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:__________________________________________________________________________

____________________________________________________________________________________
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:

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____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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?

____________________________________________________________________________

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____________________________________________________________________________

3. Additional comments:

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____________________________________________________________________________
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.