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To: Public Library Directors
From: Karen Strege^{KS}, State Librarian
RE: Questions @ the Library fund
Date: April 20, 1999

The State Library has received the following questions from librarians and trustees around the state. This letter is intended to give you general guidance regarding these matters.

1. Can the public library have custody of the library fund and function as the library's bookkeeper?

The library board of trustees has the exclusive control of the expenditure of the public library fund. This means that the city or county treasurer cannot spend the money in the public library fund without order of the library board. However, according to MSL's attorney, the library cannot have physical custody of the library fund and act as bookkeeper.

2. Can the city or county charge the library fund a fee for administering the fund?

No, the city or county cannot pay itself an administrative fee unless the library board authorizes this fee. The library board is the only body allowed by law to authorize the expenditure of the library fund.

3. Can the library deposit state aid or interlibrary loan reimbursement funds in the Foundation's or the Friend's account?

No, all public funds, from whatever source -- state, local, or federal -- must be deposited in the library's account. State aid funds may also be placed in a library depreciation fund if the library board plans to use them for purchasing property, capital improvements or equipment. State aid funds or reimbursement for interlibrary loans can not replace local funds.