

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, April 22, 2020

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

GoToMeeting: <https://global.gotomeeting.com/join/336571421>

Toll Free: 1 866 899 4679

Access Code: 336-571-421

Trustees Reviewing Warrants (pre-arranged): To Be Determined

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: 2019 Audit Report
 - IV. Minutes of Previous Meeting(s)
 - A. March 25, 2019 (*T. Lawrence; #042220 – 1*)
 - V. Financial Report(s)
 - A. March 2020 (*B. Lynch; #042220 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #042220 – 2.1; to be distributed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #042220 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs; #042220 – 3.3*)
 - D. Friends of PPLD (*L. Murphy*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #042220 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2019 CLDA/CBA Expense Certification (*T. Lawrence; #042220 - 5*)
 2. Approval of 2020 CLDA/CBA Application (*T. Lawrence; #042220 - 6*)
 - 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, May 27, 2020; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of March 25, 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

Staff Present

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

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

- Liz Murphy, President

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

- **Call to Order:** At 7:15 p.m., President Blazek called the meeting to order. The meeting was conducted vis GoToMeeting and was publicly announced. All votes were roll call votes. Unfortunately, the meeting was not recorded nor was a transcription created.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Bucher, Spuhler.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** Lawrence gave an update of the Library District's Pandemic Response.**IV. Approval of Previous Record/Meeting(s)****A. February 19, 2020 (PPLD Documents #032520-1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 19, 2020.
- **Moved/Seconded:** Lyons, Bucher.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. February 2020 Financial Activity Report & Approval of Monthly Warrant (PPLD Documents #032520 – 2, #032520 – 2.1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accepts the Report of February 2020 Financial Activity as presented and, that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment and transfers:

Vouchers 56258 to 56597 in Warrant 20200326 totaling \$208,779.31

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 56305 to 56373 in Warrant 202000311 totaling \$26,568.26

- **Moved/Seconded:** Ryan, Bucher.
- **Discussion:** Lynch reported on Financial Activity. Some discussion ensued.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #032520 – 3)

- Lawrence reported on cancellations and some future possibilities.

B. President's Report: President Blazek thanked everyone for being willing to hold the meeting in an online format.

C. Board Committee Reports (PPLD Document #032520 – 3.3)

1. **Board Development and Policy Committee:** Fitzgibbons reported on committee discussions on the Pandemic Policy, Library Card Policy, and Issue of kids being supervised. Some discussion ensued.

D. Friends of PPLD: None

VII. Board Action

A. Personnel Actions (PPLD Documents #032520 – 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 Griemsmann	Library Clerk (Hrly)	Permanent Appointment	3/30/2020	NA
Colin Lawrence	Page (PT)	Permanent Appointment	4/6/2020	NA

- **Moved/Seconded:** Fitzgibbons, Bucher.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval Policy: Pandemics (PPLD Document #032520 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approved the pandemic policy as described in PPLD Document #032520 – 5A.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

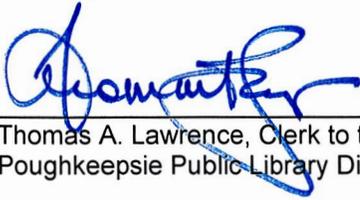
B. Public Comment: None.

Adjournment

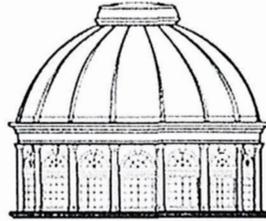
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Lyons, Bucher.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 7:47 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, April 22, 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 March 2020 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 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 March
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; \$4,662,991)

- Receipts for the month totaled \$1,438,842 which included tax revenue of \$1,298,115 from the Town of Poughkeepsie, \$127,368 in Payment in Lieu of Taxes (PILOT) revenue \$2,718 in library charges, and \$3,805 in interest.
- Disbursements for the month totaled \$615,178 which included \$474,211 in salary and benefit expenses.
- Cash flow improved in March 16th since the Town of Poughkeepsie has paid their full levy and all PILOTS in full. The City of Poughkeepsie had one half remaining which should be arriving before the date of this meeting.

Special Revenue Fund (Fund CM; \$519,325)

- Receipts for the month included the monthly interest and market change in the Wojtecki account.
 - 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 minimal interest.
- There were no disbursements in the month of March.
- Sub fund totals are:

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

Permanent Funds (Fund PN; \$493,460)

- 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; \$325,858)

- Receipts for the month included interest of \$232.
- There were no disbursements this month.

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

No modifications or transfers to report for March

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

FOR 2020 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	4,000,710	797,565.74	309,328.14	2,981,103.99	222,040.27	94.4%
22 EQUIP & CAPITAL OUTL	91,500	91,500	17,242.36	15,244.36	34,539.99	39,717.65	56.6%
30 MATERIALS	555,739	555,739	95,377.56	23,665.97	104,471.79	355,889.65	36.0%
32 INFORMATION SVC	78,574	78,574	14,072.70	.00	.00	64,501.30	17.9%
50 OPERATIONS	1,165,462	1,165,462	297,252.91	93,830.14	402,446.71	465,762.38	60.0%
51 AUTOMATION	103,593	103,593	18,102.28	8,226.14	32,904.56	52,586.16	49.2%
91 EMPLOYEE BENEFITS	1,871,751	1,871,751	595,510.52	164,882.92	717,957.85	558,282.63	70.2%
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	1,835,124.07	615,177.67	4,273,424.89	3,063,202.04	66.6%

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

WARRANT: 20200311 03/11/2020

DUE DATE: 03/11/2020

FUND ORG		ACCOUNT		AMOUNT	AVLB BUDGET	
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	2,852.40	
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 .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	990.00	.00
A	A00000	General Fund Expen	A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	365.00	.00
A	A00000	General Fund Expen	A .7410.000.00.59045 .	Life Insurance	584.21	3.90
A	A00000	General Fund Expen	A .7410.000.00.59055 .	Disability Insurance	986.65	1,623.07
A	A00000	General Fund Expen	A .7410.000.00.59060 .	Medical Insurance	19,213.02	66,268.20
A	A11100	CLDA Reimbursable	A .7410.111.00.54310 .	Telephone Central Libr	22.95	-1,182.87
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies	119.06	980.97
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	22.22	1,586.57
A	A71000	Adriance	A .7410.710.00.54310 .	Telephone Adriance	27.69	588.50
A	A71000	Adriance	A .7410.710.00.54320 .	Internet Services Adri	224.58	129.11
				FUND TOTAL	26,568.26	
				=====		
				WARRANT SUMMARY TOTAL	26,568.26	
				=====		
				GRAND TOTAL	26,568.26	
				=====		

WARRANT: 20200326 03/26/2020

DUE DATE: 03/26/2020

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund A .0000.000.00.26021 .	Benefits Exchange	2,750.42
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	6,259.36
A	A00000	General Fund Expen A .7410.000.00.52800 .A203	FF&E- Greene	8,900.00
A	A00000	General Fund Expen A .7410.000.00.54292 .A203	GREENE PROGRAMMING	4,284.26
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,428.44
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	41.88
A	A00000	General Fund Expen A .7410.000.00.54350 .	Cont Ed/ Regional & Na	2,055.89
A	A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	175.00
A	A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	8,226.14
A	A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	1,827.70
A	A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	245.00
A	A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	124.89
A	A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	592.76
A	A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	70,922.86
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,140.00
A	A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	620.00
A	A10000	Administration A .7410.100.00.54370 .	Legal Fees	666.66
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	595.07
A	A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	232.00
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	4,173.30
A	A20000	Building Services A .7410.200.00.54370 .	Security Monitoring	537.10
A	A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	1,684.20
A	A20000	Building Services A .7410.200.00.54690 .	Snow Removal - Patron	1,995.00
A	A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	382.50
A	A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	195.00
A	A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	18,933.39
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	559.74
A	A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	1,082.40
A	A41000	Adult Services A .7410.410.00.54130 .	Serials Adult Services	26.97
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,042.09
A	A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	764.39
A	A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	273.04
A	A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	12,161.13
A	A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	4,069.14
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	2,829.30
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	2,024.17
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	2,575.47
A	A44000	Collection Service A .7410.440.00.54120 .A211	MUSIC & AUDIO - DIGITA	370.76
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	250.60
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	795.53
A	A45000	Youth Services A .7410.450.00.54292 .A218	PROGRAMMING - Kids Rea	360.40
A	A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	268.38
A	A50000	Business Office A .7410.500.00.54370 .	Audit Fees	11,520.00
A	A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	85.00
A	A60000	Information Tech A .7410.600.00.54300 .	Information Tech Suppl	352.00
A	A60000	Information Tech A .7410.600.00.54370 .	Software Fees	9,297.36
A	A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	765.25
A	A71000	Adriance A .7410.710.00.54131 .	Newspapers	319.90
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	450.90

WARRANT: 20200326 03/26/2020

DUE DATE: 03/26/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,788.27 129.11
A A71000	Adriance A .7410.710.00.54330 .	Postage AML	211.84 -25.73
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	8,205.95 -2,462.10
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	212.50 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	3,951.06 1,560.95
FUND TOTAL		208,779.31	
=====			
WARRANT SUMMARY TOTAL		208,779.31	
=====			
GRAND TOTAL		208,779.31	
=====			

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

FOR 2020 03

	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	5,970,755.00	1,298,115.00	402,766.00	93.7%
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	11,218.17	2,717.85	38,781.83	22.4%
42401 INTEREST EARNINGS	50,000	50,000	6,081.64	3,805.49	43,918.36	12.2%
42680 INSURANCE RECOVERIES	0	0	3,234.60	.00	-3,234.60	100.0%
42705 DONATIONS	50,000	50,000	11,771.02	3.81	38,228.98	23.5%
42752 ANNUAL APPEAL	25,000	25,000	8.85	.00	24,991.15	.0%
42753 DONATIONS IN KIND	81,983	81,983	20,495.73	6,831.91	61,487.27	25.0%
42760 GRANTS	25,000	25,000	.00	.00	25,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	126,500	126,500	127,368.37	127,368.37	-868.37	100.7%
42777 E RATE INCOME	37,500	37,500	.00	.00	37,500.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	14,986.21	.00	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	6,165,919.59	1,438,842.43	3,005,831.41	67.2%

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

BALANCE SHEET FOR 2020 3

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-467.90	1,003.15
A	12020	General Fund Payroll	165,919.54	166,679.51
A	12023	General Fund Money Market	705,149.70	4,485,861.66
A	12040	Credit Card Transactions	-70.95	1,220.37
A	12051	Flex 125 Money Market	-444.55	3,587.77
A	12100	Petty Cash	.00	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13800	Accounts Receivable	.00	766.69
A	13910	Due From Other Funds	.00	.09
TOTAL ASSETS			870,085.84	4,662,991.27
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	573.33	-3,078.71
A	26021	Benefits Exchange	3,060.40	3,843.91
A	26030	General Fund Exchange	-14.00	298.08
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	-53,335.60
A	26370	State Retirement Accrual	-52,545.90	-35,830.46
TOTAL LIABILITIES			-48,926.17	-88,086.78
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,171,751.00
A	35210	Encumbrances (+ PYCF)	-402,266.82	4,302,464.26
A	35220	Expenditures (+ PYCF)	617,682.76	1,918,410.35
A	38210	Encumbrance Reserve (+ PYCF)	402,266.82	-4,302,464.26
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	111,843.36
A	39110	Fund Balance Start of Year	.00	-157,804.25
A	39600	Appropriations (+ PYCF)	.00	-9,283,593.36
A	39800	Revenues Received	-1,438,842.43	-6,165,919.59
A	39910	FUND BAL-DESIGNATED SUBSQ YR	.00	-122,592.00
TOTAL FUND BALANCE			-821,159.67	-4,574,904.49
TOTAL LIABILITIES + FUND BALANCE			-870,085.84	-4,662,991.27

BALANCE SHEET FOR 2020 3

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	292.21	392,623.59
CM	12012	Schlobach Trust CD	.00	50,000.00
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	5,712.55	76,426.17
	TOTAL ASSETS		6,004.76	519,324.84
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	-6,004.76	-16,570.96
	TOTAL FUND BALANCE		-6,004.76	-506,821.13
	TOTAL LIABILITIES + FUND BALANCE		-6,004.76	-519,324.84

BALANCE SHEET FOR 2020 3

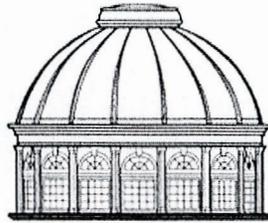
FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.06	607.06
H	12200	Cash From Obligations	.05	491.75
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	TOTAL ASSETS		.11	39,523.73
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	-.11	-107.23
	TOTAL FUND BALANCE		-.11	18,574.88
	TOTAL LIABILITIES + FUND BALANCE		-.11	-39,523.73

BALANCE SHEET FOR 2020 3

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	5,712.55	381,629.67
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			5,712.55	493,460.39
LIABILITIES				
PN	26300	Due to other funds	-5,712.55	-14,642.54
TOTAL LIABILITIES			-5,712.55	-14,642.54
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-5,712.55	-493,460.39

BALANCE SHEET FOR 2020 3

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	232.30	312,132.15
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		232.30	325,858.15
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-.35
	TOTAL LIABILITIES		.00	-.35
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-305,848.88
V	39800	Revenues	-232.30	-727.92
	TOTAL FUND BALANCE		-232.30	-325,857.80
	TOTAL LIABILITIES + FUND BALANCE		-232.30	-325,858.15



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – APRIL 2020

Significant Challenges or Accomplishments

- The Library District closed its doors for public service on the evening of March 16. Since that date, the staff have been engaged in any number of virtual programs, participating in remote professional development of all kinds and magnitude, assisting with the pandemic response by providing PPE parts using our pool of 3D printers, making masks for the first responder community, and running the business of the Library District with a skeletal staff in the buildings. We anticipate a complex re-opening as we will need to coordinate it with the Mid-Hudson Library System in terms of unfreezing the holds system and restarting delivery. We will also have to address the concerns of staff as they return to onsite work and the expected flare-ups of the disease as we move forward.
- We continue to hope that we will be reopened at some point in May but that is based more on our desires than any news we have received.

Service and Program Highlights

- See attached statistics. Obviously, usage of all sorts hit a brick wall in mid-March.
- Staff are reporting the number of public programs delivered via Facebook Live and YouTube, along with the number of participants and comments. However, the Division of Library Development at the State Library has instructed us that this programming will not be part of the 2020 annual statistical report. The report is a highly coordinated report among all states and providing an accurate and consistent number across all fifty states would be extraordinarily difficult.

Outreach and Professional Development

- I serve on the City of Poughkeepsie's Children's Cabinet and have been participating in meetings of the group. The primary focus now is how to bridge the digital divide in terms of both access and equipment. We have ordered an additional fifty hotspots but they are on backorder indefinitely. On a related matter but one that still requires digital access, we are working with our primary e-book vendor, OverDrive, on a plan to increase access to materials for young and early readers. Our initial plan is to work with the City school district but will expand it to other districts with buildings in the Library District's service area.

Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage.
- We are working with our primary book vendor, Baker & Taylor, on a plan whereby we will send to them most of our weeded materials. This would divert what would be donations from the Friends to the vendor. Weeded materials would be sorted into two groups: one group would be items that can be resold by the vendor for which we would get paid with the other group being those items that would be sent for pulp. We anticipate launching this project, called Sustainable Shelves, once we have staff back on site.

Buildings

- Boardman Road
 - We have received a set of proposals from The Chazen Companies on remedying the waste line collapse at Boardman Road. Both proposals will require excavation and could be part of an amended site plan submittal for the parking lot expansion. The first, and preferred alternative, is quoted at \$47,000 and the second is quoted at \$64,000. Both proposals exclude the potential cost of rock excavation. I will work with Chazen, who developed the site plan for the parking lot expansion and we will look into the feasibility of adding solar capacity over the parking lot or on the roof.
- Adriance
 - We have received and awarded a contract for emergency work on the interior of the Rotunda as there is a suspect leak causing deterioration and falling of plaster. Unfortunately, the work is subject to the limitations of the Executive Orders related to non-essential work. Once we get the project rolling, we will have to erect scaffolding inside the building in order to provide access for an opinion on how best to repair the damage.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2020 to 2019

	Current Year: 2020				Previous Year: 2019				YTD	
	Mar	Percent	YTD	Percent	Mar	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,243	21.52%	16,793	19.70%	4,745	19.18%	14,460	19.33%	2,333	16.13%
Adult Non-Fiction	4,251	17.45%	14,257	16.72%	3,638	14.70%	11,064	14.79%	3,193	28.86%
Fiction - Juvenile	4,687	19.24%	15,855	18.60%	4,374	17.68%	12,137	16.22%	3,718	30.63%
Non-Fiction - Juvenile	1,447	5.94%	4,981	5.84%	1,248	5.04%	3,893	5.20%	1,088	27.95%
Periodicals	161	0.66%	679	0.80%	223	0.90%	713	0.95%	-34	-4.77%
Periodicals - Juvenile	13	0.05%	74	0.09%	10	0.04%	51	0.07%	23	45.10%
Print Subtotal	15,802	64.85%	52,639	61.74%	14,238	57.54%	42,318	56.57%	10,321	24.39%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	10	0.04%	35	0.04%	16	0.06%	50	0.07%	-15	-30.00%
Soundrecordings	1,060	4.35%	3,684	4.32%	1,143	4.62%	3,382	4.52%	302	8.93%
Videorecordings	6,119	25.11%	23,346	27.38%	5,842	23.61%	18,566	24.82%	4,780	25.75%
Media	0	0.00%	4	0.00%	4	0.02%	7	0.01%	-3	-42.86%
Software	10	0.04%	38	0.04%	14	0.06%	34	0.05%	4	11.76%
Equipment/Realia	36	0.15%	44	0.05%	44	0.18%	130	0.17%	-86	-66.15%
Suppressed Items	24	0.10%	89	0.10%	17	0.07%	43	0.06%	46	106.98%
Videorecordings - Juvenile	826	3.39%	3,499	4.10%	866	3.50%	2,804	3.75%	695	24.79%
Audiorecordings - Juvenile	95	0.39%	401	0.47%	96	0.39%	364	0.49%	37	10.16%
Media - Juvenile	109	0.45%	485	0.57%	147	0.59%	317	0.42%	168	53.00%
Software - Juvenile	9	0.04%	47	0.06%	11	0.04%	23	0.03%	24	104.35%
Non-Print Subtotal	8,298	34.06%	31,672	37.15%	8,200	33.14%	25,720	34.38%	5,952	23.14%
Online Renewals	266	1.09%	945	1.11%	2,307	9.32%	6,772	9.05%	-5,827	-86.05%
Total	24,366		85,256		24,745		74,810		10,446	13.96%

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

**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	12	15	0	27	101.00	110.00	0.00	211.00
March	3	4	0	7	26.00	30.00	0.00	56.00
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL					235.00	242.00	0.00	477.00

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
Karen Blovat	Librarian I (FT)	Permanent Appointment	5/11/2020	unchanged
Shannon Butler	Historian (FT)	Permanent Appointment	5/25/2020	unchanged

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

Motion Moved _____
 Secoded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____

New Business Fact Sheet
Central Library Development Aid (CLDA) 2019 Expense Certification

Recommended By Library Director

Current Situation The Board of Trustees is required to certify that Central Library Development Aid (CLDA) and Central Book Aid (CBA) funds were expended in accordance with approved budget and Central Library Plan.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the President to sign the Certification of 2019 CLDA/CBA Expenses as presented in PPLD Document #042220 - 5A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

**CENTRAL LIBRARY DEVELOPMENT BOOK AID: 2019 - 2021 Budgets
Mid-Hudson Library System - Poughkeepsie Public Library District**

Funded Cost Area	2019 Certified			2020 Proposed			2021 Tentative			
	CLDA	CBA	Total	CLDA	CBA	Total	CLDA	CBA	Total	
A. 190 Personnel Costs - Subtotal	\$ 24,205	\$ -	\$ 24,205	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
L7410.141 Certified Librarians										
CE workshops/meetings	2,629	-	2,629	2,500	-	2,500	2,500	-	2,500	
Coll Dev Overdrive and NextReads	5,036	-	5,036	2,500	-	2,500	2,500	-	2,500	
Coll Assmnt Reports on holdings/use	4,987	-	4,987	-	-	-	-	-	-	
Tuesday's Tips weekly updates	2,466	-	2,466	-	-	-	-	-	-	
L9199.0 Employee Benefits	9,088	-	9,088	-	-	-	-	-	-	
B. L7410.42 Library Materials and Binding - Total	\$ -	\$ 43,816	\$ 43,816	\$ 49,032	\$ 54,795	\$ 103,827	\$ 46,250	\$ 54,827	\$ 101,077	
L7410.410 Books - Circulating Print Non-Fiction	-	35,468	35,468	-	35,436	35,436	-	35,468	35,468	
L7410.410 Books - Digital (OverDrive platform + content)	-	8,348	8,348	37,880	16,836	54,716	35,098	16,836	51,934	
L7410.413 Serials - Digital (RBDigital platform + content)	-	-	-	11,152	2,523	13,675	11,152	2,523	13,675	
C. .069 Information and Network Services - Subtotal	\$ 120,800	\$ 23,783	\$ 144,583	\$ 53,719	\$ 9,424	\$ 63,143	\$ 50,905	\$ 9,424	\$ 60,329	
Library Materials - Digital Content	43,601	14,359	57,960	-	-	-	-	-	-	
OverDrive (Content + Platform)	32,449	11,836	44,285	-	-	-	-	-	-	
RBDigital (Content + Platform)	11,152	2,523	13,675	-	-	-	-	-	-	
Library Materials - Commercial Databases	47,097	9,424	56,521	16,711	9,424	26,135	13,208	9,424	22,632	
JobNow	4,600	-	4,600	4,600	-	4,600	4,800	-	4,800	
Mango	-	9,424	9,424	1,231	9,424	10,655	1,231	9,424	10,655	
Universal Class	42,497	-	42,497	7,003	-	7,003	-	-	-	
Contingency	-	-	-	3,877	-	3,877	7,177	-	7,177	
Sierra/Encore Enhancements	30,102	-	30,102	37,008	-	37,008	37,697	-	37,697	
SkyRiver Records	2,500	-	2,500	2,500	-	2,500	2,500	-	2,500	
Syndetics Unbound	3,834	-	3,834	9,690	-	9,690	9,883	-	9,883	
Encore Discovery/Success	23,768	-	23,768	24,818	-	24,818	25,314	-	25,314	
F. 906 Miscellaneous Expenses - Subtotal	\$ 51,861	\$ -	\$ 51,861	\$ 79,272	\$ -	\$ 79,272	\$ 84,962	\$ -	\$ 84,962	
L7410.430 Office and Library Supplies	1,661	-	1,661	1,661	-	1,661	1,661	-	1,661	
L7410.431 Telephone	1,500	-	1,500	1,500	-	1,500	1,500	-	1,500	
L7410.435 Travel	945	-	945	945	-	945	945	-	945	
L7410.440 Delivery Support	47,755	-	47,755	75,166	-	75,166	80,856	-	80,856	
Totals	\$ 196,866	\$ 67,599	\$ 264,465	\$ 187,023	\$ 64,219	\$ 251,242	\$ 187,117	\$ 64,251	\$ 251,368	
*CLP Link refers to the Central Library Plan: (2017 - 2021) E1 - Digital Collection Development E2 - Public Service Staff Training and Education E3 - Collection Management and Use Analysis E4 - Reference Services E5 - Delivery and Interlibrary Loan E6 - Supplemental Adult Non-Fiction Collections	Original Projections	\$ 196,866	\$ 67,599	\$ 264,465	\$ 196,965	\$ 67,633	\$ 264,598	\$ 196,965	\$ 67,633	\$ 264,598
	5% Cut	\$ (0)	\$ -	\$ (0)	\$ 9,942	\$ 3,414	\$ 13,356	\$ 9,848	\$ 3,382	\$ 13,230
	Estimated 5% reduction in 2020 CLDA and CBA and sustained into 2021. Areas of reduction noted in yellow.				\$ 187,023	\$ 64,219	\$ 251,242	\$ 187,117	\$ 64,251	\$ 251,368
				\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ (0)	

By my signature affixed hereto, I certify that the Board of Trustees of the Poughkeepsie Public Library District have reviewed and approved the 2019 Central Library Development Aid (CLDA) and Central

Dianne Blazek, President

Date

**CENTRAL LIBRARY DEVELOPMENT BOOK AID: 2019 - 2021 Budgets
Mid-Hudson Library System - Poughkeepsie Public Library District**

Funded Cost Area	2019 Certified			2020 Proposed			2021 Tentative			
	CLDA	CBA	Total	CLDA	CBA	Total	CLDA	CBA	Total	
A. 190 Personnel Costs - Subtotal	\$ 24,205	\$ -	\$ 24,205	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
L7410.141 Certified Librarians										
CE workshops/meetings	2,629	-	2,629	2,500	-	2,500	2,500	-	2,500	
Coll Dev Overdrive and NextReads	5,036	-	5,036	2,500	-	2,500	2,500	-	2,500	
Coll Assmnt Reports on holdings/use	4,987	-	4,987	-	-	-	-	-	-	
Tuesday's Tips weekly updates	2,466	-	2,466	-	-	-	-	-	-	
L9199.0 Employee Benefits	9,088	-	9,088	-	-	-	-	-	-	
B. L7410.42 Library Materials and Binding - Total	\$ -	\$ 43,816	\$ 43,816	\$ 49,032	\$ 54,795	\$ 103,827	\$ 46,250	\$ 54,827	\$ 101,077	
L7410.410 Books - Circulating Print Non-Fiction	-	35,468	35,468	-	35,436	35,436	-	35,468	35,468	
L7410.410 Books - Digital (OverDrive platform + content)	-	8,348	8,348	37,880	16,836	54,716	35,098	16,836	51,934	
L7410.413 Serials - Digital (RBDigital platform + content)	-	-	-	11,152	2,523	13,675	11,152	2,523	13,675	
C. .069 Information and Network Services - Subtotal	\$ 120,800	\$ 23,783	\$ 144,583	\$ 53,719	\$ 9,424	\$ 63,143	\$ 50,905	\$ 9,424	\$ 60,329	
Library Materials - Digital Content	43,601	14,359	57,960	-	-	-	-	-	-	
OverDrive (Content + Platform)	32,449	11,836	44,285	-	-	-	-	-	-	
RBDigital (Content + Platform)	11,152	2,523	13,675	-	-	-	-	-	-	
Library Materials - Commercial Databases	47,097	9,424	56,521	16,711	9,424	26,135	13,208	9,424	22,632	
JobNow	4,600	-	4,600	4,600	-	4,600	4,800	-	4,800	
Mango	-	9,424	9,424	1,231	9,424	10,655	1,231	9,424	10,655	
Universal Class	42,497	-	42,497	7,003	-	7,003	-	-	-	
Contingency	-	-	-	3,877	-	3,877	7,177	-	7,177	
Sierra/Encore Enhancements	30,102	-	30,102	37,008	-	37,008	37,697	-	37,697	
SkyRiver Records	2,500	-	2,500	2,500	-	2,500	2,500	-	2,500	
Syndetics Unbound	3,834	-	3,834	9,690	-	9,690	9,883	-	9,883	
Encore Discovery/Success	23,768	-	23,768	24,818	-	24,818	25,314	-	25,314	
F. 906 Miscellaneous Expenses - Subtotal	\$ 51,861	\$ -	\$ 51,861	\$ 79,272	\$ -	\$ 79,272	\$ 84,962	\$ -	\$ 84,962	
L7410.430 Office and Library Supplies	1,661	-	1,661	1,661	-	1,661	1,661	-	1,661	
L7410.431 Telephone	1,500	-	1,500	1,500	-	1,500	1,500	-	1,500	
L7410.435 Travel	945	-	945	945	-	945	945	-	945	
L7410.440 Delivery Support	47,755	-	47,755	75,166	-	75,166	80,856	-	80,856	
Totals	\$ 196,866	\$ 67,599	\$ 264,465	\$ 187,023	\$ 64,219	\$ 251,242	\$ 187,117	\$ 64,251	\$ 251,368	
*CLP Link refers to the Central Library Plan: (2017 - 2021) E1 - Digital Collection Development E2 - Public Service Staff Training and Education E3 - Collection Management and Use Analysis E4 - Reference Services E5 - Delivery and Interlibrary Loan E6 - Supplemental Adult Non-Fiction Collections	Original projections	\$ 196,866	\$ 67,599	\$ 264,465	\$ 196,866	\$ 67,633	\$ 264,499	\$ 196,965	\$ 67,633	\$ 264,598
	5% Cut	\$ (0)	\$ -	\$ (0)	\$ 9,843	\$ 3,414	\$ 13,257	\$ 9,848	\$ 3,382	\$ 13,230
	Estimated 5% reduction in 2020 CLDA and CBA and sustained into 2021. Areas of reduction noted in yellow.				\$ 187,023	\$ 64,219	\$ 251,242	\$ 187,023	\$ 64,251	\$ 251,274
				\$ 0	\$ (0)	\$ 0	\$ 94	\$ (0)	\$ 94	

Dianne Blazek, President

Date