

Director Evaluation

Robey Memorial Library

The purpose of this evaluation instrument is to take a personal inventory, to identify strengths and weakness, and to outline and agree upon a practical improvement program. An evaluation of the library director will be done annually by members of the library board by meeting with the director, observations of the library, and informal conversations with library staff and the public.

Performance Evaluation Ratings

- 10-9 Exceeds Expectations: Goes above and beyond to excel in performance.
- 8-6 Satisfactory: Reasonable and acceptable performance level. Work is performed accurately with few errors.
- 5-3 Needs Improvement: Requires frequent supervision.
- 2-0 Unsatisfactory: Clearly below acceptable level. Frequent difficulties in accomplishing simple or routine task, disregard for instructions.

Attitude

- ___ Punctuality - maintains assigned working hours
- ___ Cooperativeness with board and public
- ___ Relationship with staff and public
- ___ Conducts self in a professional manner, withstanding pressure and remaining calm in a crisis
- ___ Overall acceptance of responsibility

Managing the Library

- ___ Recommends to the board library policies and procedures for implementation and execution by the director
- ___ Organizes materials so they are readily accessible

- _____ Selects materials
- _____ Supervises the processing of materials
- _____ Maintains inventory of materials
- _____ Keeps accurate records of finances, billings, and budgets
- _____ Projects future needs of the library
- _____ Maintains an atmosphere conducive to study and learning
- _____ Promotes the use of the library through written articles and speaking to community groups upon request
- _____ Keeps informed and in touch with recent developments in media research including technological updates
- _____ Attends and participates in meetings of professional organizations
- _____ With board approval, interviews and hires new staff
- _____ Supervises staff (delegates, motivates, schedules, evaluates, and communicates policies and procedures)
- _____ Works with City Council, County Board of Supervisors, and Regional Library as to library matters
- _____ Keeps board informed and up to date

Additional comments _____

Employee comments _____

Evaluators signature _____ Date _____

_____ Date _____

_____ Date _____

Employees signature _____ Date _____

(Signature of employee acknowledges receipt of this evaluation and that they have read the instrument, but does not mean that the employee agrees with the evaluation.)

<i>Adopted</i>	<i>May, 1997</i>
<i>Revised</i>	<i>November, 1998</i>
<i>Revised</i>	<i>November, 1999</i>
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