2025 Library Director Evaluation

Purpose of the Performance Evaluation
● To ensure the Director and the Library Board of Trustees are aware of how well expectations are being met.
● To serve as a formal vehicle of primary communication between the Library Board of Trustees and the Director.
● To identify any concerns the Library Board of Trustees may have, so that appropriate action can be taken.
● To demonstrate sound management practices and accountability to municipal officials and the community.

Use the Performance Rating scale below to evaluate the library director's performance during the review period. Consider the objectives listed in each category.

Exceeds Expectations (4): Performance is at a high level and frequently exceeds normal expectations of the position.
Meets Expectations (3): Performance is acceptable and desired results and expectations for the position are generally achieved.
Needs Improvement (2): Performance and results achieved generally do not meet the standards and expectations for the position requirements.
Unacceptable (1): Performance is consistently below standards and expectations of the position.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Your Name *

Enter your answer

2. Today's Date

Please input date (M/d/yyyy)

3. **Relationship with Library Board of Trustees**
   * Working with the Library Board of Trustees, develops and promotes a vision for the library in the community. Provides leadership in achieving the vision.
   * Develops strategic plan in coordination with the Library Board of Trustees and Assistant Director.
   * Reports regularly to the Library Board of Trustees on progress of both long and short-range plans.
   * Keeps the Library Board of Trustees informed on Library issues, needs, trustee training opportunities, library trends 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.
   * Supports and implements Board approved policies promptly and effectively.
   * Communicates effectively and efficiently with the Library Board of Trustees; treats Board members with dignity and respect. *

   1 2 3 4 5

4. Comments Related to Relationship with Board of Trustees:

   Enter your answer

5. **Community and Professional Relationships**
   * Monitors the scope and effectiveness of existing services on a continuous basis; assures that significant trends in customer interests are identified and defined; adapts Library resources to meet such trends.
   * Directs and/or initiates and maintains continuing liaison with community leaders, other groups, other libraries, and local, county and state government officials, as appropriate to Library operations.
   * Promotes the library and its services throughout the community through speaking opportunities, attendance at community group meetings, or other advocacy occasions.
   * Maintains an active program of public relations and public information; represents the Library on other community boards and committees.
   * Works with Bridges Library System and library staff to provide resource library services meeting the needs of Bridges Library System member libraries.

* Coordinates the Library's participation in the Bridges Library System; serves as ex-officio member of the Bridges Board; serves as member of System and Resource Library Administration Association of Wisconsin (SRLAAW).
* Serves as an ex officio member on the Friends of Waukesha Public Library Board of Directors.
* Participates and holds office in professional organizations, as appropriate.
* Treats the public and community officials with dignity and respect. *

1 2 3 4 5

6. Comments Related to Community and Professional Relationships

Enter your answer

7. **Business and Finance**
* Develops estimated forecasts of Library operations to facilitate long and short term planning; analyzes information that aids the planning process.
* Seeks outside funding for library capital needs and other special projects.
* Defines in the annual budget and operational plan the shorter-range commitment of resources.
* Plans and prepares the annual budget to achieve objectives as identified by the Library Board of Trustees.
* Controls expenses of the Library and implements measures necessary to ensure compliance with budget limitations. Presents monthly financial statements and bills for Library Board of Trustees action. *

1 2 3 4 5

8. Comments Related to Business and Finance

Enter your answer

9. **Employment, Supervision and Staff Development**
   * Establishes and maintains a Library organizational structure that facilitates maximum effectiveness of human resources, facility and equipment.
   * Develops, implements and maintains human resource management programs and practices that are consistent with the policies established and approved by the Library Board of Trustees. Makes recommendations to the Library Board of Trustees on human resources programs and policies that would
   serve to attract, develop, equitably compensate, and retain competent personnel.
   * Establishes and maintains a working environment within the Library that encourages a high level of employee morale and productivity.
   * Delegates authority to staff appropriate to the positions each hold.
   * Encourages staff to develop their skills through workshops and other training opportunities.
   * Monitors and evaluates the performance of staff to provide timely formal and informal feedback, and provides support, resources, and remediation to improve job performance based on documented deficiencies and proficiencies.
   * Promotes an environment of workplace safety. *

   1 2 3 4 5

10. Comments Related to Employment, Supervision and Staff Development

    Enter your answer

11. **Management Characteristics**
    * Monitors and controls performance of the Library in conformance with plans, objectives and budgets; accounts for variances and implements corrective action; develops and implements administrative procedures, schedules, plans and operating practices.
    * Acts to resolve operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; monitors and evaluates progress of delegated matters.
    * Recommends policies for Library Board action; translates the policies and goals of the Library Board of Trustees into assignable responsibilities.
    * Stays abreast of current trends and developments in the field of librarianship and participates in appropriate conferences, workshops and seminars.
    * Maintains high standards of ethics, honesty and integrity in all professional

matters and sets an example for the staff through professional conduct and high principles.
* Stays up to date about library legislation and related laws and keeps the Board informed. *

1 2 3 4 5

12. Comments Related to Management Characteristics

Enter your answer

13. **2024 Goals Evaluation**
* Determine and implement a process to evaluate the library's 2020 organizational restructuring to evaluate successes and failures to improve library operations by the end of 2024.
* Develop a plan to create a structure that promotes long-term community financial support for future capital projects and a possible library endowment by the end of 2024.
* Generate support for the library by speaking at different community gatherings and during library programs, working to increase the numbers of library volunteers and Friends. *

1 2 3 4 5

14. Comments Related to Director's Goals

Enter your answer

15. What strengths did the Library Director exhibit throughout the review period?

Enter your answer

16. What specific recommendations do you have for the Library Director to improve performance? *

Enter your answer

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