

Policy on Finance

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws and ordinances.

1. The Library Director shall draft an annual budget and submit it to the Library Board for discussion and approval.
2. After approval by the Library Board, the budget for the year will be presented to the Phelps County Commissioners and the City Council for adoption.
3. The Library Board delegates to staff the expenditure of monies and the development of an annual collection budget to allocate funds available for library materials.
4. The Library Director will review and approve invoices for payment out of Library funds. The Library Administrative Assistant will prepare all invoices for payment, and checks are signed by the Library Director and the designated Library Board member. In case the regular check signers are not available or in an emergency, alternates have been identified and are included on the banks list as having check signing powers.
5. On a monthly basis, the Library Director shall present a list of all expenditures to the Library Board for review and approval. The Library Director will also present a monthly financial report showing the status of all accounts and funds.
6. On an annual basis, all Library funds, expenditures and revenues will be audited. A presentation from the auditor regarding the Library funds shall be made to the Library Board at the conclusion of the audit. Audit results will also be annually reported to the State of Nebraska.
7. **Receipts**
 - 7.1. Monies received as revenue by the Library from City and County payments for library service, reimbursements for lost or damaged materials, photocopies, printouts, and postage may be used to defray expenses in these areas as well as for appropriate programs, meetings and memberships, as authorized by the Library Board.
8. **Disposal of property**
 - 8.1. Withdrawn library materials and materials donated but not added to the collection will be given to the Holdrege Area Friends of the Library. The Holdrege Area Friends of the Library will sell these materials to raise funds for their projects. Materials deemed to be unfit for sale may be discarded at the discretion of the Library Director.
 - 8.2. All other Library property to be withdrawn shall be given to the City to dispose of at auction. Broken or obsolete items may be discarded or given away.
9. **Grants & Donations**
 - 9.1. Funds donated may be allocated according to the wishes of the donor as donations to the Phelps County Community Foundation – Library Fund, the Library general fund. Gifts to the Library may be designated for purchase of library materials or other specific projects. Undesignated funds in excess of \$10 given directly to the library shall be moved to the Phelps County Community Foundation – Library Fund to be used as the Library Board directs. All donations to the Library shall be subject to the Gifts Policy.

- 9.2. The Library Board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the Library by external organizations such as the Nebraska Library Commission, Central Plains Library System or Holdrege Area Friends of the Library.

10. Credit, Debit, Store Card Use

- 10.1. The Library Director is issued a personal Library bank card and Library credit card for use in managing the Library's finances and for official Library business purposes. The Library Director is responsible for ensuring that all charges on their assigned cards are directly related to the Library's operations and are accompanied by appropriate documentation and receipts, submitted to the Library Administrative Assistant promptly.
- 10.2. The Library Administrative Assistant and Library Director have access to an additional Library bank card issued for Library business transactions. Only individuals listed on the bank signature card are authorized to use the Library bank card. The Library bank card is strictly for authorized Library purchases, and usage must comply with the Library's financial policies and procedures. Prior approval from the Library Director must be obtained before using the Library bank card.
- 10.3. The Library Administrative Assistant and Library Director have access to an additional Library credit card that is available for staff use under the following conditions: prior approval from the Library Director must be obtained before using the Library credit card, unless a standing approval has been granted for recurring, small-scale purchases necessary for daily operations. All purchases made with the Library credit card must be for official Library purposes and be accompanied by appropriate documentation and receipts, submitted to the Library Administrative Assistant promptly.
- 10.4. The Library Administrative Assistant and Library Director have access to store-specific charge cards. These cards are available for staff use upon approval from the Library Director. All purchases using store charge cards must be accompanied by appropriate documentation and receipts, submitted to the Library Administrative Assistant promptly.
- 10.5. The Library Administrative Assistant does not have access to their own personal or staff Library bank or Library credit card for Library use. However, the Library Administrative Assistant has access to the Library bank card, Library credit card, and Library store charge cards, as detailed above, to facilitate staff purchases upon Library Director approval.
- 10.6. The Library Director will review all transactions monthly to ensure compliance with the financial policy and accountability of resources. The Library Administrative Assistant will assist in maintaining records of all receipts and documentation associated with Library card usage.
- 10.7. Any misuse of the Library bank card, Library credit card, or Library store charge cards, or failure to adhere to this policy, may result in disciplinary actions, up to and including termination of employment.