

# APPENDIX M

## Sample Director Evaluation Instrument #1

<b>Library Director Evaluation Form for Board Members</b>					
	Far Below Job Standards	Below Job Standards	Meets Job Standards	Exceeds Job Standards	Far Exceeds Job Standards
<b>1. Planning</b>					
establishment of goals and objectives ; anticipation of future developments; formulation of effective plans to achieve desired results					
<b>2. Decision Making</b>					
ability to make sound, logical decisions under stress; exercise of good judgment; ability to see problems objectively					
<b>3. Effectiveness in Dealing With People</b>					
leadership ability; ability to develop employees; cooperation with team; ability to present ideas and get them accepted					
<b>4. Administration</b>					
execution of plans, staffing, organization, job accomplishment, handling problems, development of new and better methods, procedures, or ideas					
<b>5. Job Knowledge</b>					
amount of job knowledge necessary to perform assigned duties and responsibilities and to accomplish stated objectives; specialized training, experience					
<b>6. Communication Skills</b>					
quality of reports and correspondence; listening ability; oral presentation; participation in discussions and meetings; methods used for the flow of information					
<b>7. Initiative</b>					
drive; self-starting ability; capacity to act promptly; a striving to attain goals; willingness to work beyond ordinary requirements; independent action					
<b>8. Adaptability</b>					
reaction to new responsibilities; handling of special projects; attitude; flexibility					
<b>9. Institutional Commitment</b>					
dedication to service; willingness to strive for superior quality performance; sense of responsibility; concern for welfare of total institution as well as specific responsibilities; promotion of favorable public relations; involvement in appropriate community activities					
<b>10. Professional Activity</b>					
membership and active participation in library-related organizations at the local, state, and national levels					

SOURCE: Chestatee Regional Library System; Dawsonville, GA. Created by Lyn Hopper.

# Sample Director Evaluation Instrument #2

## EVALUATION OF LIBRARY DIRECTOR

Sara Hightower Regional Library  
Rome, Georgia 30161

Name of Library Director \_\_\_\_\_

Date \_\_\_\_\_

**INSTRUCTIONS:** To be completed by Regional Library Board members. Read each statement carefully. To the Right of each statement, check the response that best expresses your agreement or disagreement with the statement. Mark only one response for each statement, and respond to all statements.

5 = Strongly Agree

4 = Agree

3 = Sometimes agree, sometimes disagree

2 = Disagree

1 = Strongly Disagree

NV (no value) = Don't know; not applicable

Strongly Agree	Agree	Sometimes Agree; Sometimes Disagree	Disagree	Strongly Disagree	No Value, Don't Know or Not Applicable
5	4	3	2	1	NV

### **Relationship with Regional Library Board: The Director....**

1. keeps me informed on local, state and national library issues.
2. assists me with reports and other information in making decisions I must make.
3. is accessible and returns my telephone calls or emails and is always willing to discuss issues.
4. listens to my problems and resolves them promptly and to the best of her ability.
5. treats me with dignity and respects my points of view.
6. presents matters requiring the board's attention clearly, and makes reasonable recommendations.
7. implements board policies promptly and effectively for staff and for the public.
8. keeps me informed of board training opportunities and provides local board training periodically.

5	4	3	2	1	NV

### **Relationship with Affiliated Libraries: The Director....**

9. is genuinely interested in the success of my local library.
10. meets local funding agency officials and talks to them periodically about the library's needs, and/or works with local staff to communicate with officials.
11. keeps my local library board informed on local, state and national library issues.


**EVALUATION OF LIBRARY DIRECTOR**

- 12. provides my local library board with information about the actions of the Regional Library.
- 13. treats my local library board members with dignity and respects their points of view.
- 14. shows no favoritism to one local library over another.

5	4	3	2	1	N/V

**Financial and Plant Management: The Director....**

- 15. manages the financial resources of the regional library system wisely.
- 16. presents budgets that are realistic and that meet the needs of the local libraries and the public, within the limits of the funds provided by the funding agencies.
- 17. stays abreast of other sources of funding and attempts to find grants and other funds for the library.
- 18. budgets funds or requests funds from the appropriate local funding agencies (owners of the buildings) for the adequate maintenance of library buildings.
- 19. is cognizant of our growing communities and petitions funding agencies for funds for responsive library growth.


**Personnel Management: The Director.....**

- 20. effectively allocates staff to carry out the mission of the library system.
- 21. handles personnel problems before they become board problems.
- 22. sets an example for the staff through professional conduct, high principles such as honesty and integrity, and a business-like approach.
- 23. encourages staff to develop their skills through workshops and other training opportunities.
- 24. promotes an environment of workplace safety.
- 25. promotes the library system through the media and through speaking engagements for himself or herself and other staff members.
- 26. is involved in the community.
- 27. is involved in professional organizations.
- 28. keeps informed about local, state and national politics and alerts the board to critical issues.


**Long Range Planning and Innovation: The Director .....**

- 29. has a sense of where the library system has been and where it needs to go.
- 30. embraces change and innovation in order to move the library system forward.
- 31. stays up to date about library law and related laws and keeps the board informed.


**Comments:**

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**The Library Director is recommended for:**

\_\_\_\_\_ Retention

\_\_\_\_\_ Probation

\_\_\_\_\_ Dismissal

**with the following salary adjustment:**

\_\_\_\_\_ Increase

\_\_\_\_\_ No Increase

**Reviewer's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_