POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES
Wednesday, February 19, 2020
Meeting Will Run From 7:00 p.m. until 8:30 p.m.
Greenspan Board Room – Adriance Memorial Library
93 Market Street
Poughkeepsie, New York

Trustees Reviewing Warrants at 6:15 p.m.: Eagleton and Lyons

I. Call to Order, Roll Call, Approval of the Agenda *(D. Blazek)*

II. Public Comment on Agenda Items

III. Board Education: Briefing on Library District Digital Content *(T. Lawrence)*

IV. Minutes of Previous Meeting(s)
    A. January 22, 2020 *(T. Lawrence; #021920 – 1.1)*

V. Financial Report(s)
    A. January 2020 *(B. Lynch; #021920 - 2)*
    B. Approval of Monthly Warrant *(B. Lynch; #021920 – 2.1; distributed at the meeting)*

VI. Operational Reports
    A. Administrative Report and Statistics *(Staff; #021920 - 3)*
    B. President's Report *(D. Blazek)*
    C. Board Committee Reports
    D. Friends of PPLD *(L. Murphy)*

VII. Board Action
    A. Personnel Actions *(T. Lawrence, #021920 – 4; distributed at the meeting)*
    B. Unfinished/Old Business
    C. New Business
        1. Approval of NYS Annual Report *(T. Lawrence; #021920 – 5)*
        2. Approval of Library District 2020 Election Resolution, Timeline, and Procedures *(T. Lawrence; #021920 – 6A, #021920 – 6B, #021920 – 6C)*

VIII. Open Comment
    A. Board Comment
    B. Public Comment on General Library District Affairs

    Adjournment

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of January 22, 2020

I. **Call to Order, Roll Call, Additions to the Agenda**

- **Call to Order:** At 7:01 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Moore, Spuhler.
- **VOTE:** 9 – 0 – 0

II. **Public Comment on Agenda Items:** No public present.

III. **Board Education:** Development Officer Gareth Davies gave an overview of Advancement activities.

IV. **Approval of Previous Record/Meeting(s)**

A. December 18, 2019 and January 4, 2020 (PPLD Documents #012220 – 1, #012220 – 1.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meetings of December 18, 2019 and January 4, 2020.
- **Moved/Seconded:** Eagleton, Bucher.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. **Approval of Financial Actions**

A. December 2019 Financial Activity Report (PPLD Document #012220 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accepts the Report of December 2019 Financial Activity as presented.
- **Moved/Seconded:** Bucher, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #012220 – 2.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment and transfers:

  Vouchers 55584 to 55936 in Warrant 20200123 totaling $297,460.61
  Voucher 55870 in Warrant C200123 totaling $134,777.00

And, further, that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 55582 to 55685 in Warrant 20200115 totaling $109,030.71

- **Moved/Seconded:** Fitzgibbons, Bucher.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Eagleton and Lyons.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #012220 – 3)

- Lawrence reported on the Bookmobile, starting Book Clubs at local schools, the Big Read at BOCES, upgrading lighting in the Greene Rooms at Boardman, the Book Festival, and topics to be discussed in future committee meetings.

B. President's Report: President Blazek recognized Former President Moore's outstanding service.

C. Board Committee Reports: No reports.

D. Friends of PPLD: President Murphy reported on the success of the Friend's Bookstore, Internet sales, and Holiday Sale.

VII. Board Action

A. Personnel Actions (PPLD Documents #012220 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Andrew Morgan	Librarian Trainee (FT)	Probationary Provisional Appointment	2/2/2020	$51,235 (Step 1)
Sandra Priore	Library Assistant (Spanish Speaking) (FT)	Probationary Permanent Appointment	2/2/2020	$50,797 (Step 1)
Rose Lovell	Librarian II (FT)	Probationary Provisional Appointment	2/2/2020	$61,916 (Step 1)
P. Tenney	Custodial Worker (PT)	Probationary Permanent Appointment	2/2/2020	$41,690 (Step 1)
Donovan Mitchell	Custodial Worker (PT)	Probationary Permanent Appointment	2/2/2020	$41,690 (Step 1)
Andrew Griemsmann	Library Clerk (Hrly)	Salary Revision	2/2/2020	$35,237 (Step 1)
Petlyn Alexander	Library Assistant (PT)	Probationary Permanent Appointment	2/2/2020	$20.83/hr
Evan Doherty	Page (PT)	Permanent Appointment	2/3/2020	NA
Brendan Gibbons	Page (PT)	Permanent Appointment	2/3/2020	NA
Emily Giancarlo	Page (PT)	Probationary Permanent Appointment	2/2/2020	$12.10/hr

- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business: None.

VIII. Open Comment

A. Board Comment: None.
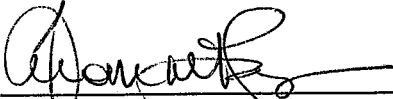
B. Public Comment: None.

Adjournment
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Schmitz.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:17 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 19, 2020, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District
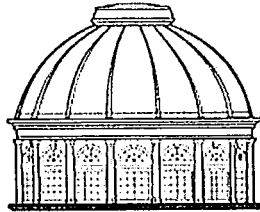
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of January 2020 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District
accept the Report of January 2020 Financial Activity.

| Motion | Moved | _____ |
| | Seconded | _____ |

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

A	12010	**General Fund Operating:** General Fund checking account
A	12020	**General Fund Payroll:** General Fund Payroll account
A	12023	**General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	**Credit Card Transactions:** Where our credit card activity is recorded
A	12051	**Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	**Petty Cash:** $450 at Adriance and $200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, $200 on hand at Adriance for making change for the registers
A	12101	**Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
A	13800	**Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	**Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

A.	26000	**Accounts Payable:** Outstanding obligation for goods received
A	26012	**Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
A	26020	**Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	**Benefits Exchange:** Where we book money paid by employees for benefits they pay for
A	26030	**General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over $25)
A	26300	**Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
A	26370	**State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	**Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

A	35100	**Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
A	35210	**Encumbrances (+PYCF*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
A	35220	**Expenditures (+PYCF*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	**Encumbrance Reserve (+PYCF*):** Part of the budgeted money to be spent that is already committed to be spent
A	38670	**Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
A	39090	**Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	**Fund Balance (Start of Year:** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
A	39600	**Appropriations Budget (+ PYCF*):** This year's budget to spend plus prior year rollover.
A	39800	**Revenues Received:** The actual revenue received to date

*PYCF – Prior Year Carry Forward

November 2015

The following information was generated through the use of the "Train" Database while we await final year end audited balances. The audited 2019 year-end report will be presented at the April 2020 Board of Trustees meeting.

General Fund (Fund A; $76,980)
- Receipts for the month totaled $17,189 which included $5,397 in library charges, $667 in interest, and $1,008 in donations.
- Disbursements for the month totaled $555,544 which included $413,695 in salary and benefit expenses.
- There was also a wire transfer of $470,774 for the accrued NYS Retirement System payment.
- Cash flow will be closely monitored through April 1st when all tax receipts are anticipated to be received.

Special Revenue Fund (Fund CM; $509,246)
- Receipts included interest as well as $4,985 in interest and market change in the Wojtecki account as well as donations in the amount of $1,100.
- Disbursements reflect an inter-fund transfer to the Capital Fund (H Fund) the amount of $3,500.
  - Sub fund totals are:

McCalley (Adriance) Fund	$100,000
Marcotte Memorial Fund	18,260
Schlobach Fund	50,000

Capital Fund (Fund H; $89,523)
- Receipts reflect an inter-fund transfer from the Special Revenue Fund (CM Fund) in the amount of $3,500.
- There was one disbursement this month to Farber Specialty Vehicles, Inc. in the amount of $134,777 for the final payment of the Bookmobile.
- Sub fund totals are:

Designated Gifts and Grants (DGG Fund):	$607
Cash from Obligations – BOND Proceeds:	492

Permanent Funds (Fund PN; $473,759)
- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub fund principal balances are:

Slonaker Trust:	$2,775
Levinsohn Trust:	1,000
Wojtecki Trust:	368,461
Schwartz Fund	10,965
Lamont Fund	50,000
Dobo Fund	37,048

Debt Service Fund (Fund V; $311,757)
- Receipts for the month included interest of $352.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of Monthly Budget Modifications and Transfers Requiring Board Approval

January 2020

No modifications or transfers to report for January

TRAINING DATABASE Feb 11 2020

GENERAL FUND YEAR TO DATE (YTD)
EXPENSE REPORT JANUARY 2020

FOR 2020 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	4,000,710	187,507.47	187,507.47	3,425,807.67	387,394.86	90.3%
22 EQUIP & CAPITAL OUTL	91,500	91,500	.00	.00	26,710.92	64,789.08	29.2%
30 MATERIALS	555,739	555,739	45,850.29	45,850.29	67,097.52	442,791.19	20.3%
32 INFORMATION SVC	78,574	78,574	10,448.00	10,448.00	.00	68,126.00	13.3%
50 OPERATIONS	1,165,462	1,165,462	77,324.79	77,324.79	416,454.54	671,682.67	42.4%
51 AUTOMATION	103,593	103,593	8,226.14	8,226.14	41,130.70	54,236.16	47.6%
91 EMPLOYEE BENEFITS	1,871,751	1,871,751	226,187.51	226,187.51	868,516.74	777,046.75	58.5%
92 DEBT SER	1,304,422	1,304,422	.00	.00	.00	1,304,422.00	.0%
GRAND TOTAL	9,171,751	9,171,751	555,544.20	555,544.20	4,845,718.09	3,770,488.71	58.9%

** END OF REPORT - Generated by Barbara Lynch **

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GENERAL FUND YEAR TO DATE (YTD)
REVENUE REPORT JANUARY 2020

FOR 2020 01

		ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001	REAL PROPERTY TAXES	6,373,521	6,373,521	.00	.00	6,373,521.00	.0%
41003	REAL PROPERTY TAX DEBT SERVIC	1,304,422	1,304,422	.00	.00	1,304,422.00	.0%
42082	LIBRARY CHARGES	50,000	50,000	5,397.04	5,397.04	44,602.96	10.8%
42401	INTEREST EARNINGS	50,000	50,000	667.42	667.42	49,332.58	1.3%
42680	INSURANCE RECOVERIES	0	0	3,234.60	3,234.60	-3,234.60	100.0%
42705	DONATIONS	50,000	50,000	1,007.56	1,007.56	48,992.44	2.0%
42752	ANNUAL APPEAL	25,000	25,000	.00	.00	25,000.00	.0%
42753	DONATIONS IN KIND	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760	GRANTS	25,000	25,000	.00	.00	25,000.00	.0%
42771	PAYMENT IN LIEU OF TAXES	126,500	126,500	.00	.00	126,500.00	.0%
42777	E RATE INCOME	37,500	37,500	.00	.00	37,500.00	.0%
42800	MISCELLANEOUS INCOME	15,000	15,000	50.00	50.00	14,950.00	.3%
43840	CENTRAL LIBRARY DEVELOPMENT	196,866	196,866	.00	.00	196,866.00	.0%
43841	CENTRAL BOOK AID	67,599	67,599	.00	.00	67,599.00	.0%
43842	LOCAL LIBRARY INCENTIVE	19,613	19,613	.00	.00	19,613.00	.0%
45031	TRANSFERS IN	748,747	748,747	.00	.00	748,747.00	.0%
	GRAND TOTAL	9,171,751	9,171,751	17,188.53	17,188.53	9,154,562.47	.2%

** END OF REPORT - Generated by Barbara Lynch **

TRAINING DATABASE Feb 11 2020

BALANCE SHEET FOR 2020 1

FUND: A GENERAL FUND

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
A	12010	General Fund Operating		-155.73	1,870.21
A	12020	General Fund Payroll		23.27	813.22
A	12023	General Fund Money Market		-777,072.63	85,452.39
A	12040	Credit Card Transactions		524.26	1,792.54
A	12051	Flex 125 Money Market		267.57	4,079.07
A	12100	Petty Cash		155.73	3,164.15
A	12101	Cash in Machines		.00	502.00
A	13910	Due From Other Funds		.00	-20,693.91
	TOTAL ASSETS			-776,257.53	76,979.67
LIABILITIES					
A	26000	Accounts Payable		49,440.32	46,002.24
A	26012	Payroll Liabilities		112,327.55	.00
A	26020	Flex125 Exchange		-1,096.61	-3,699.88
A	26021	Benefits Exchange		2,852.02	3,277.15
A	26030	General Fund Exchange		816.48	340.48
A	26100	State Retirement Exchange		.00	88.00
A	26300	Due To Other Funds		-390,000.00	-446,244.60
A	26370	State Retirement Accrual		420,576.94	68,384.95
	TOTAL LIABILITIES			192,916.70	-331,851.66
FUND BALANCE					
A	35100	Budgeted Revenues		9,171,751.00	9,171,751.00
A	35210	Encumbrances (+ PYCF)		4,789,162.05	4,957,687.40
A	35220	Expenditures (+ PYCF)		598,529.36	598,529.36
A	38210	Encumbrance Reserve (+ PYCF)		-4,789,162.05	-4,957,687.40
A	38670	Compensated Absences Reserve		.00	-47,000.00
A	39090	Unreserved Fund Balance		153,354.54	153,355.54
A	39110	Fund Balance Start of Year		.00	-279,469.84
A	39600	Appropriations (+ PYCF)		-9,325,105.54	-9,325,105.54
A	39800	Revenues Received		-17,188.53	-17,188.53
	TOTAL FUND BALANCE			581,340.83	253,871.99
	TOTAL LIABILITIES + FUND BALANCE			-776,257.53	76,979.67

TRAINING DATABASE Feb 11 2020

BALANCE SHEET FOR 2020 1

FUND: CM MISC SPEC REVENUE FUND

			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
	CM	12000	Special Revenue Funds	-391,992.90	2,202.61
	CM	12012	Schlobach Trust CD	.00	50,000.00
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	398,484.56	456,767.85
		TOTAL ASSETS		6,491.66	509,245.54
LIABILITIES					
	CM	26300	Due To Other Funds	.00	-12,503.71
		TOTAL LIABILITIES		.00	-12,503.71
FUND BALANCE					
	CM	35210	Encumbrances	.00	.39
	CM	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	-490,250.17
	CM	39800	Revenues	-6,491.66	-6,491.66
		TOTAL FUND BALANCE		-6,491.66	-496,741.83
		TOTAL LIABILITIES + FUND BALANCE		-6,491.66	-509,245.54

TRAINING DATABASE Feb 11 2020

BALANCE SHEET FOR 2020 1

FUND: H CAPITAL PROJECT FUND

			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	-87.79	38.83
H	12044	Designated Gifts & Grants	-131,082.28	606.93
H	12200	Cash From Obligations	.06	491.64
H	13500	Pledge Receivable	.00	50,000.00
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	TOTAL ASSETS		-131,170.01	89,523.49
LIABILITIES				
H	26000	Accounts Payable	.00	.40
H	26300	Due To Other Funds	-3,500.00	-58,098.21
H	26910	Deferred Revenues	.00	-50,000.00
	TOTAL LIABILITIES		-3,500.00	-108,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	302,715.39
H	35210	Encumbrances	-134,777.00	.00
H	35220	Expenditures	134,777.00	134,777.00
H	38210	Reserve For Encumbrances	134,777.00	.00
H	39110	Fund Balance Unreserved	.00	-116,094.89
H	39600	Appropriations	.00	-302,715.39
H	39800	Revenues	-106.99	-106.99
	TOTAL FUND BALANCE		134,670.01	18,575.12
	TOTAL LIABILITIES + FUND BALANCE		131,170.01	-89,523.49

TRAINING DATABASE Feb 11 2020

BALANCE SHEET FOR 2020 1

FUND: PN PERMANENT FUND

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	PN	12011	Slonaker Trust	.00	2,771.48
	PN	12012	Lamont Fund	.00	50,000.00
	PN	12013	Levinsohn Trust	.00	1,003.52
	PN	12014	Wojtecki Trust	4,984.56	371,971.35
	PN	12015	Schwartz Fund	.00	10,964.91
	PN	12201	Dobo Fund	.00	37,047.81
			TOTAL ASSETS	4,984.56	473,759.07
LIABILITIES					
	PN	26300	Due to other funds	-4,984.56	5,058.78
			TOTAL LIABILITIES	-4,984.56	5,058.78
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
			TOTAL FUND BALANCE	.00	-478,817.85
			TOTAL LIABILITIES + FUND BALANCE	-4,984.56	473,759.07

TRAINING DATABASE Feb 11 2020

BALANCE SHEET FOR 2020 1

FUND - V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS	V	12230	Cash, Res Bond Indebtedness	352.44	311,756.67
		TOTAL ASSETS		352.44	311,756.67
LIABILITIES	V	26300	DUE TO OTHER FUNDS	.00	37,256.65
		TOTAL LIABILITIES		.00	37,256.65
FUND BALANCE	V	39110	Fund Balance Unreserved	.00	-348,660.88
	V	39800	Revenues	-352.44	-352.44
		TOTAL FUND BALANCE		-352.44	-349,013.32
		TOTAL LIABILITIES + FUND BALANCE		-352.44	311,756.67
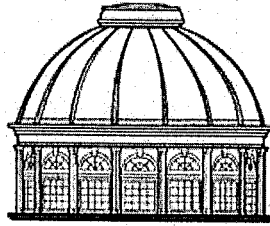
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics
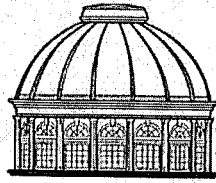
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – FEBRUARY 2020

Significant Challenges or Accomplishments
- The New York State annual statistical report has been prepared and submitted to the Division of Library Development for its review. The report is an action item for Board approval and is included in the Board's February meeting packet.
- Staff response to opioid overdose incidences may want the Board to consider providing Hepatitis B vaccinations to staff who serve as first responders. I will look into the feasibility of this with counsel and discuss it with the Personnel Committee at its upcoming meeting.

Service and Program Highlights
- See attached statistics. Some graphical interpretations of selected statistics be added to the monthly report starting in March.
- About 180 people attended the Richard Russo event on February 9 at the Boardman Road Branch Library. The event was very well received. Several other programs in January have enjoyed large crowds.

Outreach and Professional Development
- The Bookmobile Team continues to work on the Rover launch. Currently, a subset of the team is looking at the geographic distribution of parks and other gathering places along with specific types of housing in order to draft a schedule of stops.

Collection Development
- Staff continue to evaluate purchasing of materials and the resulting usage. In January, 1,863 items were added to the collection and 1,714 items were deleted from January 1 through February 14.
- The Library District will launch its "Wow!" collection of leased materials later this month. Popular, in-demand titles will be leased from a book jobber and returned after demand has subsided.

Buildings
- <u>Boardman Road</u>
  - The Friends have asked the Board to continue its pursuit of funding parking expansion. They are willing to consider a contribution to advance the issue.
  - A study of a reconfiguration of the parking currently available may yield additional spaces.
- <u>Adriance</u>
  - Staff will begin work on a facilities maintenance and improvement plan for presentation to the Planning Committee. The renovated and expanded building will celebrate its ten-year anniversary this past October.

Staffing
- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2020 to 2019

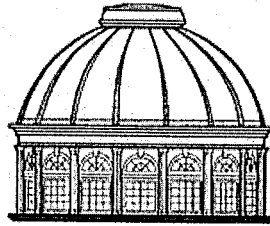|	Current Year: 2020				Previous Year: 2019				YTD	
	Jan	Percent	YTD	Percent	Jan	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,824	18.86%	5,824	18.86%	4,998	18.90%	4,998	18.90%	826	16.53%
Adult Non-Fiction	5,070	16.42%	5,070	16.42%	3,934	14.87%	3,934	14.87%	1,136	28.88%
Fiction – Juvenile	5,603	18.15%	5,603	18.15%	4,043	15.28%	4,043	15.28%	1,560	38.59%
Non-Fiction – Juvenile	1,714	5.55%	1,714	5.55%	1,286	4.86%	1,286	4.86%	428	33.28%
Periodicals	230	0.74%	230	0.74%	257	0.97%	257	0.97%	-27	-10.51%
Periodicals – Juvenile	31	0.10%	31	0.10%	25	0.09%	25	0.09%	6	24.00%
Print Subtotal	18,472	59.82%	18,472	59.82%	14,543	54.98%	14,543	54.98%	3,929	27.02%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	13	0.04%	13	0.04%	17	0.06%	17	0.06%	-4	-23.53%
Soundrecordings	1,268	4.11%	1,268	4.11%	1,200	4.54%	1,200	4.54%	68	5.67%
Videorecordings	8,957	29.01%	8,957	29.01%	7,037	26.60%	7,037	26.60%	1,920	27.28%
Media	3	0.01%	3	0.01%	3	0.01%	3	0.01%	0	0.00%
Software	8	0.03%	8	0.03%	9	0.03%	9	0.03%	-1	-11.11%
Equipment/Realia	4	0.01%	4	0.01%	41	0.16%	41	0.16%	-37	-90.24%
Suppressed Items	31	0.10%	31	0.10%	15	0.06%	15	0.06%	16	106.67%
Videorecordings – Juvenile	1,386	4.49%	1,386	4.49%	1,007	3.81%	1,007	3.81%	379	37.64%
Audiorecordings – Juvenile	177	0.57%	177	0.57%	128	0.48%	128	0.48%	49	38.28%
Media – Juvenile	207	0.67%	207	0.67%	110	0.42%	110	0.42%	97	88.18%
Software – Juvenile	18	0.06%	18	0.06%	9	0.03%	9	0.03%	9	100.00%
Non-Print Subtotal	12,072	39.10%	12,072	39.10%	9,576	36.20%	9,576	36.20%	2,496	26.07%
Online Renewals	334	1.08%	334	1.08%	2,332	8.82%	2,332	8.82%	-1,998	-85.68%
Total	30,878		30,878		26,451		26,451		4,427	16.74%

NOTE: In May 2019, the Mid-Hudson Library System and its member libraries adopted an auto-renewal feature which automatically renews any items three days before their due date, unless there is a patron hold request for the item. This has had an inflationary impact on circulation statistics, when compared to previous

prepared 2/5/2020

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2020

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	30,544	0	0	0	0	0	0	0	0	0	0	0	30,544
Physical Items - Online Renewals	334	0	0	0	0	0	0	0	0	0	0	0	334
Digital Content	8,543												8,543
PopUpLibrary	10												
Total	39,431	0	0	0	0	0	0	0	0	0	0	0	39,431

PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,338	0	0	0	0	0	0	0	0	0	0	0	4,338
Boardman Road	2,968	0	0	0	0	0	0	0	0	0	0	0	2,968
Total	7,306	0	0	0	0	0	0	0	0	0	0	0	7,306

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	1,302	0	0	0	0	0	0	0	0	0	0	0	1,302
Boardman Road	154	0	0	0	0	0	0	0	0	0	0	0	154
Total	1,456	0	0	0	0	0	0	0	0	0	0	0	1,456

ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	11,067												11,067
Calendar Hits - EventKeeper	3,623												3,623
Calendar Hits - Burbio	29,427												29,427
Calendar Hits - Recite Me	418												418
Website Hits	35,091												35,091
Total	79,626	0	0	0	0	0	0	0	0	0	0	0	79,626

PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	7,773	0	0	0	0	0	0	0	0	0	0	0	7,773
Boardman Road	2,273	0	0	0	0	0	0	0	0	0	0	0	2,273
Total	10,046	0	0	0	0	0	0	0	0	0	0	0	10,046

PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	55	0	0	0	0	0	0	0	0	0	0	0	55
Boardman Road	14	0	0	0	0	0	0	0	0	0	0	0	14
Total	69	0	0	0	0	0	0	0	0	0	0	0	69

PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189												189
Community Engagement	2												2
Non-Library District	69												69
Exams Proctored	18												18
MAP Passes	19												19
Total	297	0	0	0	0	0	0	0	0	0	0	0	297

PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,361												2,361
Community Engagement	136												136
Non-Library District	585												585
Drop-In Room Use	154												154
Total	3,236	0	0	0	0	0	0	0	0	0	0	0	3,236

GENERAL ATTENDANCE (CY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	18,212	0	0	0	0	0	0	0	0	0	0	0	18,212
Boardman Road	11,538	0	0	0	0	0	0	0	0	0	0	0	11,538
Total - 2020	29,750	0	0	0	0	0	0	0	0	0	0	0	29,750

GENERAL ATTENDANCE (PY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	16,454	16,481	19,365	18,388	17,584	17,435	22,404	18,492	15,750	18,580	15,187	13,050	209,167
Boardman Road	11,220	8,830	12,550	11,210	10,929	10,304	12,738	11,135	10,211	11,569	9,663	8,122	128,477
Total - 2019	27,673	25,311	31,915	29,597	28,512	27,738	35,142	29,627	25,961	30,148	24,849	21,172	337,644

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Summary of Volunteer Activity 2020

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	12	14	0	26	108.00	102.00	0.00	210.00
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL					108.00	102.00	0.00	210.00

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Minutes and Actions*

Meeting:	Date:
Finance Committee	Wednesday, February 12, 2020

Attendance

Trustees Present

☒ Dianne Blazek, *President*
☒ Amy Bombardieri
☐ Paul Bucher
☒ Tom McGlinchey
☒ Patricia Ryan
☒ Cathy Schmitz

Staff Present

☒ Tom Lawrence, Library Director
☒ Barbara Lynch, Business Manager

Guest(s) Present

☐

Minutes Prepared by: T. Lawrence

The meeting convened at 5:00pm.

1. **Business Items**: The following business was conducted:

   - **Update on 2019 Audit:** Lynch reported that the audit work has begun but there are personnel shortages at the audit firm which will prevent as much field work as they would otherwise do. We anticipate having an audit report at the April 2020 meeting of the Board.
   - **COP ADR Bond:** The City can now refinance the $3.6 million bond for the Adriance expansion and renovation. Doing so will save the tax payers over $400,000 over the remaining life of the obligation. The City asked for consent for the refinance and the Committee recommends that the Board support this refinancing.
   - **Monthly Financial Report:** The monthly financial report was reviewed and recommended to the Board of Trustees for its acceptance.
   - **2020 Budget Review:** Lawrence reviewed the line items on the appropriations side of the budget in preparation for the Committee's upcoming work on the 2021 budget. His review also provided an explanation of the Library District's digital resources budget.
   - **Update on the Greene Fund:** Lawrence provided a report on the status of the Greene Fund and McGlinchey also offered his observations (as Executor of the Will).
   -

2. **Items Forwarded to the Board of Trustees for Approval:**

   - Monthly financial report.
   - Recommendation to support City of Poughkeepsie refinance of the 2009A bond.

3. **Upcoming Agenda Items:**

   - Draft 2021 budget.
   - Plan for debt write-off for uncollectible patron debt.

The meeting adjourned at 6:05 p.m.

Next Scheduled Meeting(s) Date
April 29, 2020; 5:00 p.m.
Greenspan Board Room - Adriance Memorial Library

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Minutes and Actions*

Meeting:	Date:
Planning Committee	Monday, February 3, 2020

Attendance

Committee Present	Staff Present	Guest(s) Present
☒ Dianne Blazek, *President* ☒ Amy Bombardieri ☐ Sean Eagleton ☐ Tom McGlinchey, *Chair* ☒ Mary Moore ☒ Patricia Ryan	☒ Tom Lawrence, Library Director ☒ Barbara Lynch, Business Manager	☐

Other Trustees Present

☐

Minutes Prepared By: T. Lawrence

The meeting convened at Adriance Memorial Library at 5:00pm.

1. **Actions**: The Committee discussed the following items:

   - **Strategic Plan:** Progress on the adopted strategic plan has stalled due to the amount of time some tasks take as well as new tasks and opportunities cropping up. Lawrence will tweak the plan to conform to current realities and provide updated documents to the Committee in February.
   - **Technology Plan, 2020 - 2024:** Lawrence reviewed the draft Plan and answered questions. Unless a further reading suggests that the document needs approval by the Board of Trustees, it will be considered a final plan for use when developing annual budgets.
   - **Bookmobile Update:** Lawrence reported on the discussions and recommendations provided by the Bookmobile Implementation Team, which include suggestions for how to prioritize stops. There will be a donor, staff, and Boards preview of Rover on Sunday, March 22, at 2:00 pm at the Boardman Road Branch Library. Rover's formal unveiling is scheduled for the Poughkeepsie Book Festival on April 4.
   - **DC Agency Partner Grant:** Lawrence reported on the status and progress to date related to the APG grant, *Families Read Together*. As planned, this program will fund reading clubs during the Poughkeepsie City School District's *Lights* program.

2. **Items Forwarded to the Board of Trustees for Approval:**

   - Nothing at this time.

3. **Upcoming Agenda Items:**

   - Continue to monitor the Library District's strategic plan.

The meeting adjourned at 6:00pm.

Next Scheduled Committee Meeting Date
Wednesday, April 8, 2020; 5:00 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2020 Committee Meeting Schedule Tasks

Month	PPLD Committees (meetings at 5:00 pm)				PPLD Board (meetings at 7:00 pm)	FPPLD Board
	Board Development & Policy Fitzgibbons (Chair), Eagleton, Lyons, Schmitz, Spuhler	Finance Ryan (Chair), Bombardieri, Bucher, McGlinchey, Schmitz	Personnel Moore (Chair), Bucher, Fitzgibbons, Lyons, Spuhler	Planning McGlinchey (Chair), Bombardieri, Eagleton, Moore, Ryan	Monthly Meeting Dates	Monthly Meeting Dates
Jan					1/22:	1/15:
Feb		2/12: preliminary 2021 budget discussions; report review		2/3: update plan; Administration provides update on ongoing activities	2/19:	2/19:
Mar	3/9: board development discussions; identify trustee candidate(s); policy review, if necessary		3/16: preliminary discussions on CSEA negotiations		3/25:	3/18:
Apr		4/29: review proposed 2021 budget; report review		4/8: update plan; Administration provides update on ongoing activities	4/22:	4/15:
May	5/11: board development discussions; policy review, if necessary		5/18: preliminary discussions on CSEA negotiations		5/27:	5/20:
Jun		6/17: approve proposed 2021 budget; report review		6/3: update plan; Administration provides update on ongoing activities	6/24:	6/17:

Updated January 30, 2020; dates and times subject to change

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2020 Committee Meeting Schedule Tasks

Month	PPLD Committees (meetings at 5:00 pm)				PPLD Board (meetings at 7:00 pm)	FPPLD Board
	Board Development & Policy Fitzgibbons (Chair), Eagleton, Lyons, Schmitz, Spuhler	Finance Ryan (Chair), Bombardieri, Bucher, McGlinchey, Schmitz	Personnel Moore (Chair), Bucher, Fitzgibbons, Lyons, Spuhler	Planning McGlinchey (Chair), Bombardieri, Eagleton, Moore, Ryan	Monthly Meeting Dates	Monthly Meeting Dates
Jul	7/13: board development discussions; policy review, if necessary		7/20: preliminary discussions on CSEA negotiations		7/22:	
Aug					8/26:	8/19:
Sep		9/16: revise 2020 budget; report review	9/14: CSEA negotiations	9/2: update plan; Administration provides update on ongoing activities	9/23:	9/16:
Oct	10/5: board development discussions; policy review, if necessary		10/19: CSEA negotiations		10/28:	10/21:
Nov		11/16: year-end wrap-up	11/18: CSEA negotiations	11/4: update plan; Administration provides update on ongoing activities	11/18:	11/18:
Dec					12/16:	

Updated January 30, 2020; dates and times subject to change

New Business
Approval of NYS Annual Report for Public and Association Libraries

Recommended By   Library Director

Current Situation   The Administration prepares the annual statistical and financial report, based on the requirements of the New York State Education Department's Division of Library Development. The attached document is that report for 2019. Commissioner's guidelines require that the Board of Trustees accept the report.

Action Requested   **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2019 Annual Report for Public and Association Libraries (PPLD Document #021920 – 5A).

Motion   Moved   _____
                            Seconded   _____

Result of Action   In Favor   _____
                            Against   _____
                            Abstaining   _____

Greater Poughkeepsie Library District
Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3200135360
1.2	Library Name	GREATER POUGHKEEPSIE LIBRARY DISTRICT
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Poughkeepsie *
1.6	Beginning Fiscal Reporting Year	01/01/2019
1.7	Ending Fiscal Reporting Year	12/31/2019
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	Yes
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	01/01/2019
1.12	Ending Local Fiscal Year	12/31/2019

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	93 MARKET STREET
1.15	City	POUGHKEEPSIE
1.16	Zip Code	12601
1.17	Mailing Address	93 MARKET STREET
1.18	City	POUGHKEEPSIE
1.19	Zip Code	12601
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 485-3445
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 485-3789
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	administration@poklib.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.poklib.org
1.24	Population Chartered to Serve (per 2010 Census)	75,135
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	06/16/1989
1.30	Date the library was last registered	03/22/1993
1.31	Federal Employer Identification Number	141701733
1.32	County	DUTCHESS
1.33	School District	City Of Poughkeepsie
1.34	Town/City	Poughkeepsie
1.35	Library System	Mid-Hudson Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

| 1.36a | President/CEO Name | |
| 1.36b | President/CEO Phone Number | |

1.36c   President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Thomas
1.38	Last Name of Library Director/Manager	Lawrence
1.39	NYS Public Librarian Certification Number	12271
1.40	What is the highest education level of the library manager/director?	Other
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	tlawrence@poklib.org
1.44	Fax Number of the Director/Manager	(845) 485-3789
1.45	Is the library a member of the New York State and Local Retirement System?	Y
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.48.	N

Public Votes/Contracts

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A
3.	Date the vote was held (mm/dd/2019)	N/A
4.	Was the vote successful? Y/N	N/A
5.	What type of public vote was it?	N/A

6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49.	Y
1.	Name of municipality or district holding the public vote	Greater Poughkeepsie Library District
2.	Indicate the type of municipality or district holding the public vote	Special Legislative District
3.	Date the last successful vote was held (mm/dd/yyyy)	11/06/2018
4.	What type of public vote was it?	Other
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	$7,677,943

1.49	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.50.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A

Unusual Circumstances

1.50   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate   N explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please <u>read</u> general information instructions below before completing this section.
NOTE: This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	39,789
2.2	Adult Non-fiction Books	76,656
2.3	Total Adult Books (Total questions 2.1 & 2.2)	116,445
2.4	Children's Fiction Books	29,155
2.5	Children's Non-fiction Books	20,053
2.6	Total Children's Books (Total questions 2.4 & 2.5)	49,208

| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 165,653 |

Other Print Materials

2.8	Total Uncataloged Books	500
2.9	Total Print Serials	400
2.10	All Other Print Materials	4,676
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	5,576
2.12	Total Print Materials (Total questions 2.7 and 2.11)	171,229

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	15,847
2.14	Local Electronic Collections	13
2.15	NOVELny Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	29
2.17	Audio - Downloadable Units	5,163
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	124
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	21,163

Non-Electronic Materials

2.21	Audio - Physical Units	13,728
2.22	Video - Physical Units	14,467
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	2,632
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	30,827

Serials/Additions to Holdings

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 223,219 |

CURRENT SERIAL SUBSCRIPTIONS

| 2.26 | Current Print Serial Subscriptions | 350 |

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	14,400
2.28	All Other Print Materials	316
2.29	Electronic Materials	583
2.30	All Other Materials	4,034
2.31	Total Additions (Total questions 2.27 through 2.30)	19,333

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 <u>calendar</u> year. Please click <u>here</u> to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	337,644
3.2	Registered resident borrowers	35,932
3.3	Registered non-resident borrowers	51

Please report information on WRITTEN POLICIES as of 12/31/19.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	N
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/19.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?   Y

3.12   Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?   Y

3.13   Does the library have large print books?   Y

3.14   Does the library have assistive technology for people who are visually impaired or blind?   Y

3.15 - If so, what do you have?

   screen reader, such as JAWS, Windoweyes or NVDA   No

   refreshable Braille commonly referred to as a refreshable Braille display   No

   screen magnification software, such as Zoomtext   No

   electronic scanning and reading software, such as OpenBook   No

3.16   Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?   Y

Library Sponsored Programs/Summer Reading Program

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	1,822
3.18	Young Adult Program Sessions	210
3.19	Children's Program Sessions	1,602
3.20	All Other Program Sessions	0
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	3,634
3.22	One-on-One Program Sessions	205
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information	Yes

tables and/or other similar educational activities sponsored by the Library?

3.24	Adult Program Attendance	20,910
3.25	Young Adult Program Attendance	2,622
3.26	Children's Program Attendance	18,866
3.27	All Other Program Attendance	0
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	42,398
3.29	One-on-One Program Attendance	0

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	2
3.32	Children registered for the library's summer reading program	454
3.33	Young adults registered for the library's summer reading program	0
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	454
3.36	Children's program sessions - Summer 2019	135
3.37	Young adult program sessions - Summer 2019	0
3.38	Adult program sessions - Summer 2019	0
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	135

3.40	Children's program attendance - Summer 2019	2,588
3.41	Young adult program attendance - Summer 2019	0
3.42	Adult program attendance - Summer 2019	0
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	2,588

COLLABORATORS

3.44	Public school district(s) and/or BOCES	5
3.45	Non-public school(s)	8
3.46	Childcare center(s)	4
3.47	Summer camp(s)	4
3.48	Municipality/Municipalities	2
3.49	Literacy provider(s)	1
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	24

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	No
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	220
b.	Focus on parents & caregivers	25
c.	Combined audience	0
d.	N/A	0
3.55	Total Sessions	245

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	3,375

b.	Focus on parents & caregivers	625
c.	Combined audience	0
d.	N/A	0
3.57	Total Attendance	4,000

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2019 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	52
3.69	Total program sessions (total 3.68 + 3.69 + 3.70)	52
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0

3.73	Adult program attendance	884
3.74	Total program attendance (total 3.73 + 3.74 + 3.75)	884
3.75	One-on-one program attendance	0

3.76 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	Yes

Please report information on DIGITAL LITERACY for the 2019 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	260
3.79	Total one-on-one program sessions	208
3.80	Total group program attendance	2,080
3.81	Total one-on-one program attendance	1,040
3.82	Did your library offer teen-led activities during the 2019 calendar year?	N
3.83	Did your library offer teen-led activities during the 2018 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	72,787
4.2	Adult Non-fiction Books	57,718
4.3	Total Adult Books (Total questions 4.1 & 4.2)	130,505
4.4	Children's Fiction Books	68,069
4.5	Children's Non-fiction Books	18,975
4.6	Total Children's Books (Total questions 4.4 & 4.5)	87,044
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	217,549

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	115,989
4.9	Circulation of Children's Other Materials	21,355
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	137,344
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	354,893

ELECTRONIC USE

4.12	Use of Electronic Material	72,917
4.13	Successful Retrieval of Electronic Information	198,181
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	271,098
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	427,810
4.16	Total Collection Use (Total questions 4.13 & 4.15)	625,991
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	108,399

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	16,919
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	48,766

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	102,693

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	378,714
5.5	Does the library use Internet filtering software on any computer?	Y

5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	NA
5.10	Name of the person responsible for the library's Information Technology (IT) services	Bruce Sullivan
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 485-3445
5.12	IT contact's email address	bsullivan@poklib.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35 |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	21.65
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	2
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	45.80
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	70.45
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$54,496
6.16	FTE - Library Director (certified)	35
6.17	Salary - Library Director (certified)	$118,500
6.18	FTE - Library Manager (not certified)	N/A
6.19	Salary - Library Manager (not certified)	N/A

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y

7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y

5.   Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's   Y needs, as outlined in the library's long-range plan of service.

6.   Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs,   Y as outlined in the library's long-range plan of service.

7.   Is open the minimum standard number of public service hours for population   Y served. (see instructions)

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9.   Provides programming to address community needs, as outlined in the   Y library's long-range plan of service.

10. Provides

10a.   a circulation system that facilitates access to the local library collection and   Y other library catalogs

10b.   equipment, technology, and internet connectivity to address community needs   Y and facilitate access to information.

11.   Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance;   Y information provided online shall include the standards referenced in numbers (1) through (5) above.

12.   Employs a paid director in accordance with the provisions of Commissioner's   Y Regulation 90.8.

13.   Provides library staff with annual technology training, appropriate to their   Y position, to address community needs, as

outlined in the library's long-range plan of service.

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.   Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	1
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	2

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	43.00
8.7	Minimum Weekly Total Hours - Branch Libraries	40.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	83.00
8.10	Annual Total Hours - Main Library	3,300.00
8.11	Annual Total Hours - Branch Libraries	3,153.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	6,453.00

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main

library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here

1.	Outlet Name	Adriance Memorial Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 Market Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Poughkeepsie
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,300
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	325
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1898
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2009
25.	Square footage of the outlet	42,000

26.	Number of internet computers at this outlet used by general public	54
27.	Number of uses (sessions) of public Internet computers per year	55,668
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	31,251
34.	Does the outlet have interactive videoconferencing capability for public use?	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	N
38.	*LIBID*	3200135360
39.	*FSCSID*	NY0230
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)
1.	Outlet Name	Boardman Road Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	141 Boardman Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12603
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 462-1956
9.	E-mail Address	administration@poiklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Arlington
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR

15.	Public Service Hours Per Year for This Outlet	3,153
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	325
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1950
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2014
25.	Square footage of the outlet	25,000
26.	Number of internet computers at this outlet used by general public	20
27.	Number of uses (sessions) of public Internet computers per year	15,431
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum download speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	10,741
34.	Does the outlet have interactive videoconferencing capability for public use?	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y

36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	N
38.	*LIBID*	3200135360
39.	*FSCSID*	NY0230
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1　Total number of board meetings held during calendar year (January 1, 2019 to December 31, 2019)　13

NUMBER OF TRUSTEES AND TERMS

10.2　Does your library have a range of trustees stated in the library's charter documents (incorporation)?　No

10.3　If yes, what is the range?

10.4　If your library has a range, how many voting positions are stated in the library's current by-laws?

10.5　If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?　11

10.6　Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.　Yes

10.7　If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?　5

BOARD MEMBER SELECTION

10.8　Enter Board Member Selection Code (select one):　EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2020. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Dianne
10.10	Last Name	Blazek
10.11	Mailing Address	8 Old Silvermine Place
10.12	City	Poughkeepsie
10.13	Zip Code (5 digits only)	12603
10.14	Phone (enter 10 digits only)	(845) 485-6714
10.15	E-mail Address	blazekd@optonline.net
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2016
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2020
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	01/02/2017
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/03/2017
10.23	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@btol.com.

1.	Status
2.	First Name of Board Member
3.	Last Name of Board Member
4.	Mailing Address
5.	City
6.	Zip Code (5 digits only)
7.	E-mail address
8.	Office Held or Trustee
9.	Term Begins - Month
10.	Term Begins - Year (year)

11. Term Expires
12. Term Expires - Year (yyyy)
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
14. The date the Oath of Office (mm/dd /yyyy) was taken
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

Trustee Education

1. Trustee Name   Catherine Schmitz
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Laurel Spuhler
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Dianne Blazek
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Sean Eagleton
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Moira Fitzgibbons
2. Has the trustee participated in trustee education in the last calendar year (2019)?   N

1. Trustee Name   Edna Lyons
2. Has the trustee participated in trustee
    education in the last calendar year   N
    (2019)?

1. Trustee Name   Paul Bucher, Jr.
2. Has the trustee participated in trustee
    education in the last calendar year   N
    (2019)?

1. Trustee Name   Tom McGlinchey
2. Has the trustee participated in trustee
    education in the last calendar year   N
    (2019)?

1. Trustee Name   Amy Bombardieri
2. Has the trustee participated in trustee
    education in the last calendar year   N
    (2019)?

1. Trustee Name   Mary Moore
2. Has the trustee participated in trustee
    education in the last calendar year   N
    (2019)?

1. Trustee Name   Patricia Ryan
2. Has the trustee participated in trustee
    education in the last calendar year   N
    (2019)?

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
1.	Source of Funds	City
2.	Name of funding County, Municipality or School District	Poughkeepsie
3.	Amount	$3,345,279
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N/A
1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Poughkeepsie
3.	Amount	$4,332,662
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$7,677,941

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$22,032
11.4	Central Library Aid (CLDA and/or CBA)	$264,598
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$504
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$287,134

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0

11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$176,655
11.15	Fund Raising	$0
11.16	Income from Investments	$60,731
11.17	Library Charges	$53,223
11.18	Other	$182,043
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$472,652
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$8,437,727
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$336,417
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$336,417
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	$28,883
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$8,803,027

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$1,447,433
12.2	Other Staff	$2,234,936
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$3,682,369
12.4	**Employee Benefits Expenditures**	$1,719,564
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$5,401,933

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$443,755
12.7	Electronic Materials Expenditures	$121,469
12.8	Other Materials Expenditures	$120,074
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$685,298

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$72,925
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$72,925

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$28,897
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$28,897
12.16	Other Disbursements for Operation & Maintenance of Buildings	$480,954
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$509,851

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$61,022
12.19	Telecommunications	$55,603
12.20	Binding Expenses	$1,152
12.21	Postage and Freight	$14,053

12.22	Professional & Consultant Fees	$118,829
12.23	Equipment	$46,136
12.24	Other Miscellaneous	$343,866
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$640,661

Contracts/Debt Service/Transfers/Grand Total

| 12.26 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $83,648 |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$1,349,150
12.28	From Other Funds (73OF)	$0
12.29	Total (Add Questions 12.27 and 12.28)	$1,349,150

Other Loans

12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$1,349,150
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$8,743,466

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0
12.37	**Transfer to Other Funds**	$30,678
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$30,678
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$8,774,144

12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	$28,883
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$8,803,027

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/19/2020

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	04/24/2019
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2018 - 12/31/2018
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$192,685
13.2	All Other Revenues from Local Sources	$0
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$192,685

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$192,685
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$192,685
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$234,286
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$426,971

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$195,121
14.2	Incidental Construction	$11,157
Other Disbursements		
14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$206,278
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$206,278
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2019	$220,693

14.12   **TOTAL CASH DISBURSEMENTS
AND BALANCE** (Add Questions 14.10 $426,971
and 14.11; same as Question 13.13)

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1) (b)(2)

Commissioners Regulations 90.4 Central Book Aid is a flat sum of $71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov /libdev/clda/index.html for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non–fiction and foreign language library materials, including electronic content. Record the central/co–central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2019. Do not report funds spent by the public library system on the Library's behalf.

15.1.1   **Purchased Services:** Did the central/co-central library expend CBA funds for purchased services for CBA library   Y materials? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor

contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	MHLS
3.	Expenditure	$9,424
15.1.2	Total Expenditure - Purchased Services	$9,424
15.1.3	**Supplies and Materials**: Did the central/co-central library expend CBA funds for adult non-fiction and foreign language library materials? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Quantity	2,288
3.	Unit Cost	$19
4.	Expenditure	$43,850
1.	Expenditure Category	Non-print resources (electronic content)
2.	Quantity	190
3.	Unit Cost	$55
4.	Expenditure	$11,836
1.	Expenditure Category	Non-print resources (electronic content)
2.	Quantity	23
3.	Unit Cost	$109
4.	Expenditure	$2,523
15.1.4	Total Expenditure - Supplies and Materials	$58,209
15.1.5	Total Expenditure (total 15.1.2 and 15.1.4)	$67,633
15.1.6	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
15.1.7	**Total Allocation received from the system.**	$67,633

15.1.8	**Cash Balance at the End of the Current Fiscal Year (total 15.1.7 - 15.1.5 + 15.1.6)**	$0

15.1.9	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	CBA funds were used in the support of adult non-fiction purchases for OverDrive, system-wide licensing onf Mango, digital content for Zinio, and circulating non-fiction.

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference:	Education Law § 272, 273(1)(b)(1) Commissioners Regulations 90.4 The formula is $0.32 per capita or $105,000 whichever is greater, to each public library system. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov /libdev/clda/index.html for more information. Note: CLDA funds which are expended for library materials must be used for adult non–fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2019. Do not report funds spent by the public library system on the Library's behalf.

15.2.1 - 15.2.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.2.1	Total Full-Time Equivalents (FTE)	.25
15.2.2	Total Expenditure for Professional Salaries	$15,117

15.2.3 - 15.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.2.3	Total Full-Time Equivalents (FTE)	0
15.2.4	Total Expenditures for Other Staff Salaries	$0
15.2.5	**Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	$8,975
15.2.6	**Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	MHLS
3.	Expenditure	$120,800
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Verizon
3.	Expenditure	$1,712
1.	Expenditure Category	Delivery/courier services
2.	Provider of Services	MHLS
3.	Expenditure	$47,755

15.2.7	Total Expenditure - Purchased Services	$170,267
15.2.8	**Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$1,661

15.2.9	**Total Expenditure - Supplies and Materials**	$1,661
15.2.10	**Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	Y

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	Library Staff
2.	Expenditure	$945

15.2.11	**Total Expenditures - Travel**	$945
15.2.12	**Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.	N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

15.2.13	**Total Expenditure - Equipment and Furnishings**	$0
15.2.14	**Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)**	$196,965
15.2.15	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
15.2.16	**Total Allocation received from the system:**	$196,965
15.2.17	**Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)**	$0
15.2.18	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	CLDA is used to support catalog enhancements as well as to provide support for information databases (with a member library cost share). Funds are used to maintain the OverDrive and Zinio service platforms and to purchase eligible content. Interlibrary delivery is supported as is some operational

overhead for the Central Library.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	19.82
16.2	Total Librarians	21.57
16.3	All Other Paid Staff	40.08
16.4	Total Paid Employees	61.65
16.5	State Government Revenue	$286,630
16.6	Federal Government Revenue	$504
16.7	Other Operating Revenue	$472,652
16.8	Total Operating Revenue	$8,437,727
16.9	Other Operating Expenditures	$1,234,160
16.10	Total Operating Expenditures	$7,321,391
16.11	Total Capital Expenditures	$279,203
16.12	Print Materials	166,553
16.13	Total Registered Borrowers	35,983
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	74
16.16	Total Uses (sessions) of Public Internet Computers Per Year	71,099
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	41,992
16.18	Total Capital Revenue	$192,685

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	3200135360
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	MO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	OTH
17.7	*FSCS ID*	NY0230
17.8	*SED CODE*	131500700001
17.9	*INSTITUTION ID*	800000053282

SUGGESTED IMPROVEMENTS

Library Name: GREATER POUGHKEEPSIE
                                 LIBRARY DISTRICT

Library System:	Mid-Hudson Library System
Name of Person Completing Form:	Tom Lawrence
Phone Number:	(845) 485-3445
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Disagree

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

New Business Fact Sheet
Approval of Election Resolution

Recommended By   Library Director

Background Information   Annually, the Library District adopts a resolution authorizing the election of trustees and the procedures related to that election.

Current Situation   The attached draft resolution reflects the terms requiring election this November and the dates for circulating and filing nominating petitions. The dates in the procedures are determined by the New York State Board of Elections and are modified each year.

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for March 22 and April 12, 2020).

Action Requested   **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD Documents #021920 - 6A, #021920 - 6B, and #021920 – 6C.

Motion   Moved   _____
                             Seconded   _____

Result of Action   In Favor   _____
                             Against   _____
                             Abstaining   _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Notice of Trustee Election

Library District Election – November 3, 2020

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2021 - 12/31/2025)
(Candidates for this position must live in the Town of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 3, 2020.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 14, 2020, through Tuesday, May 26, 2020.

A nominating petition may contain one or several pages, which must be numbered. A witness attesting that the petition was signed in his presence by each of the persons whose signature appears thereon and that the person signing the petition represented himself to be such person shall sign each page of the petition. The witness shall sign each page under the penalty of perjury.

Each nominating petition shall be, with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 19, 2020 to Tuesday, May 26, 2020 between the hours of 9 a.m. and 5 p.m. **Note that the Library is closed Saturday, May 23, Sunday, May 24, and Monday, May 25.**

The Secretary of the Board of Trustees will certify to the Dutchess County Board of Elections, the candidates eligible to appear on the general election ballot.

The election for library trustees and the budget referendum will be conducted by the Dutchess County Board of Elections in accordance with the provisions of the New York State Election Law and the Library District's enabling legislation and shall be included on all applicable absentee ballots.

A copy of the Procedures for Nomination as a Trustee of the Poughkeepsie Public Library District is available upon request at the Library District's Administrative Office.

Petitions may be obtained at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) during hours of operation or from the Library District's web site at www.poklib.org.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2020 Procedures for Nomination as a Trustee

Date(s)	Event
No later than March 15	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
In March	Election notice published in Library District newsletter (*The Rotunda*) and on www.poklib.org
March 22	First legal notice announcing election and calling for the circulation of nominating petitions
April 12	Second legal notice announcing election and calling for the circulation of nominating petitions
April 14	First day nominating petitions may be circulated
May 19 – May 26	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
May 29	Last day to accept or decline nomination
June 1	Last day to fill a vacancy after a declination
Before July 10	Library District shall validate signatures on accepted petitions
No later than July 15	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
October 18	First legal notice of trustee election and budget referendum
October 20	Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on www.poklib.org
November 1	Second legal notice of trustee election and budget referendum
November 3	General Election Day
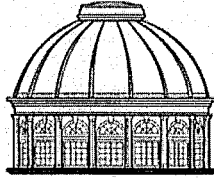
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

This document may be amended from time to time by resolution of the Trustees. In the event of any conflict between the language of this document and New York State Legislation (L. 2016, Ch. 277, as amended), the terms of the Legislation will govern.

Trustees of the Board of Trustees of the Poughkeepsie Public Library District are elected to five year terms.

For election in 2020, the following terms are available:

> Town of Poughkeepsie - 1 Trustees – 5 Year Term (1/1/2021 - 12/31/2025)
> (Candidates for this position must live in the Town of Poughkeepsie)

A.   Nominating Petitions - Form, Content, and Filing Requirements

    1.   Signature requirements

       An eligible District resident who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 registered voters in the City of Poughkeepsie if the vacancy arises for a candidate from the City, or at least 25 registered voters in the Town of Poughkeepsie if the vacancy arises for a candidate from the Town.

       Candidates will be encouraged to get as many signatures as possible to avoid being disqualified if a signature is invalid.

    2.   Trustee Qualifications

       To serve as a Trustee, candidates must be at least 18 years of age, a resident of the City or Town of Poughkeepsie, and a registered voter. They must maintain a permanent residence in the City of Poughkeepsie to serve in the seat designated for a City resident, or in the Town of Poughkeepsie, to serve in the seat designated for Town resident.

    3.   Form of Nominating Petition.

       Petitions are available at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) and on the Library District's web site at www.poklib.org. They will continue to be made available when there are Trustee vacancies.

A separate petition shall be required to nominate each candidate for a vacancy on the board.

The nominating petitions must be in substantially the same form as the attached. Candidates will need to use more than one form to secure all of the required signatures. The signatures contained on the Nominating Petition filed with the Secretary of the Board of Trustees must be originals.

Nominating petitions should be filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name, address of his or her residence.

Signatures may only be collected in the presence of the witness, and may only be collected from April 14, 2020 to May 26, 2020. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

The person collecting the signatures may, on behalf of the signer, fill in the date and residential address. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Secretary. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide the Petitions to the office of the Secretary of the Board of Trustees.

4.   Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m., between May 19, 2020 and May 26, 2020, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3rd Floor), 93 Market Street, Poughkeepsie. Note that the Library is closed Saturday, May 23, Sunday, May 24, and Monday, May 25.**

Nominating petitions to fill a vacancy caused by the declination or disqualification of a candidate shall be filed not later than the fourth day after the last day to decline.

5.   Vacancies

As stated in Bill S07785-A: "Vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until

the next general election, at which time the vacancy shall be filled by election for the remaining portion of the term."

B. Determination of Validity

The Secretary of the Board of Trustees of the Poughkeepsie Public Library District shall have the ministerial duty of determining the validity of nominating petitions, based on these procedural guidelines and any other further guidelines adopted by the Board of Trustees.

As soon as practicable after receipt of nominating petitions, but no later than ten days thereafter, except in the case where timely objections are filed, the Secretary shall notify the candidates whether the nominating petitions have been accepted or declined.

The Secretary will send all candidates a Notice stating whether the nominating petitions have been accepted or rejected. If accepted by the Secretary, the Notice must state the last day to accept or decline such designation or nomination.

If Objections are filed, the Secretary of the Board of Trustees will notify the candidate(s) and the objector(s) in accordance with the procedures in Part C below.

C. Objection Procedures

1. Any nominating petition that is timely filed in the appropriate location will be presumed to be valid if it contains the required number of signatures and is in the proper form.

2. Any eligible voter may submit written objections to any nominating petition, provided the objections are filed with the Secretary of the Board of Trustees within three calendar days of the filing of the nominating petition that is the subject of the objections. Within six calendar days following the filing of the objections, the objector must file specifications of the grounds of the objections. If specifications are not timely filed, the objections shall be null and void.

3. A determination as to the merits of the objections will be made within ten business days following the filing of specifications, or as soon as practicable thereafter.

4. The Secretary of the Board of Trustees will send the Board's determination as to the objections to the candidate and to the objector, along with notification whether the nominating petitions that are the subject of the objections, have been accepted or rejected.

D. Certification

On or before 40 days prior to the November 3, 2020 general election (September 25, 2020), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

E. Elections

As stated in Bill S07785A: "Election of trustees shall take place on the same day and ballot as the general election as administered by the board of elections with the results of said election being certified by the board of elections."