

BALDWINSVILLE PUBLIC LIBRARY

www.bville.lib.ny.us

FINANCE

A. GENERAL

It is the intent of the Baldwinsville Public Library Board of Trustees that all costs of occupancy, protection, maintenance, and operation of the library and the building housing it, except for such expenditures as may be made from the library's Special Funds Held, will be included in the annual public fund budget.

Further, it is the Board's intent that the school district budget not be required to include expenditures, other than debt service and capital projects, relating to the Baldwinsville Public Library.

B. BUDGET

1. General

The formulation of the library budget is the responsibility of the Board of Trustees and indicates to the community what it costs in dollars and cents to operate a public library.

2. Preparation

The budget will be prepared by the Library Director for review by the Board of Trustees. The Board has complete responsibility for the budget and has the right to make changes as deemed necessary. The Board of Trustees will make the final approval of the budget for presentation for the voters of the district.

3. Revenue Items

The items of revenue will include:

- a. Real Property Taxes
- b. Other Payments in Lieu of Taxes
- c. Library Charges: Late charges for overdue materials; payment for lost or damaged items
- d. Interest and Earnings: Interest earned on available funds; investments are made at the discretion of the Treasurer
- e. Library System Grant
- f. Unclassified Revenues Special
- g. Appropriated Fund Balance: Surplus monies that are carried over from year to year and expended by the Board of Trustees for proper library purposes.

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4. Construction and Bonding
 - a. The proceeds of bonds which are appropriated by a school district for the construction of a building for public library use are under the control of the School District officials and accordingly the debt service on the bonds should be reflected in the budget of the School District. Library Trustees may not direct the payment of such debt service from the library fund, or authorize a reimbursement to the school district from the library for such a purpose. (Excerpt from Handbook of Laws and Regulations Affecting Public Libraries in New York State)
 - b. Plans for significant capital alterations should be presented to the School District Board of Education for their consideration.
5. Expenditures
 - a. General

The Board of Trustees has complete control over the purpose of expenditures from the library fund.
 - b. The library appropriation is a total appropriation and while for convenience the Board of Trustees will no doubt indicate the amounts of the various items which it proposes to spend within the total appropriation, the Board of Trustees of the library is not bound by so-called line items.
 - c. A listing of bills to be paid will be prepared monthly and presented to the Board of Trustees for their approval.
 - d. The Director is authorized to approve purchases within budgetary limitations and New York State statutes.
 - e. Bid Limits

The maximum for which a purchase contract may be granted without letting the order out for bids is governed by New York State law (General Municipal Law, Article 5-A, Public Contracts, Section 103). (12/14/83 Board Meeting)

C. TREASURER

1. The Board of Trustees will appoint annually a treasurer for the public fund and a treasurer for the special funds held.
2. Accounting will be provided by the school district business office at no charge to the library. This agreement is cited in Section X, School Library Relationships.

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D. REAL PROPERTY TAX

This is the levy voted upon by the qualified voters of the district. The levy once approved will be considered an annual appropriation unless it is changed by a further vote. The budget need not be presented to the voters for approval if the amount to be raised by taxes has not been increased. (26 Op. State Compt. 117, 1970)

E. INVESTMENTS

The library public funds held by the school district will be invested according to the School District's Policy 5220, DISTRICT INVESTMENTS. This policy follows this section. [Added 2/9/11]

F. SPECIAL FUNDS HELD

Special funds held are separate from the taxpayer supported public fund and were set up to provide control over specific donations of bequests made by interested parties in the name of the library.

Expenditures from this fund will be made only by direction of the Board of Trustees, either in consonance with the request of the donor or, where unrestricted, at the discretion of the Board, but in all cases for furtherance of the objectives of the library.

G. SURPLUS FUND

The New York State Comptroller's Decisions #75-399 and #78-923, regarding surplus funds in a school district public library fund, follow this section.

H. LEGAL DOCUMENTS

The Board will identify individuals authorized to sign legal documents at the annual organizational meeting or during the year as may be necessary should a change in Board membership occur.

A formal resolution authorizing President or Vice-President of the Baldwinsville Public Library Board of Trustees to sign legal documents was approved at the December 9, 1981 Board of Trustees meeting.

Adopted 8/11/82

Revised 6/12/85

Revised 6/11/03

Revised 2/9/11

Board of Trustees, Baldwinsville Public Library