

# LIBRARY DIRECTOR EVALUATION

**EVALUATION PROCESS:** Determine the degree of accomplishment based on expected performance of the job description.

**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 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  
***FAIR:*** slightly below expectations  
***POOR:*** does not meet expectations

EXCELLENT   GOOD   FAIR   POOR

## ADMINISTRATIVE

### 1. Budgets

- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 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 capital purchases thoroughly prepared and justified?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS.....  
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**Overall rating:** .....

### 2. Collection Development

- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 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. Is the collection maintained and weeded in a systematic manner?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Does the collection development plan reflect the demographics of the town?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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   FAIR   POOR

- a. Are reasonable recommendations generally made in advance?
- b. Are policy recommendations well thought out, necessary, and appropriate to the efficient operation of the library?
- c. Are alternative suggestions recommended?

COMMENTS: .....  
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**Overall rating** .....

**4. Policy Implementation**

- a. Are decisions made by the Board implemented promptly?
- b. Once a decision has been made does the Director fully and enthusiastically support it?

COMMENTS: .....  
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**Overall rating:** .....

**5. Statistical Accountability**

- a. Are daily circulation statistics current?
- b. Upon the request of the Board for specific data, does the Director respond in a timely manner?
- c. Are annual reports completed on time?

COMMENTS: .....  
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**Overall rating:** .....

**SUPERVISION**

**1. Daily Operation**

- a. Does the daily operation of the Library run smoothly with respect to hours open, adequate staffing, and providing services?
- b. Does the Director have working knowledge of all library processes and procedures?
- c. Does the Director share a rotation of circulation desk functions with staff?
- d. Are incoming materials promptly cataloged and processed?
- e. Is reference assistance to patrons performed courteously?
- f. Are statistical records compiled accurately and on a daily basis?
- g. Is routine maintenance of the building and grounds conducted and supervised regularly?

COMMENTS: .....  
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**Overall rating:** .....

**2. Utilization and Development of Staff**

EXCELLENT    GOOD    FAIR    POOR

- a. Is the staff trained in all Library processes and procedures?
- b. Are they treated equally and fairly in their assignments?
- c. Are recommendations for hiring and firing well thought out?
- d. Are staff annual evaluations prepared and administered in a timely manner?
- e. Does staff scheduling assure daily coverage of hours of operation?
- f. Does the Director motivate and enable the staff to develop their skills through continuing education, workshops and seminars?
- g. Is the staff encouraged and aided in maintaining an awareness of technological advances in the profession?

COMMENTS: .....

**Overall rating:** .....

**PROFESSIONAL DEVELOPMENT**

**1. Professional Awareness**

- a. Are new methods of service delivery, technical processes, etc., studied thoroughly and implemented once proven that they fit the needs of the library and are cost effective?
- b. Does the Director maintain current knowledge of Library Science?
- c. Does the Director maintain current knowledge of State Library Laws and Standards? Is the Board promptly advised of any changes?

COMMENTS: .....

**Overall rating:** .....

**2. Technology**

- a. Does the Director maintain current knowledge of computer use, computer applications, and other equipment?
- b. Are computer workshops attended on an annual basis?

COMMENTS: .....

**Overall rating:** .....

**3. Professional Organizations**

- a. Does the Director participate in professional organizations?
- b. Are annual conferences attended?

COMMENTS: .....

Overall rating: .....

**4. Workshops, Seminars**

EXCELLENT   GOOD   FAIR   POOR

- a. Does the Director attend at least 2 workshops/seminars annually?
- b. Is the staff encouraged and enabled to attend workshops and seminars annually?

COMMENTS: .....  
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Overall rating: .....

**COMMUNITY INTERATION/PUBLIC SERVICES**

**1. Community Development**

- a. Are the needs of the community effectively provided for by library services?
- b. Does the Director develop and recommend changes and improvements in services to the community?
- c. How effectively are the services of the library communicated to the public?

COMMENTS: .....  
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Overall rating: .....

**2. Programming for Adults**

- a. Are programs planned and organized on an annual basis?
- b. Are the plans implemented?

COMMENTS: .....  
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Overall rating: .....

**3. Programming for Children**

- a. Are programs planned and organized on an annual basis?
- b. Are the plans implemented?
- c. Is a Summer Reading Program planned and implemented?

COMMENTS: .....  
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Overall rating: .....

**4. School/Library Programming**

EXCELLENT    GOOD    FAIR    POOR

- a. Are local school class visits planned in a timely manner?
- b. Is staffing effectively scheduled to accommodate the visits?
- c. Are additional services such as “reading to” the classes offered and implemented?

COMMENTS: .....  
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**Overall rating:** .....

**5. Friends of the Library**

- a. Does the Director promote and support a Friends Group?
- b. Has the Director assisted the Friends Group with help in defining their role?

COMMENTS: .....  
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**Overall rating:** .....

**PROFESSIONAL BEHAVIOR**

**1. Organizes work well**

COMMENTS: .....  
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**2. Shows initiative**

COMMENTS: .....  
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**3. Meets deadlines**

COMMENTS: .....  
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**4. Shows enthusiasm**

COMMENTS: .....  
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**5. Motivates staff**

COMMENTS: .....  
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**6. Receptive to new ideas**

COMMENTS: .....  
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**7. Delegates responsibility**

COMMENTS: .....  
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**8. Uses time efficiently**

COMMENTS: .....  
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**9. Accepts criticism**

COMMENTS: .....  
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**10. Works well with others**

COMMENTS: .....  
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**GOALS**

**1. Short term/long term goals**

EXCELLENT   GOOD   FAIR   POOR

- 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)?
- b. Have short term goals been accomplished in the time expected?
- c. Has the Board been informed of progress on long term goals?

COMMENTS: .....  
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**Overall rating:** .....

**SELF EVALUATION:**

1. What have been your major accomplishments during this review period? .....  
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2. Have there been any special circumstances that have helped or hindered you in performing your job?  
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3. What would you like to see changed in the operation and/or organization of the Library?  
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4. To what extent have you met your short term goals? .....  
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5. What is your progress toward achieving your long term goals?.....  
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**GOALS**

1. What are your short term goals for the new review period?.....  
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2. What are your long term goals for the next review period? .....  
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REVIEW DATE ..... NEXT REVIEW DATE.....

EMPLOYEE (SIGNATURE) .....

BOARD OF TRUSTEES (SIGNATURES) .....

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