

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, November 18, 2020

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

GoToMeeting: <https://global.gotomeeting.com/join/582569789>

Phone Number and Access Code: 1 866 899 4679 / 582-569-789

Trustees Reviewing Warrants: Bucher and Blazek (tentative)

- 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. October 28, 2020, (*T. Lawrence; #112820 – 1*)
 - V. Financial Report(s)
 - A. October 2020 (*B. Lynch; #111820 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #111820 – 2.1; to be emailed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #111820 – 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, #111820 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Designation of Signers for Vanguard Account (*T. Lawrence; #111820 – 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, December 16, 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 October 28, 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 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Bucher joined at 7:04 p.m. Trustee Bombardieri lost the connection briefly during one vote and then left the meeting at 7:35pm.
- **Additions to the Agenda:** Agenda amended so items needing a vote were handled first.
- **Move/Seconded:** Moore, Bombardieri.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** None**IV. Approval of Previous Record/Meeting(s)****A. September 23, 2020 (PPLD Documents #102820 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 23, 2020.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. September 2020 Financial Activity Report (PPLD Document #102820 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2020 Financial Activity as presented.
- **Moved/Seconded:** Bombardieri, Ryan.
- **Discussion:** Lynch summarized the report and explained the Report of Monthly Budget Modifications & Transfers.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #102820 – 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 58315 to 58696 in Warrant 20201029 totaling \$120,855.58

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 58314 to 58409 in Warrant 20201015 totaling \$92,384.62

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #102820 – 3)

- Lawrence reported on: Rover; Little Libraries; the Big Read; Digitization of images and videos; the Food Drive; the approvals needed for the Boardman Road project; work on the Rotunda; and Early Voting at Boardman.

B. President's Report: None.

C. Board Committee Reports:

1. **Personnel Committee:** Chairperson Moore reported on committee discussions on: the job description for the Assistant Director; the AED; and the upcoming minimum wage.

- D. **Friends of PPLD:** President Murphy reported on: the newest Book Store sale on fiction items; a change in date for the Annual Meeting, now on December 9th; the upcoming Holiday Book Sale; not accepting donations between Nov. 11 – 30; and a potential winter plan for accepting book donations safely.

VII. Board Action

A. Personnel Actions: (PPLD Document #102820 – 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
Tony Perkins	Security Guard	Resignation	10/9/2020	NA
Sandra Priore	Library Assistant (Spanish Speaking)	Permanent Appointment	11/25/2020	NA
Daniel Isliker	Library Clerk (Hrly)	Leave of Absence	11/1/2020-2/28/2020	NA
Terry Konrath	Library Clerk (PT)	Modification of Appointment: Temporary to Probationary	10/1/2020	No Change
Christine Bexley	Library Clerk (PT)	Modification of Appointment: Temporary to Probationary	10/31/2020	No Change

- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** Lawrence explained the reason for these actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of 2021 Operational Schedule (PPLD Document #102820 – 5)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2021 operational schedule as described in PPLD Document #102820 – 5A.
- B. **Moved/Seconded:** Moore, Fitzgibbons.
- C. **Discussion:** None.
- D. **VOTE:** 9 – 0 – 0

2. Approval of Revised Policy: Library Card Terms and Conditions - #1109 (PPLD Document #102820 – 6)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #1109 – Library Card Terms and Conditions, as described in PPLD Document #102820 – 6A.
 - B. **Moved/Seconded:** Ryan, Schmitz.
 - C. **Discussion:** Lawrence explained the need for the changes. Some discussion ensued.
 - D. **VOTE:** 9 – 0 – 0
3. **Authorization to Sign: Parking Lot Agreement (PPLD Document #102820 – 7)**
- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the agreement and authorize the Library Director to sign said agreement as described in PPLD Document #102820 – 7A.
 - B. **Moved/Seconded:** Spuhler, Eagleton.
 - C. **Discussion:** Lawrence explained the agreement.
 - D. **VOTE:** 9 – 0 – 0
4. **Approval of Policies: Code of Conduct (PPLD Document #102820 – 8)**
- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revision to PPLD Policy #1101 – Code of Conduct (PPLD Document #102820 – 8A).
 - B. **Moved/Seconded:** Bucher, Spuhler.
 - C. **Discussion:** Trustee Fitzgibbons explained the changes. Some discussion ensued.
 - D. **VOTE:** 9 – 0 – 0

VIII. Open Comment

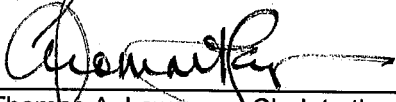
- A. **Board Comment:** None.
- B. **Public Comment:** None.

Adjournment

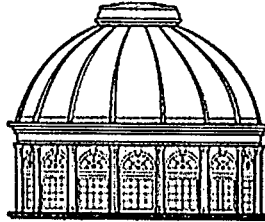
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 7:46 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 18, 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 October 2020 Financial Activity

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

General Fund (Fund A; \$2,623,455)

- Receipts for the month totaled \$245,880 which included \$188 in interest, \$4,445 in library charges, \$12,500 in grants, as well as a \$12,000 donation from Arts Mid-West in support of this year's Big Read.
- Receipts also included \$153,510 in Central Library Development Aid, \$52,713 in Central Library Book Aid and \$15,454 in Local Library Incentive Aid.
- Disbursements for the month totaled \$756,549 which included \$629,417 in salary and benefit expenses.

Special Revenue Fund (Fund CM; \$657,694)

- Receipts for the month totaled included minor monthly interest as well as the market change and interest in the Wojtecki account.
- Receipts for the month also included a donation of \$3,100 from the Bentley Holden Fund. (\$2,100 in support of the Local History collection and \$1,000 in support of e-books and audio book collections.)
 - 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 October.
- Sub fund totals are:

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

Permanent Funds (Fund PN; \$494,488)

- 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; \$1,259,072)

- Receipts for the month included interest of \$153.
- There were no disbursements for the month of October.

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

No modifications or transfers to report for October.

Poughkeepsie Public Library District



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

FOR 2020 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	3,988,870	3,219,082.44	446,159.38	620,155.60	149,631.96	96.2%
22 EQUIP & CAPITAL OUTL	91,500	92,607	80,389.97	7,560.82	3,194.87	9,022.16	90.3%
30 MATERIALS	555,739	472,209	327,464.86	40,791.73	27,182.63	117,561.51	75.1%
32 INFORMATION SVC	78,574	51,296	29,064.63	1,869.00	19,529.98	2,701.39	94.7%
50 OPERATIONS	1,165,462	1,180,421	769,818.52	76,296.80	233,662.21	176,940.27	85.0%
51 AUTOMATION	1,103,593	1,04,008	56,014.80	614.10	47,346.04	647.16	99.4%
91 EMPLOYEE BENEFITS	1,871,751	1,790,929	1,570,460.50	183,257.25	93,468.67	126,999.83	92.9%
92 DEBT SER	1,304,422	1,304,422	372,524.99	.00	.00	931,897.01	28.6%

GRAND TOTAL

9,171,751 8,984,762 6,424,820.71 756,549.08 1,044,540.00 1,515,401.29 83.1%

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

WARRANT: 20201029 10/29/2020

DUE DATE: 10/29/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund	2,796.31	
A A	General Fund	229.99	
A A	General Fund	2,063.07	
A A00000	General Fund Expen A	4,120.17	
A A00000	General Fund Expen A	4,468.28	
A A00000	General Fund Expen A	211.46	
A A00000	General Fund Expen A	41.00	
A A00000	General Fund Expen A	653.00	
A A00000	General Fund Expen A	42.55	
A A00000	General Fund Expen A	614.10	
A A00000	General Fund Expen A	77.14	
A A00000	General Fund Expen A	245.00	
A A00000	General Fund Expen A	42.56	
A A00000	General Fund Expen A	579.81	
A A00000	General Fund Expen A	2,140.00	
A A00000	General Fund Expen A	119.00	
A A00000	General Fund Expen A	500.00	
A A00000	General Fund Expen A	2,535.66	
A A10000	Administration	1,439.87	
A A10000	Administration	192.44	
A A11100	CLDA Reimbursable	158.46	
A A11100	CLDA Reimbursable	1,956.76	
A A20000	Building Services	501.60	
A A20000	Building Services	688.40	
A A20000	Building Services	827.00	
A A20000	Building Services	3,110.00	
A A20000	Building Services	753.95	
A A20000	Building Services	779.50	
A A20000	Building Services	559.74	
A A20000	Building Services	152.50	
A A30000	Advancement Service	8,635.65	
A A30000	Advancement Service	3,000.00	
A A30000	Advancement Service	348.30	
A A41000	Adult Services	375.00	
A A41000	Adult Services	900.00	
A A41000	Adult Services	280.03	
A A43000	Borrower Services	91.00	
A A44000	Collection Service	17,813.34	
A A44000	Collection Service	7,168.63	
A A44000	Collection Service	2,959.49	
A A44000	Collection Service	2,826.74	
A A44000	Collection Service	6,181.13	
A A44000	Collection Service	322.92	
A A44000	Collection Service	420.65	
A A45000	Youth Services	1,869.00	
A A45000	Youth Services	4,862.79	
A A45000	Youth Services	15,534.22	
A A46000	YA Services	171.29	
A A50000	Business Office	167.88	
A A60000	Information Tech	5,287.75	
A A	Benefits Exchange		
A A	General Fund Exchange		
A A	Furniture, Fixtures & E		
A A	Office & Library Suppl		
A A	Supplies-COVID		
A A	PR & PRINTING - GENERA		
A A	Cont Ed/ Regional & Na		
A A	Mileage Reimbursement		
A A	Sierra/Encore Services		
A A	Professional Fees		
A A	Other Operational Expe		
A A	Vehicle Operations		
A A	Life Insurance		
A A	Medicare B Reimb		
A A	Admin Program Expenses		
A A	MUSEUM PASS PROGRAM		
A A	Legal Fees		
A A	CBA Books - Digital		
A A	Central Library Suppli		
A A	Telephone Central Libr		
A A	Custodial Supplies		
A A	Cust Supplies - COVID		
A A	Security Monitoring		
A A	Rental, Repair & Maint		
A A	Building Repairs Wojte		
A A	Landscaping/Grounds Ma		
A A	HVAC-MECH/ELEC/PLUMBIN		
A A	Other Oper-Trash		
A A	Big Read Programming		
A A	Bulk Mailing Postage		
A A	PR & Printing- Rotunda		
A A	Programming Adult Svc		
A A	PROGRAMMING - Spanish		
A A	PRGM - Lift Every Voic		
A A	Mileage Reimb-Extensio		
A A	Collection Serv Books		
A A	BOOKS - Greene		
A A	Collection Serv- Books		
A A	Collection Serv Video		
A A	VIDEO & FILMS - DIGITA		
A A	Music & Audio		
A A	MUSIC & AUDIO - DIGITA		
A A	Collections Agency Fee		
A A	DATA BASES		
A A	Programming Youth		
A A	PROGRAMMING YA		
A A	Programming YA		
A A	Ink & Toner		
A A	Equipment IT		

WARRANT: 20201029 10/29/2020

DUE DATE: 10/29/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A60000	Information Tech	210.00	1.20
A A60000	Information Tech	706.00	5,742.91
A A60000	Information Tech	30.22	586.79
A A60000	Information Tech	797.36	-573.18
A A71000	Adriance	1,773.11	932.22
A A71000	Adriance	35.01	133.88
A A71000	Adriance	2,828.41	-2,628.03
A A71000	Adriance	6,000.00	6,693.00
A A73000	Boardman Road Bran	215.50	498.00
A A73000	Boardman Road Bran	953.41	-654.76
A A73000	Boardman Road Bran	2,714.66	-529.00
FUND TOTAL		120,855.58	
WARRANT SUMMARY TOTAL		120,855.58	
GRAND TOTAL		120,855.58	

Poughkeepsie Public Library District



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

FOR 2020 10

	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	24,556.47	4,445.13	2,943.53	89.3%
42401 INTEREST EARNINGS	50,000	25,000	12,588.35	188.20	12,411.65	50.4%
42680 INSURANCE RECOVERIES	0	7,387	7,905.04	.00	-518.04	107.0%
42705 DONATIONS	50,000	50,000	12,488.88	137.65	37,511.12	25.0%
42752 ANNUAL APPEAL	25,000	28,013	28,231.19	100.00	-218.19	100.8%
42753 DONATIONS IN KIND	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 GRANTS	25,000	52,039	12,500.00	12,500.00	39,539.00	24.0%
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	19,208.44	.00	20,791.56	48.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	15,285.32	.00	-285.32	101.9%
43840 CENTRAL LIBRARY DEVELOPMENT	196,866	152,374	153,510.00	153,510.00	-1,136.00	100.7%
43841 CENTRAL BOOK AID	67,599	52,348	52,713.00	52,713.00	-365.00	100.7%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	15,454.08	15,454.08	4,158.92	78.8%
44401 FEDERAL AID - HEALTH	0	15,000	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	8,984,762	8,339,441.24	245,879.97	645,320.76	92.8%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 10

FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		5,717.65
A	12020	-332.71	165,370.35
A	12023	-159,136.16	1,369,803.97
A	12040	-276,017.97	3,298.99
A	12051	944.63	5,642.65
A	12100	-722.51	3,370.03
A	12101	.00	502.00
A	13910	.00	1,069,749.10
	TOTAL ASSETS	-435,264.72	2,623,454.74
LIABILITIES			
A	26000	.00	-72.00
A	26020	1,080.43	-5,257.98
A	26021	-950.75	2,831.45
A	26030	.00	-1,375.31
A	26100	.00	88.00
A	26300	.00	.40
A	26370	-75,534.07	-270,038.72
	TOTAL LIABILITIES	-75,404.39	-273,824.16
FUND BALANCE			
A	35100	.00	8,984,762.00
A	35210	-581,346.44	1,044,539.90
A	35220	756,549.08	6,508,423.91
A	38210	581,346.44	-1,044,539.90
A	38670	.00	-47,000.00
A	39090	.00	83,120.81
A	39110	.00	-249,022.25
A	39600	.00	-9,067,881.81
A	39800	-245,879.97	-8,339,441.24
A	39910	.00	-122,592.00
A	39915	.00	-100,000.00
	TOTAL FUND BALANCE	510,669.11	-2,349,630.58
	TOTAL LIABILITIES + FUND BALANCE	435,264.72	-2,623,454.74

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 10



FUND: CM		MISC SPEC REVENUE FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	3,165.08	529,964.96
CM	12012	Schlöbach Trust CD	.00	50,000.00
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-899.35	77,453.88
	TOTAL ASSETS		2,265.73	657,693.92
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	-2,265.73	-300,858.04
	TOTAL FUND BALANCE		-2,265.73	-453,972.21
	TOTAL LIABILITIES + FUND BALANCE		-2,265.73	-657,693.92

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 10

FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010	.00	38.83
H	12044	.02	607.30
H	12200	.02	491.94
H	13502	.00	.30
H	13910	.00	38,385.79
	TOTAL ASSETS	.04	39,524.16
LIABILITIES			
H	26000	.00	-.40
H	26300	.00	-58,098.21
	TOTAL LIABILITIES	.00	-58,098.61
FUND BALANCE			
H	35100	.00	252,715.39
H	35220	.00	134,777.00
H	39110	.00	-116,094.89
H	39600	.00	-252,715.39
H	39800	-.04	-107.66
	TOTAL FUND BALANCE	-.04	18,574.45
	TOTAL LIABILITIES + FUND BALANCE	-.04	-39,524.16



Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 10



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	-899.35	382,637.38
PN	12015	.00	10,964.91
PN	12201	.00	37,047.81
PN	13910	.00	10,043.00
	TOTAL ASSETS	-899.35	494,488.10
LIABILITIES			
PN	26300	899.35	-15,670.25
	TOTAL LIABILITIES	899.35	-15,670.25
FUND BALANCE			
PN	39110	.00	-478,817.85
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	899.35	-494,488.10

Stonaker Trust
 Lamont Fund
 Levinsohn Trust
 Wojtecki Trust
 Schwartz Fund
 Dobo Fund
 Due from other funds

Due to other funds

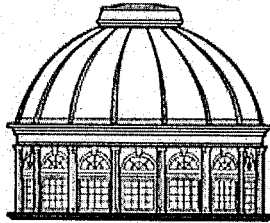
Library Trust Permanent Funds

Poughkeepsie Public Library District



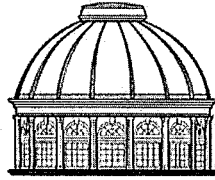
BALANCE SHEET FOR 2020 10

FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	153.11	1,245,346.38
V	13910	.00	13,726.00
	TOTAL ASSETS	153.11	1,259,072.38
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	-153.11	-2,075.14
	TOTAL FUND BALANCE	-153.11	-327,205.02
	TOTAL LIABILITIES + FUND BALANCE	-153.11	-1,259,072.38



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – NOVEMBER 2020

Significant Challenges or Accomplishments

- An interesting outreach opportunity has re-surfaced and shows some encouraging signs of life. Brian Doyle, CEO of Family Services, which operates the Family Partnership Center (FPC), was a community member of the Library District's strategic planning committee in 2017. One idea that gained traction in the planning discussions was how the Library District could work with the FPC in the management of their Sadie Peterson Delaney African Roots Library. Discussions have been held to advance the idea. It's a slightly complicated path as the Library is used for a variety of non-library functions but the interest is evident in all parties involved. In early December, I will visit the space to see what may be possible. Such management could range from providing full library services as a branch of the Library District to us simply providing service support and programming. This is an exciting opportunity for the Library District to establish a base to better provide service to the City's Northside community.

Service and Program Highlights

- The Big Read has concluded and was successful despite logistical problems posed by the pandemic. As I emailed to the trustees earlier but want to memorialize for the record, here is what was shared with us by an administrator at Hyde Park's Haviland Middle School:

Our experience with Sarah was great.

Sarah and I met four times leading up to the event. She included an interactive piece to her presentation that she had not done before. Students were asked to become a writer themselves and to have a piece of paper out during the presentation. Three times she assigned a task; 1. Write three things you can't live without. 2. Create a list of five topics/news items that make you mad, happy, angry, sad, etc 3. Write down a list of things you want to accomplish. then outside them, write the things that make those goals hard, and then outside them, write two things that can mitigate that problem. Kids loved it and teachers followed up with it in class. I am so thankful that she was so easy to collaborate with.

The experience was live broadcasted and recorded (it is on our website). Before the presentation I created a google form that was sent to teachers to support their in-class lessons around the story. Students were expected to submit questions along the way. A week prior to the live stream I sent those questions to Sarah. She incorporated specific questions that students asked to each of her slides making the experience very personal. We received over 100 submissions and a total of 179 questions from students.

During the live stream I posted a link that students could submit questions during the live stream. At the end of the presentation I then facilitated a very fruitful Q/A. We had over 56 submissions and over 75 total questions asked. It was awesome.

During the live stream we had over 150 viewers and the recording continues to be used in class to support the topics discussed by Sarah which include: Inspiration, creativity, the writing process, loss, and science/magic.

She was great!!

Thank you so much for bringing this entire experience to life. We had a blast.

Respectfully,

Joseph W. Sullivan, Assistant Principal

This testimony represents why the Big Read is important and the impact Jewel Ratzlaff has had on the program. She continues to do an outstanding job for the Library District and the community.

Outreach and Professional Development

- Youth services staff have re-engaged with the Poughkeepsie City School District and their Saturday Morning Lights program. Our plan is to provide monthly literacy-based programming for students in grades K – 5. The current plan is for the SML program to be offered as an in-person event at Poughkeepsie Middle School.

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
 - Nothing new to report on the waste line repair project.
- Adriance
 - Work has begun on the Rotunda repair project.

Staffing

- See Personnel Actions, if applicable.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2020 to 2019**

	Current Year: 2020				Previous Year: 2019				YTD	
	Oct	Percent	YTD	Percent	Oct	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,309	23.64%	43,664	23.15%	6,310	19.89%	58,563	19.98%	-14,899	-25.44%
Adult Non-Fiction	3,621	16.12%	30,867	16.37%	4,990	15.73%	44,049	15.03%	-13,182	-29.93%
Fiction - Juvenile	4,970	22.13%	40,032	21.23%	6,081	19.17%	53,902	18.39%	-13,870	-25.73%
Non-Fiction - Juvenile	1,514	6.74%	11,394	6.04%	1,703	5.37%	14,799	5.05%	-3,405	-23.01%
Periodicals	225	1.00%	1,742	0.92%	218	0.69%	2,360	0.81%	-618	-26.19%
Periodicals - Juvenile	16	0.07%	208	0.11%	51	0.16%	372	0.13%	-164	-44.09%
Print Subtotal	15,655	69.70%	127,907	67.82%	19,353	61.00%	174,045	59.38%	-46,138	-26.51%
Microforms	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	0.00%
ILL	11	0.05%	54	0.03%	30	0.09%	160	0.05%	-106	-66.25%
Soundrecordings	838	3.73%	7,117	3.77%	1,547	4.88%	13,783	4.70%	-6,666	-48.36%
Videorecordings	4,799	21.36%	42,743	22.66%	8,388	26.44%	74,932	25.56%	-32,189	-42.96%
Media	0	0.00%	6	0.00%	3	0.01%	23	0.01%	-17	-73.91%
Software	5	0.02%	69	0.04%	28	0.09%	271	0.09%	-202	-74.54%
Equipment/Realia	15	0.07%	185	0.10%	15	0.05%	250	0.09%	-65	-26.00%
Suppressed Items	70	0.31%	326	0.17%	35	0.11%	277	0.09%	49	17.69%
Videorecordings - Juvenile	531	2.36%	5,963	3.16%	1,501	4.73%	13,547	4.62%	-7,584	-55.98%
Audio recordings - Juvenile	60	0.27%	782	0.41%	211	0.67%	1,535	0.52%	-753	-49.06%
Media - Juvenile	120	0.53%	840	0.45%	181	0.57%	1,336	0.46%	-496	-37.13%
Software - Juvenile	3	0.01%	115	0.06%	22	0.07%	197	0.07%	-82	-41.62%
Non-Print Subtotal	6,452	28.72%	58,200	30.86%	11,961	37.70%	106,312	36.27%	-48,112	-45.26%
Online Renewals	355	1.58%	2,492	1.32%	414	1.30%	12,757	4.35%	-10,265	-80.47%
Total	22,462		188,599		31,728		293,114		-104,515	-35.66%

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	22,330	22,107			186,107
Physical Items - Online Renewals	334	345	266	13	17	81	264	456	361	355			2,492
Digital Content	8,527	7,843	9,796	12,394	11,839	12,394	10,174	10,957	10,162	11,081			105,167
PopUpLibrary	10	5	3	0	0	0	0	0	0	0			
Total	39,415	37,860	34,165	12,682	13,156	23,864	31,466	34,780	32,853	33,543	0	0	293,784
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	4,206	4,383			29,506
Boardman Road	2,968	2,748	1,345	50	NA	943	2,212	2,055	2,154	2,152			16,627
Total	7,306	6,447	3,228	50	57	2,918	6,736	6,496	6,360	6,535			46,133
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	688	627			7,779
Boardman Road	154	2,748	1,345	4	0	15	69	63	47	84			4,529
Spanish Language Assistance	NA	NA	NA	32	85	35	59	43	81	0			335
Total	1,456	3,858	3,228	170	250	543	844	767	816	711	0	0	12,643
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	7,346	9,843			140,215
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025	3,020	3,497	2,487	2,633	2,838			25,178
Calendar Hits - Recite Me	418	803	501	509	519	313	437	249	327	527			4,603
Website Hits	35,091	33,462	28,601	16,846	18,696	26,541	29,610	28,070	28,415	30,231			275,563
Total	50,153	52,649	43,316	42,459	36,062	48,086	47,728	42,946	38,721	43,439	0	0	445,559
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	3,928	4,433			35,968
Boardman Road	2,273	2,327	1,191	43	98	458	880	766	1,411	1,579			11,026
Total	10,046	9,939	5,052	232	419	1,838	3,428	4,689	5,339	6,012	0	0	46,994
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	37	26			324
Boardman Road	14	13	4	0	0	4	11	3	11	2			62
Total	69	63	48	0	0	24	62	44	48	28	0	0	386
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	50	48	26	3	7	31	35	60	40	28			328
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	121	225			1,378
Community Engagement	2	0	0	0	0	0	1	0	1	5			9
Non-Library District	69	67	30	0	0	1	9	7	8	18			209
Exams Proctored	18	10	6	0	0	2	12	15	5	10			78
MAP Passes	19	31	21	0	1	4	24	37	43	51			231
Total	297	307	147	85	90	76	230	186	178	309	0	0	1,905
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	926	2,503			58,940
Community Engagement	136	0	0	0	0	0	11	0	35	435			617
Non-Library District	585	918	310	0	0	8	108	15	87	166			2,197
Drop-In Room Use	154	163	69	0	0	0	0	0	0	0			386
Total	3,236	4,065	1,270	24,400	13,910	8,859	1,230	1,018	1,048	3,104	0	0	62,140
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	10,284	10,484			90,218
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088	11,915			72,390
Total - 2020	29,750	27,645	15,185	0	0	11,295	14,961	20,001	21,372	22,399	0	0	162,607
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	4	3	2	9	23.00	15.00	44.00	82.00
October	3	4	2	9	10.00	24.00	35.00	69.00
November								
December								
				TOTAL	372.00	281.00	79.00	732.00

Personnel Actions

Recommended By Library Director

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

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Lily Berman	Page (PT)	Resignation	11/6/2020	NA

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

Motion
 Moved _____
 Seconded _____

Result of Action
 In Favor _____
 Against _____
 Abstaining _____

New Business Fact Sheet
Designation of Signers: Vanguard

Recommended By

Library Director

Current Situation

The Library District is the beneficiary, along with three other local non-profits, of a bequest from a long-time patron. The path of this donation, unlike others received in the recent past, is not through the probate process of the will but by the Library District being a named beneficiary of an account held by Vanguard.

In order to receive the funds, the Library District needs to open a Vanguard account, transfer the funds from the beneficiary's account to the new Library District account, and then move the money from Vanguard to an authorized Library District depository.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorize President Dianne Blazek and Treasurer Patricia Ryan to create an account with Vanguard and further designate Blazek and Ryan as authorized signatories to said account.

Further, upon the creation of the Vanguard account and the transfer of funds from the beneficiary's account to the Library District's account that the funds will be transferred to a Library District account held at Salisbury Bank and Trust Company, a designated Library District depository.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____