

Guilderland Public Library
ANNUAL EVALUATION OF THE LIBRARY DIRECTOR

INTRODUCTION

The purpose of this form is to give members of the Board of Trustees (BOT) of the Guilderland Public Library (GPL) the opportunity to have input in the annual evaluation of the Library Director's performance.

Part I – Trustee Evaluation

Using the following Rating Scale, rate the Director in the various performance categories; add comments as needed:

- 5 – Outstanding
- 4 – Highly effective
- 3 – Effective
- 2 – Needs improvement
- 1 – Needs substantial improvement/Unacceptable

(The Rating Scale is defined on a separate page that can be detached for reference and ease of use.)

A. LIBRARY SERVICES

Ensures that effective library services are being provided and are meeting the community's needs

Understands and stays current with patrons' needs

In order to keep GPL current and proactive in its service to the public, continually investigates the value, costs and logistics of adding:

library services,

new media,

new technology

Comments: _____

B. PROGRAMS

Ensures that programs offered are varied

Seeks grants, donations, etc. in order to enhance programs offered

Comments: _____

C. FISCAL MANAGEMENT

- Directs and supervises the expenditure of Library funds and the collection of Library revenues
- Prepares a realistic annual budget that addresses GPL's needs
- Is effective in operating within the approved budget
- Ensures that GPL's finances are managed and recorded consistent with established guidelines
- Ensures that annual State Report is prepared and presented to BOT for review and approval

Comments: _____

D. POLICIES

- Reviews policies on an ongoing basis and makes recommendations to BOT for revisions when necessary
- Supports and implements Library policies

Comments: _____

E. PLANNING

- Anticipates and communicates to BOT the need for changes in
- operations,
 - staffing,
 - policy,
 - funding

Comments: _____

F. FACILITIES / OPERATIONS

- Maintains professional surroundings
- Provides a safe working environment
- Oversees maintenance and operation of the facility and grounds
- Recommends repairs, alterations and new construction when necessary

Comments: _____

G. MANAGEMENT SKILLS AND ABILITIES

- Maintains a smooth-running operation
- Is effective in recruiting, selecting and hiring Library staff
- Is effective in supervising and evaluating Library staff
- Has the ability to recommend to BOT the dismissal of a staff member if necessary
- Conducts staff meetings on a regular basis
- Effectively follows the personnel policies of GPL
- Administers compensation and benefits policies according to contracts
- Encourages staff participation in training, development opportunities and provides opportunities for staff

Comments: _____

H. PROFESSIONAL ATTRIBUTES

- Is professional in attitude and action
- Keeps informed of professional developments through participation in professional organizations, UHLS meetings, workshops, continuing education courses and reading of professional materials

Comments: _____

I. ANNUAL GOALS AND OBJECTIVES

- Develops realistic and effective annual Goals and Objectives for presentation to BOT
- Is effective in achieving those Goals and Objectives

Comments: _____

J. COMMUNITY OUTREACH AND PUBLIC RELATIONS

- Ensures that GPL maintains good public relations
- Publishes and distributes effective newsletter to patrons and community
- Represents GPL in a positive and professional manner at community and group meetings
- Works with community groups and government agencies
- Promotes GPL to the public
- Acts as official representative of the Library with the Friends of GPL and the GPL Foundation

Comments: _____

(comments continued)

K. RELATIONSHIP WITH THE BOARD OF TRUSTEES

- Has good working relationship with members of BOT
- Keeps BOT informed about progress of library services and programs as well as any problems encountered
- Makes recommendations for Board action
- Implements GPL policies as established by BOT
- Follows up on any issues or problems brought to his/her attention
- Participates in meetings and activities of Board committees

Comments: _____

Part II – Trustee Assessment

1. Please list the Director's areas of strength and weakness:

2. In reviewing the attached Director's goals for the prior year, how do you feel the Director has or has not achieved these specific goals?

3. Additional comments:

DEFINITION OF RATING TERMS

- 5 – Outstanding:** The Director’s performance is clearly exceptional in comparison to expectations.
- 4 – Highly Effective:** The Director always meets and frequently exceeds performance expectations.
- 3 – Effective:** The Director consistently meets performance expectations and performs in a professional and competent manner.
- 2 – Needs Improvement:** The Director meets only minimally acceptable levels of performance; the Director requires extra direction from BOT.
- 1 – Unacceptable / Needs Substantial Improvement:** The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from BOT. There is need for immediate and significant improvement