

Library Director Evaluation

Description:

On an annual basis, the Board of Trustees will conduct an evaluation of the Library Director. It is a collaborative review process that:

- Focuses on the library
- Assumes a working Governance – Executive Partnership
- Is performance driven based on the established Strategic Goals
- Focuses on success measured by data and feedback
- Develops methods for improving the library
- Supports development of future library goals and service to the community

Process:

1. An evaluation tool will be used to document the self-evaluation and trustee review of the overall management of the Library.
2. The review process will assess and provide feedback on:
 - a. Customer service
 - b. Community relations
 - c. Administrative and Human Resource Management
 - d. Volunteer Management
 - e. Financial Management and Legal Compliance
 - f. Achievement of Strategic Goals
 - g. Board of Trustees relationship
3. The Director will complete the self-evaluation tool and provide it to trustees for review and assessment.
4. Determination of the Director goals for the upcoming year will be established collaboratively with Director and Board of Trustees. Goals will be based on the library strategic plan.
5. The final assessment document will be signed by the Director and the Board Chairperson.
6. The Director Evaluation will be maintained as a permanent library document.

Prepared by: Trustees of John G. McCullough Free Library

Initiated: November 18, 2020

Reviewed:

Revised:

2. Community relations

Development of positive relationships with the community and library members. There is an excellent rapport with legislators, town governance, select board, other libraries, Friends of the Library and Vermont Department of Libraries. The community is informed of library activities and programming on a regular basis. There is collaboration with other community and State-wide organizations and services.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

3. Administrative and Human Resource Management

Manages day to day operations of the library. Maintains building and grounds in good order and repair. Executes compliant human resource policy consistently across all staff and volunteers. Meets with staff on a regular basis. Holds self and others accountable for the library assets and customer service. Successful in developing a positive workplace culture. Responsible for maintaining a safe work space. Recruits and assigns the best available staff to meet the staffing need. Provides staff education and performs evaluations on a regular basis.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

4. Volunteer Management

Manages library volunteers and volunteer activities. Executes compliant human resource policy consistently across all volunteers. Meets with volunteers on a regular basis. Holds volunteers accountable for the library assets and customer service. Successful in developing a positive workplace culture. Responsible for maintaining a safe work space. Recruits and assigns the best available volunteer resources to meet the library need. Provides staff education and performs evaluations on a regular basis. Supports volunteer events and activities.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

5. Financial Management and Legal Compliance

Manages library operations within the approved budget. Ensures accurate reporting of revenue and expenses. Provides ongoing evaluation of library needs and making recommendations for adequate financing. Supervises operations and maintains compliance to all local, State and Federal guidelines.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

6. Achievement of Strategic Goals

Provides leadership in meeting the long- and short-term goals to accomplish the mission of the library. Keeps the public, staff and Board informed on the status of the strategic goals. Participates in the development of Strategic Goals.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

7. Board of Trustee Relationship

Keeps the Board informed on issues, needs and operations of the library. Offers professional advice to the Board on items requiring Board action with appropriate recommendations based on thorough study and analysis, and provides decision-making options. Supports and executes Board policy and intent to public and staff. Seeks and accepts constructive feedback. Considers Board member suggestions.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

John G. McCullough Library
North Bennington, Vermont

Signature: _____
Director, John G. McCullough Library

Date: _____

Signature: _____
Chairperson, Board of Trustees

Date: _____