#### Waukesha Public Library

# Library Director Evaluation

#### To Library Board of Trustees:

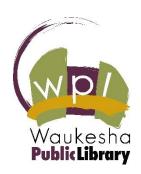
This performance evaluation will be used by the Library Board to gain insight to overall performance of the Library Director. This evaluation process will comprise of a review by the Human Resources Committee of all submitted evaluations. The Human Resources Committee will compile and generalize ratings and comments received, then summarize the results in a document to be presented in closed session to the Library Board of Trustees. A separate closed session will be scheduled, with the Library Director present, to deliver the summarized review and give time for further comments and clarifications by the Library Director and Board of Trustees.

Please take time to complete the Performance Evaluation. This evaluation process is not only a benefit to the library director's betterment professionally but will strengthen the organization as a whole.

Evaluations are to be completed by Sunday, January 9, 2022. The Human Resources Committee will review the submissions at their January meeting.

A closed session with the full Board will be scheduled at the regular February Board meeting to review the Human Resources Committee's recommendations. Thank you.

**Human Resources Committee** 



# Library Director Performance Evaluation Form

Name:	Trustee:
Date of this Review:	Trustee Signature:

## **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.

PERFORMANCE RATING				
Description	Definition			
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.			

### **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.

2

• Communicates effectively and efficiently with the Library Board of Trustees; treats Board members with dignity and respect.

Comments:			

1

## **Community and Professional Relationships**

3

- 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.

Rating:

4

Rating:	4	3	2	1	
Comme	nts:				
Business	and Finance				
• 9	analyzes infor Seeks outside	mation that aid funding for lib	ls the planning rary capital nee	process. ds and other special <sub> </sub>	ong and short term planning; projects. Inge commitment of resources.

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

Plans and prepares the annual budget to achieve objectives as identified by the Library Board of

Trustees action.

Dating

nating.	7	3	2	<b>1</b>	
Comments:					

#### **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 e	environment of	workplace safe	ty.	
Rating:	4	3	2	1	
Comn	nents:				
Manage	ement Characto	eristics			
•	budgets; according administrative Acts to resolve courses of accommend. Board of Trustays abreass in appropriate Maintains high example for the according according to the according according to the according according to the ac	ounts for variar ve procedures, so ve operational action; interprets so policies for Listees into assignt of current trees conferences, gh standards of the staff throug	nces and impler schedules, plan and administration policies; monitoring brary Board actuable responsible and develoworkshops and ethics, honesty th professional	ilities. oments in the field of libra seminars.	evelops and implements  g; decides alternative s of delegated matters. s and goals of the Library arianship and participates sional matters and sets an s.
Rating:	4	3	2	1	
Comn	nents:				

## 2021 Goals Evaluation

- By September 30, initiate a capital campaign designed to raise at least \$1.5 million for a planned library first floor renovation.
- By June 30,2022, complete construction renovating the first floor of the library and replacing the front panels.
- Working with library managers, implement ongoing safety measures and safely re-institute full library services after the pandemic recedes.

Rating:	4	3	2	1			
Comment	s:						
What stre	engths did the	e Library Director	exhibit through	nout the review	period?		
What spe	cific recomm	endations do you	ı have for the Li	brary Director t	o improve perfor	mance?	