

Performance Appraisal Director of Library

Instructions

Rating Levels:

Outstanding: Consistently performs high quality of work and far exceeds expectations. Consistently exercises initiative and resourcefulness and performs exceptionally well. May have exhibited rare achievement.

Commendable: Performance is consistently up to standards and sometimes exceeds expectations. Work is done consistently so that objectives are exceeded and successfully meets difficult challenges and new assignments.

Competent: Adequately performs in a competent, effective manner. Performance meets standards. Knowledgeable and skilled to perform duties.

Marginal: Performance is below expectations. Sometimes meets standards, but often falls below it. Improvement is required to meet the full standards of the position.

Unacceptable: Performance is totally unsatisfactory. Amount of work done is insufficient and falls below minimum standards. Requires immediate attention since continued performance at this level is unacceptable.

Don't Know: Used for individual responses on the rating section. Not to be used when deciding on a rating for library director.

Please look over this form and rate the director on areas in which you have knowledge. The director has included a summary of the progress of the completion of goals and objectives for the year. Please bring your completed form to the December board meeting for comparison with other board members. Another copy of the appraisal will be included in your board packet.

Other Evaluative Resources Considered:

1. City Administrator's Evaluation.
2. Library staff upward appraisal.

Year 2006

Library Board/City/Personal
Goals and Objectives—Report (pg 1)

Library Board/City/Personal
Goals and Objectives—Report (pg 2)

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	<u>Outstanding</u>	<u>Commendable</u>	<u>Competent</u>	<u>Marginal</u>	<u>Unacceptable</u>	<u>Don't Know</u>
1. Act as the library board's executive officer.	?	?	?	?	?	?
2. Serve as the technical advisor to the board.	?	?	?	?	?	?
3. Implement the policies of the library as established by the board.	?	?	?	?	?	?
4. Prepare the draft of the annual library budget for board discussion and approval.	?	?	?	?	?	?
5. Participate in the presentation of the adopted budget to local officials.	?	?	?	?	?	?
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.	?	?	?	?	?	?
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).	?	?	?	?	?	?
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.	?	?	?	?	?	?
9. Prepare state annual report for review and approval by the library board.	?	?	?	?	?	?
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.	?	?	?	?	?	?
11. Maintain a timely and efficient collection development process, clean and tidy shelves, and quick re-shelving times.	?	?	?	?	?	?
12. Develop and execute an array of services and programs to address the various needs of users and to make the library more accessible to all.	?	?	?	?	?	?

