



Volume V - Financial Policy

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EATON RAPIDS AREA DISTRICT LIBRARY FINANCIAL POLICY

ARTICLE I

BUDGET

1.1 General. The Library Director will develop and present the annual budget to the Library Board at its annual budget work session in April. This budget will include historical data and future projections. Adoption of the budget lies with the Library Board at the May Board meeting prior to the start of the fiscal year (July – June).

The budget is a working document. Changes in projections, projects or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (July-June), budget adjustments will be presented by the Director to the Board, as needed to keep the budget accurate.

1.2 Audit. The Eaton Rapids Area District Library will have an annual audit performed by a CPA. The Director will preview the audit and the auditor will present the findings to the Library Board no later than the December Board meeting. The Library Director will initiate a Request for Proposal at least every three years.

ARTICLE II

TAX CAPTURE POLICY

It will be the policy of the Library Board that the Library exempt the Library Millage from capture whenever the ability to “opt out” is authorized by law. This includes, but is not limited to, opting out when any new tax capturing entity is formed or when any existing tax capturing entity’s district is expanded.

The Library Board may determine in a particular instance that permitting the capture of the Library Millage is in the best interest of the Library. If this is the case, the Library may choose to allow the capture to occur.

ARTICLE III

INVESTMENTS

2.1 Purpose. It is the policy of the Eaton Rapids Area District Library to invest its funds in accordance with the investment objectives listed below in order to meet the daily cash flow needs of the Library while complying with all State statutes governing the investment of public funds.

2.2 Scope Policy. This investment policy applies to all financial assets of the Eaton Rapids Area District Library. These assets are accounted for in the various funds of the Library and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the Library.

2.3 Investment Objectives. The primary objectives, in priority order, of the Eaton Rapids Area District Library's investment activities shall be:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.
2. Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
3. Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
4. Return on Investment – The investment portfolio will be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

2.4 Delegation of authority to make investments. Authority to manage the investment program is derived from the District Library Establishment Act, MCL 397.182. Management responsibility for the investment program is hereby delegated to the Finance Committee. The Director or their designee shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy for approval by the Board. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy. The Finance Committee shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

2.5 List of Authorized Investments. The Eaton Rapids Area District Library is limited to the following investments authorized by Public Act 20 of 1943, as amended:

- A. The Eaton County Investment Pool, an investment pool organized under the Local Government Investment Pool Act, 1985 PA 121, NCK 129.141 et seq.
- B. Bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States.
- C. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MLA 129.91(4) provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.

- D. Repurchase agreements consisting of instruments listed in B., above.
- E. Commercial paper rated at the time of purchase will be reviewed with the board and financial advisor at the time of entering these investments.
- F. Bankers' acceptances of United States banks.
- G. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- H. Mutual funds registered under the U.S. Investment Company Act of 1940, with authority to only purchase investment vehicles that are legal for direct investment by a Michigan public corporation. Investment is limited to mutual funds that maintain a net asset value of at least \$1.00 per share.
- I. Obligations described above if purchased through an interlocal agreement under the Urban Cooperation Act, PA 7 of 1967 (Ex Sess), MCL 124.501 to 124.512.
- J. Investment pools organized under the Surplus Funds Investment Pool Act, PA 367 of 1982, MCL 129.111 to 129.118.
- K. Investment pools organized under the Local Government Investment Pool Act, PA 121 of 1985, MCL 129.141 to 129.150.

2.6 Statement of Ethics. Individuals involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. They shall disclose any material financial interest in financial institutions that conduct business within the Library, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the investment portfolio. They shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Library.

2.7 Investment Activity Report. The Board Treasurer and the Library Director will provide monthly reports to the Board concerning the investment of District Library funds. The Director will provide a detailed annual investment report, including account and fund information during the annual budget work session. The Eaton Rapids Area District Library will annually designate its depositories and/or Eaton County Investment Pool for the coming year during the adoption of the budget.

2.7.1 Investment Fund Balance. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs equal to three (3) months operational and maintenance expenses;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings

2.7.2 Minimum Unassigned Investment Fund Balance. The Board has designated a minimum unassigned fund balance for the Library's General Fund of 15-20 percent of the subsequent year's budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Library Director will provide a report of the funds balance as part of setting the annual budget, approving budget adjustments, or as requested.

ARTICLE IV

Contracting for Goods, Services and Works of Improvement

The Director is authorized to make purchases for all items when the cost per item is under \$2,000.

Goods, services and works of improvement costing over \$2,000, but no more than \$50,000, will require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$2,000.

Contracts for the purchase of goods, services and for works of improvement costing over \$50,000 will be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation within Eaton County. The award of the contract for such goods, services, and works of improvement shall be approved by the Library Board.

The Eaton Rapids Area District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.

Notwithstanding any other provision of this Section, the Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board determines that such action is in the best interest of ERADL under the circumstances of a particular contract.

The Eaton Rapids Area Library complies with Michigan Compiled Laws 15.321 et seq., and respects the rights of its employees in their activities that are private in nature and in no way conflict with or reflect upon the Library. Financial or personal obligations such as part-time employment with outside firms or individuals which affect judgment in carrying out Library business, or that would create the appearance of impropriety, will be avoided.

ARTICLE V **FIXED ASSETS**

The Eaton Rapids Area District Library purchases short-term and long-term fixed assets. Fixed Assets include land, land improvements, buildings, building improvements, equipment, furniture, physical collection and fixtures that:

- Have a useful life of more than three years;
- Are acquired for use in the operation of ERADL; and
- Are not intended for resale

The acquisition cost of land, buildings, and equipment will include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions will be made in compliance with this Policy, and recorded in the current period and correctly classified.

No item of property or equipment will be removed from Library property without approval of the Director. Furniture and equipment valued at less than \$500 (salvage value at time of disposal) may be offered to ERADL employees for purchase at fair market value, determined by the Library, on a first come, first served basis. Furniture and equipment valued at more than \$500 will be offered to the public. Donations of Library materials not selected for addition to the collection will be given to the Friends of the Library for sale to the general public.

At the time the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for

the new asset. Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.

The Library is not responsible or liable for the condition of any surplus furniture or equipment, nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

The library Asset and Depreciation Schedule will be reviewed and updated by the Director on an annual basis with the assistance of a bookkeeper and/or accountant, and the report presented to the board with the annual report. All purchased or donated furniture, fixtures and equipment valued at \$5,000 or more will be added to the Eaton Rapids Area District Library Fixed Assets Listing.

ARTICLE VI **PETTY CASH**

The Library Board of the Eaton Rapids Area District Library authorizes individual petty cash funds to exist, at an amount to not exceed \$50 and is stated in our annual budget. These funds are to be used for small miscellaneous purposes, at the discretion of the director. The Director will serve as the petty cash custodian.

ARTICLE VII **CREDIT CARD USE**

The Eaton Rapids Area District Library maintains a corporate credit card account. This card is to be used for the purchase of goods or services for the official business of the Library. The Director is responsible for overseeing credit card issuance, monitoring, retrieval, and compliance with this Policy. The total purchases made through the Library's credit card will not exceed \$30,000 per month, and may be exceeded with board approval.

The balance, including interest, due on an extension of credit under the credit card arrangement will be paid within 60 days of the initial statement date.

This issuance and use of a Library credit card shall comply with the following:

1. The Director or designee shall be responsible for issuing, monitoring, and generally overseeing compliance with the credit cards policy.
2. The credit cards shall be issued under the Eaton Rapids Area District Library name and may contain the name of the individual cardholder as a secondary name. Credit cards are the property of the Eaton Rapids Area District Library.
3. Credit cards shall be used to purchase goods and services for official library business only.
4. After the purchase is made, all documentation including original receipts detailing the goods and services purchased must be submitted to the Finance Department before payment can be approved.

5. No personal use of the credit card will be allowed. The Cardholder will be responsible for payment of all unauthorized purchases.
6. The Library will use disciplinary measures, including termination, consistent with current law for unauthorized use, and as deemed appropriate by the Board.
7. An employee who is issued a Library credit card is responsible for its protection and custody. The cardholder must immediately notify the Credit Card Company and the Finance Department if a library credit card is lost or stolen.
8. Upon termination of their employment with the Library, the employee shall return their credit card to the board treasurer, or board representative.

ARTICLE VIII

ACCEPTANCE OF PAYMENTS

For the convenience of its patrons, the Eaton Rapids Area District Library provides the option of paying Library bills and fines via cash, credit or debit card, or other forms of payment.

The Library authorizes the payment of the following fees by a credit or debit card:

- Late fines and fees
- Payment for lost or damaged materials
- Video rentals
- Non-Resident Card fees
- Replacement Card charges
- Service fees
- Merchandise purchases
- Donations

The Library accepts American Express, Visa, MasterCard and Discover cards. The Library is subject to compliance with all laws, statutes and reasonable terms and conditions associated with accepting credit cards.

A minimum charge of \$1.00 is required and a service fee equal to that charged by the financial institution will be assessed to all transactions except on donations made to the Library. ERADL, imposes a surcharge on all card transactions.

All non-cash or check payment transactions will be solely done through a secure authorized and approved payment processor. No remote payments will be accepted via phone, email, or any form of verbal or written communication.

In the event a credit card payment is unable to be processed, the Library will attempt to notify the customer using the contact information provided. The credit card user remains solely responsible for payments due.

When a fine or fee has been paid using a credit card and a refund is necessary, the refund must be credited back to the account that was originally charged. Refunds in excess of the original amount paid or cash refunds are prohibited.

ARTICLE IX

AUTOMATED CLEARING HOUSE (ACH)

ERADL adopts an Automated Clearing House (ACH) policy that is pursuant to MCL §124.301 et seq. This legislation has been put into place with the title of Electronic Transactions of Public Funds (Excerpt) Act 738 of 2002.

1. The Library Director or their designee:
 - a. Is authorized to manage ACH arrangements and transactions, including direct deposits for payroll.
 - b. Oversees all aspects of ACH transactions, including approval, accounting, reporting, and ensuring compliance with the policy.
2. ACH transactions can only be used for official ERADL business.
3. ACH transactions must follow ERADL's purchasing, receiving, and payment procedures. Documentation must include details about the goods or services, cost, payment date, and the department served.
4. Unauthorized approval of ACH arrangements or ACH transactions will be handled on a case-by-case basis. Disciplinary measures may include termination of employment or services and prosecution up to the maximum allowed under current law.

MCL - Section 124.301 - Michigan Legislature

MCL - Section 141.2103 - Michigan Legislature

ARTICLE X

NON-SUFFICIENT FUNDS (NSF) CHECK RETURN FEE

The Eaton Rapids Area District Library will charge patrons the fee that the bank charges the Library for insufficient funds for any reason.

ARTICLE XI

FRAUD PREVENTION

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct included under this Policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase order, other financial documents and electronic files)
- Improprieties in the handling or reporting of financial transactions
- Misappropriation of funds, securities, supplies, inventory, or any other asset belonging to the Library, its employees, or Library visitors (including collection materials, furniture, fixtures and equipment)
- Authorizing or receiving payment for goods not delivered/received or services not performed
- Authorizing or receiving payments for hours not worked

Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee or trustee who knows, or has reason to know of, fraud or related misconduct will report that to the Library Director or the Board President. Trustees and employees are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported to the Director, he or she will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities, including but not limited to the board of trustees.

ARTICLE XII **CONTEST PARTICIPATION**

To promote Library services and support the Library's mission, the Eaton Rapids Area District Library sponsors contests for its patrons. Contests are open to all ERADL cardholders and interested parties regardless of affiliation with the Library pursuant to the specific rules and regulations of each contest. ERADL strives to administer all contests fairly and impartially, awarding prizes in accordance with the specific rules and regulations of each contest.

ARTICLE XIII **CODE OF ETHICS-BOARD**

11.1 Matters before the Board. A trustee will not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board.

11.2 Gifts. No trustee will directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, service, travel, entertainment, hospitality, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties, or was intended as a reward for any official action on his or her part.

11.3 Private Employment. No trustee of the Library will engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with, or impairs the proper discharge of his or her official duties.

ARTICLE XIV **ACCEPTANCE OF NON-BOOK GIFTS**

The Eaton Rapids Area District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the

Library. All technological donations must be coordinated in advance of the actual purchase with the Library Director. No gifts are accepted with restrictions. All gifts may be utilized, sold or disposed of in the best interest of the Library.

ARTICLE XV: FINANCIAL CONTROLS

1. The Director shall oversee the use of Library funds including:
2. Use of pre-numbered checks
3. Director reviews and signs all check registers
4. Bank Statements are reconciled on a monthly basis
5. Monthly Financial Statements, Bill Summary, and Fund Statements are presented to the Board Members at the Board meeting for approval
6. Annual audit by an independent CPA firm

ARTICLE XVI

BANKING AND DEPOSITS

ERADL will work with Financial Institutions that demonstrate a strong equity capital position and have a rating of B or better by an agency such as BankRate.com or BauerFinancial.com. Deposit amounts will be the insured amounts as approved by the FDIC, NCUA and/or FSLIC

ARTICLE XVII

RESTRICTED FUNDS

Money from restricted funds will be used to purchase materials, services, or equipment of the type designated by the donor.

ARTICLE XVIII

PURCHASING

This policy is used to preserve the integrity of the purchasing at ERADL, and to maximize spending power with appropriate safeguards and controls in place. As an administrator of public funding, library staff will use due diligence for all items and services being purchased.

General Library Purchasing:

1. All purchases must be funded by appropriation within the adopted budget, and are conducted through appropriate channels based on the guidelines set forth in the purchasing procedures.
2. When considering all library purchases and contracts, ERADL reserves the right to take the following into consideration:
 - a. Durability
 - b. Timeliness
 - c. Availability
 - d. Historical performance of vendor
 - e. Environmental impact
 - f. Operating cost impact
3. Purchases that are exempt from bids, quotes or approvals are as follows:
 - a. Services or goods purchased with grant funds, donations, and bequests.

- b. Utility Services such as water, steam, sewer, gas, and electricity.
- c. Recurring expenditures to maintain operations of ERADL as approved by the Director or their designee.
- d. Petty Cash Purchases.

4. Purchase Authorization by Director
 - a. The Director may authorize individual expenditures of up to \$20,000 on purchases not already designated in the annual budget. If the individual purchase in question exceeds the \$20,000 threshold, the purchase will be put before the Board with supporting documentation for approval.
5. Emergency Purchases:
 - a. If there is evidence of imminent danger to people or property, emergency purchases may be authorized by the Director or their designee for more than the \$20,000 threshold. Prior to authorizing these emergency purchases, the Director must consult with the president of the Board or their designee. The Director shall document the reason for any emergency purchase and inform the Board of Trustees.
6. Capital Projects
 - a. Capital projects that are approved at the annual Budget Hearing by the Board will not require further approval within the budget parameters set forth for the project.
 - b. Request for Proposal (RFP) or a Request for Quote (RFQ) will be sought for capital projects that require the use of a general contractor or outside vendor. The Director will communicate with the appropriate committee(s) and the Board of the awarded bid/quote.
 - c. Capital projects that exceed the budget parameters approved at the annual Budget Hearing by the Board will be presented to the Board with supporting documents for the approval of additional capital funds on said project.
7. Sole Source Purchases:
 - a. Single source bids or quotes will be accepted if the purchase can only be made from a single source. Justification for each sole source purchase shall be documented and approved by the Board prior to purchase. The sole justification does not relieve the responsibility of the purchaser to obtain a fair and reasonable price. Sole source purchases may include:
 - i. Product or service is available from only one vendor
 - ii. There is a compelling and valid interest in selecting a particular vendor.
 - iii. The proposed vendor is uniquely qualified to provide the product or service.

VENDOR CONTRACTS

1. Contract Terms and Renewals
 - a. ERADL legal counsel will evaluate any first time or initial service contracts that contain a purchase of \$50,000 or greater. There will be an option of renewing expired contracts provided that a fair price can be negotiated and is determined to be in the best interest of the library. Renewal terms shall not require the approval of the Board of Trustees, apart from audit,

architect, and legal services. These services are commissioned by ERADL board and may be renewed by a majority vote upon contract expiration.

2. Non-discrimination

- a. ERADL will require that all vendors shall, as a condition of providing goods and services, as required by law and/or ERADL's Equal Opportunity Employment Policy, not to discriminate against a vendor without regard to race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. Nor shall ERADL patronize or continue to patronize vendors known to practice any form of discrimination.

3. Government Contracts

- a. To obtain the benefits of volume purchasing or reduced administrative expenses when purchasing similar goods and services, ERADL may utilize existing governmental contracts. Examples of these could be from the State of Michigan, The City of Eaton Rapids, The County of Eaton, the Regional Education Media Center (REMC), and Universal Service Administrative Company (USAC). If an existing, beneficially priced agreement is active, ERADL may forgo its quoting or bidding process and negotiate for goods and services using the terms of the governmental unit's contract. Any purchase through this process must be documented on the purchase order, with reference to the governmental unit and contract number.

ERADL Employees and Board members:

- a. Will not be involved in the selection of a library vendor, if a business in which an employee or board member has an economic interest.
- b. Will not engage a relative as an independent contractor.
- c. May ask for review and approval of the Director, their designee, or the Board of Trustees if a conflict of interest can be avoided.
- d. Must turnover any monetary or non-monetary gifts to the director from anyone who:
 - i. Has or is seeking to obtain Library business.
 - ii. Has interests that may be substantially affected by the performance or nonperformance of the employee's official duties.
- e. Will not use their position, or the knowledge gained because of their position, for the private or personal advantage or to obtain financial gain.
- f. Must report to the Board President and Library Director of potential conflicts of interest.
- g. Involved in the purchasing process are responsible for understanding library policies and procedures regarding purchasing and vendor relationships.

ARTICLE XIX
RECORD RETENTION

In order to meet the administrative, legal, fiscal and archival requirements of the State of Michigan, Eaton Rapids Area District Library will manage its records in accordance with

the general schedule 17 (GS #17) PDF, developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board.

If and when the general schedule GS #17 is amended, Eaton Rapids Area District Library will amend its procedures as necessary to remain in compliance.

ARTICLE XX

MILEAGE REIMBURSEMENT

The Library will reimburse staff members for Director approved mileage when they use personal vehicles on Library business as detailed and submitted on the library expense form. Mileage will be calculated from the branch or home of the driver based on which is closest to the destination.

The amount of reimbursement will reflect that of the Internal Revenue Service standard mileage rate.

ARTICLE XXI

TRAVEL

The Library will reimburse staff members when they attend approved Library conferences and workshops authorized by the Director/designee. The rate of Per Diem for meals will follow the official rates and rules as established by the US General Services Administration (GSA). The Per Diem amount will be determined based on the city where the employee will be traveling. Per Diem will be adjusted if meals are provided by the event.

Airfare, lodging, car rental, and conference fees will be paid by the Library. Transportation (taxi, Uber, bus...etc.), parking and other incidentals will be reimbursed upon the submission of receipts attached to a Mileage and Expense form after the event.

ARTICLE XXII

SALE OF FRIENDS' ITEMS

Library personnel shall be allowed to handle sale and receipt of Friends' items for fund raising activities with the exception of book sales. Book sales shall be staffed by Friends' members.

All items and monies shall be kept separate and accounted for on a routine basis with a Friends' designee.

ARTICLE XXIII

FUND BALANCE

The Board shall maintain a Library unrestricted fund balance equal to no less than three months of operation and maintenance expenses. If the Library fund balance falls below the three months balance during a budget year, then the following year the budget shall be adjusted to restore the Library fund balance to the three month level.

ARTICLE XXIV: SPONSORSHIPS

All sponsorship requests must be reviewed and approved by the Director. The Library Director has the discretion to engage in sponsorships up to \$1500. Amounts beyond that require board approval. Library staff will follow the guidelines listed below when considering sponsorships:

- The Library will consider sponsorships for events that:
- are relevant to the Library and its patrons.
- align with the Library's mission, vision, and values.

The Library will NOT consider sponsorships for events that:

- are not relevant to the Library.
- are intended to benefit a specific private individual or individuals.
- have a political affiliation.
- are part of a transaction involving the exchange of services outside the scope of the mission, vision and values of the Library.

Sponsored entities approved by the Library Director shall:

- provide in writing what the sponsorship involves and the responsibilities of the Library.
- invoice the Library directly for a financial sponsorship.
- allow Library staff to approve advertisements of the Library in any marketing materials.
- adhere to the ERADL Branding Standards

The Library shall:

- pay any financial sponsorship within 30 days of being invoiced.
- provide the sponsored entity with a logo for advertising.
- when necessary, provide staff to be present at an event or meeting of the sponsored entity.
- provide cross-advertising of an event sponsored by the Library.