PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
ASSESSMENT

Instructions: Please rank the following items. An "Unsure" response will not affect the average.

A – GENERAL KNOWLEDGE				
To be truly effective, Board members must understand their role versus that of the Library Director. Each Trustee should also understand the role of the library itself—the library's mission and how the library's policies, services, and programs work to ensure that the mission is met. Trustees should be well versed on the various issues that impact their library and its services, including issues on the state and national levels such as trends in intellectual freedom, privacy rights, and funding for libraries.				
1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	**3**	**2**	**1**	**Unsure**
1. Board members understand their roles and responsibilities.				
2. Board members understand the roles and responsibilities of the Library Director.				
3. Board members understand and support the mission statement, objectives and vision of the library				
4. Board members are familiar with local, state and federal laws having an effect on libraries.				
5. Board members are familiar with library issues at the local, state and federal levels.				
6. Board members understand the structure and Bylaws of the Board.				
7. Board members are familiar with current library policies.				
8. Board members know which agency (agencies) the Board reports to.				
9. The Board is aware of the funding needs of the library.				

B – BOARD OPERATION				
Effective Board operations do impact the quality of trustee deliberation and decision making. The questions below will help trustees assess their ability to hold effective meetings that foster interaction and help to move the library forward.				
1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	**3**	**2**	**1**	**Unsure**
1. The Board is effective in using its committee structure to accomplish its work.				
2. The Board has established clear, written guidelines for committees.				
3. The Board evaluates the Library Director annually based on the success of goals and/or expectations.				
4. The Board annually assesses its own performance.				
5. The Board allows time at meetings for discussion of emerging issues and trends.				
6. The Board speaks with one voice after a vote is taken.				
7. The Board recognizes and thanks staff and volunteers for their accomplishments.				
8. The Board feels free to communicate problems to the Library Director in a timely manner.				

B – BOARD OPERATION (continued)				
1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	**3**	**2**	**1**	**Unsure**
9. The Board is representative of the community it serves.				
10. The Library Director provides the Board with accurate and up-to-date information in order to make sound and effective decisions at least one week in advance of meetings.				
11. Board members are given an opportunity to express views without prejudice.				
12. The Board President and the Library Director set a clear agenda and circulates it to Trustees prior to each meeting.				
13. The rules of *Robert's Rules of Order* parliamentary guide are followed.				
14. Board members regularly attend meetings and assigned committee meetings.				

C – ADVOCACY				
Library Trustees should have a strong and well-informed voice in the community. They have the benefit of understanding exactly what the library provides to the community and what it takes to provide services. In addition, unlike staff, the trustees have nothing to gain personally from strong financial support.				
1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	**3**	**2**	**1**	**Unsure**
1. Board members are cognizant of the political process and the manner in which the Board can impact decision making.				
2. Board members accept and respect that the President is the lead spokesperson for the Board.				
3. The Library Director works with the Board to develop a strong message and talking points.				
4. The Board develops and pursues a long-range plan for advocacy on a year-round basis.				
5. Board members take an active part in advocating for the library.				
6. Board members are given the necessary information to contact elected officials during the year and keep such officials or other informal contacts informed on library issues through visitations, e-mails and phone calls.				
7. Board members make visits to community groups for the purpose of articulating the library's role and contribution to the community.				
8. The Board projects a positive internal image.				
9. The Board projects a positive external image.				

D – STRATEGIC PLANNING

Even if the library wanted to maintain the status quo, the environment within which the library operates is constantly changing. That means that in order for the library to effectively deliver services to its community, the Board must ensure that the library's mission and goals are always relevant. Strategic planning, therefore, is an important job for trustees.

	1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	3	2	1	Unsure
1.	The Board pays more attention to the end than the means – to *what* will be accomplished instead of *how.*				
2.	The Board participates in creating goals and action plans based on the strategic plan.				
3.	The Board reviews progress of the plan on a regular basis.				
4.	An orientation package containing the current strategic plan is provided for new Board members.				
5.	Strategic planning becomes a regular process for the Board.				

E – POLICY MAKING

All Boards must be familiar with library policy and, importantly, with the reasoning behind each policy. If policies are challenged, Board members must be able to explain them and stand behind them.

	1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	3	2	1	Unsure
1.	The Board helps safeguard the public's First Amendment and Intellectual Freedom rights.				
2.	The Board is aware of patron privacy protections under State law and ensures through its policies that patron information is kept confidential.				
3.	The Board reviews policies on an annual basis.				
4.	The Board knows how to access policies as needed.				
5.	The Board can articulate the underlying principle(s) that the policy is addressing and is able to defend the policies in public.				
6.	Board members can distinguish between policymaking and operational decision making.				

F – FINANCE

In most libraries, the financial responsibility of the Board is oversight. Day-to-day decision making regarding the dispensation of the library's resources rightfully belongs with the Library Director or his/her representative. This does not mean, however, that the Board can abdicate their responsibility to ensure that the budget is being spent appropriately and that the budget is working in support of the library's mission and goals.

	1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	3	2	1	Unsure
1.	The Board is provided with full and accurate information regarding the library's finances and budget throughout the year.				
2.	The Board is given sufficient lead-in time to discuss budget issues and makes wise decisions.				
3.	The Board understands the impact of decisions on library services.				

G – PROFESSIONAL DEVELOPMENT

The best Boards around are those that continue to learn and grow in their roles. There are many ways to do this. The very first step in providing each Trustee with the knowledge he or she needs to be effective begins with Board orientation. Other steps can be as easy as joining regional and state library associations that have special sections for Trustees. Attending national or state conferences where programs for Trustees are presented is another opportunity for continuing education.

	1 = "does not meet" / 2 = "meets" / 3 = "exceeds"	3	2	1	Unsure
1.	Board members take advantage of opportunities at the local, state and national level to improve performance.				
2.	Board members report back and share with other Board members information acquired.				
3.	New members are given a Board orientation on their roles.				
4.	Board members are members of local, state and/or national associations (Association of Library Trustees, Advocates, Friends and Foundations, Public Library Association, etc.)				