APPLETON PUBLIC LIBRARY

FINANCIAL POLICY

PURPOSE

The Appleton Public Library ("APL") Board of Trustees ("library board") establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of APL's mission and goals, and compliance with appropriate laws and ordinances and City of Appleton ("city") policies.

POLICY

1. Consistency

    a. Library staff ("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 policies.

    b. Staff 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.

2. Budget

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

    b. Staff shall budget revenue funds and associated expenditures as follows:

        i. Best estimate of revenue, but no associated expenditures for county reimbursements
        ii. Best estimate of revenue, and associated expenditures for revenue based on: printing/copying, reader-printers, vending machines, rental for events, and benefitted positions funded by grant awards approved prior to budget.
        iii. No revenue budgeted, but any revenue realized during the year to be transferred to appropriate spending accounts via budget adjustments: lost and paid materials, resource library agreement funds, memorials, unbudgeted grants received throughout the year, gifts and donations.

    c. Staff shall work with the Mayor, Finance Department, and Common Council ("Council") to seek adoption of the library board's request, reporting any changes or concerns to the library board.

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

e. The library board delegates to staff the expenditure of monies, the development of an annual collection budget to allocate funds available for library materials and development of a Friends of Appleton Public Library (“Friends”) grant budget all subject to review and approval by the library board.

f. Budget amendments, transfers and new appropriations are subject to the city’s Budget and Grants policies.

g. The library board's authority over budgeted city funds shall lapse at the end of the calendar year and any budget fund balances shall revert to city authority, subject to city carryover policies and procedures.

3. Expenditures

   a. Staff will follow the city’s Procurement and Contract Management Policy for purchases and processing of payments.

   b. On a monthly basis, staff shall present the bill register, a list of all expenditures, to the library board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

4. Receipts

   a. Revenue received by the library from, rental for events, printing/copying, reader-printer copies, vending machine commissions, and county reimbursements for library service will be submitted to the city as general revenue. Non-sufficient fund charges will be submitted to the city as general revenue.

   b. Reimbursements for lost or damaged materials will be added to the materials budget via budget adjustments to be used to purchase replacement materials. These funds will be eligible for carryover.

   c. Should the library utilize petty cash, staff will implement petty cash procedures consistent with city procedures, for use when immediate payment or reimbursement for a purchase or service is required.

   d. Staff 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.

5. Gifts and Donations

   a. Gifts and donations are subject to the library’s Gifts and Donations Policy

   b. Staff will track donations for the express purpose of purchasing library materials or supporting a specific program. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor does the donor have the right of approval of titles or services before

purchase. However, donors are encouraged to recommend subject or service areas.

c. Staff will request carryover of any unexpended donated funds, so that funds shall be used to purchase materials or support programs consistent with donor wishes.

d. Any cash found in the library and unclaimed after thirty (30) days will be considered donated funds.

6. Grants

a. The library board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the library by any organization or individual.
b. Grants received will follow the city's Grant Administration Policy subject to the following:
    i. The library board shall be the Committee of Jurisdiction for grant approval.
    ii. The library board shall have the sole authority to approve or deny the acceptance and utilization of all grant funds.
    iii. Following library board approval, staff will comply with the relevant city policies for the administration and reporting of grants, including notification to the Finance Department and including grants that meet the reporting criteria to the appropriate committee for informational purposes.
c. Friends' grants will be administered as follows:

    i. Staff present a spending plan for Friends grants at the beginning of the library's fiscal year projecting funding based on the previous year's distribution.
    ii. Friends will inform the library in spring of the grant allocation for their upcoming July to June fiscal year.
    iii. Staff will present budget amendments specifying the allocations to the library board for approval.
    iv. Staff will present grant expenditures via the bill register and monthly reports. They will also provide quarterly report narratives of grant programs to the library board and Friends board.
    v. Friends staff will provide semiannual disbursements upon receipt of a request from library administration.
    vi. Expenditures and receipts will be recorded consistently with city policy and are subject to carry over.
    vii. Distributions from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
    viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

7. Disposal of Property

a. Withdrawn library materials, materials donated but not added to the collection, and other computer equipment no longer needed for library services may be given to the Friends for sale.

b. Other surplus or obsolete supplies or equipment will be disposed of in compliance with the city's Procurement and Contract Management Policy.

8. Review and Reporting

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

b. Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction.

Adopted: 12/96. Amended: 12/99, 12/02, 10/04, 11/10, 2/2016, 12/2018, 7/2021, 11/2024 4/2025