

Budget Policy

A. Budget Preparation:

1. The responsibility for budget preparation lies with the Bloomfield Board of Trustees and the Library Director.
2. Attendant to the preparation of the budget is an analysis of the answers to these questions:
 - a. How well has the library served its public in the year ending?
 - b. How well is the library meeting its stated objectives?
 - c. What are the next steps to be taken in order to achieve both short and long term goals?
3. Fixed expenses for salaries, materials, maintenance, and operation will be studied and discussed by the Library Director and the Board, and carefully balanced against income available.
4. Priorities will dictate allocation of funds. Library budget standards will help determine percentages for specific categories, but these standards are to be used only as guides.

B. Budget Presentation:

The presentation of the budget to the Board of Selectmen and the budget committee is entrusted to the Library director and the chairperson of the Board of Trustees. Every Trustee, however, must be prepared to share in its justification.

C. Budget Evaluation:

Quarterly evaluation of the library budget in the light of finances available will be conducted by the Bloomfield Board of Trustees and the Library Director.

D. Special Budgets:

Special Budgets for new construction or capital improvements will be prepared and presented to the Board of Selectman and the capital improvements committee.

The Library Board of Trustees reserves the right to alter this policy without prior notice.

Approved 06/13/01