

Burlington Public Library Finance Policy

Annual Operating Budget

The board delegates to the Library Director the responsibility for preparing the preliminary draft of the annual budget with necessary supporting data. The Board Budget Committee reviews and revises the budget and, with the Director, presents it to the City Manager.

After City Council approves the annual operating budget based on the recommendation of the City Manager and input from the Library Board, the Director is responsible for the operation of the library under the financial conditions set forth in the budget.

Expenditure Reporting and Approval

All disbursements must be approved by the Board President and Secretary, with the full board reviewing and approving expenditures at each board meeting. The Director will provide monthly status reports on the current year's budget at each board meeting.

Petty Cash Funds

Petty cash funds are for the payment of small expenditures when payment by check or credit card is not possible or practical. Petty cash is not for frequent purchases of minor supplies or other purchases where another authorized purchasing method could be used. Petty cash should not be used for travel and training, purchases where the library has a credit account, or employee reimbursement.

Petty cash may be used for purchases under \$20. Approval is required by a Manager or the Director and must be signed out from the petty cash custodian prior to making the purchase. The Library Administrative Assistant is the petty cash custodian.

The library petty cash fund will start at \$50. The city finance department will reimburse the petty cash funds when the petty cash custodian turns in receipts and reconciliation forms. This process will be done monthly.

Credit Cards

The library has credit cards in the names of the director and senior librarians. They are authorized to use the cards. The director is responsible for approving new cards when staffing changes. Credit card purchases are limited to items that cannot be purchased on account or invoiced. For example, online purchases or purchases from a store where the library does not already have an account and doesn't shop frequently. These cards may not be used for personal purchases.

To safeguard the cards, the cards are kept with the Library Administrative Assistant and signed out. When signed in, the user must provide the receipt and fill out a form indicating the purchase and purpose. The director must preapprove any purchases over \$500. Purchases will be included in the monthly reports to the board for approval.

Contracting with other Governmental Entities

The Board of Trustees of the Burlington Public Library, in accordance with Chapter 21, section 6 of the City Code, may contract with other governmental entities to provide library services. Residents of these entities will receive full library services for as long as the contract is maintained.

Governmental entities that contract for Burlington Public Library services for their citizens shall be charged based on a uniform formula each year. A per capita fee (or per assessed valuation fee for communities under 1000 in population) will be set at the beginning of the agreement and an annual per capita increase will be defined. The fee will be divided between the two Des Moines County Public Libraries based on the percentage of total circulation to each entity in the preceding fiscal year.

Adopted: February 19, 2014
September 18, 2013