

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, July 22, 2020

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

GoToMeeting: <https://global.gotomeeting.com/join/807651213>

Phone Number and Access Code: 1 866 899 4679 / 807-651-213

Trustees Reviewing Warrants (pre-arranged): Schmitz and Spuhler

- 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. June 24, 2020, 2020 (*T. Lawrence; #072220 – 1*)
 - V. Financial Report(s)
 - A. June 2020 (*B. Lynch; #072220 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #072220 – 2.1; to be emailed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #072220 – 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, #072220 – 4; to be emailed prior to the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Revised 2020 Budget (*T. Lawrence/B. Lynch; #072220 – 5*)
 2. Approval of Resolutions Related to the Tentative 2021 Budget (*T. Lawrence/B. Lynch; #072220 – 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, August 26, 2020; 7:00 p.m.

Location To Be Determined

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 24, 2020

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Patricia Ferrer-Medina
- Moira Fitzgibbons
- Edna Lyons
- 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 7:02 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 7:05 p.m. Trustee Bombardieri left the meeting at 7:20 p.m.
- **Additions to the Agenda:** Authorization to Sign Agreement: Boardman Road Waste Water Line.
- **Changes to the Agenda:** PPLD Document #062420 – 5 was moved to the first order of business. There was no objection from any of the Trustees.
- **Move/Seconded:** Ryan, Moore.
- **VOTE:** 9 – 0 – 0

Appointment of Trustee (PPLD Document #062420 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** Ferrer-Medina spoke to the Board about her qualifications and enthusiasm. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** None**IV. Approval of Previous Record/Meeting(s)****A. May 27, 2020 (PPLD Documents #062420 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 27, 2020.
- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. May 2020 Financial Activity Report (PPLD Document #062420 – 2)**

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

B. Approval of Monthly Warrant (PPLD Document #062420 – 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 54757 to 57356 in Warrant 20200625 totaling \$105,864.10

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 57131 to 57146 in Warrant 20200616 totaling \$95,759.12

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #062420 – 3)

- Lawrence reported on our current Service Level, bringing the public back into the library, masks, budgetary challenges, and the curbside pickup app.

B. President's Report: President Blazek wants the staff to know how grateful the Board is for all of their hard work.

C. Board Committee Reports:

1. **Finance Committee:** Ryan reported on conversations regarding their response to the audit and the recommendations therein. Some discussion ensued.

D. Friends of PPLD: Lawrence reported that the Friends will be reopening the Book Store on July 2.

VII. Board Action

A. Personnel Actions (PPLD Documents #062420 – 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
Krista Miller	Librarian II (FT)	Provisional Appointment	7/5/2020	\$60,678 <i>(Step 2)</i>
Lynn Lucas	Librarian III (FT)	Retirement	6/12/2020	NA
Laila Watts	Library Clerk (PT)	Seasonal Appointment	5/29/2020	\$15.21/hr
James Gibbons	Library Clerk (PT)	Seasonal Appointment	5/29/2020	\$15.21/hr

- **Moved/Seconded:** Eagleton, Bucher.
- **Discussion:** Lawrence explained the reasons for the actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Authorization to Sign Agreement: Boardman Road Waste Water Line (PPLD Document #062420 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes Tony Formby, Head of Building Services, to sign the agreement with The Chazen Companies as described in PPLD Document # 062420 – 6A.

- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** Lawrence explained the background of the issue, the progress that has taken place so far, and the next steps. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

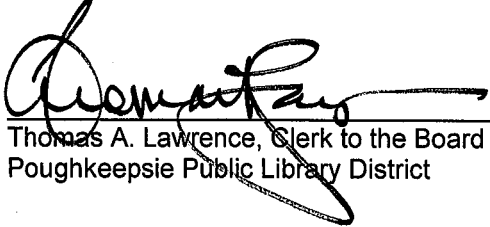
B. Public Comment: None.

Adjournment

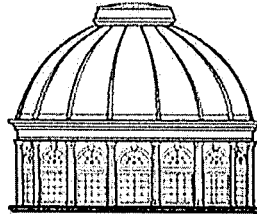
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 7:56 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 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 June 2020 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 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 June
2020 Financial Activity
Report Narrative

General Fund (Fund A; \$4,678,422)

- Receipts for the month totaled \$158,743 which included \$949 in interest and \$792 in library charges.
- Receipts for the month also included the inter-fund transfer from the Special Revenue Fund of \$145,918 as detailed in the May Financial Report. The McCalley (Adriance) Fund has been set aside as restricted fund balance.
- Disbursements for the month totaled \$664,993 which included \$408,632 in salary and benefit expenses.

Special Revenue Fund (Fund CM; \$643,632)

- Receipts for the month included the monthly interest and market change in the Wojtecki account as well as a grant from the NEH in the amount of \$1,200 in support of programming related to the importance of African American Poetry.
- Receipts for the month also included a distribution from the Vanguard Charitable Trust – Greene Estate in the amount of \$268,888.
- Disbursements for the month consisted of the inter-fund transfer to the General Fund as noted above.
 - Sub fund totals are:

• Norman and Jeannie Greene Fund	\$305,478
• 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 June
- Sub fund totals are:

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

Permanent Funds (Fund PN; \$493,317)

- 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; \$1,258,270)

- Receipts for the month included interest of \$348.
- Disbursements for the month consisted of \$263,600 in debt service interest and principal payments to the City and Town of Poughkeepsie.

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

Budget Transfer A-14

Revenue	Increase	Decrease	Expense	Increase	Decrease
			IT-Furniture, Fixtures & Equip-COVID	A226 \$ 4,735.00	
			IT-Software Fees	A60000 52800 A226 \$ -	A60000 54370 \$ 4,735.00
Total			Total	\$ 4,735.00	\$ 4,735.00

Transfer for additional People Counters necessitated by the COVID-19 pandemic

Poughkeepsie Public Library District



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

FOR 2020 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	4,000,710	1,844,950.98	298,864.90	1,914,500.76	241,258.26	94.0%
22 EQUIP & CAPITAL OUTL	91,500	98,660	65,002.04	14,211.48	7,387.31	26,270.65	73.4%
30 MATERIALS	555,739	555,739	182,612.17	24,615.00	64,945.65	308,181.18	44.5%
32 INFORMATION SVC	78,574	78,574	16,272.70	.00	6,564.93	55,736.37	29.1%
50 OPERATIONS	1,165,462	1,158,302	472,435.55	73,761.60	337,408.85	348,457.80	69.9%
51 AUTOMATION	103,593	103,593	36,028.42	1,900.00	30,898.42	36,666.16	64.6%
91 EMPLOYEE BENEFITS	1,871,751	1,871,751	855,162.92	-11,960.12	519,023.32	497,564.76	73.4%
92 DEBT SER	1,304,422	1,304,422	372,524.99	263,599.99	.00	931,897.01	28.6%

GRAND TOTAL 9,171,751 9,171,751 3,844,989.57 664,992.85 2,880,729.24 2,446,032.19 73.3%

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

WARRANT: 20200616 06/16/2020 DUE DATE: 06/16/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	360.48	15,674.24
A A00000	General Fund Expen A .7410.000.00.54530 .A222	800.00	400.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	990.00	120.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	365.00	-4,405.00
A A00000	General Fund Expen A .7410.000.00.59045 .	584.21	2,232.00
A A00000	General Fund Expen A .7410.000.00.59060 .	87,834.92	-34,262.22
A A1100	CLDA Reimbursable A .7410.111.00.54310 .	217.31	-1,224.00
A A71000	Adriance A .7410.710.00.54310 .	554.32	3.89
A A71000	Adriance A .7410.710.00.54320 .	2,918.48	-7,577.20
A A73000	Boardman Road Bran A .7410.730.00.54310 .	112.46	1,144.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	1,051.94	-3,152.00
FUND TOTAL		95,789.12	

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WARRANT SUMMARY TOTAL 95,789.12

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GRAND TOTAL 95,789.12

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WARRANT: 20200625 06/25/2020

DUE DATE: 06/25/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	General Fund	0.0000.000.00.26021	2,796.31
A	General Fund	0000.000.00.26030	118.90
A	General Fund Expen A	7410.000.00.52800	8,737.66
A	General Fund Expen A	7410.000.00.52800 .A203	907.75
A	General Fund Expen A	7410.000.00.54300	1,115.28
A	General Fund Expen A	7410.000.00.54300 .A226	121.03
A	General Fund Expen A	7410.000.00.54340	-420.00
A	General Fund Expen A	7410.000.00.54350	499.00
A	General Fund Expen A	7410.000.00.54353	1,900.00
A	General Fund Expen A	7410.000.00.54370	1,275.32
A	General Fund Expen A	7410.000.00.54380	1,219.00
A	General Fund Expen A	7410.000.00.54692	1,817.70
A	General Fund Expen A	7410.000.00.59040	584.21
A	General Fund Expen A	7410.000.00.59045	162.69
A	General Fund Expen A	7410.000.00.59061	584.21
A	Administration	7410.100.00.54292 .A125	2,140.00
A	Administration	7410.100.00.54370	875.00
A	CLDA Reimbursable	7410.111.00.54300	666.66
A	Building Services	7410.200.00.54300	390.67
A	Building Services	7410.200.00.54300 .A226	1,407.51
A	Building Services	7410.200.00.54300 .R100	3,550.45
A	Building Services	7410.200.00.54370	23.11
A	Building Services	7410.200.00.54521	537.10
A	Building Services	7410.200.00.54523	24,518.00
A	Building Services	7410.200.00.54691	800.00
A	Building Services	7410.200.00.54693	4,363.43
A	Advancement Serv A	7410.300.00.54292 .A101	559.74
A	Advancement Serv A	7410.300.00.54330	564.00
A	Adult Services	7410.410.00.54130	240.00
A	Adult Services	7410.410.00.54292	30.00
A	Technical Services	7410.420.00.54300 .A214	933.92
A	Borrower Services	7410.430.00.54356	180.01
A	Collection Service	7410.440.00.54100	896.03
A	Collection Service	7410.440.00.54110 .A211	86.83
A	Collection Service	7410.440.00.54110 .A211	9,782.75
A	Collection Service	7410.440.00.54120 .A211	6,721.58
A	Collection Service	7410.440.00.54120 .A211	3,170.54
A	Information Tech	7410.600.00.52800 .A226	1,936.62
A	Information Tech	7410.600.00.52800	1,992.68
A	Information Tech	7410.600.00.52800	1,474.82
A	Information Tech	7410.600.00.54370	3,410.00
A	Information Tech	7410.600.00.54390	2,592.67
A	Adriance	7410.710.00.54131	575.90
A	Adriance	7410.710.00.54330	242.70
A	Adriance	7410.710.00.54500	2,475.55
A	Boardman Road Bran A	7410.730.00.54131	5,336.64
A	Boardman Road Bran A	7410.730.00.54500	172.40
A	Boardman Road Bran A	7410.730.00.54500	2,227.21
A	Benefits Exchange		2,796.31
A	General Fund Exchange		118.90
A	Furniture,Fixtures & E		5,859.97
A	FF&E- Greene		7,363.00
A	Office & Library Suppl		6,900.11
A	Supplies-COVID		1,653.20
A	PR & PRINTING - GENERA		1,208.70
A	Cont Ed/Regional & Na		4,177.15
A	Cont Ed/Webinar		4,879.01
A	Sierra/Encore Services		2,293.16
A	Professional Fees		23,694.68
A	Membership Dues		1,077.00
A	Other Oper-Water		2,077.65
A	Workers Compensation		6,281.31
A	Life Insurance		2,232.00
A	Medicare B Reimb		0.00
A	MUSEUM PASS PROGRAM		4,850.00
A	Legal Fees		-499.92
A	Central Library Suppli		1,164.76
A	Custodial Supplies		1,662.50
A	Cust Supplies - COVID		615.98
A	DVD Cleaning Supplies		480.00
A	Security Monitoring		354.80
A	Building Repairs Wojte		0.00
A	Landscaping/Grounds Ma		3,000.00
A	HVAC-MECH/ELEC/PLUMBIN		3,005.36
A	Other Oper-Trash		152.50
A	Big Read Programming		59,436.00
A	Bulk Mailing Postage		0.00
A	Serials Adult Services		3,356.89
A	Programming Adult Svc		9,814.64
A	PROGRAMMING -Spanish		1,319.99
A	Technical Ser Supplies		26.12
A	Mileage Reimb-Extensio		40.00
A	Collection Serv Books		7,828.74
A	Collection Serv- Books		0.00
A	Collection Serv Video		31,059.89
A	VIDEO & FILMS - DIGITA		4,246.17
A	MUSIC & Audio		44,337.11
A	MUSIC & AUDIO - DIGITA		413.00
A	Equipment IT		11,546.48
A	Furniture,Fixtures&Equ		1.20
A	Software Fees		35,524.46
A	Rental, Repair & Maint		54.79
A	Newspapers		2,901.46
A	Postage AML		1,041.26
A	Fuel & Utilities AML		10,420.00
A	Newspapers - Boardman		570.69
A	Fuel & Utilities -Board		-7,000.00

06/24/2020 09:58
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| WARRANT SUMMARY
| Poughkeepsie Public Library District

| P 22
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WARRANT: 20200625 06/25/2020

DUE DATE: 06/25/2020

FUND ORG ACCOUNT

AMOUNT AVLB BUDGET

FUND TOTAL 105,864.10

WARRANT SUMMARY TOTAL

105,864.10

GRAND TOTAL

105,864.10

FOR 2020 06

	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	6,373,521.00	-1,269,874.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,304,422	1,304,422	1,269,874.00	1,269,874.00	34,548.00	97.4%
42082 LIBRARY CHARGES	50,000	50,000	12,424.43	791.84	37,575.57	24.8%
42401 INTEREST EARNINGS	50,000	50,000	11,036.08	948.72	38,963.92	22.1%
42680 INSURANCE RECOVERIES	0	0	7,387.01	4,152.41	-7,387.01	100.0%
42705 DONATIONS	50,000	50,000	11,871.27	100.25	38,128.73	23.7%
42752 ANNUAL APPEAL	25,000	25,000	28,013.85	.00	-3,013.85	112.1%
42753 DONATIONS IN KIND	81,983	81,983	40,991.46	6,831.91	40,991.54	50.0%
42760 GRANTS	25,000	25,000	.00	.00	25,000.00	0.0%
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	0.0%
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	0.0%
43841 CENTRAL BOOK AID	67,599	67,599	.00	.00	67,599.00	0.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	.00	.00	19,613.00	0.0%
45031 TRANSFERS IN	748,747	748,747	145,918.00	145,918.00	602,829.00	19.5%
GRAND TOTAL	9,171,751	9,171,751	8,043,690.79	158,743.13	1,128,060.21	87.7%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 6



FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	12020	-105.29	1,491.00
A	12023	-48.50	166,638.76
A	12040	-364,444.77	3,430,364.51
A	12051	109.73	455.69
A	12051	827.50	5,576.08
A	12100	.00	3,370.03
A	12101	.00	502.00
A	13800	.00	274.69
A	13910	-263,599.99	1,069,749.10
	TOTAL ASSETS	-627,261.32	4,678,421.86
LIABILITIES			
A	26000	.00	-72.00
A	26020	-826.94	-5,193.42
A	26021	111.56	3,150.97
A	26030	.00	-181.81
A	26100	.00	88.00
A	26300	.00	.40
A	26370	121,726.98	-42,502.73
	TOTAL LIABILITIES	121,011.60	-44,710.59
FUND BALANCE			
A	35100	.00	9,171,751.00
A	35210	-445,298.73	2,893,304.98
A	35220	664,992.85	3,928,592.77
A	38210	445,298.73	-2,893,304.98
A	38670	.00	-47,000.00
A	39090	-16,146.71	95,696.65
A	39110	.00	-249,022.25
A	39600	16,146.71	-9,267,446.65
A	39800	-158,743.13	-8,043,690.79
A	39910	.00	-122,592.00
A	39915	.00	-100,000.00
	TOTAL FUND BALANCE	506,249.72	-4,633,711.27
	TOTAL LIABILITIES + FUND BALANCE	627,261.32	-4,678,421.86

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 6

FUND: CM		MISC REVENUE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
CM	12000	Special Revenue Funds		124,235.57	517,074.84
CM	12012	Sch Tobach Trust CD		.00	50,000.00
CM	12020	CM Payroll Checking		.00	275.08
CM	13910	Due From Other Funds		-269.43	76,282.54
	TOTAL ASSETS			123,966.14	643,632.46
LIABILITIES					
CM	26300	Due To Other Funds		.00	-203,721.71
	TOTAL LIABILITIES			.00	-203,721.71
FUND BALANCE					
CM	35210	Encumbrances		.00	.39
CM	35220	Expenditures		145,918.00	145,918.00
CM	38210	Reserve For Encumbrances		.00	- .39
CM	39110	Fund Balance Unreserved		.00	-299,032.17
CM	39800	Revenues		-269,884.14	-286,796.58
	TOTAL FUND BALANCE			-123,966.14	-439,910.75
	TOTAL LIABILITIES + FUND BALANCE			-123,966.14	-643,632.46

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 6

FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		Checking (Capital 23213)
H	12044	.00	Designated Gifts & Grants
H	12200	.04	Cash From Obligations
H	13502	.03	Discount Pledge Receivable
H	13910	.00	Due From Other Funds
	TOTAL ASSETS	.07	38,385.79
LIABILITIES			
H	26000	.00	Accounts Payable
H	26300	.00	Due To Other Funds
	TOTAL LIABILITIES	.00	-58,098.21
FUND BALANCE			
H	35100	.00	Estimated Revenues
H	35220	.00	Expenditures
H	39110	.00	Fund Balance Unreserved
H	39600	.00	Appropriations
H	39800	-.07	Revenues
	TOTAL FUND BALANCE	-.07	18,574.63
TOTAL LIABILITIES + FUND BALANCE			
		-.07	39,523.98

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 6



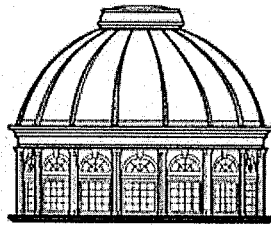
FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		Slonaker Trust
PN	12012	.00	Lamont Fund
PN	12013	.00	Levinsohn Trust
PN	12014	-269.43	Wojtecki Trust
PN	12015	.00	Schwartz Fund
PN	12201	.00	Dobo Fund
PN	13910	.00	Due from other funds
	TOTAL ASSETS	-269.43	493,316.76
LIABILITIES			
PN	26300	269.43	Due to other funds
	TOTAL LIABILITIES	269.43	-14,498.91
FUND BALANCE			
PN	39110	.00	Library Trust Permanent Funds
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	269.43	-493,316.76

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 6

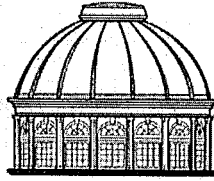


FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	-263,251.55	1,244,543.63
V	13910	.00	13,726.00
	TOTAL ASSETS	-263,251.55	1,258,269.63
LIABILITIES			
V	26300	263,599.99	-931,867.36
	TOTAL LIABILITIES	263,599.99	-931,867.36
FUND BALANCE			
V	39090	.00	-19,281.00
V	39110	.00	-305,848.88
V	39800	-348.44	-1,272.39
	TOTAL FUND BALANCE	348.44	326,492.27
	TOTAL LIABILITIES + FUND BALANCE	263,251.55	1,258,269.63



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JULY 2020

Significant Challenges or Accomplishments

- The Library District opened for in-library service, in a phased approach, on Tuesday, June 9. By Tuesday, July 7, we had reached the final phase of our *Service Plan in Response to COVID* (Service Level E). The only component of the *Plan* not yet implemented is that which relates to the launch of Rover. This has more to do with staffing issues than anything else. These staffing problems may likely continue until Labor Day so whatever service Rover provides will be limited until then.
- We have been challenged with a variety of staffing issue from sudden retirements to prolonged medical leaves. These in combination with some staff having COVID-related medical leave have presented serious challenges to our staffing of public desks. Additionally, staff assembled for the summer months are getting ready for an early return to college so August will be a challenge. We have increased hours for some and are poaching staff from neighboring libraries so we can reduce the training needs.
- I believe that staff continues to do a stellar job as we reopen. Any challenges they seem to have handled well and there seems to be pretty good communication among all staff and between management and the rank-and-file. Patrons have provided us with fairly few challenges to masking and social distancing requirements.

Service and Program Highlights

- See attached statistics. Staff continue to conduct some programs on virtual platforms as well as in-person.

Outreach and Professional Development

- The Poughkeepsie Children's Cabinet is proving to be very interesting. Lots of great energy working to address some serious and systemic problems. Participation in this group is useful for the Library District.
- The Library District has partnered with the Poughkeepsie City School District in their summer meal distribution program. Participation is intermittent but staff feels that it is serving a useful purpose.

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. Use of the physical collections has returned to near-normal levels for adult materials but use of materials from Youth Services areas is lower than normal.

Buildings

- Boardman Road
 - We continue 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	
	Jun	Percent	YTD	Percent	Jun	Percent	YTD	Percent	Change	Percent
Adult Fiction	3,593	31.33%	20,904	21.26%	6,300	20.22%	30,805	19.50%	-9,901	-32.14%
Adult Non-Fiction	1,958	17.07%	16,434	16.71%	5,006	16.07%	24,043	15.22%	-7,609	-31.65%
Fiction - Juvenile	2,759	24.05%	18,834	19.15%	5,400	17.33%	26,455	16.75%	-7,621	-28.81%
Non-Fiction - Juvenile	619	5.40%	5,632	5.73%	1,416	4.55%	8,190	5.19%	-2,558	-31.23%
Periodicals	89	0.78%	796	0.81%	253	0.81%	1,353	0.86%	-557	-41.17%
Periodicals - Juvenile	11	0.10%	85	0.09%	34	0.11%	123	0.08%	-38	-30.89%
Print Subtotal	9,029	78.72%	62,685	63.75%	18,409	59.09%	90,969	57.60%	-28,284	-31.09%
Microforms	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	0.00%
ILL	0	0.00%	35	0.04%	18	0.06%	102	0.06%	-67	-65.69%
Soundrecordings	428	3.73%	4,165	4.24%	1,546	4.96%	7,434	4.71%	-3,269	-43.97%
Videorecordings	1,674	14.59%	25,386	25.82%	8,641	27.74%	40,173	25.44%	-14,787	-36.81%
Media	1	0.01%	5	0.01%	7	0.02%	16	0.01%	-11	-68.75%
Software	1	0.01%	39	0.04%	72	0.23%	181	0.11%	-142	-78.45%
Equipment/Realia	5	0.04%	153	0.16%	12	0.04%	191	0.12%	-38	-19.90%
Suppressed Items	10	0.09%	101	0.10%	30	0.10%	114	0.07%	-13	-11.40%
Videorecordings - Juvenile	155	1.35%	3,683	3.75%	1,652	5.30%	6,374	4.04%	-2,691	-42.22%
Audiorecordings - Juvenile	54	0.47%	456	0.46%	127	0.41%	730	0.46%	-274	-37.53%
Media - Juvenile	32	0.28%	520	0.53%	127	0.41%	643	0.41%	-123	-19.13%
Software - Juvenile	0	0.00%	47	0.05%	34	0.11%	103	0.07%	-56	-54.37%
Non-Print Subtotal	2,360	20.58%	34,590	35.18%	12,266	39.37%	56,062	35.50%	-21,472	-38.30%
Online Renewals	81	0.71%	1,056	1.07%	477	1.53%	10,910	6.91%	-9,854	-90.32%
Total	11,470		98,331		31,152		157,941		-59,610	-37.74%

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

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	11,389							97,275
Physical Items - Online Renewals	334	345	266	13	17	81							1,056
Digital Content	8,527	7,843	9,796	12,090	11,598	12,090							61,944
PopUpLibrary	10	5	3	0	0	0							
Total	39,415	37,860	34,165	12,378	12,915	23,560	0	0	0	0	0	0	160,293
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	1,975							11,952
Boardman Road	2,968	2,748	1,345	50	NA	943							8,054
Total	7,306	6,447	3,228	50	57	2,918							20,006
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	1,302	1,110	1,883	134	165	493							5,087
Boardman Road	154	2,748	1,345	4	0	15							4,266
Spanish Language Assistance	NA	NA	NA	32	85	35							
Total	1,456	3,858	3,228	170	250	543	0	0	0	0	0	0	9,505
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	18,212							96,702
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025	3,020							13,723
Calendar Hits - Burbio	29,427	NA	NA	NA	NA	NA							29,427
Calendar Hits - Recite Me	418	803	501	509	519	313							3,063
Website Hits	35,091	33,462	28,601	16,846	18,696	26,541							159,237
Total	79,580	52,649	43,316	42,459	36,062	48,086	0	0	0	0	0	0	302,152
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	1,380							21,136
Boardman Road	2,273	2,327	1,191	43	98	458							6,390
Total	10,046	9,939	5,052	232	419	1,838	0	0	0	0	0	0	27,526
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	55	50	44	0	0	20							169
Boardman Road	14	13	4	0	0	4							35
Total	69	63	48	0	0	24	0	0	0	0	0	0	204
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	50	48	26	3	7	31							165
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	199	90	85	89	69							721
Community Engagement	2	0	0	0	0	0							2
Non-Library District	69	67	30	0	0	1							167
Exams Proctored	18	10	6	0	0	2							36
MAP Passes	19	31	21	0	1	4							76
Total	297	307	147	85	90	76	0	0	0	0	0	0	1,002
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	8,851							53,397
Community Engagement	136	0	0	0	0	0							136
Non-Library District	585	918	310	0	0	8							1,821
Drop-In Room Use	154	163	69	0	0	0							386
Total	3,236	4,065	1,270	24,400	13,910	8,859	0	0	0	0	0	0	55,740
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	5,908							50,097
Boardman Road	11,538	10,952	5,901	0	0	5,387							33,778
Total - 2020	29,750	27,645	15,185	0	0	11,295	0	0	0	0	0	0	83,874
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; mix of in-person and virtual programs in June and thereafter

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
Yvonne Laube	Public Information Officer (FT)	Probationary Appointment	7/9/2020	\$36,743 <i>Step 1</i>
Erin Moore	Student Library Worker (PT)	Probationary Appointment	7/13/2020	\$11.80/hr
Donovan Mitchell	Custodial Worker	Permanent Appointment	8/2/2020	N/A
Petlyn Alexander	Library Assistant (PT)	Permanent Appointment	8/2/2020	N/A
Emily Giancarlo	Page (PT)	Permanent Appointment	8/2/2020	N/A
P Tenney	Custodial Worker	Permanent Appointment	8/2/2020	N/A
Mysticol Rooks	Library Clerk (PT)	Permanent Appointment	8/2/2020	N/A
Andrew Griemsmann	Library Clerk (FT)	Permanent Appointment	8/2/2020	\$35,956
Christine Bexley	Library Clerk (PT)	Probationary Appointment	7/20/2020	\$15.21/hr

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 _____

New Business Fact Sheet
Proposed Revisions to 2020 Budget

Recommended By

Administration

Background

The Administration's recommended revised 2020 budget is presented for approval at this time.

Action Requested

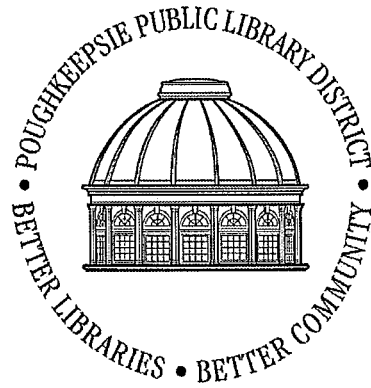
MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the 2020 Poughkeepsie Public Library District's budget as presented in PPLD Document #072220 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

FY2020 Budget

*Reviewed by the Finance Committee
August 21, 2019*

*Approved by the Board of Trustees
December 18, 2019*

*Revisions Approved by the Board of Trustees
#1: July 22, 2020*

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2020 Budget - Summary**

	2019 Revision #2	2020 Approved	2020 Revision #1A
Real Property Taxes - General Fund	\$ 6,321,567	\$ 6,373,521	\$ 6,373,521
Real Property Taxes - Debt Services	\$ 1,356,376	\$ 1,304,422	\$ 1,269,874
PILOTs	\$ 128,750	\$ 126,500	\$ 127,368
Other Revenue	\$ 344,308	\$ 334,483	\$ 314,883
State Aid	\$ 284,078	\$ 284,078	\$ 284,078
Transfers In (includes Debt Service Fund)	\$ 241,262	\$ 256,262	\$ 256,262
Transfer In (Undesignated Fund Balance)	\$ -	\$ 122,592	\$ 122,592
Transfers In (Greene Fund)	\$ -	\$ 369,893	\$ 268,888
Total - Revenue	\$ 8,676,341	\$ 9,171,751	\$ 9,017,466

	2019 Revision #2	2020 Approved	2020 Revision #1A
Salaries	3,648,428	3,863,829	3,851,989
Equipment	66,500	66,500	66,500
Library Materials	646,287	461,301	499,401
Public Programming	205,250	143,250	133,500
Supplies	57,161	57,161	67,161
Communications	49,300	49,300	57,950
PR, Printing & Postage	58,000	58,000	57,810
Professional Development & Travel	36,695	41,695	30,625
Automation Services	83,165	103,593	104,293
Professional Services	110,655	128,300	112,800
Operations	564,217	610,223	666,198
Employee Benefits	1,768,277	1,914,284	1,795,929
Greene Activities	-	371,299	268,888
Capital Debt Service	1,362,388	1,304,422	1,304,422
Total - Appropriations	\$ 8,656,323	\$ 9,173,157	\$ 9,017,466

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2020 Budget - Revenue**

		2019 Revision #2	2020 Approved	2020 Revisions #1A
41001	Real Property Taxes	\$ 6,321,567	\$ 6,373,521	\$ 6,373,521
41003	Real Property Taxes: Debt Service	1,356,376	1,304,422	1,269,874
42771	Payment In Lieu of Taxes (PILOT)	128,750	126,500	127,368
42082	Library Charges	67,500	50,000	27,500
42401	Interest Earnings	33,000	50,000	25,000
42680	Insurance Recoveries	-	-	7,387
42705	Donations	55,000	50,000	50,000
	FEMA reimbursement	-	-	15,000
42752	Annual Appeal	25,000	25,000	28,013
42753	Donation: In-Kind	81,983	81,983	81,983
42760	Grants	25,000	25,000	25,000
42777	E-Rate Income	40,000	37,500	40,000
42800	Miscellaneous Income	16,825	15,000	15,000
46840	State Aid: Central Library Development Aid	196,866	196,866	196,866
43841	State Aid: Central book Aid	67,599	67,599	67,599
43842	State Aid: Local Library Incentive Aid	19,613	19,613	19,613
	Transfer In (Undesignated Fund Balance)		122,592	122,592
45031	Transfers In (includes Debt Service Fund)	241,262	256,262	256,262
	Transfers In: Greene Find	-	369,893	268,888
	Total	\$ 8,676,341	\$ 9,171,751	\$ 9,017,466

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2020 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A
A00000	51410		Salaries - Librarians	1,450,478	1,491,844	1,499,759
A00000	51410	A203	Salaries - Historian (Greene)	-	57,400	55,994
A00000	51419		Salaries - Reserve For Retirement	9,000	9,000	9,000
A00000	51420		Salaries - Support Staff	1,661,414	1,783,715	1,776,010
A00000	51420	A203	Salaries - Support Staff (Greene)	-	80,887	80,887
A00000	51440		Salaries - Sunday Hours	66,000	72,000	57,400
A00000	51450		Salaries - Building Services (includes Security)	438,986	492,346	495,820
A00000	51460		Salaries - Student Pages	22,550	21,610	14,000
A00000	52800		FFE - General	40,000	40,000	40,000
A00000	52800	A203	FFE - Greene	-	25,000	17,637
A00000	52800	A212	FFE: Marcotte Training Lab	1,500	1,500	1,500
A60000	52800		FFE - IT	25,000	25,000	25,000
A11100	54100	A211	Library Materials - Digital Books (CLDA)	37,434	54,434	54,434
A11100	54100		Library Materials - Books (CLDA)	43,850	38,850	38,850
A44000	54100		Library Materials - Books	230,920	81,988	111,588
A44000	54100	A203	Library Materials - Books (Greene)	-	133,012	89,055
A44000	54100	A203	Library Materials - Digital Books (Greene)	-	30,000	-
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000
A44000	54100	A211	Library Materials - Digital Video	10,000	27,000	27,000
A44000	54110		Library Materials - Video	37,500	37,500	37,500
A44000	54120		Library Materials - Audio & Music	51,760	51,760	51,760
A44000	54120	A211	Library Materials - Digital Audio & Music	8,240	15,000	15,000
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	13,675	13,675	13,675
A41000	54130		Library Materials - Serials (Adult)	19,500	19,500	19,500
A44000	54130	A211	Library Materials - Digital Serials	3,500	3,500	3,500
A45000	54130		Library Materials - Serials (Youth)	2,500	2,500	2,500
A46000	54130		Library Materials - Serials (Teen)	1,250	1,250	1,250
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	2,750	2,750
A41000	54132		Library Materials - Microforms	3,770	3,770	3,770
A44000	54150		Library Materials - Games	2,000	2,000	2,000
A10500	54160		Library Materials - Binding	1,000	1,000	1,000
A11100	54291	A211	Library Materials - Commercial Databases (CLDA)	65,388	36,074	36,074
A41000	54291		Library Materials - Commercial Databases (Adults)	75,000	32,500	31,000
A45000	54291		Library Materials - Commercial Databases (Youth)	-	10,000	10,000
A00000	54292	A203	Programming - Greene	30,000	45,000	25,315
A10000	54292	540	Programming - Speakers	45,000	-	-
A10000	54292		Programming - Administration	7,500	7,500	7,500
A10000	54292	A123	Programming - DC Trustee	1,000	500	-
A10000	54292	A124	Programming - Staff Development	2,500	3,000	3,000
A10000	54292	A125	Programming - MAP Passes	5,000	7,500	7,500
A30000	54292	A101	Programming - Big Read	60,000	60,000	60,000
A30000	54292	219	Programming - Movies Under the Walkway	-	1,500	-
A41000	54292		Programming - Adult	12,000	17,500	17,500

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2020 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A
A41000	54292	A214	Programming - Spanish	-	1,500	1,500
A45000	54292		Programming - Youth	18,000	18,000	18,000
A45000	54292	A107	Programming - Youth (BOB)	750	750	-
A45000	54292	A207	Programming - Bus Trips	3,000	1,500	-
A45000	54292	A218	Programming - Poughkeepsie Book Festival	10,000	15,000	10,000
A46000	54292		Programming - Teen	5,000	5,000	5,000
A50000	54292		Programming - Contingency	5,000	3,500	3,500
A41000	54293		Programming - Auditorium Rentals	500	500	-
A00000	54300		Supplies - Office & Library	14,000	14,000	14,000
A00000	54300	A226	Supplies - COVID	-	10,000	10,000
A11100	54300		Supplies - CLDA	1,661	1,661	1,661
A20000	54300		Supplies - Custodial	22,500	22,500	22,500
A20000	54300	A204	Supplies - Parking Lot	500	500	500
A20000	54300	R100	Supplies - DVD Cleaning	600	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000
A43000	54300		Supplies - Borrower Services	5,000	5,000	5,000
A45000	54300	G200	Supplies - PLC	500	500	500
A50000	54300		Supplies - Ink & Toner	6,000	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000	1,000
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500
A71000	54310		Telephone - Adriance	6,300	6,300	6,300
A73000	54310		Telephone - Boardman Road	2,500	2,500	2,500
A71000	54320		Internet Services - Adriance	29,000	29,000	26,870
A73000	54320		Internet Services- Boardman Road	10,000	10,000	20,780
A30000	54330		Postage - Bulk Mailing	12,000	12,000	12,000
A71000	54330		Postage - General	4,500	4,500	4,310
A00000	54340		PR & Printing - General	4,000	4,000	4,000
A30000	54340		PR & Printing - Rotunda	37,500	37,500	37,500
A00000	54350		CE - Regional & National	25,000	17,500	10,500
A00000	54351		CE - Local	2,000	2,000	2,000
A00000	54353		CE - Webinars	1,750	1,750	4,500
A00000	54355		Tuition Reimbursement	5,000	7,500	10,680
A00000	54356		Mileage Reimbursement - General	500	500	500
A11100	54356		Mileage Reimbursement - CLDA	945	945	945
A30000	54356		Mileage Reimbursement - Adancement	500	500	500
A43000	54356		Mileage Reimbursement - Extension Services	1,000	1,000	1,000
A00000	54360		Sierra/Encore Services	55,000	66,300	67,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	28,165	37,293	37,293
A00000	54370		Professional Services - General	25,000	25,000	7,500
A10000	54370		Professional Services - Legal	7,500	7,500	8,500
A20000	54370		Professional Services - Security Monitoring	6,800	6,800	6,800
A30000	54370		Professional Services - Development	5,000	5,000	5,000
A44000	54370		Professional Services - Collections Agency	6,000	6,000	6,000

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2020 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A
A50000	54370		Professional Services - Audit	13,000	13,000	14,000
A60000	54370		Professional Services - Software	47,355	65,000	65,000
A60000	54370	A226	Professional Services - Software (COVID)	-	-	1,500
A00000	54380		Membership Dues	6,000	6,000	2,325
A20000	54390		RRM - General	14,000	14,000	14,000
A60000	54390		RRM - IT	3,550	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	112,700	112,700	114,173
A73000	54500		Fuel & Utilities - Boardman Road	45,000	45,000	49,471
A20000	54520		Building Repairs - General	15,000	15,000	15,000
A20000	54521		Building Repairs - Wojtecki	-	15,000	24,703
A20000	54523		Grounds Maintenance	9,000	9,000	9,000
A00000	54530	A204	Staff Parking - City Lot	20,000	20,000	20,000
A00000	54530	A222	Staff Parking - 96 Market Street	-	10,000	10,000
A00000	54530	A224	PoJo Archives	-	12,000	12,000
A00000	54540		Insurance - Property & Liability	30,885	30,885	32,720
A00000	54550		Insurance - Automobile	2,083	2,083	4,100
A00000	54560		Insurance - Liability Umbrella (includes Crime)	5,472	7,250	5,810
A00000	54561		Insurance - Volunteers	400	400	400
A00000	54570		Insurance - D & O	3,670	3,670	4,082
A20000	54690		Snow Removal - Public Lots	15,000	15,000	15,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	10,000	15,000	10,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	-	-	5,000
A20000	54691		HVAC - Repairs & Improvements	63,000	63,000	90,000
A00000	54692		Other Operations - Water	12,000	12,000	12,000
A20000	54693		Other Operations - Trash	7,000	7,000	7,000
A00000	54694		Other Operations - General	49,219	55,960	25,215
A00000	54694	A203	Greene Activities	-	-	-
A00000	54694	C814	Other Operations - Bookmobile	-	-	10,000
A11100	54694		Other Operations (CLDA)	47,755	75,166	75,166
A20000	54694		Other Operations - Cleaning	9,000	9,000	9,000
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,500	1,500	1,500
A20000	54730		Vehicle Maintenance	1,500	1,500	1,500
A00000	59010		Employee Benefits - NYS Retirement	478,088	519,854	494,953
A00000	59030		Employee Benefits - Social Security	221,553	241,093	240,592
A00000	59035		Employee Benefits - Medicare	51,815	56,385	56,267
A00000	59040		Employee Benefits - Workers Compensation	48,000	60,000	60,000
A00000	59045		Employee Benefits - Life Insurance	6,277	9,000	9,000
A00000	59050		Employee Benefits - Unemployment Pool	5,000	-	-
A00000	59055		Employee Benefits - Disability Insurance	5,468	3,913	3,936
A00000	59060		Employee Benefits - Medical Insurance	925,532	950,185	901,283
A00000	59061		Employee Benefits - Medicare B Reimb	25,044	25,680	26,898
A00000	59089		Employee Benefits - Other	2,500	3,000	3,000
A00000	59710		Capital Debt Service (P/I) - Adriance	945,475	891,646	891,646

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2020 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A
A00000	59720		Capital Debt Service (P/I) - Boardman Road	416,913	412,776	412,776
				\$ 8,658,823	\$ 9,178,092	\$ 9,017,466

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2020 Budget - CLDA and CBA Appropriations

Org	Object	Project	Description	2019 Revision #2	2020 Tentative
A11100	54100	A211	Library Materials - Digital Books (CLDA)	37,434	54,434
A11100	54100		Library Materials - Books (CLDA)	43,850	38,850
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	13,675	13,675
A11100	54291		Library Materials - Commercial Databases (CLDA)	65,388	36,074
A11100	54300		Supplies (CLDA)	1,661	1,661
A11100	54310		Telephone (CLDA)	1,500	1,500
A11100	54356		Mileage Reimbursement (CLDA)	945	945
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	28,165	37,293
A11100	54694		Other Operations (CLDA)	47,755	75,166
Subtotal				240,373	259,598
Personnel Costs (distributed across various staff)				24,092	5,000
Total				<u>264,465</u>	<u>264,598</u>
Tentative NYS Categorical Aid				264,465	264,598

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2020 Budget - Greene Fund Appropriations

Org	Object	Project	Description	2020 Tentative
A00000	51410	A203	Salaries - Librarian (Greene)	57,400
A00000	51420	A203	Salaries - Support Staff (Greene)	80,887
A00000	52800	A203	FFE - Greene	25,000
A44000	54100	A203	Library Materials - Digital Books (Greene)	30,000
A44000	54100	A203	Library Materials - Books (Greene)	133,012
A00000	54292	A203	Programming - Greene	45,000
A00000	54694	A203	Greene Activities (undefined)	-
Total				371,299

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2020 Budget - Estimated Debt Service Levy Schedule

Project	Principal	Interest	Total
Adriance Memorial Library			
City of Poughkeepsie	\$ 265,000	\$ 152,625	\$ 417,625
Town of Poughkeepsie	310,000	217,850	527,850
Transfer from TOP Debt Service Reserve	(20,000)	(14,548)	(34,548)
Transfer from AML Debt Service Fund	(19,281)	NA	(19,281)
Subtotal	\$ 535,719	\$ 355,927	\$ 891,646
Boardman Road Branch Library			
City of Poughkeepsie	\$ 80,000	\$ 107,638	\$ 187,638
Town of Poughkeepsie	120,000	105,138	225,138
Subtotal	\$ 200,000	\$ 212,776	\$ 412,776
Total	\$ 735,719	\$ 568,703	\$ 1,304,422

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2020 Budget - Estimated Tax Levy

	Population (2010 Census)	% of Total Levy	General Levy	Adjustments	Subtotal - General Levy	Debt Service	Adjustments	Subtotal - Debt Service Levy	Total Levy
City of Poughkeepsie	32,736	43.57%	\$2,776,943	\$0	\$2,776,943	\$568,337	\$0	\$568,337	\$3,345,280
Town of Poughkeepsie	42,399	56.43%	\$3,596,578	\$0	\$3,596,578	\$736,085	-\$34,548	\$701,537	\$4,298,115
Total	75,135	100.00%	\$6,373,521	\$0	\$6,373,521	\$1,304,422	-\$34,548	\$1,269,874	\$7,643,395

<http://www.co.dutchess.ny.us/CountyGov/Departments/Planning/popcorrections2010.pdf>; proporation of levy based on latest decennial census

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2020 Budget - Tax Cap Formula

Prior Year Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth	Prior Year PILOTS	Prior Year Torts	Allowable Growth	2020 PILOTS	Available Carryover	Tax Levy Limit
\$ 7,677,943	\$ -	\$ -	100.31%	\$ 126,577	\$ -	102.00%	\$ 126,500	\$ -	\$ 7,858,388
								FY2020 Debt Service Levy	\$ 1,304,422
								FY2020 GF Tax Cap Levy	\$ 6,553,966
								Proposed FY2020 GF Levy	\$ 6,373,521
								FY2020 Override Amount	\$ (180,445)
								Percent Over/(Under) Allowable Growth	-2.75%

Total Tax Levy	\$ 7,677,943
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New Business Fact Sheet
Resolutions Related to the Tentative 2021 Budget

Recommended By Library Director

Current Situation New York State's property tax cap is designed to address property tax stress throughout the state. Each year, the Office of the State Controller establishes a growth number to which the tax levy may grow (tax cap) without extraordinary action by the local governing board which, in our case, is the Board of Trustees. The tax cap for our 2021 fiscal year is 1.56%.

Typically, the Board of Trustees approves the next fiscal year's budget in September after having received advice on the likely rates for both health insurance and retirement system contributions. As of July 17, we have received neither. By statute, though, the budget referendum language must be certified and at the Board of Elections no later than three months prior to the annual General Election (which means the budget needs to be approved, certified, and submitted no later than August 2, 2020).

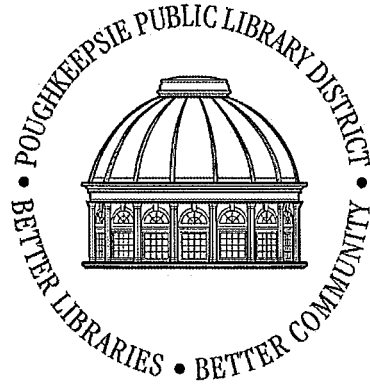
Two actions are now requested. The first is permission to prepare and submit to the Board of Elections a tentative 2021 budget that exceeds the tax cap. The second is the referendum language that will appear on the 2020 General Election ballot.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a tentative 2021 budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2021 Budget (PPLD Document #072220 – 6A) and the proposed 2020 General Election ballot language as reflected in the Certification (PPLD Document #072220 – 6B).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Tentative FY2021 Budget

Approved by the Board of Trustees

June 22, 2020

Revisions Approved by the Board of Trustees

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Summary**

	2019 Revision #2	2020 Approved	2020 Revision #1A	2021 Tentative
Real Property Taxes - General Fund	\$ 6,321,567	\$ 6,373,521	\$ 6,373,521	\$ 6,619,089
Real Property Taxes - Debt Services	\$ 1,356,376	\$ 1,304,422	\$ 1,269,874	\$ 1,348,406
PILOTs	\$ 128,750	\$ 127,368	\$ 127,368	\$ 127,368
Other Revenue	\$ 344,308	\$ 334,483	\$ 314,883	\$ 304,483
State Aid	\$ 284,078	\$ 284,078	\$ 284,078	\$ 284,078
Transfers In (includes Debt Service Fund)	\$ 241,262	\$ 256,262	\$ 256,262	\$ 200,000
Transfer In (Undesignated Fund Balance)	\$ -	\$ 122,592	\$ 122,592	\$ -
Transfers In (Greene Fund)	\$ -	\$ 369,893	\$ 268,888	\$ 317,887
Total - Revenue	\$ 8,676,341	\$ 9,172,619	\$ 9,017,466	\$ 9,201,311

	2019 Revision #2	2020 Approved	2020 Revision #1A	2021 Tentative
Salaries	3,648,428	3,863,829	3,851,989	3,897,383
Equipment	66,500	66,500	66,500	66,500
Library Materials	646,287	461,301	499,401	499,401
Public Programming	205,250	143,250	133,500	139,000
Supplies	57,161	57,161	67,161	64,661
Communications	49,300	49,300	57,950	57,950
PR, Printing & Postage	58,000	58,000	57,810	57,810
Professional Development & Travel	36,695	41,695	30,625	41,945
Automation Services	83,165	103,593	104,293	104,293
Professional Services	110,655	128,300	112,800	114,300
Operations	564,217	610,223	664,698	664,698
Employee Benefits	1,768,277	1,914,284	1,795,929	1,871,071
Greene Activities	-	369,893	268,888	317,877
Capital Debt Service	1,366,288	1,304,422	1,304,422	1,304,422
Total - Appropriations	\$ 8,660,223	\$ 9,171,751	\$ 9,015,966	\$ 9,201,312

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Revenue

		2019 Revision #2	2020 Approved	2020 Revisions #1A	2021 Tentative
41001	Real Property Taxes	\$ 6,321,567	\$ 6,373,521	\$ 6,373,521	\$ 6,619,089
41003	Real Property Taxes: Debt Service	1,356,376	1,304,422	1,269,874	1,348,406
42771	Payment In Lieu of Taxes (PILOT)	128,750	127,368	127,368	127,368
42082	Library Charges	67,500	50,000	27,500	40,000
42401	Interest Earnings	33,000	50,000	25,000	25,000
42680	Insurance Recoveries	-	-	7,387	-
42705	Donations	55,000	50,000	50,000	50,000
	FEMA reimbursement	-	-	15,000	-
42752	Annual Appeal	25,000	25,000	28,013	27,500
42753	Donation: In-Kind	81,983	81,983	81,983	81,983
42760	Grants	25,000	25,000	25,000	25,000
42777	E-Rate Income	40,000	37,500	40,000	40,000
42800	Miscellaneous Income	16,825	15,000	15,000	15,000
46840	State Aid: Central Library Development Aid	196,866	196,866	196,866	196,866
43841	State Aid: Central book Aid	67,599	67,599	67,599	67,599
43842	State Aid: Local Library Incentive Aid	19,613	19,613	19,613	19,613
	Transfer In (Undesignated Fund Balance)		122,592	122,592	-
45031	Transfers In (includes Debt Service Fund)	241,262	256,262	256,262	200,000
	Transfers In: Greene Find	-	369,893	268,888	317,887
	Total	\$ 8,676,341	\$ 9,172,619	\$ 9,017,466	\$ 9,201,311

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A	2021 Tentative
A00000	51410		Salaries - Librarians	1,450,478	1,490,317	1,499,759	1,484,473
A00000	51410	A203	Salaries - Historian (Greene)	-	55,994	55,994	57,400
A00000	51419		Salaries - Reserve For Retirement	9,000	9,000	9,000	9,000
A00000	51420		Salaries - Support Staff	1,661,414	1,781,320	1,776,010	1,809,326
A00000	51420	A203	Salaries - Support Staff (Greene)	-	80,887	80,887	82,918
A00000	51440		Salaries - Sunday Hours	66,000	72,000	57,400	72,000
A00000	51450		Salaries - Building Services (includes Security)	438,986	492,346	495,820	501,084
A00000	51460		Salaries - Student Pages	22,550	21,610	14,000	21,500
A00000	52800		FFE - General	40,000	40,000	40,000	40,000
A00000	52800	A203	FFE - Greene	-	25,000	17,637	17,637
A00000	52800	A212	FFE - Marcotte Training Lab	1,500	1,500	1,500	1,500
A60000	52800		FFE - IT	25,000	25,000	25,000	25,000
A11100	54100	A211	Library Materials - Digital Books (CLDA)	37,434	54,434	54,434	54,434
A11100	54100		Library Materials - Books (CLDA)	43,850	38,850	38,850	38,850
A44000	54100		Library Materials - Books	230,920	81,988	111,588	111,588
A44000	54100	A203	Library Materials - Books (Greene)	-	133,012	89,055	89,055
A44000	54100	A203	Library Materials - Digital Books (Greene)	-	30,000	-	25,867
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000	30,000
A44000	54100	A211	Library Materials - Digital Video	10,000	27,000	27,000	27,000
A44000	54110		Library Materials - Video	37,500	37,500	37,500	37,500
A44000	54120		Library Materials - Audio & Music	51,760	51,760	51,760	51,760
A44000	54120	A211	Library Materials - Digital Audio & Music	8,240	15,000	15,000	15,000
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	13,675	13,675	13,675	13,675
A41000	54130		Library Materials - Serials (Adult)	19,500	19,500	19,500	19,500
A44000	54130	A211	Library Materials - Digital Serials	3,500	3,500	3,500	3,500
A45000	54130		Library Materials - Serials (Youth)	2,500	2,500	2,500	2,500
A46000	54130		Library Materials - Serials (Teen)	1,250	1,250	1,250	1,250
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	2,750	2,750	2,750
A41000	54132		Library Materials - Microforms	3,770	3,770	3,770	3,770
A44000	54150		Library Materials - Games	2,000	2,000	2,000	2,000
A10500	54160		Library Materials - Binding	1,000	1,000	1,000	1,000
A11100	54291	A211	Library Materials - Commercial Databases (CLDA)	65,388	36,074	36,074	36,074
A41000	54291		Library Materials - Commercial Databases (Adults)	75,000	32,500	31,000	31,000
A45000	54291		Library Materials - Commercial Databases (Youth)	-	10,000	10,000	10,000
A00000	54292	A203	Programming - Greene	30,000	45,000	25,315	45,000
A10000	54292	540	Programming - Speakers	45,000	-	-	-
A10000	54292		Programming - Administration	7,500	7,500	7,500	7,500
A10000	54292	A123	Programming - DC Trustee	1,000	500	-	-
A10000	54292	A124	Programming - Staff Development	2,500	3,000	3,000	3,000
A10000	54292	A125	Programming - MAP Passes	5,000	7,500	7,500	7,500
A30000	54292	A101	Programming - Big Read	60,000	60,000	60,000	60,000
A30000	54292	219	Programming - Movies Under the Walkway	-	1,500	-	1,500
A41000	54292		Programming - Adult	12,000	17,500	17,500	17,500
A41000	54292	A214	Programming - Spanish	-	1,500	1,500	1,500

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A	2021 Tentative
A45000	54292		Programming - Youth	18,000	18,000	18,000	18,000
A45000	54292	A107	Programming - Youth (BOB)	750	750	-	500
A45000	54292	A207	Programming - Bus Trips	3,000	1,500	-	1,500
A45000	54292	A218	Programming - Poughkeepsie Book Festival	10,000	15,000	10,000	10,000
A46000	54292		Programming - Teen	5,000	5,000	5,000	5,000
A50000	54292		Programming - Contingency	5,000	3,500	3,500	3,500
A41000	54293		Programming - Auditorium Rentals	500	500	-	2,000
A00000	54300		Supplies - Office & Library	14,000	14,000	14,000	14,000
A00000	54300	A226	Supplies - COVID	-	10,000	10,000	7,500
A11100	54300		Supplies - CLDA	1,661	1,661	1,661	1,661
A20000	54300		Supplies - Custodial	22,500	22,500	22,500	22,500
A20000	54300	A204	Supplies - Parking Lot	500	500	500	500
A20000	54300	R100	Supplies - DVD Cleaning	600	600	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000	4,000
A43000	54300		Supplies - Borrower Services	5,000	5,000	5,000	5,000
A45000	54300	G200	Supplies - PLC	500	500	500	500
A50000	54300		Supplies - Ink & Toner	6,000	6,000	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000	1,000	1,000
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500	1,500
A71000	54310		Telephone - Adriaance	6,300	6,300	6,300	6,300
A73000	54310		Telephone - Boardman Road	2,500	2,500	2,500	2,500
A71000	54320		Internet Services - Adriaance	29,000	29,000	26,870	26,870
A73000	54320		Internet Services- Boardman Road	10,000	10,000	20,780	20,780
A30000	54330		Postage - Bulk Mailing	12,000	12,000	12,000	12,000
A71000	54330		Postage - General	4,500	4,500	4,310	4,310
A00000	54340		PR & Printing - General	4,000	4,000	4,000	4,000
A30000	54340		PR & Printing - Rotunda	37,500	37,500	37,500	37,500
A00000	54350		CE - Regional & National	25,000	17,500	10,500	25,000
A00000	54351		CE - Local	2,000	2,000	2,000	2,000
A00000	54353		CE - Webinars	1,750	1,750	4,500	4,500
A00000	54355		Tuition Reimbursement	5,000	7,500	10,680	7,500
A00000	54356		Mileage Reimbursement - General	500	500	500	500
A11100	54356		Mileage Reimbursement - CLDA	945	945	945	945
A30000	54356		Mileage Reimbursement - Adancement	500	500	500	500
A43000	54356		Mileage Reimbursement - Extension Services	1,000	1,000	1,000	1,000
A00000	54360		Sierra/Encore Services	55,000	66,300	67,000	67,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	28,165	37,293	37,293	37,293
A00000	54370		Professional Services - General	25,000	25,000	7,500	7,500
A10000	54370		Professional Services - Legal	7,500	7,500	8,500	8,500
A20000	54370		Professional Services - Security Monitoring	6,800	6,800	6,800	6,800
A30000	54370		Professional Services - Development	5,000	5,000	5,000	5,000
A44000	54370		Professional Services - Collections Agency	6,000	6,000	6,000	6,000
A50000	54370		Professional Services - Audit	13,000	13,000	14,000	14,000
A60000	54370		Professional Services - Software	47,355	65,000	65,000	65,000

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Appropriations**

Org	Object	Project	Description	2019 Revision #2	2020 Approved	2020 Revision #1A	2021 Tentative
A60000	54370	A226	Professional Services - Software (COVID)	-	-	1,500	1,500
A00000	54380		Membership Dues	6,000	6,000	2,325	2,325
A20000	54390		RRM - General	14,000	14,000	14,000	14,000
A60000	54390		RRM - IT	3,550	3,550	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	112,700	112,700	114,173	114,173
A73000	54500		Fuel & Utilities - Boardman Road	45,000	45,000	49,471	49,471
A20000	54520		Building Repairs - General	15,000	15,000	15,000	15,000
A20000	54521		Building Repairs - Wojtecki	-	15,000	24,703	24,703
A20000	54523		Grounds Maintenance	9,000	9,000	9,000	9,000
A00000	54530	A204	Staff Parking - City Lot	20,000	20,000	20,000	20,000
A00000	54530	A222	Staff Parking - 96 Market Street	-	10,000	10,000	10,000
A00000	54530	A224	PoJo Archives	-	12,000	12,000	12,000
A00000	54540		Insurance - Property & Liability	30,885	30,885	32,720	32,720
A00000	54550		Insurance - Automobile	2,083	2,083	4,100	4,100
A00000	54560		Insurance - Liability Umbrella (includes Crime)	5,472	7,250	5,810	5,810
A00000	54561		Insurance - Volunteers	400	400	400	400
A00000	54570		Insurance - D & O	3,670	3,670	4,082	4,082
A20000	54690		Snow Removal - Public Lots	15,000	15,000	15,000	15,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	10,000	15,000	10,000	10,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	-	-	5,000	5,000
A20000	54691		HVAC - Repairs & Improvements	63,000	63,000	90,000	90,000
A00000	54692		Other Operations - Water	12,000	12,000	12,000	12,000
A20000	54693		Other Operations - Trash	7,000	7,000	7,000	7,000
A00000	54694		Other Operations - General	49,219	55,960	25,215	25,215
A00000	54694	A203	Greene Activities	-	-	-	-
A00000	54694	C814	Other Operations - Bookmobile	-	-	10,000	10,000
A11100	54694		Other Operations (CLDA)	47,755	75,166	75,166	75,166
A20000	54694		Other Operations - Cleaning	9,000	9,000	9,000	9,000
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,500	1,500	1,500	1,500
A20000	54730		Vehicle Maintenance	1,500	1,500	1,500	1,500
A00000	59010		Employee Benefits - NYS Retirement	478,088	519,247	494,953	566,119
A00000	59030		Employee Benefits - Social Security	221,553	240,763	240,592	242,824
A00000	59035		Employee Benefits - Medicare	51,815	56,308	56,267	56,790
A00000	59040		Employee Benefits - Workers Compensation	48,000	60,000	60,000	60,000
A00000	59045		Employee Benefits - Life Insurance	6,277	9,000	9,000	9,000
A00000	59050		Employee Benefits - Unemployment Pool	5,000	-	-	-
A00000	59055		Employee Benefits - Disability Insurance	5,468	3,913	3,936	3,936
A00000	59060		Employee Benefits - Medical Insurance	925,532	950,185	901,283	905,458
A00000	59061		Employee Benefits - Medicare B Reimb	25,044	25,680	26,898	23,945
A00000	59089		Employee Benefits - Other	2,500	3,000	3,000	3,000
A00000	59710		Capital Debt Service (P/I) - Adriance	949,375	891,646	891,646	891,646
A00000	59720		Capital Debt Service (P/I) - Boardman Road	416,913	412,776	412,776	412,776
				\$ 8,662,723	\$ 9,171,751	\$ 9,017,466	\$ 9,201,312

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - CLDA and CBA Appropriations

Org	Object	Project	Description	2019 Revision #2	2020 Tentative	2020 Revision #1A	2021 Tentative
A11100	54100	A211	Library Materials - Digital Books (CLDA)	37,434	54,434	54,434	54,434
A11100	54100		Library Materials - Books (CLDA)	43,850	38,850	38,850	38,850
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	13,675	13,675	13,675	13,675
A11100	54291		Library Materials - Commercial Databases (CLDA)	65,388	36,074	36,074	36,074
A11100	54300		Supplies (CLDA)	1,661	1,661	1,661	1,661
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500	1,500
A11100	54356		Mileage Reimbursement (CLDA)	945	945	945	945
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	28,165	37,293	37,293	37,293
A11100	54694		Other Operations (CLDA)	47,755	75,166	75,166	75,166

Subtotal	\$	240,373	\$	259,598	\$	259,598	\$	259,598
Personnel Costs (distributed across various staff)	\$	24,092	\$	5,000	\$	5,000	\$	5,000
Total	\$	264,465	\$	264,598	\$	264,598	\$	264,598
Tentative NYS Categorical Aid	\$	264,465	\$	264,598	\$	264,598	\$	264,598
Difference	\$	-	\$	-	\$	-	\$	-

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Greene Fund Appropriations

Org	Object	Project	Description	2020 Tentative	2020 Revision #1A	2021 Tentative
A00000	51410	A203	Salaries - Librarian (Greene)	55,994	55,994	57,400
A00000	51420	A203	Salaries - Support Staff (Greene)	80,887	80,887	82,918
A00000	52800	A203	FFE - Greene	25,000	17,637	17,637
A44000	54100	A203	Library Materials - Digital Books (Greene)	30,000	-	25,867
A44000	54100	A203	Library Materials - Books (Greene)	133,012	89,055	89,055
A00000	54292	A203	Programming - Greene	45,000	25,315	45,000
A00000	54694	A203	Greene Activities (undefined)	-	-	-
Total				\$ 369,893	\$ 268,888	\$ 317,877

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Estimated Debt Service Levy Schedule

Project	Principal	Interest	Total
Adriance Memorial Library			
City of Poughkeepsie	\$ 280,000	\$ 142,025	\$ 422,025
Town of Poughkeepsie	325,000	202,350	527,350
Transfer from AML Debt Service Fund	(21,431)	NA	(21,431)
Subtotal	\$ 583,569	\$ 344,375	\$ 927,944
Boardman Road Branch Library			
City of Poughkeepsie	\$ 85,000	\$ 103,925	\$ 188,925
Town of Poughkeepsie	130,000	101,538	231,538
Subtotal	\$ 215,000	\$ 205,463	\$ 420,463
Total	\$ 798,569	\$ 549,837	\$ 1,348,406

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Tax Cap Formula

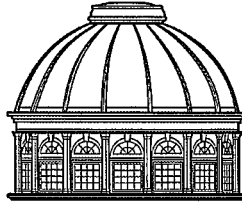
2020 Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth (estimated)	2020 PILOTS	Prior Year Torts	Allowable Growth	2021 PILOTS	Available Carryover	Tax Levy Limit
\$ 7,677,943	\$ -	\$ -	100.35%	\$ 127,368	\$ -	101.56%	\$ 127,368	\$ -	\$ 7,826,608
								FY2021 Debt Service Levy	\$ 1,348,406
								FY2021 GF Tax Cap Levy	\$ 6,478,202
								Proposed FY2021 GF Levy	\$ 6,619,089
								FY2021 Override Amount	\$ 140,887
								Percent Over/(Under) Allowable Growth	2.17%

Total Tax Levy	\$ 7,967,495
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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Tentative FY2021 Budget - Estimated Tax Levy

	Population (2010 Census)	% of Total Levy	General Levy	Adjustments	Subtotal - General Levy	Debt Service	Adjustments	Subtotal - Debt Service Levy	Total Levy
City of Poughkeepsie	32,736	43.57%	\$2,883,937	\$0	\$2,883,937	\$587,501	\$0	\$587,501	\$3,471,438
Town of Poughkeepsie	42,399	56.43%	\$3,735,152	\$0	\$3,735,152	\$760,906	\$0	\$760,906	\$4,496,058
Total	75,135	100.00%	\$6,619,089	\$0	\$6,619,089	\$1,348,406	\$0	\$1,348,406	\$7,967,495

<http://www.co.dutchess.ny.us/CountyGov/Departments/Planning/popcorrections2010.pdf>; proroporation of levy based on latest decennial census



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

CERTIFICATION

I, Thomas A. Lawrence, Clerk to the Board of Trustees, do hereby certify that the following ballot proposal concerning the 2021 budget was approved by the Poughkeepsie Public Library District’s Board of Trustees at its regular meeting of July 22, 2020:

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2021 Budget Resolution (to appear on the 2020 General Election ballot)**

SHALL the 2021 Library District budget, as submitted by the Board of Trustees of the Poughkeepsie Public Library District, be approved and SHALL the Board of Trustees be authorized to expend a sum not to exceed \$9,201,312 for Library District operations for the year January 1 - December 31, 2021, which includes \$1,348,406 of previously authorized combined debt service for the year of January 1 – December 31, 2019 and, further, SHALL the Board of Trustees be authorized to instruct the City of Poughkeepsie and the Town of Poughkeepsie to collect taxes on its behalf for the financing of Library District operations and debt service as prescribed in the Library District’s special legislation as amended in 1994, 1997, 2006 and 2016?

Clerk of Board of Trustees

Date

[notarize]