

Exhibits Policy

The Oriskany Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display areas of the library as it is the library's function to provide access to intellectual and cultural resources to the community.

The library may be used to display examples of handiwork, historical material, aspects of nature, manufactured articles, etc. Exhibits and displays should have a civic, cultural, or educational theme. The Library Director will make the decision accepting or rejecting material offered for display in accordance to the suitability of items based on general community standards and the availability of exhibit space.

Requests for exhibits are to be made through the Library Manager and will be on a first come, first serve basis. The duration of the exhibit will be approved by the Manager. It is the responsibility of the exhibitor to set up and remove displays. Library areas that can be used to display materials include bulletin boards, the meeting room, and open spaces in the lobby. All publicity material relating to exhibits shall be submitted for approval by the Manager.

The Oriskany Public Library assumes no responsibility for the preservation, protection, damage and/or theft of any item displayed. Therefore, all items placed in the Library are done so at the owner's risk. All exhibitors are required to sign a form which releases the Library from any responsibility for the displayed articles.

Oriskany Public Library Exhibit Release

I, the undersigned, as an individual or representative of a group hereby acknowledge that the following materials are to be displayed in the Oriskany Public Library for exhibit purposes only. In consideration of the privilege for exhibiting them, I hereby release said Library from the responsibility for loss, or damage to these articles while they are on display.

Title of Exhibit: _____

From: _____ To: _____

Description of materials to be displayed:

(Signature)

(Date)

(Printed Name)

(Address)

(Telephone No.)

Organization (if applicable) _____

Oriskany Public Library

Fiscal Policies and Procedures

NOTE: Oriskany Public Library Fiscal Policies and Procedures as presented herein should be considered guidelines as currently understood by the Board of Trustees of the Oriskany Public Library. Should there be conflicts with any Federal, State, or Local statutes or regulations, those statutes/regulations prevail.

General.

Policies contained herein are for the annual Operating Budget of the Oriskany Public Library. Capital Budget Requests will be submitted as necessary to the Trustees of the Village of Oriskany for inclusion in the Village Budget.

The Fiscal Year of The Oriskany Public Library is June 1st through May 30th of each year.

The Trustees of The Oriskany Public Library will maintain a conservative fiscal posture to ensure continuing financial stability.

Budget Preparation Timelines.

Each year, the Library Manager and Treasurer will prepare a DRAFT Budget Request to be presented to the Board of Trustees by January 31st.

Trustees will review and modify the DRAFT Budget Request as necessary for consideration at the scheduled February Board meeting. If necessary, the President of the Oriskany Library Board of Trustees will convene a special board meeting(s) so that the Budget Request can be adopted by February 28th.

The treasurer of the Oriskany Public Library Board of Trustees will transmit the Budget Request as adopted by the Trustees to the Village of Oriskany for their consideration at their March meeting. Should the contribution requested from the Village of Oriskany vary from the amount requested by the Oriskany Public Library Board of Trustees, the budget will be returned to the Library Trustees for appropriate action.

Budget Revenues .

Revenues contained in the Oriskany Public Library's Budget Request will be only those deemed reasonably certain to materialize. For example, potential grants will not be included without reasonable assurance from the source that such funds will be made available. Reasonable assurance in the case of potential grants will require that such grants have been approved for the amounts budgets during the last three years. Revenues from book fines will be based on prior year experience and any change in policy. Oriskany Central School's contribution will be based on our best estimate and consideration of their prior year's contribution. Oneida County's contribution should be known by the time the Library Budget Request is adopted.

Appropriations may be made from the Fund Balance as required to balance the budget. Such appropriations will be made with care and consideration of the future financial stability of the Oriskany Public Library. Should a deficit condition be anticipated, the Village Trustees will be notified immediately.

The Oriskany Public Library Budget becomes final only after the Village Budget is adopted. The Village Budget is expected to be adopted following a public hearing no later than April 15th.

Budgeted Expenditures .

Expenditures for Workmen's Compensation, liability and Property Insurance, Grounds Work and other Village Services are not included in the Oriskany Public Library's Operating Budget. Those items are funded or contributed by the Village of Oriskany.

Expenditures will be budgeted in accordance with prior planning by the Library Manager and Board of Trustees. Significant increases in any budget line will be footnoted.

Reporting .

Monthly Revenue and Expense Reports will be prepared by the Treasurer and approved by the Oriskany Public Library Board of Trustees at the following meeting. The Monthly Revenue and Expense Reports will show the revenues and expenses budgeted, and collections and expenditures to date. Bills received during the period between the end of this month and the following board meeting should be approved at that meeting.

A "Special Project" fund will be established to account for Revenues and Expenditures from the Oneida County contribution.

The Oriskany Public Library's Annual Report to NYS Department of Audit and Control is due sixty (60) days after the fiscal year ends. The Mid-York Annual Report due January 31st of each year is prepared by the Treasurer and the Manager. This is a more comprehensive report containing information on library materials as well as finished data.

The Oriskany Public Library does not require an annual Independent Audit. The Board of Trustees may authorize an Independent Audit whenever deemed appropriate. The Library Trustees will cooperate fully with the Village of Oriskany should their auditors require financial information.

Payments to Vendors*

Payments will be made utilizing "Oriskany Public Library" payment vouchers. Two Oriskany Public Library Trustee signatures are required for payment. Unusual purchases must be approved in advance by the Oriskany Public Library Board of Trustees.