



**BOARD OF TRUSTEES MEETING**  
**Wednesday, August 12, 2019 at 6:30 p.m.**

**REGULAR MEETING**

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT JULY MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
  - 1. Financial Report
    - a. Approval of Invoices for July 9, 2020 through August 12, 2020
  - 2. President's Report
    - a. By-Laws – Term Limits
  - 3. Director's Report
    - a. Collection Diversity
  - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
  - 1. Personnel
  - 2. Richberg Fund
  - 3. Copyright Policy for 1<sup>st</sup> Reading
  - 4. Freedom of Information (FOIL) for 1<sup>st</sup> Reading
  - 5. Meeting Room Use Policy for 1<sup>st</sup> Reading
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – Personnel Matter relating to a particular employee
- K. ADJOURNMENT

The meeting will be streamed live on the library's You Tube Channel

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 07/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
7410-160-16072	Account Clerk II	29,000.00	0.00	29,000.00	1,964.52	0.00	27,035.48
7410-160-16081	Administrative Assistant	51,500.00	0.00	51,500.00	4,742.30	44,577.70	2,180.00
7410-160-16082	Library Media Specialist	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16083	Administrative Aide	47,000.00	0.00	47,000.00	4,280.80	40,240.20	2,479.00
7410-160-16120	Public Info. Specialist	67,000.00	0.00	67,000.00	6,235.25	58,611.75	2,153.00
7410-160-16121	Public Information Asst.	40,000.00	0.00	40,000.00	3,715.25	34,923.75	1,361.00
7410-160-16125	Graphic Tech	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16130	Computer Equip Maint Spec	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16131	LAN Support Specialist	98,000.00	0.00	98,000.00	11,712.39	46,669.25	39,618.36
7410-160-16132	Systems Librarian	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16135	Librarian III	66,000.00	0.00	66,000.00	6,076.00	57,115.00	2,809.00
7410-160-16138	Clerk of the Board	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16139	Librarian Assistant	121,000.00	0.00	121,000.00	11,053.00	103,899.00	6,048.00
7410-160-16140	Library Page	98,000.00	0.00	98,000.00	0.00	0.00	98,000.00
7410-160-16141	Librarian I	453,500.00	0.00	453,500.00	32,441.91	264,374.45	156,683.64
7410-160-16142	Librarian II	106,000.00	0.00	106,000.00	9,770.25	91,841.75	4,388.00
7410-160-16143	Asst Library Director III	80,000.00	0.00	80,000.00	7,393.13	69,495.87	3,111.00
7410-160-16144	Library Director III	108,000.00	0.00	108,000.00	9,756.20	91,708.80	6,535.00
7410-160-16145	Library Clerk III	86,000.00	0.00	86,000.00	7,880.25	74,075.75	4,044.00
7410-160-16146	Library Clerk II	170,500.00	0.00	170,500.00	15,872.50	149,203.50	5,424.00
7410-160-16147	Library Clerk I	146,000.00	0.00	146,000.00	8,057.48	60,898.50	77,044.02
7410-160-16149	Personnel Aide	32,500.00	0.00	32,500.00	2,193.18	0.00	30,306.82
7410-160-16150	Personnel Analyst	59,000.00	0.00	59,000.00	5,452.63	51,255.37	2,292.00
7410-160-16152	Custodial Worker	50,000.00	0.00	50,000.00	3,085.04	23,803.75	23,111.21
7410-160-16153	Custodian I	46,000.00	0.00	46,000.00	4,231.50	39,776.50	1,992.00
7410-160-16154	Custodian II	56,000.00	0.00	56,000.00	5,157.25	48,478.75	2,364.00
7410-160-16157	Security Guard	76,000.00	0.00	76,000.00	5,296.36	36,153.85	34,549.79
7410-160-16199	Extra Pay	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>1 Personal Services - State object Subtotal</b>		<b>2,097,000.00</b>	<b>0.00</b>	<b>2,097,000.00</b>	<b>166,367.19</b>	<b>1,387,103.49</b>	<b>543,529.32</b>
7410-200-20200	Purchase of Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
7410-200-20201	Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00
7410-200-20235	Computer Hardware	50,000.00	0.00	50,000.00	1,366.25	0.00	48,633.75
<b>2 Equipment - State object Subtotal</b>		<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>1,366.25</b>	<b>0.00</b>	<b>48,633.75</b>
7410-400-40401	Fees	30,000.00	0.00	30,000.00	2,273.73	0.00	27,726.27
7410-400-40402	Consultant/Profess. Fees	32,000.00	0.00	32,000.00	0.00	0.00	32,000.00
7410-400-40403	Election Expenses	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7410-400-40404	Insurance	25,300.00	0.00	25,300.00	0.00	0.00	25,300.00
7410-400-40405	Memberships	800.00	0.00	800.00	0.00	0.00	800.00

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 07/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
7410-400-40406	Postage	11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
7410-400-40416	Database/Software Maint.	80,000.00	0.00	80,000.00	14,234.66	0.00	65,765.34
7410-400-40425	Electric Power	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
7410-400-40426	Telephone Service	20,000.00	0.00	20,000.00	719.76	0.00	19,280.24
7410-400-40427	Water	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
7410-400-40435	Contract - Cloud Hardware	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
7410-400-40438	Continuing Education	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
7410-400-40439	Board Expenses	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
7410-400-40465	Selected Proj.-1st Floor	0.00	0.00	0.00	0.00	0.00	0.00
7410-400-40466	Selected Projects	9,500.00	0.00	9,500.00	480.00	0.00	9,020.00
7410-400-40468	Maint & Lg. Equip Repairs	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
7410-400-40469	Other Equipment Repairs	22,000.00	0.00	22,000.00	566.45	0.00	21,433.55
7410-400-40470	Rentals	24,000.00	0.00	24,000.00	3,258.20	0.00	20,741.80
7410-400-40486	Conference	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
7410-400-40488	Mileage/Travel	3,550.00	0.00	3,550.00	0.00	0.00	3,550.00
7410-400-40495	Tuition Reimbursement	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7410-450-45301	General Supplies	6,000.00	0.00	6,000.00	140.86	0.00	5,859.14
7410-450-45303	Library Books/ebooks	132,000.00	0.00	132,000.00	3,035.94	0.00	128,964.06
7410-450-45307	Library Supplies	33,000.00	0.00	33,000.00	775.72	0.00	32,224.28
7410-450-45310	Subscriptions	12,000.00	0.00	12,000.00	463.60	0.00	11,536.40
7410-450-45311	Audio and Video	90,000.00	0.00	90,000.00	905.09	0.00	89,094.91
7410-450-45322	Serials	0.00	0.00	0.00	0.00	0.00	0.00
7410-450-45327	Electronic Databases	37,200.00	0.00	37,200.00	0.00	0.00	37,200.00
7410-450-45330	Data Processing Supplies	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
7410-450-45331	Network Software	16,000.00	0.00	16,000.00	1,605.00	0.00	14,395.00
7410-450-45333	Computer Software	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
7410-450-45344	Custodial Supplies	20,500.00	0.00	20,500.00	31.15	0.00	20,468.85
7410-450-45389	A V Supplies	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<b>4 Contractual and Other - State object Subtotal</b>		<b>711,850.00</b>	<b>0.00</b>	<b>711,850.00</b>	<b>28,490.16</b>	<b>0.00</b>	<b>683,359.84</b>
9010-810-00000	Employee Retirement	230,000.00	0.00	230,000.00	19,800.47	181,136.31	29,063.22
9030-830-00000	Social Security	160,500.00	0.00	160,500.00	12,727.12	106,113.45	41,659.43
9040-840-00000	Workers' Compensation	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
9050-850-00000	Unemployment Insurance	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
9060-860-00000	Hosp., Med., Dent. Ins.	864,450.00	0.00	864,450.00	0.00	0.00	864,450.00
<b>8 Employee Benefits - State object Subtotal</b>		<b>1,280,950.00</b>	<b>0.00</b>	<b>1,280,950.00</b>	<b>32,527.59</b>	<b>287,249.76</b>	<b>961,172.65</b>
9901-950-00000	Transfer to other funds	0.00	0.00	0.00	0.00	0.00	0.00
9910-950-00000	Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00
<b>9 Other Interfund Transfers - State object Subtotal</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 07/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
Total PUBLIC LIBRARY		4,139,800.00	0.00	4,139,800.00	228,751.19	1,674,353.25	2,236,695.56

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 07/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Selection Criteria
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Criteria Name: Last Run

Fund: L

Budget type: Current Year

As Of Date: 07/31/2020

Sort by: Fund/State object

Printed by Sheila Smith

**LIVERPOOL CENTRAL SCHOOL DISTRICT**

Revenue Status Report As Of: 07/31/2020

Fiscal Year: 2021

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	3,890,400.00	0.00	3,890,400.00	0.00	3,890,400.00	
1081-000		Contrib in Lieu of Taxes	65,000.00	0.00	65,000.00	0.00	65,000.00	
2082-000		Library Charges	33,000.00	0.00	33,000.00	0.00	33,000.00	
2401-000		Interest Earnings	1,400.00	0.00	1,400.00	0.00	1,400.00	
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	0.00	18,000.00	
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	0.00		
2770-000		Other Unclassified	48,000.00	0.00	48,000.00	0.00	48,000.00	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.00		
3840-000		State Aid for Libraries	1,000.00	0.00	1,000.00	0.00	1,000.00	
3840-A01		System Cash Grant	38,000.00	0.00	38,000.00	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>0.00</b>	<b>4,094,800.00</b>	<b>0.00</b>	<b>4,094,800.00</b>	<b>0.00</b>

**Selection Criteria**

Criteria Name: Last Run  
As Of Date: 07/31/2020  
Sort by: Fund  
Printed by Sheila Smith

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

There is a net increase in balance sheet funds.

**Liverpool Public Library  
Board Policy**

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*COPYRIGHT LAW*

First Reading: 08.12.2020

The Liverpool Public Library complies with applicable U.S. copyright laws. The copyright law of the United States (Title 17, U.S.Code) governs the use of copyrighted materials. Liverpool Public Library is not responsible for the improper or illegal use of copyrighted materials by its patrons. The person using our resources is responsible for guarding against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions when applicable.

**Liverpool Public Library  
Board Policy**

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**FREEDOM OF INFORMATION  
(FOIL) POLICY**

First Reading: 08.12.2020

The Liverpool Public Library will respond to written requests that seek access to records in accordance with the New York State Public Officers Law, sections 84-90. All requests must be signed and submitted to the Records Access Officer in writing.



*MEETING ROOM USE POLICY*

First Reading: 08.12.2020

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. Exceptions may be granted by the Board of Trustees.

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.