



BOARD OF TRUSTEES MEETING
Streamed live on YouTube
Wednesday, March 10, 2021 at 6:30 p.m.

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT FEBRUARY MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Staff Report
 - 2. Financial Report
 - a. Approval of Monthly Bills for February 11 – March 10, 2021
 - 3. President’s Report
 - a. Board Oversight of Library Finances
 - 4. Director’s Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Grievance Procedure for Second Reading
 - 3. Whistleblower Policy for Second Reading
 - 4. 2020 Annual Report for Public and Association Libraries.
 - 5. Prescription Coverage.
 - 6. Board of Trustees Election, Open Seats
 - 7. Director’s 2020-2021 Budget – Third Draft
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *if needed*
- K. ADJOURNMENT



**MINUTES
BOARD OF TRUSTEES MEETING**

**February 10, 2021
via Zoom, YouTube**

Trustees present: Budmen, MacLaughlin, Baker, Gouger, Hewitt, and Schapley

Absent: Hluchyj

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;

M. St. Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:36 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES.

D. CORRESPONDENCE:

- Thank you note from a patron who had personally set and accomplished a COVID Reading goal.
- Thank you from the Census 2020
- CNY Community Foundation account information

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through January. These reports were previously distributed electronically.
- Bank Statements through November 2020 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- MacLaughlin reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated January 14, 2020 through February 10, 2021.
Baker seconded the motion.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.
Final Resolution: Motion Carried

2. President's Report:

- Budmen has been looking into the possibility of hiring an independent claims auditor. Discussion followed. MacLaughlin indicated in past discussions with the Auditor from the NYS Comptroller's office hiring a claims auditor was not an option. Budmen would like to investigate the procedures other school district public libraries have in place and obtain a formal legal opinion regarding the options available to the board.

3. Director's Report

- The Annual Library Advocacy Day will be held virtually on Friday, February 26th. Interested Trustees, staff and patrons may sign up to attend an online meeting with local representatives.
- Our annual report to the state is due in mid-March and will be on the March agenda for approval.
- Wisniewski is on the OCPL MOU committee. The MOU agreement covers services (delivery, inter-library loan, Polaris ILS catalog) provided by OCPL to the member libraries. The OCPL 5 year System Plan of Service is due to NYS by May and the MOU is a part of the 5-year plan.
- The Children's Room renovation plans are being finalized. The layout is done. Shelving and furniture will be ordered in the next few weeks. Work should be completed by June 30th.
- Our book donations remain closed. Options for book donations are listed on the website.

4. OCPL Report: OCPL will open Central and the various branches on Tuesday, February 16. Appointments are needed.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

Name	Position	Salary	Start Date
Lee, Lamar	Security Guard (PTAN)	\$14.00 p/h	1/8/2021
Gazek, Sarah	Security Guard (PTAN)	\$14.00 p/h	1/11/2021
Whiffen, Bailey	Library Clerk 1 (PT)	\$12.50 p/h	2/1/2021
Antonello, Tony	Security Guard (PT)	\$14.00 p/h	2/3/2021
Jensen, Katherine	Public Information Specialist	\$33.00 p/h	2/15/2021

PROMOTION

Name	Position	Salary	Effective Date
Hyde, Jeremy	Security Guard (PT)	\$14.00 p/h	2/20/2021

RESIGNATION

Name	Position	Effective Date
Antonello, Tony	Security Guard (PT)	2/4/2021

Motion to accept the Personnel Changes as presented by Gouger, second by Schapley.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

2. Grievance Procedure for First Reading

Motion to accept the policy for first reading by Gouger, second by Hewitt.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

3. Whistleblower Policy for First Reading

Motion to accept the policy for first reading by Schapley, second by Baker.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

4. Approval of the CSEA Contract effective July 1, 2020 through June 30, 2020.

Upon notification by the CSEA Representative the bargaining unit membership voted to approve the tentative agreement executed January 8, 2021, and effective July 1, 2020 through June 30, 2021, between the Liverpool Public Library and Civil Service Employees' Association, Inc. (Liverpool Public Library Unit), the Board of Trustees, having reviewed the tentative agreement and deliberated regarding same, be it hereby

RESOLVED, that upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and ratifies the CSEA agreement and, upon approval of same as to form and content by the counsel of the Library and President of the Board to execute the 2020-2021 agreement between the parties.

Unit employees shall receive the following raises to their current base salary:

Effective July 1, 2020, a percentage increase of one- and one-half percent (1.5%).

Motion to approve the contract by Gouger, second by Hewitt.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

5. Approval of non-bargaining unit Part Time As Needed (PTAN) employees' raises.

RESOLVED, that upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and authorizes the salary adjustments effective July 1, 2020, for the non-bargaining unit employees noted as follows:

To approve the hourly wages for part time as needed (PTAN) employees at the same rate (1.5%) as the recently approved contract from July 1, 2020 through June 30, 2021.

Motion to approve the resolution by MacLaughlin, second by Baker.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

6. Approval of Management Agreement

Motion to approve the Management Agreement as presented by Schapley, second by Hewitt.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

7. Approval of Salary Schedule: Civil Service Requirement

Schapley made a motion and Gouger seconded to approve the Salary Schedule as presented.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

8. Director's 2021-2022 Budget – Second Draft

The Trustees discussed their goals for the 2021-2022 budget with the Director and Assistant Director.

H. **OPEN FORUM:** no comments

I. **BOARD FORUM:** There are 3 Library Trustee seats up for election this year. Petitions will be available from LCSD in March and will need to be returned in April. Information will be included in the next program guide and posted on the website.

J. **ADJOURNMENT:** The meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 03/01/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		2,097,000.00	1,185,295.21	0.00	540,794.83	370,909.96
200 Furniture & Equipment		50,000.00	7,400.74	0.00	0.00	42,599.26
400 Contractual		342,150.00	144,750.86	0.00	0.00	197,399.14
450 Supplies		369,700.00	154,506.77	0.00	0.00	215,193.23
810 Employee Retirement		230,000.00	133,953.66	0.00	64,772.21	31,274.13
830 Social Security		160,500.00	87,940.69	0.00	41,370.78	31,188.53
840 Workers Compensation		25,000.00	22,088.00	0.00	0.00	2,912.00
850 Unemployment Insurance		1,000.00	1,264.06	0.00	0.00	-264.06
860 Health Insurance		864,450.00	434,966.22	0.00	0.00	429,483.78
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	2,172,166.21	0.00	646,937.82	1,320,695.97

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 02/26/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	0.00	3,890,400.00	3,889,781.22	618.78	
1081-000		Contrib in Lieu of Taxes	65,000.00	0.00	65,000.00	14,199.99	50,800.01	
2082-000		Library Charges	33,000.00	0.00	33,000.00	733.70	32,266.30	
2401-000		Interest Earnings	1,400.00	0.00	1,400.00	89.43	1,310.57	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	0.00	0.00		
2705-000		Gifts and Donations	18,000.00	0.00	18,000.00	55,281.51		37,281.51
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	0.00	7,004.19		7,004.19
2770-000		Other Unclassified	48,000.00	0.00	48,000.00	412.36	47,587.64	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.05		0.05
3840-000		State Aid for Libraries	1,000.00	0.00	1,000.00	196,117.00		195,117.00
3840-A01		System Cash Grant	38,000.00	0.00	38,000.00	0.00	38,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,094,800.00	0.00	4,094,800.00	4,163,619.45	170,583.30	239,402.75

Selection Criteria

Criteria Name: Last Run
As Of Date: 02/26/2021
Sort by: Fund
Printed by Sheila Smith

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
December 31, 2020

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,173,534.60	\$0.00	\$0.00	\$1,173,534.60
General MM XXX-XX6788	\$46,221,759.56	\$0.00	\$64,611.27	\$46,157,148.29
Reserve MM XXX-XX3311	\$14,328,266.45	\$0.00	\$0.00	\$14,328,266.45
General Disb. NOW XXX-XX5257	\$4,523,865.31	\$0.00	\$0.00	\$4,523,865.31
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$887,314.58	-\$887,314.58 (1)
Public Library savings XXX-XX8316	\$2,776,174.40	\$0.00	\$0.00	\$2,776,174.40
Expendable Trust XXX-XXX7906	\$177,615.29	\$0.00	\$0.00	\$177,615.29
Capital Fund MM XXX-XX8251	\$11,700,670.55	\$0.00	\$0.00	\$11,700,670.55
Benefit Funding Account XXX-XX5230	\$72,990.89	\$0.00	\$22,990.89	\$50,000.00
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,278,255.20	\$0.00	\$0.00	\$4,278,255.20
M & T				
Capital Fund MM XXXXXXXXXX6329	\$708,505.64	\$0.00	\$0.00	\$708,505.64
General Fund MM XXXXXXXXXX5708	\$2,297,630.11	\$0.00	\$0.00	\$2,297,630.11
KEYBANK				
General fund XXX-XX611-2	\$3,216,080.13	\$0.00	\$0.00	\$3,216,080.13
Public Library NOW XXX-XX0061	\$502,567.12	\$0.00	\$0.00	\$502,567.12
TOTALS	\$91,977,915.25	\$0.00	\$974,916.74	\$91,002,998.51

- (1) The General Disbursement account is the account through which most district checks are paid. The account will reflect any outstanding checks and will show a negative general ledger balance. The money to cover the outstanding obligations is transferred into the NOW account by the district. The bank transfers money from the NOW account into the General Disbursement account as checks are presented for payment. District personnel ensure sufficient funds are available in the NOW account to cover checks clearing. JPMorgan Chase Bank requires an \$800,000 compensating balance in this account at all times and the two accounts will always have a combined balance of at least \$800,000 on this report.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$81,737,418.61	\$9,558,080.74	\$20,519,094.98	\$70,776,404.37
School Lunch	\$1,317,129.09	\$430.46	\$144,024.95	\$1,173,534.60
Special Aid	\$0.00	\$513,122.12	\$513,122.12	\$0.00
Capital, Cap Int & Debt Serv.	\$19,283,581.64	\$7,895.60	\$2,629,844.64	\$16,661,632.60
Public Library	\$3,444,303.91	\$76,689.93	\$242,252.32	\$3,278,741.52

I certify that each of the above accounts have been reconciled to the bank balance.

Carol-Anne M. Mathews

Treasurer

Note: Additional district funds of \$651,900 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
<u>JP MORGAN CHASE</u>				
School Lunch	1,173,534.60			
General MM	46,221,759.56			
Reserve MM	14,328,266.45			
General Disb NOW	4,523,865.31			
General Disbursing	0.00			
Public Library Savings	2,776,174.40			
Expendable Trust	177,615.29			
Capital Fund MM	11,700,670.55			
Benefit Funding Account	\$72,990.89			
TOTAL	80,974,877.05	500,000.00	83,779,119.30	3,304,242.25
<u>CITIZENS BANK</u>				
General fund	4,278,255.20	250,000.00	4,109,079.03	80,823.83
<u>M & T</u>				
Capital MM	708,505.64			
General MM	2,297,630.11			
TOTAL	3,006,135.75	250,000.00	2,811,258.86	55,123.11
<u>KEYBANK</u>				
General Fund MM	3,216,080.13			
Public Library NOW	502,567.12			
TOTAL	3,718,647.25	500,000.00	3,469,776.97	251,129.72
TOTAL	\$91,977,915.25	\$1,500,000.00	\$94,169,234.16	\$3,691,318.91

PERSONNEL CHANGES

TERMINATION

Name

Reid, Lonnell

Position

Custodial Worker (PTAN)

Effective Date

2/10/2021

GRIEVANCE PROCEDURE

First Reading: 2.10.2021

Second Reading: 3.10.2021

The Board recognizes the need for an employee grievance policy to cover all employees to ensure that any complaint/grievance will receive prompt and fair consideration.

Represented employees (CSEA) must follow Article 7/Grievance Procedure as outlined in the Agreement between the Liverpool Public Library and the CSEA, Local 1000, AFSCME, AFL-CIO for resolution of disputes concerning the interpretation, application, or claimed violation of a specific term or provision of the previously mentioned Agreement.

Non-Represented Employees shall use the following procedure. This procedure is an informal process involving the employee and appropriate management representative(s) outlined below.

Step 1

The employee shall present his or her grievance/complaint to the Director, in writing, within 15 days following the date on which the employee knew or should have known of the act or omission, giving rise to the grievance/complaint. The Director shall reply to the employee, in writing, within five (5) days of the date the grievance/complaint was received and acknowledged by the Director.

The exception is that if the Director is the subject of the grievance or complaint, the employee shall present his or her grievance/complaint to the President of the Board of Trustees.

Step 2

In the event that the employee wishes to appeal the Director's decision an appeal can be made to the President of the Board of Trustees. The President may conduct fact-finding and present the complaint to the entire board during an executive session at a scheduled Board meeting. The Board shall issue a written decision within 20 days of the date of the executive session during which the grievance/complaint was presented to the Board of Trustees.

The decision rendered by the Board of Trustees will be considered the final action on the grievance/complaint. A record of the decision will be made and filed with all other pertinent information related to the grievance/complaint in the library's personnel office.

<p style="text-align: center;">Liverpool Public Library Board Policy</p>	<p style="text-align: center;">Page 1 of 2</p>
<p style="text-align: center;"><i>WHISTLEBLOWER POLICY</i></p>	<p>First Reading: 2.10.2021</p> <p>Second Reading: 3.10.2021</p>

Purpose

The Liverpool Public Library (hereinafter, “LPL”) encourages all directors, trustees, employees, and volunteers, acting in good faith to report suspected or actual wrongful conduct. Any LPL director, trustee, employee, or volunteer who reports a suspected or actual wrongful conduct, in good faith, will not be fired or otherwise retaliated against for making the report.

This Whistleblower Policy is intended to protect the reporter when concerns are raised regarding the LPL, such as the following:

- Deliberate falsification of financial reporting;
- Criminal or unlawful activity;
- Activities that are in opposition to LPL policies; or
- Activities which otherwise amounts to serious improper conduct.

The LPL is committed to upholding the highest of standards of ethical, moral, and legal business conduct, and the commitment to open communication. All directors, trustees, employees, and volunteers are required to uphold high standards of business and personal ethics in the conduct of their duties and responsibilities. This policy provides an avenue for all directors, trustees, employees, and volunteers to raise concerns without the fear of retaliation.

Regulations

Any director, trustee, employee, or volunteer who reports in good faith a violation of this policy will not suffer any intimidation, harassment, discrimination, or other retaliation or, in the case of an employee, adverse employment consequence. A director, trustee or employee who retaliates against someone who has filed a complaint in good faith is subject to disciplinary action and/or personnel action up to and including termination of employment, consistent with the LPL’s policies, rules, and collective bargaining agreement.

Any director, trustee, employee, or volunteer who files a report concerning a violation or suspected violation of this policy must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation of this policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The LPL’s procedures must be followed, and supervisors kept informed.

The Whistleblower Policy is intended to encourage and promote employees and others to settle any serious concerns within the LPL prior to seeking resolution outside of the LPL.

Reporting Violations

Individuals should share their questions, concerns, suggestions, or complaints first with their supervisor, then with the Library Director, who will address the concern promptly. If it is inappropriate to make the report with the Library Director, individuals can take their concerns to any Library Board member.

Handling of Reported Violations

An appropriate investigation will be undertaken by the Library Director or Board member and a report summarizing the findings will be given to the individual who filed the complaint (if a name is given) and the Library Board within five (5) business days. If more than five (5) business days are needed, the individual who filed the complaint will be notified in writing of an estimated the investigation will be completed (to be done no later than 30 days after the first report is made). Steps will be taken to deal with the issue consistent with the LPL's policies, rules, and collective bargaining agreement.

Responsibilities

All directors, trustees, employees, and volunteers must be knowledgeable about this policy. All reports/ complaints made must go through the appropriate channels noted above. Management must make sure that all trustees, employees, and volunteers are aware of this policy and understand the channels of reports. Any findings of wrongful conduct or false allegations shall be kept in the individual's personnel file.

The individual(s) who undertake the investigation must uphold confidentiality to the fullest extent possible and must investigate the claim appropriately.

Liverpool Public Library Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	6000423670
1.2	Library Name	LIVERPOOL PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Liverpool
1.6	Beginning Fiscal Reporting Year	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
1.8	Is the library now reporting on a different fiscal year than it reported	No

- 1.9 on in the previous Annual Report?
If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. N/A
- 1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. N/A
- 1.11 Beginning Local Fiscal Year 07/01/2019
- 1.12 Ending Local Fiscal Year 06/30/2020
- 1.13 Address Status 00 (for no change from previous year)
- 1.14 Street Address 310 TULIP STREET
- 1.15 City LIVERPOOL
- 1.16 Zip Code 13088
- 1.17 Mailing Address 310 TULIP STREET
- 1.18 City LIVERPOOL
- 1.19 Zip Code 13088
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (315) 457-0310
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (315) 457-3144
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) info@lpl.org
- 1.23 Library Home Page URL (Enter N/A if no home page URL) www.lpl.org
- 1.24 Population Chartered to Serve (per 2010 Census) 50,947
- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): School District
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a N

- Regents charter action. Answer Y for Yes, N for No.
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
 - 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 11/21/1952
 - 1.30 Date the library was last registered 08/28/1981
 - 1.31 Federal Employer Identification Number 161463853
 - 1.32 County ONONDAGA
 - 1.33 School District Liverpool Central School District
 - 1.34 Town/City Salina
 - 1.35 Library System Onondaga County Public Library

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name
- 1.36b President/CEO Phone Number
- 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Glenna
- 1.38 Last Name of Library Director/Manager Wisniewski
- 1.39 NYS Public Librarian Certification Number 12913
- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, Y

- list the name and e-mail address of each staff member without an active certificate in a Note.
- 1.43 E-mail Address of the Director/Manager glenna.wisniewski@lpl.org
- 1.44 Fax Number of the Director/Manager (315) 457-3144
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y

Public Votes/Contracts

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.
1. Name of municipality or district holding the public vote Liverpool Central School District
2. Indicate the type of municipality or district holding the public vote School District
3. Date the vote was held (mm/dd/2020) 06/17/2020
4. Was the vote successful? Y/N Y
5. What type of public vote was it? school district ballot proposition (Ed. Law §259(1)(a))
- 6a. Most recent prior year approved appropriation from a public vote: \$4,143,100
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:
- 6c. Total proposed appropriation (sum of 6a and 6b): \$4,139,800

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both

current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N
1. Name of municipality or district holding the public vote N/A
 2. Indicate the type of municipality or district holding the public vote
 3. Date the last successful vote was held (mm/dd/yyyy) N/A
 4. What type of public vote was it?
 5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

Unusual Circumstances

- 1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N
1. Name of contracting municipality or district N/A
 2. Is this a written contractual agreement? N/A
 3. Population of the geographic area served by this contract N/A
 4. Dollar amount of contract N/A
 5. Enter the appropriate code for

range of services provided (select one): N/A

- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. Y

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1 Adult Fiction Books 19,970

2.2	Adult Non-fiction Books	13,573
2.3	Total Adult Books (Total questions 2.1 & 2.2)	33,543
2.4	Children's Fiction Books	14,310
2.5	Children's Non-fiction Books	5,947
2.6	Total Children's Books (Total questions 2.4 & 2.5)	20,257
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	53,800

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	220
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	220
2.12	Total Print Materials (Total questions 2.7 and 2.11)	54,020

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	57,791
2.14	Local Electronic Collections	149
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	164
2.17	Audio - Downloadable Units	20,887
2.18	Video - Downloadable Units	3,528
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	3,268
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	85,638

Non-Electronic Materials

2.21	Audio - Physical Units	8,373
2.22	Video - Physical Units	8,946

2.23	Other Non-Electronic Materials (includes films, slides, etc.)	509
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	17,828

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	157,486
------	--	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	5,417
2.27	All Other Print Materials	1,552
2.28	Electronic Materials	5,316
2.29	All Other Materials	1,838
2.30	Total Additions (Total questions 2.26 through 2.29)	14,123

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	15,271
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	27,026
3.3	Registered non-resident borrowers	5,904

Please report information on WRITTEN POLICIES as of 12/31/20.

WRITTEN POLICIES (Answer Y for Yes, N for No)

- 3.4 Does the library have an open meeting policy? Y
- 3.5 Does the library have a policy protecting the confidentiality of library records? Y
- 3.6 Does the library have an Internet use policy? Y
- 3.7 Does the library have a disaster plan? Y
- 3.8 Does the library have a board-approved conflict of interest policy? Y
- 3.9 Does the library have a board-approved whistle blower policy? Y
- 3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/20.

ACCESSIBILITY (Answer Y for Yes, N for No)

- 3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
- 3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N
- 3.13 Does the library have large print books? Y
- 3.14 Does the library have assistive technology for people who are visually impaired or blind? Y
- 3.15 - If so, what do you have?
 - screen reader, such as JAWS, Windoweyes or NVDA No
 - refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext
 as Zoomtext
 electronic scanning and reading software, such as OpenBook

No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?

Library Sponsored Programs/Summer Reading Program

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	201
3.18	Young Adult Program Sessions	40
3.19	Children's Program Sessions	267
3.20	All Other Program Sessions	4
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	512
3.22	One-on-One Program Sessions	1,753
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	4,201
3.25	Young Adult Program Attendance	341
3.26	Children's Program Attendance	4,491
3.27	All Other Program Attendance	57
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	9,090
3.29	One-on-One Program Attendance	1,757

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	212
3.33	Young adults registered for the library's summer reading program	33
3.34	Adults registered for the library's summer reading program	122
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	367
3.36	Children's program sessions - Summer 2020	30
3.37	Young adult program sessions - Summer 2020	2
3.38	Adult program sessions - Summer 2020	29
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	61
3.40	Children's program attendance - Summer 2020	205
3.41	Young adult program attendance - Summer 2020	2
3.42	Adult program attendance -	248

3.43 ~~Summer 2020~~ Total program attendance -
 Summer 2020 (total 3.40 + 3.41 + 3.42) 455

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	1
3.50	Other (describe using the State note)	1
3.51	Total Collaborators (total 3.44 through 3.50)	3

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

EARLY LITERACY PROGRAMS

3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	Yes
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	2
b.	Focus on parents & caregivers	0
c.	Combined audience	74
d.	N/A	0

3.55 Total Sessions 76

3.56 - Attendance at sessions	
a. Focus on birth - school entry (kindergarten)	120
b. Focus on parents & caregivers	0
c. Combined audience	856
d. N/A	
3.57 Total Attendance	976

3.58 - Collaborators (check all that apply):

a. Childcare center(s)	No
b. Public School District(s) and/or BOCES	No
c. Non-Public School(s)	Yes
d. Health care providers/agencies	Yes
e. Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2020 calendar year.

ADULT LITERACY

3.59 Did the library offer adult literacy programs?	No
3.60 Total group program sessions	0
3.61 Total one-on-one program sessions	0
3.62 Total group program attendance	0
3.63 Total one-on-one program attendance	0
3.64 - Collaborators (check all that apply)	
a. Literacy NY (Literacy Volunteers of America)	No
b. Public School District(s) and/or BOCES	No
c. Non-Public Schools	No
d. Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65 Did the library offer programs for

	English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0
3.76	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2020 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	15
3.79	Total one-on-one program sessions	29
3.80	Total group program attendance	146
3.81	Total one-on-one program attendance	29
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1.
(Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	50,591
4.2	Adult Non-fiction Books	24,286
4.3	Total Adult Books (Total questions 4.1 & 4.2)	74,877
4.4	Children's Fiction Books	34,857
4.5	Children's Non-fiction Books	6,608
4.6	Total Children's Books (Total questions 4.4 & 4.5)	41,465
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	116,342

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	47,925
4.9	Circulation of Children's Other Materials	10,027
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	57,952
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	174,294

ELECTRONIC USE

4.12	Use of Electronic Material	102,125
4.13	Successful Retrieval of Electronic Information	146,363
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	248,488
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	276,419
4.16	Total Collection Use (Total questions 4.13 & 4.15)	422,782
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	51,492

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	11,001
------	------------------------------	--------

- | | | |
|-------|---|-------------------|
| 4.18a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count |
| 4.19 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 36,254

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 18,230

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

SYSTEMS AND SERVICES

- | | | |
|------|---|---------------|
| 5.1 | Automated circulation system? | Y |
| 5.2 | Online public access catalog (OPAC)? | Y |
| 5.3 | Electronic access to the OPAC from outside the library? | Y |
| 5.4 | Annual number of visits to the library's web site | 151,492 |
| 5.5 | Does the library use Internet filtering software on any computer? | N |
| 5.6 | Does your library use social media? | Y |
| 5.7 | Does the library file for E-rate benefits? | N |
| 5.8 | Is the library part of a consortium for E-rate benefits? | N |
| 5.9 | If yes, in which consortium are you participating? | N/A |
| 5.10 | Name of the person responsible for the library's Information Technology (IT) services | David Daghita |
| 5.11 | IT contact's telephone number | |

(enter 10 digits only and hit the Tab (315) 457-0310
 5.12 ^{key)} If contact's email address David.Daghita@lpl.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	12.31
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	39.71
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	53.02
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	7.31
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6.15	Salary - Entry Level Librarian (certified)	\$40,004
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$102,987
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. Please click [here](#) to read general instructions before completing this section.

- | | | |
|-----|--|---|
| 7.1 | 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. | Y |
| 7.2 | 2. Has a board-approved written long range plan of service. | Y |
| 7.3 | 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. | Y |
| 7.4 | 4. Has board-approved written policies for the operation of the library. | Y |
| 7.5 | 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. | Y |
| 7.6 | 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. | Y |
| 7.7 | 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Y |

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:		
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if Y

- required by law.
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
 3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
 4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
 5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
 6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space Y
 - 8b. lighting Y
 - 8c. shelving Y
 - 8d. seating Y
 - 8e. power infrastructure Y
 - 8f. data infrastructure Y
 - 8g. public restroom Y
 9. Provides programming to address

- | | | |
|------|---|---|
| | community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1
PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	64.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	64.00
8.10	Annual Total Hours - Main Library	1,942.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,942.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

- CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes

- CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? Yes
- CV5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.**
- CV11 Did the library provide Wi-Fi Internet access to users outside the

- building at one or more outlets before the Coronavirus (COVID-19) pandemic? Yes
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes
- CV13 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV14 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

- | | | |
|----|------------------------------|--------------------------|
| 1. | Outlet Name | Liverpool Public Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 310 Tulip Street |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Liverpool |
| 6. | Zip Code | 13088 |

7.	Phone (enter 10 digits only)	(315) 457-0310
8.	Fax Number (enter 10 digits only)	(315) 457-3144
9.	E-mail Address	info@lpl.org
10.	Outlet URL	www.lpl.org
11.	County	Onondaga
12.	School District	Liverpool Central School District
13.	Library System	Onondaga County Public Library
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,380
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	26
16b	Number of weeks an outlet had limited occupancy due to COVID-19	24
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	293
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	School District
22.	Who owns the land on which this outlet is built?	School District
23.	Indicate the year this outlet was initially constructed	1975
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019
25.	Square footage of the outlet	26,000
26.	Number of internet computers at this outlet used by general public	24

27.	Number of uses (sessions) of public Internet computers per year	8,379
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Other (specify using the State note)
33.	Number of wireless sessions provided by the library wireless service per year	2,573
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	6000423670
38.	<i>FSCSID</i>	NY0488
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) 12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? Yes

10.3 If yes, what is the range? 5-11

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 7

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2021. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name Kay
10.10 Last Name Budmen
10.11 Mailing Address 4 Oranewood Drive
10.12 City Liverpool
10.13 Zip Code (5 digits only) 13090
10.14 Phone (enter 10 digits only) (315) 652-1702
10.15 E-mail Address kbudmen@gmail.com
10.16 Term Begins - Month July
10.17 Term Begins - Year (yyyy) 2016
10.18 Term Expires - Month June
10.19 Term Expires - Year (yyyy) 2021

- 10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
- 10.21 The date the Oath of Office was taken (mm/dd/yyyy) Yes 07/13/2016
- 10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/14/2016
- 10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|---|-----------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Donald |
| 3. | Last Name of Board Member | MacLaughlin |
| 4. | Mailing Address | 4162 Birchwood Drive South |
| 5. | City | Liverpool |
| 6. | Zip Code (5 digits only) | 13090 |
| 7. | E-mail address | donaldmaclaughlin@gmail.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2016 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2021 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: | Yes |

Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- | | | |
|-----|---|-----------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/13/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/20/2016 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Mary |
| 3. | Last Name of Board Member | Schapley |
| 4. | Mailing Address | 117 Meyers Road |
| 5. | City | Liverpool |
| 6. | Zip Code (5 digits only) | 13088 |
| 7. | E-mail address | mschaple@twcny.rr.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2017 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/12/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/19/2017 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |

2.	First Name of Board Member	Denise
3.	Last Name of Board Member	Baker
4.	Mailing Address	8059 Beacon Hill Circle
5.	City	Liverpool
6.	Zip Code (5 digits only)	13090
7.	E-mail address	DeeniseBaker@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2018
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2018
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Yvette
3.	Last Name of Board Member	Hewitt
4.	Mailing Address	201 Tulip Street Apt 1A
5.	City	Liverpool
6.	Zip Code (5 digits only)	13088
7.	E-mail address	yvette.hewitt@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2017
11.	Term Expires	June

13. Term Expires - Year (yyyy) 2022
 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/12/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/19/2017
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member John
3. Last Name of Board Member Hluchyj
4. Mailing Address 4769 Rosemary Lane
5. City Liverpool
6. Zip Code (5 digits only) 13088
7. E-mail address john_hluchyj@yahoo.com
8. Office Held or Trustee Trustee
9. Term Begins - Month July
10. Term Begins - Year (year) 2016
11. Term Expires June
12. Term Expires - Year (yyyy) 2021
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/13/2016

- | | | |
|-----|---|-------------------------|
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/20/2016 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Ashley |
| 3. | Last Name of Board Member | Gouger |
| 4. | Mailing Address | 917 2nd Street |
| 5. | City | Liverpool |
| 6. | Zip Code (5 digits only) | 13088 |
| 7. | E-mail address | gouger.ashley@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | November |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2020 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 11/13/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 11/20/2019 |
| 16. | Is this a brand new trustee? | Y |

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Kay Budmen
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y

1.	Trustee Name	Yvette Hewitt
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y

1.	Trustee Name	Ashley Gouger
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Liverpool CSD
3.	Amount	\$3,953,525
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$3,953,525

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$200,043

11.4 Central Library Aid (CLDA and/or CBA) \$0

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$0

11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) \$200,043

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants \$9,754

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) \$0

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$63,785

11.15 Fund Raising \$0

11.16 Income from Investments \$931

11.17 Library Charges \$6,979

11.18 Other

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$71,695

	11.17 and 11.18)	
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,235,017
11.21	BUDGET LOANS	\$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,734,095
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,969,112

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$711,766
12.2	Other Staff	\$1,217,545

12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,929,311
12.4	Employee Benefits Expenditures	\$1,289,249
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,218,560

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$91,352
12.7	Electronic Materials Expenditures	\$40,243
12.8	Other Materials Expenditures	\$76,691
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$208,286

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$6,572
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$6,572

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$119,840
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$119,840
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$70,927
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$190,767

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$19,140
12.19	Telecommunications	\$15,208
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$3,438
12.22	Professional & Consultant Fees	\$16,073
12.23	Equipment	\$45,876
12.24	Other Miscellaneous	\$133,274

12.25 **Total Miscellaneous Expenses**
(Add Questions 12.18, 12.19,
12.20, 12.21, 12.22, 12.23 and
12.24) \$233,009

Contracts/Debt Service/Transfers/Grand Total

12.26 **CONTRACTS WITH PUBLIC
LIBRARIES AND/OR PUBLIC
LIBRARY SYSTEMS IN NEW
YORK STATE** \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF) \$0

12.28 From Other Funds (73OF) \$0

12.29 **Total** (Add Questions 12.27 and
12.28) \$0

Other Loans

12.30 Budget Loans (Principal and
Interest) \$0

12.31 Short-Term Loans \$0

12.32 **Total Debt Service** (Add
Questions 12.29, 12.30 and 12.31) \$0

12.33 **TOTAL OPERATING FUND
DISBURSEMENTS** (Add
Questions 12.5, 12.9, 12.12, 12.17,
12.25, 12.26 and 12.32) \$3,857,194

TRANSFERS

Transfers to Capital Fund

12.34 From Local Public Funds (76PF) \$0

12.35 From Other Funds (76OF) \$0

12.36 **Total Transfers to Capital Fund**
(Add Questions 12.34 and 12.35;
same as Question 13.8) \$0

12.37 **Transfer to Other Funds** \$0

12.38 **TOTAL TRANSFERS** (Add
Questions 12.36 and 12.37) \$0

12.39

- TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) \$3,857,194
- 12.40 **BALANCE IN OPERATING FUND -**
Ending Balance for the Fiscal Year Ending 2020 \$3,111,918
- 12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) \$6,969,112

ASSURANCE

- 12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

- 12.43 Last audit performed (mm/dd/yyyy) 11/11/2020
- 12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2019-06/30/2020
- 12.45 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

- 12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources \$0
- 13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2020	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	11.65
16.2	Total Librarians	11.65
16.3	All Other Paid Staff	34.75
16.4	Total Paid Employees	46.40
16.5	State Government Revenue	\$209,797
16.6	Federal Government Revenue	\$0

16.7	Other Operating Revenue	\$71,695
16.8	Total Operating Revenue	\$4,235,017
16.9	Other Operating Expenditures	\$423,776
16.10	Total Operating Expenditures	\$3,850,622
16.11	Total Capital Expenditures	\$6,572
16.12	Print Materials	54,020
16.13	Total Registered Borrowers	32,930
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	24
16.16	Total Uses (sessions) of Public Internet Computers Per Year	8,379
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	2,573
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	6000423670
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	SD1
17.7	<i>FSCS ID</i>	NY0488
17.8	<i>SED CODE</i>	421501700303
17.9	<i>INSTITUTION ID</i>	800000040890

SUGGESTED IMPROVEMENTS

Library Name: LIVERPOOL PUBLIC LIBRARY

Library System: Onondaga County Public Library

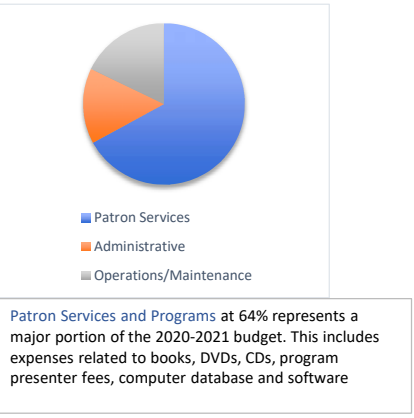
Name of Person Completing Form:

Phone Number:

I am satisfied that this resource (Collect) is meeting library needs:

Applying this resource (Collect) will

Description	20/21 Approved	21/22 Projected
PATRON SERVICES AND PROGRAMS		
Audio and Video Media	\$ 90,000.00	\$ 90,000.00
Audio Visual Supplies	\$ 4,000.00	\$ 4,000.00
Computer Hardware	\$ 25,000.00	\$ 42,500.00
Computer Software	\$ 5,000.00	\$ 15,000.00
Conference	\$ 6,000.00	\$ 10,000.00
Consultant & Professional fees	\$ 20,000.00	\$ 23,000.00
Continuing Education	\$ 3,000.00	\$ 3,000.00
Database/software maintenance	\$ 52,000.00	\$ 57,000.00
Data Processing Supplies	\$ 10,000.00	\$ 10,000.00
Electronic Databases	\$ 37,200.00	\$ 45,000.00
General Supplies	\$ 6,000.00	\$ 7,000.00
Library Books, ebooks	\$ 132,000.00	\$ 135,000.00
Library Supplies	\$ 33,000.00	\$ 35,000.00
Mileage and Travel	\$ 3,375.00	\$ 3,800.00
Postage	\$ 11,500.00	\$ 12,000.00
Selected Projects	\$ 9,500.00	\$ 11,000.00
Subscriptions	\$ 12,000.00	\$ 12,000.00
Tuition Reimbursement	\$ 1,000.00	\$ 1,000.00
Total Expenses	\$ 460,575.00	\$ 516,300.00



Salaries/Social Security	\$ 1,468,325.00	\$ 1,388,930.00
Benefits	\$ 711,393.00	\$ 762,300.00
Patron Services Total	\$ 2,640,293.00	\$ 2,667,530.00

64%

ADMINISTRATIVE		
Board Expenses	\$ 2,000.00	\$ 2,000.00
Consultant & Professional fees	\$ 12,000.00	\$ 13,000.00
Database/software maintenance	\$ 5,100.00	\$ 5,100.00
Election Expenses	\$ 1,000.00	\$ 1,000.00
Fees	\$ 4,000.00	\$ 4,000.00
Insurance Director's & Officers	\$ 2,800.00	\$ 2,800.00
Memberships	\$ 800.00	\$ 800.00
Mileage and Travel	\$ 175.00	\$ 200.00
Total Expenses	\$ 27,875.00	\$ 28,900.00
Salaries/Social Security	\$ 406,890.00	\$ 376,890.00
Benefits	\$ 197,000.00	\$ 207,900.00
Administrative Total	\$ 631,765.00	\$ 613,690.00

Administrative represents 15% of the 2020-2021 budget. Administrative costs include legal, consultation and insurance expenses along with office and administration staff.

OPERATIONS/MAINTENANCE		
Cloud Service Hardware	\$ 5,000.00	\$ 9,000.00
Computer Software	\$ 4,000.00	\$ 5,000.00
Computer Hardware	\$ 25,000.00	\$ 42,500.00
Custodial Supplies	\$ 20,500.00	\$ 22,000.00
Database/software maintenance Fees	\$ 22,900.00	\$ 27,900.00
Electric & Gas	\$ 35,000.00	\$ 35,000.00
Fees	\$ 26,000.00	\$ 26,000.00
Insurance	\$ 22,500.00	\$ 23,200.00
Maint & Lg. Equip Repair	\$ 28,000.00	\$ 28,000.00
Network Software	\$ 16,000.00	\$ 22,000.00
Other Equipment Repair	\$ 22,000.00	\$ 22,000.00
Rentals	\$ 24,000.00	\$ 26,000.00
Telecommunication Service	\$ 20,000.00	\$ 22,000.00
Water	\$ 2,500.00	\$ 2,500.00
Workers Compensation	\$ 25,000.00	\$ 25,000.00
Unemployment Insurance	\$ 1,000.00	\$ 5,000.00
Total Expenses	\$ 299,400.00	\$ 343,100.00
Salaries/Social Security	\$ 382,285.00	\$ 330,680.00
Benefits	\$ 186,057.00	\$ 184,800.00
Operations Total	\$ 867,742.00	\$ 858,580.00
Total Expenses	\$ 787,850.00	\$ 888,300.00

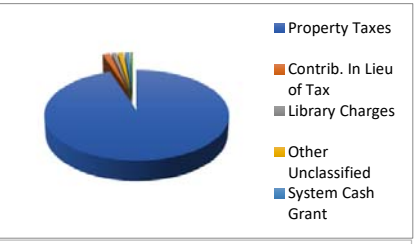
Operations/Maintenance represents 21% of the 2020-2021 budget. Included in this portion of the budget are building and equipment maintenance and rental fees, service contracts, computer hardware, network software, support staff, maintenance supplies and

Expenses	\$ 787,850.00	\$ 888,300.00
Salaries	\$ 2,257,500.00	\$ 2,096,500.00
Benefits	\$ 1,094,450.00	\$ 1,155,000.00

Total Budget	\$ 4,139,800.00	\$ 4,139,800.00
---------------------	------------------------	------------------------

difference

REVENUES	19/20 proposed	20/21 projected
Property Taxes	\$ 3,890,400.00	\$ 3,890,400.00
Contrib. In Lieu of Tax	\$ 65,000.00	\$ 65,000.00
Library Charges	\$ 33,000.00	\$ 15,000.00
Interest Earnings	\$ 1,400.00	\$ 1,000.00
Gifts & Donations	\$ 18,000.00	\$ 18,000.00
Other than LLI A Grants		
System Cash Grant	\$ 38,000.00	\$ 30,000.00
State Aid for Libraries	\$ 1,000.00	\$ 1,000.00
Other Unclassified	\$ 48,000.00	\$ 48,000.00
Insurance Recoveries	\$ -	\$ -
Misc. Short and Over	\$ -	\$ -
App from fund balance	\$ 45,000.00	\$ 71,400.00
sub-total	\$ 249,400.00	\$ 249,400.00



YEAR-TO-DATE		
Original Estimate	\$ 4,139,800.00	\$ 4,139,800.00
Adjustments		
Excess Revenue		

TAX IMPACT 2.00% 0.00%