Library Director Evaluation Form

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| Rating Scale  |  |
| Mastery – demonstrates exceptional performance  | 3  |
| Meets requirements  | 2  |
| Needs Improvement  | 1  |
| Cannot rate  | N/A  |

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| Category 1: Organization Leadership/ Administrative Duties  | N/A  | 1  | 2  | 3  |
| Oversees and administers the activities of the library including personnel, selection and purchasing of materials, building maintenance and improvements, and public relations.  |   |   |   |   |
| Proposes and helps initiate new programs and services.  |   |   |   |   |
| Administers the annual budget.  |   |   |   |   |
| Develops library policies in conjunction with the Board of Trustees and carries them out.  |   |   |   |   |
| Oversees the application for and implementation of grants.  |   |   |   |   |
| Analyzes library operations to maximize use of library services.  |   |   |   |   |
| Receives and appropriately responds to compliments, complaints, and suggestions from the public.  |   |   |   |   |
| Has knowledge of state-of-the-art technology and if and how it fits the library’s need.  |   |   |   |   |
| Ensures that staff voices are heard in regard to working conditions, new ideas, et cetera.  |   |   |   |   |
| Comments:  |  |  |  |  |

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| Category 2: Relations with the Board of Trustees  | N/A  | 1  | 2  | 3  |
| Recommends to the Board plans, policies and technological improvements relating to library operations.  |   |   |   |   |
| Works with the Board members to maintain Town Support for the Library’s activities and budget.  |   |   |   |   |
| Reports to the Board regularly on library operations, activities, and problems.  |   |   |   |   |
| Provides Board members with opportunities to learn about Board responsibilities.  |   |   |   |   |
| The Director has met the goals of the previous year. |   |   |   |   |
| The Director acted/reacted appropriately to any adverse situations.  |   |   |   |   |
| Comments:  |  |  |  |  |
| Category 3: Professional Relationships  | N/A  | 1  | 2  | 3  |
| Maintains positive relations with the Town Manager, Board of Selectmen, Finance Department, and school officials.  |   |   |   |   |
| Maintains positive relations with community residents and organizations.  |   |   |   |   |
| Comments:  |  |  |  |  |

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| Category 4: Professional Development  | N/A  | 1  | 2  | 3  |
| Demonstrates a commitment to professional development by attending relevant conferences and seminars.  |   |   |   |   |
| Demonstrates to the Board and staff an awareness of new services, programs and technological developments and their potential impact on the library.  |   |   |   |   |
| Justifies the need for staff development.  |   |   |   |   |
| Comments:  |  |  |  |  |