

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, June 24, 2020

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

GoToMeeting: <https://global.gotomeeting.com/join/655789869>

Phone Number and Access Code: (877) 309-2073 / 655 789 869

Trustees Reviewing Warrants (pre-arranged): Blazek and Bucher

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. May 27, 2020, 2020 (*T. Lawrence; #062420 – 1*)
 - V. Financial Report(s)
 - A. May 2020 (*B. Lynch; #062420 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #062420 – 2.1; to be emailed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #062420 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*L. Murphy*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #062420 – 4; to be emailed prior to the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Appointment of Trustee (*M. Fitzgibbons; #062420 – 5*)
 - 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, July 22, 2020; 7:00 p.m.

Location To Be Determined

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of May 27, 2020

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Moira Fitzgibbons
- Edna Lyons
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- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
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Other Guest(s)

- Susan Barossi
- Lawrence Feldman

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. Trustee Bucher joined the meeting at 7:09pm.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Spuhler, Moore.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** Auditors Susan Barossi and Lawrence Feldman presented the 2019 Financial Statement and Report to Governance, answering questions as they were presented.**IV. Approval of Previous Record/Meeting(s)****A. April 22, 2020 (PPLD Documents #052720-1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 22, 2020.
- **Moved/Seconded:** Bucher, Moore.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. April 2020 Financial Activity Report (PPLD Document #052720 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2020 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Bucher.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #052720 – 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 56853 to 57108 in Warrant 20200528 totaling \$140,002.66

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 56848 to 56888 in Warrant 20200514 totaling \$2,942.73

- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #052720 – 3)

- Lawrence reported on the ability of the library to apply for FEMA reimbursement for protective measures. Some discussion ensued.

B. President's Report: President Blazek thanked Bonny for delivering board packets.

C. Board Committee Reports:

1. **Board Development and Policy Committee:** Fitzgibbons reported on efforts to find someone interested in running for election for the open Trustee position. Some discussion ensued.

D. Friends of PPLD: President Murphy reported that the Friends are working on a plan for re-opening the Book Store.

VII. Board Action

A. Personnel Actions (PPLD Documents #052720 – 4)

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

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Sandra Priore	Library Assistant (FT)	Revised Permanent Probationary Appointment	5/28/2020	\$50,797 (Step 1)

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

B. Unfinished/Old Business: None.

C. New Business:

1. Acceptance of 2019 Audit Report (PPLD Document #052720 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2019 audit report, dated May 27, 2020, and refer it to the Finance Committee for review and to develop actions based on the recommendations contained therein.
- **Moved/Seconded:** Bucher, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. Approval of Policies: Code of Conduct, Telecommuting, Exposure Control Plan; and Approval of COVID-19 Response Documents: Service Plan and NYS Safety Plan (PPLD Documents #052720 – 6, and #052720 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policies #1101 – Code of Conduct, #4116 – Telecommuting, and #4115 – Exposure Control Plan and PPLD Documents #052720 – 7A (Service Plan in Response to COVID-19) and #052720 – 7B (NYForward Business Re-Opening Safety Plan).
- **Moved/Seconded:** Bucher, Moore.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

3. Approval of Summary Facilities Plan (PPLD Document #052720 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the Summer Facilities Plan for the Poughkeepsie Public Library District as reflected in PPLD Document #052720 – 8A.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

4. Approval to Develop Project: Boardman Road Branch Library Waste Line (PPLD Document #052720 – 9)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Business Manager to proceed with the development of a plan using the services of The Chazen Group as described in Alternate 1 in the proposal dated March 12, 2020.
- **Moved/Seconded:** Spuhler, Bucher.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

5. Election of Treasurer

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the nomination of Patricia Ryan to the position of Treasurer.
- **Moved/Seconded:** Fitzgibbons, Bucher.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 1; Trustee Ryan abstained

VIII. Open Comment

A. Board Comment: None.

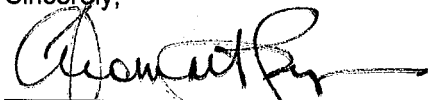
B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bucher, Lyons.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:31 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 24, 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
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 May
2020 Financial Activity
Report Narrative

General Fund (Fund A; \$5,305,683)

- Receipts for the month totaled \$9,298 which included \$1,791 in interest and \$670 in library charges.
- Disbursements for the month totaled \$618,211 which included \$408,070 in salary and benefit expenses.

Special Revenue Fund (Fund CM; \$519,666)

- 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
- As discussed at the Audit presentation last month there were transfers out of the Special Revenue Fund that needed to be made. The attached list outlines the funds that were transferred on June 10, 2020.

• McCalley (Adriance) Fund	\$100,000
• Norman and Jeannie Greene Fund	30,000
• Several smaller funds/donations	15,918

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; \$493,586)

- 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; \$1,521,521)

- Receipts for the month included interest of \$92.
- There was one disbursement this month in the amount of \$108,955 for the interest only payment for the Town of Poughkeepsie 2008 bond (refunded).

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

Budget Transfer A-12

Revenue	Increase	Decrease	Expense	Furniture, Fixtures & Equip-COVID	A60000	52800	A226	Increase	Decrease
			Furniture, Fixtures & Equip-COVID	A60000	52800	A226	\$	2,425.00	
			Programming - Youth	A45000	54292		-	\$	2,425.00
Total			Total				\$	2,425.00	\$ 2,425.00

Transfer for wireless keyboards and flash drives necessitated by the COVID-19 pandemic

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT MAY 2020

FOR 2020 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	4,000,710	1,546,086.08	299,144.66	2,239,158.76	215,465.16	94.6%
22 EQUIP & CAPITAL OUTL	91,500	93,925	50,790.56	16,075.74	17,274.46	25,859.98	72.5%
30 MATERIALS	555,739	555,739	157,997.17	36,960.35	68,330.92	329,410.91	40.7%
32 INFORMATION SVC	78,574	78,574	16,272.70	50.00	0.00	62,301.30	20.7%
50 OPERATIONS	1,165,462	1,163,037	398,673.75	53,922.35	351,292.04	413,071.21	64.5%
51 AUTOMATION	103,593	103,593	34,128.42	16,026.14	26,478.42	42,986.16	58.5%
91 EMPLOYEE BENEFITS	1,871,751	1,871,751	867,123.04	87,106.88	607,346.66	397,281.30	78.8%
92 DEBT SER	1,304,422	1,304,422	108,925.00	108,925.00	.00	1,195,497.00	8.4%

GRAND TOTAL 9,171,751 9,171,751 3,179,996.72 618,211.12 3,309,881.26 2,681,873.02 70.8%

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

WARRANT: 20200514 05/13/2020

DUE DATE: 05/13/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A	7410.000.00.54530 .A204	
A A00000	General Fund Expen A	7410.000.00.54530 .A222	360.48
A A00000	General Fund Expen A	7410.000.00.54530 .A224	800.00
A A00000	General Fund Expen A	7410.000.00.54694 .C814	990.00
A A11100	CLDA Reimbursable	7410.111.00.54310 .	365.00
A A60000	Information Tech	7410.600.00.54390 .	78.59
A A71000	Adriance	7410.710.00.54310 .	13.61
A A71000	Adriance	7410.710.00.54320 .	42.63
A A73000	Boardman Road Bran A	7410.730.00.54320 .	141.98
			150.44
		FUND TOTAL	2,942.73
=====			
		WARRANT SUMMARY TOTAL	2,942.73
=====			
		GRAND TOTAL	2,942.73
=====			

WARRANT: 20200528 05/28/2020

DUE DATE: 05/28/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	General Fund	2,796.31	
A	General Fund	12.00	
A	General Fund Expen A	2,609.78	1,220.01
A	General Fund Expen A	50.29	-243.79
A	General Fund Expen A	2,015.64	
A	General Fund Expen A	3,880.95	1,091.87
A	General Fund Expen A	875.00	601.30
A	General Fund Expen A	1,413.00	39.76
A	General Fund Expen A	1,413.00	754.25
A	General Fund Expen A	16,026.14	2.95
A	General Fund Expen A	245.00	470.00
A	General Fund Expen A	78.71	649.94
A	General Fund Expen A	4,677.00	.00
A	General Fund Expen A	584.21	3.90
A	General Fund Expen A	16,912.06	66,268.20
A	General Fund Expen A	2,140.00	-2,392.40
A	General Fund Expen A	150.00	.00
A	General Fund Expen A	666.66	162.58
A	General Fund Expen A	56.99	-1,182.87
A	General Fund Expen A	216.85	980.97
A	General Fund Expen A	1,686.54	.00
A	General Fund Expen A	865.81	4.97
A	General Fund Expen A	537.10	146.88
A	General Fund Expen A	3,952.00	278.52
A	General Fund Expen A	1,079.58	2,472.35
A	General Fund Expen A	559.74	.03
A	General Fund Expen A	2,700.00	205.23
A	General Fund Expen A	5,320.90	358.17
A	General Fund Expen A	500.00	24.11
A	General Fund Expen A	557.40	-4,461.10
A	General Fund Expen A	18,193.09	.56
A	General Fund Expen A	8,752.04	-41.19
A	General Fund Expen A	1,157.90	.00
A	General Fund Expen A	5,473.15	41.19
A	General Fund Expen A	2,796.96	537.84
A	General Fund Expen A	180.39	534.56
A	General Fund Expen A	-360.40	7.34
A	General Fund Expen A	249.77	.23
A	General Fund Expen A	15.00	114.67
A	General Fund Expen A	76.66	73.54
A	General Fund Expen A	1,280.00	3,111.52
A	General Fund Expen A	11,041.16	.00
A	General Fund Expen A	2,424.80	3,441.93
A	General Fund Expen A	461.24	1,586.57
A	General Fund Expen A	13.61	220.71
A	General Fund Expen A	328.03	588.50
A	General Fund Expen A	483.51	129.11
A	General Fund Expen A	2,776.50	

WARRANT: 20200528 05/28/2020 | Poughkeepsie Public Library District | WARRANT SUMMARY

DUE DATE: 05/28/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A71000	Adriance	53.69	-25.73
A A71000	Adriance	6,015.49	-2,462.10
A A73000	Boardman Road Bran A	202.19	54.37
A A73000	Boardman Road Bran A	112.46	1,141.81
A A73000	Boardman Road Bran A	901.50	2.73
A A73000	Boardman Road Bran A	2,987.26	1,560.95
FUND TOTAL		140,002.66	
WARRANT SUMMARY TOTAL		140,002.66	
GRAND TOTAL		140,002.66	

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT MAY 2020

FOR 2020 05

	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	7,643,395.00	.00	-1,269,874.00	119.9%
41003 REAL PROPERTY TAX DEBT SERVICE	1,304,422	1,304,422	.00	.00	1,304,422.00	.0%
42082 LIBRARY CHARGES	50,000	50,000	11,632.59	669.54	38,367.41	23.3%
42401 INTEREST EARNINGS	50,000	50,000	10,087.36	1,791.07	39,912.64	20.2%
42680 INSURANCE RECOVERIES	0	0	3,234.60	.00	-3,234.60	100.0%
42705 DONATIONS	50,000	50,000	11,771.02	.00	38,228.98	23.5%
42752 ANNUAL APPEAL	25,000	25,000	28,013.85	5.00	-3,013.85	112.1%
42753 DONATIONS IN KIND	81,983	81,983	34,159.55	6,831.91	47,823.45	41.7%
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	.00	-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	15,285.32	.00	-285.32	101.9%
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	7,884,947.66	9,297.52	1,286,803.34	86.0%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 5

FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
12010	General Fund Operating	631.14	1,596.29
12020	General Fund Payroll	-48.25	166,687.26
12023	General Fund Money Market	-1,753,811.37	3,794,809.28
12040	Credit Card Transactions	-46.96	345.96
12051	Flex 125 Money Market	827.44	4,748.58
12100	Petty Cash	.00	3,370.03
12100	Cash in Machines	.00	502.00
12101	Cash in Machines	.00	274.69
13800	Accounts Receivable	.00	1,333,349.09
13910	Due From Other Funds	1,195,467.00	1,333,349.09
	TOTAL ASSETS	-556,981.00	5,305,683.18
LIABILITIES			
26000	Accounts Payable	.00	-72.00
26020	Flex125 Exchange	-826.94	-4,366.48
26021	Benefits Exchange	210.41	3,039.41
26030	General Fund Exchange	12.00	-181.81
26100	State Retirement Exchange	.00	88.00
26300	Due To Other Funds	.00	88.00
26370	State Retirement Accrual	-51,328.07	-164,229.71
	TOTAL LIABILITIES	-51,932.60	-165,722.19
FUND BALANCE			
35100	Budgeted Revenues	.00	9,171,751.00
35210	Encumbrances (+ PYCF)	-377,483.99	3,338,603.71
35220	Expenditures (+ PYCF)	618,211.12	3,263,599.92
38210	Encumbrance Reserve (+ PYCF)	377,483.99	-3,338,603.71
38670	Compensated Absences Reserve	.00	-47,000.00
39090	Unreserved Fund Balance	.00	111,843.36
39110	Fund Balance Start of Year	.00	-249,022.25
39600	Appropriations (+ PYCF)	.00	-9,283,593.36
39800	Revenues Received	-9,297.52	-7,884,947.66
39910	Fund Bal-Designated Subsq Yr	.00	-122,592.00
39915	Assgn for future prgrms	.00	-100,000.00
	TOTAL FUND BALANCE	608,913.60	-5,139,960.99
	TOTAL LIABILITIES + FUND BALANCE	556,981.00	-5,305,683.18

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 5



FUND: CM MISC SPEC REVENUE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
CM	12000	85.32	392,839.27
CM	12012	.00	50,000.00
CM	12020	.00	275.08
CM	13910	33.24	76,551.97
	TOTAL ASSETS	118.56	519,666.32
LIABILITIES			
CM	26300	.00	-203,721.71
	TOTAL LIABILITIES	.00	-203,721.71
FUND BALANCE			
CM	35210	.00	.39
CM	38210	.00	.39
CM	39110	.00	-299,032.17
CM	39800	-118.56	-16,912.44
	TOTAL FUND BALANCE	-118.56	-315,944.61
	TOTAL LIABILITIES + FUND BALANCE	-118.56	-519,666.32

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 5



FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		
H	12044	.00	38.83
H	12200	.05	607.16
H	13502	.04	491.83
H	13910	.00	30
		.00	38,385.79
	TOTAL ASSETS	.09	39,523.91
LIABILITIES			
H	26000	.00	-.40
H	26300	.00	-58,098.21
		.00	-58,098.61
TOTAL LIABILITIES			
FUND BALANCE			
H	35100	.00	252,715.39
H	35220	.00	134,777.00
H	39110	.00	-116,094.89
H	39600	.00	-252,715.39
H	39800	-.09	-107.41
	TOTAL FUND BALANCE	-.09	18,574.70
TOTAL LIABILITIES + FUND BALANCE			
		-.09	-39,523.91

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 5



FUND: PN	PERMANENT FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		Slonaker Trust
PN	12012	.00	Lamont Fund
PN	12013	.00	Levinsohn Trust
PN	12014	33.24	Wojtecki Trust
PN	12015	.00	Schwartz Fund
PN	12201	.00	Dobo Fund
PN	13910	.00	Due from other funds
	TOTAL ASSETS	33.24	493,586.19
LIABILITIES			
PN	26300	-33.24	Due to other funds
	TOTAL LIABILITIES	-33.24	-14,768.34
FUND BALANCE			
PN	39110	.00	Library Trust Permanent Funds
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	-33.24	-493,586.19

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 5

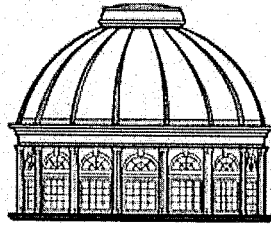


FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	1230	1,195,559.40	1,507,795.18
V	13910	.00	13,726.00
	TOTAL ASSETS	1,195,559.40	1,521,521.18
LIABILITIES			
V	26300	-1,195,467.00	-1,195,467.35
	TOTAL LIABILITIES	-1,195,467.00	-1,195,467.35
FUND BALANCE			
V	39090	.00	-19,281.00
V	39110	.00	-305,848.88
V	39800	-92.40	-923.95
	TOTAL FUND BALANCE	-92.40	-326,053.83
	TOTAL LIABILITIES + FUND BALANCE	-1,195,559.40	-1,521,521.18

Cash, Res Bond Indebtedness
DUE FROM OTHER FUNDS

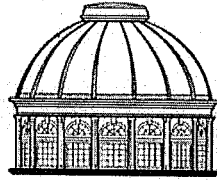
DUE TO OTHER FUNDS

Budg Fund Balance Unreserved
Fund Balance Unreserved
Revenues



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JUNE 2020

Significant Challenges or Accomplishments

- The Library District opened for curbside pickup on Tuesday, May 26. The staff did a great job in setting the program up, training staff, and implementing it with minimal problems. This effort was led by Karen Blovat, Head of Borrower & Technical Services, and Kate Merry, Supervising Library Clerk.
- The Library District opened for in-house browsing and public computer use (Service Level C of the *Service Plan in Response to COVID*) on Tuesday, June 9. Again, the staff have managed the process very well and found where the *Service Plan* needed to be adjusted.
- The Library District will open for more in-house use on Tuesday, June 23, as the region enters Phase 3 (which correlates to the Service Plan's Service Level D). The *Service Plan* may require some modification depending on what occupancy limitations are detailed in the Phase 3 guidance provided by New York State.

Service and Program Highlights

- See attached statistics. Staff continue to great virtual programming for all ages.

Outreach and Professional Development

- I participate in the meetings of the Northside Collaborative, a group dedicated to enhancing the identity of and services to the Northside neighborhoods of the City. The project is coordinated by Scenic Hudson.

Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage.
- Digital and streaming offerings continue to be beefed up in response to the pandemic. With the opening of curbside service, we will finally see a return to use of the print collection.

Buildings

- Boardman Road
 - We are in the process of working with Chazen Companies to develop the bid specs for the waste line improvement project at the branch library.
- Adriance
 - Work continues on the dome. Quotes for services are being researched but the project will likely also have to go out for bid.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2020 to 2019

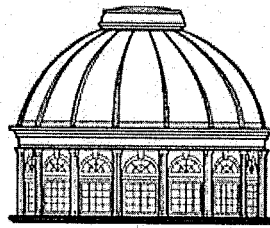
	Current Year: 2020				Previous Year: 2019				YTD	
	May	Percent	YTD	Percent	May	Percent	YTD	Percent	Change	Percent
Adult Fiction	459	34.85%	17,311	19.93%	5,487	19.48%	24,505	19.33%	-7,194	-29.36%
Adult Non-Fiction	193	14.65%	14,476	16.67%	4,396	15.61%	19,037	15.01%	-4,561	-23.96%
Fiction - Juvenile	197	14.96%	16,075	18.51%	4,751	16.87%	21,055	16.61%	-4,980	-23.65%
Non-Fiction - Juvenile	32	2.43%	5,013	5.77%	1,454	5.16%	6,774	5.34%	-1,761	-26.00%
Periodicals	21	1.59%	707	0.81%	155	0.55%	1,100	0.87%	-393	-35.73%
Periodicals - Juvenile	0	0.00%	74	0.09%	18	0.06%	89	0.07%	-15	-16.85%
Print Subtotal	902	68.49%	53,656	61.77%	16,261	57.73%	72,560	57.23%	-18,904	-26.05%
Microforms	0	0.00%	0	0.00%	1	0.00%	1	0.00%	-1	0.00%
ILL	0	0.00%	35	0.04%	16	0.06%	84	0.07%	-49	-58.33%
Soundrecordings	38	2.89%	3,737	4.30%	1,413	5.02%	5,888	4.64%	-2,151	-36.53%
Videorecordings	326	24.75%	23,712	27.30%	7,583	26.92%	31,532	24.87%	-7,820	-24.80%
Media	0	0.00%	4	0.00%	1	0.00%	9	0.01%	-5	-55.56%
Software	0	0.00%	38	0.04%	45	0.16%	109	0.09%	-71	-65.14%
Equipment/Realia	3	0.23%	148	0.17%	10	0.04%	179	0.14%	-31	-17.32%
Suppressed Items	1	0.08%	91	0.10%	23	0.08%	84	0.07%	7	8.33%
Videorecordings - Juvenile	26	1.97%	3,528	4.06%	1,085	3.85%	4,722	3.72%	-1,194	-25.29%
Audiorecordings - Juvenile	1	0.08%	402	0.46%	122	0.43%	603	0.48%	-201	-33.33%
Media - Juvenile	3	0.23%	488	0.56%	96	0.34%	516	0.41%	-28	-5.43%
Software - Juvenile	0	0.00%	47	0.05%	33	0.12%	69	0.05%	-22	-31.88%
Non-Print Subtotal	398	30.22%	32,230	37.11%	10,428	37.02%	43,796	34.54%	-11,566	-26.41%
Online Renewals	17	1.29%	975	1.12%	1,478	5.25%	10,433	8.23%	-9,458	-90.65%
Total	1,317		86,861		28,167		126,789		-39,928	-31.49%

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
Library District Use Statistics - 2020

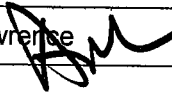
COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	30,544	29,667	24,100	275	1,300	0	0	0	0	0	0	0	85,886
Physical Items - Online Renewals	334	345	266	13	17	0	0	0	0	0	0	0	975
Digital Content	8,527	7,843	9,796	11,598	12,090								49,854
PopUpLibrary	10	5	3	0	0								
Total	39,415	37,860	34,165	11,886	13,407	0	0	0	0	0	0	0	136,733
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,338	3,699	1,883	0	57	0	0	0	0	0	0	0	9,977
Boardman Road	2,968	2,748	1,345	50	NA	0	0	0	0	0	0	0	7,111
Total	7,306	6,447	3,228	50	57	0	0	0	0	0	0	0	17,088
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	1,302	1,110	1,883	134	165	0	0	0	0	0	0	0	4,594
Boardman Road	154	2,748	1,345	4	0	0	0	0	0	0	0	0	4,251
Total	1,456	3,858	3,228	138	165	0	0	0	0	0	0	0	8,845
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	11,021	18,384	8,828	24,435	15,822								78,490
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025								10,703
Calendar Hits - Burbio	29,427	NA	NA	NA	NA								29,427
Calendar Hits - Recite Me	418	803	501	509	519								2,750
Website Hits	35,091	33,462	28,601	16,846	18,696								132,696
Total	79,580	52,649	43,316	42,459	36,062	0	0	0	0	0	0	0	254,066
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	7,773	7,612	3,861	189	321	0	0	0	0	0	0	0	19,756
Boardman Road	2,273	2,327	1,191	43	98	0	0	0	0	0	0	0	5,932
Total	10,046	9,939	5,052	232	419	0	0	0	0	0	0	0	25,688
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	55	50	44	0	0	0	0	0	0	0	0	0	149
Boardman Road	14	13	4	0	0	0	0	0	0	0	0	0	31
Total	69	63	48	0	0	0	0	0	0	0	0	0	180
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	50	48	26	3	7	0	0	0	0	0	0	0	134
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	199	90	85	89								652
Community Engagement	2	0	0	0	0								2
Non-Library District	69	67	30	0	0								166
Exams Proctored	18	10	6	0	0								34
MAP Passes	19	31	21	0	1								72
Total	297	307	147	85	90	0	0	0	0	0	0	0	926
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	2,361	2,984	891	24,400	13,910								44,546
Community Engagement	136	0	0	0	0								136
Non-Library District	585	918	310	0	0								1,813
Drop-In Room Use	154	163	69	0	0								386
Total	3,236	4,065	1,270	24,400	13,910	0	0	0	0	0	0	0	46,881
GENERAL ATTENDANCE (CY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	18,212	16,693	9,284	0	0	0	0	0	0	0	0	0	44,189
Boardman Road	11,538	10,952	5,901	0	0	0	0	0	0	0	0	0	28,391
Total - 2020	29,750	27,645	15,185	0	0	0	0	0	0	0	0	0	72,579
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

* public programs in April and May delivered via Zoom and YouTube.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee		Date: via email
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Amy Bombardieri <input type="checkbox"/> Paul Bucher <input type="checkbox"/> Patricia Ryan, <i>Chair</i> <input type="checkbox"/> Cathy Schmitz	<input type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence 		

1. **Business Items:** The following was reviewed in email correspondence:
 - **Response to 2019 Audit Management Letter:** The attached draft response was circulated among the Committee for comments. The draft reflects suggested changes and will be forwarded to the auditor on letterhead.
 - **Transfers:** A schedule of other transfers related to the 2019 audit is also attached.
2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report.
3. **Upcoming Agenda Items:**
 - 2021 Budget.

Next Scheduled Meeting(s) Date
 TBA
 Greenspan Board Room - Adriance Memorial Library

Proposed Auditors' Adjustments Recorded by Management

The Town of Poughkeepsie refinancing of its debt obligation for the 2009 Adriance Memorial Library project created a variety of issues for the Library District including the need to retain a portion of the 2019 debt service levy to be used as an offset of the 2020 debt service levy. This particular issue was an unusual one given both the timing and it being recorded in the Library District financial statements. The auditor corrections have been made.

Restricted Income, Expenditures, "Special Revenue Fund/Permanent Fund"

The Library District understands the donation in question DOES have a restriction (use for Adriance Memorial Library). However, the transfer has been made and the Board of Trustees will create a designated fund within the General Fund to honor what it understands to be a gift intended for use at Adriance Memorial Library.

Budget Modifications/Resolutions

The Library District has implemented internal controls to ensure that all budget modifications are properly recorded in the general ledger.

The specific instance of the bond refinancing is a challenge as, technically, the debt is not the Library District's and there is a question as to if the Library District has to approve a refinance plan by either the City or Town of Poughkeepsie or simply be informed of it in order to establish an appropriate debt service levy.

Budget Amendments – Timing and Impact of Future Fund Balances

The Library District will tighten internal controls to be in compliance with this recommendation.

Capital Asset Tracking System

The Library District erred in adding to the fixed asset inventory items that were under the capitalization threshold of \$1,500. The effect was to add to the inventory items that did not meet the established threshold.

Due To/Due From Other Funds

This issue has been addressed.

Imbalanced Budget

The \$1,598 imbalance (out of a nearly \$9 million general fund budget) was due to an unusual circumstance with how the fund accounting software (MUNIS) recorded a prior year encumbrance.

Capital Projects Fund

The Board will review the Capital Project Fund and make the appropriate transfers.

Special Revenue Fund
Cash transfers to General Fund
per Audit recommendation

Norman and Jeannie Greene (Vanguard)					30,000	
City of Poughkeepsie (Youth Directory)					5,000	
Salisbury Bank - Big Read					3,000	
Upstate Grant - Big Read					2,000	
Library of America Grant (WWI)					1,800	
Created Equal - Civil Rights (exp not coded to proj code)					1,200	
Changing America (exp coded to spec events)					1,700	
Marcotte included above (was due to /from) - Cash already moved					-	
Anne Frank					2,500	
Becoming America					1,300	
Teen Geek Squad					27	
Comm Learning Literacy Proj					(2,609)	
				Sub-total	45,918	
McCalley Fund - restricted					100,000	
				Grand Total	145,918	

New Business Fact Sheet
Appointment of Trustee

Recommended By Board Development & Policy Committee

Current Situation The resignation of Tom McGlinchey (Town) from the Board of Trustees has created a vacancy. An appointment is needed to fill the vacancy until the next general election (in November 2020) in which a candidate will need to run for the unexpired portion of McGlinchey's term.

The Committee Chair canvassed for possible candidates and presents to the Board for its approval a candidate for election to the vacant seat. The candidate's letter of interest and credentials are attached.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District appoint Patricia Ferrer-Medina (Town) to the Board of Trustees term vacated by the resignation of Tom McGlinchey until January 1, 2021.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

MARIST

June 8, 2020
Poughkeepsie, NY 12601

Dear Mr. Lawrence, Ms. Blazek, and Members of the Board,

I would like to express my interest in serving as a member of the Poughkeepsie Public Library Board of Trustees. I share your dedication to the values of reading, literacy, and lifelong education which are the focus of the public library district. I believe that my training and experience as an educator can help the Poughkeepsie Public Library reach its goals.

My current position as a tenured professor at Marist College, where I have served for the last ten years, has allowed me to cultivate relationships with the community resulting in community-based learning courses and internships for my students. I see the chance of serving on your board as an opportunity to further and formalize my connection to the Poughkeepsie community.

I believe my commitment to all kinds of diversity, my experience planning and thinking strategically on a broad number of topics, as well as my long involvement in outreach and educational programming are assets I can bring to the table. In addition, aiding the local public library to reach its literacy and educational objectives is the natural public service extension of my training in literature and culture.

My attached CV will provide you with more details regarding my qualifications and experience. Feel free to reach to me with any questions. I am confident I can be of service.

Sincerely,

Patricia Ferrer-Medina

PATRICIA FERRER-MEDINA

Assistant Professor of Spanish (tenured)
Department of Modern Languages and Cultures
Marist College, Poughkeepsie, NY
patricia.ferrer@marist.edu

EDUCATION (Selected)

2010 Ph.D. Comparative Literature, Rutgers, The State University of New Jersey, New Brunswick
Dissertation: "Ecological Difference and the Ecology of Subjectivization in Sixteenth Century Nonfiction Travel Narrative to the Caribbean."
Areas of specialization: Colonial Latin American Literature; Early Modern European Transatlantic Literature; Theories of Gender, Race, Class, Cultural Difference, and Identity; Environmental Humanisms.

1998 B.A. Comparative Literature, University of Puerto Rico, Mayagüez

COURSES TAUGHT (Selected)

MARIST COLLEGE (2010- present)

All levels of Spanish language, culture, and literature

Latin American Literature in Translation

Latin American Cinema (English and Spanish)

First Year Seminar (in English)

Community Based Learning Courses (in Spanish and English)

TRINITY COLLEGE (2004-2007) AND AMHERST COLLEGE (2007-2010)

Spanish for Heritage Speakers

All levels of Spanish language instruction

RUTGERS UNIVERSITY (2001-2003)

Introduction to Short Fiction (in English)

World Mythology (in English)

REFEREED PUBLICATIONS (Selected)

"Cannibalism, Gender Difference, and Savage Ecology in the Early Colonial Extended Caribbean." *Journal of Caribbean Literatures* (U. of Central Arkansas).
FORTHCOMING

"El zombie caníbal entre la colonialidad y la diferencia ecológica: Una breve arqueología de ideas" ("The Cannibal Zombie between Coloniality and Ecological Difference: A Brief Archeology of Ideas") *Terra Zombi: El fenómeno transnacional de los muertos vivientes* (*Terra Zombie: The Transnational Phenomenon of the Living Dead*) Ed. Rosana Díaz-Zambrana. San Juan, PR: Isla Negra, 2015. 29-45

“Nuevas incursiones críticas a los estudios coloniales caribeños: la crítica ecológica” (“New Critical Trends in Colonial Caribbean Studies: Ecological Criticism”). *Cuadernos del CILHA*, 17 (May 2012): 90-111.

“Ecology, Difference and Utopia in the Portrayal of the Gypsy in Cervantes’ *La gitanilla* (1613)”. *Cervantes and/on/in the New World*. Eds. Nieves Romero-Díaz, Julio Vélez-Sainz. Newark, DE: Juan de la Cuesta, 2007. 39-60

“Wild Humans: The Culture/Nature Duality in Marie Darrieussecq’s *Pig Tales* and Robert Louis Stevenson’s *Dr. Jekyll and Mr. Hyde*”. *The Comparatist*, 31 (May 2007): 67-87.

CONFERENCE PAPERS (Selected)

“The Island Subject and an Archipelagic Critique of Capitalism in *Juan of the Dead*” *The Caribbean Philosophical Association* University of Connecticut, Storrs. June 12-19, 2016.

“Cannibalistic Natures: From Cultural to Gender to Ecological Difference in Early Modern Travel Writing to the Caribbean.” *39th Annual Conference of the Caribbean Studies Association*. Mérida, Mexico. May 26-30, 2014.

“La diferencia ecológica en Carvajal y Raleigh.” [“Ecological Difference in Carvajal and Raleigh”] *XIII Congreso Internacional de Literatura Hispánica (13th International Conference on Hispanic Literature)*, Cartagena de Indias, Colombia. March 12-14, 2014.

DEPARTMENTAL SERVICE (selected)

Designed Spanish language and culture curriculum for all levels of instruction (Summer 2018)
 Internship Coordinator (2016- present)
 Organized trips, lectures, social events

COLLEGE SERVICE (Selected)

Co-chair of Marist College Diversity Council
 Chair and Co-chair of the LBGTQ Subcommittee to the Diversity Council
 Organized panels, seminars, lectures, conferences
 Student Club Advisor
 Director of the World Film Program

COMMUNITY SERVICE (Selected)

Worked closely with the following community organizations:
 Hudson River Housing and The Mid-Hudson Heritage Center, Scenic Hudson, Children’s Home of Poughkeepsie, The Hudson Valley LGBT Community Center,
 ¡Hágase contar! Initiative-The Census 2020 Complete Count Community for Dutchess County.