

PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

POLICIES AND PROCEDURES

I. *ADMINISTRATIVE OFFICE*

1. Office hours shall be 7:30 a.m. to 6:00 p.m. Monday through Friday, and Saturdays 9:00 a.m. to 3:00 p.m. Personnel shall be expected to stagger lunch hours in order to staff the office during the lunch hour.
2. The Administrator is expected to spend a minimum of 40 hours per week performing PPLCS administrative duties.
3. During absences from the PPLCS office, the Administrator shall leave an itinerary and phone contact information with the PPLCS office staff. In the event all personnel are absent from the PPLCS office, a notice shall be posted in a visible place, and the office answering machine shall also contain the above information.
4. The PPLCS office shall be established and operated according to accepted office procedures.
5. Phone logs shall be kept by all staff members.
6. Copies of any correspondence containing deadlines which affect member libraries shall be dispersed by the most expedient method to County Library Directors.
7. Administrator is responsible for securing the PPLCS office when staff is absent. No equipment is to be removed from the office except for the purpose of conducting official PPLCS business. Only copies of original files or records may be removed from the office for work related purposes, with the exception of materials for Board Meetings and audits. Other exceptions must be approved by the Board Chairman. In the event of outgoing correspondence/documents, copies must be retained in the PPLCS office.
8. Office staff must abide by the Equipment Use and Computer Use policies.
9. The PPLCS Procedure manual for the office personnel shall be kept in the Administrative Office.

II. *PROCESSING OF INVOICES FOR PAYMENT*

1. At each regularly scheduled monthly PPLCS Board Meeting, all invoices for the previous month, with purchase orders attached, shall be presented for approval by the Board, and signed by the Chair or the Chair's designee.

III. *PROCESSING OF PAYROLL*

1. Time sheets for the Administrator shall be filled out completely, with each pertinent leave slip attached, and bearing the signature of the PPLCS Board Chair or Chair's designee. They are presented to the finance office in a timely manner. Administrator is responsible for obtaining Board Chair's signature prior to presentation to the finance office. No time Sheets for Administrator shall be processed for payment without signature of the Chair or Chair's designee.
2. Timesheets for PPLCS personnel shall be filled out completely and presented to the finance office in a timely manner. Pertinent leave slips shall be attached, bearing the signature of the Administrator and Library Director if County Library based.

IV. ***TRAVEL***

1. Travel records must be kept for auditing purposes.
2. Administrative leave forms for Administrator shall be signed in advance by the PPLCS Board Chair or Chair's designee for all planned meetings. Impromptu meetings, for which reimbursement is desired, shall require the approval of the PPLCS Board Chair (or the Vice Chair, in the absence of the Chair). Attendance by the Administrator at impromptu meetings which are held outside the PPLCS service area shall require notification to the PPLCS Chair of the Administrator's intention to attend.
3. Travel vouchers for the Salaried shall accompany monthly time sheets.
4. Travel vouchers for PPLCS member/staff shall be submitted for payment by the end of the month in which the travel occurred.
5. Travel vouchers for PPLCS member and/or staff shall be processed for payment and presented to the finance office within 14 working days of receipt in the PPLCS office.

V. ***BOARD MEETING, NOTICES, ETC.***

1. All PPLCS meetings shall comply with Sunshine Law. Administrator is responsible for meeting all requirements for public Notices as required by the Sunshine Law.
2. PPLCS Administrator is expected to attend all PPLCS and Director's Committee Meetings. If tardiness or absence is unavoidable, the Chair's Designee shall be notified.
3. Minutes from the previous PPLCS Board Meeting, notice of, and agenda for the upcoming PPLCS Board meetings are to be mailed to all PPLCS Board Members before the next scheduled board meeting.
4. PPLCS Administrator shall present a written report at each regular Board Meeting. The report shall include the following:
 - business activities for previous month,
 - updates on progress made on PPLCS Board directives,

- Technology activities
- Meeting's attended.

5. Each committee may submit a monthly report at the regular board meeting.

VI. *Miscellaneous*

1. . . . “The Administrator shall be an at-will employee and shall serve at the pleasure of the PPLCS Board, with its Chair as the supervisor of the Administrator”. **PPLCS Interlocal agreement: Article 9, Staffing.**
2. All preceding items are intended as a general statement of policy and procedure regarding PPLCS business. The omission of specific statements of duties or responsibilities does not exclude them from requirement by the appropriate person(s). In the case of job performance, such omissions shall not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the preceding document, its expectations, and condition.

PPLCS Administrative Employee Signature

Date

PPLCS Administrative Board Chair

Date