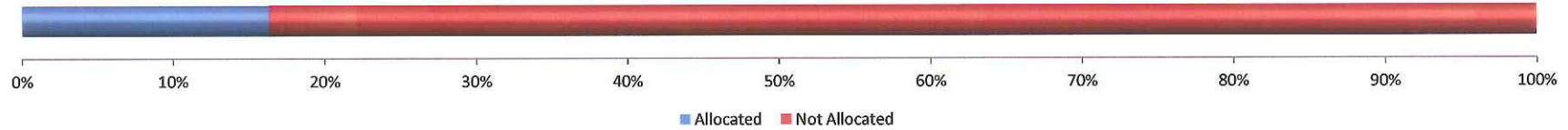
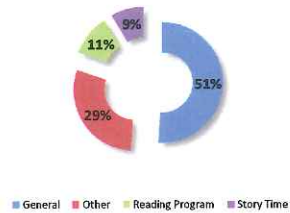


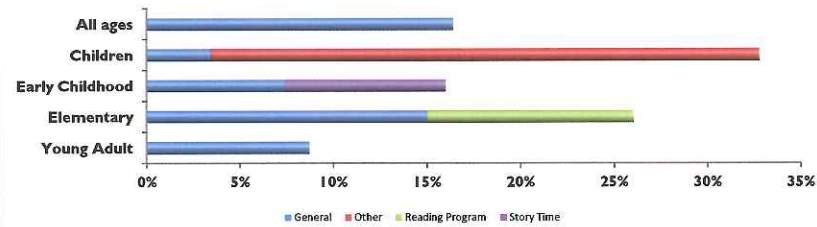
Overall Allocation



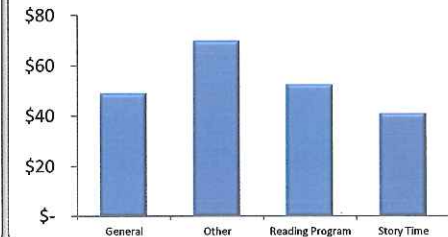
Allocation by Program Type



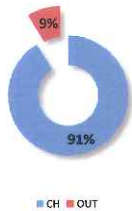
Allocation by Program Type by Audience Type



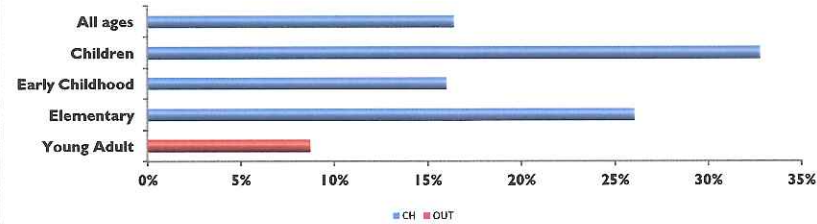
Average Expenditure by Program Type



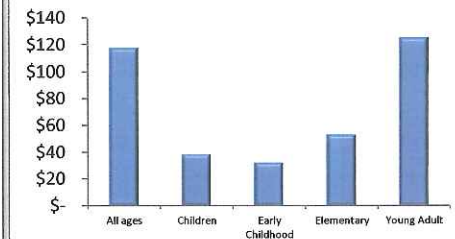
Allocation by Shared Group



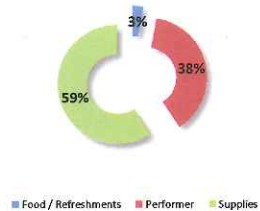
Allocation by Shared Group by Audience Type



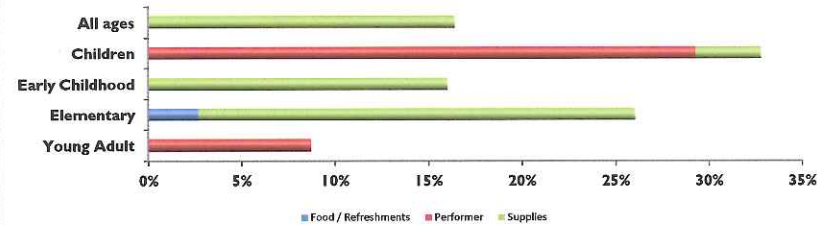
Average Expenditure by Audience Type



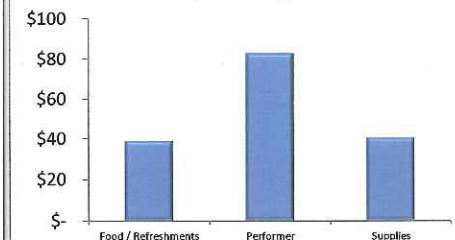
Allocation by Expense Type



Allocation by Expense Type by Audience Type



Average Expenditure by Expense Type



PROGRAMMING CHECKLIST

Name of Program or Group: _____

Date & Time: _____

Performer & Contact Info: _____

☐ Library-Related (we schedule/they do it/partnership) ☐ Library (we do it/scheduled and paid) ☐ other category _____

COST

☐ Paid

☐ by budget (#330) ☐ by Grant #____ ☐ by Outreach ☐ by other

Paperwork done by us? ☐ Yes ☐ No, paperwork done by _____

W9 given to programmer to complete ☐ yes, on _____ (date)
☐ no, not necessary

affidavit given to programmer to complete ☐ yes, on _____ (date)
☐ no, not necessary

☐ RFP completed

☐ Special Programming form completed

☐ RFP & Sp Progr form sent to Business Office on _____ (date)

☐ Free

SCHEDULES

☐ Entered in Meeting Room software

☐ Entered in Events calendar

ATTENDANCE

☐ Sign up sheet in folder?

☐ Headcount recorded?

PROMOTION

☐ MAC promotion fliers/posters requested
(form attached if nec)

☐ Fliers made at branch

EVALUATION

☐ Arts Council/grant forms
handed out

Program Planning Form

Program Title _____

Date/Time _____ Target Audience _____

Presenter _____ Phone _____

Address _____ Fee _____

Cost _____ Volunteers time _____ Staff time _____

☐ Program approved, Manager's Signature _____
(If date and times change, these changes need to be approved)

☐ Entered into MLS Events
Before MaC due date for month of event

☐ Meeting Room Booked

☐ Staff presenter scheduled

☐ Outside presenter scheduled

☐ Checked for Affidavit, W-9,
Background check

☐ Follow-up Letter/Special
Programming Form (SPF) Sent

☐ RFP to Manager w/Inv or SPF

☐ Checked MaC Proof for Correct
Information

☐ MaC Project Request/Make flyers

☐ Flyers distributed to groups
interested in topic

☐ Sign-up available

☐ Program Evaluation

Notes:

Supplies:

Planning for # participants _____ Actual Number of Participants _____

Northwest Library Programming Approval Form

Please submit two copies of this form. When you have received one back, signed by manager, you can proceed with finalizing the program.

Name of Program:

Audience solicited for the program, including anticipated numbers:

Description of the program as it will be included in the INFO magazine:

Date and Time of Program:

Is this a recurring program:

Name of any additional library staff participating in the program:

Other staff Duties:

LEC Duties:

Name any resource people, performers or facilitators, involved with the program and their contact information:

Fee for any resource people involved with the program:

List any additional costs involved with the program:

Supplies Needed:

Where supplies or other resources will be kept prior to program:

Room location and Setup Required:

Bibliography or Book Display to be requested of Librarian: (See librarian collection assignments)

Materials to be requested from MAC:

Signature_____ Date_____

Approved by Manager _____ Date_____



Business Office Procedures
Area: Accounts Payable
Procedure: Issuing Credit Card

PURPOSE: For various functions and supplies, library personnel may find it most suitable to visit a local store and purchase the product. To accommodate this need Credit Cards assigned to Emergency Purchase Orders are used.

AVAILABLE CARDS:

❖ Credit Cards:

- ◆ Best Buy (1 Available Card)
- ◆ Hobby Lobby (2 Available Cards)
- ◆ Office Depot (2 Available Cards)
- ◆ Staples (1 Available Card)
- ◆ Target (2 Available Cards)
- ◆ Walmart (4 Available Cards)

❖ Informational Cards:

These cards provide information such as Sales Tax Exemption or Library Discounts. They are not credit cards, so purchases from these organizations must be made with petty cash or on personal money which shall require a reimbursement to the MLS employee who made the purchase.

- ◆ Michael's (1 Available Card)

PROCEDURE:

1. After approval from the appropriate agency manager, please request a card to be sent to the agency through e-mail (See Appendix A) or by phone:
 - a. Accounts Payable Technician Phone: 606.3798
 - b. Accounting Technician Phone: 606.3797
 - c. Business Manager Phone: 606.3796
2. Indicate the number of Purchase Orders you believe you will needed. At least one Purchase Order will be assigned to you with the card.

To estimate the number of purchase orders, determine the products to be charged and whether separate accounts will be used to expense the items (i.e., supplies and programming) A Purchase Order will be needed for each account. Also, if you will be making purchases from more than one store or on multiple days, you will need a purchase order for each. The Business Office will assign the number of anticipated Purchase Orders to the card. The Purchase Order should be given to the store and will be reported on the Credit Card Statement.

If you need additional Purchase Orders, please call *before* making the additional purchase and an additional number shall be assigned to you. If the business office is not available, use the original purchase order with an Alpha behind it so the business office may match the order.



Business Office Procedures
Area: Accounts Payable
Procedure: Issuing Credit Card

3. The Business Office shall assign a Credit Card to the requesting person and a PO(s). This assignment is recorded in both the Emergency Purchase Order Book and the MLS Charge Card Distribution Record.
4. Both the Card and the slip indicating the Purchase Order Number along with the return by date shall be placed in a sealed envelope and sent via the Money Bags.
5. When making the purchase please remind the cashier that MLS is a “tax-exempt” organization before they begin recording the purchase. The cashier should also be provided the Purchase Order Number.
6. After the transaction is concluded, complete the appropriate RFP(s). On the bottom of the RFP is a line indicating “Purchase Order No”. Record the assigned Purchase Order Number or the Amended Purchase Order Number used during the transaction to this line. Indicate the date purchased on the “Date Ordered” line. See Appendix B.

Complete the number of RFP(s) to match the number of separate Purchase Orders used. As customary, the Signature of Department or Branch Manager must be on each RFP *and* on each register receipt. The original register receipt should be placed with the RFP(s) and sent to the Business Office as soon as possible.

7. If a delay is expected with the RFP, return the Credit Card in the money bag and indicate the amount of the purchase made on a slip of paper. This allows the Business Office to record the expenditure temporarily with the amount and account used.
8. Once the card is returned to the Business Office, the person accepting the card shall note on the MLS Charge Cards Distribution Record the date of Return. If a RFP and receipt are submitted with the card the Emergency Purchase Order book shall be noted with the amount and RFP received date. If only an amount is sent with the returned card, the amount shall be noted upon receipt. When the RFP is returned, the RFP Received Date shall be noted in the Emergency Purchase Order Book.
9. Once the RFP and Receipt are returned, they will be presented to the Purchasing Officer for approval followed by an update to the Emergency Purchase Order. Issuance of checks for the purchase shall be made in the customary fashion.

QUALITY CONTROL:

1. The Business Office shall frequently monitor the MLS Charge Cards Distribution Record to insure cards are returned in a timely manner. If one is overdue, the Agency Manager and the Requesting Employee shall be contacted.



Business Office Procedures
Area: Accounts Payable
Procedure: Issuing Credit Card

2. The Business Office shall monitor the Emergency Purchase Order Book to insure RFPs and receipts are received to all Purchase Orders issued.
3. The Business Office shall monitor the monthly statements from the various vendors. Utilizing the MLSAP Vendor Activity Report the statement shall be reviewed for status of purchases along with late fees assessed. Once reviewed, contact shall be made with the various agencies to complete unfinished transactions. This typically is done by copying the section of the credit card and requesting that a RFP and Invoice/Receipt be submitted. E-mail may also be utilized. It is most urgent that RFPs be submitted timely as delinquency fees and/or will be assessed for as little as one day late.



Business Office Procedures
Area: Accounts Payable
Procedure: Issuing Credit Card

APPENDIX A:

Current Personnel Responsible for Credit Card Issuance (as of July 10, 2012)

Accounts Payable Technician

Jeffery Mullins

e-mail: jmullins@metrolibrary.org

phone: 606.3798

Accounting Technician

Denise Ryan

e-mail: dryan@metrolibrary.org

phone: 606.3797

Business Manager

Laurie Mack-Clark

e-mail: lclark@metrolibrary.org

phone: 606.3796



Business Office Procedures
Area: Accounts Payable
Procedure: Issuing Credit Card

APPENDIX B:



REQUEST FOR PURCHASE

Vendor name & address (if known)

Walmart

Vendor No. 3965

Date 7/1/12 Acct No 303

Requesting Dept. Downtown

Contact Person Agency Manager

Ship To _____

(Business Office Use)

Program Number	Description	Qty.	Unit Price	Encumbrance
605	Supply #1	1	25.00	
605	Supply #2	1	25.00	
605	Supply #3	1	25.00	
605	Supply #4	1	25.00	
605	Supply #5	1	25.00	
Total				125.00

Agency Manager

Signature of Department or Branch Manager

13/00001

Purchase Order No. _____

Date Ordered July 1, 2012

I hereby request the issuance and encumbrance of this purchase.

Date: 7/2/12 Signed: **Purchasing Officer**
Purchasing Officer

MLS#410
rev. 1-95