

Finance Policy

South Sioux City Public Library

(Approved by the City Council of the City of South Sioux City Feb 12, 2018)

The City Council of South Sioux City is responsible for establishing guidelines for funding, investments and fiscal control to facilitate the budget process.

1. Each year between March and May, the Library Director will present the coming year's library budget recommendations to the City Council of South Sioux City.
2. After approval the allotted funds will be made available into the library account for library materials and services.
3. The Library Director will present to the city council twice a month expenditures and revenues for review and approval at the regular council meetings. Approved invoices will be forwarded to the city treasurer for payment.
4. On an annual basis, all library funds, expenditures and revenues will be audited as part of the city audit.
5. Receipts:
 - Monies received as revenue by the Library will be submitted to the city treasurer and deposited to the library account.
 - Monies received as revenue will consist of replacement of lost library cards, overdue fines, replacement cost of lost materials, fax copies, DVD/CD repair, meeting room rental, printing expense, Inter-Library loan cost, and non-resident library cards.
6. Donations:
 - Funds donated to the library may be designated to different areas of the Library by the donor. Donation categories include Adult Programming, Children's Programming, Aviary, Large Print Materials, Adult Materials, Youth Materials. The use of any undesignated funds will be decided at the discretion of the Library Director and Advisory Board or Library Director and Foundation Board.
7. Grants:
 - All grant funds or materials from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such case, the use of funds will be decided at the discretion of the Library Director and Advisory Board or Library Director and Foundation Board.
8. Withdrawn library materials and donated materials:
 - Materials not added to the collection will be disposed of at the discretion of the Library Director. Book sales will be conducted by the Ambassadors and the Library Foundation with the profits going into the Foundation account.

(Approved by the Advisory Board, revised 9-13-2017)