

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, May 26, 2021

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

GoToMeeting: <https://global.gotomeeting.com/join/244626029>

Phone Number and Access Code: 1 877 309 2073 / 244-626-029

Trustees Reviewing Warrants: Mary Moore and Cathy Schmitz

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. April 28, 2021 (*T. Lawrence; #052621 – 1*)
 - V. Financial Report(s)
 - A. April 2021 (*B. Lynch; #052621 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*B. Lynch; #052621 – 2.1; to be distributed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #052621 – 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, #052821 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Authorization to Sign: DC Human Resources Appointments (*T. Lawrence; #052621 – 5*)
 2. Approval of Modifications to Service Plan in Response to COVID-19 (*T. Lawrence; 052621 – 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, June 23, 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 April 28, 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)

- John Costilow
- Douglas Zimmerman

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:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Eagleton, Ryan.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** 2020 Audit Report

- Auditors Douglas Zimmerman and John Costilow from the EFPR Group presented the 2020 Financial Statement, Supplementary Information and Independent Auditors' Report, answering questions as they were presented.

IV. Approval of Previous Record/Meeting(s)**A. March 24, 2021 (PPLD Document #042821 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 24, 2021.
- **Moved/Seconded:** Spuhler, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. March 2021 Financial Activity Report (PPLD Document #042821 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2021 Financial Activity as presented.
- **Moved/Seconded:** Fitzgibbons, Schmitz.
- **Discussion:** Lynch reported on next steps to receive the bequest from Irma Davis. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042821 – 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 59758 to 60005 in Warrant 20210429 totaling \$142,262.44

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

Vouchers 59576 to 59817 in Warrant 20210416 totaling \$99,706.60

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

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #042821 – 3)**

- Lawrence reported on: Numerous grant applications; exploring solar power; the wastewater project; the parking lot expansion; landscaping plans at Boardman; and the upcoming addition of new staff.

B. President's Report: President Blazek thanked Tom for providing the statistics to the Board including comparisons to previous years.**C. Board Committee Reports (PPLD Document #042821 – 3.3)**

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the audit; policy changes; bad debt; and the Family Partnership Branch Library. Some discussion ensued.

D. Friends of PPLD: President Murphy reported on the success of the membership drive, the record sale, and Earth Day.**VII. Board Action****A. Personnel Actions: (PPLD Document #042821 – 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
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 (Step 5)	Provisional Appointment	6/1/2021	\$69,392 (+2,500 moving stipend)
Kira Thompson	Librarian III (Step 5)	Provisional Appointment	3/20/2021	\$69,392
Beth Vredenburg	Librarian III (Step 5)	Provisional Appointment	6/1/2021	\$69,392
Alison Francis	Librarian III (Step 5)	Provisional Promotion	4/26/2021	\$69,392
John Torres	Librarian III (Step 5)	Provisional Promotion	4/26/2021	\$69,392

- **Moved/Seconded:** Moore, Eagleton.
- **Discussion:** Lawrence explained each of these actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:**1. Central Library Development Aid (CLDA) 2021 Application (PPLD Document #042821 – 5)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2021 CLDA application (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.
- B. **Moved/Seconded:** Ryan, Spuhler.
- C. **Discussion:** Lawrence explained the procedure for the application submission. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

2. Approval of Policies: Library District Zoom Room (PPLD Document #042821 – 6)

- A. **Motion:** 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.
- B. **Moved/Seconded:** Eagleton, Spuhler.
- C. **Discussion:** Lawrence explained the desire to allow public access to library Zoom Rooms just as we allow public access to the library meeting rooms. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

3. Approval of Policies: Purchasing, Claims Audit, Capitalization, Credit/Store Cards (PPLD Document #042821 – 7)

- A. **Motion:** 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 in PPLD Document #042821 – 7A.
- B. **Moved/Seconded:** Ryan, Schmitz.
- C. **Discussion:** Chairperson Ryan noted some highlights with the changes. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

4. Approval of Summary Facilities Plan (PPLD Document #042821 – 8)

- A. **Motion:** 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.
- B. **Moved/Seconded:** Fitzgibbons, Spuhler.
- C. **Discussion:** Lawrence explained the plan. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

5. Approval of Flex 125 Amendment (PPLD Document #042821 – 9)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the amendment to the Library District's Flex 125 Plan as stated in PPLD Document #042821 – 9A.
- B. **Moved/Seconded:** Schmitz, Spuhler.
- C. **Discussion:** Lawrence explained the current plan and the proposed amendment. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

6. Approval of Agreement: PV Study (PPLD Document #042821 – 10)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the agreement with LaBella of Rochester, NY for a cost, including expenses, not to exceed \$12,500 as described in PPLD Document #042821 – 10A.
- B. **Moved/Seconded:** Eagleton, Lyons.
- C. **Discussion:** Lawrence explained the scope of the agreement. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

VIII. Open Comment

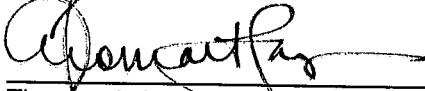
- A. **Board Comment:** None.
- B. **Public Comment:** None.

Adjournment

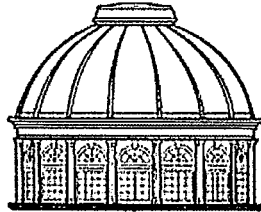
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:26 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 26, 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 April 2021 Financial Activity

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

General Fund (Fund A; \$6,186,020)

- Receipts for the month totaled \$133,784 which included \$784 in monthly interest, \$4,124 in library charges, \$5,032 in donations as well as \$32,500 for the Annual Appeal and \$55,849 in State Aid (balance of 2020).
- Receipts for the month also included \$28,053 from the Town of Poughkeepsie for PILOT payments related to the Health Quest and Eastdale projects.
- Disbursements for the month totaled \$785,511 which included \$633,623 in salary and benefit expenses.

Special Revenue Fund (Fund CM; \$294,492)

- 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; \$494,002)

- 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
April 2021

No modifications or transfers to report for April

Poughkeepsie Public Library District



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

FOR 2021 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	1,236,014.33	454,469.34	2,496,697.37	275,659.30	93.1%
22 EQUIP & CAPITAL OUTL	84,137	84,137	29,563.52	23,886.96	4,398.95	50,174.53	40.4%
30 MATERIALS	500,122	518,122	144,901.87	47,112.34	76,484.67	296,735.46	42.7%
32 INFORMATION SVC	57,902	57,902	17,016.70	1,380.00	4,975.00	35,910.30	38.0%
50 OPERATIONS	1,280,477	1,262,477	393,747.80	77,676.46	332,109.50	536,619.70	57.5%
51 AUTOMATION	109,008	109,008	21,143.35	1,832.70	35,420.26	52,444.39	51.9%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	770,641.09	179,153.57	289,645.51	876,471.40	54.7%
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	2,613,028.66	785,511.37	3,239,731.26	3,472,422.08	62.8%

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

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Poughkeepsie Public Library District
WARRANT SUMMARY

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WARRANT: 20210416 04/16/2021

DUE DATE: 04/16/2021

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 .7410.000.00.54692 .	Other Oper-Water	125.00 2,616.11
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 .7410.000.00.54710 .	Vehicle Operations	81.74 -4.61
A	A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	83,525.98 284,408.44
A	A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	133.81 .00
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	656.05 -410.00
A	A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	1,582.09 .20
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	7,297.87 61,992.00
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	185.44 10,930.00
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	2,750.46 23,534.00
			FUND TOTAL	99,706.60
			=====	
			WARRANT SUMMARY TOTAL	99,706.60
			=====	
			GRAND TOTAL	99,706.60
			=====	

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WARRANT: 20210429 04/28/2021

DUE DATE: 04/29/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund A .0000.000.00.26021 .	Benefits Exchange	5,693.14
A	A	General Fund A .0000.000.00.26030 .	General Fund Exchange	262.78
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	362.26
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	2,496.90
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	630.94
A	A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	35.00
A	A00000	General Fund Expen A .7410.000.00.54356 .	Mileage Reimbursement	44.32
A	A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	1,832.70
A	A00000	General Fund Expen A .7410.000.00.54370 .	Professional Fees	135.00
A	A00000	General Fund Expen A .7410.000.00.54380 .	Membership Dues	219.00
A	A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	245.00
A	A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance	970.33
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,405.70
A	A10000	Administration A .7410.100.00.54292 .	Admin Program Expenses	514.38
A	A10000	Administration A .7410.100.00.54292 .A124	Programming Staff Deve	98.94
A	A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	380.00
A	A10000	Administration A .7410.100.00.54370 .	Legal Fees	393.66
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	4,338.64
A	A20000	Building Services A .7410.200.00.54370 .	Security Monitoring	1,074.20
A	A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	292.00
A	A20000	Building Services A .7410.200.00.54520 .	Building Repairs	1,622.37
A	A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	1,406.27
A	A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	10,775.00
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	570.94
A	A20300	Greene Services A .7410.203.02.52800 .	Furniture,Fixtures & E	15,230.00
A	A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	3,600.00
A	A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	409.80
A	A20300	Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	2,945.00
A	A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	7,319.05
A	A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	450.00
A	A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	50.00
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	876.87
A	A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	800.55
A	A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	716.85
A	A43000	Borrower Services A .7410.430.00.54356 .	Mileage Reimb-Extensio	195.16
A	A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	21,104.29
A	A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	7,950.68
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	5,435.37
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,320.59
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	5,708.03
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	331.15
A	A45000	Youth Services A .7410.450.00.54291 .	DATA BASES	1,330.00
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	1,447.41
A	A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	300.22
A	A50000	Business Office A .7410.500.00.54370 .	Audit Fees	11,000.00
A	A50000	Information Tech A .7410.600.00.52800 .	Equipment IT	8,294.70
A	A60000	Information Tech A .7410.600.00.54300 .	Information Tech Suppl	75.88
A	A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	113.88
A	A60000	Information Tech A .7410.600.00.54370 .	Software Fees	1,474.21

04/28/2021 11:18
wberger

Poughkeepsie Public Library District

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WARRANT SUMMARY

WARRANT: 20210429 04/28/2021

DUE DATE: 04/29/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint 13.61 2,534.68
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers 329.50 2,823.20
A	A71000	Adriance	A .7410.710.00.54320 .	Internet Services Adri 2,874.74 -.80
A	A71000	Adriance	A .7410.710.00.54330 .	Postage AML 154.50 1,012.00
A	A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman 215.50 499.30
A	A73000	Boardman Road Bran	A .7410.730.00.54320 .	Internet Services- Boa 999.74 98.00
A	A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar 395.69 23,534.00
			FUND TOTAL	142,262.44
			WARRANT SUMMARY TOTAL	142,262.44
			GRAND TOTAL	142,262.44

Poughkeepsie Public Library District



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

FOR 2021 04

	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	.00	-1.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,348,406	1,348,406	1,348,406.00	.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	40,000	12,084.17	4,123.95	27,915.83	30.2%
42401 INTEREST EARNINGS	25,000	25,000	1,672.59	783.51	23,327.41	6.7%
42705 DONATIONS	50,000	50,000	12,754.30	5,032.40	37,245.70	25.5%
42752 ANNUAL APPEAL	27,500	27,500	32,500.00	32,500.00	-5,000.00	118.2%
42753 DONATIONS IN KIND	81,983	81,983	27,327.64	6,831.91	54,655.36	33.3%
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	140,782.22	28,052.94	-13,414.22	110.5%
42777 E RATE INCOME	40,000	40,000	.00	.00	40,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,624.56	610.36	-1,624.56	110.8%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	153,511	38,378.00	38,378.00	115,133.00	25.0%
43841 CENTRAL BOOK AID	52,712	52,712	13,178.00	13,178.00	39,534.00	25.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	4,293.00	4,293.00	15,320.00	21.9%
45031 TRANSFERS IN	600,000	600,000	.00	.00	600,000.00	.0%
GRAND TOTAL	9,325,182	9,325,182	8,368,090.48	133,784.07	957,091.52	89.7%

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

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Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 4

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-329.50	4,264.76
A	12020	General Fund Payroll	-162,872.47	3,725.08
A	12023	General Fund Money Market	-415,668.97	6,017,898.71
A	12040	Credit Card Transactions	-309.22	1,548.60
A	12051	Flex 125 Money Market	159.31	3,964.51
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	.00	19,000.00
A	13910	Due From Other Funds	.00	104,707.10
TOTAL ASSETS			-579,020.85	6,186,019.79
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	431.78	-3,577.41
A	26021	Benefits Exchange	1,792.50	3,200.32
A	26030	General Fund Exchange	-35.00	-1,311.51
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-75,492.39	-98,906.70
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-73,303.11	-119,578.90
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,325,182.00
A	35210	Encumbrances (+ PYCF)	-624,300.80	3,259,870.51
A	35220	Expenditures (+ PYCF)	786,108.03	2,791,211.61
A	38210	Encumbrance Reserve (+ PYCF)	624,300.80	-3,259,870.51
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-5,221.81	75,301.74
A	39110	Fund Balance Start of Year	.00	-219,971.02
A	39600	Appropriations (+ PYCF)	5,221.81	-9,523,074.74
A	39800	Revenues Received	-133,784.07	-8,368,090.48
A	39915	Assign for future prgrms	.00	-100,000.00
TOTAL FUND BALANCE			652,323.96	-6,066,440.89
TOTAL LIABILITIES + FUND BALANCE			579,020.85	-6,186,019.79

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Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 4

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	23.25	217,649.13
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	385.88	76,968.21
TOTAL ASSETS			409.13	294,892.42
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	-409.13	-243.70
TOTAL FUND BALANCE			-409.13	-91,170.71
TOTAL LIABILITIES + FUND BALANCE			-409.13	-294,892.42

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Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 4

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.02	585.80
H	12200	Cash From Obligations	.02	492.06
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.04	39,502.78
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	18,596.00
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.04	-.17
TOTAL FUND BALANCE			-.04	18,595.83
TOTAL LIABILITIES + FUND BALANCE			-.04	-39,502.78

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Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 4

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	385.88	382,171.71
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			385.88	494,002.43
LIABILITIES				
PN	26300	Due to other funds	-385.88	-15,184.58
TOTAL LIABILITIES			-385.88	-15,184.58
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-385.88	-494,002.43

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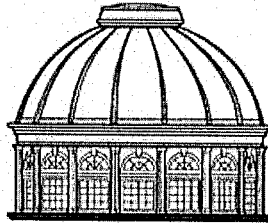
Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 4

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	27.92	261,326.24
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		27.92	275,052.24
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	-27.92	-85.62
	TOTAL FUND BALANCE		-27.92	-328,999.88
	TOTAL LIABILITIES + FUND BALANCE		-27.92	-275,052.24

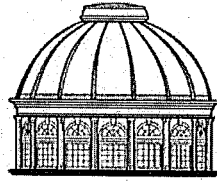
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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

April 2021



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – MAY 2021

Significant Challenges or Accomplishments

- As of May 19 and after establishing Board consensus, the Library District lifted the mask mandate as it relates to COVID-19. The protocols revised on May 19 are consistent with the CDC and NYS Department of Health guidelines. The Board needs to formally approve these changes to the *Service Plan in Response to COVID-19*, which is scheduled for later on in the agenda of the May trustee meeting. As for public and staff reaction, overall it seems muted. Many patrons continue to wear a mask and much of the staff, when on the floor with patrons, continues to mask. We will continue to monitor public and staff reaction to the changes as well as COVID data which could guide us towards reinstating the mask mandate in the event local infection rates spike.
- We continue to work with OverDrive, the primary provider of ebooks to the Library District. As you may recall, a variety of streaming services had been provided by RBDigital, who was purchased by OverDrive. The transition to the new vendor of many of the Library District's popular services is nearly complete, with the exception of AcornTV, the most popular one. We continue to hope that this will be resolved in the future.

Service and Program Highlights

- Rover will be roaming starting in mid-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

- 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

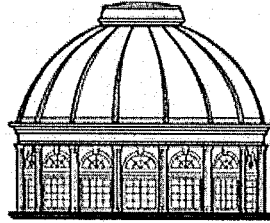
	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Apr	% of Total	YTD	% of Total	Apr	% of Total	YTD	% of Total	Change	% Change	Apr	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,442	25.50%	22,028	24.65%	59	20.49%	16,852	19.70%	5,176	30.71%	4,558	1582.64%	19,018	22.23%	3,010	15.83%
Adult Non-Fiction	3,559	16.68%	14,420	16.14%	26	9.03%	14,283	16.70%	137	0.96%	3,577	1242.01%	14,641	17.12%	-221	-1.51%
Fiction - Juvenile	4,692	21.99%	20,597	23.05%	23	7.99%	15,878	18.56%	4,719	29.72%	4,167	1446.88%	16,304	19.06%	4,293	26.33%
Non-Fiction - Juvenile	1,416	6.64%	6,177	6.91%	0	0.00%	4,981	5.82%	1,196	24.01%	1,427	495.49%	5,320	6.22%	857	16.11%
Periodicals	225	1.05%	788	0.88%	7	2.43%	686	0.80%	102	14.87%	232	80.56%	945	1.10%	-157	-16.61%
Periodicals - Juvenile	18	0.08%	106	0.12%	0	0.00%	74	0.09%	32	43.24%	20	6.94%	71	0.08%	35	49.30%
Print Subtotal	15,352	71.95%	64,116	71.76%	115	39.93%	52,754	61.67%	11,362	21.54%	13,981	4854.51%	56,299	65.81%	7,817	13.88%
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	10	0.05%	37	0.04%	0	0.00%	35	0.04%	2	5.71%	18	6.25%	68	0.08%	-31	-45.59%
Soundrecordings	717	3.36%	2,715	3.04%	15	5.21%	3,699	4.32%	-984	-26.60%	1,093	379.51%	4,475	5.23%	-1,760	-39.33%
Videorecordings	4,383	20.54%	18,477	20.68%	40	13.89%	23,386	27.34%	-4,909	-20.99%	5,383	1869.10%	23,949	28.00%	-5,472	-22.85%
Media	4	0.02%	7	0.01%	0	0.00%	4	0.00%	3	75.00%	1	0.35%	8	0.01%	-1	-12.50%
Software	6	0.03%	48	0.05%	0	0.00%	38	0.04%	10	26.32%	30	10.42%	64	0.07%	-16	-25.00%
Equipment/Realia	7	0.03%	28	0.03%	101	35.07%	145	0.17%	-117	-80.69%	39	13.54%	169	0.20%	-141	-83.43%
Suppressed Items	82	0.38%	161	0.18%	1	0.35%	90	0.11%	71	78.89%	18	6.25%	61	0.07%	100	163.93%
Videorecordings - Juvenile	276	1.29%	1,475	1.65%	3	1.04%	3,502	4.09%	-2,027	-57.88%	833	289.24%	3,637	4.25%	-2,162	-59.44%
Audiorecordings - Juvenile	46	0.22%	219	0.25%	0	0.00%	401	0.47%	-182	-45.39%	117	40.63%	481	0.56%	-262	-54.47%
Media - Juvenile	100	0.47%	388	0.43%	0	0.00%	485	0.57%	-97	-20.00%	103	35.76%	420	0.49%	-32	-7.62%
Software - Juvenile	11	0.05%	65	0.07%	0	0.00%	47	0.05%	18	38.30%	13	4.51%	36	0.04%	29	80.56%
Non-Print Subtotal	5,642	26.44%	23,620	26.43%	160	55.56%	31,832	37.21%	-8,212	-25.80%	7,648	2655.56%	33,368	39.01%	-9,748	-29.21%
Online Renewals	344	1.61%	1,617	1.81%	13	4.51%	958	1.12%	659	68.79%	2,183	757.99%	8,955	10.47%	-7,338	-99.69%
Total	21,338		89,353		288		85,544		3,809	4.45%	23,812		98,622		-9,269	-9.40%

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	20,994	0	0	0	0	0	0	0	0	87,736
Physical Items - Online Renewals	464	391	418	344	0	0	0	0	0	0	0	0	3,165
Digital Content	8,559	11,216	11,470	9,257	0	0	0	0	0	0	0	0	40,502
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	31,862	31,837	35,561	30,595	0	0	0	0	0	0	0	0	129,855
PATRON/HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,854	4,456	4,765	4,284	2,617	0	0	0	0	0	0	0	20,976
Boardman Road	2,475	2,096	2,430	2,023	1,221	0	0	0	0	0	0	0	10,245
Total	7,329	6,552	7,195	6,307	3,838	0	0	0	0	0	0	0	31,221
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	963	0	0	0	0	0	0	0	0	3,126
Boardman Road	33	21	30	58	0	0	0	0	0	0	0	0	142
Spanish Language Assistance	38	28	95	70	0	0	0	0	0	0	0	0	231
Total	685	636	1,087	1,091	0	0	0	0	0	0	0	0	3,499
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	24,527	20,667	15,759	14,528	0	0	0	0	0	0	0	0	75,481
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	0	0	0	0	0	0	0	0	9,575
Calendar Hits - Recite Me	412	405	504	171	0	0	0	0	0	0	0	0	1,492
Website Hits	27,091	29,095	29,324	27,299	0	0	0	0	0	0	0	0	112,809
Total	54,309	51,892	48,759	44,397	0	0	0	0	0	0	0	0	199,357
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	3,850	0	0	0	0	0	0	0	0	16,047
Boardman Road	1,314	623	2,152	1,385	0	0	0	0	0	0	0	0	5,474
Total	4,890	3,810	7,586	5,235	0	0	0	0	0	0	0	0	21,521
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	36	0	0	0	0	0	0	0	0	130
Boardman Road	6	6	8	15	0	0	0	0	0	0	0	0	35
Total	52	28	34	51	0	0	0	0	0	0	0	0	165
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	39	57	40	0	0	0	0	0	0	0	0	169
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	223	0	0	0	0	0	0	0	0	729
Community Engagement	0	0	1	0	0	0	0	0	0	0	0	0	1
Non-Library District	7	4	10	10	0	0	0	0	0	0	0	0	31
Exams Proctored	4	8	6	6	0	0	0	0	0	0	0	0	24
MAP Passes	2	6	12	19	0	0	0	0	0	0	0	0	39
Total	167	177	222	258	0	0	0	0	0	0	0	0	824
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	1,245	1,719	2,136	7,447	0	0	0	0	0	0	0	0	12,547
Community Engagement	0	0	12	0	0	0	0	0	0	0	0	0	12
Non-Library District	75	34	160	212	0	0	0	0	0	0	0	0	481
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,320	1,753	2,308	7,659	0	0	0	0	0	0	0	0	13,040
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,437	11,221	9,636	0	0	0	0	0	0	0	0	38,487
Boardman Road	10,710	9,159	12,848	10,723	0	0	0	0	0	0	0	0	43,440
Total - 2020	19,903	17,596	24,069	20,359	0	0	0	0	0	0	0	0	81,927
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

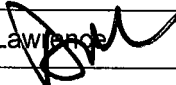
**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Summary of Volunteer Activity 2021**

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	6	7	0	13	68.00	36.00	0.00	104.00
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					124.00	89.00	0.00	213.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Personnel Committee		Date: Monday, May 3, 2021
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Paul Bucher, Jr. <input type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Mary Moore, <i>Chair</i> <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared By: T. Lawrence 		

The meeting convened at 5:30om in the Charwat Meeting Room at Adriance Memorial Library. Attendance is noted above.

1. **Business Items:** The Committee discussed the following:
 - **Personnel Updates:** Lawrence advised the Committee of ongoing issues related to staffing. These include continued LWOP due to COVID concerns, part-time employees finding other employment, and retirements.
 - **Staffing Analysis:** Lawrence shared that he is working on a staffing analysis in relation to the staffing of the bookmobile as well as the potential branch library at the Family Partnership Center. Currently, staff data is still being collected.
 - **CBA Negotiations:** The Committee discussed draft language for use in the upcoming CSEA negotiations.

Bucher arrived near the end of the meeting but was briefed on what was discussed.

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

- Nothing.

3. **Upcoming Agenda Items:**

- Review of CBA.

The meeting adjourned at 6:10 pm.

Next Scheduled Committee Meeting Date
 Monday, June 7, 2021; 5:30pm
 (date, time, and location subject to change)

New Business Fact Sheet
Authorization to Sign: DC Human Resources Appointments

Recommended By Administration

Current Situation The Library District works with Dutchess County Human Resources (Civil Service) when making appointments, after approval by the Board of Trustees. The County has asked that the Board of Trustees go on record designating me as Appointing Authority, on behalf of the Board.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District designate the Library Director as the Library District's Personnel Officer and the representative of the Board in their capacity as the Appointing Authority for all appointments with the Library District as reflected in PPLD Document #052621 – 5A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

DUTCHESS COUNTY HUMAN RESOURCES
COUNTY OFFICE BUILDING 5th FLOOR
22 MARKET STREET
POUGHKEEPSIE, NY 12601
TRANSACTIONS UNIT
(845) 486-2169

I understand that it is ultimately and solely my responsibility as the Appointing Authority and/or Personnel Officer to sign any and all Civil Service documents. In my absence, I give authority to the following individual to sign these specific Civil service documents:

Please print name and title of designated employee:

Thomas A. Lawrence

Library Director

NAME

TITLE

Please provide the designee signature for each document they are authorized to sign:

REPORT OF PERSONNEL CHANGE FORMS

POSITION DUTIES STATEMENTS (MSD 220)

NEW POSITION DUTIES STATEMENT (MSD 222)

ELIGIBLE LIST CERTIFICATIONS AND LISTS OF QUALIFIED APPLICANTS

DEPARTMENT HEAD CERTIFICATION FOR PAYROLL

Poughkeepsie Public Library District

Civil Division

Appointing Authority Signature

Date

New Business Fact Sheet

Approval of Modifications to *Service Plan in Response to COVID-19*

Recommended By

Administration

Current Situation

In response to the modification of mitigation protocols as they relate to COVID-19, the Library Director obtained Board of Trustees' consensus to modify said protocols as of May 19, 2021. The action requested is to update the Library District's *Service Plan* to reflect that decision.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed modifications to the Library District's *Service Plan in Response to COVID-19* as reflected in the yellow-highlighted area of Service Level E in attached PPLD Document #052621 – 6A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Service Plan in Response to COVID-19

Service Level E: Reopening at Full Capacity (Phase 4)

In this phase, state and local officials believe person-to-person transmission has dropped enough and adequate regional support systems and resources are in place to support businesses and organizations providing full programming and services. Libraries will continue with protections in place, but library programming can restart if social distancing can be maintained. Most library staff will be working in the building.

As of June 2021, the pandemic has abated to the extent that certain mitigation protocols may be lifted, as determined by CDC and NYS Department of Health guidance. Library services will be managed in accordance with updated protocols and as approved by the Board of Trustees. Should there be a local surge of infection, the Library District reserves the right to return to pre-June 2021 guidance and to re-instate any necessary mitigation strategies to address local conditions.

Services Offered (in addition to Service Levels A, B, C, & D)

1. No additions.

Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A, B, C, & D)

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions.

Administrative Controls

1. No additions.

Policy

1. No additions

Physical and Facility Controls

1. No additions.

Library Operations at this Level of Service (in addition to Service Levels A, B, C, & D)

Library Staff

1. No additions.

Entrance to the Library Building

1. No additions.

Facilities

1. No additions.

Governance and Board Operations

1. No additions.

Communications

1. No additions.

Cleaning

1. Surfaces contacted by patrons at library programs will be cleaned and disinfected after the program.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Service Plan in Response to COVID-19

Library Services at this Level of Service (in addition to Service Levels A, B, C, & D)

Patrons Borrowing Materials – Curbside Pickup

1. Curbside pickup continues.

Browsing and Circulation Desk Checkout

1. No additions.

Patrons Returning Materials

1. Patrons may return items to either the external or internal book drops. If local public health conditions warrant, the Library Director may require returns to the external drops, only.

Patron Holds

1. No additions.

Reference and Information Services

1. The Library District will provide reference services with appropriate PPE and social distancing.

Notary Services

1. Notary services will be provided.

MHLS Delivery

1. No additions.

Library Programming and Events

1. Programs and events will be conducted consistent with the latest applicable CDC or NYS Department of Health guidelines. Absent any appropriate guidance, the Library District will conduct programs and events as follows:
 - In-person library programming and events that can be accomplished while providing adequate social distancing will resume.
 - Library programs will require registration with registration limited to 50 or to the number of people that can safely occupy the programming space while maintaining social distancing. Patrons that are not registered for a library program will be admitted if space allows.
 - Pre-event reminders, markings, physical barriers, and furniture arrangement will be used to enforce social distancing at library programs.
 - Patrons and families at library programs that cannot observe social distancing guidelines will be asked to leave the library.
 - Tables and surfaces that are touched by patrons as part of the program as well as other high touch areas in the programming space will be disinfected after the program or event.
 - Library programs will not provide shared food but use individual portions.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. Operations resume as normal to sites permitting visits.

Bookmobiles and Mobile Library

1. No additions.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Service Plan in Response to COVID-19**

Study Areas

1. No additions.

Public Computer Use

1. No additions.

Internet Access

1. No additions.

Technology Help

1. No additions.

Business Affirmation (in addition to Service Level A & B)

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.