

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, July 27, 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: McPhee and Spuhler

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None.
 - IV. Minutes of Previous Meeting(s)
 - A. June 22, 2022 (*T. Lawrence; #072722 – 1*)
 - V. Financial Report(s)
 - A. June 2022 (*B. Lynch; #072722 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #072722 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #072722 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*N. Vasquez*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #072722 – 4; if needed*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Tentative 2023 Budget and Ballot Language: (*P. Ryan; #072722 – 5; to be distributed at the meeting*)
 - 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, August 24, 2022; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 22, 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
☒ 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
☒ Crystal Middleton, Head of Borrower & Tech Serv.
☐ Bruce Sullivan, Network Analyst
☐ Kira Thompson, Head of Adult Services
☐ John Torres, Head of Youth Services
☒ Beth Vredenburg, Head of Branch Services

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

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

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

- **Call to Order:** At 7:02 p.m., Vice-President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Ferrer arrived at 7:04 p.m.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Moore, Hogg.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. May 25, 2022 (PPLD Document #062222 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 25, 2022.
- **Moved/Seconded:** Moore, Hogg.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. May 2022 Financial Activity Report (PPLD Document #062222 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2022 Financial Activity as presented.
- **Moved/Seconded:** Moore, Eagleton.
- **Discussion:** There was discussion regarding the Greene Fund, the fire notification system, and the negative available budgets in the report.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #062222 – 2.1)

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

Voucher 62874 in Warrant 20220428 totaling \$66.58

Vouchers 63273 to 63500 in Warrant 20220623 totaling \$104,571.23

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

Vouchers 63262 to 63346 in Warrant 20220615 totaling \$127,165.72

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #062222 – 3)

- Lawrence reported on: COVID cases among the staff; Oaxaca Week; the July 30th Luau; Harmful Content statement; recent AED & CPR training for staff; AED purchase for Rover; Juneteenth programs; upcoming program possibilities; and the Philharmonic at the Bardavon; and popular architectural programs run by Shannon Butler.
- Middleton discussed: COVID test kits; Imani Perry tickets; new hires; and Museum Pass usage.
- Francis spoke about: class visits for schools at SPD; and summer requests from school districts.
- Torres reported on: Summer Reading Kickoff; and registration for morning and afternoon programs.
- Vredenburg discussed: Angela Dominguez program at SPD; Black National Doll Museum workshop series; working with Alison Francis on Read, Write, Sing, Talk, Play program series; and working with Extension Services expansion at senior centers that Rover visits.
- Diuguid spoke about: Big Read preparations; short story program with Kelly Link; the Rotunda; analytics for marketing efforts; and Rotunda delivery issues.
- Bogenschultz reported on: Museum pass availability at SPD; upcoming museum pass renewals; exploring the possibility of adding more museum memberships.

B. President's Report: President Blazek thanked Alison and her team on the successful visit Rover made at the school in which she works. The 384 children were thrilled and are still talking about it.

C. Board Committee Reports (PPLD Document #062222 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on: committee discussions on the 2023 budget; fines & fees recommendations; and Amnesty Month for August.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on: the fines policy; barriers to service; and the desire to make the website easily accessible for Spanish speakers.
3. **Personnel Committee:** Chairperson Moore reported on contract negotiation progress.

D. Friends of PPLD: Vice-President Vasquez spoke to the Board about: the Book Store; Foreign language sale; the sports team they are sponsoring; and progress on the internship they plan to offer in the fall.

VII. Board Action

A. Personnel Actions: (PPLD Document #062222 – 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
Andrew Griemsmann	Senior Library Clerk (FT)	Permanent Appointment	7/2/2022	NA
Steven Stefanchik	Senior Library Clerk (Hrly)	Permanent Appointment	7/2/2022	NA
Susan Sciacca	Senior Library Clerk (Hrly)	Permanent Appointment	7/2/2022	NA
Jewel Ratzlaff	Public Information Officer (Hrly)	Retirement	7/6/2022	NA
Elizabeth Lahl	Senior Library Clerk (PT)	Title Correction	12/7/2022	NA
Emily Giancarlo	Adult Page	Leave Without Pay	6/11/2022-8/28/2022	NA
Victoria Taylor	Adult Page	Seasonal Appointment	6/13/2022-8/28/2022	\$12.10/hr
Tyler O'Donnell	Library Clerk (PT)	Seasonal Appointment	6/14/2022-8/18/2022	\$15.21/hr
Kyra Walker	Library Clerk (PT)	Resignation	6/25/2022	NA
James Gibbons	Library Clerk (FT)	Provisional Appointment	6/20/2022	\$35,956/yr

Jeffrey Giancarlo	Head Custodian (FT)	Probationary Appointment	6/17/2022	\$51,300/yr
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- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy Modification: Fines, Bills, and Collections (PPLD Document #062222 – 5)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the policy modification as it relates to overdue fines and uncollected holds fee, as described in PPLD Document #062222 – 5A.
- B. Moved/Seconded:** Ryan, Eagleton.
- C. Discussion:** Lawrence explained the reasons for the policy changes.
- D. VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

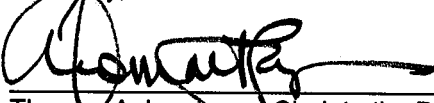
B. Public Comment: None.

Adjournment

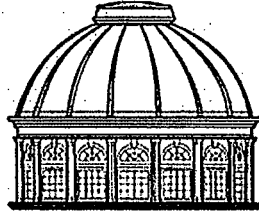
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 27, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of June 2022 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District
accept the Report of June 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	General Fund Operating: General Fund checking account
A	12020	General Fund Payroll: General Fund Payroll account
A	12023	General Fund Money Market: Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	Credit Card Transactions: Where our credit card activity is recorded
A	12051	Flex 125 Money Market: Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	Petty Cash: \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
A	12101	Cash in Machines: Money in the SAM kiosks. It also includes the balances in the registers
A	13800	Accounts Receivable: This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	Due From Other Funds: Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

A.	26000	Accounts Payable: Outstanding obligation for goods received
A	26012	Payroll Liabilities: Entered at year end for salaries earned in this year to be paid next year
A	26020	Flex125 Exchange: Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	Benefits Exchange: Where we book money paid by employees for benefits they pay for
A	26030	General Fund Exchange: Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
A	26300	Due To Other Funds: Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
A	26370	State Retirement Accrual: The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	Accrued Interest Payable: Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

A	35100	Budgeted Revenues: The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
A	35210	Encumbrances (+PYCF*): Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
A	35220	Expenditures (+PYCF*): What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	Encumbrance Reserve (+PYCF*): Part of the budgeted money to be spent that is already committed to be spent
A	38670	Compensated Absences Reserve: Where we book the activity incurred when paying departing employees for earned absences
A	39090	Unreserved Fund Balance: Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	Fund Balance (Start of Year: This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
A	39600	Appropriations Budget (+ PYCF*): This year's budget to spend plus prior year rollover.
A	39800	Revenues Received: The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of June 2022
Financial Activity – Narrative Report

General Fund (Fund A; \$5,308,035)

- Receipts for the month totaled \$11,689 which included \$3,117 in library charges, \$1,679 in interest and \$61 in donations.
- Disbursements for the month totaled \$800,663 which included \$474,246 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$466,350
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$871,048)

- Receipts for the month included \$189 in interest.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$709,096
 - 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; \$476,417)

- 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; \$951,106)

- Receipts for the month included \$375 in interest.
- Disbursements for the month included \$48,819 for Town of Poughkeepsie debt service interest and \$136,006 for City of Poughkeepsie debt service interest and principal.

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

Budget Transfer A-27

Revenue	Increase	Decrease
Total	\$ -	\$ -

Transfer needed due to additional retirees and increase in rate

Expense		Increase	Decrease
Support Salaries	A00000 51420	\$	5,000.00
Medicare Part B Reimbursement	A00000 59061	\$ 5,000.00	
Total		\$ 5,000.00	\$ 5,000.00

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT JUNE 2022

FOR 2022 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,372,774	1,929,274.46	320,615.67	2,050,889.44	392,610.10	91.0%
22 EQUIP & CAPITAL OUTL	76,500	159,000	31,755.00	6,280.18	31,834.43	95,410.57	40.0%
30 MATERIALS	510,780	497,275	184,025.44	26,455.13	60,476.04	252,773.52	49.2%
32 INFORMATION SVC	67,959	66,464	15,297.86	11.10	14,702.06	36,464.08	45.1%
50 OPERATIONS	1,532,715	1,538,985	609,254.48	108,845.02	221,656.59	708,073.93	54.0%
51 AUTOMATION	136,208	136,208	39,487.27	.00	32,067.04	64,653.69	52.5%
91 EMPLOYEE BENEFITS	1,839,020	1,849,750	1,289,043.17	153,630.59	519,875.04	40,831.79	97.8%
92 DEBT SER	1,279,201	1,279,201	615,875.00	184,825.00	.00	663,326.00	48.1%
GRAND TOTAL	9,817,632	9,899,657	4,714,012.68	800,662.69	2,931,500.64	2,254,143.68	77.2%

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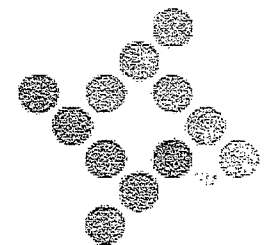
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Poughkeepsie Public Library District
WARRANT SUMMARY

P 5
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WARRANT: 20220615 06/15/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C 157.03	18,115.60
A	A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ 1,050.29	927.11
A	A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe 260.00	2,534.00
A	A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob 415.00	3,348.25
A	A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations 147.82	39.41
A	A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance 87,789.91	-103,962.02
A	A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr 150.94	-355.49
A	A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING 15,120.00	506.99
A	A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish 3,500.00	3,017.33
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 900.25	1,072.42
A	A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 2,989.52	10,735.49
A	A71000	Adriance. A .7410.710.00.54320 .A235	Internet Serv-Hot Spot 598.14	10,331.28
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 4,767.28	42,076.20
A	A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 134.53	30.00
A	A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa 1,295.99	722.00
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar 2,809.22	23,796.97
A	A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES 328.13	6.02
A	A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE 1,200.00	.00
A	A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS 3,551.67	112.96
FUND TOTAL			127,165.72	
=====				
WARRANT SUMMARY TOTAL			127,165.72	
=====				
GRAND TOTAL			127,165.72	
=====				



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Poughkeepsie Public Library District
WARRANT SUMMARY

P 19
apwarrant

WARRANT: 20220623 06/23/2022

DUE DATE: 06/23/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund		
A	A00000	General Fund Expen A .0000.000.00.26021 .	Benefits Exchange	3,578.71
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	589.66
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	177.25
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	252.81
A	A00000	General Fund Expen A .7410.000.00.54351 .	Cont Ed/ Local	60.00
A	A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	322.50
A	A00000	General Fund Expen A .7410.000.00.54380 .	Membership Dues	50.00
A	A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00
A	A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	1,992.93
A	A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	1,572.15
A	A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	662.74
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	4,048.30
A	A10000	Administration A .7410.100.00.54292 .	Admin Program Expenses	850.00
A	A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	100.00
A	A10000	Administration A .7410.100.00.54370 .	Professional Fees - Ad	666.66
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .	BOOKS (CBA)	408.02
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	674.25
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	1,290.80
A	A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	475.57
A	A20000	Building Services A .7410.200.00.54520 .	Building Repairs	4,092.10
A	A20000	Building Services A .7410.200.00.54520 .A238	BLDG REPAIRS-ADR FIRE	1,825.00
A	A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	1,174.29
A	A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	4,034.72
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	593.79
A	A20000	Building Services A .7410.200.00.54730 .	Vehicle Maintenance	489.69
A	A20300	Greene Services A .7410.203.02.52800 .	Furniture,Fixtures & E	1,585.00
A	A20300	Greene Services A .7410.203.02.54100 .	BOOKS	8,003.35
A	A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	4,843.68
A	A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	10,540.00
A	A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	712.26
A	A20300	Greene Services A .7410.203.02.54370 .A232	Prof Fees-BRD Wastewat	2,393.48
A	A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	12,790.04
A	A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	58.00
A	A41000	Adult Services A .7410.410.00.54130 .	Serials Adult Services	18.00
A	A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	11.10
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	2,924.99
A	A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	227.22
A	A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	220.98
A	A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	1,747.99
A	A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	2,705.73
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	3,153.24
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,660.17
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	2,133.67
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	221.35
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	1,640.42
A	A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	1,038.40
A	A46000	YA Services A .7410.460.00.54292 .	Programming YA	377.14
A	A50000	Business Office A .7410.500.00.54292 .	Contingency for Grant	416.55
A	A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	3,359.00

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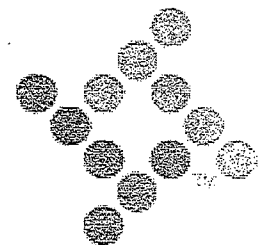
Poughkeepsie Public Library District
WARRANT SUMMARY

P 20
apwarrnt

WARRANT: 20220623 06/23/2022

DUE DATE: 06/23/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	661.59	19,790.09
A	A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	744.37	8,960.36
A	A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	742.50	1,105.93
A	A71000	Adriance A .7410.710.00.54131 .	Newspapers	293.55	2,763.30
A	A71000	Adriance A .7410.710.00.54330 .	Postage AML	2,262.73	1,497.00
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	13.23	42,076.20
A	A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	215.50	523.05
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	30.05	23,796.97
A	A74000	Sadie Peterson Del A .7410.740.00.52800 .	Furniture, Fixtures &	3,443.93	-176.73
A	A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING	579.35	.00
A	A74000	Sadie Peterson Del A .7410.740.00.54300 .	SUPPLIES	20.73	252.75
FUND TOTAL				104,571.23	
=====					
WARRANT SUMMARY TOTAL				104,571.23	
=====					
GRAND TOTAL				104,571.23	
=====					



Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT JUNE 2022

FOR 2022 06

	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	6,989,144.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,279,201	1,279,201	1,279,201.00	.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	40,000	16,895.40	3,116.57	23,104.60	42.2%
42401 INTEREST EARNINGS	25,000	25,000	5,447.57	1,679.39	19,552.43	21.8%
42680 INSURANCE RECOVERIES	0	0	102.00	.00	-102.00	100.0%
42705 DONATIONS	54,833	59,833	2,324.96	61.01	57,508.04	3.9%
42752 ANNUAL APPEAL	35,000	35,000	29,016.44	.00	5,983.56	82.9%
42753 DONATIONS IN KIND	81,983	81,983	40,991.46	6,831.91	40,991.54	50.0%
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	.00	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	16,290.74	.00	-1,290.74	108.6%
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	9,011,385.43	11,688.88	888,271.57	91.0%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 6

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	1,299.83	2,122.38
A	12020	General Fund Payroll	-55.25	2,832.48
A	12023	General Fund Money Market	-555,982.00	3,516,326.81
A	12040	Credit Card Transactions	-439.62	1,150.13
A	12051	Flex 125 Money Market	-711.71	6,693.35
A	12100	Petty Cash	200.17	7,078.33
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	114.98	466,349.59
A	13501	Grants Receivable	.00	51,425.78
A	13910	Due From Other Funds	-184,825.00	1,253,553.72
TOTAL ASSETS			-740,398.60	5,308,034.57
LIABILITIES				
A	26000	Accounts Payable	66.58	-982.84
A	26020	Flex125 Exchange	712.30	-6,300.53
A	26021	Benefits Exchange	389.01	4,280.62
A	26030	General Fund Exchange	-21.00	-1,371.33
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-50,449.87	-326,547.86
TOTAL LIABILITIES			-49,302.98	-330,833.54
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,899,657.00
A	35210	Encumbrances (+ PYCF)	-359,435.60	2,959,706.00
A	35220	Expenditures (+ PYCF)	801,390.46	5,008,730.50
A	38210	Encumbrance Reserve (+ PYCF)	359,435.60	-2,959,706.00
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-4,637.91	654,542.25
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	4,637.91	-10,211,192.93
A	39800	Revenues Received	-11,688.88	-9,011,385.43
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			789,701.58	-4,977,201.03
TOTAL LIABILITIES + FUND BALANCE			740,398.60	-5,308,034.57

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 6

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	446,101.24	811,389.79
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	-4,711.84	59,382.71
	TOTAL ASSETS			441,389.40	871,047.58
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	-441,389.40	-431,988.22
	TOTAL FUND BALANCE			-441,389.40	-203,896.75
	TOTAL LIABILITIES + FUND BALANCE			-441,389.40	-871,047.58

Poughkeepsie Public Library District

01 added



BALANCE SHEET FOR 2022 6

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	492.34
H	13502	Discount Pledge Receivable		.00	.30
H	13910	Due From Other Funds		.00	38,385.79
TOTAL ASSETS				.02	39,003.09
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	-.12
TOTAL FUND BALANCE				-.02	19,095.52
TOTAL LIABILITIES + FUND BALANCE				-.02	-39,003.09

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 6

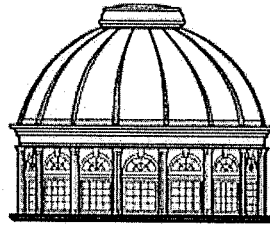
FUND: PN PERMANENT FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
PN	12011	Slonaker Trust		.00	2,771.48
PN	12012	Lamont Fund		.00	50,000.00
PN	12013	Levinsohn Trust		.00	1,003.52
PN	12014	Wojtecki Trust		-4,711.84	364,586.21
PN	12015	Schwartz Fund		.00	10,964.91
PN	12201	Dobo Fund		.00	37,047.81
PN	13910	Due from other funds		.00	10,043.00
TOTAL ASSETS				-4,711.84	476,416.93
LIABILITIES					
PN	26300	Due to other funds		4,711.84	2,400.92
TOTAL LIABILITIES				4,711.84	2,400.92
FUND BALANCE					
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
TOTAL FUND BALANCE				.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE				4,711.84	-476,416.93

Poughkeepsie Public Library District



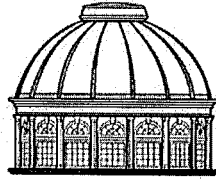
BALANCE SHEET FOR 2022 6

FUND: V DEBT SERVICE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	V	12230	Cash, Res Bond Indebtedness	-184,449.54	926,356.64
	V	13910	DUE FROM OTHER FUNDS	.00	24,749.05
		TOTAL ASSETS		-184,449.54	951,105.69
LIABILITIES					
	V	26300	DUE TO OTHER FUNDS	184,825.00	-663,266.00
		TOTAL LIABILITIES		184,825.00	-663,266.00
FUND BALANCE					
	V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
	V	39110	Fund Balance Unreserved	.00	-267,519.26
	V	39800	Revenues	-375.46	-1,039.43
		TOTAL FUND BALANCE		-375.46	-287,839.69
		TOTAL LIABILITIES + FUND BALANCE		184,449.54	-951,105.69



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JUNE 2022

Significant Challenges or Accomplishments

- After a dormant period, the Omicron ba5 variant is creating some havoc with staff scheduling due to illness. Regrettably, this has caused some program cancellations in Youth Services. We continue to monitor the pandemic's impact on the Library District and to keep staff informed of close contacts as it related to their health concerns.
- With the benefit of the coordinating efforts of IT staffer David Rudin, the Library District has six (6) AED units and about thirty-three (33) staff fully trained in CPR and the use of the AEDs. All of the AEDs are equipped with both adult and juvenile pads.
- With the benefit of the coordinating efforts of Youth Services staffer Martha Farrell, the Library District has twenty-one (21) staff trained in the administration of Narcan. We also promote the virtual training provided by Dutchess County to both staff and to the general public.

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 June 2022 activity.

Outreach and Professional Development

- See attached manager reports for June 2022 activity.

Collection Development

- Nothing specific to report.

Buildings

- Boardman Road
 - The bids for the expanded parking are scheduled to be opened on Friday, July 22, at 10:00 am. If the project is deemed to be affordable, we will proceed with a NYS construction grant application (due August 12 to MHLS).
- Adriance
 - Work to replace the failed fire communications panel was completed in early June. We are now waiting for the Fire Inspector to return to sign off on everything.

Staffing

- See Personnel Actions, if applicable.

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

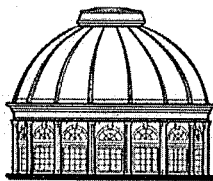
	Current Year: 2022				Previous Year: 2021				Compare: '22 to '21		Previous Year: 2020				Compare: '22 to '20	
	Jun	% of Total	YTD	% of Total	Jun	% of Total	YTD	% of Total	Change	% Change	Jun	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,628	27.24%	32,329	26.46%	5,795	29.88%	33,069	25.61%	-740	-2.24%	3,593	18.53%	20,904	16.19%	11,425	54.65%
Adult Non-Fiction	3,317	16.05%	22,021	18.02%	3,494	18.02%	21,586	16.72%	435	2.02%	1,958	10.10%	16,434	12.73%	5,587	34.00%
Fiction - Juvenile	5,163	24.99%	28,789	23.56%	3,604	18.58%	28,253	21.88%	536	1.90%	2,759	14.23%	18,834	14.59%	9,955	52.86%
Non-Fiction - Juvenile	1,176	5.69%	7,570	6.20%	934	4.82%	8,548	6.62%	-978	-11.44%	619	3.19%	5,632	4.36%	1,938	34.41%
Periodicals	192	0.93%	981	0.80%	241	1.24%	1,268	0.98%	-287	-22.63%	89	0.46%	796	0.62%	185	23.24%
Periodicals - Juvenile	16	0.08%	153	0.13%	20	0.10%	153	0.12%	0	0.00%	11	0.06%	85	0.07%	68	80.00%
Print Subtotal	15,492	74.98%	91,843	75.17%	14,088	72.64%	92,877	71.93%	-1,034	-1.11%	9,029	46.56%	62,685	48.55%	29,158	46.52%
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	9	0.04%	34	0.03%	12	0.06%	59	0.05%	-25	-42.37%	0	0.00%	35	0.03%	-1	-2.86%
Soundrecordings	667	3.23%	3,857	3.16%	740	3.82%	4,204	3.26%	-347	-8.25%	428	2.21%	4,165	3.23%	-308	-7.39%
Videorecordings	3,780	18.29%	22,259	18.22%	3,838	19.79%	26,428	20.47%	-4,169	-15.77%	1,674	8.63%	25,386	19.66%	-3,127	-12.32%
Media	1	0.00%	3	0.00%	2	0.01%	11	0.01%	-8	-72.73%	1	0.01%	5	0.00%	-2	-40.00%
Software	6	0.03%	19	0.02%	5	0.03%	62	0.05%	-43	-69.35%	1	0.01%	39	0.03%	-20	-51.28%
Equipment/Realia	28	0.14%	119	0.10%	4	0.02%	36	0.03%	83	230.56%	5	0.03%	153	0.12%	-34	-22.22%
Suppressed Items	39	0.19%	110	0.09%	33	0.17%	242	0.19%	-132	-54.55%	10	0.05%	101	0.08%	9	8.91%
Videorecordings - Juvenile	403	1.95%	2,344	1.92%	294	1.52%	2,061	1.60%	283	13.73%	155	0.80%	3,683	2.85%	-1,339	-36.36%
Audiorecordings - Juvenile	77	0.37%	455	0.37%	46	0.24%	316	0.24%	139	43.99%	54	0.28%	456	0.35%	-1	-0.22%
Media - Juvenile	153	0.74%	708	0.58%	43	0.22%	512	0.40%	196	38.28%	32	0.16%	520	0.40%	188	36.15%
Software - Juvenile	7	0.03%	24	0.02%	5	0.03%	73	0.06%	-49	-67.12%	0	0.00%	47	0.04%	-23	-48.94%
Non-Print Subtotal	5,170	25.02%	29,932	24.50%	5,022	25.89%	34,004	26.34%	-4,072	-11.98%	2,360	12.17%	34,590	26.79%	-4,658	-13.47%
Online Renewals	0	0.00%	400	0.33%	284	1.46%	2,232	1.73%	-1,832	-82.08%	81	0.42%	1,056	0.82%	-656	-97.35%
Total	20,662		122,175		19,394		129,113		-6,938	-5.37%	11,470		98,331		23,844	24.25%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2022

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,629	18,947	21,773	21,284	19,412	20,662	0	0	0	0	0	0	121,707
Physical Items - Online Renewals	235	159	6	0	0	0							400
Digital Content	9,601	7,328	7,762	7,581	8,401	8,563	0	0	0	0	0	0	49,236
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	29,465	26,434	29,541	28,865	27,813	29,225	0	0	0	0	0	0	171,343
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,463	3,939	4,056	3,363	3,007	3,158	0	0	0	0	0	0	21,986
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	0	0	0	0	0	0	11,599
Sadie Peterson Delaney	NA	NA	NA	37	68	62	0	0	0	0	0	0	167
Total	6,627	5,750	6,069	5,326	4,938	5,042	0	0	0	0	0	0	33,752
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	787	838	1,076	912	654	808	0	0	0	0	0	0	5,075
Boardman Road	121	160	200	133	122	177	0	0	0	0	0	0	913
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	0	0	0	0	0	2
Spanish Language Assistance	22	25	65	NA	36	36	0	0	0	0	0	0	184
Total	930	1,023	1,341	1,047	812	1,021	0	0	0	0	0	0	6,174
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	9,761	10,624	10,076	9,682	10,085	7,384	0	0	0	0	0	0	57,612
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	0	0	0	0	0	0	21,641
Calendar Hits - Recite Me	341	440	444	477	306	0	0	0	0	0	0	0	2,008
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	0	0	0	0	0	0	174,260
Total	39,472	39,529	51,048	42,570	39,744	43,158	0	0	0	0	0	0	255,521
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,479	NA	5,221	5,304	5,171	5,584	0	0	0	0	0	0	25,759
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	0	0	0	0	0	0	8,297
Total	5,871	0	6,934	6,965	6,925	7,361	0	0	0	0	0	0	34,056
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	29	19	29	19	43	43	0	0	0	0	0	0	182
Boardman Road	6	7	4	8	8	0	0	0	0	0	0	0	33
Total	35	26	33	27	51	43	0	0	0	0	0	0	215
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	61	57	79	64	55	61	0	0	0	0	0	0	377
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	197	186	192	226	220	175							1,196
Community Engagement	0	0	0	0	0	2							2
Non-Library District	0	19	21	16	14	12							82
Exams Proctored	14	16	24	18	12	15							99
MAP Passes	9	9	17	20	49	106							210
Rover Bookmobile Stops	3	3	5	4	5	5							25
Total	223	233	259	284	300	315	0	0	0	0	0	0	1,614
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,728	1,786	2,029	2,908	1,900	3,039							13,390
Community Engagement	0	0	0	0	0	144							144
Non-Library District	0	308	348	315	163	153							1,287
Drop-In Room Use (Adriance)	79	96	87	69	107	97							535
Rover Bookmobile	30	30	30	466	241	632							1,429
Total	1,837	2,220	2,494	3,758	2,411	4,065	0	0	0	0	0	0	16,785
GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	0	0	0	0	0	0	67,754
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	0	0	0	0	0	0	48,888
Sadie Peterson Delaney	0	0	0	251	150	203	0	0	0	0	0	0	604
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	0	0	0	0	0	0	117,246
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	9,598	132,330
Total - 2021	19,903	17,597	24,069	20,359	19,040	20,301	24,280	21,814	17,627	23,984	16,214	18,812	244,000

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
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	2	0	1	3	5.25	0.00	16.00	21.25
June	4	1	0	1	9.00	8.00	0.00	8.00
July								
August								
September								
October								
November								
December								
TOTAL					74.24	91.00	16.00	172.24



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title:

Janet Bogenschultz, Assistant to the Library Director

Department: Administrative Office

Report Focus Area of Activity:

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

MAP Pass Use in May: 53 pass reservation use dates to 18 MAP pass destinations.

MAP Pass Use in June: 79 pass reservation use dates to 18 MAP pass destinations.

- **May Destinations:** Basketball Hall of Fame (3), Berkshire Botanical Garden (2), Berkshire Museum (2), Chesterwood (1), Danbury Railway Museum (1), Empire Pass to NY State Parks (6), Hancock Shaker Village (2), Hildene (1), Hudson Highlands Nature Museum (1), Locust Grove (2), Mass MoCA (2), Mohonk Preserve (11 individual passes), Museum at Bethel Woods (5), Olana State Historic Site (3), Old Rhinebeck Aerodrome (1), Storm King Art Center (3), Thomas Cole National Historic Site (2), and Trevor Zoo (5).
- **June Destinations:** Adirondack Experience (4), Berkshire Botanical Garden (3), Berkshire Museum (1), Boscobel House & Gardens (1), Empire Pass to NY State Parks (13), FDR Presidential Library & Museum (13*), Hildene (1), Intrepid Sea, Air & Space (1), Locust Grove (1), Mohonk Preserve (8 individual passes), Museum at Bethel Woods (2), Norman Rockwell (1), Olana State Historic Site (1), Old Rhinebeck Aerodrome (8), Opus 40 Sculpture Park & Museum (4), Storm King Art Center (7), Trevor Zoo (9) and USS Slater (1). *Note: FDR pass number (13) includes extra passes that were the result of creating the new FDR pass and testing it.
- **Most Popular Passes & Combined Totals for May & June:** Empire Pass 18 vehicle passes, Mohonk Preserve 17 individual passes, Trevor Zoo 14 family passes; Storm King 10 vehicle passes, Old Rhinebeck 9 family passes, Museum of Bethel Woods 7 family passes, and Berkshire Botanical Gardens 5 (for four adult) passes.
- **Comparison:** After Memorial Day, MAP Pass reservations always increase for the summer. June had 79 reservations to 18 destinations. May had 53 reservations to 18 destinations, which is more than double April's 20 reservations to exactly double April's 9 visited destinations.

MAP Pass Promotion and Marketing: PPLD patrons received the summer issue of *The Rotunda* with an article that highlighted 11 MAP Pass destinations and seasonal openings, titled *"Go Places! Free Passes to Explore & Discover"* on page 5. The article included two photographs, one of Opus 40 that had 4 visits in June and reopened the end of May. The article included promotion of the 3 ship passes with one photo, and 2 were visited, Intrepid & USS Slater. Passes reserved in June increased by over 30% of the number reserved in May, and May was more than double April, which is the trend in past years as the weather warms up and people get out and about more.

Since Highlighting MAP Pass Destinations in the Spring & Summer Rotunda Issues: Visits to those destinations are up in May and June combined totals: Empire Pass (19), Mohonk Preserve (17), Trevor Zoo (14), Storm King Art Center (10), Old Rhinebeck Aerodrome (9 with both 2 passes used 2 days), Museum at Bethel Woods (7), Berkshire Botanical Garden (5), Olana (4), FDR (6), Berkshire Museum (3), Basketball Hall of Fame (3), Hildene (3), Locust Grove (3), Hancock Shaker Village (2), MassMoCA (2), Thomas Cole (2), and many single visit destinations: USS Slater, Norman Rockwell, Chesterwood, Boscobel, Intrepid, Hudson Highlands Nature Museum & Danbury Railway Museum.

Renewal of MAP Pass Library Memberships: May and June had four destinations renewed, May (3) and June (1).

- Boscobel House & Gardens with the Mansion reopening in May for tours after closure since March 2020;
- Hancock Shaker Village with spring opening events to see baby animals promoted in the Rotunda;
- Storm King Art Center with the increase to 2 passes per day for two vehicles of 6 people due to popularity.

- June renewal was the Hudson Highlands Nature Museum, which includes Grasshopper Grove Nature Play, and the Nature Museum reopening this spring after two years of closure.
- After correspondence or phone calls with museum membership staff to request invoices or renewal forms, and invoices/forms with checks mailed, receipts and letters on library pass changes and use were received.
- Following end of month payment, new expiration dates are entered in Tixkeeper, checking on opening days and hours, and updating pass descriptions for Tixkeeper and the PPLD MAP Pass webpage.
- **MAP Passes at SPDARL:** With the book drop in place on the second floor outside of the library in June, MAP Passes that are Pick Up/Return at SPDARL were activated in TixKeeper with instructions to patrons.

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, dates open or closed, and hours.
- Revise destination descriptions for both the MAP Pass webpage and Tixkeeper's descriptions as needed.
- In May and June: Revisions for Norman Rockwell, Chesterwood, Berkshire Botanical Garden, Thomas Cole National Historic Site, Bronck Museum, FDR, Empire State and Hancock Shaker, and Florence Griswold.
- Ongoing updates include revised changes to Ticketing at venue, timed entry updates, new Tours or Hours, new Exhibitions or Indoor access, and changes to pass coverage, and changes in Covid policies for visitors.
- Emailed museum newsletters, emailed notices, checking websites, and communicating with staff, are all means for keeping abreast of the changes for library patrons' use of MAP Passes.

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:

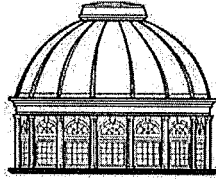
Tixkeeper's statistics in May had 53 uses, and June 79 uses, each for 18 destinations - follows summer's usage.

- **MAP Passes & Venues: Indoor & Outdoor & Both:** Indoor venues: May (4) and June (2); Outdoor venues: May (4) and June (5); Both Indoor & Outdoor: May (10) and June (11). Indoor venues include Basketball Hall of Fame (3), Berkshire Museum (3), Mass MoCA (2), FDR (6), and Thomas Cole (2). Eleven destinations had were both indoor and outdoor, and five were outdoor: BBG, Opus 40, Mohonk, Empire Pass, and Storm King.
- **MAP Passes & Travel Distances to Visit Destinations in May & June:** Library patrons continued to use MAP Passes to travel for destinations farther away for a day trip or family outing. Also, with increased gas prices, destinations nearby increased pass use: Empire 18, Trevor 14, Storm King 10, Old Rhinebeck 9, FDR 6, Olana 4.
- **May & June:** Hildene 3x (135 mi VT), Basketball HOF 3x (124 mi. Springfield), Intrepid 1x (80 mi), USS Slater 1x (79 mi), Museum at Bethel Woods 7x (75 mi), 12x to Berkshire destinations (MassMoCA 98 mi; Berkshire Mus. 75 mi; Hancock 73 mi; Chesterwood 70 mi; Norman 69 mi; Botanical 68 mi), Opus 4x (50 mi), Danbury 1x (43 mi).

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 summer Rotunda article, *"Go Places! Free Passes to Explore & Discover,"* out in June, 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.

Other Departmental Activity to Note: Review and research of variety destinations to add new Pass venues this year.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator
Time Period of Report: June 2022

Department: Youth Services

Report Focus Area of Activity: Outreach to schools to promote summer reading program

June was very busy with school visits at all three branches. These visits included a general talk about the library and its services, information about summer reading, (why it's important to keep reading during the summer and how our program works and how to register), a read aloud, and time to explore the library's offerings.

Log of activities:

- *June 2nd - Morse School first grade visit at SPD (Alison)**
- *June 4th - Angela Dominguez visit at SPD (Sandra & Beth)**
- June 6th - Spackenkill School visits, 6th grade, for summer reading (Liz & Alison)**
- *June 7th - Spackenkill School visits, 7th & 8th grade, for summer reading (Martha & Angela)**
- *June 8th - Arthur S May school visit, kindergarten (Laura)**
- *June 9th - Overlook School visit with Rover (Alison, Anne, Jolie, Kayliegh)**
- *June 9th - Homeschool library tour at Boardman Road branch (Laura)**
- *June 14th - Morse School second grade visit at SPD (Liz)**
- *June 17th - Clinton School third grade visit at Adriance (Liz)**
- *June 23 - Arranged story times during the summer for ROCC preschool campers (Liz)**
- *June 28th - Arranged for Rocc campers to come to the library for computer use**

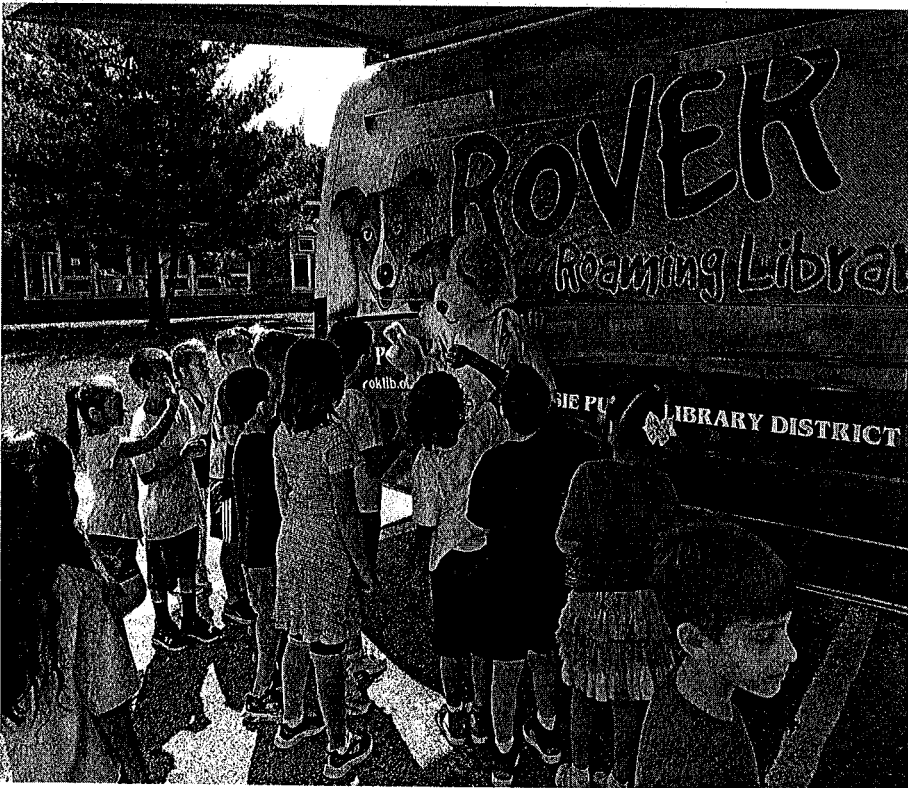
Other activity during June:

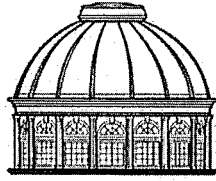
June 8th - met with Natasha Cherry regarding early literacy backpacks
-discussed the backpacks at the Parenting Empowerment Center, the Back to School Bash, and the Bridges events for new families in the district

***June 14th - met with staff of the Family Empowerment Center to discuss early lit backpacks, library cards and other ways we can support kids' literacy**

***June 23rd - brought some Early Literacy backpacks to Boardman and SPD for circulation**

Outreach Visit





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: June 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

The circulation department has been improving the process for handling of damaged items, reviewed safety measures, and enjoyed more outings with the Rover bookmobile. We have also refined the process for issuing children's library cards.

Being a point of information at Adriance, the circulation desk added handouts regarding donating items to the Friends as well as about the ESL classes that are available. Early June included a high demand for The Rotunda. All of this material was also disseminated to each branch, including the Rover bookmobile.

Technical Services

Processing of materials has been continuous with the exception of a few days when our vendor's server was down (IT was very responsive in helping to diagnose the issue).

Intended Outcomes of Focus Activity:

All activity is intended to provide appropriate information and materials to patrons and community members with a staff that is cohesive and communicates well with one another and the public.

Manager Observation of Activity and Outcomes:

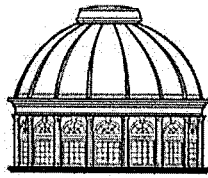
Adoption of new processes has been positive.

Impact of Activity:

A more informed public and increased access to information and new materials.

Other Departmental Activity to Note:

N.A.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: June/July 2022

Department: Youth Services

Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

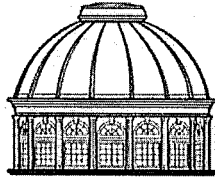
Summer has begun and the YS programming is back. To kick off our summer reading game we held a kick-off event at ADR in the patron parking lot. The weather was on and off with rain but luckily we were able to get the event in. We had the Bubble Bus, face painting, balloon art and 2 bouncy houses. There were 2 injuries during the event from a child slipping on the metal sewer grate which caused a head laceration and he ended up needing several staples. I've contacted the family and have seen them since the event and am happy to say the child is doing great. Another injury was from the bouncy house in which two kids jumped into each other. I am unaware of any after effects from that injury. Overall I heard only positive feedback from the event and attendance was somewhere between 250-300 people.

The kick off was also the first day we allowed signups for our summer reading game and on that day we had 180 children sign up. Currently overall signups between ADR, BRD and SPD are at 451 children.

Our weekly early literacy programs have also started, without registration, and we are seeing higher than normal attendance for the first week. Afternoon programs which still require registration have been hit or miss with attendance numbers.

We have also started our summer lunch program. This is the 3rd year we have participated in the program and it is through the NYSED and the PCS. We receive 25 prepackaged sandwiches, fruit, snack, and milk Monday – Friday. We are averaging 10 lunches per day with teens coming in every day for lunch and second lunches.

Teens continue to come in during the day to use the teen space and play video games. There was a bit of a drop off from the school year but that is expected. The teen room is now open at 9 am but teens don't seem to be coming in till after 11am.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst

Time Period of Report June 2022

Department: Information / Technologies

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected with one exception. The Fax lines at Boardman. FiOS has been installed at Boardman but not terminated into working phone lines as of yet.

A small "quality of life change" to the phone system. We don't need to dial the 845 area code for local calls.

Brian Games programing at The Office of the Aging and Town of Poughkeepsie Senior Center is running smoothly.

FLIP stats for 2nd quarter 2022.

- 657 Images
 - 154 negatives (35mm)
 - 190 photos
 - 313 slides
- 27 Videos, all VHS

One thing of general note. There has been a notable increase in disruptive / inappropriate behavior in the I-commons (PC arear of the ground floor) most of which has not been worthy of an incident report.

Intended Outcomes of Focus Activity:

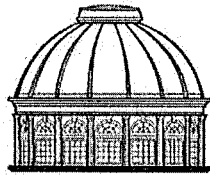
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Department: Adult Services

Report Focus Area of Activity:

Programming:

Most of our activity this month centered around our regular, serial programming. Our open computer lab is busy every day, and our walking club is seeing steady turnout. Open Mic night continues to draw a good crowd as well. Special one off programs of note this month include: a popular informational program on Medicare given by local Independent Medicare Consultant Debora Delucia, and author Jode Millman led a workshop on legal protections for writers.

Outreach:

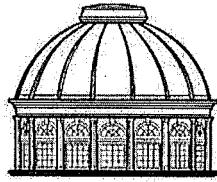
I worked the Saturday, June 18th Juneteenth Event at Mansion Square park, along with Rover staff. Although the day was cool and windy, the event had good attendance, and we spent our time informing residents of the new Sadie Peterson Delaney branch library at the Family Partnership Center, and how they can get library cards. Despite technology issues, we managed to make a few new library cards, as well as send others home with the application.

Professional Development:

Janna Whearty, president of the Dutchess County Bar Association, came in on June 16th and spent some time giving the Adult Services department a crash course on our local legal resources, and the best options for referring patrons in search of specific legal needs.

Other Departmental Activity to Note:

Although major incidents remain relatively few on the Main Floor, we have been noticing an uptick in patrons experiencing mental health and substance abuse issues. Security staff deployed Narcan on Saturday, June 16th in the Main Floor men's room. AS Staff & Security have been excellent at de-escalating behaviors and working together in order to make sure that everyone in the building remains safe and feels welcome. This does take a toll on staff, however, and I just want to highlight how challenging this can be, and applaud their efforts to continue to provide excellent service to all patrons, whatever their needs or circumstances.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: June/July 2022

Department: Branch and Extension Services

Sadie Peterson Dalaney African Roots Library:

General SPD Library Updates:

- Meyer construction/ Mass Design Group has started the first of many improvement projects to the Family Partnership Center building. This project consists of refurbishing the front entryway. Currently, the main entrance is closed off. The two side doors are accessible to staff and the public.
- Signage Meeting: on 7/7/2022 I met with Tamer Janakat and Greg Tooker to discuss outside signage options. The consensus was that we are allowed a banner on the fencing close to the roadway, visible to traffic and passersby. Vinyl cling lettering was also discussed but not approved. I am in the process of getting a quote for the banner.
- There will soon be Family Partnership Center building signage on either current entrance door indicating the building is open. No definitive date was given as of yet.

SPD Upcoming Events:

- Saturday Storytimes beginning July 9
- National Black Doll Museum Rag Doll Workshops - last week of September
- 1st Grade Morse School Author Visit Fall 2022

- Fall Storytimes beginning September
- Fall art after school
 - October- Pumpkin painting
 - November- Fall Quilling
 - December - DIY Snow Globes

Mini Free Libraries:

- Refilling continues every week by the dedicated staff

Boardman:

- **Building and Grounds:**
 - All entrance doors are currently working
 - The staff bathroom had plumbing issues on 7/07/2022 and a part was replaced by Cleveland Plumbing and Heating on 7/08 and is currently functioning.

Upcoming Events:

Author: Phillip Dray
 Thursday Aug 11, 2022
 7:00-8:30 pm

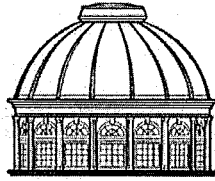
Extension Services:

July 6th was Rover's last monthly trip to the Landing of Poughkeepsie senior housing facility.

While we were there, we had a visit from 12 patrons, 5 of which were interested in Extension Services. 3 signed on the spot and 2 will return the application at a later date. These patrons will be added to our regular scheduled extension service deliveries.

Transition trips for Lakeview Apartments and St. Simeon will be scheduled for the end of July/ beginning of August.

Rover is now visiting Town of Poughkeepsie Senior Center monthly.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bradley Diuguid, Development Officer

Time Period of Report: June/July 2022

Department: Advancement

Report Focus Area of Activity: Volunteers

One of my cross-departmental functions is supporting volunteer coordinators at each branch. These staff members seek out, onboard, train, and manage volunteer candidates, who are generally local high school or college students, often members of academic clubs like the National Honor Society; recent retirees; or adults fulfilling a community service requirement. While my work is largely administrative – tracking statistics, forwarding requests to appropriate departments, promoting opportunities as needed – I see an opportunity to collaborate with coordinators on staff to revise our strategy and address pain points that impact staff workloads.

Intended Outcomes of Focus Activity:

In the fall, we will gather the volunteer coordinators to make a plan toward the following goals:

1. Revise the existing Volunteer Handbook with a revised vision statement, clear organizational chart, and current position listings;
2. Update intake procedures, including digital form options and updated application questions;
3. Share best practices on volunteer management, standard tasks, and problem solving to improve workloads;
4. Brainstorm new volunteer openings and possible internships;
5. Ascertain a marketing plan for openings and establish pipelines for quality candidates.

Manager Observation of Activity and Outcomes:

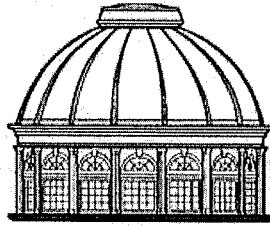
I've already observed a fresh spring of energy around volunteer opportunities at the Library District following the informal questioning and analysis that's taken place so far. Volunteer management is widely acknowledged as important, but not always urgent, and therefore the kind of mindful reflection and revision of well-worn routines is easy to slip off one's to-do list. It's my expectation that sustained leadership and facilitated communication will help all volunteer coordinators break out of their closed systems and build even more enthusiasm.

Impact of Activity:

Best practices, pain points, and recommendations for changes will be documented during the meeting, which we'll organize later this summer for early fall.

Other Departmental Activity to Note:

Public Information Officers are currently hard at work designing and editing the Fall issue of the Rotunda, traditionally the Library District's largest edition with programs that cover September-December.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee	Date: Monday, July 11, 2022
Attendance	
<u>Trustees Present</u>	<u>Staff Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager
<u>Guest(s) Present</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 following topics were discussed:

- **Financial Report and Bank Reconciliations:** The June financial report was not yet prepared for review. Hogg reviewed the bank reconciliations.
- **2023 Budget Preparation:** Lawrence and Lynch discussed the challenges in preparing the draft 2023 budget. The Committee hope is that we would be able to produce a fiscal plan that was within the budget cap (as of yet unknown but assumed to be at 2%). Salary and health insurance seem to be the chief driver of costs and exact insurance rates for 2023 will not be confirmed until late in 2022. A draft budget with a couple of options will be prepared for Committee consideration no later than July 19. The Board needs to approve a tentative budget no later than at its meeting on July 27.

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

- Monthly financial report
- 2023 Proposed Budget

3. Upcoming Agenda Items:

- Status of PILOT payments.
- Donor cultivation.

Next Scheduled Meeting(s) Date

Monday, September 12; 6:30 pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Personnel Committee	Date: Monday, July 18, 2022	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input 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 type="checkbox"/> Patty Ryan		
<input checked="" type="checkbox"/> Laurel Spuhler		
Minutes Prepared By: T. Lawrence		

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

1. Business Items: The Committee discussed the following:

- **Update on Grievances:** Lawrence and Knapp updated the Committee on the status of the grievances, which have encountered a new complication with the method of salary calculations as it relates to one employee. They will meet with the CSEA Labor Relations Specialist and Unit Head on Monday, July 25, to try and resolve the issue.
- **Discussion of Negotiations:** The Committee discussed various financial and non-financial positions to consider for presentation at the negotiating session scheduled for Thursday, July 28.

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

- Nothing.

3. Upcoming Agenda Items:

- Continued negotiations.

The meeting adjourned at 7:50 pm.

Next Scheduled Committee Meeting Date

TBD; Greenspan Board Room
(date, time, and location subject to change)