

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Budget Development and Calendar

POLICY NUMBER: 5010

5010.1 The annual budget proposal is the responsibility of the District Librarian. This proposed budget will cover all of the funds established in policy 5006, and will also contain any recommendations for new funds not already established in that policy.

5010.2 The Library Commission is responsible for preliminary review and assessment of the proposed budget and for working with the District Librarian to establish a final draft annual budget proposal which the Library Commission shall recommend for adoption to the Governing Board of Library Trustees on or before the first day of June.

5010.3 The Governing Board of Library Trustees is responsible for adoption of the annual budget for all funds on or before September 1 each year in compliance with State law.

5010.4 The Library Commission hereby establishes its Calendar for budget development and action:

- February Review of budget assumptions
- March First Review of preliminary budget
- April Second Review of preliminary budget
- May Adoption of recommended budget

Adopted 06/19/2006