

CHECKLIST FOR BUDGET

1. The library director and board are working to develop an effective level of financial support for the public library.

Completed In progress Not planned

2. The library has salaries that are competitive with other professional salaries in the community.

Completed In progress Not planned

3. The library has a separate Employee Benefit Fund that finances the benefits for library staff members.

Completed In progress Not planned

4. The library board has a separate budget and not a line item in the municipal budget.

Completed In progress Not planned

5. The library director and board are preparing the library budget with an annually updated strategic plan for the library. There is at least one planning session before the annual budget is prepared.

Completed In progress Not planned

6. The library director and board prepare both a line item budget and a program budget and use both to negotiate for effective financial support for the library.

Completed In progress Not planned

7. The library director and board have a written plan for using monies provided through bequests, donations, trusts and other extra funds received by the library.

Completed In progress Not planned

8. The library board has an accruing capital improvement fund, according to *K.S.A. 12-1258*.

Completed In progress Not planned

9. The library has consistently maintained its eligibility to the Kansas State Aid Program.

Completed In progress Not planned

10. The board receives a detailed monthly financial statement at every board meeting.

Completed In progress Not planned

11. The library board is aware of and meeting the library's audit requirements.

Completed In progress Not planned

12. The library board maintains minutes that include the monthly financial statement and all financial motions and the vote of the library trustees on every official action.

Completed In progress Not planned