

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 209

Subject: Library Director Performance Review

1. Performance review will be conducted annually as scheduled on the library calendar.
2. The purpose of the performance review is to help the Library Director to establish goals and objectives for the coming year and for the duration of his or her contract.
3. The Library Board is responsible for conducting the Director's performance review.
 - a. Two months prior to the scheduled performance review, at the Library Board's scheduled monthly meeting, forms will be distributed to the Library Board Trustees by the Personnel Chairperson for completion. Completed forms will be collected at the next scheduled monthly meeting by the Personnel Chairperson for final score tallying. Copies of the reviews, along with a copy of the final score summary will be provided to the Library Director by the Personnel Chair within one week to allow him/her to prepare a Statement of Goals and Objectives for the coming year to be presented at the Library Board's next scheduled monthly meeting.
 - b. The Library Board will receive copies of the Library Director's completed performance review forms and Statement of Goals and Objectives in their packets prior to the scheduled date of the review at the September board meeting. At the meeting, the appropriate questions may be asked and discussion of the review will follow.
 - c. The Personnel Chairperson will be responsible for facilitating this process.
4. The form for conducting the performance review is part of this policy.
5. Copies of the Library Director's performance review are to be kept on record in the Library Director's personnel file.

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