



MEMORANDUM

DATE: November 21, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Third-Party Analysis of Finance/Business Interdependency of Library/City Organizations

On November 11, I met with City Manager Mark Rohloff, Finance Director Julie Calmes, Assistant Finance Director Hailey Palmquist and CPA Yvette Mueller of Clifton Larson Allen (CLA) to discuss a plan for a general analysis of the financial and business practices and interactions of the Oshkosh Public Library and City Finance. In that discussion, there was consensus that the following matters should be explored in depth:

1. **Budget Allocation and Funding Sources**

- **Transparency in Fund Allocation:** How funds are distributed and tracked for each entity, especially if there's shared funding, as in the case of the Stanhilber Parks-Library Trust.
- **Funding Sources and Restrictions:** Examination of funding streams, including public funds, grants, and private donations, ensuring compliance with usage restrictions.

2. **Compliance with and Awareness of Legal and Regulatory Requirements**

- **Public Sector Financial Regulations:** Ensuring continued adherence to and awareness of updated state and local government financial management regulations, especially those related to transparency and public accountability.

3. **Inter-organizational Communication, Procedures and Decision-Making Processes**

- **Decision-Making Protocols:** Examination of formal communication channels and approval processes to verify that they are clear and conducive to collaboration, including handling of financial decision-making and scheduling of routine procedures, such as the paying of recurring bills.

4. **Ongoing Expense Tracking and Shared Resource Management**

- **Tracking Expenses:** Verification that expenses are not only accurately budgeted for, but correctly attributed and reconciled between the two organizations.

This analysis should give both the library and the City organization insights into their financial interdependencies and help identify areas for improved cooperation, efficiency, transparency, and compliance.

I and the City have been told to expect a proposal for service from CLA by the end of November.

