Library Manager Evaluation Form

**Employee Name:** […] **Evaluation Period:** […]

**Evaluator:** […] **Title:** […]

**Rating scale:**

Exceeds expectations (E)

Meets expectations (M)

Below expectations (B)

**Instructions**: Use the above rating scale and the descriptors to rate each performance criterion.

 *Insert comment below responsibility if rating is E or B.*

|  |  |
| --- | --- |
| **Rating**  | * Oversees day-to-day operation of the library
* Supervises staff
* Implements library programing and policy (Board developed)
* Develops and maintains a collection of materials, both print and digital, the reflects community interests
* Provides reference and readers advisory services to the public
* Remains current with technology available in the library and assists patrons with its use
* Utilizes library technology to assist in the efficient operation of the library
* Develops and oversees the implementation of outreach programs for the public
* Remains current with Four County Library programming and policy
* Attends Board of Trustee meetings
* Provides reports as required or requested by the Board of Trustees and the Four County Library System
* Oversees annual book sale
* Displays professional interactions with coworkers, supervisors, and library patrons
* Demonstrates effective and positive communications with all persons with whom they have contact
 |
| **General comments** |
| **Employee comments** |
| **Overall performance rating***Exceeds Expectations Proficient Below Expectations* |
| I have discussed this evaluation with my supervisor. I have read it and I have a copy of the form.**Employee signature/Date****Evaluator signature/Date** |

Adopted September 20,2022