The following items are to be used to evaluate the Library Director. Each Board member should rate the Director on each item, as follows:

**POINTS**
4 – Outstanding
3 – Good
2 – Satisfactory
1 – Needs Improvement
0 – Unsatisfactory

Written comments may be offered on the next page.

**Rating**

A. Relationship with the Board

1. Keeps the Board informed on issues, needs and operations of library.
2. Offers professional advice to the board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
3. Supports and executes Board policy and intent to public and staff
4. Seeks and accepts constructive criticism of work

B. Community Relationships

5. Promotes the library to enhance the respect and support from the community.
6. Develops good staff-community relationships.

C. Business and Finance
7. Keeps informed on needs of the library – building, supplies, equipment
8. Evaluates financial needs and makes recommendations for adequate financing.
9. Determines that funds are wisely spent and within budget limitations.
10. Supervises operations, insisting on competent and efficient performance.

D. Personal Qualities

11. Maintains high standards of ethics, honesty and integrity in all professional matters.
12. Demonstrates accuracy, thoroughness, and skill in completing assignments.
15. Can work independently. Plans work productively, is generally self motivated.

E. Staff and Personnel Relationships

16. Develops and executes sound personnel procedures and practices.
17. Develops good staff morale and loyalty to the organization.
18. Delegates authority to members appropriate to the position each holds
19. Recruits and assigns the best available personnel in terms of their competencies.
20. Evaluates performance of staff members giving commendation for good work as well as constructive suggestions for improvement.

F. Additional Comments

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