



Lemont Public Library District Financial Policy

RECEIPTS & DISBURSEMENTS:

- 1) All monies shall be deposited in accordance with the Lemont Public Library District's (the "District") daily cash procedures.
- 2) All District disbursements shall be made with checks or electronic payments from District accounts and shall be approved by the Lemont Public Library District Board of Trustees (the "Board".) Transfers between District accounts shall not be deemed as District disbursements requiring Board approval.
- 3) Except for Petty Cash Funds, two (2) of the following officials shall sign checks:
 - a. Board President,
 - b. Board Treasurer,
 - c. Library Director.
- 4) A Petty Cash Fund in the amount of two hundred fifty dollars (\$250.00) is authorized by the Board.
- 5) Two (2) of the following shall sign Petty Cash Funds checks:
 - a. Board President,
 - b. Board Treasurer,
 - c. Library Director.

INVESTMENTS:

- 1) District funds in excess of current requirements shall be invested in interest-bearing accounts or instruments whenever possible.
- 2) The following types of investments are permitted:
 - a. Bank Money Markets
 - b. Savings Accounts
 - c. Illinois Funds
 - d. Certificates of Deposit

EXPENSES:

- 1) The District shall reimburse members of the Board for expenses incurred in conducting official business on behalf of the District as determined and approved by the Board.

- 2) The District shall reimburse any staff member for expenses incurred while on official library business as determined and approved by the Library Director.
- 3) All Trustees are encouraged to attend District related meetings and workshops. The District shall pay fees and expenses.
- 4) Memberships to appropriate library related organizations for Trustees, the Library Director, and full-time employees with a Masters of Library Science (MLS or MLIS) Library Technical Assistants (LTA) or other library managers shall be paid by the District at the following rate:
 - a. American Library Association (ALA) -- 100% of personal base membership fee for the Library Director, and employees as noted above.
 - b. Illinois Library Association (ILA) -- 100% of personal base membership fee for Trustees, the Library Director, and employees as noted above.
- 5) The District shall be an institutional member of the ALA, the ILA, the Library Administrators Conference of Northern Illinois (LACONI), and others, as designated by the Board.
- 6) Travel in connection with official library business shall be reimbursed as follows:
 - a. Privately-owned vehicle -- on a mileage basis from the library to destination and return at the rate set by the Internal Revenue Service (IRS.) In addition to mileage, tolls and parking fees are reimbursable.
 - b. Travel -- whether by private or commercial vehicle, shall be done at the lowest possible cost.
 - c. Lodging -- the actual cost of lodging not to exceed the cost of a single room.
 - d. Meals -- the actual cost of meals should not to exceed a per diem rate of \$15 for lunches and breakfasts and \$20 for dinner.

NON-RESIDENT FEES:

- 1) The non-resident fee shall be an amount determined by the general mathematical formula (library income from property tax divided by the population of Lemont (based on the most recent system multiplied by average household size) and should be consistent with the tax paid by the average homeowner in the District. The Board shall review this fee annually.
- 2) The non-resident fee rate shall be effective from July 1 through June 30 of each year. Payment of the non-resident fee entitles all members of the payee's household to individual library cards and full in-house library privileges.

GIFTS:

- 1) The Board encourages gifts to the District by community groups and organizations, as well as individuals.
- 2) Gifts to the District are to be accepted by the Library Director and/or the President of the Board.
- 3) Memorial gifts are particularly appropriate as a means of lasting tribute. The District shall place an appropriate marker on memorial gifts denoting whom the gift is in memory of, and the donor's name. The District shall keep a permanent record of memorial gifts.

- 4) All gifts accepted shall become the property of the District and may be utilized, as the District desires, unless otherwise specified.

PROCUREMENT:

The procurement of materials, services and equipment shall be a direct responsibility of the Library Director who is authorized to enter into contracts on behalf of the District. Single procurement in excess of twenty-five thousand dollars (\$25,000.00) shall be advertised and formal bidding procedures will be followed in accordance with State Statutes. Procurement shall not be split to circumvent the requirement for bidding. The following types of procurement shall not be subjected to the above guidelines:

- a. Emergency repairs
- b. Utilities
- c. Library materials and supplies

CREDIT CARD POLICY:

- 1) Purpose of Policy: To establish methods of card approval, control requirements, and accounting practices for the purchase of goods and services with the library credit card.
- 2) Scope: This policy applies to all library employees who use the credit card to order goods and services.
- 3) Description: The library credit card provides a cost effective and efficient means for ordering goods and services from certain vendors. Examples include vendors with whom the library does not do business with on a regular basis, vendors who provide a discount for payment at the time of purchase, or vendors who prefer credit card payment.
- 4) Eligible staff: The Library shall open a business checking account with a bank that provides credit card privileges. The Library shall request that a library credit card be issued by the bank. The Director may designate up to four (4) additional full-time professional and/or administrative staff members to utilize the credit card. At no time shall there be more than five (5) credit cards in use by the District.
- 5) What can be purchased: The credit card can be used to purchase goods and services from vendors that are approved by the Library Director. The card can be used to purchase books, audio/visual materials, and supplies from occasional vendors that are not regular vendors of the library or that prefer payment via credit card. Examples of these vendors are small presses and distribution centers that handle hard-to-find materials. The card may also be used to secure discount rates for conferences and for hotel/motel rooms associated with the conferences.
- 6) What cannot be purchased: The credit card cannot be used for long-term equipment rentals; the services of consultants and contractors; private clubs or for cash advances.
- 7) The corporate credit cardholder is responsible for signing the credit card and keeping it safe. The cardholder is responsible for keeping records of each transaction, including receipts and packing slips, which should be forwarded to the Finance Manager. Cardholders are responsible for making sure that vendors do not charge sales tax.

- 8) There shall be a maximum daily transaction limit of five hundred dollars (\$500.00) for the credit card issued to the Library Director and a maximum daily transaction limit of five hundred dollars (\$500.00) for credit cards issued to other full-time professional and/or administrative staff.
- 9) Debit transactions should be verified against the bank statement by the Finance Manager on a regular basis. All relevant receipts are to be forwarded to the Finance Manager for reconciliation, as soon as possible.
- 10) Cardholders are responsible for resolving any discrepancies directly with the supplier. If an unauthorized charge appears on the bank statement, the cardholder should contact the supplier to determine if the amount has been incorrectly billed. If the transaction is incorrect, the cardholder should request a credit to the account. If a charge is fraudulent, the cardholder should contact the Financial Manager immediately.
- 11) It is the responsibility of the cardholder to report lost or stolen cards immediately to the Library Director and the Finance Manager.

Approved by the Library Board of Trustees
December 08, 2020

Reviewed
November 19, 2020