

CHEROKEE REGIONAL LIBRARY SYSTEM

BOARD & FINANCIAL POLICIES



# Table of Contents

Privacy Policy . . . . .	1
Channels of Communication . . . . .	2
General Fixed Assets and Inventory . . . . .	3
Fixed Assets Disposal . . . . .	4
Employee Security and Safety Screening . . . . .	5
Credit Card Policy . . . . .	6
Purchase of Insurance . . . . .	7
Records Retention Policy . . . . .	8



## **PRIVACY POLICY**

Library personnel shall not release any records pertaining to the identity, address, telephone number or reading habits of any registered library patron in response to telephone or patron requests or other requests from any other person by telephone, e-mail, or any other form of communication or in person.

Circulation records and similar records of a library that identify the user of library materials shall not be public records but shall be confidential and may not be disclosed except under the conditions established under Georgia Law, Code 24-9-46.

Library registration and circulation records may be used by library personnel in the ordinary course of library business.

Library records may be disclosed upon the written consent of the user of the library materials or the user's parents or guardian if the user is a minor or ward.

The library director and other library personnel shall not allow such records to be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Home phone numbers and addresses of staff members should NEVER be given out. Staff will refer caller to the supervisor who will decide if the library should call the staff member and pass on the message.

All computer security passwords are confidential. Patrons should not ask for passwords, as giving one out is grounds for termination.

Board Policy

## **Channels of Communication**

The Cherokee Regional Library Board of Trustees expects all staff to respect and follow the chain of command when registering complaints, making suggestions and in any other way expressing thoughts and concerns about the business of the library. Board members should refer a staff member with such concerns to the Director. Staff members who take complaints, requests, criticism or other library business directly to the Board or to individual board members without working through the Director will be considered insubordinate and subject to disciplinary measures by the Director.

The Director welcomes questions and discussion about library business. Library trustees are the library's representatives from the community, and they bring valuable information and questions to the Director that shape the library's response and service to the community. In order to insure clear communication, if library trustees have questions about library business, they are expected to discuss them with the Director. The Director may refer them to other staff members for additional information.

Approved by the  
Cherokee Regional Library  
Board of Trustees  
January 4, 2001  
January 6, 2003  
Reviewed and re-approved April 9, 2003  
Revised January 9, 2006

## **GENERAL FIXED ASSETS AND INVENTORY**

With the exception of specific items or situations approved by the Regional Board of Trustees, the Cherokee Regional Library System will follow the guidelines for tangible personal property (equipment) suggested by the Georgia Department of Audits in the GASB (General Accounting Standards Board) 34 Workshop of December 12, 2002.

Equipment is a material item of a non-expendable nature, such as a movable unit of furniture or furnishings, an instrument or apparatus, a machine (including attachments), an instructions skill training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identify and utility over a period of time which is characteristic of and definable for items of its class. It has a life expectancy of two or more years and a unit cost of \$5,000 or more.

Fixed assets will be reported at cost or at estimated historical cost if cost is not known. Donated fixed assets are recorded at fair market value on the date donated.

The general collection of books and materials will be included in the inventory in compliance with GASB 34 instructions.

For record-keeping purposes, an in-house inventory of computers and major furnishings costing less than \$5,000 will be kept starting July 1, 2006.

Inventory records will include at least the following information:

- Description of the equipment
- Serial number or other identification number
- Vendor
- Acquisition date
- Cost (including shipping and taxes)
- Location
- Use and condition
- Any ultimate disposition data, including the date of disposal and sale price of the equipment

## **FIXED ASSETS DISPOSAL**

When furniture, equipment, and other fixed assets owned by the Cherokee Regional Library System or by any of the affiliated branch libraries are no longer usable by any of the libraries in the system, they may be disposed of at public auction, by advertisement for sealed bids, or by other means whereby the general public has an opportunity to purchase the item(s), except as described herein. Inventoried furniture and equipment must be removed from the inventory prior to the sale. Items that are not bid upon or purchased, or that are damaged beyond repair, may be discarded. Items must be approved for disposal by the Director.

Books, videos, audiotapes, records and other library materials may be disposed of in book sales by the library. The Friends of the Library may sell books and other materials that have been discarded by the library (in accordance with the Materials Management Policy of the Cherokee Regional Library System), as well as those donated to but not usable by the library. Funds raised by the sale of these materials are directed into the support of the library's materials collection or other resources for the advancement of the library's mission. Books and other materials that have not been purchased at the end of a sale may be retained for future sales, given to other libraries or institutions, or disposed of at the discretion of the Director.

Computers and computer peripherals more than five years old that have been determined by the library system to be disposable in accordance with library, State and Federal regulations may be offered to the library system staff by sealed bid. The highest sealed bid for each computer or computer peripheral, as described in the sale offering, will be accepted. Incomplete or unsigned bids will not be accepted.

If a computer or computer peripheral is not bid upon, or if for any reason all bids on that item are not accepted, that item(s) may be advertised to the general public by sealed bid.

Items that are not bid upon and awarded to the highest bidder in this way will be discarded or given away, at the discretion of the Library Director.

Board Policy



## **Employee Security and Safety Screening**

Prospective new employees and any employee changing job assignments, and who has not had a criminal background investigation screening for the Cherokee Regional Library System, shall have a criminal investigation screening performed by the Walker or Dade County Sheriff's Department. Payment for background and fingerprinting checks will be the responsibility of the employee.

All current employees will have a criminal background check and finger printing every five years. The employee will be responsible for the fee.

All library employees who operate library vehicles will be required to maintain a valid driver's license and may be subject to a driver's license status review and report from the Georgia, Alabama, or Tennessee State Patrol. All new employees will be required to submit a Driving History Report (MRV) to the Cherokee Regional Library System prior to official hiring. Report fees will be the responsibility of the employee.

## **Cherokee Regional Library Credit Card Policy**

### **Policy Statement**

Cherokee Regional Library authorizes administrative/professional staff to use credit cards for official authorized library purchases and acquisitions. The employee is solely responsible for all unauthorized charges made to the card.

### **Purpose and Use**

#### Purchases

- All purchases made with these cards must be in compliance with the library's purchasing, contracting, vendor list and other applicable policies.

#### Assignment

- Credit cards will be assigned in the name of the individual administrative staff member. The Business Office will keep inventory of all credit cards that have been issued to individuals. In addition, one card will be issued to the Cherokee Regional Library. This card can be given to non-administrative staff to make approved library purchases. An account will be kept of each staff member given the credit card for library purchases. Only the Director or Business Manager is authorized to give non-administrative staff the credit card for library purchases.

#### Spending Limits

- The Director will establish spending limits, and/or preauthorization for credit cards issued to each user. Such limits will be consistent with Cherokee Regional Library's spending levels established by the Director in the annual budget process. The Business Manager and/or Director are responsible for communicating the limit to each user.

#### Unauthorized Uses

- Personal charges on all credit cards are prohibited.
- Cash advances on all credit cards are prohibited.

#### Control/Recordkeeping

- The Business Manager will review all receipts and invoices monthly and reconcile them to the credit card. The Business Manager is responsible for seeing that all charges made are in compliance with the library's purchasing procedures. The Director will make final approval before statement is paid. The credit card statement will be paid in full each billing cycle.

Approved by the  
Cherokee Regional Library  
Board of Trustees  
January 4, 2001  
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## **PURCHASE OF INSURANCE**

The choice of insurance vendor will be considered every five years (beginning in 2004). Insurance vendors within the Cherokee Regional Library System area will be invited to bid on property, automobile, liability, errors and omissions, and workers' compensation coverage, and any other coverage as determined by the Cherokee Regional Library Board of Trustees. The Regional Library Board strongly prefers that one agent carry all insurance coverage for the library operation. Vendors wishing to bid on coverage will be provided an opportunity to review the existing coverage and given specifications for any additional coverage desired. If desired by the Board, or a committee appointed for this purpose, the vendors will be invited to make presentations for the consideration of the Board. The process of consideration and obtaining bids will be started in July and the Regional Board will vote at the January meeting.

## Records Retention Policy

### General

The Cherokee Regional Library System shall follow the Local Government Records Retention Schedules for Local Government Paper and Electronic Records as set forth by the Georgia Secretary of State's Division of Archives and History.

### Library Card Applications

The Local Government Records Retention Schedule includes the following rule for **Data Input Forms**:

*"Upon verification/audit of data entry, **Data Input Forms** shall be destroyed. "*

Library Card Applications will be considered "**data input forms**" and the Local Government Records Retention Schedule will be followed.

Once staff has input Library Card Application data into Evergreen following PINES policy and verified that it was entered correctly, the Library Card Application may be immediately shredded for the protection of our patron's personal information. Library Card Applications shall not be input into Evergreen unless they have been signed.

Once a library card account has been created using Acceptable ID as defined by PINES policy, the existence of the patron's account within Evergreen denotes acceptance of responsibility for all fines, lost or damaged materials.