

	Land O' Lakes Public Library
Title:	Professional Administrative Review Policy
Review Cycle:	Every 3 years or as Needed
Revision Approval Date:	12/11/2024

A well-executed performance review is the culmination of both formal and informal observation and communication carried out throughout the year regarding the activities and performance of the director. Problems are best brought to the attention of the director so they can be handled immediately. Also, success, accomplishments and simple hard work should be acknowledged by the board as it is observed, as well as at the annual review.

A yearly review provides the director with formal feedback on his/her job performance. Board members should keep in mind that the director is hired to manage the daily operations of the library on behalf of the board and the community.

The performance review will be based on the library director's job description and will require the Library Director to create goals for the year.

An established committee will meet in August with the director to go over the evaluation form after both the director and the committee have completed the form. A designated member of the committee will summarize the evaluation and report to the board at the September Library Board meeting.

Evaluation form to be used is attached below.

(Director Name)	LAND O' LAKES PUBLIC LIBRARY DIRECTOR	Evaluation Period:	Start– [End date]
Created and reviewed by:	Performance Review Committee		

1. GOALS AND OBJECTIVES DURING THIS EVALUATION PERIOD

- 1.
- 2.
- 3.
- 4.
- 5.

2. ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES (*completed by employee*)

3. EVALUATION (*completed by supervisor*)

- 1.
- 2.
- 3.
- 4.
- 5.

4. STRENGTHS AND AREAS FOR DEVELOPMENT

Strengths:

Development Areas:

5. CAREER DEVELOPMENT PLAN

- 1.
- 2.
- 3.

6. GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD

1.

2.

3.

4.

5.

EMPLOYEE SIGNATURE & SUPERVISOR SIGNATURE

Name		Name	
Signature		Signature	
Date		Date	