Director Evaluation Form for Trustees

Executive Director’s Annual Evaluation:

Date:

***The annual performance review is meant to provide the Library Director and members of the Board of Trustees an opportunity to engage in a conversation to assess the progress of the Director towards achieving the goals of the library’s Strategic Plan. It is meant to open an additional channel of communication in which a discussion of the shared vision of the library is collaboratively and collegially analyzed and evaluated.***

Scale: **E** = exceeds requirements  **M** = meets requirements **N** = needs improvement **C** = cannot rate

|  |  |
| --- | --- |
| *Category* | *Rating* |
|  |
| Customer Service & Community Relations |
|  | * Customer service received by patrons
 | E M N C |
|  | * Services are communicated to the public effectively
 | E M N C |
|  | * Working relationships and cooperative arrangements with borough officials, community groups and organizations
 | E M N C |
|  | * Awareness of community needs
 | E M N C |
|  | * Mechanisms are in place to hear from patrons and the community-at-large
 | E M N C |
|  | * Library is being marketed to the community
 | E M N C |
|  | Comments:  |
| CS & CR totals: E \_\_\_ M \_\_N C \_\_ |
|  |
| Organizational Growth |
|  | * Implementation of the goals and objectives of the Strategic Plan are carried out with staff and trustee involvement
 | E M N C |
|  | * Goals and objectives of Strategic Plan are evaluated regularly
 | E M N C |
|  | * Creativity and initiative are demonstrated in creating new services/programs
 | E M N C |
|  | * Collection development (selection and weeding) policies are regularly implemented
 | E M N C |
|  | * Proposes and helps staff initiate new programs / services
 | E M N C |
|  | * Services/programs are responsive to community needs
 | E M N C |
|  | * There is a working knowledge of significant developments and trends in the field
 | E M N C |
|  | * Building and grounds are kept up and needed repairs and maintenance are done on a timely basis
 | E M N C |
|  | Comments |
| OG totals: E \_\_ M \_ N \_\_ C \_\_ |
|  |
| Administration & Human Resource Management |
|  | * Work is effectively assigned, appropriate levels of freedom and authority are delegated to staff
 | E M N C |
|  | * Job descriptions are developed; regular performance evaluations are held and documented
 | E M N C |
|  | * Personnel policies and state and federal regulations on workplaces and employment are effectively implemented
 | E M N C |
|  | * Staff development and education is encouraged;
 | E M N C |
|  | * Staff understand how their role at the library relates to the library’s current strategic plan
 | E M N C |
|  | Comments:  |
| A&HRM totals: E \_\_\_ M \_\_\_ N \_\_\_ C \_3\_\_ |
|  |
| Financial Management / Legal Compliance  |
|  | * Adequate control and accounting of all funds takes place; library uses sound financial practices
 | E M N C |
|  | * Budget is prepared with input from staff and trustees; the library operates within budget guidelines
 | E M N C |
|  | * Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual state report and annual audit)
 | E M N C |
|  | * Maintains positive relationships with borough officials
 | E M N C |
|  | * Funds are administered and disbursed in accordance with budget, contract/grant requirements and donor designations
 | E M N C |
|  | Comments:  |
| FM/LC/F totals: E \_\_\_ M \_\_ N \_\_\_ C \_\_1\_ |
|  |
| Board of Trustee Relationship |
|  | * Recommends to the Board plans, policies, and technological improvements relating to Library operations
 | E M N C |
|  | * Prepares and recommends to the Board a program of activities and budget for each year
 | E M N C |
|  | * Works with Board members to maintain township support for the Library’s activities and budget
 | E M N C |
|  | * Reports to the Board regularly on library operations, activities, opportunities, and problems
 | E M N C |
|  | * Provides Board members with opportunities to learn about Library operations and Board responsibilities
 | E M N C |
|  | Comments:  |
| BTR totals: E \_\_\_ M \_\_ N \_\_\_ C \_\_0\_ |

Additional Comments: