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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, May 25, 2022

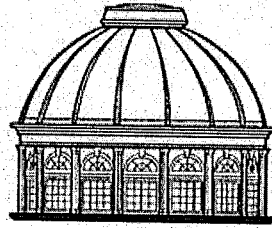
Charwat Meeting Room – Adriance Memorial Library  
93 Market Street, Poughkeepsie, NY  
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

**Trustees Reviewing Warrants:** Fitzgibbons and McPhee

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
  - II. Public Comment on Agenda Items
  - III. Board Education: Library District Materials Selection Policy (*T. Lawrence*)
  - IV. Minutes of Previous Meeting(s)
    - A. April 27, 2022 (*T. Lawrence*; #052522 – 1)
  - V. Financial Report(s)
    - A. April 2022 (*B. Lynch*; #052522 – 2)
    - B. Approval of Monthly Warrant (*B. Lynch*; #052522 – 2.1; to be distributed at the meeting)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff*; #052522 – 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*, #052522 – 4)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of FY2022 Budget Revision #2 (*P. Ryan*; #052522 – 5)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

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

Regular Monthly Meeting: Wednesday, June 22, 2022, 7:00 p.m.  
Charwat Meeting Room – Adriance Memorial Library



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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Materials Selection Policy  
Adult Collection Conspectus

## Materials Selection and Access Policy

In order to provide guidance to librarians and to inform the public about the principles upon which purchased materials and services are selected, the following is stipulated:

**Definitions:** The word "materials" has the widest possible meaning. It may include, but is not limited to, books, pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sound discs, sound tapes, videotapes, and digital information owned or accessed by the Library District, including the Internet.

**Responsibility for Materials Selection:** The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Board of Trustees. The Library Director may authorize other staff to apply this policy in building the collection.

**Criteria for Selection:** These basic principles are applied as guidelines for selection:

1. authority and competency of the author, composer, filmmaker, etc.
2. comprehensiveness in breadth and scope
3. sincerity and fundamental objectivity
4. clarity and accuracy of presentation
5. appropriateness to the interests and skills of library users
6. relation to existing collection
7. relative importance in comparison with other materials on the subject
8. importance as a record of the time

**Use of Library Material:** The Library District recognizes that many materials are controversial and that any given item may offend some library users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building the collection and to serving the interests of the Poughkeepsie community.

The Library District will neither mark nor identify materials to show approval or disapproval of the contents and no item will be sequestered except for the expressed purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm.

Responsibility for the reading, listening, and viewing of library materials by minors, including use of the Internet, rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

Use of the collections and services owned and accessed by the Library District for patron use must be in accordance with prevailing local, state, and federal law as well as the Patron Code of Conduct.

### Guidelines for Selection

4. The Library District adheres to the principle contained in the American Library Association's *Library Bill of Rights* and *Freedom to Read* statements. Both are accessible at [www.ala.org](http://www.ala.org).

2. The Library District recognizes the purpose and resources of the other libraries in Dutchess County and shall not needlessly duplicate functions and materials. Through cooperative agreements the resources of these libraries may be made available to the Poughkeepsie community.
3. The Library District acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the areas. Textbooks and curriculum-related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.
4. The Library District acknowledges a particular interest in local history. Therefore, it seeks to acquire materials, as they relate to the Mid-Hudson Valley, particularly Dutchess and adjoining counties in New York and Connecticut.
5. Because the Library District serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.
6. In selecting materials for the collection, the Library District will consider the special, commercial, industrial, cultural, and civic enterprise of the community.

Gifts: The Library District accepts gifts of materials, but reserves the right to evaluate them and to dispose of them in accordance with established policy.

Maintaining the Collection: Materials that no longer serve a need may be removed from the collection. Decisions for removal will be based on circulation, physical condition, usefulness, age, and accuracy.

Reconsideration of Library Materials: The choice of library materials by patrons is an individual matter. While a person may reject materials for himself, censorship may not be exercised to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

- A. The person with the request for reconsideration would be referred immediately to the Library Director or, in his absence, the Assistant Director. The librarian in charge should explain to the patron that selections are made in accordance with the Materials Selection Policy of the Poughkeepsie Public Library District. If the user is not satisfied with the explanation received, a reconsideration request may be made in the following manner:
  1. The person making the request for reconsideration must complete a Request for Reevaluation of a Book or Other Library Materials form. This form is permanently attached to this policy.
  2. The Request for Reevaluation will be referred to a committee of the Library Director, the librarian selecting materials, and one other staff librarian.
  3. The committee will reconsider the item in question by using the Materials Selection Policy and reviews from recognized sources.
  4. The Library Director will then write to the patron regarding the committee's recommended action. Comments made by individual Committee members are to be held confidential by all concerned. Brief quotes, however, may be used in the Library Director's letter to the patron.
- B. If the patron desires further action, an appeal may be made to the Board of Trustees.

**Request for Reevaluation of Library Material**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Book? \_\_\_\_\_ If other material, describe: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person Represents Self?    Y        N

Person Represents Group?   Y        N

If yes, please name group: \_\_\_\_\_

What do you believe is the theme or purpose of the material? \_\_\_\_\_

Is your objection to this material based upon personal exposure to it or reports you have heard: \_\_\_\_\_

Have you read/heard, seen the material in its entirety?    Y        N

To what do you specifically object? \_\_\_\_\_

Please forward completed form to:

Administrative Office  
Poughkeepsie Public Library District  
93 Market Street  
Poughkeepsie, NY 12601

Thank you.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Adult Collection Conspectus**

Fiction: Collection Goal: maintain collection size; increase numbers of items in demand. [SP]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Buy multiple copies of items in heavy demand. Regularly purchase attractive new editions of classics. Follow MHLS Resource Sharing guidelines -- at least one copy for every seven reserves.	Booklist, LJ, PW, NYT, local newspapers, popular media. Online sources - Amazon, TS3. Various bestseller lists Bibliographies Patron suggestions BookLetters MHLS High Demand Holds	Refer to Crew Manual 2008 ed. for general guidelines. Weed classics by condition, weed pop fiction when demand subsides, replace worn items still in demand Generally, weed items with no circs in 3 yrs Weeding must be frequent to keep collection shelved!	Continually weed as space is limited and we buy fiction heavily. Buy more urban fiction to meet demand. Genre subject to heavy losses. Monitor closely and buy replacements.
Mysteries Mys	Very popular. Buy multiple copies of popular authors.		By condition No circs in 3 yrs	
Science Fiction Sci Fic	Try to collect all titles in series. (Fantasy is included in regular fiction.)		By condition No circs in 3 yrs	
Bestsellers	Purchase multiple copies. Buy new copy for every 7 holds Buy everything on NYT bestseller lists	Pre-Pub lists in LJ and Booklist MHLS High Demand Holds Media Patron suggestions Amazon best seller lists		Display on New book shelf. After 6 months move to regular fiction. Review demand and discard most duplicates.
Browsing Collection	Copies of most popular titles available for walk ins -- no reserves, no renewals, 3 week circ	Demand		Display on New book shelf. After 6 months move to regular fiction. Review demand and discard most duplicates.
Graphic Novel GN	Collect most popular titles Compliment Teen collection		Weed by usage	Continue to separate out of regular 741 collection
Adult Paperback Exchange				Consider adding in the future. Jumpstart the collection with a \$1000 purchase, then rely on patron gifts

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General Works 000-099: Collection Goal: maintain collection size except for Computer books which will increase considerably. [BS]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Small collection, except for computer and library science books.	Standard review sources Publishers' Catalogs Amazon, B&N PW, LJ	Check at 3 - 5 yrs Only titles of continuing interest, or historical significance, should be kept more than 10 yrs	
Computers 004-006	Collect for beginning through advanced users Concentrate on operating systems, office applications, databases, Internet, programming Very high circulation and very high turnover rate. Collect heavily.	TAB, Prima, Que, Microsoft Press, O'Reilly, IDG, SAMS, Sybex, Osbourne, Waite, Peachpit, Wiley Computer best-seller lists Known series	Consider for weeding after 3 yrs. Keep titles on programs still in use. Internet titles - two yrs Most titles weeded after 5 yrs As space allows, keep single representative titles for historical programming languages.	
Library Science 020-029	Especially titles for public libraries Some desk copies Support for the Professional collection for Mid-Hudson Library System member libraries as part of Central Library role.	LJ, Scarecrow Press, Neal Schumann, ALA Press	Most title weeded after 10 yrs	
General Encyclopedias 030	Internet has reduced importance of circulating encyclopedias	Transfer older editions from Reference	Only keep a couple of sets. Do not retain for more than 5 years; preferably 3 years maximum	
Journalism 070	Collect popular, general interest, particularly in support of writers. Some media history should be retained	Standard review sources.	Agent directories should be no more than 3 years old.	

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**Philosophy and Psychology 100-199:** Collection Goal: maintain collection size. [PS]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Philosophy does not need constant updating and weeding; psychology does	Standard review sources Popular media Patron suggestions Standard works	Keep general information books and classics	
Philosophy 100-129 140-149 180-199	Collect ancient, medieval, Chinese, Indian, and modern philosophy Modern and traditional classics Collect for <i>general interest and school use</i> at ( <i>maximum</i> ) undergraduate level		Weed and replace classics by condition; follow Crew Method guidelines (manual 2008).	Update classics
Parapsychology/Occult 130-139	Popular, high loss area  Select quality titles  Collect for school assignments		Patrons "weed" for us; be alert for need to replace lost titles	
Psychology 150-159	Self-help and child development titles very popular  Steady interest in classics		Weed as trends change and interest fades	Update classics
Logic/Ethics 160-179	Collect different views on ethical questions		Weed as trends change and interest fades.	Update classics

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**Religion 200-299:** Collection Goal: maintain collection size. [JW]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Religion 200-289	Collect in major religions of the world, denominations and sects; collect scriptures of major religions; collect inspirational titles in demand Collect some evangelical, New Age, and spiritual titles Collect for lay reader and student	Standard sources Publishers' catalogs	Weed by condition and use Replace old, unattractive additions of classic works with new, attractive editions	Buy more inspirational titles to meet demand  Improve New Age and Wiccan holdings  Buy more Hinduism, Jainism, and other non-Buddhist Asian religions titles
Mythology 290-299	Collect heavily in classical mythology. Buy attractive editions for heavy student use.	Standard sources Publishers' catalogs	Weed classical mythology by condition; others by use and condition	

**Social Sciences 300-399:** Collection Goal: maintain collection size. [MK]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Covers a very wide range of topics, generally in the following areas: stages of life, roles, relationships, society, habitats, and ethnic groups. Collect mostly for general readers, with some more specialized items suitable for informed laypersons	Standard review sources PW, LJ, Kirkus Reviews, Booklist, HV reads, NYT Best Seller list, Wilson Catalogs.	Check at 5 yrs. Only titles of continuing interest should be kept more than 10 yrs	
Sociology 300-309	Concentrate on abortion, immigrants, stages of life, sex roles and gender issue, women's studies, race/ethnicity, Afro-American studies, anthropology, marriage			

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	and the family, divorce, death.			
Statistics 310-319	Minor development. Very small collection, dominated by almanacs transferred from Reference			
Political Science 320-329	Sources related to diverse aspects of the federal government developed and maintained. For international relations, a current representation of countries experiencing major change or having significant impact on the United States is developed and maintained.		A core of sources on structure, history, and processes of the federal government is retained.	
Economics 330-339	Collect books on the U S economy, and the economies of major powers. Concentrate on jobs and work issues, women at work, career guidance, money management for all stages of life, investing for lay persons, both beginners and advanced, real estate, poverty, taxation issues		Titles by major historical and contemporary authors are retained. Personal finance sources and investment sources are weeded in five years.	
Law 340-349	Collect materials that help the layperson with common legal problems and situations -- taxes, legal actions, marriage law, social security, medicare, adoption, estate planning, bankruptcy, immigration, landlord/tenant law. Also LSAT preparation, material is maintained.	Mostly publishers' catalogs (Nolo, especially)	Check at 5 years	
Public Administration 350-359	Collect U.S. government manuals, public administration sources concerning the U.S.,			

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	books on the Presidency, the FBI, war, military issues and history, defense			
Social Problems and Services 360-369	"Problem" books like living with diseases, AIDS, mental health, drug and alcohol abuse, info for and about people with disabilities, elder issues, child welfare, abuse, gun control, the environment. Collect lay titles on hospitals, health care policy, insurance, prisons. True crime is very popular.			
Education 370	Collect materials about issues, methods, and trends in education, for the general public, and to help parents in educating their children -- special needs, learning disabilities, early childhood ed, helping children succeed in school. Also private school and college directories, test preparation guides. Emphasizing parents' perspectives and concerns more than those of teachers and administrators.	Publishers' catalogs (Barrons, Petersons) Transfers from Reference		
Commerce 380-389	A small collection. Domestic and international trade issues, historical railroad sources are maintained.		Check at 5 years	
Customs, Etiquette, Folklore 390-399	Some costume and fashions sources are maintained. Sources by popular etiquette writers and other works are developed. Wedding planning sources and folklore sources are maintained.		Replace etiquette books when new editions come out. Others weed by use and condition	

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Language and Linguistics 400-499: Collection Goal: maintain collection size. [SP]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect dictionaries, grammars, phrase books in languages taught in schools, and/or represented by local populations Emphasis on English, English as a Second Language, Spanish, American Sign Language. Book collection is supplemented by language audio	Standard sources Publishers' catalogs	Replace by condition Consider for weeding after 10 years Add items transferred from reference as newer reference editions are added	Introduce multimedia language titles and process as Adult Kits

Pure Sciences 500-599: Collection Goal: maintain collection size. [BS]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put titles of popular interest at ARL, more academic titles at ADR as CBA; basic titles (such as review books) at both locations.  Some caveats: - Some "science" and "nature" areas wind up in other classes: in the 330s for conservation, endangered species; in 363 for environmental science; in the 610s for human biology; in the 620s for space travel. - Field guides may have new publishers and covers, but check the copyright page - sometimes they are an older guide with just a new cover.	Standard sources Publishers' catalogs (DK)  "Choice" in BT reviews (library does not subscribe to paper version). Avoid scholarly, professional, or graduate level works.  Scientific American Book Club - for title suggestions, verify with other sources.  Recent textbook donations (try to get to Friends book sale before it opens to check for new textbooks).	Consult CREW manual.  Special weeding required for major changes, such as when Pluto was declared not to be a planet.	

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Review books and study guides (math, earth science, biology, chemistry, and physics)	Obtain new Regents review books and test books every year for all math and science Regents exams. Check Regents web site at NYSED for current Regents exams.  Order new SAT subject test and AP exam books every year. If more than one publisher, perhaps rotate publishers. See College Board web site for SAT and AP exams.	For Regents review books: Barrons  For SAT, AP: Kaplans, Princeton Review, Barron's, Petersons, McGraw Hill	Keep most recent 2 editions, 3 years at most if no changes in the test formats	
Science "classics"	Update with new editions of classic works, as available			
Natural history 500-509			Keep longer if in good condition; natural history does not age like some of the other sciences	
Mathematics 510-519	Major interest in "basic math", as needed for job applications			
Astronomy 520-529			Field was in storage during Bancroft, so no circs for 2 years	
Physics 530-539	High interest level in this field			
Chemistry 540-549				
Earth Science 550-559				
Paleontology 560-569	At ARL, dinosaurs of particular interest for children (even in the adult collection)			
Biology 570-579				
Botany 580-589				
Zoology 590-599	At ARL, animal books needed for student reports.		Field was in storage during Bancroft, so no circs for 2 years	

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Applied Science and Technology 600-699: Collection Goal: increase collection size as medicine, pets, gardening, business and building circulate heavily. [DW]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase generally for practical use. Look for well-written up-to-date manuals with clear instructions for laymen Select up-to-date career and examination books. Purchase multiple copies of heavily requested material Some classics and authoritative works in subject areas. Most usage is by adults.	Standard sources Publishers' catalogs Book suggestions	Timeliness very important for manuals, exam books, career, disease books Check at 5-7 yrs Others weed by condition and usage	
Medicine 610-619	Purchase at lay level: health careers, examinations, specific diseases (especially the most common chronic conditions), prescription drug handbooks, diet and exercise, basic anatomy, history of medicine, Alternative health. Purchase for lay and student use: AIDS, eating disorders, drug and alcohol abuse, smoking. - Scrutinize carefully by publisher, author, reviews. Watch for books on new therapies/medical updates. Collect some basic support materials for nursing students.		Check for currency at 3-5 yrs Most titles weeded after 10 yrs	
Engineering 620-629	Buy general books on basic processes - how things work Update repair books for non-experts regularly as technology changes Maintain small collection of engineering texts at the undergraduate level.	TAB Chilton Publisher's lists (McGraw-Hill, Auden, etc.)	Weed by condition and usage Keep an eye on technological change Check at 7-10 yrs Maintain some repair manuals for older equipment and vehicles	Update electronics
Gardening/Farming	Collect gardening books from beginners to advanced			

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630-635	Maintain small collection on farming, issues of food production, and sustainable agriculture. Current interest in amateur homesteading			
Pets and farm animals 636-639	Collect books on pet care, pet selection, exotic pets, dog and cat breeds, some works on one breed for common breeds Maintain small collection of personal accounts to meet demand and books on farm animals			
Cookery 641	Very popular area. Collect at the simple to medium level of difficulty Collect classic authors, types of cooking, types of food, recipes from different countries, vegetarian cooking, recipes for medical conditions, cooking for crowds or few, local and well-known authors Keep abreast of new food interests and concerns (low fat, high fiber, roasting, low carb, etc.)		Keep classics, but look for newest editions and update with 'anniversary' editions, when possible, to refresh appearance	
Household 642-648	Collect at the lay level on up-to-date home improvement/remodeling, home sewing, beauty and personal style, organizing, food/lodging, family life, retirement issues			
Childrearing 649	Current works by well-known authors (and very selective classics-Spock, Brazelton, Leach).Cover specific age groups, gender differences, discipline issues		Keep some classics, but most should be current 5-10 years	
Business 650-659	Collect practical and theoretical works at various levels of expertise - resume writing, small/home business startup & management, secretarial and accounting handbooks, management theories and practices.	Wall Street Journal, NYT, Business Week, AMACOM, Broadway, Dearborn Financial, JIST, Prentice Hall, Warner, Entrepreneur, Harvard Business School, ALA-BRASS	Keep most titles no more than 10 years  Update practical manuals  Retain classics in business management (e.g. -Deming;	

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	Concentrate on the use of computers for business applications Management is very popular as is small business startup (business plans, financing, etc.).		Drucker; Peters, etc.)	
Manufacturing Woodworking 660-689	Carpentry projects and manuals for non-experts Keep small but updated collection on manufacturing Some current craft topics of interest (papermaking, soapmaking, etc)	Sunset, Audels, Taunton, Fine Woodworking, Creative Homeowner; Ortho, Black and Decker, etc.	Project books weeded when they are no longer fresh and attractive	
Buildings 690-699	Collect how-to-do-it manuals on particular projects/systems - heating, plumbing, cooling, construction estimating, electrical, house painting. Generally collect at the non-expert level	Audels, Taunton, Fine Homebuilding, Creative Homeowner	Check at 7 yrs for obsolescent technologies	

Arts 700-799: Maintain collection size. Replace older material when newer ones are available. [LL, DM, JH]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Large and varied class ranging from durable, expensive art books to rapidly changing subjects like party planning and sports Strong interest in this area; keep up with changing trends in music, film, games and sports.	Standard review sources Popular media Publisher catalogs (Meredith, Better Homes and Gardens, Sunset, Betterway, Rockport) Patron requests Gifts	See specific areas	
Landscaping 710-719	Strong interest in landscape design	Gardening journals, Library Journal & other standard review guides	Keep items of historical interest	Regular maintenance. A heavy weeding every 5 to 7 years.
Architecture 720-729	Concentrate on home building and design (regional/Northeast emphasis) Books on architectural history and	Architectural Digest. Booklist, Library Journal	Weed home building titles after 10 yrs., others by condition.	

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	styles (schools) also sought.			
Sculpture Plastic Arts 730-739	For general and, to a lesser degree, scholarly audience. Currency not of paramount importance but should reflect what is currently popular. Sculpture, carvings, paper folding, coins, ceramics, metalwork, jewelry.	Art News. Art in America. Library Journal. Northern Light catalog.	Weed by condition.	Regular maintenance. A heavy weeding every 7 years.
Drawing 740-744	Cartoons, caricatures, comics, drawing technique, graphic design (very popular), illustration, commercial art	Standard review sources Popular media Publisher catalogs. Northern Light catalog.	Weed by condition.	Regular maintenance. A heavy weeding every 5 years.
Decorative Arts 745-749	Very popular area. Need to keep fresh. Purchase newest needlework books. Also covers antiques, industrial design, crafts, toys, calligraphy, floral arts, weaving, quilting, interior decoration, furniture	Standard review sources Popular media Publisher catalogs	Weed by condition keeping in mind that older books in this area can prove valuable.	Regular maintenance. A heavy weeding every 5 years.
Painting 750-759	Popular area with increasing circulation. Include titles on materials, techniques, watercolors, oils, periods.	Library Journal. Art News. Kirkus. Phaidon Taschen and Rizzoli catalogs and Books published to accompany current Museum shows.	Replace only when newer versions are available.	Weed or repair some of the older art books.
Prints 760-769	Small collection, including baseball cards, paper money. Lightly used, buy accordingly			
Photography 770-779	Include standard works, as well as current titles. Collect directories, titles on techniques and equipment, cameras, photographs. Current emphasis on digital photography.	Photography magazines Amazon Arts & Photography section. Standard library review sources.	Weed dated and shabby materials. Keep in mind that some books on older techniques and methods should be retained	Regular maintenance. A heavy weeding every 7 years.
Music 780-789	Collect works on classical, opera, jazz, pop, rock, blues, folk,	Popular media. Publisher's Weekly. Booklist.	Weed by condition & usage.	Regular maintenance. A heavy

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	country, new age, world. Include some standard sheet music for piano and guitar and Broadway musicals. Collect encyclopedias, dictionaries, histories, biographies, techniques, song collections, books on musical instruments & instruction and musical styles & performers/groups			weeding every 7 years.
Performing Arts 790-792	Collect works on movies, TV, theater, acting, dance, circus, radio, opera & stage (media) production & craft.	Standard Library review sources	Weed by condition & currency/popularity of topic	
Indoor Games 793-795	Collect books on games, parties, showers, puzzles, magic, chess, bowling, games of chance, card games	Game magazines & Library Journal & other standard review sources.		
Sports 796-799	Very popular. Needs constant updating as trends, teams, and methods change rapidly. Collect titles on individual sports, team sports, coaching, women's sports, olympic games, outdoor life, camping, cycling, martial arts, boating, horsemanship, horse racing, fishing and hunting.	Sport magazines Publishers catalogs	Weed dated materials.	

Literature 800-899: Collection Goal: maintain collection size. [JW]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collection is by nature 90% retrospective Use of this collection is declining Look for current and new trends (world lit)	Standard review sources Public Library Catalog Best Books lists	Weed by condition, replacing heavily used standards with new, attractive editions  Weed trendy authors	

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	Purchase heavily series like Norton Anthologies, Penguin Books of ..., Oxford Anthologies, Library of America, Modern Library editions, etc. Purchase critical material on popular authors Supplement with reference sets Purchase for school assignments at the high school level, including multiple copies for items in high demand (Shakespeare, Greek classics, American authors, etc)		when interest fades	
American Lit New York Lit	Collect relatively heavily in this area, as there is high school interest			
World Lit	Collect for new immigrant groups in the Hudson Valley - South Asian, East Asian  Maintain basic collection of standard works in other languages in current translations.	Specialized catalogs Specialized book stores		

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History 900-999: Collection Goal: maintain collection size. [DM, LL]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular works for general reading Books to support research at the high school and early college level	Standard review sources Bibliographies University press catalogs Publishers catalogs for Popular media	Replace dated materials with newer materials If possible, replace standard titles that are in demand and in print. Ensure all geographical and chronological areas have representation	
Overview World History	World histories, timelines, and chronologies  Update when new editions are available, otherwise keep as long as condition warrants New works on explorers are in demand for student assignments, as are overviews of "decades"	History section of Amazon. Booklist. Publisher's Weekly. History Book Club.	By condition and circulation Replace standard works with newer ones.	Regular maintenance. A heavy weeding every 8 to 10 years.
Geography 901-909	Buy popular works intended for general public and armchair travelers, materials for general research, adventure/survival books, a few undergraduate level geography texts, atlases, area handbooks. Rely on some electronic formats (atlases, maps).	Publisher's catalogs	Keep narratives 5-10 years unless still popular Weed atlases ruthlessly in areas that are undergoing political change Weed area handbooks, chronologies and timelines when new material is available.	Weed area handbooks by date
Social Life & Customs, Travel 910-919	Collect for general interest and school assignments, especially handbooks Support middle school and high school research Daily life in different countries, social conditions and customs of different places and US states of interest to travelers and students Multiple copies of some titles is appropriate. Heavy emphasis on travel	Library journal. Booklist. Publisher's Weekly.	Weed area handbooks/travel guides when new editions come in	Regular maintenance. A heavy weeding every 5 to 7 years.

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	guidebooks			
Ancient History, European History, World Wars 930-949	Buy general histories of individual countries for student use Collect general histories of wars, some books on battles	New titles in History Book Club. University Press catalogs. Kirkus. NYTbook review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic. Take into account if it's rare, seminal or historic work.	Regular maintenance. A heavy weeding every 8 to 10 years.
United States History 970-979	General histories of US regions and states, for students Multiple copies of titles of local interest Buy heavily -- Presidents and Native Americans Local interest in Civil War	New titles in History Book Club. University Press catalogs. Kirkus. NYTbook review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic. Take into account if it's rare, seminal or historic work.	Regular maintenance. A heavy weeding every 8 to 10 years.
South America and other areas 980-990	Current materials for South America.	New titles in History Book Club. University Press catalogs. Kirkus. NYTbook review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic.	Regular maintenance. A heavy weeding every 8 to 10 years.

Biography B: Collection Goal: maintain collection size; increase numbers of items in demand. [JH]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole		Standard reviews Publishers catalogs Popular media generate requests Bibliographies		
Individual biography	Very popular Demand often drives purchase Heavy student use Collect bios of previously under represented groups (women, African-Americans, Hispanics) Current collection is strong		Replace older bios with new ones of better quality Replace standard titles still in demand, unless newer books exist Discard carefully when demand subsides	
Collected biography	Underutilized because of inaccessibility in cataloging. Buy lightly.			

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Adult Collection Conspectus**

Autobiographies Memoirs	Memoirs currently very popular			
Letters Diaries	Often very literary Purchase only when heavily reviewed and demand is anticipated			

**Large Type:** Collection Goal: maintain collection size. [JW]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect both hardcover and paperbacks; many older readers prefer the paperbacks.	Many large print titles now published simultaneously with regular edition.  Major LP publishers are Centerpoint and Thorndike. Catalogs monthly; website.  Use standard reviewing sources  Also consider patron suggestions	Weed by condition and use. Keep collection size static.	Evaluate standing order plans for Thorndike and CenterPoint  Consider adding LP at Adriance location in the future.
Fiction	Collect popular titles - bestsellers, mysteries, romances, adventure, some westerns. Collect some classics.			
Nonfiction	Collect small amount of timely, popular nonfiction.			

**Spanish language collection:** Maintain or increase collection size, depending upon needs of community [PS]

Major sub-classes	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Printed Material (Books, periodicals)	Collect across all Dewey nonfiction, as well as popular Spanish fiction titles and Spanish	Criticas, Spanish Book Distributors (SBD), Nielson retail bestsellers (Ameridareadspanish.com), popular demand	Weed by condition and use. Follow guidelines for fic, non-fic as in English.	Reach out to Spanish speaking community to assess what is needed.

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Adult Collection Conspectus**

	translations of popular works. Collect bi-lingual and ESL material, as well.			
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**Job tests:** Collection Goal: maintain collection size. [BS]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect wide range of job and test preparation books, especially for jobs with lower entrance requirements (high school).  High interest in nursing professions (NCLEX)  Keep current with teaching certification (NYSTCE).	BTOL amazon.com	Keep only latest versions of books that deal with exams	Review collecting responsibilities for certain categories of testing materials, especially at the graduate school and professional level - what items should be JOB TESTS, and what items should be in their respective disciplines, e.g., ASVAB, CPA, computer certifications, etc.
CSEA booklets	Keep multiple copies of all titles available, with more copies of booklets for entry jobs like clerks.	Direct ordering from CSEA 1000 web site	Keep only latest editions	
National Learning Corporation Passbook Series	Significant portion of the collection. Not sure if should continue ordering these. Accuracy questionable.	Direct ordering for most titles; some may be available from BTOL	Keep only latest editions	Determine if these are worth the cost. Find substitute.

**Reference Collection:** Collection Goal: Reduce collection size, as the collection is not as heavily used as it once was. [SP]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect a wide variety of subjects, viewpoints, and materials that apply to adults of all ages. Keep to true reference books; avoid materials with formats	Professional review journals such as Library Journal, and Booklist, and publisher catalogs	Check all material regularly for currency and/or outmoded ideas and information; try especially to maintain currency of legal,	

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	more appropriate for circulating.		consumer health and college/scholarships resources.	
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Periodicals and Newspapers: Collection Goal: expansion possible if patrons request more titles. [JW periodicals and SP newspapers]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect a wide variety of subjects, viewpoints, and material that apply to adults of all ages  Consider whether available electronically in full text  Consider price per issue/potential usage	Review journals, as needed by staff for collection development  Patron requests  Staff suggestions	Check circulation statistics to determine value of continued subscription.  Retain as per established retention guidelines	
Popular magazines	Monitor new areas for possible subject additions			
Scholarly/trade journals	Consider those of great demand (medicine, education)			
Newsletters	Collect those in demand, especially business and health			
Professional library journals	Collect the standard library journals and others used by staff for general info and reviewing			
Newspapers	Collect newspapers of national importance (New York Times, Wall Street Journal) and local interest (Poughkeepsie Journal.)			

Audio Books: Collection Goal: increase collection size of CD format, let the collection size of audiocassette format dwindle away, weeding as necessary. [JW]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect fiction, mysteries,	LJ, PW,	Weed by condition	Concentrate

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	science fiction, short stories, radio shows, biographies, and general nonfiction Collect just a few educational series Collect just a few success/motivation series Purchase only if we can get replacement media. Selection criteria are excellence in quality of writing, narrative voice and style, vocal characterizations, appropriateness for audio format, enhancement of text, packaging, and demand.	Publishers catalogs (Teaching Company, Chivers, ISIS, BOT, Blackstone, BBC Audio) Patron requests.	and number of circulations. Replace individual tapes if feasible. Three tapes repaired or replaced and the entire item is weeded.	purchasing on Books on CD. Buy no books on cassette.
Unabridged	Our patrons prefer unabridged and our policy is to buy mostly unabridged recordings			
Abridged	Add only those gifts that are of current interest, as well as some popular classics.			
eAudio	See also our eAudio section			

eAudio Digital Audio Books: Collection Goal: continue to add titles to the core collection started in 9/02. [JH]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Emphasis on best sellers and other new titles Collect fiction, mysteries, science fiction, biographies, and general nonfiction Collect some business, success and motivation titles Selection criteria are same as other audiobook formats, with heavy emphasis on current demand. Buy multiple copies to meet demand	Best seller lists Patron requests Popular media	No need to weed.	

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Adult Collection Conspectus**

Unabridged	Our patrons prefer unabridged and our policy is to buy mostly unabridged recordings			
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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
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**Video:** Collection Goal: reduce collection size as we move to the DVD format.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	No longer collecting in this format		Weed by condition and circulation Do not replace any items	

**DVDs:** Collection Goal: Build a strong DVD collection [JH]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect both feature films and how/to documentaries	Video Librarian, Entertainment Weekly, B&T catalog, LJ Specialized catalogs Online sources Patron suggestions Donations	Weed by condition DVDs have a tough time holding up to library circulation	Replace billed and lost and paid for items Replace damaged items
Feature Films	Collect new popular films, purchase at release date. Collect some well-reviewed art/independent films Add classics as budget permits.			
Foreign Films	Collect well-reviewed films			
Documentaries	Collect well reviewed titles			
High Demand DVDs	Collect multiple copies of new titles.			



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**CAREGIVER:** Collection Goal: maintain collection size. [SP, DW, MK]

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	The Caregiver Collection is a multimedia selection of books and videos that provide support and assistance to those caring for a loved one. Initiated by the Dutchess County Office of the Aging, the collection is sustained by the library district. Subjects include housing choices for the elderly, health issues and other topics such as long term care insurance.	Standard review sources Publishers catalogs Patron suggestions	Most of the collection falls within the 300s and 600s. Refer to Crew Manual 2008 ed. for guidelines in those areas.	As videos age out, replace with DVDs.

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of April 27, 2022**

**Trustees Present**

- ☒ Dianne Blazek
- ☐ Sean Eagleton
- ☒ Patricia Ferrer
- ☒ Moira Fitzgibbons
- ☐ William Hogg
- ☐ Jonathan McPhee
- ☒ Mary Moore
- ☒ Deborah Nichols
- ☒ 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
- ☒ Bradley Diuguid, Development Officer
- ☒ 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)**

- ☒ John Castilow, EFPR Group  
(virtually, for report only)

**FPPLD Representatives Present**

- ☒ George Mann, President
- ☐ Norma Vasquez, Vice-President

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

- **Call to Order:** At 7:09 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Technical Difficulties with the Auditor's presentation caused a delay in Board Education which took place later on in the meeting.
- **Move/Seconded:** Nichols, Spuhler.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education: 2021 Audit Report**

- Auditor John Costilow from the EFPR Group presented the 2021 Financial Statements, Supplementary Information and Independent Auditors' Report, answering questions after his presentation.

**IV. Approval of Previous Record/Meeting(s)****A. March 23, 2022 (PPLD Document #042722 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 23, 2022.
- **Moved/Seconded:** Schmitz, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. March 2022 Financial Activity Report (PPLD Document #042722 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2022 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Lynch gave a brief overview of a few aspects of the report.
- **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #042722 – 2.1)**

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

Vouchers 62757 to 63086 in Warrant 20220428 totaling \$146,192.96

And that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 62749 to 62786 in Warrant 20220414 totaling \$111,858.18

- **Moved/Seconded:** Moore, Schmitz.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** Fitzgibbons and McPhee

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #042722 – 3)

- Lawrence reported on the July 30<sup>th</sup> Luau at the Library; his meeting with the Exec. Director of the Poughkeepsie Public Schools Foundation; the Community Wi-Fi Project; Imani Perry on June 19<sup>th</sup> at the Bardavon; upcoming book discussion at SPD lead by Dr. Steve Garabedian; and a potential African Doll program at SPD.
- Diuguid discussed Advancement's efforts with strategic planning; creating a Marketing Handbook; the Big Read; collaborations with outside Libraries; and the next issue of the Rotunda.
- Vredenburg spoke about the opening of the SPD branch; Dutchess County Health; the James Baldwin series; story times at the SPD branch; Kindergarten workshops; and progress with work at the Boardman Branch.
- Blovat explained how Borrower Services helped with the 75 Early Literacy backpacks; new staff members; the Remnant Collection for SPD; helped setup the SPD branch; tax packets and printing tax documents; and increased numbers of calls regarding book donations.
- Lamanna expounded on collection development for Rover and SPD; plans for Rover; and efforts to reach underserved communities.
- Torres reported on Spring and Summer programming; the Superhero challenge; story time at SPD; and collecting stuffed animals.
- Thompson discussed staffing challenges; new staff members; and the Barrett Collection.
- Francis spoke about the Early Literacy backpacks; communication barriers; and requests for Summer reading and class visits from schools.

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

### C. Board Committee Reports (PPLD Document #042722 – 3.3)

1. **Personnel Committee:** Chairperson Moore reported on committee discussions on the unresolved grievance and contract negotiations.

### D. Friends of PPLD: President Mann shared the Friend's plans to: sponsor a City of Poughkeepsie youth softball team ages 4-16; and to set up a year round internship to improve their social media and outreach to the public.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #042722 – 4)

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

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Deborah Minnerly	Technology Instructor	Retirement	4/29/2022	N/A
P Tenney	Custodial Worker	Resignation	4/27/2022	N/A
Crystal Middleton	Librarian I (FT)	Probationary Appointment	On or about June 1, 2022	\$55,994/yr

- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

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

### C. New Business:

**1. Approval of Annual Friends Support for 2022 (PPLD Document #042722 – 5)**

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2022 Library District programs and services, as described in PPLD Document #042722 – 5A.
- B. Moved/Seconded:** Schmitz, Spuhler.
- C. Discussion:** None.
- D. VOTE:** 8 – 0 – 0

**2. Acceptance of Draft Audit Report**

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2021 Draft Audit Report presented by EFPR Group.
- B. Moved/Seconded:** Ryan, Ferrer.
- C. Discussion:** None.
- D. VOTE:** 8 – 0 – 0

**VIII. Open Comment**

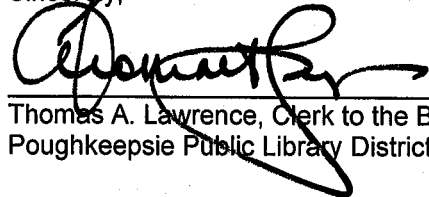
- A. Board Comment:** President Blazek summarized an email she received from a parent of a teenager who is grateful for they help they received from multiple staff members when they came to Adriaance looking for Pride Month materials last year after being made to feel terrible by the staff of their home library.
- B. Public Comment:** None.

**Adjournment**

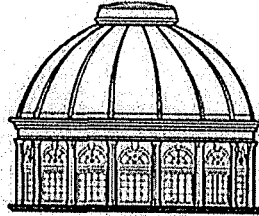
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Nichols.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:25 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 25, 7:00 p.m. at Adriaance 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 April 2022 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2022 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 April 2022**  
**Financial Activity – Narrative Report**

The following information was generated through the use of the "Train" Database. The audited 2021 year-end report was presented at the April 2022 Board of Trustees meeting and approval is anticipated at the May 2022 Board of Trustees meeting.

**General Fund (Fund A; \$6,711,116)**

- Receipts for the month totaled \$93,519 which included a PILOT payment in the amount of \$53,667 from the Town of Poughkeepsie.
- Receipts for the month also included \$29,000 for the annual appeal, \$1,463 in library charges, \$1,127 in interest and \$818 in donations.
- Disbursements for the month totaled \$985,084 which included \$492,898 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$466,128
  - McCalley Fund 52,000

**Special Revenue Fund (Fund CM; \$429,574)**

- Receipts for the month included \$46 in interest.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$263,184
  - Occhialino Fund 28,500

**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; \$481,129)**

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

**Debt Service Fund (Fund V; \$1,228,186)**

- Receipts for the month included \$162 in interest.
- Disbursements for the month included \$338,000 for City of Poughkeepsie debt service principal and interest

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

**Budget Transfer A-12**

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

To reallocate Greene funds to purchase chairs for SPD

**Budget Transfer A-13**

Revenue	Increase	Decrease
FF&E - Emrg connectivity funding	A99900 52800 A239 \$ 50,000.00	
<b>Total</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>

To reflect new grant funding from the FCC

**Budget Transfer A-15**

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

Reallocation of funds for insurances

**Budget Transfer A-17**

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

DOL charges related to former employee

Expense	Increase	Decrease
Other Operating Expense	A20300 54694 \$	5,000.00
FF&E - Greene	A20300 52800 \$ 5,000.00	
<b>Total</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

Expense	Increase	Decrease
FF&E Information Technology	A60000 52800 A239 \$ 50,000.00	
<b>Total</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>

Expense	Increase	Decrease
Automobile Insurance	A00000 54550 \$	2,042.69
Automobile Insurance-Bookmobile	A00000 54550 C814 \$	955.00
Cont Ed/Regional & National	A00000 54350 \$	2,748.17
Workers Compensation Insurance	A00000 59040 \$ 4,730.00	
Property Liability Insurance	A00000 54540 \$ 1,011.94	
Liability Umbrella Insurance	A00000 54560 \$ 3.92	
<b>Total</b>	<b>\$ 5,745.86</b>	<b>\$ 5,745.86</b>

Expense	Increase	Decrease
Building Services Salaries	A00000 51450 \$	1,000.00
Unemployment Pool	A00000 59050 \$ 1,000.00	
<b>Total</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>



# TRAIN DATABASE May 10 2022



## GENERAL FUND YEAR TO DATE (YTD) EXPENSE REPORT APRIL 2022

FOR 2022 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,377,774	1,281,714.84	327,838.71	2,624,334.57	471,724.59	89.2%
22 EQUIP & CAPITAL OUTL	76,500	159,000	23,855.60	2,602.19	23,285.43	111,858.97	29.6%
30 MATERIALS	510,780	512,275	131,941.48	41,144.77	77,034.76	303,298.76	40.8%
32 INFORMATION SVC	67,959	66,464	9,741.76	4.00	9,261.00	47,461.24	28.6%
50 OPERATIONS	1,532,715	1,523,985	411,447.02	94,658.02	280,763.87	831,774.11	45.4%
51 AUTOMATION	136,208	136,208	31,687.27	15,776.90	32,067.04	72,453.69	46.8%
91 EMPLOYEE BENEFITS	1,839,020	1,844,750	820,943.08	165,059.56	713,885.56	309,921.36	83.2%
92 DEBT SER	1,279,201	1,279,201	338,000.00	338,000.00	.00	941,201.00	26.4%
GRAND TOTAL	9,817,632	9,899,657	3,049,331.05	985,084.15	3,760,632.23	3,089,693.72	68.8%

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

04/14/2022 09:11  
wberger

Poughkeepsie Public Library District  
WARRANT SUMMARY

P 5  
apwarrnt

WARRANT: 20220414 04/14/2022

DUE DATE: 04/14/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	157.03	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	1,050.29	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	415.00	973.37
A	A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	173.31	199.09
A	A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	89,953.57	6,270.43
A	A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	151.03	.00
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	315.00	39.80
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	637.18	127.33
A	A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	3,087.92	3,279.05
A	A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	660.10	4,966.65
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	6,646.99	433.23
A	A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.20	852.04
A	A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,394.40	44.08
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	658.13	-3,518.81
A	A74000	Family Partnership A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,819.36	.00
A	A74000	Family Partnership A .7410.740.00.54530 .	RENTAL OF QUARTERS - F	3,551.67	34,044.99
FUND TOTAL			111,858.18		
=====					
WARRANT SUMMARY TOTAL			111,858.18		
=====					
GRAND TOTAL			111,858.18		
=====					

WARRANT: 20220428 04/28/2022

DUE DATE: 04/28/2022

FUND ORG		ACCOUNT	AMOUNT	AVLE BUDGET
A	A	General Fund		
A	A	General Fund	.0000.000.00.26021	
A	A00000	General Fund Expen	.0000.000.00.26030	
A	A00000	General Fund Expen	.7410.000.00.52800	
A	A00000	General Fund Expen	.7410.000.00.54300	
A	A00000	General Fund Expen	.7410.000.00.54340	
A	A00000	General Fund Expen	.7410.000.00.54350	
A	A00000	General Fund Expen	.7410.000.00.54356	
A	A00000	General Fund Expen	.7410.000.00.54360	
A	A00000	General Fund Expen	.7410.000.00.54540	
A	A00000	General Fund Expen	.7410.000.00.54550	
A	A00000	General Fund Expen	.7410.000.00.54560	
A	A00000	General Fund Expen	.7410.000.00.59040	
A	A00000	General Fund Expen	.7410.000.00.59050	
A	A00000	General Fund Expen	.7410.000.00.59055	
A	A00000	General Fund Expen	.7410.000.00.59061	
A	A10000	Administration	.7410.100.00.54292	
A	A10000	Administration	.7410.100.00.54292	A125
A	A10000	Administration	.7410.100.00.54370	
A	A11100	CLDA Reimbursable	.7410.111.00.54100	
A	A20000	Building Services	.7410.200.00.54300	
A	A20000	Building Services	.7410.200.00.54370	
A	A20000	Building Services	.7410.200.00.54390	
A	A20000	Building Services	.7410.200.00.54520	
A	A20000	Building Services	.7410.200.00.54690	
A	A20000	Building Services	.7410.200.00.54690	A204
A	A20000	Building Services	.7410.200.00.54691	A222
A	A20000	Building Services	.7410.200.00.54693	
A	A20300	Greene Services	.7410.203.02.54100	
A	A20300	Greene Services	.7410.203.02.54100	A221
A	A20300	Greene Services	.7410.203.02.54292	
A	A20300	Greene Services	.7410.203.02.54292	A211
A	A30000	Advancement Servic	.7410.300.00.54330	
A	A30000	Advancement Servic	.7410.300.00.54340	
A	A30000	Advancement Servic	.7410.300.00.54370	
A	A41000	Adult Services	.7410.410.00.54291	
A	A41000	Adult Services	.7410.410.00.54292	
A	A41000	Adult Services	.7410.410.00.54370	
A	A42000	Technical Services	.7410.420.00.54300	
A	A43000	Borrower Services	.7410.430.00.54300	
A	A44000	Collection Service	.7410.440.00.54100	
A	A44000	Collection Service	.7410.440.00.54100	A211
A	A44000	Collection Service	.7410.440.00.54110	
A	A44000	Collection Service	.7410.440.00.54110	A211
A	A44000	Collection Service	.7410.440.00.54120	
A	A44000	Collection Service	.7410.440.00.54370	
A	A45000	Youth Services	.7410.450.00.54292	
A	A45000	Youth Services	.7410.450.00.54292	A218
A	A45000	Youth Services	.7410.450.00.54292	A233
		Benefits Exchange	3,626.36	
		General Fund Exchange	497.55	
		Furniture, Fixtures & E	589.66	934.45
		Office & Library Suppl	1,557.90	2,371.58
		PR & PRINTING - GENERA	1,874.00	53.19
		Cont Ed/ Regional & Na	75.00	.00
		Mileage Reimbursement	733.79	-150.15
		Sierra/Encore Services	15,776.90	-1,935.51
		Property Liability Ins	331.77	5.04
		Automobile Insurance	2.31	.00
		Liability Umbrella Ins	3.92	.00
		Workers Compensation	9,190.00	.00
		Unemployment Pool	594.78	.00
		Disability Insurance	1,041.55	-984.16
		Medicare B Reimb	3,538.00	-1,501.80
		Admin Program Expenses	1,500.00	563.46
		MUSEUM PASS PROGRAM	24.49	935.00
		Professional Fees - Ad	666.66	5,959.34
		BOOKS (CBA)	784.85	5,393.00
		Custodial Supplies	2,610.51	-1,000.77
		Professional Fees- Bld	1,090.20	39.80
		Rental, Repair & Maint	397.05	425.01
		Building Repairs	1,599.00	-1,334.40
		Snow Removal - Patron	2,153.58	2,060.92
		Snow Removal - Staff C	593.48	3,525.40
		Snow Removal - 96 Mark	532.25	128.00
		HVAC-MECH/ELEC/PLUMBIN	8,918.75	5,095.76
		Other Oper-Trash	593.79	-399.82
		BOOKS	671.07	-5,770.28
		Books - Pop-Up (Greene	3,600.00	1,686.29
		PROGRAMMING	2,164.00	33.01
		PROGRAMMING-Digital	610.45	313.19
		Bulk Mailing Postage	6,667.06	55.00
		PR & Printing- Rotunda	1,127.48	-1,976.68
		Professional Fees	29.00	376.75
		PPLD Databases	4.00	7.37
		Programming Adult Svc	163.03	354.44
		Professional Fees - Ad	2,837.00	.00
		Technical Ser Supplies	175.31	57.60
		Borrower Ser Supplies	137.90	-111.82
		Collection Serv Books	18,556.13	-4,697.83
		Collection Serv- Books	5,939.71	3,493.21
		Collection Serv Video	4,439.02	18.63
		VIDEO & FILMS - DIGITA	3,524.45	2,356.22
		Music & Audio	4,075.49	-1,070.85
		Collections Agency Fee	196.90	392.00
		Programming Youth	6,709.97	-370.25
		PROGRAMING-Pough Book	115.48	.00
		Programming - Youth (O	30.57	1,417.01

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wberger

Poughkeepsie Public Library District  
WARRANT SUMMARY

P 28  
apwarrant

WARRANT: 20220428 04/28/2022

DUE DATE: 04/28/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA	2,006.52 -379.59
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - Bu	2,409.00 .00
A	A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT	637.26 255.82
A	A60000	Information Tech	A .7410.600.00.54300 .	Information Tech Suppl	.00 261.44
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Fees- Sof	749.00 -6,579.64
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	714.86 355.99
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers	329.50 285.79
A	A71000	Adriance	A .7410.710.00.54330 .	Postage AML	154.50 1,864.73
A	A71000	Adriance	A .7410.710.00.54500 .	Fuel & Utilities AML	31.59 433.23
A	A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	206.00 -75.12
A	A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	2,869.74 -3,518.81
A	A74000	Family Partnership	A .7410.740.00.52800 .	FF&E - FPC	2,574.27 1,553.68
A	A74000	Family Partnership	A .7410.740.00.54292 .	PROGRAMMING	2,750.00 .00
A	A74000	Family Partnership	A .7410.740.00.54292 .A228	PROGRAMMING-DC Reads	7,403.00 .00
A	A74000	Family Partnership	A .7410.740.00.54300 .	SUPPLIES - FPC	685.60 .00
FUND TOTAL				146,192.96	
=====					
WARRANT SUMMARY TOTAL				146,192.96	
=====					
GRAND TOTAL				146,192.96	
=====					

# TRAIN DATABASE May 10 2022



## GENERAL FUND YEAR TO DATE (YTD) REVENUE REPORT APRIL 2022

FOR 2022 04

	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	8,268,345.00	.00	-1,279,201.00	118.3%
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	10,796.75	1,463.22	29,203.25	27.0%
42401 INTEREST EARNINGS	25,000	25,000	2,006.22	1,126.95	22,993.78	8.0%
42705 DONATIONS	54,833	59,833	2,204.57	818.37	57,628.43	3.7%
42752 ANNUAL APPEAL	35,000	35,000	29,011.44	29,000.00	5,988.56	82.9%
42753 DONATIONS IN KIND	81,983	81,983	27,327.64	6,831.91	54,655.36	33.3%
42760 GRANTS	83,000	160,025	.00	.00	160,025.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	166,396.64	53,667.36	6,603.36	96.2%
42777 E RATE INCOME	45,000	45,000	.00	.00	45,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	15,731.02	611.11	-731.02	104.9%
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	2,146.10	.00	21,759.90	9.0%
45031 TRANSFERS IN	714,786	714,786	463,429.12	.00	251,356.88	64.8%

GRAND TOTAL 9,817,632 9,899,657 8,987,394.50 93,518.92 912,262.50 90.8%

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

# TRAIN DATABASE May 10 2022



## BALANCE SHEET FOR 2022 4

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	-709.45	1,162.72
A	12020	General Fund Payroll	-54.75	2,941.73
A	12023	General Fund Money Market	-1,784,227.15	4,642,226.56
A	12040	Credit Card Transactions	-138.16	1,313.28
A	12051	Flex 125 Money Market	570.18	7,420.02
A	12100	Petty Cash	620.56	6,537.99
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	58.10	466,127.58
A	13501	Grants Receivable	.00	51,425.78
A	13910	Due From Other Funds	941,171.00	1,531,458.72
TOTAL ASSETS			-842,709.67	6,711,116.38
<b>LIABILITIES</b>				
A	26000	Accounts Payable	88.80	-888.00
A	26020	Flex125 Exchange	-543.71	-7,028.39
A	26021	Benefits Exchange	432.30	3,813.99
A	26030	General Fund Exchange	-497.77	-1,335.33
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-50,515.63	-79,681.11
TOTAL LIABILITIES			-51,036.01	-85,030.44
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	50,000.00	9,899,657.00
A	35210	Encumbrances (+ PYCF)	-402,761.41	3,801,669.71
A	35220	Expenditures (+ PYCF)	987,264.60	3,335,854.66
A	38210	Encumbrance Reserve (+ PYCF)	402,761.41	-3,801,669.71
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	659,180.16
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	-50,000.00	-10,215,830.84
A	39800	Revenues Received	-93,518.92	-8,987,394.50
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			893,745.68	-6,626,085.94
TOTAL LIABILITIES + FUND BALANCE			842,709.67	-6,711,116.38

# TRAIN DATABASE May 10 2022



## BALANCE SHEET FOR 2022 4

				NET CHANGE	ACCOUNT
FUND: CM MISC SPEC REVENUE FUND				FOR PERIOD	BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	45.52	365,204.69
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	.00	64,094.55
	TOTAL ASSETS			45.52	429,574.32
LIABILITIES					
	CM	26300	Due To Other Funds	.00	-667,150.83
	TOTAL LIABILITIES			.00	-667,150.83
FUND BALANCE					
	CM	35210	Encumbrances	.00	.39
	CM	35220	Expenditures	.00	463,429.12
	CM	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	-235,337.65
	CM	39800	Revenues	-45.52	9,485.04
	TOTAL FUND BALANCE			-45.52	237,576.51
	TOTAL LIABILITIES + FUND BALANCE			-45.52	-429,574.32

# TRAIN DATABASE May 10 2022



## BALANCE SHEET FOR 2022 4

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.30
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.02	39,003.05
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	-.08
TOTAL FUND BALANCE			-.02	19,095.56
TOTAL LIABILITIES + FUND BALANCE			-.02	-39,003.05



# TRAIN DATABASE May 10 2022

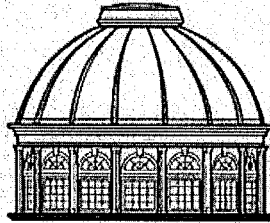


## BALANCE SHEET FOR 2022 4

FUND: PN - PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	.00	369,298.05
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			.00	481,128.77
LIABILITIES				
PN	26300	Due to other funds	.00	-2,310.92
TOTAL LIABILITIES			.00	-2,310.92
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			.00	-481,128.77

BALANCE SHEET FOR 2022 4

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	941,332.95	1,203,436.81
V	13910	DUE FROM OTHER FUNDS	.00	24,749.05
TOTAL ASSETS			941,332.95	1,228,185.86
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	-941,171.00	-941,171.00
TOTAL LIABILITIES			-941,171.00	-941,171.00
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-267,519.26
V	39800	Revenues	-161.95	-214.60
TOTAL FUND BALANCE			-161.95	-287,014.86
TOTAL LIABILITIES + FUND BALANCE			-941,332.95	-1,228,185.86

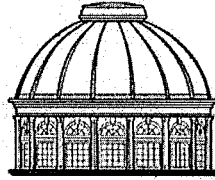


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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Administrative Reports & Statistics



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### LIBRARY DIRECTOR REPORT – MAY 2022

#### Significant Challenges or Accomplishments

- AARP Tax Preparation Assistance continues to be a very popular service among patrons. This year, AARP working in partnership with the Hudson Valley Cash Coalition, aided 252 tax filers with an average AGI of approximately \$33,000. The filers received an average refund of just over \$1,300.
- May has been a busy month, particularly May 14.
  - The Library District held its first program at the Sadie Peterson Delaney African Roots Library which was the start of a reading and discussion series on James Baldwin. The series will be led by Dr. Steven Garabedian, an Associate Professor of History at Marist College.
  - Youth Services held a Stuffed Animal Adoption.
  - Rover participated in the Poughkeepsie City School District's Spring Into Community Schools celebration.
- It's becoming more and more apparent that the Library District's community engagement and programming activities will continue to require an analysis of staffing patterns and skill sets to meet the dynamic needs of the community.
- The Library District is the beneficiary of a cash gift from the Estate of Catherine Ann Crotty-Newman in the amount of \$11,345.83. These funds came to us with no requirements, so they have been deposited into the General Fund. The Finance Committee may wish to review options they have to reserve the funds for an internally-specified purpose.

#### Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for April 2022 activity.

#### Outreach and Professional Development

- In late May, the Library District will assess the mini libraries supported by staff in the City of Poughkeepsie. Several of the libraries need repair, so the assessment will consider physical condition and usage. For the most part, the service appears to be quite well used.

#### Collection Development

- I had planned to provide the Board with education on the collection development process back in February but that never materialized. Given the national, state, and local attention to library collections along with efforts to ban certain materials, I will revive the plan and make it the topic of board education at the May meeting.

#### Buildings

- Boardman Road
  - I am working with LaBella Associates (formerly Chazen) on developing bid specs for the expanded parking lot project. The Friends have pledged \$100,000 and the project should qualify for NYS Library Construction Grant Funding.
- Adriance
  - Work to replace the failed fire communications panel has commenced and should be completed by the end of May.

#### Staffing

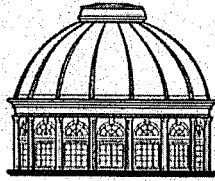
- See Personnel Actions, if applicable.

**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	
	Apr	% of Total	YTD	% of Total	Apr	% of Total	YTD	% of Total	Change	% Change	Apr	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,593	26.28%	21,407	26.07%	5,442	25.50%	22,028	24.65%	-621	-2.82%	59	0.28%	16,852	18.86%	4,555	27.03%
Adult Non-Fiction	3,708	17.42%	15,337	18.68%	3,559	16.68%	14,420	16.14%	917	6.36%	26	0.12%	14,283	15.98%	1,054	7.38%
Fiction - Juvenile	5,388	25.31%	19,131	23.30%	4,692	21.99%	20,597	23.05%	-1,466	-7.12%	23	0.11%	15,878	17.77%	3,253	20.49%
Non-Fiction - Juvenile	1,423	6.69%	5,157	6.28%	1,416	6.64%	6,177	6.91%	-1,020	-16.51%	0	0.00%	4,981	5.57%	176	3.53%
Periodicals	141	0.66%	644	0.78%	225	1.05%	788	0.88%	-144	-18.27%	7	0.03%	686	0.77%	-42	-6.12%
Periodicals - Juvenile	21	0.10%	108	0.13%	18	0.08%	106	0.12%	2	1.89%	0	0.00%	74	0.08%	34	45.95%
<b>Print Subtotal</b>	<b>16,274</b>	<b>76.46%</b>	<b>61,784</b>	<b>75.25%</b>	<b>15,352</b>	<b>71.95%</b>	<b>64,116</b>	<b>71.76%</b>	<b>-2,332</b>	<b>-3.64%</b>	<b>115</b>	<b>0.54%</b>	<b>52,754</b>	<b>59.04%</b>	<b>9,030</b>	<b>17.12%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	7	0.03%	21	0.03%	10	0.05%	37	0.04%	-16	-43.24%	0	0.00%	35	0.04%	-14	-40.00%
Soundrecordings	634	2.98%	2,577	3.14%	717	3.36%	2,715	3.04%	-138	-5.08%	15	0.07%	3,699	4.14%	-1,122	-30.33%
Videorecordings	3,637	17.09%	14,902	18.15%	4,383	20.54%	18,477	20.68%	-3,575	-19.35%	40	0.19%	23,386	26.17%	-8,484	-36.28%
Media	1	0.00%	2	0.00%	4	0.02%	7	0.01%	-5	-71.43%	0	0.00%	4	0.00%	-2	-50.00%
Software	0	0.00%	13	0.02%	6	0.03%	48	0.05%	-35	-72.92%	0	0.00%	38	0.04%	-25	-65.79%
Equipment/Realia	24	0.11%	73	0.09%	7	0.03%	28	0.03%	45	160.71%	101	0.47%	145	0.16%	-72	-49.66%
Suppressed Items	5	0.02%	54	0.07%	82	0.38%	161	0.18%	-107	-66.46%	1	0.00%	90	0.10%	-36	-40.00%
Videorecordings - Juvenile	505	2.37%	1,554	1.89%	276	1.29%	1,475	1.65%	79	5.36%	3	0.01%	3,502	3.92%	-1,948	-55.63%
Audiorecordings - Juvenile	94	0.44%	297	0.36%	46	0.22%	219	0.25%	78	35.62%	0	0.00%	401	0.45%	-104	-25.94%
Media - Juvenile	101	0.47%	407	0.50%	100	0.47%	388	0.43%	19	4.90%	0	0.00%	485	0.54%	-78	-16.08%
Software - Juvenile	2	0.01%	17	0.02%	11	0.05%	65	0.07%	-48	-73.85%	0	0.00%	47	0.05%	-30	-63.83%
<b>Non-Print Subtotal</b>	<b>5,010</b>	<b>23.54%</b>	<b>19,917</b>	<b>24.26%</b>	<b>5,642</b>	<b>26.44%</b>	<b>23,620</b>	<b>26.43%</b>	<b>-3,703</b>	<b>-15.68%</b>	<b>160</b>	<b>0.75%</b>	<b>31,832</b>	<b>35.62%</b>	<b>-11,915</b>	<b>-37.43%</b>
<b>Online Renewals</b>	<b>0</b>	<b>0.00%</b>	<b>400</b>	<b>0.49%</b>	<b>344</b>	<b>1.61%</b>	<b>1,617</b>	<b>1.81%</b>	<b>-1,217</b>	<b>-75.26%</b>	<b>13</b>	<b>0.06%</b>	<b>958</b>	<b>1.07%</b>	<b>-558</b>	<b>-97.08%</b>
<b>Total</b>	<b>21,284</b>		<b>82,101</b>		<b>21,338</b>		<b>89,353</b>		<b>-7,252</b>	<b>-8.12%</b>	<b>288</b>		<b>85,544</b>		<b>-3,443</b>	<b>-4.02%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2022**

<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	19,629	18,947	21,773	21,284	0	0	0	0	0	0	0	0	81,633
Physical Items - Online Renewals	235	159	6	0									400
Digital Content	9,601	7,328	7,762	7,581	0	0	0	0	0	0	0	0	32,272
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>29,465</b>	<b>26,434</b>	<b>29,541</b>	<b>28,865</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>114,305</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	4,463	3,939	4,056	3,363	0	0	0	0	0	0	0	0	15,821
Boardman Road	2,164	1,811	2,013	1,926	0	0	0	0	0	0	0	0	7,914
Sadie Peterson Delaney	NA	NA	NA	37									
<b>Total</b>	<b>6,627</b>	<b>5,750</b>	<b>6,069</b>	<b>5,326</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,772</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	787	838	1,076	912	0	0	0	0	0	0	0	0	3,613
Boardman Road	121	160	200	133	0	0	0	0	0	0	0	0	614
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	0	0	0	0	0	2
Spanish Language Assistance	22	25	65	NA	0	0	0	0	0	0	0	0	112
<b>Total</b>	<b>930</b>	<b>1,023</b>	<b>1,341</b>	<b>1,047</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,341</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	9,997	10,638	10,077	9,682	0	0	0	0	0	0	0	0	40,394
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	0	0	0	0	0	0	0	0	12,622
Calendar Hits - Recite Me	341	440	444	477	0	0	0	0	0	0	0	0	1,702
Website Hits	27,091	25,911	36,158	28,992	0	0	0	0	0	0	0	0	118,152
<b>Total</b>	<b>39,708</b>	<b>39,543</b>	<b>51,049</b>	<b>42,570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>172,870</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	4,479	NA	5,221	5,304	0	0	0	0	0	0	0	0	15,004
Boardman Road	1,392	NA	1,713	1,661	0	0	0	0	0	0	0	0	4,766
<b>Total</b>	<b>5,871</b>	<b>0</b>	<b>6,934</b>	<b>6,965</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,770</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	29	19	29	19	0	0	0	0	0	0	0	0	96
Boardman Road	6	7	4	8	0	0	0	0	0	0	0	0	25
<b>Total</b>	<b>35</b>	<b>26</b>	<b>33</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121</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	61	57	79	64	0	0	0	0	0	0	0	0	261
<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	197	186	192	226									801
Community Engagement	0	0	0	0									0
Non-Library District	0	19	21	16									56
Exams Proctored	14	16	24	18									72
MAP Passes	9	9	17	20									55
Rover Bookmobile Stops	3	3	5	4									15
<b>Total</b>	<b>223</b>	<b>233</b>	<b>259</b>	<b>284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>999</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	1,728	1,786	2,029	2,908									8,451
Community Engagement	0	0	0	0									0
Non-Library District	0	308	348	315									971
Drop-In Room Use (Adriance)	79	96	87	69									331
Rover Bookmobile	30	30	30	466									556
<b>Total</b>	<b>1,837</b>	<b>2,220</b>	<b>2,494</b>	<b>3,758</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,309</b>
<b>GENERAL ATTENDANCE (2022)</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	10,348	10,419	12,114	11,852	0	0	0	0	0	0	0	0	44,733
Boardman Road	8,838	12,206	6,811	6,365	0	0	0	0	0	0	0	0	34,219
Sadie Peterson Delaney	0	0	0	251	0	0	0	0	0	0	0	0	251
<b>Total - 2021</b>	<b>19,186</b>	<b>22,625</b>	<b>18,925</b>	<b>18,468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,203</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	8,438	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
<b>Total - 2021</b>	<b>19,903</b>	<b>17,597</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>17,627</b>	<b>23,984</b>	<b>16,214</b>	<b>18,812</b>	<b>244,000</b>



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** April 2022

**Department:** Borrower and Technical Services

**Report Focus Area of Activity:**

**Borrower Services:** 1. Staff helped organize and shelve books at the Sadie Peterson Delaney African Roots Branch Library before it opened. Staff also participated in the opening of the SPD. 2. Borrower Services staff manned Rover for the Poughkeepsie Book Festival on April 2<sup>nd</sup>.

**Technical Services:** 1. Continued to work on processing the remnant collection of books for the new branch, as well as processing items for Adriance and Boardman libraries. 2. Finished the processing for 75 Early Literacy backpacks.

**Intended Outcomes of Focus Activity:**

**Borrower Services:** 1. To have the SPD ready for the Grand Opening. 2. To represent the library at the Poughkeepsie Book Festival.

**Technical Services:** 1. To get the remnant collection for the new branch ready for borrowing. 2. To have the backpacks ready to check out to children.

**Manager Observation of Activity and Outcomes:**

**Borrower Services:** 1. The SPD was ready for opening, thanks to the hard work of the Borrower Services staff. 2. The Poughkeepsie Book Festival was very successful, and many people came aboard Rover to both see what it was all about and to check out books. There were some people who got new library cards on Rover at the Poughkeepsie Book Festival.

**Technical Services:** 1. Staff continues to work tirelessly on getting books covered and reinforced, as well as entered into the Sierra database so that they will be ready for circulation. 2. Technical Services staff worked to get all of the backpacks into Sierra, and also to get the final pieces into each backpack.

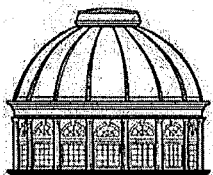
**Impact of Activity:**

**Borrower Services:** 1. The SPD opening was a success. 2. New library accounts were created on Rover at the Poughkeepsie Book Festival, many people got to see what Rover was all about, and were able to check out material.

**Technical Services:** 1. Most of the remnant collection for the new branch is ready for circulation. 2. The backpacks are ready to be checked out to children.

**Other Departmental Activity to Note:**

Boardman staff continued helping patrons with finding and printing tax forms and distributing AARP packets.



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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:** April

**Department:** Youth Services

**Report Focus Area of Activity:** Continued Outreach to Community Agencies & Schools

1. Requests for school and Rover visits have increased and continue to increase daily. We have set up class visits for Morse School teachers and their classes to come to the new branch at FPC. These visits include talking about the resources at the library, how to get a library card, a library tour, information about summer reading program, and end with each child taking a make and take craft.

2. Other outreach events arranged this month include:

\*Class visits to Spackenkill Middle school students early June

\*Rover visit to Overlook School early June

\*Martha F attending a tabling event at DC Youth Mental Health fair on May 5th

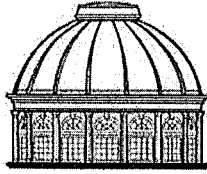
\*Invited and will attend the Health Fair on June 11th at JC Penny site (Sandra will assist adult services at this event)

\*Morse Schools' after school group, The Mighty Techs, will have a weekly visit at Adriance on Mondays from 4 - 5. When the branch is fully outfitted with youth materials, puzzles, etc., they would like to go on Fridays.

\*Setting up Rover visits to attend PCSD's morning program during July.

3. Arranging library card sign ups for all pre-K students in PCSD.





## 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:** May 2022

**Department:** Youth Services

**Report Focus Area of Activity:** Youth Services

**Intended Outcomes of Focus Activity:**

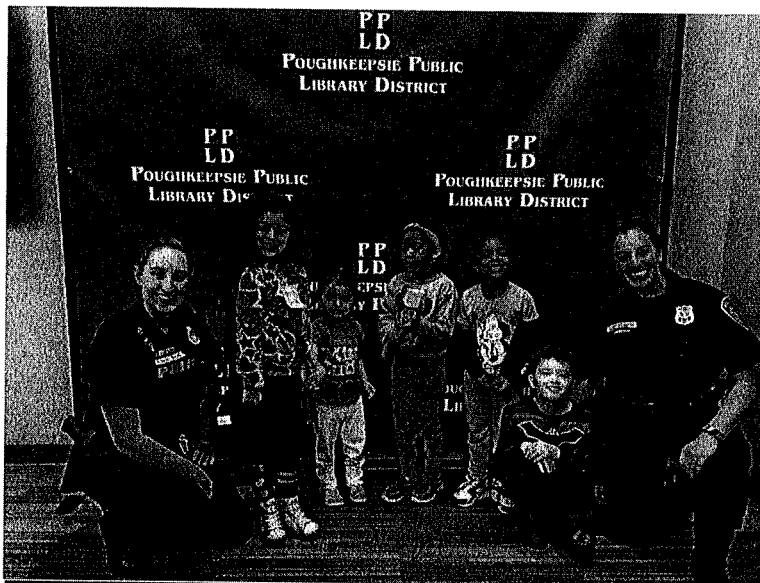
The YS department is at the end of our spring program session. Friday May 20<sup>th</sup> is the last day until our summer session which will begin on Monday, July 11<sup>th</sup>. The reason for such a long break is so we can focus on class visits to ADR/BRD/SPD and for our visits where we go into the schools.

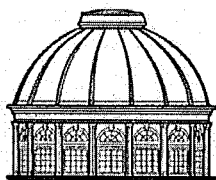
Our afternoon programs continue to be hit or miss when it comes to attendance. All our programs are filled for registration but attendance can range from 5-15. Factors such as weather, afternoon activities, and illness are all playing a factor in it.

For our summer programs we will not be having a registration for our morning early literacy programs and from the reactions from parents I have spoken to they are very excited about this change. We'll also be trying to send out program reminders through eventkeeper or by email and we hope this will improve our numbers. On Saturday, May 7<sup>th</sup> we had an partnership program with the Town of Poughkeepsie Police Department, only 5 children showed but they all had a blast and did superhero challenges.

May is also a time where we finalize our summer programs and performers. On June 27<sup>th</sup>, we'll be officially kicking off our summer reading program with an outdoor party. (More on this in our June report). We will also be having performances from Erik the Reptile Guy, The Wayfinder Experience, The Westchester Balloon Company and Storytelling from Agostino Art.

We've also started planning our mid summer parking lot event which will be a Luau. This will be a library wide event not just YS. More on this to come in June.





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

**Manager Name and Title:**

Janet Bogenschultz, Assistant to the Library Director

**Time Period of Report:**

April, 2022

**Department:** Administrative Office

**Report Focus Area of Activity:**

**PPLD's MAP (Museums, Attractions & Parks) Pass Program**

**MAP Pass Use in April:** A variety of MAP pass destinations were visited with a total of 20 passes use dates.

- **April** had 20 reservations to 9 destinations: Basketball Hall of Fame (3), Berkshire Museum (1), Boscobel House & Gardens (1), Empire Pass to NY State Parks (4), Eric Carle Museum of Picture Book Art (1), Hancock Shaker Village (1), Mark Twain House & Museum (1), Storm King Art Center (4), and Trevor Zoo (3).
- **April's** popular passes were: Storm King Art Center (4) and Empire Pass to NY State Parks (4). Next were Basketball Hall of Fame (3) and Trevor Zoo (3).
- **Comparison:** April's 20 reservations to 9 destinations is an increase over March (17 reservations to 10 destinations) in 2022. April 2021 had 21 reservations to 6 destinations.

**April MAP Pass Promotion and Marketing:** PPLD patrons received the spring issue of The Rotunda with an article that highlighted 13 destinations and seasonal openings, titled *"Enjoy Spring Destinations with Free Passes"* on page 13. April pass use of 20 reservations included 10 of the 13 destinations highlighted in the article, plus a visit to the Berkshire Museum. As of May 12, there are already 22 passes booked for use in May.

- Promotion of the newly expanded Basketball Hall of Fame (Springfield, MA) MAP Pass to a free pass for four people (replacing discount pass for six) resulted in 9 uses from Dec – May. The value of four adults for one day at BHOF is \$112. Three uses of BHOF in April.
- Also highlighted in the article was Storm King Art Center, an outdoor sculpture park on 500 acres. SKAC re-opened for the season in April and 4 reservations to visit were made. Each reservation allows a vehicle of six people to enter for free. In April, SKAC dropped the past two year required advance timed-entry reservation.
- Also highlighted, Eric Carle Museum of Picture Book Art (Amherst, MA) had 2 pass reservations in April.

**Renewal of MAP Pass Library Memberships:** Many of PPLD's seasonal or annual year memberships are renewed in Jan – April, in advance of re-opening for the new seasonal year.

- Twenty of PPLD's MAP Passes have been renewed in 2022. Pass spending was reviewed for 2021, and compared to 2022, first quarter. Due to 2020 membership costs applying to destinations in 2021 due to one or two pandemic closures, six MAP Pass destinations did not have a membership fee in 2021, which have been paid in 2022 budget year, for additional spending of \$1,275 in 2022. They are: Danbury Railway, Hudson River Museum, Intrepid Sea & Air Space Museum, Mark Twain House & Museum, Stepping Stones Museum for Children, and Wadsworth Atheneum.
- April included updated changes in library pass memberships, MAP Pass description & TixKeeper changes in visiting information for library for the following six destinations renewed before April 30<sup>th</sup> (payment processed in March): Chesterwood, Locust Grove, Museum at Bethel Woods, Opus 40 Sculpture & Museum, Stepping Stones Museum for Children, and Stickley Museum at Craftsmanship Farm. After correspondence or phone calls with museum membership staff to request invoices or renewal forms, and invoices/forms with checks mailed, venue letters on library pass changes and use were received in April.
- Following end of month payment, in April 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.

- **MAP Passes at SPDARL:** In addition to all the Print on Demand Passes, two Empire Passes to NY State Parks have been prepared to circulate from SPDARL after a book drop is in place for the Pick-up/Return pass. SPDARL may include two other Pick-up/Return Passes, Mohonk Preserve and Motorcyclepedia Museum. These are free passes to local libraries. Requests were made to venues to include the new branch library.

**MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates:** Updated TixKeeper's tentative dates that were checked at renewal and seasonal opening calendar's after dates were posted. Revised MAP Pass descriptions and TixKeeper descriptions when renewed, updated hours, and revised registration ticketing at the destinations.

- Passes are marked, checked and modified during the year in Tixkeeper, as dates open or closed, and hour changes are emailed to members. Boscobel, Locust Grove, Glenview (HRM) have mansions re-opened now.
- 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 regarding vaccination.
- 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.

#### **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 in policies, revised amenities), and timed-entry ticket reservations on destination website.
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 or revise the new calendar year dates in Tixkeeper for reservation availability in upcoming year. Two years were created each destination. Dates are checked for changes at annual renewals and during year.
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 in April total to 20 reservations, listed in first section of this report. February had 10 reservations, and March had 17 reservations. Pass statistics always increase in the summer – fall months.

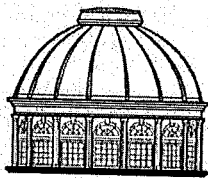
1. **MAP Passes & Indoor Destinations Continue in April:** Indoor reservations included Basket Ball Hall of Fame (3), Berkshire Museum (1), Eric Carle Museum of Picture Book Art (2), and Mark Twain House & Museum (1), and all required travel. These April destinations had a combination of indoor and outdoor, such as Boscobel Home & Gardens, Hancock Shaker Village, and Trevor Zoo (one each). Library patrons visiting to more indoor venues continues in 2022, a change from 2021 when nearly all passes were outdoors to parks or preserves.
- **April:** 20 reservations: 7 indoors; 5 indoor/outdoor combination (Boscobel, Hancock Shaker Village & Trevor Zoo (3)); 8 outdoor to NY State Parks via Empire Pass (4), and Storm King Art Center (4).
2. **MAP Passes & Travel Distances to Visit Destinations in February & March:** Library patrons continued to use MAP Passes to travel for destinations farther away for a day trip or family outing.
- **April:** Basketball Hall of Fame (124 mi., Springfield, MA) 3 Passes, Eric Carle Museum of Picture Book Art (135 mi., Amherst, MA) 2 Passes, Mark Twain House & Museum (94 mi., Hartford, CT) 1 Pass, Berkshire Museum (75 mi., Pittsfield, MA) 1 Pass, Hancock Shaker Museum (73 mi., Pittsfield, MA) 1 Pass.

#### **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 to increases pass usage.
3. The spring Rotunda article, "*Enjoy Spring Destinations with Free Passes*," out in April, encourages families to use PPLD's 40 MAP Passes and will hopefully result in an increased use of the variety of destinations.
4. Other impacts include ease of use for library patrons in setting up MAP Pass destination visits by providing correct information on availability, and visiting information. The MAP Pass webpage and TixKeeper have enhanced descriptions, to promote visiting, special exhibitions, virtual tours, accessibility, maps and trails.

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**Other Departmental Activity to Note:** 2021 Overview of the MAP Pass Program for Barbara's NY State Audit Report.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** April 2022

**Department:** Adult Services

**Report Focus Area of Activity:** Programming

**Intended Outcomes of Focus Activity:**

To provide consistently high quality and desirable programming to the library community.

**Manager Observation of Activity and Outcomes:** While this is not a comprehensive list of adult programs offered, some of the month's programming highlights include:

April 6<sup>th</sup>: Shannon Butler gave a very well received in person lecture, **Long Lost Buildings of Poughkeepsie**, on the topic of historical structures that have since been demolished. 70 attended.

April 6<sup>th</sup>: Krista Miller's National Library week virtual program, **Hollywood Goes to the Library**, on the topic of cinematic depictions of libraries and librarians, saw 43 people tuning in at home.

April 7<sup>th</sup> & 21<sup>st</sup>: Prof. Tamara Gruscko gave the first two sessions of **Escriba tu vida: taller literario para adultos** (Write your life: literary workshop for adults), a three month series of Spanish language writing workshops, 12 attended.

April 12<sup>th</sup> & April 26<sup>th</sup>: Bridget O'Donnell hosted 4 virtual sessions of the informational program **Keeping Children Safe: Recognizing and Reporting Child Abuse**, with a total of 22 attendees.

April 13<sup>th</sup>: Deb Shon is running our monthly Open Mic night, which continues to be very popular, this month saw 19 participants.

April 14<sup>th</sup>: Author & Poughkeepsie native Nafateria Squire-Dancey gave a book talk & signing for her self-help book **Te'nasede**, with 28 in attendance.

April 16<sup>th</sup>: In honor of National Poetry Month, Deb Shon hosted Ginger Grace for **Inside Emily Dickinson: Her Poetry & Her Life!** An interactive program that brought 33 people to the Boardman Road program space.

April 28<sup>th</sup>: Elva Corbaton hosted a virtual human development program for Spanish speakers, **Rescantando nuestra Nino Interior** (Rescuing our Inner Child), which had 24 participants.

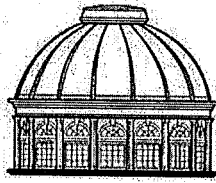
-Our Walking Club has resumed as of mid-March, twice weekly. While attendance was low to begin, as the weather has warmed turnout has steadily increased.

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**Other Departmental Activity to Note:**

While it is still very much 'under construction,' new hire Bill Kleppel is making progress transitioning the digital collection from our self-hosted, open source platform Omeka to ContentDM, a more robust software and platform that also maintains the collection offsite. If you would like to view the progress thus far, you can see the materials that have been uploaded here: <https://cdm17427.contentdm.oclc.org/digital/>

The site is not being advertised to the public as yet, and no design work has been done, but you can see the beginnings of how it may eventually appear, and view our progress.



## **POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

### **DEPARTMENTAL MONTHLY REPORT**

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

**Time Period of Report:** April/May 2022

**Department:** Branch and Extension Services

**Sadie Peterson Dalaney African Roots Library:**

**General SPD Library Updates:**

- Blinds for the staff area will be installed Wednesday, May 18th.
- A new collection of audio/ print books are available in English and Spanish. The read-alongs are currently available in picture book format but chapter books will eventually be added to the collection.
- Rag and Wrap doll workshop will be held at summer's end/ early fall from the NATIONAL BLACK DOLL MUSEUM OF HISTORY & CULTURE.
- Books unable to be circulated from the Roots Collection are being reviewed to see which are available for reorder.
- Class visits are starting at SPD : See pics

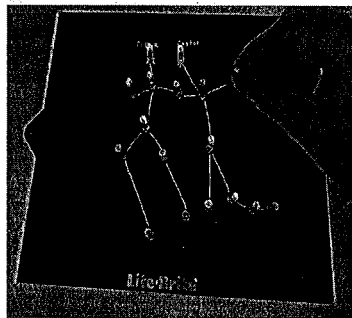


**Mini Free Libraries:**

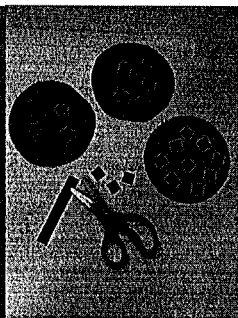
Staff who "volunteer" to fill the mini free libraries have come up with a new tracking document for this year to keep track of items for each mini library. There is a google sheet page within the document for each library to make it easier to track. In this way, we are able to know how many books we are using to fill them throughout the year. Staff volunteering have been tasked with taking pictures of their current Mini Library so we can sort through the conditions of each to see which need repair.

**Boardman:**

We have some dynamic programming at Boardman here are a few pics from youth services :



Lite brite constellation



cookies



hugs



"Mouse Paint"

There have been a few issues with entrance doors working incorrectly. The handicap door needs a total replacement and we have ordered a brand new accessible door kit and are awaiting the parts. The locksmith will be out to Boardman again to look at the door 2nd to the left, to see what needs to be done.

**Rover:**

Rover is currently going out to senior living facilities throughout the district Thursdays 1-2:30. Once a month on The last Tuesday from 10:30-12:00 at the Office of the Aging. We have amassed some regulars at each stop. Our outreach through extension services in this way has given us even more opportunities to serve the public. We will be adding more of these lobby stops in the Spring. Spring and summer schedule is being developed currently in partnership with parks and rec departments and we are gearing up for summer parades and festivals.



**Storywalk Project:**

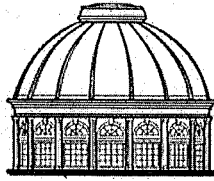
Meet acclaimed author and illustrator Angela Dominguez on Saturday June 4th. Two presentations are 10:30 and 12:30. Author/Illustrator Visit and Story Walk at the Sadie Peterson Delaney African Roots Library.

She will also lead a short interactive art demo before heading outside to introduce the Story Walk featuring her book *How are You? Como Estas?*

Two Story Walks are being developed for two schools that will install them in June until the end of School. Two story walks are being developed for Rover trips to Farmer markets.

**Upcoming Event:**

- James Baldwin's America talks beginning May 14, 2022



## 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** April 2022

**Department:** Information / Technologies

**Report Focus Area of Activity:**

All of PPLDs Technology is up and running as expected.

Working on Wi-Fi for the City of Poughkeepsie parks. Powered by Solar (maybe). Funded through ECF

All 3D printing support and communication for PPLD patrons has moved to the IT staff department. This had been handle in part by Debora Minnerly who recently retired.

Starting on a long term plan to replace or Windows 10 PCs due to Microsoft ending support on October 14th 2025. Most of our current PCs will not run Windows 11.

**Intended Outcomes of Focus Activity:**

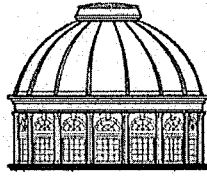
NA

**Manager Observation of Activity and Outcomes:**

Ongoing.

**Impact of Activity:**

Ongoing.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Bradley Diuguid, Development Officer

**Time Period of Report:** May 2022

**Department:** Advancement

**Report Focus Area of Activity:** Rotunda

Public Information Officers are hard at work assembling the Rotunda newsletter. As of this writing, we are drafting and editing several narrative articles to make use of the Rotunda's expanded page count. Some articles expand on new programming scheduled for this summer (such as Oaxaca Week in Poughkeepsie), while some are retrospective stories of successful programs and services from the recent past (such as the Poughkeepsie Book Festival).

**Intended Outcomes of Focus Activity:**

Our strategic goals for these articles are:

1. To further interest readers in the Rotunda itself by diversifying and enhancing its content beyond listings;
2. To supplement other outlets in an evolving press landscape by leveraging our own sizable platform;
3. To raise awareness for large events, campaigns, and initiatives on an appropriate scale by focusing available space and resources.

**Manager Observation of Activity and Outcomes:**

The push for more articles has a significant impact on PIOs' time, particularly on the copy and editorial sides. On one hand, we will need to plan, research, interview, and draft articles further in advance to avoid scrambling at the crucial layout stage and include more voices from across the organization. At the same time, we will need to be flexible enough during production to balance space with program listings when they are set by programmers.

**Impact of Activity:**

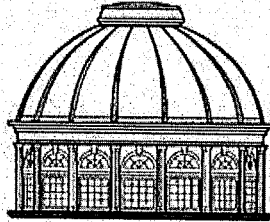
Evaluating the impact of these changes will come chiefly from word-of-mouth from staff and patrons in conversation, as well as interdepartmental strategic planning meetings and, to a lesser extent, existing channels like the website's Suggestion Box form.

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**Other Departmental Activity to Note:**

As Jewel Ratzlaff nears retirement this summer, my colleagues and I wish to celebrate and recognize her immense value to the organization as a talented copy writer and editor; a trove of historic knowledge about the Advancement department and PPLD's work in the community; a longtime champion of the Big Read; a sharp critical thinker with an expansive tactical view; and a warm, witty, charming presence in the office. Jewel has big shoes to fill! We're grateful for her guidance in onboarding new staff and shepherding the Advancement department into a new era.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Summary of Volunteer Activity 2022**

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	5	2	0	7	18.75	22.00	0.00	40.75
February	7	2	0	9	17.25	20.00	0.00	37.25
March	7	2	0	9	14.05	28.00	0.00	42.05
April	5	2	0	7	9.94	13.00	0.00	22.94
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL					59.99	83.00	0.00	142.99



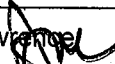
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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Board Committee Reports & Statistics

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Minutes and Actions**

<b>Meeting:</b> Finance Committee	<b>Date:</b> Monday, May 9, 2022	
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Chip Hogg		
<input checked="" type="checkbox"/> Debbie Nichols (virtual)		
<input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>		
<input checked="" type="checkbox"/> Cathy Schmitz		
<b>Minutes Prepared by:</b> T. Lawrence 		

The Meeting convened at 5:30pm in the Greenspan Board Room at Adriaance Memorial Library.

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

- **Financial Report and Bank Reconciliations:** Due to the early timing of the meeting, the April financial report was not completed nor the April bank statements available for reconciliation review. However, the March reconciliations were reviewed.
- **2022 Budget Update:** Lynch and Lawrence distributed a proposed revision (#2) to the 2022 budget. There will be further modifications later in the year but it was recommended that the Board approve the proposed revisions at their May meeting. Since the document was only distributed at the meeting, the Committee should forward any comments to Lynch and Lawrence by Wednesday, May 18.
- **Bad Debt – Continued Discussion:** The Committee agreed with the proposal by the auditor that entering bad debt onto the balance sheet was not required as the amount collected would be immaterial. However, the Committee did agree to review a policy on the practice of dropping bad debt after the seventh year. Lawrence will prepare a draft policy for review at the Committee's June meeting.
- **Fines and Fees:** The Committee continued its ongoing discussion related to the possible elimination of fines for overdue materials concluding with the recommendation that late fees be eliminated for children's materials. Lawrence will draft a policy update for the Committee's review at its June meeting.

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

- Monthly financial report (unreviewed)


**3. Upcoming Agenda Items:**

- Status of PILOT payments.
- Fines.
- Donor cultivation.
- Policy on bad debt.

**Next Scheduled Meeting(s) Date**

Monday, June 13; 5:30 pm  
Greenspan Board Room - Adriaance Memorial Library  
(time, date, and location subject to change)

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Minutes and Actions**

<b>Meeting:</b> Personnel Committee	<b>Date:</b> Tuesday, May 10, 2022	
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input checked="" type="checkbox"/> Melissa Knapp, TDWPM
<input checked="" type="checkbox"/> Moira Fitzgibbons	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Chip Hogg		
<input checked="" type="checkbox"/> Mary Moore, <i>Chair</i>		
<input checked="" type="checkbox"/> Patty Ryan		
<input checked="" type="checkbox"/> Laurel Spuhler		
<b>Minutes Prepared By:</b> 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:

- **Discussion of CSEA Proposals:** Knapp reviewed the CSEA proposals and the Committee discussed various responses.
- **Grievance Status:** Knapp updated the Committee as to the status of the current grievance regarding longevity. She will schedule a meeting with the Union in an attempt to resolve the outstanding issues.
- **Employee WFH Accommodations:** The Committee discussed the status of employee work from home arrangements.

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 Meeting Date(s)**

Negotiations: Tuesday, May 24, 2022; 6:30 pm; Charwat Meeting Room  
Negotiations: Tuesday, June 7, 2022; 6:30 pm; Charwat Meeting Room  
Committee Meeting: Monday, June 20, 2022; 5:30 pm; Charwat Meeting Room  
(date, time, and location subject to change)

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Minutes and Actions**

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, May 2, 2022
<b>Attendance</b>	
<u><b>Committee Present</b></u> <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Jonathan McPhee <input type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Laurel Spuhler  <u><b>Other Trustees Present</b></u> <input checked="" type="checkbox"/> Debbie Nichols	<u><b>Staff Present</b></u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input checked="" type="checkbox"/> Other: Bradley Diuguid, Development Officer
<u><b>Guest(s) Present</b></u> <input type="checkbox"/>	
Minutes Prepared By: T. Lawrence 	

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

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

- **Update on SPD:** Lawrence briefed the Committee on Sadie Peterson Delaney African Roots Branch Library (SPD) opening, usage, and program plans.
- **Strategic Plan:** Discussion continued on the strategic plan and its implementation. Lawrence distributed an inventory of Spanish-language programs and services, a translation of the 2018 community survey, and an engagement evaluation form. The Committee suggests that another, more robust, survey be created in English and Spanish for the fall or spring. Lawrence will find a couple of providers who can help with the survey creation and report back to the Committee at its June meeting. He will also look for possible funders of the survey creation and implementation.

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

- None

3. **Upcoming Agenda Items:**

- Agenda items to be determined.

The meeting adjourned at 7:55pm.

**Next Scheduled Committee Meeting Date**

Monday, June 6, 2022; 6:30 pm  
Adriance Memorial Library – Greenspan Board Room  
(date, time, and location subject to change)



**New Business Fact Sheet**  
Proposed Revisions to 2022 Budget

**Recommended By**

Finance Committee

**Background**

The Administration's recommended revised 2022 budget is presented for approval at this time. This is the second revision of the budget.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2022 budget as presented in PPLD Document #052522 – 5A.

**Motion**

Moved \_\_\_\_\_

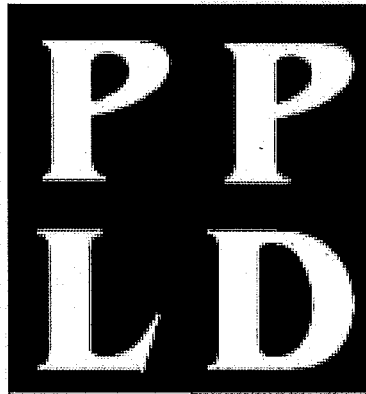
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_

Against \_\_\_\_\_

Abstaining \_\_\_\_\_



## **POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

### **FY2022 Budget**

*Approved by the Board of Trustees: July 28, 2021*

*Revised (PILOT Payments): September 14, 2021*

*Approved by the Voters: November 2, 2021*

*Revised (Tax Levy): November 29, 2021*

*Revision #1: January 26, 2022*

*Revision #2: May 25, 2022*

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Summary**

	<b>2022 Approved</b>	<b>2022 Revision #1</b>	<b>2022 Revision #2</b>
Real Property Taxes - General Fund	\$ 7,011,091	\$ 6,989,144	\$ 6,989,144
Real Property Taxes - Debt Services	1,279,201	1,279,201	1,279,201
PILOTs	151,053	173,000	173,000
Other Revenue	366,983	379,816	461,841
State Aid	281,685	281,685	281,685
Transfers In (includes Debt Service Fund)	55,037	55,037	55,037
Transfer In (Undesignated Fund Balance)	150,000	150,000	150,000
Transfers In (Greene Fund)	500,000	509,749	509,749
<b>Total - Revenue</b>	<b>\$ 9,795,050</b>	<b>\$ 9,817,632</b>	<b>\$ 9,899,657</b>

	<b>2022 Approved</b>	<b>2022 Revision #1</b>	<b>2022 Revision #1</b>
Salaries	4,146,552	4,239,655	4,230,452
Equipment	66,500	66,500	144,000
Library Materials	447,712	407,232	406,628
Public Programming	151,021	165,220	180,470
Supplies	60,661	59,000	60,000
Communications	87,575	87,575	87,575
PR, Printing & Postage	58,810	63,810	66,932
Professional Development & Travel	43,445	37,300	34,552
Automation Services	112,264	136,208	136,208
Professional Services	125,050	161,690	161,068
Operations	706,467	777,199	758,072
Employee Benefits	2,009,791	1,839,021	1,844,750
Greene Activities	500,000	509,749	509,749
Capital Debt Service	1,279,201	1,279,201	1,279,201
<b>Total - Appropriations</b>	<b>\$ 9,795,049</b>	<b>\$ 9,829,359</b>	<b>\$ 9,899,657</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Revenue**

		<b>2022 Approved</b>	<b>2022 Revision #1</b>	<b>2022 Revision #2</b>
41001	Real Property Taxes	\$ 7,011,091	\$ 6,989,144	\$ 6,989,144
41003	Real Property Taxes: Debt Service	1,279,201	1,279,201	1,279,201
42771	Payment In Lieu of Taxes (PILOT)	151,053	173,000	173,000
42082	Library Charges	40,000	40,000	40,000
42401	Interest Earnings	25,000	25,000	25,000
42680	Insurance Recoveries	-	-	-
42705	Donations	50,000	54,833	59,833
	FEMA Reimbursement	-	-	-
42752	Annual Appeal	35,000	35,000	35,000
42753	Donation: In-Kind	81,983	81,983	81,983
42760	Grants	75,000	83,000	110,025
42777	E-Rate + ECF Income	45,000	45,000	95,000
42800	Miscellaneous Income	15,000	15,000	15,000
46840	State Aid: Central Library Development Aid	191,888	191,888	191,888
43841	State Aid: Central book Aid	65,891	65,891	65,891
43842	State Aid: Local Library Incentive Aid	23,906	23,906	23,906
	Transfer In (designated Fund Balance)	150,000	150,000	150,000
45031	Transfers In (includes Debt Service Fund)	55,037	55,037	55,037
	Transfers In: Greene Fund	500,000	509,749	509,749
	<b>Total</b>	<b>\$ 9,795,050</b>	<b>\$ 9,817,632</b>	<b>\$ 9,899,657</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Appropriations**

Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2
	Salaries - Librarians	1,534,202	\$ 1,673,758	\$ 1,677,283
	Salaries - Historian (Greene)	59,955	61,977	61,977
	Salaries - Reserve For Retirement	9,000	9,000	9,000
	Salaries - Support Staff	1,968,753	1,953,640	1,953,640
	Salaries - Support Staff (Greene)	38,580	41,357	41,357
	Salaries - Sunday Hours	72,000	72,000	72,000
	Salaries - Building Services	541,017	518,697	505,969
	Salaries - Building Service (Greene)	43,571	43,988	43,988
	Salaries - Student Pages	21,580	12,560	12,560
	FFE - General	40,000	35,000	47,500
A212	FFE - Marcotte Training Lab	1,500	1,500	1,500
	FFE - Greene	10,000	10,000	15,000
	FFE - IT	25,000	22,500	22,500
A239	FEE - ECF	-	-	50,000
	FFE - SPD Branch Library	-	7,500	9,000
A228	FFE - DC Reads	-	-	13,500
	Library Materials - Books (CLDA)	12,209	10,209	10,209
A211	Library Materials - Digital Books (CLDA)	31,549	37,400	37,400
	Library Materials - Books (Greene)	130,455	130,455	117,455
A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656
A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000
	Library Materials - Books	54,399	50,677	50,073
A203	Library Materials - Greene (CF)	-	-	-
A211	Library Materials - Digital Books	30,000	30,000	30,000
A225	Library Materials - BT Leasing	18,000	18,000	18,000
A228	Library Materials - Digital Books (DC Reads)	-	-	-
	Library Materials - Video	37,500	32,500	32,500
A211	Library Materials - Digital Video	40,000	53,000	54,495
	Library Materials - Audio & Music	51,760	40,000	40,000
A211	Library Materials - Digital Audio & Music	15,000	10,237	10,237
A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000
	Library Materials - Serials (Adult)	14,000	12,500	12,500
A211	Library Materials - Digital Serials	500	500	500
	Library Materials - Serials (Youth)	2,000	1,750	1,750
	Library Materials - Serials (Teen)	1,000	1,000	1,000
	Library Materials - Newspapers (Adriance)	6,250	6,250	6,250
	Library Materials - Newspapers (Boardman Road)	2,750	2,750	2,750
	Library Materials - Microforms	4,500	4,500	4,500
	Library Materials - Games	2,000	2,000	2,000
	Library Materials - Binding	1,000	1,000	1,000
	Library Materials - Commercial Databases (CLDA)	59,795	29,459	29,459
	Library Materials - Commercial Databases (Adults)	31,000	31,000	29,505

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Appropriations**

Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2
	Library Materials - Commercial Databases (Youth)	7,500	7,500	7,500
	Programming - Administration	5,000	5,000	5,000
A124	Programming - Staff Development	2,500	2,500	2,500
A125	Programming - MAP Passes	7,500	7,500	7,500
	Programming - Greene	60,000	60,000	73,000
A101	Programming - Big Read	15,000	15,000	15,000
A211	Programming - Greene (Virtual Platform)	3,000	3,000	3,000
A101	Programming - Big Read	62,220	62,220	62,220
A219	Programming - Movies Under the Walkway	1,801	1,500	1,500
	Programming - Adult	18,000	18,000	18,000
A214	Programming - Spanish	1,500	1,500	1,500
A215	Programming - Foundation Center	500	500	500
	Programming - Extension Services	-	-	2,000
	Programming - Youth	21,000	21,000	21,000
A107	Programming - Youth (BOB)	500	500	500
A207	Programming - Bus Trips	-	2,000	2,000
A218	Programming - Poughkeepsie Book Festival	10,000	10,000	15,000
A233	Programming - Youth (Outreach)	5,000	4,000	2,000
A234	Programming - Summer Saturdays	5,000	5,000	5,000
A236	Programming - Halloween on the Hill	-	5,000	5,000
A237	Programming - Operation Warm	-	9,500	9,500
	Programming - Teen	5,000	5,000	5,000
	Programming - Contingency	3,500	3,500	3,500
	Programming - SPD	-	-	2,750
A228	Programming - Dutchess County	-	-	7,500
	Programming - Auditorium Rentals	2,000	1,000	1,000
	Supplies - Office & Library	14,000	14,000	14,000
A226	Supplies - COVID	1,500	1,500	1,500
	Supplies - CLDA	1,661	-	-
	Supplies - Custodial	22,500	22,500	22,500
A204	Supplies - Parking Lot	500	500	500
A226	Supplies - Custodial (COVID)	2,000	2,000	2,000
R100	Supplies - DVD Cleaning	600	600	600
	Supplies - Technical Services	4,000	4,000	4,000
	Supplies - Borrower Services	5,000	5,000	5,000
G200	Supplies - PLC	500	500	500
	Supplies - Ink & Toner	6,000	6,000	6,000
	Supplies - IT	1,400	1,400	1,400
A208	Supplies - 3D Printing	1,000	1,000	1,000
	Supplies - SPD	-	-	1,000
	Telephone (CLDA)	1,500	1,500	1,500
	Telephone - Adirondack	7,030	7,030	7,030

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Appropriations**

Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2
	Telephone - Boardman Road	2,500	2,500	2,500
	Internet Services - Adirance	44,348	44,348	44,348
A235	Internet Services - Adirance (Hotspots)	18,255	18,255	18,255
	Internet Services - Boardman Road	13,942	13,942	13,942
A203	Internet Services - FPC	15,600	15,600	15,600
	Postage - Bulk Mailing	12,245	12,245	12,867
	Postage - General	4,310	4,310	4,310
	PR & Printing - General	5,000	10,000	10,000
	PR & Printing - Rotunda	37,255	37,255	37,255
A228	PR & Printing - DC Reads	-	-	-
A228		-	-	2,500
	CE - Regional & National	25,000	20,000	9,252
	CE - Local	2,000	2,000	2,000
	CE - Webinars	4,500	4,500	4,500
	Tuition Reimbursement	7,500	7,000	15,000
	Mileage Reimbursement - General	500	500	3,800
C814	Mileage Reimbursement - Rover	-	300	-
	Mileage Reimbursement - CLDA	945	-	-
	Mileage Reimbursement - Advancement	500	500	-
	Mileage Reimbursement - Extension Services	1,000	1,000	-
A233	Mileage Reimbursement - Youth Services (Outreach)	1,500	1,500	-
	Sierra/Encore Services	68,000	77,000	77,000
	Sierra/Encore Services - Enhancements (CLDA)	44,264	59,208	59,208
	Professional Services - General	7,500	5,000	2,000
A232	Professional Services - BRD Wasteline	5,000	1,500	1,500
	Professional Services - Administration	8,500	24,000	24,000
	Professional Services - Building Services	6,800	13,750	13,750
A232	Professional Services - BRD Wasteline (Greene)	-	7,000	7,000
	Professional Services - Advancement	5,000	18,950	18,328
	Professional Services - Adult Services	-	13,700	13,700
	Professional Services - Borrower Services	6,000	6,500	6,500
	Professional Fees - Collection Agency	-	-	-
	Professional Services - Business Office	19,750	57,540	60,540
	Professional Services - Software	65,000	19,250	19,250
A226	Professional Services - Software (COVID)	1,500	1,500	1,500
	Membership Dues	2,325	2,325	2,325
	RRM - General	14,000	14,000	10,500
	RRM - Adult Services	-	-	3,500
	RRM - IT	3,550	3,550	3,550
	Fuel & Utilities - Adirance	102,803	102,803	102,803
	Fuel & Utilities - Boardman Road	49,471	49,471	49,471
	Building Repairs - General	15,500	15,500	15,500



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Appropriations**

Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2
A229	Building Repairs - Rotunda	48,000	15,000	15,000
A238	Building Repairs - ADR Fire Suppression	-	75,000	75,000
	Building Repairs - SPD Branch Library	5,000	10,000	5,000
	Building Repairs - Wojtecki	24,703	24,703	24,703
	Grounds Maintenance	12,000	15,000	15,000
A204	Grounds Maintenance - City Lot	-	3,000	3,000
A204	Staff Parking - City Lot	20,000	20,000	20,000
A222	Staff Parking - 96 Market Street	10,000	10,000	10,000
A224	PoJo Archives	12,000	13,500	13,500
A203	SPD Branch Library - Lease	33,000	42,833	42,833
	Insurance - Property & Liability	32,720	35,867	36,879
	Insurance - Automobile	4,100	4,270	2,227
C814	Insurance - Bookmobile	3,000	3,000	2,045
	Insurance - Liability Umbrella (includes Crime)	5,810	7,255	7,259
	Insurance - Volunteers	400	400	400
	Insurance - D & O	4,082	4,082	4,687
	Insurance - Cybersecurity	-	3,000	3,000
	Taxes on Property	-	-	-
	Snow Removal - Public Lots	23,000	23,000	23,000
A204	Snow Removal - Staff Lot (City Lot)	10,000	10,000	9,500
A222	Snow Removal - Staff Lot (96 Market Street)	7,000	7,000	7,500
	HVAC - Repairs & Improvements	90,000	90,000	80,000
	Other Operations - Water	12,000	12,000	12,000
	Other Operations - Trash	7,000	7,000	7,000
	Other Operations - General	13,164	13,164	10,414
C814	Other Operations - Bookmobile	10,000	10,000	10,000
	Other Operations (CLDA)	80,856	89,326	89,326
	Other Operations - Cleaning	9,000	9,000	9,000
	Other Operations (Greene)	39,183	26,883	21,883
	Other Operations - In-Kind Services	81,983	81,983	81,983
	Vehicle Operations	1,500	1,500	1,500
	Vehicle Maintenance	1,500	1,500	1,500
	Employee Benefits - NYS Retirement	582,757	431,627	431,627
	Employee Benefits - Social Security	239,219	252,990	252,990
	Employee Benefits - Medicare	55,946	59,167	59,167
	Employee Benefits - Workers Compensation	60,000	50,000	54,730
	Employee Benefits - Life Insurance	9,000	7,068	7,068
	Employee Benefits - Unemployment Pool	-	-	1,000
	Employee Benefits - Disability Insurance	3,937	3,937	3,937
	Employee Benefits - Medical Insurance	958,954	951,179	989,079
	Employee Benefits - Medicare B Reimb	23,945	40,052	42,152
	Employee Benefits - Other	3,000	3,000	3,000

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Appropriations**

<b>Project</b>	<b>Description</b>	<b>2022 Approved</b>	<b>2022 Revision #1</b>	<b>2022 Revision #2</b>
	Employee Benefits - Contingency	73,033	40,000	-
	Capital Debt Service (P/I) - Adriaance	866,463	866,463	866,463
	Capital Debt Service (P/I) - Boardman Road	412,738	412,738	412,738
		<b>\$ 9,795,049</b>	<b>\$ 9,829,359</b>	<b>\$ 9,899,657</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - CLDA and CBA Appropriations**

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2
A11100	54100	A211	Library Materials - Digital Books (CLDA)	31,549	37,400	37,400
A11100	54100		Library Materials - Books (CLDA)	12,209	10,209	10,209
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	59,795	29,459	29,459
A11100	54300		Supplies (CLDA)	1,661	-	-
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500
A11100	54356		Mileage Reimbursement (CLDA)	945	-	-
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	44,264	59,208	59,208
A11100	54370		OCLC ILL	-	5,840	5,840
A11100	54694		Other Operations (CLDA)	80,856	89,326	89,326
<b>Total</b>				<b>\$ 257,779</b>	<b>\$ 257,942</b>	<b>\$ 257,942</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Greene Fund Appropriations**

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2
A20300	51410		Salaries - Librarian (Greene)	59,955	61,977	61,977
A20300	51420		Salaries - Support Staff (Greene)	38,580	41,357	41,357
A20300	51450		Salaries - Building Service (Greene)	43,571	43,988	43,988
A20300	52800		FFE - Greene	10,000	10,000	15,000
A20300	54100		Library Materials - Books (Greene)	130,455	130,455	117,455
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000
A20300	54292		Programming - Greene	60,000	60,000	73,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	3,000	3,000	3,000
A20300	54292	A101	Programming - Big Read (Greene)	15,000	15,000	15,000
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	-	7,000	7,000
A74000	54320		Internet Services - FPC	15,600	15,600	15,600
A74000	54530		FBC Branch Library	33,000	42,833	42,833
A00000	54694	C814	Other Operations - Bookmobile	10,000	10,000	10,000
A20300	54694		Greene Activities (undefined)	39,183	26,883	21,883
<b>Total</b>				<b>\$ 500,000</b>	<b>\$ 509,749</b>	<b>\$ 509,749</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Estimated Debt Service Levy Schedule**

<b>Project</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
<b>Adriance Memorial Library</b>			
City of Poughkeepsie	\$ 280,000	\$ 110,400	\$ 390,400
Town of Poughkeepsie	345,000	186,100	531,100
Transfer from COP Debt Service Reserve	(32,883)	-	(32,883)
Transfer from AML Debt Service Fund	(22,154)	\$ -	(22,154)
<b>Subtotal</b>	<b>\$ 569,963</b>	<b>\$ 296,500</b>	<b>\$ 866,463</b>
<b>Boardman Road Branch Library</b>			
City of Poughkeepsie	\$ 85,000	\$ 100,100	\$ 185,100
Town of Poughkeepsie	130,000	97,638	227,638
<b>Subtotal</b>	<b>\$ 215,000</b>	<b>\$ 197,738</b>	<b>\$ 412,738</b>
<b>Total</b>	<b>\$ 784,963</b>	<b>\$ 494,238</b>	<b>\$ 1,279,201</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Approved FY2022 Budget - Tax Cap Formula**

2021 Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth	2021 PILOTs	Prior Year Torts	Allowable Growth	2022 PILOTs	Available Carryover	Tax Levy Limit
\$ 8,067,496	\$ 32,883	\$ 32,883	100.71%	\$ 151,053	\$ -	102.00%	\$ 173,000	\$ -	\$ 8,268,345
<b>FY2022 Debt Service Levy</b>									\$ 1,279,201
<b>FY2022 GF Tax Cap Levy</b>									\$ 6,989,144
<b>Additional 2022 Tax Cap Levy Available</b>									\$ -
<b>Proposed Total 2022 Tax Levy</b>									\$ 8,268,345
<b>FY2022 Override Amount</b>									\$ -
<b>Percent Over/(Under) Allowable Growth</b>									0.00%
<b>Total Tax Levy</b>									\$ 8,268,345