Cash Box/Petty Cash

Reference: Adopted by the Library Board: May 24, 2009
Revised and adopted by the Library Board: September 29, 2026

The Library will keep petty cash on hand and a change drawer for library personnel. The Library will keep $200 in petty cash for small purchases needed by the library, and $100.00 in a change drawer in order to make change for patrons paying fines or making purchases. The Librarian or their designee will reconcile petty cash on a monthly basis.