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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF ONLINE MEETING

### BOARD OF TRUSTEES

Wednesday, March 24, 2021

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

**GoToMeeting:** <https://global.gotomeeting.com/join/227728949>

**Phone Number and Access Code:** 1 866 899 4679 / 227-728-949

### Trustees Reviewing Warrants: Bucher and Ryan

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
  - II. Public Comment on Agenda Items
  - III. Board Education: The Top 3
  - IV. Minutes of Previous Meeting(s)
    - A. February 24, 2021 (*T. Lawrence; #032421 – 1*)
  - V. Financial Report(s)
    - A. February 2021 (*B. Lynch; #032421 – 2*)
    - B. Approval of Monthly Warrant (*B. Lynch; #032421 – 2.1; to be distributed prior to the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #032421 – 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, #032421 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of 2021 Election Resolution (*T. Lawrence; 032421 – 5*)
      2. Approval of Amendment to *Service Plan in Response to COVID-19* (*T. Lawrence; 032421 – 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, April 28, 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 February 24, 2021**

**Trustees Present**

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- Edna Lyons
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

**Staff Present**

- Bonny Algozzine, Secretary to the Director
- Karen Blovat, Head of Borrower & Tech Serv.
- Janet Bogenschultz, Asst. to the Director
- Gareth Davies, Development Officer
- Anthony Formby, Building Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- John Torres, Head of Youth Services
- Deborah Weltsch, Head of Adult Services

**Other Guest(s)**

- Crystal Middleton

**FPLD Representatives Present**

- Liz Murphy, President

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Bucher, Ryan.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. January 27, 2021 (PPLD Documents #022421 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 27, 2021.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. January 2021 Financial Activity Report (PPLD Document #022421 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2021 Financial Activity as presented.
- **Moved/Seconded:** Fitzgibbons, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #022421 – 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 59346 to 59555 in Warrant 20210225 totaling \$149,402.02

And that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants, post facto:

Vouchers 59155 to 59189 in Warrant 20210122 totaling \$118,609.19  
Vouchers 59361 to 59418 in Warrant 20210217 totaling \$260,390.02

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #022421 – 3)

- Lawrence reported on: eLibrary services; conferences; statistics; streaming services; Overdrive content; and author events.
- Weltsch reported on Niche Academy.
- Davies reported on: volunteers; the Big Read.
- Torres reported on Saturday Morning Lights.

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

### C. Board Committee Reports (PPLD Document #022421 – 3.3)

1. **Board Development and Policy Committee:** Chairperson Fitzgibbons summarized committee discussions on: the self-assessment tool; By-Laws; and upcoming elections.
2. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the status of the Greene Estate; the Adriance Bond; Budget Presentation; and the Debt Service Fund.
3. **Planning Committee:** Chairperson Moore summarized committee discussions on: the Strategic Plan; the Bookmobile; and the potential branch at the Family Partnership.

### D. Friends of PPLD: Lawrence reported on: Sales for January, a COVID exposure, the upcoming addition of a sign, donations, and plans to make the donation pod permanent.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #022421 – 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
Bradley Diuguid	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
Employee 4623	Senior Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4739	Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4731	Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4730	Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4789	Library Clerk (PT)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 3/31/2021	NA

- **Moved/Seconded:** Bucher, Eagleton.
- **Discussion:** Lawrence explained the need for these actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

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

### C. New Business:

1. **Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #022421 – 5)**

- A. **Motion:** 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).
- B. **Moved/Seconded:** Bucher, Eagleton.
- C. **Discussion:** None.
- D. **VOTE:** 9 – 0 – 0

2. **Authorization to Sign: Actuarial Services (PPLD Document #022421 – 6)**

- A. **Motion:** 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.
- B. **Moved/Seconded:** Moore, Bucher.
- C. **Discussion:** Lynch explained the necessity of these services.
- D. **VOTE:** 9 – 0 – 0

VIII. **Open Comment**

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

**Executive Session**

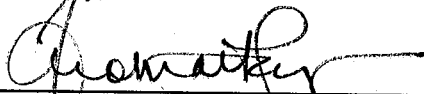
- **Motion:** Moved that the board go into Executive session for the purpose of discussing a grievance.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:06 p.m. and ended at 8:17 p.m.)

**Adjournment**

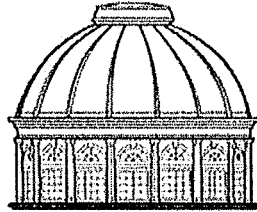
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:17 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 24, 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



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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of February 2021 Financial Activity

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

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This is the regular monthly report for February 2021, which contains unaudited end-of-year figures. The audited 2021 year-end report will be presented at the April 2021 Board of Trustees meeting.

**General Fund (Fund A; \$3,853,622)**

- Receipts for the month totaled \$4,790,347 which included \$163 in interest, \$2,317 in library charges and \$7,518 in donations.
- Receipts also included \$4,757,504 in tax revenue from the Town of Poughkeepsie (\$3,000,000) and the City of Poughkeepsie (\$1,757,504).
- Disbursements for the month totaled \$754,574 which included \$507,221 in salary and benefit expenses.
- Disbursements for the month also included the repayment of the inter-fund operating loans to the Special Revenue Fund in the amount of \$217,000 and the Debt Service Fund in the amount of \$261,000.

**Special Revenue Fund (Fund CM; \$295,886)**

- Receipts for the month included minor monthly interest as well as the market change and interest in the Wojtecki account.
- Receipts for the month also consisted of the Inter-Fund transfer from 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 February.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund): \$586
  - Cash from Obligations – BOND Proceeds: 492

**Permanent Funds (Fund PN; \$495,045)**

- 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; \$274,994)**

- Receipts for the month included minimal interest.
- Receipts for the month also consisted of the Inter-fund transfer from 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**  
**February 2021**

No modifications or transfers to report for February



# Poughkeepsie Public Library District



## GENERAL FUND FUND YEAR TO DATE (YTD) EXPENSE REPORT FEBRUARY 2021

FOR 2021 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	473,510.57	302,266.01	3,245,463.41	289,397.02	92.8%
22 EQUIP & CAPITAL OUTL	84,137	84,137	4,940.00	4,940.00	.00	79,197.00	5.9%
30 MATERIALS	500,122	518,122	73,341.34	38,030.17	99,184.92	345,595.74	33.3%
32 INFORMATION SVC	57,902	57,902	15,636.70	2,368.70	.00	42,265.30	27.0%
50 OPERATIONS	1,280,477	1,262,477	225,829.87	136,544.12	363,258.73	673,388.40	46.7%
51 AUTOMATION	109,008	109,008	10,838.41	2,470.17	44,091.20	54,078.39	50.4%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	430,264.94	267,954.60	466,410.66	1,040,082.40	46.3%
92 DEBT SER	1,348,407	1,348,407	.00	.00	.00	1,348,407.00	.0%
<b>GRAND TOTAL</b>	<b>9,325,182</b>	<b>9,325,182</b>	<b>1,234,361.83</b>	<b>754,573.77</b>	<b>4,218,408.92</b>	<b>3,872,411.25</b>	<b>58.5%</b>

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

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wberger

Poughkeepsie Public Library District  
WARRANT SUMMARY

P 5  
apwarrnt

WARRANT: 20210217 02/17/2021

DUE DATE: 02/17/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	2,052.00	7,688.00
A	A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00	400.00
A	A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	59.40	120.00
A	A00000	General Fund Expen A .7410.000.00.54540 .	Property Liability Ins	34,114.96	-1,394.96
A	A00000	General Fund Expen A .7410.000.00.54550 .	Automobile Insurance	4,094.00	6.00
A	A00000	General Fund Expen A .7410.000.00.54560 .	Liability Umbrella Ins	6,310.00	-500.00
A	A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	365.00	5,620.00
A	A00000	General Fund Expen A .7410.000.00.59040 .	Workers Compensation	47,677.00	12,323.00
A	A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	588.36	4,842.00
A	A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance	1,001.66	22.71
A	A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	154,276.45	270,274.06
A	A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	129.32	.00
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	688.61	122.00
A	A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	4,445.07	.20
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	8,233.46	62,362.00
A	A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.46	244.00
A	A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	987.98	10,930.00
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,429.29	28,534.00
			FUND TOTAL	269,390.02	
			=====		
			WARRANT SUMMARY TOTAL	269,390.02	
			=====		
			GRAND TOTAL	269,390.02	
			=====		

WARRANT: 20210225 02/25/2021

DUE DATE: 02/25/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	2,864.73	
A	A00000	General Fund Expen	A .7410.000.00.52800 .	Furniture,Fixtures & E	4,940.00	35,060.00
A	A00000	General Fund Expen	A .7410.000.00.54300 .	Office & Library Suppl	1,895.65	1,011.67
A	A00000	General Fund Expen	A .7410.000.00.54340 .	PR & PRINTING - GENERA	1,029.00	2,652.00
A	A00000	General Fund Expen	A .7410.000.00.54353 .	Cont Ed/Webinar	350.00	4,150.00
A	A00000	General Fund Expen	A .7410.000.00.54360 .	Sierra/Encore Services	2,470.17	12,070.39
A	A00000	General Fund Expen	A .7410.000.00.54380 .	Membership Dues	345.00	1,800.00
A	A00000	General Fund Expen	A .7410.000.00.54694 .	Other Operational Expe	245.00	22,275.00
A	A00000	General Fund Expen	A .7410.000.00.54710 .	Vehicle Operations	63.60	2.89
A	A00000	General Fund Expen	A .7410.000.00.59061 .	Medicare B Reimb	2,405.70	36.50
A	A10000	Administration	A .7410.100.00.54292 .	Admin Program Expenses	1,296.89	3,365.37
A	A10000	Administration	A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	320.00	6,515.00
A	A10000	Administration	A .7410.100.00.54370 .	Legal Fees	666.66	500.08
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	540.44	23,549.00
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies	727.97	15,950.00
A	A20000	Building Services	A .7410.200.00.54300 .A226	Cust Supplies - COVID	300.15	420.10
A	A20000	Building Services	A .7410.200.00.54370 .	Security Monitoring	537.10	354.80
A	A20000	Building Services	A .7410.200.00.54390 .	Rental, Repair & Maint	1,018.00	5.01
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs	1,450.10	12,006.82
A	A20000	Building Services	A .7410.200.00.54520 .A229	BUILDING REPAIRS-Rotun	35,342.51	-47,861.00
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal - Patron	4,918.50	5,798.50
A	A20000	Building Services	A .7410.200.00.54690 .A204	Snow Removal - Staff C	2,469.00	6,331.00
A	A20000	Building Services	A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	2,421.50	1,283.50
A	A20000	Building Services	A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	7,490.61	65,503.39
A	A20000	Building Services	A .7410.200.00.54693 .	Other Oper-Trash	559.74	283.12
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PROGRAMMING-Digital	810.80	3,953.41
A	A30000	Advancement Servic	A .7410.300.00.54340 .	PR & Printing- Rotunda	572.69	4,727.31
A	A41000	Adult Services	A .7410.410.00.54291 .	PPLD Databases	2,368.70	15,363.30
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc	67.57	14,221.73
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books	12,538.31	104,664.59
A	A44000	Collection Service	A .7410.440.00.54100 .A203	BOOKS - Greene	14,413.28	.00
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Collection Serv- Books	7,950.18	.00
A	A44000	Collection Service	A .7410.440.00.54100 .A225	Book Leasing Prgm	17,357.76	642.24
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video	2,883.77	37,497.40
A	A44000	Collection Service	A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	4,171.92	3,000.00
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	2,374.49	50,370.07
A	A44000	Collection Service	A .7410.440.00.54120 .A211	MUSIC & AUDIO - DIGITA	325.91	1,490.46
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fee	268.50	1,960.00
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth	162.19	16,379.58
A	A45000	Youth Services	A .7410.450.00.54292 .A228	Programming-DC Reads	209.86	4,623.01
A	A45000	Youth Services	A .7410.450.00.54300 .G200	PLC Supplies	84.49	490.00
A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA	560.70	3,921.56
A	A50000	Business Office	A .7410.500.00.54300 .	Ink & Toner	1,208.39	4,791.61
A	A60000	Information Tech	A .7410.600.00.54300 .	Information Tech Suppl	34.00	1,320.01
A	A60000	Information Tech	A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	139.32	1,000.00
A	A60000	Information Tech	A .7410.600.00.54370 .	Software Fees	2,623.60	47,196.47
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	219.86	2,534.68
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers	263.60	2,823.20
A	A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	172.40	499.30

02/24/2021 09:35  
wberger

Poughkeepsie Public Library District  
WARRANT SUMMARY

P 17  
apwarrnt

WARRANT: 20210225 02/25/2021

DUE DATE: 02/25/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	951.71	23,534.00
		FUND TOTAL	149,402.02	
=====				
		WARRANT SUMMARY TOTAL	149,402.02	
=====				
		GRAND TOTAL	149,402.02	
=====				

# Poughkeepsie Public Library District



## GENERAL FUND FUND YEAR TO DATE (YTD) REVENUE REPORT FEBRUARY 2021

FOR 2021 02

	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	4,757,504.00	4,757,504.00	1,961,585.00	70.8%
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	4,452.61	2,316.53	35,547.39	11.1%
42401 INTEREST EARNINGS	25,000	25,000	219.05	163.01	24,780.95	.9%
42705 DONATIONS	50,000	50,000	7,533.66	7,517.60	42,466.34	15.1%
42752 ANNUAL APPEAL	27,500	27,500	.00	.00	27,500.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
42760 GRANTS	25,000	25,000	1,000.00	.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	16,014.20	16,014.20	-1,014.20	106.8%
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%
<b>GRAND TOTAL</b>	<b>9,325,182</b>	<b>9,325,182</b>	<b>4,800,387.34</b>	<b>4,790,347.25</b>	<b>4,524,794.66</b>	<b>51.5%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 2

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	61,419.63	4,841.11
A	12020	General Fund Payroll	-161,519.13	3,698.97
A	12023	General Fund Money Market	3,679,195.33	3,702,513.17
A	12040	Credit Card Transactions	-663.33	1,296.01
A	12051	Flex 125 Money Market	748.32	5,711.52
A	12100	Petty Cash	.00	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13501	Grants Receivable	-3,000.00	27,039.00
A	13800	Accounts Receivable	.00	20,716.00
A	13910	Due From Other Funds	.00	83,934.10
<b>TOTAL ASSETS</b>			<b>3,576,180.82</b>	<b>3,853,621.91</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	-747.90	-5,325.13
A	26021	Benefits Exchange	227.35	1,161.76
A	26030	General Fund Exchange	-7.10	-1,060.52
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	478,000.00	.40
A	26370	State Retirement Accrual	-51,493.09	28,413.92
A	26910	Deferred Revenues	.00	-19,000.00
<b>TOTAL LIABILITIES</b>			<b>425,979.26</b>	<b>4,206.43</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	9,325,182.00
A	35210	Encumbrances (+ PYCF)	-457,106.60	4,259,547.03
A	35220	Expenditures (+ PYCF)	788,187.17	1,411,348.02
A	38210	Encumbrance Reserve (+ PYCF)	457,106.60	-4,259,547.03
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-1,282.25	217,751.20
A	39110	Fund Balance Start of Year	.00	-199,198.02
A	39600	Appropriations (+ PYCF)	1,282.25	-9,542,932.20
A	39800	Revenues Received	-4,790,347.25	-4,800,387.34
A	39910	Fund Bal-Designated Subsq Yr	.00	-122,592.00
A	39915	Assign for future prgrms	.00	-100,000.00
<b>TOTAL FUND BALANCE</b>			<b>-4,002,160.08</b>	<b>-3,857,828.34</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-3,576,180.82</b>	<b>-3,853,621.91</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 2

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	217,001.57	217,600.30
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-215,172.39	78,011.10
	<b>TOTAL ASSETS</b>		<b>1,829.18</b>	<b>295,886.48</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-203,721.71
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-203,721.71</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-90,927.01
CM	39800	Revenues	-1,829.18	-1,237.76
	<b>TOTAL FUND BALANCE</b>		<b>-1,829.18</b>	<b>-92,164.77</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-1,829.18</b>	<b>-295,886.48</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 2

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.02	585.75
H	12200	Cash From Obligations	.02	492.02
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	<b>TOTAL ASSETS</b>		<b>.04</b>	<b>39,502.69</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-58,098.61</b>
<b>FUND BALANCE</b>				
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	-.08
	<b>TOTAL FUND BALANCE</b>		<b>-.04</b>	<b>-18,595.92</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-.04</b>	<b>-39,502.69</b>



# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 2

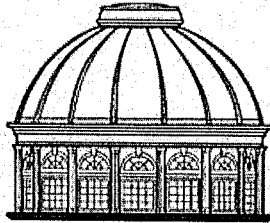
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	1,827.61	383,214.60
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
<b>TOTAL ASSETS</b>			<b>1,827.61</b>	<b>495,045.32</b>
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-1,827.61	-16,227.47
<b>TOTAL LIABILITIES</b>			<b>-1,827.61</b>	<b>-16,227.47</b>
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
<b>TOTAL FUND BALANCE</b>			<b>.00</b>	<b>-478,817.85</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-1,827.61</b>	<b>-495,045.32</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 2

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	261,001.87	261,267.61
V	13910	DUE FROM OTHER FUNDS	-261,000.00	13,726.00
	<b>TOTAL ASSETS</b>		<b>1.87</b>	<b>274,993.61</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	.00	53,947.64
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>53,947.64</b>
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-1.87	-26.99
	<b>TOTAL FUND BALANCE</b>		<b>-1.87</b>	<b>-328,941.25</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-1.87</b>	<b>-274,993.61</b>

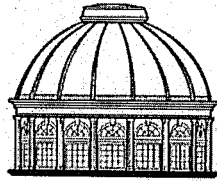


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – MARCH 2021

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#### Significant Challenges or Accomplishments

- The past five hundred twenty-five thousand six hundred minutes. ☺
- Library staff are finally able to make COVID vaccine appointments! I have prepared form letters, individualized for each staff member with their name and DOB, as a tool for them to document their status as a public-facing public employee. These should reduce any questions they may receive as to their eligibility for the vaccine. A good number of staff are scheduling their appointments, while others such as myself, have already received their first and/or second doses.
- I continue to receive great guidance from Andrew Evans, Chief Epidemiologist with the Dutchess County Department of Behavioral and Community Health on any COVID question or protocol confusion I have. Apparently, numbers in Dutchess County are on the rise so we will need to continue all of our mitigation practices for a while longer, regardless of the vaccination status of both staff and patrons. Pandemic fatigue is growing so vigilance will have to follow.

#### Service and Program Highlights

- Programming continues to grow in both numbers of offerings and in participation. If the COVID numbers do grow as predicted, then we will see another plateau of participation, especially in-person.
- Staff have done a great job in preparing for celebrating National Library Week, which runs from April 4 – 10. National Library Week is a time when we honor America's libraries and library workers. We have a fabulous library program in Poughkeepsie and we congratulate the staff on continuing to do a job well-done.
- I am working with the 35 Montgomery Street Coalition on both their quest to reestablish a YMCA and community center on the site of the former Dutchess County YMCA at 35 Montgomery Street and their plans to provide community programming in Eastman Park this summer.
- Our collaboration with Dutchess County Parks continues to grow. In addition to participating in Sap Happy the last weekend in March, all the public libraries are jointly celebrating Earth Day (see attached flier). Lots of good nature programs being offered throughout the County.
- We continue to discuss the best way to roll out Rover, in the hopes that will happen in late May or early June.
- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.

#### Outreach and Professional Development

- Some staff are starting to participate in virtual conferencing and continuing education. All are relevant to their jobs and should increase professional approaches to some of the recurring challenges and opportunities we face.

#### Collection Development

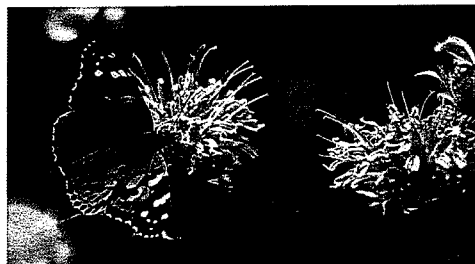
- Digital and streaming usage continues at a steady pace.

#### Buildings

- Boardman Road
  - Nothing new to report on the waste line repair project.
- Adriance
  - Nothing major to report.

#### Staffing

- See Personnel Actions, if applicable.



Beekman Library  
**Paradise for Pollinators in your Garden\***  
Thursday, April 22, 7-8 pm, GotoMeeting  
**Recycling in Dutchess County\***  
Thursday, April 15, 7-7:40 pm, Zoom  
11 Town Center Blvd, Hopewell Jct  
beekmanlibrary.org, 845-724-3414

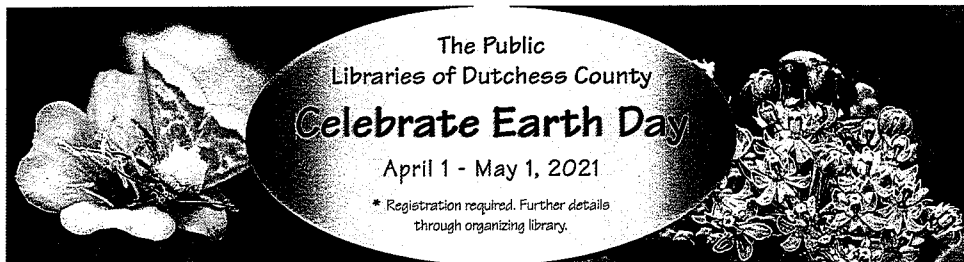
Blodgett Memorial Library  
**Clean up Sarah Taylor Park**  
Saturday, April 24, 10 am-2 pm  
37 Broad St, Fishkill,  
blodgettmemoriallibrary.org, 845-896-9215

Clinton Community Library  
**Creating a Garden for Pollinators\***  
Thursday, April 22, 11 am-noon, bit.ly/clintongarden  
1215 Centre Rd, Rhinebeck  
clintoncommunitylibrary.org, 845-266-5530

Dover Plains Library  
**Seed Distribution**  
Thursday, April 22, 10 am-8 pm  
**Celebration of Bees**  
Thursday, April 22, 10 am-8 pm, YouTube  
1797 Rt 22, Wingdale,  
doverplainslibrary.org, 845-832-6605

East Fishkill Community Library  
**Seed Packet and Seedling Giveaway**  
Dates and Times TBD (See website for information)  
348 Rt 376, Hopewell Junction  
eflibrary.org, 845-221-9943

Howland Public Library  
**Garden Bag Takeaway**  
Thursday, April 22, 9:30 am-6:30 pm  
313 Main St, Beacon, beaconlibrary.org, 845-831-1134



LaGrange Association Library  
**Saving the Blanding's Turtle**  
Friday, April 16, 12-1 pm, YouTube  
Saturday, April 17, 12-1:30 pm, Facebook Live  
**Earth Day Seed Distribution**  
Monday, April 19, 10 am-8 pm  
1110 Rt 55, LaGrangeville, laglib.org, 845-452-3141  
bit.ly/lagrangeyoutube

Millbrook Library  
**Tree Identification Challenge\***  
Thursday, April 1, 6-7 pm, Virtual  
Led by wildlife biologist Mike Fargione, Cary Institute  
**Walking Tour at Innisfree Garden\***  
Thursday, April 22, 10-11 am, Innisfree Garden  
With Landscape Curator, Katherine H. Kerin  
**Seed Distribution**  
Saturday, April 24, 10 am-6 pm  
3 Friendly Ln, Millbrook, millbrooklibrary.org, 845-677-3611  
bit.ly/millbrookevents

Morton Memorial Library & Community House  
**Planting Pollinator Plants & Dock Cleanup\***  
Saturday, May 1, 10 am-2 pm, Rhinecliff Dock  
**Pollinators & How to Help Them Help Us**  
Wednesday, April 21, 6-7 pm  
82 Kelly St, Rhinecliff, morton.rhinecliff.lib.ny.us, 845-876-2903  
sandy@mortonrhinecliff.org

NorthEast Millerton Library  
**How to Solve Climate Change by 2030\***  
Thursday, April 22, 5:30 pm, Virtual  
With Eban Goodstein  
**Virtual Author: Nancy Castaldo\***  
Saturday, April 24, 3 pm, Virtual  
75 Main St. Millerton, NEMillertonLibrary.org

Pawling Free Library  
**STEAM Kits: Oil Spill Cleanup\***  
Thursday, April 22, 10 am-8 pm  
bit.ly/pawlingoil  
**Teen House Plant Project\***  
Thursday, April 22, 10 am-8 pm  
bit.ly/pawlingkit  
**Owls of the Night\***  
Thursday, April 22, 7-8 pm, Zoom  
With naturalist John Foley, Great Hollow Ecological Research Center  
pawlingfreelibrary.org/event/owls/  
11 Broad St, Pawling, pawlingfreelibrary.org, 845-855-3444

Pleasant Valley Library  
**Take & Make Pot & Seed Kit & Storytime**  
Thursday, April 22, 10 am-7 pm, YouTube  
**Sustainable Gardening Class\***  
Thursday, April 22, 6-7:30 pm, Virtual  
With Cornell Cooperative Extension of DC, bit.ly/PYearthday  
1600 Main St, Pleasant Valley  
pleasantvalleylibrary.org, 845-635-8460

Poughkeepsie Public Library District  
**Creating a Garden for Pollinators\***  
Thursday, April 22, 7-8:30 pm, Zoom  
**Rover the Roaming Library**  
Saturday, April 24, Bowdoin Park, Pavilion 5  
• **Pollinator Seed Giveaway** 10 am-2 pm  
• **Tree Hugger Story Times** 11 & 11:30 am  
• **Owl about Taking Care of the Earth** 12-1:30 pm  
• **Tree Hugger Nature Hike** 2:30-3:30 pm  
93 Market St, Poughkeepsie, poklib.org, 845-485-3445

Red Hook Public Library  
**Collaborative Town-wide Cleanup**  
Saturday, April 24, see website for more info  
7444 5 Broadway, Red Hook, redhooklibrary.org, 845-758-3241



Staatsburg Library  
**Earth Day Story Time\***  
Thursday, April 22, 10-11 am, Library lawn  
845-889-4683 or email staatslibyouth@gmail.com  
**Pollinator Seed Packets Giveaway**  
Thursday, April 22, 2-6 pm  
**Yarn Birds Take Home Project\***  
Thursday, April 22, 4-5:30 pm, Virtual  
70 Old Post Road Staatsburg  
845-889-4683 or staatslibrary@gmail.com

Stanford Free Library  
**Recycled Crafts for Kids\***  
Monday, April 19-Saturday, April 24,  
**A Celebration of Trees\***  
Thursday, April 22, 10-11 am, Zoom  
With Cornell Cooperative Extension Master Gardeners  
stanfordlibrary@optonline.net or 845-868-1341  
**Pollinator Seed Packets Giveaway**  
Thursday, April 22, 2-8 pm  
6035 Rt 82, Stanfordsville  
stanfordlibrary.org, 845-868-1341

Starr Library  
**Seed & Starter Kit Giveaway\***  
Thursday, April 22, 10 am-5 pm, njackson@starrlibrary.org  
**Starting our Starr Pollinator Garden**  
Saturday, April 24, 12 pm  
68 W Market St, Rhinebeck, starrlibrary.org, 845-876-4030

Tivoli Free Library  
**Wildflower Seed Giveaway  
and Earth Day Potting Station**  
Thursday, April 22, 4-5 pm  
**DIY Pinecones Bird Feeder**  
Saturday, April 24, 11 am-12 pm  
86 Broadway, Tivoli, tivoliblibrary.org, 845-757-3771

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Comparative Circulation Statistics: 2021 to 2020**

	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Feb	% of Total	YTD	% of Total	Feb	% of Total	YTD	% of Total	Change	% Change	Feb	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,008	24.29%	10,497	23.90%	5,726	19.08%	11,550	18.97%	-1,053	-9.12%	4,717	15.72%	9,715	15.96%	782	8.05%
Adult Non-Fiction	3,336	16.18%	7,060	16.07%	4,936	16.45%	10,006	16.43%	-2,946	-29.44%	3,492	11.64%	7,426	12.20%	-366	-4.93%
Fiction - Juvenile	4,726	22.92%	10,149	23.11%	5,565	18.54%	11,168	18.34%	-1,019	-9.12%	3,720	12.40%	7,763	12.75%	2,386	30.74%
Non-Fiction - Juvenile	1,574	7.63%	3,092	7.04%	1,820	6.06%	3,534	5.80%	-442	-12.51%	1,359	4.53%	2,645	4.34%	447	16.90%
Periodicals	165	0.80%	376	0.86%	288	0.96%	518	0.85%	-142	-27.41%	233	0.78%	490	0.80%	-114	-23.27%
Periodicals - Juvenile	32	0.16%	59	0.13%	30	0.10%	61	0.10%	-2	-3.28%	16	0.05%	41	0.07%	18	43.90%
<b>Print Subtotal</b>	<b>14,841</b>	<b>71.97%</b>	<b>31,233</b>	<b>71.11%</b>	<b>18,365</b>	<b>61.19%</b>	<b>36,837</b>	<b>60.50%</b>	<b>-5,604</b>	<b>-15.21%</b>	<b>13,537</b>	<b>45.11%</b>	<b>28,080</b>	<b>46.12%</b>	<b>3,153</b>	<b>11.23%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
ILL	7	0.03%	16	0.04%	12	0.04%	25	0.04%	-9	-36.00%	17	0.06%	34	0.06%	-18	-52.94%
Soundrecordings	636	3.08%	1,277	2.91%	1,356	4.52%	2,624	4.31%	-1,347	-51.33%	1,039	3.46%	2,239	3.68%	-962	-42.97%
Videorecordings	4,184	20.29%	9,345	21.28%	8,270	27.56%	17,227	28.29%	-7,882	-45.75%	5,687	18.95%	12,724	20.90%	-3,379	-26.56%
Media	2	0.01%	2	0.00%	1	0.00%	4	0.01%	-2	-50.00%	0	0.00%	3	0.00%	-1	-33.33%
Software	8	0.04%	20	0.05%	20	0.07%	28	0.05%	-8	-28.57%	11	0.04%	20	0.03%	0	0.00%
Equipment/Realia	5	0.02%	11	0.03%	4	0.01%	8	0.01%	3	37.50%	45	0.15%	86	0.14%	-75	-87.21%
Suppressed Items	25	0.12%	50	0.11%	34	0.11%	65	0.11%	-15	-23.08%	11	0.04%	26	0.04%	24	92.31%
Videorecordings - Juvenile	384	1.86%	781	1.78%	1,287	4.29%	2,673	4.39%	-1,892	-70.78%	931	3.10%	1,938	3.18%	-1,157	-59.70%
Audiorecordings - Juvenile	43	0.21%	113	0.26%	129	0.43%	306	0.50%	-193	-63.07%	140	0.47%	268	0.44%	-155	-57.84%
Media - Juvenile	82	0.40%	184	0.42%	169	0.56%	376	0.62%	-192	-51.06%	60	0.20%	170	0.28%	14	8.24%
Software - Juvenile	13	0.06%	37	0.08%	20	0.07%	38	0.06%	-1	-2.63%	3	0.01%	12	0.02%	25	208.33%
<b>Non-Print Subtotal</b>	<b>5,389</b>	<b>26.13%</b>	<b>11,836</b>	<b>26.95%</b>	<b>11,302</b>	<b>37.66%</b>	<b>23,374</b>	<b>38.39%</b>	<b>-11,538</b>	<b>-49.36%</b>	<b>7,944</b>	<b>26.47%</b>	<b>17,520</b>	<b>28.77%</b>	<b>-5,684</b>	<b>-32.44%</b>
<b>Online Renewals</b>	<b>391</b>	<b>1.90%</b>	<b>855</b>	<b>1.95%</b>	<b>345</b>	<b>1.15%</b>	<b>679</b>	<b>1.12%</b>	<b>176</b>	<b>25.92%</b>	<b>2,133</b>	<b>7.11%</b>	<b>4,465</b>	<b>7.33%</b>	<b>-3,610</b>	<b>-99.37%</b>
<b>Total</b>	<b>20,621</b>		<b>43,924</b>		<b>30,012</b>		<b>60,890</b>		<b>-16,966</b>	<b>-27.86%</b>	<b>23,614</b>		<b>50,065</b>		<b>-6,141</b>	<b>-12.27%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2021**

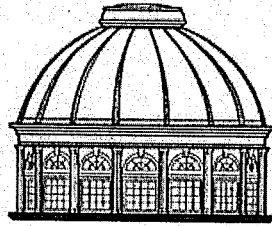
<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	22,839	20,230	0	0	0	0	0	0	0	0	0	0	43,069
Physical Items - Online Renewals	464	391	0	0	0	0	0	0	0	0	0	0	3,165
Digital Content	8,539	11,029	0	0	0	0	0	0	0	0	0	0	19,568
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>31,842</b>	<b>31,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,492</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,854	4,456	2,760	0	0	0	0	0	0	0	0	0	12,070
Boardman Road	2,475	2,096	1,424	0	0	0	0	0	0	0	0	0	5,995
<b>Total</b>	<b>7,329</b>	<b>6,552</b>	<b>4,184</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,065</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	614	587	0	0	0	0	0	0	0	0	0	0	1,201
Boardman Road	33	21	0	0	0	0	0	0	0	0	0	0	54
Spanish Language Assistance	38	28	0	0	0	0	0	0	0	0	0	0	66
<b>Total</b>	<b>685</b>	<b>636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,321</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	24,527	20,667	0	0	0	0	0	0	0	0	0	0	45,194
Calendar Hits - EventKeeper	2,279	1,725	0	0	0	0	0	0	0	0	0	0	4,004
Calendar Hits - Recite Me	412	405	0	0	0	0	0	0	0	0	0	0	817
Website Hits	27,091	29,095	0	0	0	0	0	0	0	0	0	0	56,186
<b>Total</b>	<b>54,309</b>	<b>51,892</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,201</b>
<b>PUBLIC COMPUTER AND WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,576	3,187	0	0	0	0	0	0	0	0	0	0	6,763
Boardman Road	1,314	623	0	0	0	0	0	0	0	0	0	0	1,937
<b>Total</b>	<b>4,890</b>	<b>3,810</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,700</b>
<b>PUBLIC FAX USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	46	22	0	0	0	0	0	0	0	0	0	0	68
Boardman Road	6	6	0	0	0	0	0	0	0	0	0	0	12
<b>Total</b>	<b>52</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	33	39	0	0	0	0	0	0	0	0	0	0	72
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	154	159	0	0	0	0	0	0	0	0	0	0	313
Community Engagement	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Library District	7	4	0	0	0	0	0	0	0	0	0	0	11
Exams Proctored	4	8	0	0	0	0	0	0	0	0	0	0	12
MAP Passes	2	6	0	0	0	0	0	0	0	0	0	0	8
<b>Total</b>	<b>167</b>	<b>177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>344</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District*	1,245	1,719	0	0	0	0	0	0	0	0	0	0	2,964
Community Engagement	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Library District	75	34	0	0	0	0	0	0	0	0	0	0	109
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,320</b>	<b>1,753</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,073</b>
<b>GENERAL ATTENDANCE (2021)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	9,193	8,437	0	0	0	0	0	0	0	0	0	0	17,630
Boardman Road	10,710	9,159	0	0	0	0	0	0	0	0	0	0	19,869
<b>Total - 2020</b>	<b>19,903</b>	<b>17,596</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,499</b>
<b>GENERAL ATTENDANCE (2020)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	18,212	16,693	9,284	0	0	5,908	9,261	10,092	10,284	10,484	8,950	8,282	107,450
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088	11,816	9,510	10,286	92,087
<b>Total - 2019</b>	<b>29,750</b>	<b>27,645</b>	<b>15,185</b>	<b>0</b>	<b>0</b>	<b>11,295</b>	<b>14,961</b>	<b>20,001</b>	<b>21,372</b>	<b>22,300</b>	<b>18,460</b>	<b>18,568</b>	<b>199,537</b>

**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	4	5	0	9	20.00	17.00	0.00	37.00
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
<b>TOTAL</b>					<b>32.00</b>	<b>32.00</b>	<b>0.00</b>	<b>64.00</b>





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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports & Statistics**

<b>Meeting:</b> Board Development & Policy Committee	<b>Date:</b> Wednesday, March 3, 2021	
<b>Attendance</b>		
<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 checked="" 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"/>
<b>Minutes Prepared By:</b> T. Lawrence		

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

**1. Business Items:** The following business was conducted:

- **Board Self-Assessment:** The Committee reviewed input provided by members regarding an update to the assessment. Fitzgibbons kept track of the suggestions and will prepare a revised document for the Committee to review. The purpose of the assessment is to gauge areas in need of Board education in order to fulfill their responsibilities to the community as trustees. A revised document will be prepared in time for consideration at the April meeting of the Committee.
- **By-Laws:** Similar input was provided on the By-Laws and Lawrence will prepare a draft of revisions for the Committee to consider at the April meeting of the Committee.
- **Zoom Room Policy:** The Committee reviewed the proposed Zoom Room policy as presented by staff and recommended it be forward to the Board for approval at its March meeting.
- **2021 Trustee Election:** Two terms end in 2021: Lyons (City) and Bombardieri (Town). Neither incumbents plan to run again. The Committee reviewed the procedures, resolution, and petitions for the election and recommended that they be forwarded to Board for approval at its March meeting.

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

- Zoom Room policy.
- Election procedures, resolutions, and petitions.

**3. Upcoming Agenda Items:**

- Board Self-Assessment
- Library District By-Laws

The meeting adjourned at 5:55pm.

**Next Scheduled Meeting Date**  
 Wednesday, April 7; 5:00 pm (virtual)  
*(date, time, and location subject to change)*

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

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

- **Update on 2020 Audit:** Field work was completed on March 4. Lynch reported that the actuary report (to establish the value of post-employment benefits) should be completed by March 12. The MDA will be written shortly and shared with the auditor for inclusion in the final report, which is scheduled for delivery to the Board at its meeting in April.
- **Policy Discussion:** The Committee spent time discussing the purchasing and claims audit policies, offering several suggestions and asking some questions. Lawrence and Lynch will incorporate these into a revised set of documents to be reviewed at the next meeting of the Committee.
- **Refinance of City's Adriance Bond:** This appears to be on track for approval by the Common Council at its meeting of March 16. When the sale is complete and the new debt service schedule is established, it was an audit suggestion that the Library District look at the debt service schedule created back in 2009 to increase the tax levy offset.
- **Capital projects at BRD:** The staff continue to work on the waste water line project at BRD and will resurrect the parking lot project with Chazen for review and possible modification.
- **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.
- **FPC Branch Library:** The Committee reviewed a preliminary draft of a scope and costs document prepared by Lawrence related to the Library District's possible establishment of a branch library at the Family Partnership Center. Lawrence will revise the draft based on the Committee's input. The Planning Committee is reviewing the lease template for the space and will hold a meeting with FPC leadership in the near future. Finance Committee members will be offered the opportunity to participate in that meeting, which will continue the exploration of the project's overall feasibility.
- **Review of Financial Policies:** Lynch asked that the Committee review and modify the Library District's capitalization and credit card policies at the April meeting.
- **Review of Bank Statements:** Schmitz reviewed the January and February bank reconciliations.

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

- Monthly financial report

**3. Upcoming Agenda Items:**

- Continued Review of Financial Policies: Purchasing and Claims Audit
- Initial Review of Financial Policies: Capitalization and Credit Card

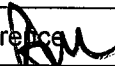
**Next Scheduled Meeting(s) Date**

Monday, April 12, 2021; 5:30 pm

Charwat Community Room - Adriance Memorial Library

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**Minutes and Actions**

<b>Meeting:</b> Personnel Committee	<b>Date:</b> Monday, March 15, 2021	
<b>Attendance</b>		
<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"/> Paul Bucher, Jr.	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ferrer		
<input type="checkbox"/> Moira Fitzgibbons		
<input checked="" type="checkbox"/> Mary Moore, <i>Chair</i>		
<input checked="" type="checkbox"/> Laurel Spuhler		
<b>Minutes Prepared By:</b> T. Lawrence 		

The meeting convened at 4:00pm via GTM. Attendance is noted above.

**1. Business Items:** The Committee discussed the following:

- **Status of Grievances:** Lawrence reviewed the status of the grievances and explained why the process is taking so long. He left the meeting briefly to take a return call from counsel on the matter. Upon return, Lawrence share the instructions from the hearing officer provided to counsel as a means to conclude the process. He will work with counsel to fulfill the information request from the hearing officer by week's end.
- **Employee Absence:** Lawrence shared that an employee will be out for a period of time due to ongoing chronic illness. He further explained how the staff would "fill the gaps" left by the absence.
- **COVID Vaccine Leave:** Recent legislation signed by the Governor requires the Library District to grant up to four (4) hours of paid sick for the purposes of the employees receiving COVID vaccines, if scheduled during regular work hours. Lawrence said the Library District will advise staff of the particulars of how to receive the leave time, which cannot be charged to accruals, and what documentation will be required to receive the time. This leave time follows the model of previously implemented Cancer Screening Time.
- **CBA Negotiations:** The Committee discussed a timeline for the review of the current CBA and preparing for upcoming negotiations. A timeline has been drafted by Lawrence and shared with the Committee via email.

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

- Nothing.

**3. Upcoming Agenda Items:**

- Review of CBA.

The meeting adjourned at 4:50 pm.


**Next Scheduled Committee Meeting Date**

TBD

(date, time, and location subject to change)

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**Minutes and Actions**

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, March 15, 2021	
<b>Attendance</b>		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Amy Bombardieri <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Edna Lyons <input checked="" type="checkbox"/> Mary Moore, <i>Chair</i> <input checked="" type="checkbox"/> Patricia Ryan	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<u>Other Trustees Present</u> <input type="checkbox"/>		
<b>Minutes Prepared By:</b> T. Lawrence 		

The meeting convened on GoToMeeting at 5:00pm.

1. **Actions:** The Committee discussed the following items:

- **Branch Library at the FPC:** The Committee continued its discussion concerning the feasibility of establishing a branch library at the Family Partnership Center at 29 North Hamilton Street. Items raised during the discussion related to the lease terms (the Committee had a draft lease template from the FPC), scope of the library program offered, security (both personal and library materials), staffing, and overall operational costs (in response to a Scope & Costs draft document prepared by Lawrence. Lawrence suggested that a meeting be scheduled with Brian Doyle, Family Services CEO, for the week of March 22 and that whomever from the Committee wanted to attend and was available would be welcome.
- **Strategic Plan:** Lawrence requested that discussion of this topic be postponed due to some ongoing issues demanding immediate attention. The Committee agreed to table discussion until the next general Committee meeting.

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

- Nothing at this time.

3. **Upcoming Agenda Items:**

- Continued discussion of both the strategic plan along with the FPC library.

The meeting adjourned at 5:45pm.

**Next Scheduled Committee Meeting Date**

TBA

Adriance Memorial Library – Greenspan Board Room  
(date, time, and location subject to change)

**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
Deborah Weltsch	Librarian III	Retirement	3/19/2021	NA
Kyra Walker	Library Clerk (PT)	Permanent Appointment	4/27/2021	No Change
Laura Wolven	Assistant Library Director II	Probationary Appointment	4/19/2021	\$99,000

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

**Motion**  
 Moved \_\_\_\_\_  
 Seconded \_\_\_\_\_

**Result of Action**  
 In Favor \_\_\_\_\_  
 Against \_\_\_\_\_  
 Abstaining \_\_\_\_\_

**New Business Fact Sheet**  
Approval of Election Resolution

**Recommended By** Library Director

**Background Information** Annually, the Library District adopts a resolution authorizing the election of trustees and the procedures related to that election.

**Current Situation** The attached draft resolution reflects the terms requiring election this November and the dates for circulating and filing nominating petitions. The dates in the procedures are determined by the New York State Board of Elections and are modified each year.

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for March 28 and April 11, 2021).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD Documents #032421 - 5A, #032421 - 5B, and #032421 - 5C.

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**Motion** Moved \_\_\_\_\_  
                  Seconded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
                          Against \_\_\_\_\_  
                          Abstaining \_\_\_\_\_

## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### Notice of Trustee Election

Library District Election – November 2, 2021

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2022 - 12/31/2026)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2022 - 12/31/2026)  
(Candidates for this position must live in the City of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – Unexpired Term, 3 years (1/1/2022 - 12/31/2024)  
(Candidates for this position must live in the City of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 2, 2021.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 13, 2021, through Tuesday, May 25, 2021.

A nominating petition may contain one or several pages, which must be numbered. A witness attesting that the petition was signed in his presence by each of the persons whose signature appears thereon and that the person signing the petition represented himself to be such person shall sign each page of the petition. The witness shall sign each page under the penalty of perjury.

Each nominating petition shall be, with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 18, 2021 to Tuesday, May 25, 2021 between the hours of 9 a.m. and 5 p.m. on weekdays. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

The Secretary of the Board of Trustees will certify to the Dutchess County Board of Elections the candidates eligible to appear on the general election ballot.

The election for library trustees and the budget referendum will be conducted by the Dutchess County Board of Elections in accordance with the provisions of the New York State Election Law and the Library District's enabling legislation and shall be included on all applicable absentee ballots.

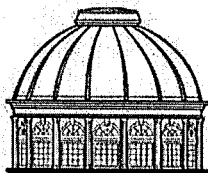
A copy of the Procedures for Nomination as a Trustee of the Poughkeepsie Public Library District is available upon request at the Library District's Administrative Office.

Petitions may be obtained at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) during hours of operation or from the Library District's web site at [www.poklib.org](http://www.poklib.org).



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2021 Procedures for Nomination as a Trustee**

Date(s)	Event
No later than March 24	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
In March	Election notice published by Library District
March 28	First legal notice announcing election and calling for the circulation of nominating petitions
April 11	Second legal notice announcing election and calling for the circulation of nominating petitions
April 13	First day nominating petitions may be circulated
May 18 – May 25	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
May 28	Last day to accept or decline nomination
May 31	Last day to fill a vacancy after a declination
Before July 10	Library District shall validate signatures on accepted petitions
No later than July 28	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
No later than August 1	Library District submits certified ballot language to the Board of Elections
October 10	First legal notice of trustee election and budget referendum
October 20	Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on <a href="http://www.poklib.org">www.poklib.org</a>
October 31	Second legal notice of trustee election and budget referendum
November 2	General Election Day



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

This document may be amended from time to time by resolution of the Trustees. In the event of any conflict between the language of this document and New York State Legislation (L. 2016, Ch. 277, as amended), the terms of the Legislation will govern.

Trustees of the Board of Trustees of the Poughkeepsie Public Library District are elected to five year terms.

For election in 2021, the following terms are available:

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2022 - 12/31/2026)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2022 - 12/31/2026)  
(Candidates for this position must live in the City of Poughkeepsie)

City of Poughkeepsie – 1 Trustee – Unexpired Term, 3 Years (1/1/2022 – 12/31/2024)  
(Candidates for this position must live in the City of Poughkeepsie)

#### A. Nominating Petitions - Form, Content, and Filing Requirements

##### 1. Signature requirements

An eligible District resident who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 registered voters in the City of Poughkeepsie if the vacancy arises for a candidate from the City, or at least 25 registered voters in the Town of Poughkeepsie if the vacancy arises for a candidate from the Town.

Candidates will be encouraged to get as many signatures as possible to avoid being disqualified if a signature is invalid.

##### 2. Trustee Qualifications

To serve as a Trustee, candidates must be at least 18 years of age, a resident of the City or Town of Poughkeepsie, and a registered voter. They must maintain a permanent residence in the City of Poughkeepsie to serve in the seat designated for a City resident, or in the Town of Poughkeepsie, to serve in the seat designated for Town resident.

##### 3. Form of Nominating Petition.

Petitions are available at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) and on the Library District's web

site at [www.poklib.org](http://www.poklib.org). They will continue to be made available when there are Trustee vacancies.

A separate petition shall be required to nominate each candidate for a vacancy on the board.

The nominating petitions must be in substantially the same form as the attached. Candidates will need to use more than one form to secure all of the required signatures. The signatures contained on the Nominating Petition filed with the Secretary of the Board of Trustees must be originals.

Nominating petitions should be filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name, address of his or her residence.

Signatures may only be collected in the presence of the witness, and may only be collected from April 13, 2021 to May 25, 2021. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

The person collecting the signatures may, on behalf of the signer, fill in the date and residential address. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Secretary. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide the Petitions to the office of the Secretary of the Board of Trustees.

#### 4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 18, 2021 and May 25, 2021, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

Nominating petitions to fill a vacancy caused by the declination or disqualification of a candidate shall be filed not later than the fourth day after the last day to decline.

#### 5. Vacancies

As stated in Bill S07785-A: "Vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until

the next general election, at which time the vacancy shall be filled by election for the remaining portion of the term.”

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**B. Determination of Validity**

The Secretary of the Board of Trustees of the Poughkeepsie Public Library District shall have the ministerial duty of determining the validity of nominating petitions, based on these procedural guidelines and any other further guidelines adopted by the Board of Trustees.

As soon as practicable after receipt of nominating petitions, but no later than ten days thereafter, except in the case where timely objections are filed, the Secretary shall notify the candidates whether the nominating petitions have been accepted or declined.

The Secretary will send all candidates a Notice stating whether the nominating petitions have been accepted or rejected. If accepted by the Secretary, the Notice must state the last day to accept or decline such designation or nomination.

If Objections are filed, the Secretary of the Board of Trustees will notify the candidate(s) and the objector(s) in accordance with the procedures in Part C below.

**C. Objection Procedures**

1. Any nominating petition that is timely filed in the appropriate location will be presumed to be valid if it contains the required number of signatures and is in the proper form.
2. Any eligible voter may submit written objections to any nominating petition, provided the objections are filed with the Secretary of the Board of Trustees within three calendar days of the filing of the nominating petition that is the subject of the objections. Within six calendar days following the filing of the objections, the objector must file specifications of the grounds of the objections. If specifications are not timely filed, the objections shall be null and void.
3. A determination as to the merits of the objections will be made within ten business days following the filing of specifications, or as soon as practicable thereafter.
4. The Secretary of the Board of Trustees will send the Board's determination as to the objections to the candidate and to the objector, along with notification whether the nominating petitions that are the subject of the objections, have been accepted or rejected.

**D. Certification**

On or before 40 days prior to the November 2, 2021 general election (September 24, 2021), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

**E. Elections**

As stated in Bill S07785A: "Election of trustees shall take place on the same day and ballot as the general election as administered by the board of elections with the results of said election being certified by the board of elections."

Draft: March 1, 2021

