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: |  |  |  |  |