LIVERPOOL PUBLIC LIBRARY
Where the Community Connects

BOARD OF TRUSTEES MEETING
Wednesday, March 13, 2024, at 6:30 p.m.
Carman Community Room

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 Invoices for February 15, 2024 through March 13, 2024
        b. Approval of Transfers

    3. President's Report
    4. Director's Report
    5. OCPL Report
    6. Trustee Advisory Council
    7. Strategic Plan

G. ITEMS FOR ACTION AND DISCUSSION

    1. Personnel Changes

    2. Grievance Procedure for First Reading

    3. Library Directors Evaluation

    4. NYS Annual Report for Public and Association Libraries

    5. Director's 2024-2025 Budget – Final Draft

H. OPEN FORUM

I. BOARD FORUM

J. EXECUTIVE SESSION

K. ADJOURNMENT

MINUTES
BOARD OF TRUSTEES MEETING
February 14, 2024
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood
absent: Hluchyj
Staff: S. Reckhow, Director; A. Borelli, Assistant Director; S. Smith, Business Manager;
C. Reynolds, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER
President Gouger called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES

D. CORRESPONDENCE:

E. AGENDA CHANGES:

Motion made by Budmen to move up Open Forum. Motion seconded by Wood.

Budmen request Library Director Evaluation draft (2/14) be added to the March agenda.

F. OPEN FORUM: Dan Henner, Superintendent of Liverpool Schools

- Superintendent Henner spoke briefly about the upcoming LCSD Capital Project vote. The beautification and infrastructure upgrades will come at no additional cost to taxpayers. The Capital Project vote will take place on 3/14/24 from 6 a.m. to 9 p.m. in the Wetzel Road Elementary gym.

G. REPORTS TO THE BOARD
1. Staff Report– none

2. Financial Report
- The Board received the Revenue Status Report and Budget Status Reports through December 2023 electronically prior to the meeting.
- Bank Statements through January 2024 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements are received by the District Treasurer and reconciled by the school district Account Clerk. All statements are available if called on for Board review. The November 2023 District Treasurers report is available for review.
- The Board reviewed February Budget transfers
  Budmen made a motion to approve account transfers. Hewitt seconded the motion.
  Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
  Final Resolution: Motion Carried
- The Independent Claims Auditor reviewed each invoice for the period of January 11, 2024, through February 14, 2024.
  McLaughlin made a motion to authorize payment of the audited invoices. Hewitt seconded the motion.
  Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
  Final Resolution: Motion Carried

3. President's Report: Gouger reminded the Trustees to complete the required 2 hours of training.

4. Director's Report

- LPL Communications Department has redesigned our program guide to include articles about different services. "The LPL Connection" also allows for more pictures and events.
- The LPL mobile app was released as a "soft launch" to allow staff to test it out and provide feedback.
- Community Engagement staff members C. Hibbert and E.Osmanovic received a NYS Humanities Grant for a true crime book discussion series with retired Onondaga County Medical Examiner Mary Jumbelic.
- Asst. Director Borelli finalized an application for CLRC's Catalyst Grant for LPL Artist in Residence.
- February book sale went smoothly and efficiently with over 500 people coming through the door.
- Mechanical Energetics STEM Camp is taking place over February break. This three-day camp will include STEM field activities and speakers.

5. OCPL Report: no report

6. Trustee Advisory Council: no report

7. Strategic Planning:
- All surveys and background research are done.
- The consultants met with the leadership team to look at staff assessment results.
- The consultants finished the focus group meetings, both small group and one on one interviews.
- A Board retreat with the consultants is scheduled for Saturday, March 2, 2024. Staff retreat follows on Monday, March 4, 2024.

H. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Promotion	Reynolds, Colette	Administrative Assistant		02/06/2024
Retirement	St. Leger, Martina	Administrative Aide		01/27/2024
Retirement	McGregor, Deanna	Librarian II		03/15/2024
Retirement	Siegal, Elizabeth	Librarian I		03/15/2024
Retirement	Withers, Virgina	Librarian I		03/15/2024
Resignation	Marasco, Daniel	Supervisor of Security		02/06/2024

Roster Changes

Remove the following position- Supervisor of Security

Motion by Mainville to accept the Personnel Changes as presented second by Budmen.
Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
Final Resolution: Motion Carried

2. Surplus List

ID#	Date Acquired	Item Description	Reason for Surplus
23433	2/15/2014	Computer, iMac 21.5" 8GB, 1TB	Old, will not support current operating system
23461	4/30/2015	iMac, 21.5in, Nvidia GeForce GT750M 16GB Ram	Old, will not support current operating system

23493	7/15/2016	Apple iMac, 21.5", 3.3GHz Quad-core Intel i7, 16GB	Old, will not support current operating system
23517	5/29/2017	Apple iMac, 21.5", 3.3GHz Quad-core Intel i7,16GB	Old, will not support current operating system
23542	6/01/2017	Dell Optiplex 7440 AIO	Old, will not support current operating system
23547	6/01/2017	Computer, iMac 21.5", 2.8GHz, 16GB	Old, will not support current operating system

Motion by Wood to accept the surplus list second by McLaughlin.
Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
Final Resolution: Motion Carried

3. Internet Use Policy for second reading and final approval
Motion to approve the policy for second reading and final approval by Budmen second by Hewitt.
Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
Final Resolution: Motion Carried

4. LPL Computers & Networks: Employee Use Policy for second reading and final approval
Motion to approve the policy for second reading and final approval by Wood second by Budmen.
Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
Final Resolution: Motion Carried

5. Director's 2024-2025 Budget – Second Draft
The Trustees discussed the trends and needs for each budget line. Trustees are comfortable with the proposed budget. Final budget vote to be added to March agenda.

I. BOARD FORUM: Trustees shared and discussed favorite books that speak to them.

J. ADJOURNMENT: The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Colette Reynolds, Clerk to the Board

Liverpool Public Library
Budget Transfers

Account Number	Description	Explanation of Transfer	Transfer from Amount	Transfer to Amount
7410-160-16139	Librarian Assistant	Funded Vacant Position	$8,000	
7410-160-16141	Librarian I	Funded Vacant Position	$20,000	
7410-400-40402	Consultant/Professional fees	Unforeseen personnel legal fees		$20,000
7410-400-40468	Main & Lg Equip Repairs	Unexpected Elevator Repair		$8,000

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES APPROVED: 3/13/2024

Authorized Signature _____

Title _____

Date _____

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 02/29/2024
Fiscal Year: 2024

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Available Balance
7410-160-16081	Administrative Assistant	67,000.00	23,000.00	90,000.00	44,156.93	41,153.07	4,690.00
7410-160-16083	Administrative Aide	97,000.00	-15,000.00	82,000.00	62,450.11	0.00	19,549.89
7410-160-16084	Auditor I	4,020.00	125.00	4,145.00	2,655.91	1,484.09	5.00
7410-160-16120	Public Info. Specialist	67,000.00	1,500.00	68,500.00	46,131.29	22,226.39	142.32
7410-160-16121	Public Information Asst.	44,000.00	0.00	44,000.00	20,074.95	16,132.05	7,793.00
7410-160-16131	LAN Support Specialist	58,000.00	0.00	58,000.00	36,708.30	20,234.70	1,057.00
7410-160-16135	Librarian III	71,000.00	25,000.00	96,000.00	70,926.72	24,759.28	314.00
7410-160-16138	Clerk of the Board	5,150.00	155.00	5,305.00	3,060.00	0.00	2,245.00
7410-160-16139	Librarian Assistant	135,000.00	-41,280.00	93,720.00	34,515.42	19,447.45	39,757.13
7410-160-16141	Librarian I	560,000.00	0.00	560,000.00	337,765.30	124,703.25	97,531.45
7410-160-16142	Librarian II	176,000.00	0.00	176,000.00	104,398.73	42,226.27	29,375.00
7410-160-16143	Asst Library Director III	87,000.00	-30,000.00	57,000.00	18,537.70	27,962.30	10,500.00
7410-160-16144	Library Director III	106,000.00	0.00	106,000.00	66,736.22	37,293.78	1,970.00
7410-160-16145	Library Clerk III	85,000.00	5,000.00	90,000.00	53,005.98	31,115.16	5,878.86
7410-160-16146	Library Clerk II	110,000.00	0.00	110,000.00	48,736.20	28,267.07	32,996.73
70410-160-16147	Library Clerk I	227,830.00	-20,000.00	207,830.00	115,590.99	21,773.62	70,465.39
7410-160-16148	Literacy Aide	27,000.00	0.00	27,000.00	16,874.37	10,008.63	117.00
7410-160-16152	Custodial Worker	48,000.00	25,000.00	73,000.00	36,966.52	22,129.50	13,903.98
7410-160-16153	Custodian I	53,000.00	-40,000.00	13,000.00	12,946.24	0.00	53.76
7410-160-16154	Custodian II	60,000.00	0.00	60,000.00	37,603.83	21,014.17	1,382.00
7410-160-16157	Security Guard	72,000.00	0.00	72,000.00	46,436.04	0.00	25,563.96
7410-160-16199	Extra Pay	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
1 Personal Services - State object Subtotal		**2,185,000.00**	**-66,500.00**	**2,118,500.00**	**1,216,277.75**	**511,930.78**	**390,291.47**
7410-200-20201	Office Furniture	0.00	2,455.01	2,455.01	0.00	2,455.01	0.00
7410-200-20235	Computer Hardware	50,000.00	0.00	50,000.00	27,418.84	0.00	22,581.16
2 Equipment - State object Subtotal		**50,000.00**	**2,455.01**	**52,455.01**	**27,418.84**	**2,455.01**	**22,581.16**
7410-400-40401	Fees	32,000.00	0.00	32,000.00	12,570.63	0.00	19,429.37
7410-400-40402	Consultant/Profess. Fees	40,000.00	60,000.00	100,000.00	80,266.81	0.00	19,733.19
7410-400-40403	Election Expenses	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7410-400-40404	Insurance	31,000.00	3,000.00	34,000.00	29,396.25	0.00	4,603.75
7410-400-40405	Memberships	800.00	0.00	800.00	642.00	0.00	158.00
7410-400-40406	Postage	5,000.00	0.00	5,000.00	776.14	0.00	4,223.86
7410-400-40416	Database/Software Maint.	96,000.00	0.00	96,000.00	60,883.79	0.00	35,116.21
7410-400-40425	Electric Power	48,700.00	0.00	48,700.00	23,780.25	0.00	24,919.75
7410-400-40426	Telephone Service	22,000.00	2,500.00	24,500.00	13,378.09	0.00	11,121.91
7410-400-40427	Water	3,500.00	0.00	3,500.00	1,576.48	0.00	1,923.52
7410-400-40435	Contract - Cloud Hardware	9,000.00	1,000.00	10,000.00	5,664.15	0.00	4,335.85
7410-400-40438	Continuing Education	3,000.00	0.00	3,000.00	1,125.69	0.00	1,874.31

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report   As Of: 02/29/2024

Fiscal Year: 2024

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Available Balance
7410-400-40439	Board Expenses	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
7410-400-40466	Selected Projects	11,000.00	0.00	11,000.00	7,194.60	0.00	3,805.40
7410-400-40468	Maint & Lg. Equp Repairs	28,000.00	0.00	28,000.00	30,016.70	0.00	-2,016.70
7410-400-40469	Other Equpment Repairs	22,000.00	0.00	22,000.00	15,509.06	0.00	6,490.94
7410-400-40470	Rentals	28,000.00	0.00	28,000.00	18,193.97	0.00	9,806.03
7410-400-40486	Conference	8,000.00	0.00	8,000.00	7,222.74	0.00	777.26
7410-400-40488	Mileage/Travel	4,000.00	0.00	4,000.00	7.00	0.00	3,993.00
7410-400-40495	Tuition Reimbursement	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7410-450-45301	General Supplies	6,000.00	0.00	6,000.00	1,553.06	0.00	4,446.94
7410-450-45303	Library Books/ebooks	135,000.00	0.00	135,000.00	68,797.28	0.00	66,202.72
7410-450-45307	Library Supplies	35,000.00	0.00	35,000.00	18,096.98	0.00	16,903.02
7410-450-45310	Subscriptions	12,000.00	0.00	12,000.00	9,153.44	0.00	2,846.56
7410-450-45311	Audio and Video	90,000.00	0.00	90,000.00	47,870.75	0.00	42,129.25
7410-450-45327	Electronic Databases	40,000.00	0.00	40,000.00	25,194.68	0.00	14,805.32
7410-450-45330	Data Processing Supplies	8,000.00	0.00	8,000.00	2,234.00	0.00	5,766.00
7410-450-45331	Network Software	17,000.00	0.00	17,000.00	4,988.90	0.00	12,011.10
7410-450-45333	Computer Software	15,000.00	0.00	15,000.00	7,235.93	0.00	7,764.07
7410-450-45344	Custodial Supplies	22,000.00	0.00	22,000.00	8,534.36	0.00	13,465.64
7410-450-45389	A V Supplies	4,000.00	0.00	4,000.00	2,473.30	0.00	1,526.70
4 Contractual and Other - State object Subtotal		**780,000.00**	**66,500.00**	**846,500.00**	**504,337.03**	**0.00**	**342,162.97**
9010-810-00000	Employee Retirement	230,000.00	0.00	230,000.00	124,939.35	50,954.57	54,106.08
9030-830-00000	Social Security	161,000.00	0.00	161,000.00	89,935.58	34,824.95	36,239.47
9040-840-00000	Workers' Compensation	25,000.00	0.00	25,000.00	18,639.00	0.00	6,361.00
9050-850-00000	Unemployment Insurance	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
9060-860-00000	Hosp., Med., Dent. Ins.	925,000.00	0.00	925,000.00	485,888.42	0.00	439,111.58
8 Employee Benefits - State object Subtotal		**1,346,000.00**	**0.00**	**1,346,000.00**	**719,402.35**	**85,779.52**	**540,818.13**
Total PUBLIC LIBRARY		**4,361,000.00**	**2,455.01**	**4,363,455.01**	**2,467,435.97**	**600,165.31**	**1,295,853.73**

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report   As Of: 02/29/2024

Fiscal Year: 2024

Fund: L PUBLIC LIBRARY

Selection Criteria

Criteria Name: Last Run
Fund: L
Budget type: Current Year
As Of Date: 02/29/2024
Suppress Budget Accounts with no activity
Sort by: Fund/State object
Printed by Sheila Smith

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 02/29/2024
Fiscal Year: 2024
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	4,122,744.00	0.00	4,122,744.00	3,846,573.51	276,170.49	
1081-000		Contrib in Lieu of Taxes	55,000.00	0.00	55,000.00	15,060.33	39,939.67	
2082-000		Library Charges	15,000.00	0.00	15,000.00	1,445.28	13,554.72	
2401-000		Interest Earnings	2,000.00	0.00	2,000.00	25,411.84		23,411.84
2401-LVY		Interest - Levy Money Market	0.00	0.00	0.00	0.00		
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	20,994.50		2,994.50
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	200.00		200.00
2770-000		Other Unclassified	48,000.00	0.00	48,000.00	19,285.61	28,714.39	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.10		0.10
3840-000		State Aid for Libraries	1,000.00	0.00	1,000.00	0.00	1,000.00	
3840-A01		System Cash Grant	39,000.00	0.00	39,000.00	39,754.00		754.00
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			**4,300,744.00**	**0.00**	**4,300,744.00**	**3,968,725.17**	**359,379.27**	**27,360.44**

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

These are estimates to balance the budget

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LIVERPOOL PUBLIC LIBRARY

Where the Community Connects

PERSONNEL CHANGES

CHANGE				
First Name	**Last Name**	**Position**	**Change**	**Effective Date**
Olivia	Russo	Library Clerk I	PT-PTAN	02/25/2024
Joseph	Gatchell	Security Guard	PT-FT	02/26/2024

APPOINTMENTS				
First Name	**Last Name**	**Position**	**Pay Grade**	**Effective Date**
William	Rurup	Custodial Worker I	$ 16.96	03/22/2024
Thomas	Pettitt	Librarian I	$ 46,000	03/26/2024

RESIGNATION				
First Name	**Last Name**	**Position**	**Pay Grade**	**Effective Date**
Emily	Adydan	Library Clerk I		03/19/2024

TERMINATION				
First Name	**Last Name**	**Position**	**Pay Grade**	**Effective Date**
Douglas	Dow	Custodial Worker I	$ 16.96	03/12/2024

Liverpool Public Library Board Policy	Page 1 of 1
GRIEVANCE PROCEDURE	First Reading: 3.13.2024 Second Reading:

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 or Director's designee, 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 or Director's designee.

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 or Director designee's decision an appeal can be made to the President of the Board of Trustees within 5 days of the receipt of the step 1 decision. 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.

Liverpool Public Library
Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

<u>Outline of Major Changes</u>
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 <u>here</u> 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, 2023, <u>except</u> for questions related to the <u>current</u> 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	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	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 <u>Local</u> Fiscal Year	07/01/2022
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023
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 2020 Census)	52,419
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 Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> 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 <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Susan
1.38	Last Name of Library Director/Manager	Reckhow
1.39	NYS Public Librarian Certification Number	14771

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, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	susan.reckhow@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?	N
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (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.	Y

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

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/2023)	05/16/2023
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))
6a.	Most recent prior year approved appropriation from a public vote:	$4,260,800
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$100,200
6c.	Total proposed appropriation (manually sum of 6a and 6b):	$4,361,000

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 2023) 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**

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of municipality or district holding the public vote

2.   Indicate the type of municipality or district holding the public vote

3.   Date the last successful vote was held (mm/dd/yyyy)

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?

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   **N**
library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

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   **N/A**
one):

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.	N

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

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	20,912
2.2	Adult Non-fiction Books	14,770
2.3	Total Adult Books (Total questions 2.1 & 2.2)	35,682
2.4	Children's Fiction Books	14,813
2.5	Children's Non-fiction Books	5,401
2.6	Total Children's Books (Total questions 2.4 & 2.5)	20,214
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	55,896

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	782
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	782
2.12	Total Print Materials (Total questions 2.7 and 2.11)	56,678

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	68,723
2.14	Local Electronic Collections	39
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	54
2.17	Audio - Downloadable Units	35,416
2.18	Video - Downloadable Units	2,592
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.)	5,874
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	112,659

Non-Electronic Materials

2.21	Audio - Physical Units	6,333
2.22	Video - Physical Units	9,172
2.23	Other Circulating Physical Items	616
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	16,121

Grand Total / Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	185,458

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	6,614
2.27	All Other Print Materials	1,282
2.28	Electronic Materials	25,191
2.29	All Other Materials	1,543
2.30	Total Additions (Total questions 2.26 through 2.29)	34,630

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	179,953
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?	CT - Annual Count
3.2	Registered resident borrowers	41,294
3.3	Registered non-resident borrowers	6,544

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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 12/31/23.

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)?	Y
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? If no, go to next question

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	Yes	
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)?   **N**

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE
Live Program Sessions
A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.
Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	267
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	8,113
3.18a	Number of Sessions Targeted at Children Ages 6-11	254
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	6,207
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	119
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,108
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	370
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	7,172
3.21a	Number of General Interest Program Sessions	92
3.21b	Attendance at General Interest Program Sessions	3,445

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,102
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	26,045

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	1,019
3.24b	Total Live Onsite Program Attendance	23,694
3.25a	Total Live Offsite Program Sessions	83
3.25b	Total Live Offsite Program Attendance	2,154
3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	197
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,102
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	26,045

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	2
3.30	Total Views of Prerecorded Program Presentations within 30 Days	544
3.31	One-on-One Program Sessions	995
3.32	Attendance at One-on-One Program Sessions	1,045

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y

3.34	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

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	194
3.38	Young adults registered for the library's summer reading program	20
3.39	Adults registered for the library's summer reading program	160
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	374
3.41a	Children's program sessions - Summer 2023	177
3.41b	Children's program attendance - Summer 2023	5,850
3.42a	Young adult program sessions - Summer 2023	63
3.42b	Young adult program attendance - Summer 2023	486
3.43a	Adult program sessions - Summer 2023	78
3.43b	Adult program attendance - Summer 2023	630
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	318
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	6,966
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	1
3.51	Summer camp(s)	1
3.52	Municipality/Municipalities	2
3.53	Literacy provider(s)	1
3.54	Other (describe using the State note)	0
3.55	Total Collaborators (total 3.48 through 3.54)	6

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	2
3.57b	Focus on birth - school entry (kindergarten) attendance	22
3.58a	Focus on parents & caregivers sessions	2
3.58b	Focus on parents & caregivers attendance	28
3.59a	Combined audience sessions	166
3.59b	Combined audience attendance	4,381
3.60	Total Sessions	170
3.61	Total Attendance	4,431

3.62 - Collaborators (check all that apply):

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

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.
ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.   **Y**

3.64a	Total group program sessions	1
3.64b	Total group program attendance	9
3.65a	Total one-on-one program sessions	0
3.65b	Total one-on-one program attendance	0

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.   **N**

3.68a	Children's program sessions	
3.68b	Children's program attendance	
3.69a	Young adult program sessions	
3.69b	Young adult program attendance	
3.70a	Adult program sessions	
3.70b	Adult program attendance	
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	

3.73b	One-on-one program attendance	

3.74 - 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 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y

3.76a	Total group program sessions	8
3.76b	Total group program attendance	29
3.77a	Total one-on-one program sessions	388
3.77b	Total one-on-one program attendance	388

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	86,364
4.2	Adult Non-fiction Books	41,029
4.3	Total Adult Books (Total questions 4.1 & 4.2)	127,393
4.4	Children's Fiction Books	98,389
4.5	Children's Non-fiction Books	16,484
4.6	Total Children's Books (Total questions 4.4 & 4.5)	114,873
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	242,266

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	57,464
4.9	Circulation of Children's Other Materials	13,472
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	70,936
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	313,202

ELECTRONIC USE

4.12	Use of Electronic Material	114,283
4.13	Successful Retrieval of Electronic Information	15,861
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	130,144
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	427,485
4.16	Total Collection Use (Total questions 4.13 & 4.15)	443,346
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	128,345
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	13,655
4.19a	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
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	45,380

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	34,436

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.
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	228,411

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	Daniel Perez
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(315) 457-0310
5.12	IT contact's email address	daniel.perez@lpl.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 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	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	14
6.7	Vacant Librarian	2
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	21
6.11	Vacant Other Staff	6
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	36.00

| 6.13 | VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 8.00 6.11) | |

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	$104,000
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	$40,004

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. 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.

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 required by law. Y

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 Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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 two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	68.00
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)	68.00
8.10	Annual Total Hours - Main Library	3,375.00
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)	3,375.00

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.
Outlets should be arranged in alphabetical order if possible.
Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.
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 will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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	3,375
16.	Number of Weeks This Outlet is Open	52
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	489
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 Used by General Public	53
27.	Number of uses (sessions) of public Internet computers per year	15,978
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum download 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 upload speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Verizon Wireless
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	16,592
33a	Reporting Method for Wireless Sessions	CT - Annual Count
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.	*LIBID*	6000423670
38.	*FSCSID*	NY0488
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023)	13

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-11
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	7
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	7
10.5	What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

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

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

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@lpl.org
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2021
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2026

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	07/12/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2023
16.	Is this a brand new trustee?	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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Liverpool Central School District
3.	Amount	$3,882,976
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**	$3,882,976

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$43,721

11.4	Record all Central Library Services Aid monies received from system headquarters	$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)	$43,721

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	$885

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	$24,971
11.15	Fund Raising	$0
11.16	Income from Investments	$48,982
11.17	Library Charges	$2,804
11.18	Other	$46,987
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$123,744
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,051,326
11.21	**BUDGET LOANS**	$0

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 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	$3,824,915
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$7,876,241

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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	$899,824
12.2	Other Staff	$949,054
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$1,848,878
12.4	**Employee Benefits Expenditures**	$1,194,441
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$3,043,319

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$153,786
12.7	Electronic Materials Expenditures	$45,503
12.8	Other Materials Expenditures	$101,997
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$301,286

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$7,603
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures (Add Questions 12.10 and 12.11)**	$7,603

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

| 12.13 | From Local Public Funds (72PF) | $36,792 |
| 12.14 | From Other Funds (72OF) | $0 |

12.15	Total Repairs (Add Questions 12.13 and 12.14)	$36,792
12.16	Other Disbursements for Operation & Maintenance of Buildings	$129,992
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	$166,784

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$68,000
12.19	Telecommunications	$22,831
12.21	Professional & Consultant Fees	$70,320
12.22	Equipment	$77,924
12.23	Other Miscellaneous	$145,228
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$384,303

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	$0

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	Total (Add Questions 12.26 and 12.27)	$0

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$3,903,295

TRANSFERS
Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	Transfer to Other Funds	$0

12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	$3,903,295
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$3,972,946
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$7,876,241

ASSURANCE

12.41	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

12.42	Last audit performed (mm/dd/yyyy)	12/13/2023
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	7/1/2022-6/30/2023
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45	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 Questions 1.6 and 1.7 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 12.35)	$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 2023 (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 2023	$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	14.88
16.2	Total Librarians	14.88
16.3	All Other Paid Staff	23.63
16.4	Total Paid Employees	38.51
16.5	State Government Revenue	$44,606
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$123,744
16.8	Total Operating Revenue	$4,051,326
16.9	Other Operating Expenditures	$551,087
16.10	Total Operating Expenditures	$3,895,692
16.11	Total Capital Expenditures	$7,603
16.12	Print Materials	56,678
16.12a	Total Physical Items in Collection	72,799
16.13	Total Registered Borrowers	47,838
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	53
16.16	Total Uses (sessions) of Public Internet Computers Per Year	15,978
16.17	Wireless Sessions	16,592
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	6000423670
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SU1
17.7	*FSCS ID*	NY0488
17.8	*SED CODE*	421501700303
17.9	*INSTITUTION ID*	800000040890

SUGGESTED IMPROVEMENTS

|	
Library Name:	LIVERPOOL PUBLIC LIBRARY
Library System:	Onondaga County Public Library
Name of Person Completing Form:	Susan Reckhow
Phone Number:	(315) 457-0310
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Description	23/24 Approved	24/25 Proposed
PATRON SERVICES AND PROGRAMS		
Audio and Video Media	$ 90,000	$ 92,000
Audio Visual Supplies	$ 4,000	$ 4,000
Computer Hardware	$ 25,000	$ 20,000
Computer Software	$ 10,000	$ 10,000
Conference	$ 8,000	$ 8,000
Consultant & Professional fees	$ 24,000	$ 24,000
Continuing Education	$ 3,000	$ 3,000
Database/software maintenance	$ 60,000	$ 60,000
Data Processing Supplies	$ 8,000	$ 4,000
Electronic Databases	$ 40,000	$ 30,000
General Supplies	$ 6,000	$ 6,000
Library Books, ebooks	$ 135,000	$ 140,000
Library Supplies	$ 35,000	$ 40,700
Mileage and Travel	$ 3,800	$ 3,800
Postage	$ 5,000	$ 2,500
Selected Projects	$ 11,000	$ 12,000
Subscriptions	$ 12,000	$ 12,000
Tuition Reimbursement	$ 1,000	$ 1,000
Total Expenses	$ 480,800	$ 473,000
Salaries/Social Security	$ 1,638,920	$ 1,746,839
Benefits	$ 807,617	$ 859,511
Patron Services Total	**$ 2,927,337**	**$ 3,079,350** 69%
ADMINISTRATIVE		
Board Expenses	$ 2,000	$ 2,000
Consultant & Professional fees	$ 16,000	$ 16,000
Database/software maintenance	$ 7,000	$ 7,000
Election Expenses	$ 1,000	$ 1,000
Fees	$ 4,000	$ 4,000
Insurance Director's & Officers	$ 3,000	$ 4,000
Memberships	$ 800	$ 800
Mileage and Travel	$ 200	$ 200
Total Expenses	$ 34,000	$ 35,000
Salaries/Social Security	$ 393,540	$ 400,317
Benefits	$ 193,559	$ 196,971
Administrative Total	**$ 621,099**	**$ 632,288** 14%
OPERATIONS/MAINTENANCE		
Cloud Service Hardware	$ 9,000	$ 10,000
Computer Software	$ 5,000	$ 5,000
Computer Hardware	$ 25,000	$ 20,000
Custodial Supplies	$ 22,000	$ 19,000
Database/software maintenance Fees	$ 29,000	$ 29,000
Electric & Gas	$ 48,700	$ 50,000
Fees	$ 28,000	$ 28,000
Insurance	$ 28,000	$ 31,000
Maint & Lg. Equip Repair	$ 28,000	$ 10,000
Network Software	$ 17,000	$ 15,000
Other Equipment Repair	$ 22,000	$ 15,000
Rentals	$ 28,000	$ 28,000
Telecommunication Service	$ 22,000	$ 24,000
Water	$ 3,500	$ 2,000
Workers Compensation	$ 25,000	$ 25,000
Unemployment Insurance	$ 5,000	$ 5,000
Total Expenses	$ 345,200	$ 316,000
Salaries/Social Security	$ 313,540	$ 301,844
Benefits	$ 153,824	$ 148,518
Operations Total	**$ 812,564**	**$ 766,362** 19%
Total Expenses	**$ 860,000**	**$ 824,000**
Expenses	$ 860,000	$ 824,000
Salaries/Social Security	$ 2,346,000	$ 2,449,000
Benefits	$ 1,155,000	$ 1,205,000
Total Budget	**$ 4,361,000**	**$ 4,478,000**

- Patron Services
- Administrative
- Operations/Maintenance
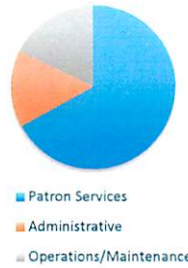
Patron Services and Programs at 69% represents a major portion of the 2024-2025 budget. This includes expenses related to books, DVDs, CDs, program presenter fees, computer database and software programs and patron service staff.

Administrative represents 14% of the 2024-2025 budget. Administrative costs include legal, consultation and insurance expenses along with office and administration staff.

Operations/Maintenance represents 19% of the 2024-2025 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 equipment.

difference

REVENUES	23/24 Approved	24/25 Proposed
Property Taxes	$ 4,122,744	$ 4,239,802
Contrib. In Lieu of Tax	$ 55,000	$ 40,000
Library Charges	$ 15,000	$ 5,000
Interest Earnings	$ 2,000	$ 28,198
Gifts & Donations	$ 18,000	$ 21,000
Other than LLIA Grants		
System Cash Grant	$ 39,000	$ 40,000
State Aid for Libraries	$ 1,000	$ 1,000
Other Unclassified	$ 48,000	$ 48,000
Insurance Recoveries		
Misc. Short and Over		
App from fund balance	$ 60,256	$ 55,000
sub-total	$ 238,256	$ 238,198

YEAR-TO-DATE		
Original Estimate	$ 4,361,000	$ 4,478,000
Adjustments		
Excess Revenue		
TAX IMPACT	3.40%	2.84%

- Property Taxes
- Contrib. In Lieu of Tax
- Library Charges
- Other Unclassified
- System Cash Grant
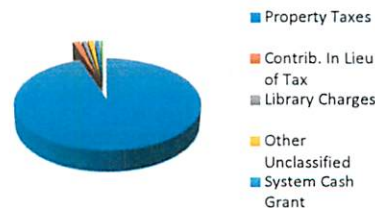
Revenues are funds received to provide for library operations, patron services and administrative costs. The main source of revenue comes from property tax. The library receives State Aid, payments in lieu of taxes, grants, fees/fines, donations and fund balance to help offset taxes.