

Agenda
April 12, 2012, 2:00 PM
URRLS HQ
Madison, GA 30650

Minutes

Financial

Budget with Appropriate Directorial Kvetching Thereof

Constitution & Bylaws

Personnel

Personnel Manual

MRR Grants

Audit

E-Book

Construction Reports & Schedules

THE UNCLE REMUS REGIONAL LIBRARY SYSTEM
REGIONAL BOARD MEETING
January 12, 2012

The Regional Board of the Uncle Remus Regional Library System met at the Uncle Remus Regional Library System Headquarters, Madison, GA on January 12, 2012, at 2:00 p.m.

The following members were present:

- Greene County: Cliff Sanders, Diane Myers, Emma O'Neal, Don McCoy, Kathleen Mayers, Kurt Strater
- Hancock County: No One Present
- Jasper County: Carol McElheney
- Morgan County: Bonnie Hicky, John Wade, Linda Thoman, Joyce Thomas, Clarice Woods
- Putnam County: Mary Louise Ennis, Pat Hone, Jane Richards, Myra Hargrove, Maribel Franklin
- Walton County, Loganville: Ann Jones, Regis Stamey
- Walton County, Monroe: Sandra Shurling
- Walton County, Social Circle: Penny Keener, Joan McMillan
- Walton County, Walnut Grove: No One Present

The meeting was called to order at 2:00 P.M.

MOTION 1

Steve Schaefer presented the Minutes from the October 13, 2011 Uncle Remus Regional Board Meeting. He entertained a motion to accept the minutes.

The minutes were accepted by Diane Myers and a second by Mary Lou Ennis and passed with a unanimous vote.

MOTION 2

Steve Schaefer discussed the December 31st, 2011 financial report. He discussed each library's budget calling attention to the total expenses category. This spending should be at 50% since it is the middle of the fiscal year. All the libraries were operating within budget. Greene was at 52% which is not bad considering they it was difficult to project utility bills in the new facility.

The region's expenses are high at 146% and this is due to the fees incurred for the workplace investigation and ensuing legal fees and settlement charges.

Ann Jones moved that the financial report be accepted, with a second by John Wade and passed with a unanimous vote.

MOTION 3

Steve presented the new Uncle Remus Regional Library System Constitution and Bylaws which were re-written by Beth Jones, Attorney and Steve W. Schaefer, Director.

Steve mentioned that sections highlighted in yellow were the areas with which he had disagreement with Beth Jones. He went through the entire document and carefully explained and justified the changes he is requesting.

Ann Jones made a motion that the changes in yellow accepted in the Constitution and Bylaws document with a second from Carol McElheney and passed with a unanimous vote.

MOTION 4

Ann Jones made the motion to adjourn with a second from John Wade and passed unanimously.

The meeting adjourned at 3:45 p.m.
Minutes were Prepared and Submitted by Ana Kadhum.

Uncle Remus Regional Library
Financial Report
MARCH 31, 2012

	YTD Invoiced	Annual Budget	Percent
100 - Regional Fund			
Revenues/Includes Accounts Receivables			
11 Fees and Fines	\$7,190.00	\$0.00	0.000 %
12 Grant Projects & Programs - donations	\$2,667.00	\$0.00	0.000 %
Regional Share/Transfer Ins	\$117,612.00	\$156,816.00	75.000 %
Total Revenues	<u>\$127,469.00</u>	<u>\$156,816.00</u>	<u>81.286 %</u>
Expenses			
17 Personnel	\$109,618.47	\$92,566.77	118.421 %
18 Utilities	\$4,728.05	\$10,000.00	47.281 %
20 Supplies, Printing, Processing	\$12,120.24	\$10,000.00	121.202 %
21 Professional Svcs, Dues, Fees, Seasonal	\$60,997.99	\$6,000.00	1,016.633 %
22 Telecommunications	\$5,331.89	\$7,000.00	76.170 %
23 Repair & Maintenance (Equipment)	\$1,929.39	\$3,000.00	64.313 %
24 Building Repair	\$10,907.59	\$2,000.00	545.380 %
25 Postage	\$174.19	\$100.00	174.190 %
26 Delivery	\$1,229.00	\$0.00	0.000 %
27 Travel	\$3,586.81	\$5,000.00	71.736 %
31 Computer Equipment	\$35,060.81	\$6,000.00	584.347 %
32 Building/Bond Insurance	\$2,531.00	\$0.00	0.000 %
35 Materials (Books) - Local	\$695.57	\$0.00	0.000 %
Total Expenses	<u>\$248,911.00</u>	<u>\$141,666.77</u>	<u>175.702 %</u>
 BEGINNING FUND BALANCE	 \$427,817.38	 \$427,817.38	 100.000 %
 NET SURPLUS/(DEFICIT)	 (\$121,442.00)	 \$15,149.23	 (801.638)%
 ENDING FUND BALANCE	 <u><u>\$306,375.38</u></u>	 <u><u>\$442,966.61</u></u>	 <u><u>69.164 %</u></u>

**Uncle Remus Regional Library
Financial Report
MARCH 31, 2012**

	YTD Invoiced	Annual Budget	Percent
310 - State Funds			
Revenues/Includes Accounts Receivables			
Other State Grants	\$437,256.10	\$652,407.67	67.022 %
Total Revenues	<u>\$437,256.10</u>	<u>\$652,407.67</u>	<u>67.022 %</u>
Expenses			
17 Personnel	\$393,453.53	\$612,407.67	64.247 %
21 Professional Svcs, Dues, Fees, Seasonal	\$42,071.32	\$40,000.00	105.178 %
Total Expenses	<u>\$435,524.85</u>	<u>\$652,407.67</u>	<u>66.757 %</u>
 BEGINNING FUND BALANCE	 \$0.00	 \$0.00	 0.000 %
 NET SURPLUS/(DEFICIT)	 \$1,731.25	 \$0.00	 0.000 %
 ENDING FUND BALANCE	 <u>\$1,731.25</u>	 <u>\$0.00</u>	 <u>0.000 %</u>

**Uncle Remus Regional Library
Financial Report
MARCH 31, 2012**

	YTD Invoiced	Annual Budget	Percent
108 - Greene County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$44,419.80	\$53,356.00	83.252 %
06 Board of Education	\$25,000.00	\$25,000.00	100.000 %
07 County Commissioners	\$57,111.42	\$76,149.00	75.000 %
11 Fees and Fines	\$10,608.72	\$14,000.00	75.777 %
13 Materials (Books) - Donations, Gifts	\$6,519.92	\$6,519.92	100.000 %
Total Revenues	<u>\$143,659.86</u>	<u>\$175,024.92</u>	<u>82.080 %</u>
Expenses			
17 Personnel	\$76,413.31	\$103,385.00	73.911 %
18 Utilities	\$15,947.40	\$15,000.00	106.316 %
19 Miscellaneous	\$617.53	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$4,206.99	\$4,000.00	105.175 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,602.28	\$3,000.00	53.409 %
22 Telecommunications	\$3,255.26	\$3,000.00	108.509 %
23 Repair & Maintenance (Equipment)	\$585.49	\$1,000.00	58.549 %
24 Building Repair	\$224.48	\$500.00	44.896 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.55	\$1,500.00	86.170 %
27 Travel	\$232.14	\$500.00	46.428 %
28 Grounds, Cleaning	\$2,250.00	\$1,680.00	133.929 %
29 Water, Sewer	\$2,658.51	\$1,000.00	265.851 %
31 Computer Equipment	\$112.65	\$500.00	22.530 %
32 Building/Bond Insurance	\$692.62	\$643.26	107.673 %
33 Trustee Insurance	\$462.87	\$459.50	100.733 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$573.18	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$983.22	\$6,519.92	15.080 %
Total Expenses	<u>\$127,012.08</u>	<u>\$162,539.68</u>	<u>78.142 %</u>
BEGINNING FUND BALANCE	\$67,785.39	\$67,785.39	100.000 %
ADJUSTMENTS TO FUND BALANCE	\$9.10	\$9.10	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$67,794.49	\$67,794.49	100.000 %
NET SURPLUS/(DEFICIT)	\$16,647.78	\$12,485.24	133.340 %
ENDING FUND BALANCE	<u><u>\$84,442.27</u></u>	<u><u>\$80,279.73</u></u>	<u><u>105.185 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2012

	YTD Invoiced	Annual Budget	Percent
101 - Hancock County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$37,500.00	\$30,000.00	125.000 %
07 County Commissioners	\$45,500.00	\$45,450.00	100.110 %
11 Fees and Fines	\$5,096.35	\$10,000.00	50.964 %
13 Materials (Books) - Donations, Gifts	\$2,119.67	\$2,119.67	100.000 %
Total Revenues	<u>\$90,216.02</u>	<u>\$87,569.67</u>	<u>103.022 %</u>
Expenses			
17 Personnel	\$23,731.43	\$41,327.00	57.424 %
18 Utilities	\$11,743.79	\$15,000.00	78.292 %
19 Miscellaneous	\$7.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$1,438.85	\$2,000.00	71.943 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,413.73	\$3,000.00	47.124 %
22 Telecommunications	\$1,914.29	\$2,000.00	95.715 %
23 Repair & Maintenance (Equipment)	\$475.29	\$500.00	95.058 %
24 Building Repair	\$691.32	\$1,000.00	69.132 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.62	\$1,500.00	86.175 %
27 Travel	\$450.92	\$750.00	60.123 %
29 Water, Sewer	\$1,017.31	\$2,000.00	50.866 %
31 Computer Equipment	\$240.14	\$500.00	48.028 %
32 Building/Bond Insurance	\$692.63	\$643.26	107.675 %
33 Trustee Insurance	\$462.87	\$459.50	100.733 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
37 Materials (Books) - Donations, Gifts	\$1,359.10	\$2,119.67	64.119 %
Total Expenses	<u>\$61,832.89</u>	<u>\$92,651.43</u>	<u>66.737 %</u>
BEGINNING FUND BALANCE	(\$2,855.18)	(\$2,855.18)	100.000 %
ADJUSTMENTS TO FUND BALANCE	\$9.11	\$9.11	100.000 %
TOTAL ADJUSTED FUND BALANCE	(\$2,846.07)	(\$2,846.07)	100.000 %
NET SURPLUS/(DEFICIT)	\$28,383.13	(\$5,081.76)	(558.530)%
ENDING FUND BALANCE	<u><u>\$25,537.06</u></u>	<u><u>(\$7,927.83)</u></u>	<u><u>(322.119)%</u></u>

Uncle Remus Regional Library
Financial Report
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	YTD Invoiced	Annual Budget	Percent
102 - Jasper County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$53,487.00	\$71,316.00	75.000 %
11 Fees and Fines	\$5,383.15	\$7,000.00	76.902 %
13 Materials (Books) - Donations, Gifts	\$1,733.68	\$2,220.68	78.070 %
Total Revenues	<u>\$60,603.83</u>	<u>\$80,536.68</u>	<u>75.250 %</u>
Expenses			
17 Personnel	\$24,224.65	\$24,957.00	97.066 %
18 Utilities	\$7,719.64	\$15,000.00	51.464 %
20 Supplies, Printing, Processing	\$1,187.60	\$1,000.00	118.760 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,418.43	\$2,000.00	70.922 %
22 Telecommunications	\$2,302.01	\$2,500.00	92.080 %
23 Repair & Maintenance (Equipment)	\$505.05	\$750.00	67.340 %
24 Building Repair	\$395.00	\$500.00	79.000 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.62	\$1,500.00	86.175 %
27 Travel	\$122.40	\$500.00	24.480 %
28 Grounds, Cleaning	\$0.00	\$500.00	0.000 %
29 Water, Sewer	\$812.70	\$1,500.00	54.180 %
31 Computer Equipment	\$30.14	\$500.00	6.028 %
32 Building/Bond Insurance	\$4,094.63	\$3,899.24	105.011 %
33 Trustee Insurance	\$462.87	\$459.50	100.733 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$123.81	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$21.37	\$2,220.68	0.962 %
Total Expenses	<u>\$59,614.52</u>	<u>\$77,638.42</u>	<u>76.785 %</u>
BEGINNING FUND BALANCE	\$30,888.24	\$30,888.24	100.000 %
ADJUSTMENTS TO FUND BALANCE	\$9.11	\$9.11	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$30,897.35	\$30,897.35	100.000 %
NET SURPLUS/(DEFICIT)	\$989.31	\$2,898.26	34.135 %
ENDING FUND BALANCE	<u><u>\$31,886.66</u></u>	<u><u>\$33,795.61</u></u>	<u><u>94.352 %</u></u>

**Uncle Remus Regional Library
Financial Report
MARCH 31, 2012**

	YTD Invoiced	Annual Budget	Percent
103 - Morgan County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$118,773.72	\$153,365.00	77.445 %
08 Other Tax Funds	\$0.00	\$5,000.00	0.000 %
11 Fees and Fines	\$9,082.00	\$22,000.00	41.282 %
13 Materials (Books) - Donations, Gifts	\$9,138.49	\$13,368.49	68.358 %
Total Revenues	<u>\$136,994.21</u>	<u>\$193,733.49</u>	<u>70.713 %</u>
Expenses			
17 Personnel	\$95,731.15	\$132,140.00	72.447 %
18 Utilities	\$640.23	\$2,000.00	32.012 %
20 Supplies, Printing, Processing	\$2,254.50	\$2,500.00	90.180 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,437.27	\$4,000.00	35.932 %
22 Telecommunications	\$2,673.53	\$3,000.00	89.118 %
23 Repair & Maintenance (Equipment)	\$532.40	\$1,000.00	53.240 %
25 Postage	\$335.10	\$250.00	134.040 %
26 Delivery	\$1,292.62	\$1,500.00	86.175 %
27 Travel	\$600.05	\$500.00	120.010 %
31 Computer Equipment	\$806.88	\$500.00	161.376 %
32 Building/Bond Insurance	\$692.63	\$643.26	107.675 %
33 Trustee Insurance	\$462.88	\$459.50	100.736 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$3,525.25	\$13,000.00	27.117 %
37 Materials (Books) - Donations, Gifts	\$1,720.82	\$13,368.49	12.872 %
Total Expenses	<u>\$127,406.81</u>	<u>\$194,463.25</u>	<u>65.517 %</u>
BEGINNING FUND BALANCE	\$93,831.06	\$93,831.06	100.000 %
ADJUSTMENTS TO FUND BALANCE	\$9.10	\$9.10	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$93,840.16	\$93,840.16	100.000 %
NET SURPLUS/(DEFICIT)	\$9,587.40	(\$729.76)	(1,313.774)%
ENDING FUND BALANCE	<u><u>\$103,427.56</u></u>	<u><u>\$93,110.40</u></u>	<u><u>111.081 %</u></u>

Uncle Remus Regional Library
Financial Report
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	YTD Invoiced	Annual Budget	Percent
104 - Putnam County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$16,000.00	\$16,000.00	100.000 %
07 County Commissioners	\$105,453.00	\$140,604.00	75.000 %
11 Fees and Fines	\$10,890.83	\$16,000.00	68.068 %
13 Materials (Books) - Donations, Gifts	\$1,917.48	\$9,226.48	20.782 %
Total Revenues	<u>\$134,261.31</u>	<u>\$181,830.48</u>	<u>73.839 %</u>
Expenses			
17 Personnel	\$81,700.08	\$111,456.00	73.303 %
18 Utilities	\$11,497.62	\$16,000.00	71.860 %
20 Supplies, Printing, Processing	\$2,316.29	\$4,000.00	57.907 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,432.56	\$3,000.00	47.752 %
22 Telecommunications	\$1,923.19	\$2,500.00	76.928 %
23 Repair & Maintenance (Equipment)	\$276.59	\$1,000.00	27.659 %
24 Building Repair	\$1,668.84	\$2,000.00	83.442 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.60	\$1,500.00	86.173 %
27 Travel	\$206.04	\$500.00	41.208 %
29 Water, Sewer	\$843.81	\$1,500.00	56.254 %
31 Computer Equipment	\$1,765.96	\$2,000.00	88.298 %
32 Building/Bond Insurance	\$692.63	\$643.26	107.675 %
33 Trustee Insurance	\$462.88	\$459.50	100.736 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$4,107.73	\$10,000.00	41.077 %
37 Materials (Books) - Donations, Gifts	\$55.40	\$9,226.48	0.600 %
Total Expenses	<u>\$125,143.82</u>	<u>\$185,637.24</u>	<u>67.413 %</u>
BEGINNING FUND BALANCE	\$33,105.57	\$33,105.57	100.000 %
ADJUSTMENTS TO FUND BALANCE	\$9.11	\$9.11	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$33,114.68	\$33,114.68	100.000 %
NET SURPLUS/(DEFICIT)	\$9,117.49	(\$3,806.76)	(239.508)%
ENDING FUND BALANCE	<u><u>\$42,232.17</u></u>	<u><u>\$29,307.92</u></u>	<u><u>144.098 %</u></u>

Uncle Remus Regional Library
Financial Report
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	YTD Invoiced	Annual Budget	Percent
105 - Loganville Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$95,428.50	\$127,238.00	75.000 %
07 County Commissioners	\$62,572.50	\$83,430.00	75.000 %
11 Fees and Fines	\$8,832.68	\$11,000.00	80.297 %
13 Materials (Books) - Donations, Gifts	\$4,088.88	\$8,530.88	47.930 %
Total Revenues	<u>\$170,922.56</u>	<u>\$230,198.88</u>	<u>74.250 %</u>
Expenses			
17 Personnel	\$118,915.20	\$158,993.00	74.793 %
19 Miscellaneous	\$13.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$4,082.98	\$5,000.00	81.660 %
21 Professional Svcs, Dues, Fees, Seasonal	\$3,196.70	\$5,000.00	63.934 %
22 Telecommunications	\$1,484.36	\$1,344.00	110.444 %
23 Repair & Maintenance (Equipment)	\$465.99	\$750.00	62.132 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.60	\$1,500.00	86.173 %
27 Travel	\$73.44	\$500.00	14.688 %
31 Computer Equipment	\$7,010.69	\$2,000.00	350.535 %
32 Building/Bond Insurance	\$692.62	\$643.26	107.673 %
33 Trustee Insurance	\$462.88	\$459.50	100.736 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$9,125.93	\$30,000.00	30.420 %
37 Materials (Books) - Donations, Gifts	\$342.39	\$8,530.88	4.014 %
Total Expenses	<u>\$162,060.38</u>	<u>\$234,572.64</u>	<u>69.088 %</u>
BEGINNING FUND BALANCE	\$129,662.81	\$129,662.81	100.000 %
ADJUSTMENTS TO FUND BALANCE	(\$10.55)	(\$10.55)	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$129,652.26	\$129,652.26	100.000 %
NET SURPLUS/(DEFICIT)	\$8,862.18	(\$4,373.76)	(202.622)%
ENDING FUND BALANCE	<u><u>\$138,514.44</u></u>	<u><u>\$125,278.50</u></u>	<u><u>110.565 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2012

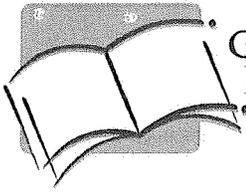
	YTD Invoiced	Annual Budget	Percent
106 - Monroe-Walton Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$92,700.00	\$123,600.00	75.000 %
07 County Commissioners	\$62,572.50	\$83,430.00	75.000 %
11 Fees and Fines	\$17,141.21	\$20,000.00	85.706 %
12 Grant Projects & Programs - donations	\$1,550.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$5,768.54	\$9,192.54	62.752 %
Total Revenues	<u>\$179,732.25</u>	<u>\$236,222.54</u>	<u>76.086 %</u>
Expenses			
17 Personnel	\$89,255.44	\$114,969.00	77.634 %
18 Utilities	\$10,341.15	\$15,000.00	68.941 %
19 Miscellaneous	\$2,993.72	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$3,227.01	\$5,000.00	64.540 %
21 Professional Svcs, Dues, Fees, Seasonal	\$11,546.18	\$5,000.00	230.924 %
23 Repair & Maintenance (Equipment)	\$1,212.97	\$1,000.00	121.297 %
24 Building Repair	\$1,848.00	\$500.00	369.600 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.61	\$1,500.00	86.174 %
27 Travel	\$94.93	\$500.00	18.986 %
29 Water, Sewer	\$1,857.24	\$2,500.00	74.290 %
31 Computer Equipment	\$5,097.95	\$2,000.00	254.898 %
32 Building/Bond Insurance	\$692.62	\$643.26	107.673 %
33 Trustee Insurance	\$462.88	\$459.50	100.736 %
34 Shared Costs - 1/8 / Tranfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$3,841.15	\$20,000.00	19.206 %
37 Materials (Books) - Donations, Gifts	\$149.66	\$9,192.54	1.628 %
Total Expenses	<u>\$148,815.11</u>	<u>\$198,116.30</u>	<u>75.115 %</u>
BEGINNING FUND BALANCE	\$82,649.04	\$82,649.04	100.000 %
ADJUSTMENTS TO FUND BALANCE	(\$2,718.40)	(\$2,718.40)	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$79,930.64	\$79,930.64	100.000 %
NET SURPLUS/(DEFICIT)	\$30,917.14	\$38,106.24	81.134 %
ENDING FUND BALANCE	<u><u>\$110,847.78</u></u>	<u><u>\$118,036.88</u></u>	<u><u>93.909 %</u></u>

Uncle Remus Regional Library
Financial Report
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	YTD Invoiced	Annual Budget	Percent
107 - Social Circle Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$81,000.00	\$108,000.00	75.000 %
07 County Commissioners	\$62,572.50	\$83,430.00	75.000 %
11 Fees and Fines	\$5,395.26	\$10,000.00	53.953 %
12 Grant Projects & Programs - donations	\$596.10	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$1,367.85	\$3,009.85	45.446 %
Total Revenues	<u>\$150,931.71</u>	<u>\$204,439.85</u>	<u>73.827 %</u>
Expenses			
17 Personnel	\$94,502.56	\$115,490.00	81.828 %
20 Supplies, Printing, Processing	\$2,827.64	\$3,000.00	94.255 %
21 Professional Svcs, Dues, Fees, Seasonal	\$3,673.14	\$6,000.00	61.219 %
23 Repair & Maintenance (Equipment)	\$288.32	\$500.00	57.664 %
24 Building Repair	\$346.15	\$0.00	0.000 %
25 Postage	\$200.10	\$250.00	80.040 %
26 Delivery	\$1,292.64	\$1,500.00	86.176 %
27 Travel	\$471.24	\$500.00	94.248 %
31 Computer Equipment	\$1,090.96	\$2,000.00	54.548 %
32 Building/Bond Insurance	\$692.62	\$643.26	107.673 %
33 Trustee Insurance	\$462.87	\$459.50	100.733 %
34 Shared Costs - 1/8 / Transfer Outs	\$14,701.50	\$19,602.00	75.000 %
35 Materials (Books) - Local	\$10,277.52	\$25,000.00	41.110 %
37 Materials (Books) - Donations, Gifts	\$149.46	\$3,009.85	4.966 %
Total Expenses	<u>\$130,976.72</u>	<u>\$177,954.61</u>	<u>73.601 %</u>
BEGINNING FUND BALANCE	\$254,549.64	\$254,549.64	100.000 %
ADJUSTMENTS TO FUND BALANCE	(\$19.87)	(\$19.87)	100.000 %
TOTAL ADJUSTED FUND BALANCE	\$254,529.77	\$254,529.77	100.000 %
NET SURPLUS/(DEFICIT)	\$19,954.99	\$26,485.24	75.344 %
ENDING FUND BALANCE	<u><u>\$274,484.76</u></u>	<u><u>\$281,015.01</u></u>	<u><u>97.676 %</u></u>

**Uncle Remus Regional Library
Financial Report
MARCH 31, 2012**

	YTD Invoiced	Annual Budget	Percent
109 - Walnut Grove Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$4,900.00	\$60,000.00	8.167 %
07 County Commissioners	\$0.00	\$20,857.50	0.000 %
11 Fees and Fines	\$0.00	\$2,000.00	0.000 %
Total Revenues	<u>\$4,900.00</u>	<u>\$82,857.50</u>	<u>5.914 %</u>
Expenses			
17 Personnel	\$0.00	\$20,470.00	0.000 %
18 Utilities	\$0.00	\$3,000.00	0.000 %
20 Supplies, Printing, Processing	\$266.45	\$2,000.00	13.323 %
21 Professional Svcs, Dues, Fees, Seasonal	\$0.00	\$2,000.00	0.000 %
22 Telecommunications	\$0.00	\$1,500.00	0.000 %
23 Repair & Maintenance (Equipment)	\$0.00	\$500.00	0.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$0.00	\$1,500.00	0.000 %
27 Travel	\$0.00	\$500.00	0.000 %
29 Water, Sewer	\$0.00	\$800.00	0.000 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$0.00	\$643.26	0.000 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$0.00	\$4,900.00	0.000 %
Total Expenses	<u>\$266.45</u>	<u>\$39,022.76</u>	<u>0.683 %</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	0.000 %
NET SURPLUS/(DEFICIT)	\$4,633.55	\$43,834.74	10.571 %
ENDING FUND BALANCE	<u><u>\$4,633.55</u></u>	<u><u>\$43,834.74</u></u>	<u><u>10.571 %</u></u>



GEORGIA PUBLIC
LIBRARY SERVICE

March 22, 2012

Mr. Steve Schaefer, Interim Director
Uncle Remus Regional Library System
259 North 2nd Street
Madison, Georgia 30650

Dear Mr. Schaefer,

I have reviewed the Uncle Remus Regional Library System Constitution and Bylaws, January 2012 revision, per your request. On behalf of the Georgia Public Library Service, I find these documents to be compliant with the requirements for public library systems in Georgia as outlined in the Official Code of Georgia Annotated (O.C.G.A.), the Requirements for Public Library Grants, and the 2012 edition of the Handbook of Constitutions and Bylaws for Georgia Public Libraries.

I commend the staff and trustees of URRLS for undertaking the updating and revision of these important documents.

Thank you for the opportunity to review.

Best Regards,

A handwritten signature in cursive script, appearing to read "Julie Walker".

Julie Walker
Deputy State Librarian

A Unit of the University System of Georgia

1800 Century Place, Suite 150
Atlanta, GA 30345-4304
tel 404.235.7200 fax 404.235.7201
www.georgialibraries.org

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

UNCLE REMUS REGIONAL LIBRARY SYSTEM

CONSTITUTION

Written January 2012

Passed April 12, 2012

ARTICLE I. NAME AND LOCATION.

The name of the system shall be the Uncle Remus Regional Library System (hereinafter referred to as the "System"). The headquarters for the System shall be located at 1121 East Avenue, Madison, Georgia, and may be moved or relocated for any reason, from time to time (hereinafter referred to as the "System Headquarters"). The System is a tax exempt organization under the laws of the State of Georgia and an exempt organization under Section 115 of the Internal Revenue Code.

ARTICLE II. PURPOSE.

The purpose of the System is and shall be to offer a full program of reciprocal library services to the citizens of the Service Area (as such term is defined in Article III, Section 1, "*Definition of Service Area*" below) by providing responsive, dynamic services to meet the informational needs of the System's population, pursuant to the regulations governing public libraries, as set forth by the State of Georgia in the Official Code of Georgia Annotated §§20-5-1, *et. seq.* The System shall circulate materials to all citizens of the Service Area through the Member Libraries (as such term is defined in Article III, Section 2, "*Definition of Member Library*" below) or by other appropriate means of library extension. The System shall further develop and improve existing Member Libraries and establish and develop new Member Libraries, deposit libraries, and any such other services as appropriate to the needs of the Service Area. The System shall build a virtual and print reference collection adequate to provide current and reliable information of a research nature as demanded by the needs of the Service Area. The System shall promote the use of library resources by means of instruction, library programs, exhibits, and other public relations media.

ARTICLE III. CONSTITUENCY.

Section 1. Definition of Service Area. The term "Service Area" shall mean and refer to the following: Greene, Hancock, Jasper, Morgan, Putnam, and Walton Counties, Georgia and any and all such other counties as may become a part of the System hereafter, from time to time. The System shall serve all citizens of the Service Area, and any and all such other counties as may become part of the System hereafter, through the System Headquarters, Member Libraries, and extension services.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

Section 2. Definition of Member Library. The term "Member Library" shall mean and refer to each of the following established libraries within the Service Area: Greene County: Greene County Library; Hancock County: Hancock County Library; Jasper County: Jasper County Library; Morgan County: Morgan County Library; Putnam County: Eatonton-Putnam County Library; Walton County: Loganville-Walton O'Kelly Memorial Library, Monroe-Walton County Library, W. H. Stanton (Social Circle) Walton County Library), Walnut Grove-Walton County Library. Use of Member Library privileges shall be extended to any resident of Georgia who has obtained a PINES circulation system card.

Section 3. Addition of New Counties into the Service Area. Admission to the System is open to any counties which are contiguous to the Service Area, provided that the authorized representatives of such county (hereinafter referred to as the "Potential New County") shall consult and work with the System Board via the Library Director, who shall be elected as prescribed in the System's Bylaws (the term System Board is defined in Article IV, *Section 1, "System Board"* below) in determining the Potential New County's needs and the resources presently available within the System. In the event that the System Board determines that the addition of the Potential New County to the System is desirable, then the Potential New County may join the System by payment of the current Shared Services Fee and execution of a participation agreement executed by and between the System Board and the County Commissioner of the Potential New County. Such executed participation agreement shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia, and all amendments shall be filed with the office as soon as practicable upon execution. Thereafter, the term "Service Area" shall automatically be amended to include the Potential New County which has been added to the System and any and all benefits associated with membership in the System shall be extended to the citizens of the Potential New County.

Section 4. Addition of New Member Libraries into the System. In the event that the governing authority of any county or municipality which is already within the Service Area desires to establish a new library facility within its county boundaries pursuant to O.C.G.A. §20-5-40, then the governing authority of such county or municipality shall consult and work with the System Board via the Library Director in determining the county's needs and the resources presently available within the System.

a. In the event that the System Board determines that the addition of a Member Library to the System is desirable, that library may join the System, by payment of the current Shared Services Fee and execution of a participation agreement executed by and between the System Board and the County Commissioner. Such executed participation agreement shall be filed with Georgia Public Library Service of the Board of Regents of the University System of Georgia as soon as practicable upon execution.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

b. In the event that the System Board determines that the addition of a Member Library to the System is not desirable, that library may not join the System. Nothing contained in this provision, however, shall prevent the governing authority of any county or municipality which is already within the Service Area from establishing a new library branch within its county boundaries pursuant to O.C.G.A. §20-5-40.

ARTICLE IV. GOVERNING BODY.

Section 1. System Board. The System shall be advised by the Uncle Remus Regional Library System Regional Board of Trustees (hereinafter referred to as the "System Board") which is and shall be comprised of each Member Library, as prescribed by O.C.G.A. §20-5-41. In this manner, each Member Library's board of trustees may consult and agree upon the position and voting direction of its Member Library. Each Member Library shall be entitled to one (1) vote, which may be used in each and every voting matter in each and every meeting of the System Board (hereinafter referred to as a "System Board Meeting"). Although not encouraged for practical reasons, but whenever possible and within the limits of available technology, any Member Library Trustee may participate in a System Board Meeting via teleconference when physical attendance is not possible.

Section 2. Committee of Chairs. The System Board shall be governed by the Uncle Remus Regional Library System Committee of Chairs (hereinafter referred to as the "Committee of Chairs") which is and shall be comprised of no more than one representative from each Member Library's board of trustees (hereinafter referred to as the "Member Library Chair"). Each Member Library Chair shall serve at the pleasure of its own Member Library board of trustees and may be appointed or removed from time to time, in accordance with that Member Library's governing instruments, provided that such appointments shall be made by the Member Library's board of trustees in writing. The Committee of Chairs shall consult and advise the Library Director with regard to any events or occurrences which require the Library Director's attention, whether those matters are urgent, unique, or routine. The Committee of Chairs shall govern in the name of the System Board between meetings of the System Board and shall report to the full System Board any action taken. Any meeting of the Committee of Chairs (hereinafter referred to as the "Committee of Chairs Meeting") may be via live meeting or teleconference; this provision is intended to provide for the expedient communication among multiple parties. In the event that a Member Library Chair is unable to attend any Committee of Chairs Meeting in person or via teleconference, then that Member Library Chair may vote in any matters that may arise at the Committee of Chairs Meeting by proxy, either by asserting such vote in the proxy itself or by designating another Member Library Chair to vote on his/her behalf.

Section 3. Concurrent Board Membership. In the event that any member of the board of trustees of a Member Library (hereinafter referred to as the "System Board

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Member") ceases, for any reason, to be a member of the board of trustees of a Member Library, that System Board Member's term on the System Board shall end at that same time and he/she shall be replaced in accordance with Article IV, Section 4, "Term" below.

Section 4. Term. Each System Board Member's term of office shall be six (6) consecutive years with the starting date being the first day of the new fiscal year and ending on the day before the commencement of the fiscal year six (6) years after election (hereinafter referred to as the "Term"). No System Board Member may serve on the System Board for more than two (2) consecutive terms, unless that System Board Member is elected onto the Member Library board of trustees by a different funding agency than the funding agency which elected the System Board Member for the immediately preceding two (2) terms. Any System Board Member may leave the System Board for any reason, from time to time, and is eligible to be re-appointed to the System Board after one (1) year in accordance with that Member Library's governing instruments.

Section 5. Compensation. Pursuant to O.C.G.A. §20-5-44, System Board Members shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds.

Section 6. Removal. A System Board Member Chair shall be removed for cause for missing three (3) consecutive, regularly scheduled System Board Meetings (or not sending a representative from his Member Library Board as his/her proxy), in accordance with O.C.G.A. § 20-5-42 (d).

Section 7. Vacancies. Vacancies on the System Board shall be filled in the same manner that appointments are made, except that if filling a vacancy, the term of the person filling the vacancy (hereinafter referred to as the "Replacement") shall be for a term of six (6) years plus any number of days from the time of election until the end of the current fiscal year. The Replacement shall serve for a term which is greater than six (6) years, but fewer than seven (7) years.

Section 8. Collective Authority. All decisions of the System Board are made by the System Board as a collective body. No individual System Board Member may make decisions or act for the System Board unless specifically authorized to do so by a vote of the membership of the System Board.

Section 9. Bond. Pursuant to O.C.G.A. §20-5-50, the System Board shall maintain a current bond for an adequate amount determined by the System Board and recorded in

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

the minutes on the Library Director and other officials and employees authorized to handle funds.

Section 10. New Member Library. In the event that a new Member Library is affiliated with the System at any time in the future, pursuant to Article III, Sections 3 or 4, the Member Library trustees shall serve as a System Board Member.

ARTICLE V. OFFICERS.

Officers. The officers shall be the Chairs of the Member Library Boards. The Chairs constitute the Committee of Chairs as described in Article III, Section 2.

ARTICLE VI. STANDING COMMITTEES.

The System Board Members, by consensus, may create and dissolve a standing committee at any time and from time to time, upon a vote of a majority of the System Board Members present in person or by proxy.

ARTICLE VII. INTERLIBRARY COOPERATION.

The System, through its System Board, may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and/or services and by confederation or by merger as approved by the governing authority of the library systems. Such cooperative endeavors must be within the limits of funds available to the System Board, conducive to mutual growth and development of library services, and not in violation of state and federal laws, regulations, or other agreements, contracts, or such library board policies.

ARTICLE VIII. CONTRACTS.

The System Director is authorized to make and enter into such contracts or agreements, for all or any part of the System, as are deemed necessary and desirable under the provisions of the Official Code of Georgia, provided that all such contracts or agreements entered into shall:

- (a) Detail the specific nature of the services, programs, facilities, arrangements, or properties to which such contracts or agreements are applicable;
- (b) Provide for the allocation of costs and other financial responsibilities;
- (c) Specify the respective rights, duties, obligations, and liabilities of the parties;
and

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

- (d) Set forth the terms and conditions for duration, renewal, termination, abrogation, disposal of joint or common property, if any, and all other matters which may be appropriated to the proper effectuation and performance of the agreement.

Whenever practical, any and all contracts beyond the limits of the budget or pertaining to construction shall be presented at the System Board Meeting for discussion and prior approval by the System Board Members.

ARTICLE IX. AMENDMENT OF CONSTITUTION.

This Constitution may be amended at any System Board Meeting by a two-thirds (2/3) vote of the System Board Members present in person or by proxy, provided that notice that the Constitution shall be amended is included in the notice of meeting which is made in writing at least ten (10) days prior to the System Board Meeting, and provided, further, that a quorum of System Board Members are present in person or by proxy. All amendments to the Constitution must be on file in the Georgia Public Library Service of the Board of Regents of the University System of Georgia, and all amendments must be filed with the office immediately upon adoption.

ARTICLE X. CONFLICTS OF INTEREST.

Section 1. Except as specifically provided herein, in the event of any conflict between the provisions of this Constitution and the Georgia statute provisions governing the operation of public libraries, the Georgia statute shall govern.

Section 2. Except as specifically provided herein, in the event of any conflict between the provisions of this Constitution and the Bylaws, this Constitution shall govern.

Section 3. To avoid any potential claims of conflict of interest, no employee of a company with a direct financial interest with the System may serve on the Committee of Chairs, System Board, or any Member Library Board within the System.

Section 4. To avoid any potential claims of conflict of interest, no current employee of the System may serve on the System Board, Committee of Chairs, or any Member Library Board within the System.

Section 5. To avoid any potential claims of conflict of interest, no former employee of the System with fewer than six (6) years from last date of employment to first date of appointment may serve on the System Board, Committee of Chairs, or any Member Library Board within the System.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

ARTICLE XI. GENERAL PROVISIONS.

Section 1. Capitalized Words. Any capitalized words or terms used in these Bylaws shall have the meaning ascribed thereto in the Uncle Remus Regional Library System Constitution.

Section 2. Section Titles. The title and headings used herein are inserted as a matter of convenience only, and do not define, limit, or describe the scope of these Bylaws or the intent of the provisions hereof.

Section 3. Terms. Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person may in the context require.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

UNCLE REMUS REGIONAL LIBRARY SYSTEM

BYLAWS

Written January 2012

Passed April 12, 2012

ARTICLE I. DUTIES AND RESPONSIBILITIES OF SYSTEM BOARD MEMBERS.

It is and shall be the duty and responsibility of each and every System Board Member:

- a. To employ a library director for the System who meets the current state certification requirements (hereinafter referred to as the "Library Director") and such other employees as may be necessary from time to time to efficiently operate the System, upon the recommendation of the Library Director; provided, however, that the System Board shall be authorized to delegate employment of System Staff Members (as such term is defined in Article III, Section 5a) to the Library Director;
- b. To approve budgets prepared by the Library Director and, together with the local Member Library board of trustees, assume responsibility for the presentation of the System's fiscal needs to the funding agencies.
- c. To attend board meetings.
- d. To establish policies governing library programs, including rules and regulations governing the use of the library.
- e. To set policy for the receipt and administration of gifts of money and property.
- f. To present financial and progress reports to governing officials and to the public.
- g. To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms.
- h. To notify the Library Director, in advance, of all System Board committee meetings or Committee of Chairs Meeting.

ARTICLE II. DUTIES OF THE OFFICERS.

Section 1. Execution of Documents. Federal and/or State laws permitting, any Member Library Chair may sign any document, excluding contracts, on behalf of the System Board.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

Section 2. Chairs. To ensure the voting equality of Member Libraries and impartiality of the deliberations, the Director shall preside over any and all regular or called System Board Meetings or Committee of Chairs Meetings. If the System Board or the Committee of Chairs meet to discuss the employment and/or performance of the Library Director and it is not appropriate for the Director to preside and/or attend, an election for a presiding Chair shall take place for the purposes of the meeting or subsequent meetings. The Committee of Chairs upon the majority of votes of the Chairs shall appoint all committees. All Chairs, including a Presiding Chair if applicable, may make motions and vote to ensure voting equality among all Member Libraries. Other than meetings concerning his/her job performance, the Director shall attend all committee meetings and advise members.

ARTICLE III. DUTIES OF THE LIBRARY DIRECTOR.

Section 1. Appointment and Removal of Library Director. The Library Director shall serve at the pleasure of the System Board and may be appointed or removed from time to time, upon a vote of a majority of the System Board Members present at a System Board Meeting in person or by proxy. The Committee of Chairs, however, may meet, deliberate, investigate, and make recommendations to the System Board Members in regard to the conditions of employment of the Director if approved by the Regional Board.

Section 2. Library Director Shall Not Vote. The Library Director shall have no right to vote in any action before the System Board or Committee of Chairs and may not be a proxy holder on behalf of an absent Board Member.

Section 3. Education Requirement. To qualify to serve the System as Library Director, any and all nominees for appointment shall hold at least a Grade 5b Librarian's Professional Graduate Certificate or higher, as defined, from time to time, by the State Board of Certification for Librarians in accordance with O.C.G.A. §20-5-45.

Section 4. Duties. The Library Director shall have such authority, power, and discretion to manage and control the business, affairs, real and personal properties of the System, in accordance with the wishes and intentions of the System Board. The Library Director shall make the necessary decisions regarding those matters and perform any and all other acts or activities customary or incident to the management and operation of a public library system within the State of Georgia. It is, furthermore, the duty and responsibility of the Library Director:

a. To recommend for employment or termination any such staff members as may be necessary to effectively operate the System in compliance with all applicable laws and regulations within the confines of the available funding (hereinafter referred to as "System Staff Members").

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- b. To employ and terminate any such System Staff Members as authorized by the System Board or as provided for in the System's Constitution.

- c. To set the wages for the System Staff Members based upon his/her experience, job performance, and such other factors as may be provided for in an annual performance review of each System Staff Member.

- d. To provide for proper supervision and direction of all System Staff Members.

- e. To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send an appropriate designee authorized by the Director of the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

- f. To prepare the annual budget for the System and for the Member Libraries.

- g. To make or direct others to make all purchases all checks drawn from the System's accounts.

- h. To promptly and appropriately notify the System Board and the Georgia Public Library Service of the Board of Regents of the University System of Georgia of any failure to comply with:
 - (1) Policies of the Board of Regents;
 - (2) Criteria for state aid;
 - (3) State and federal regulations; and
 - (4) Any applicable local, state, or federal laws.

- i. To administer the entirety of the System library program, including all Member Libraries, in accordance with policies adopted by the System Board.

- j. To provide notice to the System Board Members of upcoming System Board Meetings.

- k. To attend all meetings of the System Board, Committee of the Chairs, System Board committees, and of the Member Libraries in the System, or to designate a representative to attend in the Library Director's place.

- l. Devote such time to the business and affairs of the System as is necessary to effectively and properly carry out the duties of the Library Director as set forth in these Bylaws and the System's Constitution.

- m. Any and all such other duties and responsibilities as may be appointed to the Library Director by the System Board from time to time.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

Section 5: Responsibilities of the Director for System Staff Duties.

a. Under the Director's supervision and responsibility, the appropriate System Staff Member shall deposit all monies received into a bank or banks approved by the System Board. Under the Director's supervision and responsibility, the appropriate System Staff Member shall notify, in writing, any supporting agency whose appropriations are not paid promptly in full. Under the Director's supervision and responsibility, the appropriate System Staff Member shall pay all bills approved by the Library Director. Under the Director's supervision and responsibility, the account of all receipts and expenditures must be kept and a report made at each System Board Meeting by the Director and/or the appropriate System Staff Member. The accounts shall be audited at the direction of the System Board and according to requirements for state grants and other state and/or federal laws or regulations. Promptly after receipt of the audit reports, such reports shall be posted in the System's website and copies distributed to the System Board Members, either via personal delivery, mail, or electronic distribution. Official copies of all financial reports shall be kept in the System Headquarters at all times.

b. Under the Director's supervision and responsibility, a System Staff Member shall record the official actions of the System Board, keep a record of attendance at System Board Meetings, and have the custody of the official books, which shall be housed in the System Headquarters (such term shall have the meaning ascribed thereto in Article I of the System's Constitution). The employee shall print and distribute the agenda for any System Board Meeting or Committee of Chairs Meeting. He/she shall notify the System Board and the proper appointing agency of any vacancies that occur on the Member Library board of trustees. He/she shall report changes of membership to Georgia Public Library Services of the Board of Regents of the University System of Georgia. He/she shall make available on the System's web site the minutes of the meetings for further distribution by Member Libraries to the appointing agencies, in accordance with the Member Library's governing instruments.

c. Under the Director's supervision and responsibility, all Federal, State, and local funds used for the operation and improvement of the services and facilities of the System shall be received by the Regional Office and shall be used in accordance with the budget approved by the System Board, consistent with the intent of the appropriation and its attendant laws and regulations.

ARTICLE IV. MEETINGS.

Section 1. Frequency. The System Board shall hold no fewer than four (4) meetings during each fiscal year (Such fiscal year shall run from July 1 until June 30 of each year). System Board Meetings shall be held on the second Thursday of the months of January, April, August, and October at 2:00 p.m. at the System Headquarters, or such alternate location as may be

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

designated, from time to time, by the Library Director or by consensus of the Committee of Chairs.

Section 2. Special Meetings. It is the intention of the System to reduce the number of meetings that are required to be attended by the entire System Board. Therefore, any special matter which may arise in between regular System Board Meetings which requires attention may be discussed and decided upon in a Committee of Chairs Meeting, called with whatever reasonable notice is and may be appropriate given the issue to be discussed, provided that no less than two (2) hours' notice is given. Notice of such meeting may be provided upon request of the Chair or at least two (2) Committee Chairs. The notice should specify the time, place, and purpose of the meeting. Notwithstanding the foregoing provisions, each Member Library Chair waives notice if (a) before or after the meeting the Member Library Chair signs a waiver of the notice which is filed with the records of meetings, or (b) said Member Library Chair is present at the meeting in person or by proxy. Any Committee of Chairs meeting may be held in person, via telephone conference calls, two-way television or satellite television signal, via Internet, or any other similar method that will allow each member of the System Board or body participating in the meeting to hear and speak to each other person who is participating in the meeting, as is permitted under O.C.G.A. §20-1-5(a). A Committee of Chairs meeting may be, but is not required to be held in accordance with the Open Meetings provision in Section 4, below.

Section 3. Notice of Meeting. Prior to each regular System Board Meeting, the Library Director shall notify each System Board Member of the date, time, and place of the System Board Meeting. Any notice of a meeting required or permitted under these Bylaws should be in writing and either delivered personally, sent via overnight courier or United States Postal Service to the recipient's last known address, sent via electronic mail or electronic invitation software.

Section 4. Open Meetings. All System Board Meetings shall be open to the public and the news media and shall conform to the specifications of the Open Meetings Law found in O.C.G.A. §50-14-1. Notice of all System Board Meetings should be posted in advance at the site where the meeting will be held as well as at the System's Headquarters. Notice of all System Board Meetings must be provided to the legal organ of the counties in the Service Area at least 24 hours in advance. An agenda for the System Board Meeting must be available for public inspection no less than two (2) business days prior to the meeting, in accordance with O.C.G.A. § 50-14-1(e)(1). A summary of actions taken must be made available within three (3) days following the meeting (these can be in the form of completed meeting minutes which may or may not yet be formally approved). However, every effort should be made to ensure that approved minutes of each System Board Meeting are promptly completed and available for public review, upon request.

The System Board may, however, enter into a closed session for the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, employment, compensation, hiring, disciplinary action,

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dismissal, or periodic evaluation or rating of an individual System Staff Member or other employee, without restricting the employee's right to a public hearing, if requested. If the System Board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open board meeting to be legally binding.

Section 5. Voting. Each Member Library shall have equal voting power at the System Board Meetings as any other Member Library, regardless of the size of the Member Library or the number of representatives of the Member Library present at any System Board Meeting. Any Member Library Chair may vote and make motions. Except as otherwise provided in these Bylaws, the affirmative vote of the System Board Members representing a majority of the Member Libraries shall be required to approve any matter coming before the System Board, provided a quorum of Member Libraries are present in person or by proxy.

Section 6. Quorum. Representation from one more than half of the Member Libraries shall constitute a quorum. In the event of a dispute regarding reaching a quorum for any meeting, then the presence in person or by proxy of a majority of the Member Library Chairs shall constitute a quorum. No official business may be conducted at the System Board Meeting without a quorum. Except for those matters specified elsewhere in these documents, a simple majority affirmative vote of the quorum present shall be necessary to approve any action before the System Board.

Section 7. Designees. Any Member Library Chair may send a designee to any Committee of Chairs Meeting. Such designee must be on the Member Library's board of trustees and, as such, a Member of the System Board.

Section 8. Meeting Agenda. The standard System Board Meeting agenda shall be:

- a. call to order;
- b. approval of minutes;
- c. reports;
- d. old business;
- e. new business;
- f. public comment; and
- g. adjournment.

The System Board may enter into closed session at any point during the meeting, as may be appropriate.

Section 9. Parliamentary Procedure. All System Board Meetings shall be conducted in accordance with the New Standard Code of Parliamentary Procedure (formerly Sturgis Standard Code of Parliamentary Procedure).

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

ARTICLE V. REPORTS.

The System is responsible for all reports as may be deemed necessary, from time to time, by local and state funding agencies. An annual report of activities, income, and expenditures shall be filed with each funding agency. All other reports necessary to obtain funds or meet legal requirements shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

ARTICLE VI. ATTENDANCE.

Section 1. Removal for Cause. A System Board Member Chair shall be removed for cause for missing three (3) consecutive, regularly scheduled System Board Meetings, (or for not sending at least one representative from his/her Member Library Board as his/her proxy), in accordance with O.C.G.A. § 20-5-42 (d).

Section 2. Notification of Removal. A letter reporting the removal of a System Board Member with sufficient detail specifying the cause for removal shall be sent to the affected System Board Member and to the funding agency responsible for his/her appointment. The funding agency shall be asked to appoint another representative to fill that System Board Member's position in accordance with that Member Library's governing instruments.

ARTICLE VII. PENALTIES.

Employees or agents of the System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the System or any Member Library; deface, damage, steal, or otherwise improperly use and/or abuse System or Member Library property; or commit other violations as described in the Official Code of Georgia.

ARTICLE VIII. DISSOLUTION OF, OR WITHDRAWAL FROM, THE REGIONAL LIBRARY SYSTEM.

Section 1. Dissolution of the System. The System may be dissolved by the affirmative vote of a two-thirds (2/3) of the Service Areas. Individual Member Libraries may not dissolve the System, but the various counties comprising the System may dissolve the System by a majority vote of those counties. So long as there remain 2 or more counties as a part of the System, however, the System shall not be dissolved. Instead, such individual counties may withdraw from the System under a separate vote. In the event that the System is dissolved, all equipment and materials purchased with state or federal funds for use in any specific Member Library or Member Libraries shall remain in those libraries.

Section 2. Withdrawal from the System. A county may withdraw from the Service Area and from the System upon the affirmative vote of a majority of the System Board Members. Notice of Intention to Withdraw shall be sent to the Member Library Chair for each Member Library in the System as well as to the Library Director at least three (3), but not more than four (4) full

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

fiscal years prior to the actual date of departure. This Notice of Intention to Withdraw must specify the reasons for the Member Library's withdrawal from the System and the method by which the decision was reached. Georgia Public Library Service of the Board of Regents of the University System of Georgia must be notified of the receipt of the Notice of Intention to Withdraw within five (5) business days of the date on which the Member Library's decision was reached. A county may revoke its Notice of Intention to Withdraw at any time prior to the date withdrawal is to take place by providing a written Notice of Revocation of Intention to Withdrawal to the Member Library Chair for each Member Library in the System, the Library Director, and the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Section 3. Expulsion from the System. The System shall expel a county from the Service Area and from the System upon the following conditions:

- a. Failure of the county to maintain the agreed-upon level of support to the System, as specified in the most recent System participating agreement; or
- b. Failure of the county to meet criteria, which may jeopardize the System's eligibility to receive state or federal funding.

Section 4. Notice of Expulsion. Notice of expulsion shall be sent to the Chair of the County Board of Trustees, all funding agencies party to the System participating agreement, the Library Director, and the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Section 5. Equipment. In the event of the withdrawal pursuant to Section 2, above, or expulsion pursuant to Section 3, above, of one county from the System, all equipment and materials purchased with state or federal funds for use in the Member Library or Member Libraries in that county shall remain in those libraries.

ARTICLE IX. AMENDMENT OF BYLAWS.

These Bylaws may be amended at any regular meeting of the System Board by a two-thirds (2/3) vote of the members present, provided that notice is made in writing at least fourteen (14) days prior to the meeting, and provided that a quorum is present. All amendments to the Bylaws shall be filed with the Office of Public Library Services of the Board of Regents of the University System of Georgia as soon as practicable upon adoption.

ARTICLE X. CONFLICTS OF INTEREST.

Section 1. Except as specifically provided herein, in the event of any conflict between the provisions of these Bylaws and the Georgia statute provisions governing the operation of public libraries, the Georgia statute shall govern.

UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

Section 2. Except as specifically provided in the Constitution, in the event of any conflict between the provisions of these Bylaws and the Constitution, the Constitution shall govern.

ARTICLE XI. GENERAL PROVISIONS.

Section 1. Capitalized Words. Any capitalized words or terms used in these Bylaws shall have the meaning ascribed thereto in the Uncle Remus Regional Library System Constitution.

Section 2. Section Titles. The title and headings used herein are inserted as a matter of convenience only, and do not define, limit, or describe the scope of these Bylaws or the intent of the provisions hereof.

Section 3. Terms. Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person may in the context require.



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April 11, 2012

**PRIVILEGED AND CONFIDENTIAL LEGAL
COMMUNICATION/ATTORNEY WORK PRODUCT**

VIA E-MAIL and U.S. MAIL

Mr. Steve Schaefer
Uncle Remus Regional Library System
259 North Second Street
Madison, Georgia 30650

Re: Review of Personnel Policy

Dear Steve:

As you and I discussed today, this letter sets forth a proposal for a review of the Uncle Remus Regional Library System's Personnel Policy. In instances where a manual is being revised in its entirety, we find that the evaluation process typically involves various stages of revision and several drafts. Acknowledging that progression, we provide a two-step evaluation proposal whereby URRLS may choose the degree to which it seeks our involvement in the review. These degrees of review are set forth below and provide significant flexibility to URRLS and its needs.

Step One:

Step one of an evaluation would involve finding and highlighting any potential weaknesses of the current manual such as provisions that are inconsistent with federal or state laws or regulations, internal inconsistencies within the manual, or practical considerations or problems that could arise from the policies. We would also provide guidance on potential steps to resolve any such problems in the form of recommendations for policy revision or minor edits to policies through "track changes" or "red-lining" on the electronic version of the manual. At this point, we tend to find that the employer is able to make many business decisions and revisions without the need of further (and potentially more costly) involvement by us. This step of the evaluation process would be performed for URRLS at a cost of \$3,200.

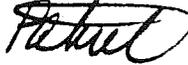
Mr. Steve Schaefer
April 11, 2012
Page 2

Step Two:

Step two of a complete manual evaluation involves a significant "best practices" analysis of the manual and the provision of sample language for policy areas selected by URRLS (e.g., dress code, grievances, etc.). Further, significant editing would be provided with an emphasis on clarity, minimization of vulnerability of policy clauses to multiple and/or conflicting interpretation, and internal consistency. This step involves greater attention to stylistic issues, as well as to improving the clarity of the policies so as to minimize the possibility of conflicting interpretations of the policies. Step two of the review would be performed for \$2,500.

Once you have had an opportunity to review this proposal, please give me a call with any questions or concerns. I will be happy to answer any questions or provide you with additional information at any time. Should URRLS wish to engage Elarbee Thompson for a review of its manual, please accept this proposal by executing below.

Sincerely,



Patrick L. Lail

cc: R. Read Gignilliat, Esq.

* * * * *

I have reviewed the foregoing letter, understand it and agree to be represented by Elarbee, Thompson, Sapp & Wilson, LLP according to the terms set forth herein. I authorize the following work to be performed by Elarbee Thompson as described above:

Step One Work

Step Two Work

Date

Signature of Authorized Representative

Uncle Remus Regional Library System

UNCLE REMUS REGIONAL LIBRARY SYSTEM PERSONNEL POLICY

Mission Statement

"The Uncle Remus Regional Library System provides constituents, in the most efficient manner, access to print and non-print informational, educational, and recreational resources to help create an informed citizenry and enable lifelong learning."

Library System History

The Uncle Remus Regional Library System, founded in 1952, is a federated organization of library communities in Greene, Hancock, Jasper, Morgan, Putnam, and Walton counties. Administered by the Regional Office, each facility is a fully functioning library offering public library services to all citizens of Georgia.

Vision Statement

The vision of The Uncle Remus Regional Library System is to provide to all members of the community the opportunity to make the public library a full partner in a lifelong journey to seek excitement, learning, and self-fulfillment.

Amended: January 10, 2002

Uncle Remus Regional Library System

Statement of Policy

The Regional Board of Trustees and the Director share the responsibility for employing, developing, and maintaining a good library staff. It is the work of the Board to adopt definite statements of purpose and principles covering all possible relationships between the Library System and the staff. These are a safeguard against misunderstandings and the necessity for making snap or arbitrary decisions.

No matter how conscientious a Board may be, it is unlikely that it is prepared to rule knowledgeably on all policies without information and suggestions from the Director. It is the responsibility of the Director, drawing from available resources, to present suggestions which appear to be workable, as well as conducive to fair treatment and satisfactory work conditions.

It is the privilege and responsibility of the Board to employ a Director who adheres to the policy or dismiss one who deliberately and knowingly does not. It is the privilege and responsibility of the Director to assign, train, schedule, and direct personnel without interference from the Board.

It is the goal of the Uncle Remus Regional Library System Board of Trustees to offer library employees pleasant working conditions, opportunities for training and advancement, and salaries commensurate to training, experience, and responsibilities required. In return, the library staff should recognize its first duty is service to the public—prompt, efficient, impartial, and friendly. It is every employee's job to create an atmosphere which is welcoming, helpful, and pleasant.

The Uncle Remus Regional Library System complies fully with the Fair Labor Standards Act which federally regulates the number of hours an employee can be reasonably expected to work. The Library System acknowledges the provisions of this law which mandate overtime compensation for time worked in excess of 40 hours per week. The Library System further acknowledges the exemption of certain employees from these regulations.

Uncle Remus Regional Library System

The following policy statements are established to ensure clearly defined rules and procedures for all library personnel in the six-county system.

I. CONDITIONS OF EMPLOYMENT

A. Appointments

1. No person employed or seeking employment will be discriminated against because of race, sex, age, marital status, physical disability, political affiliation, or religion.
2. Appointments to positions with the Uncle Remus Regional Library System shall be made on the basis of educational, technical, and personal qualifications, ability to perform the job, and experience.
3. Manner of Appointment

The Director shall be appointed by the Uncle Remus Regional Library System Board of Trustees. All other appointments shall be made by the Director. However, Managers of Member Libraries shall be hired with the approval of the appropriate Member Library Board or an appointed committee of the Library Member Board. Library Associates and custodial staff are hired by Library Managers.

B. Probationary Period

1. All staff appointments (Certificated, Regional, and Member Library) in the service of the Uncle Remus Regional Library System shall be for a probationary period of six months. Toward the end of this period, Regional and Member Library employees' work performance will be reviewed and evaluated by the appropriate staff member. New staff members are given orientation in the operation as well as instruction concerning their duties. All new staff members are expected to familiarize themselves with the rules, policies, and procedures of the Library System.
2. Termination of Probationers

The Library System is not obligated to retain a probationer throughout his/her probationary period if his/her performance is not satisfactory.

Uncle Remus Regional Library System

3. Permanent Appointment

Prior to the time of permanent appointment, the evaluation of the probationer is reviewed, and the decision for permanent appointment is made by the appropriate staff member designated by the Director.

4. Voluntary Termination of the Probationer

New employees may elect to leave the employ of the Library System at any time during or at the conclusion of the probationary period without prejudice.

C. Salary of Employees

1. Certificated Librarians

The salary shall be based on the State salary scale for public librarians based on certification and experience. A local supplement may be included after seven years of continuous employment.

2. Regional Employees

The salary shall be determined by the Director within the limitations of the budget which is approved annually by the Regional Board of Trustees.

3. Member Library Employees

The salary shall be determined by the Director within the limitations of the budget which is approved annually by the appropriate local Board of Trustees.

D. Promotions

The Uncle Remus Regional Library System will select the most qualified applicant for any position. Promotions within the existing staff are considered when a vacancy occurs. Promotions shall be based on satisfactory performance evaluations; length of service is not a determining factor.

Uncle Remus Regional Library System

E. Dismissal, Suspension, and Appeal

1. The Director has the authority to temporarily suspend any employee, with or without pay, pending an investigation, further consideration, and/or final action by the appropriate authority.

2. Causes for Dismissal

If an employee fails to fulfill the duties and responsibilities of his/her position, he/she will be subject to dismissal. The following causes relating to attendance, performance, and/or conduct are representative of, but not limited to, grounds for dismissal.

a. Causes which, if repeated, may be grounds for recommendation for dismissal:

1. Failure to fulfill work hour obligations and assignments.
2. Discourteous treatment of the public or other employees.
3. Inefficiency, negligence, or incompetence in the performance of duties.
4. Misuse of library supplies, equipment, or funds.
5. Refusal to accept a reasonable and proper assignment from an authorized supervisor (i.e. insubordination).
6. Engaging in the incompatible activity that would adversely affect job performance.
7. Commission of a misdemeanor.
8. Inappropriate relationships (see Non-Fraternization Policy and Sexual Harassment Policy).

b. Causes which would result in immediate dismissal:

1. Guilty of gross misconduct that would bring contempt, ridicule, or public derision to the Library System.
2. Commission of a felony.
3. Publication (oral or written) of legally protected information from official records.
4. Falsified job information to secure position.
5. Willful damage or destruction of property while on the job.
6. Willful acts that would endanger the lives and property of others.
7. Possession of firearms or lethal weapons on the job.
8. Reporting to work under the influence of alcohol or drugs, or partaking of such on the job.

Uncle Remus Regional Library System

3. Procedures for Dismissal

The Director serves at the pleasure of the Board and therefore can only be dismissed by the Board.

Certificated Librarians and Regional Staff answer to the Director and are not necessarily under the Board's purview and therefore can be dismissed by the director.

The Library Manager may be dismissed by the Library Director or by his or her designee after consultation with the Member Library Board or any subcommittee thereof.

Member Library Managers should work with the person who handles HR issues when a termination is necessary of a library associate or custodial employee.

The following procedures will lead to dismissal:

- a. Documented oral warning, signed by the persons who issue it and to whom it is issued. (See Forms – Employee Warning Notice).
- b. Two written reprimands, signed by the persons who issue it and to whom it is issued. Reprimands do not have to address the same infraction. (see Forms – Employee Warning Notice).
- c. Copies of all reprimands will be sent to the appropriate local Board chair for Member Library employees and to the Regional Board chair for Regional employees and Certificated Librarians.
- d. Recommendation for dismissal of an employee should be made by the Library Manager to the Director and by the Director to the appropriate Board of Trustees.
- e. Upon acceptance by the appropriate Board, the employee will be dismissed from employment with the Library System.
- f. The procedures for dismissal of the Director shall be carried out by the Regional Board of Trustees. Note: The Director serves at the pleasure of the Board.

4. Grievance

Any staff member, upon a written request to the Director, may be granted the privilege of an audience with the Regional or appropriate local Board of Trustees at a regularly scheduled meeting to present his/her views in

Uncle Remus Regional Library System

the case of dissatisfaction or malicious charges that might be brought against him/her inside or outside the Library System.
(See Forms - Grievance Form)

II. REQUIREMENTS OF EMPLOYMENT

A. Pay Administration

a. Requirement for Payment

Before the first check of any employee can be released, all the forms in the New Hire packet must be filed with the employee handling HR issues at the Regional Office. The forms are available online.
(See Forms - New Hire Packet).

b. Pay Period

The pay period for member library employees is from the 11th to the 25th and from the 26th to the 10th. Certificated librarians and Regional Staff are paid no later than the 15th of each month. When an employee resigns, payment in full shall be granted for the total number of hours worked during that pay period.

c. Time Sheets

All employees are required to keep record of their hours on a time sheet or to record the time on the appropriate electronic device if provided. Time records must be received at the Regional Office according to the Pay Period Chart provided by the person responsible for Human Resources. It is the responsibility of each employee to see that his/her time sheet is submitted to the Library Manager to certify and send to the Regional Office on time.

B. Attendance

All employees shall be at their post of duty in accordance with the time, rules, and/or regulation as set forth by the Director or the Member Library Manager. Any employee who fails to report for work shall be required to arrange for another library employee to work for him/her.

C. Staff Training

Library personnel are required to attend staff training sessions on dates set by the Director.

D. Dress Code

Uncle Remus Regional Library System

All employees are expected to dress in a neat manner that would be appropriate to a professional environment providing direct service to the general public. Part-time student employees, volunteers, and community service workers must dress in a neat manner but may wear clean sneakers and dress jeans. Exceptions to the dress code may be made by the Director for some personnel due to the nature of certain job duties.

E. Regulations

- **Breaks**
An attempt is made when scheduling to provide a lunch break for all full-time employees. Library personnel are not paid for their lunch hour (if applicable). If no other library personnel are available to maintain the circulation desk during lunch, that employee will still be responsible for providing service to the public (with pay).
- Food, drinks, and gum chewing are not allowed in the circulation area or other public areas of the library. They are allowed in the work room as long as they are not visible to the public.
- Smoking is not allowed anywhere in the library or near the outside public entrance to the library.
- Telephones are used to conduct the business of the library. Cell phones should be left in the break room during work hours. Personal telephone calls/texting is to be strictly limited to five minutes (for emergency calls) or to lunch breaks.

III. ABSENCES AND LEAVES

Hours taken for all forms of leave will be in accordance with the URRLS Leave Calculator. (See Forms – Leave Calculator)

A. Annual Leave

1. Professional Employees

Certificated Librarians and Library Managers who work 40 hours per week and therefore are entitled to fifteen days of annual leave per fiscal year after the end of the six-month probationary period. At the end of the probationary period, this leave will be pro-rated to the first day of employment. When a certificated librarian reaches an accumulation of twenty years with any state and/or library retirement system, an additional week of annual leave will be granted, for a total of four weeks of annual leave. The burden to show the time accrued with a retirement system rests with the employee requesting the fourth week of annual leave.

Uncle Remus Regional Library System

2. Regional Employees

Regional employees that work 40 hours per week are entitled to fifteen days of annual leave per fiscal year after the end of the six-month probationary period. Employees that work less than 40 hours per week are entitled to three weeks according to the leave calculator. (See Forms – Leave Calculator)

At the end of the probationary period, leave will be pro-rated back to the first day of employment. When a regional employee reaches an accumulation of twenty years with any state and/or library retirement system, an additional week of annual leave will be granted, according to the leave calculator for a total of four weeks of annual leave. The burden to show the time accrued with a retirement system rests with the employee requesting the fourth week of annual leave.

d. Member Library Employees

Library employees that work 40 hours per week are entitled to fifteen days of annual leave per fiscal year after they complete the six-month probationary period. Employees who work fewer than 40 hours per week are entitled to three weeks according to the leave calculator. (See Forms – Leave Calculator)

At the end of the probationary period, leave will be pro-rated back to the first day of employment. When a member library employee accumulates twenty years with any state and/or library retirement system, an additional week of annual leave will be granted (according to the leave calculator) for a total of four weeks of annual leave. The burden to show the time accrued with a retirement system rests with the employee requesting the fourth week of annual leave.

4. Prior Approval of Annual Leave

a. Certificated Librarians

Certificated Librarians must receive approval for the consecutive use of more than ten days of annual leave from the Director.

b. Regional Staff Employees

Regional Staff must receive approval of annual leave from the Director.

c. Library Managers

Member Library Managers must receive approval for more than 10 days of annual leave from the employee handling HR responsibilities at the regional office.

Uncle Remus Regional Library System

d. Member Library Staff

Member library employees must receive approval of annual leave from the Library Manager. (See Forms – Absence Request Form)

5. Termination of Employment

All employees who leave the Library System's employ during an annual year will receive accrued annual prorated for that portion of the year they have been employed, provided they have been employed at least six months and have given adequate notice of resignation.

B. Overtime and Compensatory Time

No non-exempt (hourly) employee may work more than 40 hours per any seven day period excluding sick and annual leave. Managers are responsible for scheduling employees to work their budgeted hours so the employee's income is as consistent as possible. Managers are not to schedule library employees in a manner to require overtime compensation (pay).

Certificated Librarians, Regional Employees and Library Managers are exempt from overtime compensation (pay). Library Manager's schedules are subject to approval by the Director.

Employees arriving late to work or needing time off during the work day should make up missed time the same day or use annual leave if applicable.

The accepted standard working day is eight hours with an additional hour for lunch for a total of nine hours spent, per day, to satisfy conditions of employment.

Exempt Employees may not work on weekends or beyond a normal work day for the purpose of earning comp time.

C. Sick Leave

1. Definition of Sick Leave

All employees who work 17.5 or more hours per week are entitled to sick leave. Sick Leave is provided for employees' illness, illness of family members and/or medical and dental appointments. It is highly recommended that sick leave be used for these reasons only. Sick leave will be granted according to the URRLS Leave Calculator. An employee

Uncle Remus Regional Library System

must work a full month before the benefits of sick leave begin. No employee will be credited with more than fifteen days of sick leave during any year. Sick leave may be accumulated and carried over from year to year. Only sick leave can be accrued for retirement credit. However, an employee can buy back used sick leave up to a maximum of 15 days per year with their unused annual leave (Verified with Raymond Moss, TRS official, January 12, 2006).

2. Physician's Statement

For sick leave of five or more consecutive working days, the employee will be required to present to the employee handling HR issues at the regional office a statement from a physician upon returning to work.

3. Unused Annual/Sick Leave Credit

Upon resignation or retirement, an employee may take no more than two months of earned annual and/or sick leave not used for retirement credit. Library System policy does not allow for annual leave to be carried over from year to year (and as a consequence remain a financial liability on the part of the library to the employee). However, the process with which the library records sick leave and annual leave allows for the "banking" of annual leave to restore used sick leave and by so doing an employee may accumulate leave time up to, or in excess of, two months. This policy allows for a full or partial redemption of this accumulated leave time but only upon resignation, if this option is taken, all sick leave and annual leave is forfeited. Employees who resign, retire, or are dismissed from Library System employment shall not be paid for any accumulated sick leave.

D. Funeral Leave

Funeral leave of up to three (3) working days will be granted to an employee as a result of death in the immediate family (parents, siblings, spouse, or children, including step-children living in the employee's household). Funeral Leave for other than immediate family members must be taken from earned leave time. It is understood that time off is granted only when needed for funeral arrangements, memorial services, or activity related to the rituals of death. It is intended that the employee only use the time required, not that the employee will automatically receive three (3) full days. If time off is requested and approved beyond the allowed Funeral Leave, it will be counted as sick leave, annual, or personal leave days. Interpretation of this policy shall be at the discretion of the Director. (See Forms – Absence Request Form)

E. Annual Leave

Uncle Remus Regional Library System

Employees of the Uncle Remus Regional Library System working 17.5 hours per week or more are entitled to the following leave:

- Personal Leave
- "Vacation" Leave
- Birthday Leave
- Floating Leave

Hours taken for the above stated leave will be in accordance with the URRLS Leave Calculator. (See Forms – Leave Calculator)

*Does not apply to Teachers' Retirement System retirees or those who have waived TRS, SHBP, or Flexible Benefits.

F. Holidays

1. Certificated Librarians and Regional Staff

Certificated Librarians and Regional Staff are entitled to twelve paid holidays per year based on the state holidays. Employees will receive a revised holiday schedule each November once the Governor declares the State's Holiday schedule. Full-time employees (17.5 hours or more per week) are entitled to paid holidays.

*Does not apply to Teachers' Retirement System retirees or those who have waived TRS, SHBP, or Flexible Benefits.

2. Member Library Staff

Full-time employees (17.5 hours or more per week) are entitled to the twelve state paid holidays. This holiday schedule varies from that of the Regional Office since libraries are in operation seven days per week. Employees will receive a revised holiday schedule each November once the Governor declares the State's Holiday schedule. The number of holiday leave hours received will be calculated according to the URRLS Leave Calculator.

(See Forms – Leave Calculator)

Part-time employees will be paid for holidays that fall on their regularly scheduled work day.

*Does not apply to Teachers' Retirement System retirees or those who have waived TRS, SHBP, flexible Benefits). Employees will receive a revised holiday schedule each January.

G. Family Medical Leave Act

Uncle Remus Regional Library System

The Uncle Remus Regional Library System complies with the Family Medical Leave Act of 1993 for eligible employees. All Member Libraries of the System and the Regional Office prominently display United States Department of Labor posters notifying all employees of their rights under the Act. Employees suspected of needing to make use of leave under the provisions of the Act will be notified of their responsibilities and rights by the employee handling HR responsibilities at the regional office. Further information regarding the Family Medical Leave Act may be located on the Internet at the United States Department of Labor website or by request to the employee handling HR responsibilities at the regional office.

H. Civil Leave

All full-time personnel will be allowed leave with pay for jury duty. This leave will not be charged to any earned leave for that employee, nor will the employee be required to forfeit any payment for serving as a juror.

IV. EMPLOYEE BENEFITS

A. Compliance with Law

The employee assigned to handle HR issues at the Regional Office will act as a Civil Rights representative for all employees.

B. Social Security

All employees are covered by Social Security. Each employee shall have the employee's tax or contribution of FICA deducted from his/her earnings each month. The Library System contributes the designated amount to the employee's account. The amount of the contributions and the benefits received are established by the Congress of the United States.

C. Retirement

1. All employees who work 17.5 or more hours per week are covered by the Teachers Retirement System of Georgia. Coverage is mandatory.

*(Does not apply to Teachers' Retirement System retirees or those who have waived TRS, SHBP, and Flexible Benefits).

2. Regular deductions are taken from the employee's salary with the Library System making a contribution for each member. The rates are set by the Georgia State Legislature.

Uncle Remus Regional Library System

3. A full-time employee may elect to retire in accordance with the provisions of the Teachers Retirement System of Georgia.
4. An employee who will qualify for a Georgia TRS pension check may qualify for a salary increase greater than other employees upon submitting their letter of irrevocable retirement 24 months prior to their retirement date since TRS pensions are based on the highest 24 months' salary. This salary increase is at the Director's discretion and is contingent on available funds. Certificated Librarians and Regional Staff must receive Regional Board of Trustees approval and Member Libraries' Staff must receive Local Boards of Trustees approval.

D. Workers' Compensation

Any employee injured in an accident and intending to claim Workers Compensation must complete the Form WC1 – Employer's First Report of Injury according to the Georgia State Board of Worker's Compensation's reporting practices. To comply with our Workers Compensation insurance policy, we must ask in our interview process if the employee has a medical condition that would prevent them from doing any type of work.

Furthermore, after hiring, all employees must provide full and complete medical information to comply with the ADA.

(See Forms – WC1 – Employer's First Report of Injury)

E. Flexible Benefits Program

The State of Georgia's Flexible Benefits Program is available for all employees who work 17.5 or more hours per week and who wish to participate. Eligible employees will decide which benefits are best for them. Certain benefits are also available for the employee's spouse and/or dependents. The employee is responsible for the monthly fee for coverage with the Library System making the employer's required contribution.

* Does not apply to Teachers' Retirement System retirees or those who have waived TRS, SHBP, and/or Flexible Benefits.

V. RESIGNATION

In resigning employment, all employees shall give written notice. Certificated Librarians shall give at least one month's notice and all other employees at least two week's notice. A letter of resignation shall be submitted to the Director. The Director shall submit his/her letter of resignation to the Regional Board of Trustees.

Uncle Remus Regional Library System

ACKNOWLEDGEMENT OF RECEIPT FORM

Please initial and sign the following in acknowledgment:

_____ I have read the Uncle Remus Library System Policy Manual.

_____ This is an "At Will" employment agreement. Nothing in Employer's policies, actions, or this document shall be construed to alter the "At Will" nature of Employee's status with Employer, and Employee understands that Employer may terminate his/her employment at any time for any reason or for no reason, provided it is not terminated in violation of state or federal law.

_____ I understand that the policies contained within the manual govern all employees of the Uncle Remus Regional Library System and that I am responsible for understanding and abiding by these policies which are sanctioned by the Regional Board of Trustees.

_____ I understand that the Policy Manual is available online and will be updated throughout the year and that it is my responsibility to be aware of and to adhere to the changes in policy as they occur.

Employee Signature _____ Date _____

Facility	County	Total Project	State Contribution	Local Contribution		
Priority 4 - Life Safety, Accessibility and Code Compliance Projects						
Eatonton-Putnam County Library	Putnam	\$ 38,390	\$ 19,195	\$ 19,195		
Eatonton-Putnam County Library	Putnam	\$ 26,085	\$ 13,043	\$ 13,043	\$ 64,475	\$ 32,237.68
Monroe-Walton Co	Walton	\$ 13,426	\$ 6,713	\$ 6,713	\$ 13,426	\$ 6,713.00
O'Kelly Memorial Library	Walton	\$ 21,382	\$ 10,691	\$ 10,691	\$ 21,382	\$ 10,691.12
Hancock County Library	Hancock	\$ 11,000	\$ 5,500	\$ 5,500	\$ 11,000	\$ 5,500.00
W. H. Stanton Memorial Library	Walton	\$ 37,620	\$ 18,810	\$ 18,810		
W. H. Stanton Memorial Library	Walton	\$ 11,336	\$ 5,668	\$ 5,668	\$ 48,956	\$ 24,478.07
		\$159,240			\$ 159,239.72	

UNCLE REMUS REGIONAL LIBRARY SYSTEM

SCHEDULE OF FINDINGS AND RESPONSES

JUNE 30, 2011

SECTION I SUMMARY OF AUDIT RESULTS

Financial Statements

Type of auditor's report issued

Unqualified

Internal control over financial reporting:

Material weaknesses identified?

yes no

Significant deficiencies identified not considered
to be material weaknesses?

yes no

Noncompliance material to financial statements noted?

yes no

Federal Awards

There was not an audit of major federal award programs as of June 30, 2011 due to the total amount expended being less than \$500,000.

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES

11-01. Accounting for Accounts Receivable and Allowance for Doubtful Accounts

Criteria: Generally accepted accounting principles require revenue to be recognized in the accounting period in which it becomes both measurable and available to finance expenditures of the current period. Available is defined by the System as amounts received within sixty (60) days of year-end.

Condition: The System did not properly record revenue which had not been received during the year ended June 30, 2011. An amount was recorded as revenue in the current period which was not available to finance expenditures of the current period in the amount of \$33,500. Management has indicated the possibility of collection of this amount is remote.

Context: We addressed this matter with System officials who determined the appropriate adjustment to the General Fund.

Effect: An adjustment of \$33,500 was required in the General Fund of the System, and such an amount is considered to be material to the System's financial statements.

Recommendation: We recommend the System strengthen its internal controls to ensure that accounts receivable and revenues are properly stated.

UNCLE REMUS REGIONAL LIBRARY SYSTEM

SCHEDULE OF FINDINGS AND RESPONSES JUNE 30, 2011

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

11-01. Accounting for Accounts Receivable and Allowance for Doubtful Accounts (Continued)

Views of Responsible Officials and Planned Corrective Action: We concur with the finding and will now implement a new policy which shall require all funds owed by funding agencies after August 31 (sixty days after the end of the fiscal year) shall be classified as either deferred accounts or doubtful accounts.

11-02. Accounting for Accounts Payable and Related Expenditures

Criteria: Generally accepted accounting principles require expenditures to be recorded in the period incurred.

Condition: The System did not properly record retainage payable and the related expenditure during the year ended June 30, 2011.

Context: We addressed this matter with System officials who determined the appropriate adjustment to the Capital Projects Fund.

Effect: An adjustment of \$130,847 was required in the Capital Projects Fund of the System, and such an amount is considered to be material to the System's financial statements.

Recommendation: We recommend the System strengthen its internal controls to ensure that accounts payable and expenditures are properly stated and recorded in the appropriate period.

Views of Responsible Officials and Planned Corrective Action: We accept the finding and, in the future, shall post expenses appropriately. As an extra precaution, we will instruct all architects that all contracts' Application and Certificate for Payment must be received and approved within the same fiscal year.

11-03. Pledged Securities Held as Collateral for Public Deposits

Criteria: The Official Code of Georgia Annotated (OCGA) Section 45-8-12 requires all depositories of public funds to pledge securities of not less than 110% of the deposited public funds.

Condition: The System did not have sufficient collateral pledged at one of their financial institutions to cover the required 100% as noted in O.C.G.A Section 45-8-12.

Context: We addressed this matter with System officials who determined the appropriate action to take with the financial institution to ensure proper collateralization.

UNCLE REMUS REGIONAL LIBRARY SYSTEM

SCHEDULE OF FINDINGS AND RESPONSES

JUNE 30, 2011

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

11-03. Pledged Securities Held as Collateral for Public Deposits (Continued)

Effect: \$236,149 of the System's deposits were not covered by FDIC insurance and proper collateral was not held by the respective financial institution as collateral for the System's deposits.

Recommendation: We recommend management obtain monthly reports of amounts pledged by financial institutions to ensure compliance with the O.C.G.A.

Views of Responsible Officials and Planned Corrective Action: We accept the finding and will instruct all banks with which we have accounts that those funds, if greater than the appropriate limit, be pledged to ensure compliance with O.C.G.A. On advice from our auditors, we shall require them to submit to us, "...monthly reports of amounts pledged to ensure compliance with O.C.G.A." Also, when opening new accounts, the library system shall require banks to provide documentation in a timely manner that the bank has properly coded the account as holding public funds.

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UNCLE REMUS REGIONAL LIBRARY SYSTEM

SCHEDULE OF PRIOR YEAR FINDINGS JUNE 30, 2011

STATUS OF PRIOR YEAR AUDIT FINDINGS

10-01. Accounting for Revenue and Accounts Receivable

Criteria: Generally accepted accounting principles require revenue to be recognized in the accounting period in which it becomes both measurable and available to finance expenditures of the current period. Available is defined by the System as amounts received within sixty (60) days of year-end.

Condition: The System did not properly record revenue which was received during the year ended June 30, 2010. Amounts received were credited against accounts receivable but were never accrued as accounts receivable when billed.

Status: Resolved

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Date: 4/12/12

**E-
Books**

E-BOOK SURVEY RESULTS

Types of E-Book Readers:

	GR	HA	JA	MA	PU	MR	OK	SC
Amazon Kindle	46.2%	100%	25%	43.3%	47.1%	41%	40%	57.1%
BeBook Neo	0	0	0	0	0	0	0	0
Barnes & Noble								
Nook	15.4%	0	62.5%	16.7%	20.6%	41%	31.1%	28.6%
Sony Reader Touch	0	0	12.5%	0	2.9%	0	4.4%	0
Alex eReader	0	0	0	0	0	0	0	0
Pandigital Novel	15.4%	0	0	0	0	0	4.4%	0
Kobo eReader	0	0	12.5%	0	5.9%	2.6%	4.4%	0
No Ebook Reader	38.5%	0	12.5%	40%	38.2%	30.8%	28.9%	28.6%

OverDrive

Download Services for Public Libraries

Annual Participation Fee:

Total operating expenditures of \$2 million - \$2,499,999 million

Configuration, system fees, and

Maintenance: \$10,000.00

Selection of content: \$ 5,000.00

TOTAL ANNUAL COST: \$15,000.00

Additional selection cost after \$5,000.00 has been exhausted: average \$17.00 per title

GADD (Georgia Download Destination)

Shared Digital Book Collection

OverDrive

Annual Participation Fee: \$6,600.00

Total operating expenditures of

\$2 million - \$2,499,999 million

50% - configuration, system fees, and maintenance

50% - selection of Content for the shared collection

Additional one-time participation fee: \$ 500.00

PINES libraries that join after go-live date

(May 2010)

One-time supplemental fee: \$1,000.00

All participating libraries that join the

Consortium after the go-live date (May 2010)

TOTAL ANNUAL COST: \$8,100.00

Downloading eBooks for **Kindle** using **OVERDRIVE**[®]

What you will need:

For the **keyboard and touch Kindle**:

- A computer with Internet access
- Your Greenwich of Perrot Library card number
- Your Amazon.com user name and password (An account with Amazon is required to register you're your Kindle. A payment method is not required for an account with Amazon.)

For original and **older Kindle** models without wifi access outside of Amazon.com website:

- All of the above
- A USB cable connection: eBook files from Overdrive are downloaded to the computer and transferred to your Kindle via USB.

For **Kindle Fire Tablet**

- All of the above EXCEPT a computer with Internet access. You can access the web directly from the Fire tablet. The Kindle Fire does not require downloading an app.

1. Greenwichlibrary.org
2. Downloadable Library
3. OverDrive
4. Kindle Link
5. Search
6. Add to cart
7. Greenwich Library card number
8. Confirm checkout
9. Get for Kindle
10. Amazon.com
11. Sign in with user name and password
12. Get library book
13. Download
14. eBook appears on the home page on your Kindle

Amazon will email you when you have 3 days left and again when your loan expires or has been returned.

Trouble shooting:

- Check if wireless is on and connected: menu/settings/Wi-Fi settings
- Check in archived items for books not yet downloaded
- Make sure you selected the correct kindle if multiple devices share the same account

Return your Kindle Library loan early

What you will need:

- A computer with Internet access
 - Your amazon.com user name and password
1. Amazon.com
 2. Sign in to your Amazon.com account
 3. Your digital items
 4. Manage your Kindle
 5. Drop down menu select **Return this Book**

An email from Amazon will notify you that your loan has ended

To remove eBooks from your Amazon account and Kindle:

1. Steps 1-4
2. Drop down menu select **Delete from Library**

Home

1. Select item you want removed
2. On Kindle Keyboard: move controller to left. Select remove from device
3. On Kindle Touch: hold finger on selected title until menu options appear. Select delete this notice.