

EUREKA PUBLIC LIBRARY DISTRICT

BUDGET & FINANCE POLICY

The Eureka Public Library District has a board-approved written budget. The budget is developed annually as a cooperative process between the board's finance committee, and the library director.

Each year, the Library Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Library Board of Trustees takes action to increase the library's revenue.

On a monthly basis, the library director presents reports on library operations to the board of trustees. These reports include financial statements and any other pertinent financial information.

The library maintains adequate records of library operations in a manner easily understood by the public as well as the board of trustees and library director. This record of library operations is presented at each Library Board of Trustees monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year-to-date expenditures.

Approved on March 26, 2018 by Eureka Public Library District Board of Trustees
Reviewed by EPLD Board 3/22/21