

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, August 31, 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: Eagleton and Ferrer

- 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. July 27, 2022 (*T. Lawrence; #083122 – 1*)
 - V. Financial Report(s)
 - A. July 2022 (*B. Lynch; #083122 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #083122 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #083122 – 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, #083122 – 4; if needed*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Appointment of Trustee to Fill Vacancy (*M. Fitzgibbons; #083122 – 5*)
 2. Approval of Proposed Modifications to FY2022 Budget (*P. Ryan; #083122 – 6*)
 3. Approval of 2022 Central Library Services Aid Application (*T. Lawrence; #083122 – 7*)
 4. Approval of Policy: Statement on Library District Collections (*M. Fitzgibbons; #083122 – 8*)
 - 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, September 28, 2022; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

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

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- Patricia Ryan
- 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**

- Chris Cutler, Treasurer

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** There will be an Executive Session after section VII A. Personnel Actions for the purpose of discussing the status of negotiations.
- **Move/Seconded:** Hogg, Nichols.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. June 22, 2022 (PPLD Document #072722 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 22, 2022.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. June 2022 Financial Activity Report (PPLD Document #072722 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2022 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** There was a question regarding the salary percentages and Lynch clarified an issue that was raised last month. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #072722 – 2.1)

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

Voucher 61458 in Warrant 20220428 totaling \$6.04

Vouchers 63501 to 63826 in Warrant 20220728 totaling \$190,375.57

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

Vouchers 63589 to 63614 in Warrant 20220715 totaling \$130,332.39

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #072722 – 3)

- Lawrence reported on: Parking lot bids; possible collaboration with Habitat for Humanity; the Luau on Saturday; Halloween on the Hill plans; Trustee education requirements; school district challenges; upcoming meetings; communication challenges with the staff; Staff Development Day; training staff with CPR, AEDs and Narcan.
- Vredenburg discussed: programs happening at SPD; Fall art classes; success of Rover in attracting patrons to Extension Services.
- Thompson spoke about: the plant swap; Juneteenth with Rover; Local History; the Legacy Collection; True Crime programs; the Regatta; and challenges encountered by the Librarians.
- Francis reported on: school visits; the new limited library card for children; and camps utilizing the library.
- Middleton discussed: the limited library card for children; a disruption with communications with the vendors; and successful assistance from IT.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #072722 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on the 2023 budget.
2. **Personnel Committee:** Chairperson Moore reported on committee discussions on the grievance and negotiations.

D. Friends of PPLD: Treasurer Cutler spoke to the Board about: the resignation of President Mann; monthly and daily financial reports she produces for the Friends Board; Bookstore procedures; the conflict over the internship.

VII. Board Action

A. Personnel Actions: (PPLD Document #072722 – 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
Dan Minunni	Senior Custodial Worker (FT)	Provisional Appointment	7/25/2022	No Change

- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing the status of negotiations.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:00 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:36 p.m.)

B. Unfinished/Old Business: None.

C. New Business:

1. Resolutions Related to the Tentative 2022 Budget (PPLD Document #072722 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2023 Budget (PPLD Document #072722 – 5A) and the proposed 2022 General Election ballot language as reflected in the Certification (PPLD Document #072722 – 5B). Further, the Board of Trustees authorizes the Secretary to sign the Certification of trustees to stand for election as reflected in PPLD Document #072722 – 5C.
- **Moved/Seconded:** McPhee, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

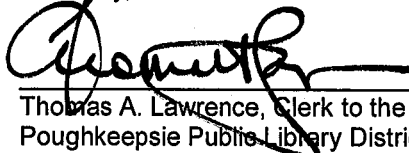
B. Public Comment: None.

Adjournment

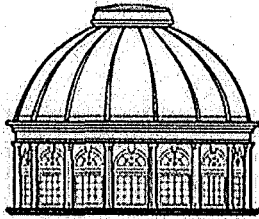
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Hogg, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:40 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, August 31, 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 July 2022 Financial Activity

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

General Fund (Fund A; \$4,644,879)

- Receipts for the month totaled \$10,691 which included \$2,413 in library charges, \$1,395 in interest and \$52 in donations.
- Disbursements for the month totaled \$718,121 which included \$513,507 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$466,461
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$873,414)

- Receipts for the month included minimal interest and a market change of \$2,108 in the Wojtecki account.
- 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; \$478,526)

- 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; \$951,400)

- Receipts for the month included \$294 in interest.

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

No modifications or transfers to report for July.

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

FOR 2022 07

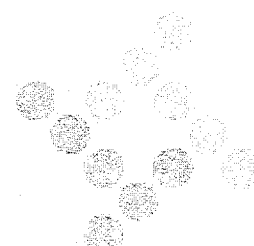
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,372,774	2,262,105.96	332,831.50	1,756,957.19	353,710.85	91.9%
22 EQUIP & CAPITAL OUTL	76,500	159,000	49,413.33	17,658.33	35,694.91	73,891.76	53.5%
30 MATERIALS	510,780	497,275	219,110.79	35,085.35	43,831.13	234,333.08	52.9%
32 INFORMATION SVC	67,959	66,464	21,006.12	5,708.26	9,243.80	36,214.08	45.5%
50 OPERATIONS	1,532,715	1,538,985	742,061.99	132,807.51	241,166.85	555,756.16	63.9%
51 AUTOMATION	136,208	136,208	52,841.57	13,354.30	18,712.74	64,653.69	52.5%
91 EMPLOYEE BENEFITS	1,839,020	1,849,750	1,469,718.56	180,675.39	408,157.06	-28,125.62	101.5%
92 DEBT SER	1,279,201	1,279,201	615,875.00	.00	.00	663,326.00	48.1%
GRAND TOTAL	9,817,632	9,899,657	5,432,133.32	718,120.64	2,513,763.68	1,953,760.00	80.3%

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

WARRANT: 20220715 07/15/2022

DUE DATE: 07/15/2022

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 .A222	Rental-Staff Parking 9	800.00 400.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,050.29 927.11
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	125.00 1,996.61
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	260.00 2,434.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	415.00 3,331.32
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	309.27 45.57
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	106,079.18 -98,559.10
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	235.08 -355.49
A A60000	Information Tech A .7410.600.00.52800 .A239	Furniture,Fixtures & E	291.40 40,371.31
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	13.61 1,105.93
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	936.01 1,072.42
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,934.11 10,735.49
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	34.24 10,331.28
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	6,828.21 11,846.24
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	140.74 30.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,240.60 722.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,157.85 2,576.97
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,560.00 .00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS	3,764.77 112.96
FUND TOTAL		130,332.39	
=====			
WARRANT SUMMARY TOTAL		130,332.39	
=====			
GRAND TOTAL		130,332.39	
=====			



WARRANT: 20220728 07/28/2022

DUE DATE: 07/28/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	
A A	General Fund A .0000.000.00.26030	General Fund Exchange	3,801.56
A A00000	General Fund Expen A .7410.000.00.52800	Furniture,Fixtures & E	254.67
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	1,284.58
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	1,441.11
A A00000	General Fund Expen A .7410.000.00.54350	Cont Ed/ Regional & Na	1,900.48
A A00000	General Fund Expen A .7410.000.00.54351	Cont Ed/ Local	-75.00
A A00000	General Fund Expen A .7410.000.00.54356	Mileage Reimbursement	3,200.00
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	1,045.44
A A00000	General Fund Expen A .7410.000.00.54370	Professional Fees - Ge	13,354.30
A A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	225.00
A A00000	General Fund Expen A .7410.000.00.54694	Other Operational Expe	663.97
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	57.72
A A00000	General Fund Expen A .7410.000.00.59045	Life Insurance	98.53
A A00000	General Fund Expen A .7410.000.00.59055	Disability Insurance	654.19
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	255.91
A A10000	Administration A .7410.100.00.54292	Admin Program Expenses	4,196.80
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	612.50
A A10000	Administration A .7410.100.00.54370	Professional Fees - Ad	2,000.00
A A11100	CLDA Reimbursable A .7410.111.00.54100	BOOKS (CBA)	666.66
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	1,392.52
A A20000	Building Services A .7410.200.00.54370	Professional Fees- Bld	905.37
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	1,166.20
A A20000	Building Services A .7410.200.00.54520	Building Repairs	247.23
A A20000	Building Services A .7410.200.00.54520 .A238	BLDG REPAIRS-ADR FIRE	872.01
A A20000	Building Services A .7410.200.00.54523	Landscaping/Grounds Ma	46,212.00
A A20000	Building Services A .7410.200.00.54691	HVAC-MECH/ELEC/PLUMBIN	4,626.43
A A20000	Building Services A .7410.200.00.54693	Other Oper-Trash	1,405.26
A A20000	Building Services A .7410.200.00.54730	Vehicle Maintenance	593.79
A A20300	Greene Services A .7410.203.02.52800	Furniture,Fixtures & E	36.90
A A20300	Greene Services A .7410.203.02.54100	BOOKS	4,911.76
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	15,775.21
A A20300	Greene Services A .7410.203.02.54292	PROGRAMMING	7,466.70
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	475.00
A A20300	Greene Services A .7410.203.02.54370 .A232	Prof Fees-BRD Wastewat	226.38
A A30000	Advancement Servic A .7410.300.00.54330	Bulk Mailing Postage	6,974.91
A A30000	Advancement Servic A .7410.300.00.54340	PR & Printing- Rotunda	3,100.00
A A30000	Advancement Servic A .7410.300.00.54370	Professional Fees	2,219.18
A A41000	Adult Services A .7410.410.00.54291	PPID Databases	275.53
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	5,708.26
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	609.17
A A42000	Technical Services A .7410.420.00.54300	Technical Ser Supplies	1,446.14
A A43000	Borrower Services A .7410.430.00.54300	Borrower Ser Supplies	362.32
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	1,480.95
A A44000	Collection Service A .7410.440.00.54110	Collection Serv Video	1,048.74
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	2,733.99
A A44000	Collection Service A .7410.440.00.54120	Music & Audio	3,569.77
A A44000	Collection Service A .7410.440.00.54370	Collections Agency Fee	2,836.81
A A45000	Youth Services A .7410.450.00.54292	Programming Youth	349.50
			3,719.62

07/27/2022 14:29
wberger

Poughkeepsie Public Library District
WARRANT SUMMARY

P 28
apwarrnt

WARRANT: 20220728 07/28/2022

DUE DATE: 07/28/2022

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A45000	Youth Services	A .7410.450.00.54292 .A234	Summer Saturdays Prgrm	176.89 1,805.57
A A46000	YA Services	A .7410.460.00.54292 .	Programming YA	314.08 1,556.75
A A50000	Business Office	A .7410.500.00.54292 .	Contingency for Grant	1,272.00 700.06
A A50000	Business Office	A .7410.500.00.54300 .	Ink & Toner	700.53 2,949.52
A A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - Bu	3,914.42 23,399.28
A A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT	379.99 19,790.09
A A60000	Information Tech	A .7410.600.00.54370 .	Professional Fees- Sof	13,803.20 1,108.86
A A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	185.00 1,105.93
A A71000	Adriance	A .7410.710.00.54131 .	Newspapers	263.60 2,103.42
A A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	172.40 -136.83
A A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	16.79 2,576.97
A A74000	Sadie Peterson Del	A .7410.740.00.52800 .	Furniture, Fixtures &	81.60 -176.73
A A74000	Sadie Peterson Del	A .7410.740.00.52800 .A228	FF& E-DC Reads	10,709.00 2,791.00
			FUND TOTAL	190,375.57
			WARRANT SUMMARY TOTAL	190,375.57
			GRAND TOTAL	190,375.57

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT JULY 2022

FOR 2022 07

	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	19,308.25	2,412.85	20,691.75	48.3%
42401 INTEREST EARNINGS	25,000	25,000	6,842.64	1,395.07	18,157.36	27.4%
42680 INSURANCE RECOVERIES	0	0	102.00	.00	-102.00	100.0%
42705 DONATIONS	54,833	59,833	2,376.48	51.52	57,456.52	4.0%
42752 ANNUAL APPEAL	35,000	35,000	29,016.44	.00	5,983.56	82.9%
42753 DONATIONS IN KIND	81,983	81,983	47,823.37	6,831.91	34,159.63	58.3%
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	.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	9,022,076.78	10,691.35	877,580.22	91.1%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 7

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-573.07	1,549.31
A	12020	General Fund Payroll	-56.25	2,776.23
A	12023	General Fund Money Market	-663,698.78	2,852,628.03
A	12040	Credit Card Transactions	517.37	1,667.50
A	12051	Flex 125 Money Market	170.28	6,863.63
A	12100	Petty Cash	373.49	7,451.82
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	111.17	466,460.76
A	13501	Grants Receivable	.00	51,425.78
A	13910	Due From Other Funds	.00	1,253,553.72
TOTAL ASSETS			-663,155.79	4,644,878.78
LIABILITIES				
A	26000	Accounts Payable	6.04	-976.80
A	26020	Flex125 Exchange	-169.74	-6,470.27
A	26021	Benefits Exchange	411.19	4,691.81
A	26030	General Fund Exchange	-266.88	-1,638.21
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-52,067.38	-378,615.24
TOTAL LIABILITIES			-52,086.77	-382,920.31
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,899,657.00
A	35210	Encumbrances (+ PYCF)	-426,154.18	2,533,551.82
A	35220	Expenditures (+ PYCF)	725,933.91	5,734,664.41
A	38210	Encumbrance Reserve (+ PYCF)	426,154.18	-2,533,551.82
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	654,542.25
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	.00	-10,211,192.93
A	39800	Revenues Received	-10,691.35	-9,022,076.78
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			715,242.56	-4,261,958.47
TOTAL LIABILITIES + FUND BALANCE			663,155.79	-4,644,878.78

BALANCE SHEET FOR 2022 7

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	257.91	811,647.70
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	2,108.62	61,491.33
TOTAL ASSETS			2,366.53	873,414.11
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	-2,366.53	-434,354.75
TOTAL FUND BALANCE			-2,366.53	-206,263.28
TOTAL LIABILITIES + FUND BALANCE			-2,366.53	-873,414.11

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 7

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	492.36
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
	TOTAL ASSETS		.02	39,003.11
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	-.14
	TOTAL FUND BALANCE		-.02	19,095.50
	TOTAL LIABILITIES + FUND BALANCE		-.02	-39,003.11

BALANCE SHEET FOR 2022 7

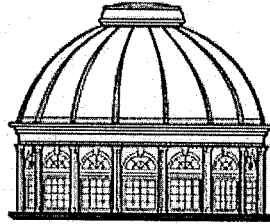
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	2,108.62	366,694.83
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			2,108.62	478,525.55
LIABILITIES				
PN	26300	Due to other funds	-2,108.62	292.30
TOTAL LIABILITIES			-2,108.62	292.30
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-2,108.62	-478,525.55

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 7

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	294.45	926,651.09
V	13910	DUE FROM OTHER FUNDS	.00	24,749.05
	TOTAL ASSETS		294.45	951,400.14
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-663,266.00
	TOTAL LIABILITIES		.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	-294.45	-1,333.88
	TOTAL FUND BALANCE		-294.45	-288,134.14
	TOTAL LIABILITIES + FUND BALANCE		-294.45	-951,400.14



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

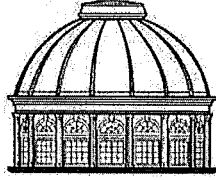
Administrative Reports & Statistics

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

	Current Year: 2022				Previous Year: 2021				Compare '22 to '21		Previous Year: 2020				Compare '22 to '20	
	Jul	% of Total	YTD	% of Total	Jul	% of Total	YTD	% of Total	Change	% Change	Jul	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,546	27.31%	38,875	26.60%	6,133	25.51%	39,202	25.54%	-327	-0.83%	5,893	24.52%	26,797	17.46%	12,078	45.07%
Adult Non-Fiction	3,588	14.97%	25,609	17.52%	3,635	15.12%	25,221	16.43%	388	1.54%	3,341	13.90%	19,775	12.89%	5,834	29.50%
Fiction - Juvenile	6,963	29.05%	35,752	24.46%	6,818	28.36%	35,071	22.85%	681	1.94%	5,303	22.06%	24,137	15.73%	11,615	48.12%
Non-Fiction - Juvenile	1,269	5.29%	8,839	6.05%	1,500	6.24%	10,048	6.55%	-1,209	-12.03%	1,179	4.90%	6,811	4.44%	2,028	29.78%
Periodicals	180	0.75%	1,161	0.79%	232	0.97%	1,500	0.98%	-339	-22.60%	256	1.06%	1,052	0.69%	109	10.36%
Periodicals - Juvenile	37	0.15%	190	0.13%	43	0.18%	196	0.13%	-6	3.06%	58	0.24%	143	0.09%	47	32.87%
Print Subtotal	18,583	77.52%	110,426	75.56%	18,361	76.38%	111,238	72.49%	-812	-0.73%	16,030	66.69%	78,715	51.29%	31,711	40.29%
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	4	0.02%	38	0.03%	5	0.02%	64	0.04%	-26	-40.63%	3	0.01%	38	0.02%	0	0.00%
Soundrecordings	669	2.79%	4,526	3.10%	779	3.24%	4,983	3.25%	457	-9.17%	731	3.04%	4,896	3.19%	-370	-7.56%
Videorecordings	3,951	16.48%	26,210	17.93%	4,076	16.96%	30,504	19.88%	-4,294	-14.08%	3,555	14.79%	28,941	18.86%	-2,731	-9.44%
Media	0	0.00%	3	0.00%	2	0.01%	13	0.01%	-10	-76.92%	0	0.00%	5	0.00%	-2	-40.00%
Software	10	0.04%	29	0.02%	16	0.07%	78	0.05%	-49	-62.82%	8	0.03%	47	0.03%	-18	-38.30%
Equipment/Realia	35	0.15%	154	0.11%	13	0.05%	49	0.03%	105	214.29%	10	0.04%	163	0.11%	-9	-5.52%
Suppressed Items	36	0.15%	146	0.10%	57	0.24%	299	0.19%	-153	-51.17%	25	0.10%	126	0.08%	20	15.87%
Videorecordings - Juvenile	466	1.94%	2,810	1.92%	514	2.14%	2,575	1.68%	235	9.13%	507	2.11%	4,190	2.73%	-1,380	-32.94%
Audiorecordings - Juvenile	99	0.41%	554	0.38%	92	0.38%	408	0.27%	146	-35.78%	113	0.47%	569	0.37%	-15	-2.64%
Media - Juvenile	110	0.46%	818	0.56%	110	0.46%	622	0.41%	196	31.51%	38	0.16%	558	0.36%	260	46.59%
Software - Juvenile	9	0.04%	33	0.02%	13	0.05%	86	0.06%	-53	-61.63%	8	0.03%	55	0.04%	-22	-40.00%
Non-Print Subtotal	5,389	22.48%	35,321	24.17%	5,677	23.62%	39,681	25.86%	-4,360	-10.99%	4,998	20.79%	39,588	25.80%	-4,267	-10.78%
Online Renewals	0	0.00%	400	0.27%	0	0.00%	2,544	1.66%	-2,144	-84.28%	264	1.10%	1,320	0.86%	-920	-97.88%
Total	23,972		146,147		24,038		153,463		-7,316	-4.77%	21,292		119,623		26,524	22.17%

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	23,890	0	0	0	0	0	145,597
Physical Items - Online Renewals	235	159	6	<i>counted in above numbers</i>									
Digital Content	9,601	7,328	7,762	7,581	8,401	8,563	8,638	0	0	0	0	0	400
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	57,874
Total	29,465	26,434	29,541	28,865	27,813	29,225	32,528	0	0	0	0	0	203,871
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	3,196	0	0	0	0	0	25,182
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	2,000	0	0	0	0	0	13,599
Sadie Peterson Delaney	NA	NA	NA	37	68	62	65	0	0	0	0	0	232
Total	6,627	5,750	6,069	5,326	4,938	5,042	5,261	0	0	0	0	0	39,013
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	787	838	1,076	912	654	808	694	0	0	0	0	0	5,769
Boardman Road	121	160	200	133	122	177	133	0	0	0	0	0	1,046
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	NA	0	0	0	0	0	184
Total	930	1,023	1,341	1,047	812	1,021	827	0	0	0	0	0	7,001
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	7,336	0	0	0	0	0	64,948
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	6,206	0	0	0	0	0	27,847
Calendar Hits - Recite Me	341	440	444	477	306	600	265	0	0	0	0	0	2,873
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	1,228	0	0	0	0	0	175,488
Total	39,472	39,529	51,048	42,570	39,744	43,758	15,035	0	0	0	0	0	271,156
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	6,145	0	0	0	0	0	31,904
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	1,698	0	0	0	0	0	9,995
Total	5,871	0	6,934	6,965	6,925	7,361	7,843	0	0	0	0	0	41,899
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	29	19	29	19	43	43	32	0	0	0	0	0	214
Boardman Road	6	7	4	8	8	0	0	0	0	0	0	0	33
Total	35	26	33	27	51	43	32	0	0	0	0	0	247
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	61	57	79	64	55	61	85	0	0	0	0	0	462
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	197	186	192	226	220	175	231						1,427
Community Engagement	0	0	0	0	0	2	0						2
Non-Library District	0	19	21	16	14	12	6						88
Exams Proctored	14	16	24	18	12	15	8						107
MAP Passes	9	9	17	20	49	106	88						298
Rover Bookmobile Stops	3	3	5	4	5	5	7						32
Total	223	233	259	284	300	315	340	0	0	0	0	0	1,954
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	3,975						17,365
Community Engagement	0	0	0	0	0	144	0						144
Non-Library District	0	308	348	315	163	153	78						1,365
Drop-In Room Use (Adriance)	79	96	87	69	107	97	102						637
Rover Bookmobile	30	30	30	466	241	632	303						1,732
Total	1,837	2,220	2,494	3,758	2,411	4,065	4,458	0	0	0	0	0	21,243
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	13,168	0	0	0	0	0	80,922
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	0	0	0	0	0	56,858
Sadie Peterson Delaney	0	0	0	251	150	203	141	0	0	0	0	0	745
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	0	0	0	0	0	138,525
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

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

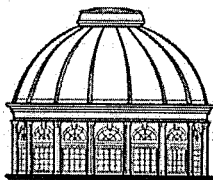
Time Period of Report: July 2022

Department: Youth Services

Report Focus Area of Activity: Continuing outreach visits to local schools and increasing card ownership through the child's limited card

Log of activities:

- Prepared in collaboration with other staff a letter to parents re: the Child Limited Card, gave copies to Crystal for all Circ branches and for Rover
- Worked with Andy G to create labels for cars on Rover for easy identification for quick loading and switching out book carts for events
- July 7th - took Rover to Krieger school to visit the children in summer school to talk about the library, getting a card and summer reading (Jolie & Alison)
- July 14th - PMS visit with Rover (Anne & Sandra)
- July 21st - PMS visit with Rover (Anne & Sandra) (canceled due to staff illness)
- July 28th - PMS visit with Rover (Anne & Alison)
- ROCC campers resumed coming daily - kids received limited cards
- Arranged 2 storytime visits at SPD in August for ROCC preschool campers to get cards and receive an early literacy grant backpack
- Arranging a library card sign up event with Astor preschool classes and their families in the month of September
- Arranged for Rover to go to the Esperanza camp on 8/22 with Sandra
- Planning logistics of visit with Rover to PCSD's program Bridges that welcomes new families to the district



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: July 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

In July, Borrower Services focused on preparing for Amnesty in August, including the decision to begin on the 15th allowing us to refine details for process. Hotspot borrowing rules were updated as well in order to streamline the process for staff and patrons alike. Planning for camp groups to visit SPD began as well, including getting child limited cards prepared and given to each child. Patrons continue to utilize the free covid tests at circulation desks at all locations.

Circulation staff also helped to cover several openings within the department and in Youth Services toward the end of the month.

Technical Services

This has been running smoothly with no interruptions or issues. Management has been looking into adding an additional vendor for Spanish/other language books.

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:

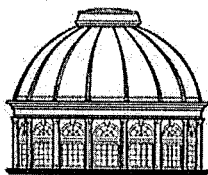
Understanding and preparation for new processes has been going well. Circulation staff have good input for next steps. Summer vacations and some staff out due to illness meant unexpected schedule challenges that were met with a positive attitude and flexibility.

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: Kira Thompson, Head of Adult Services

Time Period of Report: July 2022

Department: Adult Services

Report Focus Area of Activity: Programming

July can be a tricky time for adult programming, with so much summer activity to compete with in the Hudson Valley, but our programmers managed to create and host several very well attended programs this month.

Local History: We had two successful Local History author talks in July: Dr. Vincent Cookingham discussed his new book, *The Germond Family Murders: a Forensic conclusion to a Cold Case*, on July 6th, bringing in 125 attendees, and Elizabeth Clark and Ann Sandri spoke on July 23rd about their years of research and newly published Arcadia press title, *The Poughkeepsie Regatta, 1891-1950*, which had 45 attendees. Shannon Butler's Academy Street walking tour continues to generate great interest; she had 21 attendees on July 9th, and will continue to offer this tour periodically through September.



A full house for the Germond Family Murders

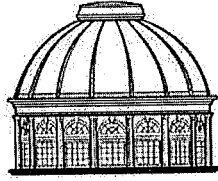
Adult Services: Krista Miller hosted the library's first indoor plant swap on July 7th; 22 people came, bringing plants of all varieties, from cuttings to fully mature plants. Any leftovers after the event concluded were swiftly scooped up by staff. Krista plans to hold these events periodically going forward. Deb Shon hosted a very popular Beatles tribute concert from The Chain Gang, which brought 90 people to Boardman Road on Wednesday, July 27th. In the past we have not usually offered concerts in the summer, as the city and town will frequently offer concerts in the parks. Deb reported that many attendees expressed gratitude at being able to spend time indoors in the air conditioning, though, so this may be a nice alternative for some Poughkeepsie residents, especially older patrons.

A Taste of Oaxaca: In anticipation of the upcoming Oaxaca Week and La Guelaguetza Festival, AS librarian trainee Elva Corbaton and AS librarian Jess Sherman collaborated with Grupo Folklorico de Poughkeepsie and Hudson River Housing to host a food and music filled afternoon at the Poughkeepsie Underwear Factory on July 16th. 67 people attended to learn more about the history and traditions of La Guelaguetza, sample some of the cuisine, listen to music and watch dancers in traditional dress at this bilingual program.

Luau @ The Library: AS librarian Bridget O'Donnell and I participated in the Library's summer event on July 30th. AS elected to create mocktails to serve to attendees, and enjoyed a beautiful, if busy, morning with patrons and staff in the Adriance parking lot. We served Blue Hawaiians, Hawaii Sunrises, and Hibiscus Coolers, as well as providing recipes to take home for these and other refreshing, non-alcoholic summer drinks (all taken from mocktail recipe books in the Adriance cookbook collection).



Bridget O' Donnell manning the Mocktails table



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: July/August 2022

Department: Branch and Extension Services

Sadie Peterson Dalaney African Roots Library:

General SPD Library Updates:

- 53 children from Real Skills are visiting the library on a regular, rotating schedule and now have new or updated library cards
- Work o Family Partnership Center building front is ongoing
- Sign has been put up in front of the Family Partnership Center to indicate the building being open
- Hallway sign is to be installed on second floor of the FPC above the mural very soon (slight delay regarding availability of materials occurred)

SPD Upcoming Events:

- September 30th - October 1st 2022; Rag Doll Workshops presented by National Black Doll Museum of History and Culture
- Monthly After School Art programs every first Thursday starting in October

Mini Free Libraries:

- Refilling continues every week by the dedicated staff; we are looking into the process of national registry for our mini libraries.
- 20 boxes of children's books were donated to PPLD from the PBA after the National Night Out event for the purposes of helping to fill the little Libraries.

Boardman:

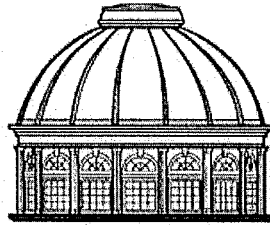
- **Building and Grounds:**
 - Verizon has finished the complete conversion of phone lines at Boardman Road. The public fax and all other phone lines have been upgraded to FIOS; from copper to fiber optic lines. All lines have been tested and are operational.

Extension Services:

- We are continuing the monthly visits to Office for the Aging and Town of Poughkeepsie Senior Center
- New locations for Rover Lobby stops at Senior Facilities are being scouted
- New Extension Services library patrons are getting personal service from the Extension Services Department after Rover Lobby Stops

New Project:

The Poughkeepsie Public Library District will be rolling out a brand new service to the public in the Spring: we are creating a seed library for patrons to use, along with gardening tools and programs on a variety of topics and different aspects of gardening from beginning to advanced.

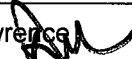


POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Planning Committee	Date: Monday, August 1, 2022	
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</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	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input type="checkbox"/>	<input type="checkbox"/>
<u>Other Trustees 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 Committee discussed the following items:

- **Report of Barriers to Service:** Lawrence updated the Committee on the barriers to service work being done by staff (see attached report). Work continues in certain areas, as indicated in the report.
- **Strategic Plan Survey:** The Committee had significant discussion on how to survey the community for input into service planning. The consensus seemed to develop around using the barriers report as a starting point and to conduct periodic focused surveys as opposed to conducting a large, all-encompassing survey. Lawrence will work with the staff Planning Team on draft questions for the Committee to consider at its meeting on September 12. At that meeting, the decision will be made as to whether the Library District should retain a survey consultant or proceed on our own.

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

- None

3. Upcoming Agenda Items:

- Community survey.


The meeting adjourned at 7:45pm.

Next Scheduled Committee Meeting Date
Monday, September 12, 2022; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

Barriers to Service – Update on Internal Review of Probable Service Barriers

This past Spring, Administration invited all staff to identify probable barriers to Library District programs and services faced by the public on a daily basis. This document is a summary of the majority of what staff articulated and where we are in addressing them.

- 1. Library Fines:** By far, the most significant barrier identified by staff was the ongoing practice of charging overdue and other nuisance fines. The Board addressed this matter by adopting a resolution that the Library District will be fine free effective September 1, 2022. As of that date, fines will no longer be charged for overdue material or hold requests not picked-up. Charges remain in place for unreturned items and for overdue Library of Things materials.
- 2. Business Center:** Several barriers to service (difficulties in printing, scanning, and faxing documents) could be resolved with the implementation of a staffed Business Center. This would require an analysis of staffing and training required to make this available and could include notary services. Reduced usage of the iCommons at Adriance could make space not a significant impediment but staffing another service point could be challenging. We continue to evaluate this possibility.
- 3. Technology Training for Staff:** The Library District uses a broad spectrum of technology for both public service and institutional purposes. Overall, we get an D for providing the training necessary for effective use. Too much training is legacy-based with the acquisition of some software having been done by staff who have retired or otherwise left the organization. This needs to be addressed.
- 4. Teen Room:** The Teen Room provides age-appropriate programs and collections but is an under-utilized space. We have adjusted the hours of the Room in the hopes more teens will engage with what we offer. It's too early to gauge the impact of the additional hours of access but it should reduce the frustration patrons may have while trying to access items in the collection.
- 5. Communications – External:** Staff are engaged in an analysis of our many forms of external communication including the publishing cycle of *The Rotunda*, promotional rack cards and bookmarks, signage external to the building, and the website (including launching a Spanish language interface above and beyond what is offered through Recite Me). This work is in the early stages and we expect to complete it in the Fall.
- 6. Communication – Internal:** Administration is looking at ways to effectively communicate changes to services, policy and practice changes, and general Library District information in more engaging ways than a series of emails which can be hard for staff to keep track of. This seems to be an issue with many organizations when e-mail is a primary means to communicate such things but often difficult to retain by the user. We will engage staff on developing the most appropriate solution to this issue.
- 7. Hours and Access:** As mentioned above, staff raised the concern about access to the Teen Room and the heretofore limited hours of service (which has been addressed). We plan to open the Market Street entrance until 5pm on Saturdays and Sundays (it has been closed up to this point all day on Saturday and Sunday). At some point in the future, we may fully open the entrance after 5pm based on the experience with Saturdays and Sundays. A more significant change in hours is under consideration, as well. We are evaluating shifting our hours from 9 – 9 to and 8:30 – 8:30 model. There are several considerations to be evaluated for that to happen but we will do an assessment of impact on the public and the potential impact on the staff.

Meeting: Board Development & Policy Committee		Date: Monday, August 8, 2022
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared By: T. Lawrence 		

The meeting convened at 5:30pm. Attendance is noted above.

1. Business Items: The following business was conducted:

- **Trustee Vacancy:** The Committee discussed the need to fill the vacancy created by the resignation of Cathy Schmitz, who has relocated to New Hampshire. The vacancy, created after the filing deadline for trustees seeking election on November 8, will be by appointment through December 31, 2023, which is the term's expiration date. Long term, the Committee discussed the need to broaden representation on the Board of Trustees but seeks to fill the position immediately. However, a candidate has been identified that will be recommended to the Board for approval at its meeting on August 31.
- **Statement on Harmful Content:** The Committee reviewed the current Statement draft and made several edits. A revised document, which is attached to these minutes, will be further reviewed by the staff Planning Team. Once ready, the final draft will go to the Board for approval. This will be in August or September.
- **2023 Officers:** The Committee had some initial discussion on officers and applicable sections of the current by-laws, all of which will be more fully reviewed at the next meeting.

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

- Nomination of Jim Nurre to fill the unexpired portion of the term vacated by Cathy Schmitz, who resigned due to relocation out of the Library District.
- Statement on Collections, when finished.

3. Upcoming Agenda Items:

- Library District By-Laws

The meeting adjourned at 7:20pm.

Next Scheduled Meeting Date
 Monday, September 12; 5:30pm
 (date, time, and location subject to change)

Statement on Library District Collections

The catalog, web pages, and commercially licensed databases of the Poughkeepsie Public Library District provide access to both digital and physical content, including that of an historic and archival nature. The content may not be owned by the Library District as it participates in a public catalog shared with other members of the Mid-Hudson Library System or the content may be provided by copyrighted and licensed content leased from a third party. It is part of the Library District's charge to make such historic content accessible.

This historic content contains images and text that spans the history of the United States as well as significant periods of world history. As a result, some of the materials accessed may reflect violent or graphic events as well as outdated, offensive, and possibly violent views and opinions.

The Library District is committed to working with staff, communities, and peer institutions to assess and update descriptions used to describe the content and to establish standards and policies related to staff-generated descriptions.

What content may be found in the catalog, web pages, and commercially licensed databases?

Some items may:

- reflect racist, sexist, ableist, misogynistic/misogynoir, and xenophobic opinions and attitudes;
- be discriminatory towards or exclude diverse views on sexuality, gender, religion, and more;
- include graphic content of historical events such as violent death, medical procedures, crime, wars/terrorist acts, natural disasters and more; or
- demonstrate bias and exclusion in institutional collection development.

Why does the Library District make this content available?

Part of the Library District's mission is to provide access to historic records and other published materials. Working in conjunction with diverse communities, the Library District will seek to balance the preservation of and access to the historical record with sensitivity to how these materials are presented to and perceived by users.

How is staff working to help users better understand such content?

Examples include:

- informing users about the presence and origin of harmful content;
- revising descriptions and standardized sets of descriptive terms, supplementing description with more respectful terms, or creating new standardized terms to describe materials;

- researching the problem, listening to users, experimenting with solutions, and sharing our findings with each other;
- evaluating existing processes for exclusionary practices or institutional bias that prioritize one culture and/or group over another;
- making an institutional commitment to diversity, equity, inclusion, and accessibility.

How do I report outdated language in archival descriptions in the Catalog?


Please note: this process applies only to language found within descriptions of the records, not to the content of the material. The Library District does not alter the content of original material.

You can help us by reporting outdated language that you see in descriptions in the Library District's catalog, web pages, and commercially licensed databases.

Email us at administration@poklib.org and include:

- the content and the descriptive language
- a quote of the specific language you feel is harmful
- a suggested alternative if you have one

The Library District will review the report considering input from affected communities, accurate preservation of the historical record, professional best practices, and allocation of staff resources.

Meeting: Finance Committee		Date: Monday, August 8, 2022
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) 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"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Laurel Spuhler <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<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:** The July financial report was previously distributed. There were no comments on the draft report.
- **2022 Budget Modification #3:** Lawrence and Lynch discussed the modification with those present, noting that the most significant change was in the area of central library funding and expenditures, both of which were increased based on the increased categorical state aid. The modification will go to the Board for approval at its meeting on August 31.
- **CSEA Proposal:** The group reached a consensus on a counter offer to the most recent CSEA proposal, which Lawrence will communicate to counsel for her to send to the Labor Relations Specialist.

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

- Monthly financial report
- 2022 Budget Modification #3

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)

New Business Fact Sheet
Appointment of Trustee

Recommended By Board Development & Policy Committee

Current Situation The resignation of Cathy Schmitz (Town) from the Board of Trustees has created a vacancy. This vacancy was created after the filing deadline for trustee nominating petitions. Therefore, an appointment is needed to fill the unexpired term until the 2023 general election, in which a candidate will need to run for a full term (the vacant term expires on December 31, 2023).

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District appoint James Nurre (Town) to the Board of Trustees term vacated by the resignation of Tom Cathy Schmitz until December 31, 2023.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

New Business Fact Sheet
Proposed Revisions to 2022 Budget

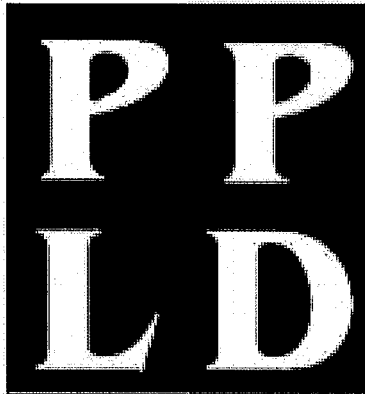
Recommended By Finance Committee

Background The Administration's recommended revised 2022 budget is presented for approval at this time. This is the third revision of the budget, with another coming upon the resolution of current negotiations with CSEA.

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 #083122 – 6A.

Motion Moved _____
Secinded _____

Record of Vote	Yea	Nay
Trustee Blazek	_____	_____
Trustee Eagleton	_____	_____
Trustee Ferrer	_____	_____
Trustee Fitzgibbons	_____	_____
Trustee Hogg	_____	_____
Trustee McPhee	_____	_____
Trustee Moore	_____	_____
Trustee Nichols	_____	_____
Trustee Ryan	_____	_____
Trustee Schmitz	_____	_____
Trustee Spuhler	_____	_____



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

Revision #3: August 31, 2022

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Summary

	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
Real Property Taxes - General Fund	\$ 7,011,091	\$ 6,989,144	\$ 6,989,144	\$ 6,989,144
Real Property Taxes - Debt Services	1,279,201	1,279,201	1,279,201	1,279,201
PILOTS	151,053	173,000	173,000	173,000
Other Revenue	366,983	379,816	461,841	439,341
State Aid	281,685	281,685	296,848	289,519
Transfers In (includes Debt Service Fund)	55,037	55,037	55,037	55,037
Transfer In (Undesignated Fund Balance)	150,000	150,000	150,000	150,000
Transfers In (Greene Fund)	500,000	509,749	509,749	509,749
Total - Revenue	\$ 9,795,050	\$ 9,817,632	\$ 9,914,820	\$ 9,884,991

	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
Salaries	4,146,552	4,236,076	4,230,452	4,225,452
Equipment	66,500	66,500	144,000	144,000
Library Materials	447,712	407,232	406,628	410,859
Public Programming	151,021	165,220	180,470	183,049
Supplies	60,661	59,000	60,000	60,000
Communications	87,575	87,575	87,575	91,549
PR, Printing & Postage	58,810	63,810	66,932	66,932
Professional Development & Travel	43,445	37,300	34,552	34,552
Automation Services	112,264	136,208	136,208	137,401
Professional Services	125,050	161,690	161,068	161,894
Operations	706,467	777,199	758,072	752,693
Employee Benefits	2,009,791	1,839,021	1,844,750	1,849,750
Greene Activities	500,000	509,749	509,749	509,749
Capital Debt Service	1,279,201	1,279,201	1,279,201	1,279,201
Total - Appropriations	\$ 9,795,049	\$ 9,825,781	\$ 9,899,657	\$ 9,907,081

\$ (22,090)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Revenue

		2022 Approved	2022 Revision #1	2022 Revision #2
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	272,942
43841	State Aid: Central book Aid	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
	Total	\$ 9,795,050	\$ 9,817,632	\$ 9,914,820

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #083122 - 6A

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
A00000	51410		Salaries - Librarians	1,534,202	\$ 1,673,758	\$ 1,677,283	\$ 1,677,283
A20300	51410		Salaries - Historian (Greene)	59,955	61,977	61,977	61,977
A00000	51419		Salaries - Reserve For Retirement	9,000	9,000	9,000	9,000
A00000	51420		Salaries - Support Staff	1,968,753	1,953,640	1,953,640	1,948,640
A20300	51420		Salaries - Support Staff (Greene)	38,580	41,357	41,357	41,357
A00000	51440		Salaries - Sunday Hours	72,000	72,000	72,000	72,000
A00000	51450		Salaries - Building Services	541,017	515,118	505,969	505,969
A20300	51450		Salaries - Building Service (Greene)	43,571	43,988	43,988	43,988
A00000	51460		Salaries - Student Pages	21,580	12,560	12,560	12,560
A00000	52800		FFE - General	40,000	35,000	47,500	45,448
A00000	52800	A212	FFE - Marcotte Training Lab	1,500	1,500	1,500	1,500
A20300	52800		FFE - Greene	10,000	10,000	15,000	15,000
A60000	52800		FFE - IT	25,000	22,500	22,500	22,500
A60000	52800	A239	FEE - ECF	-	-	50,000	50,000
A74000	52800		FFE - SPD Branch Library	-	7,500	9,000	11,052
A74000	52800	A228	FFE - DC Reads	-	-	13,500	13,500
A11100	54100		Library Materials - Books (CLDA)	12,209	10,209	10,209	10,209
A11100	54100	A211	Library Materials - Digital Books (CLDA)	31,549	37,400	37,400	37,400
A20300	54100		Library Materials - Books (Greene)	130,453	130,453	117,453	117,453
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656	34,656
A20300	54100	A221	Library Materials - Pop Up (Greene)	7,000	7,000	7,000	7,000
A44000	54100		Library Materials - Books	54,399	50,677	50,073	48,073
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000	30,000
A44000	54100	A225	Library Materials - BT Leasing	18,000	18,000	18,000	18,000
A44000	54110		Library Materials - Video	37,500	32,500	32,500	32,500
A44000	54110	A211	Library Materials - Digital Video	40,000	53,000	54,495	54,495
A44000	54120		Library Materials - Audio & Music	51,760	40,000	40,000	40,000
A44000	54120	A211	Library Materials - Digital Audio & Music	15,000	10,237	10,237	10,237
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000	25,000
A41000	54130		Library Materials - Serials (Adult)	14,000	12,500	12,500	12,500
A44000	54130	A211	Library Materials - Digital Serials	500	500	500	500
A45000	54130		Library Materials - Serials (Youth)	2,000	1,750	1,750	1,750
A46000	54130		Library Materials - Serials (Teen)	1,000	1,000	1,000	1,000
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	2,750	2,750	2,750
A41000	54132		Library Materials - Microforms	4,500	4,500	4,500	4,500
A44000	54150		Library Materials - Games	2,000	2,000	2,000	2,000
A10500	54160		Library Materials - Binding	1,000	1,000	1,000	1,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	59,795	29,459	29,459	35,690
A41000	54291		Library Materials - Commercial Databases (Adults)	31,000	31,000	29,505	29,505
A45000	54291		Library Materials - Commercial Databases (Youth)	7,500	7,500	7,500	7,500
A10000	54292		Programming - Administration	5,000	5,000	5,000	5,000

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #083122 - 6A

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
A10000	54292	A124	Programming - Staff Development	2,500	2,500	2,500	2,500
A10000	54292	A125	Programming - MAP Passes	7,500	7,500	7,500	7,500
A20800	54292		Programming - Greene	60,000	60,000	73,000	88,000
A20800	54292	A101	Programming - Big Read	15,000	15,000	15,000	5,000
A20800	54292	A211	Programming - Greene (Virtual Platform)	3,000	3,000	3,000	3,000
A30000	54292	A101	Programming - Big Read	62,220	62,220	62,220	62,220
A30000	54292	A219	Programming - Movies Under the Walkway	1,801	1,500	1,500	1,500
A41000	54292		Programming - Adult	18,000	18,000	18,000	18,000
A41000	54292	A214	Programming - Spanish	1,500	1,500	1,500	7,000
A41000	54292	A215	Programming - Foundation Center	500	500	500	500
A43000	54292		Programming - Extension Services	-	-	2,000	2,000
A45000	54292		Programming - Youth	21,000	21,000	21,000	24,500
A45000	54292	A107	Programming - Youth (BOB)	500	500	500	500
A45000	54292	A207	Programming - Bus Trips	-	2,000	2,000	2,000
A45000	54292	A218	Programming - Poughkeepsie Book Festival	10,000	10,000	15,000	13,900
A45000	54292	A233	Programming - Youth (Outreach)	5,000	4,000	2,000	2,000
A45000	54292	A234	Programming - Summer Saturdays	5,000	5,000	5,000	5,000
A45000	54292	A236	Programming - Halloween on the Hill	-	5,000	5,000	5,000
A45000	54292	A237	Programming - Operation Warm	-	9,500	9,500	3,600
A46000	54292		Programming - Teen	5,000	5,000	5,000	5,000
A50000	54292		Programming - Contingency	3,500	3,500	3,500	3,500
A74000	54292		Programming - SPD	-	-	2,750	3,329
A74000	54292	A228	Programming - Dutchess County	-	-	7,500	7,500
A41000	54293		Programming - Auditorium Rentals	2,000	1,000	1,000	1,000
A00000	54300		Supplies - Office & Library	14,000	14,000	14,000	15,000
A00000	54300	A226	Supplies - COVID	1,500	1,500	1,500	1,000
A11100	54300		Supplies - CLDA	1,661	-	-	-
A20000	54300		Supplies - Custodial	22,500	22,500	22,500	22,500
A20000	54300	A204	Supplies - Parking Lot	500	500	500	-
A20000	54300	A226	Supplies - Custodial (COVID)	2,000	2,000	2,000	2,000
A20000	54300	R100	Supplies - DVD Cleaning	600	600	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000	4,000
A43000	54300		Supplies - Borrower Services	5,000	5,000	5,000	5,000
A45000	54300	G200	Supplies - PLC	500	500	500	500
A50000	54300		Supplies - Ink & Toner	6,000	6,000	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000	1,000	1,000
A74000	54300		Supplies - SPD	-	-	1,000	1,000
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500	1,500
A71000	54310		Telephone - Adriaance	7,030	7,030	7,030	11,830
A73000	54310		Telephone - Boardman Road	2,500	2,500	2,500	1,674
A71000	54320		Internet Services - Adriaance	44,348	44,348	44,348	44,348

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #083122 - 6A

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
A71000	54320	A235	Internet Servces - Adriance (Hotspots)	18,255	18,255	18,255	18,255
A73000	54320		Internet Services - Boardman Road	13,942	13,942	13,942	13,942
A74000	54320		Internet Services - Sadie Peterson (Wi-Fi)	-	-	-	926
A74000	54320	A203	Internet Services - Sadie Peterson	15,600	15,600	15,600	15,600
A30000	54330		Postage - Bulk Mailing	12,245	12,245	12,867	12,867
A71000	54330		Postage - General	4,310	4,310	4,310	4,310
A00000	54340		PR & Printing - General	5,000	10,000	10,000	10,000
A30000	54340		PR & Printing - Rotunda	37,255	37,255	37,255	37,255
A74000	54340	A228	PR & Printing - DC APG	-	-	2,500	2,500
A00000	54350		CE - Regional & National	25,000	20,000	9,252	2,252
A00000	54351		CE - Local	2,000	2,000	2,000	3,500
A00000	54353		CE - Webinars	4,500	4,500	4,500	3,000
A00000	54355		Tuition Reimbursement	7,500	7,000	15,000	22,000
A00000	54356		Mileage Reimbursement - General	500	500	3,800	3,800
A00000	54356	C814	Mileage Reimbursement - Rover	-	300	-	-
A11100	54356		Mileage Reimbursement - CLDA	945	-	-	-
A30000	54356		Mileage Reimbursement - Adancement	500	500	-	-
A43000	54356		Mileage Reimbursement - Extension Services	1,000	1,000	-	-
A45000	54356	A233	Mileage Reimbursement - Youth Services (Outreach)	1,500	1,500	-	-
A00000	54360		Sierra/Encore Services	68,000	77,000	77,000	77,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	44,264	59,208	59,208	60,401
A00000	54370		Professional Services - General	7,500	5,000	2,000	2,000
A00000	54370	A232	Professional Services - BRD Wasteline	5,000	1,500	1,500	1,500
A10000	54370		Professional Services - Administration	8,500	24,000	24,000	24,000
A20000	54370		Professional Services - Building Services	6,800	13,750	13,750	13,750
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	-	7,000	7,000	7,000
A30000	54370		Professional Services - Advancement	5,000	18,950	18,328	18,328
A41000	54370		Professional Services - Adult Services	-	13,700	13,700	13,700
A43000	54370		Professional Services - Borrower Services	6,000	6,500	6,500	3,500
A44000	54370		Professional Fees - Collection Agency	-	-	-	3,000
A50000	54370		Professional Services - Business Office	19,750	57,540	60,540	60,540
A60000	54370		Professional Services - Software	65,000	19,250	19,250	19,250
A60000	54370	A226	Professional Services - Software (COVID)	1,500	1,500	1,500	1,500
A00000	54380		Membership Dues	2,325	2,325	2,325	2,325
A20000	54390		RRM - General	14,000	14,000	10,500	10,500
A41000	54390		RRM - Adult Services	-	-	3,500	3,500
A60000	54390		RRM - IT	3,550	3,550	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	102,803	102,803	102,803	102,803
A73000	54500		Fuel & Utilities - Boardman Road	49,471	49,471	49,471	49,471
A20000	54520		Building Repairs - General	15,500	15,500	15,500	15,500
A20000	54520	A229	Buiding Repairs - Rotunda	48,000	15,000	15,000	15,000
A20000	54520	A238	Building Repairs - ADR Fire Suppression	-	75,000	75,000	75,000

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

PPLD Document #083122 - 6A

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
A74000	54520		Building Repairs - SPD Branch Library	5,000	10,000	5,000	5,000
A20000	54521		Building Repairs - Wojtecki	24,703	24,703	24,703	24,703
A20000	54523		Grounds Maintenance	12,000	15,000	15,000	15,000
A20000	54523	A204	Grounds Maintenance - City Lot	-	3,000	3,000	3,000
A00000	54530	A204	Staff Parking - City Lot	20,000	20,000	20,000	20,000
A00000	54530	A222	Staff Parking - 96 Market Street	10,000	10,000	10,000	10,000
A00000	54530	A224	PoJo Archives	12,000	13,500	13,500	13,500
A74000	54530	A203	SPD Branch Library - Lease	33,000	42,833	42,833	42,733
A00000	54540		Insurance - Property & Liability	32,720	35,867	36,879	36,879
A00000	54550		Insurance - Automobile	4,100	4,270	2,227	2,227
A00000	54550	C814	Insurance - Bookmobile	3,000	3,000	2,045	2,045
A00000	54560		Insurance - Liability Umbrella (includes Crime)	5,810	7,255	7,259	7,259
A00000	54561		Insurance - Volunteers	400	400	400	400
A00000	54570		Insurance - D & O	4,082	4,082	4,687	4,687
A00000	54580		Insurance - Cybersecurity	-	3,000	3,000	3,000
A00000	54680		Taxes on Property	-	-	-	-
A20000	54690		Snow Removal - Public Lots	23,000	23,000	23,000	23,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	10,000	10,000	9,500	9,500
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	7,000	7,000	7,500	7,500
A20000	54691		HVAC - Repairs & Improvements	90,000	90,000	80,000	80,000
A00000	54692		Other Operations - Water	12,000	12,000	12,000	11,421
A20000	54693		Other Operations - Trash	7,000	7,000	7,000	7,125
A00000	54694		Other Operations - General	13,164	13,164	10,414	5,614
A20300	54694	C814	Other Operations - Bookmobile	10,000	10,000	10,000	10,000
A11100	54694		Other Operations (CLDA)	80,856	89,326	89,326	89,326
A20000	54694		Other Operations - Cleaning	9,000	9,000	9,000	8,875
A20300	54694		Other Operations (Greene)	39,183	26,883	21,883	21,883
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,500	1,500	1,500	1,500
A20000	54730		Vehicle Maintenance	1,500	1,500	1,500	1,500
A00000	59010		Employee Benefits - NYS Retirement	582,757	431,627	431,627	431,627
A20300	59010		Employee Benefits - NYS Retirement (Greene)				
A00000	59030		Employee Benefits - Social Security	239,219	252,990	252,990	252,990
A00000	59035		Employee Benefits - Medicare	55,946	59,167	59,167	59,167
A00000	59040		Employee Benefits - Workers Compensation	60,000	50,000	54,730	54,730
A00000	59045		Employee Benefits - Life Insurance	9,000	7,068	7,068	7,068
A00000	59050		Employee Benefits - Unemployment Pool	-	-	1,000	1,000
A00000	59055		Employee Benefits - Disability Insurance	3,937	3,937	3,937	3,937
A00000	59060		Employee Benefits - Medical Insurance	958,954	951,179	989,079	989,079
A00000	59061		Employee Benefits - Medicare B Reimb	23,945	40,052	42,152	47,152
A00000	59089		Employee Benefits - Other	3,000	3,000	3,000	3,000
A50000	59035		Employee Benefits - Contingency	73,033	40,000	-	-

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Appropriations

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3
A00000	59710		Capital Debt Service - Principal	784,963	784,963	784,963	784,963
A00000	59720		Capital Debt Service - Interest	494,238	494,238	494,238	494,238
				\$ 9,795,049	\$ 9,825,781	\$ 9,899,657	\$ 9,907,081

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
Total				\$ 257,779	\$ 257,942	\$ 257,942

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Approved FY2022 Budget - Greene Fund Appropriations

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

Balance in CM Fund (2021 Allocation + Prior Balance)	\$ 116,276	
Final 2022 Allocation	\$ 445,912	
Total - Balance on Hand	\$ 562,188	
Tentative 2022 Use	\$ (509,749)	
Balance in CM Fund (2022 Allocation + Prior Balance)	<u>\$ 52,439</u>	\$ 52,439
Tentative 2023 Allocation		<u>\$ 440,000</u>
Total - Balance on Hand		\$ 492,439
Tentative 2023 Use		<u>\$ 421,988</u>
Balance in CM Fund (2023 Allocation + Prior Balance)		<u><u>\$ 70,451</u></u>

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Approved FY2022 Budget - Estimated Debt Service Levy Schedule

Project	Principal	Interest	Total
Adriance Memorial Library			
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)
Subtotal	\$ 569,963	\$ 296,500	\$ 866,463
Boardman Road Branch Library			
City of Poughkeepsie	\$ 85,000	\$ 100,100	\$ 185,100
Town of Poughkeepsie	130,000	97,638	227,638
Subtotal	\$ 215,000	\$ 197,738	\$ 412,738
Total	\$ 784,963	\$ 494,238	\$ 1,279,201

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	
									FY2022 Debt Service Levy	\$ 1,279,201
									FY2022 GF Tax Cap Levy	\$ 6,989,144
									Additional 2022 Tax Cap Levy Available	\$ -
									Proposed Total 2022 Tax Levy	\$ 8,268,345
									FY2022 Override Amount	\$ -
									Percent Over/(Under) Allowable Growth	0.00%
									Total Tax Levy	\$ 8,268,345

New Business Fact Sheet
 Central Library Services Aid - 2022 Application

Recommended By

Library Director

Current Situation

As the designated Central Reference Library for the Mid-Hudson Library System, the Adriaance Memorial Library receives support from the Division of Library Development (through MHLS). For 2022, anticipated Central Library Services Aid is projected to be \$265,613.

Annually, the Library District submits an application to Library Development for these funds. The application requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the application at their September 28, 2022 meeting. The final amount of Aid will be determined once the state budget is passed and the Office of Budget releases aid charts.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2022 Central Library Services Aid application, as detailed in PPLD Document #083122 – 7A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

Motion

Moved _____
 Seconded _____

Result of Action

In Favor _____
 Against _____
 Abstaining _____

CENTRAL LIBRARY SERVICES AID: 2022 (proposed)
Mid-Hudson Library System - Poughkeepsie Public Library District

		2022 Proposed
Funded Cost Area		Total
A. 190 Personnel Costs - Subtotal		\$ -
B. L7410.42 Library Materials and Binding - Total		\$ 72,609
L7410.410	Books - Circulating Print Non-Fiction	10,209
L7410.410	Books - Digital (OverDrive - Platform Charge)	8,000
L7410.410	Books - Digital (OverDrive - Content)	11,629
L7410.410	Books - Digital (EOY OverDrive 2023 Content Credit)	17,771
L7410.413	Serials - Digital (OverDrive content)	25,000
C. .069 Information and Network Services - Subtotal		\$ 102,178
Library Materials - Commercial Databases		35,690
	JobNow	4,600
	Mango	21,081
	Universal Class	1,378
	Niche Academy	-
	Contingency	8,631
Sierra/Encore Enhancements		60,401
	SkyRiver - MARC Records	2,750
	OCLC - MARC Records	4,500
	Syndectics	10,180
	Recite Me (funded for three years in late 2021)	-
	Encore Discovery/Success	42,971
OCLC ILL		6,087
F. 906 Miscellaneous Expenses - Subtotal		\$ 90,826
L7410.431	Telephone	1,500
L7410.440	Delivery Support - MHLS	86,715
L7410.440	Delivery Support - Empire Delivery	2,611
Totals		\$ 265,613
		Anticipated Allocation \$ 265,613
		Delta \$ -

This budget may be modified upon the agreement of the members of the MHLS Central Library & Collection Development Advisory Committee by majority vote of all Committee members.

Dianne Blazek, President

New Business Fact Sheet
Approval of Policy: Statement on Library District Collections

Recommended By Board Development & Policy Committee

Background Information The Library District curates collections and access to third-party content which covers a broad range of time periods and topics. Content published over the years may contain objectionable language, description of events, or be described in a way that is no longer considered appropriate. The Statement on Library District Collections is a public acknowledgement of this condition.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policy 1207 – Statement on Library District Collections, attached hereto (PPLD Document 083122 – 8A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Statement on Library District Collections

The catalog, web pages, and commercially licensed databases of the Poughkeepsie Public Library District provide access to both digital and physical content, including that of an historic and archival nature. Some of this content is not under the exclusive control of the Library District. For example, the Library District participates in a public catalog shared with other members of the Mid-Hudson Library System, and it leases some copyrighted and licensed content from third parties.

It is part of the Library District's charge to make such historic content accessible. This content contains images and text that spans the history of the United States as well as significant periods of world history. As a result, some of the materials accessed may reflect violent or graphic events as well as outdated and offensive views and opinions.

The Library District is committed to working with staff, communities, and peer institutions to assess and update descriptions used to describe the content and to establish standards and policies related to staff-generated descriptions.

What content may be found in the catalog, web pages, and commercially licensed databases?

Some items may:

- reflect racist, sexist, ableist, misogynistic/misogynoir, and xenophobic opinions and attitudes;
- be discriminatory towards or exclude diverse views on sexuality, gender, religion, and more;
- include graphic content of historical events such as violent death, medical procedures, crime, wars/terrorist acts, natural disasters and more; or
- demonstrate bias and exclusion in institutional collection development.

Why does the Library District make this content available?

Part of the Library District's mission is to provide access to historic records and other published materials. Working in conjunction with diverse communities, the Library District will seek to balance the preservation of and access to the historical record with sensitivity to how these materials are presented to and perceived by users.

How is staff working to help users better understand such content?

Examples include:

- informing users about the presence and origin of objectionable content;
- revising descriptions and standardized sets of descriptive terms, supplementing description with more appropriate terms, or creating new standardized terms to describe materials;

- researching the problem, listening to users, experimenting with solutions, and sharing our findings with each other;
- evaluating existing processes for exclusionary practices or institutional bias that prioritize one culture and/or group over another;
- making an institutional commitment to diversity, equity, inclusion, and accessibility.

How do I report outdated language in archival descriptions in the Catalog?

Please note: this process applies only to language found within descriptions of the records, not to the content of the material. The Library District does not alter the content of original material.

You can help us by reporting outdated language that you see in descriptions in the Library District's catalog, web pages, and commercially licensed databases.

Email us at administration@poklib.org and include:

- the content and the descriptive language
- a quote of the specific language you feel is harmful
- a suggested alternative if you have one

The Library District will review the report considering input from affected communities, accurate preservation of the historical record, professional best practices, and allocation of staff resources.

The Statement on Library District Collections will be reviewed at least annually to ensure continued relevance.