Baldwin City Library Board of Trustees Last Revised June 30, 2020

Funds handled by Baldwin City and the Baldwin City Public Library are audited by the auditor retained by the City. NEKLS and State reports are also required by those agencies. All taxes levied for library use are paid by Douglas County to Baldwin City. Baldwin City then passes all of this money on to the library treasurer when requested by the treasurer.

Trustees should participate in training programs within their regional library systems and within the State. Financial provisions shall be specified in the annual budget for payment of trustee dues to the library associations. Expenses shall be provided for attendance to appropriate meetings and workshops.

ARTICLE VIII

The Board shall appoint and fix the compensation of a qualified Library Director who shall serve, under the Board’s review and at its direction, as the chief executive and administrative officer of the library. In that capacity, the Library Director shall be responsible for the day-to-day operations of the library. The Library Director shall recommend to the Board the appointment and specify the duties of all other staff and shall be held responsible for: the proper direction and supervision of the staff; make recommendations to the Library Board concerning the care and maintenance of library buildings and property; the adequate and proper selection of materials and information in keeping with the stated policies of the Board; the efficient and prudent provision of library service to the public, and its financial operation within the fiscal limitations as determined by the Board of Trustees. The Library Director shall be expected to attend all meetings of the Board and to meet with all committees unless otherwise agreed to with the chairman and committee chair.

ARTICLE IX

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment, or revision shall first be submitted in writing at a regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting.

ARTICLE X

*Robert’s rules of Order, newly Revised,* shall govern the proceedings of the Board.

**GOV – 3**

Baldwin City Library Board of Trustees Last Revised June 30, 2020

ARTICLE XI

The Baldwin City Library Board of Trustees will dutifully approve and allocate funds for payment of dues to the following organizations:

1. The Kansas Library Association (KLA)
2. The Kansas Library Trustees Association (KLTA)
3. The Baldwin City, KS Chamber of Commerce

ARTICLE XII

The Baldwin city Library Board of Trustees will as a matter of course approve and allocate funds to pay for training or attendance fees for Library staff and Library trustees attending approved training or fellowship events. Furthermore, Library staff and Library trustees attending appropriate training or fellowship events will be reimbursed for reasonable mileage and travel expenses incurred while attending these events. Reimbursement will occur pursuant to the travel reimbursement policy of the Policy and Procedure Manual. In the event of questions regarding the legitimacy or reasonableness of travel expenses, the Baldwin City Library Board of Trustees will be called upon to determine the amount of reimbursement, if any, to be paid.

**GOV – 3**

Baldwin City Library Date: 7/28/2020

Baldwin City, KS

SUBJECT: **BUDGET AND FINANCE POLICY/CAPITAL IMPROVEMENTS**

1. An annual financial report will be submitted to the Baldwin City Council. Further,

The library financial records and minutes of trustee meetings will be made available

As part of the city’s annual audit material.

1. The chair, with the board’s approval, will appoint a standing finance committee.
   1. The finance committee will consist of the treasurer (acting as chair of the

committee), library board chairman, and one board member. The Library

Director will be an ex-officio member (voice – no vote). The committee will work in conjunction with the city officials.

1. A preliminary annual budget is to be developed by the Finance Committee and

submitted for Board approval no later than May. This budget will then be presented to the City in June.

1. The treasurer will report financial status monthly.
2. The Board will not incur indebtedness in excess of money on hand or budgeted. (cash basis law)
3. The treasurer will report the status of investments and saving accounts quarterly.
4. The Board will establish a capital improvement fund, with yearly additions, not to exceed 10% of the certified operating tax budget.
5. All banking will be done with banks within Baldwin City.
6. When feasible, local vendors will be used for purchases.
7. The Finance Committee will recommend investment and saving actions for board approval.
8. The Library Director will monitor the status of the building and equipment, and report any action needed.

**GOV - 4**

Baldwin City Library Date: 2/26/19

Baldwin City, KS

SUBJECT: **DEBIT CARD**

The library maintains a separate debit card account with a limit of $4000. The cards are issued to persons designated by the director to make purchases on behalf of the library.

The receipts will be attached to an itemized sheet designating the accounts to charge. The funds will be replenished when the itemized receipts are turned in and approved.

**MNG – 19**

Baldwin City Library Date: 11/26/13

Baldwin City, KS

SUBJECT: **PETTY CASH FUND**

A **petty cash fund** provides a means by which small cash transactions that require an immediate cash outlay can be paid without delay and inconvenience. These expenditures would be such things as postage, deliveries or urgently needed supplies. Payment by check is not always possible or practical. The fund is not to be used to circumvent established purchasing procedures.

As a public agency, the library’s internal control over the petty cash fund is important and should be conducted openly. The petty cash should be placed in custody of a specific employee who is authorized to disburse the fund in accordance with stipulated restrictions as to maximum amount and purpose.

The following recommendations should be considered regarding petty cash funds:

1. The library board will provide a petty cash fund of $250.00 to be used for cash purchases necessary for the daily operation of the Library.
2. The library director, who is the authorized custodian, shall obtain a receipt for each expenditure and shall maintain a record of all purchases.
3. The authorized custodian is responsible for the security of the fund and the control of disbursements made from the fund. The petty cash monies should be kept in a locked box, drawer, filing cabinet or safe to which there is limited and controlled access.
4. The treasurer will replenish the petty cash fund at periodic intervals by issuing a check for the total value of receipts submitted by the librarian.
5. No disbursement from petty cash shall exceed $50.00 per transaction.

**MNG – 20**