

Budget

Process –

- Board of Trustees prepares a budget in the format provided by Town Administrator. This budget includes expenditures and revenues (gross budget) and salaries.
- Budget is due to Town Administrator for compilation in late Fall each year.
- Board of Trustees prepares budget presentation which will be made to the Select Board and Budget Advisory Committee in January or late December. This usually includes information specifically asked for by the SB, library goals and successes, increase/decrease in bottom line, and what increases will enable us to do or why they are necessary. Our presentation follows the template for other Town Departments.
- The library budget is presented to the voters at Town Meeting as a part of the overall town budget.

Presentation –

- Multiple departments present each night but we usually have an approximate time for our presentation. We won't know the date of our presentation until after the moderator appoints Budget Advisory Committee members in late December.
- Chair of BOT and Director present. As many trustees as possible should be in attendance. Presentation is made to the Select Board and the Budget Advisory Committee members weigh in. Only BOS can vote and determine final budget to be presented to the voters at Town Meeting.
- The SB and BAC may ask questions during our presentation but decisions aren't made/communicated then. Before the public hearing (in Feb.) the Town Administrator will confirm what will be included in the Town Budget for the library.

Approval –

- The budget is not approved until Town Meeting when the voters will decide. Usually the budget presented by the BOS is approved as-is.
- Amendments can be made on the floor and questions may be asked.
- It is best if most trustees can attend in case there are questions.

Timing –

- The town's fiscal year is January – December.
- The new budget goes into effect after Town Meeting in March.
- Staff raises go into effect in the first full pay period in April (traditionally).
- In December, we will do final orders and encumber any remaining funds for the lines that have not been entirely spent. Those invoices may not come until after January 1 but the orders are considered to be using the previous year's budget.

The Board of Selectmen may make changes to the presented budget and then arrive at a bottom line for the library. When the Board of Trustees receives the final bottom line figure from the legislative body of the town, it may be necessary to readjust the individual line allocations. In town libraries, only trustees have control over individual lines in the library's budget.