

Pine Plains Free Library Purchasing and Financial Procedure Policy

Budget and Finance

The Pine Plains Free Library has a board-approved written budget. This budget is developed annually as a cooperative process between the board's finance officer, the library director, and the Board of Trustees. Each year, it is determined 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 Pine Plains Free Library spends a minimum of 21% of its operating budget on materials for patrons. Materials include books, audiovisual materials, periodicals, and fees for online information services. Costs related to the installation and maintenance of a Network or a shared or stand alone bibliographic database are not included.

On a monthly basis, the library director presents a written report 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.

The library maintains adequate records of library operations with the help of a bookkeeper, 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, as presented by the financial officer.

Routine Banking Procedures

The library director of the Pine Plains Free Library is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The bookkeeper is authorized to transfer funds from one library account to another library account for payment of monthly library bills. The financial officer of the Pine Plains Free Library is authorized to transfer funds from one library account to another library account which has been approved by the board of trustees.

The library director of the Pine Plains Free Library is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorizes such action.

Authority to Spend

The library director of the Pine Plains Free Library is authorized to spend up to \$1000.00 on any single item without prior board approval.

The library director of the Pine Plains Free Library is authorized to spend up to \$9999.00 on any single item only with the approval of the full board without a formal bid.

The Pine Plains Free Library may spend in excess of \$10,000.00 only after completing a formal bid process.

In case of extreme emergency, the library director of the Pine Plains Free Library may spend \$ 3000.00 in addition to the \$ 1000.00 with the approval of the president and the financial officer of the board on a single item.

Adopted by the Pine Plains Free Library Board of Trustees on March 11,2008