

OLIVE FREE LIBRARY - FINANCIAL CONTROLS POLICIES

Purchasing

The Olive Free Library Association (from here forward “the Olive Free Library”) establishes this purchasing policy in order to comply with generally accepted auditing standards and cost containment.

General

1. Only the Library Director (from here forward “the Director”), or another agent designated by the Board of Trustees (from here forward “the Board”), may commit the Olive Free Library for purchases. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advance planning.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Olive Free Library in a satisfactory manner, as determined by staff and recommended to the Director.
3. It is the responsibility of each staff member to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Director or designee shall have the final authority on all purchase decisions.

Bids

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board establishes the following policy related to bids:

1. Library Materials: Books, magazines, audiovisual, and other such materials intended for patron use are generally purchased from vendors offering volume discounts, vendors offering a state contract, or Amazon. Materials available only from the publisher are generally purchased with little or no discount.
2. Capital Improvements and Capital Fixed Assets: The following schedule is related to capital improvements and fixed assets (non-library materials) where individual items are at the stated prices and for which there are sufficient budget appropriations. All involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount plans of which the Olive Free Library may take advantage.

Purchase Amount

Up to \$1,000

\$1,001 - \$2,999

Over \$3,000

Policy

Discretion of the Director

Two verbal quotes and approval by the Board President and Treasurer

Minimum of three written quotes and formal bid process approved by the Board

3. Ongoing Expenditures: Purchases where anticipated yearly expenditures for items are known to exceed the thresholds in any of the prior three years. Examples are: phone service, internet service, fuel, sanitation, pest control, etc. Rates are reviewed annually by the Director and Budget Committee.

Insufficient Appropriations

The Director is required to get approval from the Board for purchases of items where there is no appropriation.

Budget Overruns

The Board approved Olive Free Library budget should be reviewed on a biannual basis for any cost overruns. If one or more expense categories are 10% or more over its budgeted amount for that year, the budget will need to be amended by the Director and Finance Committee, and subsequently be reviewed and approved by the Board at its next board meeting.

Emergency Funds

The Olive Free Library will, on an ongoing basis, set aside funds of up to \$5,000 for dealing with emergencies that will negatively affect the health and safety of patrons and staff and/or impede regular operations of the Library. Any emergency expenditures will have to be approved by two out of three Board executive members (President, Vice-President, and Treasurer) before a check can be written or credit card be used. In an emergency situation, if the purchase is over \$1000 (for which the Director currently is required to obtain at least two bids), the Director can forego the bidding process since this likely will take too much time and also very often will require further expense (since almost all vendors charge for coming out to assess any emergency situation and give a quote for the required work). The Board will then review the expenditure at the next board meeting.

Reimbursement

Any staff or Board member who uses their personal funds for library purchases can be reimbursed after they have submitted a reimbursement form with the proper documentation attached (see attachment A. Reimbursement Form).

A. Proper documentation is to include:

- i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
- ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
- iii. A hard copy print-out of the items ordered online.

B. Examples of documentation not allowed:

- i. Non-itemized cash register receipts.
- ii. Handwritten requests for reimbursement without receipts or other verification.

All employees have to turn over their reimbursement form and attached receipts to the Director for review who in turn submits it to the bookkeeper for payment via check in a timely manner.

Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available in the Director's Office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Olive Free Library is an exempt unit of local government.

Claims Audit Process

The Olive Free Library establishes this claims audit process policy in order to comply with generally accepted auditing standards.

Claims Audit Process

1. All invoices and pre-payments shall be paid in accordance with guidelines established by the Board. The Director shall have the authority to pay all claims made for purchases and report such activity to the Board on a monthly basis. One of the Executive Board members (except for the Treasurer) will act as a warrant officer on a monthly basis, review all warrants, and create a summary to present to the Board for approval at the next board meeting. Once the Board approves the warrant list, the Treasurer signs the checks.
2. For recurring bills, such as utility bills, the Board may, on a yearly basis, approve one voucher and with an accompanying motion and vote, agree to pay these bills for the remainder of the year. These claims for pre-payments are being reviewed and approved by the Board on a monthly basis.
3. In the event that the Board does not meet during a particular month, the warrant officer still has the responsibility to review the warrant list and notify the Board via email or otherwise for approval. The warrant list can be approved via email and then formally voted on at the subsequent board meeting.
4. Once a month, the Treasurer will create a Treasurer's Report by reconciling the bank accounts.
5. At year end, a copy of the financial records will be saved on secure media and filed with the annual reports. An electronic version of the annual budget will be posted online on the Olive Free Library's website. Also, an electronic version of the Treasurer's Report is posted online each month in conjunction with that month's board meeting minutes.

Credit Cards

The Olive Free Library establishes this credit card policy in order to comply with generally accepted auditing standards.

Credit Card Policy

1. Bank credit cards will be established in the name of the Olive Free Library and the specific name of an individual with a maximum credit limit set by the Library. All monthly bank statements and correspondence will be sent to the Olive Free Library. The current credit card at the Olive Free Library is a Capital One Business Cash Back Rewards card where 1% cash back is received on all purchases. Rewards can be obtained in three ways: credit the account, gift cards, or a check. The Olive Free Library credit card's rewards may only be used to credit the account.

2. Bank credit cards will be issued to:

- a. The Director with a monthly credit limit of \$6,200, as provided by the credit card company of record

The Board does not approve of individual store credit cards for specific purchases, such as office supplies and gas.

3. Prior to initial use of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures (see page 6).

4. Payment of the monthly statement must be made on time so that finance charges are not incurred. Timely payment requires staff incurring the charges to properly complete transactional paperwork related to the Olive Free Library's accounting functions.

5. All credit cards will be held by the Director until needed by specified staff members, and then returned to the Director for safekeeping. Hard copy documentation for each purchase and/or charge must be delivered to the Director when the credit card is returned. The Board shall not have access to the Olive Free Library credit card and instead should use their own funds and submit receipts for reimbursement.

6. The Olive Free Library credit card may not be used for personal expenses.

Credit Card Procedures

A credit card account has been established to meet the needs of the Olive Free Library for travel and incidental purchases. Upon receipt of original itemized documentation, credit card expenditures will be paid from the Olive Free Library checking account by the bookkeeper.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget.
2. The monthly purchases may never exceed the Olive Free Library credit card's credit limit. There are no exceptions. No single purchase may exceed \$1,000 without prior Board approval.
3. Proper documentation to support the expenditure must be sent to the Director prior to the receipt of the monthly statement.
 - A. Proper documentation is to include:
 - i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.

- ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
- iii. A hard copy print-out of the items ordered on-line.

B. Examples of documentation not allowed:

- i. Non-itemized cash register receipts.
- ii. Handwritten requests for reimbursement without receipts or other verification.

4. For safekeeping, the Olive Free Library credit card is in the possession of the Director. Staff will be asked to sign out the card when needed. The card should be returned to the Director as soon as possible with appropriate documentation of any purchases.

5. The Director and the President of the Board will receive an email alert from the bank or credit card company for every credit card purchase of \$500 or more, if the bank or credit card company allows such service under the type of account the Olive Free Library has.

Agreement for Use of Bank/Credit Card

This card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Olive Free Library.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the bank/credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued: _____ Number: _____

Card Holder Signature: _____ Date: _____

Signature of Witness: _____ Date: _____

Petty Cash

The Olive Free Library establishes this petty cash policy in order to comply with generally accepted auditing standards.

Petty Cash Policy

A petty cash fund, in an amount not to exceed \$100, shall be established for the Olive Free Library for the purchase of materials, supplies or services under conditions requiring immediate payment, in cash, and should not be commingled with the cash in the cash register.

The Board shall appoint the Director to be the custodian for the Olive Free Library's petty cash fund, and the Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always remain within the authorized fund amount. All disbursements from such funds are to be supported by receipts or other evidence documenting the expense.
2. Payments may be made from petty cash for materials, supplies or services, requiring immediate cash payment, but shall not be used for frequently purchased items.
3. To replenish petty cash funds, at the discretion of the Director, a reimbursement form will need to be filled out and sent to the bookkeeper for payment via check.
4. The Olive Free Library does not pay sales tax on purchases. Employees should provide a vendor with the Olive Free Library's tax-exempt certificate before each purchase to avoid being charged sales tax. Employees will not be reimbursed for sales tax payments.

Cash Register

The Olive Free Library establishes this cash register policy in order to comply with generally accepted auditing standards.

Cash Register Policy

A cash register fund, in an amount not to exceed \$50, shall be established for the Olive Free Library for cash transactions (fines/replacement fees, photo copies, fax costs, ticket sales, etc.), and should not be commingled with the petty cash.

The Board shall appoint the Director to be the custodian for the Olive Free Library's cash register fund, and the Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. All cash transactions have to be rung through the cash register with the appropriate code.
2. The cash register has to be closed out at the end of every day using a close-out sheet with the matching income categories of the cash register, start balance, and end balance (see attachment B. Cash Register Close-Out Sheet). The cash register receipt has to be attached to the close-out sheet. The staff person closing out the cash register should take out any cash over \$50, put it in an envelope, and write the date, staff name, and amount on the envelope. The cash close-out sheet, cash register receipt, and envelope with cash should be given to the Director who is responsible for the reconciliation of the cash transactions through the register, and who will make reasonable efforts to deposit the cash on a weekly basis. The Director should attach the daily close-out sheets to the weekly bank deposit slip.
3. After closing out the cash register, the cash balance has to be \$50.

Online Banking

The Olive Free Library establishes this online banking policy in order to comply with generally accepted auditing standards.

Online Banking Policy

The Olive Free Library has entered into a written agreement with the Bank of Record for online banking services. All deposit accounts are held at the Bank of Record. Unique ID's and passwords are individually secured. The procedure for reviewing accounts and allowing access to these accounts is as follows:

- Authorized to initiate electronic transactions: Library Director
- Approve electronic transactions: Library Director
- Transmit electronic transactions: bookkeeper, instructed by the Library Director
- Record electronic transactions: bookkeeper, Treasurer
- Review and reconcile electronic transactions: bookkeeper, Treasurer
- Wire transfers: to be approved by the Board of Trustees

Email alerts should be sent to the Director and President of the Board when any electronic transfers between accounts or out of an account occur at the bank of record, if the bank allows such service under the type of account the Olive Free Library has.

Banking transactions consist of internal account transfers, stopping payment on a check, printing/viewing statements, electronic payments, and wire transfers. Examples of debits are:

- The payroll vendor of record may debit from the checking account the amount of payroll, payroll taxes, and the payroll service fee per the submitted payroll file.
- NYS Employment Taxes, IRS Payroll Taxes, and NYS Retirement System.
- ACH payments to utility companies.
- Payment of credit card bill.

Audit/Review Schedule

The Olive Free Library establishes this audit/review policy in order to comply with best practices.

Audit/Review Schedule

The Mid-Hudson Library System strongly advises that all libraries have an independent review or audit done annually. The benefits of having an independent audit or review include:

- Protects Board members from liability
- Indicates areas for improvement
- Insures the Olive Free Library can face scrutiny by the public

All public libraries with annual income over \$250,000 who are also registered as a charitable organization under NYS Executive Law Article 7A, are required to have an independent audit annually. (For annual gross income between \$100,000 and \$250,000, a review is highly recommended.)

The Olive Free Library with annual income between \$250,000 and \$300,000 will endeavor to have an independent review of its financial records done every 3 years. This process is initiated by the Director who will obtain three written quotes which will then be reviewed by the Director and Finance Committee before being submitted to the Board for review and discussion.

Audit/Review Tips

- Libraries should change audit firms every three years.
- To search for a CPA in your area go to the [New York State Society of Certified Public Accountants \(NYSSCPA\) search page](#) (you can search by region).
- It is recommended that you obtain at least three written quotes as prices can vary drastically.

Disposition of Surplus Property

The Olive Free Library's Director and Board of Trustees have the authority to declare Library property surplus and provide for its disposal.

Definition

Surplus property is any item owned by the Olive Free Library that has monetary value but is no longer needed for the provision of library services. Examples of property that may be considered surplus are equipment, furniture, fixtures, etc. and may be the result of renovations, upgrades, improvements, etc.

Declaring Property Surplus

Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without notice. It is the Director's responsibility to determine if surplus property has any useful value, and has to present to the Board if surplus property has a fair market value of \$1,000 or more.

The Director is authorized to declare as surplus, library materials whose unit value is estimated to be less than \$1,000.

The Board is authorized to declare as surplus, library materials with an estimated unit value of \$1,000 or more.

Disposal and Sale of Surplus Property

Surplus library materials whose estimated unit value is less than \$1,000 shall be sold by the method that will most efficiently and effectively provide the Olive Free Library with the greatest net monetary return. The Director will report results to the Board.

Surplus library materials valued at \$1,000 or more shall be disposed of at a public auction; if no reasonable bids are received, they may be sold by the method that will most effectively and efficiently provide the Olive Free Library with the greatest net monetary return.

Exceptions: Property of any value may be donated to a tax supported Library or Library System. If the Board decides to donate surplus property to another non-profit organization, current 501(c)3 rules have to be followed.

Inventory / Fixed Assets

The Olive Free Library establishes this inventory/fixed assets policy in order to comply with generally accepted auditing standards.

Capital Assets Policy

Purchased capital assets are recorded at cost at the time of acquisition. Donated capital assets are recorded at estimated fair market value at the time they are received.

Capitalization thresholds (the dollar value above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the Library statements are as follows:

Capitalization Threshold (per item)	Depreciation Method	Estimated Useful Life
Land improvements: \$500	discretion of Library's CPA	10-30 years
Buildings and improvements: \$500	discretion of Library's CPA	10-40 years
Furniture and equipment: \$500	discretion of Library's CPA	3-10 years

Annual library resource purchases shall be capitalized and depreciated annually over their estimated useful life.

Computer Equipment

Staff will keep an inventory of current computer equipment and review it annually. Serial numbers will be recorded for all controlled equipment. Equipment records should contain descriptions, quantities, locations, dates of purchase, and original cost. Equipment will be marked as property of the Olive Free Library. The Director will review the hardware inventory on a yearly basis.

Examples of controlled equipment:

- Projectors
- Computers: desktop CPUs or portable laptops
- Monitors
- Battery backups
- Tablets
- Software
- Cameras
- Smartphones
- Stereo systems
- Computer related equipment, not CPUs or laptops
- Hard drives

Examples of non-controlled equipment:

- Equipment valued at less than one hundred dollars

Reserve Funds

The Olive Free Library establishes this Reserve Funds policy in compliance with current guidelines under the Office of the New York State Comptroller.

Background

Prior to 2018, the Olive Free Library possessed savings held at Ulster Savings Bank (this account has since been closed and funds moved to Community Bank N.A.) in a money market account separate from the checking account. Periodic transfers between the checking account and the money market account occurred at the will of the bookkeeper. The Board does not have a clear understanding of the origins of those funds, or the intended future use of the funds.

Philosophy

The Board believes saving for future projects or unforeseen expenditures is an important planning consideration. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, or other required purchases. Reserve funds can provide a degree of stability by reducing reliance on indebtedness to finance capital purchases and acquisitions, and can also provide the Board with budgetary options helping to mitigate the need to cut employment, services, and programs.

Definition

A Reserve Fund is a financial account separate from the Operating Account which funds the day-to-day business of the Olive Free Library. Examples include a capital fund, contingency fund, operational reserve fund, and minimum wage stabilization fund. **Operational reserve funds can be embedded in the Operating Account, acting as overdraft protection, for example, in case of shortfalls or delays in income.

Purpose

The purpose of this policy is to establish separate and distinct fund accounts so that the Board can clearly distinguish and make available monies required for day-to-day operations, and monies to be set aside for future planning and nonrecurring, unforeseen expenses.

Uses

Upon establishment of each Reserve Fund, the Board must communicate in writing (monthly minutes, for instance) how the account will be funded (budget surplus, for example), why the money is being set aside, the Board's financial objectives for the reserves, optimal funding levels, and conditions under which the assets will be utilized (what time horizon, for example).

Ideally, amounts to be placed in reserve funds should be included in the annual budget. By making provisions to raise resources for reserve funds explicit in the annual budget, the Board gives voters and residents an opportunity to know the Board's plan for funding its reserves. When appropriations for transfers to reserve funds are not anticipated in the annual budget, a governing Board motion and vote is generally necessary to authorize the transfer of unexpended balances or surplus money into a reserve fund. The motion should include specifics about the amount to be transferred and the reserve fund to be credited. These motions help promote visibility of the Board's actions to taxpayers.

Sources

Monies for a Reserve Fund can come from any established Olive Free Library revenue streams, as determined by the Board, provided they are not needed to meet current budget obligations. In the event of a onetime revenue gain, such as an amount generated by the sale of property, the Board should not appropriate these revenues to the Operating

Account. Instead, they should be restricted to onetime expenditures, such as capital acquisitions or contribution to debt reduction.

Maintenance

Annually, the Treasurer will produce records for the Board for each Reserve Fund. The reports should show date and amount of each sum paid into the fund, interest earned by the fund, any capital gains or losses, date and amount of each withdrawal from the fund, total assets in the fund, and a schedule of investments.

Biannually, the Finance Committee will consider the adequacy of the Reserve Funds amounts and will recommend to the Board any changes as deemed necessary.

Investments in Reserve Fund

See Investment Policy.

Investment Policy

The Olive Free Library establishes this Investment policy in compliance with current guidelines under the Office of the New York State Comptroller.

Philosophy

The Board believes the investment of available funds is necessary to guard against the eroding forces of inflation. By adopting a sound investment policy which embodies legality, safety, liquidity, and yield, the negative impact of inflation can be mitigated while the opportunity to generate additional revenue is realized. Also see separate Attachment, "Investing and Protecting Public Funds".

Purpose

The purpose of this policy is to establish and maintain an investment program for public money which is not required for immediate expenditure as authorized by the Board and the Director.

Scope

This investment policy applies to all financial assets belonging to the Olive Free Library. Assets accounted for reside in the Operating Account and any Reserve Funds. Assets belonging to the Olive Free Library Trust do not apply under this investment policy. For the latter, see the "Investment Policy Statement for the Olive Free Library Trust".

Authorized and Suitable Investments

The following investments are deemed to be suitable for inclusion in the Olive Free Library's investment program. The Finance Committee with approval from the Board is authorized to invest library funds only in those investments specifically delineated below:

1. U.S. Treasury Bills and Notes for which the full faith and credit of the United States Government is pledged for the repayment of principal and interest.
2. Municipal Bonds, Notes and other obligations with a maturity of 5 years or less issued by New York State and New York State local governments.
3. Demand deposit accounts (such as checking accounts) established with local financial institutions, and properly insured through the Federal Deposit Insurance Corporation (FDIC).
4. Certificates of Deposit (CD's) issued by financial institutions that are authorized to do business in New York State, and properly insured through the FDIC.

Liquidity and Maturity of Investments

Funds in the Operating Account should be 100% liquid, and the balance shall not be lower than three months worth of operating expenses, or higher than six months worth of operating expenses. No investment shall have a maturity date of more than five years from its date of purchase by the Olive Free Library, unless an investment is matched to a specific obligation of the Olive Free Library.

Prohibited Investments

The Finance Committee may not purchase securities on margin or open a securities margin account for the investment of Olive Free Library funds. Money market mutual funds, unit investment trusts, or individual stocks and

bonds of private corporations are not permissible investment options under Section 11 of the General Municipal Law.

Diversification of Investments

The Olive Free Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be achieved by the type of investment (see “Authorized and Suitable Investments” on page 15), number of institutions, and length of maturity.

Management

The Finance Committee with approval from the Board shall be responsible for the implementation of the investment program, and the establishment of investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Committee.

The Finance Committee should use the following guidelines in administering the Olive Free Library's investment policy:

1. The Library's total (100%) portfolio may be invested in securities guaranteed by the United States, or those securities for which the full faith of the United States is pledged for the payment of principal and interest.
2. The Library's total (100%) portfolio may be invested in certificates of deposit, savings, or deposit accounts that have been fully backed by FDIC insurance.
3. No more than 20% of the total portfolio may be invested in municipal bonds and other obligations of the State of New York.
4. The Library's portfolio shall be deposited with more than one financial institution. No more than \$250,000 should be deposited in any one investment.

Gifts of Stock

The Finance Committee may not purchase stock securities for the investment of Olive Free Library funds. When the Olive Free Library receives gifts of stock, however, the Finance Committee will transfer the stock certificates from the donor's broker to the Olive Free Library's broker and automatically become the owner of record. The committee will then determine when the stock will be sold for cash.

Ethics and Conflicts of Interest

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Olive Free Library investment program, or that could impair their ability to make impartial decisions.

Liability

When investments are made in accordance with this policy, no Board Trustee with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Olive Free Library funds.

Investment Advisors, Qualified Brokers and Dealers, and Financial Institutions

All brokers, dealers, and other financial institutions that transact investment business with the Olive Free Library or give advice regarding its investments, must receive, read and comprehend this policy and agree to comply with it before providing any services or transacting any business with the Olive Free Library. This is to be evidenced by a signed statement of receipt of this policy by those identified above. If the Board decides to hire a financial advisor, great care should be taken beforehand understanding the fees associated with investment advice. The Board should

choose a fee-based only advisor, and preferably billed hourly services instead of as a percent of assets under management.

Reporting

The Financial Committee shall provide the Board with annual reports which clearly provide the following information regarding the investment portfolio:

1. Types of investments
2. Depository institutions
3. Principal balances
4. Rates of return
5. Maturities

The Treasurer should add investment balances to the monthly Treasurer's report when reporting total Olive Free Library assets.

Donations and Gifts

The Olive Free Library acknowledges the great importance of gifts and donations to the Library's operations and to its future development. The Olive Free Library welcomes gifts of money, property, and some materials, and an acknowledgement letter will be sent to the donor thanking them for their gift. All donations to the Olive Free Library are tax-deductible.

The Olive Free Library accepts gifts and donations under the following conditions:

- Gifts of library materials (books, magazines, tapes, audio-visual items, etc.) may be accepted with the understanding that the Olive Free Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them.
- Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials, or artwork, must be submitted in writing and approved by the Board. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Olive Free Library.
- Unrestricted monetary gifts will be used at the discretion of the Board in accordance with this gift policy and/or the Olive Free Library's material selection policy.
- The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.
- The decision as to the acceptance and location of gifts of landscaping items, gifts of exterior ornamentation, sculpture and signage shall be made by the Board, in conjunction with the Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts to the landscaping plan for the building.
- Staff and the Board shall not accept gifts of any kind from a member of the public or vendors, except for small items of a value of \$10 or less such as a plant or cookies or candy. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of such gifts is strictly against Olive Free Library policy.

Travel and Conference

The Olive Free Library encourages its employees to take advantage of local and regional library training and professional development opportunities. The Travel and Conference Policy ensures that staff requests for professional development are awarded equitably.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the Director's job duties or professional development, and approved by the Board, will be considered as scheduled hours worked. As justification for attendance, the Board may require the Director to speak about the professional development opportunity at a future staff or board meeting.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the employee's job duties or professional development, and approved by the Director, will be considered as scheduled hours worked. As justification for attendance, the Director may require the employee to speak about the professional development opportunity at a future staff or board meeting.

The Olive Free Library encourages all employees to attend staff development events. Priority in approving requests will be given to those requesters that have been selected to present or receive awards at conferences or events, or who have received financial assistance to attend specific conferences. The Director reserves the right to deny requests to reserve funds for other staff members to attend future events.

Approval

Requests for local trainings that have no costs beyond hours worked and mileage reimbursement require the requester to submit this request to the Director noting the name and location of the training. Staff seeking reimbursement for trainings with additional costs besides mileage must complete and submit to the Director a written request prior to registering for the training.

A written reply will be returned to the requesting staff member as soon as possible after a decision is made, indicating either:

- a. Approval of funding and amount approved
- b. Request denied and an explanation of reason for denial

The Director's overnight conference expenses require pre-approval by the Board at a regularly scheduled board meeting. If pre-approval by the Board at a regularly scheduled board meeting is not possible, the Board President may approve the Director's travel.

Savings Opportunities

Staff should take advantage of early registration, conference room rates, and any other discounts associated with their travel. While not necessarily a requirement for attendance, the availability of these opportunities may be a determining factor in the Director's approval of a conference/staff development request. Failure to obtain cost savings may result in denial of the request or in amendments to approved reimbursements for the request.

Reimbursement

All receipts for expenditures should be submitted to the Director within two weeks of the staff member's return. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed.

1. Conference/ Workshop/ Course Fees

The Olive Free Library will pre-pay an event registration if a registration form is submitted and approved. If the requester pays for the registration fee using their own funds, they will be reimbursed after the event. In the latter case, the requester must present a receipt for the registration fee and proof of attendance, at the discretion of the Director, in order to be reimbursed.

Membership fees, pre- and post-training event costs, and other ancillary costs that are pre-approved by the Director will be reimbursed in instances where those costs will provide the Olive Free Library savings on other expenses.

2. Transportation

A. Personal Automobile

The Olive Free Library will reimburse mileage at the full IRS Standard Mileage Rate, plus any applicable tolls. When two or more staff attend the same event, staff are expected to carpool unless a justifiable reason prevents it. The Olive Free Library reserves the right to limit mileage reimbursement if staff do not carpool without a justifiable reason. When two or more staff travel together, only one will be reimbursed for the mileage allowance. When submitting for mileage reimbursement, the requester should provide a copy of the travel directions. The directions must include the address of the training as a destination, the address of the Olive Free Library or requester's home (whichever is closer to the training location) and the trip distance in miles. The Director will review the trip information for approval and reserve the right to edit the request or request more additional documentation.

B. Rental Automobile

A rental automobile may be used when renting is considered to be more advantageous than other means of transportation. The need for a rental automobile must be outlined in the written conference or training request.

C. Air Travel

Pending approval, staff members must make airline reservations using the Olive Free Library's credit card under the guidelines of the Olive Free Library's Credit Card policy. Reservations should be made for economy class fare. Reimbursement for business or first-class airfare is not allowed.

D. Other forms of transportation (Railroads, Buses, etc.)

These forms of transportation are allowed but should not exceed the commercial air fare that would be reimbursable for the same trip.

E. Ground Transportation

Costs for local transportation from the airport, train station, or other arrival point, to the meeting space will be reimbursed. However, transportation to and from the hotel room and meeting space, to other destinations beyond the purpose of the conference will not be reimbursed. Staff member should take advantage of public transportation and cost savings opportunities for local transportation.

3. Lodging

The Olive Free Library will pay for the cost of lodging within a reasonable level, at the discretion of the Director. Pending approval, staff members may make lodging reservations using the Olive Free Library's credit card under the guidelines of the Olive Free Library's Credit Card policy, or may use their own credit card and get reimbursed for the lodging expense. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates. Exercise facilities, movies, or other forms of entertainment are not reimbursable Olive Free Library travel expenses.

4. Meals

Meals while attending conference or staff development trainings will be covered unless they are included in the conference registration fee. IRS guidelines should be followed for per diem amounts for meals.

5. Parking Fees

Reasonable and necessary costs for automobile parking will be reimbursed when there are no more practical options available. Requesters must present a receipt or a copy of their credit card statement that clearly indicates the parking fees in order to be reimbursed.

6. Miscellaneous

Other expenses will be reimbursed if determined to be reasonable and necessary by the Director and if supporting receipts, documents, etc., are provided; or determined to be reasonable and necessary by the Board in the case of the Director's travel and conference expenses.

7. Trustee Education Reimbursement

Modest and reasonable costs incurred by a Board Trustee in complying with the Trustee Education Policy requirements may be reimbursed under the applicable provisions of this policy. All continuing education requests for reimbursement must be pre-approved by the Board.

Attachment A – Reimbursement Form

Name _____ Date _____

Purpose _____

Itemized Expenses

Receipt #	Date	Description	Amount
Total			

Please number and tape your receipts onto a separate sheet of paper.

Library Director Signature _____ Date _____

Attachment B – Cash Register Close-Out Sheet

Date _____

Employee Name (opening) _____

Employee Name (closing) _____

	Amount
Beginning Balance in Register	
<i>Departments:</i>	
1. Book Sales	
2. Printing/Copying Fees	
3. Donations	
4. Fines/Replacement Fees	
5. Fundraising	
6. Fax Donations	
7. Other	
8. Programs	
Department Total (from register receipt)	
Actual amount in Register at end of day (cash and checks)	
Difference between Department Total and Actual	

Library Director Signature _____ Date _____