

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 Chairman 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) need improvement
- 1 = unsatisfactory (did not meet expectation)

	Rating			
Customer Service & Community Relations				
1. Level of library user satisfaction	4	3	2	1
2. Customer service received by library users	4	3	2	1
3. Consistent application of policies that affect the public	4	3	2	1
4. Services are communicated to the public effectively	4	3	2	1
5. Working relationships and cooperative arrangements with government officials, community groups, and organizations	4	3	2	1
6. Awareness of community needs	4	3	2	1
7. Mechanisms are in place to hear from library users and the community-at-large	4	3	2	1
8. Library is being marketed to the community	4	3	2	1
Comments:	TOTAL> _____			

Organizational Growth				
1. The library is making progress on its strategic plan (SP)	4	3	2	1
2. Services meet the goals and objectives of the strategic plan are carried out with staff and trustee involvement	4	3	2	1
3. Goals and objectives are evaluated regularly	4	3	2	1
4. Creativity/initiative are demonstrated in creating services/programs	4	3	2	1
5. Collection is responsive to community needs	4	3	2	1
6. The library is responsive to changes in the community	4	3	2	1
7. Staff are aware of the library's SP, policies, and activities	4	3	2	1
8. There is a working knowledge of significant developments and trends	4	3	2	1
9. Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	4	3	2	1
Comments:	TOTAL> _____			

Administration & Human Resource Management

1. Work is effectively assigned, appropriate levels of freedom and authority are delegated	4	3	2	1
2. Job descriptions are developed; regular performance evaluations are held and documented	4	3	2	1
3. Personnel policies and state and federal regulations on workplaces and employment are effectively implemented	4	3	2	1
4. Policies and procedures are in place to maximize volunteer involvement	4	3	2	1
5. Staff development and education is encouraged	4	3	2	1
6. Staff understand how their role at the library relates to the mission	4	3	2	1
7. Library climate attracts, keeps, and motivates a diverse staff of top quality people	4	3	2	1

Comments:

TOTAL> ___ ___ ___ ___

Financial Management / Legal Compliance / Fundraising

1. Adequate control and accounting of all funds takes place; library uses sound financial practices	4	3	2	1
2. Budget is prepared with input from staff and trustees; the library operates within budget guidelines	4	3	2	1
3. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (annual report, payroll withholding and reporting, etc.)	4	3	2	1
4. Positive relationships with government, foundation and corporate funders are in place	4	3	2	1
5. Positive relationships and individual donors is established	4	3	2	1
6. Funds are disbursed in accordance with budget, contract/ grant requirements and donor designations	4	3	2	1

Comments:

TOTAL> ___ ___ ___ ___

Board of Trustee Relationship

1. Appropriate, adequate, and timely information is provided to the Board	4	3	2	1
2. Support is provided to Board committees	4	3	2	1
3. The Board is informed on the condition of the organization and all important factors influencing it	4	3	2	1
4. The Board works effectively	4	3	2	1

Comments:

TOTAL> ___ ___ ___ ___

Comments/specific performance or development directives or goals for the next review period

1.

2.

3.

This section must include an explanation of any ratings of 1 or 2

Director Agrees _____ Disagrees _____

Signature of Director

Date

Signature of Board Chair

Date

Procedures for Library Director Evaluation

1. The evaluation of the library director shall be done annually.
2. The evaluation shall involve all Board members and the library director. Library staff can be asked to provide input.
3. The evaluation tool(s) shall be agreed upon by the Library Board and the library director and based upon the director's position description.
4. The Library Board members shall individually evaluate the library director before a special meeting held in February.
5. The Library Board members, under the direction of the Board Chairman, shall consolidate the members' evaluations into one agreed-upon director's evaluation at the special meeting in February.
6. The Library Board members and the library director shall orally discuss the director's evaluation at the March Board meeting. The written record of the evaluation shall be signed by the Board Chairman and the library director and filed in the library.

Next Library Director Annual Evaluation Date: _____