

MINUTES OF GALWAY PUBLIC LIBRARY FINANCE COMMITTEE
1 September 2022

Zoom meeting started at 5:00PM.

Present: Fred Baily, Germaine Curtin, Jim Hodsoll, Cate La Barre, Erik Roy.

Absent: Deb Flint

Most of the meeting centered around the Operating Fund Year-end Carry-over policy and the need to ensure there are sufficient funds to cover operating expenses at the start of current fiscal year. The current Carry-over policy defines how much of the remaining operating funds at the end of the previous year should be kept in the operating funds and how much should be transferred to a capital account.

A more proactive approach would be to update an estimate of the operating funds require for the current fiscal year but not included in the budget (budget gap). Since tax revenue is the only guaranteed revenue, a conservative approach would be to start by subtracting tax revenue from the current budget expenses. Accounts payable at the end of the prior fiscal year and any significant items not included in the current budget should be added or subtracted.

If operating funds at the start of the fiscal year are less than this budget gap, appropriate action should be taken. Appropriate action may include reducing budget expenses, transferring capital funds to operating, and seeking other financial support.

If the operating funds are greater than necessary, at some point the extra might be transferred to a reserve fund.

The issue of adequate operating funds also needs to address the delay in receipt of tax revenue. Assuming the library does not receive the tax revenue until the end of October, a rough estimate of the required operating funds at the start of the year would be one third of the total budget and the budget gap. Such an estimate does not account for the timing of expenses and may be overly conservative. The Carry-over policy does not consider the possibility the operating funds are not adequate to cover this delay. The discussion will be continued at future meeting.

The committee reviewed a new policy (01.17 POLICY: DONATIONS TO THE GALWAY PUBLIC LIBRARY) to replace the Art Donation Policy and recommends the BOT adopt it. No other policy changes or recommendations were adopted at the meeting.

Respectfully submitted,
R. Hodsoll

01.17 POLICY – DONATIONS TO THE GALWAY PUBLIC LIBRARY

Non-monetary donations are accepted on a case-by-case basis. All gifts will be evaluated for acceptance on the basis of its ability to promote the mission and vision of the Library and to enable the Library to enhance the services, collections, and grounds. The Library reserves the right to refuse any gift that the Board of Trustees deems not to be in the best interests of the Galway Public Library.

If a gift is accepted by the Library, the gift becomes the property of the Library. No restrictions on the Library's ownership, possession, use, display, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Library Board of Trustees. All gifts will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the Library. The Library cannot guarantee that any gift will be retained permanently.

Donations of physical objects will require that the donor sign and date a release form for the item(s) donated. {See Document of Transfer of Ownership form.}

The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

The Board of Trustees will be responsible for the acceptance of all donations of art. The Director will be responsible for the acknowledgement and record keeping of the donations.

I certify that our Board of Trustees adopted the above at a meeting held on 12/18/2019.

_____(President) Date _____

Document of Transfer of Ownership

I hereby present as an unrestricted gift to the Galway Public Library the items described below. I have read and understand the Library's Donation Policy.

Description of gift:

Donor Signature _____ Date _____

Donor's Name (Print): _____

Address _____

Accepted by (Print) _____ Date _____

(1 September 2022)