

# Keokuk Public Library Library Director Evaluation

- RATING SCALE:** (1) Agree Strongly  
(2) Agree  
(3) Disagree  
(4) Disagree Strongly  
(5) Unable to Rate or No Opinion

**DIRECTIONS:** If a rating of (4) Disagree Strongly or (1) Agree Strongly is given, an explanatory comment is required. The space provided under any section is intended for comments. Feel free to attach additional sheets or write on the back if more space is needed.

## 1. Relationship with Board

- a. \_\_\_\_\_ Keeps Board informed on issues, needs and operations of Library
- b. \_\_\_\_\_ Receptive to new ideas and suggestions
- c. \_\_\_\_\_ Information provided to the Board is concise and accurate
- d. \_\_\_\_\_ Board decisions are implemented on a timely basis
- e. \_\_\_\_\_ Serves as Board liaison to staff
- f. \_\_\_\_\_ Board meetings are properly noticed and closed sessions meet legal requirements

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

## 2. Community Relationships

- a. \_\_\_\_\_ Committed to providing a wide range of materials and programming in a variety of formats to support community needs
- b. \_\_\_\_\_ Ensures that appropriate and effective library services are provided by determining community/user needs/wants and implementing these into acquisitions and services
- c. \_\_\_\_\_ Services of the library are effectively communicated through an effective public relations program
- d. \_\_\_\_\_ Works effectively with the library foundation and other organizations to build support for the library's mission

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

### 3. Professional Relationships

a. \_\_\_\_\_ Works effectively with city officials to ensure understanding of the library's importance and support of its mission

b. \_\_\_\_\_ Works effectively with county and state officials, area civic officials, and area library directors to ensure support of the library as an important regional and state resource

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

### 4. Utilization and Management of Staff

a. \_\_\_\_\_ Analyzes and restructures staffing to meet service needs within budget constraints

b. \_\_\_\_\_ Effectively implements personnel policies and is consistent in decisions that affect the library and staff

c. \_\_\_\_\_ Supports and trains staff in technological and informational advances in the profession

d. \_\_\_\_\_ Maintains accurate staff records, conducts regular performance reviews and determines training needs, which results in an effective workforce providing good customer service

e. \_\_\_\_\_ Sets an example for staff through professional conduct, high principles and business-like approach

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

### **Goals & Self-Assessment (filled out by the director)**

Progress on goals set last year:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

What particular tasks, duties, assignments or other accomplishments would you like to see recognized in this performance review?

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What can you do in the coming year to improve your job performance?

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Established goals for the upcoming year:

1.

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2.

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3.

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Additional comments:

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The President of the Board of Trustees has reviewed and discussed the performance review document with me. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with it.

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Director Signature

Date

I have discussed the performance review document with the director.

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Board President Signature

Date