



## Change Drawer Policy

- The purpose of the change drawer is to make change for patrons when they pay a fine for lost or damaged books or other library materials, late fees for DVDs, for copies or faxes.
- The change drawer will have no more than \$50 (Fifty dollars) in it at any given time.
- The \$50 dollars will be made up of change and small bills. Nothing larger than a \$10 bill. (If needed, library manager can take larger bills to the bank to make change)
- Rockwell Falls Public Library will not take any bill larger than a \$20 bill for fines and fees unless the patron is paying the exact amount due and does not require change.
- Fine reports will be done nightly by trained staff.
- A report printed out and enclosed in an envelope and placed into a lock box to be deposited into the main bank account at the end of the week (Fridays) by the library manager. The deposit receipt from the bank will be scanned and emailed to the VP of finance and then stapled together with the receipts of the week and filed in the office filing cabinet.
- Receipts will be kept showing where the deposited money comes from and the dates when no money was taken in. These receipts will be kept in the manager's office filing cabinet in a clearly labeled file(s)
- A copy of all receipts printed will also be scanned and emailed to the VP of finance and recorded in the monthly manager's report
- The library manager will maintain copies of these receipts and include a summary in the monthly report

Adopted: April 16, 2024