the services and needs of my library, and its value to the community.				
8. I have frequent contact with my State Senator and Representative concerning <b>library legislation</b> .				
9. I know how my library measures up to the <b>State and National standards</b> and I use that information to advocate for my library.				
10. I <b>support and assist</b> staff only as requested and required.				
11. I participate in short and long range <b>planning activities</b> .				
12. I have studied and use for reference, the <b>PA Getting on Board Trustee Manual</b> .				
13. I participate respectfully in Board discussion to achieve <b>informed and fair votes</b> .				
14. Once the Board votes on an issue, I commit to <b>support the decision</b> .				
15. I understand that I have <b>no authority</b> apart from the full Board and cannot act on behalf of the Board <b>without being authorized</b> .				
16. I know when my library was established and highlights of its <b>history</b> .				
17. I ensure that <b>annual goals</b> are met where my personal responsibility has been identified.				
<b>Financial Management</b>				
18. I am thoroughly familiar with the library's <b>budget</b> and the <b>budget process</b> .				
19. I am thoroughly familiar with the <b>sources of library funds</b> , including city, county, and state.				
20. I am thoroughly familiar with the <b>Maintenance of Local Financial Effort</b> from the local government.				
21. I make and recruit an <b>annual financial gift</b> to meet or exceed the established Board giving policy.				
22. I attend and secure financial support for all <b>special fundraising events</b> .				
23. I have considered designating (or have implemented) a <b>planned gift</b> .				
24. I understand the <b>financial reports</b> .				
25. I ensure <b>timely reporting</b> to local, state, and federal regulatory bodies.				

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<b>Library Services</b>				
26. I am thoroughly familiar with the library <b>website</b> and <b>online resources</b> .				
27. I <b>visit</b> my library frequently enough to be thoroughly familiar with the collections, programs, and services offered.				
28. I <b>support</b> my library director in efforts to provide excellent public service and programs to meet the wide-ranging needs of the community.				
29. I am thoroughly familiar with the <b>collection development policy</b> .				
30. I am thoroughly familiar with and fully support the principles of <b>Intellectual Freedom</b> .				
<b>Administrative</b>				
31. I <b>attend</b> all regular and special meetings of the Board unless excused in advance.				
32. I <b>arrive</b> on time for meetings.				
33. I come to all regular and special meetings <b>prepared</b> , having reviewed minutes, financials, and other documents.				
34. I attend at least one <b>library conference or workshop</b> every two years.				
35. I attend and participate in the annual planning <b>retreat</b> .				
36. I respect the <b>chain of command</b> in all dealings with staff and other Board members.				

Things I can do to strengthen my Individual Board performance:

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## Overall Library Board Assessment

	Good	Just OK	Needs Work	Don't Know
<b>Governance</b>				
1. We support and accept the library's <b>mission</b> .				
2. We review the library's mission statement, policy manual, and bylaws regularly.				
3. We ensure that the library's mission is the guiding principle in all decisions we make.				
4. We abide by the bylaws in all dealings and activities.				
5. We understand the Duties of Care, Loyalty, and Obedience.				
6. We have strong Board development strategies, including a nominating committee, an orientation program, and an annual planning retreat.				
7. We operate with strong committees who have action and, reporting procedures and accountability, with appropriate membership and expertise.				
8. We respect and act on the recommendations of committees/task forces.				
9. We develop and achieve short and long range strategic goals.				
10. We regularly monitor and evaluate progress toward strategic goals.				
11. We sign annual conflict of interest statements, ethic statements, and confidentiality agreements.				
12. We have approved a document retention and destruction policy.				
13. We have a Board leadership succession plan in place.				
14. We actively advocate for the organization in the community and beyond.				
15. We effectively report the interest of the community.				
16. We hold annual self-evaluations.				
17. We review the annual State Data Collection Survey (Annual Report) <i>before</i> it is filed.				
18. We know, understand, and follow all Board policies and ensure timely reporting to local, state, and federal regulatory bodies				
19. We are covered by a Director & Office Liability policy and know the extent and limitations of the policy				
20. We have bonded our Board Treasurer in compliance with the Library Code.				
21. We understand the principles of Intellectual Freedom and support the concept of developing and maintaining a broad and diverse collection of materials that represent a variety of views and opinions.				
22. We confine our activities to policy and governance, not management issues.				

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<b>Financial Management</b>				
23. We set an achievable and sustainable annual budget.				
24. We understand our fiscal responsibility to ensure sufficient funds for the operating budget of the library.				
25. We set and accept fundraising goals for individual Board members.				
26. Every member of the Board makes an annual personal contribution.				
27. We participate in and support fundraising activities.				
28. We develop and approve a diverse fund development program.				
<b>Administrative</b>				
29. We hold effective meetings, following an agenda and time line.				
30. We come to the meetings prepared to discuss issues on the agenda.				
31. We have job descriptions for Board members and officers.				
32. We review minutes and financial statements at every meeting.				
33. We require written committee reports at every meeting.				
34. We sign annual commitment letters.				
35. We have excellent Staff and Board relationships.				
36. We respect and follow the chain of command in relationships with Staff.				
37. We follow parliamentary procedure.				
<b>Human Resources</b>				
38. We hire and supervise the Library Executive Director only and do not get involved in staff management.				
39. We set annual goals and evaluate the Library Executive Director's performance within agreed upon goals.				
40. We use comparative data to set salaries and benefits.				

Things we can do to strengthen the Overall Board's performance:

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