

WESTCHESTER PUBLIC LIBRARY

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Westchester Public Library must pay it's bills on time and the Westchester Public Library board requests that all bills be paid by their due date, the Westchester Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivisions.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges
- (6) Federal grant programs where: (A) advance funding is not prohibited; and (B) the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) in service training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement;if the library board determines that the expenditures under this subdivision directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Expenses incurred to advertise and promote the programs and services of the library.
- (18) Credit Card payments.
- (19) *Program instructor, performer and presenter fees if the instruction, performance and/or program presentation has been provided to the staff or public.*
- (20) *Contributions to the Public Employee Retirement Fund.*
- (21) Other expenses described in a library board resolution

The Westchester Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board that each claim for payment is true and correct. This certification must be on a form prescribed

by the State Board of Accounts and presented at the next regularly scheduled library board meeting.

The Westchester Public Library board also requests that payment be made to the staff of the Westchester Public Library on the regularly scheduled dates as adopted in the salary schedule. These payments must also be certified to the library board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled library board meeting.

Revised and adopted this 14th day of April, 2011.