

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, February 24, 2021

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

GoToMeeting: <https://global.gotomeeting.com/join/780053989>

Phone Number and Access Code: 1 866 899 4679 / 780-053-989

Trustees Reviewing Warrants: Ferrer-Medina and Fitzgibbons

- 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. January 24, 2021 (*T. Lawrence; #022421 – 1*)
 - V. Financial Report(s)
 - A. January 2021 (*B. Lynch; #022421 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #022421 – 2.1; to be distributed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #022421 – 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, #022421 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Acknowledgement of NYS Annual Report Review (*T. Lawrence; 022421 – 5*)
 2. Authorization to Sign: Actuarial Services (*B. Lynch; 022421 – 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, March 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 January 27, 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
-
-

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:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Bucher, Eagleton.
- **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. December 16, 2020 (PPLD Documents #012721 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 16, 2020.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

B. January 4, 2021 (PPLD Documents #012721 – 1.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 4, 2021.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. December 2020 Financial Activity Report (PPLD Document #012721 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2020 Financial Activity as presented.
- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** None.

- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #012721 – 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 59100 to 59344 in Warrant 20210128 totaling \$279,010.00

- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #012721 – 3)

- Lawrence reported on: statistical assessment for 2020, contact tracing, virtual programming, Zoom, Rover, the wastewater project at Boardman, the dome project, and progress regarding a grievance.

B. President's Report: President Blazek thanked Director Lawrence for his leadership through this COVID experience.

C. Board Committee Reports: (PPLD Document #012721 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on discussions of the Finance Committee regarding policies, bank statement reviews and a levy adjustment. Some discussion ensued.

D. Friends of PPLD: President Murphy reported on: 2020 bookstore sales statistics and only a \$20,000 decrease from 2019 even after being closed for 3 months in 2020.

VII. Board Action

A. Personnel Actions: (PPLD Document #012721 – 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
Laila Watts	Library Clerk (PT)	Temporary Appointment	1/6/2021	\$15.21/hr
Oscar Gittemeier	Assistant Library Director II	Probationary Appointment	No earlier than 3/1/2021	\$97,040 (plus \$3,000 relocation stipend)

- **Moved/Seconded:** Bucher, Ryan.
- **Discussion:** Lawrence explained the need for these actions.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Revised Policy: Library Card Terms and Conditions (#1109) (PPLD Document #012721 – 5)

- 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 #012721 – 5A.
- Moved/Seconded:** Fitzgibbons, Lyons.
- Discussion:** Trustee Fitzgibbons reported on the need for clarifications to the policy. Lawrence explained the educational component.
- VOTE:** 10 – 0 – 0

2. Proposed Revisions to 2021 Budget (PPLD Document #012721 – 6)

- Motion:** 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.

- B. **Moved/Seconded:** Bucher, Schmitz.
- C. **Discussion:** Lawrence reported on revisions. Lynch explained the new Org codes.
- D. **VOTE:** 9 – 0 – 1 (Bombardieri abstained)

VIII. Open Comment

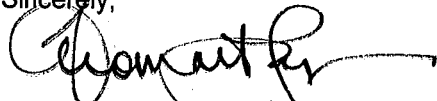
- A. **Board Comment:** None.
- B. **Public Comment:** None.

Adjournment

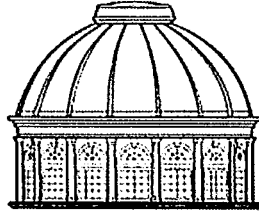
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bucher, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 7:55 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 24, 2021, 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 January 2021 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2021 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 January
2021 Financial Activity
Report Narrative

General Fund (Fund A; \$226,686)

- Receipts for the month totaled \$10,040 which included \$56 in interest, \$2,136 in library charges and a grant from the Community Foundations of the Hudson Valley –Schlossberg Fund in the amount of \$1,000 for general support.
- Receipts also included Inter-fund loans from the Special Revenue Fund (\$217,000) and the Debt Service Fund (\$261,000). These are operating loans while we await tax revenue from the City and Town of Poughkeepsie.
- Disbursements for the month totaled \$479,788 which included \$333,555 in salary and benefit expenses.
- Disbursements also included a wire transfer of \$502,766 for the accrued NYS Retirement System payment.

Special Revenue Fund (Fund CM; \$294,057)

- Receipts for the month included minor monthly interest as well as the market change and interest in the Wojtecki account.
- Disbursements for the month consisted of the Inter-Fund transfer to the General fund in the amount of \$217,000 as mentioned above.
 - Sub fund totals are:

• Norman and Jeannie Greene Fund	\$36,591
• 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 January.
- Sub fund totals are:

• Designated Gifts and Grants (DGG Fund):	\$586
• Cash from Obligations – BOND Proceeds:	492

Permanent Funds (Fund PN; \$493,218)

- 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; \$274,992)

- Receipts for the month included interest of \$25.
- Disbursements for the month consisted of the Inter-fund transfer to the General Fund in the amount of \$261,000 as mentioned above.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
January 2021

Budget Transfer A-01

Revenue	Increase	Decrease	Expense	Increase	Decrease
			Greene Other Oper. Expense	A20300 54694	\$ 18,000.00
			Book Leasing Program	A44000 54100 A225	\$ 18,000.00
Total	\$ -	\$ -	Total	\$ 18,000.00	\$ 18,000.00

Funding of the Baker & Taylor Book Leasing Program

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD) EXPENSE REPORT JANUARY 2021

FOR 2021 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	171,244.56	171,244.56	3,541,212.77	295,913.67	92.6%
22 EQUIP & CAPITAL OUTL	84,137	84,137	.00	.00	12,015.92	72,121.08	14.3%
30 MATERIALS	500,122	518,122	35,311.17	35,311.17	56,149.02	426,661.81	17.7%
32 INFORMATION SVC	57,902	57,902	13,268.00	13,268.00	.00	44,634.00	22.9%
50 OPERATIONS	1,280,477	1,262,477	89,285.75	89,285.75	367,742.95	805,448.30	36.2%
51 AUTOMATION	109,008	109,008	8,368.24	8,368.24	44,091.20	56,548.56	48.1%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	162,310.34	162,310.34	619,761.67	1,154,685.99	40.4%
92 DEBT SER	1,348,407	1,348,407	.00	.00	.00	1,348,407.00	.0%
GRAND TOTAL	9,325,182	9,325,182	479,788.06	479,788.06	4,640,973.53	4,204,420.41	54.9%

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

WARRANT: 20210122 01/22/2021

DUE DATE: 01/22/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	2,911.25
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	1,026.00
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,980.00
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	783.89
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	365.00
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	588.36
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	105,371.05
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	127.15
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	13.61
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	593.47
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,923.97
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.46
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	987.98
		FUND TOTAL	118,609.19
		WARRANT SUMMARY TOTAL	118,609.19
		GRAND TOTAL	118,609.19

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Poughkeepsie Public Library District
WARRANT SUMMARY

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WARRANT: 20210122 01/22/2021

DUE DATE: 01/22/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	2,911.25
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A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	13.61
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	593.47
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,923.97
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.46
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	987.98
FUND TOTAL			118,609.19
=====			
WARRANT SUMMARY TOTAL			118,609.19
=====			
GRAND TOTAL			118,609.19
=====			

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT JANUARY 2021

FOR 2021 01

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,719,089	6,719,089	.00	.00	6,719,089.00	.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,348,406	1,348,406	.00	.00	1,348,406.00	.0%
42082 LIBRARY CHARGES	40,000	40,000	2,136.08	2,136.08	37,863.92	5.3%
42401 INTEREST EARNINGS	25,000	25,000	56.04	56.04	24,943.96	.2%
42705 DONATIONS	50,000	50,000	16.06	16.06	49,983.94	.0%
42752 ANNUAL APPEAL	27,500	27,500	.00	.00	27,500.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760 GRANTS	25,000	25,000	1,000.00	1,000.00	24,000.00	4.0%
42771 PAYMENT IN LIEU OF TAXES	127,368	127,368	.00	.00	127,368.00	.0%
42777 E RATE INCOME	40,000	40,000	.00	.00	40,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	.00	.00	15,000.00	.0%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	153,511	.00	.00	153,511.00	.0%
43841 CENTRAL BOOK AID	52,712	52,712	.00	.00	52,712.00	.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	.00	.00	19,613.00	.0%
45031 TRANSFERS IN	600,000	600,000	.00	.00	600,000.00	.0%
GRAND TOTAL	9,325,182	9,325,182	10,040.09	10,040.09	9,315,141.91	.1%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 1

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-61,886.79	-56,578.52
A	12020	General Fund Payroll	-51.25	165,218.10
A	12023	General Fund Money Market	-664,348.25	23,317.84
A	12040	Credit Card Transactions	878.84	1,959.34
A	12051	Flex 125 Money Market	-572.39	4,963.20
A	12100	Petty Cash	.00	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13910	Due From Other Funds	.00	83,934.10
TOTAL ASSETS			-725,979.84	226,686.09
LIABILITIES				
A	26000	Accounts Payable	1,380.32	1,308.32
A	26012	Payroll Liabilities	137,098.63	.00
A	26020	Flex125 Exchange	-228.31	-4,577.23
A	26021	Benefits Exchange	354.51	934.41
A	26030	General Fund Exchange	321.89	-1,053.42
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-478,000.00	-477,999.60
A	26370	State Retirement Accrual	451,932.04	79,907.01
TOTAL LIABILITIES			112,859.08	-401,392.51
FUND BALANCE				
A	35100	Budgeted Revenues	9,325,182.00	9,325,182.00
A	35210	Encumbrances (+ PYCF)	4,481,338.91	4,716,653.63
A	35220	Expenditures (+ PYCF)	623,160.85	623,160.85
A	38210	Encumbrance Reserve (+ PYCF)	-4,481,338.91	-4,716,653.63
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	219,032.45	219,033.45
A	39110	Fund Balance Start of Year	.00	-168,823.34
A	39600	Appropriations (+ PYCF)	-9,544,214.45	-9,544,214.45
A	39800	Revenues Received	-10,040.09	-10,040.09
A	39910	Fund Bal-Designated Subsq Yr	.00	-122,592.00
A	39915	Assign for future prgrms	.00	-100,000.00
TOTAL FUND BALANCE			613,120.76	174,706.42
TOTAL LIABILITIES + FUND BALANCE			725,979.84	-226,686.09

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 1

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	-216,979.07	598.73
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	216,387.65	293,183.49
TOTAL ASSETS			-591.42	294,057.30
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	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-90,927.01
CM	39800	Revenues	591.42	591.42
TOTAL FUND BALANCE			591.42	-90,335.59
TOTAL LIABILITIES + FUND BALANCE			591.42	-294,057.30

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 1

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.02	585.73
H	12200	Cash From Obligations	.02	492.00
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.04	39,502.65
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	18,596.00
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.04	-.04
TOTAL FUND BALANCE			-.04	18,595.96
TOTAL LIABILITIES + FUND BALANCE			-.04	-39,502.65

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 1

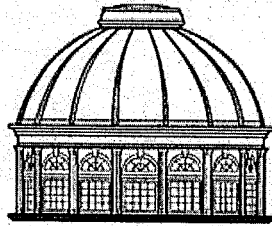
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-612.35	381,386.99
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			-612.35	493,217.71
LIABILITIES				
PN	26300	Due to other funds	612.35	-14,399.86
TOTAL LIABILITIES			612.35	-14,399.86
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			612.35	-493,217.71

Poughkeepsie Public Library District



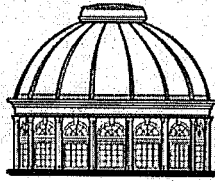
BALANCE SHEET FOR 2021 1

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-260,974.88	265.74
V	13910	DUE FROM OTHER FUNDS	261,000.00	274,726.00
	TOTAL ASSETS		25.12	274,991.74
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	53,947.64
	TOTAL LIABILITIES		.00	53,947.64
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-25.12	-25.12
	TOTAL FUND BALANCE		-25.12	-328,939.38
	TOTAL LIABILITIES + FUND BALANCE		-25.12	-274,991.74



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – FEBRUARY 2021

Significant Challenges or Accomplishments

- The Library District seems to have persevered through the latest pandemic surge with minimal impact on operations. Some staff were obligated to quarantine due to exposure outside of work but there was no spread at work based on those or any other known contact. I thank the staff for their ongoing good work in maintaining our mitigation protocols, for continuing to provide great customer service to patrons, and for maintaining their physical and mental health. It's very challenging to continue to operate through a public health emergency.
- If the pandemic can't shut us down, Mother Nature has been using another card up her sleeve: winter weather. As I report to you when it happens, the weather has forced the Library District to suspend operations several times in the past few weeks. As always, though, the e-Library District is always open!

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

- 2021 purchasing is in full swing with new titles coming every day.
- 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 is complete and the Market Street entrance has reopening for staff and public use.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2021 to 2020

	Current Year: 2021				Previous Year: 2020				YTD	
	Jan	Percent	YTD	Percent	Jan	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,489	23.55%	5,489	23.55%	5,824	18.86%	5,824	18.86%	-335	-5.75%
Adult Non-Fiction	3,724	15.98%	3,724	15.98%	5,070	16.42%	5,070	16.42%	-1,346	-26.55%
Fiction - Juvenile	5,423	23.27%	5,423	23.27%	5,603	18.15%	5,603	18.15%	-180	-3.21%
Non-Fiction - Juvenile	1,518	6.51%	1,518	6.51%	1,714	5.55%	1,714	5.55%	-196	-11.44%
Periodicals	211	0.91%	211	0.91%	230	0.74%	230	0.74%	-19	-8.26%
Periodicals - Juvenile	27	0.12%	27	0.12%	31	0.10%	31	0.10%	-4	-12.90%
Print Subtotal	16,392	70.34%	16,392	70.34%	18,472	59.82%	18,472	59.82%	-2,080	-11.26%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	9	0.04%	9	0.04%	13	0.04%	13	0.04%	-4	-30.77%
Soundrecordings	641	2.75%	641	2.75%	1,268	4.11%	1,268	4.11%	-627	-49.45%
Videorecordings	5,161	22.15%	5,161	22.15%	8,957	29.01%	8,957	29.01%	-3,796	-42.38%
Media	0	0.00%	0	0.00%	3	0.01%	3	0.01%	-3	-100.00%
Software	12	0.05%	12	0.05%	8	0.03%	8	0.03%	4	50.00%
Equipment/Realia	6	0.03%	6	0.03%	4	0.01%	4	0.01%	2	50.00%
Suppressed Items	25	0.11%	25	0.11%	31	0.10%	31	0.10%	-6	-19.35%
Videorecordings - Juvenile	397	1.70%	397	1.70%	1,386	4.49%	1,386	4.49%	-989	-71.36%
Audiorecordings - Juvenile	70	0.30%	70	0.30%	177	0.57%	177	0.57%	-107	-60.45%
Media - Juvenile	102	0.44%	102	0.44%	207	0.67%	207	0.67%	-105	-50.72%
Software - Juvenile	24	0.10%	24	0.10%	18	0.06%	18	0.06%	6	33.33%
Non-Print Subtotal	6,447	27.67%	6,447	27.67%	12,072	39.10%	12,072	39.10%	-5,625	-46.60%
Online Renewals	464	1.99%	464	1.99%	334	1.08%	334	1.08%	130	38.92%
Total	23,303		23,303		30,878		30,878		-7,575	-24.53%

***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*

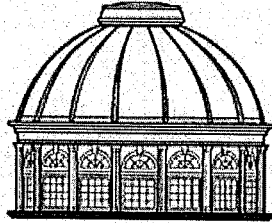
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2021

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	22,839	0	0	0	0	0	0	0	0	0	0	0	22,839
Physical Items - Online Renewals	464	0	0	0	0	0	0	0	0	0	0	0	3,165
Digital Content	8,539	0	0	0	0	0	0	0	0	0	0	0	8,539
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	31,842	0	0	0	0	0	0	0	0	0	0	0	31,842
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,854	2,521	0	0	0	0	0	0	0	0	0	0	7,375
Boardman Road	2,475	1,203	0	0	0	0	0	0	0	0	0	0	3,678
Total	7,329	3,724	0	0	0	0	0	0	0	0	0	0	11,053
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	0	0	0	0	0	0	0	0	0	0	0	614
Boardman Road	33	0	0	0	0	0	0	0	0	0	0	0	33
Spanish Language Assistance	38	0	0	0	0	0	0	0	0	0	0	0	38
Total	685	0	0	0	0	0	0	0	0	0	0	0	685
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	20,147	0	0	0	0	0	0	0	0	0	0	0	20,147
Calendar Hits - EventKeeper	2,279	0	0	0	0	0	0	0	0	0	0	0	2,279
Calendar Hits - Recite Me	412	0	0	0	0	0	0	0	0	0	0	0	412
Website Hits	27,091	0	0	0	0	0	0	0	0	0	0	0	27,091
Total	49,929	0	0	0	0	0	0	0	0	0	0	0	49,929
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,576	0	0	0	0	0	0	0	0	0	0	0	3,576
Boardman Road	1,314	0	0	0	0	0	0	0	0	0	0	0	1,314
Total	4,890	0	0	0	0	0	0	0	0	0	0	0	4,890
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	0	0	0	0	0	0	0	0	0	0	0	46
Boardman Road	6	0	0	0	0	0	0	0	0	0	0	0	6
Total	52	0	0	0	0	0	0	0	0	0	0	0	52
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	0	0	0	0	0	0	0	0	0	0	0	33
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	0	0	0	0	0	0	0	0	0	0	0	154
Community Engagement	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Library District	7	0	0	0	0	0	0	0	0	0	0	0	7
Exams Proctored	4	0	0	0	0	0	0	0	0	0	0	0	4
MAP Passes	2	0	0	0	0	0	0	0	0	0	0	0	2
Total	167	0	0	0	0	0	0	0	0	0	0	0	167
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	1,245	0	0	0	0	0	0	0	0	0	0	0	1,245
Community Engagement	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Library District	75	0	0	0	0	0	0	0	0	0	0	0	75
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,320	0	0	0	0	0	0	0	0	0	0	0	1,320
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	0	0	0	0	0	0	0	0	0	0	0	9,193
Boardman Road	10,710	0	0	0	0	0	0	0	0	0	0	0	10,710
Total - 2020	19,903	0	0	0	0	0	0	0	0	0	0	0	19,903
GENERAL ATTENDANCE (2020)	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	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	92,087
Total - 2019	29,750	27,645	15,185	0	0	11,295	14,961	20,001	21,372	22,300	18,460	18,568	199,537

* 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 2021**

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	5	0	8	12.00	15.00	0.00	27.00
February	0	0	0	0	0.00	0.00	0.00	0.00
March	0	0	0	0	0.00	0.00	0.00	0.00
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	0	0	0	0	0.00	0.00	0.00	0.00
September	0	0	0	0	0.00	0.00	0.00	0.00
October	0	0	0	0	0.00	0.00	0.00	0.00
November	0	0	0	0	0.00	0.00	0.00	0.00
December	0	0	0	0	0.00	0.00	0.00	0.00
TOTAL					12.00	15.00	0.00	27.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Board Development & Policy Committee		Date: Wednesday, February 3, 2021
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Edna Lyons <input type="checkbox"/> Cathy Schmitz <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared By: T. Lawrence <i>RL</i>		

The meeting convened at 5:00pm. Attendance is noted above.

1. Business Items: The following business was conducted:

- **Board Education:** The Committee discussed topics and format of continuing education for trustees. Consensus of those present was:
 - Board education at meetings should consist of items specific to the Library District in terms of programs and services and can be presented by staff; presentations would last no more than 10 – 15 minutes
 - Saturday morning education would be on topics that require a “deeper dive” and make be more broad in nature but items that would require more than a 10 – 15 minutes presentation at a monthly meeting
 - Trustees should be strongly encouraged to attend at the least the Trustee Essentials workshop offered by the Mid-Hudson Library System
- **Board Self-Assessment:** The Committee decided to spend February consider revisions to the tool, hoping for suggestions by February 28. Lawrence will send hard copy of the self-assessment to the Committee. Comments should be provided via email to the entire group.
- **By-Laws:** Similar to the self-assessment, the Committee will use February to review the current by-laws and identify any areas for revision by February 28. Lawrence will also send the current b-laws in hard copy to all.
- **2021 Trustee Elections:** Two terms end in 2021: Lyons (City) and Bombardieri (Town). Prior to recruiting candidates, Fitzgibbons will consult both to see if they plan to run again. According to the 2021 NYS Political Calendar (<https://www.elections.ny.gov/NYSBOE/law/2021PoliticalCalendar.pdf>) and consistent with the Library District’s special district legislation (latest revision), petitions can start to circulate on Tuesday, April 13, and can be filed at Adriance Memorial Library (not at the Board of Elections) from Tuesday, May 18 through Tuesday, May 25 (excluding Saturday and Sunday of that time period).

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

- Nothing at this time.

3. Upcoming Agenda Items:

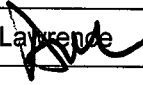
- Board Self-Assessment
- Library District By-Laws

The meeting adjourned at 5:40pm.

Next Scheduled Meeting Date
 Wednesday, March 3; 5:00 pm (virtual)
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee	Date: Monday, February 8, 2021	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input type="checkbox"/> Amy Bombardieri	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input 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		
Minutes Prepared by: T. Lawrence 		

1. Business Items: The following topics were discussed:

- **Greene Funds:** Ryan advised the Committee as to the status of the Greene funds. There was general discussion as to the use of the funds as stated in the fund's establishment. This will be further discussed at the March Committee meeting.
- **City Refunding of Adriance Bond:** The Committee reviewed the summary documented provide by the City of Poughkeepsie's fiscal advisors as it relates to the refunding of the Adriance bond, thereby reducing annual debt service over the remaining life of the bond. The Committee endorsed the City's proposed action. Lawrence will inform the City of the Committee's wishes.
- **Budget Presentation:** Lawrence expressed his concern that the Excel-based budget adopted and modified from time-to-time by the Board will not be consistent with the latest revised budget the Board will see in the monthly financial reports (the difference being the effect of carryover spending from the prior year based on properly executed prior year encumbrances). Lynch and Lawrence will continue to work on this.
- **Review of Financial Policies:** Lawrence distributed current purchasing and claims audit policies for Committee review and follow-up discussion at the March meeting.

Items not discussed at the meeting but follow-up information is provided here:

- **Adriance Debt Service Fund:** After Lawrence conferred with bond counsel, he advised the Committee that excess proceeds from previous debt must be used to offset debt service tax levy and for no other purpose.
- **Review of Bank Statements:** Administration will set-up statement review assignments to begin in March.

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

- Monthly financial report

3. Upcoming Agenda Items:

- Review of Financial Policies: Purchasing and Claims Audit

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

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
Bradley Duigiud	Public Information Officer (Hrly)	Permanent Appointment	3/1/2021	\$20.05/hr
Jac-Quan Douglas	Security Guard (Hrly)	Reclassification (from Custodial Worker)	2/8/2021	\$18.60/hr
Kyra Walker	Library Clerk (PT)	Permanent Appointment	3/3/2021	\$15.21/hr

Action Requested

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

Motion

Moved _____
 Seconded _____

Result of Action

In Favor _____
 Against _____
 Abstaining _____

New Business

Approval of NYS Annual Report for Public and Association Libraries

Recommended By Library Director

Current Situation The Administration prepares the annual statistical and financial report, based on the requirements of the New York State Education Department's Division of Library Development. The attached document is that report for 2020. Commissioner's guidelines require that the Board of Trustees accept the report.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2020 Annual Report for Public and Association Libraries (PPLD Document #022421 – 5A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Greater Poughkeepsie Library District

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3200135360
1.2	Library Name	GREATER POUGHKEEPSIE LIBRARY DISTRICT
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Poughkeepsie *
1.6	Beginning Fiscal Reporting Year	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2020

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	93 MARKET STREET
1.15	City	POUGHKEEPSIE
1.16	Zip Code	12601
1.17	Mailing Address	93 MARKET STREET
1.18	City	POUGHKEEPSIE
1.19	Zip Code	12601
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 485-3445
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 485-3789
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	administration@poklib.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.poklib.org
1.24	Population Chartered to Serve (per 2010 Census)	75,135
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/16/1989
1.30	Date the library was last registered	03/22/1993
1.31	Federal Employer Identification Number	141701733
1.32	County	DUTCHESS
1.33	School District	City Of Poughkeepsie
1.34	Town/City	Poughkeepsie
1.35	Library System	Mid-Hudson Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name
 1.36b President/CEO Phone Number
 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Thomas
1.38	Last Name of Library Director/Manager	Lawrence
1.39	NYS Public Librarian Certification Number	12271
1.40	What is the highest education level of the library manager/director?	Other
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	tlawrence@poklib.org
1.44	Fax Number of the Director/Manager	(845) 485-3789
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y
1.	Name of municipality or district holding the public vote	Poughkeepsie Public Library District
2.	Indicate the type of municipality or district holding the public vote	Special Legislative District
3.	Date the vote was held (mm/dd/2020)	11/03/2020
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	Other
6a.	Most recent prior year approved appropriation from a public vote:	\$8,660,079
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$641,233
6c.	Total proposed appropriation (sum of 6a and 6b):	\$9,301,312

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. Y
1. Name of municipality or district holding the public vote Poughkeepsie Public Library District
2. Indicate the type of municipality or district holding the public vote Special Legislative District
3. Date the last successful vote was held (mm/dd/yyyy) 11/06/2018
4. What type of public vote was it? Other
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? \$7,677,943

Unusual Circumstances

- 1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N
1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A
- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. Y

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS**Cataloged Books**

2.1	Adult Fiction Books	38,904
2.2	Adult Non-fiction Books	76,098
2.3	Total Adult Books (Total questions 2.1 & 2.2)	115,002
2.4	Children's Fiction Books	29,666
2.5	Children's Non-fiction Books	20,330
2.6	Total Children's Books (Total questions 2.4 & 2.5)	49,996
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	164,998

Other Print Materials

2.8	Total Uncataloged Books	500
2.9	Total Print Serials	400
2.10	All Other Print Materials	6,332
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	7,232
2.12	Total Print Materials (Total questions 2.7 and 2.11)	172,230

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	27,689
2.14	Local Electronic Collections	14
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	29
2.17	Audio - Downloadable Units	9,419

2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	112
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	37,249

Non-Electronic Materials

2.21	Audio - Physical Units	13,235
2.22	Video - Physical Units	14,090
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	2,650
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	29,975

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	239,454
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	11,095
2.27	All Other Print Materials	316
2.28	Electronic Materials	2,619
2.29	All Other Materials	2,389
2.30	Total Additions (Total questions 2.26 through 2.29)	16,419

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	199,536
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	37,445

3.3 Registered non-resident borrowers 51

Please report information on WRITTEN POLICIES as of 12/31/20.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4 Does the library have an open meeting policy? Y

3.5 Does the library have a policy protecting the confidentiality of library records? Y

3.6 Does the library have an Internet use policy? Y

3.7 Does the library have a disaster plan? N

3.8 Does the library have a board-approved conflict of interest policy? Y

3.9 Does the library have a board-approved whistle blower policy? Y

3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/20.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs/Summer Reading Program

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	1,037
3.18	Young Adult Program Sessions	71
3.19	Children's Program Sessions	540
3.20	All Other Program Sessions	69
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	1,717
3.22	One-on-One Program Sessions	175
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	23,976
3.25	Young Adult Program Attendance	7,854
3.26	Children's Program Attendance	30,984
3.27	All Other Program Attendance	154
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	62,968
3.29	One-on-One Program Attendance	175

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	No
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	2

3.32	Children registered for the library's summer reading program	267
3.33	Young adults registered for the library's summer reading program	10
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	277
3.36	Children's program sessions - Summer 2020	63
3.37	Young adult program sessions - Summer 2020	0
3.38	Adult program sessions - Summer 2020	0
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	63
3.40	Children's program attendance - Summer 2020	299
3.41	Young adult program attendance - Summer 2020	0
3.42	Adult program attendance - Summer 2020	0
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	299

COLLABORATORS

3.44	Public school district(s) and/or BOCES	5
3.45	Non-public school(s)	8
3.46	Childcare center(s)	4
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	2
3.49	Literacy provider(s)	1
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	20

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.53	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	No
d.	N/A	No
3.54	- Number of sessions	
a.	Focus on birth - school entry (kindergarten)	290

b.	Focus on parents & caregivers	0
c.	Combined audience	66
d.	N/A	0
3.55	Total Sessions	356
3.56 - Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	2,518
b.	Focus on parents & caregivers	0
c.	Combined audience	1,319
d.	N/A	0
3.57	Total Attendance	3,837
3.58 - Collaborators (check all that apply):		
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2020 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0
3.64 - Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y Y for Yes, N for No)	
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	50
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	50
3.70	One-on-one program sessions	0

3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	766
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	766
3.75	One-on-one program attendance	0
3.76 - Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2020 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	166
3.79	Total one-on-one program sessions	54
3.80	Total group program attendance	996
3.81	Total one-on-one program attendance	54
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	55,575
4.2	Adult Non-fiction Books	38,933
4.3	Total Adult Books (Total questions 4.1 & 4.2)	94,508
4.4	Children's Fiction Books	51,198
4.5	Children's Non-fiction Books	14,708
4.6	Total Children's Books (Total questions 4.4 & 4.5)	65,906
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	160,414

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	64,362
4.9	Circulation of Children's Other Materials	9,422

4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	73,784
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	234,198

ELECTRONIC USE

4.12	Use of Electronic Material	97,817
4.13	Successful Retrieval of Electronic Information	31,811
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	129,628
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	332,015
4.16	Total Collection Use (Total questions 4.13 & 4.15)	363,826
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	75,328

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	13,849
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20	TOTAL MATERIALS RECEIVED	30,239
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	71,750
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	334,419
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y

5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Bruce Sullivan
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 485-3445
5.12	IT contact's email address	bsullivan@poklib.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	20.5
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	4.5
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	45.25
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	71.25
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$53,166
6.16	FTE - Library Director (certified)	35
6.17	Salary - Library Director (certified)	\$121,500

- | | | |
|------|------------------------------------------|-----|
| 6.18 | FTE - Library Manager (not certified) | N/A |
| 6.19 | Salary - Library Manager (not certified) | N/A |

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. Please click [here](#) to read general instructions before completing this section.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 7.1 | 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. | Y |
| 7.2 | 2. Has a board-approved written long range plan of service. | Y |
| 7.3 | 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. | Y |
| 7.4 | 4. Has board-approved written policies for the operation of the library. | Y |
| 7.5 | 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. | Y |
| 7.6 | 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. | Y |
| 7.7 | 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. Maintains a facility to meet community needs, including adequate: | | |
| 7.8 | 8a. space | Y |
| 7.9 | 8b. lighting | Y |
| 7.10 | 8c. shelving | Y |
| 7.11 | 8d. seating | Y |
| 7.12 | 8e. restroom (see instructions) | Y |
| 9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following: | | |
| 7.13 | 9a. telephone | Y |
| 7.14 | 9b. photocopier (see instructions) | Y |
| 7.15 | 9c. microcomputer or terminal | Y |
| 7.16 | 9d. printer | Y |
| 7.17 | 9e. Fax capability (see instructions) | Y |
| 7.18 | 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. | Y |

- 7.19 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space Y

8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
10.	Provides	
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	1
8.3	Bookmobiles	1
8.4	Other Outlets	0

8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	3
PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	43.00
8.7	Minimum Weekly Total Hours - Branch Libraries	40.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	83.00
8.10	Annual Total Hours - Main Library	2,663.00
8.11	Annual Total Hours - Branch Libraries	2,511.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	5,174.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV7	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes

- CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.**
- CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? Yes
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes
- CV13 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV14 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

- | | | |
|----|------------------------------|---------------------------|
| 1. | Outlet Name | Adriance Memorial Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 93 Market Street |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Poughkeepsie |
| 6. | Zip Code | 12601 |

7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Poughkeepsie
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,663
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	9
16b	Number of weeks an outlet had limited occupancy due to COVID-19	6
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	55
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1898
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009
25.	Square footage of the outlet	42,000
26.	Number of internet computers at this outlet used by general public	35
27.	Number of uses (sessions) of public Internet computers per year	26,052
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Other (specify using the State note)
33.	Number of wireless sessions provided by the library wireless service per year	17,396

34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Boardman Road Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	141 Boardman Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12603
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 462-1956
9.	E-mail Address	administration@poiklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Arlington
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	2,511
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	9
16b	Number of weeks an outlet had limited occupancy due to COVID-19	6
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1950

24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2014
25.	Square footage of the outlet	25,000
26.	Number of internet computers at this outlet used by general public	15
27.	Number of uses (sessions) of public Internet computers per year	7,559
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Other (specify using the State note)
33.	Number of wireless sessions provided by the library wireless service per year	5,947
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) 13

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 11
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5

BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2021. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

- 10.9 First Name Dianne
- 10.10 Last Name Blazek
- 10.11 Mailing Address 8 Old Silvermine Place
- 10.12 City Poughkeepsie
- 10.13 Zip Code (5 digits only) 12603
- 10.14 Phone (enter 10 digits only) (845) 485-6714
- 10.15 E-mail Address blazekd@optonline.net
- 10.16 Term Begins - Month January
- 10.17 Term Begins - Year (yyyy) 2021
- 10.18 Term Expires - Month December
- 10.19 Term Expires - Year (yyyy) 2025
- 10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
- 10.21 The date the Oath of Office was taken (mm/dd/yyyy) 12/22/2020
- 10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/05/2021
- 10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form

available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Edna |
| 3. | Last Name of Board Member | Lyons |
| 4. | Mailing Address | 210 Winnikee Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | elyonsp@aol.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2017 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2021 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2017 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Patricia |
| 3. | Last Name of Board Member | Ferrer |
| 4. | Mailing Address | 12 East Ricky Lane |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | patricia.ferrer@marist.edu |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. | No |

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/05/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/05/2021 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Mary |
| 3. | Last Name of Board Member | Moore |
| 4. | Mailing Address | 10 Argent Drive |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | marymoor@us.ibm.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/04/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/06/2020 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Amy |
| 3. | Last Name of Board Member | Bombardieri |
| 4. | Mailing Address | 12 Mountain View Road |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | amybombardieri@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 10. | Term Begins - Year (year) | 2017 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2021 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2017 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Paul |
| 3. | Last Name of Board Member | Bucher, Jr. |
| 4. | Mailing Address | 9 Marian Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | paul.bucher.jr@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/04/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/06/2020 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Moira |

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 3. | Last Name of Board Member | Fitzgibbons |
| 4. | Mailing Address | 20 Marian Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | moira.fitzgibbons@marists.edu |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2018 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Laurel |
| 3. | Last Name of Board Member | Spuhler |
| 4. | Mailing Address | 37 Parkwood Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | sugmagne@verizon.net |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 12/08/2018
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/20/2018
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Sean
- 3. Last Name of Board Member Eagleton
- 4. Mailing Address 96 Autumn Drive
- 5. City Poughkeepsie
- 6. Zip Code (5 digits only) 12603
- 7. E-mail address seagleton@aol.com
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2019
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2023

- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 01/17/2019
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/18/2019
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Patricia
- 3. Last Name of Board Member Ryan
- 4. Mailing Address 23 Heathbrook Drive
- 5. City Poughkeepsie
- 6. Zip Code (5 digits only) 12603
- 7. E-mail address patty@nyryans.org
- 8. Office Held or Trustee Financial Officer
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2018
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2022

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2018 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Catherine |
| 3. | Last Name of Board Member | Schmitz |
| 4. | Mailing Address | 42 Ridgeview Road |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | laughingearth@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2019 |
| 16. | Is this a brand new trustee? | N |

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

- | | | |
|----|-------------------------------------------------------------------------------------|-------------------|
| 1. | Trustee Name | Moira Fitzgibbons |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Edna Lyons |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Laurel Spuhler |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Paul Bucher, Jr. |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Dianne Blazek |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | Y |
| 1. | Trustee Name | Amy Bombardieri |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Patricia Ferrer |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Mary Moore |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Sean Eagleton |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Patricia Ryan |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |
| 1. | Trustee Name | Cathy Schmitz |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- | | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 11.1 | Does the library receive any local public funds?
If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y |
| 1. | Source of Funds | City |
| 2. | Name of funding County, Municipality or School District | City of Poughkeepsie |
| 3. | Amount | \$3,345,280 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N |
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or School District | Town of Poughkeepsie |
| 3. | Amount | \$4,298,115 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N |

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$7,643,395

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------|---------------------------------------------------------------------------------|-----------|
| 11.3 | Local Library Services Aid (LLSA) | \$15,454 |
| 11.4 | Central Library Aid (CLDA and/or CBA) | \$206,223 |
| 11.5 | Additional State Aid received from the System | \$0 |
| 11.6 | Federal Aid received from the System | \$0 |
| 11.7 | Other Cash Grants | \$0 |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$221,677 |

OTHER STATE AID

- | | | |
|------|---------------------------------------------------------------------------------------------------------------------|-----|
| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | \$0 |
|------|---------------------------------------------------------------------------------------------------------------------|-----|

Federal Aid/Other Receipts**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0
11.11	Other Federal Aid	\$15,000
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$15,000

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$150,981
11.15	Fund Raising	\$0
11.16	Income from Investments	\$12,797
11.17	Library Charges	\$30,597
11.18	Other	\$161,861
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$356,236
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$8,236,308
11.21	BUDGET LOANS	\$0

Transfers/Grant Total**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$585,842
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$585,842
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$28,883
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$8,851,033

12. OPERATING FUND DISBURSEMENTS**Staff/Collection/Capital/Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,595,771
12.2	Other Staff	\$2,351,541
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$3,947,312
12.4	Employee Benefits Expenditures	\$1,802,325
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$5,749,637

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$319,398
12.7	Electronic Materials Expenditures	\$47,335
12.8	Other Materials Expenditures	\$115,684
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$482,417

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$90,578
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$90,578

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$93,181
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$93,181
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$472,378
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$565,559

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$57,146
12.19	Telecommunications	\$58,654
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$15,351
12.22	Professional & Consultant Fees	\$100,870
12.23	Equipment	\$35,622
12.24	Other Miscellaneous	\$205,121

12.25 **Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)** \$472,764

Contracts/Debt Service/Transfers/Grand Total

12.26 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$102,445

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF) \$1,338,969
 12.28 From Other Funds (73OF) \$0
 12.29 **Total (Add Questions 12.27 and 12.28)** \$1,338,969

Other Loans

12.30 Budget Loans (Principal and Interest) \$0
 12.31 Short-Term Loans \$0
 12.32 **Total Debt Service (Add Questions 12.29, 12.30 and 12.31)** \$1,338,969

12.33 **TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)** \$8,802,369

TRANSFERS

Transfers to Capital Fund

12.34 From Local Public Funds (76PF) \$0
 12.35 From Other Funds (76OF) \$0
 12.36 **Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)** \$0
 12.37 **Transfer to Other Funds** \$19,281
 12.38 **TOTAL TRANSFERS (Add Questions 12.36 and 12.37)** \$19,281
 12.39 **TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)** \$8,821,650
 12.40 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020** \$29,383
 12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)** \$8,851,033

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 02/24/2020

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) 05/27/2020
 12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2019 - 12/31/2019
 12.45 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0
 13.2 All Other Revenues from Local Sources \$108
 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$108

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0
 13.5 Other State Aid \$0
 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36) \$0
 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$108
 13.10 **NON-REVENUE RECEIPTS** \$0
 13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$108
 13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$220,693

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$220,801

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2020	\$220,693
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$220,693

15. CENTRAL LIBRARIES

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)
Reference: (b)(2)
 Commissioners Regulations 90.4
 Central Book Aid is a flat sum of \$71,500 to each public library

system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2020. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 **Purchased Services:** Did the central/co-central library expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	MHLS
3.	Expenditure	\$7,196

15.1.2 **Total Expenditure - Purchased Services** \$7,196

15.1.3 **Supplies and Materials:** Did the central/co-central library expend CBA funds for adult non-fiction and foreign language library materials? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Quantity	970
3.	Unit Cost	\$18
4.	Expenditure	\$17,524
1.	Expenditure Category	Non-print resources (electronic content)
2.	Quantity	296
3.	Unit Cost	\$86
4.	Expenditure	\$25,470
1.	Expenditure Category	Non-print resources (electronic content)
2.	Quantity	9
3.	Unit Cost	\$280
4.	Expenditure	\$2,523
15.1.4	Total Expenditure - Supplies and Materials	\$45,517
15.1.5	Total Expenditure (total 15.1.2 and 15.1.4)	\$52,713
15.1.6	Cash Balance at the Opening of the Current Fiscal Year	\$0
	NOTE: The opening balance must be the same as the closing balance of the previous year.	
15.1.7	Total Allocation received from the system.	\$52,713
15.1.8	Cash Balance at the End of the Current Fiscal Year (total 15.1.7 - 15.1.5 + 15.1.6)	\$0
15.1.9	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Purchase of circulating non-fiction, ebooks, digital serials, and one database all for member library access.

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)

Reference: (b)(1)

Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater, to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2020. Do not report funds spent by the public library system on the Library's behalf.

15.2.1 - 15.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.2.1	Total Full-Time Equivalent (FTE)	.08
15.2.2	Total Expenditure for Professional Salaries	\$5,000

15.2.3 - 15.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.2.3	Total Full-Time Equivalent (FTE)	0
15.2.4	Total Expenditures for Other Staff Salaries	\$0

15.2.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$0

15.2.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	MHLS
3.	Expenditure	\$4,600
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	OverDrive
3.	Expenditure	\$16,478
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	MHLS
3.	Expenditure	\$11,152
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	MHLS
3.	Expenditure	\$37,008
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Verizon
3.	Expenditure	\$1,500
1.	Expenditure Category	Delivery/courier services
2.	Provider of Services	MHLS
3.	Expenditure	\$75,166
15.2.7	Total Expenditure - Purchased Services	\$145,904

15.2.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$1,661

15.2.9 **Total Expenditure - Supplies and Materials** \$1,661

15.2.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	Library Staff
2.	Expenditure	\$945

15.2.11 **Total Expenditures - Travel** \$945

15.2.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

15.2.13 **Total Expenditure - Equipment and Furnishings** \$0

15.2.14 **Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)** \$153,510

15.2.15 **Cash Balance at the Opening of the Fiscal Year** \$0
NOTE: The opening balance must be the same as the closing balance of the previous year.

15.2.16 **Total Allocation received from the system:** \$153,510

15.2.17 **Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)** \$0

15.2.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Training, e-content, OPAC enhancements, supplies, telephone travel, and delivery support in response to member library needs.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	18.81
16.2	Total Librarians	22.75
16.3	All Other Paid Staff	39.59

16.4	Total Paid Employees	62.34
16.5	State Government Revenue	\$221,677
16.6	Federal Government Revenue	\$15,000
16.7	Other Operating Revenue	\$356,236
16.8	Total Operating Revenue	\$8,236,308
16.9	Other Operating Expenditures	\$1,140,768
16.10	Total Operating Expenditures	\$7,372,822
16.11	Total Capital Expenditures	\$90,578
16.12	Print Materials	165,898
16.13	Total Registered Borrowers	37,496
16.14	Other Capital Revenue and Receipts	\$108
16.15	Total Number of Internet Terminals Used by the General Public	50
16.16	Total Uses (sessions) of Public Internet Computers Per Year	33,611
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	23,343
16.18	Total Capital Revenue	\$108

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	3200135360
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	MO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0230
17.8	<i>SED CODE</i>	131500700001
17.9	<i>INSTITUTION ID</i>	800000053282

SUGGESTED IMPROVEMENTS

Library Name: GREATER POUGHKEEPSIE LIBRARY DISTRICT

Library System: Mid-Hudson Library System

Name of Person Completing Form: Tom Lawrence

Phone Number: (845) 485-3445

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public: Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the

question number each comment/suggestion refers to. Thank you!

New Business

Authorization to Sign: Actuarial Services

Recommended By Library Director

Current Situation As part of the annual audit, the Library District needs to estimate the costs of post-employment benefits offered to employees. For us, this is an estimate of probable health insurance costs for retirees (GASB 75). This is calculated and costed by an actuarial service. Business Manager Barbara Lynch has vetted available services and proposes the services described in PPLD Document #022421 – 6A.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes Business Manager Barbara Lynch to sign the agreement with Burke Group for GASB 75 Services, dated February 16, 2021 and as described in PPLD Document #022421 – 6A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____



BURKE GROUP

February 16, 2021

Ms. Barbara Lynch
Business Manager
Poughkeepsie Public Library District
93 Market Street
Poughkeepsie, New York 12601

Re: GASB 75 Service Agreement

Dear Barbara:

This letter outlines the services Burke Group will provide to the Poughkeepsie Public Library District for actuarial services to be rendered regarding GASB 75 valuation services for their postretirement healthcare plans. When properly executed by both parties, this letter, together with referenced Appendix A, becomes the Service Agreement for these services.

Services, Deliverables and Fees

Appendix A, *Schedule of Services and Fees*, dated February 16, 2021 conveys our services, deliverables and related fees for this Agreement. If the scope of these services changes, we will issue a letter of amendment to this Service Agreement with an accompanying updated Appendix A for mutual signature.

The Burke Group Actuarial Services Team

Members of the Burke Group actuarial services team are listed at the bottom of Appendix A, *Schedule of Services and Fees*.

Key Dependencies and Assumptions

We assume that all data and information provided by you will be accurate and timely.

Fees

Fees for the actuarial services specified in this Agreement are presented in Appendix A, *Schedule of Services and Fees*. Additional fees, computed at the actuary's hourly rate, may be charged for additional services performed. Appendix A includes our hourly rates for additional services or special projects. Any change in our fees will be communicated to you in writing.

Term

This Agreement is applicable only for the project(s) stated. Either of us may terminate this Agreement by giving the other written notice at least 90 days in advance of the effective date of the termination and by you paying us for services we have rendered up to the time of termination.

Billing

All fees will be billed monthly as work progresses.

Payment

Our terms of payment are Net-30 days from date of invoice. We appreciate being paid promptly, and expect you to communicate with us before the invoice due date if you are not satisfied with our services, do not agree with our bill, or have other reasons why payment cannot be made within terms. In cases of unreasonable payment delays, we reserve the right to withhold services until accounts are brought current. In such instances, we will not be held accountable for delays in services.

Indemnification

You agree to indemnify and hold us and our parent, affiliates, officers, employees and agents (collectively the "indemnified parties") harmless for any loss, damage, liability or cost (including reasonable attorneys' fees) to you or any third party arising out of the performance of this Agreement, but only to the extent that such losses are caused by or result from 1) inaccurate information supplied by you, or 2) non-negligent acts or omissions on the part of the indemnified parties.

Confidentiality

Burke Group acknowledges the confidential nature of the information supplied by you, and will not disclose this information to any third party without your prior written consent, unless directed to do so by order of a court of law or authorized governmental department or agency.

Notice

Any notice given pursuant to this Agreement shall be in writing and shall be deemed to have been given when personally delivered, or sent by certified mail addressed to the party for whom it is intended at the address set forth on page 1 or at such other address the parties may specify.

Entire Agreement

This Agreement and incorporated Appendix A constitute the entire agreement between Burke Group and Poughkeepsie Public Library District, and supersedes and cancels any and all prior representations, negotiations, undertakings and contracts, whether written or verbal, between them or their agents, with respect to any of the matters to which this Agreement applies. The non-enforceability of any single provision of this Agreement shall not affect the validity and enforceability of any remaining provisions. This Agreement may not be altered, amended, waived, canceled or changed in any manner, unless done so in a written document signed by both parties or a termination notification.

Governing Law

This Agreement shall be deemed to have been executed in the State of New York, and shall be construed and interpreted in accordance with the laws thereof. Any claims arising under this Agreement shall be brought in the courts of the State of New York or in the United States District Court for the Western District of New York, upon which jurisdiction is hereby expressly conferred.

Barbara, we believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. Otherwise, please acknowledge your agreement to the understanding by signing and dating below and returning one copy to us.

Sincerely,



Vince Cassano, F.S.A., M.A.A.A.
Consulting Actuary

~~BURKE GROUP, INC.~~

By: 

Print Name: Vince Cassano

Title: Principal and Consulting Actuary

Date: February 16, 2021

Poughkeepsie Public Library District

By: _____

Print Name: _____

Title: _____

Date: _____

APPENDIX A

**Poughkeepsie Public Library District
 SCHEDULE OF SERVICES AND FEES
 GASB 75 SERVICE AGREEMENT DATED February 16, 2021**

Service	Fee
GASB 75 full valuation and report for the Poughkeepsie Public Library District postretirement healthcare plans for the fiscal year ending December 31, 2020	\$3,250
GASB 75 interim valuation and report for the Poughkeepsie Public Library District postretirement healthcare plans for the fiscal year ending December 31, 2021 (if requested)	\$2,000
<p>Actuarial Services Team Hourly Rates</p> <p>Any additional services that are beyond the scope of the GASB 75 project would be billed at the following hourly rates:</p> <p>Vince Cassano Actuarial Analyst Support Staff</p>	<p>\$275 per hour \$150 per hour \$50 per hour</p>