

Expenditure Policy

The Spring Green Community Library Board must see and approve all expenditures related to the Library.

Prior to the monthly Library Board Meeting and the beginning of the month, a Library staff member will process and prepare, for the purpose of keeping an internal record of accounts, all the bills related to the Library. Once completed, a representative of the Library Board, typically the Board Treasurer, will sign all of the prepared vouchers. Once the Treasurer has signed the vouchers, they will be given to the Village of Spring Green staff to process and prepare the actual payment or check.

At the Library Board Meeting, using a detailed report listing the payments, the Library Board will approve the expenditures.

Payment Exceptions

As the Library Board only meets once a month and at the beginning of the month, the following are exceptions made to the standard listed above:

- Payroll – processed every two weeks
- Utilities
- Local business bills

The exceptions are processed at the Library, signed by the Library Board Representative, and sent to the Village to begin the payment process. All bills are listed on the detailed report that does go to the Library Board.

Emergency Exception

For the purpose of this policy, emergencies are defined as events that disrupt the normal operations of the Library or if waiting will worsen the situation.

The Library Director is able to make financial decisions independently of the Library Board as it relates to the building in the case of an emergency up to and including the estimated amount of \$1,000. If the repair will cost more than \$1,000 to fix, they will contact the Library Board President for authorization. In the absence of the Library Board President, the Director can get authorization from the Vice President and one additional board member.

This exception will be applied per event; it is not accumulative through the budget year.

Emergency repairs will be documented in the following month's Director's Report as well as included in the monthly itemized list of expenditures.

Donations Account Exception

Purchases made by the Library Director from the donation account in excess of \$3,000 must be approved by the Library Board prior to purchase. Purchases under the \$3,000 mark do not require prior approval.

Purchased from this account should be documented in the following month's Director's Report as well as included in the monthly itemized list of expenditures.

This exception relates to a single purchasing event; it is not accumulative through the budget year.

Review of Policy

Due to the nature of this policy, the Library Board will review it annually.

Adopted by the Library Board: September 9, 2024

Revised: