



## **Budget Policy**

The Geneva Public Library (“the Library”) operates on a July 1 – June 30 fiscal year.

In December of each fiscal year, the Executive Director will draft a preliminary operating budget for the subsequent year for discussion and development by the Library’s Finance Committee and Board of Trustees (“the Board”). The Board will approve by vote the subsequent year’s budget no later than the March regularly scheduled open public meeting. The budget will be made available to the public through the Library’s website no later than 45 days prior to the budgetary vote.

The Board will approve proposed amendments to the current operating budget during regularly scheduled open public meetings on an as-needed basis. Proposed amendments must be recommended by the Library’s Finance Committee before they are presented to the Board for approval.

**Adopted by the Board of Trustees:** December 16, 2015

**Amended by the Board of Trustees:** 3/30/2016, 11/29/2017, 11/28/2018, 4/26/2023, 4/24/2024

**Reviewed by the Policy Review Committee:** 4/15/2024