

DIRECTOR EVALUATION – STAFF SURVEY

The Board of Trustees of the Manitowoc Public Library, in preparation for its evaluation of the Library Director this year, would like to invite input from the library staff about their perceptions and experience of the Director's performance. To make sure the results are valid and reliable, and because the Library Board truly values your opinion, it is important that each member of the staff take the time to fill out this form.

Please answer each question based on your own experience and perspective. If you believe you do not have the necessary knowledge or experience to respond to a question, please fill in the space for no response (NA).

Completed forms should be placed in the stamped envelope provided and mailed to Dolly Stokes, Chair of the Personnel Committee, who will tabulate the results. Individual forms will be kept private by the Board. The members of the Manitowoc Public Library Board of Trustees thank you for your participation in this critical process.

Please answer the following questions so that:

1=always, 2=frequently, 3=seldom, 4=never, NA=don't know or no response.

	1	2	3	4	NA
The Director:					
1. Communicates a position on library priorities.	—	—	—	—	—
2. Is open to divergent points of view.	—	—	—	—	—
3. Is accessible to individual staff members.	—	—	—	—	—
4. Interacts with staff members in a professional manner.	—	—	—	—	—
5. Makes wise personnel decisions.	—	—	—	—	—
6. Fairly evaluates staff performance.	—	—	—	—	—
7. Develops and maintains an effective management team.	—	—	—	—	—
8. Utilizes staff to their full capabilities.	—	—	—	—	—
9. Involves staff in setting library policies.	—	—	—	—	—
10. Exercises good judgment in allocating library resources.	—	—	—	—	—
11. Handles sensitive issues with tact and discretion.	—	—	—	—	—
12. Provides information on actions taken to all concerned.	—	—	—	—	—
13. Handles problems decisively.	—	—	—	—	—

	1	2	3	4	NA
14. Makes decisions that reflect a thorough understanding of the issues involved.	—	—	—	—	—
15. Creates an atmosphere conducive to high staff performance.	—	—	—	—	—
16. Sets realistic goals for the library.	—	—	—	—	—
17. Assists staff in professional development and career opportunities.	—	—	—	—	—
18. Balances the various aspects of the job.	—	—	—	—	—
19. Shows commitment to core library values.	—	—	—	—	—
20. Is an advocate for the library.	—	—	—	—	—
21. Gets things done.	—	—	—	—	—
22. Demonstrates personal integrity.	—	—	—	—	—
23. Has a productive relationship with city and county administration.	—	—	—	—	—
24. Has a productive relationship with the community.	—	—	—	—	—
25. Is concerned about library morale and takes steps to maintain it.	—	—	—	—	—
26. Gives credit to staff for work accomplished.	—	—	—	—	—
27. Shares information in a direct manner.	—	—	—	—	—
28. Is flexible and willing to admit mistakes or change directions when warranted.	—	—	—	—	—
29. Creates and/or supports a team environment, encouraging cooperation and collaboration.	—	—	—	—	—

General Feedback:

What should the Director continue to do?

What would you like to see the Director start doing?

What should the Director stop doing?

Please add any information or comments you would like to share with the Board of Trustees:

Please indicate your position classification by putting a check mark on one of the following lines:

Coordinator, Department Head or Supervisor	_____
Librarian, Associate or Technician	_____
Assistant or Custodian/Guard	_____
Page	_____