



BOARD OF TRUSTEES MEETING  
Wednesday, April 10, 2024, at 6:30 p.m.  
Carman Community Room

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT MARCH MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
  1. Staff Report – Nori Gartner-Baca, Communications Coordinator
  2. Financial Report -
    - a. Approval of Invoices for March 14, 2024 through April 10, 2024
  3. President’s Report
  4. Director’s Report
  5. OCPL Report
  6. Trustee Advisory Council
  7. Strategic Plan
- G. ITEMS FOR ACTION AND DISCUSSION
  1. Personnel Changes
  2. Whistleblower Policy for First Reading
  3. Grievance Procedure for Second Reading
  4. Public Hearing and May BOT Meeting
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *Board may have the need to enter Executive Session*
- K. ADJOURNMENT

## LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 03/31/2024

**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	57,152.39	28,157.61	4,690.00
7410-160-16083	Administrative Aide	97,000.00	-15,000.00	82,000.00	62,450.11	0.00	19,549.89
7410-160-16084	Auditor I	4,020.00	125.00	4,145.00	3,124.60	1,015.40	5.00
7410-160-16120	Public Info. Specialist	67,000.00	1,500.00	68,500.00	53,150.15	15,207.53	142.32
7410-160-16121	Public Information Asst.	44,000.00	0.00	44,000.00	25,169.28	11,037.72	7,793.00
7410-160-16131	LAN Support Specialist	58,000.00	0.00	58,000.00	43,098.00	13,845.00	1,057.00
7410-160-16135	Librarian III	71,000.00	25,000.00	96,000.00	78,745.20	16,940.80	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	40,656.72	13,306.15	31,757.13
7410-160-16141	Librarian I	560,000.00	-20,000.00	540,000.00	405,754.59	92,989.72	41,255.69
7410-160-16142	Librarian II	176,000.00	0.00	176,000.00	128,866.48	26,260.80	20,872.72
7410-160-16143	Asst Library Director III	87,000.00	-30,000.00	57,000.00	27,367.90	19,132.10	10,500.00
7410-160-16144	Library Director III	106,000.00	0.00	106,000.00	78,513.20	25,516.80	1,970.00
7410-160-16145	Library Clerk III	85,000.00	5,000.00	90,000.00	62,831.82	21,289.32	5,878.86
7410-160-16146	Library Clerk II	110,000.00	0.00	110,000.00	57,662.64	19,340.63	32,996.73
7410-160-16147	Library Clerk I	227,830.00	-20,000.00	207,830.00	136,832.53	14,897.74	56,099.73
7410-160-16148	Literacy Aide	27,000.00	0.00	27,000.00	20,034.99	6,848.01	117.00
7410-160-16152	Custodial Worker	48,000.00	25,000.00	73,000.00	44,477.28	14,580.74	13,941.98
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	44,239.80	14,378.20	1,382.00
7410-160-16157	Security Guard	72,000.00	0.00	72,000.00	50,427.18	7,714.07	13,858.75
7410-160-16199	Extra Pay	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<b>1 Personal Services - State object Subtotal</b>		<b>2,185,000.00</b>	<b>-94,500.00</b>	<b>2,090,500.00</b>	<b>1,436,561.10</b>	<b>362,458.34</b>	<b>291,480.56</b>
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	28,626.25	0.00	21,373.75
<b>2 Equipment - State object Subtotal</b>		<b>50,000.00</b>	<b>2,455.01</b>	<b>52,455.01</b>	<b>28,626.25</b>	<b>2,455.01</b>	<b>21,373.75</b>
7410-400-40401	Fees	32,000.00	0.00	32,000.00	16,609.98	0.00	15,390.02
7410-400-40402	Consultant/Profess. Fees	40,000.00	80,000.00	120,000.00	102,676.81	0.00	17,323.19
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	29,396.25	0.00	4,603.75
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	879.64	0.00	4,120.36
7410-400-40416	Database/Software Maint.	96,000.00	0.00	96,000.00	65,634.41	0.00	30,365.59
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	14,623.63	0.00	9,876.37
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	6,486.73	0.00	3,513.27
7410-400-40438	Continuing Education	3,000.00	0.00	3,000.00	1,341.74	0.00	1,658.26

## LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 03/31/2024

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	0.00	0.00	2,000.00
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	30,016.70	0.00	5,983.30
7410-400-40469	Other Equipment Repairs	22,000.00	0.00	22,000.00	15,927.87	0.00	6,072.13
7410-400-40470	Rentals	28,000.00	0.00	28,000.00	20,140.87	0.00	7,859.13
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	1,849.99	0.00	4,150.01
7410-450-45303	Library Books/ebooks	135,000.00	0.00	135,000.00	75,348.12	0.00	59,651.88
7410-450-45307	Library Supplies	35,000.00	0.00	35,000.00	25,681.17	0.00	9,318.83
7410-450-45310	Subscriptions	12,000.00	0.00	12,000.00	10,958.77	0.00	1,041.23
7410-450-45311	Audio and Video	90,000.00	0.00	90,000.00	54,748.19	0.00	35,251.81
7410-450-45327	Electronic Databases	40,000.00	0.00	40,000.00	25,194.68	0.00	14,805.32
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	5,948.90	0.00	11,051.10
7410-450-45333	Computer Software	15,000.00	0.00	15,000.00	7,595.81	0.00	7,404.19
7410-450-45344	Custodial Supplies	22,000.00	0.00	22,000.00	12,266.93	0.00	9,733.07
7410-450-45389	A V Supplies	4,000.00	0.00	4,000.00	2,473.30	0.00	1,526.70
<b>4 Contractual and Other - State object Subtotal</b>		<b>780,000.00</b>	<b>94,500.00</b>	<b>874,500.00</b>	<b>579,887.01</b>	<b>0.00</b>	<b>294,612.99</b>
9010-810-00000	Employee Retirement	230,000.00	0.00	230,000.00	145,500.88	35,182.98	49,316.14
9030-830-00000	Social Security	161,000.00	0.00	161,000.00	106,250.75	24,760.15	29,989.10
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	652,361.16	0.00	272,638.84
<b>8 Employee Benefits - State object Subtotal</b>		<b>1,346,000.00</b>	<b>0.00</b>	<b>1,346,000.00</b>	<b>922,751.79</b>	<b>59,943.13</b>	<b>363,305.08</b>
<b>Total PUBLIC LIBRARY</b>		<b>4,361,000.00</b>	<b>2,455.01</b>	<b>4,363,455.01</b>	<b>2,967,826.15</b>	<b>424,856.48</b>	<b>970,772.38</b>

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 03/31/2024

**Fiscal Year: 2024**

**Fund: L PUBLIC LIBRARY**

## Selection Criteria

Criteria Name: Last Run

Fund: L

Budget type: Current Year

As Of Date: 03/31/2024

Suppress Budget Accounts with no activity

Sort by: Fund/State object

Printed by Sheila Smith

## LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 03/31/2024

**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		
<b>Total PUBLIC LIBRARY</b>			<b>4,300,744.00</b>	<b>0.00</b>	<b>4,300,744.00</b>	<b>4,011,749.14</b>	<b>329,230.36</b>	<b>40,235.50</b>

**Selection Criteria**

Criteria Name: Last Run  
As Of Date: 03/31/2024  
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

DISCOVER • LEARN • GROW



LIVERPOOL PUBLIC  
**LIBRARY**

Where the Community Connects

## PERSONNEL CHANGES

APPOINTMENTS				
First Name	Last Name	Position	Pay Grade	Effective Date
Katelyn	Powers	Administrative Aide	\$ 42,000	04/15/2024

*WHISTLEBLOWER POLICY*

Policy Adopted: 03.10.2021

Review Date: 2024

**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.



*GRIEVANCE PROCEDURE*

First Reading: 3.13.2024

Second Reading:

The Board recognizes the need for an employee grievance policy to cover all employees to ensure that any complaint/grievance will receive prompt and fair consideration.

Represented employees (CSEA) must follow Article 7/Grievance Procedure as outlined in the Agreement between the Liverpool Public Library and the CSEA, Local 1000, AFSCME, AFL-CIO for resolution of disputes concerning the interpretation, application, or claimed violation of a specific term or provision of the previously mentioned Agreement.

Non-Represented Employees shall use the following procedure. This procedure is an informal process involving the employee and appropriate management representative(s) outlined below.

Step 1

The employee shall present his or her grievance/complaint to the Director or Director's designee, in writing, within 15 days following the date on which the employee knew or should have known of the act or omission, giving rise to the grievance/complaint. The Director shall reply to the employee, in writing, within five (5) days of the date the grievance/complaint was received and acknowledged by the Director or Director's designee.

The exception is that if the Director is the subject of the grievance or complaint, the employee shall present his or her grievance/complaint to the President of the Board of Trustees.

Step 2

In the event that the employee wishes to appeal the Director's or Director designee's decision an appeal can be made to the President of the Board of Trustees within 5 days of the receipt of the step 1 decision. The President may conduct fact-finding and present the complaint to the entire board during an executive session at a scheduled Board meeting. The Board shall issue a written decision within 20 days of the date of the executive session during which the grievance/complaint was presented to the Board of Trustees.

The decision rendered by the Board of Trustees will be considered the final action on the grievance/complaint. A record of the decision will be made and filed with all other pertinent information related to the grievance/complaint in the library's personnel office.