

**Grand Rapids Public Library
Board of Library Commissioners
111 Library Street NE, Grand Rapids, MI 49503**

Library Director Evaluation

The Grand Rapids Public Library Board of Library Commissioners will conduct an annual formal, written evaluation of the Library Director. The Director will meet with the Evaluation Committee after six months for an informal check-in, subject to more frequent check-ins at the request of the Director or Committee.

Purposes of the Evaluation

- To assess the Director's satisfaction of their annual goals.
- To provide the Director with clear understanding of the Board's expectations.
- To ensure the Director and the Board are aware of how well the expectations are being met.
- To identify the Board's concerns, if any, so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to the Library staff and the community.

Ratings and Definitions:

- 5 Outstanding:** The Director's performance consistently exceeds performance expectations.
 - 4 Highly Effective:** The Director meets and frequently exceeds performance expectations.
 - 3 Effective:** The Director consistently meets performance expectations and performs in a professional and competent manner.
 - 2 Needs Improvement:** The Director meets only minimally acceptable levels of performance; the Director requires additional direction from the Board.
 - 1 Unacceptable:** The Director does not meet performance expectations; the Director requires significant additional direction and/or constant supervision from the Board; immediate attention and improvement required.
- N/A** Not applicable to this situation.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest) or N/A (Not Applicable) where appropriate:

1. Relationships with Board of Library Commissioners

- Keeps the Board informed on issues, needs, and operations of library.
- Reports to the Board regularly on library operations, activities, opportunities, and problems.
- Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- Recommends to the Board plans, policies and technological improvements relating to library operations.
- Supports and executes Board policy and communicates it to public and staff.
- Seeks and accepts constructive criticism of work.
- Seriously considers and/or acts on Board's suggestions.

Comments:

2. Implementation of Board Decisions

- Board decisions are implemented on a timely basis.
- Director displays initiative.
- Director is objective in making necessary decisions.
- Director is consistent in decisions that affect the staff and/or public.
- Director fully supports Board decisions.
- Director sets an example for the staff through professional conduct, high principles, and a business-like approach.

Comments:

3. Establishing and Implementing Out Priorities

- Provides leadership in developing long- and short-term goals to carry out the library's strategic framework.
- Director's recommended priorities are in concert with the library's strategic framework.
- Priorities appropriately reflect community needs.
- Priorities reflect advanced planning.
- Director's implements the long- and short-term goals of the library's strategic framework.
- Director's accomplishments reflect and relate to the long- and short-term goals of the library's strategic framework.
- Provides adequate information to the Board on the implementation and revision of short- and long-term planning.

Comments:

4. Administrative Duties

- Oversees and administers the activities of the library.
- Proposes and helps staff initiate new programs and services.
- Develops and carries out library procedures.
- Develops and presents an appropriate budget to the Board.
- Alternative funding sources are explored and applied for as appropriate.
- Negotiates and oversees contracts held by the library, including regional and state service contracts.
- Oversees the application for and implementation of grants with the participation of staff.
- Effectively communicates library services to the public.

Comments:

5. Professional Development

- Attends relevant conferences, meetings, workshops, and seminars.
- Shares knowledge gained with the Board and other appropriate individuals.
- Demonstrates to the staff and to the Board an awareness of new services, programs, resource materials, and technological developments, and their potential impact on Library.

Comments:

6. Managing Library Staff

- Maintains positive management/staff relations.
- Fairly and equitably administers Board and library policies.
- Appropriately and timely addresses grievances when they are filed.
- Encourage staff to maintain an awareness of technological advances in the profession.
- Adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.

Comments:

7. Community Development

- The Director develops and maintains positive relations with governmental officials.
- The Director develops and maintains positive relations with community members and organizations.
- The Director develops and maintains positive relations with the Library Foundation and Friends of the Library.
- The Director is visible to large segments of the population.
- The Director is available for speaking engagements in the community.

Comments:

8. Director's Goals

- The Director achieved their annual goals.

Comments:

Board Relationship	Implementation	Priorities	Duties	Professional Development	Management	Community Development	Goals
___ / 35	___ / 30	___ / 35	___ / 40	___ / 15	___ / 25	___ / 25	___ / 5

Approved by the Board of Library Commissioners on: _____