

Evaluation of the Executive Director

Date: _____

Rating Code:

- 5 Consistently exceeds expectations (excellent)
- 4 Meets expectations well enough/often enough to be above average (good)
- 3 Maintains expectations effectively enough or often enough (satisfactory)
- 2 Able to maintain expectations on occasional basis. Needs improvement or more time to learn (fair)
- 1 Consistently fails to meet expectations. Needs to improve or learn skills/responsibility in order to retain position (needs improvement)
- NA Have no direct knowledge in this area

Feel free to include additional sheets for comments as needed.

RATING	AREA
<p>_____</p>	<p>Goal I, Resource Sharing: Provide an innovative resource discovery, sharing and delivery system: (See pgs. 1,2,3 of 2015 Plan of Service attached)</p> <p>Additional Comments:</p>

RATING	AREA
<p>_____</p>	<p>ISL Directive LLSAP (SHARE) (See Goal 1 Obj. A #13, Obj. B, C, D on pgs. 2-4 of 2015 Plan of Service) Additional Comments:</p>
<p>_____</p>	<p>ISL Directive Delivery (See Goal II, Objectives A, B pgs. 4,5,6 of 2015 Plan of Service) Additional Comments:</p>
<p>_____</p>	<p>ISL Directive Talking Books (See Goal III pg. 6 of 2015 Plan of Service) Additional Comments:</p>

RATING	AREA
<p>_____</p>	<p>Board Relations <i>Effectively communicates orally and in writing with the Board. Provides information, options, and recommendations needed by the Board to establish policies. Keeps Board members informed on legislative and legal matters pertaining to the System. Brings matters to the Board's attention in a timely manner.</i> Additional Comments:</p>
RATING	AREA
<p>_____</p>	<p>Personnel Development (See Goal V Obj. B pg. 9 of 2015 Plan of Service) <i>Maintains or increases productivity of staff. Maintains positive management/staff relations. Makes full and effective use of the skills and resources of staff by delegating authority and holding subordinates accountable for results. Actively seeks avenues for staff development.</i> Additional Comments:</p>
RATING	AREA
<p>_____</p>	<p>Community and Organizational Involvement (See Goal VI pg. 10 of 2015 Plan of Service) <i>Actively promotes an understanding of System services throughout the IHLS area. Actively participates in state and national professional organizations. Active in library matters at the state level. Active as a positive advocate for libraries. Effectively serves as the IHLS Board ambassador. Encourages cooperative partnerships.</i> Additional Comments:</p>

RATING	AREA
_____	<p>Membership Relations (See Goal IV pgs. 7, 8 of 2015 Plan of Service) <i>Maintains a professional relationship with library members. Actively promotes positive relationships with member libraries. Considers opposing viewpoints when determining future directions for System services. Understands the diversity of needs in a multi-type System and strives to balance those needs. Proactively works with the Librarian’s Advisory Council to discuss pressing issues and determine resolutions.</i> Additional Comments:</p>
RATING	AREA
_____	<p>Administration/Fiscal Responsibilities (See Goal V Obj. A, B pgs. 8, 9 of 2015 Plan of Service) <i>Prepares, evaluates, justifies, and makes efficient use of the budget. Reviews present programs and services and makes revisions through creative decision-making and problem solving. Oversees the maintenance and improvement of the System building and property. Prepares annual budget for Board consideration. Maintains professional surroundings and a safe working environment.</i> Additional Comments:</p>
RATING	AREA
_____	<p>Planning <i>Develops challenging, yet realistic, goals and objectives for the System. Demonstrates an ability to carry out the plans for meeting System goals and objectives. Ties the work of the staff to the goals of the System. Provides reports on achievement and attainment of goals and objectives. Conducts an ongoing assessment of the System and member needs and responds by taking appropriate actions. Prepares and updates annually a one-year service plan and a multi-year long-range plan.</i> Additional Comments:</p>

RATING	AREA
<p>_____</p>	<p>Miscellaneous <i>Exhibits confidence and leadership. Takes initiative. Considers a broad perspective in decision-making. Effectively communicates. Is professional and prepared. Incorporates a long-term vision for the health of the System and membership.</i> Additional Comments:</p>

_____ (Evaluator's Signature)

Form adopted: February 25, 2014