

Jefferson County Public Library Budget Expenditure Policy

Policy Statement

The Library Board of Trustees establishes spending priorities and adopts budgets for Library operations and capital development each year. Upon adoption of the budgets, the Library Board of Trustees authorizes the Executive Director to direct expenditures from the Library's Operations and Capital Development funds, and conduct activities in accordance with the spending plans.

The Board of County Commissioners annually establishes the Library's expenditure authorization by an act of appropriation. The Library may not exceed its total expenditure authorization for operations, or capital development without a supplemental appropriation. The Library Board of Trustees may request a supplemental appropriation from the Board of County Commissioners in accordance with established policies when, and if the Library needs to increase its expenditure authorization.

The Executive Director authorizes transfers of up to \$50,000 per transaction among expenditure categories within a budget fund, and must inform the Library Board of Trustees of these transfers. The Library Board of Trustees must approve transfers in excess of \$50,000 per transaction among expenditure categories within a fund, and all transfers between funds.

The Director of Administrative Services makes all payments for goods and services.