

# GERING PUBLIC LIBRARY FINANCE POLICY

## **Purpose of the Policy**

To specify how the Gering Public Library operations budget is prepared and approved.

To specify how the Board of Trustees maintains control over library funds.

To specify how library funds are collected and expended by the staff.

To specify how the library divests itself of surplus property.

## **Budget**

The Board delegates to the Library Director the responsibility for the preparation of the preliminary draft of the annual budget with necessary supporting data.

The Board reviews, revises and approves the proposed budget before it is submitted to the City Council via the City Finance Department.

The Director shall work with the City Administrator, City Finance Department, and City Council to seek adoption of the Board's request, reporting any changes or concerns to the Board.

When the budget has been approved, the Director is responsible for the operation of the library under the financial conditions set forth in the annual budget.

Funds may be transferred between budget lines and between budget programs. Transfers over \$5,000 require the approval of the Board.

The Board's authority over budget funds shall lapse at the end of the fiscal calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.

All library funds, expenditures and revenues will be audited as part of the City's audit. Any notes or communications from the City's auditor regarding the library shall be communicated with the Board.

## **Expenditures**

Director will review expenditures of budgeted funds and forward approved invoices to the City Finance Department for payment.

Director will work together with City Finance Department, using City forms and procedures for payment of invoices, and will keep Library practices in compliance with City practices and policies.

On a monthly basis, the Director shall present a list of all expenditures to the Board for review and approval. The Director will also present a quarterly financial report showing the status of all accounts and funds.

## **Receipts**

Monies received as revenue or reimbursements by the library from overdue fines, lost or damaged materials, copies, and computer printouts will be submitted to the City as general revenue.

When immediate payment or reimbursement for a purchase or service is required, library staff will implement petty cash procedures consistent with City's procedures.

Funds donated may be allocated according to the wishes of the donor as donations to the Friends of the Gering Library, a memorial fund, or may be undesignated. Undesignated funds under \$50 will be donated to the Friends, anything over that amount the Board shall determine the disposition of the undesignated donation.

Director will track monies donated for the express purpose of purchasing library materials as a "Memorial Fund" and use them only for the purpose for which they have been donated. Memorial funds will carryover from one fiscal year to the next.

## **Disposal of Property**

Withdrawn library materials and materials donated but not added to the collection are given to the Friends of the Gering Library. The Friends group will sell these materials to raise funds for their projects. Materials deemed by library staff or members of the Friends group to be unfit for sale may be recycled or discarded.

If another library or organization expresses an interest in a piece of equipment or other item no longer used by the Gering Public Library, the Director may negotiate sale or trade of the items for reasonable compensation with the approval of the City Administrator and procedures of the City Finance Department. Staff will report to City Finance any funds received as revenue from such sales, for such budget adjustments as deemed appropriate.

All other library property to be sold will be put into the City auction with money returning to the City as general revenue, except those items deemed as unfit for sale by library staff may be recycled or discarded.