

Conrad Public Library Board of Trustees

# ANNUAL EVALUATION

An annual self-evaluation can assist Trustees (1) to assess the competencies essential to their performance, and (2) in seeking opportunities for training and continuing education to adjust gaps in information. Therefore, the Board will gain an understanding on areas of strength and areas of improvement, and will operate as a team in addressing any identified needs and concerns going forward.

*Please use the space below to answer each question and to provide optional comments on your response.*

## GENERAL KNOWLEDGE

1. I understand the Board's role and Code of Ethics, and Trustee job description.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
2. I am familiar with the mission of the Library.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
3. I am familiar with all local, state, and federal laws having an effect on libraries.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
4. I am familiar with library issues at the local, state, and federal levels.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
5. I understand the structure and bylaws of the Board.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
6. I am familiar with current library policies.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
7. I am familiar with the Library's current services and programs.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
8. I am familiar with the history and role of the Friends of the Library.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

9. I am familiar with the history and role of the Foundation.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
10. I am familiar with the Library's relationship to city and county government.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

## BOARD OPERATION

11. I receive the agenda, minutes, etc. for sufficient review before a meeting.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
12. I regularly attend Board meetings.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
13. I understand <i>Robert's Rules of Order</i> that is followed during meetings.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
14. I am provided with up-to-date reports from local, state, and national levels.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
15. I am given opportunities to share information that is relevant to the Board.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
16. I am given opportunities to express views without prejudice.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

## ACCOUNTING / BUDGET

17. I am provided with Library accounting and budget reports on a monthly basis.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
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18. I understand all the revenue sources that fund the Library.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
19. I am aware of any funding needs that the Library currently has.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
20. I am involved in creating the annual (fiscal year) budget.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
21. I am prepared to defend and promote the budget to the public.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

## HUMAN RESOURCES

22. I understand the respective roles/responsibilities of the Board and the Director.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
23. I am familiar with the Library Director's job description and evaluation form.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
24. I participate in the annual evaluation of the Library Director.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

## ADVOCACY

25. I understand that the Chair is the official spokesperson for the Board.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
26. I know the process/manner in which the Board can impact local decision making.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

27. I understand the message and talking points the Library wants to convey.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
28. I am involved in advocacy year-round (before, during, and after elections).	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

## PROFESSIONAL DEVELOPMENT

29. I participate in the annual orientation meeting and Library tour.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
30. I am a member of a local, state, and/or national library association.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
31. I have Trustee certification from the Montana State Library.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
32. I am familiar with ways to advance my library knowledge and development.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO

## STRATEGIC PLANNING

33. I am familiar with the short-term action plan goals and the progress made.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
34. I am familiar with the vision and long-range strategic plan for the Library.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO
35. I am familiar with the Board's fiscal year governance calendar.	<input type="checkbox"/> YES <input type="checkbox"/> PARTIALLY <input type="checkbox"/> NO