

**DERBY PUBLIC LIBRARY
BOARD OF TRUSTEES
POLICY MANUAL**

1. MISSION

The Derby Public Library will serve as the principle information agency for individuals in the City of Derby of Rockford Township and surrounding areas of Sedgwick County.

Our mission is to fulfill the informational, educational, recreational and cultural needs of our entire community.

Criteria to aid in the achievement of the mission statement are further defined:

- **Popular Materials Library:** The Library provides current, high demand, high interest materials in a variety of formats for persons of all ages.
- **Youth Services:** The Library encourages children, teens, and young adults to develop an interest in reading and learning through services for children, teens, young adults, and families.
- **Life-long Learning Center:** The Library supports individuals of all ages in pursuit of independent, life-long learning.

2. GOALS

To support the mission and roles of the Library, the goals shall be:

- to assemble, preserve and administer in organized collections, books and related educational and recreational materials;
- to serve the community as a resource center to access information;
- to support educational, civic and cultural activities of individuals, groups and organizations;
- to seek to identify community information needs and to provide programs of service to meet those needs;
- to provide opportunities for reading, personal development and life-long learning;
- to serve individuals with respect for human diversity including race, color, religion, gender, age, national origin, disability, veteran status and any other characteristics.

3. AUTHORITY

- **Section 1 – Corporate Status**

A library board constitutes a body corporate and politic as specified in K.S.A. 12-1223 (Appendix A) and possesses the usual powers of a corporation for public purposes. Under its legal name of “The Board of Directors of the Derby Public Library” the Board may contract, sue and be sued, and acquire, hold and convey real and personal property in accordance with the law. The acquisition or disposition of real property shall be subject to the approval of the governing body of the municipality.

- **Section 2 – Statutory Powers and Duties**

K.S.A. 12-1225 (Appendix B) outlines the powers and duties of all public library boards.

4. BY-LAWS

Adopted this day 17th of this month March of the year 2004.

Re-adopted this 25th day of this month of August of the year 2010.

Re-adopted this 14th day of this month of December of the year 2011.

Re-adopted this 26th day of this month of March of the year 2014.

ARTICLE I – NAME

This organization shall be called “The Derby Public Library Board of Trustees”, existing by virtue of the provisions of K.S.A. 12-1222 (Appendix C), with powers and duties as provided in K.S.A. 12-1215 (Appendix D) and K.S.A. 12-1225 (Appendix B) of the laws of the State of Kansas.

ARTICLE II – MISSION

The mission of the Derby Public Library Board of Trustees is to serve as the principle information agency of the City of Derby of Rockford Township and surrounding areas of Sedgwick County to provide quality materials and services which fulfill recreational, educational, informational, and cultural needs of the entire community in an atmosphere that is welcoming, respectful, and professional.

ARTICLE III – TAXING AREA

The taxing area of the Derby Public Library corresponds to the boundaries of the City of Derby of Rockford Township. The primary service area of the Derby Public Library includes the City of Derby, Rockford Township and surrounding areas of Sedgwick County.

ARTICLE IV – COMPOSITION

- **Section 1 – Appointment of Members**

The Board of Trustees, hereafter known as the Board, shall consist of seven (7) members appointed by the Mayor, with the approval of the City Council in accordance with K.S.A. 12-1222 (Appendix C). In addition to the appointed members, the Mayor of the City of Derby shall be an *ex-officio* member of the Board with the same powers as appointed members. No person holding any other office in the municipality shall be appointed a member while holding such office. To be eligible for appointment to the Board, a person must reside within the Library’s tax district which corresponds to the boundaries of the City of Derby of Rockford Township. A Board member who moves outside the tax district must resign and a new member will be appointed to fill the unexpired term. Members of library boards shall receive no compensation for their services as such but shall be allowed their actual and necessary expenses in attending meetings and in carrying out their duties as members.

- **Section 2 – Term**

Terms of Library Board members must be staggered as designated in K.S.A. 12-1222 (Appendix C). Each member will serve a term of four (4) years. No person who has been appointed for two (2) consecutive four-year terms to the Library Board shall be eligible for further appointment to the Board until one (1) year after the expiration of the second term. Vacancies occurring on the Board shall be filled by appointment by the Mayor with the approval of the City Council for the unexpired term. *Attorney General Opinion 73-125* (Appendix E) states that a person appointed to serve an unexpired term remains eligible for two (2) consecutive four (4) year terms upon completion of the unexpired term.

ARTICLE V – OFFICERS

- **Section 1 – Offices**

Officers of the Board shall be Chair, Vice Chair, Secretary and Treasurer.

- **Section 2 – Election of Officers**

Election of Officers shall be held at the annual meeting, designated as the regular meeting in May. Elected officers shall serve a term of office for one (1) year, beginning the date of election, but in any case shall extend until a successor has been elected. In order to be eligible to hold the office of Chair, a trustee shall have served on the Board for a minimum of 18 months. A majority of the Board shall be necessary for an election to an office.

- **Section 3 – Vacancies**

Any vacancy to an office shall be filled at the meeting at which the vacancy is recognized. A majority vote of the Board shall be necessary for such election to office.

- **Section 4 – Duties of Officers**

The **Chair** shall draw up an agenda for board meetings with the assistance of the Director, preside at all meetings, guide discussion and ensure adequate coverage of agenda topics, appoint all committees, sign and attest the minutes of each Board meeting, sign contracts entered into by the Board, assume, jointly with the Treasurer, responsibility for the disbursement of funds and the preparation of the annual budget, and exercise other authority generally assigned the Chair of a body.

The **Vice-Chair** shall assume the duties of the Chair in the absence of same or when the Chair is unable to dispatch those duties. It shall be the duty of the Vice-Chair to assist the Director in the orientation of new Board members.

The **Secretary** shall prepare correspondence, sign and attest the minutes of each Board meeting, and act as secretary at any other time as directed by the Chair of the Board and notify the Mayor of any vacancies of the Board, immediately upon instructions by the Chair.

The **Treasurer** shall review all monthly checks and expenditures on behalf of the Board and perform such duties as assigned by the Board or required by law. The Director will consult with the Treasurer

concerning financial issues as needed or as directed by the Library Board. The Treasurer and Director shall adhere to the financial procedures listed elsewhere in this policy manual. The Treasurer shall be responsible for the facsimile stamp.

In accordance with K.S.A. 12-1226 (Appendix F), the Treasurer of the Board shall give bond, as well as, any other employees or Board members so named by the Board, for the safekeeping and due disbursement of all funds. The bonds shall be filed with the clerk of the municipality.

- **Section 5 – SCKLS Representative**

As a member of the South Central Kansas Library System (SCKLS), a representative to the SCKLS Board will be elected annually in May. The representative may be a Library Board member, the Library Director or any individual the Library Board designates. The Derby Public Library SCKLS representative is responsible for attending the semi-annual meetings, held the last Monday in April and October, and monitoring, representing and voting on behalf of the Library Board on SCKLS matters.

ARTICLE VI – MEETINGS

- **Section 1 – Regular Meetings**

The Board shall hold regularly scheduled monthly meetings, typically held on the fourth Wednesday of each month. November and December meetings, to avoid conflict with holidays, will be held the third Wednesday of the month. Other meeting schedules may be adjusted if deemed necessary by prior approval of the Library Board. Unless waived, written notice of each regular meeting shall be delivered to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the Chair or Library Director.

- **Section 2 – Open Meetings**

Kansas state laws K.S.A. 75-4317 (Appendix G) and 75-4318 (Appendix H) specify that all public library board meetings shall be open to the public and no binding action by the Board shall be taken by secret ballot. Notice of all regular meetings shall be posted in the Library and provided to the City of Derby of Rockford Township at least 72 hours in advance of any meeting. The date, time and place of the Board meetings or an agenda for the meetings shall be provided to any person requesting the information.

- **Section 3 – Special Meetings**

Special meetings shall be called at any time by the Chair or at the written request of a majority of the members as provided by K.S.A. 12-1224 (Appendix I) and K.S.A. 12-1243 (Appendix J). Written notice stating time and place of any special meeting as well as the purpose for the special meeting shall be given each member of the Board at least two (2) days in advance of such special meeting. No business other than that stated in the notice shall be transcribed at such meeting. Notice of all special meetings shall be posted in the Library and provided to the City of Derby of Rockford Township at least 48 hours in advance of any meeting. The date, time and place of the special meeting or an agenda for the special meeting shall be provided to any person requesting the information.

- **Section 4 – Executive Sessions**

Executive sessions may be called within any regular or special meeting in accordance with K.S.A.75-4319 (Appendix K) provided no binding action shall take place during the closed door session and provided the purpose of the executive session is stated.

A formal motion to recess from the regular or special meeting must be made, seconded and carried. The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the executive session, the time of adjournment to the closed session, and the time and place at which the open meeting shall resume. This information must be contained in the minutes.

The law specifies that only certain subjects may be discussed during an executive session. Those which apply to libraries include:

- personnel matters
- consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship
- matters relating to employer-employee negotiations
- confidential data relating to financial affairs or trusts
- preliminary discussion relating to the acquisition of real property

ARTICLE VII – Quorum

Four (4) members shall constitute a quorum for the transaction of business. In the absence of the Chair and Vice-Chair of the Board, the members present shall elect a temporary chair. Any Board member who has three (3) consecutive, unexcused absences from Board meetings or misses more than six (6) meetings in a calendar year will be considered inactive and informed in writing that a replacement to the Board will be sought.

ARTICLE VIII – SPECIAL COMMITTEES

There shall also be such special committees as may be required. They shall be appointed by the Chair, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

ARTICLE IX – DUTIES AND RESPONSIBILITIES

It shall be the responsibility of the Board to:

- secure adequate funds to carry on the work of the library satisfactorily
- maintain fiscal accountability with the administration and control of library funds, property and equipment
- establish and maintain, in cooperation with the Director, policies governing personnel, operations and selection of materials under the financial conditions set forth in the annual budget

- prepare, in cooperation with the Director, the annual budget
- act on recommendations of the Director in the area of salary and associated benefits and pay classification plan

ARTICLE X – LIBRARIAN/DIRECTOR

It shall also be the responsibility of the Board to:

- hire a Director who shall be the administrative officer under the direction and review of the Board and who will manage the day-to-day operations of the Library, including the employment and direction of the staff in accordance with the personnel policy
- prepare a written job description for the Director
- conduct an annual performance appraisal of the Director on or about his/her anniversary date

ARTICLE XI – AMENDMENTS

The by-laws of the Derby Public Library should be reviewed annually or as necessary. These by-laws may be repealed, amended or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at a regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board and notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

ARTICLE XII – MEETING GOVERNANCE

Robert’s Rules of Order, Newly Revised, shall govern the proceedings of the Board.

5. ETHICS STATEMENT

The Derby Public Library Board of Trustees endorses and supports the Ethics Statement for Public Library Trustees.

- Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the situation.
- A Trustee must disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of Librarians in resisting censorship of Library materials by groups or individuals.

- Trustees who accept Library Board responsibilities are expected to perform all of the functions of Library trustees.

6. TRUSTEE TRAINING AND CONTINUING EDUCATION

- Upon acceptance of a position with the Board, each member is encouraged to attend professional workshops and meetings at the local, state and national levels.
- Board members are encouraged to attend library related training sessions. Board members will be reimbursed by the library with preapproval by the board chair.

7. TRUSTEE MEMBERSHIPS

The Library will pay for each Trustee's membership to the Kansas Library Association (KLA) and the Kansas Library Trustees Association (KLTA).

8. TRUSTEE ORIENTATION

Newly appointed Trustees should be provided an orientation with the Director and Vice-Chair of the Library Board which provides basic information of the duties and obligations of a Trustee.

9. AGENDA

An agenda should be prepared by the Chair and the Director and provided to members at least 72 hours prior to the meeting.

10. MINUTES OF BOARD MEETINGS

The minutes of the Board meeting are the official records of Board action and should include:

- the purpose of the meeting (regular or special), the time, the place, those attending, and approval of the minutes of the previous meeting;
- complete record of official action taken by the Board relative to the Director's report, communications, financial reports and all other business transacted;
- record of adjournment (no business may be legally transacted following adjournment);
- all motions should be recorded exactly as stated and show whether adopted or rejected as this is the legal voice of the Board and only that information recorded in the minutes can be considered official.

After approval by the membership, the minutes should be signed by the Board Chair and Secretary.

11. ACCESS TO PUBLIC RECORDS

- **Section 1 – Summary of Statute**

In accordance with K.S.A. 45-215 through 45-223 (Appendices L-T) the Derby Public Library Board of Trustees, in recognizing the Library's position as a public agency, ascribes to the Kansas Open Records Act (KORA). The public's rights, responsibilities, availability, exceptions, and procedure for requesting a record follows:

- **Section 2 – Rights**

- to inspect and obtain copies of public records which are not exempted from disclosure by a specific law
- to obtain a copy of the Library's policies and procedures for access to records, and to request assistance from the agency's Freedom of Information Officer who, for the City of Derby and the Derby Public Library, is the City Clerk
- to receive a written response to a request within three business days
- to bring a private law suit or to file a complaint with the Attorney General's Office or the county or district attorney if wrongfully denied records

- **Section 3 – Records Available**

Most records maintained by public entities are open for public inspection and copying. Records commonly requested include, but are not limited to:

- statutes
- regulations
- policies
- minutes/records of open meetings
- salaries of public officials
- agency budget documents

- **Section 4 – Exceptions**

The KORA recognizes that certain records contain private or privileged information. The Derby Public Library Board policy has established that the following records whether in print, graphic or electronic format are confidential:

- medical treatment records
- personnel records of library employees
- library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution
- information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation
- library user registration records and circulation or loan records which pertain to identifiable individuals
- records protected by attorney-client privilege
- records containing personal information compiled for Census purposes
- notes and preliminary drafts
- other specific types of records as outlined

A list of additional exemptions can be found in K.S.A. 45-221 (Appendix R).

- **Section 5 – Procedures**

- consult with the agency's Freedom of Information Officer to determine if the record needed exists or is available; the Freedom of Information Officer for the City of Derby and the Derby Public Library is the City Clerk
- the request must pertain to records whether written, photographic or computerized
- the Library is only required to provide public records that already exist; there is no requirement for the Library to create a record upon request
- the Library may require the request in writing, and may ask for proof of identity
- reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time
- most records will be produced within three (3) business days from the time the request is received
- if the request is delayed or denied, a written notice of explanation for the delay or denial within those three (3) days will be provided
- reasons for delay may include, but are not limited to:
 - voluminous records
 - complicated request parameters
 - unresolved legal issues
 - difficulty in accessing archived records
- if request is denied, the Library must identify the records to be denied and the specific legal authority for the denial

12. RETENTION OF RECORDS

According to K.S.A. 12-120 (Appendix U), the officers and employees of any city charged with the custody or having in their custody the records, documents or other papers as designated below may destroy the same after they have been on file for the period stated. While this statute applies to city employees, it may be followed as a general rule by library employees as well.

- claims and any purchase orders attached thereto – five (5) years
- warrants or warrant checks, whether originals or duplicates, that have been paid – five (5) years
- duplicates of receipts or stubs of receipts issued – three (3) years
- bonds of officers or employees, the period to begin at the termination of the term of the bond – ten (10) years
- insurance policies, the period beginning at expiration of the policy unless a claim is pending – five (5) years
- canceled checks – five (5) years
- requisition and duplicate purchase orders – three (3) years
- bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, the period beginning at the date of maturity of the bond or coupon – six (6) months

Further, K.S.A. 75-3504 (Appendix V) provides authority to the Library Board to establish a records disposal schedule for the orderly retirement of records, and to adopt such other rules and regulations as they may deem necessary to accomplish the purposes of this act. In addition to the schedule authorized by K.S.A. 12-120 (Appendix U), listed above, the Derby Public Library Board of Trustees has adopted the publication written by the Kansas State Historical Society, “Local Government Records Management Manual” as its schedule for the retention and disposal of records (Appendix W).

13. PROFESSIONAL STATEMENTS

The Derby Public Library Board of Trustees and the Derby Public Library recognize the following professional statements:

- Library Bill of Rights (Appendix X)
- Libraries: An American Value (Appendix Y)
- Freedom to Read (Appendix Z)
- Freedom to View (Appendix AA)
- Code of Ethics (Appendix BB)
- Free Access to Libraries for Minors (Appendix CC)
- Access for Children & Young Adults to Nonprint Materials (Appendix CC-1)

In as much as is possible, the Derby Public Library Board of Trustees and the Derby Public Library, endorse and support these professional statements while always reserving the right to adhere, when deemed necessary, to community standards and/or to local, state or federal statutes that may appear in conflict with parts or all of the statements.

14. FINANCIAL

- **Accounts and Funds**
 - To ensure that the Board maintains fiscal responsibility, a review of the applicable financial reports and supporting documents for the preceding month, prepared by the Office Manager, will be conducted and approved at each regularly scheduled meeting of the Derby Public Library Board of Trustees.
 - In advance of the Board meeting each member will receive the following reports:
 - Balance Sheet
 - Fund Balance Sheet
 - Year to Date Profit and Loss Report
 - Budget Comparison
 - Check Register
 - The Board Chair and Treasurer are the primary, designated signees for all checks and warrants; a facsimile stamp may be used. In the event the Board Chair and Treasurer are unavailable, the Vice-Chair or Secretary has the authority to use the facsimile stamp on all checks. The Treasurer is responsible for the facsimile stamp. The facsimile stamp will not be in the possession of the Library or any employee. If the facsimile stamp is unavailable checks may be signed with two signatures of Board members who hold the offices of Chair, Vice-Chair, Secretary, or Treasurer.
 - The Director recommends to the Library Board any initial request for the acquisition of materials, equipment, furniture, building needs, etc., that exceeds \$4,000. Ongoing, previously established acquisitions that may exceed the \$4,000 limit, such as yearly

periodical subscription renewals, maintenance agreements, software/database renewals, etc., are exempted from this dollar limitation and shall be reported to the Library in the monthly director or financial reports.

- The Director is not authorized as a signee of checks and warrants; he/she is authorized to make electronic fund transfers as necessary.

Procedures – Checks and Warrants

- The following guidelines have been established to ensure a system of safeguards and balances with respect to transactions regarding checks and warrants:
 - As acquisitions are delivered a designated employee in the Cataloging and Interlibrary Loan Department confirms that the order is complete and then forwards to the Administrative Assistant
 - Office Manager reviews each invoice against the purchase order and/or packing slip by checking the packing slip.
 - Office Manager reviews the invoices and assigns the appropriate budget line allocation; upon satisfaction, the invoices are forwarded to the Director
 - Director examines each invoice and upon his/her satisfaction signifies approval for payment with his/her initials and date; the Director has final authority on the assignment of each invoice to the appropriate budget line allocation
 - Prepared invoices are forwarded to the Office Manager to cut the checks; Director also designates the amount of each transfer
 - The Office Manager prepares the checks using Quickbooks software provided by the Library, confirms the total expenditure amount and verifies the designated transfers
 - After the checks have been written, a designated library employee (other than the Office Manager, and Director) compares each invoice and check for accuracy
 - Library Board Treasurer is contacted upon completion of staff reviews to finalize the process
 - Board Treasurer reviews each invoice and authorizes payment from the appropriate funds as specified in K.S.A. 12-1226 (Appendix F); Treasurer signs each check with the facsimile stamp, initials each check and returns them to the Office Manager
 - Upon confirmation of the authorization from the Board Treasurer, the Director makes the applicable electronic transfers as established with the Verus Bank of Derby
 - A designated employee other than the Director and/or Office Manager is responsible for the delivery (mailing) of the payments.
- Checks will be written twice monthly on a schedule determined by the Director. Checks may be written more often, if necessary, to ensure timely payments for contract compliance or to avoid late penalty fees. Payments may be authorized to be included with a purchase order if doing so results in a discount of materials and/or reduced or free shipping.

Procedures – Cash and Merchant (Credit) Card Receipts

- The following guidelines have been established to ensure a system of safeguards and balances with respect to transactions regarding cash and merchant (credit) card receipts:
 - Cash and credit card receipts are primarily handled by Library Assistants in the Public Support Services Department (PSS). Other library staff with an equivalent or greater position status are also trained and may substitute as necessary.
 - The cash register drawer is seeded with \$60 prepared by the Director or Office Manager. The Director or Assistant Director may prepare the cash drawer as a substitute, as needed.
 - In addition, a Saturday and Sunday cash box are each prepared with a seed amount of \$60.
 - When the cash register drawer is prepared, PSS or other designated staff rings each transaction assigning the payment received to its appropriate category.
 - This same employee records the payment in the library user account and prints a receipt which is given to the library user.
 - If the cash received is payment for damaged or lost material, a ledger receipt is prepared and a copy is given to the library user.
 - Credit card transactions are rung into the cash drawer after the credit card has been electronically swiped and authorization for the transaction has been given. The signed receipt is placed in the cash drawer and the customer copy is given to the library user.
 - If an error is made during a cash or credit card transaction, the employee notes that on the cash register tape and records it on the cash register daily transaction sheet. Each note is initialed.
 - If only change is provided resulting in “no sale” it is so noted on the cash register tape and initialed.
 - An exchange of denominations is recorded and initialed on the cash register daily transaction sheet.
 - If the Office Manager is available the denomination exchange is made from the locked cash bags.
 - In the absence of the Office Manager authorized staff may access an open cash bag seeded with \$125. The exchange is noted on the cash register daily transaction sheet. Each exchange is initialed.
 - The open cash bag is counted daily by the Director, Office Manager, or substitutes as noted above.
 - The Office Manager is the only employee who is provided a key to the locked cash bags. The Director has a second set of keys that is kept secured and accessed only in the absence of the Office Manager.
 - During an extended absence, such as vacation leave, the keys assigned to the Office Manager are given to the Assistant Director or substitutes as needed.
 - The cash register drawer is reconciled Monday – Friday mornings prior to the opening of the Library by the Office Manager or other designated personnel as noted above.
 - The cash register drawer is placed in the fire proof safe each Monday – Thursday evening by the designated Person-in-Charge. Included is the “Z” tape from the cash register and the cash register daily receipt transaction sheet.

- On Friday evenings the Person-in-Charge removes the money from the cash register drawer and places it in the Friday cash box along with the “Z” tape and the daily receipt transaction sheet. The cash box is locked and remains secure until it is reconciled.
- On Saturday and Sunday mornings the designated Person-in-Charge accesses the locked cash box applicable to the day and moves it to the cash register drawer. The same person reverses the process at the close of business and locks the money in the applicable cash box which includes the “Z” tape and the daily receipt transaction sheet. Each cash box, after its use, is locked and remains secure until it is reconciled.
- On Monday mornings the Office Manager or other designated personnel as noted above reconciles the cash receipts from Friday, Saturday, and Sunday. The \$60 seed money for the Monday cash register drawer comes from the Friday receipts.
- After reconciliation, the Director or Office Manager records the daily receipts in a ledger and spreadsheet. These transactions are recorded daily Monday – Friday and filed.
- At the beginning of each week, the Director receives an updated monthly/daily financial summary spreadsheet which is filed and retained for review by the auditor. The Library Board is provided a copy of this information at the end of each fiscal year.
- Deposits are made each week by the Director or Office Manager. The date and time of the deposits may be changed by authorization from the Director because of library closings, employee absences, or the receipt of an unusually large amount of money.
- The Office Manager records the weekly deposits in Quickbooks.
- Merchant (credit) card transactions are accessed by the Director on a weekly basis from the online account information at Verus Bank. The Office Manager reconciles the bank transactions with the ones recorded by the Library and updates the transactions on Quickbooks. The merchant card transaction sheet is initialed and dated and then recorded with the Director’s other bank transactions to be reviewed by the auditor.
- On a periodic basis, unannounced and with no set timeline, the Director reviews all deposits and other banking transactions on Quickbooks.
- Keys to the safe and cash boxes are provided to the Office Manager, Director, Public Support Services Coordinator, and 2 Public Support Services Library Assistants trained as Person-in-Charge.

- **Credit Cards and Established Accounts**

- As a consequence of job duties which require the need to make pre-authorized purchases the following staff have access to credit cards or established accounts: Director, Office Manager, Interlibrary Loan and Cataloging Coordinator, Assistant Director, Public Support Services Coordinator, Youth Services Coordinator, Adult Programming Librarian and Event Coordinator. In addition, the full-time and 1 part-time Youth Services Library Assistants have authority to sign at the local Dillons store and local Wal-Mart.
- All credit card or established account purchases must be pre-approved by the Director or Assistant Director.

- All receipts must be signed and dated by the employee and submitted to the Director for line allocation assignment. The Director forwards to the Office Manager to prepare according to the established financial procedures.
- **Capitalization Policy**
 - **Purpose:** This accounting policy establishes the minimum cost that shall be used to determine the capital assets that are to be recorded in Derby Public Library's annual financial statements.
 - **Capital Asset definition:** A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of \$1,000.00 or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.
 - **Capitalization thresholds:** Derby Public Library establishes \$1,000.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in the library's financial statements.
 - **Capitalization method and procedure:** All Capital Assets are recorded at historical cost as of the date acquired. Tangible assets costing below the aforementioned threshold amount are recorded as an expense for the library's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.
 - **Recordkeeping:** Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of five years.
- **Surplus Property**
 - Library property that has been designated surplus may be given to another library or organization, disposed of as trash, recycled, sold online or offered to the general public for a suggested donation after receiving authority from the Director of Operations for the City of Derby.
 - Donations received from surplus property will be added to the Capital Improvement fund which is used to help purchase needed equipment, furniture, new materials, etc.