

## 01. Library Financial Controls and Policies

Approved and Adopted via Resolution by unanimous vote of the Board of Trustees on September 25, 2017.

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Resolution: Reapproved on May 18, 2022, by unanimous vote of the Board of Trustees of the Catskill Public Library.

Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.

<b>02</b>	<b>Introduction to Financial Policies</b>	<b>Page 2</b>
<b>03</b>	<b>Audit/Review Schedule</b>	<b>Page 3</b>
<b>04</b>	<b>Friends Group Memo of Understanding</b>	<b>Page 4</b>
<b>05</b>	<b>Records Retention Policy</b>	<b>Pages 5-6</b>
<b>05-1</b>	<b>Minimum Retention Schedule</b>	<b>Page 7</b>
<b>06</b>	<b>Fund Balance &amp; Reserve Funds</b>	<b>Pages 8-9</b>
<b>07</b>	<b>Investment Policy</b>	<b>Pages 10-11</b>
<b>08</b>	<b>Petty Cash: Cash Control and Cash on Premises</b>	<b>Pages 12-13</b>
<b>09</b>	<b>Fundraising, Gifts, Memorials and Goodwill</b>	<b>Page 14</b>
<b>10</b>	<b>Claims Audit Policy</b>	<b>Page 14-18</b>
<b>11</b>	<b>Purchasing &amp; Procurement Policy</b>	<b>Page 19-24</b>
<b>12</b>	<b>Credit Card Policy</b>	<b>Page 25</b>
<b>13</b>	<b>Bank Reconciliation Policy</b>	<b>Page 26</b>
<b>14</b>	<b>Online Accounts Policy</b>	<b>Page 17-28</b>
<b>15</b>	<b>Membership Dues Policy</b>	<b>Page 29</b>
<b>16</b>	<b>Mileage Reimbursement Policy</b>	<b>Page 30</b>
<b>17</b>	<b>Travel &amp; Conference Policy</b>	<b>Pages 31-32</b>
<b>18</b>	<b>Inventory: Fixed Assets</b>	<b>Pages 33-34</b>
<b>19</b>	<b>Disposition of Surplus Property</b>	<b>Page 35</b>
<b>20</b>	<b>Payroll Processing</b>	<b>Pages 36-38</b>
<b>21</b>	<b>Health Insurance: Employee Contribution and COBRA (see Employee Handbook)</b>	<b>Page 39</b>
<b>22</b>	<b>Personnel Records Access (see Employee Handbook)</b>	<b>Page 39</b>
<b>23</b>	<b>Personnel Records Retention</b>	<b>Page 39</b>

## 02 Introduction to Financial Policies

The primary purpose of financial controls is to provide guidelines to use in making financial decisions that ensure core services are maintained and the organization's vision for the community is achieved.

***The Library Board is the governing authority of the organization. As such, the Board of Trustees is responsible for fiscal oversight through implementing policies, procedures, and a comprehensive delineation of duties within the organization.***

The Board of Trustees ensures that policies:

- Are consistent
- Are written and understood by library management
- Can be implemented daily

The Board of Trustees delineates duties as follows:

- The Board of Trustees defines the Library's goals, both long and short-term
- The Director, with Staff and community input, develops the Library's annual budget
- The Director and Bookkeeper present the budget to the Finance Committee
- The Finance Committee reviews and makes recommendations
- The Treasurer presents the recommended budget to the Board of Trustees
- The Board of Trustees reviews, finalizes, and votes to approve the final budget that will be presented to the taxpayers/voters

The Board of Trustees designate:

- The Bookkeeper to audit claims for payments
- The Director to review accounting records, bank statements, check images and financial reports regularly
- The Board Treasurer to review the accounting records, bank statements, check images and financial reports regularly

All financial records are available for review upon request by the Board of Trustees.

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### 03 Audit/Review Schedule

***This policy governs the oversight of all financial areas.***

The Catskill Public Library is chartered by the Board of Regents of the University of NY as a School District Public Library. As such, NY State regulations give the Library the guidance needed to manage the use of public funds.

The Library receives the bulk of its income from tax funds. The Catskill Central School District voters vote on the budget annually in May. The Library may bond via special legislation with the Dormitory Authority of the State of NY (DASNY).

To achieve public trust, the Library Board of Trustees has developed a system of checks and balances to ensure that rules and regulations are followed, that money is received and spent prudently, and that funds are budgeted with an eye for the future.

Therefore, the Library Board of Trustees has resolved that:

1. The receipting of funds from any source must follow the "Fund Balance and Reserve Funds" policy and the "Fundraising/Gift" policy
2. The spending of funds from any source must follow the "Claims Audit" policy and the "Purchase/Procurement" policy
3. The voted budget sets the goal in the current fiscal year for all income and expenditures
4. The decision to either save (reserve) or expend surplus funds requires a majority Board vote, usually within the first two months following the close of the prior fiscal year

Annually, the Library will complete:

1. The NYS Comptrollers Report
2. The NYS Annual Report for Libraries
3. An Independent Financial Audit, concluding with a meeting between the Auditors, Director, Board of Trustees, and Bookkeeper, with a full report on the financial health and management of the Library being presented to the Board of Trustees during its monthly meeting.

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## 04 Friends Group Memo of Understanding

***This policy governs the relationship between the Library Board of Trustees and Friends Group.***

The Friends Group of the Catskill Public Library and Palenville Branch is organized to support quality library service through advocacy, fundraising, and volunteering to promote the library's policies and long-range plans.

To ensure clear communication between Friends and Trustees:

- 1) The Friends should be made aware of the Library's policies and long-range strategic plans
- 2) Board Members should attend Friends events to show support for their efforts
- 3) Board Members can join the Friends Group. However, a Library Trustee should not serve on the Friends Board

Unless otherwise decided by the Library Board, the Library Director shall be the liaison between the Friends and the Library.

A separate Operating Agreement, agreed upon by the Friends and the Library Board, will codify that all Friends' gifts (of money, time, or talent) match up with the highest needs of the library.

To that end, said Agreement will include:

- 1) How the Friends are authorized to spend their money
- 2) What support the library will extend to the Friends for publicity, mailings, labor for the book sale, space for the book sale, office space, office staff support, etc.
- 3) Whether the Friends are authorized to spend their funds on organizations, agencies, programs, or projects that are not directly linked to the library, and, if so, under what conditions

The Director and the Board of Trustees have the final say in accepting or declining gifts from the Friends Group to the Library.

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## 05 Records Retention Policy

***This policy governs the management of Library records.***

### **Library Records**

The records of the Library will be retained and disposed of following the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department.

The Library Director shall serve as the Records Management Officer for the Library to ensure compliance with the *Records Retention and Disposition Schedule MU-1*.

The Library Director shall serve as the Records Access Officer for the Library to ensure compliance with the Freedom of Information Law.

### **Incorporation, chartering, and registration records:**

Retention: Permanent

### **Directory of Public Library System and member libraries, prepared by public library system (member library's copy)**

Retention: 0 after superseded or obsolete

### **Borrowing or loaning records, including interlibrary loan:**

Retention: 0 after no longer needed

### **Catalog of holdings**

a. Manuscript or published catalog:

Retention: Permanent

b. Continuously updated catalog:

Retention: 0 after superseded or obsolete

### **Individual title purchase requisition that has been filled or found to be unfillable:**

Retention: 1 year

### **Records documenting the selection of books and other library materials:**

Retention: 0 after no longer needed

### **Library material censorship and complaint records, including evaluations by staff, patrons' complaints, and records of final decisions:**

Retention: 6 years after the last entry

**Note:** Appraise these records for historical significance before disposition. Some library censorship records deal with Constitutional issues and may have value for future research.

**Patron registration for use of rare, valuable, or restricted Non-Circulating materials:**

Retention: 6 years

**Confidentiality**

Chapter 112, Laws of 1988, provides that any library records that personally identify library users shall be confidential. Any questions regarding access to these records should be directed to the [NYS Committee of Open Government](#).

**Business Records and Documents**

While public libraries are not under Sarbanes-Oxley, the law guides minimum retention requirements that the Mid-Hudson Library System recommends that libraries follow. The Sarbanes-Oxley Act addresses the destruction of business records and documents that turn intentional document destruction into a process that the Treasurer of the Board of Trustees must carefully monitor.

***Refer to page 3 of this policy for the minimum retention schedule.***

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<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes, and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

## 06 Fund Balance & Reserve Funds

***This policy defines the principles according to which each fund is classified and managed, subject to the legal and financial accounting constraints that apply to the Library.***

### **Funds and Accounts**

The Library manages its income and expenditures as follows:

1. Operating Funds are banked in the Operations Account (General Checking)
2. Reserve Funds are banked in the Reserve Account
3. Board Designated Funds are banked in the Board Designated Account
4. All income is deposited into the Operations Account
5. All expenditures are paid from the Operations Account

### **Guidelines for the Operations Account**

The Voted Budget is the primary tool used by the Board of Trustees to ensure that the library operations are managed following planned budgetary constraints.

The Operating Account, or General Checking account, consists of all tax income, grant and support income, and miscellaneous operating income for the current financial year. All library income and expenses must pass through the Operating Account. Monthly reporting to the Board of Trustees provides accountability for managing all revenue appropriately.

The Operating Fund is maintained in a separate bank account (the general checking account) and is subject to legal constraints on the investment of municipal funds. If approved by the Board of Trustees, a portion of the Operating Fund may be temporarily deposited in an instrument other than the general checking account to increase interest income. Interest on the Operating Fund is counted as operating income, and the baseline operating budget shall include projections for interest on this account.

The Operating Fund is further broken down into sub-categories as follows:

- 1) The Board of Trustees designates the Maintenance Fund for expenditure on major restoration and maintenance of the library buildings. Such activities typically recur every 15-30 years and can significantly drain library resources. The Maintenance Fund is funded annually from a provision in the annual tax request.
- 2) The Board of Trustees designates the Computer Reserve Fund for expenditures on computer infrastructure and hardware that typically recur every 5-7 years. The



Computer Reserve Fund is funded annually from a provision in the annual tax request.

- 3) The Board of Trustees designates the Grant Fund for expenditure on specific grant projects. It includes income from the Grant Source and any matching (budgeted or designated) library funds.
  
- 4) The Board of Trustees designates the Pension Carryover Fund to offset major expenses under the NYS Retirement System.

### **Guidelines for the Reserve Fund**

The Board of Trustees designates the Reserve Fund for expenditures, typically library facilities or services, not included in the baseline operating budget.

Except in the case of an emergency, a resolution of the Board of Trustees is required to transfer money from the Reserve Fund for any purpose. In all cases, the minutes of Trustee meetings shall state the purpose and amount of any money transfer from the Reserve Fund.

The Reserve Fund is maintained in a separate bank account (the reserve account) and is subject to legal constraints on the investment of Municipal Funds. Interest on this account is credited to the Reserve Fund.

### **Guidelines for the Board-Designated Fund**

The Board of Trustees designates the Board Designated Fund for major expenditures determined as necessary by board resolution.

A resolution of the Board of Trustees is required before designating or expending funds from the Board Designated Fund for any purpose. The minutes of Trustee meetings shall state the purpose and amount.

The Board Designated Fund is maintained in a separate bank account (the Board Designated account) and is subject to legal constraints on the investment of Municipal Funds. Interest on this account is credited to the Board Designated Fund.

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## 07 Investment Policy

***This policy governs the investment of public funds.***

### **Statement and Scope**

The members of the Catskill Public Library Board of Trustees are the fiscal body of the Library. The members serve without compensation.

As custodians of public funds and following General Municipal Law(s) and subsequent court rulings, all funds in the Library's control (including privately raised monies) will be invested in a limited number of financial vehicles.

### **Objective**

The objectives of the Library's investment activities are:

- 1) Safeguard principal while providing sufficient liquidity to meet all operating requirements
- 2) Obtain a reasonable rate of return while adhering to all applicable federal and state requirements

### **Delegation of Authority**

Responsibility for administration of the investment program is delegated to the Board Treasurer and Finance Committee.

### **Prudence**

All participants in the investment process shall seek to act responsibly as custodians of the public interest and shall avoid any transaction that might impair public confidence.

Investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or impair their ability to make impartial investment decisions.

### **Internal Controls**

All monies collected by any officer or employee of the Catskill Public Library shall be given to the Director, who will then convey said monies to the Bookkeeper for processing and deposit. All monies received shall be kept in a locked file until they are deposited.

The Director supervises an internal control structure to ensure that deposits and investments are safeguarded against loss from unauthorized use or disposition.

### **Designation of Depositories**

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are

Bank of Greene County, \$10 million maximum amount

### **Collateralizing of Deposits**

Following the provisions of General Municipal Law §10, all deposits of the Catskill Public Library, including certificates of deposit and special time deposits, over the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Section F of GML §10.

### **Permitted Investments**

As authorized by General Municipal Law §11, the Catskill Public Library authorizes the Finance Committee to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 1) Special time deposit accounts
- 2) Certificates of Deposit
- 3) Obligations of the United States of America

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## 08 Petty Cash: Cash Control and Cash On Premises

***This policy governs the management of cash and checks received during the regular course of business.***

The Library maintains a limited amount of cash in the buildings for daily register transactions, as well as a petty cash box used for purchases or to make change for the registers as follows:

In Catskill:

\$ 60.00	in register
\$ 147.00	as petty cash: receipt for any expenditure is required
\$ 185.00	for register change

Daily, the register is "Z'ed" out. See the Library Staff Procedures Manual for specifics. The collected cash is then given to the Director until it is collected by the Bookkeeper and prepared for deposit. The Director and Bookkeeper will secure all cash and checks in a locked cabinet until they are deposited.

In Palenville:

\$ 20.00	in register
\$ 70.00	as petty cash: receipt required
\$ 20.00	for register change

Weekly, the register is "Z'ed" out. See the Library Staff Procedures Manual for specifics. The collected cash is then given to the Director until it is collected by the Bookkeeper and prepared for deposit. The Director and Bookkeeper will secure all cash and checks in a locked cabinet until they are deposited.

### **Cash and Check Donations**

1. There are several types of donations:
2. Patron saying "keep the change" at the register
3. Patron placing money into the donation box
4. Patron giving money as a donation towards a program

In all instances, the Library Policy is to account for the donation as follows immediately:

1. When received at the register, ring the donation under Code 7 and place the money into the drawer.
2. Monthly, the donation box is counted by either the director or branch manager, witnessed by a library staff member, with the total rung into the register under Code 8 and money placed into the drawer.

3. Program donations are to be immediately brought to the register. The desk clerk is to verify the amount, the donation is rung into the register under Code 9, and the money is placed into the drawer.

### **Petty Cash**

Each building has a separate box for Petty Cash. Purchases are to follow the Library's Purchasing and Procurement policy. Only authorized personnel (as determined by the Director) shall access the Library's petty cash or register change drawer.

The Bookkeeper performs the reconciliation of the Petty Cash box. Discrepancies are immediately reported to the Director. The Director performs spot checks for verification of cash on hand.

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## 09 Fundraising, Gifts, Memorials & Goodwill

***This policy governs the management of money or items received via a fundraiser, as a gift, as a memorial, or in the form of goodwill. The Catskill Public Library is recognized as a nonprofit organization by the IRS Code §501(c)(3)***

### **Fundraising**

Generally, a fundraiser is specific to a need; as such, monies received will be allocated to that plan or program. The Board of Trustees reserves the right to determine how excess funds will be distributed (As a general operating expense or transferred to the Reserve or Board-Designated account).

### **Gifts and Memorials**

1. Gifts of library materials (books, magazines, other print, digital, or archival materials) will be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, sell them, or discard them. The library reserves the right to refuse any materials.
2. The same selection standards for collection development will judge gift materials and/or requests for Memorial purchases.
3. Personal property, art objects, paintings, antiques, and other collectibles may be accepted on the condition that they may be sold, given away, or discarded at the discretion of the Director or the Board of Trustees. (See Disposition of Surplus Property Policy) The donor and the Library will sign a Deed of Gift letter.
4. The Library does not place a financial value on donated items; the responsibility for assessing the value lies with the donor.
5. The Library does not accept gifts with restrictions or special conditions unless the Board of Trustees specifically accepts those restrictions or conditions.

### **Programming or Goodwill Gifts**

Donations of services or goods from local businesses are always welcome. The responsibility of assessing the value lies with the Donor. Library staff will provide the vendor with a completed donation form for tax purposes.

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## 10 Claims Audit Policy

### ***This policy governs the disbursement of all funds (claims for payment)***

The Director pre-approves all Library expenditures. Guidelines for this process are in ***the 300-2 Purchasing and Procurement Policy***.

The Bookkeeper receives all claims for payment. Vouchers for payment, sales receipts, invoices, and packing slips are submitted to the Bookkeeping Department for processing within seven (7) days of purchase.

The Bookkeeper then verifies:

- 1) Has the claim been approved by the Director? (dated and initialed)
- 2) Are there supporting documents? (e.g., contract documents, credit card receipts, packing slips)

### **Online Orders**

The Director pre-approves the order.

The Director notes the corresponding expense category (e.g., Adult Fiction, Program Supplies) and cost center (e.g., Main, Catskill, Palenville).

The Director delegates staff authorized to receive incoming deliveries and verify that contents match packing slips. If a packing slip is not enclosed, a copy of the order is printed, and contents are verified against the order. The receiver dates and initials either the packing slip or the order copy.

Once verified, order paperwork is delivered to the Bookkeeper. This paperwork shall indicate the following:

- 1) Expense Category
- 2) Cost Center
- 3) Order Date
- 4) Received Date
- 5) Received By
- 6) Purchased Item Detail(s)

The Bookkeeper verifies that the individual orders are on the invoice.

The Bookkeeper verifies that the order total corresponds to the invoice total.

The Bookkeeper then posts a sale summary (using assigned expense categories and cost centers) on the payment voucher.

The Bookkeeper signs the payment voucher.

The Bookkeeper then generates a check in QuickBooks, entering the information on the payment voucher into the software.

### **In Person Purchases**

The Director pre-approves all cash and credit card purchases. When a fixed dollar amount is unavailable, the Director approves a spending range.

The Director assigns a corresponding expense category (e.g., AF, 7343, JF) and cost center (e.g., Main, Catskill, Palenville).

The Purchaser indicates on the sales receipt:

- 1) Expense Category
- 2) Cost Center
- 3) Purchase Date
- 4) Their Initials
- 5) If the receipt is unclear, the purchaser should give a more detailed, written description of the items purchased

All sales receipts must be turned in to the Bookkeeper within seven (7) days of purchase.

The Bookkeeper processes Petty Cash receipts immediately.

The Bookkeeper processes Credit Card receipts in the same manner as Online Orders.

### **Programming**

The Director pre-approves all programming contracts.

The Director or assigned staff completes the payment voucher, indicating the expense category and cost center.

Supporting documents are attached to the payment voucher, which is then given to the Bookkeeper for data entry into QuickBooks.



## **Routine Monthly Billing**

Associated Payroll Expenses, Utilities, Custodial Services, and Rent are routine monthly billing. As such, they do not require prior approval from the Director.

- 1) The Bookkeeper receives all monthly billing
- 2) The Bookkeeper writes up the payment voucher, documenting
  - a) Expense Category
  - b) Cost Center
  - c) Amount
  - d) Memo indicating invoice number, date of service, brief description of service

The Bookkeeper signs the payment voucher.

The Bookkeeper then generates a check in QuickBooks, entering the information on the payment voucher into the software.

## **Check Writing and Check Signing**

*The Library utilizes Electronic Funds Transfers (EFT) for Payroll and payroll liabilities. The Library does not use DEBIT cards in any situation.*

The Library requires two (2) signatures on every check. Authorized signatories are:

- Library Director
- Board Treasurer
- Board President
- Board Vice-President

In all instances, a Payment Voucher is utilized. This voucher summarizes the purchase, indicates the budget expense line used, and indicates the cost center to which the expense should be charged.

Attached to the voucher are all supporting documents.

After entering the information into QuickBooks, the Bookkeeper prints the checks for signature. A copy of the check stub is stapled to the front of the voucher.

The unsigned check is paper-clipped to the voucher.

Two {2} review passes are then made:

- 1) The Director reviews the check, voucher, and supporting documentation
- 2) After review, the Director signs the voucher and the check
- 3) The Treasurer reviews the check, voucher, and supporting documentation
- 4) After review, the Treasurer signs the voucher and the check

***When the Director or Treasurer is unavailable, the review passes will be performed by either the Library Board President or Vice-President.***

Signed checks and vouchers are then returned to the Bookkeeper for processing.

Checks are mailed; the Treasurer signs a print-out of the current check register run.

Checks are mailed, and Vouchers are filed under the Vendor's name.

**Daily:**

The Bookkeeper reviews income and expenses for trends or concerns affecting the budget.

**Weekly:**

The Bookkeeper reviews income and expenses against the voted budget with the Treasurer and Director.

**Monthly:**

- The Bookkeeper prepares for the Treasurer and Director the Financial Statements, consisting of a Balance Sheet and Budget vs Actual
- The Bookkeeper makes available all supporting documentation of activity in the Operating Account (Income and Expenses)
- The Treasurer presents to the Trustees a Finance Report, which is entered into the minutes
- The Treasurer presents to the Trustees the Financial Statements, which are entered into the minutes
- The Board of Trustees is responsible for the final review of income and expenses at the monthly meeting

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## 11 Purchasing & Procurement Policy

***This policy governs the ability to use public funds for Library purchases according to applicable State and Federal Laws.***

The Board of Trustees views purchasing as serving the educational goals and mission of the Library by providing supplies, equipment, and related services.

Clear lines of authority for approving purchases (before they occur) ensure the efficiency and cost-effectiveness of the procurement process. Approvals may consist of verbal or written requests.

Concurrently, the availability of budget appropriations is verified frequently throughout the fiscal year.

Only the Library Director or another agent designated by the Board of Trustees may commit the Library to purchases.

### **Purchasing Guidelines**

The Library's fiscal year runs from January 1st to December 31st. Annually, by public vote, the Library budget is developed, giving management the financial tools and guidelines to run the Library.

On no less than a monthly basis, the Bookkeeper is to review with the Director and Treasurer reports showing the line balances, the amount budgeted, spent to date, and available to spend.

No individual responsible for purchasing should order any goods or services for which there are no available funds in the budget/appropriation line for such a purchase. If a budget modification is deemed necessary by the Library Director and Treasurer to enable a purchase, a modified "working" budget will be developed by the Finance Committee and submitted to the Board of Trustees for consideration. No order should be placed until the Board takes positive action on the budget modification.

## **Purchasing Guidelines (continued)**

### General Purchases

- |                        |  |
|------------------------|--|
| 1) Up to \$5,000       | Discretion of the Director   |
| 2) \$5,001 to \$20,000 | Requires three (3) written quotes, whenever obtainable.<br><br>Purchase must have prior permission from the Board President and Treasurer and be reported to the Board of Trustees at the following meeting. |
| 3) over \$20,000       | Formal bid process except as provided under this policy or law.  |

### Public Works

- |                        |  |
|------------------------|--|
| 1) Up to \$5,000       | Discretion of the Director   |
| 2) \$5,001 to \$34,999 | Requires three (3) written quotes, whenever obtainable.<br><br>Purchase must have prior permission from the Board President and Treasurer and be reported to the Board of Trustees at the following meeting. |
| 3) over \$20,000       | Form bid process as provided by law.   |

### **Emergencies**

In the event of an emergency requiring an expense of more than \$5,000 to secure the safety of the staff, the public, or major library assets, the Library Director will immediately notify the Board President and Treasurer.

### **Designated Purchasing Agents: Reviewed annually (July meeting) and updated as needed:**

- |                         |   |
|-------------------------|---|
| Library Director:       | As per provisions of this policy.   |
| Library Branch Manager: | Limited to Library materials, program presenters, and program supply purchases. Must be prior-approved by the Library Director. |

Librarian(s):	Limited to Library materials, program presenters, and program supply purchases. Must be prior-approved by the Library Director.
Library Development:	Limited to Library materials, program presenters, and program supply purchases. Must be prior-approved by the Library Director.
Bookkeeper:	Limited to office supplies and equipment, processing supplies, and limited materials purchases. Must be prior-approved by Library Director.

All purchase receipts or invoices submitted for payment must indicate:

- 1) Purchaser
- 2) Date of Purchase
- 3) Place of Purchase
- 4) Method of payment (credit or cash)
- 5) Cost Center
- 6) Appropriate budget line

All purchases (packing slips) delivered to the Library must indicate:

- 1) Initials of who checked the order and the date received
- 2) Cost Center
- 3) Appropriate budget line

### **Contracts**

The Library Director shall obtain the prior written approval of the Board of Trustees for any contract obligating the Library to expenditures for goods or services to be provided more than twelve (12) months after the contract date.

### **Payment Vouchers**

All purchases shall be summarized on a payment voucher, indicating the budget line number, purchase amount, a brief description of the purchase, and Cost Center. The original receipt and packing slips will be attached to the voucher when appropriate.

The voucher must be signed by the originating purchasing agent (as above), the Bookkeeper, and the Director and Treasurer. If the Treasurer or Director is unavailable, the 2nd signatory on the bank check will sign in their stead.

### **Online or Direct Debit Payments**

It is the policy of the Library to make all payments via bank check from the Operations Fund.

Online withdrawals are allowed as follows:

- 1) Payroll Direct Deposit (bi-weekly)
- 2) Federal and State Payroll Taxes (bi-weekly and quarterly)
- 3) State retirement fund payment (monthly)

Any exception to this policy requires consent from all signatories to the Library's bank account and will be issued on a one-time as-needed basis before withdrawal. Such exceptions will be reviewed by the Director and Treasurer and documented in Board minutes.

### **Use of Reserves or Board-Designated Fund**

Using Reserves or Board Designated Funds for purchases requires a majority Board Resolution specific to that use. No monies can be allocated outside the Operating Budget without prior Board authorization and vote.

### **Bank Transfers**

Once approval to allocate Reserves or Board Designated Funds has been obtained from the Board of Trustees, the actual transfer of money from one account to another requires a written request via email from the Board Treasurer to the Bookkeeper. The Bookkeeper will email the Treasurer that the transfer has been completed.

### **Purchase Contracts That Exceed \$20,000**

The General Municipal Law requires that purchase contracts for materials, equipment, and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving more than \$35,000 be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder. However, the board authorized that

purchase contracts may be awarded based on best value, as defined by law.

**Exceptions**

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

- In the event of an emergency to secure the safety of the staff, public or major Library assets,
- Procurements for which there is no possibility of competition (sole source items),
- Professional services that require a special skill or training.

Goods and services that are not required by law to be procured by the Library through competitive bidding will be procured in a manner to:

- Ensure the prudent and economical use of public monies,
- Be in the best interest of the taxpayers,
- Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances,
- Guard against favoritism, improvidence, extravagance, fraud, and corruption.

Statutory exceptions for obtaining quotations and proposals under the terms of this policy are:

- 1) Articles manufactured in state correctional institutions,
- 2) Articles from agencies for the blind or severely disabled,
- 3) Articles under a state contract,
- 4) Articles under a county contract,
- 5) Articles under a contract of another political subdivision.

**Bid Selection**

Suppliers whose place of business is within the Library district may be given preferential consideration only when bids or quotes on an item or service are comparable to price, quality, and other factors. Purchases will be made through available cooperative BOCES bids, state contracts of the OGS, or county contracts whenever these purchases are in the best interest of the Library.

The Library will provide justification and documentation of any contract awarded to an

offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interest of the Library and otherwise furthers the purposes of section 104b of the General Municipal Law.

The Library Director, with the assistance of the Treasurer or another member of the Board, as well as the Library Bookkeeper, shall be responsible for establishing and implementing the procedures and standard forms for use in all purchasing and related activities. Such procedures shall comply with all applicable laws and regulations of the state education commissioner.

No board member, officer, or employee of the Library shall have an interest in any contract entered into by the Library, as provided in Article 18 of the General Municipal Law.

### **Items Excepted from this Policy and Procedures by the Board of Trustees**

The Board of Trustees allows that a circumstance may arise when, in the sole discretion of this governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Library.

In every case, Board approval must be obtained after considering price, ease of use, promptness of service, and any other mitigating factors that may affect this choice.

### **Ethics and Conflict of Interest**

All employees, trustees, and officers must maintain high ethical standards of conduct and avoid situations where there is even the appearance of impropriety in all purchasing or procurement endeavors. If a conflict or potential conflict of interest is identified, the Board of Trustees will review the situation and take action as appropriate.

### **Annual Review**

The Board of Trustees shall annually review and, when needed, update this policy.

The Finance Committee, under the advisement of the Board Treasurer, shall be responsible for conducting an annual evaluation of the effectiveness of this purchasing and procurement policy, as well as an evaluation of the control procedures established to ensure compliance with this procurement policy, and shall be responsible for reporting its findings back to the Board.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**



## 12 Credit Card Policy

Catskill Library & Palenville Branch Library

***This policy governs the use of revolving credit {Online or Store Credit, Visa Credit Card}***

Revolving credit is available to staff with a demonstrated need to routinely purchase goods and services necessary for library operations for which a purchase order is not an accepted form of payment. Each purchaser will have a preset line of credit determined by the Library Director and Board Treasurer.

The Library's "***Purchasing and Procurement Policy***" and "***Claims Audit Policy***" are always followed. Bank Debit Cards are not an authorized payment method under any circumstances.

Credit cards may be issued in the names of Authorized Purchasers as established in the ***Purchase and Procurement Policy***.

A record of all account numbers, cardholders' names, and lines of credit is kept with the Bookkeeper in the Vendor's file.

Canceled or expired credit cards are to be cut in half by the Director and given to the Bookkeeper. The Bookkeeper then notifies the issuing bank that the card has been canceled and marks the same in the vendor file. After updating the vendor file, all canceled or expired cards are to be shredded.

Purchases, along with a spending range, are pre-approved by the Director. After purchase, the purchaser must initial the receipt and document the budget line and cost center on the receipt. Receipts must be given to the Bookkeeper within seven (7) days of purchase.

The Bookkeeper audits Monthly statements, and receipts must match the posted charge. Any discrepancy is reported to the Director immediately.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 14 Bank Reconciliation Policy

***This policy governs the management of Monthly Bank Statements and Reconciliation.***

It is the policy of the Library that all incoming or outgoing funds to the Library's bank accounts be recorded in the general ledger (QuickBooks) on a timely basis. Frequent bank reconciliation is essential to prevent fraud and to ensure the Library's funds are handled with fiscal and fiduciary responsibility.

Bank account reconciliation is a key component of good cash control and must be done promptly. Reconciling the bank statement balance with the book balance is necessary to ensure that (1) all receipts and disbursement are recorded; (2) checks are clearing the bank in a reasonable time; (3) reconciling items are appropriate and are being recorded; and (4) the reconciled cash balance agrees with the general ledger (QuickBooks) cash balance.

This policy applies to all bank accounts held by the Library.

Each bank account will be reconciled monthly and within 20 business days of the bank statement date.

Bookkeeping will reconcile the accounts(s) and deliver the bank statement with the QuickBooks reconciliation Detail and Summary to the Library Director.

The Library Director will review and sign off on the statement and reconciliation paperwork generated by QuickBooks.

The original bank account statement and reconciliation paperwork will then be returned to the Bookkeeper, scanned for future audit, and filed in a central file held by the Bookkeeper.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 14 Online Accounts Policy

***This policy governs the use of online accounts by Library management and staff. It includes the use of online accounts provided by the Library and representation of the Library via any online accounts not directly provided by the Library.***

### **User Names and Passwords**

All accounts set up online that require a user name and passcode must be approved in writing by the library director before use.

A database of websites and login information is kept with the Library Director, and the Director is to be immediately notified should the information be changed or compromised in any way.

### **Email Accounts**

The Catskill Public Library maintains email accounts associated with departmental roles and for individual staff members. All email accounts are accessible to the Director and are for work-related use only.

Creating an account and maintaining passwords are managed by the Director only. Management and staff are to use Catskill Public Library email accounts for all email communications on behalf of the Library.

All email communications made on behalf of the Library shall:

- Identify the sender of the message, the title of the sender, and the Library's address/phone number
- Conform to the Library's Code of Conduct
- When the message relates to Library policy, include the URL to the published policy in question

### **Email Lists**

Any subscription to an email list using a Library provided email account will:

- Preserve up-to-date information on how to manage the email list
- Be related to work or professional activities

## **Financial Accounts**

The Director is solely responsible for opening online accounts to conduct Library business. Library staff may not open online financial accounts without prior written authorization from the Director. The Director manages user names and passwords.

## **Social Networking Accounts**

The Director is solely responsible for opening online accounts for social networking. Library staff may not open social networking accounts without prior written authorization from the Director. The Director will work with staff to develop an account management plan. The Director manages user names and passwords.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 15 Membership Dues

***This policy governs the use of funds for memberships in other not-for-profit organizations.***

The Library supports memberships in local, state, and national professional organizations.

The Library will pay for the following types of memberships:

- American Library Association: Business and Individual
- Greene County Chamber of Commerce: Business
- Greene County Historical Society: Business
- New York Library Association: Business and Individual

Membership fees will be processed following the ***Purchasing and Procurement Policy***.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 16 Mileage Reimbursement Policy

***This policy governs the use of personal automobiles for Library travel.***

Staff members who routinely use their automobiles for authorized library business shall maintain automobile insurance, and a copy of their current driver's license and vehicle insurance card shall be kept on file with the Director.

Staff members who use their automobiles for authorized library business will be reimbursed at the current federal rate for travel.

A "Mileage Voucher" has been developed and is available in Google Drive for submission to the Bookkeeper. In all instances, indicate:

- 1) Date of travel
- 2) Total miles driven
- 3) Travel from and to
- 4) Purpose of trip
- 5) Cost center

Submit a completed and signed mileage voucher to the Bookkeeper for processing.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 17 Travel & Conference

***This policy addresses the use of public funds for continuing education, travel, and attendance at conferences.***

The library supports staff attendance at seminars, workshops, and conferences and participation in local, state, and national professional organizations' committee work. These activities allow library staff to keep abreast of developments and trends in library services and demonstrate a continuing commitment to professional growth.

Staff attendance at seminars or participation in committee work will be determined individually. Permission must be obtained in advance.

The Director will make the final decision based on several factors: the location of the seminar, cost, and potential benefit to the Library.

For attendance at seminars and conferences in the Capital or Mid-Hudson Region, the library will pay registration costs, parking, mileage, and hours worked.

For state and national conferences, the Library will pay for:

- Registrations at member rates
- A predetermined price for lodging based on the current GSA per-diem allowance
- A predetermined per diem (current IRS rates) for meals and incidental expenses. Liquor is not an authorized expense.
- The most economical method of transportation; approval for mileage reimbursement must be obtained in advance
- Time worked (salary or hourly) will be calculated at eight (8) hours per day

Time spent at conferences or programs beyond the regular workday will not be compensated. Conference attendance on a non-scheduled work day will need prior approval for compensatory time.

The Employee is expected to:

- Complete a voucher form and submit it to the Director
- Make travel and lodging arrangements as appropriate

- Ensure tax-exempt status with all vendors
- Non per diem expenses - must be prior approved. The employee must keep accurate expense records and submit a completed expense voucher with receipts to the Director within fifteen (15) days of completion of the travel
- Take full advantage of the program opportunities at the conference/seminar
- Prepare a written report for the Director/Board of Trustees
- Share the learning experience with other staff

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**



## 18 Inventory: Fixed Assets

***This policy governs the management of Fixed Assets.***

The Library currently uses a Modified Cash Basis method of accounting. Assets, such as building or land improvements, equipment, and furniture, are expensed in the year of improvement or purchase.

The Board Approved Facility Plan contains a listing of major systems, as well as the maintenance and replacement schedules. This plan is referenced in the annual development of the Library's budgetary needs.

The Library also lists its Technology and Furniture/Fixture needs. This listing is referenced in the annual development of the Library's budgetary needs.

### **Funding**

Annually, monies are requested in the budget specific to the Library's building and technology. These allocations are further broken down into the current year or reserved for future use.

### ***Inventory Control***

Staff will keep inventories current and review them annually. Equipment records should contain descriptions, serial numbers, quantities, location(s), date of purchase, original cost, warranty information, and expected years of use. Equipment will be marked as property of the Library. The Director will review the hardware inventory every year.

Items to be inventoried:

- 1) Projectors
- 2) Computers: desktop CPUs or portable laptops
- 3) Monitors
- 4) Tablets
- 5) Cameras

- 6) Smartphones
- 7) Stereo systems
- 8) External Hard Drives
- 9) TV's, DVD's and Apple TV(s)

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 19 Disposition of Surplus Property

***This policy governs the disposition of surplus property.***

Surplus property is any personal or real property owned by the Library that is no longer needed to provide library services.

Obsolete property, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Director by the most appropriate and cost-effective method.

The disposal of all furniture, fixtures, or equipment with a value greater than one thousand dollars (\$1,000) per item shall be approved by the Board before disposal.

Authorization from the Board is to be obtained before the disposal of any other property valued over one thousand dollars (\$1,000).

Surplus items that can neither be sold nor donated will be turned over for recycling if possible and economically feasible.

Donating surplus equipment to other local educational, charitable, and social services or smaller libraries is encouraged. The Director is authorized to approve such donations on a case-by-case basis.

Items with the potential of having a historical value require review and authorization from the Board before disposal.

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 20 Payroll Processing

***This policy governs the processing of payroll and its associated liabilities and payments. The responsibility for payroll accuracy lies with the Director.***

### **EMPLOYEE PAYROLL**

By 2 PM on Saturdays, all employees are to submit signed timesheets to the Bookkeeper. When applicable, employees will attach the "Time Off Request" form to their timesheet. The Bookkeeper will then verify the timesheets and time off request forms for accuracy, note any discrepancies, and initial.

Payroll is processed via QuickBooks, and paystubs are generated and distributed to the employee via email.

Paper paystubs are printed, and supporting documents are attached to paystubs and submitted to the Director.

After processing payroll in QuickBooks (**QB**), the Bookkeeper logs into the Bank of Greene County (BOGC) website to enter the net pay for each employee.

After verifying that the QB net payroll total equals the BOGC net payroll total, the Bookkeeper submits the data to BOGC.

BOGC then processes the individual amounts for direct deposit to each employee.

The Bookkeeper then submits to the Director:

- A Payroll Summary Sheet from QB, which shows the Net Payroll Dollars for the pay period
- Verification of withdrawal from BOGC, which shows the Net Payroll Dollars for the pay period
- A copy of the posted Staff Schedule for the pay period
- Employee Timesheet and Paystub

The Director then:

- Verifies individual timesheets for accuracy
- Signs off on individual timesheets
- Verifies the BOGC net withdrawal equals the QB net payroll
- Signs and dates the QB Payroll Summary Sheet

Any discrepancies found on the timesheet by the Bookkeeper are noted for the Director. The Director will discuss discrepancies with the individual Employee.

The Director notes any adjustments to a payroll (additions or subtractions), and corrections are submitted to the Bookkeeper to be made in the subsequent pay period.

The Library withholds mandatory federal and state payroll taxes from individual paychecks and, when applicable, retirement contributions, health insurance pay-ins, or court-ordered deductions.

#### Liability Payments and Method of Payments:

##### Weekly:

- Federal: Withholding, Social Security, and Medicare: filed online and paid via direct withdrawal
- State: Withholding: filed online and paid via direct withdrawal
- Court Ordered Deductions: Voucher submitted and paid via paper check

##### End of Month:

- Health Insurance: Voucher submitted and paid via paper check
- NYS Retirement Contributions: filed online and paid via direct withdrawal

##### Quarterly:

- NYS Unemployment/Reemployment: filed online and paid via direct withdrawal

##### As Needed:

- Civil Service Form 426
- NYS New Hire Reporting
- NYS Retirement Enrollment

##### Quarterly:

- Federal 941
- NYS 45

Annually:

- Federal W-3 and W-2
- NYS 45 (Year End)
- Civil Service Payroll Certifications

**Resolution: Adopted on September 25, 2017, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Employee Handbook and Policy Amended on January 15, 2020, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Employee Handbook and Policy Amended on January 15, 2020, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Employee Handbook and Policy Amended on June 17, 2020, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Reapproved on March 17, 2021, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Reapproved on May 18, 2022, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Employee Handbook and Policy Amended on June 21, 2023, by unanimous vote of the Board of Trustees of the Catskill Public Library.**

**Resolution: Reapproved by unanimous vote of the Board of Trustees on December 20, 2023.**

## 20 Health Insurance: Employee Contribution and COBRA

***Refer to sections 806 and 807 of the Catskill Public Library Employee Handbook for the most up-to-date policies regarding Employee Health Insurance and COBRA.***

Resolution: Approved and Adopted by unanimous vote of the Board of Trustees on December 20, 2023.

## 21 Personnel Records Access

***Refer to section 409 of the Catskill Public Library Employee Handbook for the most up-to-date policies regarding access to Personnel Records.***

Resolution: Approved and Adopted by unanimous vote of the Board of Trustees on December 20, 2023.

## 23 Personnel Records Retention

***Refer to section 05-01 of the Catskill Public Library Financial Controls and Policies for the Records Retention Schedule.***

Resolution: Approved and Adopted by unanimous vote of the Board of Trustees on December 20, 2023.