

Critical Connections class
January 10 and 26, 2011
Topic: Accounting procedures

District Internal Auditor required procedures for all Adams12 Libraries

The following procedures will be standardized in ALL Adams12 school libraries. Teacher-Librarians will be trained and can instruct their clerk, or ask Kim to instruct their clerk on these procedures.

It is the responsibility of the Teacher-Librarian to make certain these procedures are followed.

History: The Internal Auditor, Gina Holub, conducts random audits on various district departments to determine if policies are fair and consistent. She has already and will continue to audit our district libraries.

Gina met with the Library Advisory Board in October 2010 to explain her mission, then asked Kim to convene a panel of TLs and clerks to advise her on their procedures.

The panel met in November 2010, Gina created the policy from their input

All TLs will receive the policy and instructions at today's meeting.

Standard Procedures:

1. All OVERDUES will automatically roll into LOST after __30__ days. Please set this for your school in Destiny under Library Policies, Circulation Types, then Edit icon, then Overdue to Lost in __30__ days.

*when a book is moved to LOST, Destiny will not notify you that the user has a FINE. You must look at their record to see the fine assessed, then decide if you will check out more to the user.

Notes:

2. No schools will charge daily fees for OVERDUES. If your school has had this policy, it must change by Friday, January 14th.

Go into your Back Office and change the fines for either the Circ Types or the Patron types to \$0.00 per day.

Notes:

3. When receiving payment for an item:

you will enter the payment into Destiny on the student's record that day.

you will print a Destiny receipt to give to the student when the payment is entered.

you will also take all money (cash or checks) to the bookkeeper that day.

you will also run the Fine History report for that day and keep a copy in your records.

Notes:

4. Refunds will be entered into Destiny on the day the refund is given

You will run the Fine History report for that day and keep a copy in your records.

Notes:

5. Run the Destiny Fine History report monthly to reconcile your accounting and keep copies.

Today:

One of our TL Instructors will guide each of you through below reports today. Instructions on running these reports can also be found on the Library Services wiki on the Destiny page:

<http://adams12libraryservices.wikispaces.com/Destiny+How-To>

- Mark an item as Lost, Add a Bill (for Lost or Damaged), and Pay the Bill.
- Create a receipt
- Refund a payment made
- Run the Destiny **Fine History Report** monthly
- Forgive a fee for a Lost item with no payment made

Thank you to those who served on the accounting Committee to advise Gina Holub:

Linda Spade

Lisa Henkel

Jennifer Alevy

Nancy Bender (clerk at TMS)

Kristen McCloskey

Lorry Christiansen (clerk at Shadow Ridge)