

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 Committees Signature: _____ Date _____

Trustee Signature: _____ Date _____

Trustee Signature: _____ Date _____

RATING SCALE:

- (1) Agree Strongly;
- (2) Agree Somewhat;
- (3) Disagree Somewhat;
- (4) Disagree Strongly;
- (5) Unable to Rate or No Opinion

Bolded responses are Board comments
Italics comments are Director Comments

DIRECTIONS: If a rating of (4) Disagree Strongly 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.

Community Relationships

6_____The director has a commitment to providing a wide range of materials and programming in a variety of formats to support community needs

7_____Ensures that appropriate and effective library services are provided by developing methods of determining community/ user, needs/wants and implementing these into acquisitions and services,

8_____The services of the library are effectively communicated through an effective public relations program.

Additional

Comments: _____

Business and Finance Budget

9_____ Works effectively and cooperatively with City and County officials to negotiate budgetary appropriations maintains effective working relationships with County Executive, County Commission and other department's

10_____ Ensures that a high standard of accuracy is met in all aspects of library operations

11_____ Manages the library facilities ensuring effective maintenance security and use of the buildings supplies and equipment is maintained.

12_____ The director has an ongoing program that provides accurate information on the need for updates and revision of current facilities.

13_____ Determines that funds are wisely spent and within budget limitations and supporting documentation for budget requests are provided.

14_____ 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.

15_____ 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

16_____Use of staff is analyzed and restructured appropriately in response to service needs and budget constraints.

17_____Peak service hours have been identified and staff utilized accordingly.

18_____The director effectively implements the Personnel Policy and Labor Agreement and is consistent in decisions that affect the library and staff.

19_____The staff is encouraged and aided in maintaining an awareness of technological and information advances in the profession.

20_____Grievances filed are handled in a timely and appropriate manner.

21_____Maintains accurate staff records, conducts regular performance reviews and determines training needs, which result in an effective workforce providing good customer service.

Additional Comments:

Personal

22_____The director sets an example for staff through professional conduct, high principles, and business-like approach.

23_____The director is receptive to new ideas and suggestions.

24_____ Develops and executes sound personnel procedures and practices

25_____Short - and long-range Goals plans are updated on a continuous basis

Additional

Comments: _____

Activity in Professional Organizations

It is important that the library is represented and the director actively participates in:

The activities of the Michigan Library Consortium

The Michigan Library Association

The American Library Association

Other Comments, Observations or Suggestions for Improvement on the Performance of the Director:

