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