**Rating Scale:**

**3 – Exceeds Expectations**

**2 – Meets Expectations**

**1 – Needs Improvement**

**Explanations found in Comment Sections**

RESPONSIBILITIES TO THE BOARD: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_­­­\_ Maintains confidentiality of Board matters.

\_\_\_\_\_ Anticipates and Recommends policies and procedure changes and updates policy and procedure manuals.

\_\_\_\_\_ Meets with the Library Board and its committees to discuss and plan policy and procedure recommendations.

\_\_\_\_\_ Keeps the Library Board informed on matters pertaining to libraries as demonstrated through various conferences, meetings, workshops, and other professional development opportunities.

\_\_\_\_\_ Supervises the preparation of reports and collection of data and ensures their submission to the Board.

\_\_\_\_\_ Prepares Agendas and the Director's Report for Library Board meetings.

\_\_\_\_\_ Takes responsibility for diligent implementation of Board actions; library operations and staff supervision.

\_\_\_\_\_ Takes responsibility for supervision and approval of selection and purchase of all library materials, equipment and services

\_\_\_\_\_ Supervises efficient circulation of materials and an effective weeding program to meet the needs of patrons.

\_\_\_\_\_ Participates in short & long term goal planning for himself And for the Library.

\_\_\_\_\_ Seeks and accepts constructive criticism of work.

\_\_\_\_\_ Performs other duties as may be assigned by the Board.

COMMENTS:

FISCAL RESPONSIBILITIES: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_\_ Takes responsibility for the care, custody and control of all monies of the library, including the preparation and presentation of annual budget

\_\_\_\_\_ Advises the Library Board and designated committees on financial matters

\_\_\_\_\_ Performs other duties as may be assigned by the Board

COMMENTS:

STAFFING RESPONSIBILITIES: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_\_ Supervises the selection, training, professional development, and evaluations of library staff

\_\_\_\_\_ Climate attracts, keeps, and motivates a diverse staff of quality people.

\_\_\_\_\_ Informs the Board of recommendations for promotion, salary adjustments,

disciplinary and possible dismissal actions

\_\_\_\_\_ Reviews and upgrades staff salary scale as budget will allow.

\_\_\_\_\_ Provides leadership and fair representation of the staff to the Board

\_\_\_\_\_ Performs other duties as may be assigned by the Board

COMMENTS:

DEVELOPMENT OF STAFF: Overall Rating \_\_\_\_\_\_\_\_

\_\_\_\_ Potential managers are identified, encouraged to develop and assisted in their pursuit of career goals.

\_\_\_\_ Internal candidates for promotion are competitive with outside candidates for management positions.

\_\_\_ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately account for the use of such funds.

\_\_\_ Cross-training is utilized to provide adequate service to the public.

COMMENTS:

FACILITIES RESPONSIBILITIES: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_\_ Provides and maintains physical facilities that are secure, safe, comfortable, conducive to study and learning, and properly designed to support library services and Programs.

\_\_\_\_\_ Oversees facility upkeep and repairs as needed.

\_\_\_\_\_ Evaluates and develops plans for effective allocation and utilization of building space to meet changing needs of the library.

\_\_\_\_\_ Negotiates contracts with vendors for necessary services.

\_\_\_\_\_ Performs other duties as may be assigned by the Board

COMMENTS:

PUBLIC RELATIONS RESPONSIBILITIES: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_\_ Communicates the Library's services, resources, and programs to the community.

\_\_\_\_\_ Represents the Library in the community and governmental organizational and professional affairs and activities.

\_\_\_\_\_ Keeps abreast of local, state and national library issues.

\_\_\_\_\_ Serves as liaison and representative for the library and professional, community, business, civic, and government groups and organizations.

\_\_\_\_\_ Keeps the public informed about library services and activities

\_\_\_\_\_ Assures that good communications and relationships are maintained with the public.

\_\_\_\_\_ Performs other duties as may be assigned by the Board.

COMMENTS:

PROFESSIONAL RESPONSIBILITIES: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_ Represents the library through participation in professional library organizations

\_\_\_\_\_ Works with other library directors, agencies, groups, and organizations to develop and promote cooperation in the delivery of library services.

\_\_\_\_\_ Keeps abreast of current trends and new professional techniques

\_\_\_\_\_ Performs other duties as may be assigned by the Board.

COMMENTS:

PLANNING RESPONSIBILITIES/ESTABLISHING PRIORITIES: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_\_ Develops and recommends an operational and a long range plan when requested by the Board; ensures that plans are carried out within budgetary constraints and at the discretion of the Board.

\_\_\_\_\_ Performs other duties as may be assigned by the Board.

\_\_\_\_\_\_Director's priorities in concert with the library's plan as defined by the board.

\_\_\_\_\_ Priorities appropriately reflect community needs.

\_\_\_\_\_ Priorities reflect advanced planning.

\_\_\_\_\_ Director's accomplishments reflect & relate to the short & long range plans.

\_\_\_\_\_\_ Plans are updated on a continuous basis to reflect changing circumstances. \_\_\_\_\_\_ Provides adequate information to board on implementation/revision of short & long term planning.

COMMENTS:

FRIENDS OF THE LIBRARY: Overall Rating \_\_\_\_\_\_\_

\_\_\_\_ Director actively promotes the maintenance of a Friends group.

\_\_\_\_ Director and staff provide adequate support to the Friends organization.

\_\_\_\_ Director delineates and/or helps define the role of the Friends group.

\_\_\_\_ Friends group has adequate explanation of its role in relationship to the role of the board.

COMMENTS:

MISCELLANEOUS COMMENTS:

**Director's comments: Is there anything in this appraisal with which you disagree?**

\_\_\_\_\_ yes \_\_\_\_\_ no

**Director’s Comments:**

**Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personnel Chair**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board President**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*By signing this form, the director acknowledges that he/she has received and read this evaluation, and he/she also acknowledges that this evaluation was discussed with the members of the Board Personnel Committee in a confidential meeting.*