Evaluation Form for the Executive Director Exhibit 4.a.3.b.
North Suburban Library System
FY2010

Completed by: _____
(Name of Board Member optional)

Submit to Kathy Caudill, Kathy.caudill@sbcglobal.net, before March 22, 2010

The annual evaluation is an opportunity to review the events of the past year. Please give your impressions of the executive director's performance, including what you think went well and what might have been improved.

I. **Relationships**

Board: Keeps the board informed of issues, needs and operations of the system. Offers professional advice on issues requiring board action. Supports and implements board policy and communicates the board's intentions to the staff and public.

Staff: Develops and implements sound personnel procedures and practices. Recruits and retains quality employees. Delegates authority when appropriate. Anticipates problems and works with the staff to avoid conflict. Is fair and even-handed when dealing with the staff.

Library Community: Maintains good relationships with the state library, Illinois system directors and members/residents of the NSLS service area. Encourages public and private partnerships.

II. **Management & Operations:** Evaluates and anticipates the financial needs of the system. Uses good financial judgment. Keeps within the budget approved by the board. Supervises system service operations.

III. **Leadership**

Vision: Provides and fosters visionary leadership. Anticipates future opportunities. Sets specific goals for the system and reports status of progress towards achieving these goals. Seeks innovative ways to support member libraries.

Strategic Direction: Focuses on the strategic directions determined by the board: *Life long learning, Telling our story/public relations and marketing, New models of service, Advocacy.*

Advocacy: Actively promotes advocacy for libraries. Develops tools for training advocates. Is visible in the community and respected by the public and elected officials. Deals well with the press. Is friendly, approachable, when dealing with the public and elected officials.

IV. **Additional Comments**

V. **Recommended Goals for Next Year**