

Library Director Performance Appraisal

Director: _____ Date: _____

The director serves as the Administrator of the Library and as Executive to the Board of Trustees. S/he is responsible for the over all day-to-day operation of Library; library planning including the development and implementation of the mission, long range goals and objectives and annual program activities; policy development, recommendation to the Board and implementation; annual budget preparation and management; staffing, staff and leadership development; library building maintenance; and maintaining positive relations with the Mayor, Township Council, Township Administrator and Executive Staff, the Friends of Library, community residents and organizations, and Library professional community.

Section I.

Please rate Library director in each of the following areas. Comments may include areas of strengths or weaknesses, specific examples of behavior or critical incidents, etc.

Part I. – Administrative Duties

1. Oversees and administers the activities of the Library including human resources, selection of materials, purchasing, data processing systems, EBTV, building maintenance, capital improvements, and public relations and information directly and through the Administrative Staff.

<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Cannot Rate
---	---	--	--

Comments: _____

2. Proposes and helps staff initiate new programs and services.

<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Cannot Rate
---	---	--	--

Comments: _____

3. Administers the annual program of activities.

<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Cannot Rate
---	---	--	--

Comments: _____

4. Administers the annual budget.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

5. Develops and carries out library policies.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

6. Negotiates and oversees contracts held by the Library, including regional and state service contracts.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

7. Oversees the application for and implementation of grants with the participation of staff.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

8. Receives and appropriately responds to compliments, complaints and suggestions from the public.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

9. Receives and appropriately responds to compliments, complaints and suggestions from the staff.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

10. Carries out research and analysis of library operations to maximize use of library services.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

11. Communicates legislation related to libraries and responds to developments as appropriate.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

12. Plans, encourages and administers fundraising and development activities.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

Part II. Relations with the Board of Trustees

1. Recommends to the Board plans, policies and technological improvements relating to library operations.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

2. Prepares and recommends to the Board a program of activities and budget for each year.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

3. Works with the Board members to maintain Township support for the Library's activities and budget.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

4. Reports to the Board regularly on library operations, activities, opportunities and problems.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

5. Provides Board members with opportunities to learn about library operations and Board responsibilities.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

Part III. – Relations with Outside Agencies

1. Effectively presents the Board-approved annual budget to the Mayor and Township Council.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

2. Maintains positive relations with the Mayor, Township Council, Township Administrator and Executive Staff, Township school officials and other Township, County and State elected appointed officials.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

3. Maintains positive relations with community residents and organizations.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

4. Maintains positive relations with the local, regional and professional media.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

5. Participates in local, regional, state and national planning related to libraries.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

Part IV. – Professional Development Duties

1. Demonstrates to the staff and to the Board a commitment to personal professional development by attending relevant conferences, meetings, workshops, and seminars, and by sharing knowledge gained with appropriate individuals.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

2. Demonstrates to the staff and to the Board an awareness of new services, programs, resource materials, and technological developments and their potential impact on Library.

Exceeds
Requirements

Meets
Requirements

Needs
Improvement

Cannot
Rate

Comments: _____

Section II.

1. In what areas, in your opinion, does the director excel?

2. In your opinion, are there areas in which the director needs improvement?

3. What changes would you like to see in the director's administration of Library?

4. Has the director met the goals and objectives of the previous year (see goals and objectives)?

Yes

No

If no, please explain

5. What performance objectives would you recommend for the director for the next year?

