



**Toulon Public Library
Board of Trustees
617 E. Jefferson St.**

Library Director Evaluation

Purposes of the Performance Evaluation:

- To provide the director with clear understanding of the board's expectations.
- To ensure the director and the board are on the same page regarding library goals.
- To serve as a formal vehicle of communication between the board and director.
- To identify the concerns of the entire board so that appropriate action can be taken.
- To demonstrate sound management practices and accountability of both the library director and board members.
- To demonstrate knowledge of board and director roles.

Expectations and Evaluation

Directors are held accountable to many stakeholders in the community. The board and the director must recognize the influence of these groups and acknowledge the relationship with each one:

- The general public
- Elected officials such as city council and county board, treasurer, clerk
- The library staff members
- Public groups who exert pressure on the director to respond to their concerns
- School officials
- Individual members of the board of trustees who have personal priorities for the library and the director.

Good, direct communication is crucial for any organization to flourish.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

0: N/A: Not applicable to this situation.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest) or N/A (Not Applicable) where appropriate:

1. Preparing and Managing the Budget

___ Necessary work is completed in a timely manner prior to presentation to the Board.

___ The budget covers all necessary expenses.

___ Funds are allocated or reserved for unanticipated contingencies.

___ Funds are effectively allocated to give maximum value for taxpayers funds.

___ Ordinances are prepared on time and accurately.

___ IPLAR (Annual report) and Per Capita (state grant of approx \$1.50 per patron) reports are accurate and complete and submitted to the state library in a timely manner.

___ Other funding sources are explored and applied for as appropriate.

Comments

2. Managing the Staff

___ Positive relationships with staff are maintained.

___ Fair and logical policies are proposed for board adoption and then fairly administered.

___ If grievances are filed against the director they are justified.

Comments

3. Professional Awareness

___ Methods of library service, delivery, and technical processes are studied thoroughly.

___ Innovations are implemented only after they fit the needs of the institution and are proven to be cost effective and logical.

___ The director maintains an adequate knowledge of current library science practices.

___ Director encourages staff to maintain an awareness of advances in the profession.

Comments

4. Collection development

___ Collection development policy is up-to-date and reviewed as needed.

___ Selection and weeding are policies systematically implemented.

___ Director determine's user needs/wants and translates these into appropriate book purchases and services offered.

___ Materials purchases are monitored to enable the library to react to changes in the budget.

___ The collection is current and reflects present community needs and interests.

Comments

5. Implementation of Board Decisions

___ Board decisions are implemented on a timely basis.

___ Director attends and is sufficiently prepared for meetings.

___ Director is objective, logical, and thoughtful in making the necessary decisions.

___ Director is consistent and fair in decisions that affect the staff and/or public.

___ Director fully and enthusiastically supports the library board.

___ Director sets an example for the staff through professional conduct, and a business-like approach.

Comments

6. Use of the Library

___ Effectively communicates library services to the public.

___ A logical balance is maintained between services offered and budget constraints.

___ Circulation trends and library use are analyzed monthly.

___ Information about new services that are effectively communicated to the public.

Comments

7. Development of Staff

___ Staff are encouraged to develop and are assisted in their pursuit of library success.

___ Staff job descriptions match actual jobs completed.

___ Director adequately justifies the need for staff, actively campaigns for staff pay and benefits, and adequately budgets for this.

___ Cross-training is utilized to provide adequate service to the public.

Comments

8. Utilization of Staff

___ Staff are aware of their tasks and responsibilities.

___ The library schedule is adjusted to account for peak hours of patron traffic.

___ Director and staff analyze library operations periodically with the objective of combining, eliminating and/or creating new positions for the maximum benefit of taxpayers.

Comments

9. Community Development

___ Director resides in the community.

___ The Director is available to other community organizations ie Historical Society.

___ The Director makes the building available for voting and other community needs.

Comments

10. Activity in Professional Organizations: library system, conference committees

___ Director participates and holds office in professional organizations as appropriate.

Comments

11. Policy Recommendations to Board

___ Policy changes are well thought out and logical.

___ Policy recommendations are presented when necessary and appropriate to the efficient operation of the library.

___ Trustees are informed of new developments and important news reported in the director's report. Board members are given the necessary background to make informed policy decisions.

Comments

12. The Library

___ Director actively promotes the library.

___ Director and staff provide support to all library patrons.

___ Director explains library budget and governmental practices when questioned.

___ Director and staff know and maintain the role of the board.

Comments

13. Maintenance and Construction of Building

___ Buildings and grounds are adequately maintained in a manner which gives maximum value to taxpayers.

___ Director arranges ongoing maintenance and provides adequate information of future building expenditures to the board.

___ Facilities are in a clean, functionally appropriate and aesthetically pleasing condition.

___ Director communicates effectively with contractors and outsourced maint.

Comments

14. Establishing Priorities

___ Director's recommended priorities are in sync with board goals.

___ Priorities appropriately reflect community needs.

___ Priorities reflect advanced thought and director/staff planning.

___ Director's accomplishments move the library forward.

___ Director updates processes on a continuous basis to reflect changing circumstances.

___ Director provides adequate information to the board on the implementation and revision of goals.

Comments

15. Staff Selection

____ Staff are of high quality.

____ Staff are acknowledged and appreciated by director and board through bonuses, lunches, etc.

Comments