

Financial Policy

The Greenfield Public Library (GPL) Board of Trustees (“library board”) establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of GPL’s mission and goals, and compliance with appropriate laws and ordinances and the City of Greenfield (“city”) policies.

Library Board of Trustees

GPL will work with the city’s Finance Department to ensure that the city’s financial policies accommodate the library board’s responsibility and bring these policies to the library board for approval.

The financial resources of GPL are the responsibility of the Board. Members are appointed by the mayor and serve without compensation. While preserving the library board’s legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), financial practices for the library shall comply with city policies. The Board is responsible for:

- Provide guidelines for managing and allocating financial resources that seek to produce optimum benefit for those we serve.
- Monitor and evaluate the financial plans of the Library and maintain its financial integrity

Library Director

As directed by the Board, the Library Director is the primary purchasing agent for GPL and is responsible for all Library contracts, orders, and purchases. The Director shall select products, services, and vendors that best meet the needs and goals of the Library. In making decisions regarding the selection of products and services for the Library, the Director will comply with the city policies and procedures and will consider relevant factors, which include, but are not limited to, suitability, sustainability, availability, quality, workmanship, price, and Delivery. The Director may delegate the responsibility for ordering selected products and services to other employees as the Director deems appropriate or necessary to accomplish the goals of the Library. To help reduce the risk of financial loss to the Library, the Director will implement procedures to:

- Prevent embezzlement
- Ensure against liability losses (to Board members, the Library, or to Library funds)
- Properly maintain facilities and equipment. Limit exposure of the Library, the Board, and the staff to liability claims by properly maintaining facilities and equipment.
- Ensure funds are disbursed only in compliance with Board authorization and applicable municipal and state laws.

Library Business Manager

The Business Manager records Library revenue and expense transactions to reflect Library operations accurately. The Business Manager will act as a liaison with the City Finance Department and will coordinate the creation of monthly reports for Library Board Review. As required by State law, an independent audit will be performed annually for all Library funds as part of the general City audit. The Business Manager will provide the requested documentation necessary to conduct the audit.

The Business Manager will work with the city’s Finance Department to ensure appropriate journal entries and necessary budget adjustments are prepared to reflect all additional revenues and expenditures.

Library Staff

The Library Leadership Team (consisting of the Library Director, Assistant Director, Business Manager, and Tech Services Associate) will be familiar with this policy and the Purchasing Policy of the City of Greenfield and, as public servants, will exercise fiscal responsibility regarding their use of Library funds. Employees who make unauthorized purchases will be subject to disciplinary action, including possible termination.

Budget

The library board shall establish an annual budget request according to State of Wisconsin statutes and the city's budget policy.

The Library Director shall work with the Mayor, Finance Department, and Common Council to seek adoption of the library board's request, reporting any changes or concerns to the library board.

After the budget adoption by the City Council, the Library Director will present the adopted budget for the year to the library board for final review and approval.

Budget amendments, transfers, and new appropriations are subject to the city's budget policies.

Funds left at the end of the calendar year will remain in the Library Fund as undesignated until the Board approves expending for services and/or capital projects.

Revenue

The library's operating budget is funded in whole or in part by a general property tax in accordance with State of Wisconsin Statute 65.90. Annually, as part of the library budget process, the Library Board shall request funds from the City of Greenfield Common Council to provide qualified staff, proper physical facilities and equipment, and a comprehensive collection of materials to meet the essential needs of its population.

Revenue received by GPL from overdue fines, printing/copying/faxing, and other library services will be submitted to the city as library revenue. Non-sufficient fund charges will be submitted to the city and charged against the library's fines account until collected.

Net usage payments from Milwaukee County Federated Library System (MCFLS) are an annual, unstable revenue source. These payments are made to GPL based on the number of items lent in a 12-month period to MCFLS public libraries. The payment varies based on library use by the public.

Expenditures

The Library Director is authorized to pay for budgeted expenses before Board approval to take advantage of discounts and due dates. At the regular monthly meeting, the Library Director will present a list of the most recent invoices for approval by the Board. The Board Comptroller reviews a list of invoices and supporting documentation each month. Hard copies of invoices are available at the monthly meeting for review by any Board member.

Accounts Payable

The Finance Department requires bills to be approved every week due to the volume of payments from each department. Every week the Business Manager inputs bills into the accounting software for electronic approval the Library Director. After approval of the bills by the Director, the Finance department will process the payment.

All requests for checks and electronic payments to disburse funds must be submitted with the appropriate documentation. Checks will not be processed on demand, unless an emergency situation is determined.

Approved by the Greenfield Public Library Board January 18, 2024

The Library Board must approve expenses that do not fall within the planned operating budget as a budget amendment.

In cases of emergency or to secure the protection of the Library property or staff, the Library Board of Trustees authorizes the Director to secure goods and services without prior Board approval following the City of Greenfield's Purchasing Policy.

Carryover funds for specific projects are handled case-by-case with approval from the Library Board. The Library Director will work with the City Finance Director on specific projects.

Monetary Gifts

The Library accepts monetary gifts to support Library programs and resources subject to the GPL's Gifts and Donations Policy. The Business Manager will maintain a log of purchases made with designated gifts.

The Business Manager will track donations for the express purpose of purchasing materials or supporting a specific program.

Any unexpended donated funds are carried over into the fund balance until the Library Board approves use towards a project and/or service.

Any cash found inside GPL and unclaimed after thirty (30) days will be considered donated funds.

Grants

Library staff will apply for grants and donations from outside sources whenever possible to maintain a stable tax rate. Grants are subject to the approval of the Library Board.

Cash Management

Revenue received by GPL from overdue fines, printing/copying/faxing, and other library services will be submitted to the city as library revenue. Non-sufficient fund charges will be submitted to the city and charged against the library's fines account until collected.

Each day, the monies from the register are collected and reconciled to cash register receipts. The money is stored in a secure place. Overages of cash receipts are considered donations and are deposited as monetary donations.

Regardless of the aggregate amount of daily receipts, a deposit of daily receipts must be made at least every third day. Deposits are made with the City Finance Office.

Self-pay machines are emptied and deposited periodically during the month and deposited.

A cash drawer change reserve fund will be maintained to keep a supply of small bills and coins on hand. The Business Manager shall maintain a petty cash fund to reimburse employees for small dollar purchases. Petty cash disbursements are usually for small expenses (\$25.00 or less), unless approved for higher amounts by the director). All disbursements shall be documented with receipts and reconciled at least semi-annually.

Sales Tax

Sales to public libraries are exempt from sales tax. Staff members should attempt to make purchases as tax-exempt whenever possible.

Credit Cards

The City Finance Department has authorized the use of credit cards for library purchases. Purchases made on a library credit card will be submitted with monthly expenses. The following positions are authorized to have a credit card: Library Director, Assistant Director, Business Manager, and Youth Services Librarian.

Through MCFLS, the Library accepts credit cards to pay overdue fines and Library fees through the online catalog. Credit card transactions require a minimum of a \$1.00 purchase.

The Director is authorized to apply for lines of credit with vendors as needed.

The Library accepts credit cards for various fee reasons, including but not limited to fines, lost or damaged materials, donations, meeting room fees, faxes, and photocopies. Credit card transactions require a minimum of a \$1.00 purchase.

Review and Reporting

All library funds, expenditures, and revenues will be audited as part of the city's annual audit. Staff shall report any notes or communications from the city's auditor regarding the library to the library board at their next meeting.

Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction as required by [\[Wis. Stat. s. 43.58\(6\)\(a\)\]](#).

Insurance Coverage

Responsibility for securing and maintaining adequate insurance coverage for Property Damage, Boiler and Machinery, Liability, and Workers' Compensation Insurance is delegated to the City Finance Department or their designee.