

Evaluation Content

1. Board Communication and Reporting

The Library Director communicates regularly and effectively with the board, providing updates on library operations as well as relevant state and national library issues, while honoring and implementing policies and procedures that support effective operations, as required by the Trustees.

2. Strategic Planning and Implementation

The Library Director actively participates in the development of the library's strategic plan and demonstrates accountability in overseeing its implementation and progress with regular reporting and board modifications as directed.

3. Community Representation and Advocacy

The Library Director effectively represents the library through community outreach efforts, serving as an ambassador and advocate for the library's mission, services, and value to the community. This may include inviting community groups and segments to become aware and engaged in library offerings, while also simply being present and representative of the library positively and professionally.

4. Staff Development and Coaching

The Library Director provides consistent coaching and leadership in staff professional development, fostering growth, accountability, and continuous improvement across the organization.

5. Financial Management and Fiscal Oversight

The Library Director responsibly compiles the annual budget and manages the library's finances throughout the fiscal year, ensuring sound stewardship of public funds and alignment with board priorities. Reports and recommendations are received timely prior to board meetings and are easily understood.

6. Leadership and Governance Engagement

The Library Director effectively attends, leads, and contributes to internal and external meetings, demonstrating preparedness, professionalism, and strategic leadership, while also engaging in diplomacy in support and promotion of a workforce that is collaborative and discourages divisiveness among team members.

7. Program Oversight and Delegation

The Library Director successfully supervises and delegates responsibility for monthly programs, ensuring quality, consistency, and alignment with community needs and supportive of strategic initiatives, which includes effectively organizing and leading the Summer Reading Program, ensuring strong participation, engagement, and alignment with literacy goals.

8. Performance Feedback and Improvement Planning

The Library Director provides timely, constructive feedback to direct reports, assists supervisors in doing the same with their direct reports, and generally supports and encourages team members who are on performance improvement plans, to aid team members in overcoming their performance challenges while strengthening the library.

9. Human Resources Management

The Library Director effectively manages hiring and termination decisions in accordance with board policy, applicable laws, and best practices, demonstrating fairness, transparency, and sound judgment. Assures that team members are treated and addressed respectfully and consistently. As the “*Chief People Person*” the Library Director demonstrates care for staff well-being by conducting consistent check-ins and fostering open communication and a supportive work environment where staff grow professionally and are supported in their professional development through internal and external training board or volunteer service opportunities.

10. Collection Development and Purchasing Oversight

The Library Director responsibly supervises purchases, including acquisitions for library collections, ensuring they meet community needs and budgetary guidelines.

11. Youth Services Leadership

The Library Director provides appropriate support of the team supervisor within the youth department, supporting high-quality services and programming for children and teens through advising, and program support as needed.

12. Community and Media Relations

The Library Director maintains positive relationships with community organizations, vendors, and news outlets, strengthening the library’s reputation and partnerships such that those institutions view the library as a trusted source of information and an entrusted agency of the community and steward of tax-payer-dollars.

13. Facilities Oversight and Planning

The Library Director remains vigilant in their stewardship of the physical building and its property resources through the supervision of its daily maintenance and upkeep. Maintains a long-term projection and strategic facilities plan for major initiatives so that the building can avoid sudden and unanticipated expenses.

14. Friends of the Library and Volunteer Management

The Library Director engages and fosters relationships with volunteers and organizes *Friends of the Library* while with a goal of positively impacting the goodwill of the community and the library. As the lead point of contact with the *Friends*, the Library Director advises those wishing to support the library in the matters that are of greatest importance and value.