



Sycamore Public Library Fiscal Accountability Policy

I. PURPOSE

The purpose of the Sycamore Library Fiscal Accountability Policy is to ensure sound fiscal management of public funding and to outline responsibility for the management of that funding.

II. SCOPE

The Fiscal Accountability Policy applies to the financial activities of all funds under the direction of the Sycamore Library and the Sycamore Library Board of Trustees. In the event that this Policy is inconsistent with the Illinois Compiled Statutes or the Illinois Administrative Regulations, the statutes and regulations shall take precedent.

III. BUDGETING

The budget is developed annually as a cooperative process between the Library Board's Finance Committee, the Library Director, and additional staff members with responsibility for budgetary elements.

A. Budget Process- the Finance Committee, working in conjunction with the Director, will meet each fall to review a minimum of three years of fiscal data for the purpose of creating a draft budget to formulate the annual levy request. The final draft budget must be completed and shared with the Library Board on or before the November Board Meeting of each year.

The draft budget will be considered a working document until the levy request is approved by the City Council and the budget is adopted during the April board meeting of each year. The budget is valid for the Library's fiscal year which runs from May 1- April 30.

B. Tax Levy Request- the Board, with the guidance of the Director, will determine the annual levy request based on the draft budget. The Director will then submit the levy request to the City Manager in November of each year. The City Council is obliged to pass the Library's levy request, provided the annual Library levy does not exceed .6% of the community's EAV (Equalized Assessed Value).

C. Special Reserve Fund- Following the library's annual audit, excess operating funds from the previous fiscal year will be transferred to the Special Reserve Fund. This fund is maintained to cover the costs of major purchases and building, facility, and grounds repairs, improvements, or additions that exceed \$2,500.

IV. AUTHORITY TO SPEND

The Board and Director shall manage the revenues and expenses of the library in a fiscally responsible manner with the goal of meeting community needs while maintaining adequate reserves for emergency situations that may arise.

A. Board & Director Authority- the Board establishes and oversees the annual library budget. The Board designates and entrusts the Director with the authority to spend the budget they adopt without additional approvals, save the following exceptions:

1. Expenditures that exceed 105% of any approved budget line
2. Expenditures that exceed \$25,000 and require a formal bid process as described in Illinois State Law.
3. Expenditures for contracts that exceed \$5,000 and fall outside of routine maintenance for equipment and services or library material purchases.

NOTE: The Director will provide a list of any contracts that were renewed in each month's Board Packet, as applicable

C. Staff Authority- Department managers and staff members are authorized to spend Library funds provided that the expenditures are within the budget and are approved by the Director. Only the Director may approve and enter into any contracts on behalf of the library.

V. COMPETITIVE BIDDING

Contracts for construction, remodeling, repairing or improving of a library building or facilities are offered for competitive bidding as required by 75 ILSC 16/40-45.

Contracts for architectural engineering or land surveying services are governed by the Local Government Professional Services Selection Act, 50 ILCS 510.

A. Generally, bidding is not required when:

1. The purchase is less than \$25,000.
2. Goods and services can be procured from only one source, such as:
 - Public utility services
 - OCLC
 - Library utility services or other specially designed library databases
 - Business and research equipment and related supplies
 - Artistic or professional skills other than architectural, engineering or land surveying services
 - For emergency repair to library property
 - For employee salaries
 - For maintenance contracts except for maintenance of plumbing, piping, HVAC or electrical systems
 - For purchases of library materials, supplies, goods and services from another governmental agency or through consortia of agencies