



Employee Guide Section 20: Employee Bond Regulations

Due to the handling and custody of public funds, the following positions must carry a bond of not less than \$25,000:

All Regional Board of Trustee Members

Director

Lincoln County Librarian

Lawrence County Librarian

Franklin County Librarian

Youth Services Librarian

Business Clerk

Positions whose handling and custody of public funds is incidental to their employment will not be bonded. “Incidental” is defined as meaning that their handling and custody of public funds is either random, infrequent, or in immaterial amounts. An “immaterial amount” is defined to be anything up to \$500. If public funds come into the library over that amount, they must be handled by a bonded employee. Routine fine and fee transactions of circulation staff are considered to be incidental to their employment.

Approved 9/10/2024