

## Library Director – Annual Evaluation Questions

(Derived from Library Director Job Description)

### Budgeting and Financial Management:

- Prepare budgets and provide information to assist the Board of Trustees in the budgeting process
- Demonstrate sound fiscal responsibility in budgetary matters

### Staff Leadership:

- Maintain positive relationship with the library staff in order to foster an effective working environment. (consider turnover, exit interviews, customer service, staff morale)
- Promote the ongoing professional development of all members of the staff

### Library Operations:

- Maintain a collection that satisfies the wants and needs of library visitors (visitor feedback, comment cards)
- Administer all aspects of library operation including personnel recommendation and supervision
- Administer all aspects of library operation including budgeting and expenditure
- Administer all aspects of library operation including book and materials selection; collection development and maintenance
- Administer all aspects....including building and grounds maintenance
- Administer all....including programming and community relations
- Investigate and recommend upgrades to library automation and appropriate library technologies
- Prepare reports and documents as required by state, town and LBOT
- Perform all other duties necessary to provide smooth and effective operation of the library on an ongoing basis
- including coverage of public service areas and meeting the information needs of the public

**Commented [DH1]:** Was one question – Kathy C. suggests splitting

### Relationship Building/Maintenance:

- Work with the LBOT to develop goals and objectives for the provision of library services.
- Help to develop comprehensive long and short-range plans and the policies and procedures to implement those plans
- Work with the LBOT and library staff to provide efficient and effective library services for the community

**Commented [DH2]:** Was one question – Kathy C. suggests splitting

- Provide leadership for the library staff and act as liaison between the staff and the LBOT. As a town dept. head the Library Director acts as a liaison between the LBOT and the town government
- Foster and maintains positive community relations
- Foster and maintains a positive relationship with trustees
- Assist the Trustees in maintain appropriate and timely policy
- Assist in developing and implementing procedures to achieve the annual adopted objectives of the Trustees and the needs of the community
- Represent the Library in the community, including at meeting of the town dept. heads, Select Board, Budget Committee, Planning Board and others when necessary or invited. Is a liaison to the Friends of the Goffstown Public Library

Professional Growth and Development:

- Maintain involvement in professional organizations and to attend professional meetings and seminars, including GMILCS, Inc to stay abreast of current trends in library services
- Maintain current knowledge of NH laws and regulations governing or impacting the activities of libraries