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Maryville Public Library Policy

Section C: PERSONNEL

Subject 400: Annual Performance Evaluation of the Director, Page 1 of 3

Revised: January 2025

Annual Performance Evaluation of the Director

The Maryville Public Library Board of Trustees will conduct a formal, written performance evaluation of the Library Director annually.

PURPOSES OF THE PERFORMANCE EVALUATION

1. To provide the Director with a clear understanding of the Board's expectations.
2. To ensure the Director and the Board are aware of how well the expectations are being met.
3. To serve as a formal vehicle of primary communication between the Board and Director.
4. To identify the Board's actual concerns so that appropriate action can be taken.
5. To demonstrate sound management practices and accountability to municipal officials and the community.

EXPECTATIONS AND EVALUATION

Directors are held accountable to varied and sometimes conflicting constituencies. The Board and the Director must recognize these groups and acknowledge the relationship with each one:

- The general public
- Elected officials
- The library staff members who have diverse personal expectations for their Director
- Public groups who may exert pressure on the Director to respond to their concerns
- Individual members of the Board of Trustees who may have personal priorities for the library and the Director.

EVALUATION GUIDELINES

- Be open and objective. The evaluation should foster open communication and objective assessment.
- The evaluation should provide for two-way communication between the Board and Director.
- The evaluation should enable mutually shared expectations and objectives.
- The evaluation process should avoid surprises. Evaluative communication should be ongoing throughout the year.
- Every attempt should be made to keep the process and communication clear, simple, and relaxed.

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EVALUATION PROCEDURES

1. The evaluation form is to be given to the Library Board of Trustees at the regularly scheduled January meeting.
2. Board members are to return the completed form to the President or other designated Board officer by February 1.
3. The President and the designated Board officer will compile the data for presentation to the Board.
4. The President will present the results to the Board, meeting in Executive Session with the Director excused temporarily, at the regularly scheduled February meeting.
5. Immediately following the Executive Session at the February meeting, the Library Director will be provided with the results of the annual evaluation.
6. If the Director requests or requires time to develop responses to the evaluation, the Board shall immediately recess to allow time.
7. If the Director does not request additional time for response, the formal evaluation process is completed.

The Library Director is responsible for the development and accomplishment of goals as defined in the Goals and Objectives Yearly Plan (Section B-300.) The Library Board and Director will use this form for the evaluation of the accomplishment of those goals.

<i>Goals and Objectives</i>	<i>Self-Assessment</i>	<i>Board Assessment</i>
1. Champion reading and literacy. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress
2. Support lifelong learning in the Maryville community in alignment with community needs. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress

<p>3. Empower individuals in their own creative endeavors.</p> <p>Comment:</p>	<p>___No progress</p> <p>___Some progress</p> <p>___Significant progress</p> <p>___Exceptional progress</p>	<p>___No progress</p> <p>___Some progress</p> <p>___Significant progress</p> <p>___Exceptional progress</p>
<p>4. Ensure the library operates at the highest possible standards.</p> <p>Comment:</p>	<p>___No progress</p> <p>___Some progress</p> <p>___Significant progress</p> <p>___Exceptional progress</p>	<p>___No progress</p> <p>___Some progress</p> <p>___Significant progress</p> <p>___Exceptional progress</p>
<p>5. Determine long-term funding goals and control expenses.</p> <p>Comment:</p>	<p>___No progress</p> <p>___Some progress</p> <p>___Significant progress</p> <p>___Exceptional progress</p>	<p>___No progress</p> <p>___Some progress</p> <p>___Significant progress</p> <p>___Exceptional progress</p>

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Additional comments: