

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 209.1

Subject: Library Director Performance Review

Date of Review: _____ Trustee Completing: _____

Scale:

- 3 Exceeds expectations for performance in category
- 2 Satisfactory performance, meets expectations for position
- 1 Below average performance, improvement required

Note: This scale is not a simplistic scale. A rating of 2 is expected overall and should be considered meeting benchmarks. Ratings of 1 or 3 should be accompanied by comments. Comments are encouraged. In the event a Trustee has not observed the Library Director in a particular area or category, an indication of “N/K” (no knowledge) should be applied. The overall rating in each category is to be determined by adding together all ratings, then dividing that sum by the number of numerical ratings used.

1. Relationship with Board of Trustees

- ___ Keeps Board informed of Library activities, progress and problems.
- ___ Is respectful to Trustees’ ideas and suggestions.
- ___ Makes sound recommendations for Board action.
- ___ Demonstrates appropriate and timely execution of Board decisions.
- ___ Maintains friendly and courteous attitude toward Trustees.

Comments/Examples: _____

Category Rating: _____

2. Professionalism

- ___ The Library Director monitors social media to the best of their capabilities to assure library issues or derogatory comments about the library, library staff and trustees are not displayed by themselves or staff.

Professionalism *(continued)*

- ___ The Library Director is respectful of everyone including peers, staff, and patrons.
- ___ All employees are treated the same with regard to library policy.
- ___ The Library Director does not take others for granted and values their efforts.
- ___ The Library Director is always ethical, honest, and refrains from deceitful practices.
- ___ The Library Director exemplifies and strives to take the leadership role at all times.
- ___ The Library Director maintains an orderly, clean office that does not interfere with tasks, hinder or spillover into the common areas or staff's workplaces.
- ___ The Library Director dresses in a manner suitable for the position's professional and community centered role.
- ___ The Library Director does not gossip with or about staff, patrons, or trustees.

Comments/Examples: _____

* Any comments regarding these questions should be made above and may be continued on the back of this page.

Category Rating: _____

3. Staff Organization

- ___ Employs and maintains competent staff members.
- ___ Encourages and implements staff education and development.
- ___ Communicates well with staff.
- ___ Executes employee performance reviews in a fair, reasonable and timely manner.
- ___ Appears professional in dress and conduct in workplace and community.

Comments/Examples: _____

Category Rating: _____

4. Community and Public Relations

- Represents the Library in a positive and professional manner.
- Actively promotes the Library system to the public.
- Accepts public criticism and responds appropriately.
- Evaluates library usage and satisfaction with services through user surveys and statistical data for informed recommendations and decision-making.
- Improves access to electronic resources, recommends the best course of action to take checking software options, adapts electronic sources to mobile technology access and e-book downloading service.

Comments/Examples: _____

Category Rating: _____

5. Fiscal Management

- Prepares a balanced budget.
- Demonstrates knowledge of budget in daily operations.
- Demonstrates ability to develop new resources where possible.
- Displays common sense and good judgment in all business transactions.
- Demonstrates stewardship of facilities and maintenance care of property.

Comments/Examples: _____

Category Rating: _____

6. Planning Activities

- Involves Board in planning needs for better service to our community.
- Does research and provides Board with future expansion needs.
- Demonstrates ability to negotiate contracts
- Involves Trustee Board in enhancing existing services and plan for new services, for creation and review of Library policies and procedures.
- Does research and provides Trustee Board with future facility and space-use needs while continuing community outreach projects that meet those current and future needs.

Planning Activities *(continued)*

- ___ Reviews and evaluates all programs yearly.
- ___ Continues adding, processing, making available and evaluating Library collections on local, regional and state history; including the Library's Fly-Fishing Collection.
- ___ Is ready and prepared for Trustee Board meetings.
- ___ Plans well in advance.

Comments/Examples: _____

Category Rating: _____

7. Meeting Library Goals

- ___ Establishes short and long range goals based on needs.
- ___ Shows responsibility for guiding existing programs to meet needs.
- ___ Communicates with Board when goals need to be adjusted.
- ___ Presents staff growth and organization goals yearly to Board for review.

Comments/Examples: _____

Category Rating: _____

Add together all Category Ratings and divide by 7 to determine Trustee's Overall Rating.

OVERALL RATING _____

Director Signature: _____ **Date:** _____

Trustee/Committee Head _____ **Date:** _____

Space allowed for continued or additional notes.

ADOPTED: February 12, 2002

REVIEWED: May 19, 2014, October 13, 2016

AMENDED: June 12, 2014, November 10, 2016