

Wadsworth Library

Director's Annual Evaluation

Person Evaluated:

Date:

Person Conducting Evaluation:

Part I

Form Instructions:

- 1) In responding to the form, Board members could refer to the plan of service, Board minutes, usage statistics, program results or other information sources from the year.
- 2) The director shall complete the form a month prior to the Board's completion of the form.
- 3) Provide examples when possible in the "Comments" sections.

Scale: E = Excellent S = Satisfactory N = Needs Improvement U = Unknown

Under policy guidance and direction from the Library Board, the director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Wadsworth Library. These duties include customer service, community relations, organizational growth, human resource management, collection development, professional development, budget preparation and financial management. The Director's Annual Evaluation is based upon these areas.

Duties and Responsibilities of the Director

Customer Service

Rating

• Facilitates reference, readers' services, and library use instruction	E	S	N	U
• Administers online information and database services	E	S	N	U
• Identifies patrons' program needs	E	S	N	U
• Plans, develops, implements programs	E	S	N	U
• Attends and evaluates programs	E	S	N	U
• Delegates the authority for planning, developing, implementing, and evaluating children's programs	E	S	N	U
• Evaluates, updates, and preserves the collection	E	S	N	U
• Delegates the authority for materials selection and management of the children's collection	E	S	N	U

Totals: E___ S___ N___ U___

Comments:

Community Relations

- | | | | | |
|--|---|---|---|---|
| • Solicits patron and community responses, suggestions, and participation regarding library services | E | S | N | U |
| • Promotes and publicizes the library to large segments of the population | E | S | N | U |
| • Works with elected officials, school officials and civic organizations to develop programs and services | E | S | N | U |
| • Actively participates in county, system, and state-wide professional associations, conferences and workshops | E | S | N | U |
| • Maintains an adequate knowledge of current state-of-the-art service delivery, technical processes, library automation and library management | E | S | N | U |
| • The library is responsive to changes in the community | E | S | N | U |

Totals: E___ S___ N___ U___

Comments:

Organizational Growth

- | | | | | |
|--|---|---|---|---|
| • Ensures the ongoing responsible operation of the library | E | S | N | U |
| • Assists the Board in developing a long-range operating and financial plan with input from Board, staff and community | E | S | N | U |
| • With the Board, formulates a plan to develop library services to meet present and future community needs | E | S | N | U |
| • Creativity and initiative are demonstrated in creating new services and programs | E | S | N | U |
| • Maintains, reviews and develops library's policies | E | S | N | U |
| • Staff are aware of library's long-range plan, policies, and activities | E | S | N | U |
| • Develops and reviews annual goals and measurable objectives for library service | E | S | N | U |
| • There is working knowledge of significant developments and trends in the field | E | S | N | U |

Totals: E___ S___ N___ U___

Comments:

Human Resource Management

- | | | | | |
|---|---|---|---|---|
| • Supervises staff, including hiring, training, evaluating and disciplining in accordance with library policies | E | S | N | U |
| • Delegates authority and responsibility appropriately | E | S | N | U |
| • Effectively schedules work assignments of staff | E | S | N | U |
| • Prepares and updates staff job descriptions | E | S | N | U |
| • Maintains all employee records including vacation and sick time | E | S | N | U |
| • Regular performance evaluations are held and documented | E | S | N | U |
| • Makes preliminary recommendations to the Board for staff salary schedules and associated benefits | E | S | N | U |
| • Encourages staff development and education | E | S | N | U |
| • Creates opportunities for staff to improve library services | E | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff | E | S | N | U |

Totals: E___ S___ N___ U___

Comments:

Financial Management, Legal Compliance, & Fundraising

- | | | | | |
|---|---|---|---|---|
| • Prepares preliminary annual budget for submission to the Finance Committee | E | S | N | U |
| • Assists the Board in developing a long-range budget plan | E | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding, etc.) | E | S | N | U |
| • Positive relationships with government, foundation and other funding sources are in place | E | S | N | U |
| • Presents and defends budget requests before the Library Board | E | S | N | U |
| • Administers budget to balance expenditures and revenues | E | S | N | U |
| • Pursues and applies for grant money, gifts, and other sources of funding and disburses them accordingly | E | S | N | U |
| • Reviews and presents scheduled financial reports | E | S | N | U |

Totals: E___ S___ N___ U___

Comments:

Board of Trustee Relationship

- Designs and administers all policies with Board approval E S N U
- Attends scheduled Board of Trustees meetings and provides operations and financial reports E S N U
- Makes recommendations and suggestions on operations to the Board and its subcommittees E S N U
- Follows up promptly on Board requests and implements Board decisions on a timely basis E S N U
- Provides information on Pioneer Library System procedures affecting library policies E S N U
- Works effectively with the Board E S N U

Totals: E__ S__ N__ U__

Comments:

Facilities

- Reviews, evaluates, and maintains public safety, facilities and equipment E S N U
- Recommends long-range facilities improvements E S N U
- Works with architects and planners on facility development E S N U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis E S N U

Totals: E__ S__ N__ U__

Comments:

Attendance (Please list the following number of days taken for each.)

Vacation _____ Sick _____

Professional Development _____

Part II – Noteworthy Accomplishments

Please list any accomplishments that you have made during the past year.

Part III – Self Reflection

Education, Training, and Staff Development Update – List any job-related courses, seminars, or training you have completed since your last evaluation.

Employee Development – List or discuss those areas which you believe you can improve during the next performance appraisal period.

Resource Needs – List anything the Board could do to improve your effectiveness in your job or help to support you on the areas in which you feel you can improve. Consider materials and equipments needs, supervisory/management support and direction, procedural changes, etc.

Part IV – Goal Setting

The following are goals to accomplish during the next calendar year.

Director’s Goals:

Library Board’s Goals:

Director’s Signature _____

Accepted By: _____ **Date** _____

President, Board of Trustees