

LIBRARY AUDIT
UPDATE
JANUARY 2015

- The Library Board adopted Bylaws at the October 2014 board meeting.
- The Library Board adopted Chapter 2 of the City's Code at the October 2014 board meeting. Library staff successfully transitioned to city leave 1 December 2014.
- Richard Beeland began work as the Library's Chief Administrative Officer on October 29, 2014.
- All meetings of the Library Board and its committees are published in the newspaper seven (7) days prior to each meeting. Additionally, a notice is posted on the front door of each library and on the library's web site.
- A written procedure is in place for donating library materials that have been removed from the collection to the Friends of the Chattanooga Public Library. This is a routine part of library business and the city auditor found no issue related to the disposition of the materials.
- The Library adheres to a strict industry standard regarding the removal of library materials. I reached out to the American Library Association as well the Tennessee State Librarian on this topic. Statements from ALA's Executive Director and the State Librarian are attached.
- The Library follows the City's Travel Policy and the Director reports monthly to the Board any upcoming travel for all staff and how travel is being funded.
- We currently use Oracle for business processes and HR related processes. **Time Clock software and kiosks will be installed April 2015.**
- **The Library will wait for the City to release its Employee Manual, expected in late Winter or early Spring of 2015, and take appropriate action.**
- **A Board Manual, developed by a committee of two Library Board members and the Library Director will be presented to the Board for approval at the January 2015 meeting.**
- Board training was provided by the City Attorney's office at the Board's November 2014 meeting.

- **An Employee Orientation, focused on Library processes, will be developed by the CAO with an anticipated roll out in 2015.**
- **The Library will advertise for an auditor in late Winter 2015 so that they may provide a separate audit of the library at the close of FY 2014-2015. An RFP is being developed for approval by the Board at their February 2015 meeting.**
- **A draft MOU with the Friends of the Chattanooga Public Library and the Library Board will be presented to the Board for approval at their January 2015 Library Board meeting.**
- **The city attorney's office is researching the need for two board members' signature on all library invoices.**
- **An all staff day will be held annually on Columbus Day.**
- **Staff disciplinary actions and separations are complete.**

Travel Report
January-February 2015

Corinne Hill, Library Director

January 28-29th Speaker at the Ontario Library Conference, Ontario, Canada
(Paid by the Ontario Library Association)

January 30-February 3rd American Library Association Mid-Winter Conference,
Chicago, IL (Paid by the Chattanooga Public Library)

February 4-7th Speaker at The Future of Libraries Conference, University of
Southern California, Los Angeles, CA (Paid by The Future of Libraries Conference)

Nate Hill, Assistant Director

January 12-16th Gigabit City Summit, Kansas City, Missouri (Paid by the
Chattanooga Public Library)

Sean Brewer, Open Data Specialist

January 13-16th Presenting at a Hackathon at New York City Public Library Labs,
New York City, NY (Paid by the Chattanooga Public Library)

Sarah Anne Brewer, Library Assistant II

February 9, 2015 Attending a Tenn-Share Board Meeting at the Hendersonville
Public Library, Hendersonville, TN (Sarah Anne is a Tenn-Share Board Member)
(Paid by the Chattanooga Public Library)

Justin Hoenke, Manager of the 2nd Floor, Teen Specialist

January 26-29th Participating in a meeting of librarians and educators that focuses on maker education and maker spaces in museums and libraries. Children's Museum of Pittsburgh, Pittsburgh, Pennsylvania (Paid by Institute for Museums and Library Services)

Alei Burns, South Chattanooga Library Branch Manager

January 30-February 2nd Attending meetings for ALSC Robert F. Sibert Medal Selection Committee (new member on the committee) during American Library Association Mid-Winter Conference, Chicago, IL (Paid by Chattanooga Public Library)