



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.

_____	<p>Fiscal Year Goal I Additional Comments:</p>
RATING	AREA
_____	<p>Fiscal Year Goal II Additional Comments:</p>

RATING	AREA
<p>_____</p>	<p>Fiscal Year Goal III Additional Comments:</p>
<p>_____</p>	<p>Fiscal Year Goal IV Additional Comments:</p>
<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>
<p>_____</p>	<p>Personnel Development <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>

<p>_____</p>	<p>Community and Organizational Involvement <i>Actively promotes an understanding of System services throughout the ILHS area. Actively participates in state and national professional organizations. Active in library matters at the state level. Is a positive advocate for library and System issues. Effectively serves as the ILHS Board ambassador. Encourages cooperative partnerships.</i> Additional Comments:</p>
<p>_____</p>	<p>Membership Relations <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 advisory groups to discuss pressing issues and determine resolutions.</i> Additional Comments:</p>
<p>_____</p>	<p>Administration/Fiscal Responsibilities <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>

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

(Evaluator's Signature)