

**Indian Prairie Public Library
Library Director Evaluation**

Director Name _____ Evaluation Year _____

Definition of Terms

Exceeds expectations Director has gone beyond what you would expect.

Meets expectations Director meets most or all of what you expect.

Does not meet expectations Director is not working at level acceptable to you.

NI No information

A. Organization Leadership

1. The director promotes the library to state and local officials, other libraries, and library patrons to enhance the respect and support from the community.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director is aware of community needs and interests and adjusts library services and plans accordingly.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director makes contributions to the library profession.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

4. The director has broad knowledge of subjects relevant to library services and management of the library. The director continues to develop that knowledge and stay current with new ideas and trends in library services and management.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

5. The director develops and executes sound personnel practices.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

6. The director is able to motivate staff and encourage teamwork and morale.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

B. Business and Financial Management

1. The director has complete understanding of library finances and the budget process, develops a budget that meets the needs of the library and oversees that funds are spent within budget limits.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director works with the board in sound financial planning and provides the board, in a timely manner, with accurate, understandable information about the financial status of the library.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director keeps informed of relevant legal information and funding opportunities including resources for donations and grants.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

C. Relationship with the Board

1. The director keeps board members informed about issues, needs, and the operation of the library and responds in a timely manner to requests for information by the board.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director offers direction to the board and makes appropriate recommendations based on thorough study and analysis.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director interprets and executes the intent of board policy.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

4. The director is open to ideas, suggestions, and critiques from the board.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

D. Personal/Professional Characteristics

1. The director maintains high standards of ethics, honesty, and integrity.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. Work is completed in a timely manner with accuracy and thoroughness.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director applies appropriate analysis and exercises good judgment when making decisions and ably handles problems in a professional manner and with a positive attitude.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

4. The director displays a service-oriented attitude.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

E. Innovation/Improvement

1. The director displays creativity and initiative in modifying existing services or creating new services for improvement of library service.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director's activities and accomplishments are consistent with the strategic plan.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

Part Two

List any other areas that you feel were not reflected in part one where you feel the director has done an exceptional job or areas where there are weaknesses in performance.

Part Three

List goals you would like to see the director work on for the next year.