

## **Pauline Haass Public Library**

### **Director Evaluation**

#### **To Library Board of Trustees:**

The attached performance evaluation form 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 Personnel Committee of all submitted evaluations. The Personnel 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 Form. 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 submitted to the Personnel Committee during the November 15, 2015 Library Board meeting. Evaluations may be typed or hand-written and are to be submitted in paper form. Due to confidentiality, please do not email the completed evaluation. If you are unable to attend the November 15th meeting, please coordinate a time to turn in your completed evaluation to a Personnel Committee member previous to the meeting date.**

A closed session with the full Board will be scheduled at the regular December Board meeting to review the Personnel Committee's recommendations.

Thank you.

#### **Personnel Committee**

John Rubick  
262-246-1973 (ext.1179)

Linda Meagher  
414-840-7990 (home)  
414-755-8154 (work)

Jen Vande Hei  
262-573-3222



## 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 are aware of how well expectations are being met.
- To serve as a formal vehicle of primary communication between the Library Board and the Director.
- To identify any concerns the Library Board 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
Exceptional Performance (5)	Performance far exceeds expectations of the position and is of high quality on a continuous basis.
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****Rating**

- Keeps the board informed on issues, needs, and operations of the library.
- Keeps the board updated on the implementation of library goals, objectives, and short and long term planning.
- Keeps the board informed on local, state, and national library trends.
- Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.
- Supports and implements board policies promptly and effectively for staff and public.
- Keeps the board informed of board training opportunities.
- Presents matters requiring the board's attention clearly and makes reasonable recommendations.
- Is accessible and returns telephone calls or emails and is always willing to discuss issues.
- Treats all board members with dignity and respects their point of view.

Comments:

**Community and Professional Relationships****Rating**

- Effectively communicates services of the library to the public.
- Gains the respect and support of the community for the operation of the library by working in a collaborative manner to promote the vision and goals of the library.
- Maintains visibility and accessibility to the stakeholders of the library.
- Maintains an effective press and media campaign.
- Keeps abreast of local, state and national library trends.
- Participates and holds office in professional organizations, as appropriate.
- Treats the public and community officials with dignity and respect.
- Director and staff provide adequate support to the Friends of the Library organization.

Comments:

**Business and Finance****Rating**

- Keeps informed on the needs of the library – plant, facilities, equipment and supplies.
- Presents budgets that are realistic and that meet the needs of the library.
- Stays abreast of other sources of funding and attempts to find grants and other funds for the library.
- Evaluates financial needs and makes recommendations for adequate funding.
- Determines that funds are wisely spent and within budget limitations.
- Supervises operations, insisting on competent and efficient performance.

Comments:

**Employment, Supervision and Staff Development****Rating**

- Develops and executes sound personnel procedures and practices in recruiting, employing, and retaining highly-qualified, effective staff members.
- Develops good staff morale and loyalty to the organization.
- Delegates authority to staff appropriate to the positions each hold.
- Encourages staff to develop their skills through workshops and other training opportunities.
- Recruits and assigns the best available personnel in terms of their competencies.
- 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.

Comments:

## Management Characteristics

\_\_\_\_\_ **Rating**

- Maintains high standards of ethics, honesty and integrity in all professional matters.
- Sets an example for the staff through professional conduct and high principles.
- Has a thorough understanding of library management, policies and budgeting.
- Has a sense of where the library has been and where it needs to go.
- Embraces change and innovation in order to move the library forward.
- Stays up to date about library law and related laws and keeps the board informed.
- Sets priorities which appropriately reflect community needs.

Comments:

## Overall Performance Rating

Based upon the preceding comments and evaluations, indicate the rating which best describes the Library Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others.

\_\_\_\_\_ **Exceptional Performance(5)**

\_\_\_\_\_ **Needs Improvement(2)**

\_\_\_\_\_ **Exceeds Expectations(4)**

\_\_\_\_\_ **Unacceptable(1)**

\_\_\_\_\_ **Meets Expectations(3)**

What strengths did the library director exhibit throughout the review period?

What specific recommendations do you have for the library director to improve performance?