**LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL**

**Type an X in one box for each question. Add comments below each section.**

\*\*\*\*\*All responses are confidential\*\*\*\*\*

|  |  |  |
| --- | --- | --- |
|  | **Board Member** | **Staff Member** |
| **Your role:** |  |  |
|  |  |  |
| **Personnel & Staffing** | **Yes** | **Somewhat** | **No** | **Don’t****Know** |
| Supervises all personnel and encourages professional development |  |  |  |  |
| Positive management/staff relations are maintained |  |  |  |  |
| Develops and executes sound personnel procedures and practices adopted by the Board |  |  |  |  |
| Board is informed of any grievances |  |  |  |  |
| Develops good staff morale and loyalty |  |  |  |  |
| The director justifies the need for staff development funds and adequately accounts for the use of such funds  |  |  |  |  |
| Peak service hours have been identified and staff is scheduled accordingly |  |  |  |  |
| Functions are analyzed periodically and when necessary positions are combined, eliminated and/or created |  |  |  |  |
| Evaluates performance of staff members giving commendation for good work as well as constructive suggestions for improvement |  |  |  |  |

**COMMENTS:**

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| --- | --- | --- | --- | --- |
| **Technology** | **Yes** | **Somewhat** | **No** | **Don’t****Know** |
| Acts as an advisor to the Board to keep the Board informed of current library issues and technology |  |  |  |  |
| Innovative methods of service delivery, technical processes are studied and implemented only if they fit the Library’s need and are cost effective |  |  |  |  |
| The director is knowledgeable of the current state-of- art technology |  |  |  |  |
| The staff is encouraged and aided to maintain an awareness of technological advances in the profession |  |  |  |  |

**COMMENTS:**

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| --- | --- | --- | --- | --- |
| **Library Policies & Priorities** | **Yes** | **Somewhat** | **No** | **Don’t Know** |
| Submits recommendations on policies, services and programs to the Board |  |  |  |  |
| Thoroughly prepares reports and agenda items for the Board’s consideration |  |  |  |  |
| Policy recommendations are generally proactive rather than reactive |  |  |  |  |
| Policy recommendations are necessary and appropriate to the efficient operation of the library |  |  |  |  |
| Keeps Board informed on issues, needs and operations of the library |  |  |  |  |
| Provides leadership in developing long and short term goals to accomplish mission of library |  |  |  |  |
| Implements policies and plans established by the Board on a timely basis |  |  |  |  |
| The Director fully and enthusiastically supports Board decisions |  |  |  |  |
| The Director recommends priorities in concert with the library’s mission as defined by the Board |  |  |  |  |
| The priorities reflect community needs |  |  |  |  |
| The priorities are established proactively |  |  |  |  |

**COMMENTS:**

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| --- | --- | --- | --- | --- |
| **Finances** | **Yes** | **Somewhat** | **No** | **Don’t Know** |
| Prepares and submits budget for Board approval |  |  |  |  |
| The budget covers all necessary expenditures |  |  |  |  |
| Funds are allocated to unanticipated contingencies |  |  |  |  |
| Evaluates needs and makes recommendations for adequate financing |  |  |  |  |
| Directs expenditure of operating funds |  |  |  |  |
| Funds are effectively allocated |  |  |  |  |
| Mid-course corrections are minimized |  |  |  |  |
| Keeps Board informed on needs of the library – building, equipment and supplies |  |  |  |  |

**COMMENTS:**

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| --- | --- | --- | --- | --- |
| **Materials** | **Yes** | **Somewhat** | **No** | **Don’t Know** |
| Supervises material selection |  |  |  |  |
| The library’s program of determining user needs/wants and translating these into acquisitions and services is adequate |  |  |  |  |
| Adequate criteria have been established to enable the library to react systematically to materials budget cuts |  |  |  |  |

**COMMENTS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hiring & Recruiting Staff** | **Yes** | **Somewhat** | **No** | **Don’t Know** |
| Hires new staff as authorized by the Board |  |  |  |  |
| Staff selection is accomplished at appropriate supervisory levels and with adequate use of staff resources |  |  |  |  |
| Adequate emphasis is placed on Equal Opportunity Employer/Affirmative Action; The director’s commitment to these principles is communicated to the staff |  |  |  |  |
| The selection process is designed to insure the selection of the best person for the job |  |  |  |  |
| Internal candidates for promotion are competitive with outside candidates for management positions |  |  |  |  |

**COMMENTS:**

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| --- | --- | --- | --- | --- |
| **Buildings & Grounds** | **Yes** | **Somewhat** | **No** | **Don’t Know** |
| Supervises building care and maintenance |  |  |  |  |
| Buildings and grounds are adequately maintained |  |  |  |  |
| The director communicates information on the need for new and/or remodeled facilities to the Board |  |  |  |  |
| New and/or remodeled facilities are functionally appropriate and aesthetically pleasing |  |  |  |  |
| New and/or remodeled facilities are constructed with budget allocations |  |  |  |  |

**COMMENTS:**

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| --- | --- | --- | --- | --- |
| **Community** | **Yes** | **Somewhat** | **No** | **Don’t Know** |
| Supervises public relations |  |  |  |  |
| Gains respect and support of the total community on the operation of the library |  |  |  |  |
| Keeps abreast of local, state, and national library issues |  |  |  |  |
| Maintains an effective relationship with the local press |  |  |  |  |
| Adequate information regarding new services is communicated to the public |  |  |  |  |
| A proper and realistic balance is established between promotion of services and budget constraints |  |  |  |  |
| The director is active in the community |  |  |  |  |
| The director is accessible to library patrons and the people of Wallingford |  |  |  |  |
| The director is available for speaking engagements in the community |  |  |  |  |
| The director maintains professional obligations; evaluates and recommends the library’s role in cooperative activities |  |  |  |  |
| The library is represented and the director actively participates in professional and community organizations |  |  |  |  |

**COMMENTS:**