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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF ONLINE MEETING

### BOARD OF TRUSTEES

Wednesday, January 27, 2021

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

**GoToMeeting:** <https://global.gotomeeting.com/join/350545877>

**Phone Number and Access Code:** 1 866 899 4679 / 305-545-877

### Trustees Reviewing Warrants: Bucher and Spuhler (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. December 16, 2020 (*T. Lawrence; #012721 – 1*)
    - B. January 4, 2021 (*T. Lawrence; #012721 – 1.1*)
  - V. Financial Report(s)
    - A. December 2020 (*B. Lynch; #012721 – 2; to be distributed prior to the meeting*)
    - B. Approval of Monthly Warrant (*B. Lynch; #012721 – 2.1; to be distributed prior to the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #012721 – 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, #012721 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Policy Revision: Library Card Terms and Conditions (*M. Fitzgibbons; 012721 – 5*)
      2. 2021 Budget Revision #1 (*P. Ryan; 012721 – 6*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

### **NEXT MONTH'S SCHEDULED MEETING(S)**

Regular Monthly Meeting: Wednesday, February 24, 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 December 16, 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
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**Other Guest(s)****FPPLD Representatives Present**

- Liz Murphy, President

**I. Call to Order, Roll Call, Additions to the Agenda**

- **Call to Order:** At 7:04 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Moore and Trustee Ryan joined at 7:22 p.m.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Eagleton, Spuhler.
- **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. November 18, 2020 (PPLD Documents #121620 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 18, 2020.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. November 2020 Financial Activity Report (PPLD Document #121620 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2020 Financial Activity as presented.
- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** Lynch summarized a few aspects of the report. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #121620 – 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 58910 to 59088 in Warrant 20201217 totaling \$91,197.13

- **Moved/Seconded:** Schmitz, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:**

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #121620 – 3)

- Lawrence reported on: the budget vote and voting trends, COVID-19 issues, Operation Warm, and next year's NEA Big Read speaker.

### B. President's Report: None.

### C. Board Committee Reports: None.

### D. Friends of PPLD: President Murphy reported on: sales at the Book Store, the Holiday Sale, the Annual Meeting, and the Pod that the Friends rented to hold daily book donations during the winter months.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #121620 – 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
Yvonne Laube	Public Information Officer (Hrly)	Permanent Appointment	1/6/2021	NA
Erin Moore	Page	Permanent Appointment	1/10/2021	NA
Christine Bexley	Library Clerk (PT)	Permanent Appointment	1/19/2021	NA
Terry Konrath	Library Clerk (PT)	Permanent Appointment	1/24/2021	NA
Julian Roberts	Page	Permanent Appointment	1/28/2021	NA
Donovan Mitchell	Security Guard	Permanent Appointment	1/30/2021	NA

- **Moved/Seconded:** Bucher, Moore.
- **Discussion:** Lawrence explained the reason for these actions and reported on the next steps for the grievance issue in progress.
- **VOTE:** 10 – 0 – 0

### B. Unfinished/Old Business: None.

### C. New Business:

#### 1. Approval of Appointment of Auditor (PPLD Document #121620 – 5)

- Motion:** 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).
- Moved/Seconded:** Ryan, Eagleton.
- Discussion:** Trustee Ryan reported on Finance committee discussions.
- VOTE:** 10 – 0 – 0

## VIII. Open Comment

### A. Board Comment: None.

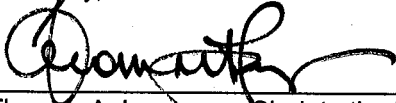
### B. Public Comment: None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Lyons, Bucher.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 7:38 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 27, 2020, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will be scheduled with reviewers.

Sincerely,



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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Organization Meeting of January 4, 2021**

**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
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**Other Guest(s)****FPPLD Representatives Present**

- Liz Murphy, President

**I. Call to Order, Roll Call, Additions to the Agenda**

- **Call to Order:** At 5:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Spuhler joined at 5:09 p.m.
- **Additions to the Agenda:** None.
- **Move/Seconded:** No action.
- **VOTE:** No action.

**II. Business****A. Election of Officers**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following slate of officers for 2021:
  - President – Dianne Blazek
  - Vice President – Moira Fitzgibbons
  - Secretary – Edna Lyons
  - Treasurer – Patricia Ryan
  - Assistant Treasurers – Paul Bucher, Jr., Moira Fitzgibbons, Mary Moore, Cathy Schmitz
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**B. Approval of 2021 Official Designations (PPLD Document #010421 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2021 Official Designations, Charges and Procedures as reflected in PPLD Document #010221 – 1A.
- **Moved/Seconded:** Schmitz, Fitzgibbons.
- **Discussion:** Lawrence advised the Trustees that the hourly rate for Student Pages of \$12.10 was not the NYS minimum wage but was, indeed, the recommended salary.
- **VOTE:** 9 – 0 – 0

**C. Approval of Pandemic Response Plan (PPLD Document #010421 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Document #010221 - 2A (Pandemic Response Plan).
- **Moved/Seconded:** Bombardieri, Eagleton.

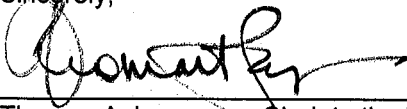
- **Discussion:** Trustees offered edits specific to the taking of temperatures of staff and the revised quarantine recommendations from the NYS and Dutchess County DOH. These will be incorporated into the final plan.
- **VOTE:** 9 - 0 - 0

#### Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bombardieri, Ryan.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 5:14 p.m.

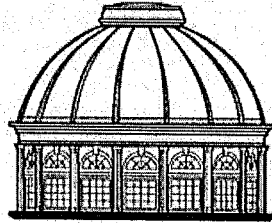
The next regular monthly meeting of the Board of Trustees will be Wednesday, January 27, 2021, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY, or virtually, as permitted by Executive Order. Warrant review will be scheduled with reviewers.

Sincerely,



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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District

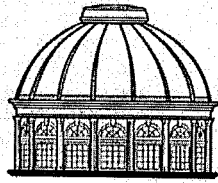


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**



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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – JANUARY 2020

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#### Significant Challenges or Accomplishments

- The biggest challenge certainly continues to be the organization's response to COVID and its effect on operations. Given the scope of the current surge, I find that I need to do the contact tracing in the event of a staff or patron informing us of a positive test. The process is time-consuming but necessary. I confirm my instructions to exposed staff with the County so I do have access to medical advice, which is greatly appreciated.

#### Service and Program Highlights

- Staff continue to plan and provide programs, both virtually and in-person (with reduced occupancy).
- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.

#### Outreach and Professional Development

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

#### Collection Development

- Staff a ramping up to begin 2021 materials purchasing.
- Digital and streaming usage continues at a steady pace.

#### Buildings

- Boardman Road
  - Nothing new to report on the waste line repair project.
- Adriance
  - The dome project will be completed by the end of January and the over six-month closure of the Rotunda will end.

#### Staffing

- See Personnel Actions, if applicable.



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

	Current Year: 2020				Previous Year: 2019				YTD	
	Dec	Percent	YTD	Percent	Dec	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,858	25.51%	54,709	23.42%	5,676	19.93%	69,767	19.87%	-15,058	-21.58%
Adult Non-Fiction	3,560	15.50%	37,867	16.21%	4,389	15.41%	52,941	15.08%	-15,074	-28.47%
Fiction - Juvenile	5,161	22.48%	50,351	21.55%	5,152	18.09%	64,774	18.45%	-14,423	-22.27%
Non-Fiction - Juvenile	1,381	6.01%	14,401	6.16%	1,269	4.46%	17,661	5.03%	-3,260	-18.46%
Periodicals	214	0.93%	2,207	0.94%	245	0.86%	2,900	0.83%	-693	-23.90%
Periodicals - Juvenile	27	0.12%	254	0.11%	46	0.16%	448	0.13%	-194	-43.30%
<b>Print Subtotal</b>	<b>16,201</b>	<b>70.55%</b>	<b>159,789</b>	<b>68.39%</b>	<b>16,777</b>	<b>58.90%</b>	<b>208,491</b>	<b>59.39%</b>	<b>-48,702</b>	<b>-23.36%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	0.00%
ILL	14	0.06%	78	0.03%	4	0.01%	178	0.05%	-100	-56.18%
Soundrecordings	750	3.27%	8,577	3.67%	1,419	4.98%	16,524	4.71%	-7,947	-48.09%
Videorecordings	4,868	21.20%	52,173	22.33%	8,279	29.07%	91,406	26.04%	-39,233	-42.92%
Media	2	0.01%	8	0.00%	0	0.00%	23	0.01%	-15	-65.22%
Software	9	0.04%	86	0.04%	25	0.09%	318	0.09%	-232	-72.96%
Equipment/Realia	5	0.02%	204	0.09%	3	0.01%	261	0.07%	-57	-21.84%
Suppressed Items	43	0.19%	478	0.20%	16	0.06%	321	0.09%	157	48.91%
Videorecordings - Juvenile	542	2.36%	7,023	3.01%	1,208	4.24%	16,290	4.64%	-9,267	-56.89%
Audio recordings - Juvenile	80	0.35%	945	0.40%	155	0.54%	1,891	0.54%	-946	-50.03%
Media - Juvenile	49	0.21%	978	0.42%	109	0.38%	1,554	0.44%	-576	-37.07%
Software - Juvenile	7	0.03%	127	0.05%	24	0.08%	235	0.07%	-108	-45.96%
<b>Non-Print Subtotal</b>	<b>6,369</b>	<b>27.74%</b>	<b>70,677</b>	<b>30.25%</b>	<b>11,242</b>	<b>39.47%</b>	<b>129,002</b>	<b>36.74%</b>	<b>-58,325</b>	<b>-45.21%</b>
<b>Online Renewals</b>	<b>393</b>	<b>1.71%</b>	<b>3,165</b>	<b>1.35%</b>	<b>463</b>	<b>1.63%</b>	<b>13,590</b>	<b>3.87%</b>	<b>-10,425</b>	<b>-76.71%</b>
<b>Total</b>	<b>22,963</b>		<b>233,631</b>		<b>28,482</b>		<b>351,083</b>		<b>-117,452</b>	<b>-33.45%</b>

**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**

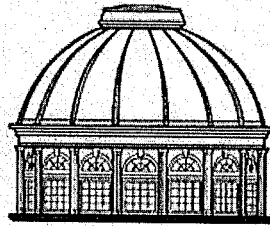
<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	30,544	29,667	24,100	275	1,300	11,389	21,028	23,367	22,330	22,107	21,789	22,570	230,466
Physical Items - Online Renewals	334	345	266	13	17	81	264	456	361	355	280	393	3,165
Digital Content	8,527	7,843	9,796	12,394	11,839	12,394	10,174	10,957	10,162	11,081	10,094	10,244	125,505
PopUpLibrary	10	5	3	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>39,415</b>	<b>37,860</b>	<b>34,165</b>	<b>12,682</b>	<b>13,156</b>	<b>23,864</b>	<b>31,466</b>	<b>34,780</b>	<b>32,853</b>	<b>33,543</b>	<b>32,163</b>	<b>33,207</b>	<b>359,154</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,338	3,699	1,883	0	57	1,975	4,524	4,441	4,206	4,383	4,183	4,374	38,063
Boardman Road	2,968	2,748	1,345	50	NA	943	2,212	2,055	2,154	2,152	2,199	1,971	20,797
<b>Total</b>	<b>7,306</b>	<b>6,447</b>	<b>3,228</b>	<b>50</b>	<b>57</b>	<b>2,918</b>	<b>6,736</b>	<b>6,496</b>	<b>6,360</b>	<b>6,535</b>	<b>6,382</b>	<b>6,345</b>	<b>58,860</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	1,302	1,110	1,883	134	165	493	716	661	688	627	493	479	8,751
Boardman Road	154	2,748	1,345	4	0	15	69	63	47	84	30	38	4,597
Spanish Language Assistance	NA	NA	NA	32	85	35	59	43	81	86	43	37	501
<b>Total</b>	<b>1,456</b>	<b>3,858</b>	<b>3,228</b>	<b>170</b>	<b>250</b>	<b>543</b>	<b>844</b>	<b>767</b>	<b>816</b>	<b>797</b>	<b>566</b>	<b>554</b>	<b>13,849</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	11,021	18,384	8,828	24,435	15,822	18,212	14,184	12,140	7,346	9,843	10,272	16,927	167,414
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025	3,020	3,497	2,487	2,633	2,838	1,969	2,628	29,775
Calendar Hits - Recite Me	418	803	501	509	519	313	437	249	327	527	413	349	5,365
Website Hits	35,091	33,462	28,601	16,846	18,696	26,541	29,610	28,070	28,415	30,231	33,674	25,182	334,419
<b>Total</b>	<b>50,153</b>	<b>52,649</b>	<b>43,316</b>	<b>42,459</b>	<b>36,062</b>	<b>48,086</b>	<b>47,728</b>	<b>42,946</b>	<b>38,721</b>	<b>43,439</b>	<b>46,328</b>	<b>45,086</b>	<b>536,973</b>
<b>PUBLIC COMPUTER AND WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	7,773	7,612	3,861	189	321	1,380	2,548	3,923	3,928	4,433	3,966	3,462	43,396
Boardman Road	2,273	2,327	1,191	43	98	458	880	766	1,411	1,579	1,250	1,230	13,506
<b>Total</b>	<b>10,046</b>	<b>9,939</b>	<b>5,052</b>	<b>232</b>	<b>419</b>	<b>1,838</b>	<b>3,428</b>	<b>4,689</b>	<b>5,339</b>	<b>6,012</b>	<b>5,216</b>	<b>4,692</b>	<b>56,902</b>
<b>PUBLIC FAX USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	55	50	44	0	0	20	51	41	37	26	33	48	405
Boardman Road	14	13	4	0	0	4	11	3	11	2	5	2	69
<b>Total</b>	<b>69</b>	<b>63</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>62</b>	<b>44</b>	<b>48</b>	<b>28</b>	<b>38</b>	<b>50</b>	<b>474</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	50	48	26	3	7	31	35	60	40	28	36	33	397
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	189	199	90	85	89	69	184	127	121	225	140	71	1,589
Community Engagement	2	0	0	0	0	0	1	0	1	5	4	0	13
Non-Library District	69	67	30	0	0	1	9	7	8	18	17	11	237
Exams Proctored	18	10	6	0	0	2	12	15	5	10	6	7	91
MAP Passes	19	31	21	0	1	4	24	37	43	51	25	12	268
<b>Total</b>	<b>297</b>	<b>307</b>	<b>147</b>	<b>85</b>	<b>90</b>	<b>76</b>	<b>230</b>	<b>186</b>	<b>178</b>	<b>309</b>	<b>192</b>	<b>101</b>	<b>2,198</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District*	2,361	2,984	891	24,400	13,910	8,851	1,111	1,003	926	2,503	2,042	735	61,717
Community Engagement	136	0	0	0	0	0	11	0	35	435	57	0	674
Non-Library District	585	918	310	0	0	8	108	15	87	166	402	158	2,757
Drop-In Room Use	154	163	69	0	0	0	0	0	0	0	0	0	386
<b>Total</b>	<b>3,236</b>	<b>4,065</b>	<b>1,270</b>	<b>24,400</b>	<b>13,910</b>	<b>8,859</b>	<b>1,230</b>	<b>1,018</b>	<b>1,048</b>	<b>3,104</b>	<b>2,501</b>	<b>893</b>	<b>65,534</b>
<b>GENERAL ATTENDANCE (CY)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	18,212	16,693	9,284	0	0	5,908	9,261	10,092	10,284	10,484	8,950	8,282	107,450
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088	11,816	9,510	10,286	92,086
<b>Total - 2020</b>	<b>29,750</b>	<b>27,645</b>	<b>15,185</b>	<b>0</b>	<b>0</b>	<b>11,295</b>	<b>14,961</b>	<b>20,001</b>	<b>21,372</b>	<b>22,300</b>	<b>18,460</b>	<b>18,568</b>	<b>199,536</b>
<b>GENERAL ATTENDANCE (PY)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
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
<b>Total - 2019</b>	<b>27,673</b>	<b>25,311</b>	<b>31,915</b>	<b>29,597</b>	<b>28,512</b>	<b>27,738</b>	<b>35,142</b>	<b>29,627</b>	<b>25,961</b>	<b>30,148</b>	<b>24,849</b>	<b>21,172</b>	<b>337,644</b>

\* 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	2	4	1	7	11.00	23.00	15.00	49.00
December	3	5	0	8	9.00	20.00	0.00	29.00
<b>TOTAL</b>				<b>392.00</b>	<b>324.00</b>	<b>94.00</b>	<b>810.00</b>	



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports & Statistics**

<b>Meeting:</b> Finance Committee	<b>Date:</b> Monday, January 11, 2021	
<b>Attendance</b>		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Amy Bombardieri <input checked="" type="checkbox"/> Paul Bucher <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Cathy Schmitz	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<b>Minutes Prepared by:</b> T. Lawrence		

**1. Business Items:** The following topics were discussed:

- **2021 Budget:** Lawrence and Lynch reviewed the construct of the Library District's budget and then how the 2021 budget was being tweaked in response to known expenses and other required changes since the Board adopted the plan in July 2020. The Library District will start implementing the revised budget plan with the understanding that it will still require approval (and will make changes appropriately, if needed).
- **2020 Audit:** Lynch reviewed the timeline for the audit. Trustees were reminded that they will likely receive a disclosure form from the auditors and that it will need to be completed upon receipt.
- **Adriance Debt Service Fund:** Lawrence and Lynch proposed using the Adriance Debt Service Fund (excess proceeds from the 2007 bond levy that has been used annually to offset debt service levies, which ranges between \$20,000 - \$25,000 annually). The idea would be that the funds would be used for capital repairs to Adriance. The Committee agreed to look into this possibility. Lawrence will confer with bond counsel and report back to the Committee.
- **Review of Financial Policies:** Lawrence reminded the Committee that it's time to review the Library District's Purchasing and Claims Audit policies. These will be part of the February meeting agenda.
- **Review of Bank Statements:** The Committee agreed to accept assignment for bank statement review (as opposed to volunteering). Lynch will set-up a rotation of Committee members to review bank statements on a monthly basis.

**2. Items Forwarded to the Board of Trustees for Approval:**

- Monthly financial report
- 2021 Budget Revision #1

**3. Upcoming Agenda Items:**

- Review of Financial Policies: Purchasing and Claims Audit

**Next Scheduled Meeting(s) Date**  
 Monday, February 8, 2021; 5:30 pm  
 Charwat Community Room - Adriance Memorial Library

**New Business Fact Sheet**

Approval of Revised Policy: Library Card Terms and Conditions (#1109)

**Recommended By**

Board Development and Policy Committee Chair

**Current Situation**

In order to consolidate and clarify the terms and conditions under which library cards are issued, Administration proposes the attached revised policy.

**Action Requested**

**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 #012721 – 5A.

**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

**Library Card Terms and Conditions****General Policy Statements**

The Library District issues library cards under the following guidelines:

- A. Residents within the Mid-Hudson Library System service area
  - a. Any individual who lives, **owns property or attends school** in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls) is eligible to receive a Poughkeepsie Public Library District card free of charge. This card will provide access to all of the collections, programs, and services provided by the Library District including all online services such as databases, ebooks, and premium digital and streaming services.
  - b. Any individual who resides in the MHLS service area and does not already have a valid card; however, this card will not provide access to any premium digital or streaming services.
- B. The Library District will issue cards to individuals from outside the Mid-Hudson Library System service area that do not qualify for a card as described above. These cards will not provide access to any online services such as databases, ebooks, and premium digital and streaming services. These cards may be used at any Library District location but other Mid-Hudson Library System member libraries may not honor these cards.
- C. These terms and conditions of library card use apply to all Library District patrons. The Library District reserves the right to modify privileges from time to time for all borrowers.

Patrons are expected to carry and present their card when using Library District services. However, patrons may use a photo ID that bears the address that matches the address in their online record maintained by the Library District. Use of a Library District card is non-transferrable. The Library District will merge or delete the records of any user found to have multiple active cards.

The above status entitles a patron to one library card for use in any Library District location or at any member library of the Mid-Hudson Library System (MHLS). However, certain exceptions or local regulations may apply.

All materials borrowed must be returned on or before the close of business on the due date. The Library District offers universal returns – most circulating material can be returned to any MHLS library. Likewise, pickup of holds and payment of fines and fees may take place at any MHLS member library.

Fines start to accumulate for items returned after the close of business on their due date. Fines and bills for \$25 or more and unpaid for over 120 days are referred to a collection agency.

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the Library. Parents/guardians of minors (patrons under the age of 18) are responsible for materials borrowed on the card of their children.

**Eligibility Requirements**

When applying for a library card in person, or providing proof of identity to receive a library card from the online registration process, proof must be provided that the applicant lives or pays taxes in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls). Patrons from other libraries will still need to provide acceptable proof of ID and address.

These are all forms of acceptable proof of ID and address:

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Policy #1109**

- Valid government-issued photo identification along with two pieces of mail (both bearing the same address). Examples of acceptable ID include the following (all of which should be current):
  - current driver license
  - college or university photo ID card (the patron record will use both the local address as well as the home address along with the student ID number; the card will be set to expire at the end of the semester)
  - employee photo ID card
  - Armed Services photo ID card
  - Alien Registration photo ID card
  - passport
  - Medicare/Medicaid card
  - professional, vocational or union photo ID
  - rent bill or lease agreement
  - tax bill or receipt
  - statement from a homeless shelter
  - bank statement/checkbook
  - cable, phone or utility bill
  - any piece of first-class mail delivered by the US Post Office

Minors under the age of 18 must have their application completed and signed by a parent or guardian, who can provide the above identification/address validation on their behalf.

Concerning ID, please note the following:

- Post office boxes are accepted as mailing addresses. Proof of residence is still required.
- Any tax bills, rent receipts or statements from a homeless shelter used for verification of identity must be dated no more than 3 months prior to the application date.
- Any of the above must be dated within the last 3 months, as indicated by the postmark or date of printed e-bill.
- The name and address provided to verify identification must match the information entered on the application.
- The same identification must also be presented when a change to the borrower's address is made and when replacing a lost card. Cardholders are required to report change of name or address information promptly.

**Special Notes**

- **Minors (Patrons under 18)**
  - Minors must be present to receive their library cards.
  - A parent/guardian may verify his/her child's age or grade level in the absence of identification.
  - Minors have access to the same library materials as adult borrowers.
  - A minor's application form must be signed by a parent or guardian. When completed, valid identification/address verification must be presented by the parent or guardian on behalf of the child.
  - Parents/guardians are responsible for the lost or damaged materials borrowed by their children.
  - Parents/guardians of minors in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.
  - Parents/guardians of minors not yet in the seventh grade may be given information about items checked-out, overdue, and fines/fees owed unless prevented by a court-issued custodial agreement.



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Policy #1109**

- **Teen Card (Patrons 12 - 18)**
  - Teens who attend school in any public or private school in the City or Town of Poughkeepsie are eligible for a Library District Teen Card. However, this Teen Card has limitations and teens are encouraged to apply for a full access card (see above).
  - A Library District Teen Card may only be used at Adriance Memorial Library or at the Boardman Road Branch Library.
  - Teens must be present to receive their library cards upon registration.
  - Verification of school enrollment is required. Current school IDs are the preferred form of verification.
  - Library District Teen Cards have access to the same library materials as adult borrowers.
  - The library card application form and the Teen Room Use form must be signed by a parent or guardian.
  - Card holders may have only two items checked out at any given time.
  - Parents/guardians of teens in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.
  
- **Organizational Borrowers**
  - A representative from the organization requesting a card must make an appointment with the Assistant Director for Support Services prior to any registration activity.
  - Cards of this type are available only to organizations located in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls).
  - In order to receive an organizational borrower's card, a brief letter of request on organizational letterhead must be submitted along with the completed application form. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
  - Only one card will be issued to any organization.
  - If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately.
  - Organizational cards are valid for one year, after which a re-application process must be instituted.
  - All regulations of the Poughkeepsie Public Library District apply to the organizational borrower's card.
  
- **Non-Resident College Students**
  - **College students who are not local residents but reside at a local college are eligible for a Library District library card. The card is valid for one academic year and is renewable. Proof of attendance is required.**

- **Digital Access Cards for Education**

- **Public and private schools within the Library District are eligible for a card to access digital content available through the Library District for use in classroom activities. This card is limited to access to digital content and not eligible for borrowing physical materials.**

- **Homebound/Extension Services**

- The Extension Services program is for individuals who can use regular library materials, but are unable to leave their homes due to a temporary or permanent disability. Applications

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Policy #1109**

are available in the main or branch libraries, by calling (845) 485-3445 x 3401, or on the web at <http://wp.me/P4bmcj-zh>.

- **Patrons with Transient Addresses**
  - Library cards issued to patrons with an address of a shelter are valid for three (3) months with a check-out limit of three (3) items at any given time.

**Renewing or Validating Your Library Card**

- All adult, teen and child library cards expire and must be renewed every two (2) years. Organization cards expire after one year.
- Cardholder expiration dates are visible in the *My Account* section of <https://midhudsonlibraries.org/>.
- Expired cards must be renewed before they can be used to borrow materials, search the Library District's online databases, or access Library District computers.
- At the date of the card's expiration, there is no need to apply for a *new* card.
- The above-mentioned forms of identification must be presented to renew or validate your library card. Additional required information may be requested by the Library District.
- Cards issued to patrons from outside of the MHLS service may expire at shorter intervals, require similar identification, and must be renewed in person.
- Library cards cannot be renewed and contact/personal information cannot be updated by phone. Cardholders may renew library cards at any MHLS member library with proper ID.

**Linking Your Record**

Applicants for a library card are given the option to "link" their record to another patron. This service allows increased ease of navigation between cardholders belonging to the same family or household. Note that linking patron records is solely intended to expedite circulation transactions by allowing for quick navigation between one linked record and the next.

Linking records does not give a patron the ability to view (other than a parent/guardian of a minor not yet in seventh grade), request or borrow items on a card belonging to a patron to whom they are linked, including the card of a minor.

In order to link records, all patrons must be present with their cards.

- In situations where one patron (e.g. a spouse) would like to be authorized to collect requested items held by another, both patrons must first confirm this in person with a Library District staff member. This applies only to active hold requests, not additional checkouts on the card.
- In situations where a parent/guardian would like to link the record(s) of minor(s) in their charge, the minor(s) must be present with their card(s).

**Lost and Replacement Library Cards**

Upon receipt of a library card, patrons accept responsibility for all items on the card, all use made of the card, and all charges made against it until the card is reported lost. The Library must have a record of the card having been reported lost, or it is not considered lost. Therefore it is to the patron's benefit to report the loss or theft of a library card immediately.

The cost of replacing the first lost or stolen library card is \$1.00. Subsequent replacement cards are \$5.00 each. This fee is assessed at the time the replacement card is issued.

Report lost cards by phone or in person at either Library District location.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Policy #1109**

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**Library Notices**

The Library District provides a notification service for held items, overdue materials and other service-specific reasons. Notices are available via telephone or e-mail as determined by the patron at time of card application. If applicable, notices and bills for overdue material will be sent to the mailing address on record at the Library. It is the responsibility of the borrower to notify the Library District if any of the contact information changes.

**Note:** In the case of borrowers who receive their notices by e-mail, it is their responsibility to make sure that e-mails sent from addresses with **noreplypld@midhudson.org** in the sender information be allowed through any filters they may have in place on their Inbox.

Library notices are sent as a courtesy. Failure to receive a notice does not absolve the borrower from any fines or fees attached to their patron record.

**New Business Fact Sheet**  
Proposed Revisions to 2021 Budget

**Recommended By**

Administration

**Background**

The Administration's recommended revised 2021 budget is presented for approval at this time.

**Action Requested**

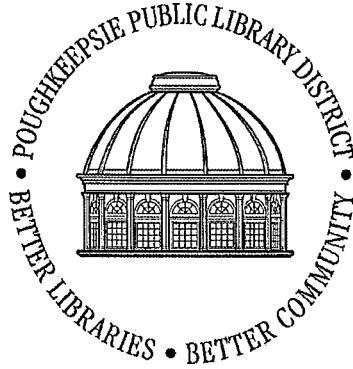
**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the 2021 Poughkeepsie Public Library District's budget as presented in PPLD Document #012721 – 6A.

**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_



## **POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

### **Tentative FY2021 Budget**

*Approved by the Board of Trustees*

*July 22, 2020*

*Revisions Approved by the Board of Trustees*

**#1:**

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

PPLD Document #012721 - 6A

	2020 Revision #1A	2021 Tentative	2021 Revision #1
Real Property Taxes - General Fund	\$ 6,373,521	\$ 6,619,089	\$ 6,719,089
Real Property Taxes - Debt Services	\$ 1,269,874	\$ 1,348,406	\$ 1,348,406
PILOTs	\$ 127,368	\$ 127,368	\$ 127,368
Other Revenue	\$ 314,883	\$ 304,483	\$ 304,483
State Aid	\$ 284,078	\$ 284,078	\$ 225,836
Transfers In (includes Debt Service Fund)	\$ 256,262	\$ 200,000	\$ 200,000
Transfer In (Undesignated Fund Balance)	\$ 122,592	\$ -	\$ -
Transfers In (Greene Fund)	\$ 268,888	\$ 317,887	\$ 400,000
<b>Total - Revenue</b>	<b>\$ 9,017,466</b>	<b>\$ 9,201,311</b>	<b>\$ 9,325,182</b>

	2020 Revision #1A	2021 Approved	2021 Revision #1
Salaries	3,851,989	3,897,383	3,868,053
Equipment	66,500	66,500	66,500
Library Materials	499,401	499,401	461,102
Public Programming	133,500	139,000	139,000
Supplies	67,161	64,661	64,661
Communications	57,950	57,950	57,950
PR, Printing & Postage	57,810	57,810	57,810
Professional Development & Travel	30,625	41,945	41,945
Automation Services	104,293	104,293	109,008
Professional Services	112,800	114,300	118,601
Operations	106,800	664,698	673,388
Employee Benefits	100,625	1,871,071	1,936,758
Greene Activities	93,825	317,877	382,000
Capital Debt Service	102,825	1,304,422	1,348,406
<b>Total - Appropriations</b>	<b>\$ 5,386,104</b>	<b>\$ 9,201,311</b>	<b>\$ 9,325,183</b>

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

PPLD Document #012721 - 6A

		<b>2020 Revisions #1A</b>	<b>2021 Approved</b>	<b>2021 Revision #1</b>
41001	Real Property Taxes	\$ 6,373,521	\$ 6,719,089	\$ 6,719,089
41003	Real Property Taxes: Debt Service	1,269,874	1,348,406	1,348,406
42771	Payment In Lieu of Taxes (PILOT)	127,368	127,368	127,368
42082	Library Charges	27,500	40,000	40,000
42401	Interest Earnings	25,000	25,000	25,000
42680	Insurance Recoveries	7,387	-	-
42705	Donations	50,000	50,000	50,000
	FEMA Reimbursement	15,000	-	-
42752	Annual Appeal	28,013	27,500	27,500
42753	Donation: In-Kind	81,983	81,983	81,983
42760	Grants	25,000	25,000	25,000
42777	E-Rate Income	40,000	40,000	40,000
42800	Miscellaneous Income	15,000	15,000	15,000
46840	State Aid: Central Library Development Aid	196,866	196,866	153,511
43841	State Aid: Central book Aid	67,599	67,599	52,712
43842	State Aid: Local Library Incentive Aid	19,613	19,613	19,613
	Transfer In (Undesignated Fund Balance)	122,592	-	-
45031	Transfers In (includes Debt Service Fund)	256,262	200,000	200,000
	Transfers In: Greene Find	268,888	317,887	400,000
	<b>Total</b>	<b>\$ 9,017,466</b>	<b>\$ 9,301,311</b>	<b>\$ 9,325,182</b>



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

PPLD Document #012721 - 6A

Org	Object	Project	Description	2020 Revision #1A	2021 Approved	2021 Revision #1
A00000	51410		Salaries - Librarians	1,499,759	1,484,473	1,505,102
A20300	51410		Salaries - Historian (Greene)	55,994	57,400	57,400
A00000	51419		Salaries - Reserve For Retirement	9,000	9,000	9,000
A00000	51420		Salaries - Support Staff	1,776,010	1,809,326	1,821,119
A20300	51420		Salaries - Support Staff (Greene)	80,887	82,918	40,181
A00000	51440		Salaries - Sunday Hours	57,400	72,000	72,000
A00000	51450		Salaries - Building Services	495,820	501,084	439,332
A20300	54150		Salaries - Building Service (Greene)	-	-	42,737
A00000	51460		Salaries - Student Pages	14,000	21,500	21,500
A00000	52800		FFE - General	40,000	40,000	40,000
A20300	52800		FFE - Greene	17,637	17,637	17,637
A00000	52800	A212	FFE - Marcotte Training Lab	1,500	1,500	1,500
A60000	52800		FFE - IT	25,000	25,000	25,000
A11100	54100	A211	Library Materials - Digital Books (CLDA)	54,434	54,434	31,549
A11100	54100		Library Materials - Books (CLDA)	38,850	38,850	12,209
A44000	54100		Library Materials - Books	111,588	111,588	111,588
A20300	54100		Library Materials - Books (Greene)	89,055	89,055	89,055
A20300	54100	A211	Library Materials - Digital Books (Greene)	-	25,867	25,867
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000
A44000	54100	A225	Library Materials - BT Leasing			18,000
A44000	54110	A211	Library Materials - Digital Video	27,000	27,000	40,000
A44000	54110		Library Materials - Video	37,500	37,500	37,500
A44000	54120		Library Materials - Audio & Music	51,760	51,760	51,760
A44000	54120	A211	Library Materials - Digital Audio & Music	15,000	15,000	15,000
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	13,675	13,675	18,594
A41000	54130		Library Materials - Serials (Adult)	19,500	19,500	14,000
A44000	54130	A211	Library Materials - Digital Serials	3,500	3,500	3,500
A45000	54130		Library Materials - Serials (Youth)	2,500	2,500	2,000
A46000	54130		Library Materials - Serials (Teen)	1,250	1,250	1,000
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	2,750	2,750
A41000	54132		Library Materials - Microforms	3,770	3,770	4,500
A44000	54150		Library Materials - Games	2,000	2,000	2,000
A10500	54160		Library Materials - Binding	1,000	1,000	1,000
A11100	54291	A211	Library Materials - Commercial Databases (CLDA)	36,074	36,074	16,902
A41000	54291		Library Materials - Commercial Databases (Adults)	31,000	31,000	31,000
A45000	54291		Library Materials - Commercial Databases (Youth)	10,000	10,000	10,000
A20300	54292		Programming - Greene	25,315	45,000	45,000
A10000	54292	540	Programming - Speakers	-	-	-
A10000	54292		Programming - Administration	7,500	7,500	7,500
A10000	54292	A123	Programming - DC Trustee	-	-	-
A10000	54292	A124	Programming - Staff Development	3,000	3,000	3,000
A10000	54292	A125	Programming - MAP Passes	7,500	7,500	7,500
A30000	54292	A101	Programming - Big Read	60,000	60,000	60,000

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

PPLD Document #012721 - 6A

Org	Object	Project	Description	2020 Revision #1A	2021 Approved	2021 Revision #1
A30000	54292	219	Programming - Movies Under the Walkway	-	1,500	1,500
A41000	54292		Programming - Adult	17,500	17,500	17,500
A41000	54292	A214	Programming - Spanish	1,500	1,500	1,500
A45000	54292		Programming - Youth	18,000	18,000	18,000
A45000	54292	A107	Programming - Youth (BOB)	-	500	500
A45000	54292	A207	Programming - Bus Trips	-	1,500	1,500
A45000	54292	A218	Programming - Poughkeepsie Book Festival	10,000	10,000	6,000
A45000	54292	A228	Programming - Literacy Through Technology	-	-	4,000
A46000	54292		Programming - Teen	5,000	5,000	5,000
A50000	54292		Programming - Contingency	3,500	3,500	3,500
A41000	54293		Programming - Auditorium Rentals	-	2,000	2,000
A00000	54300		Supplies - Office & Library	14,000	14,000	14,000
A00000	54300	A226	Supplies - COVID	10,000	7,500	7,500
A11100	54300		Supplies - CLDA	1,661	1,661	1,661
A20000	54300		Supplies - Custodial	22,500	22,500	22,500
A20000	54300	A204	Supplies - Parking Lot	500	500	500
A20000	54300	R100	Supplies - DVD Cleaning	600	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000
A43000	54300		Supplies - Borrower Services	5,000	5,000	5,000
A45000	54300	G200	Supplies - PLC	500	500	500
A50000	54300		Supplies - Ink & Toner	6,000	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000	1,000
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500
A71000	54310		Telephone - Adriance	6,300	6,300	6,300
A73000	54310		Telephone - Boardman Road	2,500	2,500	2,500
A71000	54320		Internet Services - Adriance	26,870	26,870	26,870
A73000	54320		Internet Services- Boardman Road	20,780	20,780	20,780
A30000	54330		Postage - Bulk Mailing	12,000	12,000	12,000
A71000	54330		Postage - General	4,310	4,310	4,310
A00000	54340		PR & Printing - General	4,000	4,000	4,000
A30000	54340		PR & Printing - Rotunda	37,500	37,500	37,500
A00000	54350		CE - Regional & National	10,500	25,000	25,000
A00000	54351		CE - Local	2,000	2,000	2,000
A00000	54353		CE - Webinars	4,500	4,500	4,500
A00000	54355		Tuition Reimbursement	10,680	7,500	7,500
A00000	54356		Mileage Reimbursement - General	500	500	500
A11100	54356		Mileage Reimbursement - CLDA	945	945	945
A30000	54356		Mileage Reimbursement - Adancement	500	500	500
A43000	54356		Mileage Reimbursement - Extension Services	1,000	1,000	1,000
A00000	54360		Sierra/Encore Services	67,000	67,000	67,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	37,293	37,293	42,008
A00000	54370		Professional Services - General	7,500	7,500	7,500
A10000	54370		Professional Services - Legal	8,500	8,500	8,500

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

PPLD Document #012721 - 6A

Org	Object	Project	Description	2020 Revision #1A	2021 Approved	2021 Revision #1
A20000	54370		Professional Services - Security Monitoring	6,800	6,800	6,800
A30000	54370		Professional Services - Development	5,000	5,000	5,000
A44000	54370		Professional Services - Collections Agency	6,000	6,000	6,000
A50000	54370		Professional Services - Audit	14,000	14,000	18,301
A60000	54370		Professional Services - Software	65,000	65,000	65,000
A60000	54370	A226	Professional Services - Software (COVID)	1,500	1,500	1,500
A00000	54380		Membership Dues	2,325	2,325	2,325
A20000	54390		RRM - General	14,000	14,000	14,000
A60000	54390		RRM - IT	3,550	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	114,173	114,173	114,173
A73000	54500		Fuel & Utilities - Boardman Road	49,471	49,471	49,471
A20000	54520		Building Repairs - General	15,000	15,000	15,000
A20000	54521		Building Repairs - Wojtecki	24,703	24,703	24,703
A20000	54523		Grounds Maintenance	9,000	9,000	9,000
A00000	54530	A204	Staff Parking - City Lot	20,000	20,000	20,000
A00000	54530	A222	Staff Parking - 96 Market Street	10,000	10,000	10,000
A00000	54530	A224	PoJo Archives	12,000	12,000	12,000
A00000	54540		Insurance - Property & Liability	32,720	32,720	32,720
A00000	54550		Insurance - Automobile	4,100	4,100	4,100
A00000	54550	C814	Insurance - Bookmobile	-	-	3,000
A00000	54560		Insurance - Liability Umbrella (includes Crime)	5,810	5,810	5,810
A00000	54561		Insurance - Volunteers	400	400	400
A00000	54570		Insurance - D & O	4,082	4,082	4,082
A20000	54690		Snow Removal - Public Lots	15,000	15,000	15,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	10,000	10,000	10,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	5,000	5,000	5,000
A20000	54691		HVAC - Repairs & Improvements	90,000	90,000	90,000
A00000	54692		Other Operations - Water	12,000	12,000	12,000
A20000	54693		Other Operations - Trash	7,000	7,000	7,000
A00000	54694		Other Operations - General	25,215	25,215	25,215
A20300	54694		Other Operations (Greene)			64,123
A00000	54694	C814	Other Operations - Bookmobile	10,000	10,000	10,000
A11100	54694		Other Operations (CLDA)	75,166	75,166	80,856
A20000	54694		Other Operations - Cleaning	9,000	9,000	9,000
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,500	1,500	1,500
A20000	54730		Vehicle Maintenance	1,500	1,500	1,500
A00000	59010		Employee Benefits - NYS Retirement	494,953	566,119	582,757
A00000	59030		Employee Benefits - Social Security	240,592	242,824	239,219
A00000	59035		Employee Benefits - Medicare	56,267	56,790	55,946
A00000	59040		Employee Benefits - Workers Compensation	60,000	60,000	60,000
A00000	59045		Employee Benefits - Life Insurance	9,000	9,000	9,000
A00000	59050		Employee Benefits - Unemployment Pool	-	-	-
A00000	59055		Employee Benefits - Disability Insurance	3,936	3,936	3,936

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

PPLD Document #012721 - 6A

<b>Org</b>	<b>Object</b>	<b>Project</b>	<b>Description</b>	<b>2020 Revision #1A</b>	<b>2021 Approved</b>	<b>2021 Revision #1</b>
A00000	59060		Employee Benefits - Medical Insurance	901,283	905,458	958,954
A00000	59061		Employee Benefits - Medicare B Reimb	26,898	23,945	23,945
A00000	59089		Employee Benefits - Other	3,000	3,000	3,000
A00000	59710		Capital Debt Service (P/I) - Adriance	891,646	891,646	927,944
A00000	59720		Capital Debt Service (P/I) - Boardman Road	412,776	412,776	420,463
				<b>\$ 9,017,466</b>	<b>\$ 9,201,312</b>	<b>\$ 9,325,183</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

PPLD Document #012721 - 6A

**Tentative FY2021 Budget - Estimated Debt Service Levy Schedule**

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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Tentative FY2021 Budget - Estimated Tax Levy**

	Population (2010 Census)	% of Total Levy	General Levy	Adjustments	Subtotal - General Levy	Debt Service	Adjustments	Subtotal - Debt Service Levy	Total Levy
City of Poughkeepsie	32,736	43.57%	\$2,927,507	\$0	\$2,927,507	\$587,501	\$0	\$587,501	\$3,515,008
Town of Poughkeepsie	42,399	56.43%	\$3,791,582	\$0	\$3,791,582	\$760,906	\$0	\$760,906	\$4,552,488
<b>Total</b>	<b>75,135</b>	<b>100.00%</b>	<b>\$6,719,089</b>	<b>\$0</b>	<b>\$6,719,089</b>	<b>\$1,348,406</b>	<b>\$0</b>	<b>\$1,348,406</b>	<b>\$8,067,495</b>

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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Tentative FY2021 Budget - Tax Cap Formula**

2020 Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth (estimated)	2020 PILOTs	Prior Year Torts	Allowable Growth	2021 PILOTs	Available Carryover	Tax Levy Limit
\$ 7,677,943	\$ -	\$ -	100.43%	\$ 127,368	\$ -	101.56%	\$ 127,368	\$ -	\$ 7,833,236
							<b>FY2021 Debt Service Levy</b>		\$ 1,348,406
							<b>FY2021 GF Tax Cap Levy</b>		\$ 6,484,830
							<b>Proposed FY2021 GF Levy</b>		\$ 6,719,089
							<b>FY2021 Override Amount</b>		\$ 234,259
							<b>Percent Over/(Under) Allowable Growth</b>		3.61%
<b>Total Tax Levy</b>									\$ 8,067,495