

<p align="center"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 7003</p>
<p align="center"><i>EVALUATION OF DIRECTOR AND LIBRARY STAFF</i></p>	<p align="center"><u>Tracking Record</u> Date Approved: 5/18/00 Revised: 3/16/06 Reviewed: 9/2/08, 10/6/09; 8/19/10; 8/2/11; 8/7/12; 8/7/13; 8/6/14; 8/3/15; 8/3/16; 8/3/17; 8/2/18; 9/19/19; 7/2/20; 5/06/2021;8/4/22;8/4/23</p>

### **Purpose**

Cromaine District Library is committed to providing the community with high quality, friendly library services in a welcoming environment. Fulfillment of this mission depends on a partnership between the Library and its staff. The Library respects each person's worth, dignity, capacity to contribute, and desire for personal growth and accomplishment. In return, the Library depends on its staff to share a commitment to work for the achievement of the Library's goals.

Performance reviews, coupled with staff development and training, are tools which will help achieve the Library's goals and promote personal growth and accomplishment for each staff member.

### **Scope**

The Director and all members of the Library staff will receive an annual performance evaluation. Within 30 days of the evaluation, a copy of the evaluation will be placed in the employee's personnel file.

### **General Guidelines**

1. Designed to be an on-going process, the purpose of the performance evaluation is to:
  - Enhance communication between supervisor and employee;
  - Clarify job responsibilities in the context of department/library goals;
  - Provide performance feedback by reinforcing positive performance and supplying assistance where improvement is needed;
  - Provide an opportunity for coaching, counseling and mentoring; and
  - Provide a basis for making personnel decisions.
2. Evaluations will be based on the employee's job description and on documented goals and objectives established by the employee and the supervisor.
3. The evaluation process and format will be uniform throughout all library departments.
4. The format of the Director's evaluation will be established by the Board.

### **Responsibility**

The Library Board will conduct the performance evaluation of the Director. The Director and supervisory staff will conduct the evaluations of all other employees.