

Ames Public Library Policy
Section: Administration
Subject: Financial Limits Authority

Board of Trustees
Approved: 8/97
Reviewed: 4/03, 5/05, 3/06, 1/08,
4/08, 5/11
Revised: 10/97, 4/08

Policy

Ultimate responsibility for maintenance and operation of the Library lies with the Board of Trustees. Under Ames Municipal Code, Chapter 15.7 (8), the Library Board of Trustees has “exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council (...).” It is the responsibility of The City of Ames to account for all income and expenditures as specified in Iowa Code 384.

The Board also acknowledges that the Director is responsible for administering the day-to-day operation of the Library. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director. This policy will define the limits of the financial authority delegated to the Director.

Procedure

The Director is authorized to pay or contract for goods/services in the following categories:

Weekly Bills

The Director is authorized to pay weekly claims for supplies, equipment, materials and services that are consistent with the Board-approved annual budget for operations.

Employee Compensation

The Director is authorized to offer starting salaries on the Board’s behalf. It is understood that starting salaries generally shall not exceed the mid-point of the position’s range without Board approval. In special circumstances, if the mid-point is less than the current salary of a prospective candidate, the Director may offer a starting salary up to five percent increase, as long as it does not exceed the range of the pay grade.

Contracts

Upon approval of the budget, the Director is authorized to negotiate and sign service contracts not to exceed \$25,000, for services received by the Library for its operational or administrative needs.

The Director is also authorized to negotiate and sign library service agreements for services delivered by the Library that result in revenues not to exceed \$25,000.

Disposition of Library Property

The Director is authorized to dispose of surplus library property including but not limited to materials, furniture, equipment, vehicles, supplies, etc. These may be sold or otherwise disposed of through procedures allowed by state statute, local ordinance, or through procedures set forth in the *City of Ames Purchasing Policies and Procedures Manual*. The Board of Trustees will be notified of the Director's intent to sell any item(s) having a potential value in excess of \$10,000.

Donations and Gifts

- 1) Specified Donations: The Director is authorized to expend funds annually out of both the General Donations account (i.e. memorial gifts) and trust accounts that are designated for a specific purpose, i.e. the Gilman, Feinberg and Smith endowments.
- 2) Unspecified Donations: The Director is authorized to expend funds up to \$10,000 annually out of the General Donations account. Additional expenditures require Board authorization.
- 3) Any expenditures of money from these donations accounts should be reported by line item to the Board of Trustees at the first board meeting following the expenditure.