

**BAY COUNTY LIBRARY SYSTEM**  
**LIBRARY DIRECTOR EVALUATION POLICY**

The Library Board of Trustees conducts a formal evaluation of the Library Director on an annual basis. The evaluation will consist of two parts: (1) a written evaluation and (2) a formal review session conducted at a regularly scheduled Board meeting with the Director in attendance. At the discretion of the Director, the formal review may be conducted either in open or closed session.

The Personnel Committee of the Board of Trustees will work with the Director and other members of the Board to complete the written evaluation. The committee will use an evaluation tool agreed to by the Board that outlines specific performance standards for evaluation and a defined rating system. The process for conducting the Director's evaluation is as follows:

1. No later than May 31, the Director will submit a completed evaluation form as a "self-evaluation" to the Chairperson of the Personnel Committee, including the progress made toward completing the annual goals and objectives set by the Board for that year. In addition, and separately, the Director will submit a proposed list of goals and objectives for the following year.
2. The Chairperson of the Personnel Committee will review the Director's self-evaluation for completeness and forward copies on to the other members of the Board, along with blank copies of the evaluation form for their written evaluation and copies of the Director's proposed goals and objectives for the following year.
3. No later than June 30, the members of the Board of Trustees will submit their completed evaluations of the Director's performance to the Chairperson of the Personnel Committee. The Chairperson of the Personnel Committee will compile the results and ensure that all Board members are provided a complete packet of all written evaluation forms for consideration prior to the formal review during the July Board meeting.
4. During the formal review session at the July Board meeting, the Board and the Director will discuss the written evaluation forms, complete the annual evaluation of the Director and adopt goals and objectives for the next twelve month period.

# **BAY COUNTY LIBRARY SYSTEM**

## **Performance Review Form Library Director**

### **Mission**

The performance review provides both the library director and the Board of Trustees an opportunity for a comprehensive discussion of the performance of the director.  
The form is to be a guide in the process.

### **Guidelines**

Performance review is an ongoing process  
The job performance during the entire period is the basis for the review and rating.

### **Checklist**

Advise director that performance review is due  
Provide director with copy of performance review form  
Set date time for meeting  
Advise director to rate him/ herself using performance review form  
Prepare a copy for discussion

### **Performance Review Meeting**

Review Library Director job Description and revise if applicable  
Discuss director and boards ratings on the performance review form  
Develop performance review final ratings comments and goals for upcoming year.

### **Summary**

Complete final review form and sign  
Provide copy of signed review form to director  
Complete the process of the position revision if applicable.

# Library Director Performance Review Form

Name: \_\_\_\_\_

Period of Review: From \_\_\_\_\_ To \_\_\_\_\_

Status: Regular \_\_\_\_\_ Probationary \_\_\_\_\_

Recommendation for Permanent Status: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

## Review of Position Description

Does the review result in revisions? Yes \_\_\_\_\_ No \_\_\_\_\_

## Directors

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Board's

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This performance Form has been reviewed with me and I have a copy.**

Director signature: \_\_\_\_\_ Date \_\_\_\_\_

**The Performance Review has been completed and reviewed with the Director.**

Board Chairperson Signature: \_\_\_\_\_ Date \_\_\_\_\_

Personnel Committee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Personnel Committee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Trustee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Trustee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**RATING SCALE:**

- (1) Agree Strongly;
  - (2) Agree Somewhat;
  - (3) Disagree Somewhat;
  - (4) Disagree Strongly;
  - (5) Unacceptable
- N/A = Not enough information to rate

**Bolded** responses are Board comments  
*Italics* comments are Director Comments

**DIRECTIONS:** If a rating of (4 *or* 5) is given for any question, write an explanatory comment for each.

The space provided under any section is intended for comments. Should you wish to extend any written comments do not hesitate to do so using additional sheets of paper and attach to evaluation.





# **Business and Finance Budget**

- 9 \_\_\_\_\_ Ensures that a high standard of accuracy is met in all aspects of library operations
- 10 \_\_\_\_\_ Library facilities are managed ensuring effective maintenance security and use of the buildings supplies and equipment is maintained.
- 11 \_\_\_\_\_ The director has an ongoing program that provides accurate information on the need for updates and revision of current facilities.
- 12 \_\_\_\_\_ Determines that funds are wisely spent and within budget limitations and supporting documentation for budget requests are provided.
- 13 \_\_\_\_\_ Innovative methods of service delivery, technical processes, and promotion of services are studied thoroughly and implemented only after they fit the needs of the library and are proven to be cost effective.
- 14 \_\_\_\_\_ Evaluates and updates library policies and procedures regularly, which are necessary and appropriate to the efficient operation of the library.

Additional  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Utilization and Management of Staff**

- 15\_\_\_\_\_ Use of staff is analyzed and restructured appropriately in response to service needs and budget constraints.
- 16\_\_\_\_\_ Peak service hours have been identified and staff utilized accordingly.
- 17\_\_\_\_\_ The director effectively implements the Personnel Policy and Labor Agreement and is consistent in decisions that affect the library and staff.
- 18\_\_\_\_\_ The staff is encouraged and aided in maintaining an awareness of technological and information advances in the profession.
- 19\_\_\_\_\_ Grievances filed are handled in a timely and appropriate manner.
- 20\_\_\_\_\_ Maintains accurate staff records, conducts regular performance reviews and determines training needs, which result in an effective workforce providing good customer service.

Additional Comments:

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# **Personal**

21\_\_\_\_\_ The director sets an example for staff through professional conduct, high principles, and business-like approach.

22\_\_\_\_\_ The director is receptive to new ideas and suggestions.

23\_\_\_\_\_ Develops and executes sound personnel procedures and practices

24\_\_\_\_\_ Short - and long-range Goals plans are updated on a continuous basis

Additional

Comments: \_\_\_\_\_  
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