

COUNCIL POLICY STATEMENT

Policy No. 23
General Subject: Finance
Specific Subject: Library Expenditures
Date Approved: January 18, 1982
Date Revised: November 16, 1992
October 1, 2012

PURPOSE

To establish guidelines for the authority to enter into expenditures, contracts, and long term financing for the Library.

RATIONALE

While the Library Board has the responsibility for the day-to-day operation of the Library, the City Council has the ultimate responsibility for long-term debt, tax burden, and ownership of capital facilities of the City.

POLICY STATEMENT

1. The Library Board of Trustees shall have the exclusive control (subject to statutory limitations) of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund. The Library Board shall not encumber in excess of the total Library Budget approved by the City Council or in excess of the cash available for the year. Library collection materials shall not be deemed to be encumbered for the purpose of this statement.
2. The Library Board of Trustees shall have exclusive control of the Public Library Gift Fund.
3. The Library Board of Trustees shall have exclusive control of the Public Library Grant Fund.
4. The City Council, as part of the annual budget process, shall review all of the Capital Projects proposed by the Library Board of Trustees including estimated costs for each individual project and will have approval authority (subject to current statutes) over the Capital Projects.
 - a. Capital Projects funds shall be used to account for (i) purchase of construction of major capital facilities; (ii) Capital Budget projects financed wholly or a part by debt; or (iii) Capital Budget projects which shall cover more than one fiscal year.
 - b. The Library Board shall have the responsibility of obtaining and awarding bids (subject to current statutes) and for supervising the construction of all capital projects.

- c. If, at any time prior to completion, any single Capital Project exceeds the approved budgeted amount for that project by the lesser of 10% or \$10,000, then any excess amount must be approved by the City Council.
- d. If, during any budget year, the total number of Capital Projects undertaken by the Library is proposed to be changed, that proposed change shall be reported to the City Council for discussion prior to the Library's final decision to make the change.
- e. The Library Board of Trustees shall call upon City staff services where technical expertise may be of assistance.