

Budgets – Librarian Responsibility, Technician as Support

Procedure and Expectations

The primary responsibility to review, monitor, and track the monthly budget lies with the Librarian. The object code over which Librarians have the most control for spending and maintaining a proper balance is **6251 – Library Books and Pamphlets**. It is the duty of the Librarian to carefully read the monthly budget reports sent by the Bookmobile Supervisor. If there are questions or concerns, or inaccuracies are thought to exist in any object code, the Bookmobile Supervisor is to be contacted immediately so that any issues can be resolved in a timely manner. It is advisable to keep local records and ask questions as they arise.

The responsibility for reviewing, monitoring, and tracking the monthly budget cannot be delegated to the Technicians. Technicians are working outside of their job description when assigned to monitor or track the budget. However, Technicians are included in the email delivery of the monthly budget reports on a regular basis. Technicians are encouraged to bring any questions concerning balances and expenditures to the attention of the Librarian. Because Technicians are allowed to request Purchase Orders for object code **6181 – Office Supplies**, it stands to reason that Technicians would check this budget line and ask any questions that arise. Nonetheless, the primary responsibility for the budget review lies with the Librarian in each Bookmobile location.

What drives people to overspend?

Overspending a budget is usually preventable. Your Bookmobile Supervisor will do their best to provide advice and training so that you clearly understand your budget. Causes of overspending may include:

- Period 13 salaries
The State fiscal year runs from July 1 – June 30. The salary line item in your budget nearly doubles in June. The first pay period in July is money from the previous year. For example, the pay period for July 1 – 15, 2014 is paid for with 2013 money. The pay period for July 16 – 31 is paid for with 2014 money.
- Failure to track the budget.
- Not asking questions or getting issues resolved in a timely manner.

What drives people to underspend?

- Failure to order monthly. Ordering monthly makes it easier to reconcile your budget.
- Saving money until the end of the fiscal year and ordering in haste.
- Failure to track budget.
- Not asking questions or getting issues resolved in a timely manner.

Expectations for Librarians Expending the Object Code: 6251 – Library Books and Pamphlets

- Begin spending in July.
- Expend approximately 10% of the total each month through April.
- Cease bulk spending in May and order only best sellers, new releases, and necessary replacements in May and June; allowing all items ordered to be received within the budget year in which they are ordered.

What are the responsibilities of the State Library staff?

- preparing the annual budget
- providing bookmobile staff with monthly budget reports
- paying bills
- answering questions