

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, November 17, 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): Ferrer and Fitzgibbons

- 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. October 27, 2021 (*T. Lawrence; #111721 – 1*)
 - V. Financial Report(s)
 - A. October 2021 (*B. Lynch; #111721 – 2*)
 - B. Approval of Monthly Warrant & Transfers (*B. Lynch; #111721 – 2.1; to be distributed*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #111721 – 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, #111721 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2022 Operations Schedule *T. Lawrence; #117721 – 5*)
 2. Approval of MOU between PPLD and the SPD LAC (*to be distributed*)
 - 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, December 22, 2021; 7:00 p.m.
Charwat Meeting Room- Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of October 27, 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
- Beth Vredenburg, Head of Branch Services

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

- Liz Murphy, President

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

- **Call to Order:** At 6:59 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:** Eagleton, Ryan.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. September 29, 2021 (PPLD Document #102721 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 29, 2021.
- **Moved/Seconded:** Hogg, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. September 2021 Financial Activity Report (PPLD Document #102721 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2021 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** Lynch updated the Board on the Occhialino gift.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #102721 – 2.1)

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

Vouchers 59549, 61239 to 61474 in Warrant 20211028 totaling \$122,115.29

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

Vouchers 61225 to 61255 in Warrant 20211018 totaling \$91,530.38

- **Moved/Seconded:** Spuhler, Moore.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #102721 – 3)

- Lawrence reported on Halloween on the Hill changes, the altars for Day of the Dead, a Oaxaca exhibit, grants, partnership requests, Parent in Power, and upcoming author visits. Advertising ideas, the Book Festival, collaboration suggestions, author suggestions, and procuring feedback from the community were discussed.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #102721 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons summarized committee discussions on the modifications to the Patron Code of Conduct. Some discussion ensued.

D. Friends of PPLD: President Murphy reported on the success of Adriance Honors and the upcoming Holiday Sale.

VII. Board Action

A. Personnel Actions: (PPLD Document #102721 – 4)

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

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Katherine Merry	Supervising Library Clerk (FT)	Permanent Appointment	10/4/2021	\$57,200
Jayda Taylor	Student Page (PT)	Probationary Appointment	10/21/2021	\$12.10/hr
Beverly Santero	Librarian II (FT)	Retirement	11/6/2021	N/A
Beverly Santero	Librarian II (Hrly)	Permanent Appointment	11/22/2021	\$38.19/hr

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lawrence explained the reasons for these actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy: Patron Code of Conduct (PPLD Document #102721 – 5)

- A. **Motion:** 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.
- B. **Moved/Seconded:** Fitzgibbons, Eagleton.
- C. **Discussion:** Lawrence explained the need for the action. Some discussion ensued.
- D. **VOTE:** 9 – 0 – 0

VIII. Open Comment

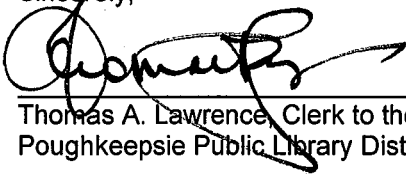
- A. **Board Comment:** Trustee Ryan updated the Board on progress with the Greene Estate.
- B. **Public Comment:** None.

Adjournment

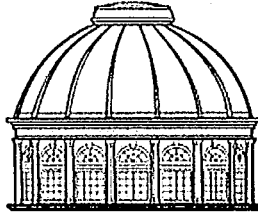
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:04 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 17, 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 October 2021 Financial Activity

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

General Fund (Fund A; \$2,761,577)

- Receipts for the month totaled \$76,486 which included \$2,486 in library charges, \$267 in monthly interest, a \$50,000 grant from Dutchess County (Learn, Play, Create) and \$16,607 in donations, the majority of which were from the Friends of PPLD in support of several programs.
- Disbursements for the month totaled \$987,949 which included \$473,099 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$465,871
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$886,901)

- Receipts for the month included minimal monthly interest as well as market change in the Wojtecki account.
- Receipts for the month in the amount of \$20,100 included donations of \$15,000 from Richard Occhialino in honor of his parents, Mario and Rose Occhialino to be used for the purchase of physical books, \$3,100 Bentley Holden –Annon Adams fund (local history and digital books) as well as \$2,000 from the Friends of PPLD (Adriance Honors recipients)
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$605,026
 - Schlobach Fund 50,000
 - Occhialino Fund 30,000

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

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

Permanent Funds (Fund PN; \$492,436)

- 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; \$933,732)

- Receipts for the month included interest in the amount of \$122.
- Disbursements for the month included \$389,172 for the interest and principal debt service payment on the City of Poughkeepsie 2009A Bond.

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

Budget Transfer A-36

Revenue	Increase	Decrease	Expense	Increase	Decrease
			Furniture, Fixtures & Equipment	A00000 52800	\$ 3,500.00
			Office & Library Supplies	A00000 54300	\$ 3,000.00
			Supplies - MakerSpace	A60000 54300	\$ 500.00
Total	\$ -	\$ -	Total	\$ 3,500.00	\$ 3,500.00

For general supplies and filament for the Makerspace



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

FOR 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	3,266,267.49	318,925.74	639,473.28	102,630.23	97.4%
22 EQUIP & CAPITAL OUTL	84,137	163,997	84,905.30	2,776.22	71,389.00	7,702.70	95.3%
30 MATERIALS	500,122	595,189	420,061.03	46,513.14	30,980.50	144,147.47	75.8%
32 INFORMATION SVC	57,902	102,064	63,352.63	1,619.00	.00	38,711.37	62.1%
50 OPERATIONS	1,280,477	1,373,623	973,546.13	74,799.74	137,537.09	262,539.78	80.9%
51 AUTOMATION	109,008	129,074	71,415.47	.00	52,135.14	5,523.39	95.7%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	1,617,773.25	154,173.52	119,356.93	199,627.82	89.7%
92 DEBT SER	1,348,407	1,348,407	679,004.17	389,141.67	.00	669,402.83	50.4%
GRAND TOTAL	9,325,182	9,657,483	7,176,325.47	987,949.03	1,050,871.94	1,430,285.59	85.2%

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

10/15/2021 15:04
wberger

Poughkeepsie Public Library District
WARRANT SUMMARY

P 4
apwarrnt

WARRANT: 20211018 10/18/2021

DUE DATE: 10/18/2021

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 .7410.000.00.54710 .	Vehicle Operations	180.11	1.60
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	86,344.96	-10,461.74
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	70.98	.00
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	653.42	-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	660.10	-528.35
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	135.67	244.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	195.44	58.00
FUND TOTAL			91,530.38	
=====				
WARRANT SUMMARY TOTAL			91,530.38	
=====				
GRAND TOTAL			91,530.38	
=====				

10/27/2021 13:47
wberger

Poughkeepsie Public Library District
WARRANT SUMMARY

P 20
apwarrnt

WARRANT: 20211028 10/28/2021

DUE DATE: 10/28/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	3,273.02
A A	General Fund A .0000.000.00.26030 .	General Fund Exchange	388.55
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	362.26
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	599.90
A A00000	General Fund Expen A .7410.000.00.54300 .A226	Supplies-COVID	720.00
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	364.50
A A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	20.00
A A00000	General Fund Expen A .7410.000.00.54356 .	Mileage Reimbursement	58.97
A A00000	General Fund Expen A .7410.000.00.54356 .C814	Mileage Reimb - Bookmo	59.14
A A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	6,622.15
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	250.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	1,053.14
A A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance	1,030.31
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,702.70
A A10000	Administration A .7410.100.00.54370 .	Legal Fees	7,160.82
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	5,428.65
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	987.14
A A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	3,875.00
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	5,978.00
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	570.94
A A20300	Greene Services A .7410.203.02.54100 .	BOOKS	5,932.12
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	5,777.91
A A20300	Greene Services A .7410.203.02.54292 .A101	PROGRAMMING-Big Read	10,015.79
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	226.77
A A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	10,046.80
A A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	39.00
A A41000	Adult Services A .7410.410.00.54132 .	Micrforms	4,767.00
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	81.67
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	200.00
A A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	340.19
A A43000	Borrower Services A .7410.430.00.54356 .	Mileage Reimb-Extensio	107.52
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	4,287.25
A A44000	Collection Service A .7410.440.00.54100 .A228	BOOKS - DC Reads	9,649.08
A A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	341.84
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	2,100.00
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	6,115.56
A A44000	Collection Service A .7410.440.00.54130 .A211	SERIALS - DIGITAL	4.00
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	161.10
A A45000	Youth Services A .7410.450.00.54291 .	DATA BASES	1,619.00
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	1,834.34
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	754.80
A A45000	Youth Services A .7410.450.00.54292 .A236	Prgm-Halloween/Hill	500.77
A A45000	Youth Services A .7410.450.00.54356 .A233	Mileage-Outreach	28.67
A A46000	YA Services A .7410.460.00.54292 .	Programming YA	66.29
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	684.21
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	2,413.96
A A60000	Information Tech A .7410.600.00.54300 .	Information Tech Suppl	-8.93
A A60000	Information Tech A .7410.600.00.54370 .	Software Fees	10,142.80
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	120.02
			9,826.94
			1,449.49
			.00
			66.38
			3,533.81
			217.68
			.24
			39.00
			.00
			455.28
			17.50
			-6,556.80
			6,878.00
			.00
			596.62
			2,469.27
			20,080.37
			148.72
			83,122.88
			6,306.41
			4,203.29
			1,018.19
			9,248.43
			4,111.00
			69.00
			1,601.92
			387.16
			609.80
			40.00
			-2,522.01
			-986.62
			13,078.65
			692.03
			9,030.29
			91.10
			4,303.00
			1,312.65
			129.54
			1,641.02
			5,599.23
			1,464.61
			926.08
			2,020.51
			365.82
			816.38
			335.40
			734.14

10/27/2021 13:47
wberger

Poughkeepsie Public Library District
WARRANT SUMMARY

P 21
apwarrnt

WARRANT: 20211028 10/28/2021

DUE DATE: 10/28/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	1,929.14	558.73
A A71000	Adriance A .7410.710.00.54330 .	Postage AML	73.89	843.31
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	180.59	-833.52
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	76.95	13,875.40
FUND TOTAL			122,115.29	
=====				
WARRANT SUMMARY TOTAL			122,115.29	
=====				
GRAND TOTAL			122,115.29	
=====				

7
Poughkeepsie Public Library District



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

FOR 2021 10

	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	33,476.92	2,485.81	6,523.08	83.7%
42401 INTEREST EARNINGS	25,000	25,000	4,460.97	266.58	20,539.03	17.8%
42705 DONATIONS	50,000	50,000	30,707.34	16,606.72	19,292.66	61.4%
42752 ANNUAL APPEAL	27,500	32,505	32,620.37	.00	-115.37	100.4%
42753 DONATIONS IN KIND	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 GRANTS	25,000	158,606	17,075.57	.00	141,530.43	10.8%
42770 DUTCHESS COUNTY	0	0	49,999.99	49,999.99	-49,999.99	100.0%
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	17,195.06	294.76	-2,195.06	114.6%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	224,952	230,230.00	.00	-5,278.00	102.3%
43841 CENTRAL BOOK AID	52,712	77,312	79,068.00	.00	-1,756.00	102.3%
43842 LOCAL LIBRARY INCENTIVE	19,613	23,906	23,608.00	.00	298.00	98.8%
45031 TRANSFERS IN	600,000	662,570	18,260.00	.00	644,310.00	2.8%
GRAND TOTAL	9,325,182	9,657,483	8,841,304.26	76,485.77	816,178.74	91.5%

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

8
Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 10

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-490.30	2,162.99
A	12020	General Fund Payroll	-54.51	3,284.73
A	12023	General Fund Money Market	-470,262.12	1,513,433.25
A	12040	Credit Card Transactions	-25.59	1,765.31
A	12051	Flex 125 Money Market	-230.96	5,197.92
A	12100	Petty Cash	510.24	5,396.93
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	48.12	465,871.02
A	13501	Grants Receivable	.00	1,425.78
A	13910	Due From Other Funds	-389,171.67	762,537.10
TOTAL ASSETS			-859,676.79	2,761,577.03
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	231.32	-4,808.67
A	26021	Benefits Exchange	250.64	3,485.38
A	26030	General Fund Exchange	-9.00	-1,393.51
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-52,259.43	-297,921.45
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-51,786.47	-319,621.85
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,657,483.00
A	35210	Encumbrances (+ PYCF)	-376,443.48	1,050,871.84
A	35220	Expenditures (+ PYCF)	987,949.03	7,354,508.42
A	38210	Encumbrance Reserve (+ PYCF)	376,443.48	-1,050,871.84
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	-76,485.77	-8,841,304.26
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			911,463.26	-2,441,955.18
TOTAL LIABILITIES + FUND BALANCE			859,676.79	-2,761,577.03



BALANCE SHEET FOR 2021 10

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	20,182.89	811,224.39
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	-2,061.12	75,402.00
		TOTAL ASSETS		18,121.77	886,901.47
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	-18,121.77	-610,512.75
		TOTAL FUND BALANCE		-18,121.77	-683,179.76
		TOTAL LIABILITIES + FUND BALANCE		-18,121.77	-886,901.47

BALANCE SHEET FOR 2021 10

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	492.18
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.02	39,002.93
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	-.32
TOTAL FUND BALANCE			-.02	19,095.68
TOTAL LIABILITIES + FUND BALANCE			-.02	-39,002.93



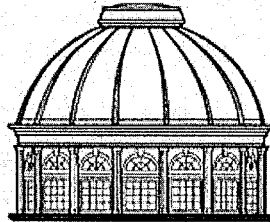
BALANCE SHEET FOR 2021 10

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	-2,061.12	380,605.50
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			-2,061.12	492,436.22
LIABILITIES				
PN	26300	Due to other funds	2,061.12	-13,618.37
TOTAL LIABILITIES			2,061.12	-13,618.37
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			2,061.12	-492,436.22



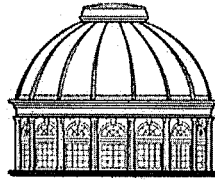
BALANCE SHEET FOR 2021 10

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-389,049.31	920,005.86
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		-389,049.31	933,731.86
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	389,171.67	-603,882.36
	TOTAL LIABILITIES		389,171.67	-603,882.36
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-122.36	-935.24
	TOTAL FUND BALANCE		-122.36	-329,849.50
	TOTAL LIABILITIES + FUND BALANCE		389,049.31	-933,731.86



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – NOVEMBER 2021

Significant Challenges or Accomplishments

- As we look towards 2022 and various Library District programs and services, staff are working in an era of the new normal. My preference is to return to as much in-person programming as is feasible and safe. I continue to monitor local Covid data and we have an occasional positive case among the staff. However, the processes we deploy in response to what is happening locally are becoming more routine, albeit time-consuming.
- I will defer to the managers present at the meeting to highlight issues in their department, as I think hearing from them is better than a report filtered through me.

Service and Program Highlights

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

Outreach and Professional Development

- 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 is scheduled to begin in early December.
- Adriance
 - The fire panel needs to be replaced and early estimates have the cost at between \$70,000 - \$75,000.

Staffing

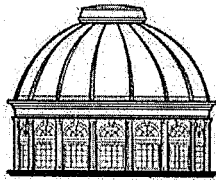
- See Personnel Actions, if applicable.

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	
	Oct	% of Total	YTD	% of Total	Oct	% of Total	YTD	% of Total	Change	% Change	Oct	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,427	25.83%	56,397	25.77%	5,309	23.64%	43,664	23.15%	12,733	29.16%	6,310	28.09%	58,563	31.05%	-2,166	-3.70%
Adult Non-Fiction	3,550	16.90%	36,152	16.52%	3,621	16.12%	30,867	16.37%	5,285	17.12%	4,990	22.22%	44,049	23.36%	-7,897	-17.93%
Fiction - Juvenile	5,030	23.94%	51,173	23.39%	4,970	22.13%	40,032	21.23%	11,141	27.83%	6,081	27.07%	53,902	28.58%	-2,729	-5.06%
Non-Fiction - Juvenile	1,309	6.23%	13,972	6.39%	1,514	6.74%	11,394	6.04%	2,578	22.63%	1,703	7.58%	14,799	7.85%	-827	-5.59%
Periodicals	200	0.95%	2,146	0.98%	225	1.00%	1,742	0.92%	404	23.19%	218	0.97%	2,360	1.25%	-214	-9.07%
Periodicals - Juvenile	20	0.10%	269	0.12%	16	0.07%	208	0.11%	61	29.33%	51	0.23%	372	0.20%	-103	-27.69%
Print Subtotal	15,536	73.95%	160,109	73.17%	15,655	69.70%	127,907	67.82%	32,202	25.18%	19,353	86.16%	174,045	92.28%	-13,936	-8.01%
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	14	0.07%	110	0.05%	11	0.05%	54	0.03%	56	103.70%	30	0.13%	160	0.08%	-50	-31.25%
Soundrecordings	766	3.65%	7,166	3.27%	838	3.73%	7,117	3.77%	49	0.69%	1,547	6.89%	13,783	7.31%	-6,617	-48.01%
Videorecordings	3,754	17.87%	41,843	19.12%	4,799	21.36%	42,743	22.66%	-900	-2.11%	8,388	37.34%	74,932	39.73%	-33,089	-44.16%
Media	2	0.01%	18	0.01%	0	0.00%	6	0.00%	12	200.00%	3	0.01%	23	0.01%	-5	-21.74%
Software	6	0.03%	96	0.04%	5	0.02%	69	0.04%	27	39.13%	28	0.12%	271	0.14%	-175	-64.58%
Equipment/Realia	11	0.05%	102	0.05%	15	0.07%	185	0.10%	-83	-44.86%	15	0.07%	250	0.13%	-148	-59.20%
Suppressed Items	32	0.15%	399	0.18%	70	0.31%	326	0.17%	73	22.39%	35	0.16%	277	0.15%	122	44.04%
Videorecordings - Juvenile	479	2.28%	3,974	1.82%	531	2.36%	5,963	3.16%	-1,989	-33.36%	1,501	6.68%	13,547	7.18%	-9,573	-70.67%
Audiorecordings - Juvenile	51	0.24%	614	0.28%	60	0.27%	782	0.41%	-168	-21.48%	211	0.94%	1,535	0.81%	-921	-60.00%
Media - Juvenile	107	0.51%	948	0.43%	120	0.53%	840	0.45%	108	12.86%	181	0.81%	1,336	0.71%	-388	-29.04%
Software - Juvenile	7	0.03%	113	0.05%	3	0.01%	115	0.06%	-2	-1.74%	22	0.10%	197	0.10%	-84	-42.64%
Non-Print Subtotal	5,229	24.89%	55,383	25.31%	6,452	28.72%	58,200	30.86%	-2,817	-4.84%	11,961	53.25%	106,312	56.37%	-50,929	-47.91%
Online Renewals	245	1.17%	3,331	1.52%	355	1.58%	2,492	1.32%	839	33.67%	414	1.84%	12,757	6.76%	-9,426	-99.78%
Total	21,010		218,823		22,462		188,599		30,224	16.03%	31,728		293,114		-74,291	-25.35%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2021

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	22,839	20,230	23,673	20,994	20,035	20,810	24,038	24,131	19,677	20,765	0	0	217,192
Physical Items - Online Renewals	464	391	418	344	331	284	312	313	229	245	0	0	3,165
Digital Content	8,559	11,216	11,470	9,565	9,902	8,023	8,365	7,792	7,813	2,362	0	0	85,087
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	32,718	32,236	27,719	23,392	0	0	305,624
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,854	4,456	4,765	4,284	3,645	4,326	4,372	4,209	4,139	3,964	1,464	0	44,478
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	2,027	1,969	1,872	1,698	647	0	21,169
Total	7,329	6,552	7,195	6,307	5,417	6,486	6,399	6,178	6,011	5,662	2,111	0	65,647
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	963	778	1,359	934	957	813	962	0	0	8,929
Boardman Road	33	21	30	58	75	90	92	78	103	124	0	0	704
Spanish Language Assistance	38	28	95	70	38	NA	41	26	45	0	0	0	381
Total	685	636	1,087	1,091	891	1,449	1,067	1,061	961	1,086	0	0	10,014
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	10,766	3,407	0	0	135,823
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	3,109	4,003	2,764	2,690	0	0	27,612
Calendar Hits - Recite Me	412	405	504	171	187	168	262	224	239	233	0	0	2,805
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	27,221	25,216	25,733	0	0	274,662
Total	54,309	51,892	48,759	44,397	37,676	44,050	45,405	43,366	38,985	32,063	0	0	440,902
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,576	3,187	5,434	3,850	3,474	3,794	4,212	4,541	4,484	4,514	0	0	41,066
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	1,522	1,587	1,510	1,676	0	0	14,433
Total	4,890	3,810	7,586	5,235	4,736	5,196	5,734	6,128	5,994	6,190	0	0	55,499
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	36	34	51	44	39	34	34	0	0	366
Boardman Road	6	6	8	15	8	13	7	6	3	10	0	0	82
Total	52	28	34	51	42	64	51	45	37	44	0	0	448
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	38	57	40	58	56	52	50	49	56	0	0	489
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	223	163	171	227	194	203	269	0	0	1,956
Community Engagement	0	0	1	0	0	15	1	1	0	0	0	0	18
Non-Library District	7	4	10	10	9	9	10	12	9	9	0	0	89
Exams Proctored	4	8	6	6	4	6	4	10	6	10	0	0	64
MAP Passes	2	6	12	19	36	54	79	69	55	62	0	0	394
Rover Bookmobile Stops	NA	NA	NA	NA	NA	NA	20	27	21	17			85
Total	167	177	222	258	212	255	341	313	294	367	0	0	2,606
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	1,245	1,719	2,136	7,447	1,302	2,696	2,709	1,522	3,764	5,775	0	0	30,315
Community Engagement	0	0	12	0	0	45	4	4	0	0	0	0	65
Non-Library District	75	34	160	212	164	127	231	206	152	215	0	0	1,576
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Rover Bookmobile	NA	NA	NA	NA	NA	NA	364	471	540	74			1,449
Total	1,320	1,753	2,308	7,659	1,466	2,868	3,308	2,203	4,456	6,064	0	0	33,405
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	8,674	11,412	0	0	97,048
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	0	0	114,182
Total - 2021	19,903	17,596	24,069	20,359	19,040	20,301	24,280	21,814	19,885	23,984	0	0	211,230
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: Alison Francis, Youth Outreach Coordinator
Time Period of Report: Month of October

Department: Youth Services

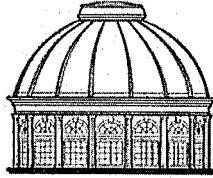
Report Focus Area of Activity: Early Literacy: Youth Services Staff delivered Outreach and in-library story times to schools & Harriet Tubman Center; attended Warring Literacy Night; carried out a Rover visit at PDS; arranged a monthly story time at Poughkeepsie Family Development to begin in December; reached out and gained interest from PCSD to host author Jason Reynolds as well as Book Fest in the spring. Contacted family advocate at PCSD and arranged to deliver monthly library events flier and Rotundas for her to distribute to the families she works with. A new staff member has created and will launch a graphic novel book club within the PCSD.

Intended Outcomes of Focus Activity: To expand early literacy opportunities for local school children and their families.

Manager Observation of Activity and Outcomes: There has been much enthusiasm when we visit the schools and Harriet Tubman for story times. We have also received affirmative support from the PCSD that they would like to host Jason Reynolds should the grant come through as well as the Book Fest. In addition, we had many new families come to the Halloween event at the library. Hopefully this positive experience for them will translate into their coming to the library for other events and literacy programs.

Impact of Activity: These events contribute to a continuing expansion of delivering services to our community.

Other Departmental Activity to Note:



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Department: Advancement

Report Focus Area of Activity: Fundraising

We received a grant of \$50,000 from the Institute for Museum and Library Services as part of the American Rescue Plan. This is for computers for the new branch and expansion of the community internet mesh network.

Jode Millman agreed to request a \$10,000.00 grant from the Dyson Foundation in her role as trustee of the Foundation. This is for the new branch library. The Foundation has approved this.

Currently preparing to apply for a grant from Dutchess County Youth Services for a graphic novel book club at Poughkeepsie High School

Preparing an application to host author Jason Reynolds

Preparing to apply for a conservation grant for the restoration of a folk art family portrait owned by PPLD.

Waiting to hear from Library Journal re Community Impact Award

Intended Outcomes of Focus Activity:

Enhanced and expanded Library District services and programs.

Manager Observation of Activity and Outcomes:

There is significant interest in the new branch library and its plan to improve library services in the Northside.

Impact of Activity:

Expanded programs and services. Improved quality of life in the community.

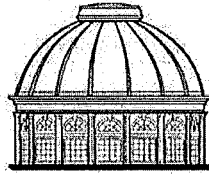
Other Departmental Activity to Note:

Halloween on the Hill programming and logistics - sourcing items, coordinating community volunteers and Table-or-Treat participants, site surveying.

BIG READ: Very engaging presentations on the Kick-Off Weekend from Dr. Peter Antelyes (Vassar College), Terry Wolfisch Cole (Tell Me Another Stories), Summer Pierre (Graphic Artist), and Dr. Moira Fitzgibbons & Dr. Kristin Bayer (Marist College). Impactful engagement with our featured Big Read author, Thi Bui, on October 17 & 18, with the hybrid public presentation followed by a very engaging simultaneous virtual visit with students at Spackenkill, Arlington, RCK, and John Jay High Schools. Also, much time spent in October coordinating the details with key staff at Middle and Elementary Schools in 5 Districts for the Little Read virtual visits in November with 3 authors: Thanhha Lai, Minh Le, and Marsha Skrypuch. We narrowed down titles for the Big Read 2022 to ultimately select *Pretty Monsters* by Kelly Link.

Coordinating the Marc Brown author talk and book signing.

Closed out programs with Dutchess County Parks for the season with a final Writers Hike at Quiet Cove Riverfront Park.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: TJ Lamanna: Head of Community Engagement **Time Period of Report:** October 2021

Department: Community Engagement

Report Focus Area of Activity:

It's hard to narrow it down to one thing so I'll briefly report on three. The first is my continued effort to integrate myself with community members and organizations. I'm still learning a lot about who does what and where. Second, we had the ABOS conference (about bookmobiles) and I spent much time learning and discussing how we can improve that service. Finally much work is being done at the new branch and I've spent much time discussing logistics and material selections.

Intended Outcomes of Focus Activity:

Ultimately the goal is to better serve our community through increased access to resources and all three things I mentioned above help me pursue that.

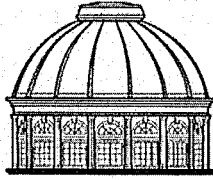
Manager Observation of Activity and Outcomes:

n/a

Impact of Activity:

There isn't much to report here since these things are still actively happening, but myself and the other staff members are feeling much more prepared for the large changes of services that are happening in the near future between the new branch library and how outreach services will be modified. The impact is expected to be that more members of our community are able to access library services and materials. Whether it's for education or entertainment we hope these new services will help our community access more of their potential and find more comfort and solace in our spaces and with our materials.

Other Departmental Activity to Note:



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Karen Blovat Librarian I

Time Period of Report: October 2021

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services: Customer service to patrons.

Weeding Collection: Assisting Reference in pulling items to be weeded, including boxing them up and shipping them out.

Rover: Rover's scheduled weekly stops.

Intended Outcomes of Focus Activity:

Borrower Services: Patrons will have their information needs met and will return in the future.

Weeding Collection: Pull items slated for weeding off of the shelves, shift remaining items on the shelves as needed, then box up items for weeding.

Rover: Continued support of Rover's success in the community.

Manager Observation of Activity and Outcomes:

Borrower Services: Staff provided good customer service on a daily basis, and patrons are happy to come to the library.

Weeding Collection: Borrower Services staff continues to assist Reference in pulling items to be weeded, including boxing them up and shipping them out.

Rover: Several Borrower Services staff routinely made themselves available to staff Rover in October. Of the 20 scheduled stops in October, 16 were from the Borrower Services staff.

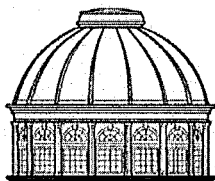
Impact of Activity:

Borrower Services: Patrons will return in the future.

Weeding Collection: There is now more space available on the shelves for remaining items and future purchases.

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

Other Departmental Activity to Note:



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Kira Thompson, Head of Adult Services

Time Period of Report: October 2021

Department: Adult Services

Report Focus Area of Activity: Programming

Adult Services staff created and administered a wide variety of successful programs this month, such as:

1. **El Dia de los Muertos:** Elva Corbaton worked with local businesses and volunteers to create four Dia de los Muertos altars at Adriance, as well as aiding participating local businesses, a culmination of the work and programming of Hispanic Heritage Month. The Altars were up from Oct 30 – November 5. Elva led several programs in conjunction with the displays, including a walking tour of altars around Poughkeepsie, classes on sugar skull decorating & paper flower making, a special screening of the movie *Coco*, all in addition to her regular Spanish language programming.
2. **Local History:** Our historian, Shannon Butler, created and gave a walking tour of Historic Academy Street.
3. **Active/Outdoors Programming:** The Adult Services department has three separate seasonal programs that encourage physical activity and exploring our community: A weekend hiking club, led by programming librarian Krista Miller, that meets at a variety of local trailheads monthly; a weekly walking club that meets at the Walkway Over the Hudson, led by programming librarian Deb Shon, and a weekly Spanish language walking club, led by Elva Corbaton, that meets at a various points on local Rail Trails. All are scheduled to end late October/early November.

Intended Outcomes of Focus Activity:

All of these programs are intended to foster deeper connections within and to our Poughkeepsie community, and share a goal of expanding our reach outside of the four walls of the library and beyond the bounds of traditional library programming. Some offer the benefits of physical activity, while others expand our cultural knowledge, both locally and in conversation with our increasingly diverse & global community.

Manager Observation of Activity and Outcomes:

1. The Altars at Adriance were beautiful and elaborate, and required a great deal of skill and labor. We were fortunate that the last minute decision to hold PPLD's Halloween on the Hill indoors at Adriance enabled a huge swath of the Poughkeepsie community to view these displays when they visited the building for that incredibly successful event. The programming helped to engage Spanish and English speaking patrons of all ages together in fun activities while learning more about this Mexican holiday.
2. The Academy Street walking tour was a resounding success; a second date was quickly added to the calendar to accommodate the overwhelming demand for this event. Shannon was able to engage with a number of

residents on the street as well, some of whom offered their homes for a more detailed look at the interiors and other important details, fostering a closer relationship and connection to our neighbors on Academy Street. Much interest has been expressed in repeating this event and creating other walking tours as well.

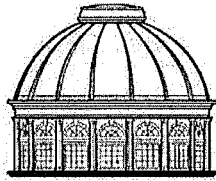
3. The hiking club, which is in its second year, has consistently shown to be a very popular program, one that helps us to connect with different types of patrons, and to utilize some of the wonderful natural resources we have in this area. Both walking clubs have smaller, but consistent and enthusiastic participation. The feedback from patrons has been overwhelmingly positive.

Impact of Activity:

I think all of these programs are having continual, incremental impact in reminding people that PPLD is mobile, flexible, and interested in meeting the holistic needs and wants of our community. Additionally, I think patrons have been very appreciative especially of in-person programs that take place outside. While virtual programming remains popular and important to overall programming goals, I think many patrons appreciate the opportunities we have been providing to get together in person, especially when these programs can be joined outdoors, lessening some of the risks that are still a factor as COVID remains in our community.

Other Departmental Activity to Note:

One of our longest term librarians, Bev Santero, retired this month, so there was a lot of activity in the department as we attempted to catalog all of her many duties and re-assign as needed, as well as transition Karen Blovat to her new role in the Adult Services department, taking Bev's place. It has been and will continue to be an adjustment, as Bev was a valued employee who did a great deal of work maintaining our physical collections. She will be missed, but we wish her all the best in her retirement.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: October 2021

Department: Branch and Extension Services

Rover: Rover has finished up the Fall schedule. We are currently in the process of planning holiday event attendance and extension service use for the coming new year. In the Spring, Rover will begin regular stops and participate in revitalization projects for the downtown area.

Family Partnership Center: October brings much of the construction for the library branch at the Family Partnership Center to a close. The new floor has been put in, the new print collection with thousands of new items is in the works. We are excited to work with the current Family Partnership Organizations in the building. On November 10th, we will be participating in an in-house resource fair, which will give us an opportunity to discuss what the library will bring to the Center and the community.

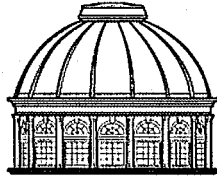
Mini Free Libraries: The community has been enjoying each of the mini free libraries around the area. We are in the process of registration on the national level and discussing possible upgrades for the existing mini libraries since they are utilized so much.

Boardman Road: Boardman has seen its fair share of amazing events and great authors recently. Thi Bui came to visit to celebrate the Big Read with the community on Oct. 17th. Marc Brown, the beloved author of the Arthur books came to visit and was a wild success. We've also had concerts, blood drives and voting throughout the month.

Storywalk Project: The Storywalk team put together a storywalk submission for National Storywalk Week starting November 15th.

How does our StoryWalk® enhance our outreach services? The StoryWalk® allows us to put stories that patrons want to read in places close to their homes, to browse at their leisure, and provides an opportunity to connect with the Library District at large by linking to our website, including a special collection of titles featured in the StoryWalks®. In our new pilot program, we've already seen children and families engage with *A Big Mooncake for Little Star* by Grace Lin - getting up close with the artwork and asking questions to parents and staff. This summer, we anticipate debuting a rotating schedule of StoryWalks® that will reach neighborhoods across the City and Town of Poughkeepsie, some of which have traditionally not engaged frequently with existing library branches before.

Currently, Boardman is hosting *A Big Mooncake for Little Star* by Grace Lin as a soft rollout to promote our story walks. We will be host the author Angela Dominguez visit the FPC and Boardman on Sat. June 4th to promote our StoryWalk® program, and early literacy efforts at the new branch.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: October 2021

Department: Youth Services

Report Focus Area of Activity: Youth Services Fall programs for children and teens

Intended Outcomes of Focus Activity:

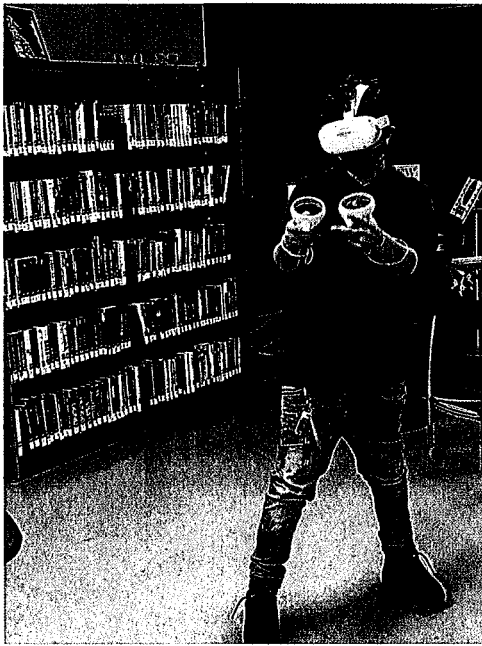
The YS department has had a busy October. The entire department participated in the Halloween on the Hill event running games, working registration and passing out candy at our three trunk or treat locations. Our October programs were hit or miss in attendance but 11 out of 15 for creating a scarecrow at Boardman Rd, 22 kids went through our Haunted House and 11 children and grandparents/parents worked together to solve our murder mystery game. The children were given their characters a week in advance so they were able to create costumes for their characters. Teen gaming continues to be popular with a core group of teens coming to the library every day. The same teens also participated in our teen Halloween hangout party.

Unfortunately we've also had an issue arising of rowdy tweens/teens coming back into the building. We've had to ask a few of them to go home for the day because of behavior and refusing to keep masks on. I'm hoping to stop this behavior before it escalates into how the teen room was a few years ago.

We've also welcomed a new member to the YS department. Anne Messley joined us in the beginning of October and has really helped fill a hole in our department. She's wasted no time in creating and planning programs that we have not had at Adriance including a Dungeons and Dragons for Beginners program that will be held on November 15th.

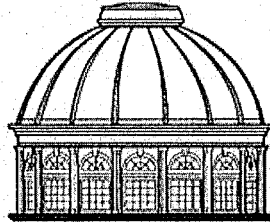
Since winter and colder weather are approaching we have been getting more calls asking if we would be doing a coat drive again. In case you weren't aware, for the past few years the library has teamed up with Operation Warm to distribute winter coats and free books to families in need. Operation Warm is a national non-profit who manufacture coats and now shoes for children in need. Our sponsor for the last 2 years IATSE Local 311 has decided to sponsor the Newburgh Library this year so we are in the process of trying to find a sponsor. One possible solution is to ask the Friends of the Library to sponsor the event. I've contacted Operation Warm to find out how to run an event ourselves. I am hoping we can run this event in December.

In 2020 we handed out 141 coats and over 300 books, in 2019 we handed out close to 200 coats. The approximate cost for 200 coats and 200 shoes would be \$9,000.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Summary of Volunteer Activity 2021

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	5	0	8	12.00	15.00	0.00	27.00
February	4	5	0	9	20.00	17.00	0.00	37.00
March	6	6	0	12	24.00	21.00	0.00	45.00
April	6	7	0	13	68.00	36.00	0.00	104.00
May	3	7	0	10	12.00	34.00	0.00	46.00
June	3	6	0	9	11.00	28.00	0.00	39.00
July	6	7	0	13	43.00	35.00	0.00	78.00
August	7	7	0	14	48.00	38.00	0.00	86.00
September	6	8	0	14	56.00	42.00	0.00	98.00
October	7	8	1	16	46.00	75.00	10.00	131.00
November	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					340.00	341.00	10.00	691.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee		Date: Monday, November 8, 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 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 checked="" type="checkbox"/> Gareth Davies, Development Officer	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence		

1. Business Items: The following topics were discussed:

- **Monthly Financial Report:** The monthly report, previously distributed, was discussed. The draft report will continue to be circulated among the Committee members for review prior to distribution to the full board as part of the monthly meeting packet.
- **SPD Branch Library Expenses:** Lawrence shared a spreadsheet with the Committee detailing current expenses. All are coming in as projected. The spreadsheet is attached to these minutes.
- **Donor Cultivation:** Following the discussion on this topic at the October meeting of the Board of Trustees, the Committee discussed how to expand *The Rotunda* in terms of providing space for more stories. Davies shared his perspective on the issue of donor cultivation as the Library District is a tax-supported institution. The discussion will continue at future meetings, but the expanded newsletter will debut in late March.
- **Discussion on Bad Debt/Fines:** Given the decision by the public library systems in NYC to eliminate fines on overdue materials, the Committee returned to the discussion they had previously on the matter. The decision-making process requires more data as to current fine activity, which Lawrence will provide to the Committee as part of the ongoing discussion in the new year.

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

- Monthly financial report

3. Upcoming Agenda Items:

- Status of PILOT payments.
- Fines.
- Donor cultivation.

Next Scheduled Meeting(s) Date

TBD; 5:30 pm

Greenspan Board Room - Adriance Memorial Library

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
SPD Branch Library Improvements Budget**

Expense Item	Cost	Notes
Demco FFE Order	\$ 57,085	
AWE Computers	7,506	<i>funded with IMLS grant</i>
PCs (three public; two staff)		<i>4 funded with IMLS grant; 1 funded with local funds</i>
Printer/Copier	2,500	<i>funded with IMLS grant</i>
Flooring	5,700	<i>PPLD share</i>
Renovations	8,450	
Electrical Removal (not to exceed)	2,070	
A/C Units	1,100	
Lighting	14,835	
Door	2,524	
Crown Castle (Internet)	1,200	<i>Eligible for E-Rate funding a/o 7/1/2022</i>
Total	\$ 102,970	

Revenue	Amount	Notes
Learn, Play Create Grant	\$ 50,000	<i>DC grant funding</i>
Member Item (Assemblymember Jacobsen)	25,000	
Friends of PPLD	30,000	
IMLS Grant	18,100	
Dyson Foundation	10,000	
Total	\$ 133,100	

Delta	\$ 30,130
--------------	------------------

Meeting: Planning Committee	Date: Monday, November 8, 2021
Attendance	
<u>Committee Present</u> <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Amy Bombardieri <input checked="" type="checkbox"/> Sean Eagleton <input type="checkbox"/> Edna Lyons <input type="checkbox"/> Mary Moore, <i>Chair</i> <input checked="" type="checkbox"/> Patricia Ryan	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input checked="" type="checkbox"/> Other: TJ Lamanna, Head of Community Engagement Beth Vredenburg, Head of Branch Services
<u>Other Trustees Present</u> <input type="checkbox"/>	<u>Guest(s) Present</u> <input checked="" type="checkbox"/> Members of the SPD LAC Brian Riddell Stacey Bottoms Wesley Lee Jen Brown
Minutes Prepared By: T. Lawrence	

The meeting convened at 6:30pm.

1. **Actions:** The Committee and the LAC representatives discussed the following items:
 - **Operating Agreement Between the Library District and the LAC:** The current draft of the MOU was discussed with a final draft scheduled for review by the Board of Trustees at their meeting on November 17. Each party to the agreement raised several issues which required extended discussion but there seemed to be agreement with the proposed language of the final agreement.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Library District / SPD LAC MOU.

3. **Upcoming Agenda Items:**
 - Agenda items to be determined.

The meeting adjourned at 7:55pm.

Next Scheduled Committee Meeting Date

TBA

Adriance Memorial Library – Greenspan Board Room
 (date, time, and location subject to change)

New Business Fact Sheet
Approval of 2022 Operational Schedule

Recommended By

Library Director

Current Situation

Board of Trustees policy requires the Library Director to present a proposed schedule of operations for the year. This schedule is to include the hours of operation and the days of closure.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2022 operational schedule as described in PPLD Document #111721 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

2022 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates two libraries: Adriance Memorial Library and Boardman Road Branch Library. The hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 9 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm
Boardman Road Branch Library	Monday – Thursday: 9 am – 9 pm Friday – Saturday: 9 am – 5 pm
SPD African Roots Library (tentative)	Monday, Wednesday Friday: 1 pm – 5 pm Tuesday, Thursday, Saturday: 10 am – 2 pm

By contract with Labor, the Library District will be closed the following days and times:

New Year's Day, January 1
 Martin Luther King Day, January 17
 Presidents' Day, February 21
 Memorial Day Weekend, May 28 - 30
 Independence Day, July 4
 Labor Day Weekend, September 3 - 5
 Columbus Day (observed), October 10
 Veterans Day, November 11
 Thanksgiving Eve, November 23 (close at 5:00 p.m.)
 Thanksgiving Holiday, November 24 - 25
 Christmas Eve, December 24 (close at 12:30pm)
 Christmas Day (observed), December 26
 New Year's Eve, December 31 (close at 12:30pm)

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, April 17 (unpaid)
Staff Development Day	Friday, September 23 (closed to the public; staff works)
Christmas Day	Sunday, December 25