

FINANCIAL OPERATIONS

The James Kennedy Public Library keeps a limited amount of cash on hand to make change for library activities - copier, computer, fax, etc. In order to maintain accurate records and reduce the opportunity for theft, the following procedures apply:

1. When a patron needs a photocopy, microfilm copy, computer copy, to send a fax, to pay for a lost or damaged library item, to purchase The History of Dyersville, to make a donation or to pay any other library fees, the library staff will use the appropriate policy to determine the correct amount.
2. Library staff will accept payment in the form of cash, or a check for the correct amount only. The Library reserves the right NOT to change bills of denominations higher than \$20.00 above the actual amount being collected.
3. Change will be rendered for the difference only where cash is used.
4. The library will make change only for library related activities
library staff may not make change for non-library activities or purposes.
5. The library staff taking the money will record all money received, identifying its purpose.
6. Each week, income from fees will be deposited with the city clerk, with only enough being retained to make change as designated above.

Approved 12/18/95, 2/02, revised 1/08