

ATTACHMENT J

Annual Performance Review of Director: Procedure

Attached is the performance review form. The form does not need to be completed at this time. The actual review will take place in an Executive Session in August.

Elmhurst Public Library Director Evaluation, 2018

Category

Excellent

Good

Fair

Poor

1. **Technical Competence** – exhibits the technical knowledge and skill to effectively direct library operations.

--	--	--	--

Comments:

2. **Planning Ability** – plans, organizes, and effectively completes projects as they relate to the library and its operations. Logically analyzes and solves problems.

--	--	--	--

Comments:

3. **Management Ability** – hires well-qualified staff; delegates authority and responsibility appropriately; maintains a positive working environment.

--	--	--	--

Comments:

4. **Administrative Relations** – Effectively interacts with the Board of Trustees, Board Attorney, library consultants, etc., to ensure the administrative operations of the library are effectively and efficiently carried out.

--	--	--	--

Comments:

5. **Financial Responsibility** – Thoroughly understands the needs of the library, the limitations of the budget, and effectively cooperates with the Board to establish priorities and develop a workable budget.

--	--	--	--

Comments:

Category

Excellent

Good

Fair

Poor

- 6. Program Development** – Works with the staff and Board to provide library programs and services which not only meet current public needs but also anticipate changes in public demand.

--	--	--	--

Comments:

- 7. Public Relations** – Works effectively with local organizations and political, civic, and business leaders to enhance and promote library services.

--	--	--	--

Comments:

- 8. Creativity** – Displays creativity, originality and ingenuity, when appropriate, in carrying out the library's mission and roles.

--	--	--	--

Comments:

- 9. Professionalism & Image** – Exhibits consideration and professionalism in all dealings with the public; maintains an image that reflects positively on the library.

--	--	--	--

Comments:

Signature: _____

Date _____

Please return completed evaluations to Board President.