***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Maintains good relations with library Board of Trustees, provides sufficient information and answers quest**ions regarding library finances.

Board Relations

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Works with the Director to ensure that a balanced budget is presented to the Board of Trustees.**

Budget

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Stays abreast of changes in employment law to ensure that the library is always in compliance. Plans, coordinates and supervises payroll, health insurance, workers’ compensation and other benefits of the library.**

Human Resources

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Maintains good relations with library Board of Trustees, provides sufficient information and answers questions regarding library finances.**

Financial Reporting

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Keeps a current physical inventory of all library assets.**

Inventory

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Serves as the Records Officer for the library and trains staff on maintenance and disposal of public records.**

Library Records

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Invests the funds of the library in a responsible manner according to the Ohio Revised Code.**

Investment Officer

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Assists staff members with their employee benefits relating to health insurance, OPERS retirement, workers’ compensation and other voluntary benefits.**

Employee Assistance

***Goals:***

***Comments:***

**Sometimes** Rarely

**Regularly**

**Always**

**Maintains overall knowledge of the services of the library and manages the library in the absence of the Director. Coordinates and maintains the library’s property, automobile and liability insurance policies**

Library Admin.

Additional Comments

***By signing this form, the director acknowledges that he/she has received and read this evaluation, and he/she also acknowledges that this evaluation was discussed with the members of the Board Personnel Committee in a confidential meeting.***

Personnel Chair

**Signature Date**

**Board President**

**Signature Date**

Date

Fiscal Officer

**Signature**