



BOARD OF TRUSTEES MEETING
Wednesday, May 8, 2024, at 6:30 p.m.
Carman Community Room

PUBLIC HEARING 6:30 p.m.

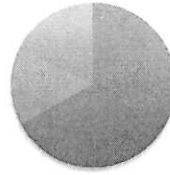
The Board of Trustees of the Liverpool Public Library will conduct a public hearing to discuss the expenditure of Library funds for the fiscal year 2024-2025 and the budgeting thereof in the Carman Community Room at Liverpool Public Library 310 Tulip St., Liverpool, New York. The expenditure amount being voted on is \$4,478,000.

REGULAR MEETING

- 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. Strategic Plan- Amanda Standerfer- Fast Forward Libraries
 - 2. Financial Report -
 - a. Approval of Invoices for April 11, 2024 through May 8, 2024
 - b. Approval Transfers
 - 3. President's Report
 - 4. Director's Report
 - 5. OCPL Report
 - 6. Trustee Advisory Council
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel Changes
 - 2. Whistleblower Policy for Second Reading
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION
- K. ADJOURNMENT

2024-2025 PROPOSED BUDGET

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
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
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
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

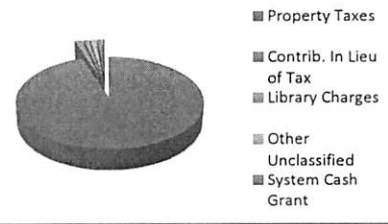


Patron Services and Programs at 69% represents a major portion of the 2024-2025 budget. This includes expenses related to books, DVDs, CDs, program presenter fees, computer database and software programs and patron service staff.

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.

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%



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.

difference



MINUTES
BOARD OF TRUSTEES MEETING
April 10, 2024
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood
Staff: S. Reckhow, Director; S. Smith, Business Manager; N. Gartner-Baca,
Communications Coordinator
C. Reynolds, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Gouger called the regular meeting to order at 6:29 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- Nori Gartner-Baca, Communications Coordinator

- Gartner-Baca shared some of the projects she has been busy working on in the Communications Department. Nori updated the board on the redesign of our program guide, “The LPL Connection” and the weekly “Round-Up” emails sent out to patrons and staff highlighting upcoming events. She also shared the many ways the Communications Department has been connecting with the community through social media.

2. Financial Report

- The Board received the Revenue Status Report and Budget Status Reports electronically through March 2024 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 January 2024 District Treasurers report is available for review.
- The Independent Claims Auditor reviewed each invoice for the period of March 14, 2024, through April 10, 2024.

Hluchyj made a motion to authorize payment of the audited invoices second by Budmen.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. President’s Report: no report

4. Director’s Report

- Reckhow praised the staff for all their hard work going into eclipse day. LPL hosted a very successful eclipse day program at Onondaga Lake Park with many attendees. Gouger mentioned that she had the opportunity to attend with her family.
- LPL security has done an assessment and recommends adding three more security cameras. That work is expected to begin in late spring/early summer.

- 'Pool Pass update: we are awaiting approval of Clarivate's addendum related to Ed. Law 2-D.
 - Reckhow, Murry and Hibbert recently attended PLA. All three went to several different sessions over the three day conference and gained a lot of new ideas that will be very helpful for LPL. Reckhow stated how much she appreciated being able to attend this conference.
5. OCPL Report: OCPL has started working on their strategic plan and has recently sent out their survey to OCPL members and staff.
 6. Trustee Advisory Council: no report
 7. Strategic Planning:
 - The consultant and planning team are continuing to review and edit the strategic plan.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Appointment	Powers, Katelyn	Administrative Aide	\$42,000	04/15/2024

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

2. Whistleblower Policy first reading

Motion to approve the policy for first reading by Mainville second by Budmen.
 Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.
 Final Resolution: Motion Carried

3. Grievance Procedure for second reading and final approval

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

4. Public Hearing and May BOT Meeting

Hewitt made a motion to set the date of the public hearing as Wednesday, May 8, 2024 at 6:30pm for the library's 2024-2025 budget followed by the regular monthly meeting. Wood seconded the motion.
 Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.
 Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM:

- Hluchyj mentioned his recent retirement and stated he's "stating a new chapter".

J. EXECUTIVE SESSION:

K. ADJOURNMENT: The meeting was adjourned at 7:10 p.m.

Respectfully submitted,


 Colette Reynolds, Clerk to the Board

DISCOVER • LEARN • GROW



LIVERPOOL PUBLIC
LIBRARY

Where the Community Connects

PERSONNEL CHANGES

APPOINTMENTS				
First Name	Last Name	Position	Pay Grade	Effective Date
Elizabeth	Herrick	Library Clerk PT	\$15.34	4/11/2024
Gabi	Coll	Library Clerk PT	\$15.34	04/17/2024
Jeanie	Godly	Librarian Assistant PT	\$23.07	05/01/2024
Erin	Martin	Literacy Specialist	\$51,000	06/10/2024
Katie	Storey	STEM Educator	\$44,000	06/01/2024

**Liverpool Public Library
Budget Transfers**

Account Number	Description	Explanation of Transfer	Transfer from Amount	Transfer to Amount
7410-160-16139	Librarian Assistant	Vacant Position	\$15,000	
7410-160-16142	Librarian II	Vacant Position	\$15,000	
7410-160-16146	Librarian Clerk II	Vacant Position	\$30,000	
7410-160-16147	Librarian Clerk I	Vacant Positions	\$10,000	
7410-160-16199	Extra Pay	Funds Available	\$15,000	
7410-400-40486	Consultant & Prof Fees	Personnel		\$5,000
7410-400-40403	Conference	PLA Conference		\$5,000
7410-450-45307	Library Supplies	Extra Library Programs		\$5,000
9060-860-00000	Medical Benefit	Increase Cost		\$70,000

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES APPROVED: 5/8/2024

Authorized Signature _____
 Title _____
 Date _____

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
February 29, 2024

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<u>JP MORGAN CHASE</u>				
School Lunch XXX XXX 0904	\$3,344,658.16	\$477.44	\$0.00	\$3,345,135.60
General MM XXX-XX6788	\$11,095,916.65	\$182.00	\$0.00	\$11,096,098.65
General Disb. NOW XXX-XX5257	\$3,280,266.29	\$0.00	\$0.00	\$3,280,266.29
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$89,251.43	-\$89,251.43 (1)
Public Library savings XXX-XX8316	\$3,000,473.73	\$0.00	\$0.00	\$3,000,473.73
Expendable Trust XXX-XXX7906	\$121,573.13	\$1,686.00	\$0.00	\$123,259.13
Capital Fund MM XXX-XX8251	\$1,896,435.04	\$0.00	\$0.00	\$1,896,435.04
Benefit Funding Account XXX-XX5230	\$31,521.36	\$0.00	\$0.00	\$31,521.36
Public Library MM XXX-XXX8892	0.00	0.00	0.00	\$0.00
<u>NYCLASS</u>				
General Fund XXX-XX0001	\$59,240,554.72	0.00	0.00	\$59,240,554.72
Capital Fund XXX-XX0002	\$9,724,390.98	0.00	0.00	\$9,724,390.98
<u>CITIZENS BANK</u>				
General Fund XXXXXX-162-4	\$4,422,008.71	\$0.00	\$0.00	\$4,422,008.71
<u>M & T</u>				
Capital Fund MM XXXXXXXXXX6329	\$29.06	\$0.00	\$0.00	\$29.06
General Fund MM XXXXXXXXXX5708	\$2,838,595.43	\$1,156.91	\$978.96	\$2,838,773.38
<u>KEYBANK</u>				
Public Library NOW XXX-XX0061	\$863,652.06	\$235.30	\$0.00	\$863,887.36
TOTALS	\$99,860,075.32	\$3,737.65	\$90,230.39	\$99,773,582.58

- (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	\$85,597,300.89	\$4,374,712.69	\$14,225,518.25	\$75,746,495.33
School Lunch	\$3,329,698.70	\$15,436.90	\$0.00	\$3,345,135.60
Special Aid	\$0.00	\$1,456,962.00	\$1,456,962.00	\$0.00
Capital, Cap Int & Debt Serv.	\$16,860,749.34	\$46,092.65	\$0.00	\$16,906,841.99
Public Library	\$4,154,179.17	\$31,516.07	\$321,334.15	\$3,864,361.09

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 \$571,000 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	3,344,658.16			
General MM	11,095,916.65			
General Disb NOW	3,280,266.29			
General Disbursing	0.00			
Public Library Savings	3,000,473.73			
Public Library MM	0.00			
Expendable Trust	121,573.13			
Capital Fund MM	1,896,435.04			
Benefit Funding Account	\$31,521.36			
TOTAL	22,770,844.36	500,000.00	25,203,820.19	2,932,975.83
<u>CITIZENS BANK</u>				
General fund	4,422,008.71	4,422,008.71	0.00	0.00
<u>* NYCLASS</u>				
General Fund	59,240,554.72			
Capital Fund	9,724,390.98			
TOTAL	68,964,945.70	250,000.00	68,714,945.70	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	29.06			
General MM	2,838,595.43			
TOTAL	2,838,624.49	250,000.00	2,636,867.03	48,242.54
<u>KEYBANK</u>				
Public Library NOW	863,652.06			
TOTAL	863,652.06	250,000.00	624,091.72	10,439.66
<u>TOTAL</u>	<u>\$99,860,075.32</u>	<u>\$5,672,008.71</u>	<u>\$97,179,724.64</u>	<u>\$2,991,658.03</u>

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 04/29/2024

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	38,881.62	16,118.38	
2082-000		Library Charges	15,000.00	0.00	15,000.00	1,902.85	13,097.15	
2401-000		Interest Earnings	2,000.00	0.00	2,000.00	37,212.70		35,212.70
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	22,068.70		4,068.70
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	25,155.66	22,844.34	
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	4,011,749.14	329,230.36	40,235.50

Selection Criteria

Criteria Name: Last Run
As Of Date: 04/29/2024
Sort by: Fund
Printed by Sheila Smith

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

These are estimates to balance the budget

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 04/29/2024
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	65,816.03	19,493.97	4,690.00
7410-160-16083	Administrative Aide	97,000.00	-15,000.00	82,000.00	64,203.01	7,132.10	10,664.89
7410-160-16084	Auditor I	4,020.00	125.00	4,145.00	3,437.06	702.94	5.00
7410-160-16120	Public Info. Specialist	67,000.00	1,500.00	68,500.00	57,829.39	10,528.29	142.32
7410-160-16121	Public Information Asst.	44,000.00	0.00	44,000.00	28,565.50	7,641.50	7,793.00
7410-160-16131	LAN Support Specialist	58,000.00	0.00	58,000.00	47,357.80	9,585.20	1,057.00
7410-160-16135	Librarian III	71,000.00	25,000.00	96,000.00	83,957.52	11,728.48	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	-49,280.00	85,720.00	44,765.83	9,211.95	31,742.22
7410-160-16141	Librarian I	560,000.00	-20,000.00	540,000.00	442,438.30	64,143.08	33,418.62
7410-160-16142	Librarian II	176,000.00	0.00	176,000.00	136,946.50	18,180.78	20,872.72
7410-160-16143	Asst Library Director III	87,000.00	-30,000.00	57,000.00	33,254.70	13,245.30	10,500.00
7410-160-16144	Library Director III	106,000.00	0.00	106,000.00	86,364.52	17,665.48	1,970.00
7410-160-16145	Library Clerk III	85,000.00	5,000.00	90,000.00	69,382.38	14,738.76	5,878.86
7410-160-16146	Library Clerk II	110,000.00	0.00	110,000.00	63,613.60	13,389.67	32,996.73
7410-160-16147	Library Clerk I	227,830.00	-20,000.00	207,830.00	149,882.34	10,313.82	47,633.84
7410-160-16148	Literacy Aide	27,000.00	0.00	27,000.00	22,142.07	4,740.93	117.00
7410-160-16152	Custodial Worker	48,000.00	25,000.00	73,000.00	49,867.31	10,094.36	13,038.33
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	48,663.78	9,954.22	1,382.00
7410-160-16157	Security Guard	72,000.00	0.00	72,000.00	52,800.74	5,340.51	13,858.75
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	-94,500.00	2,090,500.00	1,567,294.62	257,831.34	265,374.04
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	28,842.02	0.00	21,157.98
2 Equipment - State object Subtotal		50,000.00	2,455.01	52,455.01	28,842.02	2,455.01	21,157.98
7410-400-40401	Fees	32,000.00	0.00	32,000.00	20,802.99	0.00	11,197.01
7410-400-40402	Consultant/Profess. Fees	40,000.00	80,000.00	120,000.00	116,316.24	0.00	3,683.76
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	32,195.25	0.00	1,804.75
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	931.39	0.00	4,068.61
7410-400-40416	Database/Software Maint.	96,000.00	0.00	96,000.00	79,479.15	0.00	16,520.85
7410-400-40425	Electric Power	48,700.00	0.00	48,700.00	31,707.00	0.00	16,993.00
7410-400-40426	Telephone Service	22,000.00	2,500.00	24,500.00	15,872.20	0.00	8,627.80
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	7,310.43	0.00	2,689.57
7410-400-40438	Continuing Education	3,000.00	0.00	3,000.00	1,389.69	0.00	1,630.31

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 04/29/2024

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	95.00	0.00	1,905.00
7410-400-40466	Selected Projects	11,000.00	0.00	11,000.00	9,270.60	0.00	1,729.40
7410-400-40468	Maint & Lg. Equip Repairs	28,000.00	8,000.00	36,000.00	31,976.70	0.00	4,023.30
7410-400-40469	Other Equipment Repairs	22,000.00	0.00	22,000.00	16,814.51	0.00	5,185.49
7410-400-40470	Rentals	28,000.00	0.00	28,000.00	22,358.16	0.00	5,641.84
7410-400-40486	Conference	8,000.00	0.00	8,000.00	7,761.74	0.00	238.26
7410-400-40488	Mileage/Travel	4,000.00	0.00	4,000.00	25.02	0.00	3,974.98
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	2,851.34	0.00	3,148.66
7410-450-45303	Library Books/ebooks	135,000.00	0.00	135,000.00	91,639.42	0.00	43,360.58
7410-450-45307	Library Supplies	35,000.00	0.00	35,000.00	28,866.88	0.00	6,133.12
7410-450-45310	Subscriptions	12,000.00	0.00	12,000.00	11,240.01	0.00	759.99
7410-450-45311	Audio and Video	90,000.00	0.00	90,000.00	67,420.52	0.00	22,579.48
7410-450-45327	Electronic Databases	40,000.00	0.00	40,000.00	26,194.68	0.00	13,805.32
7410-450-45330	Data Processing Supplies	8,000.00	0.00	8,000.00	3,103.68	0.00	4,896.32
7410-450-45331	Network Software	17,000.00	0.00	17,000.00	8,348.00	0.00	8,652.00
7410-450-45333	Computer Software	15,000.00	0.00	15,000.00	7,919.69	0.00	7,080.31
7410-450-45344	Custodial Supplies	22,000.00	0.00	22,000.00	14,493.19	0.00	7,506.81
7410-450-45389	A V Supplies	4,000.00	0.00	4,000.00	2,668.63	0.00	1,331.37
4 Contractual and Other - State object Subtotal		780,000.00	94,500.00	874,500.00	661,250.59	0.00	213,249.41
9010-810-00000	Employee Retirement	230,000.00	0.00	230,000.00	161,124.76	33,772.21	35,103.03
9030-830-00000	Social Security	161,000.00	0.00	161,000.00	115,790.21	19,724.12	25,485.67
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	737,744.10	0.00	187,255.90
8 Employee Benefits - State object Subtotal		1,346,000.00	0.00	1,346,000.00	1,033,298.07	53,496.33	259,205.60
Total PUBLIC LIBRARY		4,361,000.00	2,455.01	4,363,455.01	3,290,685.30	313,782.68	758,987.03

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 04/29/2024

Fiscal Year: 2024

Fund: L PUBLIC LIBRARY

Selection Criteria

Criteria Name: Last Run

Fund: L

Budget type: Current Year

As Of Date: 04/29/2024

Suppress Budget Accounts with no activity

Sort by: Fund/State object

Printed by Sheila Smith



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

February 01, 2024 through February 29, 2024
 Account Number: 000000550158316

Customer Service Information

If you have any questions about your statement, please contact your Customer Service Professional.

00031041 WBS 802 211 06124 NNNNNNNNNN 1 00000000 C2 0000
 LIVERPOOL PUBLIC LIBRARY
 LIVERPOOL CENTRAL SCHOOL DISTRICT
 ATTN DISTRICT TREASURER
 195 BLACKBERRY RD
 LIVERPOOL NY 13090

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 MAR 08 2024

BUSINESS OFFICE



Commercial Checking With Interest Summary

	Number	Market Value/Amount	Shares
Opening Ledger Balance		\$3,292,811.55	
Deposits and Credits	2	\$28,996.33	
Withdrawals and Debits	2	\$321,334.15	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$3,000,473.73	

Average Ledger Balance	\$3,102,035	Annual Percentage Yield Earned*	2.12%
Interest Credited This Period	\$5,175.04	Interest Credited Year-to-Date	\$11,235.36

Rate(s): 02/01 to 02/29 at 2.10%

Deposits and Credits

Ledger Date	Description	Amount
02/29	Online Transfer From Chk ...6788 Transaction#: 20009042215	\$23,821.29
02/29	Interest Payment	5,175.04
Total		\$28,996.33

Withdrawals and Debits

Ledger Date	Description	Amount
02/02	Online Transfer To Chk ...5257 Transaction#: 19754416606	\$75,916.80
02/16	Online Transfer To Chk ...5257 Transaction#: 19887497050	245,417.35
Total		\$321,334.15

* Annual Percentage Yield Earned - the percentage rate earned if balances remain on deposit for a full year with compounding, no change in the interest rate and all interest is left in the account.

Please examine this statement of account at once. By continuing to use the account, you agree that: (1) the account is subject to the Bank's deposit account agreement, and (2) the Bank has no responsibility for any error in or improper charge to the account (including any unauthorized or altered check) unless you notify us in writing of this error or charge within sixty days of the mailing or availability of the first statement on which the error or charge appears.



February 01, 2024 through February 29, 2024
Account Number: 000000550158316

Daily Balance

<i>Date</i>	<i>Ledger Balance</i>	<i>Date</i>	<i>Ledger Balance</i>
02/02	\$3,216,894.75	02/29	\$3,000,473.73
02/16	\$2,971,477.40		

Your service charges, fees and earnings credit have been calculated through account analysis.

MAR 08 2024

RECEIVED

MAR 08 2024

BUSINESS OFFICE

<p align="center">Liverpool Public Library Board Policy</p>	<p align="center">Page 1 of 2</p>
<p align="center"><i>WHISTLEBLOWER POLICY</i></p>	<p>Policy Adopted: 03.10.2021</p> <p>Review Date: 2024</p>

Purpose

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

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

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

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

Regulations

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

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

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

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

Reporting Violations

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

Handling of Reported Violations

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

Responsibilities

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

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