

LIBRARY DIRECTOR EVALUATION

EVALUATION PROCESS: Determine the degree of accomplishment based on expected performance of the job description, the prior year's goals, and the general success of the District Libraries and programs.

GUIDELINES: The Trustees will complete this form and review the evaluation with the Library Director.

1. The Library Director will know the standards against which she/he will be evaluated.
2. An evaluation will occur at least once a year.
3. Both parties will prepare for the evaluation—the Library Director by conducting a self-evaluation using this form and the Board of Trustees by examining various sources of information relating to the individual's performance as itemized on this form.
4. The Board of Trustees will survey library staff as directed on the final page of this form as one source of information.
5. The evaluations should include a discussion of strengths as well as areas for improvement. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

RATINGS:
EXCELLENT: exceeds expectations
GOOD: meets expectations
POOR: does not meet expectations
N/A: did not apply this evaluation term

ADMINISTRATIVE

1. Budgets

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>POOR</u>	<u>N/A</u>
a. In assisting the Board in the preparation of the annual budget is all necessary paperwork completed in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the budget cover all necessary expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are funds effectively allocated; midcourse corrections minimized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are recommendations for large purchases thoroughly prepared and justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Overall rating: _____

2. Collection Development

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>POOR</u>	<u>N/A</u>
a. Do acquisitions adhere to established policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. How adequate is the library's program of determining user needs/wants and translating these into acquisitions and services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the collection development plan reflect the demographics of the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the collection maintained and weeded in a systematic manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Collection Development (Cont.)

EXCELLENT GOOD POOR N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| e. Does the Director report quarterly statistics on acquisitions to the board in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|

COMMENTS:

Overall rating: _____

3. Policy Recommendations

EXCELLENT GOOD POOR N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Are reasonable recommendations generally made in advance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are policy recommendations well thought out, necessary, and appropriate to the efficient operation of the library? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are alternative suggestions recommended? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

4. Policy Implementation

EXCELLENT GOOD POOR N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Are decisions made by the Board implemented promptly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Once a decision has been made does the Director fully and enthusiastically support it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

5. Statistical Accountability

EXCELLENT GOOD POOR N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Are circulation statistics reported to the Board monthly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Upon the request of the Board for specific data, does the Director respond in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are annual reports completed on time? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

SUPERVISION

1. Daily Operation

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Does the daily operation of the Library run smoothly with respect to hours open, adequate staffing, and providing services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are the library processes and procedures for circulation well thought out and efficient? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are incoming materials catalogued and processed efficiently? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Is routine maintenance of the building and grounds conducted and supervised regularly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

2. Utilization and Development of Staff

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Is the staff trained in all Library processes and procedures applicable to their position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are they treated equally and fairly in their assignments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is hiring, disciplining, and discharging handled appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are staff annual evaluations prepared and administered in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Does staff scheduling and approval of leave assure daily coverage of hours of operation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Is staff assigned to duties that utilize their skills and talents? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Does the Director motivate and enable the staff to develop their skills through training, continuing education, workshops and seminars? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

PROFESSIONAL DEVELOPMENT

1. Professional Awareness/Involvement in the Library Community

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Are new methods of service delivery, technical processes, etc., studied thoroughly and implemented if proven that they fit the needs of the library and are cost effective? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the Director maintain current knowledge of State Library Laws and Standards? Is the Board promptly advised of any changes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Awareness/Involvement in the Library Community (Cont.)

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| c. Does the Director maintain relationships with professional organizations deemed beneficial to the library? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are the workshops and/or seminars attended of interest to the Library District? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Is the staff encouraged and enabled to attend workshops and seminars that are beneficial to their position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

COMMUNITY INTERATION/PUBLIC SERVICES

1. Community Development

EXCELLENT GOOD POOR N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Are the needs of the community effectively provided for by library services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the Director develop and recommend changes and improvements in services to the community? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are the services of the library communicated to the public effectively? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

2. Programming for Adults, Teens, and Children

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Are programs planned and organized on a regular basis? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are the plans implemented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the Year Long Reading Program well planned and executed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Is a Summer Reading Program well planned and executed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

3. Friends of the Library

EXCELLENT GOOD POOR N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Does the Director promote and support a Friends Group? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|

Friends of the Library (Cont.)

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| b. Has the Director assisted the Friends Group with help in defining their role? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

COMMENTS:

Overall rating: _____

GOALS

1. Short Term/Long Term Goals

EXCELLENT GOOD POOR N/A

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Has the Director been cooperative in assisting the Board in defining short term goals (to be completed with the current year) and long term goals (to be completed with 2-5 years)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Have short term goals been accomplished in the time expected? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Has the Board been informed of progress on long term goals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating: _____

PROFESSIONAL BEHAVIOR

1. Organizes work well

COMMENTS:

2. Shows initiative

COMMENTS:

3. Meets deadlines

COMMENTS:

4. Shows enthusiasm

COMMENTS:

5. Motivates staff

COMMENTS:

6. Receptive to new ideas

COMMENTS:

7. Delegates responsibility

COMMENTS:

8. Uses time efficiently

COMMENTS:

9. Accepts criticism

COMMENTS:

10. Works well with others

COMMENTS:

SELF EVALUATION:

1. What have been your major accomplishments during this review period?

2. Have there been any special circumstances that have helped or hindered you in performing your job?

3. What would you like to see changed in the operation and/or organization of the Library?

4. To what extent have you met your short term goals?

5. What is your progress toward achieving your long term goals?

GOALS

1. What are your short term goals for the new review period?

2. What are your long term goals for the next review period?

REVIEW DATE _____

NEXT REVIEW DATE _____

EMPLOYEE (SIGNATURE)

BOARD OF TRUSTEES (SIGNATURES)

SURVEY OF LIBRARY STAFF

PURPOSE: As the library staff is an excellent source of information relating to the Director's performance of many of their duties, and as the goal of this review is for the Board of Trustees to get a full picture of how the entire Library District is operating, the Board of Trustees will conduct a survey of library staff according to the following guidelines.

GUIDELINES:

1. The board of directors shall create an anonymous survey to be administered to all library staff in every branch.
2. This survey shall include a broad range of questions to be answered on a clearly communicated rating scale which includes a not applicable choice. The survey will also provide a way for staff to comment on their answers.
3. The board will have this data compiled and review it as a whole.

SUGGESTED QUESTIONS:

1. Have you been properly trained in all library processes and procedures applicable to your position?
2. Are you treated equally and fairly in your assignments?
3. Are staff annual evaluations prepared and administered in a timely manner?
4. Does staff scheduling and approval of leave assure daily coverage of hours of operation while meeting individual needs?
5. Does the director enable staff to develop by offering additional training, continuing education, workshops, and seminars as available and appropriate?
6. Does the director value the feedback of the team in developing processes and procedures for the library?
7. Does the director act professionally towards you and the library patrons?
8. Do you feel the director uses his/her time efficiently?
9. Do I know what is expected of me at work?
10. Do I have the resources, materials, and equipment to do my work right?
11. Do I feel like staff is assigned to duties that utilize their skills and talents?
12. Do I get positive feedback for good work?
13. Does the director care about me as a person?
14. Does the director encourage my growth and development?
15. Does the director value my opinion and the opinions of our team?
16. Does the mission and purpose of the library make me feel like the work I do is important?
17. Are my coworkers committed to doing their best?
18. Do I typically look forward to going to work?
19. Does the director handle correction in a way that feels supportive, fair, and clear so that I can succeed?
20. Do you feel like the director is a critical part of the team?
21. Does the director do an appropriate share of library director duties?
22. Does the director diligently address problems or concerns when they are made known?
23. How does the director compare to other advisors you have had?
24. Has the director built an effective team?
25. Does the library have sufficient staff to perform the duties and meet the goals of the library?