

1111 | Collections

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

1111.1 | Cash Handling @ Service Desks

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

Procedures for the handling of cash receipts are designed to provide accountability for monies received. All DPL employees are responsible for complying with the policies and procedures described herein. Employees dealing with cash collection must be bonded. Non-compliance with these policies and procedures could lead to disciplinary action. Use of DPL funds or receipts for cashing checks is prohibited. Cash should never be left unattended, for any period of time.

1111.1.1 | Fines and Fees

Date Policy Approved: November 2006 by DeSoto Parish Library Board of Control

Revised May 2007 by DeSoto Parish Library Board of Control

Revised March 2012 by DeSoto Parish Library Board of Control

Fax:

Local 800#s: 50¢

Within the United States: \$1.00

International: \$2.00

Cover Sheet: .50¢

Copies:

Black/White:

All paper sizes: .15¢

Color:

8x10: .40¢

11x17: .80¢

Photo Paper (8x10): \$1.00 each

Data Storage:

Floppy: \$1.00

CD: \$1.00

Flash Drive (2 GB): \$10.00

Earphones:

Computers / Playaways: \$1.00

1111.1.2 | Daily Procedures

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

When a DPL employee receives cash, it is to be deposited immediately into the cash drawer under the correct heading. All cash receipts are then identified by category.

Each time money is collected an entry on the receipt form must be made. **THE ENTRY MUST BE DATED AND SIGNED OR INITIALED BY THE STAFF PERSON MAKING THE ENTRY.**

See next two sections for Daily Receipt Procedures and Form.

Only DPL employees with appropriate training are authorized to use the cash drawer during their assigned work shifts only.

All funds collected during open operations are stored in a locked cash drawer. After hours, all funds are kept in a locked safe/drawer. Only circulation staff and supervisory personnel will have access to these funds during the hours the library is open. At the end of the last shift of the day, all funds and forms are transferred from the cash drawer by two DPL staff members to the safe/drawer in the workroom. Access to library safe/drawer is limited to specific personnel.

Daily Receipt Form Procedures¹¹

Date Policy Approved: May 2007 by DeSoto Parish Library Board of Control

The following is to be used when recording money received at the circulation desk. Record only money received for the items in the proper column headings. All other money should be given to the Branch Manager and not recorded using this procedure. When using the form, use only one sheet per cash drawer.

1. Fill in the date at the top left-hand corner.
2. Copy Machine Column – Use this column to record money received for copies made on the copy machine. Do not record money received for computer print outs here. (Public - 15¢ per sheet, Staff - 10¢ per sheet)
3. Computer Print Outs – Use this column to record money received for sheets printed from computers. Do not record money from the copy machine here. (Public - 15¢ per sheet, Staff - 10¢ per sheet)
4. Fax – Use this column to record money received for faxes sent or received, including cover sheets. (Local and 800 numbers - 50¢ per sheet, long distance - \$1 per sheet, international - \$2 per sheet)
5. Library Cards – Use this column to record money received for replacement library cards. (First card – free, Second Card - \$1, Third and consecutive cards - \$5)
6. Non-Resident Fees – Use this column to record money received for non-resident library cards. (\$5 per card)
7. Fines – Use this column to record money received for late fines. Do not record money received for lost or damaged books here. (Books and audios - 10¢ per day, videos - 50¢ per day)
8. Disks – Use this column to record money received for floppy disks sold. (\$1 per disk)
9. Damaged and Lost Books – Use this column to record money received for damaged or lost books. Do not record fines or books sold here.
10. T-Shirts – Use this column to record SRP t-shirts sold. (Price is set each year according to the cost of the t-shirts)
11. Book Bags – Use this column to record SRP book bags sold. (Price is set each year according to the cost of the book bags)

¹¹ Daily Receipts Instructions. DeSoto Parish Library Operations Manual, p. 143-144.

12. At the end of the day, total each column and record the total in the outlined rectangle at the bottom of the column.
13. Add the column totals and record the grand total in the Total Daily Receipts blank at the bottom left-hand corner.
14. Remove the total daily receipts from the cash drawer, leaving only \$15 in the drawer for the next day's bank. If possible, leave \$10 in one-dollar bills, \$4 in quarters and \$1 in nickels to facilitate making change.
15. Count the money removed from the drawer to be sure it equals the Total Daily Receipts.
16. If the money does not equal the total on the Daily Receipts sheet, write a note indicating the amount of the difference. Turn in any extra money to the Branch Manager along with the daily receipts. Do not keep it in the drawer.
17. Initial the form in the blank at the bottom right-hand corner.
18. Place the money, the Daily Receipts sheet and any notes in the bag provided for that purpose.
19. Give the bag to the Branch Manager.

1111.1.3 | Weekly Procedures

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

At the beginning of each week, a clerk reports daily activities on a weekly form showing the status for each day. Using this weekly receipts form, record the daily receipt totals and calculate the weekly deposit. Record the total at the bottom of the column. This amount should match your daily receipts record. Record the date the deposit is taken to the bank.

A second person will count the money to insure accuracy. Both people who counted the money will initial the blank at the bottom right-hand corner of the page. Use the totals on this form to complete your Weekly Deposit.

All deposit monies are kept in a locked safe in the staff work room with limited access.

Weekly Receipts Instructions

Date Policy Approved: May 2007 by DeSoto Parish Library Board of Control

Use this form to record the daily receipt totals and calculate your weekly deposit. The numbers in the first column are account numbers for bookkeeping. The descriptions in the second column are line items for the account number to the left. Some account numbers have additional lines or blank lines below them for adding new items. This sheet is for your record only. Do not turn it in to the Assistant Director or Bookkeeping. Keep this record for a year, in case a question about your deposit arises later. Lines with instructions marked with an asterisk () might not appear on the form for your location.*

1. On the second line, under the weekday, write the date for each day.
2. Record the daily totals for each day on the appropriate line.
3. 000-340.40 Copy Machine – Record money taken from the copy machine on this line. Money may be removed from the copy machine daily or weekly, as you prefer. Do not record money received for computer print outs on this line.
4. Computer Print Outs – Record money received for sheets printed from computers on this line. Do not record money from the copy machine on this line.
5. 000-347.60 Fax – Record money received for faxes sent or received on this line.
6. Library Cards – Record money received for replacement library cards on this line.
7. Non-Resident Fees – Record money received for non-resident library cards on this line.
8. 000-351.20 Fines – Record money received for late fines on this line. Do not record money received for damaged or lost books on this line.
9. 000-364.00 XX Children's Fund – Record money donated for children's programming at your location on this line. Do not keep this money at your location and spend it as needed. Turn this money in to the Branch Manager for deposit. Use a separate deposit slip and a separate weekly deposit form for donations of this type.
10. *ST TAB – Record money donated for Stonewall's Teen Advisory Board on this line. If your location receives money for TAB or any other special program, write a description to identify the donation on this line or the two blank lines below this line. (Example: MA TAB) Turn this money in to the Branch Manager for deposit. Use a separate deposit slip and a separate weekly deposit form for donations of this type.

11. *000-455.10-310 LLA Dues – Record money received from staff for LLA dues on this line. This line will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.
12. *000-455.10-411 Water & Sewerage – Record money received from Friends of the Library for the North Street water bill on this line. This line will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.
13. 000-455.10-530 Telephone – Record money received from staff for long distance telephone calls on this line. Turn this money in to the Branch Manager for deposit.
14. 000-455.10-610 Disks Sold – Record money received for the sale of floppy disks on this line.
15. *Staff Supply Purchases – Record money received from staff for supplies purchased through the Library on this line. Do not record other staff purchases on this line. This line will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.
16. 000-455.10-800 SRP T-Shirts – Record money received for SRP t-shirts on this line.
17. SRP Book Bags – Record money received for SRP book bags on this line.
18. *Blank lines – Record money received from staff for items purchased through the Library, which have been charged to a miscellaneous account in bookkeeping, on these lines. These lines will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.
19. 000-455.80-640 Damaged & Lost Books – Record money received for damaged or lost books on this line. Do not record money received for fines on this line.
20. Memorial Book Donations – Record money donated for the purchase of memorial books on this line. Record the daily total amount, not individual donations. Turn this money in to the Branch Manager for deposit.
21. *Staff Book Purchases – Record money received from staff for books purchased through the Library on this line. Do not record other staff purchases on this line. This line will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.
22. *000-455.81-640 Staff Audio Purchases – Record money received from staff for audios purchased through the Library on this line. Do not record other staff purchases on this line. This line will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.

23. *000-455.82-640 Staff Video Purchases – Record money received from staff for videos purchased through the Library on this line. Do not record other staff purchases on this line. This line will be used at the Main Library only. Turn this money in to the Main Library Manager for deposit.
24. Add the amounts recorded in each daily column and record the total at the bottom of the column. This amount should match your daily receipts record.
25. Add the amounts recorded for each line item and record the total in the right-hand column.
26. Add the amounts recorded in the right-hand column and record the Grand Total at the bottom of the column. This should match the amount of money you have to deposit.
27. Record the date you take the deposit to the bank in the Date of Deposit blank at the left-hand bottom of the page.
28. Ask a second person to count the money to insure accuracy. Both people who counted the money will initial the blank at the bottom right-hand corner of the page.
29. Use the totals on this form to complete your Weekly Deposit.
30. Keep a copy of this form in your files for one year.

Weekly Receipts Form

Date Policy Approved: May 2007 by DeSoto Parish Library Board of Control

ACCOUNT	DESCRIPTION	Monday	Tuesday	Wednesday	Thursday	Friday
000-340.40	Copy Machine					
	Computer Print Outs					
000-347.60	Fax					
	Library Cards					
	Non-Resident Fees					
000-351.20	Fines					
000-364.00	MA Children's Fund					
000-455.10-310	LLA Dues					
000-455.10-411	Water & Sewerage					
000-455.10-530	Telephone					
000-455.10-610	Disks Sold					
	Staff Supply Purchases					
000-455.10-800	SRP - T-Shirts					
	SRP - Book Bags					
000-455.80-640	Damaged & Lost Books					
	Memorial Book Donations					
	Staff Book Purchases					
000-455.81-640	Staff Audio Purchases					
000-455.82-640	Staff Video Purchases					

TOTAL

Date of Deposit _____

Initials _____

1111.1.4 | Reconciliation of Money Collected at Service Desks

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

Daily receipt form is collected at the end of each day or beginning of next day by a clerk. Remove daily receipts form and the cash from drawer, leaving only \$20 in the drawer for the next day's bank. If possible, leave \$10 in one-dollar bills; 1 – \$5.00; \$4 in quarters; .40¢ in dimes; and .60¢ in nickels to facilitate making change.

With the daily receipt form, money is verified for cash, checks and any error notes. The clerk sees that everything totals up correctly.

Complete daily receipt form. Record the grand total. Count the money removed from the drawer to be sure it equals the Total Daily Receipts. The clerk counting the money initials the daily form and it is verified and initialed by another clerk for accuracy. Any shortage or overage is noted directly on the paperwork and attached to the daily form.

Place the money, the Daily Receipts sheet and any notes in the bag provided for that purpose. Give the bag to the Branch Manager.

1111.2 | Public Photocopier

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

The public photocopier has a Coin/Bill Acceptor unit attached to it. Once a week before the library is open, two Employees open the back of each vending unit. All bills (except 5 - \$1.00 bills) and overflow coins are taken out of each vending unit and counted. The cash is placed in the safe.

A form with the amount entered is placed in the cash drawer. Readings are taken from each machine meter and put on the copier log along with the amount taken from the machine. The funds taken from the coin-ops are reconciled with reports run from each device.

1111.3 | Donations, Gifts and Memorials

Date Policy Approved: July 2007 by DeSoto Parish Library Board of Control
Revised October 2007 by DeSoto Parish Library Board of Control
Revised November 2017 by DeSoto Parish Library Board of Control

1111.3.1 | Donation, Gifts and Memorial Policy

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

Gifts (check or cash) received by a library location should be given to the branch manager with a Library Donation Form. Library Director acknowledges receipt of gift through a letter to the donor. Clerk deposits gift into the library's bank account. Business manager updates Donations and Memorial spreadsheets accordingly.

1111.3.2 | Donation, Gifts and Memorial Procedures, Donation Form¹²

Date Policy Approved: July 2007 by DeSoto Parish Library Board of Control

DeSoto Parish Library encourages donations as memorials and as tributes to living individuals on special occasions. Such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect. Memorials and tributes are normally accepted in the form of monetary donations to a special fund administered by the Library Director. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

Any staff member may accept memorial and tribute donations. Thank the donor and help him or her complete a Memorial and Tribute Donations form. Include as much information as possible. Explain the following guidelines that will be used in providing acknowledgement to and recognition for donors:

- A bookplate with the names of the donor and the deceased or honoree will be placed in the item purchased with the memorial or tribute donation.
- Letters of acknowledgment will be sent to the donor and to the person specified to receive acknowledgment for memorial donations or the honoree.
- A press release will be sent to local newspapers describing the book purchased and naming the donor and the deceased or honoree.

¹² DeSoto Parish Library Operations Manual, 154-155.

When filling out the Memorial and Tribute Donations form, be sure to print all names the way they should appear on the bookplate and acknowledgements. Include the relationship to the deceased or honoree whenever applicable. If the donor does not know an address for a person to whom a letter should be sent, ask for a telephone number so the Library can call the person and get an address. Give the money to the Main Library Manager or the Branch Manager as soon as possible. Managers will include memorial and tribute donations in their weekly bank deposits. Give the completed donation form to the Library Director or the Assistant Director.

When an individual wishes to donate a book instead of money, accept the item thanking the individual and explain to the patron that the decision to accept the gift will be based on the selection criteria used for collection development. If accepted, the bookplate and notification will be handled in the same manner as a monetary donation. If it is not accepted, the book will be returned to the donor. Check to see if the Library already owns the item, note your finding on the form and then give the item and the completed form to the Library Director or the Assistant Director.

When the item has been selected and ordered, a Memorial and Tribute Routing Slip will be attached to the donation form, which will be placed in the Memorial Book binder in Tech Services. Each staff member who completes a task on the routing slip initial and date the numbered task on the routing slip in the notebook. Give memorial and tribute items priority consideration so that acknowledgements can be sent as soon as possible after the donation is given. When the item is received, Acquisitions will place a green Memorial Book flag in the item and send it directly to Cataloging. After the item is cataloged, the green flag will remain in the item and it will be sent directly to Processing. When the item has been processed, the green flag will remain in the item and it will be given to the Administrative Assistant. The Administrative assistant will prepare a bookplate to be affixed inside the item and letters send letters to all persons noted on the donation form. The green flag will then be removed and the item will be checked into the collection and available for circulation. The Administrative Assistant will then prepare a press release to be sent to the local newspapers. Finally, the Administrative Assistant will file all forms and copies of the letters and press release in the appropriate notebook.

1111.3.3 | Donation, Gifts and Memorial Donation Form

Date Policy Approved: October 2007 by DeSoto Parish Library Board of Control

Thank you for selecting a gift to DeSoto Parish Library as a means of honoring or remembering a loved one. If you do not have a preference, our Library Department Managers will select an appropriate item. Please print names as you wish them to appear on the bookplate. Provide addresses for persons who should receive letters of acknowledgement.

Date _____ Donation Amount _____

Suggested Title _____

Suggested Subject _____

Library Location Where You Wish the Item to be Placed _____

Donor Information:

Organization _____

Name _____

Address _____

Phone # _____ Relationship to Deceased or Honoree _____

Memorial or Tribute Information:

In Memory Of _____

In Honor Of _____

Acknowledgement Information:

Name _____

Address _____

Phone # _____ Relationship to Deceased or Honoree _____

Additional Acknowledgement:

Name _____

Relationship to Honoree _____

Address _____

Phone # _____ Relationship to Deceased or Honoree _____

1111.3.4 | Donation, Gifts and Memorial Procedures, Routing Slip

Date Policy Approved: October 2007 by DeSoto Parish Library Board of Control

Use this form to track memorial and tribute items donated to the Library. Initial and date each number you complete. If a step on the list is skipped because it is not applicable, the person who would have completed the task should write N/A in the blank and initial and date it. Pass the item along to the next person as soon as possible, giving these items priority consideration. Tasks should be performed in the order listed.

Title – When an item is selected, the Library Director or Assistant Director will record the title in this blank.

Author – When the item is selected, the Library Director or Assistant Director will record the author in this blank or write N/A if there is no author.

Item Selected – The Library Director or Assistant Director will initial and date this blank when the item has been selected for purchase. The Library Director or Assistant Director will make a copy of the Memorial and Tribute Donation form and write the title and author on the copy. This copy will then be given to the Assistant Director, who will add the item to a selection list to be ordered. All original forms will be inserted in the Memorial Book binder in Tech Services and the copy of the donation form will be given to Acquisitions staff.

Item Ordered – The Assistant Director or Acquisitions staff will initial and date this blank when the item is ordered.

Item Received – Acquisitions staff will initial and date this blank when the item is received. A green Memorial Book flag will be placed in the item and it will be given to Cataloging staff. This green flag will remain in the item until it is checked into the system for circulation.

Item Cataloged – Cataloging staff will initial and date this blank when the item has been cataloged. The item will then be given to Processing staff.

Item Processed – Processing staff at the Main Library will initial and date this blank when the item has been prepared for circulation. The item will then be given to the Administrative Assistant.

Bookplate Affixed – The Administrative Assistant will initial and date this blank when the bookplate has been affixed to the item.

Thank You Letter Sent – The Administrative Assistant will initial and date this blank when a thank you letter has been mailed to the donor. If the donor requested that no thank you letter be sent, the Administrative Assistant will write N/A in this blank and initial and date it.

Letter(s) of Acknowledgement Sent – The Administrative Assistant will initial and date this blank when a letter of acknowledgement has been mailed to the individual or individuals designated by the donor. If the donor requested that no letters of acknowledgement be sent, the Administrative Assistant will write N/A in this blank and initial and date it. The Administrative Assistant will give the item to Circulation staff.

Item Checked into Collection – Circulation staff at the Main Library will initial and date this blank when the item has been checked into the system. If the item belongs to a Branch location, circulation staff at the Main Library will change the item status to In Transit and send it to the owning agency. Circulation staff will then notify the Administrative Assistant that the item is ready for circulation.

Press Release Sent – The Administrative Assistant will initial and date this blank when a press release has been sent to the local newspapers. If the donor requested that no press release be sent, the Administrative Assistant will write N/A in this blank and initial and date it before moving the donation form, routing slip and all accompanying papers to the larger Memorials binder.

Notes – Any special notes may be recorded in this section. Staff will initial and date notes they add.

1111.3.5 | Donation, Gifts and Memorial Routing Slip Form

Date Policy Approved: October 2007 by DeSoto Parish Library Board of Control

Use this form to track memorial and tribute items donated to the Library. Please initial and date each number you complete. Tasks should be performed in the order listed. If a step is skipped because it is unnecessary or not applicable, please note that it was skipped and date and initial the blank as you normally would if you completed the task. Give these donations priority consideration. Pass the item along to the next person as soon as possible.

Title _____

Author _____

1. Item Selected _____
2. Item Ordered _____
3. Item Received _____
4. Item Cataloged _____
5. Item Processed _____
6. Gift Plate Affixed _____
7. Letter to Donor Sent _____
8. Letter to Relative(s) Sent _____
9. Item Checked into Collection _____
10. Press Release Sent _____

NOTES:

