



FINANCIAL POLICY

Purpose

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws.

Policy

1. Consistency

- a. Library staff, while preserving the Library Board's legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), will keep Library practices in compliance with City of Evansville fiscal practices and policies.
- b. Library staff will work with the City staff to ensure that City of Evansville policies accommodate the Board's authority as such policies relate to the Library. City Hall staff will submit new or revised policies that relate to the Library to the Library Board for review.

2. Budget

- a. The Library Director shall submit budget revenue funds and expenditures, in accordance with direction from the Library Board, for the upcoming fiscal year prior to any deadlines set by the City.
- b. The Library Board shall establish an annual budget and submit it to the City Administrator and City Treasurer for inclusion in the City's executive budget according to City guidelines.
- c. As part of the annual budget, the Board shall indicate the amount being requested from the City of Evansville to create a balanced Library budget.

- d. Library staff shall work with the City Administrator, the City Treasurer, and Common Council to seek adoption of the Board's request, reporting any changes or concerns to the Board.
- e. After budget adoption by the Common Council, the Library Director will present the approved, upcoming year's City appropriation for the Library to the Library Board. The Library Board will then approve a final balanced budget.
- f. Funds may be transferred between budget lines and between budget programs with the approval of the Library Board.
- g. Any budget adjustment approved by the Library Board will be reported to the City Treasurer as an informational item.

3. Review and Reporting

- a. On an annual basis, all Library funds, expenditures, and revenues will be audited as part of the City's audit. Library staff shall report to the Board any notes or communications from the City's auditor regarding the Library.
- b. Library finances will also be annually reported to the State of Wisconsin as required by the Department of Public Instruction.

4. Expenditures

- a. The Board delegates to the Library Director the expenditure of moneys for purchases up to \$3,000 for materials, operational needs, and other items within budget limits or specifically approved by the Library Board. Such delegation is given by means of the duties the Board may prescribe for the Library Director per Wis. Stat. § 43.58(4). Items over \$3000 must be approved by the Library Board prior to purchase. In the case of repairs or other time critical situations, approval may be given by two library board officers, preferably the President and Vice President.
- b. The Library Board will approve prior to purchase all capital outlay expenditures.
- c. The Library Director shall not enter into contracts beyond twelve (12) months in duration without specific approval of the Library Board.

- d. The Library Director or his/her designee will review expenditures of budgeted funds or invoices for other expenditures already approved by the Library Board. Invoices will be coded with the appropriate account number, initialed/dated to indicate approval for payment, and forwarded to the City of Evansville for payment.
- e. Library staff will work with the City of Evansville Treasurer using the City's procedures for payment of invoices and credit card statements and will keep library practices in compliance with City practices and policies while preserving the Library Board's legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2).
- f. The Library Board will audit and approve the check register of all checks issued during the prior month from the City-held library fund. The status of all City-held accounts and funds will also be reviewed based on reporting from the City's financial system.

5. Receipts

- a. The Library Director or his/her designee will deposit checks or cash received as revenues by the Library with the designated financial institution. The receipt will be delivered to the City to be recorded in the financial system.
- b. Monies received as revenue by the Library for public printing, copying, faxing, purchase of small supplies like earbuds and electronic storage devices, and the like will be submitted to the City of Evansville as revenue for budgeted library spending.
- c. Donations and Grants
 - i. Donations to the Eager Free Public Library will be accepted and managed by the Library Board according to the *Gift Acceptance Policy* and the *Fiscal Accountability & Investment of Gift Funds Policy*.
 - ii. Grants applied for by staff and received from external sources, such as the state or federal governments, foundations or other funding bodies, are subject to the approval of the Library Board, as provided by statute.
 - 1. Whenever possible, staff will present any grant requests over \$500 to the Library Board for approval prior to submitting the request to the funding source. In cases of critical timing, approval may be given by two board officers, preferably the President and Vice President. Authorization of such requests will be reported at the next Board meeting.

2. Library staff will work together with City of Evansville staff to administer any funds received, consistent with this Finance Policy and conditions of the funding authorities.

6. Disposal of property

- a. Withdrawn library materials, materials donated but not added to the collection, and other library equipment no longer needed for library services may be given to the Friends of Eager Free Public Library. The Friends group will sell these materials to raise funds for their projects.
- b. If another City of Evansville Department expresses an interest in a piece of equipment or other item no longer used by the Eager Free Public Library, the Library Director may transfer such items to those departments. Staff will report such transfers to the Library Board.
- c. Some library materials and other items no longer needed for library service not wanted by other City departments or agencies may be discarded, sold online or at auction by the Eager Free Public Library, put into City storage, donated to a nonprofit agency or educational institution, or otherwise disposed of and reported accordingly.

Approved by the Library Board on April 30, 2024.