

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Tuesday, December 17, 2013
Meeting Will Run From 5:00 p.m. until 6:00 p.m.
Greenspan Board Room – Adriance Memorial Library
93 Market Street
Poughkeepsie, New York

Trustees Reviewing Warrants at 4:30 p.m.: Hutton and Scott

- I. Call to Order, Roll Call, Approval of the Agenda (*L. Lynch*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. November 20, 2013 (*T. Lawrence, #121713 – 1*)
 - V. Financial Report(s)
 - A. November 2013 (*S. Scott, #112013 – 2*)
 - B. Approval of Monthly Warrant (*#121713 – 2.1; to be distributed at the meeting*)
 - VI. Executive Reports
 - A. Administrative Reports & Statistics (*T. Lawrence, #121713 - 3*)
 - B. President's Report (*L. Lynch*)
 - VII. Board Action
 - A. Personnel Actions (*L. Muffs, #121713 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. 2014 Central Library Development Aid Budget (*T. Lawrence; #121713 – 5*)
 2. Appointment of Library Trustee (*L. Lynch; #121713 – 6*)
 - VIII. Other Reports
 - A. Board Committee Reports
 - B. Friends of PPLD
 - C. Board Comment
 - D. Public Comment on General Library District Affairs
- Adjournment

UPCOMING MEETING(S)

Thursday, January 2; 4:00 p.m. - Reorganizational Meeting
Wednesday, January 22, 2014; 7:00 p.m. – Regular Monthly Meeting
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 20, 2013

Trustees Present

- Nathaniel Almeida
- Grace Calella
- Anne Constantinople
- Sondra Farganis
- Duane Hutton
- Lila Lynch
- Tom McGlinchey
- Mary Moore
- Sheila Scott
- Patrick Watson
- Miriam Zimet-Aaron

Staff Present

- Grace Haack, Secretary to the Director
- Janet Huen, Assistant Library Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Lauren Muffs, Assistant Library Director

Other Guest(s)

FPLD Representatives Present

- Patricia Breen, President
- Danielle Fried, Library Science student Intern

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

- **Call to Order:** 4:00 p.m. by President Lynch.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions to the Agenda:** Reviewers of the warrants should read, Farganis, McGlinchey and Watson.
- **Move/Seconded:** Constantinople, McGlinchey
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None

III. Board Education: None

IV. Approval of Minutes of Previous Meeting(s)

A. Minutes of October 23, (PPLD Document #1122013 – 1)

- **Motion:** That the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 23, 2013.
- **Moved/Seconded:** Constantinople, McGlinchey
- **Discussion:** None
- **Vote:** 8– 0 – 0

B. Minutes of November 4, 2013, (PPLD Document #112013 – 1.1)

- **Motion:** That the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 4, 2013.
- **Moved/Seconded:** Constantinople, McGlinchey
- **Discussion:** None
- **Vote:** 8 – 0 – 0

V. Approval of Financial Actions

- **October 2013 Financial Activity Report (PPLD Document #112013 – 2)**

- **Motion:** That the Board of Trustees of the Poughkeepsie Public Library District accept the report of October Financial Activity as presented.
- **Moved/Seconded:** Scott, McGlinchey
- **Discussion:** Page 2 and 3 of the report were revised and distributed.
- **Vote:** 8– 0 – 0

- **Approval of Monthly Warrant(s) (PPLD Document #112013 – 2.1)**

- **Motion:** That the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:
 - Warrant 20131121 (Vouchers 28304 – 28876 totaling \$166,360.30)
 - Warrant C131121 (Vouchers 28606, 28652 – 28653, 28804 totaling \$47,643.21)
- **Moved/Seconded:** Constantinople, Watson
- **Discussion:** The review of the warrants should be corrected to read Farganis, Watson and McGlinchey.
- **Vote:** 8 – 0 – 0
- **Next Month's Warrant Review:** Zimet-Aaron, Farganis

- **Budget Modification:** None

VI. **Administrative Reports & Statistics (PPLD Document #112013 – 3)**

- A. Library Director Lawrence and Assistant Directors Muffs and Huen will have a written report in the Board packet every month.

This month Lawrence gave an oral report as follows:

- The Big Read came to a close with a concert at Poughkeepsie High School. All the programs during the Big Read were outstanding. Jewel Ratzlaff was highly praise for her tremendous work in pulling together such programs. Farganis moved, McGlinchey seconded and it was voted unanimously that Ratzlaff be sent a thank you note on behalf of the Board. The book chosen for 2014's Big Read is: *Fahrenheit 451*, by Ray Bradbury. The Big Read Committee will meet tomorrow to begin their planning.
- Boardman Road project is moving along. We won't know if we have to do more value engineering, (which would require staff approval, not Planning Board approval) until we bid the project out. The foot print remains the same. Chazen Co. was concerned about the drainage. He also suggests that a retaining wall be constructed, to keep debris from rolling down onto the driveway. The landscape architect has not had access to the revised site plan, in order to develop a landscaping plan. Tree bushes planted on the right side of the driveway will be replaced with Chanowsky Cherry Trees. A team is putting together submittals to go to the Planning Department. After that, It should be a fast turnaround from the Building Department to issue building permits.

Huen's written report is included in the October Board packet.

Muffs written report is included in the October Board packet.

- B. **President's Report:** None

VII. **Board Action**

A. **Personnel Actions PPLD Document #112013 – 4**

- **Motion:** 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
Margaret Kimma	Senior Library Clerk (hourly, permanent)	Promotion	1/01/2014	\$15.21/hour
Betty Cooper	Technology Instructor (part time; probationary)	New Hire	11/04/2013	\$20.60/hour
Kanthe Angara	Senior Library Clerk (hourly; permanent)	Appointment	1/01/2014	\$15.21/hour
Bridget O'Donnell	Senior Library Clerk (hourly; provisional)	New Hire	11/18/2013	\$15.21/hour

- **Moved/Seconded:** McGlinchey/Constantinople
- **Discussion:** Omitted from the above chart is the resignation of Valrie Perkins, part time Library Clerk, effective 10/25/2013. This action will appear on next month's Personnel sheet.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None

C. New Business:

1. Approval of 2014 Operational Schedule (PPLD Document #112013 – 5)

- **Move/Second:** Constantinople/Farganis that the Board of Trustees of the Poughkeepsie Public Library District approve the 2014 operational schedule as described in document #112013 – 5A..
- **Discussion:** None
- **VOTE:** 8 – 0 – 0

VIII. Other Reports

A. Board Committee Reports

1. **Board Development and Policy Committee:** The minutes are included in the November Board packet. The proposed chairs for the 2014 committees were discussed. A Trustee is being sought to replace resigned Trustee Nathaniel Almedia, to finish his unexpired term (December 31, 2016).
2. **Finance Committee:** The minutes are included in the November Board packet.
3. **Personnel Committee:** The minutes are included in the November Board packet.
4. **Planning Committee:** The minutes are included in the November Board packet.

B. Friends of PPLD Report: Liaison Pat Breen gave the following oral report:

- The Friends Holiday Book Sale is this weekend at Locust Grove. The items are of gift-giving quality and on Sunday, everything is half priced.
- Adriance Honors was excellent and a big success.
- The end of National Friends of the Library week was marked with the informational table at Barnes & Noble.
- Programs for December are:
 - December 11th - Annual Meeting at Mid-Hudson Library System, proceeded by a small reception. An invitation will be going out to the staff.
 - December 14th – Co-sponsor the children's reading festival at the Wallace Center.
- November 10th – Was the scheduled trip to the Metropolitan Opera. There was a mix-up with the bus transportation and the Poughkeepsie bus to the Metropolitan Opera was cancelled. Some took the train to NYC and therefore did get to tour the Met. There will be a refund to all for the cost of the bus.

- C. **Board Comment:** Carol Wolf, head of the Mill Street Loft, will present PPLD with a "Friends of the Arts" award, during a program at the Grand View. The award is to acknowledge PPLD for the inclusion of the arts in the Big Read. PPLD is one of three (3) organizations that will be presented with this award.

Lynch commented that she read in the newspaper PPLD exceeded our tax cap. Lawrence replied that this overage is the debt service on the new building (141 Boardman Road).

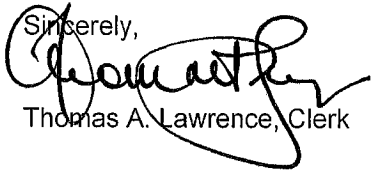
- D. **Public Comment:** Muffs introduced Danielle Fried, Library Science Intern, who has been gaining experience working along and with the staff in different areas.

Adjournment

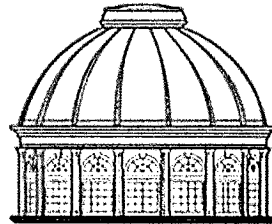
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Hutton/Constantinople
- **Discussion:** None
- **VOTE:** 8-0-0
- **Time of Adjournment:** 4:51 p.m.

The next regular monthly meeting of the Board of Trustees will be Tuesday, December 17, 2013 at 5:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Hutton and Scott will review the warrants, beginning at 4:30 p.m.

Sincerely,



Thomas A. Lawrence, Clerk



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of November 2013 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2013 Financial Activity.

Motion	Moved	_____
	Seconded	_____
Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

A	12010	GF Checking 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	CC Transactions 35751: Money market account to receive credit card payments and disburse credit card fees
A	12051	Flex Exchange MM: Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	Petty Cash: \$400 at Adriance and \$100 at Arlington 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	12201	CD investment accounts
A	12101	Cash 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	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	26030	Exchange Account: Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25, 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	Revenues Budgeted: 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 Current + Carry Forward: 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 YTD + Carry Forward: What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	Reserve for Encumbrances: Part of the budgeted money to be spent that is already committed to be spent
A	38670	Reserve for Compensated Absences: A reserve for the payment of accrued benefit time to new retirees.
A	39090	Encumbrance Carry Forward – Net: A complicated formula (open purchase orders from last year minus any balance left on those purchase orders when completed and +/- this year's budget adjustments)
A	39110	Fund Balance SOY (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 + Carry Forward Encumbrances: This year's budget to spend plus 39090
A	39800	Revenues Received: The actual revenue received to date

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of November 2013 Financial Activity

Report Narrative

General Fund (Fund A; \$2,262,438)

- Receipts for the month totaled \$32,709 which included \$5,047 from library charges and \$9,200 from grants.
- Disbursements for the month totaled \$425,801 which included \$302,909 in employee salary and benefits.

Special Revenue Fund (Fund CM; \$298,039)

- Receipts for the month included \$5,858 in interest and earnings, monthly recognition of the 2012 Dyson grant accrual and market change in the Wojtecki investment earnings.
- Disbursements totaled \$6,997 which included \$6,847 in PCC employee salary and benefit expenses and recognition of the annual fee for the Wojtecki account.
- Sub fund totals include:
 - Marcotte Memorial Fund: \$175,307
 - Schlobach Fund: 50,000
 - PCC Extension Grant Funds: 21,106

Capital Fund (Fund H; \$2,912,956)

- Receipts totaled \$570 in interest earnings and \$3,400 miscellaneous income resulting from unclaimed deposits for the plans and specifications for the Boardman Road rebid.
- Disbursements totaled \$47,643. Disbursements from the SAP fund totaled \$16,153 in expenses related to professional site planning services, arborist services and lawn mowing at the Boardman Road site. Disbursements from the BAN proceeds totaled \$31,480 for construction management services related to the Boardman Road project.
- Sub fund totals include:
 - Designated Gifts and Grants (DGG Fund): \$55,619
 - Supplemental Appropriation for Planning (SAP Fund): 50,914
 - Bond/BAN proceeds (Boardman Road): 1,585,403

Permanent Funds (Fund PN; \$476,731)

- 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 this interest that is not yet transferred. Current sub fund principal balances are:
 - Slonaker Trust: \$2,775
 - Levinsohn Trust: 1,000
 - Wojtecki Trust: 377,030
 - Schwartz Fund: 1,000
 - LaMont Fund: 50,000
 - Dobo Fund: 37,048

Debt Service Fund (Fund V; \$318,132)

- Receipts included interest earnings of \$119.
- \$717,537 was transferred to the general fund for bond debt service payments in December.

Poughkeepsie Public Library District



GENERAL FUND YEAR-TO-DATE (YTD)

EXPENSE REPORT NOVEMBER 2013

FOR 2013 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	2,670,951	2,698,342	2,374,695.07	205,858.45	227,627.60	96,019.33	96.4%
22 EQUIP & CAPITAL OUTL	20,000	20,070	16,696.06	472.75	940.98	2,432.96	87.9%
30 MATERIALS	371,258	370,758	280,211.31	52,548.53	19,659.71	70,886.98	80.9%
32 INFORMATION SVC	116,163	137,081	112,589.16	1,415.00	620.72	23,871.12	82.6%
50 OPERATIONS	833,435	836,872	678,279.44	62,777.96	99,123.95	59,468.61	92.9%
51 AUTOMATION	45,527	45,527	35,888.02	5,678.02	3.40	9,635.58	78.8%
91 EMPLOYEE BENEFITS	1,363,479	1,318,674	1,220,192.63	97,085.06	5,444.26	93,037.11	92.9%
92 DEBT SER	981,573	980,073	262,556.23	.00	.00	717,516.77	26.8%

GRAND TOTAL

6,402,386 6,407,397 4,981,107.92 425,835.77 353,420.62 1,072,868.46 83.3%

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

Poughkeepsie Public Library District



GENERAL FUND YEAR-TO-DATE (YTD)

REVENUE REPORT NOVEMBER 2013

FOR 2013 11

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	4,655,675	4,655,675	4,655,675.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	969,323	969,323	969,323.00	.00	.00	100.0%
41005 Tax certiaor1	0	0	-6,501.68	.00	6,501.68	100.0%
42082 LIBRARY CHARGES	91,500	91,500	69,903.29	5,047.03	21,596.71	76.4%
42401 INTEREST EARNINGS	10,500	10,500	8,460.76	630.48	2,039.24	80.6%
42701 REFUNDS-PRIOR YEARS	0	17,489	8,764.00	.00	8,725.00	50.1%
42705 DONATIONS	22,000	22,000	3,561.23	9.80	18,438.77	16.2%
42752 ANNUAL APPEAL	45,000	30,000	29,268.52	.00	731.48	97.6%
42753 DONATIONS IN KIND	81,983	81,983	75,151.01	6,831.91	6,831.99	91.7%
42760 GRANTS	52,000	90,230	74,847.33	9,200.00	15,382.67	83.0%
42770 DUTCHESS COUNTY	52,081	13,020	13,020.00	.00	.00	100.0%
42771 PAYMENT IN LIEU OF TAXES	112,729	112,729	112,729.28	.00	-.28	100.0%
42775 MEDICARE D REIMBURSEMENT	8,500	0	.00	.00	.00	0%
42777 E RATE INCOME	40,000	40,000	18,372.18	239.54	21,627.82	45.9%
43840 CENTRAL LIBRARY DEVELOPMENT	160,650	173,815	174,655.00	.00	-840.00	100.5%
43841 CENTRAL BOOK AID	57,250	59,683	59,973.00	.00	-290.00	100.5%
43842 LOCAL LIBRARY INCENTIVE	19,062	19,062	17,583.30	.00	1,478.70	92.2%
45031 TRANSFERS IN	24,133	20,388	15,387.52	10,750.00	5,000.48	75.5%
GRAND TOTAL	6,402,386	6,407,397	6,300,172.74	32,708.76	107,224.26	98.3%

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

WARRANT: 20131121 11/21/2013

DUE DATE: 11/21/2013

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A	General Fund	3,738.61		
A	A00000	General Fund Expenses	22.80		2249.32
A	A00000	General Fund Expenses	844.97		2341.74
A	A00000	General Fund Expenses	5,678.02		9635.94
A	A00000	General Fund Expenses	165.00		-25.00
A	A00000	General Fund Expenses	2,536.96		3259.00
A	A00000	General Fund Expenses	67.46		31.36
A	A00000	General Fund Expenses	45,782.35		9796.60
A	A00000	General Fund Expenses	1,049.00		1140.00
A	A10000	Administration	650.00		1295.80
A	A11000	CLDA Reimbursable	223.86		37.55
A	A11100	CLDA Reimbursable	162.06		.00
A	A11100	CLDA Reimbursable	233.29		905.03
A	A11100	CLDA Reimbursable	7,959.00		10
A	A20000	Building Services	690.69		621.83
A	A20000	Building Services	144.00		712.74
A	A20000	Building Services	200.00		87.30
A	A20000	Building Services	5,481.07		8217.60
A	A20000	Building Services	259.69		1383.72
A	A30000	Advancement Services	70.00		5476.00
A	A30000	Advancement Services	6,653.95		199.06
A	A30000	Advancement Services	600.00		1800.00
A	A40000	Adult Services	566.00		766.01
A	A41000	Adult Services	517.71		1800.60
A	A42000	Technical Services	1,415.00		2181.12
A	A43000	Borrower Services	658.40		469.19
A	A44000	Collection Service	1,240.00		403.13
A	A44000	Collection Service	33,303.72		66136.07
A	A44000	Collection Service	8,168.73		9809.42
A	A44000	Collection Service	10,414.00		7239.96
A	A45000	Youth Services	144.37		233.52
A	A46000	YA Services	501.20		1013.96
A	A60000	Information Tech	1,112.48		192.24
A	A60000	Information Tech	2,250.00		4049.11
A	A60000	Information Tech	449.95		104.67
A	A60000	Information Tech	79.78		416.46
A	A60000	Information Tech	5.99		875.94
A	A70000	Adriance	348.00		84.50
A	A71000	Adriance	448.15		146.00
A	A71000	Adriance	1,800.00		.00
A	A71000	Adriance	16.39		6.60
A	A72000	Arlington	8,368.71		2489.39
A	A72000	Arlington	82.49		148.98
A	A72000	Arlington	978.12		62.79
A	A72000	Arlington	946.91		.00
A	A72000	Arlington	9,331.42		.96
FUND TOTAL			166,360.30		

WARRANT: C131121 11/21/2013 DUE DATE: 11/21/2013

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
H	H00000	CAPITAL FUND EXPENSE H .7410.000.00.54370 .C808	5,220.00		-13747.53
H	H00000	CAPITAL FUND EXPENSE H .7410.000.00.54372 .C813	11,386.92		-325756.32
H	H00000	CAPITAL FUND EXPENSE H .7410.000.00.54803 .C808	10,942.56		-76583.60
H	H00000	CAPITAL FUND EXPENSE H .7410.000.00.54806 .C813	20,093.73		-283213.00
FUND TOTAL			47,643.21		
WARRANT SUMMARY TOTAL			47,643.21		
GRAND TOTAL			47,643.21		

Poughkeepsie Public Library District



BALANCE SHEET FOR 2013 11

FUND: A GENERAL FUND /

FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	12020	-460.00	264.06
A	12023	-34.75	3,767.86
A	12040	357,076.47	2,249,381.01
A	12051	-1,137.62	1,473.58
A	12100	278.76	5,402.86
A	12101	.00	1,300.72
A	13800	.00	502.00
A	13910	-706,786.77	345.46
	TOTAL ASSETS	-351,063.91	2,262,437.55
LIABILITIES			
A	26020		
A	26021	-277.62	-5,358.83
A	26030	164.86	1,536.53
A	26300	-7.00	-1,115.24
A	26370	-152.95	-4,637.47
	TOTAL LIABILITIES	-41,790.39	-415,315.19
		-42,063.10	-424,890.20
FUND BALANCE			
A	35100		6,407,397.00
A	35210	.00	354,430.70
A	35220	-298,210.33	5,064,605.72
A	38210	425,835.77	-354,430.70
A	38670	298,210.33	-20,000.00
A	39090	.00	89,113.07
A	39110	.00	-581,980.33
A	39600	.00	-6,496,510.07
A	39800	-32,708.76	-6,300,172.74
	TOTAL FUND BALANCE	393,127.01	-1,837,547.35
	TOTAL LIABILITIES + FUND BALANCE	351,063.91	2,262,437.55

-6-

Poughkeepsie Public Library District



BALANCE SHEET FOR 2013 11

FUND: CM MISC SPEC REVENUE FUND /

FUND: CM MISC SPEC REVENUE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
CM	12000		
CM	12000	-6,918.35	223,892.03
CM	12000	-6,191.15	21,105.76
CM	12000	.00	-2,061.34
CM	12012	.00	-7,633.10
CM	12020	.00	50,000.00
CM	13910	363.60	275.08
	TOTAL ASSETS	-12,745.90	298,038.94
LIABILITIES			
CM	26370		
CM	26370	-808.64	-8,715.78
CM	26370	.00	-891.74
CM	26910	6,666.67	-174.40
	TOTAL LIABILITIES	5,858.03	-6,666.62
FUND BALANCE			
CM	35100		
CM	35210	.00	1,057,548.91
CM	35220	-2,091.60	14,149.02
CM	38210	6,996.84	105,864.47
CM	39090	2,091.60	-14,149.02
CM	39110	.00	475,823.63
CM	39600	.00	-307,492.70
CM	39800	-108.97	-1,533,372.54
	TOTAL FUND BALANCE	6,887.87	-79,962.17
	TOTAL LIABILITIES + FUND BALANCE	12,745.90	-281,590.40
			-298,038.94

-7-

Poughkeepsie Public Library District



BALANCE SHEET FOR 2013 11

FUND: H CAPITAL PROJECT FUND /

FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		
H	12012	.00	1,456.41
H	12043	-16,149.54	50,914.24
H	12044	.00	1,000,000.00
H	12200	3,411.37	55,618.91
H	13500	-30,935.24	1,585,402.80
H	13502	.00	199,944.80
H	13910	.00	-9,711.61
	TOTAL ASSETS	-43,673.41	2,912,955.75
LIABILITIES			
H	26000	.00	-19,943.89
H	26910	.00	-195,288.39
	TOTAL LIABILITIES	.00	-215,232.28
FUND BALANCE			
H	35100	6,797,848.00	23,246,229.66
H	35210	-39,354.57	200,158.43
H	35220	47,643.21	1,232,009.72
H	38210	39,354.57	-200,158.43
H	39090	.00	-311,906.98
H	39110	.00	-194,867.76
H	39600	-6,797,848.00	-22,934,322.68
H	39800	-3,969.80	-3,734,865.43
	TOTAL FUND BALANCE	43,673.41	-2,697,723.47
	TOTAL LIABILITIES + FUND BALANCE	43,673.41	-2,912,955.75

-8-

Poughkeepsie Public Library District



BALANCE SHEET FOR 2013 11

FUND: PN PERMANENT FUND /

FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011	.00	Slonaker Trust
PN	12012	.00	Lamont Fund
PN	12013	.00	Levinsohn Trust
PN	12014	210.65	Wojtecki Trust
PN	12015	.00	Schwartz Fund
PN	12201	.00	Dobo Fund
	TOTAL ASSETS	210.65	476,731.18
LIABILITIES			
PN	26300	-210.65	Due to other funds
	TOTAL LIABILITIES	-210.65	-7,878.24
FUND BALANCE			
PN	35100	.00	Estimated Revenues
PN	39090	.00	Budg Fund Balance Unreserved
PN	39110	.00	Library Trust Permanent Funds
	TOTAL FUND BALANCE	.00	-468,852.94
	TOTAL LIABILITIES + FUND BALANCE	-210.65	-476,731.18

Poughkeepsie Public Library District

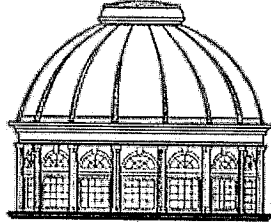


BALANCE SHEET FOR 2013 11

FUND: V DEBT SERVICE FUND /

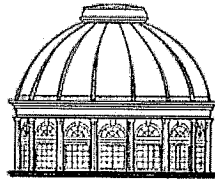
FUND: V	DEBT SERVICE FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	Cash, Res Bond Indebtedness	318,132.09
	TOTAL ASSETS	-717,418.17	-318,132.09
LIABILITIES			
V	26300	DUE TO OTHER FUNDS	-29,275.00
	TOTAL LIABILITIES	706,786.77	-29,275.00
FUND BALANCE			
V	35220	Expenditures	10,750.00
V	39110	Fund Balance Unreserved	-298,105.01
V	39800	Revenues	-1,502.08
	TOTAL FUND BALANCE	10,631.40	-288,857.09
	TOTAL LIABILITIES + FUND BALANCE	717,418.17	-318,132.09

-10-



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

ASSISTANT LIBRARY DIRECTOR FOR PUBLIC SERVICES – DECEMBER 2013

Significant Challenges or Accomplishments

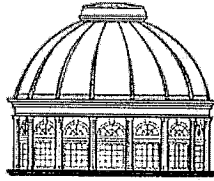
- Coordinated and implemented the reception for Shawn Christensen.
- Completed supervision of intern, Danielle Fried.
- Continued challenge of trying to accommodate outside organizations needs and PPLD programming in the limited rooms available in the Library District.
- **Adult Services:**
Deb Weltsch and Stephanie Harrison conducted the final three two-hour classes on Workforce Development resources for the Central Library Fall program in Cairo, Hillsdale, and Poughkeepsie.
- Training continues for 2 student pages, James and Sharief.
- **Advancement:**
SkyFest Exhibit – Collaboration with Bardavon and Barrett Art Center and Arm of the Sea Theatre which brought new people into Adriaance.
- **Youth Services:**
International Games Day, November 16. 77 patrons participated. ALA sent a representative to judge the Yu-Gi-Oh Tournament.

Service and Program Highlights

- **Adult Services:**
Community Learning Plaza hosted Carl Garofolo and Mercedes Torres (certified navigator) of Fidelis Care on November 18 to speak in Spanish about ACA options to our students with a good turnout, many questions.
- **Advancement:**
The national program director of The Big Read visited us and was complimentary about our program. He often uses Poughkeepsie as an example for other, newer, Big Read communities.
- The Big Read concluded successfully. Big Read final report to NEA also completed. New collaborators include the Beacon Theatre and the Vassar FLL Art Center.
- **Youth Services:**
Adriaance hosted Dutchess County Youth Services meeting on November 18.
Equipment ordered for children's technology and makerspace programs.

Outreach and Professional Development

- **Adult Services:**
Peggy Sisselman attended the BAT meeting at Alana Center, Vassar College. The center is available to the public for community group programming.
- **Advancement:**
Major collaboration with partner organizations during the Big Read, most significant this year was the community-wide Kristallnacht program at the Bardavon. Good coverage by the media outlets as well.
- **Youth Services:**
Mary Namerow, MaryEllen Byrne, Jolie Hamer-Conroy, Cathy Lamoree and Laura Pilkington attended Children's Reader's Advisory for Frontline Staff workshop.
Beth Zambito attended Dutchess County Family Court Children's Center's Advisory Board.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

ASSISTANT LIBRARY DIRECTOR FOR SUPPORT SERVICES DECEMBER 2013

Significant Challenges or Accomplishments

- In Pat Breen's absence, we finished organizing the Friends' reception for Oscar winner Shawn Christensen prior to their Annual Meeting.

Service and Program Highlights

- November Ground Floor table display: Planning your Wedding

Outreach and Professional Development

- Federal and New York State tax forms for 2013 were ordered in November. A display will be put up in late January.

Collection Development

- Statistics: In November, 1247 items were ordered electronically and 1203 were received and linked.
- Ordering of materials is winding down to our fiscal close at the end of the year.

Buildings

- The problems we had with RTU2 (see last month's report) were found to be caused by a broken base plate holding the fan motor. HT Lyons welded the base plate when we were closed for the Thanksgiving holiday. This has solved the problem. We also completed the six month preventative maintenance service for the HVAC system and had the snow blower serviced. The insurance company (Utica) has asked us to install a cargo cage in the van to protect the driver and passenger in case of an accident. This has been ordered and will be installed next month. We had a leak on the fire suppression pump that was identified during the monthly test of the pump. This was due to a blocked drain and has been fixed.
- Two 36 inch units of shelving were added to the third floor fiction area to accommodate this growing, popular collection.

Staffing

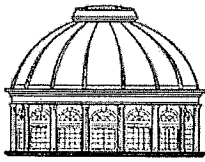
- A Borrower Services clerk has resigned effective December 31, 2013. We have begun the search for a replacement.

Exceptions

-

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Check-Out Statistics: 2013 to 2012**

	Current Year: 2013				Previous Year: 2012				YTD	
	Nov	Percent	YTD	Percent	Nov	Percent	YTD	Percent	Change	Percent
	Adult Fiction	4,878	15.96%	62,373	17.12%	5,541	17.05%	67,162	17.44%	-4,789
Adult Non-Fiction	3,401	11.12%	41,051	11.27%	3,487	10.73%	44,221	11.48%	-3,170	-7.17%
Fiction - Juvenile	4,087	13.37%	48,684	13.36%	3,968	12.21%	51,471	13.36%	-2,787	-5.41%
Non-Fiction - Juvenile	1,182	3.87%	13,221	3.63%	1,258	3.87%	13,871	3.60%	-650	-4.69%
Periodicals	315	1.03%	4,409	1.21%	345	1.06%	5,001	1.30%	-592	-11.84%
Periodicals - Juvenile	48	0.16%	516	0.14%	54	0.17%	833	0.22%	-317	-38.06%
Print Subtotal	13,911	45.50%	170,254	46.74%	14,653	45.09%	182,559	47.40%	-12,305	-6.74%
Microforms	1	0.00%	6	0.00%	1	0.00%	5	0.00%	1	0.00%
ILL	23	0.08%	595	0.16%	133	0.41%	1,395	0.36%	-800	-57.35%
Soundrecordings	1,600	5.23%	20,767	5.70%	1,877	5.78%	22,696	5.89%	-1,929	-8.50%
Videorecordings	9,659	31.59%	110,274	30.27%	9,980	30.71%	114,573	29.75%	-4,299	-3.75%
Media	5	0.02%	91	0.02%	8	0.02%	141	0.04%	-50	-35.46%
Software	48	0.16%	937	0.26%	94	0.29%	1,504	0.39%	-567	-37.70%
Equipment/Realia	32	0.10%	372	0.10%	31	0.10%	456	0.12%	-84	-18.42%
Suppressed Items	17	0.06%	253	0.07%	20	0.06%	298	0.08%	-45	-15.10%
Videorecordings - Juvenile	1,675	5.48%	18,977	5.21%	2,070	6.37%	20,699	5.37%	-1,722	-8.32%
Audiorecordings - Juvenile	163	0.53%	2,043	0.56%	189	0.58%	2,318	0.60%	-275	-11.86%
Media - Juvenile	136	0.44%	1,468	0.40%	155	0.48%	1,415	0.37%	53	3.75%
Software - Juvenile	18	0.06%	483	0.13%	53	0.16%	728	0.19%	-245	-33.65%
Non-Print Subtotal	13,377	43.75%	156,266	42.90%	14,611	44.96%	166,228	43.16%	-9,962	-5.99%
Online Renewals	2,377	7.77%	28,212	7.74%	2,656	8.17%	30,091	7.81%	-1,879	-6.24%
Audiobooks	183	0.00%	1,885	0.52%	164	0.50%	1,642	0.43%	243	14.80%
eBooks	725	0.60%	7,676	2.11%	413	1.27%	4,615	1.20%	3,061	66.33%
Downloadable Subtotal	908	2.97%	9,561	2.62%	577	0.16%	6,257	1.72%	3,304	52.80%
Total	30,573		364,293		32,497		385,135		-20,842	-5.41%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Cumulative Library Use Statistics - 2013

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Reference Desk	1,408	1,448	1,450	1,394	1,080	1,188	1,214	1,019	1,067	1,253	986	0	13,507
Children/Teen Desks	903	618	629	408	439	366	469	392	367	475	312	0	5,378
Arlington	662	697	731	572	485	523	481	474	451	444	339	0	5,859
Local History	187	166	124	109	112	106	129	73	91	80	71	0	1,248
Total	3,160	2,929	2,934	2,483	2,116	2,183	2,293	1,958	1,976	2,252	1,708	0	25,992
ELECTRONIC RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
System	14,495	12,358	22,005	12,682	12,335	8,042	11,416	13,151	14,645	12,579	10,370	0	144,078
COMPUTER USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adult	7,460	6,672	7,335	7,444	7,282	7,451	8,187	7,718	7,551	7,838	6,370	0	81,308
Children	1,628	1,525	1,794	1,691	1,631	1,837	2,223	1,936	1,387	1,489	1,341	0	18,482
Teen	299	242	265	248	289	481	811	765	566	648	621	0	5,235
Total	9,387	8,439	9,394	9,383	9,202	9,769	11,221	10,419	9,504	9,975	8,332	0	105,025
PUBLIC FAX USAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13	17	29	23	37	28	35	23	30	28	22	0	285
SYSTEM HOLDS - FILLED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
System	11,435	9,636	11,064	10,159	9,700	9,806	11,426	10,879	9,861	10,232	9,637	0	113,835
ILL - ITEMS BORROWED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Total - Requests	63	43	41	23	26	33	17	34	31	19	19	9	358
Total - Fulfilled	55	39	39	30	23	19	31	23	25	28	10	0	322
Books	41	27	24	24	18	17	19	19	19	28	7	0	243
Serials	1	1	2	2	0	0	0	2	5	0	0	0	13
AV	13	11	13	4	5	2	12	2	1	0	3	0	66
ILL - ITEMS LOANED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Total - Requests	15	18	15	15	16	7	19	20	5	13	0	0	143
Total - Fulfilled	11	4	8	12	12	6	4	5	5	1	3	0	71
Books	1	1	1	0	1	0	0	1	0	0	0	0	5
Serials	0	0	0	2	1	0	1	1	0	0	0	0	5
AV	10	3	7	10	10	6	3	3	5	1	3	0	61
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adult	139	99	104	122	119	146	144	132	146	136	58	0	1,345
Teen	6	9	8	11	12	14	15	16	10	22	12	0	135
Tween	4	5	3	7	6	1	12	7	5	12	1	0	63
Elementary Age	20	24	19	32	25	20	27	15	18	32	10	0	242
Early Childhood	42	44	28	49	44	4	49	27	39	55	19	0	400
Friends	2	2	4	4	3	2	2	2	3	4	6	0	34
Staff	9	15	12	2	11	9	8	5	6	9	8	0	94
Trustees	7	5	7	7	9	6	3	6	4	5	5	0	64
Non-Library Sponsored	66	65	61	62	51	43	30	32	41	69	49	0	569
Total	295	268	246	296	280	245	290	242	272	344	168	0	2,946
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adult	1,247	808	691	1,162	939	1,013	1,134	953	952	1,332	494	0	10,725
Teen	166	263	121	349	206	446	313	244	210	227	157	0	2,702
Tween	36	47	38	41	67	1	78	104	36	195	5	0	648
Elementary Age	154	443	422	1,203	405	1,813	1,918	1,325	549	611	408	0	9,251
Early Childhood	810	674	514	1,008	737	50	912	346	711	933	238	0	6,933
Friends	28	28	44	76	26	36	26	24	36	212	844	0	1,380
Staff	67	143	87	15	72	71	76	44	54	96	62	0	787
Trustees	76	51	65	61	82	60	36	56	37	54	52	0	630
Non-Library Sponsored	320	526	653	579	373	315	246	184	289	542	280	0	4,307
Total	2,904	2,983	2,635	4,494	2,907	3,805	4,739	3,280	2,874	4,202	2,540	0	37,363
GENERAL ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance - Total	22,097	21,522	22,498	23,661	21,968	23,115	28,142	22,825	23,251	24,296	20,374	0	253,749
Noxon Street (lot)	18,978	17,732	19,422	19,577	18,334	19,320	23,417	20,463	19,507	20,387	16,936	0	214,073
Market Street	3,119	3,790	3,076	4,084	3,634	3,795	4,725	2,362	3,744	3,909	3,438	0	39,676
Arlington	9,822	9,271	10,287	10,048	9,646	9,563	11,202	10,856	10,025	10,418	8,911	0	110,049
Total	31,919	30,793	32,785	33,709	31,614	32,678	39,344	33,681	33,276	34,714	29,285	0	363,798

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of FY2013 Grant and Fund Development Activity (through December 13, 2013)

Grantor	Submittal Deadline	Purpose	Responsible	Application Amount	Funded Amount
Mid Hudson Library System	4/10/2013	Summer Reading	Zambito/Davies	\$650	\$300
Dutchess County	2/15/2013	"Teen Geeks"	Lawrence	\$48,000	\$39,150
National Endowment for the Arts	02/01/12	Big Read	Davies	\$16,000	\$12,600
Community Foundation	02/15/12	Big Read	Davies	\$2,000	Not funded
HVFCU	Open	Big Read	Davies	\$2,000	\$1,000
Riverside Bank	Open	Big Read	Davies	\$3,000	\$3,000
TD Bank	Open	Big Read	Davies	\$3,000	\$2,500
Schlossberg Family Fund	Open	Big Read	Davies	\$8,000	\$8,000
Millman Harris Romano Foundation	Open	Summer Reading	Davies	\$7,500	\$7,500
ALA/NEH	05/01/13	Civil Rights Program	Shon/Davies	\$1,200	\$1,200
Consolidated Funding Application	08/12/13	Media Labs	CMP/Davies	\$70,000	\$58,000
National Endowment for the Humanities	09/30/13	Dust Bowl	Davies/Shon	\$1,200	Pending
Community Foundation	09/30/13	Security Cameras	Davies	\$5,000	Not funded
Smithsonian/ALA	10/21/13	Changing America	Davies/Shon	\$1,700	\$1,700
NY State Library	Open	Financial Literacy	Davies	\$12,000	Pending
Dutches County Arts Council	11/14/13	Public Art	Davies	\$5,000	Pending
New York State	08/15/13	Library Construction	Lawrence/Davies	\$316,000	\$100,000
Subtotal			\$480,500	\$234,950	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of FY2013 Grant and Fund Development Activity (through December 13, 2013)

Friends of PPLD Support	Amount Requested	Funded/Amount
Annual Appeals	NA	\$28,300
Name A Shelf Campaign (Total)	NA	\$16,350
Subtotal	\$0	\$44,650

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of FY2013 Grant and Fund Development Activity (through December 13, 2013)

Federal Support					
Grantor	Submittal Deadline	Purpose	Responsible	Application Amount	Funded Amount
Universal Services Fund	varies	Telecommunications	Lawrence/Huen		Pending
			Subtotal	\$0	\$0

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of FY2013 Grant and Fund Development Activity (through December 13, 2013)

Gifts, Donations, Endowments	Current Value	Current Year Disbursement/Earnings
Norman and Jeannie Greene Endowment	\$300,000	\$8,000
Jacob and Sarah Nussbaum Fund	unknown	\$1,000
Ann and Abe Effron Fund for Adriaance Memorial Library	\$10,000	\$3,623
Fannie V. W. Boos Charitable Trust	unknown	
Jeanette Schlobach Charitable Trust	\$50,000	
Dryfoos Charitable Trust	varies	
LaMont Fund	\$51,000	
Dobo Fund	\$37,788	
Bentley-Holden Fund for Local History	unknown	\$3,100
Wojtecki Fund	\$380,000	
Marcotte Fund	\$192,000	
Subtotal	\$1,020,788	\$15,723

Summary (a/o 09/24/2012)	\$1,501,288	\$295,323
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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Summary of Volunteer Activity - 2013

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	25	11	4	40	86	93	64	243
February	23	12	6	41	138	84	78	300
March	22	14	5	41	116	98	71	285
April	34	14	7	55	162	94	135	391
May	25	13	8	46	86	95	142	323
June	20	11	7	38	65	138	128	331
July	16	13	8	37	167	151	138	456
August	8	10	8	26	115	98	182	395
September	12	11	9	32	75	148	178	401
October	11	10	7	28	63	126	145	334
November	18	12	5	35	98	170	84	352
December								
				Total Hours	1171	1295	1345	3811

Personnel Actions

Recommended By Assistant Director for Public Services

Current Situation The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Executive Director.

Pending Personnel Actions Detailed in table below.

Employee Name/ Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Valrie Perkins	Library Clerk (Hourly)	Resignation	10/25/13	NA
Margaret Kimma	Senior Library Clerk Hourly	Promotion	11/4/2013	\$15.21/Hour
Kanthi Angara	Senior Library Clerk Hourly	Promotion	11/4/2013	\$15.21/Hour
Marlene Woodason	Library Clerk	Resignation	12/31/2013	\$13.11/Hour
Lauren Muffs	Assistant Library Director	Modification to 4/5s	1/1/2014	Pro-rated
Janet Huen	Assistant Library Director	Modification to 4/5s	1/1/2014	Pro-rated
Jewel Ratzlaff	Public Information Officer (hourly, provisional)	Modification to 3/5s	1/1/2014	Pro-rated

All positions are full time unless otherwise stated

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

Motion
 Moved _____
 Seconded _____

Result of Action
 In Favor _____
 Against _____
 Abstaining _____

New Business Fact Sheet
 Central Library Development Aid (CLDA) Application

Recommended By Executive Director

Current Situation As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2014, CLDA funds total \$174,655 and Central Book Aid (CBA) funds total \$59,973. Annually, the Library District submits an application to Library Development for these funds. The application requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the application at a meeting in early 2014.

Abstract of 2014 Application

The 2014 application (already budgeted in the Library District's 2013 budget and included in an upcoming budget modification) is summarized as follows:

Personnel Services	\$25,193
<i>(workshops, reference services, and tools provided by Library District staff)</i>	
Information and Network Services	94,125
<i>(online databases selected by MHLS membership)</i>	
Miscellaneous Expenses	55,337
<i>(supplies, telephone, mileage, equipment repair, delivery and ILL staff support)</i>	

CLDA Total **\$174,665**

Additionally, the Library District receives \$59,973 in Central Book Aid (CBA). These funds can be used for circulating adult non-fiction, adult reference and periodicals, and online databases.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the transmission of the 2014 CLDA application to Library Development.

Motion

Moved	_____
Seconded	_____

Result of Action

In Favor	_____
Against	_____
Abstaining	_____

CENTRAL LIBRARY DEVELOPMENT BOOK AID - 2014 (Proposed)
Mid-Hudson Library System - Poughkeepsie Public Library District

Cost Area				2012 Actual	2013 Actual	2014 Proposed	CLP Link*
A. 190 Personnel Costs - Total				\$ 28,913	\$ 28,766	\$ 25,193	
L7410.141 Certified Librarians							
Item	Description	Hours	Rate				
CE	10 - 12 workshops**	206	36.03	7,455	7,422	7,422	E2
	Collection Development	96	36.03	3,550	3,459	3,459	E3
	Collection Anal/Assmnt	73	29.30	5,774	5,714	2,141	E3
	Tuesday's Tips	60	31.46	1,860	1,888	1,888	E2
	Core Competencies	100	31.46	3,100	3,146	3,146	E3
		Subtotal		21,739	21,629	18,056	
		Subtotal		7,174	7,137	7,137	
L9199.0 Employee Benefits							overhead
B. L7410.42 Library Materials and Binding - Total				\$ -	\$ -	\$ -	
L7410.410 Books							
L7410.413 Serials							
205	AV Materials	-	-	-	-	-	
204	Other Nonbook Materials & Binding	-	-	-	-	-	
206	Machine-Readable Materials	-	-	-	-	-	
C. .069 Information and Network Services - Total				\$ 77,744	\$ 96,852	\$ 94,125	
Chilton's Automotive Repair							
	Contingency	1,597	-	1,687	1,687	1,687	E1
	EBSCO: NextReads	4,000	-	4,000	4,200	4,200	E1
	EBSCO: NovelList	-	-	16,800	16,800	16,800	E1
	Encore	-	-	21,090	22,688	22,688	E1
	Gale TERC	5,361	-	5,570	5,570	5,570	E1
	Heritage Quest	23,000	-	-	-	-	
	Mango	8,900	-	-	-	-	
	OverDrive: Platform + Non-Fiction	27,509	-	33,425	28,650	28,650	E1
	Serials: Microforms	-	-	-	-	-	E1
	Syndetics	7,377	-	5,250	5,500	5,500	E1
	Workforce Development Suite (JobNow, Cypress, LE)	-	-	9,030	9,030	9,030	E1
D. Capital Expenditures from Operating Funds				-	-	-	
E. Operation Maintenance of Buildings							
L7410.454 Insurance				756	840	-	overhead
		756	-	840	-	-	
F. 906 Miscellaneous Expenses				\$ 64,453	\$ 65,169	\$ 55,337	
L7410.430 Office and Library Supplies							
		1,750	-	1,750	1,750	1,750	E4
L7410.431 Telephone							
		2,500	-	1,980	2,500	2,500	E4

Notes

three series on topics selected by the CLAC
continued collection development by PPLD staff
three reports per library in areas selected by the CLAC
weekly *Tuesday Tip* preparation
three assessments in areas selected by the CLAC

for 2013, calculated at 33% of personnel costs

Readers' Advisory and collection development
added content to the OPAC (book covers, reviews, etc.)

discontinued
funded with CBA (see below)
excludes CBA (\$2,383) and Outreach (\$5,000) support

added content to the OPAC (book covers, reviews, etc.)
50% of LE, JN, & CR (100% = \$18,060; 50% = \$9,030)

prorated portion of PPLD commercial insurance

CENTRAL LIBRARY DEVELOPMENT BOOK AID - 2014 (Proposed)
Mid-Hudson Library System - Poughkeepsie Public Library District

Cost Area	2012			2013			2014			Notes	CLP Link
	Actual	Actual	Proposed	Actual	Actual	Proposed	Actual	Actual	Proposed		
L7410.434	1,500	1,500	732	1,500	1,500					direct costs of copying various reports to member libraries	E2
L7410.435	1,000	1,000	1,000	1,000	1,000						
L7410.438	100	100	100	100	100						
L7410.439	1,500	1,500	1,500	1,500	1,500					prorated portion of PPLD service contract on MF R/P	E4
L7410.437	1,000	1,000	-	1,000	1,000					prorated portion of PPLD audit	overhead
L7410.440	40,000	47,755	47,755	47,755	47,755						E5
900	15,103	8,584	-	8,584	-					Other: MHLS ILL & Cataloging Support	E5
G. L7410.436 Contracts with Public Libraries											
Total - CLDA Budget	\$ 171,866	\$ 191,627	\$ 174,655	\$ 191,627	\$ 174,655						
Statutory Allocation	\$ 200,653	\$ 200,655	\$ 200,655	\$ 200,655	\$ 200,655						
Preliminary Final Budget	166,489	174,655	174,655	174,655	174,655						
Actual Final NYS Allocation	166,489	174,655	174,655	174,655	174,655						
	\$ -	\$ 16,972	\$ -	\$ 16,972	\$ -						
CLDA Delta											
Central Book Aid (CBA)											
Statutory Allocation	\$ 71,500	\$ 71,500	\$ 71,500	\$ 71,500	\$ 71,500						
Actual Final NYS Allocation	57,168	59,973	59,973	59,973	59,973						
PPLD Allocations											
Contingency											
Continuations (Reference)	14,263	7,570	7,570	7,570	7,570						E4/E6
HV Reads	3,500	3,500	3,500	3,500	3,500						E6
Circulating Non-Fiction	37,030	37,320	37,096	37,320	37,096						E6
Serials: Microforms	2,375	-	-	-	-						E6
Mango Language Learning database	-	9,424	9,424	9,424	9,424						E1
OverDrive	-	2,608	2,383	2,608	2,383						E6
Total - CBA Budget	57,168	60,422	59,973	60,422	59,973						
	\$ -	\$ 449	\$ -	\$ 449	\$ -						
CBA Delta											
Totals - CLDA and CBA Combined											
Statutory Allocation	\$ 272,153	\$ 272,155	\$ 272,155	\$ 272,155	\$ 272,155						
Preliminary Final Budget	223,657	234,628	234,628	234,628	234,628						
Actual Final NYS Allocation	223,657	235,077	234,628	235,077	234,628						
	\$ -	\$ 449	\$ -	\$ 449	\$ -						
Combined Delta											

*CLP Link refers to the Central Library Plan: (2012-2016)
E1 – Digital Collection Development
E2 – Public Service Staff Training and Education
E3 – Collection Management and Use Analysis
E4 – Reference Services
E5 – Delivery and Interlibrary Loan
E6 – Supplemental Adult Non-Fiction Collections

** computation method: 40 hrs prep + (10 hrs delivery x 3 sessions) = 50 hrs per workshop series

New Business Fact Sheet
Appointment of Trustee

Recommended By Board Development and Policy Committee

Current Situation The resignation of Nathaniel Almeida, a City trustee whose term would have expired December 31, 2016, has created a vacancy which needs to be filled. The appointment of a trustee, who will be required to run in November 2014 for the unexpired portion of Mr. Almeida's term, is necessary to ensure the proper conduct of Library District business.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District appoints Edna Lyons, 210 Winnikee Avenue, City of Poughkeepsie) to the Board of Trustees until December 31, 2016, filling the unexpired portion of the term held by Nathaniel Almeida.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

EDNA LYONS

210 Winnikee Avenue, Poughkeepsie, New York 12601 • Home: 452-9445 • Cell: 464-6603 • elyons5@fordham.edu

Professional Summary

As a program manager, administrative coordinator and project manager with approximately thirty years experience I was self motivated and monitored every project assigned and provided oversight and management of two budgets for voluntary agencies in the New York area.

I have good people skills, excellent verbal communication skills and a keen perceptive ability to match people with their areas of expertise when in a leadership position on a team.

Summary:

I retired from the state of New York in 2005 and applied to Fordham University in 2009 where I completed studies for the MA in Religion and Religious Education. Formerly superintendent of the Sunday school at my church I was appointed Director of Christian Education. I serve as Chair (servant-leader) of the Deaconess Ministry as well as serve in other ministries in my church. In spring 2013, I applied to the chaplaincy professional education (CPE) program through Health-Quest and am a chaplain intern at Vassar Brothers Medical Center where I attend class once a week and provide spiritual services to patients two times weekly.

In all of this I have maintained an active interest in learning/education for personal development as well as for the students assigned to my class. Periodically I attend classes in literature and art at Dutchess Community College. I am highly motivated and a life long learner. My first job as a youngster of 12 was ... stacking books at the library on Sundays. I am at the library still.

Skills

- Project management
- Strong verbal communication
- Conflict resolution
- Team leadership
- Client assessment and analysis
- Self-motivated

Work History

Program Manager; Administrative Coordinator; Special Projects Coordinator, 06/1993 to 02/2005
Metro New York Developmental Disabilities Services Office – Bronx, NY and Manhattan, NY

Education

Fordham University - Bronx, New York

Affiliations

Professional Affiliation:

Member, The National Association of Professional Women (2013-)
Member, Poughkeepsie High School Music Department Alum (1993-present)