



**BOARD OF TRUSTEES MEETING**  
**Wednesday, November 11, 2020 at 6:30 p.m.**

**REGULAR MEETING**

A. CALL TO ORDER

B. SALUTE TO THE FLAG

C. ACCEPT OCTOBER MEETING MINUTES

D. CORRESPONDENCE

E. AGENDA CHANGES

F. REPORTS TO THE BOARD

1. Audit Report – Jerry Mikelson, Inero & Co.

2. Financial Report

a. Approval of Invoices for October 15, 2020 through November 11, 2020

3. President's Report

4. Director's Report

a. Collection Diversity

5. OCPL Report

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel

2. Credit Card Policy for 2<sup>nd</sup> Reading and Final Approval

3. Staff Development & Conference Attendance Policy for 2<sup>nd</sup> Reading and Final Approval

4. Use of Library Vehicles Policy for 2<sup>nd</sup> Reading and Final Approval

H. OPEN FORUM

I. BOARD FORUM

J. EXECUTIVE SESSION – *if needed*

K. ADJOURNMENT



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**October 14, 2020**  
**Liverpool Public Library and via Zoom, YouTube**

**Trustees present: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and (via zoom) Schapley**  
**Absent: Baker**  
**Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;**  
**M. St. Leger, Clerk to the Board**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Budmen called the regular meeting to order at 6:30 p.m.

**B. SALUTE TO THE FLAG**

**C. ACCEPT SEPTEMBER MEETING MINUTES.**

**D. CORRESPONDENCE: none**

**E. AGENDA CHANGES: none**

**F. REPORTS TO THE BOARD**

**1. Financial Report**

- The Board received the Budget and Revenue Status Report through September. These reports were previously distributed electronically.
- Bank Statements through August 2020 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated September 10, 2020 through October 14, 2020.

Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

**2. President's Report:**

- ilovelibraries.org Nominations for this year's I Love My Librarian Award are due November 9, 2020. The information will be shared on social media. Everyone is encouraged to nominate a librarian.
- Brief discussion regarding the status of Overdrive for students.
- Budmen received an email from Inero regarding the annual Audit and questioned the validity since there was incorrect information. Smith apologized for the misinformation and explained what occurred. Inero will report the results of the 2019-2020 fiscal year at the next board meeting.
- Budmen and Schapley will write letters to the retirees on behalf of the board and thanking them for their contributions to LPL during their years of service.

### 3. Director's Report

- Collection diversity update: Several staff are participating in a multi-session online workshops through Library Journal.
  - Equity in Action: Fostering an Antiracist Library Culture. Two staff are attending and will report on the sessions in their monthly reports.
  - Equity in Action: Building Diverse Collections begins next week, and four staff will attend. The workshop will conclude in early November.
  - Wisniewski is attending Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity offered by the Rochester Regional Library Council
- The Library received a Program of Merit Award from the CNY Recreation and Parks Society in recognition of the Explore Outdoors Pass Program.
- Shirley C. Bastedo died October 17, 2016 and remembered LPL in her will. In total the library received a disbursement of \$51,477.20. We are very grateful for the gift she left to the library.
- We will have an assessment of our ventilation system by a retired Senior Technical Fellow and Engineering Leader with over 40 years of experience in this area. We want to be confident we are doing everything possible to keep staff and patrons safe during this ongoing pandemic.
- Options for a Dedication plaque were shared with the board to commemorate the recent renovations.

4. OCPL Report: They are down to 49 employees for Central and the Branches. They are making plans to open the branches. Central will remain closed to the public until March but will continue to feed materials to the branches to fulfill requests.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Personnel Changes

#### PROMOTION

Name	Position	Salary	Effective Date
Schilling, Laura	Library Clerk III, Coordinator	\$20.50 p/h	10/19/2020

#### RESIGNATION

Name	Position	Effective Date
Faegan-Allocco, Carey	Librarian I (PT)	10/6/2020

#### RETIREMENT

Name	Position	Effective Date
Ford, Jr., Chester	Custodial Worker I	10/16/2020
Perilli, Nancy	Page	10/16/2020
Post, Alison	Library Clerk III, Coordinator	10/16/2020
Sanchez, Margaret	Library Clerk III, Coordinator	10/16/2020
Shott, Cathy	Account Clerk II	10/16/2020

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

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

Final Resolution: Motion Carried

### 2. Collection Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Schapley, second by Hewitt.

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

Final Resolution: Motion Carried

### 3. Credit Card Policy for first Reading

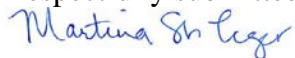
Motion to accept the policy for first reading by MacLaughlin, second by Gouger.

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

Final Resolution: Motion Carried

4. Staff Development & Conference Attendance Policy for first Reading.  
Motion to accept the policy for first reading by MacLaughlin, second by Hluchyj.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried
  5. Use of Library Vehicles Policy for first Reading.  
Motion to accept the policy for first reading by Hewitt, second by Gouger.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried
  6. Board Budget Schedule  
Motion to approve the Board Budget Schedule for the 2021-2022 fiscal year by Gouger, second by Hewitt. Discussion followed.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried
  7. Surplus List  
Motion to accept the surplus list as presented by Hewitt, second by MacLaughlin  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried
  8. Tuesday, November 3, 2020  
Motion to approve closing the library all day, Tuesday, November 3, 2020 for Election Day.  
Staff will report as usual. Grab n Go appointments will be available.  
Motion by Hluchyj, second by Gouger.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried
  9. Salary Schedule  
The board discussed a salary steps model for compensation of employees and has requested the matter be explored more in depth by HR personnel.
- H. OPEN FORUM: no comments
- I. BOARD FORUM: MacLaughlin thanked Smith for the financial information regarding fund balance provided following the last board meeting.
- J. EXECUTIVE SESSION –  
Budmen stated the need for an executive session to discuss a Legal Matter with no action to follow. MacLaughlin made a motion and Gouger seconded to move into executive session at 7:25 p.m. with no action to follow for the previously stated matter.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried  
Wisniewski, Reckhow, and Smith were asked to attend.  
  
Budmen made a motion to return from executive session at 7:46 p.m., seconded by Gouger.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley  
Final Resolution: Motion Carried
- K. ADJOURNMENT: The meeting was adjourned at 7:47 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board

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

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<b>JP MORGAN CHASE</b>				
School Lunch XXX XXX 0904	\$1,578,566.57	\$0.00	\$0.00	\$1,578,566.57
General MM XXX-XX6788	\$6,773,336.07	\$0.00	\$0.00	\$6,773,336.07
Reserve MM XXX-XX3311	\$15,509,121.02	\$0.00	\$0.00	\$15,509,121.02
General Disb. NOW XXX-XX5257	\$2,816,691.39	\$0.00	\$211,122.18	\$2,605,569.21
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$719,663.96	-\$719,663.96 (1)
Public Library savings XXX-XX8316	\$367,447.63	\$0.00	\$0.00	\$367,447.63
Expendable Trust XXX-XXX7906	\$134,389.20	\$0.00	\$0.00	\$134,389.20
Capital Fund MM XXX-XX8251	\$20,670,336.60	\$0.00	\$0.00	\$20,670,336.60
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<b>CITIZENS BANK</b>				
General Fund XXXXXX-162-4	\$4,277,003.55	\$0.00	\$0.00	\$4,277,003.55
<b>M &amp; T</b>				
Capital Fund MM XXXXXXXXXX6329	\$1,432,661.62	\$0.00	\$0.00	\$1,432,661.62
General Fund MM XXXXXXXXXX5708	\$6,572,223.98	\$0.00	\$0.00	\$6,572,223.98
<b>KEYBANK</b>				
General fund XXX-XX611-2	\$3,215,945.70	\$0.00	\$0.00	\$3,215,945.70
Public Library NOW XXX-XX0061	\$243,329.65	\$0.00	\$0.00	\$243,329.65
<b>TOTALS</b>	<b>\$63,641,052.98</b>	<b>\$0.00</b>	<b>\$930,786.14</b>	<b>\$62,710,266.84</b>

(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	\$43,171,198.05	\$3,228,175.93	\$11,378,623.16	\$35,020,750.82
School Lunch	\$1,746,833.25	\$381.92	\$168,648.60	\$1,578,566.57
Special Aid	\$0.00	\$1,017,443.00	\$1,017,443.00	\$0.00
Capital, Cap Int & Debt Serv.	\$27,553,847.61	\$2,037.12	\$1,336,048.60	\$26,219,836.13
Public Library	\$886,088.26	\$271.64	\$275,582.62	\$610,777.28

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 \$585,800 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
<b>JP MORGAN CHASE</b>				
School Lunch	1,578,566.57			
General MM	6,773,336.07			
Reserve MM	15,509,121.02			
General Disb NOW	2,816,691.39			
General Disbursing	0.00			
Public Library Savings	367,447.63			
Expendable Trust	134,389.20			
Capital Fund MM	20,670,336.60			
Benefit Funding Account	\$50,000.00			
TOTAL	47,899,888.48	500,000.00	53,620,786.00	6,220,897.52
<b>CITIZENS BANK</b>				
General fund	4,277,003.55	250,000.00	4,107,802.92	80,799.37
<b>M &amp; T</b>				
Capital MM	1,432,661.62			
General MM	6,572,223.98			
TOTAL	8,004,885.60	250,000.00	7,909,983.48	155,097.88
<b>KEYBANK</b>				
General Fund MM	3,215,945.70			
Public Library NOW	243,329.65			
TOTAL	3,459,275.35	500,000.00	3,272,451.21	313,175.86
<b>TOTAL</b>	<b>\$63,641,052.98</b>	<b>\$1,500,000.00</b>	<b>\$68,911,023.61</b>	<b>\$6,769,970.63</b>

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

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<b><u>JP MORGAN CHASE</u></b>				
School Lunch XXX XXX 0904	\$1,553,648.70	\$0.00	\$0.00	\$1,553,648.70
General MM XXX-XX6788	\$5,572,456.68	\$0.00	\$0.00	\$5,572,456.68
Reserve MM XXX-XX3311	\$14,325,300.62	\$0.00	\$0.00	\$14,325,300.62
General Disb. NOW XXX-XX5257	\$6,811,268.53	\$0.00	\$31,035.34	\$6,780,233.19
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$4,727,233.71	-\$4,727,233.71 (1)
Public Library savings XXX-XX8316	\$203,112.19	\$0.00	\$0.00	\$203,112.19
Expendable Trust XXX-XXX7906	\$134,390.32	\$0.00	\$0.00	\$134,390.32
Capital Fund MM XXX-XX8251	\$17,748,146.65	\$0.00	\$0.00	\$17,748,146.65
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<b><u>CITIZENS BANK</u></b>				
General Fund XXXXXX-162-4	\$4,277,257.12	\$0.00	\$0.00	\$4,277,257.12
<b><u>M &amp; T</u></b>				
Capital Fund MM XXXXXXXXXX6329	\$708,274.69	\$0.00	\$0.00	\$708,274.69
General Fund MM XXXXXXXXXX5708	\$2,297,277.10	\$0.00	\$0.00	\$2,297,277.10
<b><u>KEYBANK</u></b>				
General fund XXX-XX611-2	\$3,215,972.94	\$0.00	\$0.00	\$3,215,972.94
Public Library NOW XXX-XX0061	\$243,321.71	\$0.00	\$0.00	\$243,321.71
<b>TOTALS</b>	<b>\$57,140,427.25</b>	<b>\$0.00</b>	<b>\$4,758,269.05</b>	<b>\$52,382,158.20</b>

(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	\$35,020,750.82	\$6,043,075.71	\$8,527,802.73	\$32,536,023.80
School Lunch	\$1,578,566.57	\$406.58	\$25,324.45	\$1,553,648.70
Special Aid	\$0.00	\$303,092.00	\$303,092.00	\$0.00
Capital, Cap Int & Debt Serv.	\$26,219,836.13	\$1,857.40	\$3,648,408.02	\$22,573,285.51
Public Library	\$610,777.28	-\$5.39	\$164,337.99	\$446,433.90

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 \$585,800 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	1,553,648.70			
General MM	5,572,456.68			
Reserve MM	14,325,300.62			
General Disb NOW	6,811,268.53			
General Disbursing	0.00			
Public Library Savings	203,112.19			
Expendable Trust	134,390.32			
Capital Fund MM	17,748,146.65			
Benefit Funding Account	\$50,000.00			
TOTAL	46,398,323.69	500,000.00	49,167,627.15	3,269,303.46
<u>CITIZENS BANK</u>				
General fund	4,277,257.12	250,000.00	4,108,061.00	80,803.88
<u>M &amp; T</u>				
Capital MM	708,274.69			
General MM	2,297,277.10			
TOTAL	3,005,551.79	250,000.00	2,810,663.24	55,111.45
<u>KEYBANK</u>				
General Fund MM	3,215,972.94			
Public Library NOW	243,321.71			
TOTAL	3,459,294.65	500,000.00	3,216,095.17	256,800.52
<b>TOTAL</b>	<b>\$57,140,427.25</b>	<b>\$1,500,000.00</b>	<b>\$59,302,446.56</b>	<b>\$3,662,019.31</b>



# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 11/03/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		2,097,000.00	0.00	2,097,000.00	559,715.26	978,948.68	558,336.06
200 Furniture & Equipment		50,000.00	0.00	50,000.00	1,865.74	0.00	48,134.26
400 Contractual		342,150.00	0.00	342,150.00	90,701.20	0.00	251,448.80
450 Supplies		369,700.00	0.00	369,700.00	80,999.19	0.00	288,700.81
810 Employee Retirement		230,000.00	0.00	230,000.00	66,531.36	120,362.16	43,106.48
830 Social Security		160,500.00	0.00	160,500.00	41,867.05	74,889.65	43,743.30
840 Workers Compensation		25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
850 Unemployment Insurance		1,000.00	0.00	1,000.00	1,264.06	0.00	-264.06
860 Health Insurance		864,450.00	0.00	864,450.00	286,779.10	0.00	577,670.90
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00	0.00
<b>Total PUBLIC LIBRARY</b>		<b>4,139,800.00</b>	<b>0.00</b>	<b>4,139,800.00</b>	<b>1,129,722.96</b>	<b>1,174,200.49</b>	<b>1,835,876.55</b>

**LIVERPOOL CENTRAL SCHOOL DISTRICT**

Revenue Status Report As Of: 11/03/2020

Fiscal Year: 2021

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	3,890,400.00	0.00		
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	6,862.09	0.00	58,137.91	
2082-000		Library Charges	33,000.00	33,000.00	327.74	0.00	32,672.26	
2401-000		Interest Earnings	1,400.00	1,400.00	14.61	0.00	1,385.39	
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	18,000.00	55,001.40	0.00		37,001.40
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	2,798.00	0.00		2,798.00
2770-000		Other Unclassified	48,000.00	48,000.00	161.25	0.00	47,838.75	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.05	0.00		0.05
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	38,000.00	38,000.00	0.00	0.00	38,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
<b>Total PUBLIC LIBRARY</b>			<b>4,094,800.00</b>	<b>4,094,800.00</b>	<b>3,955,565.14</b>	<b>0.00</b>	<b>179,034.31</b>	<b>39,799.45</b>

**Selection Criteria**

Criteria Name: Last Run  
As Of Date: 11/03/2020  
Show Actual revenue in 'As Of' cycle  
Sort by: Fund  
Printed by Martina St. Leger

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

These are estimates to balance the budget

## PERSONNEL CHANGES

### PROMOTIONS

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Rasmussen, Andrea	Library Clerk III, Coordinator, Circ	\$19.50 p/h	10/19/2020
Daghita, David	Librarian II, Coordinator, Comp.Srvcs	\$27.75 p/h	10/19/2020
Reif, Brett	Library Clerk I (FT)	\$12.07 p/h	11/2/2020

### APPOINTMENTS

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Start Date</b>
Reynolds, Colette	Administrative Aide	\$22.80 p/h	11/30/2020

### LAYOFFS

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
DeYett, Christine	Page (PT)	11/9/2020
Smukler, Ezekiel	Page (PT)	11/9/2020
Spiegel, Terri	Page (PT)	11/9/2020
Westcott, Sara	Page (PT)	11/9/2020

CREDIT CARDS

First Reading: 10.14.2020

Second Reading: 11.11.2020

At the discretion of the library director, the library may apply for institutional credit cards.

The purpose of the credit cards is to provide the library with a cost-effective, convenient and streamlined method of purchasing items and services and paying for travel and conference expenses. Purchases over \$1,000 must have prior approval from the library director.

*At the Annual Meeting the Board of Trustees authorizes the financial institutions that may be utilized for institutional credit cards.*

The library director will approve procedures assigning responsibility and accountability for institutional credit card use. Library director shall determine employee's eligibility for an institutional credit card. Employee is held responsible for the security of the card, and its use is limited to the employee and no other individual.

*All library purchasing procedures apply to credit card purchases.*

**Liverpool Public Library  
Board Policy**

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*STAFF DEVELOPMENT &  
CONFERENCE ATTENDANCE*

First Reading: 10.14.2020

Second Reading: 11.11.2020

The Board of Trustees support and encourage the efforts of employees to further their professional education and training. The Board encourages employees and the Library Director to attend and participate in professional and library-related meetings, workshops, seminars, and webinars. Attendance, fees, and expenses may be granted by the Library Director, taking into consideration the annual budget, work schedule needs, relationship of the subject to job responsibilities, participation in the program, committee responsibilities, frequency of attendance, and equitable distribution among the staff.

**Liverpool Public Library  
Board Policy**

Page 1 of 1

*USE OF LIBRARY VEHICLES*

First Reading: 10.14.2020

Second Reading: 11.11.2020

The Director shall establish procedures to assure safe and economic use of the vans and bicycle.

The vans and bicycle are to be used solely for library purposes. Personal use is prohibited.

The vans and bicycle serve as delivery vehicles for library materials, certain locally purchased items, and transport to LCSD and other facilities.