

# Owensville Carnegie Public Library



## Policies and Procedures Manual

(Updated 7/11/2023)

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## Mission Statement:

The Owensville Carnegie Public Library's mission is to improve the quality of life in our increasingly diverse community by providing opportunities for lifelong learning, by creating spaces and opportunities to connect and engage, and by fostering a love of learning, reading and information literacy.

## Vision Statement:

The Owensville Carnegie Public Library's vision is that of a community that uses the library to create opportunities to participate, connect, and discover.

# 1. Employment Policy

## 1.1 An Equal Opportunity Provider

Owensville Carnegie Public Library is an equal opportunity employer in compliance with Indiana Civil Rights Law IC 22-9-1.1-13. Persons applying for employment will not be discriminated against based on race, color, religion, sex, age, national origin, ancestry, or familial status, or handicap (except where the disability prevents the individual from being able to perform the essential functions of the job even with reasonable accommodation).

## 1.2 Hiring Process

Job openings will be listed in appropriate sources, which may include newspapers and the Indiana State Library online job listing. Potential applicants may pick up an application form at the library. For the Director, a resume is required. In all cases, applicants must include three non-family references with correct addresses and phone numbers. These references should be familiar with the applicant's work background. Any questions should be directed to the Library Director.

The Director has the responsibility of hiring, firing and supervising employees. Former employees resigned in good standing will be considered for re-employment, with consideration given to their past performance level. Former employees discharged for just cause will not be considered for re-employment.

The Director shall be Librarian Certificate 6 (LC6). If a properly certified individual is not in the employ of the library, an acting librarian will be appointed until such time the position can be filled. The Board of Trustees is responsible for hiring, reviewing and discharging the director.

### 1.3 New Employees

In the event of hiring a new employee there will be a 90 day probationary period. The Director may terminate employment at any time during this period for due cause.

### 1.4 Library Chain of Command

A seven member board of trustees governs the library. The board of trustees has seven major responsibilities:

- Form a budget
- Approve expenditures over \$500, with the exception of orders of routine multiple items, such as books.
- Set policies
- Hire the director
- Plan for the future of the library
- Monitor and evaluate the overall effectiveness of the library
- Serve as an advocate for the library to the community

The board delegates the day-to-day library operations to paid staff members. The board is appointed by the following entities: Three (3) members by the South Gibson School Corporation, Two (2) members by the Gibson County Council, and two (2) members by the Gibson County Commissioners.

The Board hires the director to be the library's expert in management that includes day-to-day operations and management of other personnel. The director is accountable for the performance of all staff. The board, the director, and the staff need to adhere to the chain-of-command. Under this structure, board members have no authority to issue orders to the staff, assess individual staff performance or act on complaints from staff members unless it

is a grievance situation. Staff members must direct all work related concerns or complaints to the director

### 1.4.1 Grievance Procedures

Prompt resolution of personnel difficulties is important for good personnel relations in the operation of the library. The Owensville Carnegie Public Library is very committed to fair and just relations with its employees.

An employee who has a justifiable grievance shall discuss the grievance with the director. If a satisfactory resolution is not agreed upon with the director, the employee may appeal to the board of trustees in writing. Grievances shall also include matters related to disciplinary actions and discharge. Employees have the right to appeal any adverse action to the board of trustees by written notice.

Appeal procedures take place in the following way:

- The employee may appeal the grievance to the board of trustees, by written notice to the board president within 7 calendar days following the receipt of the answer from the director. Within 7 days following the receipt of such notice, the board president will notify the employee in writing of the date, time, and place of the hearing on such appeal
- Such hearings shall be scheduled on a date not later than 14 calendar days following the notice of the hearing.
- Within 1 week following the date of such a hearing, the board of trustees will notify the employee in writing of its decision.
- The library shall keep a written record of all actions.
- An employee who has been found, during the formal or informal grievance proceedings to have been terminated or reduced pay without just or sufficient cause, shall be fully compensated at his/her last effective rate, for the period between termination and the date of such findings and shall at the option of the employee to be reinstated in his/her last position or be allowed to resign without prejudice.

## 1.4.2 Employee Classifications (Duties/Responsibilities by Job Title)

### 1.4.2.1 Director

Reports to Board of Trustees

Duties:

- Implement library Board of Trustees' policies
- Develop library collections and services
- Hire, manage, and develop library staff and all human resources
- Maintain library structure and grounds
- Maintain circulation and shelving of materials when needed
- Coordinate removal of materials when needed
- Represent the library actively in local community

Qualifications:

- Certification for library 6 or above, according to IN code 590.
- Computer literate
- Demonstrate oral and written communication skills
- Good interpersonal skills
- Be able to work some evenings and Saturdays, if needed
- Be able to stand, bend, stretch, negotiate stairs, carry or lift 35 pounds

### 1.4.2.2 Business Manager

Reports to Director

Duties:

- Assists in managing circulation of materials
- Handles the desk duties, shelves books
- Other duties as assigned by director
- Assists in programming
- Orders office supplies with staff input
- Performs bookkeeping duties as assigned to Treasurer, should those positions be filled by the same individual



Qualifications:

- Computer literate
- Associates Degree or equivalent work experience
- Good interpersonal skills
- Willing to work some Saturdays and evenings if needed

### **1.4.2.3 Children's Librarian**

Reports to Director

Duties:

- Responsible for children's programming
- Recommends material to be purchased for YA, Juvenile and Children's collections and maintains those collections
- Other responsibilities as needed running circulation desk, shelving, and duties as assigned by director

Qualifications:

- Computer literate
- High school graduate minimum
- Good interpersonal skills
- Willing to work some Saturdays and evenings

### **1.4.2.4 Clerk**

Reports to Director

Duties:

- Assists in cataloging, circulating, and shelving materials
- Assists patrons with reference concerns
- Keeps a running total of library statistics (daily visitors, faxes sent, program attendance, etc.)
- May include more specialized duties as assigned by the director including, but not limited to, maintaining genealogy section, updating library social media accounts, and recording library statistics for library board meetings

Qualifications:

- Computer literature
- High school graduate minimum
- Good interpersonal skills
- Willing to work some Saturdays and evenings

#### **1.4.2.5 Page**

Reports to Director

Duties:

- Responsible for shelving books and running circulation desk
- Helps wherever else is needed
- Have different responsibilities at different times during the year

Qualifications:

- Must be 16 years of age or older
- Willing to work after school, evenings, and Saturdays
- Computer literate

#### **1.4.2.6 Janitor**

Reports to Director

Duties:

- Keep building clean and maintained
  - Daily: empty trash, clean bathrooms, and wash floor in public bathroom; sweep floors, shake entry rug, clean steps as needed
  - Weekly: place trash out for pick-up
  - Monthly: wash inside windows, dust window sills and tops of shelves, dust furniture tables and chairs, wash marble steps and entry
  - Other General Duties as needed

Qualifications:

- Willing to clean and maintain building and able to move furniture and reach out of way places

#### **1.4.2.7 Treasurer**

Reports to Director

Duties:

- Present financial data at Library Board meetings
- Collaborate with director on meeting Internal Control standards
- Process Payroll twice a month
- Sign all checks
- Review and reconcile bank statements
- Process all invoices and receipts
- Uploading documents to Indiana Gateway
- Preparation of taxes and financial documents
- Financial reporting for annual report

Qualifications:

- Associates Degree minimum
- Computer literate
- Willing to train in AVC accounting program
- Finance/Accounting background a plus

## **1.5 Personnel Policy**

The library board of trustees shall be responsible for employing a librarian/director, who shall be at minimum state certified. The librarian/director shall select staff as needed for the efficient operation of the library with final approval by the library board of trustees.

Staff positions will be classified based on the duties and requirements of the job being performed, not the education level of the individual. However, all employees must be high school graduates with the exception of page and janitor. All staff are expected to maintain

certain standards of performance. These standards are consistent for all staff members. They include:

- Maintaining a positive mental attitude and displaying such toward public and staff
- Encouraging, promoting and modeling teamwork behaviors
- Being punctual and reliable
- Observing library rules, policies, and procedures
- Completing the duties and responsibilities of the job

“Full Time” designates employees working no less than a 35 hour work week.

“Part Time” designates employees working less than 35 hours per week.

“Temporary” employees (those hired as interim replacements or for a specific project) receive no benefits even if they work “full time” for the library for a temporary period.

## 1.6 Discrimination Statement

The library is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, sex, age, and creed. Any employee who feels that he/she has been the object of discrimination should contact his/her supervisor and should begin the staff grievance procedure with the library director.

## 1.7 Conditions of Employment

In addition to the specific tasks of each position, all staff members are expected to perform all other duties assigned by the director. All library employment is deemed to be “AT WILL” employment with no promise of permanent employment unless there is a specific written contract, approved by the library board and signed by both the employee and the library board of trustees president.

Knowledge of the library policy is required for continuing employment with the Owensville Carnegie Public Library. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as well informed as possible concerning the organization, resources, policies, procedures, and services of the library as a whole.

## 1.8 Data Changes

Each employee is responsible to promptly notify the Owensville Carnegie Public Library of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to contact in case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, the employee should notify the bookkeeper and director.

## 1.9 Introductory Period

All new or rehired employees work on an introductory basis for the first 90 calendar days after their date of employment. Any significant absence will extend the introductory period for the length of the absence. Upon completion of the introductory period, an official performance review will be conducted, and the written evaluation will become part of the employee's personnel file. The introductory period does not interfere with any benefits for which the employee is eligible.

## 1.10 Staff Privileges

Members of the staff of the library (and library board members) have certain privileges to which they are entitled while employed. Any or all such privileges may be revoked by the librarian/director or board of trustees if abused. These include the privilege to:

- purchase books and other materials for personal use through the library
- pay no processing fees for damaged or lost materials, only the replacement cost
- pay no fee to borrow library materials or equipment
- borrow reference materials overnight
- make up to 10 photocopies per week for personal use at no charge
- pay no fines for overdue materials when such materials are returned in good condition.

## 1.11 Staff Conduct

### 1.11.1 Personal Appearance

The personal appearance of employees shall be one which emanates pride and professionalism to correspond with the position held. Extremes of any sort should be avoided. During business hours the staff is expected to present a clean, neat appearance. Clothing should be clean and cared-for. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be cleared in advance with the librarian/director.

### 1.11.2 Tidiness

Each employee is responsible for cleaning up after him/herself at all times.

### 1.11.3 Breaks

Breaks are an employee privilege, not a right of employment, and should not be abused. One fifteen minute break is allowed for each 4 hour work period. Breaks may not be saved or combined to allow more time for lunch or dinner hours, or to come in early or late. They are designed to allow staff to get away from the eye of the public to relax.

### 1.11.4 Attitudes

The most important facet of each employee's presentation of library service to the public is his/her attitude. As such, personal problems and feelings must be kept out of the library. The staff must be courteous, tactful, and pleasant at all times and treat the most unpleasant patrons as well as we treat our most pleasant ones. However, no staff member is expected to take abuse from patrons or other staff. Refer upset patrons to the librarian/director.

### 1.11.5 Non-Disclosure Statement

Protection of confidential business information is vital to the interests and success of Owensville Carnegie Public Library. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, or dismissal and possible legal action, even if they do not actually benefit from the disclosure of the information.

Such information includes, but is not limited to, information about the termination of a staff member, patron information including borrowing records, names, addresses, telephone numbers, or other information about patrons, except under specific court order.

Only the librarian/director or the bookkeeper may acknowledge dates of employment, position, and salary and wage information regarding employees for the purposes of credit checks. Only the librarian/director is authorized to answer requests for personal references and to respond to court orders.

### 1.11.6 Use of Equipment

It is sometimes necessary to use various pieces of equipment to accomplish a task. When using library property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. If any Owensville Carnegie Public Library equipment, machines, or tools appear to be damaged, defective, or in need of maintenance or repair, the director should be notified.

Improper careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action. Owensville Carnegie Public Library equipment is intended for library business only.

### 1.11.7 Miscellaneous Expectations

While not inclusive, some other infractions of rules of conduct include:

- theft or inappropriate removal or possession of Owensville Carnegie Public Library property
- falsification of time keeping records
- working under the influence of illegal drugs or alcohol
- possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty or while operating Owensville Carnegie Public Library owned vehicles or equipment
- disruptive activity, fighting, or threatening violence in the workplace
- negligence or improper conduct leading to damage of Owensville Carnegie Public Library or patron owned property
- insubordination or other disrespectful conduct
- violation of safety or health rules
- smoking in the library building
- sexual or other unlawful or unwelcome harassment
- possession of dangerous or unauthorized materials, such as firearms, in the workplace
- excessive absenteeism or absence without notice
- unauthorized use of telephones, mail system, or other Owensville Carnegie Public Library owned equipment
- violation of personnel policies

- Unsatisfactory performance or conduct.

### 1.11.8 Advanced And Continuing Education

The library encourages all employees to further and better educate themselves as it is to the library's and community's advantage to have a well-educated staff. The director will try to arrange work schedules to accommodate the class schedule of employees taking college courses or continuing education courses to improve their library skills. Requests may be made for emergency changes, such as for a one-time rescheduled class period or a mandatory field trip, and may be granted on a case-by-case basis. Not all requested changes can be honored because of the size and/or availability of staff or the need for certain duties to be performed at certain times.

### 1.11.9 Expenses

#### 1.11.9.1 Business and Travel Expenses

Owensville Carnegie Public Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the librarian/director for reimbursement purposes.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the library when budget allows. Employees are expected to limit expenses to reasonable amounts. In addition, the following ceilings are placed on various aspects of travel expenses.

- Mileage will be paid at the current federal rate.
- Meals will be reimbursed if needed.
- Lodging for overnight accommodations will be reimbursed on those occasions when necessary. Lodging claims must be approved in advance and should be reasonable.

#### 1.11.9.2 Work Time

When attending library meetings, the time which is considered work is travel time and meeting time.



All time spent traveling to/from the meeting, all time spent at the meeting, and all other time spent on library purposes is “work” time and should be noted on the employee’s timesheet.

Pay will be granted for approved time spent at state and district library meetings or seminars. The librarian/director will approve who may attend such seminars and meetings.

Mileage will be paid for travel to and from meetings if prior approval is obtained.

There will be \$50 per day per diem for meals. (Alcohol will not be reimbursed.) Receipts are required.

### 1.11.9.3 Other Expenses

Any other expenses incurred while on library business must be approved individually by the librarian/director and are limited to those for which a receipt is presented.

When travel is completed, employees should submit receipts for all individual expenses for which reimbursement is requested.

If an accident occurs while traveling on library business, the employee must report it promptly to the librarian/director.

Abuse of business travel expenses policies can be grounds for disciplinary action, dismissal, and possible prosecution.

## 1.12 Holidays Observed

- New Year's Day (January 1).
- Birthday of Martin Luther King, Jr. (Third Monday in January).
- Washington's Birthday (Third Monday in February).
- Memorial Day (Last Monday in May).
- Juneteenth National Independence Day (June 19).
- Independence Day (July 4).
- Labor Day (First Monday in September).
- Columbus Day (Second Monday in October).
- Veterans Day (November 11).
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Day (December 25).

The library may be closed on other days due to inclement weather or town-wide events at the Director's discretion.

## 1.13 Nepotism

Relatives of persons currently employed by the library may only be hired if they will not be working directly for or supervising that relative. If already employed, they cannot be transferred into such a reporting relationship.

A relative is defined to include spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This also applies to individuals who are not legally related but who reside with an employee.

## 1.14 Payroll

### 1.14.1 Payroll Information

Library employees are paid on the next business day following the fifteenth and last day of each month. Time sheets will be printed and given to employees. The Employee will sign and return to the Business Manager with corrections if needed.

### 1.14.2 Time Clock Policy

All employees are required to use the time clock system to record their hours worked. Employees are required to clock in and out at the time clock using their assigned number at the beginning and end of their shift, as well as if they leave the building for a break. If there is a problem with the time clock, employees should notify their supervisor immediately.

#### 1.14.2.1 Window for Clocking In and Out

Hourly employees should clock in no more than 7 minutes before a scheduled shift and clock out no more than 7 minutes after a scheduled shift.

#### 1.14.2.2 Missed Entries

If an employee misses the window for clocking into the timekeeping system, the employee should notify the supervisor as soon as possible. The supervisor will manually enter the employee's work hours via the manager time clock portal using the employee's scheduled start or end time. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

#### 1.14.2.3 Prohibited Time Clock Actions

Employees may not use another employee's number to clock in or clock out for another employee.

#### 1.14.2.4 Unscheduled Time

Employees are only permitted to work outside of their scheduled shift with prior authorization from the Library Director. This includes clocking in early or working after the scheduled end of their shift. Employees who work overtime without prior authorization will be subject to disciplinary procedures.

#### 1.14.2.5 Enforcement

The Library Director will use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure. All manual alterations to time punches must include an explanation in the notes field.

### 1.14.3 Withholding

State and federal law requires that all libraries make certain deductions from every employee's compensation. Among these are federal, state, and local income taxes. Social Security taxes are also withheld according to law.

### 1.14.4 Salary Increases

Each year the librarian/director will put together as part of the budget, the proposed salary increase for the following year. The board of trustees has final say on salary increases.

### 1.14.5 Paychecks

Paychecks will be given to employees or placed at their workstation if they are not present. The employee may give permission for his/her spouse or parent to receive his/her check.

## 1.15 Time Off Policies

### 1.15.1 Sick Leave Policy

Sick leave with pay is granted to full time librarians and full time support staff when they are incapacitated by illness or injury. These employees will receive ten (10) days of sick leave each year until they have accumulated forty-five (45) days of sick leave.

### 1.15.2 PTO Policy

PTO scheduled at the discretion of the librarian/director on a first come, first choice basis. PTO time is not cumulative and cannot be carried over to a new year except at the discretion of the board of trustees.

The librarian/director will receive 10 days of paid vacation, 15 days after 5 years, and 20 days after 15 years, and 25 days after 20 years.

The full time support staff will receive 5 days of paid vacation time after one year, 10 days after 2 years, 15 days after 10 years.

#### 1.15.2.1 PTO For Part-Time Employees

Part time employees (excluding student and custodial workers) shall be eligible for PTO hours after one year of service. This will be according to the hours worked and years of service. It will be calculated per the following schedule:

<b>Years of Employment</b>	<b>PTO time off</b>
< 1 year	none
1-5	X, where is average of one week
6-10	1.2x
11-15	1.4x
16-20	1.6x
21-25	1.8x
26 +	2x

### 1.15.3 Family Leave Policy

Owensville Carnegie Public Library subscribes to the Federal Family and Medical Leave Act of 1993 (29 USC 2601). Family leaves of absence without pay are available to employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child, or to care for child, spouse, companion, or parent with a serious health condition.

### 1.15.4 Bereavement Policy

In the event of the death of a staff or board member or of a spouse or member of the family living in the home of a staff or board member, the library will be closed for the funeral.

Each employee will be entitled to be absent following a death in the immediate family without loss of pay for a period extending up to three days.

The judgment of the director is to be relied upon in approving requests for paid time off for the funerals of extended family members or friends.

### 1.15.5 Civic Duties

Employees called for jury duty or as a witness in court will be granted leave with pay proportioned to the hours worked, less the amount of jury pay received.

If an employee cannot find time to vote during non-working hours, Owensville Carnegie Public Library will grant up to 1 hour of time to vote.

### 1.15.6 Paid Holidays

Any employee scheduled to work on a day on which any of the following holidays would fall will be compensated in an amount equal to the number of hours they would have normally worked on that day:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

### 1.15.7 Employee Compensation Following Emergency Closings:

Any employee scheduled to work on a day during which the library is closed due to an emergency will be compensated in an amount equal to the number of hours they would have normally worked on that day.

## 1.16 Safety and Health

Each employee is expected to obey safety rules and to exercise caution in all work activities. If an unsafe situation should arise, it should be called to the attention of the person in charge that day.

If an accident occurs on library property, it should be reported in writing. As much information as is possible should be reported.

The library will be a drug free workplace complying with state and federal regulations.

## 1.17 Employee Hours

Employees have assigned hours, and are expected to work those hours only. If an unusual situation occurs, permission must be obtained from the Director or Assistant Director to work extra hours. Time cards MUST reflect the correct hours worked.

## 1.18 Library Coverage

For safety reasons, two staff members should be at the library at all times when open. The only exceptions will be made by the Director. Absolutely no non-staff personnel will be allowed in the library during the hours the library is closed.

## 2.0 Patron Policy

The Owensville Carnegie Public Library considers the right to privacy an intrinsic American value. As libraries are an important source for information, library users should have uninhibited access to this information. Library users should know that the information they use is private, and access to their records is restricted. Protecting user privacy and confidentiality is an integral part of the mission of the library.

To protect the privacy of patrons following steps will be followed:

- All records will be considered private, and will require a court order for access.
- Records will not be kept in writing or electronically, unless necessary for the operation of the library.
- Any patron information will not be in public view.
- When calling to give information to a patron, only the information needed will be left if not speaking to the patron in person. If a patron is being called to inform them of a book available, the book name will not be given, except to the patron.
- Only keep histories of borrowed books if requested by the patron.

## 2.1 Patron Code of Conduct

In an effort to maintain a positive library experience for all library patrons, and prevent patrons and staff from behavior that is either hazardous or a nuisance the following behaviors are considered unacceptable in the library or on the library property:

- Possession of alcohol, illegal drugs, or weapons of any kind
- Unauthorized removal or attempted removal of materials
- Smoking or use of any other tobacco products inside the building
- Public intoxication
- Stealing or damaging equipment or library property

- Entering unauthorized areas
- Vandalizing equipment or property
- Disruptive noise or use of profanity
- Any behavior disruptive to users of the library, including but not limited to running, roughhousing, fighting, or throwing objects
- Behavior that presents eminent danger to the safety of others, including intentional activation of alarms
- Sleeping
- Verbal or physical abuse of staff or patrons
- Solicitation, gambling, or panhandling
- Overcrowding of tables, computer area, or meeting rooms
- Disruptive use of pagers or cell phones
- Entering the building without shoes or a shirt
- Failure to supervise children
- Skateboarding, roller skating, inline skating, or use of wheeled shoes
- Excessive displays of affection, or sexually inappropriate conduct
- Bringing animals onto the property other than those trained to aid the disabled, or those legally designated as support animals.
- The Library prohibits intentional displays of firearms and weapons of any type.
- Personal hygiene that is a hazard to others, such as clothing visibly soiled with urine and feces.

If the patron's behavior is believed to violate a law (i.e. setting off a false fire alarm, violent behavior, vandalizing property, etc.) the police will be called immediately. If it is considered a lesser offense, the patron will be notified that the behavior must stop immediately. Should the patron continue to violate the Code of Conduct, a staff member will inform the patron that they must leave the library. Should the patron refuse to leave the library, staff will notify the patron that the police will be called to remove the patron.

The staff member dealing with the patron shall write an incident report and shall make a note on the patron's account whenever a report is filed. Repeated violations or severe breaches of the Code of Conduct may result in a patron being banned for a specific amount of time from the library. This decision will be made by the Director. If this happens, a certified letter will be sent to the patron informing him or her of the ban and the reasons for the ban. A copy of the letter will be kept on file at the library.

If the violation is by a minor every effort will be made to notify the parent/guardian of the child after they have been asked to leave the library. If any unattended children are in the library at closing time, the police may be notified to assist. Under no circumstances are staff members allowed to take an unattended child in their vehicle anywhere.



## 2.2 Obtaining a Library Card

Proof of residency entitles all patrons to receive a library card at Owensville Carnegie Public Library. Policy outlines that “eligibility for obtaining a library card will be determined by library staff per the library director’s authority”. The following conditions apply for all new or existing cardholders (those seeking replacement cards):

- A library applicant must be at least 18 years of age. If the library user is under the age of 18 and wishes to receive a card, a parent or legal guardian must be present. The parent or legal guardian must agree to be held responsible for any late charges or fines that may be applied toward the account of the minor.
- The library user must be a resident of Montgomery or Wabash Township in Gibson County, or have a card from a library that can be used to obtain a reciprocal card.
- The user (or parent or legal guardian) must provide proof of identification (a valid driver’s license/picture I.D.) with a current address. If the address is incorrect, eligibility will be determined by library staff.
- If a patron is requesting a Reciprocal Card from Poseyville, Princeton, Fort Branch-Johnson Township or Oakland City Libraries, the OCPL staff shall call that library to assure that the patron is in good standing. If the person is not, a card at OCPL shall be denied.

### 2.2.1 Responsibilities of Library Card Holders

With the acceptance of a library card, all card holders agree to accept full responsibility for the following:

- All materials checked out on the library card
- Payment for any and all fines assessed against materials checked out on patron
- Payment for all lost or damaged materials checked out on patron library card
- All loss, theft or potential abuse of library card
- Providing timely updates of all personal contact information (address, telephone, email)

If your card has been lost or stolen, the replacement cost for having a new card issued is \$1.00 per card.

## 2.3 Lost Materials Policy

If an item has not been returned in 6 months, the patron will need to make restitution for the item. The method used to determine the age is to subtract the acquisition date from the date of check out.

The costs are to be:

Book or DVD or two years old... \$5.00  
Book or DVD less than two years old... \$10.00

The restitution must be made **before** the patron will be allowed to check out items.

Patrons with overdue items will have all computer privileges rescinded.

## 2.4 DVD Policy

The Owensville Carnegie Public Library offers DVD titles to patrons. We strive to present a varied selection for all ages. The following criteria will be used:

- Patrons applying for a new card may only borrow two DVDs.
- The maximum number of DVDs borrowed is five per household. Exceptions may be made at the Director or Assistant Director's discretion.
- Patrons under the age of 17 may not borrow R-rated items unless they have a parent's permission note on file. The receipt of permission will be noted on their check out information.
- Abuse of materials may be cause for revocation of privileges.
- Replacement costs may be assessed if items are damaged or not returned.

There are to be no exceptions to check out rules.

## 3.0 Collection Development and Management Policy

### 3.1 Purpose of Policy

The purpose of the Owensville Carnegie Public Library Collection Development and Management Policy is to provide guidelines for acquisition and withdrawal decisions, resource

allocation and long-range planning of collection needs in accordance with the Library's mission statement and current strategic plan.

## 3.2 Responsibility for Collection Development

Ultimate responsibility for materials selection rests with the Director who operates within the policies determined by the Board of Trustees. The Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention, and withdrawal of materials.

## 3.3 Cooperative Relationships

The Library encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources through Resource Sharing (Interlibrary Loan (ILL)) and cooperative agreements that benefit the community. The Library has reciprocal agreements with Princeton Public Library, Fort Branch-Johnson Township Public Library and Poseyville Carnegie Public Library.

## 3.4 Intellectual Freedom

Guiding principles for the Library's materials selection and use policies is the Library Bill of Rights adopted by the American Library Association.

## 3.5 Collection Management

### 3.5.1 Selection Criteria

The Library strives to develop a viable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and diversity of material. The interests and needs of the community, the individual merit

of each item, and the library's existing collection, budget, and services are the main factors in selecting materials.

Criteria listed below apply to the selection of all materials for Owensville Carnegie Public Library:

- Public demand and/or interest
- Timeliness and/or significance of the subject
- Contribution to a balanced collection
- Support of Library's mission and strategic plan
- Community relevance
- Cost
- Reviews from professionally recognized sources
- Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the Library's collection solely because the content may be controversial.

### 3.5.2 Format

Materials are purchased in a variety of formats. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of formats will be based on patron demand, community trends, product development, and positive critical reviews.

### 3.5.3 Patron Requests

Patron suggestions and requests will be considered in accordance with the selection criteria outlined in this document. Requests not acquired by the Library may be available via Inter-Library Loan (ILL).

### 3.5.4 Gifts and Donations

The Owensville Carnegie Public Library gratefully accepts gifts and donations with the following conditions:

- Gifts for the library should be of such a nature that usage falls within the mission statement of the library.
- Gifts should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.

- The Director will determine if gifts are acceptable under this policy. Gifts resulting in ongoing costs to the institution, such as staffing or special maintenance, will require approval by the Board of Trustees.
- The purchase of specifically identified titles with gift funds cannot be guaranteed, nor does the donor have the right of approval of titles before purchase. However, donors are encouraged to recommend subject areas.
- The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. Materials may be disposed of without notifying the donor if later examination indicates that the library cannot use them.
- Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the library Director for acceptance in consultation with the Board of Trustees. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance if not in accordance with the library's current programs and policies.
- Any gift accepted by the Library is subject to the following 3 conditions:
  - The Library retains unconditional ownership of the gift; and makes the final decision on the use of the gift or any disposition of the gift.
  - Library bookplates will be placed in library materials purchased with gift funds. Programs and services made possible by gift funds will include Recognition of such benefactors in their supporting literature.
  - The Library will not appraise donated books for tax purposes. The Library will provide (upon request) a receipt for tax purposes of the donor with a space for the donor's estimated value of the materials.

### 3.6 De-Selection Criteria

Ongoing evaluation of the collection is necessary in order to maintain a current, accurate and inviting collection. The criteria listed below apply to the de-selection of all materials for the Owensville Carnegie Public Library:

- Poor circulation statistics (including in-house usage statistics)
- Out of date information
- Poor condition and/or physical appearance
- Extra copies no longer necessary
- Space
- Community relevance

## 3.7 Professional Collection

Library staff may order books that are only available for staff use, and they become a part of the Professional Collection. These are books that are closely tied to library initiatives, programming, and services as well as continuing education, which is why they must be available to staff at all times. If a patron is interested in borrowing a professional collection item, they should fill out a Request to Purchase Materials or Interlibrary Loan request form. The selector for that area then knows there is demand and an additional copy can be considered for the circulating collection. If an item is no longer needed for the Professional Collection, the library may choose to put the item in the circulating collection.

## 3.8 Special Collections

The Local History/Genealogy Room of the Owensville Carnegie Public Library is maintained as a non-circulating collection of local history and genealogical materials.

### 3.8.1 Genealogy

The Library develops and maintains a collection of genealogical materials, including: materials related to Owensville and Gibson County.

### 3.8.2 Local and Indiana History

The Library will purchase and consider donations of materials related to the county. Materials on prominent Hoosiers, including James Whitcomb Riley, famous Hoosier authors and other items on Indiana are also appropriate additions to the collection.

## 3.9 Reconsideration of Materials

A reconsideration form will be provided to any patron that resides in the Library's service area (Montgomery and Wabash townships) and wishes to request that the library staff reconsider a specific title currently in the collection. The patron must complete the form and submit it to the Director. The Director will review the title and write a letter of response to the patron. The patron will be invited to voice further objections at the next meeting of the library

board. All complaints about library materials are viewed in the context of the Collection Development and Management policy.

## 4.0 Finance and Investment Policy

### 4.1 Board of Finance

The duly appointed members of the Board of Finance are the members of the Board of Trustees and the library Director. The Board will meet annually prior to the January trustee meeting to approve salaries, appoint a Treasurer, review investments, and review the library's financial status.

### 4.2 Fiscal Officer

The elected Treasurer of the Owensville Carnegie Public Library is the fiscal officer of the library. The treasurer is not an employee of the library.

### 4.3 Bond

Both the duly appointed Treasurer and the Director of Owensville Carnegie Public Library shall give surety bond for the faithful performance of duty and for the accurate accounting of all money coming to the library.

### 4.4 Deposits

All funds received by the library shall be deposited into designated depositories in the form in which they were received.

## 4.5 Investments

The Treasurer and the Director are authorized to invest library funds into the following accounts: savings accounts, money market accounts, or any interest bearing account that is authorized to be set up and offered by a financial institution. Certificates of deposit may be purchased in accordance with IC 5-13-9-4b. Investments must have a stated final maturity of not more than five years after date of purchase, in accordance with IC 5-13-9-5.7. Prohibited accounts are securities on margin or a securities margin account. All interest will be deposited into a savings account for use of operation of the library if deemed necessary by the Treasurer and the Finance Board.

## 4.6 Electronic Transfer of Funds

Transactions may be made by electronic transfer for state and federal employee tax payments.

## 4.7 Library Funds

The Owensville Carnegie Public Library Board of Trustees may establish funds for money and securities of the library. All monies, from whatever source derived, will be receipted into funds established by the Library Board under authority of law. (IC 36-12-3-3) The authorized funds are:

### 4.7.1 Library Operating Fund (IC 36-12-3-11)

All money collected from tax levies, fees, fines, rentals, and other revenues shall be deposited into the "Operating fund" and must be budgeted and expended in the manner required by law.

### 4.7.2 Petty Cash (IC 36-1-8-3)

This fund is for small expenditures such as postage for parcels. The library board may permit any of its officers or employees having a duty to use a petty cash fund to pay for items at



times when a Board claim is not available. Such a fund must be established by a warrant drawn on the appropriate fund in favor of the officer or employee, in an amount determined by the library board, without need for appropriation to be made for it. The officer or employee who establishes a petty cash fund shall convert the warrant to cash, shall use it to pay for small amounts without a voucher signed at a board meeting. It shall be accounted for in the same manner as is required for other funds of the library.

The library board shall require the entire cash change fund to be returned to the appropriate fund whenever there is a change in the custodian of the fund or if the fund is no longer needed. [IC 36-1-8-2]

#### 4.7.3 Library Improvement Reserve Fund (LIRF) (IC 36-23-3-1 (4))

Money may be accumulated in the LIRF fund for the purpose of future capital expenditures such as purchase of land, purchase and construction of buildings, repairs of buildings and equipment. The fund is intended to meet future capital expenditures and repairs for which taxes cannot reasonably be levied in one year.

#### 4.7.4 Rainy Day Fund (IC 36-1-8-5.1)

The library may transfer up to 10% of the library's annual operating fund budget for any single fiscal year to this fund. Transfers may be made at any time of the year. (IC 36-1-8-59(f)).

#### 4.7.5 Gift Funds (IC 36-12-3-11(5))

Money or securities accepted and secured by the Library Board as a grant, gift, donation, endowment, bequest, or trust may be set aside in a separate fund or funds, and shall be expended, without appropriation in accordance with the conditions and purposes specified by the donor. "Restricted" gifts are those to which the donor has attached terms, conditions and purposes. These may be specific or general. "Unrestricted" gifts are those to which the donor has no attached terms or conditions.

#### 4.7.6 Grants

Any funds awarded to the library (except by the State) will be deposited into this fund. The rules established by the awarding body will be honored.

#### 4.7.7 Other Funds

Other funds may be established as needed such as: Excess Levy fund (IC 6-1.1-18.5-17), and State Technology Fund.

### 5.0 Social Media Policy

The Owensville Carnegie Public Library uses social media to promote their selections and services. The Director is responsible for the decision of which media to use, and for the content of items posted on the social media in use.

The Director may delegate responsibility to designated employees, but has final say on the type of media used, and the content posted on the site. Any site will be the property of OCPL, and all usernames and passwords will also be retained by the Director.

### 6.0 Internal Control Policy

The library is committed to best practices in all matters related to financial accountability and transparency and, thus, will subscribe to the following internal controls. Due to library staff size and responsibilities, the Director has primary responsibility for day to day financial responsibilities. These controls are designed to ensure the appropriate handling of all monies received and expended by the library and its representatives

This policy should be reviewed and revised annually by the Board of Trustees.

#### 6.1 Receipts

### 6.1.1 Desk Receipts and Fines

- A money box will be kept at the main desk. Money or checks received for fines and fees will be placed into this box as received.
- The total amount of assets will not exceed \$100.
- Money will be counted at the beginning of each day, and also at the end of day. The same person will not count two times in a row.

### 6.1.2 Mailed Payments

Any check mailed to the library will be stamped "For Deposit Only" and deposited in the next bank deposit.

### 6.1.3 Recording of Receipts

All daily desk receipts will be combined and entered into the accounting software system by the Treasurer when deposits are made. The Director should sign off or initial any such receipts before entry. Original desk receipts will be entered into the Revenue folder.

### 6.1.4 Petty Cash

Should the Director leave the employ of the library, the library should deposit all cash change/ startup funds/ petty cash back into the library bank account until the time that a new custodian can be established. If there is a gap in Directors, the Treasurer may be considered a custodian.

### 6.1.5 Bank Deposits

Deposits should be made at least once a week, or in accordance with State Board of Account requirements.

## 6.2 Bank Transfers

The Treasurer is responsible for monitoring bank balances in the bank accounts to determine when there is a shortage or excess in the library checking account. The Director will consult with the Treasurer when a transfer should be made to maximize the potential for earning interest. The Treasurer will then initiate a transfer in an agreed upon amount.

## 6.3 Disbursements

- All checks will be printed on pre-printed and pre-numbered warrants
- Invoices or receipts are required for any payments made by the library.
- All receipts for lodging and travel should be itemized and should only include qualified business expenses as listed in the library travel policy.
- The Treasurer reviews all requests for payment and, after receiving written approval from the Director in the form of a signature/initialing:
  - ◆ Verifies expenditure and amount
  - ◆ Determine appropriate fund and budget category to expend funds
  - ◆ Enters invoices into accounting system/creating vouchers
  - ◆ Prints checks (warrants) and vouchers
  - ◆ Signs and mails checks
  - ◆ Attaches documentation to voucher along with the check stub and maintains a file for future audit.
- The Director will also present a Claims Register for all vouchers entered since prior board meetings and present it to the Board for approval and signatures.
- \*\*Any disbursement made payable to the Director (i.e. reimbursements) will be reviewed and the voucher signed off on by the Board Treasurer at monthly called meeting. If the Treasurer is unable to attend the called meeting another Board Member may sign in place of the Treasurer.

## 6.4 Credit Card Policy

The authorized user of the OCPL Card (hereafter known as the “card”) will be held personally responsible in the event that any charge is deemed personal or unauthorized and is

subject to disciplinary action. Unauthorized use of the credit card includes: Personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which the library receives funds.

The credit card receipts should be turned in within two (2) weeks of the purchase along with any proper documentation needed. Charges will be verified against the monthly statements. The Treasurer will review such charges and ensure they accurately reflect the bank statements.

## 6.5 Bank Account Reconciliations

The Treasurer will:

- Print bank statements for all accounts and reconcile monthly or quarterly depending on the type of account.
- Use the accounting system software to compare deposits, automatic withdrawals (payroll, taxes, etc.), and warrants cleared.
- Verify any voided checks are appropriately defaced and filed.
- Attach a copy of the completed bank reconciliations to the applicable bank statements along with any documentation.
- Present the Director with a Bank Reconciliation Statement showing accounts have been balanced along with a listing of any open checks at each monthly board meeting for review.
- Present a complete Financial Report that shows the balance of all funds as well as a Bank Balance Report at the monthly board meeting for the Board to review that both the fund balance and bank balances match.

## 6.6 Petty Cash Fund

- The petty cash fund will not exceed \$100.
- The Director will oversee and be considered the custodian of the fund.
- Receipts are required for any items purchased out of petty cash.
- No checks may be cashed by the petty cash fund.
- Money will be replenished in the form of a check made payable to the custodian. All receipts will be billed to appropriate account categories.
- Should the Director leave the employ of the library, the library should deposit all funds back into the library bank account until the time that a new custodian can be established. If there is a gap in Directors, the Treasurer may be considered a custodian.

## 6.7 Payroll

- All employee records will be stored in a file kept in a secured location. Employee records will include e-verify information, I-9s, and W-4 information. These forms are in addition to any other human resources forms.
- Rates of pay are set annually by the Board of Trustees. Any changes to employee pay rates must have Board approval.
- Timesheets are to be prepared by staff on the approved form and submitted monthly.
- Any corrections to timesheets are to be made by making a single line through the error and writing in the correction. Corrections should also be initiated by the employee and Director. Correction fluid and/or tape are not allowable.
- Timesheets are to be signed by the employee and submitted to the Treasurer for approval
- All new hire information will be entered into the payroll system by the Treasurer.
- The Treasurer will process payroll, which will be approved and verified by the Director.
- Pay stubs will be delivered to employees for each pay period.
- The Treasurer will import the direct deposit files and the Director will serve as a secondary authorization in order for payments to be released.
- All monthly tax withholding reports and payments shall be made by the Treasurer.
- Required federal and state payroll reports will be prepared and filed appropriately by the Treasurer, including 941s, W-2s, W-3s, 1099s, and other like items.
- All W-2 statements are issued to employees prior to federal and state deadlines by the Director or qualified accountant. W-2 statements are also to be filed with both state and federal authorities by mandated deadlines.

## 6.8 Fiscal Year-End Close

- The Treasurer will present a listing of all vouchers paid out during the prior fiscal year to the Board at the January meeting.
- The Treasurer will present a list of all account balances along with a financial report showing all fund balances in order to verify all accounts match.
- After the final bank statements have been balanced, the Treasurer will transfer any open checks to the next year's software.
- At the end of the fiscal year, the Treasurer will prepare and file the Annual Financial Report for the State Board of Accounts before state mandated deadlines.
- At the end of the fiscal year, the Treasurer will file the 100R form as mandated by the State Board of Accounts.
- At the end of the fiscal year, the Treasurer will file any debt the library carries with the State Board of Accounts.
- The Director will be responsible for all other government filings including those required by the state library and any other government unit.

## 6.9 Financial Reports

The Treasurer will prepare the monthly and annual financial reports for the Board to review at their monthly called meetings. The reports will include financial statements, bank balances, appropriation versus actual expenses for each fund where there is an established budget, and any other requested reports.

The Director will submit the Indiana State Library's Annual Report.

The Library Annual Report and Annual Financial Reports will be submitted by deadlines to the Indiana State Library and the State Board of Accounts, respectively.

## 6.10 Waste, Fraud, and Abuse

Any person who believes another employee is committing waste, fraud, or abuse of library funds should report their claim to the accused immediate supervisor along with any evidence of such an act. The immediate supervisor will bring this claim to the Board of Trustees at the next meeting of the Board. If the claim is made against a Board Member, the Library Director should first notify the State Board of Accounts and follow their advice on proper procedure.

## 6.11 Statements on Fiscal Policy

- All cash accounts (except petty cash and cash change fund) owned by the library will be held in FDIC insured financial institutions.
- All capital expenditures which meet the criteria defined in the Fixed Asset Policy will be capitalized.
- No checks will be cashed through petty cash or cash change funds.
- No salary advances will be made under any circumstances.
- No travel cash advances will be made except under special conditions and pre-approved by the Board.
- Reimbursements will be paid upon completed expense reporting. Reimbursements to the Director will be reviewed and initiated by a Board member.
- Bank statements will be reconciled monthly.
- All donations will be deposited timely and a letter acknowledging the donation will be sent to the donor promptly.
- Correction fluid and /or tape will not be used in preparing accounting documents
- Accounting and personnel records will be kept in a secure location.
- Should the position of Director become vacant, the Treasurer will absorb or assign tasks assigned to the Director to another employee.
- Should the position of Treasurer become vacant, the Board may obtain the services of a bookkeeper to assist with some duties regularly assigned to the Treasurer.



- Additionally, other staff may be assigned to assist with some duties during a vacancy.