

MINOT-SLEEPER LIBRARY DIRECTOR EVALUATION – 2017

EVALUATION PROCESS: Determine the degree of accomplishment based on expected performance of the job description.

GUIDELINES: The Trustees will complete this form and review the evaluation with the Library Director.

1. The Library Director will know the standards against which she/he will be evaluated.
2. An evaluation will occur at least once a year.
3. Both parties will prepare for the evaluation—the Library Director by conducting a self-evaluation using this form and the Board of Trustees by examining various sources of information relating to the individual’s performance as itemized on this form.
4. The evaluations should include a discussion of strengths as well as areas for improvement. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

RATINGS ***EXCELLENT:*** exceeds expectations
 GOOD: meets expectations
 FAIR: slightly below expectations
 POOR: does not meet expectations

EXCELLENT GOOD FAIR POOR

ADMINISTRATIVE

1. Budgets

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. In assisting the Board with preparation of the annual budget all necessary paperwork is completed in a timely manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The budget covers all necessary and anticipated expenses. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Funds are effectively allocated; midcourse corrections minimized. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Recommendations for major purchases are thoroughly prepared and justified. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS.....

Overall rating:

2. Collection Development

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|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Acquisitions adhere to established policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The library’s program of determining user needs/wants is adequate and translated into appropriate acquisitions and services. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The collection is maintained and weeded in a systematic manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The collection development plan reflects the demographics of the town and school district. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. The Director reports periodic statistics on acquisitions to the board in a timely manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating:

3. Policy Recommendations

EXCELLENT GOOD FAIR POOR

- a. Reasonable recommendations are generally made in advance.
- b. Policy recommendations are well thought out, necessary, and appropriate to the efficient operation of the library.
- c. Alternative suggestions are recommended.

COMMENTS:
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Overall rating:

4. Policy Implementation

- a. Decisions made by the Board are implemented promptly.
- b. Once a decision has been made the Director fully and enthusiastically supports it.

COMMENTS:
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Overall rating:

5. Statistical Accountability

- a. Daily circulation statistics current.
- b. Upon the request of the Board for specific data, the Director responds in a timely manner.
- c. Annual reports are completed on time.

COMMENTS:
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Overall rating:

SUPERVISION

1. Daily Operation

- a. The daily operation of the Library runs smoothly with respect to hours open, adequate staffing, and providing services.
- b. The Director has working knowledge of all library processes and procedures.
- c. The Director shares a rotation of circulation desk functions with staff.
- d. Incoming materials are promptly cataloged and processed.
- e. Reference assistance to patrons is performed courteously.
- f. Routine and exceptional maintenance of the building and grounds is conducted and supervised regularly.

COMMENTS:
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Overall rating:

2. Development of Staff

EXCELLENT GOOD FAIR POOR

- a. The staff is trained in all Library processes and procedures. EXCELLENT GOOD FAIR POOR
- b. They are treated equally and fairly in their assignments. EXCELLENT GOOD FAIR POOR
- c. Recommendations for hiring and firing are well thought out. EXCELLENT GOOD FAIR POOR
- d. Staff annual evaluations are prepared and administered in a timely manner. EXCELLENT GOOD FAIR POOR
- e. Staff scheduling assures adequate daily coverage of hours of operation. EXCELLENT GOOD FAIR POOR
- f. The Director motivates and enables the staff to develop their skills through continuing education, workshops and seminars. EXCELLENT GOOD FAIR POOR
- g. The staff is encouraged and aided in maintaining an awareness of technological advances in the profession. EXCELLENT GOOD FAIR POOR

COMMENTS:
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Overall rating:

PROFESSIONAL DEVELOPMENT

1. Professional Awareness

- a. New methods of service delivery, technical processes, etc. are studied thoroughly and implemented once proven that they fit the needs of the library and are cost effective. EXCELLENT GOOD FAIR POOR
- b. The Director maintains current knowledge of Library and Information Science. EXCELLENT GOOD FAIR POOR
- c. The Director maintains current knowledge of State Library Laws and Standards. The Board is promptly advised of any changes. EXCELLENT GOOD FAIR POOR

COMMENTS:
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Overall rating:

2. Technology

- a. The Director maintains current knowledge of relevant technology, computer applications, and equipment. EXCELLENT GOOD FAIR POOR
- b. Staff are given the opportunity to receive training to stay current and knowledgeable about technology. EXCELLENT GOOD FAIR POOR

COMMENTS:
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Overall rating:

3. Professional Organizations

- a. The Director participates in professional organizations. EXCELLENT GOOD FAIR POOR
- b. Appropriate annual conferences are attended. EXCELLENT GOOD FAIR POOR

COMMENTS:
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Overall rating:

4. Workshops, Seminars

EXCELLENT GOOD FAIR POOR

- a. The Director attends at least 2 workshops/seminars annually.
- b. The staff is encouraged and enabled to attend appropriate workshops and seminars annually.

COMMENTS:
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Overall rating:

COMMUNITY INTERATION/PUBLIC SERVICES

1. Community Development

- a. The needs of the community are considered when developing library services.
- b. The Director develops and recommends changes and improvements in services to the community.
- c. The library services are effectively communicated to the public.

COMMENTS:
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Overall rating:

2. Programming

- a. Programs are planned and organized on an annual basis to serve the needs of all patrons including children, young adults and adults.
- b. The plans are effectively implemented and evaluated.

COMMENTS:
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Overall rating:

5. Friends of the Library

- a. The Director promotes and supports the Friends Group.
- b. The Director works with the Friends to identify the appropriate role of the Friends Group.

COMMENTS:
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Overall rating:

PROFESSIONAL BEHAVIOR

1. Organizes work well

COMMENTS:
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2. Shows initiative

COMMENTS:
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3. Meets deadlines

COMMENTS:
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4. Shows enthusiasm

COMMENTS:
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5. Motivates staff

COMMENTS:
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6. Receptive to new ideas

COMMENTS:
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7. Delegates responsibility

COMMENTS:
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8. Uses time efficiently

COMMENTS:
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9. Accepts criticism

COMMENTS:.....
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10. Works well with others

COMMENTS:.....
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GOALS

1. Short term/long term goals

EXCELLENT GOOD FAIR POOR

- a. The Director has been cooperative in assisting the Board in defining short term goals (to be completed in the current year) and long term goals (to be completed with 2-5 years).
- b. Short term goals been accomplished in the time expected.
- c. The Board has been informed of progress on long term goals.

COMMENTS:.....
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Overall rating:

SELF EVALUATION:

1. What have been your major accomplishments during this review period?
2. Have there been any special circumstances that have helped or hindered you in performing your job?
3. What would you like to see changed in the operation and/or organization of the Library?
4. To what extent have you met your short term goals?
5. What is your progress toward achieving your long term goals?.....

GOALS

1. What are your short-term goals for the new review period?
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2. What are your long-term goals for the next review period?
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REVIEW DATE NEXT REVIEW DATE.....

EMPLOYEE (SIGNATURE)

BOARD OF TRUSTEES (SIGNATURES)

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