

**WESTHAMPTON PUBLIC LIBRARY**  
**Budget and Finance**

The library director and the treasurer of the Board of Trustees are responsible for recommending an annual budget to the Board of Trustees. The Board will adopt a final budget request for presentation to the town. The final operating budget is not determined until the town funds the library's request. The library director and the treasurer of the Board of Trustees are responsible for the expenditure of funds and will submit a quarterly financial statement to the Board. Because the Town of Westhampton owns the building, liability and property insurance coverage of the library are the responsibility of the Town of Westhampton, its Board of Selectmen and Insurance Board.

Expenditure of the Trustees' Gift Account requires prior approval by the Board of Trustees.