

Seymour Public Library District Board Meeting Agenda

April 23, 2024 4:30 p.m. at Seymour Library

176-178 Genesee St, Auburn, NY

Connect. Engage. Inspire.

Seymour Library inspires a love of reading, learning, and discovery through individual growth and community connections in an engaging and welcoming environment.

The Board of Trustees welcomes residents/cardholders in the library tax district to Seymour Library. There is time reserved at the beginning of each Board meeting for the public to be heard. When the Board President recognizes you, please stand, state your name, and address for the record. The Board of Trustees is pleased to hear relevant comments that pertain to Library business; however, a 3-minute limit is set by the Board to allow for all of the meeting's business to be conducted.

1. Welcome & call to order
2. Adoption of Agenda
3. Public Comment
4. Approval of Consent Agenda
 - a. Minutes of SPLD Board of Trustee meeting held March 26, 2024
 - b. April 2024 Library Report
 - c. Committee Reports
 - i. Board Gov 4/18/24
 - ii. Finance 4/10/24
 - iii. Building 4/18/24
 - d. April 2024 Grants Report
5. Action Items
 - a. Review March 2024 Financial Statements
 - b. Review March 2024 Claims
 - c. Review audited financial statements for FY 2023
 - d. Review 2023 990
 - e. Appoint Fleming Trustee
 - f. Policy Review
 - i. 712 Programming Policy
 - ii. 402 Library Bill of Rights
6. Discussion Items
7. Update from the Friends of Seymour Library (Lynda)
8. New Business
9. Adjourn

Upcoming Events/Meetings

- 4/24/24 Municipalities Open House
- 5/2/24 Presentation to City Council
- 5/9/24 Board Governance
- 5/16/24 Building
- 5/20/24 Finance
- 5/28/24 Board of Trustees

**Seymour Public Library District
Board of Trustees Meeting
Date: March 26, 2024**

Trustees Present: Mike McCole, Nancy Karpinski, Lynda DeOrio, Debbie Daloia, Clyde Howard, Bill Foster, Cindy Baney

Trustees Excused: Meg Vanek

Staff Present: Lisa Carr, Dixie Warner-Webert, Dori Gottschalk-Fielding, Mary Lovell, Jackie Kolb

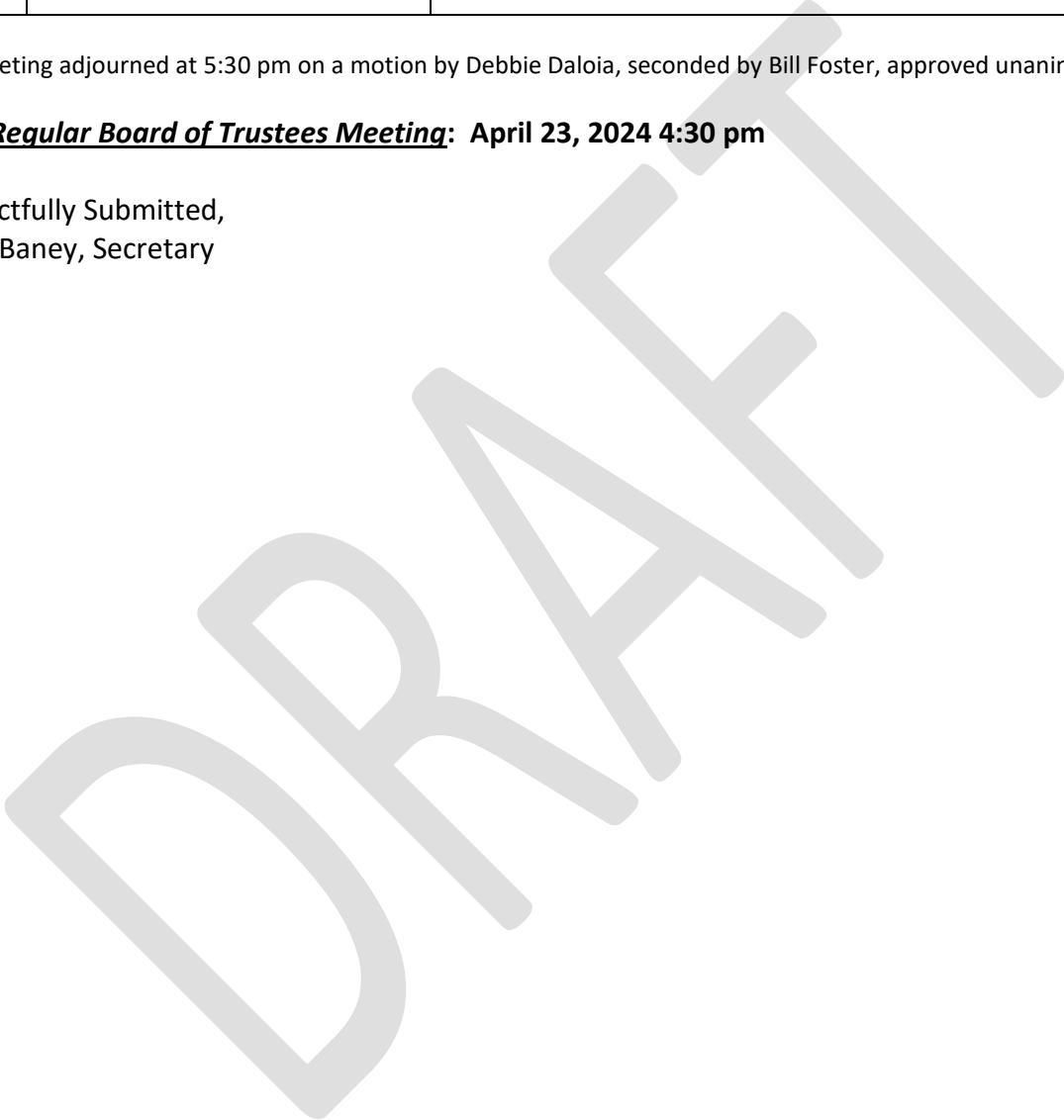
Agenda Item	Description	Discussion	Action Taken/Next Steps
1	Welcome & Call to Order		By Clyde Howard, President at 4:25 pm
2	Adoption of Agenda	Lisa Carr would add to the agenda "contract with HR1" under Action Items.	Motion by Cindy Baney to adopt agenda with one addition by Lisa Carr, seconded by Bill Foster, approved unanimously.
3	Public Comment		None
3.a	Staff Presentation	Jackie Kolb reported that the Library has been approached to host a Juneteenth gallery of artworks by Arthur Hutchinson for a two week period beginning June 20, 2024 entitled "Cosmic Black Joy"	
3b.	Guest: Dr. Kawanna Bright via zoom	Kawanna reviewed the library's DEIA Statement and submitted some suggestions regarding formatting and wording which she will send to Lisa. Lisa will share suggested revisions with the SPLD Board members.	
4	Approval of Consent Agenda	Consent Agenda includes: <ul style="list-style-type: none"> ● Minutes of the 2/22/24 meeting ● March 2024 Library Report Committee reports <ul style="list-style-type: none"> ○ Board Governance 3/12/24 ○ Finance 3/18/24 ○ Building 3/21/24 	Consent Agenda approved unanimously on a motion by Lynda DeOrio, seconded by Nancy Karpinski.
Action Items			
5	February 2024 Financial Statements		The February 2024 Financial Statements were unanimously approved on a motion by Debbie Daloia, seconded by Mike McCole.
6	February 2024 Claims		The February 2024 Claims were unanimously approved on a motion by Debbie Daloia, seconded by Lynda DeOrio
6a	HROne Contract	Lisa Carr reported that HR One has proposed a better contract for payroll than Paylocity, both with fees and with access to Human Resources supports.	Consensus by Trustees was to make the switch.
Discussion Items			
	Information & tour event with tax district municipalities	Lynda DeOrio reported the event will take place April 24, 5:30 pm at the Library. Refreshments will be served, Friends will have a table.	
	Review 2024 Budget	Lisa Carr suggested using monies from Building Fund rather than operating budget	

		for Building & Grounds maintenance.
<i>UPDATES</i>		
	Friends of Seymour Library	Lynda DeOrio reported that the Friends bank balance stands at 27,026.77, Annual Appeal continues, Author's Expo scheduled for November 2, 2024 May 4 is the Lake Ave Yard Sale, Bus tour to NYC Botanical Garden 6/15, tickets will start selling in early April. She will be a panelist locally speaking about the 2023 Garden Tour.
	Upcoming meetings	4/11/24 Board Governance, 4/15/24 Finance, 4/23/24 Board of Trustees Municipal Officials info night 4/24/24 5:30 pm

The meeting adjourned at 5:30 pm on a motion by Debbie Daloia, seconded by Bill Foster, approved unanimously.

Next Regular Board of Trustees Meeting: April 23, 2024 4:30 pm

Respectfully Submitted,
Cindy Baney, Secretary



Library Director Report: April 2024

Agenda Items

- Finance: I attached an overview of the March 2024 financial statements to the Finance Committee minutes.
- 2023 Audit: The audit went smoothly this year. There are a few changes/updates to wording in some of the audit notes, but the financials are in order. Melanie and I will work with Peggy Rowe (auditor) to revise notes and to get the total deficit for 2023 so the Board can release the funds from the Dunn bequest.
- Fleming Trustee: Board Governance recommends appointing Kim Schulze to the Board and asking Sylvia Kott and Chris Calimeri to join a Board committee.

Personnel

As I attempted to make changes to part-time staff hours to address the projected budget deficit, several changes have occurred:

- Drew has asked for a leave of absence with the plan of returning in either July or October, depending on his condition.
- Jen Messie (Library Associate, part-time) resigned after 14 years to accept a full-time position at OCC.
- Kathy Kirk (Youth Services Assistant, part-time) resigned from all Library Experiences shifts. She will have limited hours to cover summer programming but will be done at the end of summer.
- Madi Leidel (Family Engagement Librarians) will be leaving at the end of the summer. Her partner has accepted a position in Columbus, OH.

We have a management team meeting on Friday, 4/19/24 and will discuss what opportunities (and challenges) these changes present. I will update the Board at our meeting scheduled for 4/23/24.

Programs/Collections/Services

- Programs this month include
 - Ongoing: Concerts, Travelogues, Book clubs, Movie Mondays, game clubs, Chair Yoga, Meditation
 - Solar Eclipse: all the programs around the eclipse event were well received.
 - Seed Library has launched! Seeds are located on the counter in the West Lobby.
 - New series: Leaf, Stem, Roots - A Plant & Gardening Series
 - 3rd Grade Field Trips
 - Passport to History: the Library is part of the official tours due to scheduling conflicts. However, children & their families are encouraged to visit on their own time.

Building & Technology

- We are still waiting for the new staff computers to arrive from FLLS.
- Thanks to a generous donation from the Wait family, we have purchased a new microfilm reader.
- West Lobby project:
 - We are waiting for the cove lighting manufacturer to replace the cove lights.
 - We need a Circulation Desk for the West Lobby.
- Repairs/Maintenance
 - Security Cameras: ExtraMile recommended purchasing additional storage which I've authorized. I am using the technology grant monies from the Metcalf Foundation to pay for the \$270 unit.
 - I've engaged Chad (CNY Lawncare) to mow the lawns again this year.

Continuing Education & Meetings

- Catalyst Cayuga
- Rotary Club - weekly meetings and also part of the Visioning Team
- Finger Lakes Library System - Directors meeting

Respectfully submitted,

Lisa Carr

Board Governance Meeting
April 11, 2024

Present: Cindy Baney, Lynda DeOrio, Russ Harkins, Clyde Howard, Meg Vanek, and Lisa Carr. Also attending to observe was Robert, an Albany grad student, who is currently taking a class in public libraries.

Policy Review - Reviewed Policy number 712, "Programming," which is a new policy. Board approved and policy will go to full Board for review. Discussed the library "Bill of Rights," and it will be presented to the full board for affirmation.

Strategic Plan progress - The committee reviewed Dr. Bright's comments on the statement, and all agree with her suggestions. Lisa will redistribute the policy that Clyde created, for additional review.

April 24 Municipality event - several RSVPs have been received; committee members will follow up with officials who have not responded. Cindy discussed food options; any one who is interested in helping set up to meet at 4 pm that day.

Suggested agenda for the event is as follows:

Welcome by Lisa and Clyde
Highlights from the annual report (with a handout by Maureen)
Strategic plan highlights with flyer
History of the library
Tour for those interested
Feedback

Fleming trustee replacement - Three applications have been received; committee agreed to submit one application to the board for further review and approval before reaching out to the applicant. Committee will recommend to the Board that the other two applicants be invited to join Board committees.

Next meeting May 9, 2024

SPLD Finance Committee meeting minutes

4/15/24

Present: Mike McCole , Patti Festa, Lisa Carr, Clyde Howard, Melanie Shernesky , Jim Hanley , Molly LaLonde, Deb Daloia

Excused: Mike Trapani

Guest: Peggy Rowe, auditor from Dannible and McKee

The meeting was called to order at 4:35 pm.

Peggy Rowe presented the audited financial statements for FY 2023. The auditors stated an unmodified opinion with no significant material misstatements. There was some discussion around wording for some of the notes included in the documentation. Clyde Howard motioned to recommend the 2023 audited financial statements, with revised wording as discussed, to the Board of Trustees.. Mike McCole seconded. Motion passed unanimously.

March 2024 Financial Statements:

There were no questions on the financial statements. Lisa included a general summary (attached) with the statements that committee members found helpful. Clyde motioned to recommend approving the March 2024 financial statements to the Board of Trustees. Mike seconded the motion. Motion passed unanimously.

Patti Festa presented the Treasurer's Report. There wasn't much movement in March.

March 2024 Claims paid: Molly stated there was nothing out of line. Clyde motioned to recommend approving the March 2024 claims to the Board of Trustees. Mike seconded the motion. Motion passed unanimously.

Dunn bequest: no change except for interest.

The meeting adjourned at 5:35 pm.

Respectfully submitted,
Lisa Carr

March 2024 Financial Statement summary

Income

- 4120 Foundation Income: The negative amount on the SLF line is due to the entry adjusting the \$2500 that should have been in last year (made it a receivable for year-end). We received \$224 from them for the storage fee.
- 4430 Charitable Trusts: We received the annual distribution from the Harry and Dorothy George Trust.
- 4400 Gifts-Other: The line includes donations via PayPal as well as general gifts.

Expense

- 6000 Administrative: many of the expenses in this category are higher in the beginning of the year (such as accounting, payroll service fees, dues)
- 6300 Building & Grounds:
 - Janitorial supplies are running too high. Some of the expense was related to purchasing materials to clean up the Lounge (formerly the 2nd Chapter Room).
 - Water & Sewer - we discovered a problem with the water bill. The outside spigots were on and someone has been using water/leaving the hoses on. Melanie is working with the City Water Dept to request a one time reduction in the water bill.
- 7030 Employee Benefits
 - Unemployment is always higher in the first half of the year.
 - Worker's Compensation is high due to an audit adjustment from our carrier.
- 7280 Library Supplies: \$400 of the total amount spent is one of 2 big supplies orders for the year. We will monitor expenses in this line closely.

Grants

- 4615 Government Grants:
 - Outdoor Access (CSLFRF)
 - Oral Histories, final 10% RDBG
 - Cayuga County Youth Services Bureau: we were notified our grant request of \$15,172 to develop our Youth Services programs has been approved. This is a reimbursement grant.
 - Cayuga County Youth Services - ARPA: we were notified that our grant request to develop teen/tween programs has been partially funded in the amount of \$18,727.
- 4625 Corporate or Trust Fund Grants
 - Everett Trust - typically \$6,000 at the end of the year
 - Delta Airlines - In April we received \$5,000 as a match to a \$5,000 donation from an employee
- 4605 Outside Foundation Grants: We are awaiting notification about two grants submitted to the Tompkins Community Fund/Rosen Grant. One is for summer programs and the other is to develop an Alice in Wonderland mini golf event that will be shared with other libraries.
- 4688 Grants-Other: This category includes our History Forge grant.

Present: Clyde Howard, Mike McCole, Bill Foster, Lisa Carr, Dori Gottschalk, Larry Liberatore
cc: Chris Hutchinson, Drew Urbanek, Andy Roblee

1. COMMUNICATION AND MEETINGS

- a) Beginning in April, the building committee will be meeting monthly at 4:00 PM on the second Thursday of each month.
- b) To improve communication, Lisa will prepare an updated report for the Building Committee and review with the committee chair in advance of regularly scheduled meetings to finalize an agenda.

2. BUILDING OWNERSHIP

- a) The building committee recommends that the Board begin to explore what it will take to transfer building ownership from the Foundation to the Board of Trustees.
- b) There has been willingness in the past to come to transfer ownership. It's clear that specific roles and responsibilities for each party must be clearly established, and that attorneys from both parties will need to work out mutually agreeable terms and conditions.
- c) Areas of concern have been outlined in the current master plan and prioritized. Dori will share the list of issues, necessitating a strategic approach to future fund development.

3. BUILDING ADDITION

- a) Examination of the addition conceptualized in the Master Plan should take place to assess its applicability to current and projected needs.
- b) The addition calls for a 75-person capacity meeting room, which would necessitate considerable expansion of off-street parking.
- c) A reduction in scope might make an addition more feasible/practical. Discussion centered on building only those elements necessary to provide toilet rooms, staff offices, and handicapped access to upper levels.
- d) With the boiler in constant need of repair, a new heating and air conditioning was also discussed, which could be incorporated in a major capital campaign with or without an addition.

4. BUILDING REPORT

- a) March Building Report, prepared by Lisa Carr, is attached.

5. *The next Building Committee meeting will take place at the Seymour Library, Thursday, 18 April 2024 at 4:00 PM.*

West Lobby:

- The cove lighting has not been replaced. We have not paid Knapp Electric their final payment because of this issue. Ed Onori is away this week but will meet with me the week of 4/1/24 to go over this and questions I have about the north lobby project.
- We do not have an elevator key (to lock cab in position) or the key to force doors open.
- The current circulation desk is a temporary solution. I know we need a better desk but not only has cost been an issue, I also have concerns about functionality. Drew and I have been reviewing job descriptions for the Desk and Greeter positions to determine how these two positions are working out with the “new” layout.
- I need to submit final paperwork to the state to receive the remaining 10% payout.

Roof:

- There have not been any leaks in the attic.
- Al Toussant (from C&S) scraped & painted the areas in the DVD room, Large Print Room and above the doorway that had been damaged during the roof project. Areas outside of the repaired sections have continued to chip/bubble/peel. Al has promised to come back (on his own time) to scrape/paint.

North Lobby (see p. 2):

- I asked Ed to provide a quote for Beardsley to provide bid documents for the North Lobby project & to include cost estimates for the areas of the project. During our meeting the week of 4/1, we will go over the grant and I’ll answer any questions Ed has as well as bring questions to him about best areas for potential savings.
- We need cost estimates to determine our ability meet the grant match requirement. Once we have solid numbers, Dori and I can do a better job at looking for other funding.

Repairs/Projects

- Fire Department Inspection: 2 emergency lights replaced; 2 areas need to be cleaned out;
- Digital Lounge (formerly called 2nd Chapter Room): Andy removed old burlap wallpaper, painted the walls and put shelving back.
- Lisa’s office: we need another space to hold hybrid meetings for small groups. We have a smart TV that was used in the East Reading Room (before construction) and plan to install that in Lisa’s office. Bookshelves on the west wall will be relocated to the north wall of the office.
- Fireplace mantel: The mantel that has been in storage will be installed on the brick wall on the 2nd floor (east side of the building). Andy has done much of the prep work and needs assistance in next steps. Lisa has asked Bill Clark for help with this project.

NYS Division of Library Development Construction Grant Program – 2021 Application
Historic Lobby and Interior Renovations

- New fire alarm system for the entire building, including detection and notification devices, control and annunciator panels, and required tie-ins to the mechanical and electrical systems throughout the building.
- New lighting in the stacks - alternative
- Historic North Lobby
 - Conversion and renovation of an existing staff office into a small public Study Room.
 - Conversion and renovation of an existing closet into a small public Study Room.
 - New lighting – specifically for interior skylight
 - Historic marble and bronze fixtures and stonework will be restored as part of the North Lobby renovations.
 - Renovate existing circulation as a study/tutor counter, with data and power access and patron seating.
 - Acoustic panels and new subfloor will be installed in this area to cushion footfalls and noise, which are currently obtrusive in the Lower Level Children’s Area.
 - New railing at historic entrance/clean entrance stonework
 - New/updated data
 - New floor covering, paint, and finishes
 - New furnishings
- East Reading Room
 - includes new lighting
 - interior skylight
 - replace can lights attached to book shelves with something more period appropriate and with better lighting
 - replace radiator on south wall with wall mounted unit
 - add built in cabinetry at south wall to provide lockable storage for program materials/staff needs when using this room for programs
 - New/updated data
 - New subfloor will be installed in this area to cushion footfalls and noise
 - New/updated data
 - New floor covering, paint, and finishes
 - New furnishings
 - Gas insert in the fireplace
- Computer Room
 - demolition and replacement of an existing asbestos-containing ceiling, in order to implement replacement of lighting fixtures, data runs, and power access
 - add built-in cabinetry to provide data/power accessible station for printing, storage for supplies
 - New subfloor will be installed in this area to cushion footfalls and noise
 - New/updated data

Seymour March 2024 Building Report

- New floor covering, paint, and finishes
 - New furnishings
- DVD and New Books room
 - New lighting for interior skylight
 - Replace can lights with something better
- Second Floor 1972 addition
 - Add windows on east wall
 - Reconfigure existing foot print to add a 10-12 person meeting room
 - New/updated data
 - New floor covering, paint, and finishes
 - New furnishings
 - New railing on stairs

April 23, 2024 Update on Current and Pending Grants -- Seymour Public Library District

Submitted by Dori Gottschalk-Fielding, Director of Development

Current grant funded projects

NEW Cayuga County Youth Bureau funding: \$15,172 for Expanded Youth Funding

This funding will allow the Library to expand youth programming through a Family Book Club, Youth Book Club, year-round Book to Movie Club, Afterschool STEAM Program, and Pokémon Club. The Family Book Club and Youth Book Club are new programs; the Book to Movie Club, STEAM Program, and Pokémon Club are expanded and enhanced programs. The programs will focus on literacy and STEAM (Science, Technology, Engineering, Art, and Math).

NEW Cayuga County Youth Bureau ARPA funding: \$18,727 for Teen Programming Initiative

This project will initiate and develop programming for teens in our community by expanding staffing hours dedicated to youth programming, implementing a monthly Teen Book Club, establishing a Teen Advisory Board to collaborate with staff on programming, and providing a budget for the Teen Advisory Board to use in implementing programs.

S.W. Metcalf Foundation: \$12,000 for Staff and Patron Technology Upgrades and Access

The funds will provide patron access (computers for onsite use and hotspots with data access for home use) and new staff devices for provision of patron services (computers and iPads).

Fred M. Everett and Ora H. Everett Charitable Trust: \$6,000 for Expanding Collections: Library of Things (October 2023 - September 2024)

The project will allow us to expand our Library of Things collection by providing new tools, Discover! Kits, games and resources for our community members to increase quality of life with educational and entertainment options beyond our print collection. New items will include animatronic Companion Pets, additional board games/outdoor games/video games, health and wellness kits for seniors, a piano keyboard Discover! Kit, and an International Travelers Kit.

ALA/FINRA Investor Education Foundation: \$2,000 in materials and equipment for Thinking Money for Kids (September 2024 - December 2025)

The Thinking Money for Kids Program teaches children ages 3 to 12 and their parents and caregivers about financial topics including saving, spending, sharing, and budgeting. The library will host five different in-person programs that engage kids in financial education topics through age-appropriate play. To continue the learning when children leave the library, the grant also provides a set of Playaway Launchpad tablets pre-loaded with digital content that aligns with the in-person program offerings.

South Central Regional Library Council: \$2,000 for Voices of Cayuga County, Phase Three (7/1/23 - 6/30/24)

This is the third phase of our collaborative oral history project with the Cayuga Museum of History and Art. The SCRLC grant will allow us to seek out additional narratives (including self-collected audio narratives), with a particular focus on recording the voices of younger residents, Latina/o residents, and county residents outside Auburn.

South Central Regional Library Council: 6 consultant hours for Reviewing DEI Statement and Incorporating DEI into Strategic Plan (7/1/23 - 6/30/24)

Dr. Kawanna Bright, an Assistant Professor of Library Science at East Carolina University, will provide guidance in 1) re-examining and potentially revising our current DEIA statement, 2) aligning our DEIA initiative with our new strategic plan and developing metrics to ensure we are moving forward with DEIA, 3) incorporating DEIA in ongoing decisions at the Board and staff levels, and 4) empowering staff and Board to respond to any negative comments about the Library's DEIA efforts.

City of Auburn Coronavirus State and Local Fiscal Relief Funding: \$44,500 for Developing Outside Spaces for Access Project (10/1/22 - 12/31/24 [obligated] / 12/31/26 [expended])

The project will develop our outdoor spaces in terms of seating options and wifi access to mitigate current and future public health emergencies and to expand internet access for underserved individuals in our community. This will include hiring a landscape architect to develop a long-term planning document for immediate and future improvements and implementing the initial stages of the plan in terms of outdoor seating options, enhanced outdoor wifi, and other amenities as recommended by the plan.

NYS DLD Construction Grant: \$613,096 for Historic Lobby and East Reading Room renovations and improvements

Construction and improvements include a new fire alarm system, two tutoring rooms, an additional patron service point, improved lighting, preservation of the Case marbles and Seymour plaque, improved A/V programming options in the reading room and upstairs stacks, and an updated computer room.

NEH Digital Humanities Grant via Tompkins County History Center: \$9,360 for Auburn History Forge (10/1/22 - 9/30/24)

This funding provides an 18-month funding extension for our HistoryForge project and allows us to participate in beta testing of new features including more census years, person records, a portal for user-generated content, and a mobile application for the site.

FLLS Mini Outreach Grant: \$2,500 for our Increasing Diversity of Collections and Programs with Enhanced Language Resources Project (6/1/2023 - 5/31/24)

The project will increase the diversity of our collections and programming by enhancing our language resources. Our community will have access to new and updated collection materials focusing on Spanish, Ukrainian, ASL, and ESL. We will also offer a conversational Ukrainian class as an introduction to the language and culture of Ukraine.

Grants applied for and notification pending

NEW Finger Lakes Library System Outreach Mini Grant: \$2,500 for Increasing Diversity of Collections and Programs with Enhanced Language Resources, Part 2 (notification expected early May)

This project will increase access to world language resources through an adult World Languages Fiction Collection with a focus on Spanish, Mandarin Chinese, and Ukrainian and through the addition of a variety of Spanish materials to our Family Space collection. We will also offer Intro to Spanish classes and an ASL storytime.

NEW South Central Regional Library Council: \$2,600 for Auburn HistoryForge: A Window to Parker Street (notification expected June 2024)

Funding for the project will allow us to 1) expand the amount of census data on Auburn HistoryForge and combine it with newspaper references, 2) create an in-depth historical picture of one diverse street from 1900 - 1950, and 3) share vignettes of individuals who lived on Parker Street to personalize history and to promote the value of HistoryForge.

NEW Cayuga Community Fund of the CNY Community Foundation: \$7,500 for Improving Access to Health Resources and Information (notification expected late May)

Our project will increase access to healthcare services and improve healthcare outcomes by providing access to a telehealth kit, updated collection materials that address health and wellness, and two AEDS to protect the health of library users.

NEW (resubmitted) Congressionally Directed Spending (offices of Schumer/Gillibrand): \$250,000 in matching funds for Interior Renovations and Improvements for Provision of Enhanced Services (notification expected late 2024/early 2025)

The funds would provide the 25% match required for the NYS DLD funds for the Historic Lobby/East Reading Room renovations. The project will enable Seymour Library to enhance its provision of services, especially to low-and-moderate-income residents, through interior renovations and improvements to its historic building. The renovations and improvements are a priority as they will enable the library to respond to our community's increased need for access to technology, connectivity, one-on-one education and information sessions, job seeker assistance, and public use SO/HOs (small office/home office spaces).

Bernard Carl and Shirley Rosen Library Fund: \$15,616 for Discover Summer: Adventure Begins at Your Library (notification expected April 2024)

The grant will provide funding for our family-focused, hands-on summer program, “Adventure Begins at Your Library.” The program, in collaboration with community partners, will focus on literacy and STEAM (science, technology, engineering, art, and math) through the themes of adventure, exploration, discovery, and nature.

Bernard Carl and Shirley Rosen Library Fund: \$14,936 for Alice in Mini Golf Wonderland Project (notification expected April 2024)

Funding will enable the development of a literacy-based, multi-generational, indoor nine-hole mini golf experience based on Lewis Carroll’s Alice’s Adventures in Wonderland. Seymour Library will work in partnership with four Finger Lake Library System libraries to develop the traveling mini golf course and events at each library emphasizing literacy and STEAM (Science, Technology, Engineering, Art and Math) activities.

Representative John Lemondes and Senator Rachel May – Bullet Aid: \$10,000 for Technology Upgrades and Digital Home Improvement Tools

This funding would allow us to replace six laptops and computers (two for patron use and 4 for staff provision of services to patrons), add loanable home assessment and maintenance tools (20 items ranging from a thermal camera to a mold detector and radon detector), and provide staff time for related programming and for one-on-one interactions with technology users.

Seymour Public Library District Profit & Loss Budget Performance March 2024

	Mar 2024	Jan - Mar 2024	Annual Budget	Balance	25% of Year
Ordinary Income/Expense					
Income					
4000 · Tax Revenue	81,250.00	243,750.00	975,000.00	731,250.00	25%
4100 · Foundation Income	-2,276.00	3,488.15	8,538.00	5,049.85	41%
4200 · State & Local Funding	1,065.70	1,065.70	14,157.00	13,091.30	8%
4300 · Patron Fees	577.16	1,600.57	4,465.00	2,864.43	36%
4400 · Gifts	5,587.78	14,062.58	15,150.00	1,087.42	93%
4800 · Interest Income	666.10	1,888.98	5,000.00	3,111.02	38%
4900 · Miscellaneous Income	0.00	0.00	500.00	500.00	0%
4330 · Swag	0.00	0.00	600.00	600.00	0%
Total Income	<u>86,870.74</u>	<u>265,855.98</u>	<u>1,023,410.00</u>		26%
Gross Profit	86,870.74	265,855.98	1,023,410.00		26%
Expense					
6000 · Administrative	4,108.05	16,180.48	50,850.00	34,669.52	32%
6070 · Communications & Marketing (PR)	615.72	2,261.16	8,502.00	6,240.84	27%
6300 · Building & Grounds	2,154.59	14,286.41	39,506.00	25,219.59	36%
6500 · Materials	6,792.54	15,423.68	55,500.00	40,076.32	28%
7000 · Payroll & Related Expenses	74,828.28	225,372.28	850,177.00	624,804.72	27%
7200 · Programs, Services, Supplies	10.29	558.67	1,100.00	541.33	51%
7400 · Technology	1,377.67	4,158.21	17,775.00	13,616.79	23%
Total Expense	<u>89,887.14</u>	<u>278,240.89</u>	<u>1,023,410.00</u>		27%
Net Ordinary Income	-3,016.40	-12,384.91	0.00		
Other Income/Expense					
Other Income					
4600 · Grants and Special Income	2,510.60	15,420.60	28,000.00	12,579.40	55%
4850 · Rent In-Kind Income	13,629.17	40,887.47			
Total Other Income	<u>16,139.77</u>	<u>56,308.07</u>	<u>28,000.00</u>		
Other Expense					
7540 · Rent In-Kind Expense	13,629.17	40,887.47			
9020 · Depreciation Expense	8,995.65	26,986.91			
9030 · Grant/Aid Funded Expenditures	3,238.55	10,317.88			
Total Other Expense	<u>25,863.37</u>	<u>78,192.26</u>			
Net Other Income	-9,723.60	-21,884.19	28,000.00		
Net Income	<u><u>-12,740.00</u></u>	<u><u>-34,269.10</u></u>	<u><u>28,000.00</u></u>		

Seymour Public Library District Balance Sheet Prev Year Comparison As of March 31, 2024

	<u>Mar 31, 2024</u>	<u>Mar 31, 2023</u>
ASSETS		
Current Assets		
Checking/Savings	1,396,719.26	1,511,356.23
Other Current Assets		
1200 · Petty Cash	253.00	253.00
1209 · Taxes Receivable	276,592.62	272,609.30
1210 · Accounts Receivable	608.12	306.38
1400 · Prepaid Expenses	4,762.77	16,157.30
1410 · Prepaid Insurance	8,943.02	7,881.89
Total Other Current Assets	<u>291,159.53</u>	<u>297,207.87</u>
Total Current Assets	1,687,878.79	1,808,564.10
Fixed Assets		
1502 · Equipment.	8,795.57	10,703.66
1503 · Furniture & Fixtures.	179,105.95	197,396.49
1504 · Improvements.	1,689,302.00	1,652,304.27
Total Fixed Assets	<u>1,877,203.52</u>	<u>1,860,404.42</u>
Other Assets		
1700 · Beneficial Int. Perpetual Trust	4,711,419.32	4,219,235.69
Total Other Assets	<u>4,711,419.32</u>	<u>4,219,235.69</u>
TOTAL ASSETS	<u>8,276,501.63</u>	<u>7,888,204.21</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	14,783.42	13,313.70
Credit Cards	2,583.91	1,887.38
Other Current Liabilities		
2600 · Deferred Tax Revenue	731,250.00	693,000.01
2200 · Payroll Liabilities	52,420.46	46,484.95
2820 · Conditional Grant Advance	551,785.00	551,785.00
Total Other Current Liabilities	<u>1,335,455.46</u>	<u>1,291,269.96</u>
Total Current Liabilities	<u>1,352,822.79</u>	<u>1,306,471.04</u>
Total Liabilities	1,352,822.79	1,306,471.04
Equity		
3100 · Board Designated Funds	291,194.80	417,485.31
3300 · Temp. Restricted Net Assets	30,674.62	46,427.28
3399 · Restricted-Beneficial Interest	4,711,419.32	4,566,934.74
3600 · Unrestricted Net Assets	1,924,659.20	1,668,634.62
Net Income	-34,269.10	-117,748.78
Total Equity	<u>6,923,678.84</u>	<u>6,581,733.17</u>
TOTAL LIABILITIES & EQUITY	<u>8,276,501.63</u>	<u>7,888,204.21</u>

Seymour Public Library District

Policy Title: Programming

Policy Number 712

Policy Category: Public Space and Safety

Effective Date:

Purpose

This policy addresses programs developed and sponsored by Seymour Public Library District and those developed in conjunction with other organizations or community members, and cosponsored by the Library.

Seymour Public Library District conducts programs to fulfill its mission to *Connect. Engage. Inspire. Seymour Library inspires a love of reading, learning, and discovery through individual growth and community connections in an engaging and welcoming environment.* These programs extend and promote the role of the Library as a community resource; enhance the information found in Library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the community.

Guidelines

1. Library programs are open to the general public. Most programs are designed with a specific age range or audience in mind, i.e., children's programs, teen programs, adult programs. These programs will be publicized as such and participation may be limited to that audience only. For some programs, tax district cardholders may receive priority due to high interest and space limitations.
2. Within the scope of **402 Library Bill of Rights**, it is the intention of the Board of Trustees to provide programs to the community without prejudice to the full and free expression of ideas. Presentation of a program topic by the Library does not constitute an endorsement by the Library of the group's or individual's policies or beliefs. Library programming will not exclude topics, books, speakers, media and other resources because they may be perceived as controversial.
3. Selection of library program topics, speakers, courses, classes and resource materials will be made by Library personnel on the basis of the interests and needs of Library users and the community. Library staff may use, but are not limited to, the following criteria in program planning and cosponsorship:
 - a. Relation to library mission and service goals
 - b. Community needs and interest
 - c. Presentation quality and treatment of content for intended audience
 - d. Presenter background/qualifications/reputation
 - e. Availability of program space
 - f. Budget and staffing considerations
 - g. Connection to other community programs, exhibits or events
4. In scheduling events, Library-initiated programming is prioritized.

5. The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter. However, recognizing that program attendees may wish to purchase items such as books written by speakers or recordings made by performers, the Library may permit the sale of such items in conjunction with a program. All plans to sell such items must be arranged in advance and approved by the Library staff responsible for the program. Program presenters are responsible for the handling of all sales
6. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.
7. Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.
8. Library staff have the discretion to cancel programs, to be rescheduled or not.
9. In some cases, the nature and success of a program may require that attendance is limited based on age, particularly programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be perceived as controversial.
10. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.
11. Seymour Public Library District uses various third-party virtual platforms such as Zoom, GoToMeeting, YouTube, Facebook, and others to offer services around communication, collaboration and projects, etc. We may also display links to third-party services or content. By following the links, you may be providing some personally identifying information (including, but not limited to name, username, email address, and password) directly to a third-party. You acknowledge and agree that Seymour Public Library District is not responsible for how those third-parties collect or use your information. We encourage you to review the privacy policies of every third-party website or service that you visit or use, including those third-parties with whom you interact through our Library services.
12. Concerns or questions about Library programs or co-sponsored programs should be referred to the Library Director.

Revision History

Changes	Approved by	Date
New policy drafted by Library Director with information from MidHudson libraries		

DRAFT

Seymour Public Library District

Policy Title: Library Bill of Rights

Policy Number 402

Policy Category: Collections

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.