



Budget and Finance

Purpose

The Nippersink Public Library District (“Library”) is committed to the responsible, transparent, and equitable stewardship of public funds. The Library’s budget ensures that financial resources are allocated efficiently to meet community needs, sustain operations, and support the Library’s mission and strategic goals.

Budget Development

1. The Library shall have a Board-approved annual budget, developed collaboratively by the Board of Trustees, the Library Director, and designated staff responsible for budgetary areas.
2. The budget shall be prepared in accordance with the Illinois Public Library District Act, applicable statutes, and generally accepted accounting principles for public entities.
3. The budget development process shall:
 - Reflect input from the Director, staff, and Trustees;
 - Align with the Library’s Strategic Plan and long-range financial goals;
 - Ensure fiscal responsibility, equity, and accessibility of services; and
 - Provide for sustainable use of resources, including personnel, facilities, collections, and technology.
4. The Board of Trustees shall annually evaluate whether Library revenues are sufficient to meet the needs of the community. If revenues are inadequate, the Board shall take appropriate action to secure additional funding or adjust expenditures responsibly.

Allocation of Resources

- The Library is committed to maintaining robust and diverse collections and digital resources that reflect the interests and needs of all patrons.
- Collection expenditures (including print, audiovisual, and electronic materials, as well as databases and digital platforms) will be determined annually based on community demand, usage trends, and available funding.
- The Library will also allocate resources to support technology, facility maintenance, programming, outreach, and staff development.

Financial Reporting and Transparency

1. The Library Director shall provide the Board of Trustees with monthly written reports on Library operations, including:
 - Financial performance and expenditures;
 - Library usage statistics;
 - Personnel updates;
 - Collection development; and
 - Programs, services, and other relevant activities.



2. The Library shall maintain accurate, up-to-date financial records that are understandable to both the public and the Board of Trustees.
3. Monthly financial reports will clearly show:
 - Budgeted amounts by line item;
 - Revenues and receipts;
 - Monthly and year-to-date expenditures; and
 - Remaining balances.
4. The Library's annual financial statements and budgets are public records and will be made available in compliance with the Illinois Freedom of Information Act (FOIA).

Fiscal Accountability

- The Board of Trustees is responsible for the oversight and approval of the budget and all expenditures in accordance with state law and Board policy.
- The Library Director is responsible for the implementation and administration of the budget and for ensuring compliance with all legal and auditing requirements.
- The Library may pursue grants, donations, and partnerships to enhance services, provided they align with the Library's mission and policies.

Equity and Stewardship

The Library is dedicated to ensuring that all financial decisions support equitable access to library services, reflect responsible stewardship of public resources, and uphold the community's trust.