

**3A | Budget & Finance****Revised:** 4/13/22**Purpose**

This policy sets forth expectations of transparency and proper oversight with regard to the Library's income, expenditures, fund balances, investments, and spending plans.

**Process**

The working budget is approved annually by the Board of Trustees. This budget represents the spending plan for the following fiscal year and is developed in a cooperative process between the Board's Finance Committee, the Executive Director, and the Management Team.

Once the working budget is approved, it is the Library's intent to adhere to its stipulations. Understandably, expenditures may incur which are not anticipated, so in the event one or more line items exceed the spending limit set within the working budget, the Board of Trustees may re-allocate funds between line items at the fiscal year's end to account for this.

Reporting occurs on a monthly basis. The Executive Director will present a detailed written report on income and expenditures that clearly indicates the Library's financial position, including: individual budget line items, monthly and year-to-date expenditures as compared to income, and remaining funds for the fiscal year.

**Spending Priorities**

Certain expenditure areas must be prioritized to ensure they receive adequate funding, including: personnel expenses and obligations to ensure the Library is adequately staffed and compensated; building and operating expenses to ensure the Library building can be accessed and utilized to the fullest extent; and materials and equipment in a variety of formats so the collection is up-to-date and meets current demand. Whenever organizations like the Illinois Library Association and the Reaching Across Illinois Library System set spending goals in these or other pertinent categories, the Library will strive to meet or exceed those goals whenever possible.

**Adopted:** 9/13/00**Revisions/Reviews:** 12/8/21, 10/13/21, 3/13/19, 3/13/13, 10/13/10