Performance Appraisal Director of Library

Instructions

Rating Levels:

<u>Outstanding</u>: Consistently performs high quality of work and far exceeds expectations. Consistently exercises initiative and resourcefulness and performs exceptionally well. May have exhibited rare achievement.

<u>Commendable</u>: Performance is consistently up to standards and sometimes exceeds expectations. Work is done consistently so that objectives are exceeded and successfully meets difficult challenges and new assignments.

<u>Competent</u>: Adequately performs in a competent, effective manner. Performance meets standards. Knowledgeable and skilled to perform duties.

<u>Marginal</u>: Performance is below expectations. Sometimes meets standards, but often falls below it. Improvement is required to meet the full standards of the position.

<u>Unacceptable</u>: Performance is totally unsatisfactory. Amount of work done is insufficient and falls below minimum standards. Requires immediate attention since continued performance at this level is unacceptable.

<u>Don't Know</u>: Used for individual responses on the rating section. Not to be used when deciding on a rating for library director.

Please look over this form and rate the director on areas in which you have knowledge. The director has included a summary of the progress of the completion of goals and objectives for the year. Please bring your completed form to the December board meeting for comparison with other board members. Another copy of the appraisal will be included in your board packet.

Other Evaluative Resources Considered:

- 1. City Administrator's Evaluation.
- 2. Library staff upward appraisal.

Library Board/City/Personal Goals and Objectives—Report (pg 1)

Library Board/City/Personal Goals and Objectives—Report (pg 2)

Rating the Library Director - Page 1

	<u>Outstanding</u>	Commendable	<u>Competent</u>	<u>Marginal</u>	<u>Unacceptable</u>	Don't Know
1. Act as the library board's executive officer.	?	?	?	?	?	?
2. Serve as the technical advisor to the board.	?	?	?	?	?	?
3. Implement the policies of the library as established by the board.	?	?	?	?	?	?
4. Prepare the draft of the annual library budget for board discussion and approval.	?	?	?	?	?	?
5. Participate in the presentation of the adopted budget to local officials.	?	?	?	?	?	?
6. Receive and expend library funds accord- ing to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.	?	?	?	?	?	?
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).	?	?	?	?	?	?
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.	?	?	?	?	?	?
9. Prepare state annual report for review and approval by the library board.	?	?	?	?	?	?
10. Inform and advise the library board as to local, regional, state, an national develop- ments in the library field and work to main- tain communication with other area libraries and the library system.	?	?	?	?	?	?
11. Maintain a timely and efficient collection development process, clean and tidy shelves, and quick re-shelving times.	?	?	?	?	?	?
12. Develop and execute an array of services and programs to address the various needs of users and to make the library more accessible to all.	?	?	?	?	?	?

Rating the Library Director - Page 2

	<u>Outstanding</u>	Commendable	Competent	Marginal	<u>Unacceptable</u>	Don't Know
13. Provide friendly and efficient direct assis- tance to users checking out materials, re- questing directional or community informa- tion, or seeking materials or information on specific topics.	?	?	?	?	?	?
14. Provide news releases and submissions to the media to announce new and special ser- vices and events that spotlight the library.	?	?	?	?	?	?
15. Assist and guide local volunteer groups (e.g. Friends of the Library) who wish to help with library promotion, fundraising, and enhancement of services.	?	?	?	?	?	?
16. Prepare grant applications, when grant opportunities are offered, in order to supple- ment local funding of library operations and development.	?	?	?	?	?	?
17. Maintain records showing all programs offered and number of attendees at each program.	?	?	?	?	?	?
18. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.	?	?	?	?	?	?
19. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.	?	?	?	?	?	?
20. Oversee care and maintenance of the library building and grounds.	?	?	?	?	?	?
21. Regularly review building needs and ad- vise the board in its planning for the future expansion or development.	?	?	?	?	?	?
	Outstanding	Commendable	Competent	Marginal	<u>Unacceptable</u>	Don't Know
Overall Rating.	?	?	?	?	?	?