

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, January 22, 2019

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

Greenspan Board Room – Adriance Memorial Library

93 Market Street

Poughkeepsie, New York

Trustees Reviewing Warrants at 6:15 p.m.: Bombardieri and Bucher

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Library District Advancement and Development (*G. Davies*)
 - IV. Minutes of Previous Meeting(s)
 - A. December 18, 2019 (*T. Lawrence*; #012220 - 1)
 - B. January 4, 2020 (*T. Lawrence*; #012220 – 1.1)
 - V. Financial Report(s)
 - A. December 2019 (*B. Lynch*; #012220 - 2)
 - B. Approval of Monthly Warrant (*B. Lynch*; #012220 – 2.1; *distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff*; #012220 - 3)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports
 - D. Friends of PPLD (*L. Murphy*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence*, #012220 – 4; *distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 - 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 19; 7:00 p.m. (revised date)
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of December 18, 2019

Trustees Present

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

Staff Present

- ☒ Bonny Algozzine, Secretary to the Director
- ☒ Tom Lawrence, Library Director
- ☒ Barbara Lynch, Business Manager
- ☐ Other Staff

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

- ☐ Liz Murphy, President

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

- **Call to Order:** At 7:02 p.m., President Moore called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions to the Agenda:** Approval of Proposed Lease (Market Street Properties) PPLD Document #121819 – 6.

II. Public Comment on Agenda Items: No public present.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. November 20, 2019 (PPLD Document #121819 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 20, 2019.
- **Moved/Seconded:** Blazek, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. November 2019 Financial Activity Report (PPLD Document #121819 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accepts the Report of November 2019 Financial Activity as presented.
- **Moved/Seconded:** Schmitz, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #121819 – 2.1)

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

Vouchers 55280 to 55579 in Warrant 20191219 totaling \$88,853.31

And, further, that the Board of Trustees authorizes the transfer of \$5,300 from the CM Fund (Marcotte) to the A Fund (Equipment) for the purposes of purchasing additional Google Expedition goggles.

- **Moved/Seconded:** Bucher, Blazek.
- **Discussion:** Lawrence explained the need for the transfer. Some discussion ensued.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Documents #121819 – 3)

- Lawrence reported on November statistics, the Bookmobile, personnel needs for the Bookmobile, Project 650, the PPLD commercial in the theaters, the coat giveaway, Pop-Up Libraries, and library fines.

B. President's Report: None.

C. Board Committee Reports: No reports.

D. Friends of PPLD: Lawrence reported on the Annual Meeting and the financial status of the Friends.

VII. Board Action

A. Personnel Actions (PPLD Documents #121819 – 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
Micah Watts	Library Clerk (PT)	Permanent Appointment	12/22/2019	NA
Brian Zhu	Page (PT)	Permanent Appointment	1/3/2020	NA
Veronica Martin-Follette	Senior Library Clerk (FT)	Permanent Appointment	1/13/2020	NA

- **Moved/Seconded:** Blazek, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None

C. New Business:

1. Approval of Proposed 2020 Budget (PPLD Document #121819 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2020 Budget as reflected in PPLD Document #121819 – 5A.
- **Moved/Seconded:** Schmitz, Ryan.
- **Discussion:** Lawrence explained some of the items in the proposed budget. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

2. Approval of Proposed Lease (Market Street Properties) (PPLD Document #121819 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Business Manager to sign the lease with Market Street Properties, Inc. for the rental of property as described in the attached PPLD Document #121819 – 6A.
- **Moved/Seconded:** Blazek, Fitzgibbons.
- **Discussion:** Lynch explained the need for more parking. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

A. Board Comment: None

B. Public Comment: None

IX. Executive Session

- **Motion:** Moved that the board go into Executive Session for the purpose of discussing a grievance.
- **Moved/Seconded:** Eagleton, Bucher.
- **Discussion:** None.
- **Vote:** 8 – 0 – 0 (Executive Session began at 7:52pm and ended at 8:11pm)

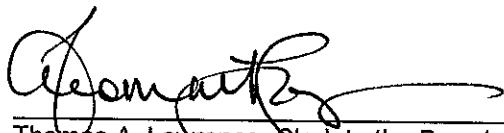
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District reject the grievance.
- **Moved/Seconded:** Eagleton, Bucher.
- **Discussion:** None.
- **Vote:** 8 – 0 – 0

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Blazek, Ryan.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 22, 2020, 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 Meeting of January 4, 2020

Trustees Present

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

Staff Present

- ☒ Bonny Algozzine, Secretary to the Director
- ☒ Tom Lawrence, Library Director
- ☒ Barbara Lynch, Business Manager
- ☐ Other Staff

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

- ☐ Liz Murphy, President

I. Call to Order and Additions to the Agenda

At 10:04 a.m., President Moore called the meeting to order. Moore acknowledged our three Trustees elected to new full terms: Paul Bucher, Jr. (City), Tom McGlinchey (Town) and Mary Moore (Town). Lawrence mentioned an Addition to the Agenda: Authorization to Sign Contract - Copiers PPLD Document #010420 – 4.

II. Business**A. Election of 2020 Officers**

Moore, on behalf of the Board Development & Policy Committee, presented the 2020 Slate of Officers.

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following Slate of Officers.
 - President – Dianne Blazek
 - Vice President – Patricia Ryan
 - Secretary – Edna Lyons
 - Treasurer – Tom McGlinchey
 - Assistant Treasurers – Paul Bucher, Jr., Moira Fitzgibbons, Mary Moore, Patricia Ryan, Cathy Schmitz
- **Moved/Seconded:** McGlinchey, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

B. Approval of 2020 Official Designations, Charges and Procedures (PPLD Document #010420 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2020 Official Designations, Charges and Procedures as reflected in PPLD Document #010420 – 1A.
- **Moved/Seconded:** Bucher, Fitzgibbons.
- **Discussion:** Lawrence briefly went through the items in the documents.
- **VOTE:** 11 – 0 – 0

C. Approval of Expenses (PPLD Document #010420 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following expenses in advance of the regular January warrant:

Sozo Artists (Lemon Anderson)	\$3,250
Penguin Random House (Marc Brown)	\$2,500

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

D. Personnel Actions (PPLD Documents #010420 – 3)

- **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
Emery Gibbons	Page (PT)	Resignation	1/21/2020	NA
Julie Hering	Public Information Officer (FT)	Change in Status (from FT to 4/5s)	1/4/2020	NA

- **Moved/Seconded:** Bucher, McGlinchey.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

E. New Business:

1. Authorization to Sign Contract - Copiers (PPLD Document #010420 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Business Manager to sign a lease contract for copiers as described in PPLD Document #010420 – 4.
- **Moved/Seconded:** Eagleton, Lyons.
- **Discussion:** Lawrence requested the Board allow a change in the wording of the motion from "lease contract" to "deferred payment plan." Lynch explained the details of the plan. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

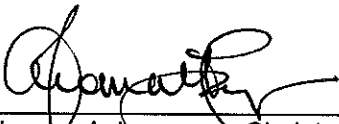
Lawrence distributed: *What Happens When – An Incomplete Guide to 2020* indicating what is scheduled to occur each month and the *Conflict of Interest Disclosure Form* for the Trustees to complete.

Adjournment

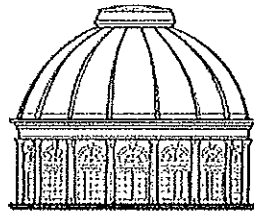
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McGlinchey, Ryan.
- **Discussion:** None.
- **VOTE:** 11 - 0 - 0
- **Time of Adjournment:** 10:21 a.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 22, 2020, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of December 2019 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2019 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
2019 Financial Activity
Report Narrative

This is the regular monthly report for December 2019, which contains unaudited end-of-year figures. The audited 2018 year-end report will be presented at the April 2020 Board of Trustees meeting.

General Fund (Fund A; \$853,237)

- Receipts for the month totaled \$27,242 which included \$4,455 in library charges, \$1,382 in interest, \$2,031 in donations and \$5,000 in grants and \$2,203 in Local Library Incentive Aid.
- An Inter-fund Transfer In from the Special Revenue Fund in the amount of \$5,300 Marcotte Fund was received as per #121819-2.1
- Disbursements for the month totaled \$1,127,908.20 which included \$467,517 in salary and benefit expenses and \$543,244 for debt service interest and principal payments to the City and Town of Poughkeepsie.

Special Revenue Fund (Fund CM; \$502,754)

- Receipts included interest as well as interest and market change in the Wojtecki account.
- Receipts also included donations of \$14,800 most notably \$10,500 from the STRBA trust and \$4,000 from the Dyson Foundation in support the 2020 Poughkeepsie Book Festival.
- An Inter-fund Transfer Out to the General Fund in the amount of \$5,300 Marcotte Fund was done as per #121819-2.1. The Marcotte balance below reflects the transfer.

- Sub fund totals are:

• McCalley (Adriance) Fund	\$100,000
• Marcotte Memorial Fund	18,260
• Schlobach Fund	50,000

Capital Fund (Fund H; \$220,693)

- Receipts for the month included in interest as well as the final interest proceeds from the Elizabeth M. Smith Charitable Remainder Unitrust (CRUT).
- Receipts also included the 2nd and final \$50,000 donation against the \$100,000 pledge made by the Friends of PPLD in support of the Bookmobile.
- There were no disbursements this month.
- Sub fund totals are:
 - Designated Gifts and Grants (DGG Fund): \$131,689
 - Cash from Obligations – BOND Proceeds: 492

Permanent Funds (Fund PN; \$468,775)

- 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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of December
2019 Financial Activity

Debt Service Fund (Fund V; \$311,404)

- Receipts for the month included interest of \$641.
- Disbursements included debt service principal and interest payments in the amount of \$566,134 for the Town and City of Poughkeepsie bonds. This includes the use of \$23,531 as stipulated in the Bond Repayment Plan.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Budget Transfer A-68

Revenue	Increase	Decrease	Increase	Decrease
Transfers In	A99000	45031	\$ 5,300.0	Software Fees - IT
			\$	5,300.00

Total	\$ 5,300.00	\$ -
Total	\$ 5,300.00	\$ -

To reflect Marcotte transfer for the purchase of additional VR Goggles as approved by the Board #121819-2.1

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT DECEMBER 2019

FOR 2019 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	3,642,414	3,623,547	3,682,369.07	390,064.24	.00	-58,822.07	101.6%
22 EQUIP & CAPITAL OUTL	66,500	65,300	56,126.88	3,868.28	9,420.92	-247.80	100.4%
30 MATERIALS	505,899	509,287	447,569.73	46,674.57	74,681.33	-12,964.06	102.5%
32 INFORMATION SVC	118,156	121,477	114,527.91	831.03	5,940.70	8.39	100.0%
50 OPERATIONS	1,033,287	1,126,894	1,025,875.09	42,242.05	71,744.78	29,274.55	97.4%
51 AUTOMATION	105,357	83,632	83,648.46	.00	.00	3.54	100.0%
91 EMPLOYEE BENEFITS	1,808,519	1,805,819	1,717,791.22	77,453.04	804.72	87,222.68	95.2%
92 DEBT SER	1,379,907	1,379,907	1,349,149.67	543,243.99	.00	30,757.33	97.8%
93 INTERFUND TRAN	0	0	30,578.32	23,531.00	.00	-30,678.32	100.0%
GRAND TOTAL	8,660,079	8,715,883	8,507,736.35	1,127,908.20	163,592.45	44,554.24	99.5%

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

WARRANT: 20191219 12/19/2019

DUE DATE: 12/19/2019

FUND ORG	ACCOUNT	AMOUNT	AVLS BUDGET
A	General Fund	0.000.000.00.26030	15.00
A	General Fund Expen A	.7410.000.00.52800	1,020.00
A	General Fund Expen A	.7410.000.00.52800	330.00
A	General Fund Expen A	.7410.000.00.54300	-1,016.71
A	General Fund Expen A	.7410.000.00.54300	632.51
A	General Fund Expen A	.7410.000.00.54300	2,782.59
A	General Fund Expen A	.7410.000.00.54300	325.00
A	General Fund Expen A	.7410.000.00.54300	408.93
A	General Fund Expen A	.7410.000.00.54300	800.00
A	General Fund Expen A	.7410.000.00.54300	-250.00
A	General Fund Expen A	.7410.000.00.54300	2,559.20
A	General Fund Expen A	.7410.000.00.54300	470.00
A	General Fund Expen A	.7410.000.00.54300	649.94
A	Administration	.7410.100.00.54322	537.06
A	Administration	.7410.100.00.54322	1,949.40
A	CLDA Reimbursable	.7410.100.00.54370	560.00
A	CLDA Reimbursable	.7410.111.00.54100	666.66
A	CLDA Reimbursable	.7410.111.00.54100	3,410.32
A	Building Services	.7410.200.00.54300	227.46
A	Building Services	.7410.200.00.54300	696.93
A	Building Services	.7410.200.00.54300	537.10
A	Building Services	.7410.200.00.54300	21.98
A	Building Services	.7410.200.00.54300	1,410.00
A	Building Services	.7410.200.00.54300	830.00
A	Building Services	.7410.200.00.54300	617.25
A	Building Services	.7410.200.00.54300	5,752.01
A	Building Services	.7410.200.00.54300	559.74
A	Advancement Serv	.7410.300.00.54322	20.00
A	Advancement Serv	.7410.300.00.54340	1,075.00
A	Advancement Serv	.7410.300.00.54340	329.43
A	Advancement Serv	.7410.300.00.54356	37.70
A	Advancement Serv	.7410.300.00.54370	1,732.50
A	Adult Services	.7410.410.00.54391	831.03
A	Adult Services	.7410.410.00.54392	1,420.93
A	Technical Services	.7410.420.00.54300	438.00
A	Collection Service	.7410.440.00.54100	19,065.10
A	Collection Service	.7410.440.00.54100	2,618.79
A	Collection Service	.7410.440.00.54110	9,166.19
A	Collection Service	.7410.440.00.54110	4,166.94
A	Collection Service	.7410.440.00.54120	1,526.42
A	Collection Service	.7410.440.00.54130	3,304.03
A	Collection Service	.7410.440.00.54370	2,500.00
A	Youth Services	.7410.450.00.54292	627.22
A	YA Services	.7410.460.00.54292	3,267.57
A	Business Office	.7410.500.00.53800	2,204.33
A	Information Tech	.7410.500.00.53800	823.04
A	Information Tech	.7410.500.00.53800	592.20
A	Information Tech	.7410.500.00.54300	2,518.28
A	Information Tech	.7410.500.00.54370	178.92
A	Information Tech	.7410.500.00.54390	1,264.61
A	Information Tech	.7410.710.00.54131	370.23
A	General Fund Exchange		
A	Furniture, Fixtures & E		
A	FF&E/Marcotte Lab		
A	Office & Library Suppl		
A	Cont Rd/ Regional & Na		
A	Professional Fees		
A	Membership Dues		
A	Rental of Quarters		
A	Other Oper-Water		
A	Other Operations		
A	Vehicle Operations		
A	Life Insurance		
A	Medicare B Reimb		
A	Admin Program Expenses		
A	Legal Fees		
A	CBA Books - Digital		
A	Telephone Central Libr		
A	Custodial Supplies		
A	Security Monitoring		
A	Rental, Repair & Maint		
A	Landscaping/Grounds Ma		
A	Snow Removal		
A	Snow Removal - Staff I		
A	HVAC-MECH/ELEC/PLUMB		
A	Other Oper-Traffic		
A	Big Read Programming		
A	PR & Printing - Rotunda		
A	PR & Printing - PLA/AC		
A	Mileage Reimbursement		
A	Professional Fees		
A	PLD Databases		
A	Programming Adult Svc		
A	Technical Ser Supplies		
A	Collection Serv Books		
A	Collection Serv- Books		
A	Books- Pop-Up Library		
A	Collection Serv Video		
A	VIDEO & FILMS - DIGITA		
A	Music & Audio		
A	SERIALS - DIGITAL		
A	Collections Agency Fee		
A	Programming Youth		
A	Programming YA		
A	Ink & Toner		
A	Equipment IT		
A	Information Tech Suppl		
A	Software Fees		
A	Rental, Repair & Maint		
A	Newspapers		

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WARRANT SUMMARY

25
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WARRANT: 20191219 12/19/2019

DUE DATE: 12/19/2019

FUND ORG	ACCOUNT	AMOUNT	BUDGET

A	A71000	Adriance	A	.7410.710.00.	54310	.		Telephone Adriance	475.18	588.50
A	A71000	Adriance	A	.7410.710.00.	54320	.		Internet Services Adria	3,015.58	168.33
A	A71000	Adriance	A	.7410.710.00.	54330	.		Postage AML	154.50	-25.73
A	A73000	Boardman Road Bran	A	.7410.730.00.	54131	.		Newspapers - Boardman	36.49	
A	A73000	Boardman Road Bran	A	.7410.730.00.	54310	.		Telephone - Boardman	114.90	1,141.81
A	A73000	Boardman Road Bran	A	.7410.730.00.	54320	.		Internet Services - Boa	1,078.64	2.73
A	A73000	Boardman Road Bran	A	.7410.730.00.	54500	.		Fuel & Utilities -Boar	239.27	6,783.41
									FUND TOTAL	88,853.31

WARRANT SUMMARY TOTAL	88,853.31
GRAND TOTAL	88,853.31

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT DECEMBER 2019

FOR 2019 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,321,567	6,321,567	6,321,567.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,356,376	1,356,376	1,356,376.00	.00	.00	100.0%
42082 LIBRARY CHARGES	67,500	67,500	53,222.84	4,455.01	14,277.16	78.8%
42401 INTEREST EARNINGS	33,000	33,000	60,731.01	1,382.90	-27,731.01	184.0%
42705 DONATIONS	55,000	55,000	49,063.25	2,031.07	5,936.75	89.2%
42752 ANNUAL APPEAL	25,000	25,000	24,608.76	37.64	391.24	98.4%
42753 DONATIONS IN KIND	81,983	81,983	81,983.00	6,831.99	.00	100.0%
42760 GRANTS	25,000	25,000	21,000.00	5,000.00	4,000.00	84.0%
42771 PAYMENT IN LIEU OF TAXES	128,750	128,750	126,576.96	.00	2,173.04	98.3%
42777 E RATE INCOME	40,000	40,000	17,747.24	.00	22,252.76	44.4%
42800 MISCELLANEOUS INCOME	16,823	16,823	19,972.25	.00	-3,147.25	118.7%
43840 CENTRAL LIBRARY DEVELOPMENT	196,866	196,866	196,965.00	.00	-99.00	100.1%
43841 CENTRAL BOOK AID	67,599	67,599	67,633.00	.00	-34.00	100.1%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	22,032.20	2,203.20	-2,419.20	112.3%
45031 TRANSFERS IN	225,000	280,804	5,504.04	.00	275,300.00	2.0%
GRAND TOTAL	8,660,079	8,715,883	8,424,982.55	21,941.81	290,900.49	96.7%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2019 12

FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	General Fund Operating	1,053.31	2,025.94
A	General Fund Payroll	22.10	789.95
A	General Fund Money Market	-371,190.21	862,525.02
A	Credit Card Transactions	-158.28	1,268.28
A	Flex 125 Money Market	-680.66	3,811.50
A	Petty Cash	.00	3,008.42
A	Cash in Machines	.00	502.00
A	Due From Other Funds	-566,774.99	-20,693.91
	TOTAL ASSETS	-937,728.73	-853,237.20
LIABILITIES			
A	26000		
A	Accounts Payable	-560.00	-3,998.08
A	Payroll Liabilities	-112,327.55	-112,327.55
A	Flex 125 Exchange	1,512.09	-2,603.27
A	Benefits Exchange	-2,379.32	425.13
A	General Fund Exchange	-6.00	-476.00
A	State Retirement Exchange	.00	88.00
A	Due To Other Funds	-5,300.00	-56,244.60
A	State Retirement Accrual	-49,176.88	-352,191.99
	TOTAL LIABILITIES	-168,237.66	-927,328.36
FUND BALANCE			
A	35100		
A	Budgeted Revenues	5,300.00	8,715,883.04
A	Encumbrances (+ PYCF)	-253,502.49	167,790.35
A	Expenditures (+ PYCF)	1,127,908.20	8,607,743.55
A	Encumbrance Reserve (+ PYCF)	253,502.49	-167,790.35
A	Compensated Absences Reserve	.00	47,000.00
A	Unreserved Fund Balance	.00	111,903.62
A	Fund Balance Start of Year	.00	-461,670.84
A	Appropriations (+ PYCF)	-5,300.00	-8,827,785.66
A	Revenues Received	-21,941.81	-8,424,982.55
	TOTAL FUND BALANCE	1,105,966.39	-225,908.34
	TOTAL LIABILITIES + FUND BALANCE	-937,728.73	-853,237.20

Poughkeepsie Public Library District

BALANCE SHEET FOR 2019 12



FUND: CM MISC SPEC REVENUE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
CM 12000	Special Revenue Funds	21,007.70	394,195.51
CM 12012	Schlobach Trust CD	.00	50,000.00
CM 12020	CM Payroll Checking	.00	275.08
CM 13910	Due From Other Funds	5,280.27	58,283.29
TOTAL ASSETS		26,287.97	502,753.88
LIABILITIES			
CM 26300	Due To Other Funds	-11,035.59	-12,503.71
TOTAL LIABILITIES		-11,035.59	-12,503.71
FUND BALANCE			
CM 35210	Encumbrances	.00	.39
CM 35220	Expenditures	.00	5,504.04
CM 38210	Reserve For Encumbrances	.00	.39
CM 39110	Fund Balance Unreserved	.00	-301,488.09
CM 39800	Revenues	-15,232.38	-194,266.12
TOTAL FUND BALANCE		-15,232.38	-190,250.17
TOTAL LIABILITIES + FUND BALANCE		-26,267.97	-502,753.88

Poughkeepsie Public Library District

BALANCE SHEET FOR 2019 12



FUND: H	CAPITAL PROJECT FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		
H	12044		
H	12200	42,172.57	126.62
H	13500	.06	131,689.21
H	13502	.00	491.58
H	13910	.00	50,000.00
		.30	
		11,055.59	38,385.79
	TOTAL ASSETS	-53,228.22	-220,693.50
LIABILITIES			
H	26000	.00	.40
H	26300	.00	-54,598.21
H	26910	.00	-50,000.00
	TOTAL LIABILITIES	.00	-104,598.61
FUND BALANCE			
H	35100	.00	216,030.00
H	35210	-1,750.00	123,718.00
H	35220	.00	81,469.07
H	38210	1,750.00	-123,718.00
H	39110	.00	-107,238.81
H	39600	.00	-216,030.00
H	39800	-53,228.22	-90,325.15
	TOTAL FUND BALANCE	-53,228.22	-116,094.89
	TOTAL LIABILITIES + FUND BALANCE	-53,228.22	-220,693.50

Poughkeepsie Public Library District

BALANCE SHEET FOR 2019 12



FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		
PN	12012		
PN	12013		
PN	12014		
PN	12015		
PN	12201		
	TOTAL ASSETS		
LIABILITIES			
PN	26300		
	TOTAL LIABILITIES		
FUND BALANCE			
PN	39110		
	TOTAL FUND BALANCE		
	TOTAL LIABILITIES + FUND BALANCE		

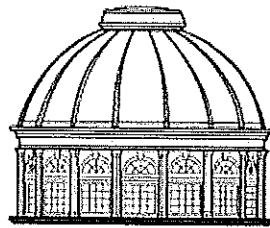
Slonaker Trust	.00	2,771.48
Lamont Fund	.00	50,000.00
Levinsohn Trust	.00	1,003.52
Wojciecki Trust	-19.73	366,986.79
Schwartz Fund	.00	10,964.91
Dobo Fund	.00	37,047.81
	-19.73	468,774.51
	19.73	10,043.34
	19.73	10,043.34
	.00	-478,817.85
	.00	-478,817.85
	-19.73	-468,774.51

Poughkeepsie Public Library District

BALANCE SHEET FOR 2019 12

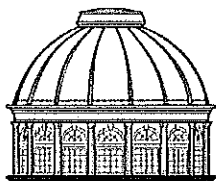


FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS	V 12230	Cash, Res Bond Indebtedness	311,404.23
		TOTAL ASSETS	311,404.23
LIABILITIES	V 26300	DUE TO OTHER FUNDS	37,256.65
		TOTAL LIABILITIES	37,256.65
FUND BALANCE	V 39110	Fund Balance Unreserved	-326,368.25
	V 39800	Revenues	-22,292.63
		TOTAL FUND BALANCE	-348,660.88
		TOTAL LIABILITIES + FUND BALANCE	-311,404.23



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JANUARY 2020

Significant Challenges or Accomplishments

- The bookmobile is expected at any time now (and may be here by the time the Board meets). Arrangements for safe storage are being finalized, as are the plans for final up fitting for technology and the purchasing of collections. The Friends have scheduled a donor and volunteer thank you event for Sunday, March 22 at the Boardman Branch Library. Please mark the date so you can have the cook's tour.
- Everything is on track for this year's Poughkeepsie Book Festival (formerly KidsRead). This year's event will be on Saturday, April 4, at the Poughkeepsie Day School and will feature about 50 authors of books for children and teens. Marc Brown, the creator of the successful Arthur series of books and the PBS show, will be the main speaker.

Service and Program Highlights

- See attached statistics. The December statistics include a report on Library District's digital and streaming usage. Once the NYS annual statistics report is complete and presented for Board review, the Board will receive a more detailed report on library usage statistics, trends, and highlights.
- Registration for winter programming is going very well. Planning has begun for spring and summer programming.

Outreach and Professional Development

- 2020 funding for staff continuing education has, for the most part, been distributed. A good number of staff plan to attend regional and national library conferences. The Library District has a healthy budget for continuing education and the staff put their educational experiences to good use upon return.

Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage.

Buildings

- Boardman Road
 - The Friends have asked the Board to continue its pursuit of funding parking expansion. They are willing to consider a contribution to advance the issue.
 - A study of a reconfiguration of the parking currently available may yield additional spaces.
- Adriance
 - Staff will begin work on a facilities maintenance and improvement plan for presentation to the Planning Committee. The renovated and expanded building will celebrate its ten-year anniversary this past October.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2019 to 2018

	Current Year: 2019				Previous Year: 2018				YTD	
	Dec	Percent	YTD	Percent	Dec	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,676	19.93%	69,767	19.87%	4,287	19.70%	58,568	20.01%	11,199	19.12%
Adult Non-Fiction	4,389	15.41%	52,941	15.08%	2,925	13.44%	40,432	13.82%	12,509	30.94%
Fiction - Juvenile	5,152	18.09%	64,774	18.45%	2,938	13.50%	49,724	16.99%	15,050	30.27%
Non-Fiction - Juvenile	1,269	4.46%	17,661	5.03%	742	3.41%	13,436	4.59%	4,225	31.45%
Periodicals	245	0.86%	2,900	0.83%	199	0.91%	2,776	0.95%	124	4.47%
Periodicals - Juvenile	46	0.16%	448	0.13%	22	0.10%	469	0.16%	-21	-4.48%
Print Subtotal	16,777	58.90%	208,491	59.39%	11,113	51.08%	165,405	56.52%	43,086	26.05%
Microforms	0	0.00%	1	0.00%	0	0.00%	2	0.00%	-1	0.00%
ILL	4	0.01%	178	0.05%	10	0.05%	155	0.05%	23	14.84%
Soundrecordings	1,419	4.98%	16,524	4.71%	1,265	5.81%	15,046	5.14%	1,478	9.82%
Videorecordings	8,279	29.07%	91,406	26.04%	6,003	27.59%	72,448	24.75%	18,958	26.17%
Media	0	0.00%	23	0.01%	2	0.01%	24	0.01%	-1	-4.17%
Software	25	0.09%	318	0.09%	9	0.04%	176	0.06%	142	80.68%
Equipment/Realia	3	0.01%	261	0.07%	27	0.12%	447	0.15%	-186	-41.61%
Suppressed Items	16	0.06%	321	0.09%	15	0.07%	235	0.08%	86	36.60%
Videorecordings - Juvenile	1,208	4.24%	16,290	4.64%	860	3.95%	9,951	3.40%	6,339	63.70%
Audiorecordings - Juvenile	155	0.54%	1,891	0.54%	136	0.63%	1,586	0.54%	305	19.23%
Media - Juvenile	109	0.38%	1,554	0.44%	101	0.46%	1,285	0.44%	269	20.93%
Software - Juvenile	24	0.08%	235	0.07%	8	0.04%	208	0.07%	27	12.98%
Non-Print Subtotal	11,242	39.47%	129,002	36.74%	8,436	38.77%	101,563	34.70%	27,439	27.02%
Online Renewals	463	1.63%	13,590	3.87%	2,209	10.15%	25,693	8.78%	-12,103	-47.11%
Total	28,482		351,083		21,758		292,661		58,422	19.96%

NOTE: In May 2019, the Mid-Hudson Library System and its member libraries adopted an auto-renewal feature which automatically renews any items three days before their due date, unless there is a patron hold request for the item. This has had an inflationary impact on circulation statistics, when compared to previous

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2019

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	24,119	21,481	22,438	21,629	26,689	30,675	36,215	34,796	31,001	31,314	29,117	28,019	337,493
Physical Items - Online Renewals	2,332	2,133	2,307	2,183	1,478	477	463	508	463	463	463	463	13,733
Digital Content	6,126	5,731	6,688	6,804	6,588	5,803	7,113	7,698	6,532	7,303	8,435	8,182	83,003
Total	32,577	29,345	31,433	30,616	34,755	36,955	43,791	43,002	37,996	39,080	38,015	36,664	434,229
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,447	3,755	4,113	3,818	3,968	3,505	4,000	3,456	3,754	4,033	3,406	3,238	45,493
Boardman Road	3,418	2,781	2,984	2,909	2,773	2,533	3,031	2,768	2,947	2,863	2,526	2,416	33,949
Total	7,865	6,536	7,097	6,727	6,741	6,038	7,031	6,224	6,701	6,896	5,932	5,654	79,442
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	1,469	1,420	1,536	1,325	1,070	1,004	1,192	1,419	1,419	1,317	1,063	824	15,058
Boardman Road	172	187	169	219	150	185	152	150	135	146	120	76	1,861
Total	1,641	1,607	1,705	1,544	1,220	1,189	1,344	1,569	1,554	1,463	1,183	900	16,919
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	13,590	8,921	43,605	13,032	9,578	11,774	8,161	9,140	10,778	8,389	9,558	8,012	154,538
Calendar Hits - EventKeeper	3,130	3,023	3,076	3,076	3,022	2,325	3,518	2,940	2,709	3,197	2,373	2,199	34,588
Calendar Hits - Burbio	10,632	10,093	9,417	7,934	5,690	5,272	6,791	5,233	5,946	15,764	26,563	8,593	117,928
Calendar Hits - Recite Me	188	172	171	136	134	175	413	215	471	497	837	444	3,853
Website Hits	34,699	30,832	34,490	32,424	30,425	30,213	33,388	31,870	32,719	32,705	28,335	26,614	378,714
Total	62,239	53,041	90,759	56,602	48,849	49,759	52,271	49,398	52,623	60,552	67,666	45,862	689,621
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	6,911	6,395	7,441	7,524	6,841	7,452	7,503	7,975	7,107	8,873	6,767	6,130	86,919
Boardman Road	2,297	2,059	2,468	2,213	2,135	2,441	2,248	2,250	2,099	2,419	1,915	1,628	26,172
Total	9,208	8,454	9,909	9,737	8,976	9,893	9,751	10,225	9,206	11,292	8,682	7,758	113,091
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	59	36	75	65	56	44	44	64	53	44	56	36	632
Boardman Road	12	11	9	23	17	16	14	14	16	23	8	10	173
Total	71	47	84	88	73	60	58	78	69	67	64	46	805
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	231	197	174	238	200	128	205	154	178	287	185	95	2,272
Community Engagement	NA	NA	NA	NA	2	4	7	6	6	7	2	0	34
Non-Library District	59	63	61	62	48	36	42	54	54	55	64	51	649
Exams Proctored	7	3	7	8	9	19	13	13	6	22	12	19	138
MAP Passes	24	34	44	48	27	58	101	161	80	85	32	47	741
Total	321	297	286	356	286	245	368	388	324	456	295	212	3,834
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	3,080	2,445	2,019	3,355	2,224	1,795	2,569	1,892	1,941	6,107	4,390	918	32,735
Community Engagement	NA	NA	NA	NA	44	67	180	1,067	810	86	30	0	2,284
Non-Library District	665	729	834	753	534	331	460	432	411	734	565	366	6,814
Drop-In Room Use	NA	78	97	98	135	111	130	125	135	143	115	91	1,258
Total	3,745	3,252	2,950	4,206	2,937	2,304	3,339	3,516	3,297	7,070	5,100	1,375	43,091
GENERAL ATTENDANCE (CY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	16,454	16,481	19,365	18,388	17,584	17,435	22,404	18,492	15,750	18,580	15,187	13,050	209,167
Boardman Road	11,220	8,830	12,550	11,210	10,929	10,304	12,738	11,135	10,211	11,569	9,663	8,122	128,477
Total - 2019	27,673	25,311	31,915	29,597	28,512	27,738	35,142	29,627	25,961	30,148	24,849	21,172	337,644
GENERAL ATTENDANCE (PY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	17,418	16,286	18,506	18,170	15,570	17,231	18,531	19,263	14,648	19,074	17,364	14,357	206,415
Boardman Road	10,506	10,237	12,259	11,338	11,438	12,327	12,906	13,335	11,232	10,849	10,017	9,062	135,504
Total - 2018	27,924	26,523	30,765	29,508	27,008	29,557	31,437	32,598	25,880	29,923	27,381	23,419	341,919

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

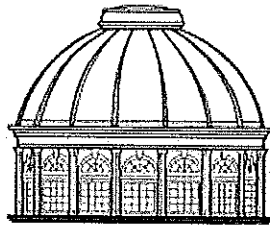
Summary of Volunteer Activity 2019

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	15	12	1	28	108.00	84.00	100.00	292.00
February	13	13	2	28	74.00	91.00	23.00	188.00
March	14	12	2	28	78.00	81.00	15.00	174.00
April	11	12	2	25	72.00	78.00	22.00	172.00
May	15	13	2	30	68.00	69.00	45.00	182.00
June	5	14	2	21	15.00	73.00	38.00	126.00
July	7	12	2	21	71.00	68.00	41.00	180.00
August	12	15	3	30	56.00	85.00	77.00	218.00
September	8	13	2	23	33.00	92.00	27.00	152.00
October	7	15	1	23	31.00	98.00	4.00	133.00
November	4	16	1	22	34.00	86.00	20.00	140.00
December	11	16	2	29	48.00	88.00	15.00	151.00
TOTAL				688.00	993.00	427.00	2108.00	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Digital and Streaming Usage - 2019

Database	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Ancestry.com	260	285	791	538	350	643	308	1,267	178	265	652	1,168	6,705
AWE	692	817	770	847	696	532	955	893	758	819	689	545	9,013
Creativebug	NA	NA	NA	7	83	39	18	7	53	16	107	100	430
Credo	11	10	8	3	19	0	4	NA	NA	NA	NA	NA	55
HeritageQuest Online	962	315	1,210	550	291	802	686	1,212	377	864	484	821	8,574
Historical New York Times	151	73	36	65	302	177	53	57	20	129	60	10	1,133
MHLS WAM	1,806	1,185	743	1,079	1,283	3,363	1,707	1,750	1,726	2,110	2,640	2,216	21,608
MorningStar	NA	127	633	319	52	103	180	160	68	119	183	138	2,082
Newspapers.com	465	254	791	1,621	1,020	286	583	140	127	129	258	280	5,954
Novelist K - 8	NA	NA	NA	NA	NA	NA	NA	5	NA	NA	NA	3	8
Reference USA	3,089	825	33,603	1,030	666	1,360	1,459	233	4,132	733	704	0	47,834
ScienceFlix	47	34	13	226	30	32	3	0	21	3	23	156	588
Teachables	2	0	4	186	45	16	16	1	20	1	233	27	551
ValueLine	4,985	4,996	5,003	4,321	4,621	4,321	2,189	2,695	2,998	3,001	2,985	2,548	44,663
World Book Online	1,120	440	260	2,240	120	100	0	720	300	200	540	0	6,040
Total	13,590	8,921	43,605	13,032	9,578	11,774	8,161	9,140	10,778	8,389	9,558	8,012	154,538
Digital Resource	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Freegal	840	1,324	1,356	1,654	1,103	683	1,275	1,400	903	1,222	2,305	2,053	16,118
Hoopla	540	561	568	636	588	597	659	744	689	645	822	948	7,997
Kanopy	186	224	214	222	406	346	471	487	353	537	412	436	4,294
OverDrive (eAudio)	1,006	879	1,045	974	1,165	1,128	1,174	1,194	1,237	1,228	1,281	1,219	13,530
OverDrive (eBooks)	1,594	1,368	1,526	1,440	1,471	1,508	1,755	1,755	1,707	1,535	1,473	1,555	18,687
OverDrive (eVideo)	13	12	10	9	10	21	20	10	9	7	5	10	136
RB Digital (Acorn TV)	231	15	300	289	347	170	252	628	96	466	459	596	3,849
RB Digital (Comics)	-	-	-	-	-	-	-	-	-	-	-	4	4
RB Digital (Great Courses)	2	0	4	38	86	52	6	11	59	79	117	15	469
RB Digital (IndieFlix)	0	0	0	0	0	0	0	0	0	0	0	5	5
RB Digital (Magazines)	1,269	1,153	1,306	1,275	1,211	1,251	1,454	1,460	1,408	1,501	1,504	1,251	16,043
RB Digital (Method Prep)	2	0	0	2	0	0	0	0	1	0	1	1	7
RB Digital (Pangalo)	0	0	0	0	0	0	3	0	2	0	0	0	5
RB Digital (Qello)	6	2	9	6	1	7	18	0	18	0	12	39	118
Tumblebooks	437	193	350	259	200	40	26	9	50	83	44	50	1,741
Total	6,126	5,731	6,688	6,804	6,588	5,803	7,113	7,698	6,532	7,303	8,435	8,182	83,003



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2020 Committee Meeting Schedule Tasks**

Month	PPLD Committees (meetings at 5:00 pm)				PPLD Board (meetings at 7:00 pm)	FPPLD Board	PPLD Events	Community Events
	Board Development & Policy Fitzgibbons (Chair), Eagleton, Lyons, Schmitz, Spuhler	Finance Ryan (Chair), Bombardieri, Bucher, McGlinchey, Schmitz	Personnel More (Chair), Bucher, Fitzgibbons, Lyons, Spuhler	Planning McGlinchey (Chair), Bombardieri, Eagleton, Moore, Ryan				
Jan					1/22:	1/15:		
Feb		2/19: preliminary 2021 budget discussions; report review		2/3: update plan; Administration provides update on ongoing activities	2/19:	2/19:		
Mar	3/9: board development discussions; identify trustee candidate(s); policy review, if necessary		3/16: preliminary discussions on CSEA negotiations		3/25:	3/18:		
Apr		4/29: review proposed 2021 budget; report review		4/8: update plan; Administration provides update on ongoing activities	4/22:	4/15:		
May	5/11: board development discussions; policy review, if necessary		5/18: preliminary discussions on CSEA negotiations		5/27:	5/20:		
Jun		6/17: approve proposed 2021 budget; report review		6/3: update plan; Administration provides update on ongoing activities	6/24:	6/17:		

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2020 Committee Meeting Schedule Tasks**

Month	PPLD Committees (meetings at 5:00 pm)				PPLD Board (meetings at 7:00 pm)	FPPLD Board	PPLD Events	Community Events
	Board Development & Policy Fitzgibbons (Chair), Eagleton, Lyons, Schmitz, Spuhler	Finance Ryan (Chair), Bombardieri, Bucher, McGlinchey, Schmitz	Personnel More (Chair), Bucher, Fitzgibbons, Lyons, Spuhler	Planning McGlinchey (Chair), Bombardieri, Eagleton, Moore, Ryan	Monthly Meeting Dates	Monthly Meeting Dates	Attendance is requested by trustees.	Participation is requested by trustees.
Jul	7/13: board development discussions; policy review, if necessary		7/20: preliminary discussions on CSEA negotiations		7/22:			
Aug					8/26:	8/19:		
Sep		9/16: revise 2020 budget; report review	9/14: CSEA negotiations	9/2: update plan; Administration provides update on ongoing activities	9/23:	9/16:		
Oct	10/5: board development discussions; policy review, if necessary		10/19: CSEA negotiations		10/28:	10/21:		
Nov		11/16: year-end wrap-up	11/18: CSEA negotiations	11/4: update plan; Administration provides update on ongoing activities	11/18:	11/18:		
Dec					12/16:			