

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, April 28, 2021

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

GoToMeeting: <https://global.gotomeeting.com/join/177508093>

Phone Number and Access Code: 1 877 309 2073 / 177-508-093

Trustees Reviewing Warrants: Fitzgibbons and Spuhler

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: 2020 Audit Report
 - IV. Minutes of Previous Meeting(s)
 - A. March 24, 2021 (*T. Lawrence; #042821 – 1*)
 - V. Financial Report(s)
 - A. March 2021 (*B. Lynch; #042821 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #042821 – 2.1; to be distributed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #042821 – 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, #042821 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2021 CLDA and CBA Budget (*T. Lawrence; #042821 – 5*)
 2. Approval of Policy: Zoom Room (*T. Lawrence; #042821 – 6*)
 3. Approval of Financial Policies: Purchasing, Claims Audit, Capitalization, Credit Card (*P. Ryan; #042821 – 7*)
 4. Approval of Updated Facilities Plan (*T. Lawrence; #042821 – 8*)
 - 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, May 26, 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 March 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
 Kira Thompson, Acting Head of Adult Services
 John Torres, Head of Youth Services

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

Liz Murphy, President

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

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eleven (11) Trustees were present at time of roll call. Trustee Bombardieri lost her connection and was not able to vote after Personnel Actions.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Eagleton, Lyons.
- **VOTE:** 11 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** The Top 3

- Blovat, Sullivan, Bogenschultz, Torres, Lynch, Formby & Thompson each spoke about the top three challenges their departments face as the library opens more fully to the public.

IV. Approval of Previous Record/Meeting(s)**A. February 24, 2021 (PPLD Documents #032421 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 24, 2021.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

V. Approval of Financial Actions**A. February 2021 Financial Activity Report (PPLD Document #032421 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2021 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lynch reported on receipt of the tax levy and the status of the audit.
- **VOTE:** 11 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #032421 – 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 59566 to 59754 in Warrant 20210325 totaling \$111,358.84

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

Vouchers 59561 to 59631 in Warrant 20210316 totaling \$98,975.90

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #032421 – 3)

- Lawrence reported on: Vaccine appointments for staff, challenges going forward, a lawsuit that was dismissed, National Library Week, some upcoming collaborations and the Bookmobile.

B. President's Report: President Blazek expressed appreciation for the work that all the staff is doing.

C. Board Committee Reports (PPLD Document #032421 – 3.3)

1. **Board Development and Policy Committee:** Chairperson Fitzgibbons summarized committee discussions on: the self-assessment tool; Zoom Room policy; and the upcoming election. Some discussion ensued.
2. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the audit; policies for purchasing and claims; and capital projects at Boardman. Some discussion ensued.
3. **Personnel Committee:** Chairperson Moore summarized committee discussions on: a grievance; vaccine leave; and CBA negotiations. Some discussion ensued.
4. **Planning Committee:** Chairperson Moore summarized committee discussions on: the Branch Library at the Family Partnership Center and postponing discussions on the Strategic Plan.

D. Friends of PPLD: President Murphy shared plans to add the bookstore to the Library sign, sales for February, a book signed by Einstein that they were able to sell, and an upcoming record sale.

VII. Board Action

A. Personnel Actions: (PPLD Document #032421 – 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
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
Employee 4789	Library Clerk (PT)	Leave of Absence	Through 4/30/2021	NA

- **Moved/Seconded:** Eagleton, Schmitz.
- **Discussion:** Lawrence explained the need for these actions. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Election Resolution (PPLD Document #032421 – 5)

- A. Motion:** 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.
- B. Moved/Seconded:** Fitzgibbons, Ferrer.

- C. **Discussion:** Lawrence explained the process. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

2. **Approval of Amendment to Service Plan in Response to COVID-19 (PPLD Document #032421 – 6)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed amendment to the Library District's Service Plan in Response to COVID-19.
- B. **Moved/Seconded:** Spuhler, Ryan.
- C. **Discussion:** Lawrence explained the reasons behind the change which would be effective April 1. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

VIII. **Open Comment**

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

Executive Session

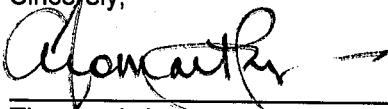
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing a grievance.
- **Moved/Seconded:** Moore, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 8:10 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Bucher, Schmitz.
- **Discussion:** None
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:21 p.m.)

Adjournment

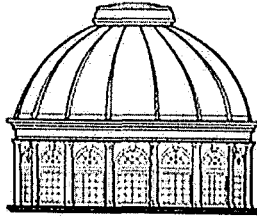
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, Lyons.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:22 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, April 28, 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 March 2021 Financial Activity

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

This is the regular monthly report for March 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; \$6,744,268)

- Receipts for the month totaled \$3,433,919 which included \$3,309,992 in tax revenue from the City of Poughkeepsie (\$1,757,504) and the Town of Poughkeepsie (\$1,552,488), as well as \$112,729 PILOT revenue (IBM project)
- Receipts also included \$670 in monthly interest and \$3,508 in library charges.
- Disbursements for the month totaled \$593,155 which included \$469,257 in salary and benefit expenses.

Special Revenue Fund (Fund CM; \$294,483)

- Receipts for the month included minor monthly interest as well as the market change and interest in the Wojtecki account.
- 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; \$493,617)

- 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; \$275,024)

- Receipts for the month included minimal interest.

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

No modifications or transfers to report for March

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

FOR 2021 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	781,544.99	308,034.42	2,985,720.46	241,105.55	94.0%
22 EQUIP & CAPITAL OUTL	84,137	84,137	5,676.56	736.56	10,502.84	67,957.60	19.2%
30 MATERIALS	500,122	518,122	97,789.53	24,448.19	92,885.51	327,446.96	36.8%
32 INFORMATION SVC	57,902	57,902	15,636.70	.00	5,930.00	36,335.30	37.2%
50 OPERATIONS	1,280,477	1,262,477	316,071.34	90,241.47	350,904.30	595,501.36	52.8%
51 AUTOMATION	109,008	109,008	19,310.65	8,472.24	35,722.96	53,974.39	50.5%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	591,487.52	161,222.58	376,547.52	968,722.96	50.0%
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	1,827,517.29	593,155.46	3,858,213.59	3,639,451.12	61.0%

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

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 4
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WARRANT: 20210316 03/16/2021

DUE DATE: 03/16/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	1,026.00	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	1,019.70	783.30
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	385.00	5,620.00
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	86,280.72	280,933.78
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	78.88	.00
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	656.16	122.00
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	4,445.07	.20
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.50	244.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	996.94	10,930.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,149.93	23,534.00
FUND TOTAL			98,975.90	
=====				
WARRANT SUMMARY TOTAL			98,975.90	
=====				
GRAND TOTAL			98,975.90	
=====				

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 17
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WARRANT: 20210325 03/25/2021

DUE DATE: 03/25/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	131.33
A A00000	General Fund Expen A .7410.000.00.54353	Cont Ed/Webinar	2,652.00
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	3,291.00
A A00000	General Fund Expen A .7410.000.00.54692	Other Oper-Water	11,966.39
A A00000	General Fund Expen A .7410.000.00.54694	Other Operational Expe	2,616.11
A A00000	General Fund Expen A .7410.000.00.59045	Life Insurance	22,275.00
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	4,842.00
A A10000	Administration A .7410.100.00.54292	Admin Program Expenses	36.50
A A10000	Administration A .7410.100.00.54292 .A124	Programming Staff Deve	789.87
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	1,884.12
A A10000	Administration A .7410.100.00.54370	Legal Fees	5,990.00
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	500.08
A A20000	Building Services A .7410.200.00.54300 .A226	Cust Supplies - COVID	15,850.00
A A20000	Building Services A .7410.200.00.54370	Security Monitoring	420.10
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	39.80
A A20000	Building Services A .7410.200.00.54520	Building Repairs	5.01
A A20000	Building Services A .7410.200.00.54690	Snow Removal - Patron	4,302.43
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	8,863.00
A A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	-3,064.50
A A20000	Building Services A .7410.200.00.54691	HVAC-MECH/ELEC/PLUMBIN	4,500.00
A A20000	Building Services A .7410.200.00.54693	Other Oper-Trash	-446.50
A A20300	Greene Services A .7410.203.02.54292	PROGRAMMING	65,503.39
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	283.12
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	27,500.00
A A42000	Technical Services A .7410.420.00.54300	Technical Ser Supplies	24.24
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	3,957.87
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	11,498.93
A A44000	Collection Service A .7410.440.00.54110	Collection Serv Video	2,147.97
A A44000	Collection Service A .7410.440.00.54120	VIDEO & FILMS - DIGITA	92,841.06
A A44000	Collection Service A .7410.440.00.54120 .A211	Music & Audio	.00
A A44000	Collection Service A .7410.440.00.54370	MUSIC & AUDIO - DIGITA	37,025.42
A A45000	Youth Services A .7410.450.00.54292	Collections Agency Fee	3,000.00
A A46000	YA Services A .7410.460.00.54292	Programming Youth	49,640.05
A A60000	Information Tech A .7410.600.00.52800	Programming YA	1,194.45
A A60000	Information Tech A .7410.600.00.54300	Equipment IT	2,070.00
A A60000	Information Tech A .7410.600.00.54370	Information Tech Suppl	15,189.34
A A60000	Information Tech A .7410.600.00.54390	Software Fees	3,657.99
A A71000	Adriance A .7410.710.00.54131	Rental, Repair & Maint	17,020.94
A A71000	Adriance A .7410.710.00.54310	Newspapers	45.98
A A71000	Adriance A .7410.710.00.54500	Telephone Adriance	1,320.02
A A73000	Boardman Road Bran A .7410.730.00.54131	Fuel & Utilities AML	10,023.45
A A73000	Boardman Road Bran A .7410.730.00.54500	Newspapers - Boardman	38,387.73
		Fuel & Utilities -Boar	178.61
			263.60
			2,823.20
			30.00
			-170.00
			7,841.79
			172.40
			499.30
			760.22
			23,534.00
FUND TOTAL		111,358.84	

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 18
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WARRANT: 20210325 03/25/2021

DUE DATE: 03/25/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
=====			
WARRANT SUMMARY TOTAL		111,358.84	
=====			
GRAND TOTAL		111,358.84	
=====			

Poughkeepsie Public Library District



GENERAL FUND FUND YEAR TO DATE (YTD) REVENUE REPORT MARCH 2021

FOR 2021 03

	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	6,719,090.00	1,961,586.00	-1.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,348,406	1,348,406	1,348,406.00	1,348,406.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	40,000	7,960.22	3,507.61	32,039.78	19.9%
42401 INTEREST EARNINGS	25,000	25,000	889.08	670.03	24,110.92	3.6%
42705 DONATIONS	50,000	50,000	7,721.90	188.24	42,278.10	15.4%
42752 ANNUAL APPEAL	27,500	27,500	.00	.00	27,500.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	20,495.73	6,831.91	61,487.27	25.0%
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	112,729.28	112,729.28	14,638.72	88.5%
42777 E RATE INCOME	40,000	40,000	.00	.00	40,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,014.20	.00	-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%
GRAND TOTAL	9,325,182	9,325,182	8,234,306.41	3,433,919.07	1,090,875.59	88.3%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 3

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-246.85	4,594.26
A	12020	General Fund Payroll	162,898.58	166,597.55
A	12023	General Fund Money Market	2,731,054.51	6,433,567.68
A	12040	Credit Card Transactions	561.81	1,857.82
A	12051	Flex 125 Money Market	-1,906.32	3,805.20
A	12100	Petty Cash	.00	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13501	Grants Receivable	.00	27,039.00
A	13800	Accounts Receivable	-1,716.00	19,000.00
A	13910	Due From Other Funds	.00	83,934.10
TOTAL ASSETS			2,890,645.73	6,744,267.64
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	1,315.94	-4,009.19
A	26021	Benefits Exchange	246.06	1,407.82
A	26030	General Fund Exchange	-215.99	-1,276.51
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-51,828.23	-23,414.31
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-50,482.22	-46,275.79
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,325,182.00
A	35210	Encumbrances (+ PYCF)	-375,375.72	3,884,171.31
A	35220	Expenditures (+ PYCF)	593,755.56	2,005,103.58
A	38210	Encumbrance Reserve (+ PYCF)	375,375.72	-3,884,171.31
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-14,635.65	203,115.55
A	39110	Fund Balance Start of Year	.00	-199,198.02
A	39600	Appropriations (+ PYCF)	14,635.65	-9,528,296.55
A	39800	Revenues Received	-3,433,919.07	-8,234,306.41
A	39910	Fund Bal-Designated Subsq Yr	.00	-122,592.00
A	39915	Assign for future prgrms	.00	-100,000.00
TOTAL FUND BALANCE			-2,840,163.51	-6,697,991.85
TOTAL LIABILITIES + FUND BALANCE			-2,890,645.73	-6,744,267.64

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 3

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	25.58	217,625.88
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-1,428.77	76,582.33
	TOTAL ASSETS		-1,403.19	294,483.29
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	1,403.19	165.43
	TOTAL FUND BALANCE		1,403.19	-90,761.58
	TOTAL LIABILITIES + FUND BALANCE		1,403.19	-294,483.29

BALANCE SHEET FOR 2021 3

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	.03	585.78
H	12200	Cash From Obligations	.02	492.04
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	TOTAL ASSETS		.05	39,502.74
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	-.05	-.13
	TOTAL FUND BALANCE		-.05	18,595.87
	TOTAL LIABILITIES + FUND BALANCE		-.05	-39,502.74

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 3

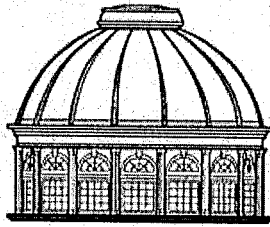
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-1,428.77	381,785.83
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			-1,428.77	493,616.55
LIABILITIES				
PN	26300	Due to other funds	1,428.77	-14,798.70
TOTAL LIABILITIES			1,428.77	-14,798.70
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			1,428.77	-493,616.55

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 3

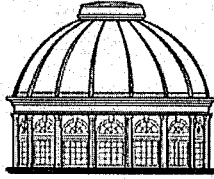
FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	30.71	261,298.32
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		30.71	275,024.32
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	53,947.64
	TOTAL LIABILITIES		.00	53,947.64
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-30.71	-57.70
	TOTAL FUND BALANCE		-30.71	-328,971.96
	TOTAL LIABILITIES + FUND BALANCE		-30.71	-275,024.32



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

March 2021



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – APRIL 2021

Significant Challenges or Accomplishments

- From a statistical perspective, March seems to indicate that we are well on the road to a more normal use of many Library District programs and services. The check-out of physical items for the month was comparable to March 2019, reference queries (both by phone and in-person) saw a big jump, as did the number of participants in programming. General attendance was also up, considerably.
- Attached to the March statistical report is a quarterly report of Library District digital and streaming services use. One of the vendors, RBDigital, has been purchased by OverDrive. This has affected access to our digital magazine collection (positively) along with Acorn TV (negative). OverDrive is working on how to integrate their acquisitions of RBDigital content into their Libby platform. It will be a bumpy ride.

Service and Program Highlights

- The Spring *Rotunda* has been out and program registration continues to rebound.
- Rover will be roaming starting in late May. Plans for the rollout to the neighborhoods continues and I've had several conversations with enthusiastic patrons about the service.
- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.

Outreach and Professional Development

- Staff continue to seek out professional development opportunities, all delivered via virtual platforms. At this stage of the pandemic, I am still unwilling to send staff to any in-person PD until travel is no longer discouraged.

Collection Development

- Digital and streaming usage continues at a steady pace.

Buildings

- Boardman Road
 - Work continues with The Chazen Companies on developing the bid package for the waste water line project.
 - Work is also being revised on the parking lot expansion project and the inclusion of native plants and other pollinators in the overall property landscaping design.
- Adriance
 - The steps from Market Street to the Plaza in the front of the building is in need of repair, once the weather cooperates. Staff will make an attempt at the repair but we may need to engage a contractor if staff repairs are not feasible or not successful.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2021 to 2020 to 2019

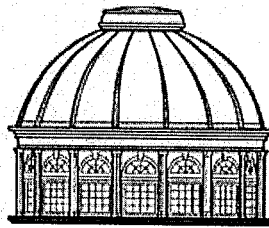
	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Mar	% of Total	YTD	% of Total	Mar	% of Total	YTD	% of Total	Change	% Change	Mar	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,089	25.27%	16,586	24.54%	5,243	21.52%	16,793	19.70%	-207	-1.23%	4,745	19.47%	14,460	16.96%	2,126	14.70%
Adult Non-Fiction	3,801	15.78%	10,861	16.07%	4,251	17.45%	14,257	16.72%	-3,396	-23.82%	3,638	14.93%	11,064	12.98%	-203	-1.83%
Fiction - Juvenile	5,756	23.89%	15,905	23.53%	4,687	19.24%	15,855	18.60%	50	0.32%	4,374	17.95%	12,137	14.24%	3,768	31.05%
Non-Fiction - Juvenile	1,669	6.93%	4,761	7.04%	1,447	5.94%	4,981	5.84%	-220	-4.42%	1,248	5.12%	3,893	4.57%	868	22.30%
Periodicals	187	0.78%	563	0.83%	161	0.66%	679	0.80%	-116	-17.08%	223	0.92%	713	0.84%	-150	-21.04%
Periodicals - Juvenile	29	0.12%	88	0.13%	13	0.05%	74	0.09%	14	18.92%	10	0.04%	51	0.06%	37	72.55%
Print Subtotal	17,531	72.77%	48,764	72.14%	15,802	64.85%	52,639	61.74%	-3,875	-7.36%	14,238	58.43%	42,318	49.64%	6,446	15.23%
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	11	0.05%	27	0.04%	10	0.04%	35	0.04%	-8	-22.86%	16	0.07%	50	0.06%	-23	-46.00%
Soundrecordings	721	2.99%	1,998	2.96%	1,060	4.35%	3,684	4.32%	-1,686	-45.77%	1,143	4.69%	3,382	3.97%	-1,384	-40.92%
Videorecordings	4,749	19.71%	14,094	20.85%	6,119	25.11%	23,346	27.38%	-9,252	-39.63%	5,842	23.98%	18,566	21.78%	-4,472	-24.09%
Media	1	0.00%	3	0.00%	0	0.00%	4	0.00%	-1	-25.00%	4	0.02%	7	0.01%	-4	-57.14%
Software	22	0.09%	42	0.06%	10	0.04%	38	0.04%	4	10.53%	14	0.06%	34	0.04%	8	23.53%
Equipment/Realia	10	0.04%	21	0.03%	36	0.15%	44	0.05%	-23	-52.27%	44	0.18%	130	0.15%	-109	-83.85%
Suppressed Items	29	0.12%	79	0.12%	24	0.10%	89	0.10%	-10	-11.24%	17	0.07%	43	0.05%	36	83.72%
Videorecordings - Juvenile	418	1.74%	1,199	1.77%	826	3.39%	3,499	4.10%	-2,300	-65.73%	866	3.55%	2,804	3.29%	-1,605	-57.24%
Audiorecordings - Juvenile	60	0.25%	173	0.26%	95	0.39%	401	0.47%	-228	-56.86%	96	0.39%	364	0.43%	-191	-52.47%
Media - Juvenile	104	0.43%	288	0.43%	109	0.45%	485	0.57%	-197	-40.62%	147	0.60%	317	0.37%	-29	-9.15%
Software - Juvenile	17	0.07%	54	0.08%	9	0.04%	47	0.06%	7	14.89%	11	0.05%	23	0.03%	31	134.78%
Non-Print Subtotal	6,142	25.49%	17,978	26.60%	8,298	34.06%	31,672	37.15%	-13,694	-43.24%	8,200	33.65%	25,720	30.17%	-7,742	-30.10%
Online Renewals	418	1.74%	855	1.26%	266	1.09%	945	1.11%	-90	-9.52%	2,307	9.47%	6,772	7.94%	-5,917	-99.59%
Total	24,091		67,597		24,366		85,256		-17,659	-20.71%	24,745		74,810		-7,213	-9.64%

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	20,230	23,673	0	0	0	0	0	0	0	0	0	66,742
Physical Items - Online Renewals	464	391	418	0	0	0	0	0	0	0	0	0	3,165
Digital Content	8,539	11,029	11,096	0	0	0	0	0	0	0	0	0	30,664
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	31,842	31,650	35,187	0	0	0	0	0	0	0	0	0	98,679
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,854	4,456	4,765	2,649	0	0	0	0	0	0	0	0	16,724
Boardman Road	2,475	2,096	2,430	1,223	0	0	0	0	0	0	0	0	8,224
Total	7,329	6,552	7,195	3,872	0	0	0	0	0	0	0	0	24,948
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	0	0	0	0	0	0	0	0	0	2,163
Boardman Road	33	21	30	0	0	0	0	0	0	0	0	0	84
Spanish Language Assistance	38	28	95	0	0	0	0	0	0	0	0	0	161
Total	685	636	1,087	0	0	0	0	0	0	0	0	0	2,408
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	24,527	20,667	15,759	0	0	0	0	0	0	0	0	0	60,953
Calendar Hits - EventKeeper	2,279	1,725	3,172	0	0	0	0	0	0	0	0	0	7,176
Calendar Hits - Recite Me	412	405	504	0	0	0	0	0	0	0	0	0	1,321
Website Hits	27,091	29,095	29,324	0	0	0	0	0	0	0	0	0	85,510
Total	54,309	51,892	48,759	0	0	0	0	0	0	0	0	0	154,960
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,576	3,187	5,434	0	0	0	0	0	0	0	0	0	12,197
Boardman Road	1,314	623	2,152	0	0	0	0	0	0	0	0	0	4,089
Total	4,890	3,810	7,586	0	0	0	0	0	0	0	0	0	16,286
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	0	0	0	0	0	0	0	0	0	94
Boardman Road	6	6	8	0	0	0	0	0	0	0	0	0	20
Total	52	28	34	0	0	0	0	0	0	0	0	0	114
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	39	57	0	0	0	0	0	0	0	0	0	129
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	0	0	0	0	0	0	0	0	0	506
Community Engagement	0	0	1	0	0	0	0	0	0	0	0	0	1
Non-Library District	7	4	10	0	0	0	0	0	0	0	0	0	21
Exams Proctored	4	8	6	0	0	0	0	0	0	0	0	0	18
MAP Passes	2	6	12	0	0	0	0	0	0	0	0	0	20
Total	167	177	222	0	0	0	0	0	0	0	0	0	566
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	1,245	1,719	2,136	0	0	0	0	0	0	0	0	0	5,100
Community Engagement	0	0	12	0	0	0	0	0	0	0	0	0	12
Non-Library District	75	34	160	0	0	0	0	0	0	0	0	0	269
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,320	1,753	2,308	0	0	0	0	0	0	0	0	0	5,381
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,437	11,221	0	0	0	0	0	0	0	0	0	28,851
Boardman Road	10,710	9,159	12,848	0	0	0	0	0	0	0	0	0	32,717
Total - 2020	19,903	17,596	24,069	0	0	0	0	0	0	0	0	0	61,568
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

**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	6	6	0	12	24.00	21.00	0.00	45.00
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					56.00	53.00	0.00	109.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

March 2021

Meeting: Finance Committee		Date: Monday, April 12, 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 type="checkbox"/> Amy Bombardieri <input type="checkbox"/> Paul Bucher <input 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"/>
Minutes Prepared by: T. Lawrence 		

1. **Business Items:** The following topics were discussed:
 - **Update on 2020 Audit:** Lynch had previously shared the draft audit report with the Committee. All looks good but there is some clean-up required related to the debt repayment fund. Lawrence and Lynch will do this work in preparation for the 2022 budget presentation to the Committee in June.
 - **Policy Discussion:** The Committee reviewed, and with minor edits, recommended the following modified policies for Board approval: #2101-A – Purchasing, #2101-B – Claims Audit, #2103 – Capitalization, and #2109 – Credit/Store Card.
 - **Discussion on Bad Debt:** The Committee discussed the issues related to acknowledging bad debt and how to write off uncollectable debt. Lawrence will present further information to the Committee at its meeting in May.
 - **FPC Branch Library:** Lawrence briefed the Committee on the status of the due diligence work related to the possible establishment of a branch library at the Family Partnership Center.
 - **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:**
 - Work related to items brought forward in the 2020 audit report.
 - Action related to bad debt.

Next Scheduled Meeting(s) Date
 Monday, May 10, 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
Erin Moore	Page (PT)	Resignation	4/8/2021	NA
Laura Wolven	Assistant Library Director II	Delay of Appointment	4/19/2021	\$99,000
TJ Lamanna	Librarian III <i>(Step 5)</i>	Provisional Appointment	6/1/2021	\$69,392 <i>(+\$2,500 moving stipend)</i>
Kira Thompson	Librarian III <i>(Step 5)</i>	Provisional Appointment	3/20/2021	\$69,392
Beth Vredenberg	Librarian III <i>(Step 5)</i>	Provisional Appointment	6/1/2021	\$69,392
Alison Francis	Librarian III <i>(Step 5)</i>	Provisional Promotion	4/26/2021	\$69,392
John Torres	Librarian III <i>(Step 5)</i>	Provisional Promotion	4/26/2021	\$69,392

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
 Central Library Development Aid (CLDA) 2021 Application

Recommended By

Library Director

Current Situation

As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2021, anticipated CLDA funds total \$191,888 and allocated Central Book Aid (CBA) funds total \$65,891; however, the funding could be 5% higher, depending on how New York State allocates stimulus dollars.

Annually, the Library District submits an application to Library Development for these funds. The application requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the application at their May 2020 meeting. The final amount of Aid will be determined once the state budget is passed and the Office of Budget releases aid charts.

Abstract of 2021 Application

The 2021 application (already budgeted in the Library District's 2021 budget) is summarized as follows:

Personnel Services	\$0
Library Materials	62,352
Information and Network Services	110,465
<i>(digital and streaming products selected by MHLS membership)</i>	
Miscellaneous Expenses	84,962
<i>(supplies, telephone, mileage, and MHLS delivery)</i>	
CLDA + CBA Total	\$257,779

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2021 CLDA application (abstracted above but further detailed in PPLD Document #042821 – 5A) to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

Motion

Moved _____
 Seconded _____

Result of Action

In Favor _____
 Against _____
 Abstaining _____

CENTRAL LIBRARY DEVELOPMENT and CENTRAL BOOK AID: 2020 - 2021 Budgets (revised)
Mid-Hudson Library System - Poughkeepsie Public Library District

Funded Cost Area	2020 Approved			2020 Original/Final			2020 Final (Revised)			2021 Working		
	CLDA	CBA	Total	CLDA	CBA	Total	CLDA	CBA	Total	CLDA	CBA	Total
A. 190 Personnel Costs - Subtotal	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -
L7410.141 Certified Librarians												
CE workshops/meetings	2,500	-	2,500	2,500	-	2,500	2,500	-	2,500	-	-	-
Coll Dev Overdrive and NextReads	2,500	-	2,500	2,500	-	2,500	2,500	-	2,500	-	-	-
Coll Assmnt Reports on holdings/use	-	-	-	-	-	-	-	-	-	-	-	-
Tuesday's Tips weekly updates	-	-	-	-	-	-	-	-	-	-	-	-
L9199.0 Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
B. L7410.42 Library Materials and Binding - Total	\$ 49,032	\$ 54,795	\$ 103,827	\$ 27,630	\$ 45,517	\$ 73,147	\$ 27,630	\$ 45,517	\$ 73,147	\$ 19,063	\$ 43,289	\$ 62,352
L7410.410 Books - Circulating Print Non-Fiction	-	35,436	35,436	-	17,524	17,524	-	17,524	17,524	-	12,209	12,209
L7410.410 Books - Digital (OverDrive platform + content)	37,880	16,836	54,716	16,478	25,470	41,948	16,478	25,470	41,948	7,911	23,638	31,549
L7410.413 Serials - Digital OverDrive platform + content)	11,152	2,523	13,675	11,152	2,523	13,675	11,152	2,523	13,675	11,152	7,442	18,594
C. .069 Information and Network Services - Subtotal	\$ 53,719	\$ 9,424	\$ 63,143	\$ 41,608	\$ 7,196	\$ 48,804	\$ 79,986	\$ 20,374	\$ 100,360	\$ 87,863	\$ 22,602	\$ 110,465
Library Materials - Digital Content	-	-	-	-	-	-	-	-	-	-	-	-
OverDrive (Content + Platform)	-	-	-	-	-	-	-	-	-	-	-	-
RBDigital (Content + Platform)	-	-	-	-	-	-	-	-	-	-	-	-
Library Materials - Commercial Databases	16,711	9,424	26,135	4,600	7,196	11,796	42,978	20,374	63,352	45,855	22,602	68,457
JobNow	4,600	-	4,600	4,600	-	4,600	4,600	-	4,600	4,600	-	4,600
Mango	1,231	9,424	10,655	-	7,196	7,196	-	7,196	7,196	-	9,424	9,424
Universal Class	7,003	-	7,003	-	-	-	-	-	-	2,878	-	2,878
Contingency	3,877	-	3,877	-	-	-	38,378	13,178	51,556	38,377	13,178	51,555
Sierra/Encore Enhancements	37,008	-	37,008	37,008	-	37,008	37,008	-	37,008	42,008	-	42,008
SkyRiver Records	2,500	-	2,500	2,500	-	2,500	2,500	-	2,500	7,500	-	7,500
Syndetics Unbound	9,690	-	9,690	9,690	-	9,690	9,690	-	9,690	9,690	-	9,690
Encore Discovery/Success	24,818	-	24,818	24,818	-	24,818	24,818	-	24,818	24,818	-	24,818
F. 906 Miscellaneous Expenses - Subtotal	\$ 79,272	\$ -	\$ 79,272	\$ 79,272	\$ -	\$ 79,272	\$ 79,272	\$ -	\$ 79,272	\$ 84,962	\$ -	\$ 84,962
L7410.430 Office and Library Supplies	1,661	-	1,661	1,661	-	1,661	1,661	-	1,661	1,661	-	1,661
L7410.431 Telephone	1,500	-	1,500	1,500	-	1,500	1,500	-	1,500	1,500	-	1,500
L7410.435 Travel	945	-	945	945	-	945	945	-	945	945	-	945
L7410.440 Delivery Support	75,166	-	75,166	75,166	-	75,166	75,166	-	75,166	80,856	-	80,856
Totals	\$ 187,023	\$ 64,219	\$ 251,242	\$ 153,510	\$ 52,713	\$ 206,223	\$ 191,888	\$ 65,891	\$ 257,779	\$ 191,888	\$ 65,891	\$ 257,779
*CLP Link refers to the Central Library Plan: (2017 - 2021)												
E1 - Digital Collection Development												
E2 - Public Service Staff Training and Education												
E3 - Collection Management and Use Analysis												
E4 - Reference Services												
E5 - Delivery and Interlibrary Loan												
E6 - Supplemental Adult Non-Fiction Collections												
Original projections	\$ 196,866	\$ 67,633	\$ 264,499	\$ 196,866	\$ 67,633	\$ 264,499	\$ 196,866	\$ 67,633	\$ 264,499	\$ 196,866	\$ 67,633	\$ 264,499
Actual Allocation (for 2020, as of 12/31/20)	\$ 153,510	\$ 52,713	\$ 206,223	\$ 153,510	\$ 52,713	\$ 206,223	\$ 153,510	\$ 52,713	\$ 206,223	\$ -	\$ -	\$ -
Actual Restoration/Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,378	\$ 13,178	\$ 51,556	\$ 191,888	\$ 65,891	\$ 257,779
Final Allocation	\$ 153,510	\$ 52,713	\$ 206,223	\$ 153,510	\$ 52,713	\$ 206,223	\$ 191,888	\$ 65,891	\$ 257,779	\$ -	\$ -	\$ -

2020 Final (Revised) Notes: additional \$21,538 in OverDrive N-Fic purchases;
 \$7,000 reimbursement to libraries contributing to eMagazine content; \$16,512 refund
 to Member Capital fund for Encore support

Dianne Blazek, President

New Business Fact Sheet
Approval of Policies: Library District Zoom Room

Recommended By Board Development & Policy Committee

Background Information One final aspect of the Library District's reopening plans in response to COVID-19 is the public's use of meetings rooms. Administration recommends that the Library District allow public use of its Zoom Rooms as it does its physical spaces at Adriance Memorial Library and at the Boardman Road Branch Library.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policy #1205 – Public Use of Library District Zoom Rooms, attached hereto as PPLD Document #042821 - 6A).

Motion

Moved	_____
Seconded	_____

Result of Action

In Favor	_____
Against	_____
Abstaining	_____

Public Use of Library District Zoom Rooms

Generally, to be eligible to use the Poughkeepsie Public Library District virtual meeting rooms (Zoom Room), a group or organization must be based in the City or Town of Poughkeepsie or be a local chapter or branch of a state or national organization with most of its members residing in Poughkeepsie.

This policy does not apply to events hosted or co-sponsored by the Poughkeepsie Public Library District or the Friends of the Poughkeepsie Public Library District.

The Library District offers public use of its various meeting facilities under the following conditions:

1. The Library District's Zoom Room may be used by non-profit organizations, education or civic-oriented groups, or clubs for lawful activities. One individual, 18 years or older, must be responsible for enforcing the rules regulating the Zoom Room and agreeing to this entire policy.
2. Community members shall not use the Library District's Zoom Room in any manner that violates Library District policy, federal, state, or local laws. As the room is made available via the Internet, it is the responsibility of the users to acquaint themselves with what constitutes legal/illegal behavior on the Internet. By using the access provided, the user agrees to indemnify Poughkeepsie Public Library District from any action taken against it as a result of the user's illegal behavior.
3. Zoom Room requests should be made for each use at least 48 hours in advance. A room cannot be reserved more than 45 days in advance. The Zoom Room may be reserved for up to 2 hours per day. Requests for longer times must be approved by the Library Director or designee.
4. Zoom Room reservations are available only during the Library District's hours of public service and events shall end at least 15 minutes prior to Library District closing time. Exceptions may be granted by the Library Director or designee.
5. If the individual who reserved the Zoom Room, or their designee, has not joined the meeting or notified the Library District of a late arrival within 15 minutes of the start time, the meeting will be cancelled. In the event of three no call/no show reservations, new reservations requested by the same individual/group may be denied.
6. In the event of Library District closure due to inclement weather or other emergency reason, virtual meetings will proceed only at the discretion of the Library Director or designee.
7. All Zoom Room meetings must be open to the public, for a stated purpose that is consistent with Library District building use. Therefore, events such as birthday parties, showers, reunions, business meetings or parties, organizational training, and other personal celebrations are not permitted.
8. Virtual meetings or events held in the Library District's Zoom Room may not be publicized in a manner that suggests Library District sponsorship, endorsement, or affiliation. Groups and organizations may not use the name, telephone number, or

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1205**

address of the Library District for the official address or headquarters of their organization, with the exception of the link to the Zoom Room registration on the Library District's website. Publicity for events not sponsored by the Library District or the Friends must include the following statement in a legible manner: *Use of a Poughkeepsie Public Library District meeting room does not imply Library District endorsement of the goals, policies, or activities of any group or organization.*

9. No publicity of any virtual meeting or event may be released until the reservation has been confirmed by the Library Director or designee via email. Banners, literature, photographs, or signage may not be placed anywhere in the library without the Library Director's permission. The Library District is not obligated to promote/publicize an event or provide publicity for a group requesting the use of the Zoom Room.
10. It is the responsibility of those using the Zoom Room to educate themselves regarding the function and navigation of Zoom. The Library District will provide video tutorials and point to other Internet-based resources to assist in this education. Any assistance requiring Library District staff requires at least 48 hours' notice.
11. All Zoom Room meetings will be started by Library District staff who will then give hosting privileges to the event organizer, and will be available for the first ten minutes to assist in the event of technical issues. Event hosts should call 845-485-3445 x 3702 for further assistance. Library District staff will end any meeting still in session fifteen minutes prior to closing time.
12. The Library District reserves the right to cancel or suspend at its discretion any activity which disregards the Library District's rules and regulations and/or eject or remove any participant engaging in disruptive, destructive, unruly or illegal conduct.
13. Library District will not record Zoom Room meetings.
14. The Library District requires the use of Zoom Room registration for all participants. This process offers the most secure and stress-free experience for all.
15. Priority for use of the Zoom meeting room is as follows: 1) Poughkeepsie Public Library District events, 2) Not-for-profit groups in the City and Town of Poughkeepsie, and 3) other not-for-profits in the area.
16. Granting permission to use the Zoom Room does not imply Library District endorsement of the aims, policies, or activities of any group.
17. A representative of the organization requesting use of the Zoom Room must either: a) complete the Online Reservation Request or b) deliver a signed copy of the Request to the Library Director or designee. Both actions represent acceptance of responsibility for all conditions listed above.

New Business Fact Sheet

Approval of Policies: Purchasing, Claims Audit, Capitalization, Credit/Store Cards

Recommended By Finance Committee

Background Information The Library District's financial policies are under review and as necessary modifications are identified, the Committee will bring them to the Board for approval.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve revision to PPLD Policy #2101 – A Purchasing, #2101 – B Claims Audit, #2103 – Capitalization, and #2109 – Credit/Store Card, all attached hereto as PPLD Document #042821 - 7A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - A****Purchasing**

The Poughkeepsie Public Library District establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.

General

1. De-centralized purchasing policies are utilized at the Library District. No individual member of the staff may place an order with any vendor or take any action that encumbers the Library District's funds for supplies, equipment or services (verbally or otherwise) without prior approval of the department head and the issuance of a purchase order by the Business Manager as later described. This restriction is not intended to preclude preliminary discussions with potential vendors to arrive at satisfactory delivery dates, quality, and quantity aspects or estimated costs. In fact, it is encouraged. However, no commitment or firm order can be placed without a properly executed purchase order. Failure to obtain a properly executed purchase order prior to placing an order may result in the purchase being deemed a personal expense, not reimbursable by the Library District.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library District in a satisfactory manner, as determined by department heads and recommended to the Library Director.
3. It is the responsibility of each department head to secure the appropriate quotes or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Library Director or designee shall have the final authority on all purchase decisions.

The Purchasing Process

Every purchase to be made must initially be reviewed to determine whether it is a purchase contract or a public works contract. The term "public works contract" would apply to those contracts or projects involving labor or both material and labor where labor is a substantial component, 50% or more, of the cost. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the bidding threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. Once the determination is made, a good faith effort will be made to determine whether it is known, or can be reasonably expected, that the aggregate amount to be spent on the item of supply or service in one fiscal year is not subject to competitive bidding. If it seems likely that the bid limits may be exceeded, bidding shall take place.

NYS General Municipal Law, Section 103, requires that all purchase contracts for public works involving an expenditure of more than \$35,000 in one fiscal year and all purchase contracts for commodities involving an expenditure of more than \$20,000 in one fiscal year shall be awarded to the lowest responsive, responsible bidder after public advertisement for sealed bids. (Historically there have been only a few instances where competitive bidding was required.) Furthermore, the Board authorizes that purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contracts to Article 8 of the labor law) may be awarded on the basis of best value, as defined in section one hundred sixty-three of the State Finance Law.

The Library District shall comply with the requirements of General Municipal Law section 103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - A**

significantly in the Iranian energy sector, as outlined in the law known as "The Iran Divestment Act of 2012".

NYS General Municipal Law section 104-b requires that policies and procedures for purchasing goods and services, when the cost falls below the competitive bid limits and are not available through government contracts, be established by the governing board and reviewed annually.

NYS General Municipal Law section 104-b (2) (f) requires the identification of the individual or individual(s) responsible for purchasing and their respective titles. As such, Barbara S. Lynch, the Business Manager under the general supervision of the Library Director shall be responsible for this process.

Purchases Not Subject to Competitive Bid

All goods and services not required to be publicly bid pursuant to General Municipal Law Section 103 must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of both the City and the Town of Poughkeepsie through the use of verbal quotations, written quotations, written requests for proposals or any other method that facilitates the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and guards against, favoritism, improvidence, extravagance, fraud, and corruption, except in the following circumstances:

- Purchases of prison-made goods from NYS Department of Correctional Services, Division of Industries (Corcraft).
- Purchases of goods or services from the NYS Industries for the Disabled.
- Purchases of goods or services from Industries for the Blind.
- Purchases through New York State Contract, at the State's price, from the vendor holding the Office of General Services contract.
- Purchases of commodities made under any NYS County contract that has been extended to political subdivisions.
- Purchases of apparatus, materials, equipment or supplies, or a contract for services related to the installation, maintenance, or repair of apparatus, materials, equipment, and supplies, made through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities.
- Purchases of services from a monopoly (e.g. utility services).
- Purchases of Professional Services.
- Sole source – there is only one manufacturer and distributor.
- Emergency Purchases – GML 103(4) defines it as "a public emergency arising out of an accident or other unforeseen occurrence or condition, whereby circumstances affecting public buildings, public property or the life, safety, or property of the inhabitants require immediate action". The Board of Trustees has designated the Library Director with the authority to declare an official emergency.
- Professional Services & Consultants:

Instead of competitive bids, Requests for Proposals (RFP's) are used as a means of obtaining all types of professional services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - A**

price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Library Director shall take in to consideration the following guidelines:

1. Whether the services are subject to State licensing or testing requirements;
2. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
3. Whether the services require a personal relationship between the individual and the library officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician, technical services of an engineer or architect engaged to prepare plans, maps, and estimate; securing insurance coverage and/or service of insurance broker; services of certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

All consultants and services must have a contract outlining services and fee schedules to be reviewed and approved by the Library Director.

Emergency Situations

An emergency exists when the delay caused by soliciting formal quotes or competitive bids would endanger the health, welfare or property of the public or the Library District. In such situations, the emergency procurement of goods or services will be requested by the department head and require the approval of the Library Director. Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. Documentation as to the nature of emergency must accompany the request for the emergency purchase.

Sole Source

When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following will be documented:

1. The unique benefits to the Library District of the item as compared to other products available in the marketplace;
2. No other product/service provides substantially equivalent or similar benefits;
3. That, considering the benefits received, the cost of the item is reasonable to other products offered available in the marketplace;
4. There is no possibility of competition available, as from competing dealers or distributors;
5. Document should contain final approval of the Library Director;
6. Failure to have a properly executed agreement may result in delay or denial of payment.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - A****Purchase of Goods and Services**

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids:

1. **Purchase (Commodity) Contracts:** The following schedule is related to non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations. Department heads and all involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount plans of which the Library District may take advantage. State contracts are available for view at: <http://www.ogs.ny.gov>.
2. **Library Materials:** Annual expenditures for books, magazines, AV, and other such materials intended for patron use are generally over the bidding threshold. Therefore purchases shall be made from vendors holding a New York State contract or a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities. Materials available only from the publisher, deemed to be sole source, are generally purchased with little or no discount.
3. **Ongoing Expenditures:** The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

General Goods (including Rental of Equipment)

Estimated Value Contract	Policy
Up to \$5,000 \$7,500	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes, or previous quotations.
\$5,001 \$7,501 - \$10,000	Documented telephone quotes from three (3) responsible vendors, if available. (attached to purchase order)
\$10,001 - \$20,000	Documented written or electronic quotes from three (3) responsible vendors, if possible. (attached to the purchase order)
Over \$20,000	Competitive bids required

Should the required number of vendors not be available, satisfactory documentation of the special situation must be submitted with a request for an exception to this requirement, which must be approved by the Library Director.

Rental of equipment with an option to buy must be put out to bid if the total amount to be paid over the term of the lease plus any additional amount when lease expires exceeds the amount allowed by the NYS Bidding Law (\$20,000).

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - A**Public Works Projects

Estimated Value Contract	Policy
Up to \$9,999 \$14,999	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.
\$10,000 \$15,000 - \$35,000	Formal written quotations or declinations to quote from at least six (6) four (4) responsible vendors (if available). Requests for Proposals shall be used for complex procurements involving multiple components.
Over \$35,000	Competitive Bids required.

Professional Services and Consultants Exempt from Competitive Bids

Estimated Value Contract	Policy
Up to \$35,000	Purchase method shall be at the discretion of the Business Manager. A contract outlining services rendered and fee schedules shall be approved by the Library Director.
Over \$35,000	Prices will be obtained by formal RFP from at least three (3) sources (if available), with the award of the contract recommended by the department head in conjunction with the Business Manager and approved by the Library Director.

Criteria for evaluation of proposals must be prepared in advance, and the relationship between the successful proposal and these criteria must be explained in writing and kept on file.

Award and Documentation for the Purchase of All Goods and ServicesAward:

All awards from verbal or written quotes shall be made to the supplier offering the best value to the Library District. In determining best value for the Library District, the purchase price and whether goods or services meet specifications are the most important considerations. However, the Business Manager may consider other relevant factors, including:

- (a) Installation costs;
- (b) Life cycle costs;
- (c) The quality and reliability of the goods and services;
- (d) The delivery terms;
- (e) The quality of probable supplier performance under the contract such as past supplier performance, the supplier's financial ability to perform, the supplier's ability to provide reliable maintenance agreements and support;
- (f) The cost of any employee training associated with a purchase;
- (g) The effect of a purchase on departmental productivity;

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - A**

- (h) Other factors relevant to determining the best value for the Library District in the context of a particular purchase.

Documentation:

All quotes (written, electronic or telephone) shall be documented in the procurement record and shall be filed in the respective year's user department quote files and attached to the purchase requisition in MUNIS, the Library District's fund accounting software. If unable to attach in MUNIS, the user department shall send a copy by email or inter-office mail to the business office. All such purchases shall have the quote number referenced on the electronic purchase requisition in MUNIS.

Insufficient Appropriations

There shall be no purchases for items where there is insufficient appropriation. The Library Director shall have the authority to transfer funds between any budget lines. However, the Board of Trustees must approve the creation and funding of new positions, with the exception of Student Library Workers. All budget transfer shall be reported to the Finance Committee and the Board of Trustees in a timely manner.

Claims

All invoices and pre-payments shall be paid in accordance with the claims policy established by the Board of Trustees. The Library Director shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees on a monthly basis.

Any and all procedures outlined in either General Municipal Laws 103 and 104b shall be adhered to. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the Library District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the Library District or any officer or employee of the Library District.

Claims Audit

The Poughkeepsie Public Library District establishes this claims audit policy in order to comply with generally accepted auditing standards and cost containment.

General

1. The audit of claims or vouchers is a classic internal control activity. In order to ensure that tax dollars are spent efficiently, it is essential that a thorough, deliberate, and independent audit of claims be conducted before payments are made. An effective audit of claims is often the last line of defense for preventing unauthorized, improper, or fraudulent claims from being paid.

Responsibility

With few exceptions (noted elsewhere), the Board of Trustees is generally responsible for the audit of claims. Claims are prepared by staff and presented to the Board of Trustees for approval prior to payment. Trustees are assigned, on a rotating basis, to review claims and to recommend payment to the full Board of Trustees.

Criteria for Auditing Claims

Auditing claims demands more than a "rubber stamp" of the claim packages. It should entail a thorough and deliberate examination to determine that the claim is a legal obligation and proper charge against the Library District. As a general rule, a claim should contain enough detail and documentation so that the trustees are supplied with sufficient information to make that determination. **Generally**, the following criteria should be applied to the audit of claims, **where reasonably applied**:

- Is the claim for a valid and legal purpose?
- Was the purchase authorized and approved?
- Are there sufficient appropriations to pay the claim?
- Is the claim mathematically correct?
- Is the claim sufficiently itemized?
- Does the claim meet the legal and policy requirements in relation to competitive bidding or, when permitted, competitive offering, and the requirements of the locality's procurement policy?
- Have other adopted policies been followed?
- Was the purchase made by using a State, county, or other permissible government contract (as an exception to soliciting competition) and is this information included on the claim form?
- Are there any sales tax charges for exempt expenses?
- Does the claim include all discounts that your local government or school district is entitled to?
- Has this claim been paid before, in whole or in part?
- Does the attached documentation support the claim being audited?
- Were the goods or services actually received?

All claims for payment should be compared to the abstract provided by the Business Office. Claims should match the abstract.

Problem Claims

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #2101 - B**

If the answer to any question posed in the preceding section is no, then some type of action should be taken in most cases. Obviously, this will depend on the specific deficiency and the dollar amount involved. The following actions and remedies may be available to the trustees responsible for auditing claims:

- If original documentation (such as invoices, purchase orders, or receiving slips) is missing, the claim should be held until the supporting documentation is submitted.
- If the claim is mathematically incorrect, confirm the proper amount, correct any mistakes, and only approve the claim for the corrected amount.
- If the original invoice does not sufficiently itemize the goods purchased or services rendered, contact the staff member who approved the claim.
- If the claim is for travel or conference expenses and the traveler cannot substantiate that charges are for actual and necessary expenses, or if charges are not properly authorized or are not in compliance with policies, reduce the claim by the amount of ineligible expenses.
- If the claim is a duplicate or has been partially paid before, reject the entire claim or reduce it to the unpaid amount. Be aware that the submission of photocopies of original invoices may indicate the possibility of a duplicate claim.

Claims generally may be rejected or reduced if they do not meet legal requirements, exceed available appropriations, or, in the case of reimbursement to officers and employees in travel status, are not actual or necessary expenses. The course of action to be taken is sometimes a matter of judgment and will vary based on the situation.

Claims with certain characteristics may have a higher risk of error or fraud. Trustees should use common sense and reasonable skepticism when any claim appears to be out of the ordinary. Even when all required documentation is submitted, remain skeptical, especially of claims that are not routine. In today's electronic environment, anyone with a computer and printer may be capable of replicating and manipulating information to produce false documentation.

Payments Not Requiring a Pre-Audit

Certain payments may be made without going through the routine claims auditing process. Generally these payments are approved by the Library Director or are the result of statutory requirements, existing contractual commitments or some other required obligation. They include:

- Fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings
- Principal or interest payments on debt
- Payments made pursuant to a court order
- Amounts due upon lawful contracts for periods exceeding one year
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

The Board of Trustees, by annual resolution, authorizes payment in advance for public utility services, postage, freight, and express charges along with medical, dental and vision insurance premiums. However, these claims are to be audited as soon as possible after payment and included on the next abstract as prepaid amounts. Public utility services generally include electric, gas, water, sewer, and telephone services.

In addition, the Board of Trustees has established petty cash funds and authorizes petty cash payments in advance of audit. Most petty cash payments will involve small amounts required for infrequent purchases, such as office supplies. The aggregate petty cash fund is determined by the Library Director but will not exceed \$750. The custodian(s) of the petty cash fund(s) should periodically request reimbursement for the fund by submitting all bills or receipts for purchases made from the fund(s). The person auditing petty cash fund claims should audit the reimbursement request in the same manner as other claims.

Analytical Reviews

It is important for the claims audit function to be viewed as more than just a claim-by-claim review and to consider the function in the broader scope of Library District operations. The Finance Committee should be aware of trends in expenditures that may provide opportunities for improvement in procuring goods and services. An analytical review may also indicate that certain types of expenditures may have been inappropriately incurred. Periodic reviews of vendor payment summary records or reports can alert the trustees to changes in expenditure trends and areas for possible improvement and investigation. The following are examples of areas to consider:

- Increases in utility usage (consumption) and telephone and cell phone expenditures
- Increases in expenditures for consumable inventory items such as office and cafeteria supplies
- Increases in expenditures for moveable items such as technology equipment (i.e., computers and printers) and maintenance equipment (i.e., chain saws and lawn mowers)
- Large repair costs for equipment may be an indication that it is more cost-effective to purchase new equipment instead of repairing aging equipment
- Items that, in the aggregate, have exceeded competitive bidding or competitive offering monetary thresholds and should be acquired through competitive bidding or competitive offering procedures

Capitalization

The Poughkeepsie Public Library District has established a minimum dollar value of **\$1500** **\$5000** for capitalization purposes as it relates to the fixed asset inventory.

Library materials and technology are capitalized based on an aggregate total.

Credit/Store Card Policy

1. Bank credit cards will be established in the name of the Poughkeepsie Public Library District and the specific name of an individual with a maximum credit limit for each set by the Library District. All monthly bank statements and correspondence will be sent to the Library District.
2. Bank credit cards will be issued to:
 - a. **Executive Library** Director with a credit limit of \$5,000
 - b. Assistant Director with a credit limit of \$5,000
 - c. **Business Manager**

Store cards **and credit accounts** will be available for specific purchases, such as office/**custodial** supplies and gas.

3. Prior to initial receipt of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures, **and updated annually**.
4. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork related to the Library District's accounting functions.
5. All **credit store** cards will be held by the Business Manager until needed by specified staff members, and then returned to the Business Manager for safekeeping. Hardcopy documentation for each purchase and/or charge must be delivered to the Business Office when the **credit store** card is returned.
6. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
 - a. The bank credit card may not be used for personal expenses.
 - b. The bank credit card does not replace requisitions and purchase orders or other purchasing procedures.

Credit Card Procedures

Credit card **and store credit** accounts have been established to meet the needs of the Library District for travel and incidental purchases. Upon receipt of original itemized documentation, credit **card account** expenditures will be paid by check through the Business Office.

This Card does not replace requisitions and purchase orders or other purchasing procedures.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. The expenditure may only be made after the approval of the required requisition and purchase orders. This card is not to be used for **any** personal expenses.
2. Purchases may not exceed your credit limit. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Business Office prior to the receipt of the monthly statement.
 - A. Proper documentation is to include:
 - i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
 - ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
 - iii. A hardcopy print-out of the items ordered on-line.
 - B. Examples of documentation not allowed:
 - i. Non-itemized cash register receipts.
 - ii. Handwritten requests for reimbursement without receipts or other verification.
4. Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available in the Business Office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Library District is an exempt unit of local government.

The credit CARDS will be kept **in by** the Business **Office Manager** for safe-keeping. Staff will be asked to sign-out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

Annual Agreement for Use of Bank Credit Card

This card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Poughkeepsie Public Library District.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued: _____ Number: _____

Card Holder Signature: _____ Date: _____

Signature of Witness: _____ Date: _____

New Business Fact Sheet
Approval of Summary Facilities Plan

Recommended By

Administration

Current Situation

In order qualify for consideration of a NYS construction grant, the Library District needs an approved facilities plan. The Board of Trustees approved a plan in May 2020 but it is in need of modification. The revised summary plan reflects the condition of building systems at both the Adriance Memorial Library and the Boardman Road Branch Library and references the bookmobile and the potential branch at the Family Partnership Center. Any NYS application for grant funds would have to be based on this plan.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the Summary Facilities Plan for the Poughkeepsie Public Library District as reflected in PPLD Document #042821 – 8A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

Summary Facilities Plan for the Poughkeepsie Public Library District
(Updated: April 21, 2021)

The Poughkeepsie Public Library District (PPLD) is comprised of two locations, the older being the Adriance Memorial Library built in 1897 and a newer location being the Boardman Road Branch Library. These two locations form the core of the libraries facilities permanent infrastructure.

The Library District acquired a bookmobile in 2020 but due to the SARS-CoV-2 pandemic will only go into service in June 2021.

The Library District is in a due diligence phase of evaluating an opportunity to establish a second branch at the Family Partnership on North Hamilton Street in the City of Poughkeepsie.

Adriance Memorial Library: This location was subject to a major renovation and improvement program completed in the fall of 2009 that upgraded all systems and brought the building into compliance with all existing building and fire codes.

Building Structure: The building consists of two distinct parts; an older historic part consisting of a steel frame with a stone veneer topped by a copper-clad dome known as the Rotunda. This part of the building is historically significant.

The other part of the building is of a modern construction and consists of four floors of programing, office space, and materials available to the public.

Overview: The structural part of the newer section of the building is not experiencing any problems at this time although a re-painting program has begun to refresh the public and staff areas. We will need to start a carpet replacement program soon, as the heavy public use makes this a necessity sooner rather than later. The historic section has to be constantly monitored and requires maintenance on a regular basis.

Roofs: Work on the Dome, necessitated by water damage due to a leak, was finished in January 2021. The roof on the new part of the building is in fine shape and consists of a rubberized roofing material presently it is ten years into a twenty year warranty and is not showing any sign of wear.

Heating and Cooling (HVAC): The library runs a geothermal heating and cooling system comprising of 43 wells to a depth of 406 feet on the library property these wells supply air handling units (AHU's) that keep the building at the required temperature. Most of the equipment had five or ten year warranties; now as all of those have expired we are replacing equipment on a regular basis. Because a generous redundancy plan was incorporated into the original design specifications, we don't lose the ability to run the system if we lose an individual pump or fan. Also, regular service utilizing local contractors, as well as an aggressive preventative maintenance program, has meant the library has not lost a day due to mechanical or system failure.

Elevator: The elevator has been provided and installed by Otis Elevators, with whom we maintain an annual service contract with them that includes 24/7 monitoring and full maintenance. We also have the system tested twice a year by an outside accredited company

Plumbing: The plumbing system is entirely new having been part of the renovation from 2009. Most of the system runs perfectly; the area of greatest concern is the sewage ejector pumps, these have been failing due to large amounts of non-flushable items being flushed down the toilets causing the pumps to fail prematurely. Due to the redundancy incorporated into the design of the system (we have two ejector pumps, and the system only needs one to function) we are able to continue running the building even if one pump has failed. We are in the process of having the manufacturer of the pumps work with us on re-designing the system to extend the life of the sewage ejector pumps.

Future Work: Work on the sewage ejector pump will resolve an ongoing maintenance issue. Outside of the routine maintenance issues, consideration is being given to the construction of a solar array to offset electrical expenses at the library.

Boardman Road Branch Library: This location is a totally refurbished one story building that provides service for parts of the library district not physical close to the Adriance Memorial library. The building opened in 2015 and has been well received by the community. It is also home to the Friends of the Poughkeepsie Library District Book Store.

Overview: As the building is recently completed most of the systems are still under warranty and we are not experiencing any problems. Originally, issues arose with HVAC system due to excessive condensation in the building. This was solved by the installation of a \$30,000.00 humidity control system, since then the system has performed much better. A problem that has arisen in the last twelve months is clogging of the sewer line from the public restrooms. After investigation including a camera being moved through the sewer line it became obvious that the sewer line had suffered deformation, with dips forming along the line. The explanation for this is assumed to be groundwater movement under the sewer line causing part of the ground support to be washed out in certain areas. We are working with the Chazen Group to find a solution to this problem, and some options will soon be presented to the Board. There is a program of ongoing, routine maintenance.

Parking: Due to the popularity of the library with the local community, and also the overflow attendance at various library programs it has become obvious that extra parking will have to be provided for the number of people who want to make use of the library resources. To solve this issue the library is in the process of creating a new parking area having received Town approval for the project.

Future Work: It is hoped that work on the solution to the sewer problem, and work on the new parking area can commence possible as a joint project. Consideration is also being given to the construction of a solar array to offset electrical expenses at the branch library.