

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, September 29, 2021
Meeting Will Run From 7:00 p.m. until 8:30 p.m.
Charwat Meeting Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY

Trustees Reviewing Warrants (pre-arranged): Hogg and Ryan

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education:
 - IV. Minutes of Previous Meeting(s)
 - A. July 28, 2021 (*T. Lawrence; #082521 – 1*)
 - B. August 25, 2021 (*T. Lawrence; #092921 – 1*)
 - V. Financial Report(s)
 - A. July 2021 (*B. Lynch; #082521 – 2*)
 - B. August 2021 (*T. Lawrence; #092921 – 2*)
 - C. Approval of Monthly Warrant & Transfers (*T. Lawrence; #08521 – 2.1; #092921 – 2.1*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #092921 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*L. Murphy*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #082521 – 4; #092921 - 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Central Library Five-Year Plan of Service (*T. Lawrence; #092921 – 5*)
 2. Acceptance of Gift: Occhialino Fund (*G. Davis; #092921 – 6*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, October 27, 2021; 7:00 p.m.
Charwat Meeting Room- Adriance Memorial Library

NOTES OF MEETING**Poughkeepsie Public Library District
Notes of Meeting of August 25, 2021****Trustees Present**

- Dianne Blazek
 Amy Bombardieri
 Sean Eagleton
 Patricia Ferrer
 Moira Fitzgibbons
 William Hogg
 Edna Lyons
 Mary Moore
 Patricia Ryan
 Cathy Schmitz
 Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
 Karen Blovat, Head of Borrower & Tech Serv.
 Janet Bogenschultz, Asst. to the Director
 Gareth Davies, Development Officer
 Anthony Formby, Building Manager
 Tom Lawrence, Library Director
 Barbara Lynch, Business Manager
 Bruce Sullivan, Network Analyst
 Kira Thompson, Acting Head of Adult Services
 John Torres, Head of Youth Services

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

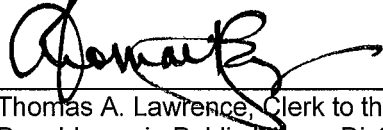
- Liz Murphy, President

- I. **Call to Order, Roll Call, Additions to the Agenda:** By 7:12 p.m. seven (7) trustees convened. Since there was not a quorum, voting on action items could not take place. What follows is a record of what transpired. Vice-President Fitzgibbons led a discussion on the Board Self-Assessment Report. Director Lawrence gave an update on various Library District projects, programs and upcoming events.

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

The Trustees dispersed at 8:29 p.m.

Sincerely,



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

MINUTES OF SPECIAL MEETING
Poughkeepsie Public Library District
Minutes of Special Meeting of September 13, 2021

Trustees Present

- Dianne Blazek
- Amy Bombardieri (virtual)
- Sean Eagleton
- Patricia Ferrer (virtual)
- Moira Fitzgibbons (virtual)
- William Hogg (virtual)
- Edna Lyons (virtual)
- Mary Moore
- Patricia Ryan
- Cathy Schmitz (virtual)
- Laurel Spuhler (virtual)

Staff Present

- Bonny Algozzine, Secretary to the Director
- Karen Blovat, Head of Borrower & Tech Serv.
- Janet Bogenschultz, Asst. to the Director
- Gareth Davies, Development Officer
- Anthony Formby, Building Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Acting Head of Adult Services
- John Torres, Head of Youth Services

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

- Liz Murphy, President

I. **Call to Order, Roll Call, Additions to the Agenda:** Board President Blazek called the hybrid meeting to order. Roll call was taken and is noted above. There no additions to the agenda.

II. **Business:**A. **New Business:**1. **Authorization to Proceed on Public Works Contract: Boardman Road Branch Library Wastewater Improvement Project**

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to engage B & K Excavation for the Boardman Road Branch Library Wastewater Improvement Project as recommended by Chazen, a Labella Company, and as described in PPLD Document #091321 – 1.

B. **Moved/Seconded:** Eagleton, Spuhler.

C. **Discussion:** There was discussion as to the potential amount of rock removal that may be required, which is presently unknown and for which there is an allowance.

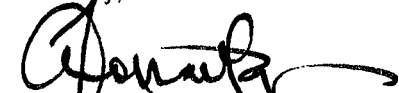
D. **VOTE:** 10 – 0 – 0

Adjournment

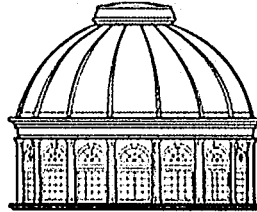
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bombardieri, Lyons.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 7:54 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 29 (new date), 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 August 2021 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2021 Financial Activity.

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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

A	12010	General Fund Operating: General Fund checking account
A	12020	General Fund Payroll: General Fund Payroll account
A	12023	General Fund Money Market: Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	Credit Card Transactions: Where our credit card activity is recorded
A	12051	Flex 125 Money Market: Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	Petty Cash: \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
A	12101	Cash in Machines: Money in the SAM kiosks. It also includes the balances in the registers
A	13800	Accounts Receivable: This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	Due From Other Funds: Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

A.	26000	Accounts Payable: Outstanding obligation for goods received
A	26012	Payroll Liabilities: Entered at year end for salaries earned in this year to be paid next year
A	26020	Flex125 Exchange: Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	Benefits Exchange: Where we book money paid by employees for benefits they pay for
A	26030	General Fund Exchange: Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
A	26300	Due To Other Funds: Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
A	26370	State Retirement Accrual: The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	Accrued Interest Payable: Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

A	35100	Budgeted Revenues: The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
A	35210	Encumbrances (+PYCF*): Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
A	35220	Expenditures (+PYCF*): What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	Encumbrance Reserve (+PYCF*): Part of the budgeted money to be spent that is already committed to be spent
A	38670	Compensated Absences Reserve: Where we book the activity incurred when paying departing employees for earned absences
A	39090	Unreserved Fund Balance: Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	Fund Balance (Start of Year: This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
A	39600	Appropriations Budget (+ PYCF*): This year's budget to spend plus prior year rollover.
A	39800	Revenues Received: The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of August 2021
Financial Activity – Narrative Report

General Fund (Fund A; \$4,223,817)

- Receipts for the month totaled \$25,843 which included \$2,982 in library charges, \$426 in monthly interest, and \$15,563 in E-rate reimbursement.
- Disbursements for the month totaled \$589,432 which included \$473,349 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$465,773
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$844,206)

- Receipts for the month included minor monthly interest as well as market change and interest in the Wojtecki account.
- Receipts for the month also included a donation from the Ann and Abe Effron fund in the amount of \$4,622 as well as a grant from Riverside/Salisbury Bank in the amount of \$3,000 in support of the Big Read.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$605,026
 - Schlobach Fund 50,000

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

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

Permanent Funds (Fund PN; \$496,044)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$1,322,620)

- Receipts for the month included interest in the amount of \$172.

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

Budget Transfer A-27

Revenue	Increase	Decrease
Total	\$ -	\$ -

Furniture for the new Branch at the Family Partnership Center

Expense			Increase	Decrease
Building repairs - FPC	A74000	54520		\$ 65,100.00
Furniture, Fixtures & Equipment - FPC	A74000	52800	\$ 65,100.00	
Total			\$ 65,100.00	\$ 65,100.00

Budget Transfer A-29

Revenue	Increase	Decrease
Total	\$ -	\$ -

New Cyber Security insurance policy

Expense			Increase	Decrease
Collection Serv - Books	A44000	54100		\$ 2,745.00
Cyber Security Insurance	A00000	54580	\$ 2,745.00	
Total			\$ 2,745.00	\$ 2,745.00



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

FOR 2021 08

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
21 SALARIES	4,008,371	4,008,371	2,477,974.11	316,537.26	200,701.32	61.8%
22 EQUIP & CAPITAL OUTL	84,137	167,497	51,269.94	1,521.48	27,671.90	30.6%
30 MATERIALS	500,122	595,189	311,686.28	25,938.75	205,649.09	52.4%
32 INFORMATION SVC	57,902	102,064	27,361.05	.00	47,750.37	26.8%
50 OPERATIONS	1,280,477	1,370,123	725,208.61	88,622.05	384,373.96	52.9%
51 AUTOMATION	109,008	129,074	48,908.23	.00	51,907.39	37.9%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	1,402,794.63	156,812.23	244,696.08	72.4%
92 DEBT SER	1,348,407	1,348,407	289,862.50	.00	1,058,544.50	21.5%
GRAND TOTAL	9,325,182	9,657,483	5,335,065.35	589,431.77	2,221,294.61	55.2%

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

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 5
apwarrnt

WARRANT: 20210816 08/16/2021

DUE DATE: 08/16/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	1,026.00 7,688.00
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00 400.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,019.70 783.30
A A00000	General Fund Expen A .7410.000.00.54560 .	Liability Umbrella Ins	1,314.00 -1,814.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	385.00 4,603.42
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	139.28 .29
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	89,569.57 -25,214.97
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	86.40 .00
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	114.19 -410.00
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	59.00 8,190.00
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	1,461.10 -528.35
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	7,816.24 44,690.27
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	136.43 244.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	185.44 58.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,283.94 15,526.28
FUND TOTAL		107,396.29	
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WARRANT SUMMARY TOTAL		107,396.29	
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GRAND TOTAL		107,396.29	
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Foughkeepsie Public Library District
WARRANT SUMMARY

P 17
apwarrnt

WARRANT: 20210826 08/26/2021

DUE DATE: 08/26/2021

FUND ORG		ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	3,440.05	
A	A00000	General Fund Expen	A .7410.000.00.52800 .	Furniture,Fixtures & E	1,595.00	17,517.27
A	A00000	General Fund Expen	A .7410.000.00.54300 .	Office & Library Suppl	713.35	124.21
A	A00000	General Fund Expen	A .7410.000.00.54340 .	PR & PRINTING - GENERA	649.00	91.38
A	A00000	General Fund Expen	A .7410.000.00.54356 .C814	Mileage Reimb - Bookmo	11.76	238.24
A	A00000	General Fund Expen	A .7410.000.00.54380 .	Membership Dues	60.00	1,097.00
A	A00000	General Fund Expen	A .7410.000.00.54561 .	Accident Insurance Vol	300.00	100.00
A	A00000	General Fund Expen	A .7410.000.00.54580 .	CYBER SECURITY INSURAN	2,745.00	.00
A	A00000	General Fund Expen	A .7410.000.00.54694 .	Other Operational Expe	250.00	4,224.00
A	A00000	General Fund Expen	A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	794.88	3,548.42
A	A00000	General Fund Expen	A .7410.000.00.59061 .	Medicare B Reimb	2,702.70	-6,556.80
A	A10000	Administration	A .7410.100.00.54370 .	Legal Fees	666.66	773.08
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	4,195.04	9,345.43
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies	1,839.23	2,969.39
A	A20000	Building Services	A .7410.200.00.54370 .	Security Monitoring	537.10	39.80
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds Ma	800.00	6,734.27
A	A20000	Building Services	A .7410.200.00.54693 .	Other Oper-Trash	570.94	148.72
A	A20300	Greene Services	A .7410.203.02.52800 .	Furniture,Fixtures & E	176.38	2,230.62
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books-Digital	3,632.41	16,056.00
A	A20300	Greene Services	A .7410.203.02.54292 .	PROGRAMMING	4,591.99	1,708.01
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PROGRAMMING-Digital	219.97	1,786.09
A	A30000	Advancement Servic	A .7410.300.00.54292 .A101	Big Read Programming	11,750.35	425.48
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc	3,469.32	482.38
A	A42000	Technical Services	A .7410.420.00.54300 .	Technical Ser Supplies	371.08	1,269.99
A	A43000	Borrower Services	A .7410.430.00.54356 .	Mileage Reimb-Extensio	288.96	40.00
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books	10,170.37	14,813.86
A	A44000	Collection Service	A .7410.440.00.54100 .A228	BOOKS - DC Reads	12.99	-986.62
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video	1,910.55	16,543.39
A	A44000	Collection Service	A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,527.40	692.03
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	2,055.89	17,106.62
A	A44000	Collection Service	A .7410.440.00.54340 .A228	PR & Printing - DC Rea	2,560.42	602.44
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fee	268.50	2,815.00
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth	4,485.55	5,016.56
A	A45000	Youth Services	A .7410.450.00.54292 .A234	Summer Saturdays Prgrm	4,196.94	50.64
A	A45000	Youth Services	A .7410.450.00.54356 .A233	Mileage-Outreach	6.72	1,493.28
A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA	230.00	2,509.02
A	A50000	Business Office	A .7410.500.00.54300 .	Ink & Toner	620.94	2,843.34
A	A50000	Business Office	A .7410.500.00.54370 .	Audit Fees	5,500.00	.00
A	A60000	Information Tech	A .7410.600.00.54300 .	Information Tech Suppl	283.63	807.45
A	A60000	Information Tech	A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	308.67	387.57
A	A60000	Information Tech	A .7410.600.00.54370 .	Software Fees	10,039.49	17,807.44
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	913.61	1,274.68
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers	261.70	2,825.10
A	A71000	Adriance	A .7410.710.00.54320 .	Internet Services Adri	2,861.84	8,190.00
A	A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	172.40	-269.35
A	A73000	Boardman Road Bran	A .7410.730.00.54320 .	Internet Services-Boa	986.84	58.00
A	A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	26.02	15,526.28
				FUND TOTAL	97,771.64	

08/24/2021 14:32
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| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 18
| apwarrnt

WARRANT: 20210826 08/26/2021

DUE DATE: 08/26/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
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WARRANT SUMMARY TOTAL		97,771.64	
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GRAND TOTAL		97,771.64	
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Poughkeepsie Public Library District



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

FOR 2021 08

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,719,089	6,719,090	6,719,090.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,348,406	1,348,406	1,348,406.00	.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	40,000	26,029.93	2,982.29	13,970.07	65.1%
42401 INTEREST EARNINGS	25,000	25,000	3,843.55	425.90	21,156.45	15.4%
42705 DONATIONS	50,000	50,000	14,064.76	25.10	35,935.24	28.1%
42752 ANNUAL APPEAL	27,500	32,505	32,520.37	15.37	-15.37	100.0%
42753 DONATIONS IN KIND	81,983	81,983	54,655.28	6,831.91	27,327.72	66.7%
42760 GRANTS	25,000	158,606	1,000.00	.00	157,606.00	.6%
42771 PAYMENT IN LIEU OF TAXES	127,368	151,053	151,053.60	.00	-.60	100.0%
42777 E RATE INCOME	40,000	47,100	17,733.34	15,562.93	29,366.66	37.7%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,900.30	.00	-1,900.30	112.7%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	224,952	38,378.00	.00	186,574.00	17.1%
43841 CENTRAL BOOK AID	52,712	77,312	13,178.00	.00	64,134.00	17.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	23,906	4,293.00	.00	19,613.00	18.0%
45031 TRANSFERS IN	600,000	662,570	18,260.00	.00	644,310.00	2.8%
GRAND TOTAL	9,325,182	9,657,483	8,459,406.13	25,843.50	1,198,076.87	87.6%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 8

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-499.17	2,956.83
A	12020	General Fund Payroll	-53.50	3,418.24
A	12023	General Fund Money Market	-510,457.27	2,587,286.52
A	12040	Credit Card Transactions	-1,503.56	1,729.61
A	12051	Flex 125 Money Market	-1,984.64	4,483.37
A	12100	Petty Cash	314.51	4,533.15
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	53.08	465,773.13
A	13501	Grants Receivable	.00	1,425.78
A	13910	Due From Other Funds	.00	1,151,708.77
TOTAL ASSETS			-514,130.55	4,223,817.40
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	1,985.03	-4,094.80
A	26021	Benefits Exchange	417.67	4,495.29
A	26030	General Fund Exchange	-27.00	-1,361.51
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-51,833.42	-302,555.61
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-49,457.72	-322,500.23
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,657,483.00
A	35210	Encumbrances (+ PYCF)	-391,529.52	2,101,122.94
A	35220	Expenditures (+ PYCF)	589,431.77	5,513,248.30
A	38210	Encumbrance Reserve (+ PYCF)	391,529.52	-2,101,122.94
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	55,162.39
A	39110	Fund Balance Start of Year	.00	-219,971.02
A	39600	Appropriations (+ PYCF)	.00	-9,835,236.39
A	39800	Revenues Received	-25,843.50	-8,459,406.13
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			563,588.27	-3,901,317.17
TOTAL LIABILITIES + FUND BALANCE			514,130.55	-4,223,817.40

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 8

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	7,926.64	775,957.73
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	2,034.10	79,009.48
TOTAL ASSETS			9,960.74	855,242.29
LIABILITIES				
CM	26300	Due To Other Funds	.00	-203,721.71
TOTAL LIABILITIES			.00	-203,721.71
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	18,260.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-90,927.01
CM	39800	Revenues	-9,960.74	-578,853.57
TOTAL FUND BALANCE			-9,960.74	-651,520.58
TOTAL LIABILITIES + FUND BALANCE			-9,960.74	-855,242.29

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 8

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.14
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	TOTAL ASSETS		.02	39,002.89
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35220	Expenditures	.00	500.00
H	39110	Fund Balance Unreserved	.00	18,596.00
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.28
	TOTAL FUND BALANCE		-.02	19,095.72
	TOTAL LIABILITIES + FUND BALANCE		-.02	-39,002.89

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 8

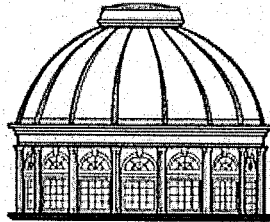
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	2,034.10	384,212.98
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			2,034.10	496,043.70
LIABILITIES				
PN	26300	Due to other funds	-2,034.10	-17,225.85
TOTAL LIABILITIES			-2,034.10	-17,225.85
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-2,034.10	-496,043.70

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 8

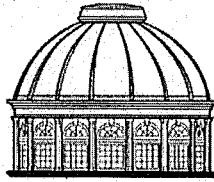
FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	172.12	1,308,893.79
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		172.12	1,322,619.79
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-993,054.03
	TOTAL LIABILITIES		.00	-993,054.03
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-172.12	-651.50
	TOTAL FUND BALANCE		-172.12	-329,565.76
	TOTAL LIABILITIES + FUND BALANCE		-172.12	-1,322,619.79



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

August 2021



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – SEPTEMBER 2021

Significant Challenges or Accomplishments

- The Library District closed for the day on Friday, September 24, for Staff Development Day. I will provide the Board with an oral report of the Day at the meeting.
- The managers now provide me with monthly reports of their departmental activity. I decided for this report to send them along to you for you reading. They report format is a work in progress but they are very informative.

Service and Program Highlights

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

Outreach and Professional Development

- Staff continue to seek out professional development opportunities, all delivered via virtual platforms.

Collection Development

- Digital and streaming usage continues at a steady pace.

Buildings

- Boardman Road
 - The waste line improvement project bids were opened and the Board authorized proceeding to contract with B & K Excavation, which we have received. The contract was further vetted by our insurance people and was signed on September 23.
 - We are still evaluating the charging station options for the parking lot expansion.
- Adriance
 - There have been some parking lot improvements with some more to come.

Staffing

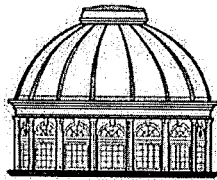
- See Personnel Actions, if applicable.

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

	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Aug	% of Total	YTD	% of Total	Aug	% of Total	YTD	% of Total	Change	% Change	Aug	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,318	25.85%	45,520	25.59%	6,107	25.63%	32,904	22.94%	12,616	38.34%	7,276	30.54%	45,740	31.89%	-220	-0.48%
Adult Non-Fiction	3,977	16.27%	29,198	16.41%	3,735	15.68%	23,510	16.39%	5,688	24.19%	4,994	20.96%	34,408	23.99%	-5,210	-15.14%
Fiction - Juvenile	6,380	26.10%	41,451	23.30%	5,589	23.46%	29,726	20.72%	11,725	39.44%	7,297	30.63%	41,617	29.01%	-166	-0.40%
Non-Fiction - Juvenile	1,479	6.05%	11,527	6.48%	1,477	6.20%	8,288	5.78%	3,239	39.08%	1,604	6.73%	11,774	8.21%	-247	-2.10%
Periodicals	218	0.89%	1,718	0.97%	257	1.08%	1,309	0.91%	409	31.25%	294	1.23%	1,955	1.36%	-237	-12.12%
Periodicals - Juvenile	35	0.14%	231	0.13%	30	0.13%	173	0.12%	58	33.53%	66	0.28%	263	0.18%	-32	-12.17%
Print Subtotal	18,407	75.30%	129,645	72.87%	17,195	72.18%	95,910	66.86%	33,735	35.17%	21,531	90.38%	135,757	94.64%	-6,112	-4.50%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	-100.00%
ILL	6	0.02%	70	0.04%	0	0.00%	38	0.03%	32	84.21%	9	0.04%	118	0.08%	-48	-40.68%
Soundrecordings	808	3.31%	5,791	3.26%	694	2.91%	5,590	3.90%	201	3.60%	1,714	7.19%	10,834	7.55%	-5,043	-46.55%
Videorecordings	4,086	16.72%	34,590	19.44%	4,590	19.27%	33,531	23.38%	1,059	3.16%	8,886	37.30%	57,803	40.30%	-23,213	-40.16%
Media	2	0.01%	15	0.01%	1	0.00%	6	0.00%	9	150.00%	1	0.00%	19	0.01%	-4	-21.05%
Software	8	0.03%	86	0.05%	11	0.05%	58	0.04%	28	48.28%	26	0.11%	223	0.16%	-137	-61.43%
Equipment/Realia	21	0.09%	70	0.04%	2	0.01%	165	0.12%	-95	-57.58%	21	0.09%	226	0.16%	-156	-69.03%
Suppressed Items	50	0.20%	349	0.20%	36	0.15%	162	0.11%	187	115.43%	54	0.23%	205	0.14%	144	70.24%
Videorecordings - Juvenile	540	2.21%	3,115	1.75%	631	2.65%	4,821	3.36%	-1,706	-35.39%	2,143	9.00%	10,548	7.35%	-7,433	-70.47%
Audiorecordings - Juvenile	81	0.33%	489	0.27%	92	0.39%	661	0.46%	-172	-26.02%	206	0.86%	1,148	0.80%	-659	-57.40%
Media - Juvenile	105	0.43%	727	0.41%	71	0.30%	629	0.44%	98	15.58%	180	0.76%	1,016	0.71%	-289	-28.44%
Software - Juvenile	17	0.07%	103	0.06%	44	0.18%	99	0.07%	4	4.04%	25	0.10%	144	0.10%	-41	-28.47%
Non-Print Subtotal	5,724	23.42%	45,405	25.52%	6,172	25.91%	45,760	31.90%	-355	-0.78%	13,265	55.68%	82,285	57.36%	-36,880	-44.82%
Online Renewals	313	1.28%	2,857	1.61%	456	1.91%	1,776	1.24%	1,081	60.87%	508	2.13%	11,959	8.34%	-9,102	-99.77%
Total	24,444		177,907		23,823		143,446		34,461	24.02%	35,304		230,001		-52,094	-22.65%

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2021**

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	22,839	20,230	23,673	20,994	20,035	20,810	24,038	24,131	0	0	0	0	176,750
Physical Items - Online Renewals	464	391	418	344	331	284	312	313	0	0	0	0	3,165
Digital Content	8,559	11,216	11,470	9,565	9,902	8,023	8,225	7,792	0	0	0	0	74,752
PopUpLibrary	0	0	0	0	11	0	3	0	0	0	0	0	14
Total	31,862	31,837	35,561	30,903	30,279	29,117	32,578	32,236	0	0	0	0	254,373
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,854	4,456	4,765	4,284	3,645	4,326	4,372	4,209	3,206	0	0	0	38,117
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	2,027	1,969	1,354	0	0	0	18,306
Total	7,329	6,552	7,195	6,307	5,417	6,486	6,399	6,178	4,560	0	0	0	56,423
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	963	778	1,359	934	957	0	0	0	0	7,154
Boardman Road	33	21	30	58	75	90	92	78	0	0	0	0	477
Spanish Language Assistance	38	28	95	70	38	NA	41	26	0	0	0	0	336
Total	685	636	1,087	1,091	891	1,449	1,067	1,061	0	0	0	0	7,967
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	24,527	20,667	15,759	14,528	10,175	11,290	12,786	11,918	0	0	0	0	121,650
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	3,109	4,003	0	0	0	0	22,158
Calendar Hits - Recite Me	412	405	504	171	187	168	262	224	0	0	0	0	2,333
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	27,221	0	0	0	0	223,713
Total	54,309	51,892	48,759	44,397	37,676	44,050	45,405	43,366	0	0	0	0	369,854
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,576	3,187	5,434	3,850	3,474	3,794	4,212	4,541	0	0	0	0	32,068
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	1,522	1,587	0	0	0	0	11,247
Total	4,890	3,810	7,586	5,235	4,736	5,196	5,734	6,128	0	0	0	0	43,315
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	36	34	51	44	39	0	0	0	0	298
Boardman Road	6	6	8	15	8	13	7	6	0	0	0	0	69
Total	52	28	34	51	42	64	51	45	0	0	0	0	367
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	38	57	40	58	56	52	50	0	0	0	0	384
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	223	163	171	227	194	0	0	0	0	1,484
Community Engagement	0	0	1	0	0	15	1	1	0	0	0	0	18
Non-Library District	7	4	10	10	9	9	10	12	0	0	0	0	71
Exams Proctored	4	8	6	6	4	6	4	0	0	0	0	0	38
MAP Passes	2	6	12	19	36	54	79	69	0	0	0	0	277
Rover Bookmobile Stops	NA	NA	NA	NA	NA	NA	20	27					47
Total	167	177	222	258	212	255	341	303	0	0	0	0	1,935
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	1,245	1,719	2,136	7,447	1,302	2,696	2,709	1,522	0	0	0	0	20,776
Community Engagement	0	0	12	0	0	45	4	4	0	0	0	0	65
Non-Library District	75	34	160	212	164	127	231	206	0	0	0	0	1,209
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Rover Bookmobile	NA	NA	NA	NA	NA	NA	364	471					835
Total	1,320	1,753	2,308	7,659	1,466	2,868	3,308	2,203	0	0	0	0	22,885
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,437	11,221	9,636	8,820	9,446	10,665	9,544	0	0	0	0	76,962
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	0	0	0	0	90,400
Total - 2021	19,903	17,596	24,069	20,359	19,040	20,301	24,280	21,814	0	0	0	0	167,362
GENERAL ATTENDANCE (2020)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	18,212	16,693	9,284	0	0	5,908	9,261	10,092	10,284	10,484	8,950	8,282	107,450
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088	11,816	9,510	10,286	92,087
Total - 2020	29,750	27,645	15,185	0	0	11,295	14,961	20,001	21,372	22,300	18,460	18,568	199,537



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: June-August 2021

Department: Branch and Extension Services

As a newly hired Branch and extension Services Manager, I have a list of ongoing projects and programs currently in the works.

Rover:

Our wonderful bookmobile, Rover, the Roaming Library is a large part of the ongoing activities in my department. From June, we have put together a list of stops around the community, and within a month of researching the area by sending Rover to various locations, used the data to create regular stops we felt would be beneficial. These then became the stops we now have on a regular basis. We have developed a print and media collection specifically for Rover that is ever-changing due to patron feedback. With a dedicated Rover team of staff, we are able to make nightly stops at local areas and Saturday stops as well.

Rover is also a part of big events at the Library and in the community such as The PPLD Hoedown, a very successful Rodeo themed literacy event for families held at the library, National Night Out, Porchfest, and the upcoming Arlington Street Fair.

Rover is also a great launch point for new activities and programs. Recently The Extension Services Department took Rover to Lakeview Arms. We were able to sign people up for library cards and talk with members of the residential community as well as develop further plans for future stops and programs.

Family Partnership Center:

The Family Partnership Center will be the home for a library branch currently being renovated. In the past few months we have developed a layout and renovation is in the works. This "new" branch library will open with partnership and feedback from local community members and organizations.

As someone new to the library I have spent the past few months getting acclimated to the way the library operates and the roles of individuals. I have attempted successfully to integrate myself into the library, particularly the adult services department. Getting to know and learn from my colleagues has been positive as the adjustment has happened. There is still a lot to learn and I'm excited to explore the potential of both my position and the libraries role in the community.

Over the past several months, the Poughkeepsie Public Library District has revamped and reinitiated many services. The most visible one is the hard launch of Rover, the library's bookmobile. Rover has started visiting both parks, one located in each ward of Poughkeepsie, as well as local events such as National Night Out and PorchFest. Rover has started having success, especially at community events, where people are still getting acclimated. We've started reaching more people who are interested in the service but still have questions. We've checked out quite a few books and registered new patrons. We are still currently getting feedback from the community about what services and materials they would like Rover to have. We want to make sure that we are serving each part of the community to the best of our ability. We are partnering with local organizations to meet us at Rover locations to help support both ourselves and their organizations.

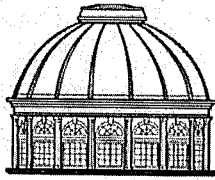
Another large initiative is the Family Partnership Center. This new branch is currently under construction but work is being done while this is taking place. We met with service providers to find a design that is both appealing and functional. We are also working with the local community to see what types of materials they are interested in seeing at the new branch.

We've had numerous successful events over the past few months such as National Night Out and PorchFest as mentioned early. We also participated in the local Mid-Hudson Comicon where we received a lot of attention. We had crafts for kids and parents were thankful for a place for their children to relax and take a break. We also handed out a lot of promotional materials and have already seen an increase in registration for certain events such as the graphic novel book club.

We've also been creating partnerships with local organizations and have submitted multiple grants to help fund new community initiatives such as increasing wifi to homes without and an attempt to create super hotspots in local parks.

Connections are still being made with local organizations to increase our presence in the community and get outside of the building to foster education and growth. We are learning the difficulties our community faces and are launching new projects to combat them.

-TJ Lamanna
Head of Community Engagement



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Kira Thompson, Librarian III

Time Period of Report: July-August 2021

Department: Adult Services

Report Focus Area of Activity:

The Adult Services Department has spent some time the last two months working on actions that will increase our outreach and services catering to the Spanish speaking population of Poughkeepsie:

- Our Spanish speaking staff member has designated several hours a week to staffing a public desk on the Main floor to cater to Spanish speaking patrons and provide Reference services.
- AS staff in conjunction with our Outreach coordinator have been partnering with Literacy Connections to revive the ESL programming that had taken place in the library prior to 2020.

Intended Outcomes of Focus Activity:

Re-establish popular ESL classes in the building in the fall & provide greater access to Spanish language services to patrons. Classes are scheduled to begin September 13th.

Manager Observation of Activity and Outcomes:

- I met with our Outreach Librarian & the relevant AS staff to discuss the mechanics of how re-establishing the program will work (dates/times, what will be required of ADR staff and what will be provided by Literacy Connections). Staff then met with Literacy Connections and created a plan of action to re-start classes at Adriance on Monday evenings in the fall. Program has not yet commenced.
- E. Corbaton, our AS Spanish language staffer, proposed a plan to spend 11am-1pm, Tuesdays & Thursdays, utilizing the staff desk in the Genealogy Room to accommodate Spanish language patrons. She remains available on request and by appointment, but will now also have designated times of availability that will be reliable and can be communicated to Spanish speaking patrons. Since the beginning of August she has consistently been meeting with patrons and providing assistance both during the regularly scheduled hours and as needed. Spanish language materials and literature have been placed at the desk to greater advertise library programming and services.

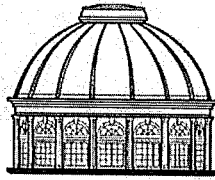
Impact of Activity:

- ESL Classes have not yet commenced

- Having a designated space for Spanish language services has improved both the ability of our staffer to provide assistance, and it has provided an out of the way location for what can sometimes be extended conversations/sessions, helping to maintain order and quiet in the Main study area. Although this is now a dual use space, there have not been any conflicts or issues with other patrons as of this writing.

Other Departmental Activity to Note:

- In addition to our regular programming, AS launched a first for PPLD this summer: Movies in the Parks. Despite a turbulent weather season, we have managed to host most of our regularly scheduled dates and have had good crowds and enthusiastic response from attendees.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Gareth Davies, Development Officer **Time Period of Report:** July/August 2021

Department: Advancement

Report Focus Area of Activity:

Big Read

July and August are the months when the Big Read program plans are finalized and promoted through The Rotunda and Big Read brochure.

Intended Outcomes of Focus Activity:

Promoting recreational reading throughout the community
Developing PPLD's network of partners

Manager Observation of Activity and Outcomes:

This will be the last Big Read to be directed by Jewel Ratzlaff and possibly the last Big Read for which we will request NEA funding. In July and August, therefore, we discussed the future of the program.

Impact of Activity:

This will be assessed in October and November

Other Departmental Activity to Note:

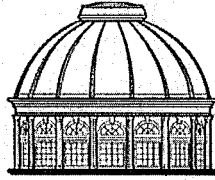
Campaign for Library Card Sign up Month – signage, video, promotions

Rover promotional and informational materials

Occhialino family fund \$30,000

Library Journal Community Impact grant application \$250,000

Increasing PIO salaries to reflect their changing and expanding role in the functioning of the Library District



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst

Time Period of Report:
July to 9/10 2021

Department: Information / Technologies

Report Focus Area of Activity:

1. ECF funding research with Tom and TJ Lamanna
2. Return of Public PCs to per COVID number and PC updates
3. Change of all adult PCs back to per COVID hours of use
4. Research of Family Partnership network / Phone system
5. Support of Rover roll out
6. Replacement old PA system at Boardman with "in house solution". After failure.

Intended Outcomes of Focus Activity:

1. Obtain additional equipment and Service for users without Internet at home
2. Increase of PC availability to the public at both Adriance and Boardman
3. Allow user longer access to PCs at Both Adriance and Boardman
4. Prepare the Family Partnership branch for use
5. Enable Circulation functions on Rover
6. Return the PA system to functionality.

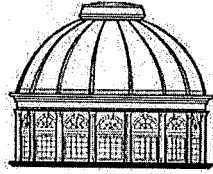
Manager Observation of Activity and Outcomes:

1. Ongoing.
2. Use of the PCs has increased.
3. Patrons are using the PC for longer.
4. Ongoing.
5. Circulation function are working as expected
6. PA system is working better than it ever was. (Savings of \$2,370. Compared with an outside vendor)

Impact of Activity:

For all the above.
Increased availability to technology for patrons.
Support for staff.
Cost saving.

Other Departmental Activity to Note:



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Time Period of Report: for the months of July and August, 2021

Department: Youth Services

Report Focus Area of Activity:

- *contacting schools re: Library Card sign-up month & back to school night visits
- *contacting agencies for story walks locations at park across from Clinton Elementary school, Tubman Terrace, PCSD schools, Adams
- *visits to Camp Greenvale, Art Effect, ROCC
- *Rover visit to Dutchess Apartments
- *establish partnership with Rebuilding Our Children and Community

Intended Outcomes of Focus Activity:

- *have library card sign up signs at local schools
- *story times at above named sites
- *Rover visit to Dutchess Apts.
- *computer usage and story times for ROCC campers

Manager Observation of Activity and Outcomes:

- *5 story time visits to Greenvale Camp (1 cancelled due to covid)
- *2 story time visits to the Art Effect campers (1 cancelled due to covid)
- *3 story time visits to ROCC campers (1 cancelled due to covid)
- *Daily from July 6 - August 20th, we had ROCC campers come use the computers and read books for one hour in the mornings
- *Dr Rosser granted permission for us to place 1 library card sign up sign at each school; Kristina Giangreco, special projects person for the district, came by the library and picked up 8 signs, 1 sign for each school
- *Dates obtained for PCSD back to school nights though they may become virtual - in that case, I will share the library card sign -up video with the librarians
- *Arlington Schools have moved their back to school nights from in-person to virtual and the librarian asked that we make a short video for them about library card sign up month to show to parents and students. I will be doing this in the coming week.
- *Obtained permission from Dr. Rosser to place story walks at Krieger and Morse schools
- *Obtained permission from Rev Fortunato at Grace Episcopal Church to place 1 story walk in their park which is across from Clinton Elementary school.
- *Met with Vivien Simpson and set up 4 outreach story times this fall for children attending the Harriet Tubman Tutoring Center at the Center.

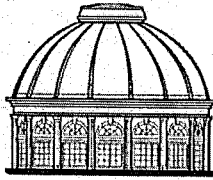
*Rover visit at Dutchess Apartments had 5 families stop by.

Impact of Activity:

These outreach activities this summer have begun or re-established connection to local schools and agencies serving children in the town and city of Poughkeepsie which we will continue to serve this coming school year thus deepening our relationship with them.

Other Departmental Activity to Note:

One project for the future: I spoke with TJ about doing something for families at the DC jail. I would like to do something similar to an outreach program at the Brooklyn Public Library called "Telestories" where over Skype or Zoom, inmates read stories to their children.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name & Title: Karen Blovat Librarian I

Time Period of Report: July & Aug 2021

Department: Borrower and Technical Services

Report Focus Area of Activity:

Staff: Several staff did not return to work when we opened in June of 2020. They returned in July, and had to be brought up to speed on the many changes made during their absence. In addition, we had 2 long-time staff retire, so we spent time in July and August training our new hires.

Rover: Rover's scheduled weekly stops were staffed frequently by Borrower Services staff. Of the 20 scheduled stops in July, 13 were from the Borrower Services staff. In August, 17 of the 22 stops were filled by Borrower Services staff. In this department, we also had to work out how items would find their way back onto Rover when returned to other libraries.

In Technical Services, we worked on processing items purchased for Rover.

Intended Outcomes of Focus Activity:

Staff: A smooth transition getting returning staff up to speed and training new staff.

Rover: Support Rover's launch and continued success in the community.

Manager Observation of Activity and Outcomes:

Staff: The supervisors at both the Adriance and Boardman libraries worked intensively (as did I) with returning staff to train them on new procedures. We also trained the new staff members. Other library clerks were also involved with getting these staff up to speed.

Rover: Several Borrower Services staff routinely made themselves available to staff Rover. They are professional and enthusiastic in this endeavor.

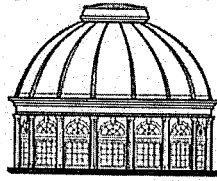
Impact of Activity:

Staff: Pulling together, we were able to get returning staff trained quickly, and new staff fully trained. This work produced staff that is knowledgeable and highly customer oriented.

Rover: Rover was able to go out into the community thanks to the enthusiastic support of Borrower Services staff.

Other Departmental Activity to Note:

Little Libraries: Borrower Services staff helped fill the little libraries throughout July and August, as well as managing all the material that they put into the little libraries weekly.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title:

Janet Bogenschultz, Assistant to the Library Director

Department:

Administrative Office

Report Focus Area of Activity:**PPLD's MAP (Museums, Attractions & Parks) Pass Program**

August MAP Pass Promotion and Marketing: Fall article in The Rotunda, "Amazing Adventures" page 9 to promote and highlight specific destinations noted in the article and reasons to visit (inspiration, rejuvenation and adventure), both indoor and outdoor (or combination), upcoming fall seasonal closures in Oct. & Nov., remind patrons PPLD has over 40 destinations, that MAP Passes may be printed from home and that many destinations accept Library Passes displayed digitally on mobile phones now, and mention some truly unique and cherished places are in their own backyard during these times when people are not travelling due to the pandemic.

MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates: Destination description revisions for MAP Pass webpage. Tixkeeper revised descriptions and marking availability due to reopening changes for museum pass destinations. Updates include reopening of Mansions since closed March 2020, new Timed-Entry ticketing at venue, new Tours, new Exhibitions or Indoor access, and changes to Pass coverage. Emailed museum newsletters, emailed notices, checking websites, and communicating with staff, are all means for keeping abreast of the changes for library patrons' use of MAP Passes. Revised descriptions: Locust Grove (weekend Mansion tours include special holiday Mansion tours added this year, and accessibility info), Old Rhinebeck Aerodrome Museum (background information on collection, history, videos, online collection, two links to documentaries and increased to 2 family passes per day), Eric Carle Museum of Picture Book Art (many changes on-site added and included their Museum from Home link), and Basketball Hall of Fame (expanded to 4 free people per pass accepted digitally on mobile phone and printed).

Renewal of MAP Pass Library Memberships: Followed up on changes from July's eight MAP Pass renewals in Tixkeeper and the MAP Pass descriptions on PPLD webpage. Included correspondence or calls with museum staff on some PPLD's library memberships, changes in library pass memberships, changes in visiting information for library patrons if new instructions received, adding new expiration dates in Tixkeeper, marking date or revising for changes in dates open or closed. August 31st expiration passes (Olana and White Memorial) were renewed a month early in July. Olana's expiration date required a correction as the staff person overseeing library memberships left her position July 30th, and there was an error when check was received. Old Rhinebeck Aerodrome Museum increases to 2 family passes per day in August after correction to renewal and new pass purchase from June renewal due to membership staffing change in July, when Kimberly left and Jill joined the staff.

Intended Outcomes of Focus Activity:

1. To promote Museum, Attractions & Park Pass Program's destinations with the Fall Rotunda article "Amazing Adventures," and update current information related to reopening of venues, changes in visiting the venue, use of PPLD's MAP pass and making timed-entry ticket reservations in addition to a MAP Pass reservation.
2. To update pass availability on specific dates in Tixkeeper for reopening and closing date changes.
3. To make corrections to expiration dates (Olana) and pass purchases (Old Rhinebeck's correction to two passes now) as part of renewing library memberships and maintain PPLD's roster of museum passes.

Manager Observation of Activity and Outcomes:

Tixkeeper's statistics for MAP Pass use booked dates in August were 71 passes. The MAP pass webpage destinations and Tixkeeper were updated with changes and reopening information. The August renewals for Olana and White Memorial Conservation Center and Nature Museum (with August expiration dates) were done a month early in July. Keeping the MAP Pass information current, and promoting availability of the passes and access to passes increases pass usage.

Impact of Activity:

Ease of use for library patrons in setting up MAP Pass destination visits by providing correct information on availability, use, and access after reopening. Enhanced descriptions and images, and instructions on timed entry tickets, and planning visits aid in promoting increased usage. The new addition of two passes per day per family for Old Rhinebeck Aerodrome Museum has resulted in two families being able to attend Air Shows on August Saturdays or Sundays on the same day. Olana's switch to a Print on Demand Pass will result in a potential daily use of the pass – as a Pick Up Return Pass was out 3 days to same family or patron. Also, the Olana Pass may now be used both Saturday and Sunday by two different patrons on a weekend.

Other Departmental Activity to Note:

First Check Deposited from Sustainable Shelves Program by Baker & Taylor: B&T sends first quarterly check (approx. July 28) for \$275.74, which covers weeded books shipped to them for resale from PPLD discards, September – April 15, 2021.

Possibility of Electric Car Charging Stations in PPLD Parking Lots Financed by NY's "Charge Ready NY" program: Follow up with Hannah Cyrus (Sales Manager at US Energy Solutions in Philadelphia who is partnering with EV Box the manufacture of the EV Charging Stations) regarding the possibility EV Charging Stations (for electric cars) and New York State's rebate program "Charge Ready NY" (NYSERDA) that covers 80-100% of the costs to place 20 or more electric car charging stations in library parking lots. Information from Hannah Cyrus was emailed to Tom and Tony for consideration. New York's newly signed legislation (Sept. 8) plans to phase out most gas powered vehicles by 2035, and the "Charge Ready NY" program is to help prepare for that change by having electric charging stations in place. Libraries can receive revenue from the chargers or provide them for free. This Sept. 9th article describes the changes signed into law this week.

<https://www.cnn.com/2021/09/09/new-york-law-phases-out-most-gas-powered-vehicles-by-2035.html>

Continuing Education Opportunities that May be of Interest: I emailed an FYI to library managers to several opportunities for continued education on topics related to accessibility and online educational resources, and creating community centered libraries (a 3 part series) third session in August (below):

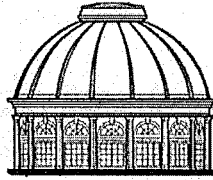
- August 3rd free accessibility webinar for OER (Online Educational Resources) by Western Connecticut State University ACRL -- open to anyone. Recording: <https://youtu.be/nAYtt0bUbXg>. The slides are also available.
- I completed the 3 part library webinar series on Community Centered Libraries by Philadelphia Free Library (IMLS grant). The second one (Building Connections with Community Assets) was excellent. So, I sent an FYI to a few managers about the third one, Aug 5th, with series info and recording links:

Exploring the SOAR (Strengths, Opportunities, Aspirations, Results) Model on August 5, will explore the model as a strategy for developing asset-oriented initiatives as a step toward developing a more community-centered library.

After the explanation: series on community-centered libraries, -- these were the previous two webinars.

Building Connections with Community Assets on June 3, will explore strategies for connecting with community assets in-person and online as a step toward developing a more community-centered library.

On Implicit Bias and Communication on July 8, will reflect on how life experiences, traditions, and beliefs impact communication and explore strategies for facilitating deeper discussions and stronger connections as steps toward developing a more community-centered library. (I did this one and it was really interesting -- and well done)



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: John Torres- Head of Youth Services

Time Period of Report: July-August 2021

Department: Youth Services

Report Focus Area of Activity: Youth Services summer reading program for children and teens

Intended Outcomes of Focus Activity: The intended outcome is to help prevent the “summer slide” that students face when they are out of school. Our summer reading program is to keep children and teens reading during the summer and to keep them coming to PPLD.

How our summer reading game works is:

- For Children:
 - They sign up starting at the kickoff party and continue throughout the summer
 - A reading log is handed out with stickers. Each stick is worth 10 minutes of reading and each reading log consists of 500 minutes.
 - When the log is completed they bring it back to us at the library and they get a new log, a raffle ticket to try and win a grand prize and then play our plinko game to win a small prize. There is no limit on how many logs they can return.
 - At the end of the summer the grand prizes were awarded to our 8 winners.
- For Teens:
 - Teens sign up and receive a log in which they record the book titles that they have read. They also receive a tote bag with various prizes in it.
 - Starting mid-August they bring back their reading log sheet and exchange it for a raffle ticket to try and win one of the various Amazon gift cards prizes.

Manager Observation of Activity and Outcomes:

This year we had our largest turnout since I have been here of teens and children signing up for the summer reading program. The total numbers for children were 561 signups and 544 reading logs returned (231 ADR and 313 BRD). That equals 272,000 minutes read by our PPLD kids.

We had a large number of teen signups also with over 60 teens signed up with the majority being at Adriance.

Impact of Activity:

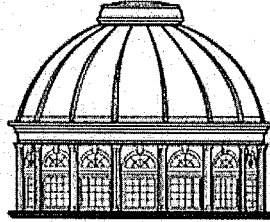
I've had many parents approach me to thank the library for having a summer reading program and for the great programs that we do here. I also noticed this year that a lot of the new families that are participating in our programs are from outside of Poughkeepsie.

Other Departmental Activity to Note:

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Summary of Volunteer Activity 2021

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	5	0	8	12.00	15.00	0.00	27.00
February	4	5	0	9	20.00	17.00	0.00	37.00
March	6	6	0	12	24.00	21.00	0.00	45.00
April	6	7	0	13	68.00	36.00	0.00	104.00
May	3	7	0	10	12.00	34.00	0.00	46.00
June	3	6	0	9	11.00	28.00	0.00	39.00
July	6	7	0	13	43.00	35.00	0.00	78.00
August	7	7	0	14	48.00	38.00	0.00	86.00
September	0	0	0	0	0.00	0.00	0.00	0.00
October	0	0	0	0	0.00	0.00	0.00	0.00
November	0	0	0	0	0.00	0.00	0.00	0.00
December	0	0	0	0	0.00	0.00	0.00	0.00
TOTAL					238.00	224.00	0.00	462.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee	Date: Monday, September 13, 2021	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Amy Bombardieri <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Cathy Schmitz	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence		

1. **Business Items:** The following topics were discussed:
 - **Monthly Financial Report:** The monthly report was distributed with the request for comments prior to the next Board of Trustees meeting.
 - **Discussion of PILOT Payments:** Lawrence has been in correspondence with the City of Poughkeepsie's IDA concerning PILOT payments for City properties and the absence of Library District consideration in said payments. The Committee concurred with Lawrence's recommendation that we discuss the matter further with the IDA's counsel. However, confirmation is still needed that while there is no consideration of the Library District in PILOT agreements that affected properties aren't paying Library District tax. Lawrence will continue with this project.
 - **Discussion on Bad Debt:** Lawrence distributed the report of bad patron debt write-off activity, as approved by the Board of Trustees at its meeting on June 23, 2021. The report of the write-off and the remaining debt, accurate as of September 13, 2021, is attached to these minutes.
 - **Update in Library District Collections Activity:** Lawrence shared with the Committee the full report of debt activity, as transacted through Unique Collection Services, from inception in 2009 through the present. This report will be shared periodically with the Committee with the current report attached to these minutes.
 - **2022 Budget:** Lawrence and Lynch discussed there being no additional information concerning 2022 NYSERS or health insurance costs.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report

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

Next Scheduled Meeting(s) Date
 TBD; 5:30 pm
 Greenspan Board Room - Adriance Memorial Library

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Bad Patron Debt - Status Report

Type of Charge	Patron Debt Prior to Write-Off			Patron Debt as of 9/13/2021		
	ADR	BRD	Total	ADR	BRD	Total
Lost Book Charges	\$ 18,369.02	\$ 2,000.74	\$ 37,963.63	\$ 698.92	\$ 199.52	\$ 898.44
Manual Charges	\$ 22,327.41	\$ 3,942.41	\$ 26,269.82			\$ 18,114.68
Overdue Charges			\$ 56,639.51			\$ 21,485.36
Balance of Adjustments Charges			\$ 37,931.13			\$ 4,840.44
Replacement Charges	\$ 165,609.34	\$ 38,125.63	\$ 203,734.97	\$ 73,160.20	\$ 7,984.05	\$ 81,144.25
Overdue Renewal Charges			\$ 5,613.67			\$ 2,806.17
	Total Charges			Total Charges		
			\$ 368,152.73			\$ 129,289.34

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity**

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
July-09	73	7,487.53	201.35	334.20	10.00	653.35
August-09	49	4,533.07	733.94	749.76	108.50	438.55
September-09	43	3,459.64	513.40	67.00	17.70	384.85
October-09	542	58,190.96	465.68	524.74	90.00	4,850.90
November-09	55	3,896.43	2,167.93	1,133.70	625.18	492.25
December-09	34	3,097.14	2,459.79	1,603.41	52.50	304.30
January-10	60	5,885.16	1,284.19	658.49	10.00	537.00
February-10	58	4,911.66	1,335.34	599.06	40.00	519.10
March-10	62	6,030.82	1,286.11	761.60	216.50	554.90
April-10	74	6,997.28	1,095.99	862.97	30.00	662.30
May-10	47	4,122.26	997.59	359.70	17.00	420.65
June-10	72	6,669.19	1,087.45	1,015.14	155.98	644.40
July-10	37	4,369.16	948.35	1,268.68	116.10	331.15
August-10	76	9,132.37	1,200.30	1,314.57	25.70	680.20
September-10	50	5,664.66	436.89	1,334.87	94.29	447.50
October-10	60	4,865.98	733.97	594.53	48.99	537.00
November-10	83	6,441.02	669.53	1,921.12	108.00	742.85
December-10	38	4,375.01	477.90	1,242.94	118.80	340.10
January-11	80	6,578.74	626.05	680.17	61.19	716.00
February-11	48	4,146.70	972.92	701.41	138.41	429.60
March-11	33	4,571.42	657.62	1,491.16	90.80	295.35
April-11	64	6,115.20	666.72	1,622.74	57.99	572.80
May-11	53	8,590.75	665.98	1,330.97	119.00	474.35
June-11	46	4,448.75	688.30	1,684.10	31.40	411.70
July-11	45	3,935.61	531.08	800.69	143.55	402.75
August-11	66	8,638.56	478.32	1,765.28	498.50	590.70
September-11	57	5,289.87	720.81	999.64	50.00	510.15
October-11	65	5,592.43	426.14	1,029.58	143.90	581.75
November-11	63	6,332.76	424.59	708.30	10.00	563.85
December-11	42	7,231.24	479.28	1,378.55	145.30	375.90
January-12	69	6,463.19	931.09	898.38	164.48	617.55
February-12	60	5,425.80	1,027.13	949.06	178.85	537.00
March-12	48	5,555.00	806.38	1,290.72	33.80	429.60
April-12	72	8,000.08	890.56	911.46	180.00	644.40
May-12	192	20,728.96	444.65	1,005.51	156.00	1,718.40
June-12	42	3,845.10	870.96	777.38	84.00	375.90
July-12	70	10,313.49	1,163.80	930.98	10.00	626.50
August-12	64	4,981.60	1,480.88	820.08	-	572.80
September-12	46	3,956.39	806.29	637.76	72.20	411.70
October-12	60	6,087.44	1,927.97	852.53	71.70	537.00
November-12	50	4,901.86	419.99	450.88	65.50	447.50
December-12	69	9,757.24	598.19	601.01	95.99	617.55
January-13	55	5,335.14	1,667.00	1,479.53	204.99	492.25
February-13	59	196.29	897.21	1,165.91	315.95	528.05
March-13	41	3,485.01	1,521.56	819.37	57.10	366.95
April-13	67	5,257.34	1,150.60	207.92	75.00	599.65
May-13	28	2,370.42	792.06	562.53	133.89	250.60

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity**

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
June-13	51	4,169.18	1,472.70	713.30	28.80	456.45
July-13	77	5,963.36	738.04	419.28	74.80	689.15
August-13	39	3,306.74	1,107.89	1,056.18	28.40	349.05
September-13	56	10,705.19	970.32	640.09	319.49	501.20
October-13	56	4,002.15	1,339.75	339.48	488.46	501.20
November-13	61	9,249.01	732.52	632.36	178.08	545.95
December-13	60	1,652.17	506.76	582.22	20.40	537.00
January-14	53	4,699.77	1,250.83	525.47	61.10	474.35
February-14	68	5,625.96	1,390.24	289.26	70.85	608.60
March-14	65	4,815.02	1,772.23	446.92	268.11	581.75
April-14	48	4,604.71	976.48	1,324.23	191.04	429.60
May-14	33	3,369.44	747.89	705.50	477.79	295.35
June-14	59	6,138.99	1,270.02	1,089.75	81.30	528.05
July-14	42	3,396.97	914.94	511.67	132.89	375.90
August-14	35	3,716.44	571.06	1,013.18	65.70	313.25
September-14	73	6,344.81	691.44	1,300.22	268.08	653.35
October-14	58	4,758.35	1,192.00	278.81	237.06	519.10
November-14	50	4,151.19	390.15	926.16	20.00	447.50
December-14	43	3,844.33	885.51	673.60	123.80	384.85
January-15	52	3,282.94	1,079.68	383.91	29.50	465.40
February-15	58	5,063.61	818.19	788.60	250.93	519.10
March-15	58	4,361.05	1,077.17	299.61	151.99	519.10
April-15	31	2,889.84	714.57	654.99	344.63	277.45
May-15	34	3,114.10	866.38	620.85	83.13	304.30
June-15	57	4,023.01	1,291.79	621.13	92.00	510.15
July-15	46	4,134.51	1,470.50	748.67	322.16	411.70
August-15	30	2,760.27	1,915.51	555.60	230.90	268.50
September-15	50	4,315.09	1,383.81	237.98	168.69	447.50
October-15	34	2,828.54	1,006.54	631.79	175.91	304.30
November-15	70	5,150.51	574.77	568.75	175.19	626.50
December-15	30	3,526.06	841.27	511.39	184.30	268.50
January-16	40	3,721.01	686.38	1,156.07	129.20	358.00
February-16	35	4,149.38	1,421.15	808.18	427.16	313.25
March-16	27	1,900.97	1,842.05	1,335.09	283.09	241.65
April-16	36	3,546.55	636.93	985.38	297.00	322.20
May-16	28	2,308.11	774.16	627.27	319.99	250.60
June-16	34	2,491.40	775.98	502.78	-	304.30
July-16	43	3,513.00	867.91	344.57	96.19	384.85
August-16	59	4,321.97	1,043.95	930.00	339.56	528.05
September-16	35	3,007.20	999.07	665.15	212.97	313.25
October-16	58	5,342.77	658.96	892.36	591.55	519.10
November-16	63	5,917.85	776.72	717.49	336.80	563.85
December-16	44	3,671.20	1,200.75	1,124.29	507.75	393.80
January-17	49	3,815.10	946.04	380.96	234.80	438.55
February-17	37	3,212.25	662.95	692.47	11.00	331.15
March-17	35	3,393.61	1,535.54	996.70	256.10	313.25
April-17	33	3,572.18	778.24	672.88	544.75	295.35
May-17	52	4,745.21	1,034.63	1,377.16	52.70	465.40

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity**

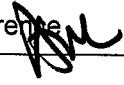
Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
June-17	38	2,527.75	874.21	628.08	219.04	340.10
July-17	40	4,285.25	860.10	741.00	398.65	358.00
August-17	53	3,609.79	959.03	839.02	241.36	474.35
September-17	41	2,864.71	242.89	672.26	529.45	366.95
October-17	53	5,020.46	1,026.68	536.01	281.20	474.35
November-17	50	3,700.85	612.75	115.10	486.16	447.50
December-17	33	2,286.32	680.31	333.57	70.00	295.35
January-18	45	3,432.82	865.05	419.93	155.40	402.75
February-18	40	3,923.46	945.02	646.98	227.80	358.00
March-18	28	2,257.92	1,035.12	535.39	501.62	250.60
April-18	28	2,228.73	593.46	323.17	414.03	250.60
May-18	30	2,979.38	539.41	1,010.38	240.90	268.50
June-18	30	2,675.67	745.65	625.62	64.80	268.50
July-18	32	2,167.99	991.77	836.16	108.30	286.40
August-18	57	4,780.62	617.46	898.76	241.39	510.15
September-18	31	2,827.93	379.58	178.40	104.68	277.45
October-18	34	3,675.06	629.23	887.61	230.00	304.30
November-18	36	2,942.62	801.39	521.11	69.00	322.20
December-18	41	2,878.13	908.17	416.76	103.03	366.95
January-19	36	3,157.72	661.63	677.02	155.90	322.20
February-19	26	2,209.44	563.74	382.85	234.40	232.70
March-19	23	1,926.19	824.64	776.89	394.43	205.85
April-19	20	1,887.77	2,457.61	470.98	226.04	179.00
May-19	19	1,593.04	537.75	111.55	187.36	170.05
June-19	35	2,890.26	620.12	404.71	68.10	313.25
July-19	33	2,147.99	1,087.98	681.67	250.61	295.35
August-19	11	1,118.96	1,119.54	494.19	99.80	98.45
September-19	32	2,811.37	523.99	350.38	96.60	286.40
October-19	25	2,375.11	809.85	688.56	135.89	223.75
November-19	16	1,372.41	366.06	170.53	27.50	143.20
December-19	38	3,007.33	682.31	372.10	383.80	340.10
January-20	28	2,451.69	727.46	727.19	210.60	250.60
February-20	28	2,785.35	949.98	930.10	171.80	250.60
March-20	16	1,174.34	439.40	212.42	26.90	143.20
April-20	0	-	-	-	-	-
May-20	0	-	-	-	-	-
June-20	0	-	-	-	-	-
July-20	44	3,247.74	1,233.85	772.50	166.39	393.80
August-20	51	4,195.22	834.10	186.61	-	456.45
September-20	47	4,178.94	884.59	1,410.23	223.80	420.65
October-20	39	3,178.58	1,053.37	952.72	134.40	349.05
November-20	16	1,500.31	863.39	509.75	93.00	143.20
December-20	18	2,033.97	694.63	413.71	-	161.10
January-21	30	3,506.66	785.25	680.85	65.90	268.50
February-21	31	3,219.53	952.25	871.75	54.50	277.45
March-21	37	2,392.96	1,007.19	703.19	278.86	331.15
April-21	13	1,136.10	1,038.43	356.85	153.92	116.35
May-21	17	1,193.28	510.68	383.68	176.70	152.15

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity**

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received In Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
June-21	22	2,188.94	1,345.85	651.78	150.38	196.90
July-21	30	2,264.33	1,567.11	552.53	31.59	268.50
August-21	37	3,435.66	565.99	272.45	71.60	331.15
Totals	7110	\$ 662,501.44	\$ 131,448.21	\$ 106,534.88	\$ 24,218.40	\$ 63,634.50
Notes						
\$ 174,348.59	<i>(Dollars Received in Month + Value of Materials Returned in Month) - Monthly PPLD Cost</i>					
\$ 5,000.00	<i>Cost of Module (Start Up)</i>					
\$ 169,348.59	<i>Amount Ahead</i>					

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Wednesday, September 1, 2021	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input checked="" type="checkbox"/> Melissa Knapp, TDWPM
<input type="checkbox"/> Patricia Ferrer	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Moira Fitzgibbons		
<input checked="" type="checkbox"/> Mary Moore, <i>Chair</i>		
<input checked="" type="checkbox"/> Laurel Spuhler		
Minutes Prepared By: T. Lawrence 		

The meeting convened at 6:30 pm, virtually, through GoToMeeting.

1. **Business Items:** The Committee discussed the following:
 - **CBA Addendum:** The Committee agreed to the proposed addendum to the CBA in which a revised salary for the position of Public Information Officer would be added to the salary table. It was further agreed that Lawrence could sign the addendum and that it would be effected the first complete payroll following the signature with the latest date.
 - **CBA Negotiations:** The Committee discussed with Knapp draft language for use in the upcoming CSEA negotiations. Revised language will be distributed to the Committee in mid-September.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Nothing.

3. **Upcoming Agenda Items:**
 - Review of CBA.

The meeting adjourned at 7:20 pm.

Next Scheduled Committee Meeting Date

TBD

(date, time, and location subject to change)

CENTRAL LIBRARY PLAN 2022 - 2026

The Central Library Plan describes the services funded by the state aid programs Central Library Development Aid (CLDA) and Central Book Aid (CBA).

The Poughkeepsie Public Library District's Adriance Memorial Library is the Central Library for the Mid-Hudson Library System. As such, the Library's staff provides a variety of supplemental reference and training services as well as circulating non-fiction collections to the member libraries and the correctional facilities.

Element 1 – Digital Collection Development

1. **Goal Statement:** The Central Library will assist in the provision of a system-wide digital collection that will be developed in response to member library needs.
2. **Intended Result(s):**
 - Member libraries and their patrons will have access to non-fiction adult system-wide digital collections and content that are affordable and cost effective. Purchasing strategies will be guided by digital collection development guidelines as established by the Central Library and Collection Development Advisory Committee, as modified from time-to-time.
 - Member libraries will have coordinated training and promotional opportunities designed to increase usage of database collections and content by 3% - 5%, on average, each year.
 - Member libraries will be provided with "best practices" guidance on how to manage local digital collection development budgets in relation to the purchasing done through the Central Library program funds.
3. **Evaluation Methods:**
 - The Central Library in collaboration with the Central Library & Collection Development Advisory Committee will annually review and revise its recommendations for digital collections and content.
 - The Central Library will work with MHLS staff (and/or collections and content vendors) to develop accurate usage statistics.
 - To the extent practical, the Central Library will use PLA's Project Outcome tools (or some other similar locally developed tool) to determine patron perspectives on digital collections and content provided with Central Library funds.
 - The average wait time for accessing digital collections and content shall not exceed that for print materials with the goal to be a shorter wait time. The number of maximum holds, determined by the holds ratio, will be reviewed and revised annually.

Element 2 – Public Service Staff Training and Education

1. **Goal Statement:** The Central Library will provide best practices training in targeted areas of collection development and reference services as an in-kind service.
2. **Intended Result(s):**
 - Through Central Library training and education, member library staff will have the skills and understanding to provide effective reference service to patrons.
 - Through Central Library training and education, member libraries will employ best practices in developing their collections.
3. **Evaluation Methods:**
 - The Central Library will publish weekly Tuesday's Tips (or similar reference tip sheets) for member library staff and will be provided to member libraries in a format easily shared on social media.

- The Central Library, in collaboration with the Central Library & Collection Development Advisory Committee, will provide county-level training opportunities at least annually which relate to an element related to professional services focusing on reference and collection development.

Element 3 – Collection Management and Use Analysis

1. Goal Statement: The Central Library will provide training and tools for collection analysis.
2. Intended Result(s):
 - Member libraries will learn about managing library collections, either through the use of Create List on the Sierra platform or through the Decision Center platform offered through the ILS vendor.
 - Member libraries will be provided with data-driven use analysis of collections.
 - Member libraries will be provided with training to determine local use analysis of digital collections.
2. Evaluation Methods:
 - The Central Library, in collaboration with MHLS staff and the Central Library & Collection Development Advisory Committee, will create an outcomes-based survey which will be provided to every library engaged in either individual or group collection analysis. Feedback will provide guidance to the Central Library on areas of success, necessary improvements, and overall relevance of the service.

Element 4 – Reference Services

1. Goal Statement: The Central Library will provide supplemental reference support through third-party OPAC enhancements.
2. Intended Result(s): Member libraries will have expanded resources and services to assist member library patrons in the use of the online catalog (OPAC).
3. Evaluation Methods:
 - The Central Library, in collaboration with the Central Library & Collection Development Advisory Committee, will provide supplemental content to the OPAC designed to improve the patron discovery experience.

Element 5 – Delivery

1. Goal Statement: The Central Library will assist in access to local and regional collections through coordinated delivery services.
2. Intended Result(s):
 - Member libraries patrons will received affordable access to materials outside of their libraries.
3. Evaluation Method:
 - Delivery of requested and available items will be, on average, within three (3) days of request.

Element 6 – Supplemental Adult Non-Fiction Collections

1. Goal Statement: The Central Library will provide adult non-fiction materials that supplement member library collections.
2. Intended Result(s):
 - Member libraries will have access to circulating non-fiction materials in high-demand and targeted subject areas not readily available at the local library. Areas of development will be based on a combination of aggregate age of collection area and popularity as determined by documented use.
3. Evaluation Method:
 - Central Library staff will annually prepare usage reports for CBA items purchased the prior year.
 - Central Library staff will annually recommend areas of the aggregate non-fiction collection that should be provided supplemental support by CBA funds.

- The Central Library & Collection Development Advisory Committee will annually review areas of proposed collection development.

New Business Fact Sheet

Authorization to Accept Occhialino Gift

Recommended By Administration – Development Office

Background Information The Library District was approached by two sons of Mario and Rose Occhialino to establish a fund to support book purchases in memory of their parents, Mario and Rose Occhialino. This is not an endowed fund as the donors request that the Library District spend \$1,500 annually on book purchases, half of which are to be adult books with the other half for children’s books. The initial donation was for \$30,000 with the possibility of additional funds in the future. The fund will be held in a separate, interest-bearing account.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to accept the terms and conditions requested by Mario and Richard Occhialino in the establishment of the Occhialino Fund with the Library District.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____