

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, September 23, 2020

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

GoToMeeting: <https://global.gotomeeting.com/join/133445109>

Phone Number and Access Code: 1 866 899 4679 / 133-445-109

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. August 26, 2020, (*T. Lawrence*; #092320 – 1)
 - V. Financial Report(s)
 - A. August 2020 (*B. Lynch*; #092320 – 2)
 - B. Approval of Monthly Warrant (*B. Lynch*; #092320 – 2.1; to be emailed prior to the meeting)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff*; #092320 – 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*, #092320 – 4; to be emailed prior to the meeting)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Revised Policy: Information Management (*M. Fitzgibbons*; #092320 – 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, October 28, 2020; 7:00 p.m.

Location and Format To Be Determined and as allowed by New York State Law

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of August 26, 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:** Nine (9) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Ryan, Fitzgibbons.
- **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. July 22, 2020 (PPLD Documents #082620 – 1)**

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

V. Approval of Financial Actions**A. July 2020 Financial Activity Report (PPLD Document #082620 – 2)**

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

B. Approval of Monthly Warrant (PPLD Document #082620 – 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 57750 to 58012 in Warrant 20200827 totaling \$90,928.44

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 57743 to 57869 in Warrant 20200814 totaling \$109,257.80

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #082620 – 3)

- Lawrence reported on staff issues, patron issues, virus response, program attendance, and materials usage.

B. President's Report: None.

C. Board Committee Reports:

1. **Personnel Committee:** Chairperson Moore reported on committee discussions regarding a replacement for a recently retired staff member, participation with the YMCA reinvention, and the upcoming annual evaluation of the Executive Director.

D. Friends of PPLD: Lawrence reported on the success of the Book Store since reopening on July 2nd and the delay of Adriance Honors until October 19, 2021.

VII. Board Action

A. Personnel Actions (PPLD Documents #082620 – 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
Terry Konrath	Library Clerk (PT)	Probationary Appointment	7/30/2020	\$15.21/hr
Sumita Marella	Library Clerk (Hrly)	Leave of Absence (LWOP)	7/6-31/2020; 9/1/2020-2/28/2020	NA
Margaret Kimma	Senior Library Clerk (Hrly)	Leave of Absence (LWOP)	14 hours per week; 7/19/2020-2/28/2020	NA
Debbie Bein	Library Clerk (Hrly)	Leave of Absence (LWOP)	6/3/2020-2/28/2020	NA
Kyra Walker	Library Clerk (PT)	Temporary Appointment	9/3/2020	\$15.21/hr
Grace Jentsch	Page (PT)	Resignation	8/18/2020	NA
Lily Berman	Page (PT)	Probationary Appointment	8/24/2020	\$12.10/hr
Anna Roberts	Page (PT)	Temporary Appointment	8/10/2020	\$11.80/hr
Laila Watts	Library Clerk	Resignation	8/26/2020	NA
Victoria Taylor	Page (PT)	Resignation	8/26/2020	NA
James Gibbons	Library Clerk	Resignation	8/26/2020	NA
Emery Gibbons	Page (PT)	Resignation	8/26/2020	NA
Brian Zhu	Page (PT)	Resignation	8/26/2020	NA
Bradley Diuguid	Public Information Officer (Hrly)	Probationary Appointment	9/1/2020	\$25,166/yr
Yvonne Laube	Public Information Officer (Hrly)	Revision of Appointment (from FT to Hrly)	9/1/2020	\$25,166/yr

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

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policies: Code of Conduct (PPLD Document #082620 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to PPLD Policy #1101 – Code of Conduct, attached hereto (PPLD Document #082620 – 5A).
- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** Chairperson Fitzgibbons explained the change to the policy. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

2. Central Library Development Aid (CLDA) 2020 Application (PPLD Document #082620 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the modification of the 2020 CLDA application (detailed in PPLD Document #082620 – 6AR1) to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Ryan, Lyons.
- **Discussion:** Lawrence explained the application and revisions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

3. Authorization to Sign Agreement: Adriance Memorial Library Rotunda Project (PPLD Document #082620 – 7R)

- **Motion:** Moved that in recognition of public interests being served with the restoration of an historic property and that extensive engineer research has yielded only one viable contractor, the Board of Trustees of the Poughkeepsie Public Library District authorizes Barbara Lynch, Business Manager, to sign the agreement with Meyer Contracting Corporation as described in PPLD Documents #082620 – 7B and 7C.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

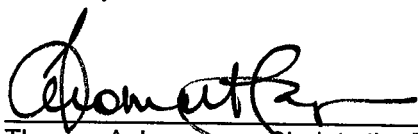
B. Public Comment: None.

Adjournment

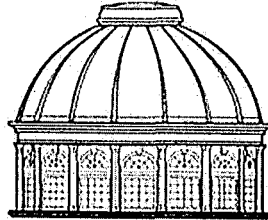
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 7:49 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 23, 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 August 2020 Financial Activity

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

General Fund (Fund A; \$3,585,211)

- Receipts for the month totaled \$10,512 which included \$436 in interest and \$2,970 in library charges.
- Disbursements for the month totaled \$563,653 which included \$452,203 in salary and benefit expenses.
- The 2020 budget modification as approved by the Board was entered in July. In August some small adjustments were necessary between lines in order to reflect current expenditure trends. The total budget amount remained unchanged.

Special Revenue Fund (Fund CM; \$655,804)

- Receipts for the month totaled \$5,844 which included the monthly interest as well as the market change and interest in the Wojtecki account.
- Receipts for the month also included a grant in the amount of \$2,000 from ALA for "Grow with Google" and a donation from Community Foundations of the Hudson Valley – Efron Fund in the amount of \$3,836 in support of the Biography collection.
- Sub fund totals are:
 - Norman and Jeannie Greene Fund \$305,479
 - 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 August
- Sub fund totals are:
 - Designated Gifts and Grants (DGG Fund): \$607
 - Cash from Obligations – BOND Proceeds: 492

Permanent Funds (Fund PN; \$495,841)

- 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; \$1,258,715)

- Receipts for the month included interest of \$211.
- There were no disbursements for the month of August.

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

Budget Transfer A-21	Revenue	Increase	Decrease	Expense	Other Operational Expense	Furniture, Fixtures & Equipment	Increase	Decrease
					A00000	54694	\$	1,310.00
					A00000	52800	1,310.00	
Total							\$ 1,310.00	\$ 1,310.00

Transfer for the purchase of office partitions necessitated by COVID -19 guidelines

Poughkeepsie Public Library District



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

FOR 2020 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	3,988,870	2,473,662.47	299,375.62	1,334,196.66	181,010.87	95.5%
22 EQUIP & CAPITAL OUTL	91,500	92,607	70,676.98	3,032.67	3,682.85	18,247.17	80.3%
30 MATERIALS	555,739	507,389	246,919.35	30,888.94	52,759.14	207,710.51	59.1%
32 INFORMATION SVC	78,574	75,574	25,924.05	4,358.00	9,484.58	40,165.37	46.9%
50 OPERATIONS	1,165,462	1,153,382	610,788.43	73,170.69	273,094.67	269,498.90	76.6%
51 AUTOMATION	103,593	104,293	47,174.56		29,442.28	27,676.16	73.5%
91 EMPLOYEE BENEFITS	1,871,751	1,790,929	1,230,206.77	152,826.96	271,171.38	289,550.85	83.8%
92 DEBT SER	1,304,422	1,304,422	372,524.99			931,897.01	28.6%

GRAND TOTAL

9,171,751 9,017,466 5,077,877.60 563,652.88 1,973,831.56 1,965,756.84 78.2%

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

WARRANT: 20200814 08/17/2020

DUE DATE: 08/17/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A	360.48	15,674.24
A A00000	General Fund Expen A	800.00	400.00
A A00000	General Fund Expen A	990.00	120.00
A A00000	General Fund Expen A	365.00	5,595.00
A A00000	General Fund Expen A	575.41	2,232.00
A A00000	General Fund Expen A	87,048.38	-71,852.93
A A1100	CLDA Reimbursable	193.06	-1,224.00
A A60000	Information Tech	13.61	7.82
A A71000	Adriance	78.03	3.89
A A71000	Adriance	3,366.28	-7,577.20
A A73000	Boardman Road Bran A	8,243.63	18,893.00
A A73000	Boardman Road Bran A	115.53	1,144.00
A A73000	Boardman Road Bran A	948.97	5,498.00
A A73000	Boardman Road Bran A	6,159.42	-2,529.00
	FUND TOTAL	109,257.80	

WARRANT SUMMARY TOTAL

109,257.80

GRAND TOTAL

109,257.80

WARRANT: 20200827 08/27/2020 DUE DATE: 08/27/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund	2,796.31	
A A00000	General Fund Expen A	850.49	5,859.97
A A00000	General Fund Expen A	1,310.00	
A A00000	General Fund Expen A	1,034.99	5,843.01
A A00000	General Fund Expen A	448.98	975.70
A A00000	General Fund Expen A	74.31	905.00
A A00000	General Fund Expen A	135.00	-1,438.00
A A00000	General Fund Expen A	1,439.00	100.00
A A00000	General Fund Expen A	300.00	17,054.40
A A00000	General Fund Expen A	245.00	2,232.00
A A00000	General Fund Expen A	579.81	
A A10000	Administration	2,140.00	3.60
A A11100	CLDA Reimbursable	1,055.16	500.08
A A20000	Building Services	442.00	1,224.00
A A20000	Building Services	30.00	-1,536.46
A A20000	Building Services	406.88	2,976.62
A A20000	Building Services	1,009.68	2,054.80
A A20000	Building Services	537.10	-1,627.13
A A20000	Building Services	2,442.00	
A A20000	Building Services	99.00	
A A20000	Building Services	400.00	2,510.00
A A30000	Advancement Service	4,549.50	8,245.00
A A41000	Adult Services	559.74	9,443.59
A A41000	Adult Services	21,108.01	152.50
A A41000	Adult Services	6,508.00	1,446.37
A A42000	Technical Services	1,044.00	8,100.29
A A44000	Collection Service	60.00	1,259.99
A A44000	Collection Service	90.38	26.12
A A44000	Collection Service	14,187.41	7,040.01
A A44000	Collection Service	7,834.00	-12,234.90
A A44000	Collection Service	1,907.55	26,924.84
A A44000	Collection Service	2,976.79	4,246.17
A A44000	Collection Service	3,085.74	37,472.58
A A44000	Collection Service	343.85	413.00
A A46000	Youth Services	393.80	2,354.60
A A50000	Business Office	1,343.94	10,128.88
A A60000	Information Tech	270.00	3,466.49
A A60000	Information Tech	137.94	4,427.52
A A60000	Information Tech	662.18	10,886.00
A A60000	Information Tech	210.00	1.20
A A60000	Information Tech	26.90	1,010.90
A A60000	Information Tech	113.88	658.36
A A60000	Information Tech	4,831.19	25,896.40
A A60000	Information Tech	330.02	586.79
A A71000	Adriance	13.61	7.82
A A71000	Adriance	318.10	2,915.71
A A73000	Boardman Road Bran	16.60	1,004.56
A A73000	Boardman Road Bran	215.50	598.24
A A73000	Boardman Road Bran	14.10	-2,529.00

08/26/2020 08:58
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WARRANT SUMMARY
Poughkeepsie Public Library District

P 21
apwarrnt

WARRANT: 20200827 08/27/2020

DUE DATE: 08/27/2020

FUND ORG ACCOUNT

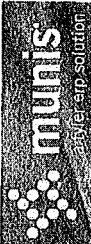
AMOUNT AVLB BUDGET

FUND TOTAL 90,928.44

WARRANT SUMMARY TOTAL 90,928.44

GRAND TOTAL 90,928.44

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT AUGUST 2020

FOR 2020 08

	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	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,304,422	1,269,874	1,269,874.00	.00	.00	100.0%
42082 LIBRARY CHARGES	50,000	27,500	17,243.38	2,970.45	10,256.62	62.7%
42401 INTEREST EARNINGS	50,000	25,000	12,066.62	436.29	12,933.38	48.3%
42680 INSURANCE RECOVERIES	0	7,387	7,387.01	.00	-.01	100.0%
42705 DONATIONS	50,000	50,000	12,331.63	256.45	37,668.37	24.7%
42752 ANNUAL APPEAL	25,000	28,013	28,131.19	17.34	-118.19	100.4%
42753 DONATIONS IN KIND	81,983	81,983	54,655.28	6,831.91	27,327.72	66.7%
42760 GRANTS	25,000	25,000	.00	.00	25,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	126,500	127,368	127,368.37	.00	-.37	100.0%
42777 E RATE INCOME	37,500	40,000	16,058.35	.00	23,941.65	40.1%
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%
44401 FEDERAL AID - HEALTH	0	15,000	.00	.00	15,000.00	.0%
45031 TRANSFERS IN	748,747	647,742	145,918.00	.00	501,824.00	22.5%
GRAND TOTAL	9,171,751	9,017,466	8,079,840.15	10,512.44	937,625.85	89.6%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 8



FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	12020	1,968.84	2,905.26
A	12023	-53.25	166,534.01
A	12040	-503,195.97	2,334,180.75
A	12051	785.19	1,784.16
A	12100	677.44	6,185.49
A	12101	.00	3,370.03
A	13910	.00	502.00
		.00	1,069,749.10
	TOTAL ASSETS	-499,817.75	3,585,210.80
LIABILITIES			
A	26000	.00	-72.00
A	26020	-676.94	-5,801.86
A	26021	139.79	3,614.15
A	26030	-1,165.00	-1,375.31
A	26100	.00	88.00
A	26300	.00	.40
A	26370	-51,620.54	-144,691.58
	TOTAL LIABILITIES	-53,322.69	-148,238.20
FUND BALANCE			
A	35100	.00	9,017,466.00
A	35210	-399,846.09	1,973,831.46
A	35220	563,652.88	5,161,480.80
A	38210	399,846.09	-1,973,831.46
A	38670	.00	-47,000.00
A	39090	.00	83,120.81
A	39110	.00	-249,022.25
A	39600	.00	-9,100,585.81
A	39800	.00	-8,079,840.15
A	39910	-10,512.44	-122,592.00
A	39915	.00	-100,000.00
	TOTAL FUND BALANCE	553,140.44	-3,436,972.60
	TOTAL LIABILITIES + FUND BALANCE	499,817.75	-3,585,210.80

Poughkeepsie Public Library District

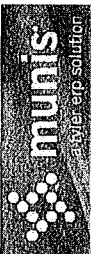
BALANCE SHEET FOR 2020 8



FUND: CM		MISC. SPEC. REVENUE FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	6,564.19	526,722.16
CM	12012	Schlobach Trust CD	.00	50,000.00
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-720.67	78,807.02
	TOTAL ASSETS		5,843.52	655,804.26
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	.00	145,918.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-299,032.17
CM	39800	Revenues	-5,843.52	-298,968.38
	TOTAL FUND BALANCE		-5,843.52	-452,082.53
	TOTAL LIABILITIES + FUND BALANCE		-5,843.52	-655,804.26

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 8



FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		Checking (Capital 23213)
H	12044	.00	38.83
H	12200	.03	607.26
H	13502	.02	491.90
H	13910	.00	30
		.00	38,385.79
	TOTAL ASSETS	.05	39,524.08
LIABILITIES			
H	26000	.00	Accounts Payable
H	26300	.00	Due To Other Funds
		.00	-58,098.21
	TOTAL LIABILITIES	.00	-58,098.61
FUND BALANCE			
H	35100	.00	Estimated Revenues
H	35220	.00	Expenditures
H	39110	.00	Fund Balance Unreserved
H	39600	.00	Appropriations
H	39800	-.05	Revenues
		-.05	-107.58
	TOTAL FUND BALANCE	-.05	18,574.53
	TOTAL LIABILITIES + FUND BALANCE	-.05	-39,524.08

Poughkeepsie Public Library District

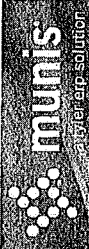


BALANCE SHEET FOR 2020 8

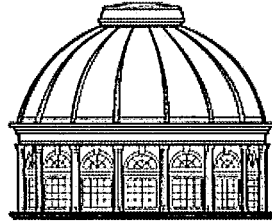
FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011	.00	2,771.48
PN	12012	.00	50,000.00
PN	12013	.00	1,003.52
PN	12014	-720.67	384,010.52
PN	12015	.00	10,964.91
PN	12201	.00	37,047.81
PN	13910	.00	10,043.00
	TOTAL ASSETS	-720.67	495,841.24
LIABILITIES			
PN	26300	720.67	-17,023.39
	TOTAL LIABILITIES	720.67	-17,023.39
FUND BALANCE			
PN	39110	.00	-478,817.85
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	720.67	-495,841.24

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 8

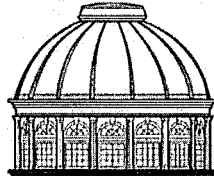


FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	210.88	1,244,989.16
V	13910	.00	13,726.00
	TOTAL ASSETS	210.88	1,258,715.16
LIABILITIES			
V	26300	.00	-931,867.36
	TOTAL LIABILITIES	.00	-931,867.36
FUND BALANCE			
V	39090	.00	-19,281.00
V	39110	.00	-305,848.88
V	39800	-210.88	-1,717.92
	TOTAL FUND BALANCE	-210.88	-326,847.80
	TOTAL LIABILITIES + FUND BALANCE	-210.88	-1,258,715.16



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – SEPTEMBER 2020

Significant Challenges or Accomplishments

- The children's room at Adriaance will soon be circulating Early Literacy Backpacks for infants, toddlers, and preschoolers. They will be part of the Parenting Collection. Since literacy development begins long before children enter school, the packs are designed to support parents and caregivers of very young children with early literacy development. Each pack is filled with developmentally appropriate materials that include: 5 books, an early literacy toy, early literacy tips and activities in both English and Spanish for parents to do with their child, as well as a bookmark with more book suggestions. One book in each pack is bilingual English/Spanish. This project was developed and is being coordinated by Alison Francis, Youth Services Librarian.
- Like most other public facing organizations, the Library District is experiencing mask compliance issues, mostly with the covering of the face and nose. Staff need to continually remind patrons of the need to mask-up. There have been some instances where the situation has escalated but most are compliant with a reminder.
- The Library District continues to work with the Poughkeepsie City School District as they continue to roll out its remote learning platform. Communication with the district critical and, at times, contradictory. Library District staff continue to work on keeping those channels open. I have authorized a temporary suspension of the Library District's Patron Code of Conduct as it relates to unattended children in the libraries during traditional school hours. Youth Services staff will closely monitor how this suspension effects library services and the environment for library use and learning during these hours.
- Staff continue to do great work despite all of the challenges. They are making all of what we do happen.

Service and Program Highlights

- The Library District's policy related to the issuance of library cards indicates that anyone is eligible for a card who requests one. One nuance of the process that will be implemented for all new cardholders and corrected for older accounts is the linking the patron to their home address. This will result in digital and streaming service blocks for up to 5,000 cardholders who have a Library District barcode but do not have Poughkeepsie as their Home Library in their patron record. Over the years, we have authenticated patrons based on barcode prefix (of which the Library District has three). This was done in the years prior to vendors being able to use an API module and instead allowed patron access to content based on the prefix of their library card barcode. This has resulted in a large number of uses of services, such as Kanopy and Hoopla, by non-Poughkeepsie patrons. The two references products are costed on a transactional basis so there is a financial interest in the Library District reigning on the use of the service by other library's patrons. We are rolling with this project and informing the cardholders looking at a January 1, 2021 implementation.
- I plan to discuss a modification of operational hours over the Christmas weekend at the board meeting. I will propose that the Library District be closed on Saturday, December 26, and Sunday, December 27. This modification will not result in any additional paid time off and the only savings we will observe is the cost related to the Sunday closure.
- See attached statistics. Staff continue to conduct some programs on virtual platforms as well as in-person.

Outreach and Professional Development

- The Library District will participate in a national program called Great Give Back. The GGB is an activity in which libraries coordinate a volunteer activity that will benefit the local community. Our program is Close the Book on Hunger, a food drive to benefit Dutchess Outreach. Patrons will be encouraged to donate non-perishable food items starting October 1 and ending on GGB Day, which is October 17. If your work organization would like to collaborate with us and bring collected items to the Library District, we will include them in our donation to Dutchess Outreach.
- Staff continue to seek out and participate in virtual professional development. All in-person library conferences have been cancelled for the year.

Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage.

- Digital and streaming usage has abated some but still a higher than pre-pandemic levels.

Buildings

- Boardman Road
 - Planning and permitting approvals for the waste line project continue but it seems unlikely that we will be able to start the work prior to the onsite of winter weather. Given that there is reduced programming at the branch library, the impact of this delay will be minimal.
- Adriance
 - Permits are being secured to begin the work on the Rotunda project. We hope to have the work begin immediately upon receipt of the permits.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2020 to 2019

	Current Year: 2020				Previous Year: 2019				YTD	
	Aug	Percent	YTD	Percent	Aug	Percent	YTD	Percent	Change	Percent
Adult Fiction	6,107	25.63%	32,904	22.94%	7,276	20.61%	45,740	19.89%	-12,836	-28.06%
Adult Non-Fiction	3,735	15.68%	23,510	16.39%	4,994	14.15%	34,408	14.96%	-10,898	-31.67%
Fiction - Juvenile	5,589	23.46%	29,726	20.72%	7,297	20.67%	41,617	18.09%	-11,891	-28.57%
Non-Fiction - Juvenile	1,477	6.20%	8,288	5.78%	1,604	4.54%	11,774	5.12%	-3,486	-29.61%
Periodicals	257	1.08%	1,309	0.91%	294	0.83%	1,955	0.85%	-646	-33.04%
Periodicals - Juvenile	30	0.13%	173	0.12%	66	0.19%	263	0.11%	-90	-34.22%
Print Subtotal	17,195	72.18%	95,910	66.86%	21,531	60.99%	135,757	59.02%	-39,847	-29.35%
Microforms	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	0.00%
ILL	0	0.00%	38	0.03%	9	0.03%	118	0.05%	-80	-67.80%
Soundrecordings	694	2.91%	5,590	3.90%	1,714	4.85%	10,834	4.71%	-5,244	-48.40%
Video recordings	4,590	19.27%	33,531	23.38%	8,886	25.17%	57,803	25.13%	-24,272	-41.99%
Media	1	0.00%	6	0.00%	1	0.00%	19	0.01%	-13	-68.42%
Software	11	0.05%	58	0.04%	26	0.07%	223	0.10%	-165	-73.99%
Equipment/Realia	2	0.01%	165	0.12%	21	0.06%	226	0.10%	-61	-26.99%
Suppressed Items	36	0.15%	162	0.11%	54	0.15%	205	0.09%	-43	-20.98%
Video recordings - Juvenile	631	2.65%	4,821	3.36%	2,143	6.07%	10,548	4.59%	-5,727	-54.29%
Audio recordings - Juvenile	92	0.39%	661	0.46%	206	0.58%	1,148	0.50%	-487	-42.42%
Media - Juvenile	71	0.30%	629	0.44%	180	0.51%	1,016	0.44%	-387	-38.09%
Software - Juvenile	44	0.18%	99	0.07%	25	0.07%	144	0.06%	-45	-31.25%
Non-Print Subtotal	6,172	25.91%	45,760	31.90%	13,265	37.57%	82,285	35.78%	-36,525	-44.39%
Online Renewals	456	1.91%	1,776	1.24%	508	1.44%	11,959	5.20%	-10,183	-85.15%
Total	23,823		143,446		35,304		230,001		-86,555	-37.63%

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	21,028	23,367					141,670
Physical Items - Online Renewals	334	345	266	13	17	81	264	456					1,776
Digital Content	8,527	7,843	9,796	12,394	11,839	12,394	9,244	9,919					81,956
PopUpLibrary	10	5	3	0	0	0	0	0					
Total	39,415	37,860	34,165	12,682	13,156	23,864	30,536	33,742	0	0	0	0	225,420
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	4,524	4,441					20,917
Boardman Road	2,968	2,748	1,345	50	NA	943	2,212	2,055					12,321
Total	7,306	6,447	3,228	50	57	2,918	6,736	6,496					33,238
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	716	661					6,464
Boardman Road	154	2,748	1,345	4	0	15	69	63					4,398
Spanish Language Assistance	NA	NA	NA	32	85	35	59	43					254
Total	1,456	3,858	3,228	170	250	543	844	767	0	0	0	0	11,116
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	14,184	12,140					123,026
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025	3,020	3,497	2,487					19,707
Calendar Hits - Recite Me	418	803	501	509	519	313	437	249					3,749
Website Hits	35,091	33,462	28,601	16,846	18,696	26,541	29,610	28,070					216,917
Total	50,153	52,649	43,316	42,459	36,062	48,086	47,728	42,946	0	0	0	0	363,399
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	2,548	3,923					27,607
Boardman Road	2,273	2,327	1,191	43	98	458	880	766					8,036
Total	10,046	9,939	5,052	232	419	1,838	3,428	4,689	0	0	0	0	35,643
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	55	50	44	0	0	20	51	41					261
Boardman Road	14	13	4	0	0	4	11	3					49
Total	69	63	48	0	0	24	62	44	0	0	0	0	310
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	50	48	26	3	7	31	35	60					260
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	199	90	85	89	69	184	127					1,032
Community Engagement	2	0	0	0	0	0	1	0					3
Non-Library District	69	67	30	0	0	1	9	7					183
Exams Proctored	18	10	6	0	0	2	12	15					63
MAP Passes	19	31	21	0	1	4	24	37					137
Total	297	307	147	85	90	76	230	186	0	0	0	0	1,418
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	1,111	1,003					55,511
Community Engagement	136	0	0	0	0	0	11	0					147
Non-Library District	585	918	310	0	0	8	108	15					1,944
Drop-In Room Use	154	163	69	0	0	0	0	0					386
Total	3,236	4,065	1,270	24,400	13,910	8,859	1,230	1,018	0	0	0	0	57,988
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	9,261	10,092					69,450
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909					49,387
Total - 2020	29,750	27,645	15,185	0	0	11,295	14,961	20,001	0	0	0	0	118,836
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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Summary of Volunteer Activity 2020

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	12	14	0	26	108.00	102.00	0.00	210.00
February	12	15	0	27	101.00	110.00	0.00	211.00
March	3	4	0	7	26.00	30.00	0.00	56.00
April	0	0	0	0	0.00	0.00	0.00	0.00
May	0	0	0	0	0.00	0.00	0.00	0.00
June	0	0	0	0	0.00	0.00	0.00	0.00
July	0	0	0	0	0.00	0.00	0.00	0.00
August	7	0	0	7	104.00	0.00	0.00	104.00
September								
October								
November								
December								
				TOTAL	339.00	242.00	0.00	581.00

New Business Fact Sheet
Approval of Policy Revision: Records Retention

Recommended By Administration

Background Information As a political subdivision, the Library District is obligated to follow a records retention schedule as promulgated by the State of New York and as amended from time-to-time.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the revision to PPLD Policy 3105 – Information Management, attached hereto (PPLD Document 092320 – 5A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Information Management

The Library District respects and protects the privacy of its patrons and staff to the fullest extent allowed by state and federal law, including the use of Library District resources and services.

The Library District will comply with the schedules as published in **Retention and Disposition Schedule for New York Local Government Records (LGS-1)**, issued pursuant to **Article 57-A of the Arts and Cultural Affairs Law**, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. ~~Records Retention and Disposition Schedule MI-1 as periodically revised by the University of the State of New York concerning the retention and disposition of its organizational records. The following chapters are most pertinent to Library District operations: Library/Library Systems, Fiscal, and Civil Service/Personnel. The current Schedule is on file at the Library District's Administrative Office and is available during normal business hours.~~

Therefore, in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The Library Director shall serve as the Records Management Officer for the Library District.

IT Management

The Library Director will develop and administer an IT management plan that addresses back-up and recovery of general operation files, including web and email applications, as well as all business and human resource files. This plan shall be reviewed at least annually by senior Library District staff and must include the IT staff.

Generally, only IT staff shall have administrative rights to load applications on to Library District PCs.

Library District files shared with the other members of the Mid-Hudson Library System will be properly backed-up as required to maintain public service operations. This shall be done by MHLS staff and will be audited every year by Library District staff to assure compliance.