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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, December 22, 2021

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

**GoToMeeting:** <https://global.gotomeeting.com/join/786913805>

**Phone Number and Access Code:** 1 877 309 2073 / 786-913-805

### Trustees Reviewing Warrants (pre-arranged): Fitzgibbons and Ryan

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
  - II. Public Comment on Agenda Items
  - III. Board Education:
  - IV. Minutes of Previous Meeting(s)
    - A. November 17, 2021 (*T. Lawrence*; #122221 – 1)
  - V. Financial Report(s)
    - A. November 2021 (*B. Lynch*; #122221 – 2)
    - B. Approval of Monthly Warrant & Transfers (*B. Lynch*; #122221 – 2.1; to be distributed)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff*; #122221 – 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*, #122221 – 4)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of Pre-Employment Vaccine Policy (*M. Moore*; #122221 – 5)
      2. Approval of 2021 General Fund Budget, Revision #3 (*P. Ryan*; #122221- 6; to be distributed)
      3. Authorization to Accept Gift: Barrett Art Center (*T. Lawrence*; #122221 - 7)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

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

Annual Organization Meeting: Monday, January 3, 2022; 5:00 pm (virtual)

Regular Monthly Meeting: Wednesday, January 26; 7:00 pm

Charwat Meeting Room- Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of November 17, 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 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** Approval of 2022 – 2026 MHLS Free Direct Access Plan; Request by Director to close on Sunday, December 26, 2021.
- **Move/Seconded:** Hogg, Eagleton.
- **VOTE:** 10 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. October 27, 2021 (PPLD Document #111721 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 27, 2021.
- **Moved/Seconded:** Ryan, Lyons.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**V. Approval of Financial Actions****A. October 2021 Financial Activity Report (PPLD Document #111721 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2021 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lynch explained a few aspects of the report. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #111721 – 2.1)**

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

Vouchers 60001 to 60237 in Warrant 20211118 totaling \$324,779.16

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

Vouchers 60022 to 60024 in Warrant 20211102 totaling \$2,437.10

- **Moved/Seconded:** Ferrer, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:**

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #111721 – 3)

- Lawrence reported on the Barrett Collection and the Deed of Gift; Grant for Short Story Dispensers; Halloween on the Hill; and a Grant for a Parent Empowerment Center at the new Branch.
- Francis described her outreach activities with school districts, and other organizations.
- Davies talked to the Board about a Dyson Foundation grant; an Institute for Museum and Library Services grant; a NYS conservation grant; Halloween on the Hill; and the Big Read.
- Lamanna discussed a Grant with Nubian Directions; outreach activities around the new Branch; and expanding the collection at the new Branch.
- Blovat explained Borrower Services involvement in weeding books and staffing the Bookmobile.
- Vredenburg reported on the Resource Fair at the FPC; and StoryWalks.
- Torres discussed his department's programming; feedback from patrons; increasing numbers of teens and tweens; and our search for a new sponsor for the coat drive.
- Sullivan reported on plans for technology at the new Branch; problems with recently purchased equipment; and the FLIP program.

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

### C. Board Committee Reports (PPLD Document #111721 – 3.3)

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on donor cultivation, the Partnership Center, and waiving late fees on Children's materials. Some discussion ensued.
2. **Planning Committee:** Eagleton reported on committee discussions with the Library Action Committee.

**D. Friends of PPLD:** Lawrence mentioned the upcoming Book Sale; progress of the Book Store so far this year; financial assistance for the opening of the new Branch; the upcoming Annual Meeting; and their search for more volunteers.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #111721 – 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
Anthony Formby	Building Manager (FT)	Retirement	12/3/2021	N/A
Julie Hering	Public Information Officer (Hry)	Retirement	12/30/2021	N/A
Steven Stefanchik	Senior Library Clerk (Hry)	Promotion	1/2/2022	\$17.64/hr
Andrew Griemsmann	Senior Library Clerk (FT)	Promotion	1/2/2022	\$39,197
Susan Sciacca	Senior Library Clerk (Hry)	Promotion	1/2/2022	\$17.64/hr

- **Moved/Seconded:** Eagleton, Schmitz.
- **Discussion:** Lawrence added Susan Sciacca's promotion and adjusted the effective date for Griemsmann and Stefanchik's promotions.
- **VOTE:** 10 – 0 – 0

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

### C. New Business:

1. **Approval of 2022 Operational Schedule (PPLD Document #111721 – 5)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2022 operational schedule as described in PPLD Document #111721 – 5AR.
- B. **Moved/Seconded:** Ferrer, Fitzgibbons.
- C. **Discussion:** Lawrence explained the need for the action and the slight change in wording. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

**2. Approval of Library District closure on December 26, 2021**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the Director's request to close the Library District on Sunday, December 26, 2021.
- B. **Moved/Seconded:** Eagleton, Spuhler.
- C. **Discussion:** Lawrence explained the reason for his request.
- D. **VOTE:** 10 – 0 – 0

**3. Approval of 2022 – 2026 MHLS Free Direct Access Plan (PPLD Document #111721 – 6)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2022 – 2026 MHLS Free Direct Access Plan as reflected in PPLD Document #111721 – 6A.
- B. **Moved/Seconded:** Ryan, Eagleton.
- C. **Discussion:** Lawrence explained the plan. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

**4. Approval of LAC – PPLD Memorandum of Understanding (PPLD Document #111721 – 7)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the draft Memorandum of Understanding between the Library District and the Library Action Committee of the Sadie Peterson Delaney African Roots Library as reflected in PPLD Document #111721 – 7A.
- B. **Moved/Seconded:** Eagleton, Lyons.
- C. **Discussion:** Lawrence explained items that were added. Some discussion ensued.
- D. **VOTE:** 10 – 0 – 0

**VIII. Open Comment**

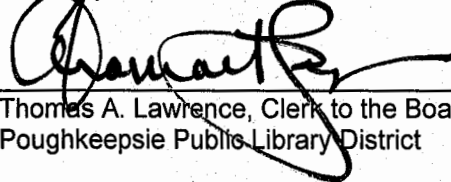
- A. **Board Comment:** Fitzgibbons commented about how wonderful the library looked for the Halloween on the Hill event. And it was so moving seeing people taking pictures of their kids in front of the displays. Blazek wishes everyone a Happy Thanksgiving.
- B. **Public Comment:** None.

**Adjournment**

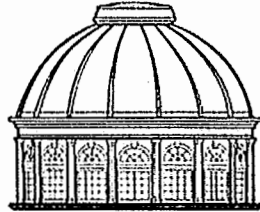
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Lyons.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:12 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 22, 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



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of November 2021 Financial Activity

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

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**General Fund (Fund A; \$2,108,552)**

- Receipts for the month totaled \$10,535 which included \$2,446 in library charges, \$211 in interest and \$1,032 in donations.
- Disbursements for the month totaled \$715,734 which included \$478,971 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$465,924
  - McCalley Fund 52,000

**Special Revenue Fund (Fund CM; \$891,677)**

- 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 \$4,776 included a grant of \$5,000 from The Dyson Foundation in support of the new Sadie Petersen Delany African Roots Library.
- 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; \$492,092)**

- 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; \$933,837)**

- Receipts for the month included interest in the amount of \$105..

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

**Budget Transfer A-45**

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

Expense		Increase	Decrease
Support Salaries	A00000 51420	\$	8,000.00
Professional Fees	A00000 54370	\$	8,000.00
<b>Total</b>		<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>

Solar feasibility study performed by LaBella Associates



**GENERAL FUND YEAR TO DATE (YTD)**  
EXPENSE REPORT NOVEMBER2021

FOR 2021 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,000,371	3,588,337.16	322,069.67	330,671.21	81,362.63	98.0%
22 EQUIP & CAPITAL OUTL	84,137	163,997	85,811.47	906.17	70,597.13	7,588.40	95.4%
30 MATERIALS	500,122	595,189	455,586.35	35,525.32	21,619.41	117,983.24	80.2%
32 INFORMATION SVC	57,902	102,064	63,352.63	.00	143.94	38,567.43	62.2%
50 OPERATIONS	1,280,477	1,381,623	1,121,669.01	148,122.88	114,936.66	145,017.33	89.5%
51 AUTOMATION	109,008	129,074	123,624.41	52,208.94	1,638.90	3,810.69	97.0%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	1,774,674.52	156,901.27	4,326.78	157,756.70	91.9%
92 DEBT SER	1,348,407	1,348,407	679,004.17	.00	.00	669,402.83	50.4%
<b>GRAND TOTAL</b>	<b>9,325,182</b>	<b>9,657,483</b>	<b>7,892,059.72</b>	<b>715,734.25</b>	<b>543,934.03</b>	<b>1,221,489.25</b>	<b>87.4%</b>

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

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Poughkeepsie Public Library District  
WARRANT SUMMARY

P 19  
apwarrnt

WARRANT: 20211118 11/18/2021

DUE DATE: 11/18/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund		
A	A00000	General Fund Expen A .7410.000.00.26021 .	Benefits Exchange	3,214.13
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	585.62
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,451.87
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	316.71
A	A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	399.00
A	A00000	General Fund Expen A .7410.000.00.54356 .C814	Mileage Reimb - Bookmo	39.98
A	A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	10,080.94
A	A00000	General Fund Expen A .7410.000.00.54370 .	Professional Fees	8,000.00
A	A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	110.00
A	A00000	General Fund Expen A .7410.000.00.54380 .	Membership Dues	51.50
A	A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	1,026.00
A	A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00
A	A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,019.70
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	530.00
A	A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	137.13
A	A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	577.85
A	A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	89,867.38
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,702.70
A	A10000	Administration A .7410.100.00.54292 .	Admin Program Expenses	50.03
A	A10000	Administration A .7410.100.00.54370 .	Legal Fees	1,706.16
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	4,005.40
A	A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	86.19
A	A11100	CLDA Reimbursable A .7410.111.00.54360 .	Sierra/Encore Services	42,128.00
A	A11100	CLDA Reimbursable A .7410.111.00.54694 .	CLDA Delivery Charges	13,476.00
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	1,860.46
A	A20000	Building Services A .7410.200.00.54370 .	Security Monitoring	537.10
A	A20000	Building Services A .7410.200.00.54520 .	Building Repairs	1,282.50
A	A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	3,890.48
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	570.94
A	A20300	Greene Services A .7410.203.02.54100 .	BOOKS	12,991.70
A	A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	2,977.48
A	A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	1,500.00
A	A20300	Greene Services A .7410.203.02.54292 .A101	PROGRAMMING-Big Read	4,141.60
A	A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	501.64
A	A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	10,600.00
A	A30000	Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	3,000.00
A	A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	463.16
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	500.00
A	A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	887.37
A	A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	159.00
A	A44000	Collection Service A .7410.440.00.54100 .A228	BOOKS - DC Reads	5,505.94
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	1,946.22
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	6,352.41
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	1,367.28
A	A44000	Collection Service A .7410.440.00.54130 .A211	SERIALS - DIGITAL	33.95
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	89.50
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	1,533.95
A	A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	-56.34

WARRANT: 20211118 11/18/2021

DUE DATE: 11/18/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A45000	Youth Services A .7410.450.00.54292 .A236	Prgm-Halloween/Hill 1,762.90	2,661.38
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT 5.00	251.52
A A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace 969.49	-81.84
A A60000	Information Tech A .7410.600.00.54370 .	Software Fees 4,015.77	-3,159.29
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint 1,062.78	352.99
A A71000	Adriance A .7410.710.00.54131 .	Newspapers 229.89	520.84
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 656.32	-373.83
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 5,744.12	9,170.04
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot 642.33	-528.35
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 17,126.66	.23
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman 115.05	-819.27
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 135.81	852.04
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa 2,130.56	58.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar 2,836.06	5,211.40
A A74000	Family Partnership A .7410.740.00.52800 .	FF&E - FPC 315.55	-4,985.12
A A74000	Family Partnership A .7410.740.00.54520 .	BUILDING REPAIRS-FPC 34,678.90	-24,778.90
A A74000	Family Partnership A .7410.740.00.54530 .	RENTAL OF QUARTERS - F 7,103.34	14,206.66
FUND TOTAL		324,779.16	
=====			
WARRANT SUMMARY TOTAL		324,779.16	
=====			
GRAND TOTAL		324,779.16	
=====			



**GENERAL FUND YEAR TO DATE (YTD)**  
 REVENUE REPORT NOVEMBER2021

FOR 2021 11

	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	35,922.79	2,445.87	4,077.21	89.8%
42401 INTEREST EARNINGS	25,000	25,000	4,672.02	211.05	20,327.98	18.7%
42705 DONATIONS	50,000	50,000	31,739.14	1,031.80	18,260.86	63.5%
42752 ANNUAL APPEAL	27,500	32,505	32,634.92	14.55	-129.92	100.4%
42753 DONATIONS IN KIND	81,983	81,983	75,151.01	6,831.91	6,831.99	91.7%
42760 GRANTS	25,000	158,606	17,075.57	.00	141,530.43	10.8%
42770 DUTCHESS COUNTY	0	0	49,999.99	.00	-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	.00	-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%
<b>GRAND TOTAL</b>	<b>9,325,182</b>	<b>9,657,483</b>	<b>8,851,839.44</b>	<b>10,535.18</b>	<b>805,643.56</b>	<b>91.7%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 11

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	947.96	3,110.95
A	12020	General Fund Payroll	-52.00	3,232.73
A	12023	General Fund Money Market	-653,288.06	860,145.19
A	12040	Credit Card Transactions	-604.98	1,160.33
A	12051	Flex 125 Money Market	429.05	5,626.97
A	12100	Petty Cash	-510.24	4,886.69
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	53.10	465,924.12
A	13501	Grants Receivable	.00	1,425.78
A	13910	Due From Other Funds	.00	762,537.10
TOTAL ASSETS			<b>-653,025.17</b>	<b>2,108,551.86</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	-428.68	-5,237.35
A	26021	Benefits Exchange	215.81	3,701.19
A	26030	General Fund Exchange	-19.92	-1,413.43
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-51,941.11	-349,862.56
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			<b>-52,173.90</b>	<b>-371,795.75</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	9,657,483.00
A	35210	Encumbrances (+ PYCF)	-506,937.91	543,933.93
A	35220	Expenditures (+ PYCF)	715,734.25	8,070,242.67
A	38210	Encumbrance Reserve (+ PYCF)	506,937.91	-543,933.93
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	-10,535.18	-8,851,839.44
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			<b>705,199.07</b>	<b>-1,736,756.11</b>
TOTAL LIABILITIES + FUND BALANCE			<b>653,025.17</b>	<b>-2,108,551.86</b>

BALANCE SHEET FOR 2021 11

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	5,120.05	816,344.44
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-344.33	75,057.67
TOTAL ASSETS			<b>4,775.72</b>	<b>891,677.19</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-203,721.71
TOTAL LIABILITIES			<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	-4,775.72	-615,288.47
TOTAL FUND BALANCE			<b>-4,775.72</b>	<b>-687,955.48</b>
TOTAL LIABILITIES + FUND BALANCE			<b>-4,775.72</b>	<b>-891,677.19</b>



BALANCE SHEET FOR 2021 11

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	492.20
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>39,002.95</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	-.34
	<b>TOTAL FUND BALANCE</b>		<b>-.02</b>	<b>19,095.66</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-.02</b>	<b>-39,002.95</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 11

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
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	-344.33	380,261.17
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			-344.33	492,091.89
<b>LIABILITIES</b>				
PN	26300	Due to other funds	344.33	-13,274.04
TOTAL LIABILITIES			344.33	-13,274.04
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			344.33	-492,091.89

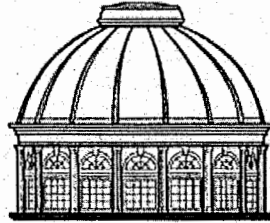


# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2021 11

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	104.86	920,110.72
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		<b>104.86</b>	<b>933,836.72</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	.00	-603,882.36
	TOTAL LIABILITIES		<b>.00</b>	<b>-603,882.36</b>
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-104.86	-1,040.10
	TOTAL FUND BALANCE		<b>-104.86</b>	<b>-329,954.36</b>
	TOTAL LIABILITIES + FUND BALANCE		<b>-104.86</b>	<b>-933,836.72</b>

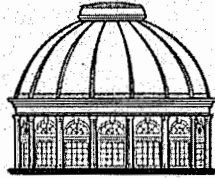


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – DECEMBER 2021

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#### Significant Challenges or Accomplishments

- The Library District received a medal from the Hudson Valley Additive Manufacturing Center at SUNY New Paltz for our support of their face shield manufacturing project during the early stage of the pandemic. The medal is fabricated and bears the number “32725” on it, which represents the total number of face shields created by the Center with the support of community organizations such as the Library District.
- Joan Posner, retired Dutchess County Family Court Judge, gifted us with pieces of African art for display in the Sadie Peterson Delaney African Roots Branch Library at the Family Partnership Center. They are a welcome addition and will be properly displayed once we open the new branch library.
- Recently, staff leaving Adriance and crossing Market Street to the staff parking lot experienced a near miss from a speeding vehicle. I have asked the City to post crosswalk signs along Market Street so drivers are at least warned of the potential of pedestrians in the street.
- 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 currently ongoing with an expected completion date by the end of December.
- Adriance
  - The fire panel needs to be replaced and early estimates have the cost at between \$70,000 - \$75,000. This work will be scheduled for the New Year.

#### Staffing

- See Personnel Actions, if applicable.

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

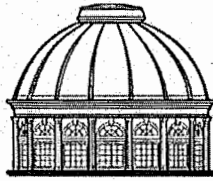
	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Nov	% of Total	YTD	% of Total	Nov	% of Total	YTD	% of Total	Change	% Change	Nov	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,165	25.91%	61,562	25.78%	5,187	23.50%	48,851	23.19%	12,711	26.02%	5,528	25.05%	64,091	30.42%	-2,529	-3.95%
Adult Non-Fiction	3,522	17.67%	39,674	16.62%	3,440	15.59%	34,307	16.28%	5,367	15.64%	4,503	20.40%	48,552	23.05%	-8,878	-18.29%
Fiction - Juvenile	4,606	23.11%	55,779	23.36%	5,158	23.37%	45,190	21.45%	10,589	23.43%	5,720	25.92%	59,622	28.30%	-3,843	-6.45%
Non-Fiction - Juvenile	1,166	5.85%	15,138	6.34%	1,626	7.37%	13,020	6.18%	2,118	16.27%	1,593	7.22%	16,392	7.78%	-1,254	-7.65%
Periodicals	223	1.12%	2,369	0.99%	251	1.14%	1,993	0.95%	376	18.87%	295	1.34%	2,655	1.26%	-286	-10.77%
Periodicals - Juvenile	28	0.14%	297	0.12%	19	0.09%	227	0.11%	70	30.84%	30	0.14%	402	0.19%	-105	-26.12%
<b>Print Subtotal</b>	<b>14,710</b>	<b>73.80%</b>	<b>174,819</b>	<b>73.22%</b>	<b>15,681</b>	<b>71.05%</b>	<b>143,588</b>	<b>68.16%</b>	<b>31,231</b>	<b>21.75%</b>	<b>17,669</b>	<b>80.06%</b>	<b>191,714</b>	<b>91.00%</b>	<b>-16,895</b>	<b>-8.81%</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	12	0.06%	122	0.05%	10	0.05%	64	0.03%	58	90.63%	14	0.06%	174	0.08%	-52	-29.89%
Soundrecordings	753	3.78%	7,919	3.32%	710	3.22%	7,827	3.72%	92	1.18%	1,322	5.99%	15,105	7.17%	-7,186	-47.57%
Videorecordings	3,558	17.85%	45,401	19.02%	4,562	20.67%	47,305	22.45%	-1,904	-4.02%	8,195	37.13%	83,127	39.46%	-37,726	-45.38%
Media	0	0.00%	18	0.01%	0	0.00%	6	0.00%	12	200.00%	0	0.00%	23	0.01%	-5	-21.74%
Software	25	0.13%	121	0.05%	8	0.04%	77	0.04%	44	57.14%	22	0.10%	293	0.14%	-172	-58.70%
Equipment/Realia	10	0.05%	112	0.05%	14	0.06%	199	0.09%	-87	-43.72%	8	0.04%	258	0.12%	-146	-56.59%
Suppressed Items	36	0.18%	435	0.18%	109	0.49%	435	0.21%	0	0.00%	28	0.13%	305	0.14%	130	42.62%
Videorecordings - Juvenile	360	1.81%	4,334	1.82%	518	2.35%	6,481	3.08%	-2,147	-33.13%	1,535	6.96%	15,082	7.16%	-10,748	-71.26%
Audiorecordings - Juvenile	62	0.31%	676	0.28%	83	0.38%	865	0.41%	-189	-21.85%	201	0.91%	1,736	0.82%	-1,060	-61.06%
Media - Juvenile	151	0.76%	1,099	0.46%	89	0.40%	929	0.44%	170	18.30%	109	0.49%	1,445	0.69%	-346	-23.94%
Software - Juvenile	6	0.03%	119	0.05%	5	0.02%	120	0.06%	-1	-0.83%	14	0.06%	211	0.10%	-92	-43.60%
<b>Non-Print Subtotal</b>	<b>4,973</b>	<b>24.95%</b>	<b>60,356</b>	<b>25.28%</b>	<b>6,108</b>	<b>27.68%</b>	<b>64,308</b>	<b>30.53%</b>	<b>-3,952</b>	<b>-6.15%</b>	<b>11,448</b>	<b>51.87%</b>	<b>117,760</b>	<b>55.90%</b>	<b>-57,404</b>	<b>-48.75%</b>
Online Renewals	250	1.25%	3,581	1.50%	280	1.27%	2,772	1.32%	809	29.18%	370	1.68%	13,127	6.23%	-9,546	-99.79%
<b>Total</b>	<b>19,933</b>		<b>238,756</b>		<b>22,069</b>		<b>210,668</b>		<b>28,088</b>	<b>13.33%</b>	<b>29,487</b>		<b>322,601</b>		<b>-83,845</b>	<b>-25.99%</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	20,765	19,683	0	236,875
Physical Items - Online Renewals	464	391	418	344	331	284	312	313	229	245	250	0	3,165
Digital Content	8,559	11,216	11,470	9,565	9,902	8,046	8,380	7,809	7,821	8,330	7,753	0	98,851
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>29,140</b>	<b>32,733</b>	<b>32,253</b>	<b>27,727</b>	<b>29,340</b>	<b>27,686</b>	<b>0</b>	<b>339,321</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	4,139	3,964	3,747	2,068	48,829
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	2,027	1,969	1,872	1,698	1,866	907	23,295
<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>6,011</b>	<b>5,662</b>	<b>5,613</b>	<b>2,975</b>	<b>72,124</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	962	690	0	9,619
Boardman Road	33	21	30	58	75	90	92	78	103	124	81	0	785
Spanish Language Assistance	38	28	95	70	38	NA	41	26	45	33	29	0	443
<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>1,119</b>	<b>800</b>	<b>0</b>	<b>10,847</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	6,689	8,267	0	147,372
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	3,109	4,003	2,764	2,690	2,933	0	30,545
Calendar Hits - Recite Me	412	405	504	171	187	168	262	224	239	233	187	0	2,992
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	27,221	25,216	25,733	24,663	0	299,325
<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>35,345</b>	<b>36,050</b>	<b>0</b>	<b>480,234</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	4,514	4,087	0	45,153
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	1,522	1,587	1,510	1,676	1,668	0	16,101
<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>6,190</b>	<b>5,755</b>	<b>0</b>	<b>61,254</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	34	22	0	388
Boardman Road	6	6	8	15	8	13	7	6	3	10	11	0	93
<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>44</b>	<b>33</b>	<b>0</b>	<b>481</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	56	54	0	543
<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	269	174	0	2,130
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	13	0	102
Exams Proctored	4	8	6	6	4	6	4	10	6	10	6	0	70
MAP Passes	2	6	12	19	36	54	79	69	55	62	30	0	424
Rover Bookmobile Stops	NA	NA	NA	NA	NA	NA	20	27	21	17	3	0	88
<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>367</b>	<b>226</b>	<b>0</b>	<b>2,832</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	5,775	1,332	0	31,647
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	192	0	1,768
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	0	0	1,449
<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>6,064</b>	<b>1,524</b>	<b>0</b>	<b>34,929</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	11,412	7,665	0	104,713
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	0	122,731
<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>23,984</b>	<b>16,214</b>	<b>0</b>	<b>227,444</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	7	8	1	16	46.00	75.00	10.00	131.00
November	4	7	0	11	38.00	55.00	0.00	93.00
December	0	0	0	0	0.00	0.00	0.00	0.00
<b>TOTAL</b>					<b>378.00</b>	<b>396.00</b>	<b>10.00</b>	<b>784.00</b>



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Karen Blovat Librarian I

**Time Period of Report:** November 2021

**Department:** Borrower and Technical Services

**Report Focus Area of Activity:**

Borrower Services: Outreach and Vega.

Technical Services: Big and Little Read Books.

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

**Intended Outcomes of Focus Activity:**

Borrower Services: To benefit the community. To find potential problems in the new Vega interface.

Technical Services: Take books out of collection (adding one of each to Rover and the FPC).

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.

**Manager Observation of Activity and Outcomes:**

Borrower Services: Staff continues to supply books to the 7 Little Free Libraries in Poughkeepsie that we manage. We are now providing a Brain Games program at the Office of the Aging twice a month. Borrower Services staff also helped test the new Vega interface to find potential problems so that they could be fixed before rolling out to the public.

Technical Services: Staff discarded Big and Little Read books in Sierra, gave copies of the Big Read to Jewel to distribute, and sent the rest of the books to the Friends to be sold.

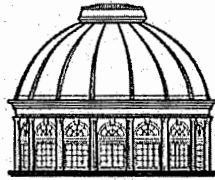
Weeding Collection: Borrower Services staff continues to assist Reference in pulling items to be weeded, including boxing them up and shipping them out.

**Impact of Activity:**

Borrower Services: PPLD is able to support the community further through outreach activities. Problems with the Vega interface were reported and will be resolved.

Technical Services: Multiple copies of the Big and Little Read books are no longer part of our collection.

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



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** Nov 2021

**Department:** Adult Services

**Report Focus Area of Activity:** Programming & Education

The adult services department in November continued to offer a wide array of adult programming and education.

1. **Technology:** in addition to our daily computer labs, that continue to be well attended, the PCC offered classes in computer & tablet buying, gmail & google drive, and our usual array of Microsoft office suite training courses. These classes are a mix of virtual and in person.
2. **Arts & Creativity:** Our adult programmers led or facilitated classes on collage & zine making, writing workshops in both English and Spanish, and a wine appreciation workshop.
3. **Sustainability:** We had two programs this month on ecology and sustainability, one focusing on natural ways to deter deer from your gardens, and another on transforming one-use plastic in reusable bags.
4. **Clubs:** We continued monthly meetings of the Books & Brew book club, the Graphic Novel book club, the Movie club, and a special book club sponsored by a grant from Humanities New York, focusing on books discussing the Vietnam War. These clubs are a mixture of virtual and in person events.

**Intended Outcomes of Focus Activity:**

Promoting lifelong learning, well-rounded knowledge and enrichment.

**Manager Observation of Activity and Outcomes:**

Staffers planned and executed their programs with the same care and thought as is typical. When we had one programming staffer out for several days due to illness, other department members as well as staff from other departments, especially borrower services, helped fill some gaps. This type of programming, with regular attendees and a self-run aspect (especially the writing groups & poetry), is a crucial aspect of library programming, as it can be easily managed in case of absences.

**Impact of Activity:**

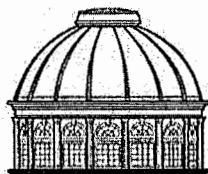
Most of our programs this month were sustained, regular programming that we continually offer our patrons. While this type of programming does not always have the most dramatic turnouts, it reliably creates regular attendees and gives the opportunity for community building and forming deeper connections with other patrons and staff.

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**Other Departmental Activity to Note:**

November was a relatively busy month at the Reference desk. Reference assistance has become increasingly focused on technology assistance and information literacy in the past decade, and this trend is likely to continue. Assistance with computer use (job applications, government assistance applications, scanning & faxing documents, et al.) remains our most significant impact on a day-to-day basis.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Barbara Lynch, Business Manager

**Time Period of Report:** Nov. 2021

**Department:** Business Office

**Report Focus Area of Activity:** Human Resources

Human Resources is a broad area therefore for the purpose of this report I will focus on only a few topics.

In November of each year Tom Lawrence updates the End of Year (EOY) Memorandum. This memo details the following year's (2022) health insurance rates as well as dental and vision plan rates. It states other important dates such as when purchasing will be cut off for the current year and other important benefit information. This memo is a collaborative effort between Tom and I. At the same time the EOY election form is also disseminated to all staff. This form details the many benefits the Library District offers. The completed form must be signed by every employee (with a witness) and returned to the Business Office by the 1<sup>st</sup> Friday in December.

Caroline Moore, Wendy Berger and I all attended a webinar given by the NYS Department of Civil Service which focused on the NYBEAS database and the new manual. They spend time on the 2022 rates and how they were calculated including the monthly rates for the retirees.

November has been particularly busy due to staff retirements. I have met with several employees regarding the retirement process, health insurance and Medicare. These initial appointments generally run 45-60 minutes and then additional follow-up appointments to address additional questions.

**Intended Outcomes of Focus Activity:**

The above mentioned process of sending the EOY forms and information is important not only because it reminds employees of what benefits may be available them and allows them to make changes for the following year. This is particularly important with relation to health insurance since this is our open enrollment period. Our intention to educate the staff so that they make informed decisions.

Retirement is a very serious decision and can be daunting. I strive to make sure that both the employee and I are on the same page as to what the employee wants and the steps necessary on both our parts to make that happen.

**Manager Observation of Activity and Outcomes:**

Our staff totals 86 full time and part-time staff not including student pages. All but 4 have submitted the EOY Election forms on time.

The Business Office staff makes every effort to answer questions. We request that employees make appointments so that we can give them the necessary time to focus on their concerns. Unfortunately, there are often impromptu discussions that happen which can derail one from their other duties.

The rash of retirements also means that we will have several new hires to deal with in the New Year which will be another time consuming process.

**Impact of Activity:**

We strive to educate our staff on benefit issues and for the most part I believe we succeed.

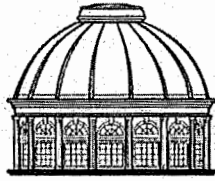
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**Other Departmental Activity to Note:**

COVID exposures continue to happen and these situations are dealt with in accordance with the Dutchess County and NYS guidelines. This inevitably leads to many questions by the affected employee and their manager with regards to use of leave time.

The Business Office also handles budgeting, purchasing, accounts payable, accounts receivable, and payroll (including Time and Attendance) on a monthly basis. We are working on getting more staff able to use the MUNIS financial software to alleviate the pressure on the experienced few as well as the business office.

The Business Office staff consists of Caroline Moore - Principal Account Clerk and Wendy Berger - Senior Account Clerk and I.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Bruce Sullivan, Network Analyst

**Time Period of Report** November 2021

**Department:** Information / Technologies

**Report Focus Area of Activity:**

- 1) Meet with Veith Electric for walk through of the new branch Library. Develop a plan and time table for the network wiring.
- 2) Meet with Crown Castle Fiber optic Engineer to complete a plan for the new branch library. Which is to include replication of all network and phone systems at both Boardman and Adriance Libraries.

**Intended Outcomes of Focus Activity:**

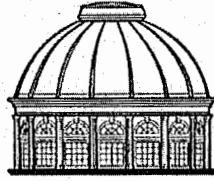
Both Fiber optic and wiring should be in place before the end of December. Network and phone programing should also be done by the end of December.

**Manager Observation of Activity and Outcomes:**

Ongoing.

**Impact of Activity:**

Ongoing.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

**Manager Name and Title:**

Janet Bogenschultz, Assistant to the Library Director

**Time Period of Report:**

November, 2021

**Department:**

Administrative Office

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

November MAP Pass Use: PPLD's destinations with seasonal passes are usually no longer available to book in November, as they have generally closed by the end of October. Fifteen destination passes were used, some with multiple reservations, and 33 use dates booked for November (decrease from October). The 33 reservations is typical for past Novembers: 2020 = 28; 2019 = 32; 2018 = 39 passes, a few more booked due to Mid-Hudson Children's Museum still allowing libraries to have membership passes for patrons.

- Mohonk Preserve had 9 (12 in Oct.) individual use Pick up/Return passes checked out.
- Storm King Art Center had 4 use dates (13 in Oct. and 5 in Sept.) for a vehicle with up to six people, as visiting the 500 acre outdoor sculpture park in autumn is spectacular.
- There were 4 uses each for Trevor Zoo's family Print Pass
- The two New York State Empire Passes were checked out 3 times (6 in Oct.) allowing entrance to any NY State Park.
- Eleven additional destinations comprised the remaining 13 pass uses in November, including 2 visits to Hancock Shaker Village (Berkshires), and 1 visit to Albany Institute of Art & History, Berkshire Museum, Hudson Highlands Nature Museum (Cornwall), Hudson River Museum (Yonkers), Locust Grove, Norman Rockwell (Berkshires), Olana, Opus 40, Thomas Cole National Historic Site, and Wadsworth Atheneum Museum of Art (Hartford).

MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates: Continued the Tixkeeper year end marking "available" and "closed" dates for all the MAP passes for years 2022 and 2023, based on past years open and closed dates for destinations and the library. Some are tentative dates to be checked at renewal and seasonal opening. Calendar year passes are marked "None" in January until their annual payment is processed in January (if destination open in January), and will be updated for closed or available.

- Print on Demand Passes are marked for when destination is open or closed.
- Pick up/Return Passes are marked for when the library locations are open or closed.
- These dates are checked and modified during the year, and also when destinations email changes.

Update destination description revisions for MAP Pass webpage as needed and update Tixkeeper revised descriptions and marking availability due to reopening changes for current year of museum pass destinations.

- Updates include revised changes to Ticketing at venue, new Tours or Hours, new Exhibitions or Indoor access, and changes to Pass coverage, and changes in Covid policies for visitors.
- Emailed museum newsletters, emailed notices, checking websites, and communicating with staff, are all means for keeping abreast of the changes for library patrons' use of MAP Passes.
- Description revision for Storm King Art Center, and nearly complete for Hudson River Museum and Hancock Shaker Museum.

### Intended Outcomes of Focus Activity:

1. To promote the MAP Pass Program's destinations, and track use of the various destination MAP Passes.
2. To update current information related to reopening of venues, changes in visiting the venue (such as rules or changes related revised Covid-19 policies, revised amenities, or reopening), use of PPLD's MAP pass and making timed-entry ticket reservations on destination website in addition to a MAP Pass reservation.
3. To update Tixkeeper with descriptive information and pass availability on specific dates for reopening and closing date changes in current year, and unavailability due to exhibitions changing.
4. To create new calendar year dates in Tixkeeper for reservation availability in upcoming year in the fall. This fall, creating two years at the same time (2022 & 2023) for each destination to see if process is less time consuming. Dates are marked, but must be checked for changes during the year and annual renewals.

### Manager Observation of Activity and Outcomes:

Tixkeeper's statistics for MAP Pass use booked dates in November were 33 passes. The MAP pass webpage destinations and Tixkeeper were updated with changes, seasonal closures in the fall, and reopening information.

1. MAP Passes & Outdoor Destinations in November: Outdoor destinations are visited in November, such as Storm King Art Center (4 uses for vehicle of up to six people), a 500 acre outdoor sculpture park, and use of Mohonk Preserve (9 individual pass uses) passes for hiking. In addition, outdoor destinations or destinations with both outdoor/indoor components, such as Olana (1 pass), Empire NY State Park (3 passes), Hancock Shaker Village (2 passes), Hudson Highlands Nature Museum & Grasshopper Grove (1 pass), Locust Grove (1 pass), Opus 40 (1 pass), Trevor Zoo (4 passes), and Thomas Cole (1 pass) were visited in November.
2. MAP Passes & Travel Distances to Visit Destinations in November: Library patrons used MAP Passes that were farther away to travel to MAP Pass destinations in November, allowing getting away for a day trip or family outing. November had farther travel to a variety of destinations not seen since before Covid19 – traveling upstate to Albany and the three different destinations in or near the Catskills, as well as south to Yonkers, and east to Hartford, CT and the three different Berkshire destinations in MA.
3. MAP Passes & Increased Visits to Indoor Museums in November: Library patrons visited indoor museums such as Albany Institute of History & Art, Berkshire Museum, Hudson River Museum, Norman Rockwell Museum, and Wadsworth Atheneum Museum of Art. They also toured the historic homes at Olana, Locust Grove, Thomas Cole National Historic Site, and historic buildings and barns of Hancock Shaker Village.
4. The Fall Rotunda article reminded library patrons to use the MAP Passes for day trip adventures: The article highlighted selected passes and noted many treasured nearby destinations, as many families may be looking for day trips farther afield for a chance to get away, as vacation travel is down.

### Impact of Activity:

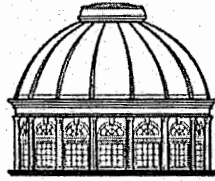
1. The MAP pass webpage destinations and Tixkeeper were updated with changes and reopening information.
2. Keeping the MAP Pass information current, and promoting availability of the passes and access to passes increases pass usage.
3. The Fall Rotunda article encouraged families to use the MAP Passes for a day trip adventures and rejuvenation. November's 33 pass statistics is similar to previous Novembers, when temperatures and leaves drop, and the holiday season begins. Destinations that require a day trip of travel were still visited.
4. Other impacts include ease of use for library patrons in setting up MAP Pass destination visits by providing correct information on availability, use, and access after reopening. Both Tixkeeper and the MAP Pass webpage have modified and enhanced descriptions and images, instructions on tickets, and information on planning visits to aid in promoting increased usage.

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### Other Departmental Activity to Note:

**ABOS (Assoc. of Bookmobiles & Outreach Services) 2021 Virtual Conference, "Jazz Up Your Outreach:" Oct. 11 – 15**  
On November 1<sup>st</sup>, the Whoa conference app was available for access to the whole conference presentation recordings (40 workshops), featured speakers, handouts, PowerPoint slides, poster sessions and bookmobile tours, vendor sponsor programs. Access is available to April 1, 2022. <https://abos-outreach.com/conference>

**Attended Webinars:** 11/2, Driven Discussions: StoryWalks® (ABOS by Noah Lenstra); 11/9, StoryWalks® for the Win-Win-Win: Programming, Partnerships, Pandemic-Friendly (NYSL Tech), 11/9, Libraries and Autism - We're Connected (CLRC programming)



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** November 2021

**Department:** Youth Services

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

**Intended Outcomes of Focus Activity:**

The month of November brought an end to our fall season of programming in the YS department. Our early literacy program attendance numbers dwindled a bit this month but that seems to happen as we get closer to colder weather. Our PLC program continues to get double digit numbers and in the Winter 2022 session we will be doing two PLC programs, a morning and an afternoon one to help with the demand. Afternoon programs stayed strong with an average of 10 children attending per program. We are now in the break period where the staff can mentally refresh and prepare for the start of the Winter session. In December we'll have our 3<sup>rd</sup> annual Gingerbread house program at Adriance and Boardman (pictures to come in the next report).

Our teens participated in some great programs this month including "Project: Do Something" where they made dog toys which were then donated to Hudson Valley shelters. We also introduced a Dungeons and Dragons program where we had participation from our daily flock of teens and teens that don't use the teen room often. Teen afternoon video gaming continues to have great attendance with an average of 9 teens playing games together.

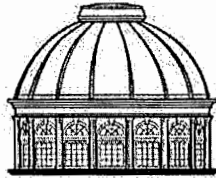
At the end of November YS staff have begun going to Boardman Rd to help maintain a teen space for the abundance of Lourdes students that are there after school. The original idea was to go there to see what type of programs the Lourdes students would like to participate in but after feedback from students it has become clear that they just want a safe space to do homework, wait for parents to pick them up, and socialize with each other. YS staff will continue to go to Boardman but at this point it is to just monitor the room.

**Manager Observation of Activity and Outcomes:**

**Impact of Activity:**

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**Other Departmental Activity to Note:**



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

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**DEPARTMENTAL MONTHLY REPORT**

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**Manager Name and Title:** Alison Francis, Youth Outreach Coordinator **Time Period of Report:** November

**Department:** Youth Services

**Report Focus Area of Activity:** Outreach to Community agencies

**Intended Outcomes of Focus Activity:** Increased activity with community schools and youth agencies

**Manager Observation of Activity and Outcomes:** In the month of November, I initiated and planned for YS staff to carry out the following activities for the coming months as well as participated in meetings to plan activities

\*Virtual meeting with PCSD librarians - spoke about the resources on our library website they can access as well as how to book a library or class visit. Also discussed the possibility of getting transportation for kids to come to the library since the library is a far walk for them

\*Met with grants person to discuss funds in the new year for bussing students to the library and also the DC youth grant to fund a graphic novel book club for middle and high school age students

\*Two outreach storytimes at the Harriet Tubman Center on 11/5 & 11/15

\*Delivered fliers to Christina Peterson, family advocate at PMS to have and hand out at the parent center at PMS

\*Met virtually with Poughkeepsie Children's Home staff to discuss possible monthly graphic novel book club

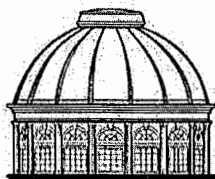
\*Spoke with director of Nuevas Alas program at Poughkeepsie Children's Home to initiate another series of virtual bilingual programs in the late winter or early spring. Will contact her to plan after the holidays.

**Impact of Activity:**

Agencies have expressed appreciation for the developmentally appropriate and engaging activities we delivered and look forward to more outreach with us in the future.

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**Other Departmental Activity to Note:**





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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

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**DEPARTMENTAL MONTHLY REPORT**

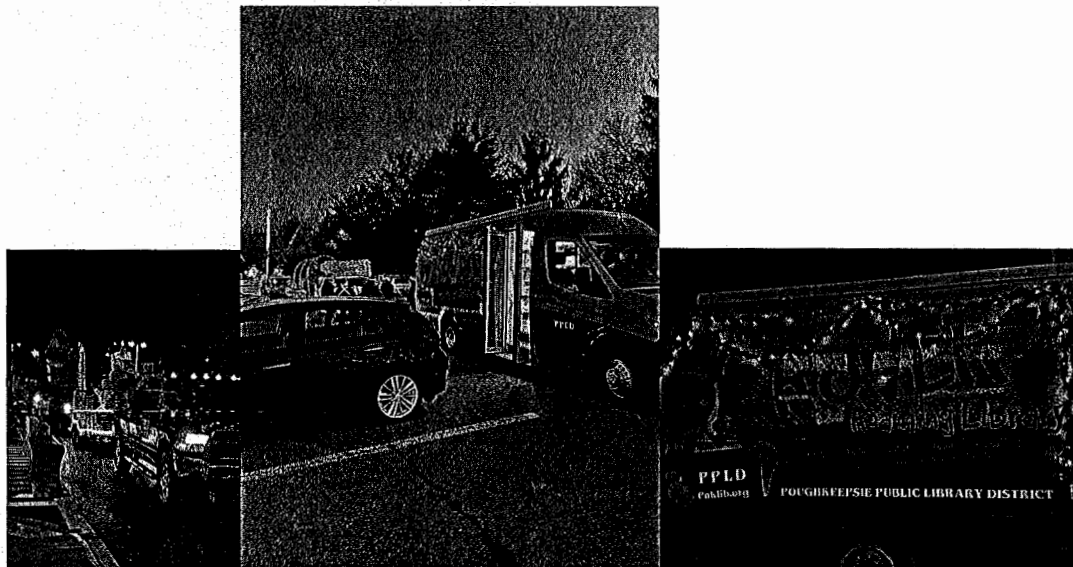
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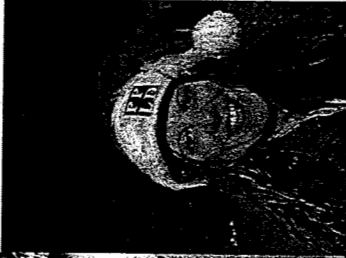
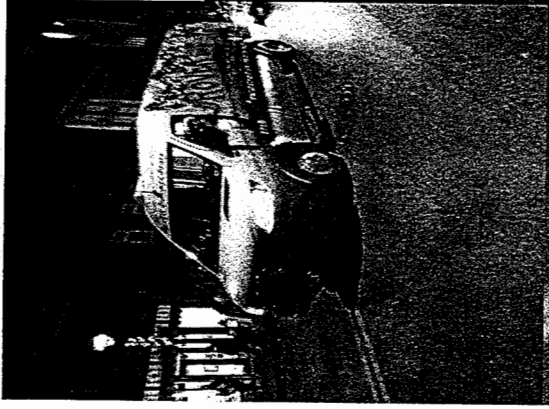
**Manager Name and Title:** Beth Vredenburg- Head of Branch and Extension Services

**Time Period of Report:** December 2021

**Department:** Branch and Extension Services

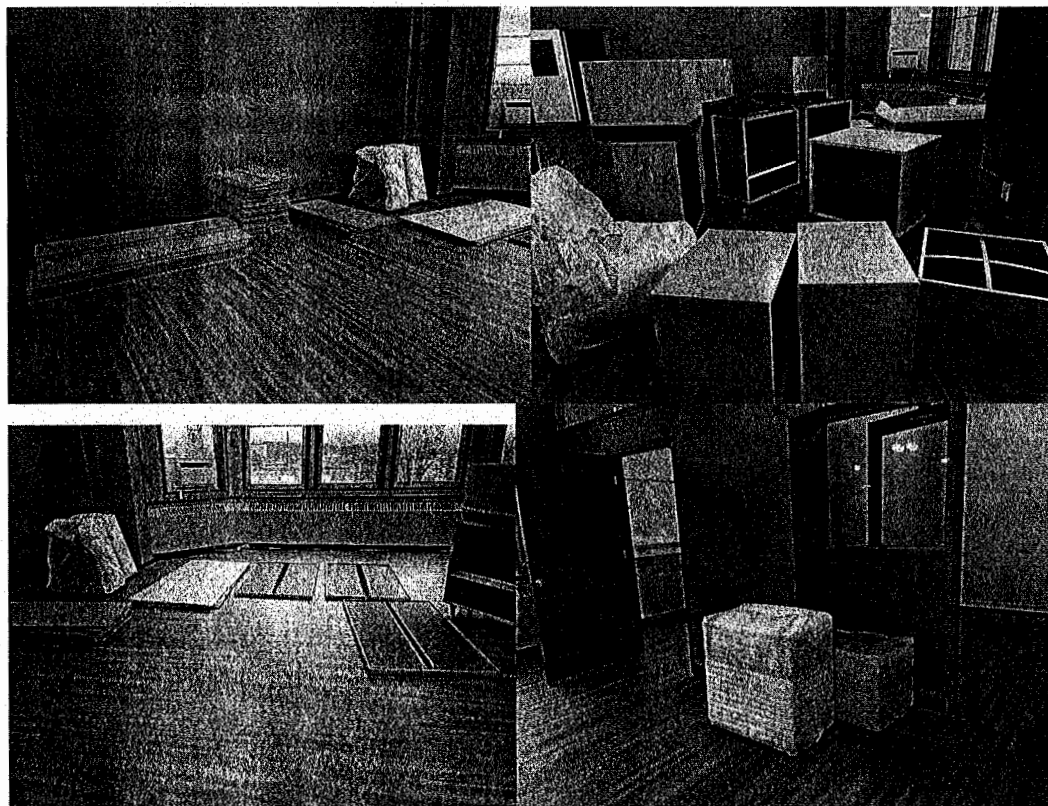
**Rover:** December 3rd, Rover rolled out to the City of Poughkeepsie Festival of Lights. On December 4th, Rover rolled through Arlington at the Arlington Holiday Festival Parade and handed out Rover swag, (pencils, stickers and keychains) to as many parade attendees as possible. On December 11th, Rover participated in the LaGrange Festival of Lights Drive-Thru.





Thursdays Rover will be roving to different senior housing locations starting in January. Landing of Poughkeepsie will host the first Thursday of every month for our new lobby stops. New large print books have been ordered for Rover to accommodate these new stops. New outreach activities are also being added to the schedule such as Brain Games.

**Family Partnership Center:** On December 8th, most of the furniture for the SPDARL branch was delivered to the Family Partnership Center, and brought upstairs from the trucks to the library space. December 10th, the maintenance crew started the arduous process of assembling all the furniture.

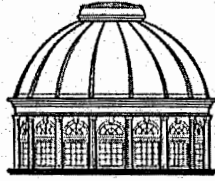


**Boardman:** Youth Services has started an after school study session in the Greene Room to accommodate the influx of students using the library after school. Projects are made available to the students as they finish homework and await their rides home.

Construction work at Boardman Rd continues around the outskirts of the building to upgrade the pipelines.

**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.

**Storywalk Project:** Collaboration with Family Partnership Center Organizations such as Dutchess County Health are in the works to create spring and summer time storywalk experiences around the family partnership center and neighborhoods.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Department:** Advancement

**Report Focus Area of Activity:** Personnel

The department is going through a transitional phase following many years of stability. Julie Hering (graphic designer) has been with us for 20 years and will retire at the end of December. Jewel Ratzlaff has run the Big Read for the past eight years (in addition to her many other activities) and will retire in March. Bradley Diuguid, who has been with us for almost a year, has taken over the Big Read and has proven to be very capable and enthusiastic. To replace Julie Hering, we have provisionally appointed Charlotte Marriott who has eight years of experience in graphic design, copywriting and program development at public libraries. The timing of this change will work well since we are planning to revamp The Rotunda which will allow for a reconsideration of its style and appearance.

**Intended Outcomes of Focus Activity:**

A smooth transition that will result in the department continuing to function effectively

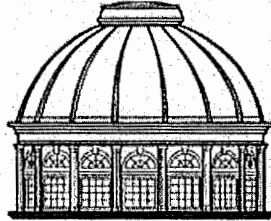
**Manager Observation of Activity and Outcomes:**

So far, we have been very fortunate in finding excellent replacements from a very small number of applicants

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**Other Departmental Activity to Note:**

Preparing winter issue of The Rotunda  
Big Read - reconsidering book choices due to lack of availability  
Editing Big Read videos  
Website development



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports & Statistics**

<b>Meeting:</b> Finance Committee		<b>Date:</b> Monday, December 13, 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 type="checkbox"/> Amy Bombardieri <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Cathy Schmitz	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input type="checkbox"/> Gareth Davies, Development Officer	<input type="checkbox"/>
<b>Minutes Prepared by:</b> T. Lawrence <i>TL</i>		

1. **Business Items:** The following topics were discussed:

- **Monthly Financial Report:** The monthly report was distributed. Questions should be forwarded to Lynch by Wednesday so the report can be prepared for the meeting packet, which will be mailed on Friday.
- **2021 Budget Revision #3:** Lawrence and Lynch shared the latest 2021 budget revision and answered questions. It will be presented for approval at the December meeting of the Board.
- **Update on Arbitration:** Lawrence briefed the Committee on the status of the current arbitration with regards to the calculation of promotional salaries when the promoted has received longevity increased.
- **Executive Session:** The Committee moved to an Executive Session in order to discuss salaries for non-CSEA employees.

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

- Monthly financial report
- 2021 Budget Revision #3

3. **Upcoming Agenda Items:**

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

**Next Scheduled Meeting(s) Date**

TBD; 5:30 pm

Greenspan Board Room - Adriaance Memorial Library

**New Business Fact Sheet**  
Approval of Policy: Covid-19 Vaccination Policy

**Recommended By** Personnel Committee

**Background Information** After careful consideration and with the guidance of counsel, Administration proposed to the Committee that all new employees be required to provide proof of vaccination against Covid-19. While the proposed policy encourages all employees to receive all recommended doses of an FDA approved (or emergency use authorized) vaccine, the Library District would need to negotiate with CSEA such a requirement for current, represented employees.

**Actions Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policy #4117 – Covid-19 Vaccination Policy, attached hereto as PPLD Document #122221 - 5A).

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

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

**COVID-19 VACCINATION POLICY**

**Purpose:** Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Library District has adopted this policy to safeguard the health and well-being of employees and their families; This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

**Scope/Applicability:** This policy applies to all employees, interns, volunteers and consultants. It does not apply to vendors or visitors.

**Policy:** The Library District strongly encourages all employees to receive the Covid-19 vaccine and any recommended boosters. However, effective January 1, 2022, all new employees shall be required to be vaccinated for COVID 19, unless a reasonable accommodation is approved by the Library Director. Any offer of employment to a new employee shall be contingent on the employee submitting proof of being vaccinated for COVID 19.

**Vaccine Administration:** Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. In order to minimize business interruptions, employees must obtain supervisor approval prior to taking leave to get the vaccine during work hours. However, such leave shall not be unreasonably denied. In addition, upon submission of documentation verifying that the employee obtained the vaccine during work hours, he/she shall be approved for up to four hours of leave time, without reduction of leave accruals. In the event the employee experiences symptoms after receiving the vaccine and needs to be out of work, he/she shall be permitted to use his/her sick leave accruals.

**Proof of Vaccination Status:** To establish that an employee has received a vaccination, employees are asked to present written evidence of immunization from the designated site where the vaccine was provided or from another authorized healthcare provider. This written evidence should include the employee's name, as well as the date and place the vaccine was administered. Do not include any medical or genetic information with your proof of vaccination. If the employee refuses to provide such evidence of immunization, he/she shall be treated as unvaccinated for purposes of quarantine or any other requirements for unvaccinated individuals.

**Request for Exemptions**

- **Disability Accommodation:** The Library District provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the Library Director.
- **Religious Accommodation:** The Library District provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from Library Director.



- **Exemption for Other Medical Reasons:** Exemptions for other medical reasons may be available on a case-by-case basis/for conditions such as pregnancy, breastfeeding, history of certain allergic reactions, and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. The Library District will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship.

**Policy Modification:** Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The Library reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

**New Business Fact Sheet**  
Authorization to Accept Gift: Barrett Art Center

**Recommended By** Administration

**Current Situation** The Library District has been approached by the Barrett art Center (BAC) to accept the gift of their collection, including paintings and writings of Thomas Barrett (full description of collection is included in attached PPLD Document #122221 – 7A).

The Library District has the capacity to receive, organize, store, and preserve this collection, which is important to Poughkeepsie and the surrounding community.

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign the Deed of Gift for the collections of the Barret Art Center as described in PPLD Document #122221 – 7A.

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

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

## Deed of Gift

Dutchess County Art Association, Inc., d.b.a. Barrett Art Center (hereinafter referred to as "DCAA"), the undersigned donor, hereby donate and convey to the Poughkeepsie Public Library District (hereinafter referred to as "PPLD"), subject to the Terms and Conditions attached hereto, all right, title, and interest that DCAA possesses in the physical property described in Section 2 of this Deed, below.

### 1. Donor Information

Dutchess County Art Association, Inc.  
55 Noxon Street, Poughkeepsie, New York, 12601  
(845) 471-2550  
info@barrettartcenter.org

Contact Person: Joanna Frang, Executive Director, DCAA  
Contact E-mail: director@barrettartcenter.org  
Additional Telephone Number: (845) 554-9259

### 2. Description of Property:

The Dutchess County Art Association Art & Archive Collection (hereinafter "DCAA Collection") is comprised solely of fine arts and archival collections with a link to Barrett House, the Barrett Family, and the DCAA itself, namely,

- Artwork art objects created by Thomas Weeks Barrett, Jr., (1902-1947)
- Artwork by other Barrett family members
- Artwork by other DCAA members
- Archival records of the Barrett family (c.1800-1956): correspondence, diaries, books, photographs, personal objects, ephemera
- Institutional records of the DCAA (1935-2021): correspondence, printed materials, and organizational records

### 3. Volume of Property:

The DCAA Collection is contained in archival storage boxes, 15 flat file drawers; framed works; paintings on stretchers; frames; and assorted unaffiliated artworks.

### 4. Significance of Gift to Poughkeepsie Public Library District:

Poughkeepsie-born artist Thomas Weeks Barrett, Jr. (1902-1947), founded the Dutchess County Art Association (DCAA) in 1935 and lived in his family home at 55 Noxon Street until his death in 1947. His artwork, the Barrett family archive, and DCAA records provide a unique record of art

and culture in the City of Poughkeepsie to the present.

Thomas W. Barrett, Jr. graduated from Poughkeepsie High School and later, the Boston Museum of Fine Arts School of Art in 1926. His creative energies and artwork centered on the Hudson Valley. Barrett worked professionally as a designer, painter, printmaker, and as a muralist for the Treasury Relief Art Project of the Works Progress Administration in the 1930s. As “American Scene” painters of the 1930s and 1940s, Barrett and other founding members of the DCAA fashioned a modern iteration of the region’s landscapes immortalized a century earlier by the founders of the nation’s first major art movement, the Hudson River School. Barrett and his contemporaries turned their artistic focus to the urban landscapes of cities along the Hudson as symbols of a new, modern American character. By the time the DCAA was founded in 1935, extraordinary national events, the Great Depression and the New Deal among them, framed their expanded vision of the role of art in American life.

The collection of Barrett’s artwork is documented in a preliminary Object List and includes Thomas W. Barrett, Jr.’s works from art school in Boston through his career in Poughkeepsie. This includes oil and gouache paintings on canvas and board, prints (numerous impressions and proofs), drawings, wallpaper designs, commercial illustrations from the 1920s, student sketchbooks, WPA mural sketches, and photographic studies.

The DCAA’s archival collection also contains Barrett Family papers, photos and ephemera (c. 1800 – 1956), including documents related to Katherine Emerson Stoutenburgh Barrett (1872-1964) and Elizabeth Barrett (1904-1974), including diaries, correspondence, and photographs. The full record of the DCAA chronicles the history of the arts in the City of Poughkeepsie, including exhibition catalogs and press clippings, correspondence and organizational records from 1935 to the present.

Thomas W. Barrett, Jr.’s primary goal for founding the DCAA was cultural and civic engagement. In his own words, he founded the DCAA to:

create a spirit of community pride and cooperation which would promote unity and understanding, be an important adjunct to the educational system...[and] broaden the opportunities of its people, on a youth and adult level, to serve the community and their fellow man. (TWB, to City of Poughkeepsie Common Council, November 18, 1945).

PPLD acquisition of the DCAA Collection will better preserve this important Poughkeepsie collection and enable public access to the collection through cataloging, exhibition, education programs, and scholarly research.

5. Special Considerations or Restrictions regarding Gift:

*None*

6. Date(s) when PPLD will take possession of material: DCAA will coordinate with PPLD staff on the transport of the collection from 55 Noxon Street to appropriate PPLD storage between December 16, 2021 and February 7, 2022.
7. Method and transportation of property from DCAA, 55 Noxon Street Poughkeepsie, NY 12601 to PPLD, 93 Market Street, Poughkeepsie, NY 12601: PPLD to provide mutually agreeable transportation.
8. Provenance:

The DCAA archival collections came to the organization as part of the bequest of the building from Elizabeth Barrett in 1974, and as such have an unbroken provenance to the house.

9. Future Gifts:

This instrument will also serve to convey any further gifts of materials that DCAA wishes to make to PPLD at a later date, and each gift will be described in an addendum.

**10. Terms and Conditions**

In desiring to further the purpose of the Poughkeepsie Public Library District to offer the community diverse services and programs resulting in an informed and educated public, and will promote lifelong learning, literacy, and reading, DCAA does hereby give and deliver to the PPLD the property described above as an unrestricted gift. This Deed transfers to PPLD, and its successors, and assigns all rights to possession, dominion, and control of said collection, including, if applicable, copyright. DCAA understands that the management, use, display, or disposition of my donation shall be in accordance with the professional judgment of the Board of Trustees and the Director of the PPLD. DCAA acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of PPLD.

To the best of our knowledge DCAA is the sole lawful owner of title to the DCAA Collection and has good and complete right, title, and interest including, unless otherwise specified, all transferred copyright, trademark, and related interest to give. DCAA further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that DCAA has the right to give or transfer the Property.

The materials are donated and accepted according to the following conditions.

**CONDITIONS OF GIFT:**

1. PPLD will provide a suitable depository for the materials and will house and maintain the same in

good order to ensure both preservation and accessibility. PPLD, however, shall have no liability for damage to or destruction of materials by fire, water, other casualty, or any cause whatsoever.

2. If at any time, PPLD, in its sole discretion, determines that it can no longer adequately house any of the Items or that any Item does not have permanent value or historic interest, then PPLD agrees to use reasonable efforts to contact Donor in order to determine the future disposition of items. In the event that PPLD, after employing reasonable efforts, is unable to successfully contact DCAA, or if DCAA is contacted and advises PPLD that it does not wish to have the Items returned, then PPLD may, in its sole discretion, sell or otherwise dispose of the Items as PPLD sees fit, and DCAA shall have no claim with respect thereto.
3. Researchers will, upon request, be supplied with duplications (photocopy, photo, and scan) of any items from the collection, unless such reproduction is specifically prohibited above. Such restrictions must have a date of termination.

IN WITNESS WHEREOF, I (we) have executed this Deed of Gift.

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Richard DuVall, Esq                      Date  
Treasurer  
Dutchess County Art Association

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Tom Lawrence                              Date  
Executive Director  
Poughkeepsie Public Library District