



# Sandwich Public Library District

## *Budget & Finance Policy*

The Sandwich Public Library District has a board-approved written budget. This budget is developed annually as a cooperative process between the board and the Library Director. Each year, the board of trustees determines if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees takes action to increase the Library's revenue.

The Sandwich Public Library District spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audio-visual materials, electronic resources, periodicals, and telecommunication costs for reference services.

On a monthly basis, the Library Director presents written reports on Library operations to the board of trustees. These reports include such areas as finance, Library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

### **Operational Records**

The Library District maintains adequate records of Library operations in a manner easily understood by the public as well as the board of trustees and Library Director. This record of Library operations is presented at each board of trustees' monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

### **Authority to Spend**

The Library Director of the Sandwich Public Library District is authorized to spend up to \$2,500.00 on any single item without prior board approval. The Library Director is authorized to pay Library utility bills electronically from the general checking account.

Senior staff members have the authority to spend up to \$200.00 per item for the budgets associated with their roles, as outlined in their job descriptions. Any intended purchase exceeding \$200 requires approval from the Director before making the purchase.

The Sandwich Public Library District may spend in excess of \$25,000 only after completing the formal bid process as described in Illinois Law 75 ILCS 16/40-45.

### **Credit Card Use**

The purpose of the Library credit card is to facilitate essential purchases for the Sandwich Public Library District. The Library maintains a single credit card shared by authorized staff users. The Library Director is responsible for the issuance, account monitoring of, and compliance with the Library credit card. Any benefits derived from the use of the credit card will be the property of the Library.

Credit card charges will be debited against appropriated Library funds, and the authorized Trustee check signers will review the charges for accuracy while signing bills.

#### *Authorized Users*

The Library Director and other authorized staff members may use the credit card only for goods or services for the official business of the Library. Authorized staff members include all senior staff roles. Each authorized staff member must submit receipts of purchase detailing the materials or services to the Director with a description of purpose without delay after every acquisition in either digital or print format.

#### *Credit Card Security*

The card will be permanently and securely stored in the Director's office within a wallet. This wallet includes documentation of the Library's tax-exempt status, as well as separate cards bearing the names of all authorized users. To utilize the card, an authorized user must leave their designated card in the specified area where the card is permanently stored during the temporary period when the credit card is in their possession.

#### *Approved Purchases*

The credit cards may be used for any of the following expenses:

- Operational supplies and/or equipment
- Collection materials
- Programming supplies
- Travel Expenses
- Conference, webinar, or continuing education program registration fees

Staff must receive Director's approval prior to ordering permanent capital assets over \$200 per item. The credit card may not be used for personal or non-Library use.

#### *Tax Exemption*

Staff must notify the vendor or merchant that your card transaction should be tax exempt if it is for goods or services purchased in the State of Illinois. Online ordering may require submitting tax exemption status for approval prior to ordering. The current tax exemption letter should be presented to the vendor if there is a request for documentation for tax and audit purposes.

#### *Disciplinary Measures*

The Library will use disciplinary measures consistent with current law for any unauthorized use. Violations of this policy may result in revocation of use privileges, termination of employment, and/or other disciplinary measures as needed. Anyone who has inappropriately used credit cards will be required to reimburse the Library for all costs associated with such improper use.

#### *Lost/Stolen Card*

In the event of a lost or stolen card, the staff member responsible for that card must report the incident to the Library Director immediately. The Library Director is responsible for the protection of the credit cards and will immediately notify the financial institution issuing the cards if the cards are lost or stolen.

**Petty Cash**

The Library's petty cash funds are utilized for operating expenses such as cash purchases and reimbursements on an as-needed basis.

The Library maintains one hundred dollars in cash at any given time for expenses as described above. Any cash needs in excess of the amount in petty cash will be handled via other methods, such as credit card payments or payments by check. Access to these funds is restricted to the Director.

**Credit Card Policy Employee Acknowledgement for Authorized Users**

I hereby acknowledge that I have received a copy of the Sandwich Public Library District's Budget & Finance Policy. I have read this policy and clarified with the Director any questions regarding the provisions of this policy. I understand that as an authorized user of the Library credit card, I am personally responsible for charges incurred on the credit card issued by me, and that any charges not approved or within the limits of this policy, through error or otherwise, are my responsibility. I agree to comply with all the requirements contained within this policy and understand that appropriate disciplinary action can and will be taken if I am found in violation of this policy and that SPLD will require restitution if the credit card is used improperly.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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**Policy Adoption & Revisions by the Board of Trustees:**

March 11th, 2014

March 8<sup>th</sup>, 2016February 13<sup>th</sup>, 2024