

LIBRARY TRUSTEE SELF-EVALUATION



Considerations (Standard)		How well did I do:				
		5 Very Good	4 Good	3 Avg	2 Fair	1 Poor
I – Governance						
1	I know when my library was established and highlights of its history. (I-A)					
2	I know all other members of the Board. (I-B)					
3	I know the library laws as they apply to my library. (I-C)					
4	I am familiar with my library's current strategic plan. (I-D)					
5	I arrive on time to library board meetings.					
6	I give a reasonable amount of time and thought to my position as a trustee.					
7	I ask questions and offer constructive feedback during board meetings.					
8	I have studied and I use for reference the Utah Public Library Trustee Manual.					
9	I have read The Library Trustee: A Practical Guide by Virginia G. Young.					
10	I am thoroughly familiar with the policies adopted by my board and I study and review before voting at board meetings.					
II – Funding / Finances						
11	I am thoroughly familiar with the library's budget and the budget process. (II-A)					
12	I am thoroughly familiar with the sources of library funds, including the mill levy or city or county funding. (II-B)					
13	I am thoroughly familiar with the Maintenance of Effort from the local government. (II-C)					
14	I know how my library can participate in the use of federal funds.					
III – Access & Services						
15	I am thoroughly familiar with the library website and I use it frequently. (III-E)					
16	I visit my library frequently enough to be thoroughly familiar with the collections, programs and services offered.					
17	I use the library for my personal study and enjoyment, reading, listening, and viewing.					
18	I visit other libraries to inform myself of library practices.					
19	I support my library director in efforts to provide excellent public service and programs to meet the wide-ranging needs of the community.					
IV – Personnel						
20	I support my library director to pursue at least 20 hours of library-related training per year. (IV-D)					
21	I regularly read one library journal or magazine.					
22	I attended at least one library conference.					
23	I know what services and assistance are available from the State Library to library boards					
V – Materials & Resources						
24	I am thoroughly familiar with the collection development policy. (V-B)					
25	I am thoroughly familiar with and fully support the principles of Intellectual Freedom.					
VI – Technology						
26	I am thoroughly familiar with the internet and online access policy. (VI-A)					
VII – Facilities						
27	I am thoroughly familiar with the library facilities and grounds.					
VIII – Marketing & Public Relations						
28	I use every opportunity to inform civic groups and public officials of the services and needs of my library, and its value to the community. (VIII-A)					
IX – Administration						
29	I am thoroughly familiar with the Statistical Annual Report, the Community Library Enhance Fund report, and the Summer Reading Program Evaluation report. (IX-B)					
30	I attended the New Board Member orientation. (IX-C)					
31	I have read the books Strategic Planning for Results and Output Measures for Public Libraries: A Manual of Standardized Procedures.					
X – Advocacy						
32	I know how my library measures up to State and National standards and I use that to advocate for my library. (X-A)					
33	I belong to a State or National library organization. (X-C2)					
34	I have frequent contact with my State Senator and Representative concerning library legislation and I attend town meetings of my Federal Senator and Representative where I represent the interests of the library. (X-C3)					

BOARD OF DIRECTORS SELF-EVALUATION



Considerations		How well did we do:				
		5 Very Good	4 Good	3 Avg	2 Fair	1 Poor
Board Procedures						
1	Our board meetings begin on time.					
2	Our board meetings end on time.					
3	Our trustees regularly attend meetings; there is rarely a problem with having a quorum.					
4	Our trustees come to the meetings prepared to discuss issues on the agenda.					
5	We follow our meeting agenda.					
6	We maintain a policy focus and do not get involved in the day-to-day operations and management of the library.					
7	We are always cordial to one another.					
8	We are open to dissenting opinions during discussion.					
9	We present a unified front once a vote has been taken.					
10	No individual or group dominates discussion at our meetings.					
11	Our president or chair person is organized, efficient and fair.					
12	Our library director is appropriately involved in our board meetings.					
13	We are proud of the relationship between our board and our library director.					
Board Role						
14	Board has full and common understanding of the roles and responsibilities of a library board.					
15	Board members understand the library's mission, its services, programs, and collections.					
16	Board members understand the principles of Intellectual Freedom and support the concept of developing and maintaining a broad and diverse collection of materials that represent a variety of views and opinions.					
17	The board's structure (composition of the board, chair, executive officer, committees) is clear.					
18	Board has clear goals and actions resulting from relevant and realistic strategic planning.					
19	Board attends to policy-related decisions which effectively guide operational activities of staff.					
20	Board receives regular reports on finances and budget, services and program performance, and other important matters.					
21	Board effectively represents the interests of the community.					
22	Board effectively represents the library in the community.					
23	Board meetings facilitate focus and progress on important organizational matters.					
24	Board regularly monitors and evaluates progress toward strategic goals.					
25	Each member of the board feels involved and interested in the board's work.					
26	All necessary skills, stakeholders, and diversity are represented on the board.					