

Pine Plains Free Library

IV. B. Purchasing & Financial Procedures

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 20% of its operating budget on materials for patrons. Materials include books, audiovisual materials, and periodicals, as well as Mid-Hudson Library services 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 shall present a written report on library operations to the board of trustees. These reports include such areas as library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

On a monthly basis the financial officer shall present a written report on the financial position of the library. This report will be presented in a format easily understood by all. Included in this monthly report will be the current amount of each budgetary line item and, as needed, any explanatory notes. Coinciding with the March, June, September, and December monthly reports, the financial officer shall produce a written quarterly report containing the year-to-date amounts, the budgeted amount per category, and the percentage of the budgeted amount.

The library shall maintain adequate records of library operations with the help of a bookkeeper, the library director, and the financial officer. These three people communicate with each other to assure that the library funds are accounted for appropriately.

Routine Banking Procedures

The 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 within the operating fund accounts for payment of monthly library bills. The Financial Officer/Treasurer of the Pine Plains Free Library is authorized to transfer funds from one library account to another library account when approved by the Board of Trustees.

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

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

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

In case of extreme emergency, the Director of the Pine Plains Free Library may spend up to \$3000.00 in addition to the \$1000.00 on a single item with the approval of the Officers of the Board of Trustees.

Adopted: March 11, 2008.

Revised: May 20, 2013