

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, March 25, 2020

Meeting Will Run From 7:00 p.m. until 7:30 p.m.

GoToMeeting: <https://global.gotomeeting.com/join/972216333>

Toll Free: [1 877 309 2073](tel:18773092073)

Access Code: 972-216-333

Trustees Reviewing Warrants at 6:15 p.m.: Bucher and Ryan (on site)

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Update on Library District's Pandemic Response (*T. Lawrence*)
 - IV. Minutes of Previous Meeting(s)
 - A. February 19, 2020 (*T. Lawrence*; #032520 – 1)
 - V. Financial Report(s)
 - A. February 2020 (*B. Lynch*; #032520 - 2)
 - B. Approval of Monthly Warrant (*B. Lynch*; #032520 – 2.1; distributed prior to the meeting)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff*; #032520 – 3; distributed prior to the meeting)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports
 - D. Friends of PPLD (*L. Murphy*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence*, #032520 – 4)
 - B. Unfinished/Old Business
 - C. New Business
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, April 22; 7:00 p.m.

Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 19, 2020

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Moira Fitzgibbons
- Edna Lyons
- Tom McGlinchey
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler (arr. 7:40)

Staff Present

- Bonny Algozzine, Secretary to the Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Other:

Other Guest(s)**FPPLD Representatives Present**

- Liz Murphy, President

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Bombardieri, McGlinchey.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** Lawrence gave an overview of Digital Content available through the library website.**IV. Approval of Previous Record/Meeting(s)****A. January 22, 2020 (PPLD Documents #021920-1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 22, 2020.
- **Moved/Seconded:** McGlinchey, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. January 2020 Financial Activity Report (PPLD Document #021920 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accepts the Report of January 2020 Financial Activity as presented.
- **Moved/Seconded:** McGlinchey, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #021920 – 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 55942 to 56256 in Warrant 20200220 totaling \$328,032.31

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 55938 to 55965 in Warrant 202000210 totaling \$3,501.57

- **Moved/Seconded:** Lyons, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #021920 – 3)

- Lawrence reported on the Bookmobile, a patron health emergency, monthly statistics, the Richard Russo event, the sewage ejector pump and the Annual Trustee Gathering.

B. President's Report: President Blazek requested an Executive Session. Executive Session began at 7:40pm and ended at 7:55pm.

C. Board Committee Reports (PPLD Document #021820 – 3.3)

1. **Finance Committee:** Ryan reported on committee discussions on the Greene Fund, and refinancing the bond. Some discussion ensued.
2. **Planning Committee:** Blazek reported on committee discussions. Some discussion ensued.

D. Friends of PPLD: President Murphy reported on the success of the Friend's Bookstore in January, a trip in the summer, and money they have reserved for Rover merchandise and the parking lot at Boardman.

VII. Board Action

A. Personnel Actions (PPLD Documents #021920 – 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
Rose Lovell	Librarian II (FT)	Step Correction	2/2/2020	\$62,164 <i>(Step 3)</i>
P. Tenney	Custodial Worker (FT)	Correction of Status	2/2/2020	\$41,690 <i>(Step 1)</i>
Donovan Mitchell	Custodial Worker (FT)	Correction of Status	2/2/2020	\$41,690 <i>(Step 1)</i>
Sandra Priore	Library Assistant (Spanish Speaking) (FT)	Salary Correction	2/2/2020	\$50,767 <i>(Step 1)</i>
Mysticol Rooks	Library Clerk	Probationary Appointment	2/2/2020	\$15.21/hr

- **Moved/Seconded:** Moore, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #021920 – 5)

- **Motion:** 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).
- **Moved/Seconded:** McGlinchey, Lyons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. Approval of Election Resolution (PPLD Document #021920 – 6)

- **Motion:** 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.

- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

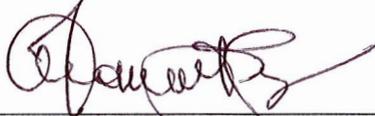
- A. Board Comment:** None.
- B. Public Comment:** None.

Adjournment

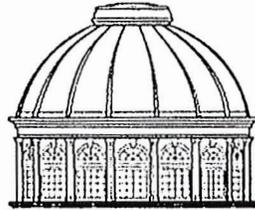
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McGlinchey, Moore.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:07 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 25, 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 February 2020 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of February
2020 Financial Activity
Report Narrative

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 2019 Board of Trustees meeting.

General Fund (Fund A; \$3,772,211)

- Receipts for the month totaled \$4,709,889 which included tax revenue of \$1,672,640 from the City of Poughkeepsie and \$3,000,000 from the Town of Poughkeepsie, \$3,103 in library charges, and \$1,609 in interest.
- Receipts for the month also included \$25,586 from the Friends as per the annual agreement.
- Disbursements for the month totaled \$702,198 which included \$505,170 in salary and benefit expenses.
- Disbursements also included the Inter-Fund transfer to the Special Revenue Fund in the amount of \$390,000. This was to repay the operating loan made in January.
- Cash flow improved in February and as of March 16th the Town of Poughkeepsie has paid their levy and all PILOTS in full. The City of Poughkeepsie had one half remaining at the end of February which is still outstanding.

Special Revenue Fund (Fund CM; \$513,320)

- Receipts for the month included the monthly interest and market change in the Wojtecki account.
- Receipts for the month include the Inter-Fund transfer from the General Fund in the amount of \$390,000. This was the repayment of the operating loan made in January.
 - Sub fund totals are:

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

Capital Fund (Fund H; \$39,524) Receipts for the month included

- There were no disbursements in the month of February.
- Sub fund totals are:

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

Permanent Funds (Fund PN; \$477,705)

- 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; \$311,900)

- Receipts for the month included interest of \$143.
- There were no disbursements this month.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
February 2020

No modifications or transfers to report for February

TRAINING DATABASE Mar 11 2020



GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT FEBRUARY 2020

FOR 2020 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	4,000,710	488,237.60	300,730.13	3,274,885.24	237,587.16	94.1%
22 EQUIP & CAPITAL OUTL	91,500	91,500	1,998.00	1,998.00	45,181.53	44,320.47	51.6%
30 MATERIALS	555,739	555,739	71,711.59	25,861.30	69,889.76	414,137.65	25.5%
32 INFORMATION SVC	78,574	78,574	14,072.70	3,624.70	.00	64,501.30	17.9%
50 OPERATIONS	1,165,462	1,165,462	203,422.77	126,097.98	430,870.62	531,168.61	54.4%
51 AUTOMATION	103,593	103,593	9,876.14	1,650.00	41,130.70	52,586.16	49.2%
91 EMPLOYEE BENEFITS	1,871,751	1,871,751	430,627.60	204,440.09	811,410.70	629,712.70	66.4%
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	1,219,946.40	664,402.20	4,673,368.55	3,278,436.05	64.3%

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

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Poughkeepsie Public Library District
WARRANT SUMMARY

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WARRANT: 20200210 02/10/2020

DUE DATE: 02/10/2020

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A	.7410.000.00.54530 .A204	Rental-Staff Parking(C	360.48 450.48
A A00000	General Fund Expen A	.7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00 .00
A A00000	General Fund Expen A	.7410.000.00.54692 .	Other Oper-Water	1,004.35 2,559.20
A A00000	General Fund Expen A	.7410.000.00.54694 .C814	Other Oper Exp-Bookmob	1,120.00 .00
A A71000	Adriance	A .7410.710.00.54310 .	Telephone Adriance	20.55 588.50
A A71000	Adriance	A .7410.710.00.54320 .	Internet Services Adri	196.19 168.33
FUND TOTAL			3,501.57	
=====				
WARRANT SUMMARY TOTAL			3,501.57	
=====				
GRAND TOTAL			3,501.57	
=====				

WARRANT: 20200220 02/20/2020

DUE DATE: 02/20/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture, Fixtures & E	1,998.00	1,220.01
A A00000	General Fund Expen A .7410.000.00.54292 .A203	GREENE PROGRAMMING	200.00	90.63
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	925.38	-243.79
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	573.46	1,091.87
A A00000	General Fund Expen A .7410.000.00.54350 .	Cont Ed/ Regional & Na	3,647.33	601.30
A A00000	General Fund Expen A .7410.000.00.54351 .	Cont Ed/ Local	500.00	.00
A A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	1,650.00	2.95
A A00000	General Fund Expen A .7410.000.00.54380 .	Membership Dues	175.00	573.48
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	990.00	.00
A A00000	General Fund Expen A .7410.000.00.54540 .	Property Liability Ins	32,718.67	.00
A A00000	General Fund Expen A .7410.000.00.54550 .	Automobile Insurance	4,097.00	79.00
A A00000	General Fund Expen A .7410.000.00.54560 .	Liability Umbrella Ins	5,809.00	.00
A A00000	General Fund Expen A .7410.000.00.54570 .	Liability Directors/Of	4,062.00	.00
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	1,573.10	470.00
A A00000	General Fund Expen A .7410.000.00.59040 .	Workers Compensation	48,879.00	.00
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	541.46	3.90
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	89,779.90	66,268.20
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,140.00	-2,392.40
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	275.00	.00
A A10000	Administration A .7410.100.00.54370 .	Legal Fees	666.66	162.58
A A11100	CLDA Reimbursable A .7410.111.00.54100 .	BOOKS (CBA)	7,797.11	6,912.56
A A11100	CLDA Reimbursable A .7410.111.00.54300 .	Central Library Suppli	66.21	54.90
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	260.22	-1,182.87
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	2,870.64	980.97
A A20000	Building Services A .7410.200.00.54370 .	Security Monitoring	537.10	4.97
A A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	6,004.33	3,633.58
A A20000	Building Services A .7410.200.00.54690 .	Snow Removal - Patron	1,971.00	-610.39
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	581.50	-694.31
A A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	515.00	.00
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	12,951.28	855.44
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	559.74	278.52
A A30000	Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	3,250.00	2,472.35
A A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	1,045.00	.03
A A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	2,691.62	205.23
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,628.55	358.17
A A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	1,040.00	24.11
A A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	1,809.85	136.62
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	15,638.83	-4,461.10
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	4,732.47	.56
A A44000	Collection Service A .7410.440.00.54100 .A225	Book Leasing Prgm	17,169.60	.00
A A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	4,648.86	-41.19
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,778.91	.00
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	4,528.46	41.19
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	250.60	3,342.57
A A45000	Youth Services A .7410.450.00.54291 .	DATA BASES	1,292.00	.00
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	561.74	537.84
A A45000	Youth Services A .7410.450.00.54292 .A218	PROGRAMMING - Kids Rea	3,572.50	534.56
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	221.99	114.67
A A50000	Business Office A .7410.500.00.54370 .	Audit Fees	1,200.00	73.54

WARRANT: 20200220 02/20/2020

DUE DATE: 02/20/2020

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET		
A	A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT	2,124.15	3,111.52
A	A60000	Information Tech	A .7410.600.00.54370 .	Software Fees	3,589.70	3,441.93
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	668.71	1,586.57
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers	251.10	220.71
A	A71000	Adriance	A .7410.710.00.54310 .	Telephone Adriance	455.32	588.50
A	A71000	Adriance	A .7410.710.00.54320 .	Internet Services Adri	2,788.27	129.11
A	A71000	Adriance	A .7410.710.00.54500 .	Fuel & Utilities AML	8,244.66	-2,462.10
A	A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	170.00	54.37
A	A73000	Boardman Road Bran	A .7410.730.00.54310 .	Telephone - Boardman	113.24	1,141.81
A	A73000	Boardman Road Bran	A .7410.730.00.54320 .	Internet Services- Boa	1,063.71	2.73
A	A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	4,187.38	1,560.95
			FUND TOTAL		328,032.31	
			WARRANT SUMMARY TOTAL		328,032.31	
			GRAND TOTAL		328,032.31	



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

FOR 2020 02

	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	4,672,640.00	4,672,640.00	1,700,881.00	73.3%
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	8,500.32	3,103.28	41,499.68	17.0%
42401 INTEREST EARNINGS	50,000	50,000	2,276.15	1,608.73	47,723.85	4.6%
42680 INSURANCE RECOVERIES	0	0	3,234.60	.00	-3,234.60	100.0%
42705 DONATIONS	50,000	50,000	11,767.21	10,759.65	38,232.79	23.5%
42752 ANNUAL APPEAL	25,000	25,000	8.85	8.85	24,991.15	.0%
42753 DONATIONS IN KIND	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
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	14,986.21	14,936.21	13.79	99.9%
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	4,727,077.16	4,709,888.63	4,444,673.84	51.5%

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

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BALANCE SHEET FOR 2020 2

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-399.16	1,471.05
A	12020	General Fund Payroll	-53.25	759.97
A	12023	General Fund Money Market	3,695,259.57	3,780,711.96
A	12040	Credit Card Transactions	-501.22	1,291.32
A	12051	Flex 125 Money Market	-46.75	4,032.32
A	12100	Petty Cash	205.88	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13501	Grants Receivable	-3,000.00	.00
A	13800	Accounts Receivable	-19,630.96	766.69
A	13910	Due From Other Funds	.00	-20,693.91
TOTAL ASSETS			3,671,834.11	3,772,211.43
LIABILITIES				
A	26020	Flex125 Exchange	47.84	-3,652.04
A	26021	Benefits Exchange	-2,493.64	783.51
A	26030	General Fund Exchange	-28.40	312.08
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	390,000.00	-56,244.60
A	26370	State Retirement Accrual	-51,669.51	16,715.44
TOTAL LIABILITIES			335,856.29	-41,997.61
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,171,751.00
A	35210	Encumbrances (+ PYCF)	-211,852.56	4,706,329.08
A	35220	Expenditures (+ PYCF)	702,198.23	1,300,727.59
A	38210	Encumbrance Reserve (+ PYCF)	211,852.56	-4,706,329.08
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-2,006.42	111,843.36
A	39110	Fund Balance Start of Year	.00	-256,865.25
A	39600	Appropriations (+ PYCF)	2,006.42	-9,283,593.36
A	39800	Revenues Received	-4,709,888.63	-4,727,077.16
TOTAL FUND BALANCE			-4,007,690.40	-3,730,213.82
TOTAL LIABILITIES + FUND BALANCE			-3,671,834.11	-3,772,211.43

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BALANCE SHEET FOR 2020 2

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
CM	12000	Special Revenue Funds		390,128.77	392,331.38
CM	12012	Schlobach Trust CD		.00	50,000.00
CM	12020	CM Payroll Checking		.00	275.08
CM	13910	Due From Other Funds		-386,054.23	70,713.62
	TOTAL ASSETS			4,074.54	513,320.08
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		-4,074.54	-10,566.20
	TOTAL FUND BALANCE			-4,074.54	-500,816.37
	TOTAL LIABILITIES + FUND BALANCE			-4,074.54	-513,320.08

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BALANCE SHEET FOR 2020 2

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.07	607.00
H	12200	Cash From Obligations	.06	491.70
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	TOTAL ASSETS		.13	39,523.62
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35220	Expenditures	.00	134,777.00
H	39110	Fund Balance Unreserved	.00	-116,094.89
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.13	-107.12
	TOTAL FUND BALANCE		-.13	18,574.99
	TOTAL LIABILITIES + FUND BALANCE		-.13	-39,523.62

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BALANCE SHEET FOR 2020 2`

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	3,945.77	375,917.12
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
TOTAL ASSETS			3,945.77	477,704.84
LIABILITIES				
PN	26300	Due to other funds	-3,945.77	1,113.01
TOTAL LIABILITIES			-3,945.77	1,113.01
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-3,945.77	-477,704.84

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TRAINING DATABASE Mar 11 2020



BALANCE SHEET FOR 2020 2

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	143.18	311,899.85
		TOTAL ASSETS	143.18	311,899.85
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	-143.18	-495.62
		TOTAL FUND BALANCE	-143.18	-349,156.50
		TOTAL LIABILITIES + FUND BALANCE	-143.18	-311,899.85

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Personnel Actions

Recommended By Library Director

Current Situation The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Library Director.

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Andrew Greimsmann	Library Clerk (Hrly)	Permanent Appointment	3/30/2020	NA
Colin Lawrence	Page (PT)	Permanent Appointment	4/6/2020	NA

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

Motion Moved _____
 Seconded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____