POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES
Wednesday, February 23, 2022
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants: Hogg and Schmitz

I.   Call to Order, Roll Call, Approval of the Agenda *(D. Blazek)*

II. Public Comment on Agenda Items

III. Board Education: None

IV. Minutes of Previous Meeting(s)
   A. January 26, 2022 *(T. Lawrence; #022322 – 1)*

V.   Financial Report(s)
   A. January 2022 *(B. Lynch; #022322 – 2)*
   B. Approval of Monthly Warrant *(B. Lynch; #022322 – 2.1; to be distributed prior to the meeting)*

VI. Operational Reports
   A. Administrative Report and Statistics *(Staff; #022322 – 3)*
   B. President's Report *(D. Blazek)*
   C. Board Committee Reports *(Committee Chairs)*
   D. Friends of PPLD *(G. Mann)*

VII. Board Action
   A. Personnel Actions *(T. Lawrence, #022322 – 4)*
   B. Unfinished/Old Business
   C. New Business
      1. Acknowledgement of NYS Annual Report Review *(T. Lawrence; 022322 – 5; to be distributed)*
      2. Authorization to Sign: Annual PPLD – FPPLD Support Agreement *(T. Lawrence; 022322 – 6; to be distributed)*

VIII. Open Comment
   A. Board Comment
   B. Public Comment on General Library District Affairs

   Adjournment

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of January 26, 2022

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Trustee Hogg arrived at 7:45pm.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Eagleton, Fitzgibbons.
- **VOTE:** 9 – 0 – 0

II. **Public Comment on Agenda Items:** No comment.

III. **Board Education:** Library District Legislation and By-Laws Review. Lawrence explained the relevant legislation and reviewed the Library District By-Laws.

IV. **Approval of Previous Record/Meeting(s)**

A. December 22, 2021 (PPLD Document #012622 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 22, 2021.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. January 3, 2022 (PPLD Document #012622 – 1.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 3, 2022.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. **Approval of Financial Actions**

A. December 2021 Financial Activity Report (PPLD Document #012622 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2021 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Schmitz.
- **Discussion:** Lynch explained the origins of some of the larger revenue figures.
- **VOTE:** 10 – 0 – 0

C. **Approval of Monthly Warrant (PPLD Document #012622 – 2.1)**

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

    Vouchers 62001 to 62258 in Warrant 20220127 totaling $571,636.13

    And that the Board of Trustees authorize the following transfers:

    $460,000 from Davis Account,
    $828,000 from Special Revenue, and
    $260,000 from Debt Service to Money Market

- **Moved/Seconded:** Ryan, Blazek.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** Hogg and Schmitz

VI. **Operational Reports**

A. **Administrative Reports & Statistics (PPLD Document #012622 – 3)**

- Torres reported on the coat drive.
- Vredenburg discussed opening plans for the new branch; work that has been done or still needs to be done; and Rover lobby visits.
- Sullivan explained delays plaguing the installation of the new branch technology infrastructure.
- Thompson reported on in person and virtual programs; progress on the Barrett collection; and the Spanish Literacy program being created.
- Blovat talked about the volume of work being done by Technical Services preparing for the new branch and challenges keeping the circulation desk covered during staffing shortages. The staff rallied and found a way to cover for those needing to be out of work for various reasons.
- Lawrence discussed mask mandate confusion; mask protests; an upcoming Oaxaca exhibit; numerous upcoming programs; staffing challenges; the Emergency Connectivity Fund grant; and bringing the Board to see the new branch.

B. **President's Report:** President Blazek commented on the Friends Board meeting that she attended. She encourages the other board members to sign up to attend meetings throughout the year as well.

C. **Board Committee Reports (PPLD Document #012622 – 3.3)**

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on updating the fire system and the resulting budget revision.

D. **Friends of PPLD:** President Mann reported on the challenges of staffing a thriving bookstore and the need for more volunteers.

VII. **Board Action**

A. **Personnel Actions: (PPLD Document #012622 – 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
Veronica Morgan	Librarian I	Resignation	1/21/2022	NA
Ryan Moore	Custodial Worker	Permanent Appointment	2/13/2022	NC

- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

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

C. **New Business:**

1. **Proposed Revisions to 2022 Budget (PPLD Document #012622 – 5)**

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions (#1) to the 2022 Poughkeepsie Public Library District's budget as presented in PPLD Document #012622 – 5A.

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

C. **Discussion:** Lawrence explained the reason for the changes. Some discussion ensued.

D. **VOTE:** 10 – 0 – 0

VIII. Open Comment
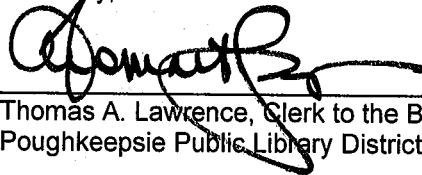
A. **Board Comment:** Trustee Fitzgibbons thanks the Friends for the $50,000 they recently gave to the Poughkeepsie Public Library District. And she gives thanks to the staff for dealing with all the challenges of dealing with COVID issues.

B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:31 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 23, 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
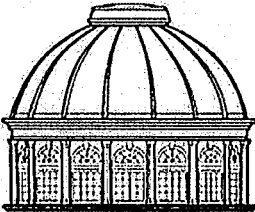
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of January 2022 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2022 Financial Activity.

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

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

November 2015

The following information was generated through the use of the "Train" Database while we await final year end audited balances. The audited 2021 year-end report will be presented at the April 2022 Board of Trustees meeting.

General Fund (Fund A; $618,503)

- Receipts for the month totaled $9,042.49 which included $1,878 in library charges, $75 in interest and $75 in donations.
- Receipts also included Inter-fund loans from the Special Revenue Fund ($828,000) and the Debt Service Fund ($260,000) and a transfer from the Davis Money Market account ($460,000). These are operating loans while we await tax revenue from the City and Town of Poughkeepsie
- Disbursements for the month totaled $511,195 which included $422,838 in salary and benefit expenses.
- Disbursements also included a wire transfer of $584,434 for the accrued NYS Retirement System payment.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund $ 6,019
  - McCalley Fund   52,000

Special Revenue Fund (Fund CM; $901,487)

- Receipts for the month included $77 interest as well as market change in the Wojtecki account.
- Disbursements include the aforementioned interfund transfer of $828,000 to the General Fund.
- 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; $489,733)

- 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; $275,801)

- Receipts for the month included interest in the amount of $24.
- Disbursements include the aforementioned interfund loan of $260,000 to the General Fund.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
January 2022

No modifications or transfers to report for January

GENERAL FUND YEAR TO DATE (YTD)
EXPENSE REPORT JANUARY 2022

FOR 2022 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,375,249	172,943.31	172,943.31	3,578,746.30	623,559.39	85.7%
22 EQUIP & CAPITAL OUTL	76,500	76,500	589.66	589.66	9,985.26	65,925.08	13.8%
30 MATERIALS	556,780	556,780	21,024.34	21,024.34	69,142.79	466,612.87	16.2%
32 INFORMATION SVC	67,959	67,959	5,795.00	5,795.00	.00	62,164.00	8.5%
50 OPERATIONS	1,549,736	1,549,736	60,949.06	60,949.06	313,180.28	1,175,606.80	24.1%
51 AUTOMATION	136,208	136,208	.00	.00	.00	136,208.00	.0%
91 EMPLOYEE BENEFITS	1,839,020	1,839,020	249,894.56	249,894.56	999,385.76	589,739.68	67.9%
92 DEBT SER	1,279,201	1,279,201	.00	.00	.00	1,279,201.00	.0%
GRAND TOTAL	9,880,653	9,880,653	511,195.93	511,195.93	4,970,440.39	4,399,016.82	55.5%

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

WARRANT: 20220127 01/27/2022   **DUE DATE:** 01/27/2022

FUND	ORG			ACCOUNT			AMOUNT	AVLB BUDGET
A	A	General Fund	A	.0000.000.00.26000 .		Accounts Payable	39,977.79	
A	A	General Fund	A	.0000.000.00.26021 .		Benefits Exchange	6,841.87	
A	A	General Fund	A	.0000.000.00.26030 .		General Fund Exchange	636.87	
A	A00000	General Fund Expen	A	.7410.000.00.52800 .		Furniture,Fixtures & E	589.66	934.45
A	A00000	General Fund Expen	A	.7410.000.00.54300 .		Office & Library Suppl	212.01	2,711.63
A	A00000	General Fund Expen	A	.7410.000.00.54340 .		PR & PRINTING - GENERA	197.49	53.19
A	A00000	General Fund Expen	A	.7410.000.00.54353 .		Cont Ed/Webinar	85.00	884.81
A	A00000	General Fund Expen	A	.7410.000.00.54356 .		Mileage Reimbursement	7.06	-150.15
A	A00000	General Fund Expen	A	.7410.000.00.54370 .		Professional Fees - Ge	84.00	-1,626.66
A	A00000	General Fund Expen	A	.7410.000.00.54370	.A232	Prof Fees - BRD Wastew	14,533.31	-2,399.90
A	A00000	General Fund Expen	A	.7410.000.00.54530	.A204	Rental-Staff Parking(C	314.06	188.00
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	2,039.40	783.30
A	A00000	General Fund Expen	A	.7410.000.00.54694 .		Other Operational Expe	250.00	530.00
A	A00000	General Fund Expen	A	.7410.000.00.54694	.C814	Other Oper Exp-Bookmob	385.00	973.37
A	A00000	General Fund Expen	A	.7410.000.00.54710 .		Vehicle Operations	97.76	199.09
A	A00000	General Fund Expen	A	.7410.000.00.59045 .		Life Insurance	868.44	1,872.16
A	A00000	General Fund Expen	A	.7410.000.00.59055 .		Disability Insurance	1,034.21	-984.16
A	A00000	General Fund Expen	A	.7410.000.00.59060 .		Medical Insurance	194,828.96	6,270.43
A	A00000	General Fund Expen	A	.7410.000.00.59061 .		Medicare B Reimb	2,857.60	-1,501.80
A	A00000	General Fund Expen	A	.7410.000.00.59089 .		Employee Benefits Othe	1,992.00	519.75
A	A10000	Administration	A	.7410.100.00.54292	.A125	MUSEUM PASS PROGRAM	1,415.00	935.00
A	A10000	Administration	A	.7410.100.00.54370 .		Professional Fees - Ad	1,359.66	5,959.34
A	A11100	CLDA Reimbursable	A	.7410.111.00.54100	.A211	CBA Books - Digital	47,868.47	-119.41
A	A11100	CLDA Reimbursable	A	.7410.111.00.54310 .		Telephone Central Libr	86.19	.00
A	A20000	Building Services	A	.7410.200.00.54300 .		Custodial Supplies	581.20	-381.97
A	A20000	Building Services	A	.7410.200.00.54370 .		Professional Fees- Bld	537.10	39.80
A	A20000	Building Services	A	.7410.200.00.54390 .		Rental, Repair & Maint	219.00	425.01
A	A20000	Building Services	A	.7410.200.00.54690 .		Snow Removal - Patron	2,422.48	2,150.50
A	A20000	Building Services	A	.7410.200.00.54690	.A204	Snow Removal - Staff C	1,604.48	3,101.40
A	A20000	Building Services	A	.7410.200.00.54690	.A222	Snow Removal - 96 Mark	1,764.67	128.00
A	A20000	Building Services	A	.7410.200.00.54691 .		HVAC-MECH/ELEC/PLUMBIN	383.00	5,095.76
A	A20000	Building Services	A	.7410.200.00.54693 .		Other Oper-Trash	570.94	-399.82
A	A20300	Greene Services	A	.7410.203.02.52800 .		Furniture,Fixtures & E	423.98	1,806.64
A	A20300	Greene Services	A	.7410.203.02.54100 .		BOOKS	22,727.71	-5,777.78
A	A20300	Greene Services	A	.7410.203.02.54100	.A211	Books-Digital	675.45	3,306.41
A	A20300	Greene Services	A	.7410.203.02.54292 .		PROGRAMMING	20,000.00	33.01
A	A20300	Greene Services	A	.7410.203.02.54292	.A211	PROGRAMMING-Digital	226.64	313.19
A	A20300	Greene Services	A	.7410.203.02.54370	.A232	Prof Fees-BRD Wastewat	125,896.94	.00
A	A30000	Advancement Servic	A	.7410.300.00.54292	.A101	Big Read Programming	141.60	1,154.01
A	A30000	Advancement Servic	A	.7410.300.00.54340 .		PR & Printing- Rotunda	1,300.00	-1,976.68
A	A30000	Advancement Servic	A	.7410.300.00.54370 .		Professional Fees	591.98	376.75
A	A41000	Adult Services	A	.7410.410.00.54291 .		PPLD Databases	5,795.00	7.37
A	A41000	Adult Services	A	.7410.410.00.54292 .		Programming Adult Svc	2,583.26	381.18
A	A41000	Adult Services	A	.7410.410.00.54370 .		Professional Fees - Ad	5,026.75	.00
A	A41000	Adult Services	A	.7410.410.00.54390 .		RRM - ADULT SERVICES	2,175.00	.00
A	A43000	Borrower Services	A	.7410.430.00.54356 .		Mileage Reimb-Extensio	76.72	226.69
A	A44000	Collection Service	A	.7410.440.00.54100 .		Collection Serv Books	262.40	-4,697.83
A	A44000	Collection Service	A	.7410.440.00.54100	.A211	Collection Serv- Books	3,673.55	3,493.21

WARRANT: 20220127 01/27/2022   DUE DATE: 01/27/2022

FUND ORG		ACCOUNT			AMOUNT	AVLB BUDGET
A	A44000	Collection Service A	.7410.440.00.54100	.A228	BOOKS - DC Reads	17.50	4,627.94
A	A44000	Collection Service A	.7410.440.00.54110 .		Collection Serv Video	599.49	18.63
A	A44000	Collection Service A	.7410.440.00.54110	.A211	VIDEO & FILMS - DIGITA	13,372.54	-2,356.22
A	A44000	Collection Service A	.7410.440.00.54120 .		Music & Audio	1,571.73	-1,070.85
A	A44000	Collection Service A	.7410.440.00.54120	.A211	MUSIC & AUDIO - DIGITA	8,487.00	197.40
A	A44000	Collection Service A	.7410.440.00.54130	.A211	SERIALS - DIGITAL	4.00	91.10
A	A44000	Collection Service A	.7410.440.00.54370 .		Collections Agency Fee	205.85	392.00
A	A45000	Youth Services A	.7410.450.00.54292 .		Programming Youth	230.97	-370.25
A	A46000	YA Services A	.7410.460.00.54292 .		Programming YA	862.75	-379.59
A	A50000	Business Office A	.7410.500.00.54370 .		Professional Fees - Bu	4,482.80	.00
A	A60000	Information Tech A	.7410.600.00.54370 .		Professional Fees- Sof	399.20	-6,579.64
A	A60000	Information Tech A	.7410.600.00.54390 .		Rental, Repair & Maint	13.61	355.99
A	A71000	Adriance A	.7410.710.00.54131 .		Newspapers	197.70	285.57
A	A71000	Adriance A	.7410.710.00.54310 .		Telephone Adriance	649.80	127.33
A	A71000	Adriance A	.7410.710.00.54320 .		Internet Services Adri	5,725.44	3,279.05
A	A71000	Adriance A	.7410.710.00.54320	.A235	Internet Serv-Hot Spot	832.30	4,966.65
A	A71000	Adriance A	.7410.710.00.54330 .		Postage AML	6.44	1,853.31
A	A71000	Adriance A	.7410.710.00.54500 .		Fuel & Utilities AML	7,477.06	433.23
A	A73000	Boardman Road Bran A	.7410.730.00.54131 .		Newspapers - Boardman	129.30	-95.16
A	A73000	Boardman Road Bran A	.7410.730.00.54310 .		Telephone - Boardman	111.80	852.04
A	A73000	Boardman Road Bran A	.7410.730.00.54320 .		Internet Services- Boa	2,101.88	44.08
A	A73000	Boardman Road Bran A	.7410.730.00.54500 .		Fuel & Utilities -Boar	1,583.64	-3,052.50
A	A74000	Family Partnership A	.7410.740.00.54530 .		RENTAL OF QUARTERS - F	3,551.67	34,044.99

                                                      FUND TOTAL   571,636.13

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                                         WARRANT SUMMARY TOTAL   571,636.13
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                                              GRAND TOTAL   571,636.13
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munis
a tyler erp solution

GENERAL FUND YEAR TO DATE (YTD)
REVENUE REPORT JANUARY 2022

FOR 2022 01

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,989,144	6,989,144	.00	.00	6,989,144.00	.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,279,201	1,279,201	.00	.00	1,279,201.00	.0%
42082 LIBRARY CHARGES	40,000	40,000	1,877.61	1,877.61	38,122.39	4.7%
42401 INTEREST EARNINGS	25,000	25,000	75.27	75.27	24,924.73	.3%
42705 DONATIONS	54,833	54,833	257.70	257.70	54,575.30	.5%
42752 ANNUAL APPEAL	35,000	35,000	.00	.00	35,000.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760 GRANTS	83,001	83,001	.00	.00	83,001.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	.00	.00	173,000.00	.0%
42777 E RATE INCOME	45,000	45,000	.00	.00	45,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	.00	.00	15,000.00	.0%
43840 CENTRAL LIBRARY DEVELOPMENT	191,888	191,888	.00	.00	191,888.00	.0%
43841 CENTRAL BOOK AID	65,891	65,891	.00	.00	65,891.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	.00	.00	23,906.00	.0%
45031 TRANSFERS IN	714,786	714,786	.00	.00	714,786.00	.0%
GRAND TOTAL	9,817,633	9,817,633	9,042.49	9,042.49	9,808,590.51	.1%

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

TRAIN DATABASE Feb 17 2022

BALANCE SHEET FOR 2022 1

FUND: A GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	A	12010	General Fund Operating	-363.24	2,377.58
	A	12020	General Fund Payroll	-53.00	3,127.23
	A	12023	General Fund Money Market	72,479.64	487,585.54
	A	12040	Credit Card Transactions	-216.63	1,153.40
	A	12051	Flex 125 Money Market	751.82	6,141.78
	A	12100	Petty Cash	363.24	5,733.67
	A	12101	Cash in Machines	.00	502.00
	A	12300	Cash Special Reserves	-459,956.78	6,018.79
	A	13501	Grants Receivable	.00	1,425.78
	A	13910	Due From Other Funds	.00	104,437.10
			TOTAL ASSETS	**-386,994.95**	**618,502.87**
LIABILITIES					
	A	26000	Accounts Payable	39,977.79	-976.80
	A	26012	Payroll Liabilities	152,739.25	.00
	A	26020	Flex125 Exchange	-751.42	-5,751.40
	A	26021	Benefits Exchange	3,666.03	4,438.12
	A	26030	General Fund Exchange	636.87	-776.56
	A	26100	State Retirement Exchange	.00	88.00
	A	26300	Due To Other Funds	-1,088,000.00	-1,087,999.60
	A	26370	State Retirement Accrual	534,501.54	134,162.27
	A	26910	Deferred Revenues	.00	-19,000.00
			TOTAL LIABILITIES	**-357,229.94**	**-975,815.97**
FUND BALANCE					
	A	35100	Budgeted Revenues	9,817,633.00	9,817,633.00
	A	35210	Encumbrances (+ PYCF)	4,736,999.67	5,055,706.66
	A	35220	Expenditures (+ PYCF)	753,267.38	753,267.38
	A	38210	Encumbrance Reserve (+ PYCF)	-4,736,999.67	-5,055,706.66
	A	38670	Compensated Absences Reserve	.00	-47,000.00
	A	39090	Unreserved Fund Balance	378,970.61	256,379.61
	A	39110	Fund Balance Start of Year	.00	348,276.53
	A	39600	Appropriations (+ PYCF)	-10,196,603.61	-10,196,603.61
	A	39800	Revenues Received	-9,042.49	-9,042.49
	A	39915	Assign for future prgrms	.00	-565,597.32
			TOTAL FUND BALANCE	**744,224.89**	**357,313.10**
			TOTAL LIABILITIES + FUND BALANCE	**386,994.95**	**-618,502.87**

TRAIN DATABASE Feb 17 2022

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BALANCE SHEET FOR 2022 1

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	-827,923.28	512.54
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	826,921.58	900,699.16
		TOTAL ASSETS		-1,001.70	901,486.78
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	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	-698,766.77
	CM	39800	Revenues	1,001.70	1,001.70
		TOTAL FUND BALANCE		1,001.70	-697,765.07
	TOTAL LIABILITIES + FUND BALANCE			1,001.70	-901,486.78

BALANCE SHEET FOR 2022 1

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: H		CAPITAL PROJECT FUND			
ASSETS					
	H	12010	Checking (Capital 23213)	.00	38.83
	H	12044	Designated Gifts & Grants	.00	85.83
	H	12200	Cash From Obligations	.02	492.24
	H	13502	Discount Pledge Receivable	.00	.30
	H	13910	Due From Other Funds	.00	38,385.79
		TOTAL ASSETS		.02	39,002.99
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	39110	Fund Balance Unreserved	.00	19,095.64
	H	39600	Appropriations	.00	-252,715.39
	H	39800	Revenues	-.02	-.02
		TOTAL FUND BALANCE		-.02	19,095.62
	TOTAL LIABILITIES + FUND BALANCE			-.02	-39,002.99

BALANCE SHEET FOR 2022 1

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: PN PERMANENT FUND					
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	-1,078.42	377,902.66
	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		-1,078.42	489,733.38
LIABILITIES					
	PN	26300	Due to other funds	1,078.42	-10,915.53
		TOTAL LIABILITIES		1,078.42	-10,915.53
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
		TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE			1,078.42	-489,733.38

BALANCE SHEET FOR 2022 1

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: V DEBT SERVICE FUND					
ASSETS					
	V	12230	Cash, Res Bond Indebtedness	-259,975.72	2,075.49
	V	13910	DUE FROM OTHER FUNDS	260,000.00	273,726.00
			TOTAL ASSETS	24.28	275,801.49
LIABILITIES					
	V	26300	DUE TO OTHER FUNDS	.00	54,217.64
			TOTAL LIABILITIES	.00	54,217.64
FUND BALANCE					
	V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
	V	39110	Fund Balance Unreserved	.00	-310,713.85
	V	39800	Revenues	-24.28	-24.28
			TOTAL FUND BALANCE	-24.28	-330,019.13
			TOTAL LIABILITIES + FUND BALANCE	-24.28	-275,801.49
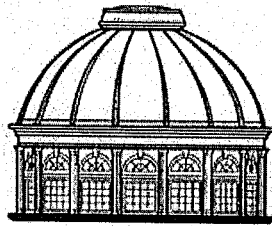
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2022 to 2021 to 2020

	Current Year: 2022				Previous Year: 2021				Compare: '22 to '21		Previous Year: 2020				Compare: '22 to '20	
	Jan	% of Total	YTD	% of Total	Jan	% of Total	YTD	% of Total	Change	% Change	Jan	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,189	26.12%	5,189	26.12%	5,489	23.55%	5,489	23.55%	-300	-5.47%	5,824	24.99%	5,824	24.99%	-635	-10.90%
Adult Non-Fiction	3,804	19.15%	3,804	19.15%	3,724	15.98%	3,724	15.98%	80	2.15%	5,070	21.76%	5,070	21.76%	-1,266	-24.97%
Fiction - Juvenile	4,364	21.97%	4,364	21.97%	5,423	23.27%	5,423	23.27%	-1,059	-19.53%	5,603	24.04%	5,603	24.04%	-1,239	-22.11%
Non-Fiction - Juvenile	1,068	5.38%	1,068	5.38%	1,518	6.51%	1,518	6.51%	-450	-29.64%	1,714	7.36%	1,714	7.36%	-646	-37.69%
Periodicals	158	0.80%	158	0.80%	211	0.91%	211	0.91%	-53	-25.12%	230	0.99%	230	0.99%	-72	-31.30%
Periodicals - Juvenile	28	0.14%	28	0.14%	27	0.12%	27	0.12%	1	3.70%	31	0.13%	31	0.13%	-3	-9.68%
Print Subtotal	14,611	73.56%	14,611	73.56%	16,392	70.34%	16,392	70.34%	-1,781	-10.87%	18,472	79.27%	18,472	79.27%	-3,861	-20.90%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
ILL	1	0.01%	1	0.01%	9	0.04%	9	0.04%	-8	-88.89%	13	0.06%	13	0.06%	-12	-92.31%
Soundrecordings	596	3.00%	596	3.00%	641	2.75%	641	2.75%	-45	-7.02%	1,268	5.44%	1,268	5.44%	-672	-53.00%
Videorecordings	3,860	19.43%	3,860	19.43%	5,161	22.15%	5,161	22.15%	-1,301	-25.21%	8,957	38.44%	8,957	38.44%	-5,097	-56.91%
Media	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!	3	0.01%	3	0.01%	-3	-100.00%
Software	6	0.03%	6	0.03%	12	0.05%	12	0.05%	-6	-50.00%	8	0.03%	8	0.03%	-2	-25.00%
Equipment/Realia	24	0.12%	24	0.12%	6	0.03%	6	0.03%	18	300.00%	4	0.02%	4	0.02%	20	500.00%
Suppressed Items	33	0.17%	33	0.17%	25	0.11%	25	0.11%	8	32.00%	31	0.13%	31	0.13%	2	6.45%
Videorecordings - Juvenile	359	1.81%	359	1.81%	397	1.70%	397	1.70%	-38	-9.57%	1,386	5.95%	1,386	5.95%	-1,027	-74.10%
Audiorecordings - Juvenile	43	0.22%	43	0.22%	70	0.30%	70	0.30%	-27	-38.57%	177	0.76%	177	0.76%	-134	-75.71%
Media - Juvenile	87	0.44%	87	0.44%	102	0.44%	102	0.44%	-15	-14.71%	207	0.89%	207	0.89%	-120	-57.97%
Software - Juvenile	9	0.05%	9	0.05%	24	0.10%	24	0.10%	-15	-62.50%	18	0.08%	18	0.08%	-9	-50.00%
Non-Print Subtotal	5,018	25.26%	5,018	25.26%	6,447	27.67%	6,447	27.67%	-1,429	-22.17%	12,072	51.80%	12,072	51.80%	-7,054	-58.43%
Online Renewals	235	1.18%	235	1.18%	464	1.99%	464	1.99%	-229	-49.35%	334	1.43%	334	1.43%	-99	-91.62%
Total	19,864		19,864		23,303		23,303		-3,439	-14.76%	30,878		30,878		-11,014	-35.67%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2022

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,629	0	0	0	0	0	0	0	0	0	0	0	19,629
Physical Items - Renewals	235												235
Digital Content	9,482	0	0	0	0	0	0	0	0	0	0	0	9,482
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	29,346	0	0	0	0	0	0	0	0	0	0	0	29,346

PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,463	0	0	0	0	0	0	0	0	0	0	0	4,463
Boardman Road	2,164	0	0	0	0	0	0	0	0	0	0	0	2,164
Total	6,627	0	0	0	0	0	0	0	0	0	0	0	6,627

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	787	0	0	0	0	0	0	0	0	0	0	0	787
Boardman Road	121	0	0	0	0	0	0	0	0	0	0	0	121
Spanish Language Assistance	22	0	0	0	0	0	0	0	0	0	0	0	22
Total	930	0	0	0	0	0	0	0	0	0	0	0	930

ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	9,997	0	0	0	0	0	0	0	0	0	0	0	9,997
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	2,085	32,630
Calendar Hits - Recite Me	341												341
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	27,221	25,216	25,733	24,663	24,404	323,729
Total	39,708	30,820	32,496	29,698	27,314	32,592	32,357	31,224	27,980	28,423	27,596	26,489	366,697

PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,479	0	0	0	0	0	0	0	0	0	0	0	4,479
Boardman Road	1,392	0	0	0	0	0	0	0	0	0	0	0	1,392
Total	5,871	0	0	0	0	0	0	0	0	0	0	0	5,871

PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	29	0	0	0	0	0	0	0	0	0	0	0	29
Boardman Road	6	0	0	0	0	0	0	0	0	0	0	0	6
Total	35	0	0	0	0	0	0	0	0	0	0	0	35

NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	38	57	40	58	56	0	50	1	0	0	36	369

PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	197												197
Community Engagement	0												0
Non-Library District	0												0
Exams Proctored	14												14
MAP Passes	9												9
Rover Bookmobile Stops	3												3
Total	223	0	0	0	0	0	0	0	0	0	0	0	223

PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,728												1,728
Community Engagement	0												0
Non-Library District	0												0
Drop-In Room Use	79												79
Rover Bookmobile	30												30
Total	1,837	0	0	0	0	0	0	0	0	0	0	0	1,837

GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	0	0	0	0	0	0	0	0	0	0	0	10,348
Boardman Road	8,838	0	0	0	0	0	0	0	0	0	0	0	8,838
Total - 2021	19,186	0	0	0	0	0	0	0	0	0	0	0	19,186

GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	9,598	132,330
Total - 2020	19,903	17,597	24,069	20,359	19,040	20,301	24,280	21,814	17,627	23,984	16,214	18,812	244,000
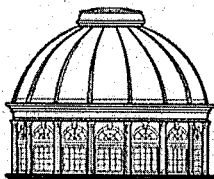
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Karen Blovat Librarian I   **Time Period of Report:** January 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services: Tour of Sadie Peterson Delaney branch.

Technical Services: 1. Inserting book plates into new books. 2. Continue to work on receiving books for the new branch.

Intended Outcomes of Focus Activity:

Borrower Services: To show Borrower Services staff the new branch as well as the rest of the building it is in and to discuss the impact of the new branch on staff.

Technical Services: 1. To put book plates into $1500 worth of new books. They will do this every year for ten years in honor of Mr. and Mrs. Occhialino, whose sons made the donation. 2. To process new books for the new branch as quickly as possible.

Manager Observation of Activity and Outcomes:

Borrower Services: Staff took a tour of the new branch and building, asking many questions about number of staff that will be scheduled each shift, days and hours of operation, whether we will be hiring new staff, etc. Everyone was impressed with the space and several staff indicated interest in working there.

Technical Services: 1. Staff inserted books plates into books and then took some pictures for Gareth to send to the family. 2. Technical Services was extremely busy for the month and are getting through the processing of the books for the new branch, but still have a lot to do.

Impact of Activity:

Borrower Services: Staff got to see the new space and discuss the impact on Borrower Services.

Technical Services: 1. People will be able to see the donation made for Mr. and Mrs. Occhialino. 2. The books for the new branch will be ready for the opening.

Other Departmental Activity to Note:
Borrower Services helped distribute the Amor Towles tickets at Adriance. Staff at Adriance and Boardman helped distribute the AARP tax packets, which took time in patron interaction, both in person and on the phone.
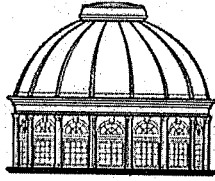
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst   **Time Period of Report** January 2022

Department: Information / Technologies

Report Focus Area of Activity:

IP Phone purchase setup and programing for Partnership branch is completed.

Setup and programing of AARP tax aid routers to maintain security and privacy completed

Intended Outcomes of Focus Activity:

NA

Manager Observation of Activity and Outcomes:
        Ongoing.

Impact of Activity:
        Ongoing.
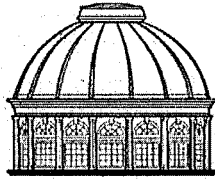
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Kira Thompson, Head of Adult Services   **Time Period of Report:** January 2022

Department: Adult Services

Report Focus Area of Activity:

1. PCC – Debbie Minnerly is preparing to retire in April of 2022, so the PCC has been working to organize its records and plan a schedule out through June in preparation for a new Technology Instructor; job posting was made in early February
2. Local History –
   a. LH Staff has been familiarizing themselves with ContentDM and will participate in more training to order fully understand the product and its capabilities.
   b. Acquisition agreement for the DCAA/Barrett Collection has been fully executed and staff is preparing library space both onsite and offsite for receipt of the collection
3. Spanish Language Services – Elva C. is working with the Mexican Consulate to help create the first 'Plaza Comunitaria' in the Hudson Valley; a Spanish language literacy program for adults
4. Collections – Staff have spent time this month to streamline continuations orders for BRD & ADR, will work further to evaluate the current list of continuations orders

Intended Outcomes of Focus Activity:

1. PCC - To have a smooth transition between retiring staff and new hire, with some overlap time for training and shadowing of the current instructor
2. Local History -
   a. To transition our digital collection from open source Omeka to a ContentDM based database and platform, with greater capacity for content and more robust indexing and searching capabilities
   b. Receive and describe the entirety of the DCAA/Barrett Collection, by end of Feb early March 2022
3. Spanish Language Services - Staff will ultimately recruit volunteers, provide them with training, and then oversee an adult literacy program in Spanish
4. Collections - Make more efficient the procedures for purchasing and receiving materials that are automatically ordered each year, while eliminating any wasteful spending by removing titles no longer deemed necessary for the good of the collection

Manager Observation of Activity and Outcomes:

Staff have been making admirable efforts to start the new year by creating new initiatives, working on cleaning up records, and preparing for incoming new hires.

Impact of Activity:

Much of the work going on behind the scenes this month is in preparation for events on the horizon, so the major impact is either incremental or remains to be seen. Everyone is primarily laying the groundwork right now for things that will come to fruition later on in the year.

Other Departmental Activity to Note:

The Reference desk remains active, most especially from the mid morning through the afternoon. We had a few issues with mask compliance, though by and large patrons have been wearing masks already or happy to accept one if asked. Services requested revolve largely around technology assistance: printing, faxing, copying, formatting documents, filling out online forms, and assistance with elibrary services.
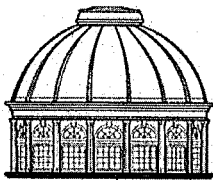
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: John Torres- Head of Youth Services   **Time Period of Report:** February 2022

Department: Youth Services

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

Intended Outcomes of Focus Activity:

The YS department is currently going through a small shift with one of our Ft librarians resigning. We are currently going through the interview process with several candidates and hope to have a decision within the next week.

With an increase in the number of early literacy and afternoon programs we are doing at Adriance I have been thinking of ways to utilize our space better. The Cavallaro room has been given a small face lift to make it more child friendly and we have been hosting more programs in our story nook area. The staff are currently in the process of coming up with ideas for our Spring programming session.

On Saturday, February 5th the library hosted a "Cardboard Challenge" for Take your child to the library day. Thanks to the donations of PPLD staff we had over 200 cardboard containers of various sizes and shapes. We had 22 children come participate in the program and made everything from cars to suits of armor.

Over at Boardman Rd the library staff continue to help out with the afternoon barrage of Lourdes HS students. From 2-4:30PM there are 30-45 students coming through the library. The student aren't looking for programs, just a space they can use while they wait for pickup and the library is providing that space while also trying to maintain a quiet atmosphere in the rest of the library.

Manager Observation of Activity and Outcomes:

Impact of Activity:

Other Departmental Activity to Note:
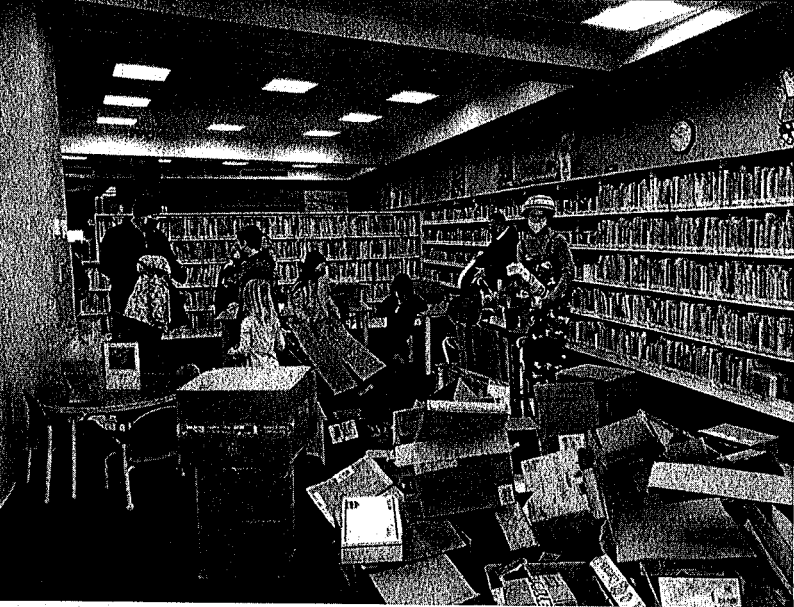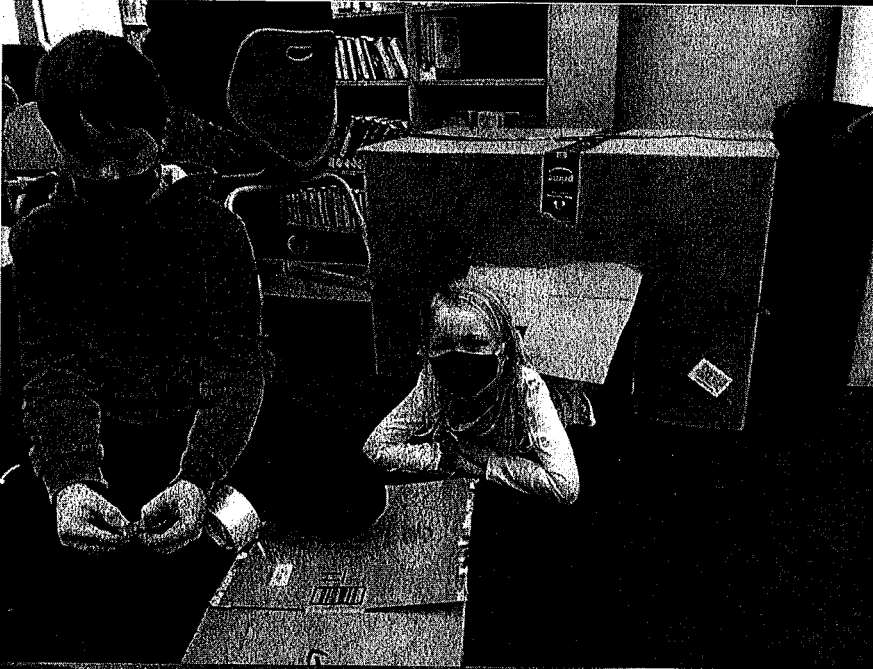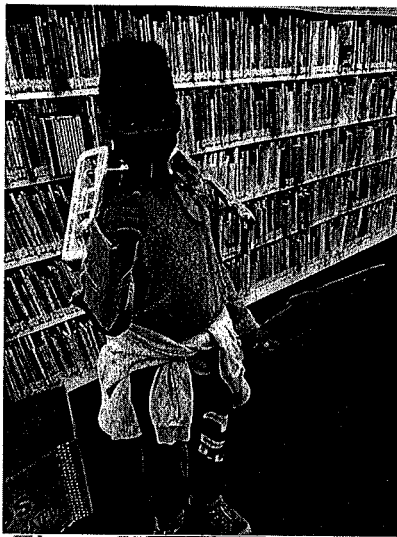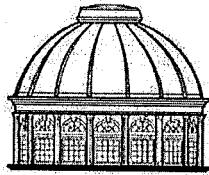
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: Dec/Jan 2021

Department: Branch and Extension Services

Rover:

Rover is now roving to Senior living facilities on Thursdays. Jan 6th was our first trip out with Extension Services Staff. This was our first venture with Lobby Stops. New Large Print books were ordered and processed. And Rover was stocked the day before going out. The shelving in Rover is very convenient for removal and addition. The lift on Rover has been repaired and functions very well. While we were there, we checked out 12 books, had 5 Seniors get library cards, and also had one staff library card inquiry- All books checked out were large print and all author requests were able to be fulfilled. All stops are subject to change however, depending on regulations for health and safety.
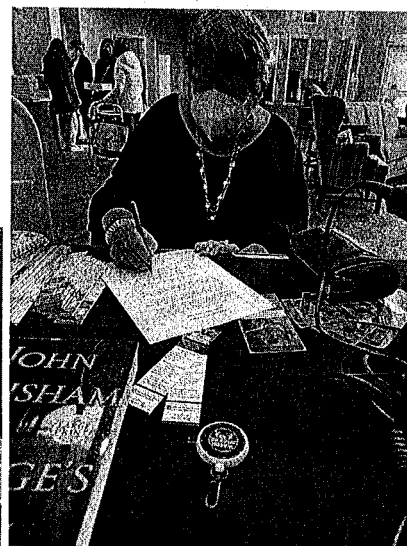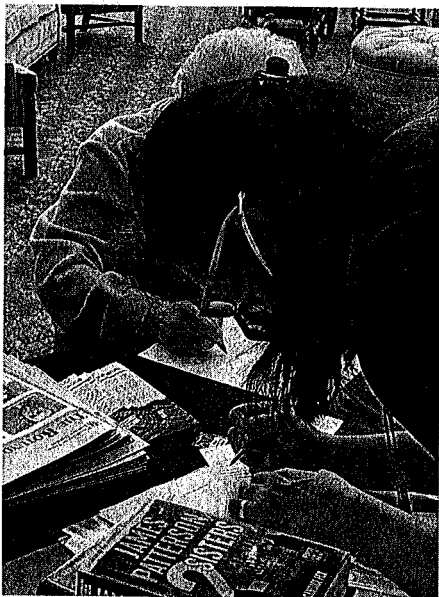
Family Partnership Center:

Books for the new library are continuing to come in and are getting processed as we go. Staff is currently scheduling time for tours of the facility and the new library space. Signage for the new library is now being considered. The new Cash register has been ordered and we are waiting for its arrival. Jan. 11th, Borrower Services will have their Department meeting in the new library space.

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. We are currently in the process of rearranging the storage area for the books to make the donations more accessible for staff as they fill their weekly quota.

Boardman:
The large pipeline project work has been completed. We continue to have teens visit after school.

Storywalk Project:
Plans are in the works to create storywalks for local schools that will be up in May. Dutchess County Health is partnering for an event in June to be held hopefully at t Sadie Peterson Library branch.
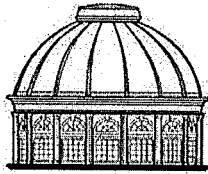
DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator
Time Period of Report: For the month of January

Department: Youth Services

Report Focus Area of Activity:

Early Literacy

The main thing I have been working on this past month is the planning for the 75 early literacy backpacks that will be purchased with the County early literacy grant we received recently. These packs will be distributed among all pre-k children in the PCSD and some area daycares during the grant period. When the grant period ends, we will split them up and have them available for checkout at all three branches.

The plan is to have 3 sets of 25 packs. Each pack will contain 5 books, both fiction and nonfiction, and one bilingual/Spanish book; an early literacy toy; handouts for parents - a kindergarten checklist and some early literacy activities to do with their child. These tips are prepared by the children's librarians, translated into Spanish by Sandra, our bilingual assistant, and then made into attractive, laminated handouts by Charlotte, our new PIO.

In addition, MARC records will be created by Myung, adult services librarian, and all of the processing will be done in tech services.

The plan is to begin with the ELC at PCSD - do a drop off to the teachers using Rover. Details need to be decided regarding loan rules - will we issue the school an institutional card? Issue cards to each child? (which presents its own problems since they need a parental signature) Will we charge for missing items? These items need to be determined.

Intended Outcomes of Focus Activity:

With the early literacy grant, one projected outcome is increased family literacy by having the children bring the packs home and sharing the books and activities with their parent(s) or guardian(s).

Manager Observation of Activity and Outcomes:

Impact of Activity:

Other Departmental Activity to Note:

- I arranged to have the Big Read Portraiture show that was hanging at Boardman Road which Jewel Ratzlaff had arranged with Art Effect, brought over to Adriance. The show is now hanging, with the help of John, on the children's floor and will be up for the next several months.
- Arranging library tours and story times at Boardman Road for homeschool group
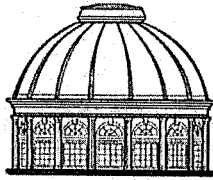
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title:
Janet Bogenschultz, Assistant to the Library Director
Department:
Administrative Office
Report Focus Area of Activity:
PPLD's MAP (Museums, Attractions & Parks) Pass Program

Time Period of Report:
January, 2022 & December, 2021

MAP Pass Use in December & January: A variety of PPLD's MAP pass destinations were visited in December and January, with a total of 34 uses during these colder two months.

- **December** had 25 reservations to 11 destinations, with patrons travelling to visit Aldrich Contemporary Art Museum (Ridgefield, CT), Basketball Hall of Fame (2 pass reservations for our new "all inclusive" for 4 people with value of $112 for 4 adults - Springfield, MA), Empire Pass to NY State Parks (4 passes), FASNY Museum of Firefighting (Hudson, NY), Locust Grove (2 passes Holiday Mansion), Mohonk Preserve (6 passes), Olana State Historic Site, Storm King Art Center, Trevor Zoo at Millbrook School (5 passes), USS Constitution Museum & Ship (Boston, MA), and the Wild Center (Tupper Lake, NY in the Adirondacks).
- **January** had 9 reservations to 6 destinations, with patrons travelling some distance to visit the Albany Institute of History & Art (2), Aldrich Contemporary Art Museum, MASS MoCA (3), Norman Rockwell Museum, Stepping Stones Museum for Children (re-opened after 20 months of closure), and Trevor Zoo.
- **Comparison to Previous Year** - Total in 2021 is 472 reservations, and increase of 173 more reservations from 2020 (299 reservations) when destinations had closures with some destinations re-opening starting in July. Also, Dec. 2020 had 18 reservations, but 15 were to either Mohonk Preserve or NY State Parks, and very few indoor museums. Jan. 2020 had only 2 reservations (vs. 9 reservations this January) to Motorcyclepedia in Newburgh, NY.

January Renewal of MAP Pass Library Memberships: January is when many of PPLD's calendar year memberships are renewed, having ended Dec. 31st, to be paid in the same year services are received.

- During January, correspondence or phone calls with museum membership staff on renewing PPLD's library memberships to request invoices or renewal forms, update changes in library pass memberships, changes in visiting information for library patrons such has adding a revised Covid-19 policy, and submitting renewal forms or invoices for payment to the Business Office.
- Following the receipt of renewal payment, new expiration dates are entered in Tixkeeper, checking on opening days and hours, and updating pass descriptions for Tixkeeper and the PPLD MAP Pass webpage.
- January had nine library memberships renewed: Danbury Railway Museum (Danbury, CT), Florence Griswold Museum (Old Lyme, CT), Hildene (Manchester, VT), Intrepid Sea, Air and Space Museum (NYC), Mark Twain House & Museum (Hartford, CT), New England Carousel Museum and Firefighting Museum (Bristol, CT), USS Constitution Museum & Ship (Boston, MA), Wadsworth Antheneum Museum for Art (Hartford, CT), and Wild Center (Tupper Lake, NY).
- January included preparation for five membership renewals next month: Berkshire Botanical Garden (Stockbridge, MA), Bronck Museum- Bronck Family Farmstead, Houses & Barns (Coxsackie, NY), Hudson River Museum (Yonkers, NY), NY State Park Empire Passes, and Trevor Zoo at Millbrook School (Millbrook, NY).
- A total of 14 destination membership renewals were prepared in January, and nine were completed.

MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates: Completed 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.

- Passes are marked, checked and modified during the year in Tixkeeper, as dates open or closed, and hour changes are emailed to members.
- Revise destination descriptions for both the MAP Pass webpage and Tixkeeper's descriptions as needed.
- Ongoing 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.
- Re-Opened Museum: The Stepping Stone Museum for Children (Norwalk, CT) re-opened for the first time since March, 2020 closure. One family visited in January with their two children and had a great time.

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 complete the new calendar year dates in Tixkeeper for reservation availability in upcoming year in the fall. In late 2021, began creating two years at the same time (2022 & 2023) for each destination to see if process is less time consuming doing two years at the same time. Dates are marked, but must be checked for changes during the year and annual renewals.
5. To renew existing library-museum memberships, which may be annual or calendar year, and update Tixkeeper settings for Print or Digital passes, and replace old Pick Up/Return passes with new physical passes.

Manager Observation of Activity and Outcomes:
Tixkeeper's statistics for MAP Pass use booked dates in December were 25 passes (Nov had 33 passes), and January had 9 pass reservations, and destinations are listed in the first section of this report.

1. **MAP Passes & Indoor Destinations Increase in Jan. & Dec:** In January, nearly all reservations were for indoor venues. December had combination of venues that were mostly indoor or indoor/outdoor vs. outdoor. This is a big change from Dec. 2020, when nearly all passes were outdoors to parks or preserves.
- **In January,** there were 9 reservations, 8 reservations were for 5 indoor venues: Albany Institute of History & Art (2), Aldrich Contemporary Art Museum, MASS MoCA (3), Norman Rockwell Museum, and Stepping Stones Museum for Children. One pass for an indoor/outdoor venue, Trevor Zoo.
- **In December,** there were 25 reservations to 11 destinations. Eight reservations were for 6 indoor venues: Aldrich Contemporary Art Museum, Basketball Hall of Fame (2 passes), FASNY, Locust Grove (2 passes to holiday mansion events), Olana, USS Constitution Museum & Ship. Six reservations to two destinations were a combination of indoor/outdoor: 5 passes for Trevor Zoo and 1 for Wild Center. Eleven reservations were for outdoor destinations: 1 for Storm King Art Center, 4 for NY State Park Empire, and 6 for Mohonk Preserve.
2. **MAP Passes & Travel Distances to Visit Destinations in Jan. & Dec.:** Library patrons used MAP Passes that were for destinations that were farther away in January and December, allowing getting away for a day trip or family outing. This was similar to November, which also showed an increase in travel distance to destinations in Albany, Catskills (3), Yonkers, Hartford, and the Berkshires (3). The fall issue of The Rotunda encouraged using the MAP Pass for day trip adventures. There were more passes that required greater travel, such as 225 miles to Tupper Lake NY, 200 to Boston, 125 to Springfield, 80 to Albany, 60 to Norwalk. Jan. & Dec. included travel to:
  - Farther upstate to Albany (2 passes), Hudson area (2 passes), and the Adirondacks in NY
  - Boston, the Berkshires (4 passes), Springfield (2 passes) in MA
  - Norwalk and Ridgefield in CT

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 <u>Rotunda</u> article encouraged families to use the MAP Passes for a day trip adventures and rejuvenation, and a review of passes Sept 1 – Jan 31, shows more destinations that are farther away from Poughkeepsie, and require a day to travel to visit.
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.

Other Departmental Activity to Note:

January Pop Up Library New Software Update, Report on Past Years, and 2022 Planning

After exchanging emails with our B&T Pop Up Library Customer Service Manager regarding new software enhancements, connectivity, and features to the Pop Up Library devices to go out the end of January, and our B&T Team wishing to set up a virtual meeting for February, I sent an update and inquiry on Jan. 31st that included overview of the Pop Up Library's new software enhancements and virtual meeting planning for February. It also included a report on past years (2020 and 2021) usage and statistics (36 downloads), 2020 closed locations and new 2021 location (Quiet Cove Park), current eBook titles (437 titles – none about to expire – devices may hold approximately 500), breakdown of eBook titles by audience, and planning information for 2022 device locations.

Pop Up Library Transitions to TJ's Domain in February

In February, the Pop Up Library moves to TJ's domain, as Head of Community Engagement, and Bradley and I will be assisting TJ with the transition and providing information about B&T's Pop Up Library, and whatever assistance he needs. TJ will be setting up new locations for PPLD's devices and promotion. The virtual meeting is planned for Tuesday, Feb. 22 with our assigned B&T Team to go over software enhancements, new features and personalization. In February, TJ receives information on the Pop Up Library, that will include:
- site installations and site promotional materials with instructions to patrons
- PPLD's PUL device Dashboard and PPLD's PUL Admin Site access and update
- B&T's Axis360 eBook purchasing requirements and eBooks subscription types
- PUL budget information, and past year's Axis360 purchasing information
- PPLD PUL collection guidelines for genre and ages and purchasing only eBooks that can be downloaded and not live stream only
- List of publishers to avoid who restrict downloading of their eBooks to live stream only while connected to the PUL devices in an Excel spreadsheet
- B&T PUL promotional materials on-site, past Rotunda articles on PUL, B&T PUL marketing materials available
- Sample PUL invoice and approving eBook invoices from Axis360 for eBooks received

Webinars: I attended several online webinars in December and January. The most interesting, on January 20th, was about Albany Public Library's TLC programming grant, and promoted in Programming Librarian, titled ALA's LTC (Libraries Transforming Communities) Engagement Grant presents *"Branching Out: Amplifying Voices through Public Performance and Art."*

A recording of the webinar and slides is available link:
https://programminglibrarian.org/learn/alas-ltc-engagement-grant-presents-branching-out-amplifying-voices-through-public-performance

Description: *"Albany Public Library was the recipient of ALA's 2021 <u>Libraries Transform Communities Engagement Grant</u> for its Branching Out program, a community initiative intended to uplift local Black voices in music and art. The library partnered with local youth arts organizations to create a traveling mural that was displayed at library sites throughout the city. At each site, live performances took place by BIPOC performers, who also provided educational workshops for patrons following these events. The grant-funded component of this program has concluded, but the initiative is alive and growing. Learn how the library expanded this one-time grant into a much larger program that continues today."*
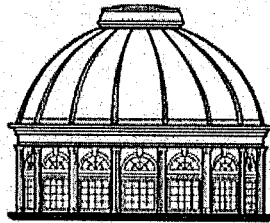
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Minutes and Actions*

Meeting:	Date:
Planning Committee	Monday, February 7, 2022

Attendance

Committee Present

☒ Dianne Blazek, *President*
☒ Sean Eagleton
☒ Patricia Ferrer
☒ Jonathan McPhee
☒ Mary Moore, *Chair*
☒ Laurel Spuhler

Staff Present

☒ Tom Lawrence, Library Director
☒ Barbara Lynch, Business Manager
☐ Other:

Guest(s) Present

☐

Other Trustees Present

☐

Minutes Prepared By: T. Lawrence

The meeting convened at 6:30pm.

1. **Business Items**: The Committee discussed the following items:

   - **Strategic Plan:** The primary purpose of the meeting was to discuss the Library District's strategic plan that was launched just prior to the onset of the pandemic and how to restart it. It was acknowledged that the plan does not have input from the Hispanic community and that needs to be corrected. To that end, Administration will develop an inventory of activities directed towards that community for reporting at the Committee's March meeting. Additionally, Administration will provide an overall update on activities related to the plan that have been either initiated or accomplished since January 2020.

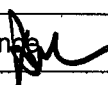2. **Items Forwarded to the Board of Trustees for Approval:**

   - None

3. **Upcoming Agenda Items:**

   - Agenda items to be determined.

The meeting adjourned at 7:35pm.

Next Scheduled Committee Meeting Date
Monday, March 7, 2022; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT *Minutes and Actions*

Meeting:	Date:
Personnel Committee	Tuesday, February 15, 2022

Attendance

Trustees Present	Staff Present	Guest(s) Present
☒ Dianne Blazek, *President* ☐ Moira Fitzgibbons ☒ Chip Hogg ☒ Mary Moore, *Chair* ☐ Patty Ryan ☒ Laurel Spuhler	☒ Tom Lawrence, Library Director ☒ Barbara Lynch, Business Manager	☐ Melissa Knapp, TDWPM

Minutes Prepared By: T. Lawrence

The meeting convened at 6:30 pm in the Greenspan Board Room at Adriance Memorial Library.

1. **Business Items**: The Committee discussed the following:

   - **Update on Grievances:** Lawrence updated the Committee on the status of the grievances and indicated that the issue would return to the hearing officer as there continues to be disagreements between the Union and the Library District on how to resolve the issues.
   - **Review of Current and Pending Vacancies:** Lawrence and Lynch reviewed the status of vacancies on the employee roster, current recruitment, and pending hires.
   - **Employee WFH Accommodations:** The Committee discussed the status of employee work from home arrangements. The discussion ended with Lawrence indicating he would seek advice from counsel as to how best to proceed to protect both the Library District and the employees' interests.
   - **Meeting Schedule:** The Committee tentatively set the third Monday of the month at 5:30pm as the standard meeting time, subject to cancellation if there is no business pending.

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

   - Nothing.

3. **Upcoming Agenda Items:**

   - Review of CBA and discussion of proposals for negotiations.

The meeting adjourned at 7:40 pm.

Next Scheduled Committee Meeting Date
Monday, March 21, 2022; 5:30 pm; Greenspan Board Room
(date, time, and location subject to change)