

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, January 26, 2022

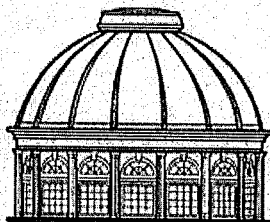
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants: Blazek and Ryan

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Library District Legislation and By-Laws Review
 - IV. Minutes of Previous Meeting(s)
 - A. December 22, 2021 (*T. Lawrence; #012622 – 1*)
 - B. January 3, 2022 (*T. Lawrence; #012622 – 1.1*)
 - V. Financial Report(s)
 - A. December 2021 (*B. Lynch; #012622 – 2; to be distributed prior to the meeting*)
 - B. Approval of Monthly Warrant (*B. Lynch; #012622 – 2.1; to be distributed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #012622 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*G. Mann*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #012622 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. 2022 Budget Revision #1 (*P. Ryan; 012622 – 5*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, February 23, 2021; 7:00 p.m.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Education: January 26, 2022

**Laws of New York (1987) – Chapter 360
Laws of New York (2016) – Chapter 277
Library District By-Laws**

commissioner, upon any charge of a violation of this paragraph or regulations promulgated by the commissioner with respect to this paragraph.

§ 2. This act shall take effect on the first day of November next succeeding the date on which it shall have become a law.

GREATER POUGHKEEPSIE LIBRARY DISTRICT—CREATION

CHAPTER 361

S. 4342

Approved and effective Aug. 5, 1997

AN ACT to amend chapter 524 of the laws of 1987, relating to establishing the Greater Poughkeepsie library district, in the city and town of Poughkeepsie, Dutchess county, in relation to such library, and to amend chapter 627 of the laws of 1994 amending such chapter, in relation to the effective date of such chapter of the laws of 1994

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

§ 1. Chapter 524 of the laws of 1987, relating to establishing the Greater Poughkeepsie library district, in the city and town of Poughkeepsie, Dutchess county, as amended by chapter 627 of the laws of 1994, is amended to read as follows:

name of Library District

1. Notwithstanding the provisions of any general, special, or local law to the contrary, there is hereby created and established in the city of Poughkeepsie and town of Poughkeepsie, Dutchess county, a public library district, to be known as the Greater Poughkeepsie public library district, hereinafter referred to as the district, which shall include all the territory within the city of Poughkeepsie, hereinafter referred to as the city, and the town of Poughkeepsie, Dutchess county, except that territory in the town of Poughkeepsie which is located in the village of Wappingers Falls, hereinafter referred to as the town.

transfer of property from Adriance Memorial Library to Poughkeepsie Public Library District

2. Title and interests in all library property both real and personal, and both tangible and intangible, now held by the Adriance Memorial library, or its board of trustees, or the city of Poughkeepsie, shall be transferred to, vested in and be acquired by the Greater Poughkeepsie library district herein created and established on the effective date of this act. Title and interests in all library property both real and personal, and both tangible and intangible, now held by the Greater Poughkeepsie library district shall be transferred to, vested in, and be acquired by the Poughkeepsie public library district herein created and established on the effective date of the chapter of the laws of 1997 which added this provision. The above provisions for transfer to, vesting and acquisition of real and personal property, both tangible and intangible, are effectuated by operation of law pursuant to the authority of this section. Notwithstanding the preceding, and for purposes of clarity of real property records, the city of Poughkeepsie shall cause to be executed a deed of conveyance to the Greater Poughkeepsie library district for the parcel of real property known as Adriance Memorial Library including the improvements situated thereon, which deed shall recite, inter alia, that the transfer and vesting of ownership in the Greater Poughkeepsie library district was effectuated upon the effective date of this act.

description of annual budget process, including supplemental and capital proposals

3. (a) The fiscal year of the district shall begin on the first day of January and end on the thirty-first day of December. The trustees of the district, commencing in fiscal year 1995 and continuing thereafter, shall annually prepare and, on or before the thirty-first day of August, file in the office of the clerk or chamberlain of both the city of Poughkeepsie and town of Poughkeepsie and in the office of the chief executive officer of both the city of Poughkeepsie and the town of Poughkeepsie detailed statements in writing of the amount of revenues estimated to be received and expenditures estimated to be made during the next fiscal year for the purposes of such library district. The trustees may also annually prepare and file in the manner stated above propositions for supplemental appropriations for items of

a non-recurring nature. The acquisition, construction, and reconstruction of facilities, including land, for such district are hereby determined to be district purposes, and the trustees of the district may also annually prepare and file in the manner stated above detailed statements in writing of the amount of indebtedness to be incurred by the municipalities on behalf of the district and of the expenditures estimated to be made for capital purposes of the district, and the annual cost of such indebtedness. Such statement of estimated revenues and estimated expenditures including supplemental expenditures and the cost of service of indebtedness for capital purposes, shall be in balance and shall serve as the proposed annual budget for the district. Such proposed annual budget shall identify the amount of revenue to be assessed, levied and collected upon taxable real property within the district and the source and amount of any other estimated revenues, including estimated available surplus.

(b) Commencing in 1995 for the budget to be prepared for fiscal year 1996, the proposed annual budget for the district as established by the trustees shall be placed before the voters at the general election in the year preceding the year for which the proposed budget has been established. Upon approval of such proposed budget by a majority of the voters, in the portion of the district located in the city and, also, upon approval of such proposed budget by a majority of the voters, in the portion of the district located in the town, the proposed budget shall become the budget of the district for the following fiscal year. In the event that the proposed budget is not approved by a majority of the voters in both the portion of the district located in the city and the portion of the district located in the town, then, and in such event, the proposed budget shall be deemed amended so that the portion of the proposed budget providing for real property tax revenue to be received from the city and the town be changed to equal the real property tax revenue provided for in the district budget in effect as of the time of the vote. In the event that the voters do not approve the proposed budget as aforesaid, and, upon the proposed budget being deemed amended as provided, the real property taxes to be levied by the city and the town for the district shall be levied in an amount required to provide the city and town contribution as herein set forth rather than the city and town contribution as set forth in the proposed budget in 1997 for the budget to be prepared for fiscal year 1998 the proposed annual budget, and propositions of supplemental appropriations, if any, and a proposition for capital expenditure, if any, for the district as established by the trustees shall be placed before the voters in the general election in the year preceding the year for which the proposed budget has been established. Each proposition for supplemental appropriation shall identify a singular purpose and specific dollar appropriation and shall be worded in such a manner as to require an affirmative vote for passage. All budget propositions, including the annual budget propositions for supplemental appropriations, and propositions for capital expenditures will require approval by a majority of voters in the city and, also, a majority of voters in the town, hereinafter referred to as the majority. Upon approval of such proposed operating budget, and of the proposition for supplemental appropriations, and of the proposition authorizing indebtedness for capital construction by the majority, the proposed budget including the supplemental appropriations and capital revenues and expenditures shall become the budget of the district for the following fiscal year. In the event that the proposition for indebtedness is approved by the majority, the city and the town shall incur such indebtedness on behalf of the district, and such indebtedness shall be apportioned between the city and the town pursuant to the formula set forth in this section. In the event that the proposed budget is not approved by the majority, the proposed budget shall be deemed amended so that the portion of the proposed budget providing for real property tax revenue to be received from the city and town be changed to equal the real property tax revenue provided for in the district budget in effect as of the time of the vote as amended by the supplemental appropriations if approved. In the event that a proposition for supplemental appropriations or for capital purposes is not approved by the majority, no appropriation shall be included for such unapproved proposition. In the event that the voters do not approve the proposed budget as aforesaid, and upon the proposed budget being deemed amended as aforesaid, the real property taxes to be levied by the city and the town for the district shall be levied in an amount required to provide the city and town contribution as herein set forth rather than the city and town contribution as set forth in the proposed budget. After the annual budgets for the city and the town have been adopted by the city of Poughkeepsie and the town of Poughkeepsie, the city and town shall assess and levy upon the taxable real property within the district the amounts to be raised by tax for the purposes of the district as specified in the district's annual budget and shall cause

the amount so assessed and levied to be collected, in the same manner and at the same time and by the same officers as city taxes and town taxes are assessed, levied and collected.

The (c) Beginning in fiscal year 1998 and continuing through fiscal year 2002, the commissioner of finance of the city of Poughkeepsie and the chief fiscal officer of the town shall pay to the treasurer of the district, in installments, the district taxes received by said commissioner. Such installment payments shall be made on January 1, April 1, July 1 and October 1. If the full amount of such taxes have not been received by such commissioner of finance on or before December 31, then such commissioner of finance shall pay to the treasurer of the district the balance of moneys for uncollected district taxes on or before December 31. When the full amount of taxes for district purposes shall have been paid to the treasurer of the district by such commissioner of finance, all liens for unpaid taxes shall belong to the city and shall thereafter be collected in the manner provided for city taxes. The chief fiscal officer of the town shall pay to the treasurer of the district the full amount of the tax levy of the district assessed and levied within the town by April 1, twenty-five percent of the tax levy by January 15 and seventy-five percent by April 1. Beginning in fiscal year 2003 and continuing thereafter, the commissioner of finance of the city and the chief fiscal officer of the town shall pay to the treasurer of the district one hundred percent of the tax levy by April 1. The amount of taxes for district purposes to be assessed, levied and collected upon the property within the city and upon the property within the district in the town shall be apportioned in accordance with the proportion that the population within that portion of the district in each municipality shall bear to the population within the entire district, as determined by the population data supplied from the most recent completed census undertaken by the United States Census Bureau.

percentage of operations funded by tax levy adjusted by Chapter 462 of 2006 (attached)

The amounts to be raised by tax for the purposes of the district shall not exceed sixty (60) per centum of the overall entire budget of the district. (d) The real property tax amounts to be contributed by the city and town shall fund a maximum of seventy-five per centum of the general operating budget of the district approved by the voters, and also shall fund a maximum of one hundred per centum of supplemental propositions approved by the voters, and also shall fund a maximum of one hundred per centum of the annual cost of servicing indebtedness incurred for capital purposes approved by the voters, provided that any state or federal aid received for said capital purposes will be used to either reduce the amount of indebtedness incurred or reduce the amount of real property tax necessary to fund the cost of servicing such indebtedness. The balance of the district budget shall be provided from other sources including, but not limited to, state funding, federal funding, county funding, other governmental funding and private contributions and funding.

ability for trustees to amend the budget but requires that all amendments maintain a balanced budget

4. The trustees of the district, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations and shall provide for the financing thereof. Moneys therefor may be provided from the unexpended balance of an appropriation, from the appropriation for contingencies, from unappropriated fund balance or unanticipated revenues within a fund. Unappropriated fund balance of unanticipated revenues shall be utilized only to the extent that the total of all revenues of such fund, together with fund balance, exceeds the total of all revenues and appropriated fund balance as estimated in the budget. Notwithstanding the above, grants in aid received from the state and federal governments, gifts which are required to be expended for particular objects or purposes, and insurance proceeds received for the loss, theft, damage or destruction of real or personal property, when proposed to be used or applied to repair or replace such property, may be appropriated by resolution of the trustees of the district at any time for such object or purpose. The trustees of the district may, from time to time, amend the district budget to properly operate and carry out the functions of the district. However, such amendments must ensure that the budget remains in balance.

ability for City or Town to use other revenue in lieu of a tax levy

5. The proposed budget prepared by the trustees shall contain a statement setting forth the percentage increase or decrease, as the case may be, in the real property tax revenues proposed to be received from the city and town as compared to the real property tax revenues received or to be received from the city and town for the year in effect at the time of the proposed budget. In the event that General Fund Appropriations have increased for both the city and town, then any percentage increase in real property tax revenues proposed to be received from the city and town shall not exceed the lesser of the percentage increases in General Fund Appropriations of the city and town. In the event that General Fund

~~Appropriations have decreased for the city or town, or both the city and town, then there shall be a percentage decrease in the real property tax revenues proposed to be received from the city and town in an amount equal to or greater than the greater of the percentage decreases in General Fund Appropriations of the city and town. General Fund Appropriation increases and decreases for the city and town shall be computed by comparing the General Fund Appropriations as of January 1 of the year in which the proposed budget is prepared with the General Fund Appropriations as of January 1 of the year immediately prior. The chief fiscal officers of the city and town shall certify to the treasurer of the district the percentage increase or decrease in their respective General Fund Appropriations by May 1.~~

~~§ 6. For fiscal year 1995, notwithstanding any other provisions herein contained providing for adoption of a budget and contribution by the city and the town to the district budget, the city of Poughkeepsie and the town of Poughkeepsie shall contribute as their respective share of district expenses such sum as each of the said municipal bodies determines in the budget to be adopted by each such municipal body for the year 1995. The trustees shall adopt a budget for fiscal year 1995 which budget, as adopted by the trustees, based upon the contributions to be made by the city of Poughkeepsie and the town of Poughkeepsie, together with the other revenues projected to be received by the trustees, shall be the budget for the district's fiscal year 1995. The provisions for proposed budget and public vote are not applicable to the district's fiscal year 1995 but, rather, are to commence for the district's fiscal year 1996.~~

§ 7. Notwithstanding the provisions in this act providing for contribution by the city of Poughkeepsie and the town of Poughkeepsie of real property tax revenue to the district, the city of Poughkeepsie and the town of Poughkeepsie, each, separately, for itself, in any year, may, at its election, subject to the availability of funds, contribute funds other than real property tax revenue funds in place of real property tax revenue such funds. This provision shall not change the dollar amount of contribution required from the city or the town but, rather, is included for the limited purpose of authorizing contribution of funds other than real property tax revenue funds, in whole, or in part, in lieu of real property tax revenue funds. In the event of an election by the city of Poughkeepsie or the town of Poughkeepsie pursuant to the authorization contained in this section, the contribution of such funds from sources other than real property tax revenue sources shall be deemed to be real property tax revenue funds for all other purposes of this act.

§ 8 6 ~~§ 8. The district shall be governed by a board of trustees consisting of eleven trustees. The trustees of the Greater Poughkeepsie library district as of the effective date of the chapter of the laws of 1997 which added this provision shall become trustees, immediately, of the Poughkeepsie public library district. Seven of the trustees shall be elected at an election to be held within the portion of the district located in the town of Poughkeepsie and four of the trustees shall be elected at an election to be held within the portion of the district located in the city of Poughkeepsie. The trustees elected at the election in the town of Poughkeepsie must be residents of the town of Poughkeepsie and the trustees elected in the city of Poughkeepsie must be residents of the city of Poughkeepsie. The trustees shall serve for a term of five years and until his or her successor is elected and qualified; provided, however, that of the trustees first elected in the town of Poughkeepsie, two of such trustees shall be elected for a five year term, two of such trustees shall be elected for a four year term, one of such trustees shall be elected for a three year term, one of such trustees shall be elected for a two year term and one of such trustees shall be elected for a one year term; provided, however, that of the trustees first elected in the city of Poughkeepsie one of such trustees shall be elected for a five year term, one of such trustees shall be elected for a four year term, one of such trustees shall be elected for a three year term and one of such trustees shall be elected for a two year term. The first election of trustees shall be held at the general election to be held in 1994. Two-thirds of the trustees shall constitute a quorum. Action of the trustees shall require a two-thirds vote of the entire board. Vacancies shall be filled by appointment by the trustees, provided, however, that an election shall be held at the first available general election day after the happening of a vacancy. The person or persons appointed by the trustees shall serve until a successor is elected and qualified as provided herein. Vacancies for trustees elected within the city of Poughkeepsie shall be filled by city of Poughkeepsie residents and vacancies for trustees elected within the town of Poughkeepsie shall be filled by town of Poughkeepsie residents.~~

composition and selection of Board of Trustees

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Board compensation

~~§ 7.~~ Trustees shall receive no compensation for their services but shall be entitled to the necessary expenses, including travel expenses, incurred in the discharge of their duties.

requirement for Board officers, including a Treasurer

~~§ 8.~~ The trustees shall proceed to elect a chairperson and such other officers as they deem appropriate for the effective operation of the district. The trustees shall designate a person to serve as treasurer of the district. The district shall provide audited financial statements made in accordance with generally accepted accounting ~~principals~~ principles to the fiscal officer of the city and the fiscal officer of the town within six ~~(6)~~ months of the close of each fiscal year for the district.

Library District defined as a "public library"

~~§ 9.~~ The district shall constitute a public library pursuant to the provisions of the education law as the same may, from time to time, be amended, and shall have the powers and duties, except as otherwise provided in this act, now or hereafter conferred by law upon public libraries and their trustees.

Library District being eligible for NYSERS, Social Security, Civil Service, etc.

~~§ 10.~~ For purposes of section thirty-one ~~21~~ of the retirement and social security law the district shall be considered a public organization and eligible to file for participation in the New York state and local employees' retirement system. The employees of the city of Poughkeepsie employed at the ~~Adriance Memorial library~~ Greater Poughkeepsie library district as of the effective date of this act the chapter of the laws of 1997 which added this provision shall become employees, immediately, of the Poughkeepsie public library district under the same terms and conditions of employment under the civil service law and collective bargaining agreements as existed immediately prior to the effective date of this act. Employment shall be deemed to be continuous and uninterrupted for all purposes including pension rights, seniority, rates of pay, accrued benefits and, in addition, all other terms and conditions of employment. District employees shall not be required to be residents of the district.

~~§ 13.~~ The acquisition, construction and reconstruction of facilities, including land, for such district are hereby determined to be city and town purposes, respectively, for which the city and town are hereby authorized to contract indebtedness on behalf of the district. Any such indebtedness shall be deemed to be for a joint service and shall be contracted in the manner authorized by the local finance law. The proceeds of obligations issued pursuant to this section shall be paid to the treasurer of the district and maintained in a segregated fund in accordance with section 165.00 of the local finance law. The district is not authorized to incur indebtedness. To the extent that the city and town elect to contract indebtedness on behalf of the district, the amount of any such indebtedness shall be apportioned between the city and town pursuant to the provisions for ratio of population as set forth in section three of this act.

requirement to maintain Adriance Memorial Library as well as the Maplewood Branch Library (subject to the continuation of the LDA with the BLC

~~§ 11.~~ The district, in addition to any other library facilities it may maintain and operate, shall maintain and operate a library facility to be known as the Adriance Memorial library to be located at 93 Market Street, Poughkeepsie, New York. The district, in addition to any other library facilities it may maintain and operate, shall maintain and operate a library facility at the location at which the district now operates the Maplewood Branch. The district's obligation to maintain and operate a library facility at the Maplewood Branch is limited to the operation of a library facility within the dollar amount provided to the district pursuant to the Land Disposition Agreement of June 17, 1982 by and between the City of Poughkeepsie and BIDC Construction Corp. as the same has been assigned and amended. The maintenance and operation of a library facility at Maplewood beyond the dollar amount provided pursuant to the aforesaid Land Disposition Agreement is a matter within the discretion of the trustees. Further, upon the expiration of the provision in the aforesaid Land Disposition Agreement for provision of funds for a library facility at Maplewood, the continuation of such a library facility shall be determined in the discretion of the trustees. Further, and to the extent that new or additional locations for the provision of library service are determined to be required, the district shall give preference to the selection of new or additional locations within the portion of the district located in the town to the extent practicable. Notwithstanding the preceding, any one or more new or additional locations may be located within any portion of the district upon a finding that location of such a new or additional location is not practicable.

~~§ 15.~~ The terms of offices of the trustees heretofore appointed by the mayor of the city of Poughkeepsie and the supervisor of the town of Poughkeepsie shall terminate upon the election and qualification of the elected trustees provided for in this act.

effective date of the legislation

~~§ 16 (12) This act shall take effect immediately. A referendum was heretofore held pursuant to former section fourteen 14 of this chapter and the voters heretofore approved the creation of the district and the district has heretofore come into being and remains in effect as provided in this chapter.~~

§ 2. Section 2 of chapter 627 of the laws of 1994 amending chapter 524 of the laws of 1987 relating to establishing the Greater Poughkeepsie library district is amended to read as follows:

~~§ 2. This act shall take effect immediately and shall expire and be deemed repealed on December 31, 1997.~~

§ 3. This act shall take effect immediately.

REAL PROPERTY TAX—ASSESSMENTS

CHAPTER 362

S. 4357

Approved and effective Aug. 5, 1997

AN ACT to amend the real property tax law and the agriculture and markets law, in relation to making technical and clarifying amendments thereto; and to repeal subdivision 5 of section 997 of the real property tax law relating to reports by the state board of real property services

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

§ 1. Subdivision 12-a of section 102 of the real property tax law, as amended by chapter 316 of the laws of 1992, is amended to read as follows:

12-a. "Revaluation" means a systematic review of the assessments of all locally assessed properties and the revision of such assessments to attain compliance with the standard of assessment set forth in subdivision two of section three hundred five of this chapter, completed after January first, nineteen hundred seventy-one, which qualifies or would have qualified for state assistance pursuant to section fifteen hundred seventy-two or fifteen hundred seventy-three of this chapter.

§ 2. Paragraph (f) of subdivision 1 of section 458-a of the real property tax law, as amended by chapter 477 of the laws of 1996, is amended to read as follows:

(f) "Latest state equalization rate" means the latest final state equalization rate or special equalization rate established by the state board pursuant to ~~title one of~~ article twelve of this chapter. The state board shall establish a special equalization rate if it finds that there has been a material change in the level of assessment since the establishment of the latest state equalization rate, but in no event shall such special equalization rate exceed one hundred. In the event that the state equalization rate exceeds one hundred, then the state equalization rate shall be one hundred for the purposes of this section. Where a special equalization rate is established for purposes of this section, the assessor is directed and authorized to recompute the alternative veterans exemption on the assessment roll by applying such special equalization rate instead of the latest state equalization rate applied in the previous year and to make the appropriate corrections on the assessment roll, notwithstanding the fact that such assessor may receive the special equalization rate after the completion, verification and filing of such final assessment roll. In the event that the assessor does not have custody of the roll when such recomputation is accomplished, the assessor shall certify such recomputation to the local officers having custody and control of such roll, and such local officers are hereby directed and authorized to enter the recomputed alternative veterans exemption certified by the assessor on such roll.

§ 3. Section 467 of the real property tax law is amended by adding a new subdivision 5-c to read as follows:

CHAPTER TEXT:

NOTE: text in green is part of original text and does not relate to these annotations

LAWS OF NEW YORK, 2006

CHAPTER 462

AN ACT to amend chapter 524 of the laws of 1987, relating to establishing the Greater Poughkeepsie library district, in the city and town of Poughkeepsie, Dutchess county, in relation to funding for such library

Became a law August 16, 2006, with the approval of the Governor.
Passed by a majority vote, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Subdivision (d) of section 3 of chapter 524 of the laws of 1987, relating to establishing the Greater Poughkeepsie library district, in the city and town of Poughkeepsie, Dutchess county, as amended by chapter 361 of the laws of 1997, is amended to read as follows:

(d) The real property tax amounts to be contributed by the city and town shall fund a maximum of [~~seventy-five~~] **eighty** per centum of the general operating budget of the district approved by the voters **for fiscal years 2007 and 2008, a maximum of eighty-five per centum of the general operating budget of the district approved by the voters for the fiscal years 2009 and 2010, and a maximum of ninety per centum of the general operating budget of the district approved by the voters for the fiscal year 2011 and thereafter**, and also shall fund a maximum of one hundred per centum of supplemental propositions approved by the voters, and also shall fund a maximum of one hundred per centum of the annual cost of servicing indebtedness incurred for capital purposes approved by the voters, provided that any state or federal aid received for said capital purposes will be used to either reduce the amount of indebtedness incurred or reduce the amount of real property tax necessary to fund the cost of servicing such indebtedness. The balance of the district budget shall be provided from other sources including, but not limited to, state funding, federal funding, county funding, other governmental funding and private contributions and funding.

2006 revision revising the percentage of operations funded with the tax levy

§ 2. This act shall take effect immediately.

The Legislature of the STATE OF NEW YORK ss:

Pursuant to the authority vested in us by section 70-b of the Public Officers Law, we hereby jointly certify that this slip copy of this session law was printed under our direction and, in accordance with such section, is entitled to be read into evidence.

JOSEPH L. BRUNO
Temporary President of the Senate

SHELDON SILVER
Speaker of the Assembly

EXPLANATION--Matter in italics is new; matter in brackets [-] is old law to be omitted.

S07785 Summary:

BILL NO S07785A

SAME AS SAME AS

SPONSOR SERINO

COSPNSR

MLTSPNSR

Amd §§6 & 3, Chap 524 of 1987

Relates to the election of trustees and the adoption of an annual budget of the Poughkeepsie public library.

S07785 Text:

STATE OF NEW YORK

7785--A

Cal. No. 1308

IN SENATE

May 12, 2016

Introduced by Sen. SERINO -- read twice and ordered printed, and when printed to be committed to the Committee on Local Government -- reported favorably from said committee, ordered to first and second report, amended on second report, ordered to a third reading, and to be reprinted as amended, retaining its place in the order of third reading

AN ACT to amend chapter 524 of the laws of 1987, relating to establishing the Greater Poughkeepsie library district, in the city and town of Poughkeepsie, Dutchess county, in relation to the election of trustees and the annual budget of such library

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Section 6 of chapter 524 of the laws of 1987, relating to
2 establishing the Greater Poughkeepsie library district, in the city and
3 town of Poughkeepsie, Dutchess county, as amended by chapter 361 of the
4 laws of 1997, is amended to read as follows:

5 § 6. (a) The district shall be governed by a board of trustees
6 consisting of eleven trustees. [~~The trustees of the Greater Poughkeepsie
7 library district as of the effective date of the chapter of the laws
8 of 1997 which added this provision shall become trustees, immediately,
9 of the Poughkeepsie public library district.~~] Seven of the trustees

19 date for a vacancy on the board. Each petition shall be signed by at
20 least twenty-five qualified voters of the city or town in which the
21 vacancy occurs. Petitions shall state the residence of each signer, and
22 shall state the name and residence of the candidate.

Confirms the number of signatures required for nominating petitions.

EXPLANATION--Matter in italics (underscored) is new; matter in brackets [-] is old law to be omitted.

LBD15117-04-6

S. 7785--A

2

1 ~~[The trustees]~~ (b) A trustee shall serve for a term of five years and
2 until his or her successor is elected and qualified. ~~[Two-thirds of the~~
3 ~~trustees shall constitute a quorum. Action of the trustees shall require~~
4 ~~a two-thirds vote of the entire board. Vacancies shall be filled by~~
5 ~~appointment by the trustees, provided, however, that an election shall~~
6 ~~be held at the first available general election day after the happening~~
7 ~~of a vacancy.]~~ Vacancies caused by resignation, removal, death, or
8 inability to serve shall be filled by appointment by the board of trust-
9 tees of the district until the next general election, at which time the
10 vacancy shall be filled by election for the remaining portion of the
11 term. Election of trustees shall take place on the same day and ballot
12 as the general election as administered by the board of elections with
13 the results of said election being certified by the board of elections.
14 The person or persons appointed by the trustees shall serve until a
15 successor is elected and qualified as provided herein. Vacancies for
16 trustees elected within the city shall be filled by city residents and
17 vacancies for trustees elected within the town shall be filled by town
18 residents.

Confirms the timing of trustee elections on General Election Day and obligating the Board of Elections to conduct the election.

19 (c) Two-thirds of the trustees shall constitute a quorum. Action of
20 the trustees shall require a two-thirds vote of the entire board.

Clarification of election procedures, including the use of absentee ballots.

21 (d) The board of trustees of the Poughkeepsie public library district
22 shall give notice of elections by publication of notice at least twice
23 in one or more newspapers having a general circulation in the district
24 to be served. The first publication of such notice shall be not less
25 than thirteen days and not more than twenty days prior to the date of
26 such election. In addition, the board of trustees of the district shall
27 cause copies of such notice to be posted conspicuously in three public
28 places in the district at least thirteen days prior to the date of such
29 election. Such notice shall specify the date and time when and the place
30 where such general election will be held. Every voter who is a resident
31 of the district and otherwise qualified to vote at a general election in
32 the town or city shall be qualified to vote at said election. The board
33 of trustees may, to the extent authorized by law and in conjunction with
34 the board of elections, authorize the use of absentee ballots for the
35 election. After the polls have closed at such election, the board of
36 elections shall certify the results of said election in accordance with
37 applicable law.

Clarifies how trustees are nominated and elected.

38 (e) Candidates for the office of member of the board of trustees of
39 the Poughkeepsie public library district shall be nominated by petition.
40 No vacancy to be filled on the board of trustees shall be considered a
41 separate, specific office. A separate petition shall be required to
42 nominate each candidate for a vacancy on the board. Each petition shall
43 be directed to the secretary of the board of trustees of the library,
44 shall be signed by at least twenty-five qualified voters of the
45 district, shall state the residence of each signer, and shall state the
46 name and residence of the candidate. In the event that any such nominees
47 shall withdraw their candidacy prior to the election, such person shall
48 not be considered a candidate unless a new petition nominating such
49 person in the same manner and within the same time limitation applicable
50 to other candidates is filed with the secretary of the board of trustees

9 results of said election being certified by the board of elections in
10 the year preceding the year for which the proposed budget has been
11 established. Each proposition for supplemental appropriation shall iden-
12 tify a singular purpose and specific dollar appropriation and shall be
13 worded in such a manner as to require an affirmative vote for passage.
14 All budget propositions, including the annual budget propositions for
15 supplemental appropriations, and propositions for capital expenditures
16 will require approval by a majority of voters in the city and, also, a
17 majority of voters in the town, hereinafter referred to as the majority.
18 Upon approval of such proposed operating budget, and of the proposition
19 for supplemental appropriations, and of the proposition authorizing
20 indebtedness for capital construction by the majority, the proposed
21 budget including the supplemental appropriations and capital revenues
22 and expenditures shall become the budget of the district for the follow-
23 ing fiscal year. In the event that the proposition for indebtedness is
24 approved by the majority, the city and the town shall incur such indebt-
25 edness on behalf of the district, and such indebtedness shall be appor-
26 tioned between the city and the town pursuant to the formula set forth
27 in this section. In the event that the proposed budget is not approved
28 by the majority, the proposed budget shall be deemed amended so that the
29 portion of the proposed budget providing for real property tax revenue
30 to be received from the city and town be changed to equal the real prop-
31 erty tax revenue provided for in the district budget in effect as of the
32 time of the vote as amended by the supplemental appropriations if
33 approved. In the event that a proposition for supplemental appropri-
34 ations or for capital purposes is not approved by the majority, no
35 appropriation shall be included for such unapproved proposition. In the
36 event that the voters do not approve the proposed budget as aforesaid,
37 and upon the proposed budget being deemed amended as aforesaid, the real
38 property taxes to be levied by the city and the town for the district
39 shall be levied in an amount required to provide the city and town
40 contribution as herein set forth rather than the city and town contrib-
41 ution as set forth in the proposed budget. After the annual budgets for
42 the city and the town have been adopted by the city and the town, the
43 city and town shall assess and levy upon the taxable real property with-
44 in the district the amounts to be raised by tax for the purposes of the
45 district as specified in the district's annual budget and shall cause
46 the amount so assessed and levied to be collected, in the same manner
47 and at the same time and by the same officers as city taxes and town
48 taxes are assessed, levied and collected.
49 § 3. This act shall take effect immediately.

**THE BYLAWS OF THE BOARD OF TRUSTEES OF THE
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

ARTICLE I: NAME, AUTHORITY, AND PURPOSE

Section 1: The name of the organization governed by these bylaws shall be the Poughkeepsie Public Library District, hereinafter referred to as the District.

Section 2: The District derives its authority and governance from Chapter 524 of the Laws of 1987 as amended in 1994 and further amended by Chapter 361 of the Laws of 1997, from its Absolute Charter issued by the University of the State of New York, and from these bylaws. The District shall observe all applicable New York State ~~municipal and~~-education, **public officer, public finance, election, and municipal** laws.

Section 3: The purpose of the District shall be to provide public library service to the residents, businesses, organizations, and governing officials of the City of Poughkeepsie and the Town of Poughkeepsie outside of the Village of Wappingers Falls.

ARTICLE II: BOARD OF TRUSTEES

Section 1: The Board of Trustees, hereinafter referred to as the Board, is entrusted with the governance of the District. It shall establish such policies as will ensure the District's purpose and objectives, maintain plans of service, appoint the Library Director, discharge all such responsibilities as are provided for under Article I, Section 2, adopt and revise bylaws and exercise such other responsibilities as may be appropriate.

Section 2: As provided for under Article I, Section 2, the number of Trustees shall be eleven, four from the City of Poughkeepsie and seven from the Town of Poughkeepsie. Trustees are elected by public vote in the general election and must be permanent residents of the municipality that elects them. Terms of office shall be for five years and shall commence on January 1 of the year following the election. In accordance with New York State Public Officers Law, all trustees are required to file an Oath of Office with the Dutchess County Clerk. Additionally, a copy of the Oath is to be on file in the Library District's Administrative Office.

Section 3: Any vacancy occurring on the Board shall be filled by appointment of the Board until such time as the vacant term can be filled through general election.

Section 4: Attendance is expected at all regular meetings of the Board. The President of the Board and the Library Director shall be advised in advance of any anticipated absences.

Section 5: Trustees are expected to serve on committees and attend those committee meetings. The committee chair and the Library Director shall be advised in advance of any anticipated *absences*.

Section 6: Each Trustee shall have one vote and must exercise it in person at a meeting to have this vote counted.

Section 7: Trustees are expected to perform duties as requested by the Board or the President of the Board. Trustees may not represent the Board or the District to commercial, public, corporate entities, or the media without prior permission from the Board or the President.

Section 8: Trustees failing to exercise their duties may be removed from the Board of Trustees in accordance with New York State Law.

Section 9: The Board shall hire the Library Director to manage the daily affairs of the District and grant him or her powers necessary to do so. The Library Director shall attend all meetings of the Board and may take part in the deliberations but may not vote. The Library Director shall serve as Clerk to the Board.

ARTICLE III: OFFICERS

Section 1: The officers and their duties shall be as follows:

The President shall preside at all meetings of the Board, serve as a non-voting member of all committees and sign official documents. The President shall provide a written statement for the Library District's annual report to the community. In addition, the President may elect to submit a report at each regular board meeting and an annual report.

The Vice-President shall have all responsibilities and perform all duties of the President in case of the absence or disability of the President.

The Secretary shall have responsibility for the correspondence of the Board and other such responsibilities as directed by the Board.

The Treasurer shall have general supervision of the financial affairs of the Board and shall supervise the collection of state and local funds. Additionally, the Treasurer shall supervise the development of the annual budget and will submit it to the Board for approval and to the governmental entities as provided for under Article I, Section 2.

Section 2: Officers shall be elected by the Board from among its members. The election shall occur at the reorganization meeting held in January of each year. Officers may be removed upon vote of the Board at any regular meeting.

Section 3: The term of office of all officers shall be one year, effective on the date of the reorganization meeting; however, officers shall remain in office until their successors are elected. If an officer resigns or is removed by the Board before the end of his or her term, a successor shall be elected by the Board for the remaining portion of the term. Typically, no Trustee shall serve for more than two consecutive full terms in the same office, unless otherwise approved by a vote of the Board.

ARTICLE IV: COMMITTEES OF THE BOARD

Section 1: Committees of the Board make recommendations to the Board relating to their charge.

Section 2: The Board shall have the following standing committees: Personnel Committee, Board Development and Policy Committee, Finance Committee, and Planning Committee.

The Personnel Committee shall coordinate the evaluation of the Library Director, shall annually review the Personnel Plan, shall annually **review receive** the Civil Service payroll certification, shall represent the District during negotiations with labor, shall advise the Board of personnel actions requiring Board action, and shall apprise the Board of personnel issues related to long range planning and the budget.

The Board Development and Policy Committee shall advise on areas of trustee development including Board of Trustees orientation and self-assessment and shall perform the necessary functions with respect to Board policies. Further, the Committee shall develop and maintain an active list of potential trustee candidates, shall canvass the entire board and present names of candidates for officers of the Board to stand for election at the reorganization meeting in January, shall propose candidates for consideration to fill unexpired terms, shall coordinate periodic review of these Bylaws and, if appropriate, present recommendations for amendments as articulated in Article IX.

The Finance Committee shall regularly review the fiscal operations of the District, prepare the annual budget plan for Board consideration, coordinate the annual audit report, review all contracts (including insurance), oversee all District investments and perform other necessary functions of a fiscal nature. The Treasurer shall be a member of the committee but ordinarily shall not serve as Chair.

The Planning Committee shall conduct short and long range planning functions for the Board as well as oversee facilities planning and management, as needed.

Section 3: The Board may authorize other committees to carry out the necessary activities of the District.

Section 4: Unless otherwise approved by the Board, committee membership is limited to Trustees.

Section 5: The President shall appoint members and designate the chairs of all committees of the Board. All committees shall have a minimum of four members, including the chair. The President's appointments of individuals to serve on all standing committees shall require the Board's confirmation at its reorganization meeting in January. All appointments shall be for one year or, in the instance of an *ad hoc* committee, shall end at the conclusion of its business.

ARTICLE V: MEETINGS

Section 1: Meetings of the Board shall be scheduled as follows:

- (a) The Board shall adopt a schedule of regular monthly meetings at its reorganization meeting in January. Such schedule shall include date, time, and location. The agenda for each meeting shall be delivered in a timely fashion to each Trustee prior to the meeting. The power to reschedule or to cancel regular meetings can be exercised only by the President of the Board.
- (b) Committees shall adopt a schedule of regular meetings at their first meeting of the year. Each Trustee shall be notified, in writing, of the date, time, location, and topics for all committee meetings in a timely fashion prior to the meeting.

Section 2: Meetings of the Board shall be conducted as follows:

- (a) The order of business at regular meetings of the Board shall be determined by the President and may be amended by the Board at the beginning of the meeting. However, each agenda shall include a period of time for public comment.
- (b) The reorganization meeting shall be the meeting at which the Trustees elect officers. This meeting shall be chaired by the most senior officer present and qualified to retain his or her office or, otherwise, a temporary chair elected by the Trustees present at the meeting. At this meeting the Board shall also adopt *Board Procedures and Official Designations*.

Section 3: Special meetings of the Board may be called by the President or at the request of any four Trustees. Only the business prompting such a meeting and contained in an agenda may be discussed during the meeting. Special meetings require a minimum of three days' notice to the Board.

Section 4: At the discretion of the presiding officer, or upon the adopted motion of any Trustee, any meeting of the Board may adjourn to Executive Session for such purposes as are authorized by law.

Section 5: A quorum at all regular and special meetings shall be eight Trustees.

Section 6: Actions of the Board which require a vote must have the approval of eight trustees.

Section 7: The order of business at committee meetings shall be determined by the Chair and approved by the Committee at the beginning of the meeting. Committee recommendations forwarded to the Board shall be approved by a majority of the Committee members.

Section 8: All Board and committee meetings shall be held on District premises, unless otherwise approved by the Board. All meetings shall be publicized and held in accordance with the stipulations of the New York State Open Meetings Law and at a place able to accommodate members of the public.

ARTICLE VI: BUDGET AND FISCAL YEAR

Section 1: The fiscal year shall be the calendar year.

Section 2: The Board shall adopt propositions for submission to the Commissioner of Elections for public referendum as provided under Article I, Section 2.

ARTICLE VII: RECORDS AND FINANCIAL ACCOUNTING

Section 1: All actions of the Board and Committees shall be recorded.

Section 2: All official records of the District shall be maintained at the Adriance Memorial Library and in accordance with New York State law. Access to such records will be in accordance with prevailing law or in accordance with the policies adopted by the Board. The Library Director as Clerk shall serve as the Records Management Officer for the District.

Section 3: Copies of Board materials, District policies, and other relevant documentation shall be available for public view at all libraries of the District.

Section 4: Financial records shall be maintained in accordance with accepted accounting practice.

Section 5: An audit of District records shall be performed annually as required under Article I, Section 2.

ARTICLE VIII: RULES OF ORDER

Section 1: Robert's Rules of Order, latest revised edition, shall, in the absence of provisions to the contrary, be observed during all meetings of the District.

ARTICLE IX: AMENDMENTS

Section 1: These bylaws may be amended upon recommendation of the Board Development and Policy Committee or upon the written request of four Trustees and upon the reading of said amendments at two successive meetings of the Board. Such action by the Board requires that the stated action appear on the published agenda. Written notification shall include the exact changes proposed.

Approved by Board of Trustees on June 27, 1995

Amended or reviewed on the following dates:

May 28, 1996

November 25, 1997

December 15, 1998

December 14, 1999

December 19, 2002

February 24, 2004

December 20, 2005

June 24, 2008

July 26, 2011

March 27, 2012

February 19, 2014

December 16, 2015

March 4, 2021(proposed)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of December 22, 2021

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- 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
- Alison Francis, Youth Outreach Coordinator
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch 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:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Spuhler, Ryan.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. November 17, 2021 (PPLD Document #122221 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 17, 2021.
- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. November 2021 Financial Activity Report (PPLD Document #122221 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2021 Financial Activity as presented.
- **Moved/Seconded:** Lyons, Eagleton.
- **Discussion:** Lynch highlighted a change in one of the funds.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #122221 – 2.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:

Vouchers 61718 to 61993 in Warrant 20211223 totaling \$177,925.12

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

Vouchers 67716 to 61831 in Warrant 20211216 totaling \$13,111.28

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #12221 – 3)

- Lawrence reported on the Boardman waste water project, the upcoming installation of a new meter, support for the new branch received from Assemblymember Jacobsen's office, the Dutchess County Agency Partner Literacy Reading Grant, and challenges scheduling the opening of the new branch.
- Blovat discussed her department's involvement in outreach, processing books for the new branch, and Vega testing.
- Thompson spoke about public reaction to the new masking requirement, and a seasonal slowdown of programming.
- Lynch reported on the Human Resources work in the Business Office.
- Sullivan discussed mask compliance and progress with the new branch.
- Torres mentioned the seasonal slowdown of programming, the participation in the programs that are occurring, and the Pop-Up teen room at Boardman.
- Francis spoke about outreach challenges and opportunities, ideas for the future, and work on arranging bussing for children.
- Vredenburg reported on progress with the new branch, progress on the waste water project at Boardman, the teens at Boardman, and plans for Rover beginning in January.
- Lamanna talked about the support given to the recent DCSPCA drive.

B. President's Report: President Blazek thanked retiring Trustee Lyons and Trustee Bombardieri for their hard work on behalf of the library.

C. Board Committee Reports (PPLD Document #12221 – 3.3)

1. **Finance Committee:** Chairperson Ryan summarized committee discussions budget revisions, the need for an executive session, fines, donor cultivation, and pilot payments. Lawrence reported on the status of the arbitration, and tax money that was refunded to the Town of Poughkeepsie. Some discussion ensued.

D. Friends of PPLD: In President Murphy's absence, President Blazek reported on the Annual Meeting and Lawrence reported on the financial successes of the Friends.

VII. Board Action

A. Personnel Actions: (PPLD Document #12221 – 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
Jac-Quan Douglas	Security Guard (FT)	Permanent Appointment	11/29/2021	NC
Andrew Follette	Custodial Worker	Permanent Appointment	1/16/2022	NC
Joseph Lenehan	Custodial Worker	Permanent Appointment	1/16/2022	NC
James Gibbons	Library Clerk (Hrly)	Temporary Appointment	12/15/2021	\$15.21/hr
Charlotte Marriott	Public Information Officer (FT)	Provisional Appointment	12/27/2021	\$50,000/yr
Karen Blovat	Librarian II	Provisional Appointment	1/2/2022	\$62,164 Step 3
Daniel Minunni	Head Custodian (Administration)	Provisional Appointment	1/2/2022	\$52,347
Jeffrey Giancarlo	Head Custodian (Operations)	Provisional Appointment	1/2/2022	\$51,000
Debbie Bein	Senior Library Clerk (Hrly)	Leave Without Pay	1/2/2022-6/30/2022	NA

- **Moved/Seconded:** Eagleton, Hogg.

- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy: Covid-19 Vaccination Policy (PPLD Document #122221 – 5)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policy #4117 – Covid-19 Vaccination Policy as described in PPLD Document #122221 – 5A.
- B. Moved/Seconded:** Ferrer, Ryan.
- C. Discussion:** Lawrence explained the rationale for the policy. Some discussion ensued.
- D. VOTE:** 10 – 0 – 0

2. Approval of Proposed Revisions to 2021 Budget (PPLD Document #122221 – 6)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions (#3) to the 2021 Poughkeepsie Public Library District's budget as presented in PPLD Document #122221 – 6A.
- B. Moved/Seconded:** Ryan, Eagleton.
- C. Discussion:** Chairperson Ryan explained the reasons for the changes. Some discussion ensued.
- D. VOTE:** 10 – 0 – 0

3. Approval of Authorization to Accept Gift: Barrett Art Center (PPLD Document #122221 – 7)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Library Director to sign the Deed of Gift for the collections of the Barrett Art Center as described in PPLD Document #122221 – 7A.
- B. Moved/Seconded:** Lyons, Spuhler.
- C. Discussion:** Thompson described the size and scope of the collection. Some discussion ensued.
- D. VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: None.

Executive Session

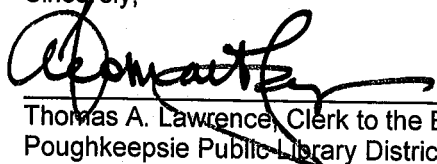
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing managerial staff salaries.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 8:01 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Schmitz, Eagleton.
- **Discussion:** None
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:19 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:** 8:20 p.m.

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

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Organization Meeting of January 3, 2022

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer-Medina
- Moira Fitzgibbons
- Chip Hogg
- Jonathan McPhee
- Mary Moore
- Debbie Nichols
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
-
-

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

- George Mann, President

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

- **Call to Order:** At 5:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** No action.
- **VOTE:** No action.

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

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following slate of officers for 2022:
 - President – Dianne Blazek
 - Vice President – Moira Fitzgibbons
 - Secretary – Laurel Spuhler
 - Treasurer – Patricia Ryan
 - Assistant Treasurers – Moira Fitzgibbons, Chip Hogg, Jonathan McPhee, Mary Moore, Debbie Nichols, Cathy Schmitz
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. Approval of 2022 Official Designations (PPLD Document #010322 – 1A)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2021 Official Designations, Charges and Procedures as reflected in PPLD Document #010221 – 1A.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Lawrence reviewed the document.
- **VOTE:** 9 – 0 – 0

C. Personnel Actions (PPLD Document #010322 - 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions requested in Document #010322 – 2).
- **Moved/Seconded:** Fitzgibbons, Eagleton.

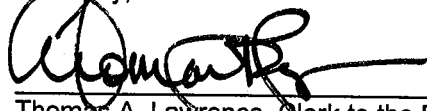
- **Discussion:** Lawrence explained that the actions requested were to correct salaries previously approved by the Board of Trustees at the meeting of December 22, 2021.
- **VOTE:** 9 - 0 - 0

Adjournment

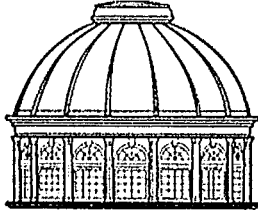
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 5:18 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 26, 2022, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY, or virtually, as permitted by Executive Order. Warrant review will be scheduled with reviewers.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of December 2021 Financial Activity

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

This is the regular monthly report for December 2021, which contains unaudited end-of-year figures. The audited 2021 year-end report will be presented at the April 2022 Board of Trustees meeting.

General Fund (Fund A; \$1,005,498)

- Receipts for the month totaled \$113,101 which included \$3,633 in library charges, \$127 in interest and \$50,435 in donations (\$50,000 from the Friends in support of the new Sadie Peterson Delany African Roots Library). Receipts for the month also included \$43,600 in grants.
- Disbursements for the month totaled \$546,683 which included \$546,683 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$465,976
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$902,488)

- Receipts for the month included \$92 interest as well as market change in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$605,026
 - Schlobach Fund 50,000
 - Occhialino Fund 30,000

Capital Fund (Fund H; \$39,003)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund): \$86
 - Cash from Obligations – BOND Proceeds: 492

Permanent Funds (Fund PN; \$490,812)

- 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; \$275,777)

- Receipts for the month included interest in the amount of \$40.
- Disbursements included debt service principal and interest payments in the amount of \$658,100 for the Town and City of Poughkeepsie.

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

Budget Modification A-47

Revenue			Increase	Decrease
Donations	A99900	42705	\$ 25,000	
Grants	A99900	42760	\$ 49,999	
Misc Income	A99900	42800	\$ 2,195	
Donations/Big Read	A99900	42705	A101 \$ 7,500	
Total			\$ 84,694	\$ -

mModifications to revenue budget to reflect actual

Budget Modification A-48

Revenue			Increase	Decrease
Interest & Earnings	A99900	42401	\$	\$ 20,000
E-Rate Income	A99900	42777		12,100
Central Library Dev Aid	A99900	43840	5,278	
Central Book Aid	A99900	43841	1,756	
Total			7,034	32,100

Modifications to revenue to reflect actual

Budget Transfer A-50

Revenue		Increase	Decrease
Total			

Budget Transfer A-52

Revenue		Increase	Decrease
Total			

Increased cost of utilities

Budget Transfer A-53

Revenue		Increase	Decrease
Total			

Expense		Increase	Decrease
Total		\$ -	\$ -

Expense		Increase	Decrease
Total			

Expense		Increase	Decrease
Collection Services Books	A44000 54100		\$ 1,261.00
Databases	A45000 54292	\$ 1,261.00	
Total		\$ 1,261.00	\$ 1,261.00

Expense		Increase	Decrease
Cont Ed/Reg & Nat'l	A00000 54350	\$	\$ 11,400.00
Fuel & Utilities AML	A71000 54500	16,400.00	
Furniture, Fixtures & Equipment	A00000 52800		5,000.00
Total		\$ 16,400.00	\$ 16,400.00

Expense		Increase	Decrease
Furniture, Fixtures & Equipment	A00000 52800		\$ 3,472.50
Professional fees	A00000 54370 A232	\$ 3,472.50	
Total		\$ 3,472.50	\$ 3,472.50

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

Budget Transfer A-54

Revenue	Increase	Decrease	Expense			Increase	Decrease
			Building Repairs - FPC	A74000	54520		\$ 28,543.56
			Books	A20300	54100	\$	
			Building Repairs - FPC	A74000	54520		\$ 5,608.87
			Furniutre, Fixtures&Equipment-FPC	A74000	52800	\$	5,608.87
Total			Total			\$	5,608.87 \$ 5,608.87

Reallocation of FPC budget

Budget Transfer A-57

Revenue	Increase	Decrease	Expense			Increase	Decrease
			CLDA Databases	A11100	54291		\$ 13,487.00
			CBA Books - Digital	A11100	54100	A211 \$	13,487.00
			Central Library Supplies	A11100	54300		\$ 29.81
			Telephone Central Library	A11100	54310	\$	29.81
			Central Library Supplies	A11100	54300		\$ 1,631.19
			CBA Books -Digital	A11100	54100	A211 \$	1,631.19
			Sierra/Encore Services	A11100	54360		\$ 13,486.00
			CBA Books - Digital	A11100	54100	A211 \$	13,486.00
			Books -CBA	A11100	54100		\$ 429.26
			CBA Books - Digital	A11100	54100	A211 \$	429.26
Total			Total			\$	29,063.26 \$ 29,063.26

Reallocation of Central Library funds

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

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	3,931,991	4,048,235.11	459,897.95	.00	-116,244.11	103.0%
22 EQUIP & CAPITAL OUTL	84,137	164,224	149,901.10	64,089.63	11,061.92	3,261.35	98.0%
30 MATERIALS	500,122	693,935	551,321.48	50,793.97	136,221.67	6,391.98	99.1%
32 INFORMATION SVC	57,902	71,242	67,940.57	4,587.94	.00	3,301.43	95.4%
50 OPERATIONS	1,280,477	1,546,224	1,348,193.25	96,223.31	212,996.41	-14,965.19	101.0%
51 AUTOMATION	109,008	125,267	125,843.51	279.90	1,359.00	-1,935.51	101.5%
91 EMPLOYEE BENEFITS	1,936,758	1,917,469	1,862,461.05	86,784.87	925.88	54,082.07	97.2%
92 DEBT SER	1,348,407	1,348,407	1,336,954.17	657,950.00	.00	11,452.83	99.2%
93 INTERFUND TRAN	0	0	1,455.00	1,455.00	.00	-1,455.00	100.0%
GRAND TOTAL	9,325,182	9,798,760	9,492,305.24	1,422,062.57	362,564.88	-56,110.15	100.6%

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

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wberger

Poughkeepsie Public Library District
WARRANT SUMMARY

P 4
apwarrnt

WARRANT: 20211216 12/16/2021

DUE DATE: 12/16/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
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 .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	385.00 820.17
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	144.37 7.92
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	714.54 1,872.16
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	86.19 .00
A A45000	Youth Services A .7410.450.00.54292 .A237	Operation Warm	9,360.00 -9,360.00
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	13.61 352.99
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	567.74 -797.83
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	69.00 9,167.05
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	639.59 3,971.65
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	135.80 852.04
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	195.44 4.08
FUND TOTAL			13,111.28
=====			
WARRANT SUMMARY TOTAL			13,111.28
=====			
GRAND TOTAL			13,111.28
=====			

WARRANT: 20211223 12/23/2021

DUE DATE: 12/23/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.52800	Furniture, Fixtures & E	362.26 9,406.95
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	777.13 2,919.23
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	61.28 53.19
A A00000	General Fund Expen A .7410.000.00.54356	Mileage Reimbursement	310.34 -150.15
A A00000	General Fund Expen A .7410.000.00.54356 .C814	Mileage Reimb - Bookmo	35.05 50.24
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	279.90 -1,935.51
A A00000	General Fund Expen A .7410.000.00.54370	Professional Fees	4,500.00 -1,626.66
A A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	273.00 9,807.10
A A00000	General Fund Expen A .7410.000.00.54680	Taxes on Property	11,392.15 - .15
A A00000	General Fund Expen A .7410.000.00.54692	Other Oper-Water	2,054.03 2,433.89
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	.00 820.17
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	2,702.70 -1,501.80
A A10000	Administration A .7410.100.00.54370	Legal Fees	4,362.66 5,959.34
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	8,257.72 18,460.93
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	1,278.48 -381.97
A A20000	Building Services A .7410.200.00.54300 .A226	Cust Supplies - COVID	.00 402.82
A A20000	Building Services A .7410.200.00.54370	Security Monitoring	537.10 39.80
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	73.00 425.01
A A20000	Building Services A .7410.200.00.54520	Building Repairs	1,181.28 -39.40
A A20000	Building Services A .7410.200.00.54523	Landscaping/Grounds Ma	1,630.00 -860.73
A A20000	Building Services A .7410.200.00.54690	Snow Removal - Patron	388.80 2,650.50
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	222.00 3,601.40
A A20000	Building Services A .7410.200.00.54691 .A222	Snow Removal - 96 Mark	99.50 628.00
A A20000	Building Services A .7410.200.00.54693	HVAC-MECH/ELEC/PLUMBIN	4,599.59 3,800.76
A A20300	Greene Services A .7410.203.02.54100	Other Oper-Trash	570.94 -399.82
A A20300	Greene Services A .7410.203.02.54292 .A211	BOOKS	24,620.81 40,954.77
A A30000	Advancement Servic A .7410.300.00.54292 .A101	PROGRAMMING-Digital	931.64 313.19
A A30000	Advancement Servic A .7410.300.00.54340	Big Read Programming	2,177.82 495.61
A A30000	Advancement Servic A .7410.300.00.54356	PR & Printing- Rotunda	7,410.37 -1,976.68
A A30000	Advancement Servic A .7410.300.00.54370	Mileage Reimbursement	96.49 162.89
A A41000	Adult Services A .7410.410.00.54292	Professional Fees	165.00 376.75
A A41000	Adult Services A .7410.410.00.54292 .A214	Programming Adult Svc	917.57 381.18
A A42000	Technical Services A .7410.420.00.54300	PROGRAMMING -Spanish	849.21 1,569.32
A A43000	Borrower Services A .7410.430.00.54300	Technical Ser Supplies	553.20 57.60
A A43000	Borrower Services A .7410.430.00.54356	Borrower Ser Supplies	418.80 -111.82
A A44000	Collection Service A .7410.440.00.54100	Mileage Reimb-Extensio	325.64 226.69
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv Books	334.38 -4,697.83
A A44000	Collection Service A .7410.440.00.54100 .A228	Collection Serv- Books	6,694.16 3,493.21
A A44000	Collection Service A .7410.440.00.54110	BOOKS - DC Reads	652.20 -986.62
A A44000	Collection Service A .7410.440.00.54110 .A211	Collection Serv Video	2,881.69 2,757.47
A A44000	Collection Service A .7410.440.00.54120	VIDEO & FILMS - DIGITA	3,140.18 -2,356.22
A A44000	Collection Service A .7410.440.00.54130 .A211	Music & Audio	3,094.35 1,996.70
A A44000	Collection Service A .7410.440.00.54370	SERIALS - DIGITAL	4.00 91.10
A A45000	Youth Services A .7410.450.00.54291	Collections Agency Fee	322.20 312.00
A A45000	Youth Services A .7410.450.00.54292	DATA BASES	4,587.94 3,294.06
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming Youth	1,320.13 -409.56
A A45000	Youth Services A .7410.450.00.54292 .A236	Programming - Youth (O	280.35 1,417.01
A A45000	Youth Services A .7410.450.00.54356 .A233	Prgm-Halloween/Hill	1,853.24 61.38
		Mileage-Outreach	319.89 139.47

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 23
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WARRANT: 20211223 12/23/2021

DUE DATE: 12/23/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A46000	YA Services	A .7410.460.00.54292 .	Programming YA	760.51 -309.63
A A50000	Business Office	A .7410.500.00.54300 .	Ink & Toner	919.88 -425.34
A A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT	7,937.00 255.82
A A60000	Information Tech	A .7410.600.00.54370 .	Software Fees	1,335.40 -6,579.64
A A71000	Adriance	A .7410.710.00.54131 .	Newspapers	925.58 285.57
A A71000	Adriance	A .7410.710.00.54330 .	Postage AML	167.31 1,703.31
A A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	188.90 -95.16
A A74000	Family Partnership	A .7410.740.00.52800 .	FF&E - FPC	55,790.37 -4,409.87
FUND TOTAL			177,925.12	
=====				
WARRANT SUMMARY TOTAL			177,925.12	
=====				
GRAND TOTAL			177,925.12	
=====				

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 3
apwarrnt

WARRANT: 20211230 12/30/2021

DUE DATE: 12/30/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
A A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	36.22	355.99
A A71000	Adriance	A .7410.710.00.54500 .	Fuel & Utilities AML	17,666.44	433.23
A A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	260.38	-3,052.50
A A74000	Family Partnership	A .7410.740.00.54530 .	RENTAL OF QUARTERS - F	3,551.67	34,044.99
			FUND TOTAL	21,514.71	
			WARRANT SUMMARY TOTAL	21,514.71	
			GRAND TOTAL	21,514.71	

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

FOR 2021 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,719,089	6,719,090	6,719,090.00	.00	.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	39,555.98	3,633.19	444.02	98.9%
42401 INTEREST EARNINGS	25,000	5,000	4,799.74	127.72	200.26	96.0%
42705 DONATIONS	50,000	132,500	82,174.10	50,434.96	50,325.90	62.0%
42752 ANNUAL APPEAL	27,500	32,505	32,634.92	.00	-129.92	100.4%
42753 DONATIONS IN KIND	81,983	81,983	81,983.00	6,831.99	.00	100.0%
42760 GRANTS	25,000	176,706	110,675.84	93,600.27	66,030.16	62.6%
42770 DUTCHESS COUNTY	0	0	.00	-49,999.99	.00	.0%
42771 PAYMENT IN LIEU OF TAXES	127,368	158,161	158,071.30	7,017.70	89.70	99.9%
42777 E RATE INCOME	40,000	35,000	17,733.34	.00	17,266.66	50.7%
42800 MISCELLANEOUS INCOME	15,000	17,195	17,195.06	.00	.00	100.0%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	230,230	230,230.00	.00	.00	100.0%
43841 CENTRAL BOOK AID	52,712	79,068	79,068.00	.00	.00	100.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	23,906	23,608.00	.00	.00	100.0%
45031 TRANSFERS IN	600,000	719,010	19,715.00	1,455.00	298.00	98.8%
					699,295.00	2.7%
GRAND TOTAL	9,325,182	9,798,760	8,964,940.28	113,100.84	833,819.78	91.5%

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

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 4
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WARRANT: 20211216 12/16/2021

DUE DATE: 12/16/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
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 .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	385.00 820.17
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	144.37 7.92
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	714.54 1,872.16
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	86.19 .00
A A45000	Youth Services A .7410.450.00.54292 .A237	Operation Warm	9,360.00 -9,360.00
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	13.61 352.99
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	567.74 -797.83
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	69.00 9,167.05
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	639.59 3,971.65
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	135.80 852.04
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	195.44 4.08
FUND TOTAL		13,111.28	
=====			
WARRANT SUMMARY TOTAL		13,111.28	
=====			
GRAND TOTAL		13,111.28	
=====			

WARRANT: 20211223 12/23/2021

DUE DATE: 12/23/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A A00000	General Fund Expen A .7410.000.00.52800	Furniture, Fixtures & E	362.26	9,406.95
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	777.13	2,919.23
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	61.28	53.19
A A00000	General Fund Expen A .7410.000.00.54356	Mileage Reimbursement	310.34	-150.15
A A00000	General Fund Expen A .7410.000.00.54356 .C814	Mileage Reimb - Bookmo	35.05	50.24
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	279.90	-1,935.51
A A00000	General Fund Expen A .7410.000.00.54370	Professional Fees	4,500.00	-1,626.66
A A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	273.00	9,807.10
A A00000	General Fund Expen A .7410.000.00.54680	Taxes on Property	11,392.15	-.15
A A00000	General Fund Expen A .7410.000.00.54692	Other Oper-Water	2,054.03	2,433.89
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	.00	820.17
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	2,702.70	-1,501.80
A A10000	Administration A .7410.100.00.54370	Legal Fees	4,362.66	5,959.34
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	8,257.72	18,460.93
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	1,278.48	-381.97
A A20000	Building Services A .7410.200.00.54300 .A226	Cust Supplies - COVID	.00	402.82
A A20000	Building Services A .7410.200.00.54370	Security Monitoring	537.10	39.80
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	73.00	425.01
A A20000	Building Services A .7410.200.00.54520	Building Repairs	1,181.28	-39.40
A A20000	Building Services A .7410.200.00.54523	Landscaping/Grounds Ma	1,630.00	-860.73
A A20000	Building Services A .7410.200.00.54690	Snow Removal - Patron	388.80	2,650.50
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	222.00	3,601.40
A A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	99.50	628.00
A A20000	Building Services A .7410.200.00.54691	HVAC-MECH/ELEC/PLUMBIN	4,599.59	3,800.76
A A20000	Building Services A .7410.200.00.54693	Other Oper-Trash	570.94	-399.82
A A20300	Greene Services A .7410.203.02.54100	BOOKS	24,620.81	40,954.77
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	931.64	313.19
A A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	2,177.82	495.61
A A30000	Advancement Servic A .7410.300.00.54340	PR & Printing- Rotunda	7,410.37	-1,976.68
A A30000	Advancement Servic A .7410.300.00.54356	Mileage Reimbursement	96.49	162.89
A A30000	Advancement Servic A .7410.300.00.54370	Professional Fees	165.00	376.75
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	917.57	381.18
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	849.21	1,569.32
A A42000	Technical Services A .7410.420.00.54300	Technical Ser Supplies	553.20	57.60
A A43000	Borrower Services A .7410.430.00.54300	Borrower Ser Supplies	418.80	-111.82
A A43000	Borrower Services A .7410.430.00.54356	Mileage Reimb-Extensio	325.64	226.69
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	334.38	-4,697.83
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	6,694.16	3,493.21
A A44000	Collection Service A .7410.440.00.54100 .A228	BOOKS - DC Reads	652.20	-986.62
A A44000	Collection Service A .7410.440.00.54110	Collection Serv Video	2,881.69	2,757.47
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,140.18	-2,356.22
A A44000	Collection Service A .7410.440.00.54120	Music & Audio	3,094.35	1,996.70
A A44000	Collection Service A .7410.440.00.54130 .A211	SERIALS - DIGITAL	4.00	91.10
A A44000	Collection Service A .7410.440.00.54370	Collections Agency Fee	322.20	312.00
A A45000	Youth Services A .7410.450.00.54291	DATA BASES	4,587.94	3,294.06
A A45000	Youth Services A .7410.450.00.54292	Programming Youth	1,320.13	-409.56
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	280.35	1,417.01
A A45000	Youth Services A .7410.450.00.54292 .A236	Prgm-Halloween/Hill	1,853.24	61.38
A A45000	Youth Services A .7410.450.00.54356 .A233	Mileage-Outreach	319.89	139.47

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 23
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WARRANT: 20211223 12/23/2021

DUE DATE: 12/23/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A46000	YA Services A .7410.460.00.54292 .	Programming YA	760.51 -309.63
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	919.88 -425.34
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	7,937.00 255.82
A A60000	Information Tech A .7410.600.00.54370 .	Software Fees	1,335.40 -6,579.64
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	925.58 285.57
A A71000	Adriance A .7410.710.00.54330 .	Postage AML	167.31 1,703.31
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	188.90 -95.16
A A74000	Family Partnership A .7410.740.00.52800 .	FF&E - FPC	55,790.37 -4,409.87
	FUND TOTAL	177,925.12	
=====			
	WARRANT SUMMARY TOTAL	177,925.12	
=====			
	GRAND TOTAL	177,925.12	
=====			

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 3
apwarrnt

WARRANT: 20211230 12/30/2021

DUE DATE: 12/30/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	36.22 355.99
A A71000	Adriance	A .7410.710.00.54500 .	Fuel & Utilities AML	17,666.44 433.23
A A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	260.38 -3,052.50
A A74000	Family Partnership	A .7410.740.00.54530 .	RENTAL OF QUARTERS - F	3,551.67 34,044.99
FUND TOTAL			21,514.71	
=====				
WARRANT SUMMARY TOTAL			21,514.71	
=====				
GRAND TOTAL			21,514.71	
=====				

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

FOR 2021 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,719,089	6,719,090	6,719,090.00	.00	.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	39,555.98	3,633.19	444.02	98.9%
42401 INTEREST EARNINGS	25,000	5,000	4,799.74	127.72	200.26	96.0%
42705 DONATIONS	50,000	132,500	82,174.10	50,434.96	50,325.90	62.0%
42752 ANNUAL APPEAL	27,500	32,505	32,634.92	.00	-129.92	100.4%
42753 DONATIONS IN KIND	81,983	81,983	81,983.00	6,831.99	.00	100.0%
42760 GRANTS	25,000	176,706	110,675.84	93,600.27	66,030.16	62.6%
42770 DUTCHESS COUNTY	0	0	.00	-49,999.99	.00	.0%
42771 PAYMENT IN LIEU OF TAXES	127,368	158,161	158,071.30	7,017.70	89.70	99.9%
42777 E RATE INCOME	40,000	35,000	17,733.34	.00	17,266.66	50.7%
42800 MISCELLANEOUS INCOME	15,000	17,195	17,195.06	.00	.00	100.0%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	230,230	230,230.00	.00	.00	100.0%
43841 CENTRAL BOOK AID	52,712	79,068	79,068.00	.00	.00	100.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	23,906	23,608.00	.00	298.00	98.8%
45031 TRANSFERS IN	600,000	719,010	19,715.00	1,455.00	699,295.00	2.7%
GRAND TOTAL	9,325,182	9,798,760	8,964,940.28	113,100.84	833,819.78	91.5%

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

BALANCE SHEET FOR 2021 12

FUND: A		GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-370.13	2,740.82
A	12020	General Fund Payroll	-52.50	3,180.23
A	12023	General Fund Money Market	-445,039.29	415,105.90
A	12040	Credit Card Transactions	209.70	1,370.03
A	12051	Flex 125 Money Market	-237.01	5,389.96
A	12100	Petty Cash	483.74	5,370.43
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	51.45	465,975.57
A	13501	Grants Receivable	.00	1,425.78
A	13910	Due From Other Funds	-658,100.00	104,437.10
TOTAL ASSETS			-1,103,054.04	1,005,497.82
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26012	Payroll Liabilities	-152,739.25	-152,739.25
A	26020	Flex125 Exchange	237.37	-4,999.98
A	26021	Benefits Exchange	-2,929.10	772.09
A	26030	General Fund Exchange	.00	-1,413.43
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-50,476.71	-400,339.27
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-205,907.69	-577,703.44
FUND BALANCE				
A	35100	Budgeted Revenues	141,277.06	9,798,760.06
A	35210	Encumbrances (+ PYCF)	-181,407.19	362,526.74
A	35220	Expenditures (+ PYCF)	1,422,062.57	9,492,305.24
A	38210	Encumbrance Reserve (+ PYCF)	181,407.19	-362,526.74
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-177,753.48	-122,591.09
A	39110	Fund Balance Start of Year	.00	-219,971.02
A	39600	Appropriations (+ PYCF)	36,476.42	-9,798,759.97
A	39800	Revenues Received	-113,100.84	-8,964,940.28
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			1,308,961.73	-427,794.38
TOTAL LIABILITIES + FUND BALANCE			1,103,054.04	-1,005,497.82

BALANCE SHEET FOR 2021 12

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	12,091.38	828,435.82
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-1,280.09	73,777.58
TOTAL ASSETS			10,811.29	902,488.48
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	35220	Expenditures	1,455.00	19,715.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-90,927.01
CM	39800	Revenues	-12,266.29	-627,554.76
TOTAL FUND BALANCE			-10,811.29	-698,766.77
TOTAL LIABILITIES + FUND BALANCE			-10,811.29	-902,488.48

BALANCE SHEET FOR 2021 12

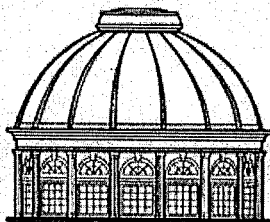
FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.22
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.02	39,002.97
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	35220	Expenditures	.00	500.00
H	39110	Fund Balance Unreserved	.00	18,596.00
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.36
TOTAL FUND BALANCE			-.02	19,095.64
TOTAL LIABILITIES + FUND BALANCE			.02	-39,002.97

BALANCE SHEET FOR 2021 12

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	-1,280.09	378,981.08
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			-1,280.09	490,811.80
LIABILITIES				
PN	26300	Due to other funds	1,280.09	-11,993.95
TOTAL LIABILITIES			1,280.09	-11,993.95
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			1,280.09	-490,811.80

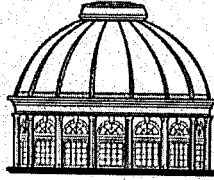
BALANCE SHEET FOR 2021 12

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-658,059.51	262,051.21
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		-658,059.51	275,777.21
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	658,100.00	54,217.64
	TOTAL LIABILITIES		658,100.00	54,217.64
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-40.49	-1,080.59
	TOTAL FUND BALANCE		-40.49	-329,994.85
	TOTAL LIABILITIES + FUND BALANCE		658,059.51	-275,777.21



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT - JANUARY 2022

Significant Challenges or Accomplishments

- Notes on the pandemic:
 - We seem to be weathering the recent pandemic surge fairly well. Staff are to be credited for their ongoing public service in the face of everything as well as keeping workplace spread to near zero.
 - Program registration and attendance seems to be high given the state of the pandemic. Many programs are full as are the waiting lists.
- I will defer to the managers present at the meeting to highlight issues in their department, as I think hearing from them is better than a report filtered through me.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.

Outreach and Professional Development

- This time of year is pretty dormant for professional development. I am still unwilling to support staff travel so staff participate in virtual events as they come up and are deemed appropriate.

Collection Development

- I plan to offer an assessment of collection development practices (both physical and digital) along with their use as board education at the February trustee meeting.

Buildings

- Boardman Road
 - The waste line project is functional but not yet complete as the remote sensor used for billing needs to be installed.
- Adriance
 - The fire panel needs to be replaced and early estimates have the cost at between \$70,000 - \$75,000. This work will be scheduled for the New Year after a review of the costs and the need.

Staffing

- See Personnel Actions, if applicable.

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

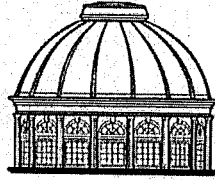
	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Dec	% of Total	YTD	% of Total	Dec	% of Total	YTD	% of Total	Change	% Change	Dec	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,181	26.38%	66,743	25.83%	5,858	25.51%	54,709	23.42%	12,034	22.00%	5,676	24.72%	69,767	29.86%	-3,024	-4.33%
Adult Non-Fiction	3,515	17.90%	43,189	16.71%	3,560	15.50%	37,867	16.21%	5,322	14.05%	4,389	19.11%	52,941	22.66%	-9,752	-18.42%
Fiction - Juvenile	4,289	21.84%	60,068	23.25%	5,161	22.48%	50,351	21.55%	9,717	19.30%	5,152	22.44%	64,774	27.72%	-4,706	-7.27%
Non-Fiction - Juvenile	963	4.90%	16,101	6.23%	1,381	6.01%	14,401	6.16%	1,700	11.80%	1,269	5.53%	17,661	7.56%	-1,560	-8.83%
Periodicals	202	1.03%	2,571	0.99%	214	0.93%	2,207	0.94%	364	16.49%	245	1.07%	2,900	1.24%	-329	-11.34%
Periodicals - Juvenile	11	0.06%	308	0.12%	27	0.12%	254	0.11%	54	21.26%	46	0.20%	448	0.19%	-140	-31.25%
Print Subtotal	14,161	72.11%	188,980	73.14%	16,201	70.55%	159,789	68.39%	29,191	18.27%	16,777	73.06%	208,491	89.24%	-19,511	-9.36%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	-100.00%
ILL	6	0.03%	128	0.05%	14	0.06%	78	0.03%	50	64.10%	4	0.02%	178	0.08%	-50	-28.09%
Soundrecordings	651	3.31%	8,570	3.32%	750	3.27%	8,577	3.67%	-7	-0.08%	1,419	6.18%	16,524	7.07%	-7,954	-48.14%
Videorecordings	3,908	19.90%	49,309	19.08%	4,868	21.20%	52,173	22.33%	-2,864	-5.49%	8,279	36.05%	91,406	39.12%	-42,097	-46.05%
Media	1	0.01%	19	0.01%	2	0.01%	8	0.00%	11	137.50%	0	0.00%	23	0.01%	-4	-17.39%
Software	7	0.04%	128	0.05%	9	0.04%	86	0.04%	42	48.84%	25	0.11%	318	0.14%	-190	-59.75%
Equipment/Realia	8	0.04%	120	0.05%	5	0.02%	204	0.09%	-84	-41.18%	3	0.01%	261	0.11%	-141	-54.02%
Suppressed Items	22	0.11%	457	0.18%	43	0.19%	478	0.20%	-21	-4.39%	16	0.07%	321	0.14%	136	42.37%
Videorecordings - Juvenile	393	2.00%	4,727	1.83%	542	2.36%	7,023	3.01%	-2,296	-32.69%	1,208	5.26%	16,290	6.97%	-11,563	-70.98%
Audiorecordings - Juvenile	71	0.36%	747	0.29%	80	0.35%	945	0.40%	-198	-20.95%	155	0.67%	1,891	0.81%	-1,144	-60.50%
Media - Juvenile	134	0.68%	1,233	0.48%	49	0.21%	978	0.42%	255	26.07%	109	0.47%	1,554	0.67%	-321	-20.66%
Software - Juvenile	16	0.08%	135	0.05%	7	0.03%	127	0.05%	8	6.30%	24	0.10%	235	0.10%	-100	-42.55%
Non-Print Subtotal	5,217	26.56%	65,573	25.38%	6,369	27.74%	70,677	30.25%	-5,104	-7.22%	11,242	48.96%	129,002	55.22%	-63,429	-49.17%
Online Renewals	261	1.33%	3,842	1.49%	393	1.71%	3,165	1.35%	677	21.39%	463	2.02%	13,590	5.82%	-9,748	-99.79%
Total	19,639		258,395		22,963		233,631		24,764	10.60%	28,482		351,083		-92,688	-26.40%

**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	3	7	0	10	12.00	34.00	0.00	46.00
June	3	6	0	9	11.00	28.00	0.00	39.00
July	6	7	0	13	43.00	35.00	0.00	78.00
August	7	7	0	14	48.00	38.00	0.00	86.00
September	6	8	0	14	56.00	42.00	0.00	98.00
October	7	8	1	16	46.00	75.00	10.00	131.00
November	4	7	0	11	38.00	55.00	0.00	93.00
December	4	7	0	11	36.00	50.00	0.00	86.00
TOTAL					414.00	446.00	10.00	870.00

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	20,035	20,810	24,038	24,131	19,677	20,765	19,683	19,378	256,253
Physical Items - Online Renewals	464	391	418	344	331	284	312	313	229	245	250	261	3,165
Digital Content	8,559	8,559	8,559	8,559	8,559	8,559	8,559	8,559	8,559	8,559	8,559	8,559	102,708
PopUpLibrary	0	0	0	0	11	0	3	0	0	0	0	0	14
Total	31,862	29,180	32,650	29,897	28,936	29,653	32,912	33,003	28,465	29,569	28,492	28,198	362,817
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	3,645	4,326	4,372	4,209	4,139	3,964	3,747	3,755	50,516
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	2,027	1,969	1,872	1,698	1,866	1,723	24,111
Total	7,329	6,552	7,195	6,307	5,417	6,486	6,399	6,178	6,011	5,662	5,613	5,478	74,627
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	963	778	1,359	934	957	813	962	690	730	10,349
Boardman Road	33	21	30	58	75	90	92	78	103	124	81	123	908
Spanish Language Assistance	38	28	95	70	38	NA	41	26	45	33	29	30	473
Total	685	636	1,087	1,091	891	1,449	1,067	1,061	961	1,119	800	883	11,730
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	24,527	24,527	24,527	24,527	24,527	24,527	24,527	24,527	24,527	24,527	24,527	24,527	294,324
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	3,109	4,003	2,764	2,690	2,933	2,085	32,630
Calendar Hits - Recite Me	412	405	504	171	187	168	262	224	239	233	187	224	3,216
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	27,221	25,216	25,733	24,663	24,404	323,729
Total	54,309	55,752	57,527	54,396	52,028	57,287	57,146	55,975	52,746	53,183	52,310	51,240	653,899
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	3,474	3,794	4,212	4,541	4,484	4,514	4,087	4,127	49,280
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	1,522	1,587	1,510	1,676	1,668	1,564	17,665
Total	4,890	3,810	7,586	5,235	4,736	5,196	5,734	6,128	5,994	6,190	5,755	5,691	66,945
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	36	34	51	44	39	34	34	22	37	425
Boardman Road	6	6	8	15	8	13	7	6	3	10	11	8	101
Total	52	28	34	51	42	64	51	45	37	44	33	45	526
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	38	57	40	58	56	52	50	49	56	54	36	579
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	223	163	171	227	194	203	269	174	135	2,265
Community Engagement	0	0	1	0	0	15	1	1	0	0	0	0	18
Non-Library District	7	4	10	10	9	9	10	12	9	9	13	18	120
Exams Proctored	4	8	6	6	4	6	4	10	6	10	6	5	75
MAP Passes	2	6	12	19	36	54	79	69	55	62	30	24	448
Rover Bookmobile Stops	NA	NA	NA	NA	NA	NA	20	27	21	17	3	3	91
Total	167	177	222	258	212	255	341	313	294	367	226	185	3,017
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	1,302	2,696	2,709	1,522	3,764	5,775	1,332	1,319	32,966
Community Engagement	0	0	12	0	0	45	4	4	0	0	0	0	65
Non-Library District	75	34	160	212	164	127	231	206	152	215	192	217	1,985
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Rover Bookmobile	NA	NA	NA	NA	NA	NA	364	471	540	74	NA	NA	1,449
Total	1,320	1,753	2,308	7,659	1,466	2,868	3,308	2,203	4,456	6,064	1,524	1,536	36,465
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	6,548	129,279
Total - 2021	19,903	17,597	24,069	20,359	19,040	20,301	24,280	21,814	17,627	23,984	16,214	15,762	240,949
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 - 2020	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

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Karen Blovat Librarian I

Time Period of Report: December 2021

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services: Circulation shifts and Customer Service.

Technical Services: End of year processing.

Intended Outcomes of Focus Activity:

Borrower Services: To provide exemplary customer service despite staff being out for illnesses and planned vacations.

Technical Services: To get as many books received as possible before we have to stop for the year.

Manager Observation of Activity and Outcomes:

Borrower Services: We have had several staff members out due to illnesses throughout the month, as well as having staff out for planned vacations. The Borrower Services staff has been very accommodating when asked to pick up extra shifts and/or cover breaks for other staff. It was a difficult month, but everyone handled the extra stress very well.

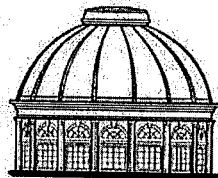
Technical Services: Staff worked hard to get as many books and media processed as possible. Ordering typically increased towards the end of the year and all of the items for the FPC were ordered in December, so there are many boxes to be processed.

Impact of Activity:

Borrower Services: Customer service did not suffer due to staff shortages.

Technical Services: We were able to get a lot processed before the end of year stop. We then had to process the invoices and calculate how much money to set aside in a PO for the 2021 items for when we start processing again.

Other Departmental Activity to Note:



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator **Time Period of Report:** December

Department: Youth Services

Report Focus Area of Activity: Continued Outreach to Community Agencies & Schools

Intended Outcomes of Focus Activity: Increased communication to make contacts with schools for future outreach activities.

Manager Observation of Activity and Outcomes:

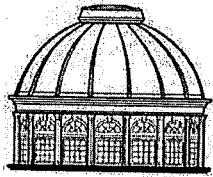
This month was a bit slow due to the holidays and the rise of covid. We had an outreach story time that was canceled due to staff exposure.

Activities included:

- Donated 25 weeded books to the Harriet Tubman Tutoring Center for their classroom library.
- I attended a virtual meeting with Art Effect to discuss the PKX festival in September and how the library can support it. We discussed hosting information meetings at the library for teens about the festival and how to become involved. We will also bring Rover to the festival.
- I reached out to the director of the PCH to initiate another virtual series of bilingual programs for their teen residents in the Nuevas Alas program. I will re-contact her in mid-January to set that in motion with specific dates and activities.
- I met with Jewel to discuss having the Big Read Portrait show of young immigrants currently at Boardman, hung on the children's floor at Adriance for kids and their families to view. I am in the process of getting new prints and hanging hardware and plan to hang it in February.
- On December 21st, teen librarian Angela Panzer hosted and led a teen library tour for teens and staff of the PCH.
- I contacted the principal of PCSD ELC with the idea of delivering early literacy packs to pre-K and Kindergarten classes sometime this winter via Rover. We will re-connect in January to plan logistics.

Impact of Activity: This month consisted mostly of setting groundwork for near future outreach activities by communicating with people, discussing logistics and planning for supplies needed.

Other Departmental Activity to Note:



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

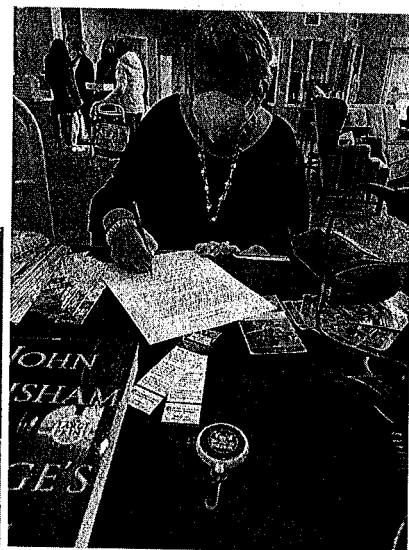
Manager Name and Title: Beth Vredenburg- Head of Branch and Extension Services

Time Period of Report: Dec/Jan 2021

Department: Branch and Extension Services

Rover:

Rover is now roving to Senior living facilities on Thursdays. Jan 6th was our first trip out with Extension Services Staff. This was our first venture with Lobby Stops. New Large Print books were ordered and processed. And Rover was stocked the day before going out. The shelving in Rover is very convenient for removal and addition. The lift on Rover has been repaired and functions very well. While we were there, we checked out 12 books, had 5 Seniors get library cards, and also had one staff library card inquiry- All books checked out were large print and all author requests were able to be fulfilled. All stops are subject to change however, depending on regulations for health and safety.



Family Partnership Center:

Books for the new library are continuing to come in and are getting processed as we go. Staff is currently scheduling time for tours of the facility and the new library space. Signage for the new library is now being considered. The new Cash register has been ordered and we are waiting for its arrival. Jan. 11th, Borrower Services will have their Department meeting in the new library space.

Mini Free Libraries:

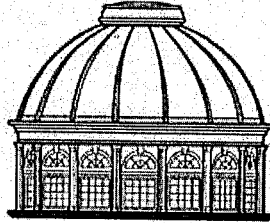
The community has been enjoying each of the mini free libraries around the area. We are in the process of registration on the national level and discussing possible upgrades for the existing mini libraries since they are utilized so much. We are currently in the process of rearranging the storage area for the books to make the donations more accessible for staff as they fill their weekly quota.

Boardman:

The large pipeline project work has been completed. We continue to have teens visit after school.

Storywalk Project:

Plans are in the works to create storywalks for local schools that will be up in May. Dutchess County Health is partnering for an event in June to be held hopefully at t Sadie Peterson Library branch.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee		Date: Wednesday, January 19, 2022
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"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Debbie Nichols (virtual) <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"/> Gareth Davies, Development Officer	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence <i>AW</i>		

1. **Business Items:** The following topics were discussed:
 - **2022 Budget Revision #1:** Lawrence and Lynch reviewed the proposed revision to the FY2022 budget and answered questions. Of primary concern is the new budget item to fund a proposed upgrade to the fire suppression system at Adriance. After discussion, the Committee recommended that the revised budget go to the Board for its approval at the January trustee meeting.
 - **Bad Debt:** Lawrence reminded the Committee of how the Library District will continue to process bad debt. This will be done with the auditor when they are onsite for their field work related to the audit of 2021.
 - **Fines and Fees:** The Committee continued its ongoing discussion related to the possible elimination of fines for overdue materials. Lawrence provided some data for context but he will provide additional information to continue the discussion at a future meeting(s) of the Committee.
 - **Warrant Review:** Trustees were reminded to use the Google document to sign-up for both warrant review and trustee representation at the Friends monthly board meetings.
 - **Meeting Schedule:** The Committee agreed to meet monthly on the second Monday at 5:30pm in the Greenspan Board Room at Adriance.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report
 - 2022 Budget Revision #1

3. **Upcoming Agenda Items:**
 - Status of PILOT payments.
 - Fines.
 - Donor cultivation.

Next Scheduled Meeting(s) Date
 Monday, February 14; 5:30 pm
 Greenspan Board Room - Adriance Memorial Library

New Business Fact Sheet
Proposed Revisions to 2022 Budget

Recommended By

Finance Committee

Background

The Administration's recommended revised 2022 budget is presented for approval at this time. This is the third revision of the budget.

Action Requested

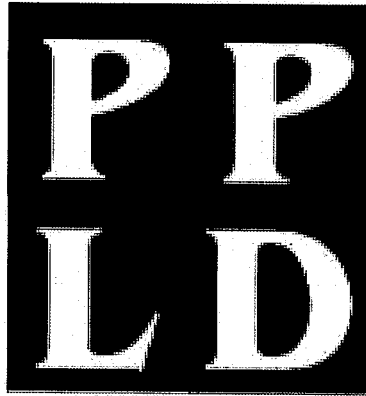
MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions (#1) to the 2022 Poughkeepsie Public Library District's budget as presented in PPLD Document #012622 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

FY2022 Budget

Approved by the Board of Trustees: July 28, 2021

Revised (PILOT Payments): September 14, 2021

Approved by the Voters: November 2, 2021

Revised (Tax Levy): November 29, 2021

Revision #1: January 26, 2022

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Summary

	2021 Revision #3	2022 Approved	2022 Revision #1
Real Property Taxes - General Fund	\$ 6,719,090	\$ 7,011,091	\$ 6,989,144
Real Property Taxes - Debt Services	1,348,406	1,279,201	1,279,201
PILOTs	158,161	151,053	173,000
Other Revenue	520,889	366,983	379,816
State Aid	333,204	281,685	281,685
Transfers In (includes Debt Service Fund)	212,000	55,037	55,037
Transfer In (Undesignated Fund Balance)	18,260	150,000	150,000
Transfers In (Greene Fund)	488,750	500,000	509,749
Total - Revenue	\$ 9,798,760	\$ 9,795,050	\$ 9,817,632

	2021 Revision #3	2022 Approved	2022 Revision #1
Salaries	3,806,821	4,146,552	4,227,926
Equipment	149,451	66,500	66,500
Library Materials	605,622	447,712	407,232
Public Programming	157,650	151,021	165,220
Supplies	64,714	60,661	59,000
Communications	83,722	87,575	87,575
PR, Printing & Postage	68,060	58,810	63,810
Professional Development & Travel	29,950	43,445	37,300
Automation Services	125,267	112,264	136,208
Professional Services	325,470	125,050	161,690
Operations	627,406	706,467	777,199
Employee Benefits	1,917,469	2,009,791	1,839,022
Greene Activities	488,750	500,000	509,749
Capital Debt Service	1,348,407	1,279,201	1,279,201
Total - Appropriations	\$ 9,798,759	\$ 9,795,049	\$ 9,817,632

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Revenue

PPLD Document #5A

		2021 Revision #3	2022 Approved	2022 Revision #1
41001	Real Property Taxes	\$ 6,719,090	\$ 7,011,091	\$ 6,989,144
41003	Real Property Taxes: Debt Service	1,348,406	1,279,201	1,279,201
42771	Payment In Lieu of Taxes (PILOT)	158,161	151,053	173,000
42082	Library Charges	40,000	40,000	40,000
42401	Interest Earnings	5,000	25,000	25,000
42680	Insurance Recoveries	-	-	-
42705	Donations	132,500	50,000	54,833
	FEMA Reimbursement	-	-	-
42752	Annual Appeal	32,505	35,000	35,000
42753	Donation: In-Kind	81,983	81,983	81,983
42760	Grants	176,706	75,000	83,000
42777	E-Rate Income	35,000	45,000	45,000
42800	Miscellaneous Income	17,195	15,000	15,000
46840	State Aid: Central Library Development Aid	230,230	191,888	191,888
43841	State Aid: Central book Aid	79,068	65,891	65,891
43842	State Aid: Local Library Incentive Aid	23,906	23,906	23,906
	Transfer In (designated Fund Balance)	18,260	150,000	150,000
45031	Transfers In (includes Debt Service Fund)	212,000	55,037	55,037
	Transfers In: Greene Find	488,750	500,000	509,749
	Total	\$ 9,798,760	\$ 9,795,050	\$ 9,817,632

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #012622 - 5A

Org	Object	Project	Description	2021 Revision #3	2022 Approved	2022 Revision #1
A00000	51410		Salaries - Librarians	1,482,334	1,534,202	\$ 1,673,758
A20300	51410		Salaries - Historian (Greene)	55,560	59,955	61,977
A00000	51419		Salaries - Reserve For Retirement	-	9,000	9,000
A00000	51420		Salaries - Support Staff	1,735,162	1,968,753	1,953,640
A20300	51420		Salaries - Support Staff (Greene)	35,838	38,580	41,957
A00000	51440		Salaries - Sunday Hours	72,000	72,000	72,000
A00000	51450		Salaries - Building Services	495,825	541,017	506,969
A20300	54150		Salaries - Building Service (Greene)	33,772	43,571	43,988
A00000	51460		Salaries - Student Pages	21,500	21,580	12,560
A00000	52800		FFE - General	33,000	40,000	35,000
A00000	52800	A212	FFE - Marcotte Training Lab	19,760	1,500	1,500
A20300	52800		FFE - Greene	17,637	10,000	10,000
A60000	52800		FFE - IT	28,500	25,000	22,500
A74000	52800		FFE - SPD Branch Library	68,191	-	7,500
A11100	54100		Library Materials - Books (CLDA)	11,780	12,209	10,209
A11100	54100	A211	Library Materials - Digital Books (CLDA)	108,184	31,549	37,400
A20300	54100		Library Materials - Books (Greene)	89,055	130,455	130,455
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000
A44000	54100		Library Materials - Books	113,180	54,399	50,677
A44000	54100	A203	Library Materials - Greene (CF)	23,580	-	-
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000
A44000	54100	A225	Library Materials - BT Leasing	18,000	18,000	18,000
A44000	54100	A228	Library Materials - Digital Books (DC Reads)	46,000	-	-
A44000	54110		Library Materials - Video	28,613	37,500	32,500
A44000	54110	A211	Library Materials - Digital Video	43,100	40,000	53,000
A44000	54120		Library Materials - Audio & Music	37,160	51,760	40,000
A44000	54120	A211	Library Materials - Digital Audio & Music	15,000	15,000	10,237
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000
A41000	54130		Library Materials - Serials (Adult)	12,500	14,000	12,500
A44000	54130	A211	Library Materials - Digital Serials	235	500	500
A45000	54130		Library Materials - Serials (Youth)	2,000	2,000	1,750
A46000	54130		Library Materials - Serials (Teen)	1,000	1,000	1,000
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	3,600	2,750	2,750
A41000	54132		Library Materials - Microforms	9,198	4,500	4,500
A44000	54150		Library Materials - Games	-	2,000	2,000
A10500	54160		Library Materials - Binding	-	1,000	1,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	25,681	59,795	29,459
A41000	54291		Library Materials - Commercial Databases (Adults)	34,285	31,000	31,000
A45000	54291		Library Materials - Commercial Databases (Youth)	11,276	7,500	7,500
A10000	54292		Programming - Administration	7,500	5,000	5,000

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #012622 - 5A

Org	Object	Project	Description	2021 Revision #3	2022 Approved	2022 Revision #1
A10000	54292	A124	Programming - Staff Development	1,795	2,500	2,500
A10000	54292	A125	Programming - MAP Passes	5,500	7,500	7,500
A20300	54292		Programming - Greene	53,400	60,000	60,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	6,000	3,000	3,000
A20300	54292	A101	Programming - Big Read	16,334	15,000	15,000
A30000	54292	A101	Programming - Big Read	62,220	62,220	62,220
A30000	54292	A219	Programming - Movies Under the Walkway	2,580	1,801	1,500
A41000	54292		Programming - Adult	17,199	18,000	18,000
A41000	54292	A214	Programming - Spanish	4,000	1,500	1,500
A41000	54292	A215	Programming - Foundation Center	-	500	500
A45000	54292		Programming - Youth	23,250	21,000	21,000
A45000	54292	A107	Programming - Youth (BOB)	-	500	500
A45000	54292	A207	Programming - Bus Trips	-	-	2,000
A45000	54292	A218	Programming - Poughkeepsie Book Festival	-	10,000	10,000
A45000	54292	A228	Programming - Literacy Through Technology	-	-	-
A45000	54292	A233	Programming - Youth (Outreach)	5,000	5,000	4,000
A45000	54292	A234	Programming - Summer Saturdays	8,606	5,000	5,000
A45000	54292	A236	Programming - Halloween on the Hill	5,500	-	5,000
A45000	54292	A237	Programming - Operation Warm	9,500	-	9,500
A46000	54292		Programming - Teen	5,000	5,000	5,000
A50000	54292		Programming - Contingency	-	3,500	3,500
A41000	54293		Programming - Auditorium Rentals	-	2,000	1,000
A00000	54300		Supplies - Office & Library	20,000	14,000	14,000
A00000	54300	A226	Supplies - COVID	1,115	1,500	1,500
A11100	54300		Supplies - CLDA	-	1,661	-
A20000	54300		Supplies - Custodial	23,000	22,500	22,500
A20000	54300	A204	Supplies - Parking Lot	500	500	500
A20000	54300	A226	Supplies - Custodial (COVID)	4,000	2,000	2,000
A20000	54300	R100	Supplies - DVD Cleaning	500	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000
A43000	54300		Supplies - Borrower Services	3,000	5,000	5,000
A45000	54300	G200	Supplies - PLC	499	500	500
A50000	54300		Supplies - Ink & Toner	5,000	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,700	1,000	1,000
A11100	54310		Telephone (CLDA)	1,530	1,500	1,500
A71000	54310		Telephone - Adriance	8,000	7,030	7,030
A73000	54310		Telephone - Boardman Road	2,500	2,500	2,500
A71000	54320		Internet Services - Adriance	38,500	44,348	44,348
A71000	54320	A235	Internet Services - Adriance (Hotspots)	19,250	18,255	18,255
A73000	54320		Internet Services - Boardman Road	13,942	13,942	13,942
A20300	54320		Internet Services - FPC	-	15,600	15,600

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #012622 - 5A

Org	Object	Project	Description	2021 Revision #3	2022 Approved	2022 Revision #1
A30000	54330		Postage - Bulk Mailing	12,245	12,245	12,245
A71000	54330		Postage - General	4,310	4,310	4,310
A00000	54340		PR & Printing - General	10,250	5,000	10,000
A30000	54340		PR & Printing - Rotunda	37,255	37,255	37,255
A44000	54340	A228	PR & Printing - DC Reads	4,000	-	-
A00000	54350		CE - Regional & National	11,400	25,000	20,000
A00000	54351		CE - Local	2,000	2,000	2,000
A00000	54353		CE - Webinars	5,750	4,500	4,500
A00000	54355		Tuition Reimbursement	7,500	7,500	7,000
A00000	54356		Mileage Reimbursement - General	500	500	500
A00000	54356	C814	Mileage Reimbursement - Rover	300	-	300
A11100	54356		Mileage Reimbursement - CLDA	-	945	-
A30000	54356		Mileage Reimbursement - Adancement	500	500	500
A43000	54356		Mileage Reimbursement - Extension Services	1,500	1,000	1,000
A45000	54356	A233	Mileage Reimbursement - Youth Services (Outreach)	500	1,500	1,500
A00000	54360		Sierra/Encore Services	69,000	68,000	77,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	56,267	44,264	59,208
A00000	54370		Professional Services - General	15,500	7,500	5,000
A00000	54370	A232	Professional Services - BRD Wasteline	33,802	5,000	1,500
A10000	54370		Professional Services - Administration	31,805	8,500	24,000
A20000	54370		Professional Services - Building Services	6,800	6,800	13,750
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	139,498	-	7,000
A30000	54370		Professional Services - Advancement	7,075	5,000	18,950
A41000	54370		Professional Services - Adult Services	-	-	13,700
A43000	54370		Professional Services - Borrower Services	2,000	6,000	6,500
A50000	54370		Professional Services - Business Office	19,750	19,750	57,540
A60000	54370		Professional Services - Software	67,240	65,000	19,250
A60000	54370	A226	Professional Services - Software (COVID)	2,000	1,500	1,500
A00000	54380		Membership Dues	1,300	2,325	2,325
A20000	54390		RRM - General	14,000	14,000	14,000
A60000	54390		RRM - IT	3,550	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	81,603	102,803	102,803
A73000	54500		Fuel & Utilities - Boardman Road	42,500	49,471	49,471
A20000	54520		Building Repairs - General	17,000	15,500	15,500
A20000	54520	A229	Buiding Repairs - Rotunda	48,000	48,000	15,000
A20000	54520	AXXX	Building Repairs - ADR Fire Suppression	-	-	75,000
A20000	54521		Building Repairs - Wojtecki	1,500	24,703	24,703
A74000	54520		Building Repairs - SPD Branch Library	79,354	5,000	10,000
A20000	54523		Grounds Maintenance	19,000	12,000	15,000
A20000	54523	A204	Grounds Maintenance - City Lot	3,500	-	3,000
A00000	54530	A204	Staff Parking - City Lot	12,500	20,000	20,000
A00000	54530	A222	Staff Parking - 96 Market Street	10,000	10,000	10,000

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #012622 - 5A

Org	Object	Project	Description	2021 Revision #3	2022 Approved	2022 Revision #1
A00000	54530	A224	PoJo Archives	12,000	12,000	13,500
A74000	54530	A203	SPD Branch Library - Lease	44,700	33,000	42,833
A00000	54540		Insurance - Property & Liability	34,120	32,720	35,867
A00000	54550		Insurance - Automobile	2,025	4,100	4,270
A00000	54550	C814	Insurance - Bookmobile	2,069	3,000	3,000
A00000	54560		Insurance - Liability Umbrella (includes Crime)	7,624	5,810	7,255
A00000	54561		Insurance - Volunteers	300	400	400
A00000	54570		Insurance - D & O	4,333	4,082	4,082
A00000	54580		Insurance - Cybersecurity	2,745	-	3,000
A00000	54680		Taxes on Property	11,392	-	-
A20000	54690		Snow Removal - Public Lots	23,000	23,000	23,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	10,000	10,000	10,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	7,000	7,000	7,000
A20000	54691		HVAC - Repairs & Improvements	75,000	90,000	90,000
A00000	54692		Other Operations - Water	12,000	12,000	12,000
A20000	54693		Other Operations - Trash	7,000	7,000	7,000
A00000	54694		Other Operations - General	3,500	13,164	13,164
A20300	54694	C814	Other Operations - Bookmobile	7,950	10,000	10,000
A11100	54694		Other Operations (CLDA)	80,856	80,856	89,326
A20000	54694		Other Operations - Cleaning	-	9,000	9,000
A20300	54694		Other Operations (Greene)	-	39,183	26,883
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,750	1,500	1,500
A20000	54730		Vehicle Maintenance	1,750	1,500	1,500
A00000	59010		Employee Benefits - NYS Retirement	582,757	582,757	431,627
A00000	59030		Employee Benefits - Social Security	239,219	239,219	252,990
A00000	59035		Employee Benefits - Medicare	55,946	55,946	59,167
A00000	59040		Employee Benefits - Workers Compensation	58,960	60,000	50,000
A00000	59045		Employee Benefits - Life Insurance	9,000	9,000	7,068
A00000	59055		Employee Benefits - Disability Insurance	3,937	3,937	3,937
A00000	59060		Employee Benefits - Medical Insurance	935,650	958,954	951,179
A00000	59061		Employee Benefits - Medicare B Reimb	29,000	23,945	40,052
A00000	59089		Employee Benefits - Other	3,000	3,000	3,000
A50000	59035		Employee Benefits - Contingency	-	73,033	40,000
A00000	59710		Capital Debt Service (P/I) - Adirance	927,944	866,463	866,463
A00000	59720		Capital Debt Service (P/I) - Boardman Road	420,463	412,738	412,738
				\$ 9,798,759	\$ 9,795,049	\$ 9,817,632

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - CLDA and CBA Appropriations

PPLD Document #012622 - 5A

Org	Object	Project	Description	2021 Revision #3	2022 Approved	2022 Tentative
A11100	54100	A211	Library Materials - Digital Books (CLDA)	11,780	31,549	37,400
A11100	54100		Library Materials - Books (CLDA)	108,184	12,209	10,209
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	25,681	59,795	29,459
A11100	54300		Supplies (CLDA)	-	1,661	-
A11100	54310		Telephone (CLDA)	1,530	1,500	1,500
A11100	54356		Mileage Reimbursement (CLDA)	-	945	-
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	56,267	44,264	59,208
A11100	54370		OCLC ILL	-	-	5,840
A11100	54694		Other Operations (CLDA)	80,856	80,856	89,326
Total				\$ 309,298	\$ 257,779	\$ 257,942

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Greene Fund Appropriations

PPLD Document #012622 - 5A

Org	Object	Project	Description	2021 Revision #3	2022 Approved	2022 Tentative
A20300	51410		Salaries - Librarian (Greene)	55,560	59,955	61,977
A20300	51420		Salaries - Support Staff (Greene)	35,838	38,580	41,357
A20300	51450		Salaries - Building Service (Greene)	33,772	43,571	43,988
A20300	52800		FFE - Greene	17,637	10,000	10,000
A20300	54100		Library Materials - Books (Greene)	89,055	130,455	130,455
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000
A20300	54292		Programming - Greene	53,400	60,000	60,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	6,000	3,000	3,000
A20300	54292	A101	Programming - Big Read (Greene)	16,334	15,000	15,000
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	139,498	-	7,000
A74000	54320		Internet Services - FPC	-	15,600	15,600
A74000	54530		FBC Branch Library	-	33,000	42,833
A00000	54694	C814	Other Operations - Bookmobile	-	10,000	10,000
A20300	54694		Greene Activities (undefined)	-	39,183	26,883
Total				\$ 488,750	\$ 500,000	\$ 509,749

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Approved FY2022 Budget - Estimated Debt Service Levy Schedule

Project	Principal	Interest	Total
Adriance Memorial Library			
City of Poughkeepsie	\$ 280,000	\$ 110,400	\$ 390,400
Town of Poughkeepsie	345,000	186,100	531,100
Transfer from COP Debt Service Reserve	(32,883)	-	(32,883)
Transfer from AML Debt Service Fund	(22,154)	\$ -	(22,154)
Subtotal	\$ 569,963	\$ 296,500	\$ 866,463
Boardman Road Branch Library			
City of Poughkeepsie	\$ 85,000	\$ 100,100	\$ 185,100
Town of Poughkeepsie	130,000	97,638	227,638
Subtotal	\$ 215,000	\$ 197,738	\$ 412,738
Total	\$ 784,963	\$ 494,238	\$ 1,279,201

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Tax Cap Formula**

2021 Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth	2021 PILOTs	Prior Year Torts	Allowable Growth	2022 PILOTs	Available Carryover	Tax Levy Limit	
\$ 8,067,496	\$ 32,883	\$ 32,883	100.71%	\$ 151,053	\$ -	102.00%	\$ 173,000	\$ -	\$ 8,268,345	
									FY2022 Debt Service Levy	\$ 1,279,201
									FY2022 GF Tax Cap Levy	\$ 6,989,144
									Additional 2022 Tax Cap Levy Available	\$ -
									Proposed Total 2022 Tax Levy	\$ 8,268,345
									FY2022 Override Amount	\$ -
									Percent Over/(Under) Allowable Growth	0.00%
									Total Tax Levy	\$ 8,268,345

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Tax Levy**

	Population (2020 Census)	% of Total Levy	General Levy	Adjustments	Subtotal - General Levy	Debt Service	Adjustments	Subtotal - Debt Service Levy	Total Levy
City of Poughkeepsie	31,577	41.48%	\$2,899,281	\$0	\$2,899,281	\$530,646	\$0	\$530,646	\$3,429,928
Town of Poughkeepsie	44,544	58.52%	\$4,089,863	\$0	\$4,089,863	\$748,554	\$0	\$748,554	\$4,838,417
Total	76,121	100.00%	\$6,989,144	\$0	\$6,989,144	\$1,279,201	\$0	\$1,279,201	\$8,268,345

NOTE: 2020 population data found at <https://www.dutchessny.gov/Departments/Planning/docs/2020-Population-Census-Comparison.pdf>.