

APPENDIX U

Library Board Assessment Instruments

Self Evaluation for Individuals

Do you understand and respect the different roles and duties of the library director and trustee boards on local, county and regional level?

YES **NO**

Have you attended board meetings and appropriate committee meetings since becoming a trustee?

EVERY MEETING **MISSED SOME** **OCCASIONALLY** **SELDOM**

Do you prepare and study the homework necessary to be a well- informed board participant?

ALWAYS **FREQUENTLY** **OCCASIONALLY** **SELDOM**

Do you regularly read at least one library magazine and consult relevant books or pamphlets?

YES **NO**

Do you strive to be aware of the implications of local, state, and national legislation? Do you actively lobby at least on the local and state level?

YES **NO** **NONE**

How many library system, state/national meetings, or library workshops have you attended in the past year?

6 OR MORE **3 OR MORE** **1 OR MORE** **NONE**

How many community events or meetings have you attended as a representative of the library in the last year?

6 OR MORE **3 OR MORE** **1 OR MORE** **NO VISITS**

Do you accompany the director to budget hearings before governing officials and actively work to gain funding from a variety of sources?

YES **NO** **ONCE** **NONE**

Have you visited your local library and/or talked to the staff in the last 60 days?

3 OR MORE **TWICE** **FEW**

Have you toured every library facility in the library system?

ALL **SOME**

Have you reviewed the library's policy manual to make sure you understand the rationale for service and needs for revision?

YES **NO**

Have you reviewed the library's goals, objectives, and plan in the past year?

YES **NO**

When visiting other cities and other states, do you visit the local library?

YES **NO**

Do you evaluate the library director annually and discuss board expectations?

YES

NO

Have you read Georgia library laws and reviewed how they affect your responsibilities?

YES

NO

Are you a current member of a professional library association?

YES

NO

Board Evaluation

1. Does the board operate under a written set of bylaws and follow the laws that govern board operations? Is there an effective committee structure that involves all members in board work?
2. Are board meetings run in a business-like manner with a minimum amount of time devoted to unimportant matters?
3. Does the board meet at a regular time with an agenda and are relevant documents distributed in advance? Are minutes compiled and mailed to members following the meetings?
4. Are arrangements made to make sure the library director attends board meetings and committee meetings?
5. Is there a training or orientation program for new trustees jointly conducted by senior trustees and the library director? Is a local trustee notebook maintained to supplement the state handbook?
6. Does the board work closely with county, municipal and school governing agencies who appoint trustees? Are qualifications and duties clearly stated? Are terms of appointment limited? Does the board represent the whole community?
7. Do board members and each library maintain an up-to-date policy manual?
8. Has the board adopted a written statement of goals and objectives which serve as the basis for services and activities?
9. Is there a step-by-step plan for the future growth and development of the library?
10. Does the board work systematically to assure adequate current and future library funding?
11. Does the board systematically evaluate itself, the director, and library plan annually?
12. Does the board encourage and fund members and staff attendance at local, state, and national library meetings?
13. Is there good communication between the library director, and the board, between the chairman and the members, between the board and related public groups, among various board members?

SOURCE: Georgia Public Library Trustees Handbook. 2d ed. Public Library Services, Georgia Department of Education, 1995.