

Benedek Memorial Library

Director's Job Evaluation

Name: _____

Date: _____

The following points system is to be used to evaluate the Library Director.

Points: 4 – Excellent, 3 – Very Good, 2 – Good, and 1 – Needs Improvement

_____ Collection Development

1. Develops and maintains all library collections, adding and deleting materials according to accepted standards and library policies.

Comments:

_____ Budge Development/Fiscal Management

1. Prepares Annual budget; Monitors and Tracks Expenditures;
2. Serves as Bank Liaison and preforms Bookkeeping duties;
3. Researches, Develops, Submits and Administers Grants

Comments:

_____ Personnel

1. Hires, Trains, Supervises and Evaluates subordinate staff
2. Recruits, Trains and Supervises volunteers

Comments:

_____ Facilities Operations

1. Creates a warm inviting atmosphere in the library
2. Serves as liaison to Village cleaning and maintenance staff
3. Purchases supplies as needed
4. Equipment Maintenance
5. Obtains permission to use Village facilities

Comments:

_____ Computer Literacy/Usage

1. Attends STLS Information technology meetings
2. Participates in STLS training opportunities

Comments:

Benedek Memorial Library

Director's Job Evaluation continued

____ Public Relations

1. Prepares annual report to the community
2. Prepares and submits press releases
3. Attends and provides updates to the Village Board
4. Attends Campbell Savona Central School District School Board meetings as required
5. Creates brochures and displays

Comments:

____ Programs and Patrons Services

1. Provides readers advisory services
2. Initializes programming for all age levels and constituencies
3. Provides basic computer instructions when necessary
4. Supervises internet usage and plicy compliance
5. Assists the Board in drafting policies and procedures
6. Creates procedures for policy implementation

Comments:

____ System Workshops and Consultant Services

1. Attends STLS meetings and workshps as appropriate
2. Attends NYLA as possible
3. Participates in Webinars as appropriate
4. Utilizes expertise of STLS consultants when necessary

Comments:

____ Annual State Report

1. Compiles required statistics
2. Compiles and organizes financial records

Comment:

Development Opportunities:

Goals:

Signatures:

Board President: _____ Date: _____

Board Trustee: _____ Date: _____

Board Trustee: _____ Date: _____

Board Trustee: _____ Date: _____