Director Performance Appraisal - Board
[Date]

Introduction

This form is designed to give board members the opportunity to evaluate the director on performances they have had an opportunity to observe. As part of the process, the Library will also solicit input from the Director. All information will be sent to the Personnel Committee for review.

Budgeting and Financial Management

The Director appropriately manages the library system's resources.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director appropriately involves board members in managing the library system resources.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director prepares budgets and oversees preparation of financial statements so board members can understand them.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

Communication

The Director attends and appropriately participates in all board meetings.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director's reports and proposals to the board are well-written and contain an appropriate amount of detail.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director's communications with board members outside board meetings are appropriate.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director represents the library system at important state, regional, and national meetings and reports on significant happenings.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director communicates appropriately with constituents, elected officials, and the public.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

Policies and Guidelines

The Director recommends policy changes as needed, with suggested wording.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director implements board policy and guidelines appropriately.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

Recruiting and Training

The Director keeps the board informed about staff changes.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director does a good job of presenting training opportunities for trustees.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director attends appropriate continuing education opportunities.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

Overall Administration

The Director sets appropriate organizational goals.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director works effectively to accomplish organizational goals.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

The Director does an overall good job of administering the affairs of the library system.

* 5 – Strongly Agree
* 4 – Agree
* 3 – Neutral
* 2 – Disagree
* 1 – Strongly Disagree

Additional Comments: