

# OAK LAWN PUBLIC LIBRARY

## BOARD POLICY

### DIRECTOR EVALUATION FORM

NAME:	PRESENT SALARY:
START DATE:	PROPOSED CHANGE:
EVALUATION DATE:	SALARY EFFECTIVE DATE:
PREPARED BY:	<input type="checkbox"/> INTRODUCTORY <input type="checkbox"/> ANNUAL <input type="checkbox"/> OTHER:

INSTRUCTIONS
<p>Please review the Director's job description and self-evaluation/report prior to completing this form.</p> <p><b>Evaluation Key</b>  <b>5 = Far exceeds job standards and expectations</b>  <b>4 = Consistently exceeds job standards and expectations</b>  <b>3 = Meets the job standards and expectations</b>  <b>2 = Sometimes meets the job standards and expectations</b>  <b>1 = Overall work does not meet the minimum job standards</b>  <b>N = Not Sure</b></p>

<b>JOB KNOWLEDGE &amp; WORK QUALITY</b> (has the necessary knowledge and skills to perform all duties)	LEVEL	COMMENTS & EXAMPLES
Maintains a level of professional knowledge necessary to accomplish the requirements of the position accurately and thoroughly. Maintains knowledge of Library policies and procedures and applies them appropriately and consistently. Actively pursues opportunities for professional development with Library and professional committees and organizations.	5 4 3 2 1 N	
<b>TIME MANAGEMENT</b> (exhibits initiative, work ethic, and effective time usage)	LEVEL	COMMENTS & EXAMPLES

Makes productive use of time through effective delegation and demonstrated organization skills. Effectively prioritizes individual work as well as broader Library projects and goals. Attends necessary Library events, including those scheduled during off hours.	5 4 3 2 1 N	
<b>JUDGEMENT</b> (identifies issues and effects solutions)	<b>LEVEL</b>	<b>COMMENTS &amp; EXAMPLES</b>
Deals with problems and complaints patiently, decisively, and in accordance with Library policies. Empowers staff decision making through effective delegation of authority. Keeps Board of Trustees informed about relevant trends and concerns in a timely and constructive manner.	5 4 3 2 1 N	
<b>ATTITUDE</b> (establishes effective working relationships with the public and staff, and takes an active role in Library operations)	<b>LEVEL</b>	<b>COMMENTS &amp; EXAMPLES</b>
Displays a consistently pleasant demeanor with patrons, staff, Board and others. Contributes to the strong teamwork ethic throughout the Library. Remains flexible in accommodating necessary changes to schedules and duties.	5 4 3 2 1 N	
<b>FACILITY MANAGEMENT</b> (effectively coordinates the maintaining of the physical building, systems and assets)	<b>LEVEL</b>	<b>COMMENTS &amp; EXAMPLES</b>
Critical assets, systems and equipment run smoothly, efficiently, are well maintained. Resources are focused on predictive and preventable tasks to reduce future emergencies. Environment is safe and clean for staff and visitors.	5 4 3 2 1 N	

FINANCES	LEVEL	COMMENTS & EXAMPLES
Annual budgets are submitted on time with thought and care for both the Library and the taxpayers. Expenditures are relatable to allocations. Funds supplemental to levy are sought for operating budget. Budget allows for change and growth.	5 4 3 2 1 N	

DIRECTOR STRENGTHS

AREAS FOR DEVELOPMENT & GOALS

## OVERALL PERFORMANCE

To determine overall performance level, add all six area-scores and divide by six.

4.25 to 5.00 = Far exceeds standards and expectations

3.50 to 4.24 = Consistently exceeds job standards and expectations

2.75 to 3.49 = Meets the job standards and expectations

2.00 to 2.74 = Sometimes meets the job standards and expectations

1.00 to 1.99 = Overall work does not meet the minimum job standards

### DIRECTOR OVERALL AVERAGE

**A signature does not indicate an agreement, only that the appraisal has been discussed.**

**BOARD  
PRESIDENT**

DATE \_\_\_\_\_

**DIRECTOR**

DATE \_\_\_\_\_

### DIRECTOR COMMENTS (OPTIONAL)

Adopted: 06/21/2022