

**RESOLUTION 2025-TBD**  
**(Patrica Romanko Public Library Financial Services Resolution)**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARMA OUTLINING FINANCIAL SERVICES THE CITY OF PARMA WILL PROVIDE FOR THE PATRICIA ROMANKO PUBLIC LIBRARY FOR TRANSPARENT, APPROPRIATE, AND ETHICAL SPENDING OF TAXPAYER FUNDS AND THE ORDERLY PROCESS OF THE BUDGET.**

**WHEREAS** Idaho Code § 33-2609 provides that all funds for the library appropriated by the City Council pursuant to the annual budget prepared by the Library Board of Trustees shall be in the custody of the City Treasurer; and

**WHEREAS** Idaho Code § 33-2609 also provides that the Library Board of Trustees shall have control of library expenditures, that money shall be paid only for library purposes and upon properly authenticated vouchers of the Board of Trustees; and

**WHEREAS** the City of Parma has adopted certain citywide accounting and purchasing policies to comply with accounting, auditing, and other statutory requirements; and

**WHEREAS** certain vendors provide services or goods to the Patricia Romanko Public Library on a regular basis, and have a routine billing cycle which may cause invoices to be received after the City of Parma's Regular City Council meeting has occurred; and where not processing these invoices until the next Regular City Council meeting would necessarily cause the payments to be received after the invoice due date and may incur a late fee; and

**WHEREAS** it is the intent of the City of Parma to pay its bills on time without incurring any additional fees for late payments, and the Library Board of Trustees do not want to unnecessarily delay any legitimate vendor payments; and

**WHEREAS** the City of Parma and the Patricia Romanko Public Library desire to establish guidelines for the transparent, appropriate, ethical and orderly process of the budget of the City of Parma taxpayer funds;

**NOW THEREFORE**, be resolved by the Mayor and the City Council of the City of Parma the following:

**Section 1 PRE-AUTHORIZED GOODS / SERVICES.** The City Treasurer or Deputy is authorized to pay the following vendors for the listed purposes by the due date on the invoice, and prior to submitting the bill to the Library Board of Trustees for approval and the City Council for payment, and so long as the expenditure is accounted for in the budget, and if needed to avoid a late charge:

<b>Vendor/Supplier</b>	<b>Goods/Services</b>
Association of Idaho Cities	Memberships / Dues (Library Share)
Auditor	Auditing Services (Library Share)
Benconnected	Technical Services requested by City (Library Share)
Black Mountain Software	City software (Library Share)
Cartridge World	City supplies (Library Share)
Drug Testing facility	Related to Library employees
Ednetics (or other phone provider)	Utilities – Phone service
Employees	Payroll & Payroll Liabilities
Hardin Sanitation	Trash Service
ICRMP	Liability / Property Insurance (Library Share)
Idaho Power	Utilities – Electric (Library Share)
Intermountain Gas	Utilities – Natural Gas (library Share)
State Insurance Fund	Workers' Compensation (Library Share)
Ziply Fiber (or other internet provider)	Internet Service (Library Share)

Any other invoices related to Library operations received by the City of Parma, including bank credit card statements for credit cards issued to the Library Director, must be submitted to the Library Director for approval by the Library Board of Trustees before being paid.

The City of Parma will provide a credit card to the Library Director for purposes of purchasing books, materials, supplies, services, and other items necessary for the operation of the library. The Director will submit the credit card invoice along with all the associated receipts to the Library Board of Trustees for approval before sending it to the City Treasurer for payment.

These measures are in place to avoid fraud, waste and abuse, while ensuring transparency and creating a paper trail.

**Section 2 REVENUES.** All revenues collected by the Patrica Romanko Public Library staff, Trustees, or others, are library funds which shall be turned into the custody of the City Treasurer or Deputy on the same or next business day in which it was collected. The revenues will be booked into the appropriate lines of the City of Parma's Official Accounting system. Receipts may be sent electronically to the Library Director / Staff.

**Section 3 REPORTS.** The City Treasurer or Deputy shall generate a report not later than the 30th day following the close of the month indicating the Budget Versus Actual Expenditures, Budget Versus Actual Revenues and a Cash Report which will be presented to the Patrica Romanko Public Library Board of Trustees for concurrence not later than 30 days after the report was generated. The report shall be indicated on the Library Board of Trustees Agenda as an "Action Item" which will be acknowledged for concurrence.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Angie Lee, Mayor

ATTEST: \_\_\_\_\_  
Melissa Klinge, City Clerk