

**LAINGSBURG PUBLIC LIBRARY
ADOPTION OF THE CITY OF LAINGSBURG CREDIT CARD POLICY AND
CARDHOLDER AGREEMENT**

WHEREAS, the Laingsburg Public Library Board of Directors recognizes the need for an efficient and accountable system for the procurement of goods and services necessary for library operations; and

WHEREAS, Michigan Public Act 266 of 1995 (MCL 129.241–129.247) authorizes the use of credit cards by local units of government under specific policy and compliance requirements; and

WHEREAS, the Laingsburg Public Library Board of Directors has prepared a comprehensive **Credit Card Policy and Cardholder Agreement** to establish proper safeguards, spending limitations, and oversight mechanisms for the responsible use of City-issued credit cards; and

WHEREAS, the policy designates the Laingsburg Public Library Director authorized to use City-issued credit cards and sets forth clear guidelines on permissible and prohibited uses, documentation requirements, review procedures, and penalties for misuse;

NOW, THEREFORE, BE IT RESOLVED that the Laingsburg Public Library Board of Directors hereby adopts the **Laingsburg Public Library Credit Card Policy and Cardholder Agreement**, as presented, effective immediately upon passage of this resolution.

BE IT FURTHER RESOLVED that:

- The City Treasurer shall oversee issuance, administration, and compliance with the credit card policy.
- All eligible cardholders shall sign and submit the Credit Cardholder Agreement prior to receiving a City-issued credit card.
- Violations of this policy will be subject to disciplinary actions, including reimbursement of unauthorized expenses and, where appropriate, legal prosecution.

BE IT FINALLY RESOLVED that a copy of this resolution and the approved Credit Card Policy and Agreement shall be kept on file in the City Clerk's office and made available to all authorized officers and employees.

Motion made by: _____

Supported by: _____

YEAS: Greg Newkirk, Jody Frank, Sarah Mattson

NAYS: NONE

ABSENT: NONE

RESOLUTION DECLARED ADOPTED this 28th day of July, 2025.

Sarah Mattson, Secretary
Laingsburg Public Library