

It is the responsibility of the Board of Trustees to adopt an annual budget. The development of the budget for the Library is the responsibility of the Board of Trustees with the assistance of the Director and the Financial and Recording Secretary.

Funds for the Library budget come primarily from the tax levy and the Gloversville Public Library Foundation. The Gloversville Enlarged School District collects the voter approved tax and distributes it to the Library. Any changes in the tax levy must be approved by the voters of the Gloversville Enlarged School District during the annual election run by the Library. The Gloversville Public Library Foundation gives the Library the earnings from its investments minus expenses.

Additional funds for the Library budget may come from the surrounding municipalities which use the Library, the Fulton County Youth Bureau, per capita State aid, and MVLS as well as donations by individuals and by the Friends of the Library.

The Director is responsible for operating the library using the funds as described by the annual budget. The Trustees are responsible for budgetary oversight and may authorize an adjustment in spending as circumstances dictate.

All checks drawn on the Library accounts must be signed by one officer. All checks on the Payroll Account must be signed by one officer or the Financial and Recording Secretary.

The financial records will be reviewed annually and audited whenever there is a change of person holding the position of Financial and Recording Secretary.

*See Education Law Section 259*

Adopted: June 2006