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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, October 27, 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):** Moore and Spuhler

- 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. September 29, 2021 (*T. Lawrence; #102721 – 1*)
  - V. Financial Report(s)
    - A. September 2021 (*B. Lynch; #102721 – 2*)
    - B. Approval of Monthly Warrant & Transfers (*B. Lynch; #102721 – 2.1; to be distributed*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #102721 – 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, #102721 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of Policy Revision: Patron Code of Conduct (*M. Fitzgibbons; #102721 – 5*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

### **NEXT MONTH'S SCHEDULED MEETING(S)**

Regular Monthly Meeting: Wednesday, November 17, 2021; 7:00 p.m.  
Charwat Meeting Room- Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of September 29, 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
- Alison Francis, Youth Outreach Coordinator
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services

**Other Guest(s)**

- Brooke Stevens
- Kristen Campbell

**FPPLD Representatives Present**

- Liz Murphy, President

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

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Moore, Eagleton.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items: No comment.****III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. July 28, 2021 (PPLD Document #082521 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of July 28, 2021.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**B. August 25, 2021 (PPLD Document #092921 – 1)**

- The Board of Trustees of the Poughkeepsie Public Library District received the Record of Meeting of August 25, 2021.

**C. September 13, 2021 (PPLD Document #092921 – 1.1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 13, 2021.
- **Moved/Seconded:** Hogg, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. July 2021 Financial Activity Report (PPLD Document #082521 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2021 Financial Activity as presented.

- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Lawrence reported on some aspects of the report. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**B. August 2021 Financial Activity Report (PPLD Document #092921 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2021 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**C. Approval of Monthly Warrant (PPLD Document #082521 – 2.1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants, post facto:

Vouchers 60776 to 60976 in Warrant 20210826 totaling \$77,771.64

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

Vouchers 60765 to 60848 in Warrant 20210816 totaling \$107,396.29

- **Moved/Seconded:** Eagleton, Schmitz.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**D. Approval of Monthly Warrant (PPLD Document #092921 – 2.1)**

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

Vouchers 60982 to 61221 in Warrant 20210930 totaling \$316,198.03

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

Vouchers 60981 to 61033 in Warrant 20210915 totaling \$91,564.72

And that the Board of Trustees authorize the following transfers:

\$17,598.35 from the CM Fund (Bentley-Holden) to the A Fund in support of local history initiatives

- **Moved/Seconded:** Hogg, Ryan.
- **Discussion:** Lawrence explained the purpose of the transfer. Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:**

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #082521 – 3, #092921 – 3)**

- Thompson reported on plans for the Barrett Collection; Formby discussed progress on the waste line project at Boardman; Davies shared information on upcoming programs and the Big Read; Torres reported on the Summer Reading Program; Francis discussed progress on plans for engaging the youth; Lawrence reported on Staff Development Day, upcoming grants, AWE machines, the future of the Big Read, upcoming author visits, and the Big Galute.

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

**C. Board Committee Reports (PPLD Document #082521 – 3.3, #092921 – 3.3)**

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on: bad debt and pilot payments. Some discussion ensued.
2. **Personnel Committee:** Chairperson Moore reported committee discussions on negotiations. Some discussion ensued.
3. **Planning Committee:** Chairperson Moore shared committee discussions on the new Branch at the Family Partnership. Some discussion ensued

**D. Friends of PPLD:** Lawrence reported on Adriance Honors.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #082521 – 4, #092921 – 4R)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
P Tenney	Custodial Worker (FT -> HRLY)	Revised Appointment (revised effective date)	9/15/2021	\$25,642
Catherine Lamoree	Library Assistant (FT -> HRLY)	Reversal (back to FT)	9/1/2021	\$66,725
Patricia Scully	Student Library Worker	Resignation	8/6/2021	N/A
Laila Watts	Library Clerk (temporary appointment)	Resignation	8/14/2021	N/A
Evan Doherty	Page	Revised Appointment	8/29/2021	\$12.10/hr
Victoria Taylor	Page	Resignation	8/12/2021	N/A
James Gibbons	Library Clerk (temporary appointment)	Resignation	8/19/2021	N/A
Brendan Gibbons	Page	Revised Appointment	8/29/2021	\$12.10/hr
Thomas Paulet	Page	Revised Appointment	8/29/2021	\$12.10/hr
Matthew Darcy	Student Page	Provisional Appointment	8/29/2021	\$12.10/hr
Julie Hayes	Student Page	Provisional Appointment	8/29/2021	\$12.10/hr
Evan Doherty	Page (PT)	Resignation	9/8/2021	N/A
Roxanne Hermann-McNamara	Page (PT)	Resignation	9/17/2021	N/A
Jewel Geissinger-Ratzlaff	Public Information Officer (Hrly)	Salary Adjustment	9/12/2021	\$34,500 (Step 5; 10L)
Julie Hering	Public Information Officer (Hrly)	Salary Adjustment	9/12/2021	\$44,000 (Step 5)
Yvonne Laube	Public Information Officer (Hrly)	Salary Adjustment	9/12/2021	\$35,363 (Step 2)
Bradley Diuguid	Public Information Officer (Hrly)	Salary Adjustment	9/12/2021	\$35,363 (Step 2)
Mysticol Rooks	Library Clerk (PT)	Resignation	8/31/2021	N/A
Anne Messley	Library Assistant (PT)	Probationary Appointment	10/4/2021	\$20.83/hr
Elva Corbaton	Librarian Trainee (FT)	Provisional Appointment	10/4/2021	\$55,093 (Step 4)
P Tenney	Custodial Worker (Hrly)	Revised Date of Hrly Appointment	9/26/2021	N/A
Christine Bexley	Library Clerk (FT)	Provisional Appointment	10/10/2021	\$35,596

- **Moved/Seconded:** Moore, Hogg.
- **Discussion:** Lawrence explained each of the action. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

### B. Unfinished/Old Business: None.

### C. New Business:

#### 1. Authorization to Approve Central Library Plan, 2022 – 2026 (PPLD Document #092921 – 5)

- Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the Central Library Plan, 2022 – 2026, as described in PPLD Document #092921 – 5A.
- Moved/Seconded:** Fitzgibbons, Ryan.
- Discussion:** Lawrence explained the need for the action. Some discussion ensued.
- VOTE:** 9 – 0 – 0

**2. Authorization to Accept Occhialino Gift (PPLD Document #092921 – 6)**

- A. Motion:** 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.
- B. Moved/Seconded:** Spuhler, Fitzgibbons.
- C. Discussion:** Davis reported on discussions with the Occhialino family. Some discussion ensued.
- D. VOTE:** 9 – 0 – 0

**VIII. Open Comment**

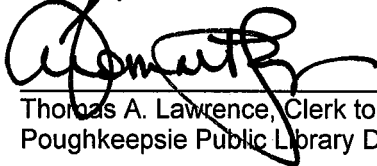
- A. Board Comment:** None.
- B. Public Comment:** None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Hogg.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:15 p.m.

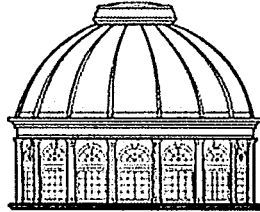
The next regular monthly meeting of the Board of Trustees will be Wednesday, October 27, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of September 2021 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 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	<b>General Fund Operating:</b> General Fund checking account
A	12020	<b>General Fund Payroll:</b> General Fund Payroll account
A	12023	<b>General Fund Money Market:</b> Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	<b>Credit Card Transactions:</b> Where our credit card activity is recorded
A	12051	<b>Flex 125 Money Market:</b> Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	<b>Petty Cash:</b> \$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	<b>Cash in Machines:</b> Money in the SAM kiosks. It also includes the balances in the registers
A	13800	<b>Accounts Receivable:</b> This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	<b>Due From Other Funds:</b> 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	<b>Accounts Payable:</b> Outstanding obligation for goods received
A	26012	<b>Payroll Liabilities:</b> Entered at year end for salaries earned in this year to be paid next year
A	26020	<b>Flex125 Exchange:</b> Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	<b>Benefits Exchange:</b> Where we book money paid by employees for benefits they pay for
A	26030	<b>General Fund Exchange:</b> 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	<b>Due To Other Funds:</b> 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	<b>State Retirement Accrual:</b> The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	<b>Accrued Interest Payable:</b> 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	<b>Budgeted Revenues:</b> 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	<b>Encumbrances (+PYCF*):</b> 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	<b>Expenditures (+PYCF*):</b> What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	<b>Encumbrance Reserve (+PYCF*):</b> Part of the budgeted money to be spent that is already committed to be spent
A	38670	<b>Compensated Absences Reserve:</b> Where we book the activity incurred when paying departing employees for earned absences
A	39090	<b>Unreserved Fund Balance:</b> Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	<b>Fund Balance (Start of Year):</b> 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	<b>Appropriations Budget (+ PYCF*):</b> This year's budget to spend plus prior year rollover.
A	39800	<b>Revenues Received:</b> The actual revenue received to date

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of September 2021**  
**Financial Activity – Narrative Report**

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**General Fund (Fund A; \$3,621,254)**

- Receipts for the month totaled \$305,412 which included \$4,961 in library charges, \$350 in monthly interest, and a total of \$277,057 in state aid (Central Library Development, Central Library Book Aid, and Local Library Incentive Aid).
- Receipts also included \$10,000 in grant funds from the HW Wilson Foundation and \$6,076 from State Assemblymember Didi Barrett for the 2019-2020 Summer Reading Program.
- Disbursements for the month totaled \$853,311 which included \$530,173 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$465,823
  - McCalley Fund 52,000

**Special Revenue Fund (Fund CM; \$868,780)**

- Receipts for the month included \$84 in monthly interest as well as market change and minimal interest in the Wojtecki account.
- Receipts for the month also included a donation of \$15,000 from Mario Occhialino in honor of his parents, Mario and Rose Occhialino to be used for the purchase of physical books.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$605,026
  - Schlobach Fund 50,000
  - Occhialino Fund 15,000

**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; \$494,497)**

- 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; \$1,322,781)**

- Receipts for the month included interest in the amount of \$161.



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

Budget Transfer A-32

Revenue	Increase	Decrease
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>

Expense		Increase	Decrease
Other Operational Expense	A00000 54694		\$ 2,000.00
PR & Printing	A00000 54340	\$ 2,000.00	
<b>Total</b>		<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>

To purchase Doodle Animation

# Poughkeepsie Public Library District



## GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT SEPTEMBER 2021

FOR 2021 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	2,947,341.75	469,367.64	942,511.61	118,517.64	97.0%
22 EQUIP & CAPITAL OUTL	84,137	167,497	82,129.08	30,859.14	65,656.93	19,710.99	88.2%
30 MATERIALS	500,122	595,189	373,547.89	61,861.61	37,371.81	184,269.30	69.0%
32 INFORMATION SVC	57,902	102,064	61,733.63	34,372.58	.00	40,330.37	60.5%
50 OPERATIONS	1,280,477	1,370,123	898,746.39	173,537.78	162,333.03	309,043.58	77.4%
51 AUTOMATION	109,008	129,074	71,415.47	22,507.24	10,007.14	47,651.39	63.1%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	1,463,599.73	60,805.10	209,434.90	263,723.37	86.4%
92 DEBT SER	1,348,407	1,348,407	289,862.50	.00	.00	1,058,544.50	21.5%
GRAND TOTAL	9,325,182	9,657,483	6,188,376.44	853,311.09	1,427,315.42	2,041,791.14	78.9%

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

WARRANT: 20210915 09/15/2021

DUE DATE: 09/15/2021

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 .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	385.00 3,308.42
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	574.91 1,872.00
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	84,195.22 -14,675.58
A A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	1,075.00 633.01
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	1,160.82 -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	947.20 -528.35
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
FUND TOTAL			91,564.72
=====			
WARRANT SUMMARY TOTAL			91,564.72
=====			
GRAND TOTAL			91,564.72
=====			

WARRANT: 20210930 09/30/2021

DUE DATE: 09/30/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 3,273.02
A	A00000	General Fund Expen	A .7410.000.00.52800 .	Furniture,Fixtures & E 2,060.62 17,050.30
A	A00000	General Fund Expen	A .7410.000.00.52800 .A212	FF&E/Marcotte Lab 19,495.56 264.44
A	A00000	General Fund Expen	A .7410.000.00.54300 .	Office & Library Suppl 1,279.25 -1,520.24
A	A00000	General Fund Expen	A .7410.000.00.54340 .	PR & PRINTING - GENERA 2,502.20 66.38
A	A00000	General Fund Expen	A .7410.000.00.54353 .	Cont Ed/Webinar 2,664.75 53.81
A	A00000	General Fund Expen	A .7410.000.00.54355 .	Tuition Reimbursement 590.00 3,727.00
A	A00000	General Fund Expen	A .7410.000.00.54360 .	Sierra/Encore Services 8,368.24 716.39
A	A00000	General Fund Expen	A .7410.000.00.54370 .	Professional Fees 260.46 173.34
A	A00000	General Fund Expen	A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew 1,093.00 .00
A	A00000	General Fund Expen	A .7410.000.00.54692 .	Other Oper-Water 2,490.13 2,616.11
A	A00000	General Fund Expen	A .7410.000.00.54694 .	Other Operational Expe 250.00 2,224.00
A	A00000	General Fund Expen	A .7410.000.00.54710 .	Vehicle Operations 186.60 -2.52
A	A00000	General Fund Expen	A .7410.000.00.59045 .	Life Insurance 562.46 1,889.10
A	A00000	General Fund Expen	A .7410.000.00.59061 .	Medicare B Reimb 2,702.70 -6,556.80
A	A10000	Administration	A .7410.100.00.54292 .	Admin Program Expenses 450.00 613.49
A	A10000	Administration	A .7410.100.00.54292 .A124	Programming Staff Deve 1,176.00 708.12
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital 12,555.48 9,235.43
A	A11100	CLDA Reimbursable	A .7410.111.00.54130 .A211	SERIALS - Digital 18,594.00 6,406.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54291 .	CLDA Databases 25,681.00 35,383.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54360 .	Sierra/Encore Services 14,139.00 46,935.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54694 .	CLDA Delivery Charges 67,380.00 .00
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies 985.57 2,807.25
A	A20000	Building Services	A .7410.200.00.54370 .	Security Monitoring 1,074.20 39.80
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs 4,000.00 77.02
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds Ma 800.00 5,019.27
A	A20000	Building Services	A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN 11,970.02 20,770.37
A	A20000	Building Services	A .7410.200.00.54693 .	Other Oper-Trash 570.94 148.72
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books-Digital 5,038.04 12,084.29
A	A20300	Greene Services	A .7410.203.02.54292 .A101	PROGRAMMING-Big Read 2,114.92 4,219.08
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PROGRAMMING-Digital 501.77 1,236.09
A	A30000	Advancement Servic	A .7410.300.00.54292 .A101	Big Read Programming 12,815.00 3,009.13
A	A30000	Advancement Servic	A .7410.300.00.54340 .	PR & Printing- Rotunda 8,481.12 4,052.14
A	A41000	Adult Services	A .7410.410.00.54291 .	PPLD Databases 8,246.58 2,015.72
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc 3,881.46 859.98
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PROGRAMMING -Spanish 268.30 1,541.33
A	A42000	Technical Services	A .7410.420.00.54300 .	Technical Ser Supplies 14.99 929.80
A	A43000	Borrower Services	A .7410.430.00.54300 .	Borrower Ser Supplies 572.32 2,306.98
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books 13,293.00 1,653.41
A	A44000	Collection Service	A .7410.440.00.54100 .A228	BOOKS - DC Reads 4,226.37 -986.62
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video 1,022.90 15,520.49
A	A44000	Collection Service	A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA 3,273.01 692.03
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio 1,960.77 15,145.85
A	A44000	Collection Service	A .7410.440.00.54130 .A211	SERIALS - DIGITAL 3.71 3,356.10
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fee 331.15 2,955.00
A	A45000	Youth Services	A .7410.450.00.54291 .	DATA BASES 445.00 2,931.65
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth 1,975.81 1,487.05
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (O 996.27 2,370.72
A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA 698.59 1,741.09

WARRANT: 20210930 09/30/2021

DUE DATE: 09/30/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A	A50000	Business Office	Ink & Toner	224.00	2,014.47
A	A60000	Information Tech	Equipment IT	1,796.96	4,960.20
A	A60000	Information Tech	SUPPLIES-MakerSpace	37.96	387.65
A	A60000	Information Tech	Software Fees	19,005.16	-938.72
A	A60000	Information Tech	Rental, Repair & Maint	13.61	1,256.07
A	A71000	Adriance	Newspapers	327.60	2,227.12
A	A71000	Adriance	Internet Services Adri	2,861.84	8,190.00
A	A71000	Adriance	Postage AML	440.60	843.31
A	A71000	Adriance	Fuel & Utilities AML	39.47	44,690.27
A	A73000	Boardman Road Bran	Newspapers - Boardman	1,566.73	-825.33
A	A73000	Boardman Road Bran	Internet Services- Boa	986.84	58.00
A	A73000	Boardman Road Bran	Fuel & Utilities -Boar	4,074.98	11,554.38
A	A74000	Family Partnership	FF&E - FPC	7,506.00	-4,794.57
FUND TOTAL			316,198.03		
=====					
WARRANT SUMMARY TOTAL			316,198.03		
=====					
GRAND TOTAL			316,198.03		
=====					

# Poughkeepsie Public Library District



## GENERAL FUND YEAR TO DATE (YTD) REVENUE REPORT SEPTEMBER 2021

FOR 2021 09

	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	30,991.11	4,961.18	9,008.89	77.5%
42401 INTEREST EARNINGS	25,000	25,000	4,194.39	350.84	20,805.61	16.8%
42705 DONATIONS	50,000	50,000	14,100.62	35.86	35,899.38	28.2%
42752 ANNUAL APPEAL	27,500	32,505	32,620.37	100.00	-115.37	100.4%
42753 DONATIONS IN KIND	81,983	81,983	61,487.19	6,831.91	20,495.81	75.0%
42760 GRANTS	25,000	158,606	17,075.57	16,075.57	141,530.43	10.8%
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	.00	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	230,230.00	191,852.00	-5,278.00	102.3%
43841 CENTRAL BOOK AID	52,712	77,312	79,068.00	65,890.00	-1,756.00	102.3%
43842 LOCAL LIBRARY INCENTIVE	19,613	23,906	23,608.00	19,315.00	298.00	98.8%
45031 TRANSFERS IN	600,000	662,570	18,260.00	.00	644,310.00	2.8%
<b>GRAND TOTAL</b>	<b>9,325,182</b>	<b>9,657,483</b>	<b>8,764,818.49</b>	<b>305,412.36</b>	<b>892,664.51</b>	<b>90.8%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 9

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	-303.54	2,653.29
A	12020	General Fund Payroll	-79.00	3,339.24
A	12023	General Fund Money Market	-603,591.15	1,983,695.37
A	12040	Credit Card Transactions	61.29	1,790.90
A	12051	Flex 125 Money Market	945.51	5,428.88
A	12100	Petty Cash	353.54	4,886.69
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	49.77	465,822.90
A	13501	Grants Receivable	.00	1,425.78
A	13910	Due From Other Funds	.00	1,151,708.77
<b>TOTAL ASSETS</b>			<b>-602,563.58</b>	<b>3,621,253.82</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	-945.19	-5,039.99
A	26021	Benefits Exchange	-1,260.55	3,234.74
A	26030	General Fund Exchange	-23.00	-1,384.51
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	56,893.59	-245,662.02
A	26910	Deferred Revenues	.00	-19,000.00
<b>TOTAL LIABILITIES</b>			<b>54,664.85</b>	<b>-267,835.38</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	9,657,483.00
A	35210	Encumbrances (+ PYCF)	-673,807.62	1,427,315.32
A	35220	Expenditures (+ PYCF)	853,311.09	6,366,559.39
A	38210	Encumbrance Reserve (+ PYCF)	673,807.62	-1,427,315.32
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	-305,412.36	-8,764,818.49
A	39915	Assign for future prgrms	.00	-565,597.32
<b>TOTAL FUND BALANCE</b>			<b>547,898.73</b>	<b>-3,353,418.44</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>602,563.58</b>	<b>-3,621,253.82</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 9

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	15,083.77	791,041.50
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-1,546.36	77,463.12
<b>TOTAL ASSETS</b>			<b>13,537.41</b>	<b>868,779.70</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-203,721.71
<b>TOTAL LIABILITIES</b>			<b>.00</b>	<b>-203,721.71</b>
<b>FUND BALANCE</b>				
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	-13,537.41	-592,390.98
<b>TOTAL FUND BALANCE</b>			<b>-13,537.41</b>	<b>-665,057.99</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-13,537.41</b>	<b>-868,779.70</b>

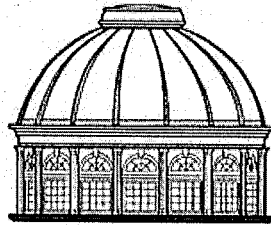


# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 9

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.16
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
<b>TOTAL ASSETS</b>			<b>.02</b>	<b>39,002.91</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
<b>TOTAL LIABILITIES</b>			<b>.00</b>	<b>-58,098.61</b>
<b>FUND BALANCE</b>				
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	-.30
<b>TOTAL FUND BALANCE</b>			<b>-.02</b>	<b>19,095.70</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-.02</b>	<b>-39,002.91</b>



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**

**September 2021**

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

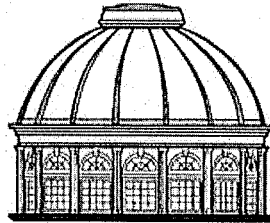
	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Sep	% of Total	YTD	% of Total	Sep	% of Total	YTD	% of Total	Change	% Change	Sep	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,450	27.38%	50,970	25.77%	5,451	24.02%	38,355	23.09%	12,615	32.89%	6,513	28.70%	52,253	31.45%	-1,283	-2.46%
Adult Non-Fiction	3,404	17.10%	32,602	16.48%	3,736	16.46%	27,246	16.40%	5,356	19.66%	4,651	20.50%	39,059	23.51%	-6,457	-16.53%
Fiction - Juvenile	4,692	23.57%	46,143	23.33%	5,336	23.52%	35,062	21.10%	11,081	31.60%	6,204	27.34%	47,821	28.78%	-1,678	-3.51%
Non-Fiction - Juvenile	1,136	5.71%	12,663	6.40%	1,592	7.02%	9,880	5.95%	2,783	28.17%	1,322	5.83%	13,096	7.88%	-433	-3.31%
Periodicals	228	1.15%	1,946	0.98%	208	0.92%	1,517	0.91%	429	28.28%	187	0.82%	2,142	1.29%	-196	-9.15%
Periodicals - Juvenile	18	0.09%	249	0.13%	19	0.08%	192	0.12%	57	29.69%	58	0.26%	321	0.19%	-72	-22.43%
<b>Print Subtotal</b>	<b>14,928</b>	<b>74.99%</b>	<b>144,573</b>	<b>73.09%</b>	<b>16,342</b>	<b>72.02%</b>	<b>112,252</b>	<b>67.57%</b>	<b>32,321</b>	<b>28.79%</b>	<b>18,935</b>	<b>83.45%</b>	<b>154,692</b>	<b>93.11%</b>	<b>-10,119</b>	<b>-6.54%</b>
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	26	0.13%	96	0.05%	5	0.02%	43	0.03%	53	123.26%	12	0.05%	130	0.08%	-34	-26.15%
Soundrecordings	609	3.06%	6,400	3.24%	689	3.04%	6,279	3.78%	121	1.93%	1,402	6.18%	12,236	7.37%	-5,836	-47.70%
Videorecordings	3,499	17.58%	38,089	19.26%	4,413	19.45%	37,944	22.84%	145	-0.38%	8,741	38.52%	66,544	40.05%	-28,455	-42.76%
Media	1	0.01%	16	0.01%	0	0.00%	6	0.00%	10	166.67%	1	0.00%	20	0.01%	-4	-20.00%
Software	4	0.02%	90	0.05%	6	0.03%	64	0.04%	26	40.63%	20	0.09%	243	0.15%	-153	-62.96%
Equipment/Realia	21	0.11%	91	0.05%	5	0.02%	170	0.10%	-79	-46.47%	9	0.04%	235	0.14%	-144	-61.28%
Suppressed Items	18	0.09%	367	0.19%	94	0.41%	256	0.15%	111	43.36%	37	0.16%	242	0.15%	125	51.65%
Videorecordings - Juvenile	380	1.91%	3,495	1.77%	611	2.69%	5,432	3.27%	-1,937	-35.66%	1,498	6.60%	12,046	7.25%	-8,551	-70.99%
Audiorecordings - Juvenile	74	0.37%	563	0.28%	61	0.27%	722	0.43%	-159	-22.02%	176	0.78%	1,324	0.80%	-761	-57.48%
Media - Juvenile	114	0.57%	841	0.43%	91	0.40%	720	0.43%	121	16.81%	139	0.61%	1,155	0.70%	-314	-27.19%
Software - Juvenile	3	0.02%	106	0.05%	13	0.06%	112	0.07%	-6	-5.36%	31	0.14%	175	0.11%	-69	-39.43%
<b>Non-Print Subtotal</b>	<b>4,749</b>	<b>23.86%</b>	<b>50,154</b>	<b>25.35%</b>	<b>5,988</b>	<b>26.39%</b>	<b>51,748</b>	<b>31.15%</b>	<b>-1,594</b>	<b>-3.08%</b>	<b>12,066</b>	<b>53.18%</b>	<b>94,351</b>	<b>56.79%</b>	<b>-44,197</b>	<b>-46.84%</b>
<b>Online Renewals</b>	<b>229</b>	<b>1.15%</b>	<b>3,086</b>	<b>1.56%</b>	<b>361</b>	<b>1.59%</b>	<b>2,137</b>	<b>1.29%</b>	<b>949</b>	<b>44.41%</b>	<b>384</b>	<b>1.69%</b>	<b>12,343</b>	<b>7.43%</b>	<b>-9,257</b>	<b>-99.77%</b>
<b>Total</b>	<b>19,906</b>		<b>197,813</b>		<b>22,691</b>		<b>166,137</b>		<b>31,676</b>	<b>19.07%</b>	<b>31,385</b>		<b>261,386</b>		<b>-63,573</b>	<b>-24.32%</b>

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

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	22,839	20,230	23,673	20,994	20,035	20,810	24,038	24,131	19,677	0	0	0	196,427
Physical Items - Online Renewals	464	391	418	344	331	284	312	313	229	0	0	0	3,165
Digital Content	8,559	11,216	11,470	9,565	9,902	8,023	8,225	7,792	7,730	0	0	0	82,482
PopUpLibrary	0	0	0	0	11	0	3	0	0	0	0	0	14
<b>Total</b>	<b>31,862</b>	<b>31,837</b>	<b>35,561</b>	<b>30,903</b>	<b>30,279</b>	<b>29,117</b>	<b>32,578</b>	<b>32,236</b>	<b>27,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>282,009</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,854	4,456	4,765	4,284	3,645	4,326	4,372	4,209	4,115	2,787	0	0	41,813
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	2,027	1,969	1,872	1,088	0	0	19,912
<b>Total</b>	<b>7,329</b>	<b>6,552</b>	<b>7,195</b>	<b>6,307</b>	<b>5,417</b>	<b>6,486</b>	<b>6,399</b>	<b>6,178</b>	<b>5,987</b>	<b>3,875</b>	<b>0</b>	<b>0</b>	<b>61,725</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	614	587	962	963	778	1,359	934	957	813	0	0	0	7,967
Boardman Road	33	21	30	58	75	90	92	78	103	0	0	0	580
Spanish Language Assistance	38	28	95	70	38	NA	41	26	45	0	0	0	381
<b>Total</b>	<b>685</b>	<b>636</b>	<b>1,087</b>	<b>1,091</b>	<b>891</b>	<b>1,449</b>	<b>1,067</b>	<b>1,061</b>	<b>961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,928</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	24,527	20,667	15,759	14,528	10,175	11,290	12,786	11,918	10,766	0	0	0	132,416
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	3,109	4,003	2,764	0	0	0	24,922
Calendar Hits - Recite Me	412	405	504	171	187	168	262	224	239	0	0	0	2,572
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	27,221	25,216	0	0	0	248,929
<b>Total</b>	<b>54,309</b>	<b>51,892</b>	<b>48,759</b>	<b>44,397</b>	<b>37,676</b>	<b>44,050</b>	<b>45,405</b>	<b>43,366</b>	<b>38,985</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>408,839</b>
<b>PUBLIC COMPUTER AND WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,576	3,187	5,434	3,850	3,474	3,794	4,212	4,541	4,484	0	0	0	36,552
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	1,522	1,587	1,510	0	0	0	12,757
<b>Total</b>	<b>4,890</b>	<b>3,810</b>	<b>7,586</b>	<b>5,235</b>	<b>4,736</b>	<b>5,196</b>	<b>5,734</b>	<b>6,128</b>	<b>5,994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,309</b>
<b>PUBLIC FAX USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	46	22	26	36	34	51	44	39	34	0	0	0	332
Boardman Road	6	6	8	15	8	13	7	6	3	0	0	0	72
<b>Total</b>	<b>52</b>	<b>28</b>	<b>34</b>	<b>51</b>	<b>42</b>	<b>64</b>	<b>51</b>	<b>45</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>404</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	33	38	57	40	58	56	52	50	49	0	0	0	433
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	154	159	193	223	163	171	227	194	203	0	0	0	1,687
Community Engagement	0	0	1	0	0	15	1	1	0	0	0	0	18
Non-Library District	7	4	10	10	9	9	10	12	9	0	0	0	80
Exams Proctored	4	8	6	6	4	6	4	10	6	0	0	0	54
MAP Passes	2	6	12	19	36	54	79	69	55	0	0	0	332
Rover Bookmobile Stops	NA	NA	NA	NA	NA	NA	20	27	21				68
<b>Total</b>	<b>167</b>	<b>177</b>	<b>222</b>	<b>258</b>	<b>212</b>	<b>255</b>	<b>341</b>	<b>313</b>	<b>294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,239</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District*	1,245	1,719	2,136	7,447	1,302	2,696	2,709	1,522	3,764	0	0	0	24,540
Community Engagement	0	0	12	0	0	45	4	4	0	0	0	0	65
Non-Library District	75	34	160	212	164	127	231	206	152	0	0	0	1,361
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Rover Bookmobile	NA	NA	NA	NA	NA	NA	364	471	540				1,375
<b>Total</b>	<b>1,320</b>	<b>1,753</b>	<b>2,308</b>	<b>7,659</b>	<b>1,466</b>	<b>2,868</b>	<b>3,308</b>	<b>2,203</b>	<b>4,456</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,341</b>
<b>GENERAL ATTENDANCE (2021)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	9,193	8,437	11,221	9,636	8,820	9,446	10,665	9,544	8,674	0	0	0	85,636
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	0	0	0	101,610
<b>Total - 2021</b>	<b>19,903</b>	<b>17,596</b>	<b>24,069</b>	<b>20,359</b>	<b>19,040</b>	<b>20,301</b>	<b>24,280</b>	<b>21,814</b>	<b>19,885</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>187,246</b>
<b>GENERAL ATTENDANCE (2020)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
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
<b>Total - 2020</b>	<b>29,750</b>	<b>27,645</b>	<b>15,185</b>	<b>0</b>	<b>0</b>	<b>11,295</b>	<b>14,961</b>	<b>20,001</b>	<b>21,372</b>	<b>22,300</b>	<b>18,460</b>	<b>18,568</b>	<b>199,537</b>

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

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	5	0	8	12.00	15.00	0.00	27.00
February	4	5	0	9	20.00	17.00	0.00	37.00
March	6	6	0	12	24.00	21.00	0.00	45.00
April	6	7	0	13	68.00	36.00	0.00	104.00
May	3	7	0	10	12.00	34.00	0.00	46.00
June	3	6	0	9	11.00	28.00	0.00	39.00
July	6	7	0	13	43.00	35.00	0.00	78.00
August	7	7	0	14	48.00	38.00	0.00	86.00
September	6	8	0	14	56.00	42.00	0.00	98.00
October	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
<b>TOTAL</b>					<b>294.00</b>	<b>266.00</b>	<b>0.00</b>	<b>560.00</b>



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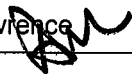
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports & Statistics**

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**Minutes and Actions**

<b>Meeting:</b> Board Development & Policy Committee	<b>Date:</b> Monday, October 11, 2021	
<b>Attendance</b>		
<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 type="checkbox"/>
<input checked="" type="checkbox"/> Patricia Ferrer	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i>		
<input checked="" type="checkbox"/> Edna Lyons		
<input checked="" type="checkbox"/> Cathy Schmitz		
<input type="checkbox"/> Laurel Spuhler		
<b>Minutes Prepared By:</b> T. Lawrence 		

The meeting convened at 7:00pm. Attendance is noted above.

**1. Business Items:** The following business was conducted:

- **Modification to the Patron Code of Conduct:** Lawrence presented a draft revision to the Code for discussion. The modification extends the terms of the Code, which generally references conduct on Library District property, to social media and email. The committee offered a modification or two. Lawrence indicated he would make the revisions and forward an updated draft to the Committee for review.

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

- Patron Code of Conduct (upon revision).

**3. Upcoming Agenda Items:**

- 2022 Officers and Committees
- Library District By-Laws

The meeting adjourned at 7:20pm.

**Next Scheduled Meeting Date**  
TBA (virtual, if permitted)  
*(date, time, and location subject to change)*

**New Business Fact Sheet**

Approval of Policy: Patron Code of Conduct

**Recommended By** Board Development & Policy Committee

**Background Information** The Library District's Patron Code of Conduct (Policy #1101) requires updating to address actions one can take on social media and through email that are consistent with violations when in the library. After a series of incidents in which this activity occurred, it is the advice of counsel to extend the terms of the Code to online activity as described above.

**Actions Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve revision to PPLD Policy #1101 – Patron Code of Conduct as described in attached PPLD Document #102721 – 5A.

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**Motion** Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_



### Code of Conduct

Welcome to the Poughkeepsie Public Library District. We are proud to partner with our patrons to provide a safe and positive environment for all. In order to provide an appropriate library environment and to insure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. **The Code of Conduct extends to social media, including email.** Anyone who violates the Code of Conduct may be removed from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

#### 1. This is your public library

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures; harassment; public drunkenness; use, sale or exchange of alcohol or drugs; gambling; loud talking and laughing; running, pushing, and fighting; and other similar offensive behavior are not allowed on Library District property **as well as on Library District social media and email.** The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, weapons, and damaging property are prohibited.

Using cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

The Library District uses CCTV (closed-circuit TV) to monitor indoor and outdoor areas.

#### 2. Children and the Library District

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 9 years old and younger are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

#### 3. Teen Room

Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and in the Children's Room.

#### 4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals or for programming purposes.

#### **5. Dress, Personal Hygiene, and Public Health Emergencies**

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

Patrons shall comply with all rules and regulations established by New York State, Dutchess County, the City and/or Town of Poughkeepsie, and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at all library entrances. Patrons unable to medically tolerate wearing a face covering should notify Library District administration.

Any patron exhibiting symptoms of COVID-19, as listed by the CDC, can be asked to leave the premises.

#### **6. Parking**

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to. Unauthorized overnight parking is not permitted and is also subject to booting.

#### **7. Smoking, Food, and Beverages**

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking, vaping, or juuling on Library District property.

The consumption of food and alcoholic beverages on Library District property is prohibited, unless related to an approved Library District program. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

#### **8. Pedestrian Safety**

For the safety of all patrons and staff, no one may run, skate, or use a skateboard or scooter on Library District property. No one may ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities; racks are provided for storage of bicycles.

#### **9. Library Materials and Equipment**

Library materials must be returned on time and in good condition; overdue materials deprive others in need of those materials. Patron accounts over \$25 may be referred to a collection agency.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area; inquire at a Service Desk for more information.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

#### **10. Proper Identification**

Library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

Patron concerns about issues raised in this policy should be brought to the attention of the Library District Administration. Thank you for your support as we provide high quality public library experiences for everyone.