

**POLICY: LIBRARY BUDGET****Approved: February 22, 2022**

The annual operating budget of the Webster County Library (WCL) is drafted by the library Director or Director's designee and is approved by the Board of Trustees as stated in the WCL Board Bylaws.

**PROCEDURES**

1) In August, the library Director or their designee shall prepare a public hearing notice for the proposed operating tax levy for the library district. The notice shall contain the assessed valuation by category (real, personal, and other tangible property) in the political subdivision as received from the county clerk for the current and preceding tax years. The notice shall also contain the starting time, date and place of the public hearing and meeting. Public Notice shall be posted in at least three (3) public places at least seven (7) days prior to the hearing. At the hearing, the Board will allow for public comment on the tax rate before voting to set the final tax levy rate for the library district.

2) The Director or their designee shall inform the appropriate governing bodies of the current year tax levy rate prior to September 1.

3) The Director or their designee will use the tax levy set by the library Board to prepare the preliminary operating budget. The budget will be prepared with input from staff and using the best estimates available. It is possible that the final approved operating budget will be significantly different from the preliminary budget.

4) The operating budget shall be organized in the following format to achieve its operational and strategic plan goals:

- a) All estimated revenue by major source.
- b) Proposed expenditures by major categories or line items.
- c) Estimated ending balance.
- d) Capital Outlays shall include capitalizable construction, improvements, equipment, furniture, etc.

5) The Director or their designee shall present the preliminary budget to the Board and address the following:

- a) Salary and wages with proposed increases.

b) New staff positions requested in the budget. A new position is defined as a hire which would result in an increase in the current approved FTEs (Full Time Equivalents). The Director shall have the authority to assign and reassign positions (hours) within the approved number of FTEs as necessary to accomplish the delivery of library services.

c) Address the nature or reason for anticipated substantial changes from the prior year's budget.

6) The Director and Board of Trustees shall review and revise the preliminary operating budget as appropriate. The final operating budget shall be presented in an open meeting for approval by the Board of Trustees. The final operating budget the next calendar year shall be adopted by the current year-end.

7) Purchasing items in excess of budgeted amounts shall be performed in the following manner:

a) The Director or their designee shall inform the board as soon as possible in a monthly meeting when any budget category is expected to end the fiscal year in excess of the most recently passed budget or has exceeded the most recently passed budget. The Board will vote on amendments or adjustments to the budget to accommodate excess expenditures over the approved budget.

b) Exceptions to these procedures may be granted when grants or donations are received to purchase items or services, when the safety of individuals is an issue, or when significant damage or disruption of service would occur if corrective actions were not taken quickly.