

Finance Policy

1. The Library Board establishes the financial policy to ensure fiscal accountability and appropriate use of funds in support of the Library's mission and goals, and in compliance with appropriate Nebraska laws and ordinances.
2. The Library Director and the Library Board are responsible for conducting the financial and contractual operations for the library (supplying services, materials and other needs) under the approved annual budget.
3. It is the responsibility of the Library Director to manage all monies available to the Morton-James Public Library and to maintain accurate records of all expenditures and receipts.
4. The Library Director shall develop an annual budget in cooperation with the Library Board and the City Administrator. Submission for approval will be submitted to the Library Board and to the City Council.
5. Morton-James receives revenue from the City of Nebraska City, the Joy Morton Trust Fund, Vantine A. James Trust Fund, the Harry and Grace Moller Library Endowment Fund, Nebraska State Aid, Interlibrary Loan compensation, fees and fines, the used book store and/or annual book sale, weeded materials and donations and grants.
 - a. The Library receives interest from the trust funds which are included in the Library's budget. A stipulation for use of the trust fund monies is for books.
 - b. Funds from the Harry and Grace Moller Library Endowment are approved as grants by the Library Board and the Nebraska City Community Foundation. Stipulations for use of the funds are educational and charitable.
 - c. Nebraska State Aid is dependent on the filing of the Bibliostat and other requirements, and the amount of money available from the Nebraska Library Commission and the State of Nebraska.
 - d. Interlibrary loan compensation from the Nebraska Library Commission is held on account for use against professional database charges.
 - e. Fees and fines are deposited in the City's General Fund.
 - f. Monies received from the used book store and/or annual book sale are deposited into donations for the library's use.
 - g. Weeded materials are offered for purchase as a free will donation.
6. Grants are deposited into the Library's Grants account and will be used in accordance with the requirements for receiving the funds unless no specific commitment is specified.
7. Donations are used at the discretion of the Library Director unless the donor has designated a particular use. The Library Director will give consideration to the wishes of the donor wherever possible as compared with the needs and goals of the Library.
8. On a monthly basis, the Library Director shall present at the monthly Library Board meeting a City Treasurer's Report, a list of Monthly Claims, Budget Report and on a quarterly basis a Revenue Report for review and approval.
9. All approved reports and claims will be submitted to the City Clerk for processing.

10. It is the responsibility of the Library Director to forward all invoices and checks to the appropriate vendors in a timely manner. Original invoices and duplicate claim forms are stored at the library. The original claim form and duplicate invoices are maintained at City Hall.
11. The library maintains a credit card for online purchasing of library materials, supplies and any costs associated with programming. A credit card is issued to the Library Director, Assistant Director, any library assistant who plans programs and the designated purchasing agent for the library.
12. The petty cash system will be managed by a designated staff member and overseen by the Library Director. Deposits are made weekly. Deposits slips are prepared and initialed by the designated staff member and verified and initialed by the Library Director. A deposit breakdown by library revenue accounts is emailed to City Hall and the Library Director. The Library Director receives a photocopy of the deposit slip and the original is delivered to City Hall.
 - a. Staff may make small purchases up to \$10 from petty cash with permission from the library director.
 - b. A detailed petty cash spreadsheet is maintained daily for all income and expenses and reconciled each month.
13. All monies received as gifts, donations or grants that cannot be spent before September 30 of any given fiscal year will be deposited in Morton-James Public Library Non-endowed account.

Adopted November 9, 2016