



BOARD OF TRUSTEES MEETING
Wednesday, May 4, 2022, at 6:30 p.m.
Carman Community Room

PUBLIC HEARING 6:30pm

The Board of Trustees of the Liverpool Public Library will conduct a public hearing to discuss the expenditure of Library funds for the fiscal year 2022-2023 and the budgeting thereof in the Carmen Community Room at Liverpool Public Library 310 Tulip St., Liverpool, New York. The expenditure amount being voted on is \$4,260,800.

REGULAR MEETING (follows the Public Hearing)

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT APRIL MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Staff Report –
 - 2. Financial Report -
 - a. Approval of Invoices for April 13, 2022, through May 4, 2022
 - 3. President's Report
 - 4. Director's Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel Changes
 - 2. Code of Ethics and Conflict of Interest Policy for Second Reading and Final Approval.
 - 3. Meeting Room Use Policy for Second Reading and Final Approval.
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *Board may have the need to enter Executive Session.*
- K. ADJOURNMENT

Budget Vote

2022-2023

Current Board of Trustees:

Kay Budmen
President

Ashley Gouger
Vice President

Mary Schapley
Secretary

Denise Baker

Yvette Hewitt

John Hluchy

Dennis McLaughlin

Glenna Wisniewski
LPL Director

There are three trustee seats open this year.

Trustees serve a five-year term and are elected by the residents of the Liverpool Central School District.

A Public Hearing will be held at 6:30 p.m. Wednesday, May 4 in the Liverpool Public Library's Carman Community Room.

Liverpool Public Library
310 Tulip St,
Liverpool, NY
13088

LPL.org
315-457-0310

A Message From the Liverpool Public Library Board President

Our community is the heart of the Liverpool Public Library. The LPL and the Board of Trustees are always looking for new and innovative ways to reach and serve our community, while promoting literacy and equitable access for all. This approach has been especially important over the last two years, as libraries across the globe have been tasked with serving their communities in a new manner. Despite these challenges, the LPL was there for you, our community, and you in turn have supported us. We will continue to be here for our community with great things to come for 2022-23 and beyond. From our children's programs to our expanding technology catalog and digital access, we work to provide the highest level of service to our community at the most efficient cost.

To maintain our level of service, while continuing to meet the needs of our evolving community, this year there was a need for a 2.49 percent increase in the LPL budget. The budget increase is within the New York State property tax cap guidelines and will allow for the LPL to continue to offer and expand our wide variety of programs, books, electronic materials, technology, databases and more. This budget decision was made with careful consideration to our taxpayers and their ability to support it. We thank you, our community, for your continued support of our efforts.

The LPL aims to be the place where our community comes to meet their needs for information and to connect with others. The LPL is a place where people can learn and grow. If you are not currently utilizing all that the LPL has to offer, we invite you to visit us in person or online (LPL.org), to see the many resources we have to share.

Your voice is important, please vote!

Kay Budmen, President, Liverpool Public Library Board of Trustees



HIGHLIGHTS FOR 2021

- The Interactive Play Area completed the Children's Room renovation.
- LPL went fine free!
- 'Pool Pass, a virtual library card for students in the Liverpool CSD, was developed and piloted at select schools in the district.
- StoryWalks were embraced at Willow Bay, Onondaga Lake Park and schools in the Liverpool CSD.
- Programming choices increased with more hybrid events available.
- "Let's Read, Liverpool!" invited the community to join in summer reading.

Voter Information

What are you voting for?

The proposed 2022-2023 Liverpool Public Library Budget and three trustee seats.

Where will the voting be held?

In the gymnasium of the former Wetzel Road Elementary, 4246 Wetzel Road. This is the same time and place as the Liverpool Central School District vote, but the library is an independent entity and has a separate line on the ballot.

Who is a qualified voter?

A qualified voter is someone who is a citizen of the United States; 18 years of age or older; resident of the Liverpool CSD for at least 30 days before May 17, 2022, either as a renter or property owner; and registered with the Board of Voter Registration or the Onondaga County Board of Elections.

How do you know if you are registered to vote?

If you are already registered with the Onondaga County Board of Elections to vote in the general election; or you have been previously placed on the register and voted in the last four years; or you registered to vote on May 12 at the District Office. Absentee ballot applications are available at the School District Office at 195 Blackberry Road, approximately two weeks before the vote.

Where is there more information? What does the budget provide?

Budget information can be found in this pamphlet, at the library or online at LPL.org.

What will the tax impact be?

A 2.49% tax impact is at the allowable property tax cap. Compared to the 2021 rate, a 2.49% increase will be \$0.02 per \$1,000 of assessed value in the Town of Salina and \$0.83 per \$1,000 of assessed value in the Town of Clay.

2.49%
Tax Impact

Tuesday, May 17, 2022 • 6 a.m.-9 p.m.

Former Wetzel Road Elementary Gymnasium • 4246 Wetzel Road

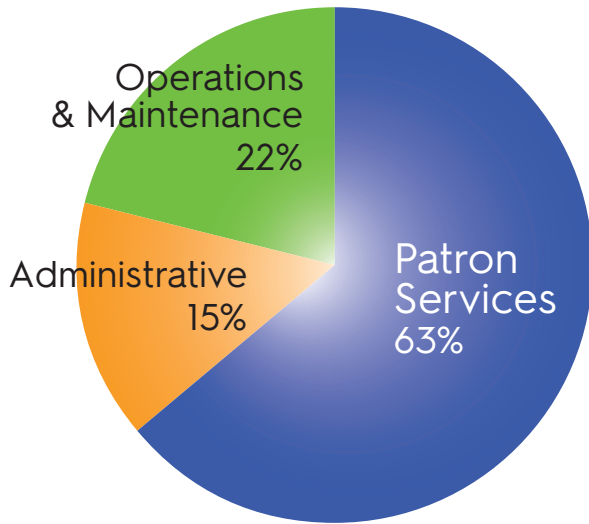
2022-2023 Proposed Library Budget

BUDGET OVERVIEW

	Adopted 21/22	Proposed 22/23
Expenses	\$888,300	\$864,300
Salaries	\$2,096,500	\$2,241,500
Benefits	\$1,155,000	\$1,155,000
Total Budget	\$4,139,800	\$4,260,800
Tax Impact	0%	2.49%

REVENUES

	Adopted 21/22	Proposed 22/23
Property Taxes	\$3,890,400	\$3,987,365
Contribution in Lieu of Tax	\$65,000	\$65,000
Library Charges	\$15,000	\$15,000
Interest Earnings	\$1,000	\$2,000
Gifts and Donations	\$18,000	\$18,000
Other than LLIA Grants		
System Cash Grant	\$30,000	\$39,000
State Aid for Libraries	\$1,000	\$1,000
Other Unclassified	\$48,000	\$48,000
App from Fund Balance	\$71,400	\$85,435
Sub-total	\$249,400	\$273,435
Total Revenue	\$4,139,800	\$4,260,800



BUDGET BREAKDOWN

Patron Services and Programs at 63% represents a major portion of the 2022-2023 budget. This includes expenses related to books, DVDs, CDs, program presenter fees, computer database and software programs and patron service staff.

Administrative represents 15% of the 2022-2023 budget. Administrative costs include legal, consultation and insurance expenses along with office and administration staff.

Operations/Maintenance represents 22% of the 2022-2023 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.

PATRON SERVICES AND PROGRAMS

	Adopted 21/22	Proposed 22/23
Audio and Video Media	\$90,000	\$90,000
Audio Visual Supplies	\$4,000	\$4,000
Computer Hardware	\$42,500	\$25,000
Computer Software	\$15,000	\$15,000
Conference	\$10,000	\$10,000
Consultant and Professional Fees	\$23,000	\$23,000
Continuing Education	\$3,000	\$3,000
Database/Software Maintenance	\$57,000	\$59,000
Data Processing Supplies	\$10,000	\$10,000
Electronic Databases	\$45,000	\$45,000
General Supplies	\$7,000	\$7,000
Library Books, eBooks	\$135,000	\$135,000
Library Supplies	\$35,000	\$35,000
Mileage and Travel	\$3,800	\$3,800
Postage	\$12,000	\$12,000
Selected Projects	\$11,000	\$11,000
Subscriptions	\$12,000	\$13,000
Tuition Reimbursement	\$1,000	\$1,000
Total Patron Expenses	\$516,300	\$501,800
Salaries/Social Security/Medicare	\$1,388,930	\$1,430,040
Benefits	\$762,300	\$739,200
Patron Services Total	\$2,667,530	\$2,671,040

ADMINISTRATIVE

	Adopted 21/22	Proposed 22/23
Board Expenses	\$2,000	\$2,000
Consultant and Professional fees	\$13,000	\$13,000
Database/Software Maintenance	\$5,100	\$6,000
Election Expenses	\$1,000	\$1,000
Fees	\$4,000	\$4,000
Insurance Director's & Officers	\$2,800	\$3,000
Memberships	\$800	\$800
Mileage and Travel	\$200	\$200
Total Administrative Expenses	\$28,900	\$30,000
Salaries/Social Security/Medicare	\$376,890	\$399,480
Benefits	\$207,900	\$207,900
Administrative Total	\$613,690	\$637,380

OPERATIONS/MAINTENANCE

	Adopted 21/22	Proposed 22/23
Cloud Service Hardware	\$9,000	\$9,000
Computer Software	\$5,000	\$5,000
Computer Hardware	\$42,500	\$25,000
Custodial Supplies	\$22,000	\$22,000
Database/Software Maintenance Fees	\$27,900	\$28,000
Electric and Gas	\$35,000	\$37,000
Fees	\$26,000	\$28,000
Insurance	\$23,200	\$25,000
Maintenance and Large Equipment Repair	\$28,000	\$28,000
Network Software	\$22,000	\$22,000
Other Equipment Repair	\$22,000	\$22,000
Rentals	\$26,000	\$27,000
Telecommunication Service	\$22,000	\$22,000
Water	\$2,500	\$2,500
Workers Compensation	\$25,000	\$25,000
Unemployment Insurance	\$5,000	\$5,000
Total Operations Expenses	\$343,100	\$332,500
Salaries/Social Security/Medicare	\$330,680	\$411,980
Benefits	\$184,800	\$207,900
Operations Total	\$858,580	\$952,380

LIBRARY USAGE AT LPL IN 2021

Items Checked Out (Physical & Electronic)	269,082
Participants for "Let's Read, Liverpool!" Summer Reading	1,101
Reference Questions	11,151
Children's Programs Offered	575
Total Children's Program Attendance	10,805
Adult Programs	320
Adult Program Attendance	3,988
Community Partnerships	120 (and growing!)
One-on-One Programs	1,122
WiFi Use	5,165 Sessions
Website Sessions	145,125 Visitors





MINUTES
BOARD OF TRUSTEES MEETING
April 13, 2022
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board, M. Bialczak, Comm. Specialist

REGULAR MEETING

- A. CALL TO ORDER: President Budmen called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT MARCH MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD
 1. Staff report – Amanda Riccardo

Amanda Riccardo recently became a full time Librarian I in the Children and Family Services Dept. Riccardo has been a lifelong Liverpool resident who visited LPL as a child. Gouger remarked that her children attended a program the previous Saturday and Riccardo did a great job.
 2. Financial Report
 - The Board received the Budget Status Reports through March 2022. These reports were previously distributed electronically.
 - Bank Statements through January 2022 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.
 - The Independent Claims Auditor reviewed each invoice for the period of March 10, 2022, through April 13, 2022. Gouger made a motion to authorize payment of the audited invoices and approve account transfers. Schapley seconded the motion.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried
 3. President's Report:
 - Budmen asked Reckhow to give an update of the 'Pool Pass program. Reckhow detailed some issues that were discovered during the launch at Chestnut Hill Middle School. LPL staff on site were able to look at the issue and find solutions. The decision was made to suspend adding elementary students to the 'Pool Pass until the fall. Budmen stated the incremental rollout worked as intended and complimented Foster, Murry and Reckhow on their problem-solving skills.
 4. Director's Report
 - The LCSD Fine Arts Department are very happy to have the piano in the newly renovated Auditorium at the Liverpool High School. The piano will be moved in the next month.
 - The LPL Inclusion team looks at accessibility and ways to improve accessibility for all our patrons. The LPL team recently met with staff of the LCSD Special Education department and gave them a tour of the library. The visit was a great success. LPL and LCSD Special Ed Dept are exploring ways to partner during summer programming.
 - LPL is distributing COVID tests courtesy of the LCSD, and Assemblyperson Hunter's office. Additionally, masks and hand sanitizer are also available to patrons.
 - Information regarding the LPL budget vote will be included in the LCSD School Bell. A separate mailing of the budget information will not be required.
 - 2 Family passes to the Museum of Science and Technology (MOST) will be added to our Library of Things.
 - NYS passed their budget. Money designated for libraries includes Library Aid \$5.5m, Digital Inclusion \$10m, and construction grants remained the same as the previous year.
 5. OCPL Report: OCPL recently approved Fine Free for their library and branches. A few smaller libraries in the system still have fines.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Daghita, David	Systems Librarian	4/14/2022
Foster, Bonnie	Librarian II	5/7/2022

PROMOTION

Name	Position	Salary	Start Date
Roberts, Angela	Library Clerk III (provisional)	\$20.50 p/h	4/25/2022

APPOINTMENTS

Name	Position	Salary	Start Date
Russo, Olivia	Library Clerk I (PT)	\$13.20 p/h	3/28/2022
Abraham, Naif	Librarian I (PT)	\$21.98 p/h	4/4/2022
Park, Nicole	Library Clerk I (PT)	\$13.20 p/h	4/4/2022

Motion by Baker to accept the Personnel Changes as presented second by McLaughlin.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

1. Surplus List

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
22673	12/12/1985	Yamaha Piano	No longer in use

Motion by Hewitt to accept the Surplus List as presented second by Gouger.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

2. Code of Ethics and Conflict of Interest Policy for First Reading

Motion to approve the policy for first reading by Baker second by Gouger.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

3. Meeting Room Use Policy for First Reading

Motion to approve the policy for first reading by Gouger second by Baker. Discussion followed

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

4. Public Hearing and May BOT Meeting

Gouger made a motion to set the date of the public hearing for the library's 2022-2023 budget followed by the regular monthly meeting May LPL Board of Trustees Meeting as Wednesday, May 4, 2022 at 6:30pm. McLaughlin seconded the motion.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

H. **OPEN FORUM:** Hewitt thanked LPL on behalf of the Village of Liverpool tree Committee for the loan of artificial trees to be used for the Memorial Day parade.

I. **BOARD FORUM:** Budmen encouraged the board and staff to participate in the Memorial Day parade this year. Schapley shared with the board her insights after meeting patrons in the lobby recently. Many were from outside the Liverpool area and had good things to say about the library. Budmen let everyone know that Trustee Hluchyj will be inducted into the NYS Outdoorsman Hall of Fame later this month. Hluchyj said he is humbled by the honor. He has 30 Years of volunteer service which includes time spent as President of the Friends of Carpenter's Brook Fish Hatchery and organizing programs such as the annual Spring Fishing Family events and the Women in Nature program.

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a personnel matter related to a particular employee with no action to follow.

Baker made a motion and Hewitt seconded to move into executive session at 7:28 p.m. with no action to follow for the previously stated matter.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

Wisniewski was asked to attend.

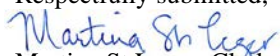
Gouger made a motion to return from executive session at 7:47 p.m., seconded by Baker.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

K. **ADJOURNMENT:** The meeting was adjourned at 8:01 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 04/27/2022

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		1,926,000.00	1,360,729.07	134,812.16	285,136.73	280,134.20
200 Furniture & Equipment		244,255.62	207,766.76	3,222.00	2,455.01	34,033.85
400 Contractual		377,300.00	219,678.92	26,546.24	0.00	157,621.08
450 Supplies		400,000.00	223,979.26	18,702.09	0.00	176,020.74
810 Employee Retirement		230,000.00	173,543.87	12,344.11	28,440.56	28,015.57
830 Social Security		160,500.00	99,968.29	9,788.94	21,812.95	38,718.76
840 Workers Compensation		25,000.00	20,999.00	0.00	0.00	4,001.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	669,112.10	74,621.47	0.00	255,887.90
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	2,975,777.27	280,037.01	337,845.25	979,433.10

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 04/27/2022

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	3,890,400.00	3,889,860.58	0.00	539.42	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	36,860.01	0.00	28,139.99	
2082-000		Library Charges	15,000.00	15,000.00	3,810.85	0.00	11,189.15	
2401-000		Interest Earnings	1,000.00	1,000.00	189.49	0.00	810.51	
2705-000		Gifts and Donations	18,000.00	18,000.00	16,340.12	0.00	1,659.88	
2760-000		Other Than LLIA Grants	0.00	0.00	2,500.00	0.00		2,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	12,478.31	0.00	35,521.69	
2770-ADJ		Misc. Short and Over	0.00	0.00	15.67	0.00		15.67
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	30,000.00	30,000.00	34,416.00	0.00		4,416.00
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	3,996,471.03	0.00	78,860.64	6,931.67

Selection Criteria

* 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
February 28, 2022

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$2,147,690.46	\$487.03	\$0.00	\$2,148,177.49
General MM XXX-XX6788	\$14,153,070.77	\$1,004.75	\$0.00	\$14,154,075.52
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$5,580,671.07	\$37,462.70	\$0.00	\$5,618,133.77
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$894,547.56	-\$894,547.56 (1)
Public Library savings XXX-XX8316	\$2,376,619.00	\$0.00	\$0.00	\$2,376,619.00
Expendable Trust XXX-XXX7906	\$180,133.90	\$0.00	\$0.00	\$180,133.90
Capital Fund MM XXX-XX8251	\$814,676.59	\$0.00	\$0.00	\$814,676.59
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
NYCLASS				
General Fund XXX-XX1131	\$48,012,692.76	\$0.00	\$0.00	\$48,012,692.76
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,281,681.04	\$0.00	\$0.00	\$4,281,681.04
M & T				
Capital Fund MM XXXXXXXXXX6329	\$1,893,839.68	\$0.00	\$0.00	\$1,893,839.68
General Fund MM XXXXXXXXXX5708	\$2,849,097.80	\$314.07	\$4,470.04	\$2,844,941.83
KEYBANK				
Public Library NOW XXX-XX0061	\$599,658.28	\$185.54	\$0.00	\$599,843.82
TOTALS	\$82,939,831.35	\$39,454.09	\$899,017.60	\$82,080,267.84

- (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	\$81,170,150.05	\$3,920,605.85	\$12,739,205.58	\$72,351,550.32
School Lunch	\$1,997,264.74	\$150,912.75	\$0.00	\$2,148,177.49
Special Aid	\$0.00	\$0.00	\$0.00	\$0.00
Capital, Cap Int & Debt Serv.	\$5,498,537.45	\$87.32	\$0.00	\$5,498,624.77
Public Library	\$3,338,545.69	\$4,338.83	\$366,421.70	\$2,976,462.82

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

Carol-Anne M. Matthews

Treasurer

Note: Additional district funds of \$622,800 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	2,147,690.46			
General MM	14,153,070.77			
Reserve MM	0.00			
General Disb NOW	5,580,671.07			
General Disbursing	0.00			
Public Library Savings	2,376,619.00			
Expendable Trust	180,133.90			
Capital Fund MM	814,676.59			
Benefit Funding Account	\$50,000.00			
TOTAL	25,302,861.79	500,000.00	25,493,578.09	690,716.30
<u>CITIZENS BANK</u>				
General fund	4,281,681.04	4,281,681.04	0.00	0.00
* <u>NYCLASS</u>				
General fund	48,012,692.76	250,000.00	47,762,692.76	0.00
* Deposits are covered by a pledge pool in proportion to the amount on deposit to NYCLASS's total deposits secured by the pool.				
<u>M & T</u>				
Capital MM	1,893,839.68			
General MM	2,849,097.80			
TOTAL	4,742,937.48	250,000.00	4,582,887.11	89,949.63
<u>KEYBANK</u>				
Public Library NOW	599,658.28			
TOTAL	599,658.28	250,000.00	363,919.52	14,261.24
TOTAL	\$82,939,831.35	\$5,531,681.04	\$78,203,077.48	\$794,927.17

PERSONNEL CHANGES

PROMOTION

Name	Position	Salary	Start Date
McGregor, Deanna	Librarian II		5/9/2022

RESIGNATION

Name	Position	Effective Date
Pratt, Ursula	Librarian I (PTAN)	4/18/2022

TERMINATION

Name	Position	Effective Date
Feagan-Allocco, Carey	Librarian I (PTAN)	4/18/2022
Horbock, Kristin	Library Clerk I (PTAN)	4/18/2022
Monroe, Eddie	Custodial Worker I (PTAN)	4/18/2022

Liverpool Public Library Board Policy

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CODE OF ETHICS/CONFLICT OF INTEREST POLICY

First Reading: 4.13.2022
Second Reading 5.04.2022

Purpose

The Liverpool Public Library Board of Trustees (hereinafter, “Library Board”) recognizes its obligation, under the provisions of New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all Library officers and employees. The Library Board is committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any Library Trustee or employee may call into question the integrity of the management or operation of the Library. The Library Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Prohibited Activities

Gifts: No Library Trustee or employee shall directly or indirectly solicit, accept, or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

Confidential Information: No Library Trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Library Board regardless of whether or not such information is deemed confidential.

Representation Before the Board: A Library Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board.

Representation Before the Board for a Contingent Fee: A Library Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board, whereby the compensation is to be dependent or contingent upon any action by the Library Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

Disclosure of Interest in Matters Before the Board: A member of the Library Board and any officer or employee of the district, whether paid or unpaid, who participates in the discussion or gives official opinion to the Library Board on any matter before the Library Board shall publicly disclose on the official record the nature and extent of any direct or

indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to an officer or employee.

Disclosure of Interests in Contracts: To the extent known, any Library Trustee or employee who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library as well as to the Library Director as soon as he or she has knowledge of such accrual or prospective interest.

Investments in Conflict with Official Duties: No Library Trustee or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

Prohibited Conflicts of Interest: No Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer or employee when such Library Trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under the contract, or appoint an officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Certain Prohibited Actions: No person employed by the Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.

Private Employment: No Library Trustee or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

Future Employment: No Library Trustee or employee shall, after the termination of service or employment with the Library Board, appear before the Library Board or any panel or committee of the Library Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library Trustee or employee of any claim, account, demand or suit against the Library on his or her own behalf of any member of his or her family arising out of any personal injury or property damage or for any unlawful benefit authorized or permitted by law.

Use of Library Property: No Library Trustee or employee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board.

Outside Employment Limitations: No Library Trustee or employee may engage in outside employment or any other outside activity that conflicts with a Trustee's or employee's official duties. A Library Trustee or employee may not receive compensation from any source other than the Library for teaching, speaking or writing that "relates" to the Trustee's or employee's official duties. Library Trustees or employees may not use Library property, nonpublic information or time (including the time of a subordinate) for other than authorized purposes.

Related Party Transactions. The Library Board shall not enter into any related party transaction unless the transaction is determined by the Library Board to be fair, reasonable and in the Library's best interest, after the director, Library Trustee or key employee who has an interest in such transaction has disclosed in good faith to the Library Board the material facts concerning such interest.

Standards of Conduct

Library Trustees and employees shall:

- a. Endeavor to pursue a course of conduct which shall not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust;
- b. Provide the highest level of service to all Library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests;
- c. Uphold the principles of intellectual freedom and resist all efforts to censor Library resources;
- d. Protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted, consistent with existing law;
- e. Recognize and respect intellectual property rights;
- f. Avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues or the Library; and
- g. Distinguish between one's personal convictions and professional duties and not allow personal beliefs to interfere with fair representation of the aims of the Library or the provision of access to Library resources.

Handling Conflicts of Interest

- a. Full disclosure, by notice in writing, shall be made by the interested parties to the full Library Board in all conflicts of interests, as defined above. Any Library Trustee or employee who has knowledge of a violation of the Code of Ethics by any other employee or Library Trustee or knows of or perceives a direct or indirect conflict of interest, shall report such information to the Library Director. If the incident involves the Library Director, the Library Trustee or employee shall report such information to the President of the Library Board.
- b. Following full disclosure of a possible conflict of interest or any condition listed above, the Library Board shall determine whether a conflict of interest exists and,

if so, the Library Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Library's best interest. If the conflict involves a related party transaction, the Library Board shall consider alternative transactions to the extent available and shall document, in writing, the basis for its approval and its consideration of alternatives. Voting on such matters shall be by a majority vote without counting the vote of any interested Library Trustee, even if the disinterested Library Trustees are less than a quorum provided that at least one consenting Library Trustee is disinterested.

- c. An interested Library Trustee, director or employee shall not participate in or be present during any discussion or debate of the Library Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest.
- d. Any interested Library Trustee, director or employee is hereby prohibited against making any attempt to influence improperly the deliberation or voting on the matter giving rise to the conflict of interest.
- e. The existence and resolution of the conflict of interest shall be documented in the Library's personnel records and the Library Board minutes for any meeting at which the conflict was discussed or voted upon.
- f. A copy of this policy shall be given to each Library Trustee, director and employee upon the commencement of the person's relationship with the Library or at the official adoption of the instant policy. Each Library Trustee, director and employee shall annually sign a statement which affirms that such person (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, and (c) has agreed to comply with the policy. Failure to sign does not nullify the policy.

Penalties

In addition to any penalty contained in any other provision of law, a Library Trustee or employee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and/or dismissal in the manner provided by Library policy, collectively negotiated agreement, and applicable law.

Nothing in this policy shall be deemed to diminish or impair the rights of an employee or the Library under any law, rule, regulation or collectively negotiated agreement or to prohibit any personnel action which otherwise would have been taken regardless of any Code of Ethics violation.

Liverpool Public Library Board Policy

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MEETING ROOM USE POLICY

First Reading: 04.13.2022

Second Reading: 05.04.2022

The meeting rooms of the Liverpool Public Library are primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, including the building and grounds, for its own purposes, will always take precedence over any other use.

Use of the Meeting Rooms/Lobby by Groups, Organizations, and Agencies

The Board of Trustees of the Liverpool Public Library welcomes and encourages the use of the library's meeting rooms or lobby by not-for-profit groups, organizations, and agencies engaged in educational, cultural, intellectual, or civic meetings or activities of interest and/or benefit to the community.

Use of the library's meeting rooms and lobby is available to qualifying entities without regard to the religious, political, philosophical, or other content of speech at such meetings.

Granting of permission to use the library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by organizations or individuals using the space.

Duly constituted continuing political groups may use the rooms for general purposes as long as the meeting is open to the entire public, not just members of that particular party. Committees for the advancement of an individual's political campaign shall be denied such use.

Community groups are limited to one meeting room use per month.

Independent events or meetings of community groups will not be publicized in a manner that might suggest Liverpool Public Library sponsorship or affiliation. All meetings, programs, and events (except lawful executive sessions of governmental bodies) will be open to the public, should anyone wish to attend.

Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the required copyright clearance.

Fees

Meeting admittance must be free.

No admission or donation fee may be charged. The only exceptions are:

- 1-- Paid registration at conferences or institutes, held in cooperation with the library.
- 2-- Payment of fees for regularly scheduled education courses.
- 3-- Payment for materials required for educational projects.

Fundraising, Sales, and Giveaways

Sales of products, services, or fund-raising are permissible only under the following circumstances:

1-- It must be part of a Library-sponsored or co-sponsored program or activity, and the general nature of items to be sold or given away are approved by the Director in advance.

OR

2-- It must, in whole or in part, benefit the Liverpool Public Library.

Other Sales or Fundraising

Except as noted above, products or services may not be advertised or sold in the library except to benefit the library. Solicitation is not allowed in the library or on library grounds.

Safety Rules

The Board of Trustees bears the responsibility for protecting the safety of the building and its contents and the health and wellbeing of those who use the premises. Activities detrimental to those responsibilities are prohibited.

No alcoholic beverages may be served or consumed.

No candles with open flames are allowed.

Community groups applying for the use of library meeting rooms are responsible for fully communicating the scope of activities planned, including anticipated attendance and any out of the ordinary impact their event might have on library operations.

Community groups using the library meeting rooms are expected to leave the room in the condition it was found and clean up any trash or waste.

The library reserves the right to deny or revoke permission to any user or group whose planned use of the library's meeting rooms is deemed detrimental to the library's operations or does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

The Director may from time to time promulgate rules and regulations for the scheduling and use of library meeting rooms.

Special exceptions to the policy may be considered by the Board of Trustees.