

Director Review Materials

The Director's performance review is conducted annually in July. **This form does not need to be completed for the June meeting.** The Board President will give instructions at the meeting regarding receipt of the materials.

Elmhurst Public Library

Director Evaluation

Category	Excellent	Good	Fair	Poor
1. Technical Competence – exhibits the technical knowledge and skill to effectively direct library operations. <i>Comments:</i>				
2. Planning Ability – plans, organizes, and effectively completes projects as they relate to the library and its operations. Logically analyzes and solves problems. <i>Comments:</i>				
3. Management Ability – hires well-qualified staff; delegates authority and responsibility appropriately; maintains a positive working environment. <i>Comments:</i>				
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. <i>Comments:</i>				
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. <i>Comments:</i>				

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. <i>Comments:</i>				
7. Public Relations – Works effectively with local organizations and political, civic, and business leaders to enhance and promote library services. <i>Comments:</i>				
8. Creativity – Displays creativity, originality and ingenuity, when appropriate, in carrying out the library’s mission and roles. <i>Comments:</i>				
9. Professionalism & Image – Exhibits consideration and professionalism in all dealings with the public; maintains an image that reflects positively on the library. <i>Comments:</i>				

Signature: _____
Please return completed evaluations to Board President

Date _____