Library Director’s Evaluation Form

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this evaluation instrument is to take a personal inventory, to identify strengths and weakness, and to outline and agree upon a practical improvement program. An evaluation of the library director will be done annually by members of the library board by meeting with the director, observations of the library, and informal conversations with library staff and the public.

***Directions:***

1. Each board member should individually respond to this form.
2. In responding to the form, board members may refer to the director’s job description, library statistics, service report, board minutes, program results or other information sources from the year.
3. Submit this form to the Board president or Board Committee Chairperson for inclusion in the Summation Form.
4. Any rating of 1 or 2 *must* include an explanation in the comments section.

***Scale:***

4 = excellent/exceeds criteria

 3 = satisfactory/meets standards

 2 = (fair) needs improvement

 1 = unsatisfactory (did not meet expectation)

 U = Unknown

|  |  |
| --- | --- |
|  |  |
|  |
| Customer Service & Community Relations  |
|  | 1. Level of patron satisfaction
 | 4 3 2 1 U |
|  | 1. Customer service received by patrons
 | 4 3 2 1 U |
|  | 1. Consistent application of policies that affect the public
 | 4 3 2 1 U |
|  | 1. Services are communicated to the public effectively
 | 4 3 2 1 U |
|  | 1. Working relationships and cooperative arrangements with government officials, community groups and organizations
 | 4 3 2 1 U |
|  | 1. Awareness of and responsiveness to community needs
 | 4 3 2 1 U |
|  | 1. Mechanisms are in place to hear from patrons and the community-at-large
 | 4 3 2 1 U |
|  | 1. Library is being marketed to the community
 | 4 3 2 1 U |
|  | Comments: |  |
| CS & CR totals: 4 \_\_\_ 3 \_\_\_ 2\_\_\_ 1 \_\_\_ U\_\_\_  |
|  |
| Organizational Growth |
|  | 1. The library is making progress on its long-range plan (LRP)
 | 4 3 2 1 U |
|  | 1. Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement
 | 4 3 2 1 U |
|  | 1. Goals and objectives are evaluated regularly
 | 4 3 2 1 U |
|  | 1. Creativity/initiative are demonstrated in creating services/programs
 | 4 3 2 1 U |
|  | 1. Collection is responsive to community needs
 | 4 3 2 1 U |
|  | 1. The library is responsive to changes in the community
 | 4 3 2 1 U |
|  | 1. Staff are aware of library’s long-range plan, policies and activities
 | 4 3 2 1 U |
|  | 1. There is a working knowledge of significant developments and trends
 | 4 3 2 1 U |
|  | 1. Building and grounds are kept up and needed repairs/maintenance are done on a timely basis
 | 4 3 2 1 U |
|  | Comments: | 4 3 2 1 U |
| OG totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ U \_\_\_ |
|  |
| Administration & Human Resource Management |
|  | 1. Work is effectively assigned, appropriate levels of freedom and authority are delegated
 | 4 3 2 1 U |
|  | 1. Job descriptions are developed and updated as needed
 | 4 3 2 1 U |
|  | 1. Staff are evaluated on a regular basis; with goals and objectives created for growth and improvement
 | 4 3 2 1 U |
|  | 1. Personnel policies and state and federal regulations on workplaces and employment are effectively implemented
 | 4 3 2 1 U |
|  | 1. Policies and procedures are in place to maximize volunteer involvement
 | 4 3 2 1 U |
|  | 1. Staff development and education is encouraged
 | 4 3 2 1 U |
|  | 1. Staff understand how their role at the library relates to the mission
 | 4 3 2 1 U |
|  | 1. Library reputation and work environment attracts, keeps, and motivates a diverse staff of top-quality people
 | 4 3 2 1 U |
|  | Comments: |   |
| A&HRM totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ U\_\_\_\_ |
|  |
| Financial Management / Legal Compliance / Fundraising |
|  | 1. Adequate control and accounting of all funds takes place; library uses sound financial practices
 | 4 3 2 1 U |
|  | 1. Budget is prepared with input from staff and trustees; the library operates within budget guidelines
 | 4 3 2 1 U |
|  | 1. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)
 | 4 3 2 1 U |
|  | 1. Positive relationships with government, foundation and corporate funders are in place
 | 4 3 2 1 U |
|  | 1. Positive relationships with individual donors are established
 | 4 3 2 1 U |
|  | 1. Funds are disbursed in accordance with budget, contract/grant requirements and donor designations
 | 4 3 2 1 U |
|  | 1. Grant opportunities are pursued, applied for, and well managed
 | 4 3 2 1 U |
|  | Comments: |  |
| FM/LC/F totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ U \_\_\_\_ |  | 4 3 2 1 U |
|  |
| Board of Trustee relationship |
|  | 1. Appropriate, adequate, and timely information is provided to the board
 | 4 3 2 1 U |
|  | 1. Support is provided to board committees
 | 4 3 2 1 U |
|  | 1. The board is informed on the condition of the organization and all important factors influencing it
 | 4 3 2 1 U |
|  | Comments: | 4 3 2 1 U |
| BTR totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ U \_\_\_\_ |  | 4 3 2 1 U |

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| --- |
| ***Totals:*** |
| 4\_\_\_\_\_\_ |
| 3\_\_\_\_\_\_ |
| 2\_\_\_\_\_\_ |
| 1\_\_\_\_\_\_ |

Comment and Discussion

1. What are the three major strengths of the Director?
2. Are there limitations in the Director’s performance?
3. In the past year, what difficult issues have faced the library and how did the Director bring them to resolution?
4. What should be the organizational goals and/or personal development goals for the Director for the coming year?

[Return this form to the Board President or Board Committee Chairperson for inclusion in the Summation Report.]

Summarization Totals (To be completed by Board President/ Personnel Committee

|  |
| --- |
| ***Summation Totals:*** |
| 4\_\_\_\_\_\_ |
| 3\_\_\_\_\_\_ |
| 2\_\_\_\_\_\_ |
| 1\_\_\_\_\_\_ |
| U\_\_\_\_\_\_ |

*Any Unknown (U) ratings will be addressed by the committee/board to enable evaluation of these topics for future reviews.*

Strengths identified through ratings and comments:

Improvements identified through ratings and comments:

Board identified goals:

Library Director identified goals:

*(Signature of employee acknowledges receipt of this evaluation and that they have discussed the evaluation with the Board President and agreed to the planned goals, but does not signify that the employee agrees with the results of the evaluation.)*

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*Signature of Director Date*

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*Signature of Board President Date*