

Charlton Public Library Governance, Budget, and Finance Policy

The Charlton Public Library is a department within the Town of Charlton. The Board of Trustees of the Charlton Public Library ("Board") is the Library's governing body with responsibility for Library funding, custody and management of the Library facility and holdings, policy, and service in accordance with the Library's mission statement. The Board delegates to the Library Director and staff direct responsibility for personnel, collection development, and other Library operations in accordance with general policies approved by the Board.

Instruction to the Library Director shall be issued by the Board as a whole and not by individual members of the Board.

Specific trustee roles and responsibilities are contained in the Trustee By-Laws.

The Director shall be responsible for recommending an annual budget to the Board. The Board shall act on this recommendation and adopt a final budget request for presentation to the town finance committee and town meeting.

The Director shall be responsible for expenditure of funds within approved budget categories and shall submit a monthly balance sheet to the Board.

Expenditure of funds received from the Charlton Public Library Charitable Trust Fund shall be used only for purposes stated in the trust document. Specific expenditures shall be at the discretion of the Library Director with approval of the Board or at the discretion of the Board at its own initiative.

Expenditure of Library trust funds shall be by approval of the Board.

Expenditure of funds received from the Commonwealth of Massachusetts in the form of Library Incentive Grants (LIG), Municipal Equalization Grants (MEG), and Non-resident Grants (NR) shall be at the discretion of the Library Director. The Library Director shall notify the Board of the annual amounts received.

Approved by the Library Board of Trustees on October 2, 2003.

Amended and approved by the Library Board of Trustees on March 31, 2004.

Amended and approved by the Library Board of Trustees on March 21, 2023.