

2 ADMINISTRATION

2.1 Cash Handling Policy

This policy describes the proper handling of all monies collected by Whitman County Library staff as well as petty cash procedures and reconciliation procedures. A clear cash handling policy is necessary to protect the staff from charges of mishandling funds and to facilitate fund recovery in the event of a crime.

Collecting fund from patrons:

Upon receiving funds from the public at the main branch in Colfax, the staff will immediately deposit the funds in the cash register under the appropriate fund number. At branches, the staff will put any money received from patrons along with receipts in an envelope and include in their next mailing to Colfax.

Receipts shall be written for all fines, lost books and charges on their Library Account in Horizon. Payment of charges should be noted on their library account. Receipts for smaller amounts that include copies or using the fax machine are optional, but staff will write one upon request.

Reconciliation:

The cash register at the main branch in Colfax will be closed out at the beginning of the day by designated staff. They will count the money and reconcile to the cash register receipt. They will leave \$29.10 in the drawer, which was the beginning balance. The receipt and money will be taken to the business manager's office and locked in the desk drawer.

Branches will send in their receipts and money to the Branch Supervisor every time they mail items to Colfax. The Branch Supervisor will reconcile the receipts, verifying payment in Horizon patron accounts. The receipts and money are kept in a locked drawer until given to the business manager.

Deposits:

The business manager will create spreadsheets for both cash register receipts and branch receipts, reconciling both. She will also prepare deposit slips to the Whitman County Treasurer's Office.

Deposits will be made weekly, as a general rule.

2.2 Purchasing Policy

In purchasing supplies, equipment and services, it is the policy of the Whitman County Rural Library District to make every attempt to obtain maximum quality at minimum cost in a timely manner. The District's Director, as its purchasing agent, shall use the following guidelines:

Direct Purchasing:

Any item or group of identical items valued at less than \$5,000 may be purchased directly from a supplier, taking into account buyer experience and knowledge of the market to achieve maximum quality at minimum cost.

Competitive Bidding:

For any item or group of identical items whose value is \$40,000 or more, a formal sealed bid procedure shall be used as standard procedure. Competitive bidding shall be solicited by public notice. Bids may be solicited from any source thought to be of advantage to the district and shall be in writing.

Contracts shall be awarded to the lowest responsible bidder, taking into consideration the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and time of delivery. Whenever there is reason to believe the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Director may call for new bids or enter into direct negotiation to achieve the best possible price. Each bid with name of the bidder shall be recorded, with the successful bid indicated and shall, after letting of the contract, be open to public inspection.

In determining "lowest responsible bidder," in addition to price, the following elements shall be given consideration:

The ability, capacity and skill of the bidder to perform the contract or provide the service required.

The character, integrity, reputation, judgment, experience and efficiency of the bidder.

Whether the bidder can perform the contract within the time specified.

The quality of performance of previous contracts or service.

The previous and existing compliance by the bidder with laws relating to the contract or services.

Such other information as may be secured having a bearing on the decision to award the contract.

The District may reject the bid of any bidder who has failed to perform satisfactorily on a previous contract.

If there is no response from vendors to a request for bids, or if the response is limited to the extent that the District does not have an appropriate choice of options, the District may either re-advertise for bids or negotiate directly with a vendor.

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In the bidding process, the District may require a bidder to obtain a bond or bonds or a District-approved substitute payable to the District in such amount with such surety or sureties as determined by the District conditioned that the bidder will fully, faithfully, and accurately execute the terms of the bid and/or subsequent contract. The bond or bonds shall be filed in the District's business office.

Exceptions to Quotations or Competitive Bidding:

Quotations or formal sealed bidding shall not be necessary for:

Emergency purchases, if such sealed bidding procedure would prevent or hinder the emergency from being appropriately met.

Purchases which are clearly and legitimately limited to a single source of supply and purchases involving special facilities services, or market conditions, in which instances the purchase price may be best established by direct negotiation.

Purchase of library materials, including but not limited to books, periodicals, pamphlets, cassette tapes, films, and microfilms.

Purchases of insurance and bonds.

Purchase of repair and maintenance services by a manufacturer's representative.

Purchase of bibliographic services from Sirsi Dynix, OCLC, etc.
Items purchased through a purchasing contract with the State of Washington, a political subdivision of the State of Washington under the Interlocal cooperation Act (RCW 39.34.010), or from Central Stores, Purchasing Division, Department of General Administration, State of Washington.

Procurement of Architectural and Engineering Services:

The District shall publicly announce requirements for architectural and engineering services and negotiate contracts for such services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices (RCW 39.80). This policy shall apply only to such services whose value is estimated to be \$5,000 or more, following the District's procedures for competitive bidding.

Use and Control of Credit Cards by Library Employees:

Distribution:

Credit cards may be distributed to those Library employees who, in the opinion of the Director, have job responsibilities which would cause their job performance to benefit by use of a credit card.

Authorization and Control:

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Authorized employees may use the credit card for purchasing items in the budgeted category in which they are responsible or other areas approved by the Director. To be used only if other payment options are not available.

Credit Limits:

Employees shall get approval from the director for credit card purchases beyond their normal budget limit responsibility.

Personal Charges Not Authorized:

Personal charges may not be made with library credit cards. Any charges which cannot be properly identified or which are not properly allowed shall be paid promptly by the card user by check and, together with interest and all other charges made by the credit card company, shall constitute a prior lien against all amounts owed by the city to the card user until paid in full.

Reporting:

Credit card charges for approved purchases need to be signed and forwarded to the Business Manager within seven working days of the purchase.

Food Purchase Policy:

The library offers community programs, events, and meetings to support its mission. On occasion, these activities may require that food and beverages be purchased from library funds.

The library may purchase food and beverages and serve them in connection with library sponsored activities, events, and meetings at the discretion of the Director or designee.

The purchases shall be reasonable and abide by the library's purchasing policies and procedures. The purchase of alcoholic beverages with library funds is not allowed.

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2.3 Fixed Assets

Resolution No: 21-22

Authorized by: Board of Trustees

Approved Date: August 17, 2021

Effective Date: September 1, 2021

Review Date: August 2024

Supersedes: Disposition of Surplus Property Policy

The purpose of this policy is to establish criteria for the identification, depreciation, inventory, safeguarding, and disposition of the Whitman County Rural Library District's fixed and controlled assets in accordance with *RCW 27.12.210*.

Fixed Assets

Fixed (or capital) assets are defined as all real property or personal property used for operations with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping) and with an estimate useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Fixed assets may include, but are not limited to: land and land rights, buildings, furnishings, fixtures, equipment, machinery, vehicles, and tools.

Controlled Assets

Controlled assets are individual assets that do not meet the fixed assets threshold, but are considered particularly vulnerable to loss. Controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and similar mobile devices.
- Between \$1,000 and \$5,000 for all other controlled assets.

Controlled assets may include, but are not limited to: desktop computers, printers, laptops, monitors, televisions, photography equipment, mobile devices, and server room equipment.

Grant Funds

Fixed and controlled assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The District's Business Manager is responsible for meeting all requirements of grantors in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Library Materials

Physical materials such as books, DVDs, CDs, and other library collection materials intended for customer use are not considered fixed or controlled assets for the purposes of this policy.

Depreciation

In accordance with the Budgetary, Accounting and Reporting System (BARS) for Library Districts, fixed and controlled assets are expensed during the year of acquisition. There is no capitalization of assets, nor allocation of depreciation expense. Inventory, including library materials, is expensed when purchased.

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Inventory

A physical inventory of all fixed and controlled assets will be performed on a regular basis. All fixed and controlled assets will be tagged and an asset inventory will be maintained.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The manager of the location in which fixed assets and/or controlled assets reside is responsible for the maintenance and security of those assets.
- Technology Services is responsible for the protection, maintenance, and security of controlled assets such as computers, monitors, laptops, and all server room equipment.

Disposition of Assets

When it is determined that a fixed, controlled, or other asset is no longer needed for purposes of the District or an asset has been stolen or destroyed, the District will declare those assets to be surplus. The Board of Trustees must approve the disposition of all fixed assets prior to the asset being removed from the inventory as follows:

- Fixed assets with a value exceeding \$50,000 may only be declared surplus by resolution, following a public hearing in accordance with *RCW 39.33.020*.
- Fixed assets with a value between \$5,000 and \$50,000 may only be removed from the inventory by a motion of the Board.

Disposition of controlled and other assets with a value less than \$5,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Estimated values will be determined by the board, based upon recommendation by the Director and/or knowledge of Board members. Determining value may require the services of an outside expert opinion.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell, donate, or dispose of the asset in the most efficient, cost-effective, and commercially reasonable manner. Items will be sold or donated “as is” with no warranties made or implied as to the fitness of the item for any intended use or as to its condition. Assets declared surplus may not be donated to an individual or public or private organization except as specified under Article VIII, Section 7, of the Washington State Constitution.

The Director, or their designee, is authorized to accept trade-in allowances on any surplus item being replaced or upgraded for which a trade-in allowance is offered, in accordance with the District’s *Purchasing Policy*.

Only assets having more than a nominal monetary value will be formally declared surplus. Other assets that are obsolete, broken, or of nominal or no value for other reasons may be disposed of in the most efficient and cost-effective manner upon approval of the responsible manager. Prior to disposal, items listed on the Districts assets inventory shall be removed from the inventory and property tags shall be removed.

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Board members and District employees are prohibited from purchasing or otherwise receiving any fixed or controlled assets in the disposition of surplus property.

Disposition of Library Materials

Surplus library materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with *RCW 39.33.070(1)*.

Surplus library materials with an estimated value of \$1,000 or less shall be sold in accordance with *RCW 39.33.070(2)*.

Surplus library materials determined to have no value will be recycled, if possible, or otherwise destroyed in accordance with *RCW 39.33.070(3)*.

Funds

All monies received from the sale of surplus items shall be returned to the General Fund of Whitman County Rural Library District.

2.4 Public Records Policy

Whitman County Rural Library District (WCL) follows the requirements of RCW 42.56 Public Records, commonly known as the Public Records Act.

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Definitions:

A public record, as defined in the RCW, includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of form or characteristics, except as there exempted. The definition of a public record contains three elements, (WAC 44-14-03001):

The record must be a "writing," which is broadly defined to include any recording of any communication, image, or sound. A writing includes not only conventional letters and memoranda, but also emails, videos, photos, and computer data. (RCW 42.56.010).

The writing must relate to the conduct of government or the performance of any governmental or proprietary function.

The writing must be prepared, owned, used, or retained by the agency.

Requests:

WCL encourages requests either for inspection or for copies of public records to be in writing addressed to the Public Records Officer and may be made in person to the WCL business office at 102 S. Main, Colfax WA. Requests can also be made by mail, email, or fax. Individuals asking for public records information will receive a response within five (5) business office working days from the receipt of the request. The response will include one of the following (RCW 42.56.520):

Response to the request;

acknowledging the receipt of the request and an estimate of additional time needed to produce the information requested;

clarify the request

locate records to respond to the request

contact a third party affected by the request

determine whether any records are covered by an exemption and should not be disclosed in whole or in part

denial of the request based on specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3). Public records shall be available for inspection and copying during regular library hours.

Access to Public Records:

Responding to public records requests is one of the library's essential functions.

There is no charge for inspection of or locating public documents.

Similar to WCL's other essential functions, the staffing and resources that WCL can devote to responding to public records requests are necessarily limited by budgetary constraints as just 12 FTE's staff 14 locations.

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In order to avoid excessive interference with other essential functions of the library and in light of these constraints, the Whitman County Library Board of Trustees has established that not more than two hours per week of staff time can be devoted to responding to public records requests. This amount is approximately $\frac{1}{4}$ of 1% of Whitman County Library's annual budget and the amount is in line with a number of agency policies within the region.

The Library's Business Manager has been designated as the Public Records Officer for the library district and is responsible for overseeing the library's compliance with the public records disclosure requirements.

Fees:

RCW 42.56.120 allows for a reasonable charge for printed copies to be imposed for producing copies of public records. All copies of public records will incur a charge equal to the library's public copying per page fee along with fees for staff member's time to reproduce (prorated from actual salaries), cost of packaging and postage. For items saved to CD or other media, actual cost of the media storage will be relayed to the requester. Payment must be received prior to producing and/or mailing the information.

Exemptions:

Any library record used to maintain control of library materials, or to provide access to information, that discloses or could be used to disclose the identity of a library user or to identify specific library users with specific library materials or information requests, is exempted from public disclosure to protect user privacy by RCW 42.56.]

Certain other exemptions, including personnel matters, items relating to land acquisition, labor negotiations, and donor identification are defined in the R.C.W. If any item is withheld, the specific exemption that authorizes such withholding will be cited and an explanation will be provided by the Public Records Officer.

Implementation:

This policy will be implemented by the Public Records Officer, as delegated by the Library Executive Director. The Public Records Officer is expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner.

2.5 Procedures for Responding to Requests from Law Enforcement Officers for Patron Records

There are, on occasion, times when law enforcement officers from the local, state, or federal level may approach Whitman County Library staff with requests for information about patrons' use of the library and its resources. It is our policy that law enforcement agencies must obtain a court order or present a signed Subpoena Duces Tecum or a warrant from their jurisdiction's authority. In the case of officers from the Federal Bureau of Investigations, the request may also come in the form of a search warrant issued under the USA Patriot Act Amendment. Any staff members who are approached by law enforcement officers should use the following guidelines.

When Visited by Law Enforcement Person:

Ask them for their identification to ensure that they are official law enforcement officers.

Ask to see their court order. Choose the appropriate steps below depending on their response:

If no court order, subpoena, or warrant are presented:

Do not provide information being requested.

Assure officer/agent that, while we do comply with the law, procedures must be followed.

Refer officer/agent to the library director, associate director, or person in charge in Colfax.

If the court order is in the form of a subpoena:

Refer any person attempting to serve legal documents relating to a court order, summons, and complaint or subpoena to the director, associate director, or person in charge in Colfax.

If the court order is in the form of a search warrant:

Information or property identified in a warrant must be available immediately.

Ask agent/officer to give warrant to the director, associate director, or person in charge.

Supervisory may ask agent to have library counsel present before the search begins to assure that the search conforms to the terms of the search warrant.

Director, associate director, or person in charge will direct the warrant immediately to legal counsel.

Do not interfere with the agent's search or seizure.

Make a list of all items removed from the facility.

If the court order in the form of a search warrant issued under the USA Patriot Act Amendment (Foreign Intelligence Surveillance Act, FISA):

Same procedure as for a search warrant except there is a *gag order*.

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No information can be disclosed to any other party, including the patron whose records are the subjects of the search warrant. You must comply with this order.

Call the director, associate director, or person in charge, to get legal assistance.

If unable to reach the director, associate director, or person in charge, contact the library's legal counsel immediately. Gary Libey 509-397-4345.