



Bexley Public Library

BEXLEY PUBLIC LIBRARY ADMINISTRATIVE POLICIES

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ADMINISTRATIVE POLICY MANUAL

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Purpose of Policies

The Administrative Policies of Bexley Public Library explain and regulate certain internal operations of the library, many of which are the responsibility of the Business Manager and Fiscal Officer (hereafter, "Business Manager.") These policies directly affect neither the way the library interacts with its patrons and community (interactions covered by the Public Service Policies), nor the way the library interacts with its employees (interactions covered by the Personnel Policies). Policies are approved by the Bexley Public Library Board of Trustees and are reviewed and revised as necessary.

1. BOARD OF TRUSTEES

1.1	BYLAWS OF THE BOARD OF TRUSTEES OF BEXLEY PUBLIC LIBRARY
RESOLUTION NO:	22-11
SUPERCEDES:	52-10, 34-86

Article I. NAME AND LOCATION

I SECTION A. THE LIBRARY BOARD

This organization shall be called the Board of Trustees of Bexley Public Library. Its mailing address shall be

2411 E. Main St.
Bexley, OH 43209

I SECTION B. THE LIBRARY

The library shall be called Bexley Public Library located at

2411 E. Main St.
Bexley, OH 43209

Article II. MISSION

Bexley Public Library enlightens, engages, and inspires a community of lifelong learners.

Article III. MEMBERSHIP

Bexley Public Library (BPL) is organized as a School District Library in accordance with Ohio Revised Code Chapter 3375.15. The Board of Trustees of Bexley Public Library consists of seven (7) members who are appointed by the Board of Education of the Bexley City School District.

III SECTION A. TENURE AND QUALIFICATIONS

Each library Trustee is appointed to a seven (7) year term. Appointments are staggered such that no more than one (1) Trustee's term is scheduled to expire in a given year. A Trustee must be either a qualified elector of the Bexley City School District or a qualified elector who resides outside of the Bexley City School District but within Franklin County. By law, a majority of the Trustees (at least four) must be qualified electors of the Bexley City School District. No one is eligible for membership of the Library Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Board of Education of the Bexley City School District.

All Library Trustees serve without compensation. In general, Trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustee's Handbook*.

III SECTION B. FILLING VACANCIES

Vacancies on the Board will be posted with sufficient opportunity for interested citizens to make their interest known to the Board.

The Nominating Committee of the Board of Trustees shall present to the full Board candidates to fill a vacant Trustee position. After review, the Board shall by resolution select a candidate for each vacant position and request that the Board of Education of the Bexley City School District appoint that candidate as a Trustee.

Criteria for qualified electors considered by the Board of Trustees include but are not limited to: proven non-profit organizational ability, community profile, the apolitical character of the service, and consideration of ancillary organizational or professional skills that are helpful to the library.

Article IV. DUTIES AND POWERS OF THE BOARD

The Board of Trustees shall have all the powers and duties granted to it by law and detailed in the *Ohio Revised Code 3375.40*. The Board is the policy-forming body of the library, and its responsibilities include selection and hiring of the Director; appointment of the Business Manager; promotion of library interests; securing of funds adequate for a progressive, expanding program; and control of library funds, property and equipment. The Board, as a body, holds title to all real and personal property of the library and is vested with all powers necessary to organize and operate the library.

The Board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

1. The authority to appropriate and expend library funds;
2. The authority to establish library buildings and facilities and to regulate their use;
3. The authority to select library materials and to establish regulations relating to their loan and other use;
4. The acquisition, improvement, maintenance, insurance, use, and disposition of properties;
5. The authority to appoint and set the compensation and terms and conditions of employment of all library staff, and
6. The authority to accept and utilize, as it deems appropriate, gifts to the library, of whatever nature.

The policies approved by the Board shall remain in effect until changed or rescinded by further action of the Board. These policies shall be administered by library staff. The Director shall maintain a file of all policies established by the Board for consultation and distribution as directed by the Board and as required by law.

The Board of Trustees shall be responsible for hiring the library Director and appointing the Business Manager and for ensuring that the Director and Business Manager carry out the policies of the library in an effective, efficient, and lawful manner.

All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. Bexley Public Library will provide reasonable insurance coverage to indemnify trustees in the performance of their duties.

V OFFICERS OF THE BOARD

In January of each year, the Board shall meet and elect from its membership a President, a Vice President, and a Secretary, each of whom shall serve a term of one year, commencing immediately upon election and continuing to the election of officers at the next annual organization meeting. No Board member shall hold more than one office at a time. Vacancies in office shall be filled by vote at a regular meeting of the Board as soon as possible after the vacancy occurs.

Either the President, Vice-President, or Secretary shall sign, along with the Business Manager, each check issued by the library. In the rare event that the signature of a Board officer is unobtainable, the Deputy Fiscal Officer may sign on behalf of a Board officer. The President and the Secretary shall sign any conveyance of real property.

V SECTION A. PRESIDENT

The President shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees, with the consent of the Board; execute all documents authorized by the Board; sign the minutes after approval; and perform all other duties

generally associated with that office. The President serves as an *ex-officio* member of all committees.

The President shall, at the approval of the Board, execute on its behalf all necessary and appropriate legal actions and documents, including contracts, leases, or conveyances of the Board, and instruments of indebtedness, when such action is required in addition to those of the Director of the library or Business Manager.

V SECTION B. VICE PRESIDENT

If the President is absent or unavailable, or declines to act in the capacity of his office, or if the office of president is vacant, the Vice President shall have all the powers and duties of the President except as otherwise provided by law.

V SECTION C. SECRETARY

The Secretary shall preside at Board meetings in the absence of the President and Vice-President. The Secretary shall ensure that a true and accurate record of meetings of the Board is kept by the library Director, for approval by the President and Secretary of the Board.

VI COMMITTEES OF THE BOARD

Committees of the Board shall be either standing or special. Standing committees shall be appointed annually at the Regular Meeting of the Board in January of each year. The standing committees of the Board shall consist of three members, one being the chair. Board committees are not empowered to take actions normally requiring a vote of the whole Board and the Board of Trustees is not bound by any recommendation of any committee.

Special or ad hoc committees may be appointed and charged with specific tasks by the Board President as required; such committees are automatically dissolved upon completion of the assigned tasks, as determined by the President.

Appointments to committees are made with the consent of those appointed.

The standing committees of the Board shall be the Building and Grounds Committee, the Finance and Budget Committee, the Personnel and Salary Committee, the Nominating Committee and the Policy Committee.

VI SECTION A. BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee is responsible for the review of significant matters related to the library building, grounds, furniture, fixtures, and equipment.

VI SECTION B. FINANCE AND BUDGET COMMITTEE

The Finance and Budget Committee, in consultation with the Director and Business Manager, keeps informed of library finances, and when appropriate, recommends Board action in larger matters related to library finances, including long-term financial planning, and budgetary and investment philosophy. The Finance and Budget Committee also monitors and reviews the library's accounting and financial reporting practices, legal compliance, financial condition, and controls over safeguarding assets.

VI SECTION C. NOMINATING COMMITTEE

The Nominating Committee shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor at that time. The Nominating Committee shall also be responsible for selecting and recommending potential future Trustees to the Board.

VI SECTION D. PERSONNEL AND SALARY COMMITTEE

The Personnel and Salary Committee shall advise the Board on objectives and policies relating to personnel practices, standards, and problems. The committee is responsible for the review and recommendation of classification, compensation and benefits for library staff.

VI SECTION E. POLICY COMMITTEE

The committee shall advise the Board on public service policies and other policies not covered by the other standing committees.

VII MEETINGS OF THE BOARD

The Regular meetings of the Board of Trustees shall be held each month at a time and place to be set by the Board. The annual organization meeting shall be held in January, when officers shall be elected and installed. At the same time, the Board shall appoint and fix the compensation of a treasurer and fiscal officer of the Board who shall be called the "Business Manager" and who shall serve a term of one year. The Board may additionally appoint and fix the compensation of a Deputy Fiscal Officer, for a term of one year. The Business Manager shall execute a bond for both the Business Manager and the Deputy Fiscal Officer in an amount and with surety approved by the Board, payable to the Board, and conditioned for the faithful performance of the official duties required.

Special meetings may be called by the President, the Vice-President when acting in place of the President, or by a majority of the Board.

VII SECTION A. QUORUM AND RULES OF PROCEEDINGS

A quorum for the transaction of business at any meeting shall consist of a majority of members of the Board. Proceedings of all meetings shall be governed by *Robert's Rules of Order* when not inconsistent with these Bylaws.

Except when a larger majority is required by law, an affirmative vote of the majority of Trustees present at a meeting at which a quorum exists shall be necessary to approve any action before the Board. The President may make or second a proposal before the Board, may participate fully in discussions, and may vote upon all proposals. Each Board member shall have one vote.

VII SECTION B. AGENDA

The Regular Meeting agenda is prepared at least four working days before the upcoming Regular Board meeting. It is prepared by the Director in consultation with the Business Manager and Board President.

VII SECTION C. PUBLIC PARTICIPATION

Visitors' comments will be entertained during the designated time for Public Participation at each Board meeting. The presiding officer may set a time limit for the comments and will do so by announcing the time limit at the beginning of the meeting, and applying the time limit equally to all participants. Each speaker will give his/her name and address, and identify any groups or organizations for which they will speak in an official capacity. At the end of each visitor's comments, Board members may ask questions. Board members may respond to the speaker's questions and/or concerns or refer them to the appropriate Board committee for review. The committee will report back to the Board after review of the concerns.

VII SECTION D. MINUTES OF THE BOARD AND REFERRAL FILE

The Secretary shall ensure that a true and accurate record of meetings of the Board is kept by the library Director. Those minutes shall be presented at subsequent meetings of the Board for approval as correct and accurate.

Minutes of the meetings of the Board of Trustees shall be permanently maintained on the library premises.

Documents which are related and pertinent to the minutes of the meetings of the Board, but which are not necessarily part of the official minutes, shall be kept in a referral file, arranged by year.

VIII SECTION E. PUBLIC NOTICE OF BOARD MEETINGS

By rule, the method for notifying the public of the various Board meetings that may be held throughout the year will be as follows: post the date, time, and location of all regularly scheduled, emergency, or committee meetings of the Board in a public and accessible location in the library and at least 24 hours in advance of each meeting; maintain a list of all regularly scheduled, emergency, or committee meetings on the library's website; notify local newspapers of the yearly Board meeting schedule after the schedule is approved at the annual organizational meeting.

Members of the public or news media who wish to be notified when a particular subject will be discussed at a meeting should inform the library Director of their interest. The Director will then make arrangements to give advance notice by e-mail or phone prior to the scheduled meeting; members of the public who wish to be notified by postal mail should provide the Director with a self-addressed, stamped envelope for that purpose.

VIII SECTION F. SUSPENSION OF RULES

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but for such suspension to be valid, it may be done only at a meeting at which a quorum exists, at least four Trustees are present, and a majority of the quorum agrees to the suspension.

VIII SECTION G. EXECUTIVE SESSION

The Board or a committee appointed pursuant to these bylaws, may enter into executive session for purposes as described in the *Ohio Open Meetings Act O.R.C. 121.22(G)*. The motion to hold an executive session shall state the purpose of such a session, and the motion must be approved in open meeting in a roll call vote by a majority of the quorum of the Board or committee.

IX ADMINISTRATIVE AND FINANCIAL OFFICERS

IX SECTION A. LIBRARY DIRECTOR

The Board shall appoint and set the compensation of a Director who shall be the chief executive officer of the library, administering the library according to current standards of professional library management and within the confines of the policies and objectives adopted by the Board and under the direction and review of the Board. The library Director has the authority to administer, and is responsible for: the care of all buildings, furnishings, and equipment; the employment and direction of library staff; the selection, acquisition, and disposition of library materials; and for maintaining excellent library service.

The Director shall serve at the discretion of the Board. His or her employment shall be governed by the language of his or her contract and the policies of the library as adopted by the Board of Trustees.

IX SECTION B. BUSINESS MANAGER AND FISCAL OFFICER

The Board shall appoint and fix the compensation of the Business Manager and Fiscal Officer. The Business Manager is the library's chief financial officer and acts as the Board's financial agent in library matters. The Business Manager shall administer and manage the funds of the library in accordance with law and with the objectives and policies adopted by the Board and under the direction and review of the Board. The Business Manager has the authority to administer, and is responsible for: the receipt,

deposit, and expenditure of funds; the internal control of library expenditures; and the documenting and reporting of financial activity.

The Business Manager shall serve as the financial assistant to the Director, providing the information required by the Director to properly manage the library's finances.

The Business Manager shall serve at the discretion of the Board and is appointed for a one-year term at the annual organization meeting of the Board of Trustees. His or her employment shall be governed by the language of his or her contract and the policies of the library as adopted by the Board of Trustees.

Article X. ETHICS

The Board of Trustees subscribes to the statement of principles recommended by the American Library Trustee Association as listed below, and is bound by the applicable statutes of the Ohio Ethics Law and the rulings of the Ohio Ethics Commission.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statement between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.

2. RECORDS RETENTION

2.1	RECORDS RETENTION POLICY
RESOLUTION NO:	30-15
SUPERCEDES:	22-11, 17-08, 335-00

Bexley Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. Although the *Ohio Revised Code* does not set guidelines for public libraries, the Board of Trustees of Bexley Public Library adopts the following policy for records retention.

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.

A. PERMANENT

- Annual Financial Report to the Auditor of State
- Annual Report to the State Library
- Audit Reports from Auditor of State
- Board of Trustees Minutes
- Building Specifications and Plans
- Historical Files
- Library Statistics – Annual Report
- Payroll Records
- Payroll Tax Records
- Ohio Public Employees Retirement System Reports
- W-2 Forms

B. NON-PERMANENT

Non-Permanent	Retention Period
Accident Reports	5 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Administrative Policy and Procedure Files	One year after superseded
Amended Official Certificates	5 years provided audited

Non-Permanent	Retention Period
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Annual Employee Absence Summary	Four years provided audited
Applications for Employment	Retain with personnel record if applicant employed; others 1 year
Appropriation Ledgers	5 years provided audited
Automated System Backups	3 months
Bank Deposit Receipts	Until audited
Bank Statements	4 years provided audited
Bids — Successful	15 years after completion of project
Bids — Unsuccessful	4 years After Letting of Contract provided audited
Board Agendas	One year
Book Inventories	Maintained online; until superseded
Budgets — Annual	10 years
Calendars, Scheduling Planners, Appointment Books	Until of no further administrative use
Canceled Checks	4 years provided audited
Cash Journals	4 years provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount From Sources Available for Expenditures	4 years provided audited
Check Registers	4 years provided audited
Committee Reports	One year
Computer Booking Logs	Daily
Contracts and Leases	Twelve years after expiration
Deduction authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Email and Voice Communications	Until of no further administrative use
Employee handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence (Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.)	Two years

Non-Permanent	Retention Period
Gift Donor Forms	3 years
I-9 Immigration Verification Forms (retained separately from personnel files)	Three years after date of hire, or one year after termination of employment, whichever is later
ILL Records	30 days, unless financial obligations
Insurance Policies/Bonds	Twelve years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited
Job descriptions	Until superseded
Job postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending
Levy Campaigns and Work papers	Life of Levy plus 5 years
Levy Official Files	Life of Levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history
Patron Information	Permanent or three years after inactive
Personnel Files	6 years after termination of employment
Postal Records (e.g. registered/certified/insured logs or receipts/postal meter documents)	2 years
Prevailing Wages Records	4 years provided audited
Purchase Orders	2 years provided audited
Quarterly Payroll Reports for State	75 years
Receipt Books	Until audited
Receipt Journals	5 years provided audited
Record Requests	2 years
Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete
Substantive Correspondence (Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.)	Five years; file with related records if content requires longer retention; appraise for historical value
Time Sheets	4 years provided audited

Non-Permanent	Retention Period
Transient Materials/Correspondence (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
Unemployment Compensation Claims	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Video Monitoring	Minimum of 14 days, or until image capacity of the system is reached
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

Regardless of format, computer back-ups of any of the above-referenced records shall follow the same retention period as paper records.

“Until Audited” and “Provided Audited” are defined as when the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.

The Board of Trustees authorizes the destruction of the non-permanent financial records of Bexley Public Library according to the Schedule of Records Retention and Disposition designated in this policy. Proposed changes to the Schedule, as well as one-time disposal of other obsolete records, must be approved by the Records Commission of Bexley Public Library, which shall be composed of all members of the library Board and the Business Manager (Clerk of the Board), who shall also serve as the records officer of the library.

The Schedule becomes official after approval by the Ohio Historical Society and the Auditor of State.

The Business Manager/records officer (Clerk of the Board) will correspond with the Ohio Historical Society when records are to be disposed of, as specified in section 149.411 of the *Ohio Revised Code*.

3.

FINANCE AND PURCHASING

3.1	PURCHASING PROCEDURES POLICY
RESOLUTION NO:	
SUPERCEDES:	22-11

The Purchasing Procedure Policy ensures that the procedures and regulations established by the Library Board and the Ohio Revised Code with regard to the expenditure of public funds are met by all library departments. The library seeks to receive the maximum value for each public dollar spent and provide efficient financial management of available resources.

It shall be fully understood that library administration shall have the authority to make all necessary purchases for the library, without first obtaining Board approval, *if* the money has been appropriated and the purchase is authorized within this policy.

If it is found that this policy is in conflict with any federal, state or local law, the law shall take precedence.

This policy is meant to be general in nature and, in situations where purchases or expenditures are covered by more specific Board policy, the more detailed and specific policy shall take precedence.

A. GENERAL GUIDELINES

1. Ethics

Sound ethical practices are very important for library employees. Residents, patrons, and vendors entrust library staff to perform in an honest, ethical manner. As a result, library staff is subject to public scrutiny in all that they do. For this reason, library staff must adhere to high standards of ethical conduct. The utilization of these ethical standards is essential in the procurement of materials and services.

2. Annual budget

Purchases may be made when the Library Board has appropriated funds for a specific purpose or a general budget has been allocated for library operations. The purchasing process begins with the preparation of either the temporary or the annual budget.

3. Encumbrance of funds

It shall be the policy of the Board of Trustees that all purchases of the library be approved by the Administration, except in situations (as described later in this policy) where Board approval is necessary before making the purchase. For purchasing purposes, the Administration shall mean the Director or her designee, and the Business Manager or his designee.

4. Expenditure of Funds

All expenditures of library funds generally require a purchase order. A purchase order represents the library's agreement to pay funds for goods or services described in the purchase order. When accepted by a vendor, and in the absence of other controlling terms, it constitutes the agreement between the library and vendor with respect to the stated goods and services. Blanket purchase orders may be used for items or services that are regularly purchased from the same vendors (such as utilities, books, etc.) Purchase orders are signed by the Business Manager and Library Director or Deputy Fiscal Officer in the absence of the Library Director, who certify that the expense is legal, that funds have been previously appropriated by the Board of Trustees, and that monies are either available or in the process of being collected prior to signing. Encumbered but unexpended funds and purchase orders are carried over to the library's next budget year.

5. Bidding

Bidding is covered by Ohio Revised Code Section 3375.41. A formal bidding process is required for purchases above \$25,000 within the parameters described. Section 3375.41 applies to PERMANENT improvements and usually does not apply to items such as computers, motor vehicles, furnishings, and equipment unless these items are a part of a total building project that exceeds \$25,000. In addition, special rules, laid out in ORC 153.65-153.71, apply to the purchase of professional design services.

6. Requesting Price Quotes For The Provision Of Goods Or Services

Although most library purchases are outside of the bidding limitations described above, the library wishes to demonstrate good stewardship of public funds and desires to maintain a reputation for openness and fair-dealing. If it is determined by the Director that there is only one vendor that specializes in a type of good or service, a quotation from only one vendor will be acceptable. Final selection of quotations for goods and services will be those that are in the best interest of and/or represent the best value to the library.

7. Contracts

Prior formal approval of the Board of Trustees is required for contracts for professional services that exceed \$25,000, or that cause an overage in the budgeted line item, except in cases of emergency or where the security and protection of library property, patrons, or staff is threatened. The Director shall, at the next meeting of the Board thereafter, render a full report of all the circumstances and of her actions in the case of the emergency.

- The Director is authorized by the Board to sign contracts for professional services subject to the approval threshold of \$25,000 subject to the availability of budgeted funds approved by the Board for that specific purpose.
- The Director or Director's designee is authorized to negotiate contracts or agreements for the purchase or lease of goods or services for the library. Contracts or purchase agreements with one vendor for related goods or services cannot be split in order to override the approval threshold requirement.

B. VENDOR MANAGEMENT

1. All vendors must be approved by the Director or Business Manager.
2. Vendor credit applications are to be completed and submitted by the Business Manager.
3. The Business Manager must receive a completed W-9 form from a vendor if the Library has conducted greater than \$600 of qualifying business with that vendor during the calendar year.

C. AMENITIES &FOOD

1. The library Director is authorized to provide meals, refreshments and other amenities, as needed as additional benefits to employees, Board members, and other business partners if such funding has been appropriated. Board approval will be required for any occasion requiring the procurement of a state license to serve alcohol.

DISCLAIMER OF RESPONSIBILITY FOR IMPROPER PURCHASING

1. The Board may disclaim responsibility and liability for any expenditure or contractual agreement in its name by an unauthorized person or any person acting outside this Policy. The expense of any such disclamation will become the personal liability of the individual who acted improperly.

3.2	CREDIT CARD POLICY
RESOLUTION NO:	
SUPERCEDES:	124-10

The goal of the Bexley Public Library Credit Card Policy is to improve the efficiency of purchases, while reducing transaction costs and maintaining integrity and control of the purchasing process.

This policy document is intended to provide guidelines under which the Credit Card may be utilized. **An employee’s signature to this Credit Card Policy indicates understanding of the intent of the program and agreement to adhere to the guidelines established for the program.**

A. OBJECTIVES

The objectives of the Credit Card Policy are to:

1. Reduce the cost of high volume, low dollar transactions
2. Reduce the staff time involved making purchases
3. Reduce paper work
4. Develop reasonable and enforceable policies, procedures, and audit controls
5. Increase the number of vendors immediately accessible to the Bexley Public Library
6. To make purchases not readily available through the standard purchase order procedure, such as office supplies, gasoline, electronic resources, and reserving hotel rooms

B. USAGE

1. All cards and usage will be issued upon approval of the Director and Business Manager. Credit card usage may be audited and/or rescinded at any time.
2. In order to prevent loss, theft of public funds, or unauthorized use, credit card use will be monitored by the Business Manager.

3. The use of the credit card is not intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program enhances the existing processes.
4. The credit card can be used for in-store purchases as well as for mail, on-line, or fax orders.
- 5. The card is not to be used for personal use under any circumstances.**
6. Record keeping is essential in ensuring the success of this program. The authorized employee will be responsible for collecting receipts, reconciling them to the charges on the card, attempting resolution of any disputes relative to the accounts, and forwarding them to the Library Director and / or the Business Manager within the required timeframe.
7. Bank credit cards will be established in the name of the Bexley Public Library and the specific name of an individual with a maximum credit limit for each set by the library. All monthly bank statements and correspondence will be sent to the Bexley Public Library.
8. Finally, it is important to remember that library funds are committed each time the credit card is used. This is a responsibility that cannot be taken lightly.

C. LIMITS AND AUTHORIZED USERS

The following is an outline of the types of restrictions on the use of the credit card. Any restrictions placed on the use of the credit card are designed to protect cardholders and Bexley Public Library.

Those authorized to use a credit card in the name of The Bexley Public Library are the Director, Business Manager, Executive Assistant, and the Community Relations, Programming & Development Coordinator. Exceptions may be made by the Director or Business Manager if the following procedures are followed.

D. PROCEDURES

1. Prior to receipt of the credit card each individual must agree to and sign the Credit Card Policy.
2. Standard procedures for approval of a purchase order requisition must be followed and a purchase order written when a credit card is used.
3. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred.

4. All monthly statements, both individual itemized statements and combined library statements, will be mailed to Bexley Public Library for verification and payment process.
5. Hardcopy documentation for each purchase and/or charge must be delivered to the Business Manager's office immediately after credit card use.
6. All payment information should be maintained in accordance with the records retention schedule.
7. Bank credit cards may be used for travel expenses for conferences and/or workshops and pre-payment of materials when required by a vendor.
8. The bank credit card may not be used for personal expenses.
9. The bank credit card does not replace requisitions and purchase orders.

Important Note

Purchases made on a library Credit Card should NOT include sales tax. Employees are responsible for ensuring that a supplier does not charge sales tax. Bexley Public Library is a political subdivision of the State of Ohio and is, therefore, not subject to state and local sales or use tax. A copy of the library's tax exempt form can be obtained from the Business Manager or Executive Assistant.

Only the authorized user of the credit card may initiate, sign & approve purchase transactions made on the card.

Credit Card Policy Employee Acknowledgment

I hereby acknowledge that I have received a copy of the Bexley Public Library Credit Card Policy. I have read this policy and clarified with my supervisor any questions regarding its provisions. I understand that as the cardholder, I am responsible for all charges incurred on the credit card. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

Employee Signature

Date

Supervisor Approval Signature

Date

Director Approval Signature

Date

3.3	USE OF ELECTRONIC SIGNATURES FOR CHECK-WRITING PURPOSES
RESOLUTION NO:	15-13
SUPERCEDES:	22-11

Except as provided in section [3375.351](#) of the Ohio Revised Code, no moneys credited to Bexley Public Library shall be paid out except on a check signed by the Fiscal Officer of the Board having jurisdiction over said moneys and either the President, Vice-President, or Secretary of the Board.

The Fiscal Officer of the Board of Library Trustees may pay the compensation of each employee of the library under the Board’s jurisdiction by direct deposit, as defined in section [131.01](#) of the Revised Code. If direct deposit is chosen as the desired form of compensation by the board of library trustees for its employees, each employee shall provide to the fiscal officer a written authorization for payment by direct deposit. The authorization shall include the designation of a financial institution equipped to accept direct deposits and the number of the account into which the deposit is to be made. The authorization shall remain in effect until withdrawn in writing by the employee or until dishonored by the financial institution.

Pursuant to section [3375.36](#) of the Ohio Revised Code, the Board shall annually appoint the Library Director as Deputy Fiscal Officer for a term of one year, to perform the Fiscal Officer’s duties in the absence of the Fiscal Officer, to include the receipt and disbursement of all library funds.

As provided in section [9.11](#) of the Ohio Revised Code, any Officer of the Board of Trustees who is permitted or required in the performance of his / her duties to affix their signature on any check or other instrument for the payment of money, may adopt a facsimile thereof, in lieu of such manual signature, and affix such facsimile to any such instrument. Notice of the adoption of any such facsimile shall be given in writing to the depository from which funds are to be withdrawn, which notice shall include a description of the device to be used and a specimen of such facsimile signature. Prior to use of such facsimile, the written approval of such depository must be obtained.

All checks must contain an original signature of the Fiscal Officer, or in his / her absence an original signature of the Deputy Fiscal Officer.

Checks written in amounts in excess of \$10,000 must contain an original signature of an Officer of the Board of Trustees, facsimile signatures are not permitted.

The Fiscal Officer or in his / her absence the Deputy Fiscal Officer are authorized to process payment of certain invoices by electronic fund transfers (EFT) directly into bank accounts of the following entities:

1. Ohio Public Employees Retirement System
2. Electric Utility Service Provider
3. Natural Gas Utility Service Provider

A complete listing of all account payable checks issued and all payments made to vendors by electronic funds transfer (EFT) must be included as part of the Monthly Financial Report prepared by the Fiscal Officer and presented to the Board of Trustees during the Monthly Regular Meetings of the Board.

To avoid any theft of library funds, the persons authorized to sign checks must not do so in advance.

All checks are to be pre-numbered for reconciliation and auditing purposes.

All unissued checks must be always be secured in a locked facility with restricted access.

Facsimile signature devices must always be secured in a locked facility with restricted access.

3.4	INVESTMENT POLICY
RESOLUTION NO:	22-11
SUPERCEDES:	100-96

This document will govern the investment activities of Bexley Public Library. It is designed to cover all monies under the control of the library. Except as restricted by law or resolution, the library may consolidate cash balances from all funds to maximize investment earnings.

It is the policy of the library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds, including Chapter 135 of the *Ohio Revised Code*.

A. INVESTMENT OBJECTIVES

The primary objectives, in priority order, of the library’s financial investments are safety, liquidity, and yield.

Safety of principal is the foremost objective of the investment program. Safety is defined as the certainty of receiving full par value, plus accrued interest, at the investment’s legal final maturity. At no time shall the safety of the portfolio’s principal be impaired or jeopardized.

Liquidity is defined as the ability to acquire principal on short notice at the security’s par value. The library’s investments shall remain sufficiently liquid to enable it to meet all operating requirements which might reasonably be anticipated.

Return on investments (yield) will be managed to consistently maintain a market rate of return throughout budgetary and economic cycles, without sacrificing the first two objectives.

B. DELEGATION OF AUTHORITY

Management responsibility for the library’s investment program is delegated to the Business Manager. The Business Manager shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. The Business Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate employees and agents acting on behalf of the library. Investment staff shall be bonded in amounts appropriate to levels of responsibility and the library’s investment portfolio as determined by resolution of the library’s Board of Trustees.

C. STANDARD OF PRUDENCE

The standard of prudence to be applied to the investment of the library's funds shall be the "Prudent Investor Rule," which states:

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

Investment staff acting in accordance with this policy or any other investment procedures pertaining to the administration and management of the library's funds and who exercise the proper due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that these deviations are reported immediately to the library Board of Trustees and that appropriate action is taken to control and prevent any further adverse developments.

D. ETHICS AND CONFLICT OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Further, no employee involved in the investment process shall use the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that would create an improper influence upon the public official or employee with respect to that person's duties.

E. AUTHORIZED INVESTMENTS

Investments shall be made only as authorized in Chapter 135 of the Ohio Revised Code and with authorized financial institutions with which the library has executed current depository agreements.

Within the range of authorized investments, the library generally invests in certificates of deposit, the State Treasurer's Asset Reserve Fund (STAROHIO), and demand deposits (such as checking accounts), but may choose to invest in any authorized investment when appropriate, at a price not to exceed the fair market value of the specific investment instrument. Investments in certificates of deposit and demand deposits shall not exceed the terms of depository contracts in force for the designated contract period.

All investments shall be collateralized pursuant to the Ohio Revised Code, Chapter 135, as amended. Securities shall be pledged at the Federal Reserve Bank to collateralize investments with eligible financial institutions.

All investments transactions will be performed on a competitive basis, with the exception of the State Treasurer's Asset Reserve Fund (STAROHIO).

F. MATURITY OF INVESTMENTS

To the extent possible and prudent, the library's investment maturities should be matched with the library's anticipated cash flow requirements. No investment shall have a maturity date of more than five years from its date of purchase by the library, or as required by law.

G. DIVERSIFICATION

The 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, number of institutions, and length of maturity.

H. DEPOSIT REQUIREMENTS

All deposits shall be collateralized pursuant to Section 135 of the Ohio Revised Code. The library's Board of Trustees shall designate its public depositories in accordance with Section 135 of the Ohio Revised Code. Any eligible financial institution that has offices within the State of Ohio may become a public depository of the funds of the library.

I. SAFEKEEPING AND CUSTODY

Any securities, certificates of deposit, deposit accounts, or any other documents evidencing deposits or investments made under authority of this section shall be issued in the name of the library with the Business Manager as the designated payee. If any such deposits or investments are registered either as to principal or interest, or both, they shall be registered in the name of the Business Manager. The Business Manager shall be responsible for the safekeeping of all documents evidencing a deposit or investment acquired under this section.

J. REPORTING

The Business Manager shall maintain accurate, complete, and timely records of all investment activities and shall provide to the library's Board of Trustees monthly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return, and maturities.

K. POLICY ADOPTION AND REVISIONS

The Business Manager shall periodically review the investment policy and recommend any changes to the Finance and Budget committee. Amendments or revisions to this policy may be made by the Board of Trustees upon the advice of the committee.

L. FILING THE POLICY WITH THE AUDITOR OF THE STATE OF OHIO

Upon adoption, the Board will direct that the Investment Policy of the library is to be filed with the Auditor of the State of Ohio.

M. DISTRIBUTION OF POLICY

The Business Manager shall distribute a copy of the investment policy and any revisions or updated versions to each of the public depositories desiring to do business with Bexley Public Library.

It shall be the responsibility of the designated officer of each public depository to certify that she/he/ he or she/ he has reviewed this Investment Policy and agrees to disclose any potential conflicts or risks to public funds that could arise out of financial transactions between the public depository and the Bexley Public Library

3.5	DISPOSAL OF SURPLUS FURNITURE AND EQUIPMENT
RESOLUTION NO:	14-13
SUPERCEDES:	22-11

It is the policy of Bexley Public Library to dispose of library materials, furniture and equipment that is no longer functional or useful. Surplus property may be sold, donated, or discarded in the best interest of the library as determined by the Library Director, subject to the procedures below.

The Library Director is authorized by the Board to declare library materials, furniture and equipment as surplus property. The Fiscal Officer shall be responsible for the sale or disposal, in the most cost effective and efficient manner, of all library furniture and equipment that is no longer of any use to the Library.

In an instance where an item of surplus inventory is determined by the Library Director or Fiscal Officer to have unusual, historic or artistic value, such items may be referred to the Board for determination of value which determination may include the services of a professional appraiser or outside expert opinion.

The Department Manager or designated staff members who declare an item to be surplus, the Director, Fiscal Officer, Administrative Staff, members of the Board of Trustees and immediate family members of the above, are not permitted to purchase or otherwise acquire Library surplus property.

Procedure for Donation or Discard:

1. Furniture & equipment that is no longer of use to the Library and the value of which is estimated at less than \$300 may be donated by the Library to a non-profit, charitable organization. Prior to such donation the Fiscal Officer will prepare a list of those items to be included for approval by the Board of Trustees.
2. As a rule, books and other library materials of salvageable quality that are no longer deemed appropriate for the collection will be donated to the Friends of Bexley Public Library for resale. Requests by other organizations for discarded materials will be considered on a case-by-case basis.
3. Functioning computer equipment that is no longer of use to the Library may be donated directly to a school district, a public library, or to non-profit charitable organizations that

repurpose computer equipment. Computer equipment may be also be sold or donated to a technology recycling company or processed by a technology equipment disposal firm.

4. Surplus that is obsolete, no longer functional, or of marginal or no resale value may be discarded at the discretion of the Library Director.

Procedure for Sale of Surplus:

5. Items of value may be stored until a sale of the surplus furniture and equipment can be scheduled. Proceeds from such sale will be deposited to the General Fund of the Library.
6. Prior to a sale, the Fiscal Officer will prepare a list of those items to be included in the sale for approval by the Board of Trustees. The Fiscal Officer may note on specific items if there is a minimum bid price. In a case where the estimated market value of a surplus item to be sold in excess of \$1,000, a written sealed bid procedure will be followed.
7. Notification of a sale will be posted on public bulletin boards in the Library and on the Library's website. Notifications may also be published in a newspaper of general circulation. The notification will advise potential buyers that items will be sold as is and must be removed at the buyer's expense by a specified deadline.
8. The Fiscal Officer is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

Items that may be difficult to sell or which do not sell may be sold to scrap dealers, liquidators or auction houses. Surplus property may also be discarded if it is not sold at the surplus sale.