

PETTY CASH POLICY

It has been established that the Library is to have \$200 in petty cash. Money termed petty cash accumulates from the following sources:

1. Copying Service
2. Faxing Service
3. Laminating Service
4. Cricut Crafting
5. Book replacement
6. Coffee

Cash accumulated in this manner will be calculated, documented, and turned in to the City Hall each month with the monthly invoices.

The Change Drawer will be maintained at \$30.00. It will be tallied each month and extra will be put into the Citizens Matching Funds.

GUILT BOX

The library does not charge fines. (See Overdue Policy) If a patron feels the need to pay for being late in returning an item they may drop any amount of money they would like in the 'Guilt Box'. Often times this box is used by the patrons as a donation box. As this box fills up, from time to time the box will be emptied out and counted. These Dollars will be used to purchase books, DVDs, CDs, programs.

COFFEE/ REFRESHMENTS/SNACKS

The dollars donated for coffee will be turned into City Hall. Items needed such as coffee supplies--both coffee needs, cups, paper plates, napkins, cutlery, etc., that are used for both the library's coffee center and for the meeting room, will be purchased with these dollars and from budget line item designated as 'Programing'. Refreshments for Adult Programs and Snacks for the Early-Out Program will be purchased in this manner. All receipts will be turned in to City Hall on this line item for reimbursement. Where possible these items will be ordered and purchased through the same procedure as all other library items.

CASH FOR PROGRAMS

From time to time the library has Program Speakers that do not ask for a fee for their service. On those occasions the Library pays the amount of \$25 for their mileage, as a thanks for coming to speak. Any speaker who asks for a fee of under \$100 will be paid from the Foundation from their line item Miscellaneous. For these times, cash will be obtain for the mileage honorium and check for other.

PETTY CASH REPLENISHMENT

Once a month or as needed, receipts will be turned in to the city all to replenish petty cash.

Adopted April 6, 2020

Revised June 1, 2020

Revised April 5, 2021