



## Palmyra Community Library Budget Policy

The Palmyra Community Library operates on a January – December fiscal year.

The Library Director will meet with the Finance Committee at the Finance Committee's September meeting to draft a preliminary budget for the subsequent fiscal year.

The Finance Committee will present a proposed budget to the full Board of Trustees at an open public meeting, by no later than the November Board Meeting.

The Board of Trustees will approve the subsequent year's budget by vote at an open public meeting, by no later than the December Board meeting.

The Board of Trustees will review and approve any amendments to the operating budget by vote at regularly-scheduled, open public meetings.

*Adopted: July 16, 2020*

*Reviewed: August 15, 2024*