**NAME:**  **DATE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Trainer** | **Onboarding** | **90 Day Review** |
| "O" Drive |  |  |  |
| Amazon Business Account |  |  |  |
| Apollo |  |  |  |
| ARSL |  |  |  |
| Board |  |  |  |
| Breaks and Meals |  |  |  |
| Building Alarm |  |  |  |
| Circulation Policy |  |  |  |
| Comment Card Procedures |  |  |  |
| Community Room Screen/Laptop |  |  |  |
| Copy Machine |  |  |  |
| Emergency Binder |  |  |  |
| Emergency Closing Procedure (Fb, website, contacts) |  |  |  |
| Envisionware |  |  |  |
| Evanced |  |  |  |
| Expense Reports |  |  |  |
| Facilities Tickets |  |  |  |
| Fireplace |  |  |  |
| Friends of the Library |  |  |  |
| Graphic Design Request Form |  |  |  |
| Incident Reports |  |  |  |
| IT Tickets |  |  |  |
| Loan Periods |  |  |  |
| Marketing Procedure |  |  |  |
| MeL  |  |  |  |
| Memberships |  |  |  |
| Monday |  |  |  |
| Newsletter, eNewsletter |  |  |  |
| Petty Cash |  |  |  |
| Phone – Answering |  |  |  |
| Phone – ZAC |  |  |  |
| Phone – Zultys |  |  |  |
| PPGM  |  |  |  |
| Professional Development |  |  |  |
| Programming Forms |  |  |  |
| Scan and Send - ZAC |  |  |  |
| Scheduled Meetings |  |  |  |
| Schedules |  |  |  |
| Staff Expectations |  |  |  |
| Staff Holds |  |  |  |
| Staff Library Card |  |  |  |
| Staff Reports |  |  |  |
| Staff Wifi Login |  |  |  |
| Supply Closet |  |  |  |
| **Subject** | **Trainer** | **Onboarding** | **90 Day Review** |
| Tax Exempt Procedure |  |  |  |
| Tiger Paw |  |  |  |
| Time Off Requests |  |  |  |
| Timesheets  |  |  |  |
| Water Club (break room) |  |  |  |
| Wandoo Reader |  |  |  |
| Youth Supplies i.e.: storage area, etc. |  |  |  |
| Youth/Teen Program Budget |  |  |  |
|  |  |  |  |

**ONBOARDING:**

**Employee’s Signature: Date:**

**Director’s Signature: Date:**

**90 DAY REVIEW:**

**Employee’s Signature: Date:**

**Director’s Signature: Date:**