



BOARD OF TRUSTEES MEETING
Wednesday, November 10, 2021, at 6:30 p.m.
Carman Community Room

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 – Duane Shoen, Inero & Co.
 - 2. Financial Report
 - a. Approval of Invoices for October 14, 2021, through November 10, 2021
 - b. Approval of Transfers
 - 3. President’s Report
 - 4. Director’s Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Surplus List
 - 3. Corporate Sponsorships Policy for Second Reading and Final Approval.
 - 4. Mission and Vision Statement for Second Reading and Final Approval
 - 5. Social Media Policy for Second Reading and Final Approval
 - 6. Circulation Policy for Second Reading and Final Approval
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *to discuss a legal matter*
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
October 13, 2021
Carman Community Room

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

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 SEPTEMBER MEETING MINUTES

D. CORRESPONDENCE: Note from the East Area YMCA noting their appreciation for assistance from Librarians Foster and Murry.

E. AGENDA CHANGES: none

F. EXECUTIVE SESSION

Budmen made a motion to move into executive session to discuss the employment history of a particular person with possible action to follow. Gouger seconded the motion.

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

Final Resolution: Motion Carried

Smith and Carter were asked to attend.

The board moved into executive session at 6:33 p.m. with possible action to follow.

Baker made a motion to return from executive session at 6:52 p.m, seconded by Hewitt.

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

Final Resolution: Motion Carried

G. REPORTS TO THE BOARD

1. Staff Report –Clint Casler is currently a full-time custodial worker at LPL but has had a few roles during his 24 years working at the library. Casler worked part-time as both a custodial worker and security guard for many years and told the board he has stayed, through 5 different Library Directors, because of the great atmosphere.

2. Financial Report

- The Board received the Budget Status Report through September. These reports were previously distributed electronically.

- Bank Statements through August 2021 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 September 9, 2021, through October 13, 2021.

Gouger made a motion to authorize payment of the audited invoices. McLaughlin seconded the motion.

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

Final Resolution: Motion Carried

Budmen made a motion to appoint Mark Carter as the Claims Auditor for the LPL Board of Trustees from November 2021 – June 2022. The annual stipend for the position is \$3,900.

Hluchyj seconded the motion.

Aye: Baker, Budmen, Gouger, Hluchyj, Shapley

Final Resolution: Motion Carried

3. President's Report: No report

4. Director's Report

- Director asked the board to approve closing the library on Wednesday, November 17, 2021, for a Staff Work Day.

Motion by Hewitt to close the library all day, Wednesday, November 17, 2021.

Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

- LCSD approved the Student Library Card. An addendum is required regarding protection of data. More testing is required by OCPL, and Onondaga County to confirm the data will be properly encrypted and protected before the project can move forward.

5. OCPL Report: One library still needs to vote on the MOU agreement with OCPL and member libraries, however the MOU will go into effect since a majority of the member libraries voted to approve the agreement.

H. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stivenson, Barbara	Guard (PTAN)	9/24/2021
Bertrand, Caren	Librarian I (PTAN)	10/8/2021
Gazek, Sarah	Guard (PTAN)	10/12/2021

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Riccardo, Amanda	Librarian I (PT)	21.98 p/h	9/21/2021
Perez, Daniel	Librarian I (FT)	23.10 p/h	11/8/2021

Motion by Hluchyj to accept the Personnel List as presented second by Gouger.

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

Final Resolution: Motion Carried

2. Corporate Sponsorships Policy for First Reading
Gouger made a motion and Baker seconded to approve the policy for first reading.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion Carried
3. Mission and Vision Statements for First Reading
Gouger made a motion and Hewitt seconded to approve the statements for first reading.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion Carried
4. Social Media Policy for First Reading
Gouger made a motion and Hluchyj seconded to approve the policy for first reading.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion Carried
5. Circulation Policy for First Reading
Gouger made a motion and Hluchyj seconded to approve the policy for first reading.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion Carried
6. Board Budget Schedule
Motion to approve the Board Budget Schedule for the 2022-2023 fiscal year by Gouger,
second by Hluchyj. Discussion followed.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion Carried
7. Employee Handbook Change
Motion by McLaughlin to accept the change to the LPL Employee Handbook as presented
second by Hewitt.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion Carried

I. OPEN FORUM: no comments

J. BOARD FORUM: Hewitt and Gouger shared personal comments about recent library visits.

K. ADJOURNMENT: The meeting was adjourned at 7:24 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
July 31, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,205,943.65	\$0.00	\$0.00	\$1,205,943.65
General MM XXX-XX6788	\$12,421,519.68	\$0.00	\$0.00	\$12,421,519.68
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$4,042,974.35	\$0.00	\$272,005.66	\$3,770,968.69
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$1,839,012.01	-\$1,839,012.01 (1)
Public Library savings XXX-XX8316	\$684,640.39	\$0.00	\$0.00	\$684,640.39
Expendable Trust XXX-XXX7906	\$141,009.77	\$0.00	\$0.00	\$141,009.77
Capital Fund MM XXX-XX8251	\$6,098,035.24	\$0.00	\$0.00	\$6,098,035.24
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
NYCLASS				
General Fund XXX-XX1131	20,005,550.11	0.00	0.00	\$20,005,550.11
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,279,969.69	\$0.00	\$0.00	\$4,279,969.69
M & T				
Capital Fund MM XXXXXXXXXX6329	\$1,931,850.93	\$0.00	\$0.00	\$1,931,850.93
General Fund MM XXXXXXXXXX5708	\$2,835,483.13	\$0.00	\$2,624.83	\$2,832,858.30
KEYBANK				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$534,819.04	\$35.75	\$0.00	\$534,854.79
TOTALS	\$54,231,795.98	\$35.75	\$2,113,642.50	\$52,118,189.23

(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	\$45,790,726.20	\$3,497,547.81	\$8,576,334.35	\$40,711,939.66
School Lunch	\$1,261,571.37	\$953.75	\$56,581.47	\$1,205,943.65
Special Aid	\$0.00	\$641,519.03	\$641,519.03	\$0.00
Capital, Cap Int & Debt Serv.	\$12,008,096.76	\$8,232.07	\$1,196,506.08	\$10,819,822.75
Public Library	\$1,565,945.38	\$4,483.37	\$350,933.57	\$1,219,495.18

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

Carol-Anne M. Mathews

Treasurer

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

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
JP MORGAN CHASE				
School Lunch	1,205,943.65			
General MM	12,421,519.68			
Reserve MM	0.00			
General Disb NOW	4,042,974.35			
General Disbursing	0.00			
Public Library Savings	684,640.39			
Expendable Trust	141,009.77			
Capital Fund MM	6,098,035.24			
Benefit Funding Account	\$50,000.00			
TOTAL	24,644,123.08	500,000.00	27,502,574.10	3,358,451.02
CITIZENS BANK				
General fund	4,279,969.69	4,279,969.69	0.00	0.00
* NYCLASS				
General fund	20,005,550.11	250,000.00	19,755,550.11	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.				
M & T				
Capital MM	1,931,850.93			
General MM	2,835,483.13			
TOTAL	4,767,334.06	250,000.00	4,607,681.52	90,347.46
KEYBANK				
General Fund MM	0.00			
Public Library NOW	534,819.04			
TOTAL	534,819.04	250,000.00	314,665.54	29,846.50
TOTAL	\$54,231,795.98	\$5,529,969.69	\$52,180,471.27	\$3,478,644.98

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
August 31, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,733,156.89	\$0.00	\$0.00	\$1,733,156.89
General MM XXX-XX6788	\$6,542,324.32	\$0.00	\$0.00	\$6,542,324.32
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$3,687,755.92	\$0.00	\$0.00	\$3,687,755.92
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$813,579.09	-\$813,579.09 (1)
Public Library savings XXX-XX8316	\$400,934.07	\$0.00	\$0.00	\$400,934.07
Expendable Trust XXX-XXX7906	\$137,004.35	\$0.00	\$0.00	\$137,004.35
Capital Fund MM XXX-XX8251	\$5,285,714.26	\$0.00	\$0.00	\$5,285,714.26
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
NYCLASS				
General Fund XXX-XX1131	20,005,976.55	0.00	0.00	\$20,005,976.55
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,280,224.05	\$0.00	\$0.00	\$4,280,224.05
M & T				
Capital Fund MM XXXXXXXXXX6329	\$1,931,883.75	\$0.00	\$0.00	\$1,931,883.75
General Fund MM XXXXXXXXXX5708	\$2,832,906.43	\$0.00	\$771.91	\$2,832,134.52
KEYBANK				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$551,469.52	\$46.89	\$0.00	\$551,516.41
TOTALS	\$47,439,350.11	\$46.89	\$814,351.00	\$46,625,046.00

- (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	\$40,711,939.66	\$4,931,682.73	\$10,898,160.67	\$34,745,461.72
School Lunch	\$1,205,943.65	\$527,213.24	\$0.00	\$1,733,156.89
Special Aid	\$0.00	\$157,326.00	\$157,326.00	\$0.00
Capital, Cap Int & Debt Serv.	\$10,819,822.75	\$310.22	\$812,576.97	\$10,007,556.00
Public Library	\$1,219,495.18	\$16,666.16	\$283,710.86	\$952,450.48

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

Carol Anne M. Mathews

Treasurer

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

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
JP MORGAN CHASE				
School Lunch	1,733,156.89			
General MM	6,542,324.32			
Reserve MM	0.00			
General Disb NOW	3,687,755.92			
General Disbursing	0.00			
Public Library Savings	400,934.07			
Expendable Trust	137,004.35			
Capital Fund MM	5,285,714.26			
Benefit Funding Account	\$50,000.00			
TOTAL	17,836,889.81	500,000.00	17,872,863.05	535,973.24
CITIZENS BANK				
General fund	4,280,224.05	4,280,224.05	0.00	0.00
* NYCLASS				
General fund	20,005,976.55	250,000.00	19,755,976.55	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.				
M & T				
Capital MM	1,931,883.75			
General MM	2,832,906.43			
TOTAL	4,764,790.18	250,000.00	4,605,086.26	90,296.08
KEYBANK				
General Fund MM	0.00			
Public Library NOW	551,469.52			
TOTAL	551,469.52	250,000.00	307,640.89	6,171.37
TOTAL	\$47,439,350.11	\$5,530,224.05	\$42,541,566.75	\$632,440.69

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 11/01/2021

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		1,936,000.00	533,082.45	0.00	999,678.21	403,239.34
200 Furniture & Equipment		238,255.62	158,351.50	0.00	3,175.66	76,728.46
400 Contractual		371,300.00	102,804.39	0.00	0.00	268,495.61
450 Supplies		402,000.00	50,183.50	0.00	0.00	351,816.50
810 Employee Retirement		230,000.00	70,940.35	0.00	137,460.60	21,599.05
830 Social Security		160,500.00	39,754.54	0.00	76,475.41	44,270.05
840 Workers Compensation		25,000.00	0.00	0.00	0.00	25,000.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	222,875.26	0.00	0.00	702,124.74
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	1,177,991.99	0.00	1,216,789.88	1,898,273.75

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 11/01/2021

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	0.00	0.00	65,000.00	
2082-000		Library Charges	15,000.00	15,000.00	2,050.56	0.00	12,949.44	
2401-000		Interest Earnings	1,000.00	1,000.00	28.75	0.00	971.25	
2705-000		Gifts and Donations	18,000.00	18,000.00	14,470.09	0.00	3,529.91	
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	4,323.84	0.00	43,676.16	
2770-ADJ		Misc. Short and Over	0.00	0.00	5.96	0.00		5.96
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	3,947,655.78	0.00	127,666.18	6,921.96

Selection Criteria

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

These are estimates to balance the budget

PERSONNEL CHANGES

TERMINATION

Name	Position	Effective Date
Hyde, Jeremy	Guard (PT)	10/13/2021

APPOINTMENTS

Name	Position	Salary	Effective Date
Kushner, Ronald	Librarian I (PTAN)	\$21.98 p/h	11/1/2021
Hayes, John	Guard (PT)	\$14.75 p/h	10/18/2021

Surplus Equipment List

November 2021

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23396	12/17/2012	Computer, AWE Early Literacy Station	Old, no longer used
23195	9/30/2005	Disc Chek DC 24-21 with 9" monitor	Old, no longer used

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships, sponsorships and affiliate agreements with commercial enterprises or nonprofit entities. In utilizing these additional sources of support, the Liverpool Public Library will:

1. demonstrate that the library's mission and goals will be furthered by any agreements entered into;
2. safeguard equity of access to library services so that any agreements entered into will not allow discrimination against members of our community;
3. protect the principle of intellectual freedom and will not permit commercial enterprises or other partners to influence the selection of library materials or implementation of library programs and services;
4. protect the reputation of the library as a neutral organization by not entering into agreements that would require the endorsement of products or services;
5. ensure the confidentiality of our library's users by not entering into agreements that would require the library to supply any personally-identifiable information about our library's users;
6. only enter into agreements that will enhance the library's image in the community
7. only enter into agreements that do not conflict with applicable law, or with policies set by the Liverpool Public Library's Board of Trustees, including those relating to privacy, donations, the library's Web site, the library's meeting rooms and bulletin boards, or library programming;
8. only enter into agreements that have been reviewed by the director, the assistant director, the business manager and if necessary legal counsel and the board of trustees.
9. will ensure each sponsor receives acknowledgement and to the degree the donor is willing, public recognition. In all cases, the type and scope of the donor recognition required by the donor will be weighed against the benefit of the library.
10. reserve the right to terminate an existing partnership should any of the following occur:
 - a) the partner uses the Liverpool Public Library's name outside the parameters of the partnership association, as embodied in the agreement, and without prior consent;
 - b) the partner develops a public image, determined by the board, inappropriate to the Liverpool Public Library's services and/or objectives.

The director will set procedures for discovering, evaluating and utilizing additional sources of support.

MISSION and VISION STATEMENT

First Reading:	10.13.2021
Second Reading	11.10.2021

MISSION

Liverpool Public Library's mission is to connect our community, engage people and inspire discovery, learning and growth.

VISION

Individuals and groups in the Liverpool Central School District will have their information needs met so that they can fully participate in the life of the community.

Community members will utilize library services and resources for enlightenment and entertainment. They will find free, diverse, accessible and up-to-date materials and resources, including electronic technologies.

Individuals and groups will be welcomed in a pleasant and safe environment for instructional, informational, and entertaining experiences.

Community members will be a link in library service, serving as volunteers for the library. Community needs will be recognized, and services adopted to meet them by ongoing evaluation.

The Board of Trustees, the staff, and the community members will work together to acquire the resources to fulfill the goals and objectives of the Library.

**Liverpool Public Library
Board Policy**

Page 1 of 2

Social Media Policy

First Reading: 10.13.2021
Second Reading 11.10.2021

Liverpool Public Library uses social media as an enrichment tool for enhanced communication, sharing/collaboration and information exchange between patrons, the public, and staff. This policy governs the use of social media, which includes any online communications and may include information regarding Library programs, services, collections, news, and projects, as well as useful and entertaining information. Social media is defined as any forum that allows users to share information, and includes, but is not limited to, blogging, social networking sites, wikis, posts, and community reviews. Examples include, but are not limited to: LinkedIn, Snapchat, Facebook, YouTube, Instagram, Tik Tok, and Twitter.

By posting or commenting on LPL's social media accounts, users agree to the social media policy, and have no expectation of privacy. Users who enter private or personal information on LPL's social media sites do so at their own risk, and LPL is not responsible for and damages resulting from the public display of, or failure to remove, private or personal information. All content is subject to LPL's Patron Code of Conduct Policy. LPL reserves the right to remove any comments that are inappropriate, off topic, or a violation this policy. <https://lpl.org/assets/Uploads/policies/Patron-Code-of-Conduct-Policy2.pdf>

LPL has designated staff who are responsible for monitoring and responding to public comments, posts, and questions. Employees are to remain neutral in Library related posts and response to questions. There shall be a minimum of two administrators for each Library social media account. Employees may participate on social media sites while on work time if they have an authorized business need and it is approved by the Library Director in advance. Employees are prohibited from creating new social media accounts, on behalf of the library, without prior approval.

CIRCULATION POLICIES

First Reading: 10.13.2021

Second Reading 11.10.2021

Circulation policies must balance the needs of the individual with the overall needs of the community of library users. Our goal is to offer friendly, accommodating service of the highest quality and staff is encouraged to be creative and resourceful in making decisions that will result in a positive outcome for library users.

Responsibilities

Borrowers are responsible for all materials borrowed on their cards. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or lost/stolen cards must be reported immediately to the library. Materials borrowed on an unreported lost/stolen card are the responsibility of the cardholder.

Loan Periods

Loan periods vary depending upon the type of material checked out. Onondaga County Public Library sends overdue notices at 7, 14, and 21 days past due and a billing notice after 30 days.

Renewals

Most items can be renewed twice if there are no other requests. Some special materials or collections may offer limited renewals, or no renewals at all.

Fines/Charges

Liverpool Public Library does not charge late fees for any overdue circulating materials except for items in the Library of Things collection.

Items are due on their due date.

Special materials, including the Library of Things, have a daily late fee of \$5.00 and a maximum late fee of twenty-five dollars (\$25.00). These items have one 'grace' day for which no fine is assessed.

Borrowers will be charged for long overdue, lost, or damaged items. A borrower can pay for fees with cash, check, or credit card.

Cards of adult borrowers who owe more than \$50, or who have long- overdue materials are not valid until charges are paid or materials returned.

Cards of child borrowers who owe more than \$50, or who have long- overdue materials are not valid until charges are paid or materials returned.

Liverpool Public Library will participate in the Materials Recovery Agency program administered by Onondaga County Public Library.

All overdue library accounts in the amount of \$100 or more will be referred to a collection agency. A service charge of \$10 is applied to each account submitted for collection.

Limits

The total number of Liverpool Public Library items that can be on a library card at one time is fifty (50).

Other limits may be imposed as needed, such as for holiday books, or other popular items.

Confidentiality

Information on the status of any adult card is available upon request to the cardholder only. New York State confidentiality law prevents us from disclosing information concerning a child's library card without the child's permission.