

Expenditures Policy for the Elkader Public Library

Purpose:

The Elkader Public Library Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. However, the Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as defined in this policy. The Elkader Public library will maintain (1) one credit card account for library business. The credit card will be used to expedite library purchases of materials, equipment, supplies, travel, and programs as authorized by the director.

Controls:

1. The Library Director shall secure formal bids from suppliers and contractors when an expenditure for a single item of equipment or service is expected to exceed \$10,000.00. Such bids shall be submitted to the Board for action.
2. The Library Director is authorized to obligate the library for expenses in excess of \$5,000.00 for emergency repairs and equipment without prior board action provided such expenditures can be accommodated within the budget limitations for such items.
3. The Library Director shall not enter into any contract for services for a period exceeding one year nor for an amount exceeding \$5,000.00 without Board action, other than emergency expenditures as set out above.
4. The Library Credit Card will be secured in the director's office and will only be used by the director when doing library business. Multiple cards for the same account will not be allowed.
5. All Credit Card receipts will be reviewed by the director for accuracy and submitted to the City of Elkader for payment on account.

Appropriate use of Library Credit Card:

Appropriate use of the credit card will include the following activities but not be restricted to these activities:

- Authorized travel/meeting expenses such as lodging, meals, registration fees, and gas.
- Program supplies.
- Internal meeting/program supplies.
- Purchase of library materials not available through a standard vendor.
- Equipment.
- Miscellaneous supplies.
- Other items as authorized by the director.

Inappropriate Use:

Inappropriate use of the credit card includes but is not limited to:

- Personal purchases not for authorized library business.
- Willful and intentional misuse of the library credit card will result in disciplinary measures.

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