

Policy # 27 CASH COLLECTION

The Board of Trustees adopted the following Cash Collection Policy on July 13, 2015

Cash Collection

Money collected from library patrons is to be stored in the cash collection box and recorded in the collection binder under one of the following categories:

- Print/ Copy
- Fax
- Donated book purchase
- Other (to be specified)

Any money collected for a lost/ damaged book should be brought to the attention of the director so that a replacement copy may be purchased.

The cash box will be counted weekly by either two library board trustees or the library director and a library volunteer. These two individuals will record the week's earnings and initial the sheet in the collection binder. Money collected will be taken from the box and given to the library board treasurer for deposit. A minimum of \$20 will be left in the cash box for the purpose of making change over the following week.