

Sample Trustee Self-Evaluation Tool based upon Wisconsin's "Trustee Essentials"
(Denise Anton Wright, South Central Library System - August 2012)

The Trustee Job Description	All of the time	Most of the time	Some of the time	Need Improvement
1. I understand the role and responsibilities of being a library trustee				
2. I understand the role and responsibilities of the library director				
3. I attend all meetings of the library board and arrive fully prepared				
4. I am familiar with Wisconsin library law and current standards for public libraries in Wisconsin				
5. I understand the role that my library board plays in the hiring, supervision, and evaluation of the library director				
6. I understand certification requirements for public library directors in Wisconsin and support professional development / training for staff				
7. I understand the basics of Wisconsin's Open Meetings Law, especially as it applies to possible violations and closed sessions				
8. I understand the basics of Wisconsin's Public Records Law regarding records that must be available to the public and records that are able to remain confidential				
9. I understand the need for library policies to be current, reasonable, clear, and applied without discrimination. In addition, I understand the need for regular review of library policies by the library board				
10. I act and speak for the library board only when authorized to do so by the full board				
11. In my role as a public library trustee, I avoid even the appearance of conflict of interest				

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Library Advocacy, Planning & Managing the Library's Money	All of the time	Most of the time	Some of the time	Need Improvement
1. I understand my library's mission, its services, programs, and collections				
2. I understand the importance of my role on the library board as a community liaison				
3. I am comfortable acting as an advocate for my library with local civic groups and public officials				
4. I am familiar with principles and issues relating to intellectual freedom and the equitable provision of library services				
5. I understand the importance of a strategic plan for my library				
6. I understand the benefits of my library being a member of a Wisconsin library system				
7. I understand the value of staying current on Wisconsin library issues and taking advantage of trustee training opportunities				
8. I understand how my library is funded and the role that our municipality, home county, and adjacent counties play in that funding				
9. I feel that our library board works effectively with our municipal governing body to obtain adequate library funding				
10. In my role as a public library trustee, I help determine and advocate for reasonable staff salaries & benefits				
11. In my role as a public library trustee, I am comfortable when presenting, explaining, and supporting the final library budget				