

PERSONNEL COMMITTEE PROCEDURES

Director's Evaluation

At the beginning of November each year, the Board will perform the Library Director's Annual Evaluation. The Evaluation Form will be e-mailed to each Trustee for their review and rating and must be returned to the Board President within two weeks.

The President, together with the Personnel Committee, shall meet with the Director to review the Evaluation and to discuss any changes that should be addressed in library policies and/or procedures.

The Evaluation Form is attached herewith.

Evaluation Summation Form

Executive Director's Annual Evaluation

Date:

Form Instructions:

- 1) Collect the evaluation forms from each board member and indicate how many Es, Ss, Ns, and Us each item and each category received in Part 1 of the form.
- 2) Summarize the comments for each section.
- 3) Use this form during your scheduled time with your director as an outline for discussion.
- 4) Fill out Part 2 of the form with your director.

Part 1:

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Area of Organizational Health

Rating

Customer Service & Community Relations

- Level of patron satisfaction E S N U
- Customer service received by patrons E S N U
- Consistent application of policies that affect the public E S N U
- Services are communicated to the public effectively E S N U
- Working relationships and cooperative arrangements with government officials, community groups and organizations E S N U
- Awareness of community needs E S N U
- Mechanisms are in place to hear from patrons and the community-at-large E S N U

Comments:

CS & CR totals: E S N U

Organizational Growth

- The library is making progress on its long-range plan (LRP) E S N U
- Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement E S N U
- Goals and objectives are evaluated regularly E S N U
- Creativity and initiative are demonstrated in creating new services/programs E S N U
- Collection is responsive to community needs E S N U
- The library is responsive to changes in the community E S N U
- Staff are aware of library's long-range plan, policies and activities E S N U
- There is a working knowledge of significant developments and trends in the field E S N U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis E S N U

Comments:

OG totals: E S N U

Administration & Human Resource Management

- Work is effectively assigned, appropriate levels of freedom and authority are delegated ___E ___S ___N ___U
- Job descriptions are developed; regular performance evaluations are held and documented ___E ___S ___N ___U
- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented ___E ___S ___N ___U
- Policies and procedures are in place to maximize volunteer involvement ___E ___S ___N ___U
- Staff development and education is encouraged; ___E ___S ___N ___U
- Staff understand how their role at the library relates to the mission ___E ___S ___N ___U
- Library climate attracts, keeps, and motivates a diverse staff of top quality people ___E ___S ___N ___U

Comments:

A&HRM totals: E ___ S ___ N ___ U ___

Financial Management / Legal Compliance / Fundraising

- Adequate control and accounting of all funds takes place; library uses sound financial practices ___E ___S ___N ___U
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines ___E ___S ___N ___U
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) ___E ___S ___N ___U
- Positive relationships with government, foundation and corporate funders are in place ___E ___S ___N ___U
- Positive relationships with individual donors is established ___E ___S ___N ___U
- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations ___E ___S ___N ___U

Comments:

FM/LC/F totals: E ___ S ___ N ___ U ___

Board of Trustee Relationship

- Appropriate, adequate, and timely information is provided to the board ___E ___S ___N ___U
- Support is provided to board committees ___E ___S ___N ___U
- The board is informed on the condition of the organization and all important factors influencing it ___E ___S ___N ___U

Comments:

BTR totals: E ___ S ___ N ___ U ___

Additional Comments:

Total number of:

E ____

S ____

N ____

U ____

Part 2:

Director Comments:

Overall rating:

____ Exceeds expectations

____ Meets expectations

____ Does not meet expectations

Director: ____ agree ____ disagree

Director Signature:

Date:

Board Signature:

Date: