



L.E. Phillips Memorial
Public Library

Number: 7
Category: Administration

Policy Title: FISCAL POWERS OF THE LIBRARY BOARD AND
LIBRARY DIRECTOR

Date adopted: 12/20/79

Date amended:

Date last reviewed: 02/18/21

The Library Board affirms that it has the authority to set the library's annual budget and that this budget is a general indication of how the financial resources of the library should be allocated among the various library operations. The Library Board also recognizes, however, that the budget is primarily a guide to the Library Director and that the Director has the discretionary authority to make adjustments between line items as circumstances warrant. While the Director may make adjustments between line items, he or she must not allow the total library operating budget to exceed the amount set by the Library Board. The Board expects that the Director will report periodically on how actual line item expenditures compare to the figures in the annual budget approved by the Library Board.

All payment of bills and claims are to be approved by the Library Board. Checks may be sent out before the Library Board reviews bills and claims, but anything questionable should be held until after the Board approves the bills and claims at the monthly meeting.