

**Evaluation of**  
**Library C.F.O.,**  
**Bonfield Public Library, Bonfield, Ontario**

Date: \_\_\_\_\_  
 Period reviewed: \_\_\_\_\_

Explanation of ratings:  
 1=Unsatisfactory performance/does not meet expectations  
 2=Less than satisfactory performance/needs improvement  
 3=Satisfactory performance/meets expectations  
 4=Performance exceeds expectations  
 5=Outstanding achievements/performance  
 U=Unable to evaluate

*Circle one for each item:  
 Explain ratings of 1 or 2 in Comments section*

**I. Administration**

1. Plan and coordinate library services and operations  
 1.....2.....3.....4.....5.....U
2. Select and order all library equipment and oversee maintenance and repair of equipment  
 1.....2.....3.....4.....5.....U
3. Develop, implement and monitor library procedures  
 1.....2.....3.....4.....5.....U
4. Plan, implement and monitor the library technology systems  
 1.....2.....3.....4.....5.....U
5. Prepare reports and compile statistical data as needed  
 1.....2.....3.....4.....5.....U

**II. Budget**

1. Prepare budget recommendations for the Library Board  
 1.....2.....3.....4.....5.....U
2. Represent the Library Board during budget deliberations  
 1.....2.....3.....4.....5.....U
3. Administer the library budgets  
 1.....2.....3.....4.....5.....U
4. Prepare budget reports  
 1.....2.....3.....4.....5.....U

**III. Personnel**

1. Provide hiring procedures and select new employees  
 1.....2.....3.....4.....5.....U
2. Provide training and instruction for library personnel  
 1.....2.....3.....4.....5.....U
3. Supervise and evaluate library personnel  
 1.....2.....3.....4.....5.....U
4. Provide assistance to library personnel in performing their duties  
 1.....2.....3.....4.....5.....U
5. Communicate with library personnel as appropriate  
 1.....2.....3.....4.....5.....U

**IV. Library Collection**

1. Develop and maintain the library collection according to the needs of the community  
 1.....2.....3.....4.....5.....U
2. Review, evaluate, and select books, periodicals and other library materials  
 1.....2.....3.....4.....5.....U

3. Supervise and direct the cataloging and classification of the collection  
1.....2.....3.....4.....5.....U

**V. Public and Community Relations**

1. Serve as a liaison to the community  
1.....2.....3.....4.....5.....U

2. Prepare news releases, notices and library publications  
1.....2.....3.....4.....5.....U

3. Respond to public inquiries and complaints  
1.....2.....3.....4.....5.....U

4. Serve as a liaison to the Friends of the Library, and any other committees  
1.....2.....3.....4.....5.....U

**VI. Library Board Relations**

1. Setting the agenda for monthly board meetings  
1.....2.....3.....4.....5.....U

2. Participate in Board meetings  
1.....2.....3.....4.....5.....U

3. Assist the Board in making policies, plans and objectives  
1.....2.....3.....4.....5.....U

4. Conduct new Board members orientation  
1.....2.....3.....4.....5.....U

5. Apprise the Board of present and future needs  
1.....2.....3.....4.....5.....U

**VII. Professional Development**

1. Keep current with knowledge, skills and trends relevant to public libraries and librarianship in general  
1.....2.....3.....4.....5.....U

2. Ensure compliance with all laws relating to public libraries  
1.....2.....3.....4.....5.....U

**Comments/Specific performance or development directives or goals for the next review period, if any: This section must include an explanation of any ratings of 1 or 2.**

**Signatures**

I have reviewed the attached evaluation and discussed it with the Library Board/President. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

\_\_\_\_\_  
*Library C.E.O signature*

\_\_\_\_\_  
*Date*

The Library Board has prepared the attached evaluation. The contents of this evaluation and the director's performance status have been discussed with the Library Director.

\_\_\_\_\_  
*Library Board Chair signature*

\_\_\_\_\_  
*Date*