

## **WISCONSIN VALLEY LIBRARY SERVICE**

### **Procedure for Director Evaluation**

The Executive Committee shall conduct a bi-annual evaluation of the System Director.

As part of the evaluation process, the Executive Committee and the Director shall review and update the job description and established goals.

The Executive Committee shall establish a standard set of evaluation criteria for the Director and provide the criteria to the Director.

The evaluation process shall begin in March and be completed prior to the May meeting of the WVLS Board. In March, the Executive Committee shall mail the evaluation form (along with a self-addressed, stamped envelope) to the Director and WVLS board members requesting that responses be completed and returned by April 1st.

In early May, the Executive Committee shall prepare a final evaluation and discuss the results with the Director. Following the discussion, an oral report highlighting the evaluation process and the results shall be provided to the WVLS Board in a closed session meeting.

Evaluation notes and responses shall be kept confidential and shall be destroyed upon completion of the evaluation. A copy of the final evaluation shall be placed in the Director's personnel file and also given to the Director.

*Approved by the WVLS Board of Trustees; August 4, 2012*

# Wisconsin Valley Library Service

## Trustee Evaluation of the Director

This assessment tool is designed to help the WVLS Board of Trustees and the Director focus on the particular strengths and challenges of the Director's job performance.

EVALUATOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Optional)

How well do you feel the WVLS Director carries out the following? Please mark the appropriate response for each of the following statements using this scale and comment accordingly: **Outstanding** = 5 4 3 2 1 = **Poor**

### 1. ADMINISTRATION

**Outstanding** = 5 4 3 2 1 = **Poor**

Takes responsibility for administration of the System within the framework of the Board-approved planning documents - DLT Annual Plan of Service, WVLS Bylaws and Policies, the WVLS budget, and applicable Wisconsin statutes. Reports progress at Board and Librarian's Advisory Committee meetings and in other ways keeps the Trustees and Librarian's Advisory Committee informed of the System's progress and problems.

Comments:

### 2. MEMBER OUTREACH

**Outstanding** = 5 4 3 2 1 = **Poor**

Works with local library boards on developing policies. Advises member librarians on the new policies being considered by the System. Clarifies System policies for the member librarians.

Comments:

### 3. LEADERSHIP

**Outstanding = 5 4 3 2 1 = Poor**

Analyzes the System's strengths and weaknesses. Recommends plans for the System's growth, and means for implementing board-approved planning documents. Sets goals and proposes improvements to System services. Initiates new services. Works effectively with others. Utilizes a professional approach in working with others.

Comments:

### 4. FINANCE

**Outstanding = 5 4 3 2 1 = Poor**

Develops a recommended budget. Monitors expenditures as authorized in the approved budget. Supervises the maintenance of financial records and arranges for the annual audit. Controls costs and meets budgetary objectives. Negotiates all System agreements and contracts for Board approval.

Comments:

### 5. CONTINUING EDUCATION

**Outstanding = 5 4 3 2 1 = Poor**

Provides opportunities for trustees, librarians, and staff to attend workshops. Coordinates and promotes workshops for members as required by the state.

Comments:

### 6. COMMUNICATION

**Outstanding = 5 4 3 2 1 = Poor**

Keeps member library staff and boards informed of developments in the library field and facilitates and shares relevant information. Communicates in a timely and effective manner with member librarians and trustees.

Comments:

## 7. GRANTS

**Outstanding = 5 4 3 2 1 = Poor**

Provides member librarians with information about potential grants, and assists them with writing grant proposals. Successfully supervises implementation of approved grants. Also, completes grant proposals.

Comments:

## 8. CONSULTING

**Outstanding = 5 4 3 2 1 = Poor**

Provides consultant services to member libraries and visits libraries as needed.

Comments:

## 9. ADVOCACY

**Outstanding = 5 4 3 2 1 = Poor**

Represents the interests of the System-and its members by participating in state or national library activities, in meetings of System Directors, in V-Cat Council meetings, and in DLT-sponsored meetings. Presents, utilizes and applies knowledge gained from training.

Comments:

## 10. REPORTS

**Outstanding = 5 4 3 2 1 = Poor**

Prepares and presents reports including regular financial and statistical reports. Assists member librarians with the state annual report.

Comments:

## OVERALL PERFORMANCE

**COMMENTS:**

- 1. What are the Director's strengths?**
- 2. What areas might be improved?**
- 3. What have been the Director's most significant achievement(s) since the last evaluation?**
- 4. List goals for the Director and for the Board.**