

**Uncle Remus Regional Library System  
Board Meeting  
1121 EAST AVENUE  
MADISON, GA 30650  
706-342-4974**

January 10, 2013 at 2:00 PM

**AGENDA**

**I. Call to Order**

**II. Approval of Minutes**

**III. Reports**

- a. Financial report

**IV. Old Business**

- a. Director Search – Update
- b. Regional Constitution & Bylaws - Vote
- c. Member Library Constitutions & Bylaws – Update
- d. GPLS Strategic Planning Meeting – Update

**V. New Business**

- a. Internet Broadband, e-rate
- b. Music/E-books
- c. Time clock
- d. Changes to Policy Manual
- e. Land's End Company Store

**VI. Public comment**

**VII. Closed session**

**VIII. Adjournment**

- a. Date of next meeting: April 11, 2013

**Uncle Remus Regional Library System  
Regional Board Meeting  
October 10, 2012**

The Regional Board of the Uncle Remus Regional Library System (the "Board") met at the Uncle Remus Regional Library System Headquarters, Madison, GA on October 10, 2012, at 2:00 p.m.

The following members were present:

- Greene County: Anita McCoy, Don McCoy, Diane Myers, Mary Lou Noonan, Emma O'Neal, Carroll Slusher
- Hancock County: Clifford Brown, Augusta Means
- Jasper County: None present.
- Morgan County: Linda Conrads, Bonnie Hicky, Joyce Thomas, John Wade, Clarice Woods, Linda Thoman
- Putnam County: Myra Hargrove, Patricia Hone, Mike Mize, Jane Richards
- Walton County, Loganville: Regis Stamey
- Walton County, Monroe: Estella Bell, Lynne Grayson
- Walton County, Social Circle: Virgil Hanks, Penny Keener, Nancy Posner
- Walton County, Walnut Grove: Don Cannon, Brenda Lee, June Pringle

The meeting was called to order at 2:00 p.m.

Motion 1: Minutes Approved

Steve Schaefer presented the Minutes from the August 9, 2012 Board Meeting. Please see the October 11, 2012 Board Meeting Packet. A motion to accept the minutes was made by Patricia Hone, seconded by Diane Myers and passed with a unanimous vote.

Motion 2: September 30, 2012 Financial Report Approved

Steve Schaefer presented the Financial Report dated September 30, 2012. Please see the October 11, 2012 Board Meeting Packet. A motion to accept the minutes was made by Nancy Posner, seconded by Don Cannon and passed with a unanimous vote.

Walnut Grove Library Dedication

Steve Schaefer announced that the Walnut Grove Library Dedication will be held on November 1, 2012 at 5:30 p.m.

Motion 3: A plan for hiring a Library Director Approved

Steve Schaefer discussed potential methods for hiring a Library Director. A plan was discussed to (1) have the Board Chairs meet, along with Julie Walker, to discuss the applicants and choose 2-3 individuals to interview, (2) Interviews will be conducted by any Board Member who would like to attend. If necessary, the job will be reposted and additional applicants will be sought. A motion to accept the plan was made by Don Cannon, seconded by Mary Lou Noonan and passed with a unanimous vote.

Motion 4: Accept revision to the Personnel Manual

Mary E. Young presented revisions to the Personnel Manual. Please see the October 11, 2012 Board Meeting Packet. A motion to accept the changes was made by Bonnie Hicky, seconded by Clarice Woods and passed with a unanimous vote.

Constitution and Bylaws

Nancy Condon presented an update on the revisions to the Member Library Constitution and Bylaws. She hopes to have the updates ready for review by the next Board Meeting.

WebPages

Steve Schaefer discussed changes to the Member Library WebPages.

GPLS Strategic Planning Meeting

Steve Schaefer discussed the upcoming GPLS Strategic Planning Meeting to be held on November 8, 2012. Trustees and staff are planning to attend the meeting.

Staff Development Day

Steve Schaefer informed the Board that on November 12, 2012 a Staff Development Day will be held at Charlie Elliot Wildlife Center.

Motion 5: Meeting Adjourned.

A motion to adjourn the meeting was made by Don Cannon, seconded by Mary Lou Noonan and passed with a unanimous vote.

The meeting was adjourned at 3:00 p.m.

Minutes were Prepared and Submitted by Mary E. Young.

# **Uncle Remus Regional Library System Committee of Chairs Minutes**

The Committee of Chairs of the Uncle Remus Regional Library System (the "COC") met at the Uncle Remus Regional Library System Morgan County Library, Madison, GA on November 14, 2012, at 11:00 a.m.

The following members were present:

- Greene County: Cliff Sanders
- Morgan County: Bonnie Hicky
- Putnam County: Pat Hone
- Walton County, Loganville: Ann Jones
- Walton County, Monroe: Sandra Shurling
- Walton County, Social Circle: Doug White
- Walton County, Walnut Grove: Don Cannon

Also present at the meeting were: Julie Walker, Steve Schaefer and Mary Young.

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The meeting was called to order at 11:00 a.m.

A motion to move into Executive session pursuant to O.C.G.A. § 50-14-3 to discuss employment issues was made by Bonnie Hicky, seconded by Ann Jones and passed with a unanimous vote.

A motion to move out of executive session and return to regular session was made by Don Cannon, seconded by Cliff Sanders and passed with a unanimous vote.

A motion was made by Doug White to terminate the current Director Search. The search will be reopened within approximately six months. In the interim, the COC and Steve Schaefer will work to redefine the job description and redefine the parameters of the search. The motion was seconded by Don Cannon and passed with a unanimous vote.

A motion to adjourn the meeting was made by Cliff Sanders, seconded by Pat Hone and passed with a unanimous vote.

The meeting was adjourned at 11:45 a.m.

Minutes were Prepared and Submitted by Mary E. Young.

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

	YTD Invoiced	Annual Budget	Percent
<b>100 - Regional Fund</b>			
Revenues/Includes Accounts Receivables			
11 Fees and Fines	\$5,460.00	\$0.00	0.000 %
12 Grant Projects & Programs - donations	\$1,085.74	\$0.00	0.000 %
Regional Share/Transfer Ins	\$92,182.00	\$180,001.00	51.212 %
<b>Total Revenues</b>	<b>\$98,727.74</b>	<b>\$180,001.00</b>	<b>54.848 %</b>
Expenses			
17 Personnel	\$110,390.16	\$92,566.77	119.255 %
18 Utilities	\$2,249.92	\$10,000.00	22.499 %
19 Miscellaneous	\$10.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$8,870.70	\$10,000.00	88.707 %
21 Professional Svcs, Dues, Fees, Seasonal	\$2,644.96	\$6,000.00	44.083 %
22 Telecommunications	\$2,968.95	\$7,000.00	42.414 %
23 Repair & Maintenance (Equipment)	\$3,444.53	\$3,000.00	114.818 %
24 Building Repair	\$575.00	\$2,000.00	28.750 %
25 Postage	\$136.30	\$100.00	136.300 %
27 Travel	\$3,317.97	\$5,000.00	66.359 %
31 Computer Equipment	\$5,949.78	\$6,000.00	99.163 %
Shared Costs - 1/8 / Transfer Outs	\$28,295.00	\$0.00	0.000 %
35 Materials (Books) - Local	\$1,283.12	\$0.00	0.000 %
<b>Total Expenses</b>	<b>\$170,136.39</b>	<b>\$141,666.77</b>	<b>120.096 %</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$260,646.25</b>	<b>\$260,646.25</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$71,408.65)</b>	<b>\$38,334.23</b>	<b>(186.279)%</b>
<b>ENDING FUND BALANCE</b>	<b>\$189,237.60</b>	<b>\$298,980.48</b>	<b>63.294 %</b>

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

	YTD Invoiced	Annual Budget	Percent
<b>310 - State Funds</b>			
Revenues/Includes Accounts Receivables			
Other State Grants	\$294,194.79	\$652,407.67	45.094 %
<b>Total Revenues</b>	<u>\$294,194.79</u>	<u>\$652,407.67</u>	<u>45.094 %</u>
Expenses			
17 Personnel	\$255,452.88	\$612,407.67	41.713 %
21 Professional Svcs, Dues, Fees, Seasonal	\$20,150.00	\$40,000.00	50.375 %
<b>Total Expenses</b>	<u>\$275,602.88</u>	<u>\$652,407.67</u>	<u>42.244 %</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$18,591.91</b>	<b>\$0.00</b>	<b>0.000 %</b>
<b>ENDING FUND BALANCE</b>	<u><u>\$18,591.91</u></u>	<u><u>\$0.00</u></u>	<u><u>0.000 %</u></u>

# Uncle Remus Regional Library

## Financial Report

December 31, 2012

	YTD Invoiced	Annual Budget	Percent
<b>108 - Greene County Fund</b>			
Revenues/Includes Accounts Receivables			
05 Cities	\$16,586.89	\$42,434.28	39.088 %
06 Board of Education	\$25,000.00	\$25,000.00	100.000 %
07 County Commissioners	\$40,059.99	\$87,070.07	46.009 %
11 Fees and Fines	\$8,971.06	\$14,000.00	64.079 %
12 Grant Projects & Programs - donations	\$2.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$961.09	\$5,550.72	17.315 %
<b>Total Revenues</b>	<u>\$91,581.03</u>	<u>\$174,055.07</u>	<u>52.616 %</u>
Expenses			
17 Personnel	\$56,035.04	\$115,696.00	48.433 %
18 Utilities	\$10,312.54	\$24,000.00	42.969 %
19 Miscellaneous	\$15.00	\$15.00	100.000 %
20 Supplies, Printing, Processing	\$2,344.53	\$5,000.00	46.891 %
21 Professional Svcs, Dues, Fees, Seasonal	\$811.84	\$3,000.00	27.061 %
22 Telecommunications	\$1,494.68	\$3,000.00	49.823 %
23 Repair & Maintenance (Equipment)	\$1,571.39	\$500.00	314.278 %
24 Building Repair	\$708.33	\$200.00	354.165 %
Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$673.91	\$1,500.00	44.927 %
27 Travel	\$106.60	\$500.00	21.320 %
28 Grounds, Cleaning	\$2,410.00	\$4,500.00	53.556 %
29 Water, Sewer	\$1,567.48	\$2,000.00	78.374 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$1,044.50	\$1,250.00	83.560 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Transfer Outs	\$9,856.38	\$18,628.00	52.912 %
35 Materials (Books) - Local	\$313.76	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$890.44	\$5,550.72	16.042 %
<b>Total Expenses</b>	<u>\$90,156.42</u>	<u>\$186,549.22</u>	<u>48.329 %</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$76,028.21</b>	<b>\$76,028.21</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,424.61</b>	<b>(\$12,494.15)</b>	<b>(11.402)%</b>
<b>ENDING FUND BALANCE</b>	<u><u>\$77,452.82</u></u>	<u><u>\$63,534.06</u></u>	<u><u>121.908 %</u></u>

# Uncle Remus Regional Library

## Financial Report

December 31, 2012

	YTD Invoiced	Annual Budget	Percent
<b>101 - Hancock County Fund</b>			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$42,404.15	\$110,000.00	38.549 %
11 Fees and Fines	\$5,071.36	\$6,000.00	84.523 %
13 Materials (Books) - Donations, Gifts	\$4,608.25	\$5,275.99	87.344 %
Total Revenues	<u>\$52,083.76</u>	<u>\$121,275.99</u>	<u>42.947 %</u>
Expenses			
17 Personnel	\$24,269.53	\$52,423.00	46.296 %
18 Utilities	\$7,854.59	\$15,000.00	52.364 %
19 Miscellaneous	\$45.00	\$45.00	100.000 %
20 Supplies, Printing, Processing	\$1,406.25	\$2,000.00	70.313 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,415.16	\$2,300.00	61.529 %
22 Telecommunications	\$1,545.33	\$2,000.00	77.267 %
23 Repair & Maintenance (Equipment)	\$286.04	\$500.00	57.208 %
24 Building Repair	\$7,252.38	\$8,415.11	86.183 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$671.87	\$1,500.00	44.791 %
27 Travel	\$256.00	\$750.00	34.133 %
Water, Sewer	\$623.75	\$1,700.00	36.691 %
31 Computer Equipment	\$1,250.85	\$500.00	250.170 %
32 Building/Bond Insurance	\$1,044.50	\$1,250.00	83.560 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$7,051.50	\$14,103.00	50.000 %
35 Materials (Books) - Local	\$1,355.94	\$4,853.00	27.940 %
37 Materials (Books) - Donations, Gifts	\$3,315.91	\$5,275.99	62.849 %
Total Expenses	<u>\$59,644.60</u>	<u>\$113,324.60</u>	<u>52.632 %</u>
<b>BEGINNING FUND BALANCE</b>	<b>(\$53,807.34)</b>	<b>(\$53,807.34)</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$7,560.84)</b>	<b>\$7,951.39</b>	<b>(95.088)%</b>
<b>ENDING FUND BALANCE</b>	<b><u>(\$61,368.18)</u></b>	<b><u>(\$45,855.95)</u></b>	<b><u>133.828 %</u></b>



# Uncle Remus Regional Library

## Financial Report

December 31, 2012

	YTD Invoiced	Annual Budget	Percent
<b>102 - Jasper County Fund</b>			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$35,658.00	\$71,316.00	50.000 %
11 Fees and Fines	\$4,013.02	\$5,000.00	80.260 %
13 Materials (Books) - Donations, Gifts	\$1,304.63	\$3,216.76	40.557 %
<b>Total Revenues</b>	<b>\$40,975.65</b>	<b>\$79,532.76</b>	<b>51.521 %</b>
Expenses			
17 Personnel	\$12,604.73	\$31,664.00	39.808 %
18 Utilities	\$5,177.47	\$15,000.00	34.517 %
19 Miscellaneous	\$10.00	\$10.00	100.000 %
20 Supplies, Printing, Processing	\$948.25	\$1,000.00	94.825 %
21 Professional Svcs, Dues, Fees, Seasonal	\$965.17	\$2,000.00	48.259 %
22 Telecommunications	\$2,027.42	\$2,500.00	81.097 %
23 Repair & Maintenance (Equipment)	\$936.63	\$750.00	124.884 %
24 Building Repair	\$0.00	\$500.00	0.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$671.87	\$1,500.00	44.791 %
27 Travel	\$0.00	\$500.00	0.000 %
Grounds, Cleaning	\$0.00	\$500.00	0.000 %
29 Water, Sewer	\$492.65	\$1,500.00	32.843 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$4,075.22	\$3,592.00	113.453 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$8,988.50	\$17,977.00	50.000 %
35 Materials (Books) - Local	\$612.60	\$3,236.00	18.931 %
37 Materials (Books) - Donations, Gifts	\$1,379.43	\$3,216.76	42.883 %
<b>Total Expenses</b>	<b>\$38,889.94</b>	<b>\$86,655.26</b>	<b>44.879 %</b>
 <b>BEGINNING FUND BALANCE</b>	 <b>\$23,870.37</b>	 <b>\$23,870.37</b>	 <b>100.000 %</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>\$2,085.71</b>	 <b>(\$7,122.50)</b>	 <b>(29.283)%</b>
 <b>ENDING FUND BALANCE</b>	 <b>\$25,956.08</b>	 <b>\$16,747.87</b>	 <b>154.981 %</b>

# Uncle Remus Regional Library Financial Report December 31, 2012

	YTD Invoiced	Annual Budget	Percent
<b>103 - Morgan County Fund</b>			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$92,193.40	\$186,340.00	49.476 %
08 Other Tax Funds	\$0.00	\$5,000.00	0.000 %
11 Fees and Fines	\$11,507.25	\$18,000.00	63.929 %
12 Grant Projects & Programs - donations	\$2,510.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$6,758.25	\$20,960.03	32.244 %
<b>Total Revenues</b>	<b>\$112,968.90</b>	<b>\$230,300.03</b>	<b>49.053 %</b>
Expenses			
17 Personnel	\$71,694.18	\$147,109.00	48.735 %
18 Utilities	\$12,750.27	\$24,000.00	53.126 %
19 Miscellaneous	\$10.00	\$10.00	100.000 %
20 Supplies, Printing, Processing	\$2,361.52	\$5,500.00	42.937 %
21 Professional Svcs, Dues, Fees, Seasonal	\$906.00	\$3,500.00	25.886 %
22 Telecommunications	\$1,895.81	\$3,500.00	54.166 %
23 Repair & Maintenance (Equipment)	\$1,341.88	\$600.00	223.647 %
24 Building Repair	\$10.87	\$20.00	54.350 %
25 Postage	\$72.00	\$3,980.00	1.809 %
Delivery	\$671.86	\$1,500.00	44.791 %
27 Travel	\$277.20	\$500.00	55.440 %
29 Water, Sewer	\$1,597.72	\$2,000.00	79.886 %
31 Computer Equipment	\$556.49	\$500.00	111.298 %
32 Building/Bond Insurance	\$1,044.50	\$1,250.00	83.560 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Transfer Outs	\$10,120.50	\$20,241.00	50.000 %
35 Materials (Books) - Local	\$3,043.65	\$5,000.00	60.873 %
37 Materials (Books) - Donations, Gifts	\$2,401.61	\$20,960.03	11.458 %
<b>Total Expenses</b>	<b>\$110,756.06</b>	<b>\$240,629.53</b>	<b>46.028 %</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$95,492.43</b>	<b>\$95,492.43</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$2,212.84</b>	<b>(\$10,329.50)</b>	<b>(21.423)%</b>
<b>ENDING FUND BALANCE</b>	<b>\$97,705.27</b>	<b>\$85,162.93</b>	<b>114.728 %</b>

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

	YTD Invoiced	Annual Budget	Percent
<b>104 - Putnam County Fund</b>			
Revenues/Includes Accounts Receivables			
05 Cities	\$16,000.00	\$16,000.00	100.000 %
07 County Commissioners	\$71,301.94	\$140,604.00	50.711 %
08 Other Tax Funds	\$0.00	\$16,500.00	0.000 %
11 Fees and Fines	\$9,089.63	\$16,000.00	56.810 %
12 Grant Projects & Programs - donations	\$1,755.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$1,565.53	\$10,847.62	14.432 %
<b>Total Revenues</b>	<b>\$99,712.10</b>	<b>\$199,951.62</b>	<b>49.868 %</b>
Expenses			
17 Personnel	\$61,650.85	\$123,074.00	50.093 %
18 Utilities	\$6,951.60	\$16,000.00	43.448 %
20 Supplies, Printing, Processing	\$1,826.39	\$4,000.00	45.660 %
21 Professional Svcs, Dues, Fees, Seasonal	\$830.79	\$3,000.00	27.693 %
22 Telecommunications	\$1,545.75	\$2,500.00	61.830 %
23 Repair & Maintenance (Equipment)	\$137.24	\$1,000.00	13.724 %
24 Building Repair	\$32,935.88	\$18,000.00	182.977 %
25 Postage	\$0.00	\$250.00	0.000 %
Delivery	\$671.89	\$1,500.00	44.793 %
27 Travel	\$196.05	\$500.00	39.210 %
29 Water, Sewer	\$301.00	\$1,500.00	20.067 %
31 Computer Equipment	\$1,623.90	\$2,000.00	81.195 %
32 Building/Bond Insurance	\$1,044.51	\$1,250.00	83.561 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$10,418.00	\$20,836.00	50.000 %
35 Materials (Books) - Local	\$1,476.93	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$1,088.08	\$10,847.62	10.031 %
<b>Total Expenses</b>	<b>\$122,698.86</b>	<b>\$206,717.12</b>	<b>59.356 %</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$36,269.34</b>	<b>\$36,269.34</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$22,986.76)</b>	<b>(\$6,765.50)</b>	<b>339.764 %</b>
<b>ENDING FUND BALANCE</b>	<b>\$13,282.58</b>	<b>\$29,503.84</b>	<b>45.020 %</b>

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

	YTD Invoiced	Annual Budget	Percent
<b>105 - Loganville Fund</b>			
Revenues/Includes Accounts Receivables			
05 Cities	\$31,809.50	\$127,238.00	25.000 %
07 County Commissioners	\$39,629.34	\$79,259.00	50.000 %
11 Fees and Fines	\$6,225.32	\$17,000.00	36.620 %
13 Materials (Books) - Donations, Gifts	\$1,967.61	\$8,362.84	23.528 %
<b>Total Revenues</b>	<u>\$79,631.77</u>	<u>\$231,859.84</u>	<u>34.345 %</u>
Expenses			
17 Personnel	\$89,461.57	\$189,482.00	47.214 %
20 Supplies, Printing, Processing	\$2,693.35	\$5,000.00	53.867 %
21 Professional Svcs, Dues, Fees, Seasonal	\$968.49	\$5,000.00	19.370 %
22 Telecommunications	\$1,317.75	\$2,500.00	52.710 %
23 Repair & Maintenance (Equipment)	\$606.32	\$750.00	80.843 %
24 Building Repair	\$23,011.31	\$11,505.65	200.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$671.85	\$1,500.00	44.790 %
27 Travel	\$0.00	\$500.00	0.000 %
31 Computer Equipment	\$1,020.07	\$3,000.00	34.002 %
Building/Bond Insurance	\$1,044.51	\$1,250.00	83.561 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Transfer Outs	\$11,027.00	\$22,054.00	50.000 %
35 Materials (Books) - Local	\$3,423.60	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$2,821.77	\$8,362.84	33.742 %
<b>Total Expenses</b>	<u>\$138,067.59</u>	<u>\$251,613.99</u>	<u>54.873 %</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$128,746.57</b>	<b>\$128,746.57</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$58,435.82)</b>	<b>(\$19,754.15)</b>	<b>295.815 %</b>
<b>ENDING FUND BALANCE</b>	<u><u>\$70,310.75</u></u>	<u><u>\$108,992.42</u></u>	<u><u>64.510 %</u></u>

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

	YTD Invoiced	Annual Budget	Percent
<b>106 - Monroe-Walton Fund</b>			
Revenues/Includes Accounts Receivables			
05 Cities	\$61,800.00	\$123,600.00	50.000 %
07 County Commissioners	\$39,629.34	\$79,259.00	50.000 %
11 Fees and Fines	\$12,208.89	\$20,000.00	61.044 %
12 Grant Projects & Programs - donations	\$2,795.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$5,191.98	\$14,392.07	36.075 %
<b>Total Revenues</b>	<u>\$121,625.21</u>	<u>\$237,251.07</u>	<u>51.264 %</u>
Expenses			
17 Personnel	\$66,916.16	\$133,989.00	49.942 %
18 Utilities	\$7,855.78	\$15,000.00	52.372 %
19 Miscellaneous	\$80.00	\$80.00	100.000 %
20 Supplies, Printing, Processing	\$2,029.22	\$5,000.00	40.584 %
21 Professional Svcs, Dues, Fees, Seasonal	\$1,769.33	\$5,000.00	35.387 %
23 Repair & Maintenance (Equipment)	\$1,032.71	\$1,000.00	103.271 %
24 Building Repair	\$15,934.77	\$7,213.00	220.917 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$671.89	\$1,500.00	44.793 %
Travel	\$111.00	\$500.00	22.200 %
29 Water, Sewer	\$1,270.88	\$2,500.00	50.835 %
31 Computer Equipment	\$1,101.57	\$2,000.00	55.079 %
32 Building/Bond Insurance	\$1,044.52	\$1,250.00	83.562 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$11,027.00	\$22,054.00	50.000 %
35 Materials (Books) - Local	\$5,593.71	\$31,856.00	17.559 %
37 Materials (Books) - Donations, Gifts	\$3,286.82	\$14,392.07	22.838 %
<b>Total Expenses</b>	<u>\$119,725.36</u>	<u>\$244,043.57</u>	<u>49.059 %</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$105,002.46</b>	<b>\$105,002.46</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,899.85</b>	<b>(\$6,792.50)</b>	<b>(27.970)%</b>
<b>ENDING FUND BALANCE</b>	<u><u>\$106,902.31</u></u>	<u><u>\$98,209.96</u></u>	<u><u>108.851 %</u></u>

# Uncle Remus Regional Library

## Financial Report

December 31, 2012

	YTD Invoiced	Annual Budget	Percent
<b>107 - Social Circle Fund</b>			
Revenues/Includes Accounts Receivables			
05 Cities	\$27,000.00	\$108,000.00	25.000 %
07 County Commissioners	\$39,629.32	\$79,259.00	50.000 %
11 Fees and Fines	\$3,621.17	\$10,000.00	36.212 %
12 Grant Projects & Programs - donations	\$164.92	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$1,019.98	\$4,413.50	23.111 %
<b>Total Revenues</b>	<u>\$71,435.39</u>	<u>\$201,672.50</u>	<u>35.422 %</u>
Expenses			
17 Personnel	\$66,274.07	\$140,776.00	47.078 %
19 Miscellaneous	\$35.00	\$35.00	100.000 %
20 Supplies, Printing, Processing	\$1,697.05	\$5,000.00	33.941 %
21 Professional Svcs, Dues, Fees, Seasonal	\$2,145.19	\$8,000.00	26.815 %
23 Repair & Maintenance (Equipment)	\$187.05	\$1,000.00	18.705 %
24 Building Repair	\$14,766.00	\$7,383.00	200.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$671.89	\$1,500.00	44.793 %
27 Travel	\$198.69	\$500.00	39.738 %
Computer Equipment	\$212.04	\$2,000.00	10.602 %
32 Building/Bond Insurance	\$1,044.52	\$1,250.00	83.562 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$11,027.00	\$22,054.00	50.000 %
35 Materials (Books) - Local	\$4,685.71	\$14,469.00	32.385 %
37 Materials (Books) - Donations, Gifts	\$881.75	\$4,413.50	19.979 %
<b>Total Expenses</b>	<u>\$103,825.96</u>	<u>\$209,090.00</u>	<u>49.656 %</u>
 <b>BEGINNING FUND BALANCE</b>	 <b>\$274,330.16</b>	 <b>\$274,330.16</b>	 <b>100.000 %</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>(\$32,390.57)</b>	 <b>(\$7,417.50)</b>	 <b>436.678 %</b>
 <b>ENDING FUND BALANCE</b>	 <b><u>\$241,939.59</u></b>	 <b><u>\$266,912.66</u></b>	 <b><u>90.644 %</u></b>

# Uncle Remus Regional Library

## Financial Report

December 31, 2012

	YTD Invoiced	Annual Budget	Percent
<b>109 - Walnut Grove Fund</b>			
Revenues/Includes Accounts Receivables			
05 Cities	\$60,000.00	\$60,000.00	100.000 %
07 County Commissioners	\$0.00	\$79,259.00	0.000 %
11 Fees and Fines	\$921.04	\$2,000.00	46.052 %
13 Materials (Books) - Donations, Gifts	\$178.67	\$178.67	100.000 %
<b>Total Revenues</b>	<u>\$61,099.71</u>	<u>\$141,437.67</u>	<u>43.199 %</u>
Expenses			
17 Personnel	\$34,391.73	\$72,646.00	47.342 %
18 Utilities	\$3,058.69	\$9,000.00	33.985 %
19 Miscellaneous	\$55.00	\$55.00	100.000 %
20 Supplies, Printing, Processing	\$4,450.02	\$4,000.00	111.251 %
21 Professional Svcs, Dues, Fees, Seasonal	\$598.52	\$2,000.00	29.926 %
22 Telecommunications	\$1,650.03	\$3,500.00	47.144 %
23 Repair & Maintenance (Equipment)	\$247.11	\$500.00	49.422 %
24 Building Repair	\$42.00	\$50.00	84.000 %
25 Postage	\$45.00	\$250.00	18.000 %
26 Delivery	\$666.28	\$1,500.00	44.419 %
Travel	\$455.40	\$500.00	91.080 %
29 Water, Sewer	\$765.39	\$800.00	95.674 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$556.22	\$1,250.00	44.498 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Transfer Outs	\$11,027.00	\$22,054.00	50.000 %
35 Materials (Books) - Local	\$101.03	\$22,300.00	0.453 %
37 Materials (Books) - Donations, Gifts	\$30.00	\$178.64	16.794 %
<b>Total Expenses</b>	<u>\$58,139.42</u>	<u>\$141,543.14</u>	<u>41.075 %</u>
<b>BEGINNING FUND BALANCE</b>	<b>(\$449.90)</b>	<b>(\$449.90)</b>	<b>100.000 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$2,960.29</b>	<b>(\$105.47)</b>	<b>(2,806.760)%</b>
<b>ENDING FUND BALANCE</b>	<u><u>\$2,510.39</u></u>	<u><u>(\$555.37)</u></u>	<u><u>(452.021)%</u></u>

# **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION**

Adopted: January 10, 2013

### **ARTICLE I. NAME AND LOCATION.**

The name of the system shall be the Uncle Remus Regional Library Regional ("URRLS").

The Regional Office for URRLS shall be located at 1121 East Avenue, Madison, Georgia, and may be moved or relocated for any reason, from time to time ("Regional Office").

URRLS 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 URRLS is and shall be to offer a full program of reciprocal library services to the citizens of the Service Area by providing responsive, dynamic services to meet the informational needs of URRLS' 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.*

URRLS shall circulate materials to all citizens of the Service Area through the Member Libraries or by other appropriate means of library extension.

URRLS 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.

URRLS 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.

URRLS shall promote the use of library resources by means of instruction, library programs, exhibits, and other public relations media.



## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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### **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 URRLS. Use of Member Library privileges shall be extended to any resident of Georgia who has obtained a PINES circulation system card.

*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 Library; Hancock County Library; Jasper County Library; Morgan County Library; Eatonton-Putnam County Library; O'Kelly Memorial (Loganville-Walton) Library; Monroe-Walton County Library, W. H. Stanton Memorial (Social Circle) Walton County Library, and Walnut Grove (Walton County) Library. From time-to-time names of the libraries may change or be abbreviated.

*Section 3. Addition of New Counties into the Service Area.*

- a. Admission to URRLS 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 URRLS Regional Board of Trustees ("Regional Board") via the Library Director to determine the Potential New County's needs and the resources presently available within URRLS.
- b. In the event that the Regional Board determines that the addition of the Potential New County to URRLS is desirable, then the Potential New County may join URRLS by payment of the current Shared Services Fee and execution of a participation agreement executed by and between the Regional Board and the Public Funding Agencies 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 ("GPLS"), and all amendments shall be filed with GPLS as soon as practicable upon execution.
- c. The term "Service Area" shall automatically be amended to include the Potential New County which has been added to URRLS and any and all benefits associated with membership in URRLS shall be extended to the citizens of the Potential New County.

*Section 4. Addition of New Member Libraries into URRLS.* 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

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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boundaries to utilize state and regional services pursuant to O.C.G.A. §20-5-40, then the governing authority of such county and/or municipality shall consult and work with the Regional Board via the Library Director to determine the community's needs and the resources presently available within URRLS.

- a. In the event that the Regional Board determines that the addition of a Member Library to URRLS is desirable, that library may join URRLS, by payment of the current Shared Services Fee and execution of a participation agreement executed by and between the Regional Board and the Funding Agency. Such executed participation agreement shall be filed with GPLS as soon as practicable upon execution.
- b. In the event that the Regional Board determines that the addition of a Member Library to URRLS is not desirable, that library may not join URRLS. 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.

*Section 5. Shared Service Fees.* Each Member Library shall be assessed a shared service fee, the amount to be determined by a vote of the Regional Board.

### **ARTICLE IV. GOVERNING BODY.**

#### *Section 1. Regional Board.*

- a. URRLS shall be governed by the Uncle Remus Regional Library Regional Board of Trustees (hereinafter referred to as the "Regional Board") which is and shall be comprised of Member Library Boards, as prescribed by O.C.G.A. §20-5-41.
- b. 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 Regional Board.
- c. Although not encouraged for practical reasons, but whenever possible and within the limits of available technology, any Member Library Trustee may participate in a Regional Board Meeting via teleconference if a quorum is present in person, pursuant to O.C.G.A. §50-14-1(g), if necessary due to reasons of health or absence from the jurisdiction.

## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

### *Section 2. Committee of Chairs.*

- a. Regional Board shall be governed by the Uncle Remus Regional Library Regional Committee of Chairs (hereinafter referred to as the "Committee of Chairs") outside of regularly scheduled Regional Board Meetings, for emergency purposes, or under special circumstances when a meeting of the Regional Board is impractical.
- b. The Committee of Chairs 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").
- c. 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.
- d. 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.
- e. The Committee of Chairs shall govern in the name of the Regional Board between meetings of the Regional Board and shall report any action taken to the full Regional Board.
- f. Although not encouraged for practical reasons, but whenever possible and within the limits of available technology any meeting of the Committee of Chairs (hereinafter referred to as the "Committee of Chairs Meeting") may be via live meeting or teleconference if a quorum is present in person, pursuant to O.C.G.A. §50-14-1(g), if necessary due to reasons of health or absence from the jurisdiction.

*Section 3. Concurrent Board Membership.* In the event that any member of the board of trustees of a Member Library ceases, for any reason, to be a member of the board of trustees of that Member Library, that Board Member's term on the Regional Board shall end at that same time and he/she shall be replaced in accordance with Article IV, Section 4.

### *Section 4. Term.*

- a. Each Regional Board Member's term of office shall be six (6) consecutive years with the starting date being the first day of the new URRLS fiscal

## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

year and ending on the day before the commencement of the URRLS fiscal year six (6) years after election (hereinafter referred to as the "Term").

- b. No Regional Board Member may serve on the Regional Board for more than two (2) consecutive Terms, unless that Regional Board Member is elected onto the Member Library Board of Trustees by a different funding agency than the funding agency which elected Regional Board Member for the immediately preceding two (2) terms.
- c. Any Regional Board Member may leave the Regional Board for any reason, from time to time, and is eligible to be re-appointed to Regional Board after one (1) year in accordance with that Member Library's governing instruments, unless able to be appointed under Article IV Section 4(b).

*Section 5. Compensation.* Pursuant to O.C.G.A. §20-5-44, Regional 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. A Regional Board Member may be removed for missing, or failure to notify pursuant to Article IV, Section 6 (b) below, three (3) consecutive, regularly scheduled Regional Board Meetings, in accordance with O.C.G.A. § 20-5-42 (d).
- b. Absences shall be excused if a letter of inability to attend has been sent by the Trustee to the Director within three days of a regularly scheduled Regional Board Meeting.

### *Section 7. Vacancies.*

- a. Vacancies on Regional 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.
- b. The Replacement shall serve for a term which is greater than six (6) years, but fewer than seven (7) years.

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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

*Section 9. Bond.* Pursuant to O.C.G.A. §20-5-50, the Regional Board shall maintain a current bond, for an adequate amount determined by the Regional Board on the Library Director and any other appropriate officials and employees authorized to handle public funds.

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

### **ARTICLE V. OFFICERS.**

*Officers.* The officers shall be composed of the Committee of Chairs as described in Article III, Section 2.

### **ARTICLE VI. STANDING COMMITTEES.**

Regional 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 Regional Board Members present in person.

### **ARTICLE VII. INTERLIBRARY COOPERATION.**

URRLS, through its Regional 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 Regional 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.

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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### **ARTICLE VIII. CONTRACTS.**

The Library Director is authorized to make and enter into such contracts or agreements, for all or any part of URRLS, 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
- 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 a Regional Board Meeting for discussion and prior approval by the Regional Board Members.

### **ARTICLE IX. AMENDMENT OF CONSTITUTION.**

This Constitution may be amended at any Regional Board Meeting by a two-thirds (2/3) vote of Regional Board Members present in person, 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 Regional Board Meeting, and provided, further, that a quorum of Regional Board Members are present in person.

All amendments to the Constitution must be on file with GPLS, and all amendments must be filed with GPLS 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.

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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*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 URRLS may serve on the Committee of Chairs, the Regional Board, or any Member Library Board.

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

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

### **ARTICLE XI. GENERAL PROVISIONS.**

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

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### **UNCLE REMUS REGIONAL LIBRARY SYSTEM BYLAWS**

Adopted: January 10, 2013

#### **ARTICLE I. DUTIES AND RESPONSIBILITIES OF REGIONAL BOARD MEMBERS.**

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

- a. To employ a Library Director for URRLS who meets the current state certification requirements and such other employees as may be necessary from time to time to efficiently operate URRLS, upon the recommendation of the Library Director; provided, however, that Regional Board shall be authorized to delegate employment of Regional Staff Members 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 URRLS's fiscal needs to the funding agencies.
- c. To attend Regional Board Meetings and Member Library 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 Regional Board Meetings, Committee of Chairs Meeting, Member Library Board Meetings and any Committee 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 Regional Board.



## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

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*Section 2. Chairs.* To ensure the voting equality of Member Libraries and impartiality of the deliberations, the Library Director shall preside over any and all regular or called Regional Board Meetings or Committee of Chairs Meetings. If the Regional 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 Library 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 Library 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 Regional Board and may be appointed or removed from time to time, upon a vote of a majority of the Regional Board Members present at a Regional Board Meeting in person. The Committee of Chairs, however, may meet, deliberate, investigate, and make recommendations to Regional Board Members in regard to the conditions of employment of the Library 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 Regional Board or the Committee of Chairs.

*Section 3. Education Requirement.* To qualify to serve URRLS 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 URRLS, in accordance with the wishes and intentions of the Regional 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 employ or terminate any staff member as may be necessary to effectively operate URRLS in compliance with all application rules and regulations within the

## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

confine of the available funding upon consultation with the appropriate Trustee(s) or the Member Library Manager.

- b. To set the wages for URRLS Staff Members based upon his/her experience, job performance, and such other factors as may be determined to be relevant by the Library Director.
- c. To provide for proper supervision and direction of all Regional Staff Members.
- d. To attend all meetings called by GPLS or send an appropriate designee authorized by the Director of GPLS.
- e. To prepare the annual budget for URRLS and for the Member Libraries.
- f. To make or direct others to make purchases with checks drawn from URRLS's accounts.
- g. To promptly and appropriately notify the Regional Board and GPLS of any failure to comply with:
  - i. Policies of the Board of Regents;
  - ii. Criteria for state aid;
  - iii. State and federal regulations; and
  - iv. Any applicable local, state, or federal laws.
- h. To administer the entirety of URRLS library programs, including all Member Libraries, in accordance with policies adopted by the Regional Board.
- i. To provide notice to the Regional Board Members of upcoming Regional Board Meetings.
- j. To attend all meetings of the Regional Board, the Committee of the Chairs, the Member Libraries, and any Committee Meeting, or to designate a representative to attend in the Library Director's place.
- k. Devote such time to the business and affairs of URRLS as is necessary to effectively and properly carry out the duties of the Library Director as set forth in these Bylaws and URRLS's Constitution.
- l. Any and all such other duties and responsibilities as may be appointed to the Library Director by the Regional Board from time to time.

*Section 5: Responsibilities of the Library Director for Regional Staff Duties.*

## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

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- a. Under the Library Director's supervision and responsibility, the appropriate Regional Staff Member shall deposit all monies received into a bank or banks approved by the Regional Board. Under the Library Director's supervision and responsibility, the appropriate Regional Staff Member shall notify, in writing, any supporting agency whose appropriations are not paid promptly in full. Under the Library Director's supervision and responsibility, the appropriate Regional Staff Member shall pay all bills approved by the Library Director. Under the Library Director's supervision and responsibility, the account of all receipts and expenditures must be kept and a report made at each Regional Board Meeting by the Library Director and/or the appropriate Regional Staff Member. The accounts shall be audited at the direction of the Regional 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 URRLS's website and copies distributed to the Regional Board Members, either via personal delivery, mail, or electronic distribution. Official copies of all financial reports shall be kept in URRLS Regional Office at all times.
- b. Under the Library Director's supervision and responsibility, Regional Staff Members shall record the official actions of the Regional Board, keep a record of attendance at Regional Board Meetings, and have the custody of the official books, which shall be housed in URRLS Regional Office. The employees shall print and distribute the agenda for any Regional Board Meeting or Committee of Chairs Meeting. He/she shall notify the Regional 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 GPLS. He/she shall make available on URRLS'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 Library Director's supervision and responsibility, all Federal, State, and local funds used for the operation and improvement of the services and facilities of URRLS shall be received by the Regional Office and shall be used in accordance with the budget approved by the Regional Board, consistent with the intent of the appropriation and its attendant laws and regulations.
- d. The Director and all Trustees shall have the responsibility to comply with appropriate accounting principles and procedures.
- e. The Director and all Trustees shall have the responsibility to comply with the Open Records Act pursuant to O.C.G.A. § 50-14-1 et. seq.

## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

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### ARTICLE IV. MEETINGS.

*Section 1. Frequency.* Regional 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). Regional Board Meetings shall be held on the second Thursday in the months of January, April, August, and October at 2:00 p.m. at the Regional Office, or such alternate location as may be 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 URRLS to reduce the number of meetings that are required to be attended by the entire Regional Board. Therefore, any special matter which may arise in between regular Regional 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 fewer than twenty-four (24) hours notice is given. Notice of such meeting may be provided upon request of the Director, or the Member Library 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. 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 Regional 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).

*Section 3. Notice of Meeting.* Prior to each regular Regional Board Meeting, the Library Director shall notify each Regional Board Member of the date, time, and place of the Regional 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 Regional 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 et. seq., which can be found on the URRLS website. Regional Board may, however, enter into a closed session for the purposes outlined in O.C.G.A. §50-14-1 et. seq.

*Section 5. Voting.* Each Member Library shall have equal voting power at the Regional 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 Regional Board Meeting or the amount of the service fee contributed by the Member

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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Library. Any Member Library Chair may vote and make motions. Except as otherwise provided in these Bylaws, the affirmative vote of Regional Board Members representing a majority of the Member Libraries shall be required to approve any matter coming before the Regional Board, provided a quorum of Member Libraries are present in person.

*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 of a majority of the Member Library Chairs shall constitute a quorum. No official business may be conducted at Regional 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 Regional 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 Regional Board.

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

- a. Call to order;
- b. Approval of minutes;
- c. Reports;
- d. Old business;
- e. New business;
- f. Public comment;
- g. Closed session; and
- h. Adjournment.

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

*Section 9. Parliamentary Procedure.* All Regional Board Meetings shall be conducted in accordance with the American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

### **ARTICLE V. REPORTS.**

URRLS 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 posted on the URRLS website. All other reports necessary to obtain funds or meet legal requirements shall be filed with GPLS.

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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### **ARTICLE VI. ATTENDANCE.**

#### *Section 1. Removal for Cause.*

- a. A Regional Board Member may be removed for missing, or failure to notify pursuant to Article IV, Section 6 (b) below, three (3) consecutive, regularly scheduled Regional Board Meetings, in accordance with O.C.G.A. § 20-5-42 (d).
- b. Absences shall be excused if a letter of inability to attend has been sent by the Trustee to the Director within three days of a regularly scheduled Regional Board Meeting.

*Section 2. Notification of Removal.* A letter reporting the removal of a Regional Board Member with sufficient detail specifying the cause for removal shall be sent to the affected Regional 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 Regional Board Member's position in accordance with that Member Library's governing instruments.

### **ARTICLE VII. PENALTIES.**

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

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

*Section 1. Dissolution of URRLS.* URRLS may be dissolved by the affirmative vote of a two-thirds (2/3) of the governing agencies of the Service Areas. Individual Member Libraries may not dissolve URRLS, but the various counties comprising URRLS may dissolve URRLS by a majority vote of those counties. So long as there remain 2 or more counties as a part of URRLS, however, URRLS shall not be dissolved. Instead, such individual counties may withdraw from URRLS under a separate vote. In the event that URRLS 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 URRLS.* A county may withdraw from the Service Area and from URRLS upon the affirmative vote of a majority of Regional Board Members.

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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Notice of Intention to Withdraw shall be sent to the Member Library Chair for each Member Library in URRLS as well as to the Library Director at least two (2) full 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 URRLS and the method by which the decision was reached. GPLS 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 URRLS, the Library Director, and GPLS.

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

- a. Failure of the county to maintain the agreed-upon level of support to URRLS, as specified in the most recent Participation Agreement; or
- b. Failure of the county to meet criteria, which may jeopardize URRLS'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 URRLS participating agreement, the Library Director, appropriate Member Library Board(s) of Trustees, and GPLS.

*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 URRLS, 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 Regional Board by a two-thirds (2/3) vote of the members present, provided that notice is made in writing at least ten (10) 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.

## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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### **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.

*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 Regional 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.



IN SEARCH OF MORE EFFICIENT INTERNET VENDORS

TENTATIVE NETWORK PLAN OF UNCLE REMUS REGIONAL LIBRARY SYSTEM												
Facility	eRate	STATE NETWORK							LEVEL 3 MPLS			
		T-1s	M Speed	Monthly	Maint	Filter	Lic	Total	Pre-eRate Monthly	Pre-eRate Monthly	M Speed	
Greene	80%	2	3.0	\$ 415	\$ 162	\$ 24	\$ 12	\$ 613	\$ 7,356	\$ 1,774.28	20M Fiber	
Hancock	80%	3	4.5	\$ 3,192	\$ 162	\$ 24	\$ 12	\$ 3,390	\$ 40,680	\$ 1,799.30	20M Fiber	
Jasper	80%	3	4.5	\$ 623	\$ 162	\$ 24	\$ 12	\$ 821	\$ 9,852	\$ 1,774.28	20M Fiber	
Morgan	70%	3	4.5	\$ 1,030	\$ 162	\$ 24	\$ 12	\$ 1,228	\$ 14,736	\$ 1,774.28	20M Fiber	
Putnam	90%	2	3.0	\$ 415	\$ 162	\$ 24	\$ 12	\$ 613	\$ 7,356	\$ 1,774.28	20M Fiber	
Loganville	80%	2	3.0	\$ 415	\$ 162	\$ 24	\$ 12	\$ 613	\$ 7,356	\$ 1,774.28	20M Fiber	
Monroe	80%	3	4.5	\$ 623	\$ 162	\$ 24	\$ 12	\$ 821	\$ 9,852	\$ 1,445.75	20M Fiber	
Social Circle	80%	1	1.5	\$ 207	\$ 162	\$ 24	\$ 12	\$ 405	\$ 4,860	\$ 1,774.28	20M Fiber	
Walnut Grove	80%	2	3.0	\$ 207	\$ 162	\$ 24	\$ 12	\$ 405	\$ 4,860	\$ 1,774.28	20M Fiber	
HQ	80%	1	1.5	\$ 343	\$ 162	\$ 24	\$ 12	\$ 541	\$ 6,492	\$ 2,552.95	50M Fiber*	
<b>Totals</b>		<b>22</b>	<b>33</b>	<b>\$ 7,470</b>	<b>\$ 1,620</b>	<b>\$ 240</b>	<b>\$ 120</b>	<b>\$ 9,450</b>	<b>\$ 113,400</b>	<b>\$ 18,217.96</b>	<b>16.07%</b>	

\* Need more bandwidth for phones and cameras/regional servers. \*Not including filter or firewall. Might be \$107.25 monthly.

Updated: 1/9/2013	Subject to be changed by the minute and by whim of IT Manager and Director.
<b>Total Annual</b>	<b>\$ 1,360,800</b>
	<b>\$ 218,615.52</b>

Facility	Post eRate	Yearly
Greene	\$ 354.86	\$ 4,258.27
Hancock	\$ 359.86	\$ 4,318.32
Jasper	\$ 354.86	\$ 4,258.27
Morgan	\$ 532.28	\$ 6,387.41
Putnam	\$ 177.43	\$ 2,129.14
Loganville	\$ 354.86	\$ 4,258.27
Monroe	\$ 428.00	\$ 5,136.00
Social Circle	\$ 354.86	\$ 4,258.27
Walnut Grove	\$ 354.86	\$ 4,258.27
HQ	\$ 510.59	\$ 6,127.08
<b>Totals</b>	<b>\$ 3,782.44</b>	<b>\$ 45,389.30</b>

**WARNING:  
WORK IN PROGRESS**

## Changes to Policy Manual

p. 6

### CIRCULATION POLICY AND PROCEDURES

Circulation privileges are extended to patrons only upon completion, including signature by an adult or by a minor and parent or legal guardian, of a PINES Library Card Registration Form.

To encourage the prompt return of materials, the PINES libraries have established a schedule of fines and fees as penalty to those patrons who fail to return materials by their due dates. The schedule of fines and fees can be found in Appendix 2 of the PINES Manual. The PINES Manual is available in print format at each library location, at the Regional Office and on the Internet at:  
<http://help.georgialibraries.org/cgi/pineshelp/manual.html>

URRLS will adhere to PINES guidelines regarding circulation periods, renewal limits, fees and fines as outlined in ~~Appendix 2 of the PINES manual~~ or on the PINES website at <http://pines.georgialibraries.org/>. URRLS has also chosen to follow the billing structure outlined in ~~Appendix 3 of the PINES manual~~ which establishes a Maximum fine (per item) at \$5.00, except in the case of Overdue Equipment (per item) which may accrue a Maximum fine of \$25.00.

Lost or damaged material will be billed to the patron including a non-refundable processing fee of \$10.00 (per item). A schedule of processing fees charged for lost/damaged material by URRLS and other PINES library systems is available at <http://help.georgialibraries.org/cgi/pineshelp/PINESprocfee.html>. A receipt will be given to patrons when they pay for lost/damaged items which they must sign. Lost and paid materials that are found and returned to the library within one year of the date of payment will be accepted by the library. Patrons will receive a refund of the replacement cost (does not include the non-refundable \$10.00 processing fee) minus the overdue fines as of the date of return. Patrons may not present privately owned material as replacement of lost and or damaged library material or in lieu of fees or fines.

Audiovisual material may not be returned in any bookdrop at any library location of the URRLS. A fine of \$.50 will be assessed per audiovisual item returned in a bookdrop.

Video material borrowed by educational institutions for classroom use will circulate according to the guidelines of "Video - long loan period" as outlined in Appendix 2 of the PINES Manual.

Others fines and fees (subject to change pursuant to PINES policy and guidelines):

Damaged audio/video cases	\$1.00 each
<del>Damaged or Missing</del> audio-/video cases, <u>barcodes</u> or cover art	\$10.00 each
Photocopy charge B&W:	\$0.20 per page
Photocopy charge Color:	\$1.00 per page
Computer print out:	\$0.20 per page
Facsimile transmittal:	
Domestic calls:	\$1.00 per page
International calls:	\$2.00 per page plus \$5.00 (surcharge)
Test Proctoring	\$5.00 per test
Notary Services	\$2.00 each

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### INTER/INTRALIBRARY LOAN POLICY

To correct a typo

Under the terms of the agreement between URRLS and GPLS, and in accordance with the Georgia Code for Interlibrary Loan, it is permissible to request materials collected in specialized subject fields, master theses, and doctoral dissertations. Reference and genealogical works may be requested through interlibrary loan and will be lent whenever lending does not hinder the services of the lending library. Under the terms of the aforementioned codes and agreements, we may not request material in current or recurring demand, books whose publication date is six ~~years~~ months old or less, books whose replacement value is \$100.00 or higher (if known), or a large number (more than 10) of titles for one person at any one time.

## Changes to Personnel Manual

p. 24

### B. Dress Code

1. Employees' dress and grooming should be appropriate for a business environment and in keeping with his/her work assignment.
2. Clothing and accessories must be neat and clean and should not draw inappropriate or disruptive attention to the individual. Staff members working with the public must dress in business-casual attire.
3. ~~Part-time student employees,~~ Volunteers and community service workers must dress in a neat manner but may wear clean sneakers and dress jeans.
4. Shorts, halter tops and bare feet are never permitted. T-shirts or other attire that promote political or religious causes, campaigns or issues may not be worn. Obscenities, euphemisms, slang words for foul languages and foreign phrases that could be interpreted inappropriately are also prohibited. Body art must be covered by clothing while the employee is in the workplace.

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### D. Holidays

2. Part-Time employees who work fewer than 17.5 hours per week will be entitled to paid holiday hours, based upon a proration of their budgeted hours scheduled throughout the fiscal year. See "Part-Time Holiday Leave Calculator"
  - a. Such vacation pay will be added to the employee's paycheck.
  - b. Employees who are regularly scheduled to work on a holiday may choose to have the day off without pay or may work another day within the same pay period, to make up those hours.

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Uncle Remus Reg. Library Sys.

Shopping Bag

800.587.1541 Customer Service | Sign In

Men Women

Enter keyword or item # Search

URRLS COMPANY STORE PAGE



Welcome to your Company Store!

This is the place to shop for all your **URRLS** apparel. Even if you've never shopped on the Web before, you'll find this site easy to use and convenient.

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Men Women

Enter keyword or item # Search

### Logo Application

[continue](#)

If you have uploaded logos to your store, you can apply them here to the items you selected. You may apply up to two (2) logos to each item. Please consider how your logo(s) will look on the colors of the items you have selected.



Men's Regular Short Sleeve Pima Polo  
Item# 053874-WOP-L

Color: Woodland Pine

Logo 1:

Location 1:



[apply second logo](#)

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SELECT LOGOS FOR ITEMS IN YOUR CART

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## WAYS TO GIVE TO THE UNCLE REMUS REGIONAL LIBRARY SYSTEM COLLECTIONS

### Monetary Donations

- **Honor Your Loved One with a Donation or Memorial Gift**—a thoughtful and lasting way to celebrate a special person's life. Bookplates will memorialize your gift.
- **Enhance an area of the Collection with a monetary donation**—perhaps you would like to enhance the Gardening, U.S History, Children's Picture Book collection or any particular subject area. Bookplates can be placed in the items that are purchased with your monetary gift, in your name or in honor/memory of a special person.

Donation forms are available at your local library. Please be considerate of space limitations on the gift plate, and please be accurate and legible on your donation forms so that we might appropriately honor you or your special person.

### Donated Items

Please know that the System cannot add every donated item into its collection. The majority of donated items will be sold to acquire funds for new materials to enhance the collections of the libraries of the Uncle Remus Regional Library System. Library administration considered several factors before coming to this conclusion:

- In general, the library books we purchase have reinforced or are library bound, meaning they have a stronger, longer lasting binding. This helps keep library books in the library longer. While library bound copies are more expensive, their lasting quality makes them worth the price.
- There are associated costs incurred in placing a library book on the shelf. A barcode, spine and pocket label, possession stickers, stamps, and security tags are applied to the item. If the book has a paper jacket, it must be covered in Mylar sheeting. Then the book has to be catalogued in the computer system. It can take several minutes to determine whether or not the material in question will enter circulation, and if the answer is yes, an additional five to 30 minutes to get the material shelf-ready. This greatly increases costs in supplies and personnel, which means tax funds.

If the library cannot sell donated items, it will discard them or send them to other organizations such as Goodwill.