Library Director Performance Appraisal

Director: ___________________________  Date: __________________

The director serves as the Administrator of the Library and as Executive to the Board of Trustees. S/he is responsible for the over all day-to-day operation of Library; library planning including the development and implementation of the mission, long range goals and objectives and annual program activities; policy development, recommendation to the Board and implementation; annual budget preparation and management; staffing, staff and leadership development; library building maintenance; and maintaining positive relations with the Mayor, Township Council, Township Administrator and Executive Staff, the Friends of Library, community residents and organizations, and Library professional community.

Section I.

Please rate Library director in each of the following areas. Comments may include areas of strengths or weaknesses, specific examples of behavior or critical incidents, etc.

Part I. – Administrative Duties

1. Oversees and administers the activities of the Library including human resources, selection of materials, purchasing, data processing systems, EBTV, building maintenance, capital improvements, and public relations and information directly and through the Administrative Staff.

- [ ] Exceeds Requirements
- [ ] Meets Requirements
- [X] Needs Improvement
- [ ] Cannot Rate

Comments: ____________________________________________________________
_____________________________________________________________________
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2. Proposes and helps staff initiate new programs and services.

- [ ] Exceeds Requirements
- [ ] Meets Requirements
- [X] Needs Improvement
- [ ] Cannot Rate

Comments: ____________________________________________________________
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3. Administers the annual program of activities.

- [ ] Exceeds Requirements
- [ ] Meets Requirements
- [X] Needs Improvement
- [ ] Cannot Rate

Comments: ____________________________________________________________
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4. Administers the annual budget.

Exceeds Requirements
Meets Requirements
Needs Improvement
Cannot Rate

Comments: ________________________________________________________________________
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5. Develops and carries out library policies.

Exceeds Requirements
Meets Requirements
Needs Improvement
Cannot Rate

Comments: ________________________________________________________________________
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6. Negotiates and oversees contracts held by the Library, including regional and state service contracts.

Exceeds Requirements
Meets Requirements
Needs Improvement
Cannot Rate

Comments: ________________________________________________________________________
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7. Oversees the application for and implementation of grants with the participation of staff.

Exceeds Requirements
Meets Requirements
Needs Improvement
Cannot Rate

Comments: ________________________________________________________________________
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8. Receives and appropriately responds to compliments, complaints and suggestions from the public.

Exceeds Requirements
Meets Requirements
Needs Improvement
Cannot Rate

Comments: ________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
9. Receives and appropriately responds to compliments, complaints and suggestions from the staff.

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<th>Exceeds Requirements</th>
<th>Meets Requirements</th>
<th>Needs Improvement</th>
<th>Cannot Rate</th>
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Comments: ______________________________________________________________________
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10. Carries out research and analysis of library operations to maximize use of library services.

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<th>Meets Requirements</th>
<th>Needs Improvement</th>
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Comments: ______________________________________________________________________
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11. Communicates legislation related to libraries and responds to developments as appropriate.

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<th>Meets Requirements</th>
<th>Needs Improvement</th>
<th>Cannot Rate</th>
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Comments: ______________________________________________________________________
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12. Plans, encourages and administers fundraising and development activities.

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<th>Meets Requirements</th>
<th>Needs Improvement</th>
<th>Cannot Rate</th>
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Comments: ______________________________________________________________________
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**Part II. Relations with the Board of Trustees**

1. Recommends to the Board plans, policies and technological improvements relating to library operations.

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<th>Exceeds Requirements</th>
<th>Meets Requirements</th>
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Comments: ______________________________________________________________________
_________________________________________________________________________________
2. Prepares and recommends to the Board a program of activities and budget for each year.

Exceeds Requirements  |  Meets Requirements  |  Needs Improvement  |  Cannot Rate

Comments: ________________________________________________________________________
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3. Works with the Board members to maintain Township support for the Library’s activities and budget.

Exceeds Requirements  |  Meets Requirements  |  Needs Improvement  |  Cannot Rate

Comments: ________________________________________________________________________
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4. Reports to the Board regularly on library operations, activities, opportunities and problems.

Exceeds Requirements  |  Meets Requirements  |  Needs Improvement  |  Cannot Rate

Comments: ________________________________________________________________________
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5. Provides Board members with opportunities to learn about library operations and Board responsibilities.

Exceeds Requirements  |  Meets Requirements  |  Needs Improvement  |  Cannot Rate

Comments: ________________________________________________________________________
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Part III. – Relations with Outside Agencies

1. Effectively presents the Board-approved annual budget to the Mayor and Township Council.

Exceeds Requirements  |  Meets Requirements  |  Needs Improvement  |  Cannot Rate

Comments: ________________________________________________________________________
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2. Maintains positive relations with the Mayor, Township Council, Township Administrator and Executive Staff, Township school officials and other Township, County and State elected appointed officials.

Exceeds Meets Needs Cannot Requirements Requirements Improvement Rate

Comments: ________________________________________________________________________
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3. Maintains positive relations with community residents and organizations.

Exceeds Meets Needs Cannot Requirements Requirements Improvement Rate

Comments: ________________________________________________________________________
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4. Maintains positive relations with the local, regional and professional media.

Exceeds Meets Needs Cannot Requirements Requirements Improvement Rate

Comments: ________________________________________________________________________
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5. Participates in local, regional, state and national planning related to libraries.

Exceeds Meets Needs Cannot Requirements Requirements Improvement Rate

Comments: ________________________________________________________________________
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Part IV. – Professional Development Duties

1. Demonstrates to the staff and to the Board a commitment to personal professional development by attending relevant conferences, meetings, workshops, and seminars, and by sharing knowledge gained with appropriate individuals.

Exceeds Meets Needs Cannot Requirements Requirements Improvement Rate

Comments: ________________________________________________________________________
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2. Demonstrates to the staff and to the Board an awareness of new services, programs, resource materials, and technological developments and their potential impact on Library.

☐ Exceeds Requirements  ☐ Meets Requirements  ☐ Needs Improvement  ☐ Cannot Rate
Comments: __________________________________________________________________________
_____________________________________________________________________________________
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Section II.

1. In what areas, in your opinion, does the director excel?

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2. In your opinion, are there areas in which the director needs improvement?

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3. What changes would you like to see in the director’s administration of Library?

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4. Has the director met the goals and objectives of the previous year (see goals and objectives)?

☐ Yes  ☐ No
If no, please explain

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5. What performance objectives would you recommend for the director for the next year?

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