

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, December 16, 2020

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

GoToMeeting: <https://global.gotomeeting.com/join/517270693>

Phone Number and Access Code: 1 866 899 4679 / 517-270-693

Trustees Reviewing Warrants: Ryan and Schmitz (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. November 18, 2020, (*T. Lawrence; #121620 – 1*)
 - V. Financial Report(s)
 - A. November 2020 (*B. Lynch; #121620 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #121620 – 2.1; to be emailed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #121620 – 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, #121620 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Designation of Auditors: 12/31/20 – 12/31/25 (*P. Ryan; #121620 – 5*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Annual Organizational Meeting: Saturday, January 2, 2021; 10:00 a.m.

Regular Monthly Meeting: Wednesday, January 27, 2021; 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 November 18, 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 6:33 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call. Trustee Bucher joined at 6:40 p.m.
- **Additions to the Agenda:** Agenda amended so items needing a vote were handled first.
- **Move/Seconded:** Schmitz, Ryan.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** None**IV. Approval of Previous Record/Meeting(s)****A. October 28, 2020 (PPLD Documents #111820 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 28, 2020.
- **Moved/Seconded:** Ryan, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. October 2020 Financial Activity Report (PPLD Document #111820 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2020 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Schmitz.
- **Discussion:** Lynch explained the movement of the Schlobach fund money to the Special Revenue Fund.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #111820 – 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 58699 to 58896 in Warrant 20201119 totaling \$329,988.69

- **Moved/Seconded:** Blazek, Bucher.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #111820 – 3)

- Lawrence reported on: an outreach opportunity with the Sadie Peterson Delaney African Roots Library; a successful Big Read; Saturday Morning Lights; and challenges the staff are experiencing with virtual programs.

B. President's Report: None.

C. Board Committee Reports: None.

D. Friends of PPLD: President Murphy reported on: the Holiday Sale this coming weekend; not accepting donations until November 30th; and the annual meeting on December 9th.

VII. Board Action

A. Personnel Actions: (PPLD Document #111820 – 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
Lily Berman	Page (PT)	Resignation	11/6/2020	NA
James Gibbons	Library Clerk (PT)	Temporary Appointment	11/22/2020	\$15.21/hr
Laila Watts	Library Clerk (PT)	Temporary Appointment	11/22/2020	\$15.21/hr
Victoria Taylor	Page (PT)	Temporary Appointment	11/22/2020	\$12.10/hr

- **Moved/Seconded:** Spuhler, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Designation of Signers: Vanguard (PPLD Document #111820 – 5)

A. **Motion:** 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 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.

B. **Moved/Seconded:** Ryan, Eagleton.

C. **Discussion:** None.

D. **VOTE:** 11 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: None.

Executive Session

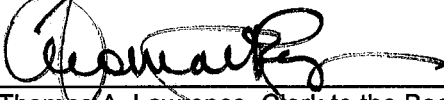
- **Motion:** Moved that the board go into Executive session for the purpose of discussing the Executive Director's evaluation.
- **Moved/Seconded:** Bombardieri, Lyons.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0 (Executive Session began at 7:04 p.m. and ended at 7:15 p.m.)

Adjournment

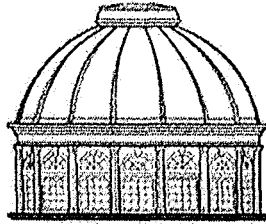
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 - 0 - 0
- **Time of Adjournment:** 7:16 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 16, 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 November 2020 Financial Activity

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

General Fund (Fund A; \$1,558,198)

- Receipts for the month totaled \$12,621 which included \$141 in interest, and \$2,381 in library charges.
- Disbursements for the month totaled \$1,127,899 which included \$447,470 in salary and benefit expenses and \$418,925 for debt service interest and principal payments to the Town of Poughkeepsie

Special Revenue Fund (Fund CM; \$654,723)

- Receipts for the month totaled included minor monthly interest as well as the market change and interest in the Wojtecki account.
- The Schlobach Fund Certificate of Deposit had matured. The CD was closed and the principal and interest were transferred to the Special Revenue Fund Money Market account.
 - Sub fund totals are:

• Norman and Jeannie Greene Fund	\$305,479
• Marcotte Memorial Fund	18,260
• Schlobach Fund	50,000

Capital Fund (Fund H; \$39,503)

- 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):	\$586
• Cash from Obligations – BOND Proceeds:	492

Permanent Funds (Fund PN; \$494,154)

- 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; \$840,304)

- Receipts for the month included interest of \$157.
- Disbursements included debt service principal and interest payments in the amount of \$418,925 for the Town of Poughkeepsie 2008 bond (refinanced in 2018).

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

Budget Transfer A-33		Revenue		Expense		Increase		Decrease	
				Other Operational Expense	A00000	54694			
				Sierra/Encore Services	A00000	54360	\$	1,700.00	\$
				Other Operational Expense	A00000	54694			\$
				Collections- Books - Digital	A44000	54100	A211	\$	15,000.00
				Total				\$	16,700.00
								\$	16,700.00

Re-allocation of funds as needed

Budget Transfer A-35		Revenue		Expense		Increase		Decrease	
				Cleaning	A20000	54694			\$
				Prof Fees- BRD Parking expansion	A00000	54370	A213		\$
				Rental-Staff Parking (city)	A00000	54530	A204		\$
				Building Serv Salaries	A00000	51450			\$
				Building Repairs - Wojtecki	A20000	54521		\$	18,869.00
				Building Repairs - Rotunda	A20000	54520	A229	\$	55,805.24
				Total				\$	74,674.24
								\$	74,674.24

Re-allocation of funds to accommodate building repair project

Budget Transfer A-37		Revenue		Expense		Increase		Decrease	
				Programming- Youth Services	A45000	54292	A230	\$	5,000.00
				Total				\$	5,000.00
								\$	5,000.00

Budget increase needed to account for new programming grant (Saturday Morning Lights) funded by Dutchess County. This grant is reimbursable.

Budget Transfer A-38		Revenue		Expense		Increase		Decrease	
				Admin Programming	A10000	54292			\$
				Sierra/Encore Services	A00000	54360			\$
				Total				\$	45.00
								\$	45.00

Re-allocation of funds as needed

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT NOVEMBER 2020

FOR 2020 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	3,948,870	3,518,427.78	299,345.34	332,910.74	97,531.48	97.5%
22 EQUIP & CAPITAL OUTL	91,500	92,607	81,881.30	1,491.33	1,876.54	8,849.16	90.4%
30 MATERIALS	555,739	487,209	359,248.35	31,783.49	4,914.79	123,045.86	74.7%
32 INFORMATION SVC	78,574	51,296	42,567.85	13,503.22	6,594.00	2,134.15	95.8%
50 OPERATIONS	1,165,462	1,208,676	938,215.53	168,397.01	158,385.37	112,075.10	90.7%
51 AUTOMATION	103,593	105,753	102,343.29	46,328.49	2,832.26	577.45	99.5%
91 EMPLOYEE BENEFITS	1,871,751	1,790,929	1,718,585.22	148,124.72	3,229.27	69,114.51	96.1%
92 DEBT SER	1,304,422	1,304,422	791,449.99	418,925.00	.00	512,972.01	60.7%

GRAND TOTAL

9,171,751 8,989,762 7,552,719.31 1,127,898.60 510,742.97 926,299.72 89.7%

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

WARRANT: 20201119 11/19/2020 DUE DATE: 11/19/2020
FUND ORG ACCOUNT AMOUNT AVLB BUDGET

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	General Fund	.00	
A	General Fund Expen A	1,281.33	4,120.17
A	General Fund Expen A	205.75	4,206.70
A	General Fund Expen A	1,268.00	25.70
A	General Fund Expen A	9,894.49	60.45
A	General Fund Expen A	360.48	.00
A	General Fund Expen A	800.00	400.00
A	General Fund Expen A	990.00	120.00
A	General Fund Expen A	245.00	354.40
A	General Fund Expen A	365.00	5,595.00
A	General Fund Expen A	76.84	-236.16
A	General Fund Expen A	83,340.68	-31,682.93
A	General Fund Expen A	2,342.40	3.60
A	General Fund Expen A	3,911.16	500.08
A	General Fund Expen A	3,187.88	.00
A	General Fund Expen A	13,346.25	328.75
A	General Fund Expen A	11,796.00	.00
A	General Fund Expen A	391.72	-19.47
A	General Fund Expen A	60.59	-1,386.17
A	General Fund Expen A	36,434.00	574.00
A	General Fund Expen A	75,160.02	5.98
A	General Fund Expen A	764.30	113.51
A	General Fund Expen A	188.17	-91.50
A	General Fund Expen A	537.10	1,288.50
A	General Fund Expen A	2,638.12	74.70
A	General Fund Expen A	579.08	979.93
A	General Fund Expen A	34,235.37	.24
A	General Fund Expen A	13,529.00	.00
A	General Fund Expen A	660.00	1,760.00
A	General Fund Expen A	187.25	8,380.09
A	General Fund Expen A	559.74	152.50
A	General Fund Expen A	3,833.30	11,452.32
A	General Fund Expen A	1,139.98	1,306.39
A	General Fund Expen A	32.00	1,270.51
A	General Fund Expen A	4,595.27	50,029.75
A	General Fund Expen A	2,833.86	3,973.12
A	General Fund Expen A	2,537.95	18,898.39
A	General Fund Expen A	3,601.73	1,195.00
A	General Fund Expen A	1,292.47	24,147.40
A	General Fund Expen A	349.05	2,789.10
A	General Fund Expen A	567.24	1,827.76
A	General Fund Expen A	1,639.00	1,084.19
A	General Fund Expen A	2,039.95	2,301.95
A	General Fund Expen A	69.31	4,190.33
A	General Fund Expen A	210.00	1.20
A	General Fund Expen A	2,380.40	3,692.91
A	General Fund Expen A	28.55	586.79
A	General Fund Expen A	231.53	922.64
A	General Fund Expen A	686.70	-810.52

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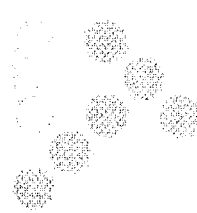
Poughkeepsie Public Library District
WARRANT SUMMARY

P 19
apwarrant

WARRANT: 20201119 11/19/2020

DUE DATE: 11/19/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A71000	Adriance		
A A71000	Adriance	101.89	3,814.88
A A73000	Boardman Road Bran A	36.48	1,004.56
A A73000	Boardman Road Bran A	124.55	-650.01
A A73000	Boardman Road Bran A	187.86	-24.00
A A73000	Boardman Road Bran A	2,133.90	-529.00
	FUND TOTAL	329,988.69	
	WARRANT SUMMARY TOTAL	329,988.69	
	GRAND TOTAL	329,988.69	



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wberger

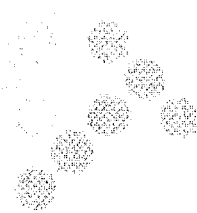
Poughkeepsie Public Library District
WARRANT SUMMARY

P 4
apwarrant

WARRANT: 20201130 11/30/2020

DUE DATE: 11/30/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	General Fund	2,816.71	
A	A00000	725.16	1,947.48
A	A11100	128.44	-1,386.17
A	A60000	13.61	-573.18
A	A71000	35.01	-810.52
A	A71000	2,828.41	3,814.88
A	A71000	5,706.34	6,693.00
A	A73000	953.41	498.00
A	A73000	472.78	-529.00
FUND TOTAL		13,679.87	
WARRANT SUMMARY TOTAL		13,679.87	
GRAND TOTAL		13,679.87	



Poughkeepsie Public Library District

GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT NOVEMBER 2020

FOR 2020 11

	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	26,937.57	2,381.10	562.43	98.0%
42401 INTEREST EARNINGS	50,000	25,000	12,729.70	141.35	12,270.30	50.9%
42680 INSURANCE RECOVERIES	0	7,387	7,931.06	26.02	-544.06	107.4%
42705 DONATIONS	50,000	50,000	12,500.78	11.90	37,499.22	25.0%
42752 ANNUAL APPEAL	25,000	28,013	28,238.02	6.83	-225.02	100.8%
42753 DONATIONS IN KIND	81,983	81,983	75,151.01	6.83	6,831.99	91.7%
42760 GRANTS	25,000	57,039	12,500.00	6,831.91	44,539.00	21.9%
42771 PAYMENT IN LIEU OF TAXES	126,500	127,368	127,368.37	.00	-	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	.00	-1,136.00	100.7%
43841 CENTRAL BOOK AID	67,599	52,348	52,713.00	.00	-365.00	100.7%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	15,454.08	.00	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	149,139.64	3,221.64	498,602.36	23.0%
GRAND TOTAL	9,171,751	8,989,762	8,352,061.99	12,620.75	637,700.01	92.9%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 11



FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	12020	-308.02	5,409.63
A	12023	-50.25	165,320.10
A	12040	-643,414.85	726,389.12
A	12051	-1,954.35	1,344.64
A	12100	-604.08	5,038.57
A	12101	.00	3,370.03
A	13910	.00	502.00
A	13911	-418,925.00	650,824.10
	TOTAL ASSETS	-1,065,256.55	1,558,198.19
LIABILITIES			
A	26000	.00	-72.00
A	26020	604.52	-4,653.46
A	26021	343.79	3,175.24
A	26030	.00	-1,375.31
A	26100	.00	88.00
A	26300	.00	.40
A	26370	-50,969.61	-321,008.33
	TOTAL LIABILITIES	-50,021.30	-323,845.46
FUND BALANCE			
A	35100	5,000.00	8,989,762.00
A	35210	-533,797.03	510,742.87
A	35220	1,127,898.60	7,636,322.51
A	38210	533,797.03	-510,742.87
A	38670	.00	-47,000.00
A	39090	.00	83,120.81
A	39110	.00	-249,022.25
A	39600	-5,000.00	-9,072,881.81
A	39800	-12,620.75	-8,352,061.99
A	39910	.00	-122,592.00
A	39915	.00	-100,000.00
	TOTAL FUND BALANCE	1,115,277.85	-1,234,352.73
	TOTAL LIABILITIES + FUND BALANCE	1,065,256.55	-1,558,198.19

Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 11

FUND: CM		MISC.	REVENUE	FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS						
CM	12000			Special Revenue Funds	47,362.87	577,327.83
CM	12012			Schlöbach Trust CD	-50,000.00	.00
CM	12020			CM Payroll Checking	.00	275.08
CM	13910			Due From Other Funds	-333.85	77,120.03
	TOTAL ASSETS				-2,970.98	654,722.94
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	3,200.00	149,118.00
CM	38210			Reserve For Encumbrances	.00	-.39
CM	39110			Fund Balance Unreserved	.00	-299,032.17
CM	39800			Revenues	-229.02	-301,087.06
	TOTAL FUND BALANCE				2,970.98	-451,001.23
	TOTAL LIABILITIES + FUND BALANCE				2,970.98	-654,722.94



Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 11



FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		38.83
H	12044	-21.61	585.69
H	12200	.02	491.96
H	13502	.00	.30
H	13910	.00	38,385.79
	TOTAL ASSETS	-21.59	39,502.57
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	21.64	134,798.64
H	39110	.00	-116,094.89
H	39600	.00	-252,715.39
H	39800	-.05	-107.71
	TOTAL FUND BALANCE	21.59	18,596.04
	TOTAL LIABILITIES + FUND BALANCE	21.59	-39,502.57

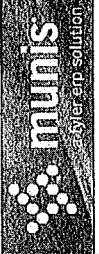
Poughkeepsie Public Library District

BALANCE SHEET FOR 2020 11



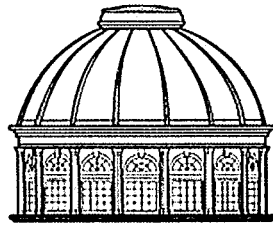
FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		
PN	12012	.00	2,771.48
PN	12013	.00	50,000.00
PN	12014	-333.85	1,003.52
PN	12015	.00	382,323.53
PN	12201	.00	10,964.91
PN	13910	.00	37,047.81
	TOTAL ASSETS	-333.85	494,154.25
LIABILITIES			
PN	26300	333.85	-15,336.40
	TOTAL LIABILITIES	333.85	-15,336.40
FUND BALANCE			
PN	39110	.00	-478,817.85
	TOTAL FUND BALANCE	.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			
		333.85	-494,154.25

Poughkeepsie Public Library District



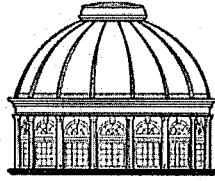
BALANCE SHEET FOR 2020 11

FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	Cash, Res Bond Indebtedness	826,577.89
V	13910	DUE FROM OTHER FUNDS	13,726.00
		TOTAL ASSETS	840,303.89
LIABILITIES			
V	26300	DUE TO OTHER FUNDS	-512,942.36
		TOTAL LIABILITIES	-512,942.36
FUND BALANCE			
V	39090	Budg Fund Balance Unreserved	-19,281.00
V	39110	Fund Balance Unreserved	-305,848.88
V	39800	Revenues	-2,231.65
		TOTAL FUND BALANCE	-327,361.53
		TOTAL LIABILITIES + FUND BALANCE	-840,303.89



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – DECEMBER 2020

Significant Challenges or Accomplishments

- As you are aware, the Library District's budget was approved by the voters on November 3. For the particulars per City and Town, they are:
 - City of Poughkeepsie
 - 6,520 (75%) – Yes
 - 2,116 (25%) – No
 - 2,499 voters did not vote on the budget
 - Town of Poughkeepsie
 - 12,341 (70%) – Yes
 - 5,187 (30%) – No
 - 2,943 voters did not vote on the budget
- COVID, and its effects on the organization, continue to be a challenge. As we face the ongoing surge of infection in the community, the staff continues to provide service and programs both in the libraries and virtually. We expect this to continue through at least the late spring.

Service and Program Highlights

- John Torres, Head of Youth Services, again coordinated a coat giveaway through Operation Warm. The event was held on Saturday, December 5, and roughly 150 coats were distributed with the support of the IASTE. About the collaboration:

The International Alliance of Theatrical Stage Employees (IATSE) labor unions provide amazing support to children and families through their involvement in Operation Warm's library program – A Warm Welcome to the Library. The library program introduces children and families to all that their local libraries offer while gifting brand new coats and new books for children to take home.

Outreach and Professional Development

- This is a quiet time of year for both outreach and professional development.

Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage, although 2020 purchasing is winding down.
- Digital and streaming usage continues at a steady pace.

Buildings

- Boardman Road
 - Nothing new to report on the waste line repair project.
- Adriance
 - Work is nearing completion 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	
	Nov	Percent	YTD	Percent	Nov	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,187	23.50%	48,851	23.19%	5,528	18.75%	64,091	19.87%	-15,240	-23.78%
Adult Non-Fiction	3,440	15.59%	34,307	16.28%	4,503	15.27%	48,552	15.05%	-14,245	-29.34%
Fiction - Juvenile	5,158	23.37%	45,190	21.45%	5,720	19.40%	59,622	18.48%	-14,432	-24.21%
Non-Fiction - Juvenile	1,626	7.37%	13,020	6.18%	1,593	5.40%	16,392	5.08%	-3,372	-20.57%
Periodicals	251	1.14%	1,993	0.95%	295	1.00%	2,655	0.82%	-662	-24.93%
Periodicals - Juvenile	19	0.09%	227	0.11%	30	0.10%	402	0.12%	-175	-43.53%
Print Subtotal	15,681	71.05%	143,588	68.16%	17,669	59.92%	191,714	59.43%	-48,126	-25.10%
Microforms	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	0.00%
ILL	10	0.05%	64	0.03%	14	0.05%	174	0.05%	-110	-63.22%
Soundrecordings	710	3.22%	7,827	3.72%	1,322	4.48%	15,105	4.68%	-7,278	-48.18%
Videorecordings	4,562	20.67%	47,305	22.45%	8,195	27.79%	83,127	25.77%	-35,822	-43.09%
Media	0	0.00%	6	0.00%	0	0.00%	23	0.01%	-17	-73.91%
Software	8	0.04%	77	0.04%	22	0.07%	293	0.09%	-216	-73.72%
Equipment/Realia	14	0.06%	199	0.09%	8	0.03%	258	0.08%	-59	-22.87%
Suppressed Items	109	0.49%	435	0.21%	28	0.09%	305	0.09%	130	42.62%
Videorecordings - Juvenile	518	2.35%	6,481	3.08%	1,535	5.21%	15,082	4.68%	-8,601	-57.03%
Audiorecordings - Juvenile	83	0.38%	865	0.41%	201	0.68%	1,736	0.54%	-871	-50.17%
Media - Juvenile	89	0.40%	929	0.44%	109	0.37%	1,445	0.45%	-516	-35.71%
Software - Juvenile	5	0.02%	120	0.06%	14	0.05%	211	0.07%	-91	-43.13%
Non-Print Subtotal	6,108	27.68%	64,308	30.53%	11,448	38.82%	117,760	36.50%	-53,452	-45.39%
Online Renewals	280	1.27%	2,772	1.32%	370	1.25%	13,127	4.07%	-10,355	-78.88%
Total	22,069		210,668		29,487		322,601		-111,933	-34.70%

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	21,789		207,896
Physical Items - Online Renewals	334	345	266	13	17	81	264	456	361	355	280		2,772
Digital Content	8,527	7,843	9,796	12,394	11,839	12,394	10,174	10,957	10,162	11,081	10,094		115,261
PopUpLibrary	10	5	3	0	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	32,163	0	325,947
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	4,183		33,689
Boardman Road	2,968	2,748	1,345	50	NA	943	2,212	2,055	2,154	2,152	2,199		18,826
Total	7,306	6,447	3,228	50	57	2,918	6,736	6,496	6,360	6,535	6,382		52,515
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	493		8,272
Boardman Road	154	2,748	1,345	4	0	15	69	63	47	84	30		4,559
Spanish Language Assistance	NA	NA	NA	32	85	35	59	43	81	0	0		335
Total	1,456	3,858	3,228	170	250	543	844	767	816	711	523	0	13,166
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	10,272	9,843		150,487
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025	3,020	3,497	2,487	2,633	2,838	1,969		27,147
Calendar Hits - Recite Me	418	803	501	509	519	313	437	249	327	527	413		5,016
Website Hits	35,091	33,462	28,601	16,846	18,696	26,541	29,610	28,070	28,415	30,231	33,674		309,237
Total	50,153	52,649	43,316	42,459	36,062	48,086	47,728	42,946	38,721	43,868	45,899	0	491,887
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	3,966		39,934
Boardman Road	2,273	2,327	1,191	43	98	458	880	766	1,411	1,579	1,250		12,276
Total	10,046	9,939	5,052	232	419	1,838	3,428	4,689	5,339	6,012	5,216	0	52,210
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	33		357
Boardman Road	14	13	4	0	0	4	11	3	11	2	5		67
Total	69	63	48	0	0	24	62	44	48	28	38	0	424
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	36		364
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	140		1,518
Community Engagement	2	0	0	0	0	0	1	0	1	5	4		13
Non-Library District	69	67	30	0	0	1	9	7	8	18	17		226
Exams Proctored	18	10	6	0	0	2	12	15	5	10	6		84
MAP Passes	19	31	21	0	1	4	24	37	43	51	25		256
Total	297	307	147	85	90	76	230	186	178	309	192	0	2,097
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	2,042		60,982
Community Engagement	136	0	0	0	0	0	11	0	35	435	57		674
Non-Library District	585	918	310	0	0	8	108	15	87	166	402		2,599
Drop-In Room Use	154	163	69	0	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	2,501	0	64,641
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	8,950		99,168
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088	11,816	9,510		81,800
Total - 2020	29,750	27,645	15,185	0	0	11,295	14,961	20,001	21,372	22,300	18,460	0	180,968
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 (Hrly)	Permanent Appointment	1/6/2021	no change
Erin Moore	Page	Permanent Appointment	1/10/2021	no change
Christine Bexley	Library Clerk (PT)	Permanent Appointment	1/19/2021	no change
Terry Konrath	Library Clerk (PT)	Permanent Appointment	1/24/2021	no change
Julian Roberts	Page	Permanent Appointment	1/28/2021	no change
Donovan Mitchell	Security Guard	Permanent Appointment	1/30/2021	no change

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
Appointment of Auditor

Recommended By

Finance Committee

Current Situation

Board of Trustees policy requires the appointment of an auditor, regularly. An RFP for audit services was issued in October and the Finance Committee was invited to review all proposals received (4). Committee Chair Ryan and Business Manager Lynch reviewed the proposals in greater detail.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District appoint the firm of EFPR Groups, CPAs, LLC (Williamsville, NY) to conduct the annual Library District audit for fiscal years 2020 for \$16,500, 2021 and 2022 for \$17,000, 2023 and 2024 for \$17,500, and 2025 for \$18,000 (all fees inclusive).

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____