

**EVALUATION OF LIBRARY DIRECTOR  
By BOARD OF TRUSTEES**

***CONFIDENTIAL***

## Library Director's Evaluation

The Port Washington Public Library Board believes that it is important to have regular performance evaluations and a clearly defined process for the evaluation of the Library Director.

The purpose of the evaluation is to ensure the effectiveness and efficiency of the Library Director in carrying out her responsibilities. It serves as a communication device between the Board and library staff and as a mechanism to improve library services by stimulating growth, learning and efficiency and by identifying areas of concern.

The Board wishes to demonstrate its accountability to the community through such practices as regular performance evaluations. Further, the evaluation provides a professional record of accomplishment and advancement for the Library Director.

You have been provided an outline of the Library Director's Objectives and Responsibilities. This brief outline does not cover the full extent of her job responsibilities nor does it reflect a complete "job description", but serves as a reference for reviewers.

Your individual responses are never shown to the Library Director. The results are summarized and discussed in aggregate and all reviewers' responses are kept anonymous.

## INSTRUCTIONS

To be completed by the Library Board of Trustees. Read each statement carefully. Check the response that best expresses your agreement or disagreement with the statement. Mark only one response for each statement, and respond to all statements. Please add written comments in the lower portion of each sections. Use the N/A "Not Applicable" column for "Don't Know" or "Not Enough Information".

## WHEN FINISHED

Place the evaluation in the pre-addressed envelope and seal it. You can leave it with Rosann McManus who will be collecting the forms on behalf of the evaluation committee, or you can mail it back. The forms are due back by February 1st, 2008. If you do not want to complete the form, please return the blank form in the envelope so that all evaluations can be counted. The individual evaluations will not be shown to the Library Director and will only be viewed by the evaluation committee made up of two Board members. Your individual responses will remain anonymous and only the compiled results will be shared with the Library Director. If you have any questions or concerns please feel free to contact Library Board Trustee- Patricia Bridges at 883-7003 in confidence.

	Strongly Agree	Agree	Sometimes Agree Sometimes Disagree	Disagree	Disagree Strongly	N A
	5	4	3	2	1	
<b>RELATIONSHIP WITH THE BOARD THE DIRECTOR.....</b>						
carries out Board policies and is proactive in suggesting new policies before the need for them is urgent						
implements Board policies promptly and effectively for staff and for the public						
keeps Board up to date on accomplishments						
presents matters requiring the Board's attention clearly						
keeps the Board informed on local, state and national library issues						
is responsive to Board direction in a timely manner						
makes reasonable recommendations						
adequately prepares for meetings						
communicates effectively						
is accessible and returns my telephone calls / emails and is always willing to discuss issues						

**ADDITIONAL COMMENTS**


	Strongly Agree	Agree	Sometimes Agree Sometimes Disagree	Disagree	Disagree Strongly	N A
	5	4	3	2	1	
<b>RELATIONSHIP WITH AFFILIATED - COMMUNITY ORGANIZATIONS: THE DIRECTOR....</b>						
is effective developing and maintaining a working relationship with Library volunteers (e.g. council members, ESOL) and support organizations (Friends and Foundation)						
meets with local funding agency officials and talks to them periodically about the library's needs, and/or works with local staff to communicate with officials						
effective dealing with community organizations making alliances and leveraging opportunities						
is considered a community leader and advocate for the Library						
acts as an advocate for the library both nationally and locally						

**ADDITIONAL COMMENTS**


	Strongly Agree	Agree	Sometimes Agree Sometimes Disagree	Disagree	Disagree Strongly	N A
	5	4	3	2	1	
<b>BUDGET &amp; FINANCIAL MANAGEMENT: THE DIRECTOR....</b>						
controls costs and balances spending						
effectively manages the budget, its preparation and presentation to the Board and the public						
is efficient and effective with the overall administration of Library operations						
stays abreast of other sources of funding and attempts to find grants and other funds for the library						
allocates funds for adequate maintenance of library buildings						

**ADDITIONAL COMMENTS**


	Strongly Agree	Agree	Sometimes Agree Sometimes Disagree	Disagree	Disagree Strongly	N A
	5	4	3	2	1	
<b>PERSONNEL MANAGEMENT: THE DIRECTOR.....</b>						
sets an example for the staff through professional conduct, high principles such as honesty and integrity, and a business-like approach						
promotes an environment of workplace safety						
encourages staff to develop their skills through workshops and other training opportunities						
promotes the library through the media and through speaking engagements for herself and other staff members.						
explains Board policies/ procedures to the staff						
communicates the Board's strategic plan to the library staff						
has succession plans for key employees						

**ADDITIONAL COMMENTS**


	Strongly Agree	Agree	Sometimes Agree Sometimes Disagree	Disagree	Disagree Strongly	N A
	5	4	3	2	1	
<b>LONG RANGE PLANNING AND INNOVATION: THE DIRECTOR .....</b>						
prioritizes the areas identified in the Library's Strategic Plan						
embraces change and innovation in order to move the library forward						
is aware of innovations and other changes in library science and management						
stays up to date about library law and related laws and keeps the Board informed						
has a sense of where the library has been and where it needs to go						
Implements goals of the Strategic Plan						

**ADDITIONAL COMMENTS**
