

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-55-12A

SECTION: Resolutions by Library Board of Directors

SUBJECT: ADMINISTRATION OF GIFT FUND

SUMMARY

This document describes the manner in which the Library's Gift Fund shall be administered.

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

October 12, 2023

The Board of Directors of the Johnson County Library, on a motion made and seconded, adopted the following resolution:

Administration of the Gift Fund

Pursuant to K.S.A. 12-1225, 12-1225b(a), 12-1225c and 12-116(b), the Board of Directors of the Johnson County Library has the power and authority to make and adopt rules and regulations for the administration of the Library; to hold, invest or reinvest gifts and income derived from gifts in the manner the Board deems will best serve the interests of the Library; to place money received from sources other than a tax levy in a separate fund or funds; to retain gifts and non-governmental grants; to acquire material and equipment deemed necessary for the maintenance and execution of modern library service; to employ a librarian and to charge the librarian with the daily administration of the Library.

Pursuant to said statutes and K.S.A. 12-1224, the Board of Directors shall elect a Treasurer whose duties and responsibilities are determined by the bylaws, rules, and regulations of the Library except that the Treasurer shall (i) pay over to the County Treasurer all funds collected by the Library for the maintenance of the Library with the exception of gifts and non-governmental grants and (ii) keep an accurate record of all monies received along with its source and those monies delivered to the County Treasurer.

Therefore, the Board of Directors does hereby adopt the following rules and regulations for the administration, placement, disbursement and reporting of the monies, gifts, and non-governmental grants received by the Library and held in the Library's gift fund(s).

In connection with the daily administration of the Library, the County Librarian shall have authority and is directed:

1. To establish such accounts, funds, processes and procedures as the County Librarian shall deem appropriate for such purposes and to deposit into such accounts the gifts and income derived therefrom;
2. To authorize and approve all disbursements from such funds and accounts;
3. To prepare on behalf of the Treasurer an accurate record of all monies received along with its source and those monies disbursed to the County Treasurer;
4. To delegate one or more members of the Library staff to act for and on behalf of the County Librarian in exercising any duties or responsibilities hereunder except that no Staff member shall have the responsibility of approving disbursements;
5. To report to the Board on a monthly basis the receipts and disbursements for said funds and accounts in such detail or summary form as the County Librarian and/or Board Chair may deem advisable;
6. To annually engage an auditor to conduct an audit of the gift funds, to determine the scope of the auditor's engagement, the fees to be paid for the audit, and provide a copy of the audit to the Board;

October 12, 2023

ARM 10-55-12A End