

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, September 28, 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: Nichols and Ryan

- 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. August 31, 2022 (*T. Lawrence; #092822 – 1*)
 - V. Financial Report(s)
 - A. August 2022 (*B. Lynch; #092822 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #092822 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #092822 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #092822 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Authorization to Sign Letter: City of Poughkeepsie IDA (*P. Ryan; #092822 – 5*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, October 26, 2022; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of August 31, 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)

- Debora Shon

FPPLD Representatives Present

- Norma Vazquez, President

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Trustee Ferrer left at 8:00pm.
- **Additions/Changes to the Agenda:** New Business Item #083122 – 9 was added. Items needing to be voted on will be moved first and then there will be an Executive Session for the purpose of discussing contract negotiations. The Operational Reports and Open Comment will take place after the regular meeting resumes.
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. July 27, 2022 (PPLD Document #083122 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of July 27, 2022.
- **Moved/Seconded:** Nichols, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. July 2022 Financial Activity Report (PPLD Document #083122 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2022 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** There was a question about a line item which Lynch explained. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #083122 – 2.1)

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

Vouchers 59358 to 64065 in Warrant 20220831 totaling \$90,663.03
 And Voucher 64033 in Warrant C220831 totaling \$3,750

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

Vouchers 63828 to 63925 in Warrant 20220816 totaling \$124,834.68

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #083122 – 3)

- Lawrence reported on: managers attending meetings on a rotational basis; digital content; Marist students; Amnesty period; becoming Fine Free; Adriance Honors; Autumn at Adriance; and the Poughkeepsie Book Festival on April 1st at Dutchess Community College.

B. President's Report: President Blazek thanked the Board for being diligent about coming to meetings which ensures that there is a quorum every month; and informed the Board about Mom's for Libraries groups that are forming.

C. Board Committee Reports (PPLD Document #083122 – 3.3)

1. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the Strategic Plan Survey.
2. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on the harmful content statement.
3. **Finance Committee:** Chairperson Ryan reported on committee discussions on blacktop bids, the revised budget, and the union contract.

D. Friends of PPLD: President Vazquez reported on the success of the bookstore; the results of the latest sale at the bookstore; Adriance Honors; searching for a local author for the Annual Meeting; and plans to provide books to patrons who borrow tools.

VII. Board Action

A. Personnel Actions: (PPLD Document #083122 – 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
Sara Streett	Library Clerk	Permanent Appointment	8/28/2022	N/A
Scoob DeStefano	Library Clerk	Permanent Appointment	9/26/2022	N/A
Henry Barish	Library Clerk	Permanent Appointment	9/27/2022	N/A
Thomas Paulet	Page	Resignation	8/20/2022	N/A
Emily Giancarlo	Page	Updated LWOP return date	8/8/2022	N/A

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

B. Unfinished/Old Business: None.

C. New Business:

1. Appointment of Trustee (PPLD Document #083122 – 5)

- **Motion:** 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 Cathy Schmitz until December 31, 2023.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** Trustee Hogg briefly spoke about James' qualifications and experience. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

2. Proposed Revisions to 2022 Budget (PPLD Document #083122 – 6)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** There was a question about a figure on page 3. Trustee Ryan explained. Some discussion ensued. The Document is missing Revision #3 on pages 4 and 10. The summary figures are correct.
- **VOTE:** 9 – 0 – 0

3. Central Library Services Aid – 2022 Application (PPLD Document #083122 – 7)

- **Motion:** 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.
- **Moved/Seconded:** Hogg, Fitzgibbons.
- **Discussion:** Lawrence explained how Central Library Services Aid works. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

4. Approval of Policy: Statement on Library District Collections (PPLD Document #083122 – 8)

- **Motion:** 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).
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** Trustee Fitzgibbons explained the policy and the reason behind it. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

5. Rejection of Bids: Boardman Road Branch Library – Expanded Parking (PPLD Document #083122 – 9)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District reject all bids received for the proposed expansion of parking at the Boardman Road Branch Library.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Lawrence explained the reason he recommends rejection and what next steps could be.
- **VOTE:** 9 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing contract negotiations.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 7:30 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 7:58 p.m.)

VIII. Open Comment

- Board Comment:** Trustee Nichols asked how to get confirmation for having attended board education classes at Mid-Hudson. Lawrence informed the Board that we are usually notified by Mid-Hudson at the end of the year. He also reminded the Trustees that they will be required to do 2 hours of Continuing Education a year beginning in January.
- Public Comment:** Ms. Shon commented on the status of a grievance. Lawrence responded to her concern and recommended that she speak to her Union Representative. Some discussion ensued.

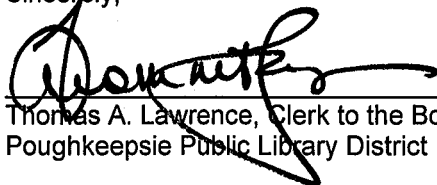
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.

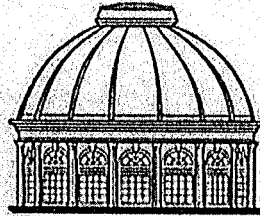
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:30 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 28, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas A. Lawrence", written over a horizontal line.

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of August 2022 Financial Activity

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

General Fund (Fund A; \$4,385,925)

- Receipts for the month totaled \$311,313 which included \$2,258 in library charges, \$1,347 in interest, \$14,792 in E-rate income, \$ 265,613 in Central Library Aid and \$20,298 in Local Library Incentive Aid.
- Disbursements for the month totaled \$621,526 which included \$504,014 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$466,587
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$876,382)

- Receipts for the month included \$424 in interest and a donation of \$4,818 from the Effron Fund
- Interest and market change in the Wojtecki account resulted in a net change of (\$2,274) in the account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$709,096
 - Occhialino Fund 28,500

Capital Fund (Fund H; \$35,253)

- 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; \$476,251)

- 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; \$951,735)

- Receipts for the month included \$335 in interest.

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

No modifications or transfers to report for August



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

FOR 2022 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,372,774	2,600,215.99	338,110.03	1,427,212.14	345,345.87	92.1%
22 EQUIP & CAPITAL OUTL	76,500	163,000	50,779.99	1,366.66	39,674.97	72,545.04	55.5%
30 MATERIALS	510,780	493,275	248,586.37	29,475.58	41,024.96	203,663.67	58.7%
32 INFORMATION SVC	67,959	66,464	32,504.32	11,498.20	3,882.60	30,077.08	54.7%
50 OPERATIONS	1,532,715	1,538,985	812,144.13	70,082.14	242,044.13	484,796.74	68.5%
51 AUTOMATION	136,208	136,208	57,931.31	5,089.74	13,623.00	64,653.69	52.5%
91 EMPLOYEE BENEFITS	1,839,020	1,849,750	1,635,622.13	165,903.57	306,639.25	-92,511.38	105.0%
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	6,053,659.24	621,525.92	2,074,101.05	1,771,896.71	82.1%

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

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| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 5
| apwarrnt

WARRANT: 20220816 08/16/2022

DUE DATE: 08/16/2022

FUND ORG	ACCOUNT	AMOUNT	AVL 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 .7410.000.00.54560 .	Liability Umbrella Ins 1,314.00	-1,314.00
A A00000	General Fund Expen A .7410.000.00.54561 .	Accident Insurance Vol 300.00	100.00
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 206.58	49.69
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance 97,334.17	-76,840.75
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr 165.63	-355.49
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth 392.42	2,409.82
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 917.74	1,072.42
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 2,878.96	10,735.49
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot 301.00	10,331.28
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 7,373.01	11,846.24
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 141.14	30.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa 1,195.44	722.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar 4,289.21	2,576.97
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES 10.95	6.02
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE 1,660.28	.00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS 3,658.22	112.96
FUND TOTAL		124,834.68	
=====			
WARRANT SUMMARY TOTAL		124,834.68	
=====			
GRAND TOTAL		124,834.68	
=====			

WARRANT: 20220831 08/31/2022

DUE DATE: 08/31/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund A .0000.000.00.26021 .	Benefits Exchange	3,611.03
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	1,184.66
A	A00000	General Fund Expen A .7410.000.00.52800 .A212	FF&E/Marcotte Lab	182.00
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	2,870.71
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	147.53
A	A00000	General Fund Expen A .7410.000.00.54351 .	Cont Ed/ Local	60.00
A	A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	35.00
A	A00000	General Fund Expen A .7410.000.00.54370 .	Professional Fees - Ge	10.00
A	A00000	General Fund Expen A .7410.000.00.54580 .	CYBER SECURITY INSURAN	4,040.00
A	A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	645.64
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,835.00
A	A10000	Administration A .7410.100.00.54292 .	Admin Program Expenses	750.00
A	A10000	Administration A .7410.100.00.54292 .A124	Programming Staff Deve	864.25
A	A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	75.00
A	A10000	Administration A .7410.100.00.54370 .	Professional Fees - Ad	1,397.66
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .	BOOKS (CBA)	454.29
A	A11100	CLDA Reimbursable A .7410.111.00.54291 .	CLDA Databases	4,600.00
A	A11100	CLDA Reimbursable A .7410.111.00.54360 .	Sierra/Encore Services	5,089.74
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	1,919.13
A	A20000	Building Services A .7410.200.00.54300 .A226	Cust Supplies - COVID	222.75
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	583.10
A	A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	914.82
A	A20000	Building Services A .7410.200.00.54520 .	Building Repairs	360.00
A	A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	2,146.00
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	593.79
A	A20300	Greene Services A .7410.203.02.54100 .	BOOKS	11,815.88
A	A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	9,240.29
A	A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	225.22
A	A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	82.50
A	A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	322.28
A	A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	6,898.20
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,767.07
A	A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	163.74
A	A41000	Adult Services A .7410.410.00.54370 .	Professional Fees - Ad	2,094.75
A	A43000	Borrower Services A .7410.430.00.54292 .A233	Ext Serv Prgming-Outre	4.86
A	A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	87.19
A	A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	55.36
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	2,006.67
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,867.93
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	1,613.84
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	233.00
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	2,270.27
A	A45000	Youth Services A .7410.450.00.54292 .A234	Summer Saturdays Prgrm	5,128.41
A	A46000	YA Services A .7410.460.00.54292 .	Programming YA	323.84
A	A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	1,654.20
A	A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	962.20
A	A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	.00
A	A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	565.42
A	A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	106.11

WARRANT: 20220831 08/31/2022

DUE DATE: 08/31/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A71000	Adriance A .7410.710.00.54131 .	Newspapers 263.60	2,103.42
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 21.87	1,072.42
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot 631.40	10,331.28
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 13.16	2,576.97
A A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING 1,500.00	.00
A A74000	Sadie Peterson Del A .7410.740.00.54300 .	SUPPLIES -20.73	273.48
FUND TOTAL		90,663.03	
=====			
WARRANT SUMMARY TOTAL		90,663.03	
=====			
GRAND TOTAL		90,663.03	
=====			

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

FOR 2022 08

	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	21,566.17	2,257.92	18,433.83	53.9%
42401 INTEREST EARNINGS	25,000	25,000	8,189.86	1,347.22	16,810.14	32.8%
42680 INSURANCE RECOVERIES	0	0	102.00	.00	-102.00	100.0%
42705 DONATIONS	54,833	59,833	2,448.74	72.26	57,384.26	4.1%
42752 ANNUAL APPEAL	35,000	35,000	29,016.44	.00	5,983.56	82.9%
42753 DONATIONS IN KIND	81,983	81,983	54,655.28	6,831.91	27,327.72	66.7%
42760 GRANTS	83,000	160,025	101.59	101.59	159,923.41	.1%
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	14,791.79	14,791.79	30,208.21	32.9%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,290.74	.00	-1,290.74	108.6%
43840 CENTRAL LIBRARY DEVELOPMENT	191,888	191,888	265,613.00	265,613.00	-73,725.00	138.4%
43841 CENTRAL BOOK AID	65,891	65,891	.00	.00	65,891.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	22,443.83	20,297.73	1,462.17	93.9%
45031 TRANSFERS IN	714,786	714,786	463,429.12	.00	251,356.88	64.8%
GRAND TOTAL	9,817,632	9,899,657	9,333,390.20	311,313.42	566,266.80	94.3%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 8

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund operating	875.20	2,424.51
A	12020	General Fund Payroll	178,352.89	181,129.12
A	12023	General Fund Money Market	-437,872.33	2,414,755.70
A	12040	Credit Card Transactions	-248.12	1,419.38
A	12051	Flex 125 Money Market	-188.34	6,675.29
A	12100	Petty Cash	.00	7,451.82
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	126.54	466,587.30
A	13501	Grants Receivable	.00	51,425.78
A	13910	Due From Other Funds	.00	1,253,553.72
TOTAL ASSETS			-258,954.16	4,385,924.62
LIABILITIES				
A	26000	Accounts Payable	.00	-976.80
A	26020	Flex125 Exchange	188.94	-6,281.33
A	26021	Benefits Exchange	278.73	4,970.54
A	26030	General Fund Exchange	-9.00	-1,647.21
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-51,761.69	-430,376.93
TOTAL LIABILITIES			-51,303.02	-434,223.33
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,899,657.00
A	35210	Encumbrances (+ PYCF)	-459,450.87	2,074,100.95
A	35220	Expenditures (+ PYCF)	621,570.60	6,356,235.01
A	38210	Encumbrance Reserve (+ PYCF)	459,450.87	-2,074,100.95
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-20,347.51	634,194.74
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	20,347.51	-10,190,845.42
A	39800	Revenues Received	-311,313.42	-9,333,390.20
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			310,257.18	-3,951,701.29
TOTAL LIABILITIES + FUND BALANCE			258,954.16	-4,385,924.62

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 8

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
CM	12000	Special Revenue Funds		5,242.36	816,890.06
CM	12020	CM Payroll Checking		.00	275.08
CM	13910	Due From Other Funds		-2,274.36	59,216.97
	TOTAL ASSETS			2,968.00	876,382.11
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		-2,968.00	-437,322.75
	TOTAL FUND BALANCE			-2,968.00	-209,231.28
TOTAL LIABILITIES + FUND BALANCE				-2,968.00	-876,382.11

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 8

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	-3,750.00	-3,711.17
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.38
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			-3,749.98	35,253.13
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	35210	Encumbrances	750.00	750.00
H	35220	Expenditures	3,750.00	3,750.00
H	38210	Reserve For Encumbrances	-750.00	-750.00
H	39110	Fund Balance Unreserved	.00	19,095.64
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.16
TOTAL FUND BALANCE			3,749.98	22,845.48
TOTAL LIABILITIES + FUND BALANCE			3,749.98	-35,253.13

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 8

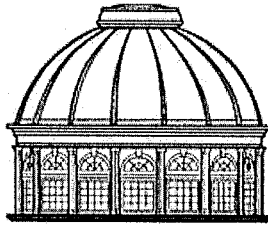
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	wojtecki Trust	-2,274.36	364,420.47
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			-2,274.36	476,251.19
LIABILITIES				
PN	26300	Due to other funds	2,274.36	2,566.66
TOTAL LIABILITIES			2,274.36	2,566.66
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			2,274.36	-476,251.19

Poughkeepsie Public Library District



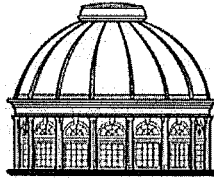
BALANCE SHEET FOR 2022 8

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	335.18	926,986.27
V	13910	DUE FROM OTHER FUNDS	.00	24,749.05
	TOTAL ASSETS		335.18	951,735.32
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	-335.18	-1,669.06
	TOTAL FUND BALANCE		-335.18	-288,469.32
	TOTAL LIABILITIES + FUND BALANCE		-335.18	-951,735.32



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – SEPTEMBER 2022

Significant Challenges or Accomplishments

- The Library District conducted an amnesty on overdue fines and unclaimed holds fines from August 15 – September 2. During that period, staff waived up to \$5300 in uncollected fines for items that were returned by patrons. All of this was in preparation for going fine free on September 1, which we did! The next phase of this massive “bad debt” project is to analyze the remaining amount of uncollected fines and to establish a mechanism to approve the waiving of them. Fees related to the replacement cost of unreturned items and manual charges for referrals to collections are not waived and will remain on patron records. Overall, the staff handled this extra workload very well and with a high degree of accuracy. As Crystal Middleton, Head of Borrow & Technical Services reports, patrons are very pleased with this change in practice.
- Beth Vredenburg, Head of Branch & Extension Services, continues to develop partnerships through the Sadie Peterson Delaney African Roots Library (SPD). You will also read in report of a visit to SPD by Lt. Governor Antonio Delgado on Friday, September 12.

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 August 2022 activity.

Outreach and Professional Development

- See attached manager reports for August 2022 activity.

Collection Development

- Nothing specific to report.

Buildings

- Boardman Road
 - Nothing significant to note.
- Adriance
 - Nothing significant to note.

Staffing

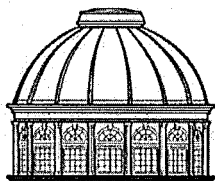
- See Personnel Actions, if applicable.

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	
	Aug	% of Total	YTD	% of Total	Aug	% of Total	YTD	% of Total	Change	% Change	Aug	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,914	27.22%	45,789	26.69%	6,318	25.85%	45,520	25.59%	269	0.59%	6,107	24.98%	32,904	18.50%	12,885	39.16%
Adult Non-Fiction	3,899	15.35%	29,508	17.20%	3,977	16.27%	29,198	16.41%	310	1.06%	3,735	15.28%	23,510	13.21%	5,998	25.51%
Fiction - Juvenile	6,945	27.35%	42,697	24.89%	6,380	26.10%	41,451	23.30%	1,246	3.01%	5,589	22.86%	29,726	16.71%	12,971	43.64%
Non-Fiction - Juvenile	1,450	5.71%	10,289	6.00%	1,479	6.05%	11,527	6.48%	-1,238	-10.74%	1,477	6.04%	8,288	4.66%	2,001	24.14%
Periodicals	219	0.86%	1,380	0.80%	218	0.89%	1,718	0.97%	-338	-19.67%	257	1.05%	1,309	0.74%	71	5.42%
Periodicals - Juvenile	54	0.21%	244	0.14%	35	0.14%	231	0.13%	13	5.63%	30	0.12%	173	0.10%	71	41.04%
Print Subtotal	19,481	76.71%	129,907	75.73%	18,407	75.30%	129,645	72.87%	262	0.20%	17,195	70.34%	95,910	53.91%	33,997	35.45%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	7	0.03%	45	0.03%	6	0.02%	70	0.04%	-25	-35.71%	0	0.00%	38	0.02%	7	18.42%
Soundrecordings	609	2.40%	5,135	2.99%	808	3.31%	5,791	3.26%	656	-11.33%	694	2.84%	5,590	3.14%	-455	-8.14%
Videorecordings	4,370	17.21%	30,580	17.83%	4,086	16.72%	34,590	19.44%	-4,010	-11.59%	4,590	18.78%	33,531	18.85%	-2,951	-8.80%
Media	0	0.00%	3	0.00%	2	0.01%	15	0.01%	-12	-80.00%	1	0.00%	6	0.00%	-3	-50.00%
Software	17	0.07%	46	0.03%	8	0.03%	86	0.05%	-40	-46.51%	11	0.05%	58	0.03%	-12	-20.69%
Equipment/Realia	36	0.14%	190	0.11%	21	0.09%	70	0.04%	120	171.43%	2	0.01%	165	0.09%	25	15.15%
Suppressed Items	29	0.11%	175	0.10%	50	0.20%	349	0.20%	-174	-49.86%	36	0.15%	162	0.09%	13	8.02%
Videorecordings - Juvenile	564	2.22%	3,374	1.97%	540	2.21%	3,115	1.75%	259	8.31%	631	2.58%	4,821	2.71%	-1,447	-30.01%
Audiorecordings - Juvenile	105	0.41%	659	0.38%	81	0.33%	489	0.27%	170	34.76%	92	0.38%	661	0.37%	-2	-0.30%
Media - Juvenile	150	0.59%	968	0.56%	105	0.43%	727	0.41%	241	33.15%	71	0.29%	629	0.35%	339	53.90%
Software - Juvenile	29	0.11%	62	0.04%	17	0.07%	103	0.06%	-41	-39.81%	44	0.18%	99	0.06%	-37	-37.37%
Non-Print Subtotal	5,916	23.29%	41,237	24.04%	5,724	23.42%	45,405	25.52%	-4,168	-9.18%	6,172	25.25%	45,760	25.72%	-4,523	-9.88%
Online Renewals	0	0.00%	400	0.23%	313	1.28%	2,857	1.61%	-2,457	-86.00%	456	1.87%	1,776	1.00%	-1,376	-98.42%
Total	25,397		171,544		24,444		177,907		-6,363	-3.58%	23,823		143,446		28,098	19.59%

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	23,972	25,397	0	0	0	0	171,076
Physical Items - Online Renewals	235	159	6	<i>counted in above numbers</i>									400
Digital Content	9,601	7,328	7,762	7,603	8,491	8,647	8,638	8,885	0	0	0	0	66,955
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	29,465	26,434	29,541	28,887	27,903	29,309	32,610	34,282	0	0	0	0	238,431
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	3,573	0	0	0	0	28,755
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	2,000	2,157	0	0	0	0	15,756
Sadie Peterson Delaney	NA	NA	NA	37	68	62	65	60	0	0	0	0	292
Total	6,627	5,750	6,069	5,326	4,938	5,042	5,261	5,790	0	0	0	0	44,803
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	787	838	1,076	912	654	808	694	1,137	0	0	0	0	6,906
Boardman Road	121	160	200	133	122	177	133	264	0	0	0	0	1,310
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	14	0	0	0	0	16
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	1,415	0	0	0	0	8,416
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	5,910	0	0	0	0	70,858
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	6,206	7,621	0	0	0	0	35,468
Calendar Hits - Recite Me	341	440	444	477	306	600	265	242	0	0	0	0	3,115
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	30,501	31,022	0	0	0	0	235,783
Total	39,472	39,529	51,048	42,570	39,744	43,758	44,308	44,795	0	0	0	0	345,224
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	6,553	0	0	0	0	38,457
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	1,698	1,891	0	0	0	0	11,886
Total	5,871	0	6,934	6,965	6,925	7,361	7,843	8,444	0	0	0	0	50,343
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	29	19	29	19	43	43	32	23	0	0	0	0	237
Boardman Road	6	7	4	8	8	0	0	3	0	0	0	0	36
Total	35	26	33	27	51	43	32	26	0	0	0	0	273
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	61	57	79	64	55	61	85	84	0	0	0	0	546
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	197	186	192	226	220	175	231	242					1,669
Community Engagement	0	0	0	0	0	2	0	2					4
Non-Library District	0	19	21	16	14	12	6	9					97
Exams Proctored	14	16	24	18	12	15	8	17					124
MAP Passes	9	9	17	20	49	106	88	106					404
Rover Bookmobile Stops	3	3	5	4	5	5	7	12					44
Total	223	233	259	284	300	315	340	388	0	0	0	0	2,342
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	2,976					20,341
Community Engagement	0	0	0	0	0	144	0	2,720					2,864
Non-Library District	0	308	348	315	163	153	78	140					1,505
Drop-In Room Use (Adriance)	79	96	87	69	107	97	102	71					708
Rover Bookmobile	30	30	30	466	241	632	303	765					2,497
Total	1,837	2,220	2,494	3,758	2,411	4,065	4,458	6,672	0	0	0	0	27,915
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	13,518	0	0	0	0	94,440
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	0	0	0	0	65,990
Sadie Peterson Delaney	0	0	0	251	150	203	141	260	0	0	0	0	1,005
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	0	0	0	0	161,435
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: Crystal Middleton, Librarian I

Time Period of Report: August 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

August was a very busy month. Patrons enjoyed an Amnesty period which began August 15th and continued for three weeks. Staff did an amazing job following new and added steps to forgive fines during this time. Early on, patrons were mostly unaware but very pleased to find out they were able to take advantage of the Amnesty period. Toward the end of the three weeks, word had gotten out and several patrons came in, or called, to inquire about Amnesty. With the help of MHLS, and in preparation for going fine free on September 1, PPLD loan rules were consolidated and made consistent across the branches. The adult and youth services departments have been helping to correct item records.

Rover outings continue on a regular basis and the community is becoming more familiar with it, and therefore the library district. Library materials and information are also provided when visitors stop at Rover.

Patrons continue to take home free covid tests available to them at all branches.

Technical Services

Baker & Taylor had a major ransomware attack and was compromised at the end of August, making the website completely unavailable and slowing down the ordering process for PPLD.

Of note: going forward any new library cards ordered for the district will have the Sarah Peterson Delaney branch listed on them.

Intended Outcomes of Focus Activity:

Amnesty and preparation for going fine free is intended to bring in patrons, reduce barriers to accessing library materials, and increase circulation. Borrower and technical services departments provide appropriate information and materials to patrons and community members.

Manager Observation of Activity and Outcomes:

Staff carried out the Amnesty process with flexibility and a good attitude. Several patrons with fines due to extenuating circumstances re-engaged with the library (some in tears) thanks to this process. Clerks were glad to be able to offer this help as well.

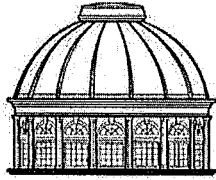
End-of-summer vacations were covered with limited staff in August without limiting patron services.

Impact of Activity:

An engaged and more informed public has increased access to library resources.

Other Departmental Activity to Note:

N.A.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

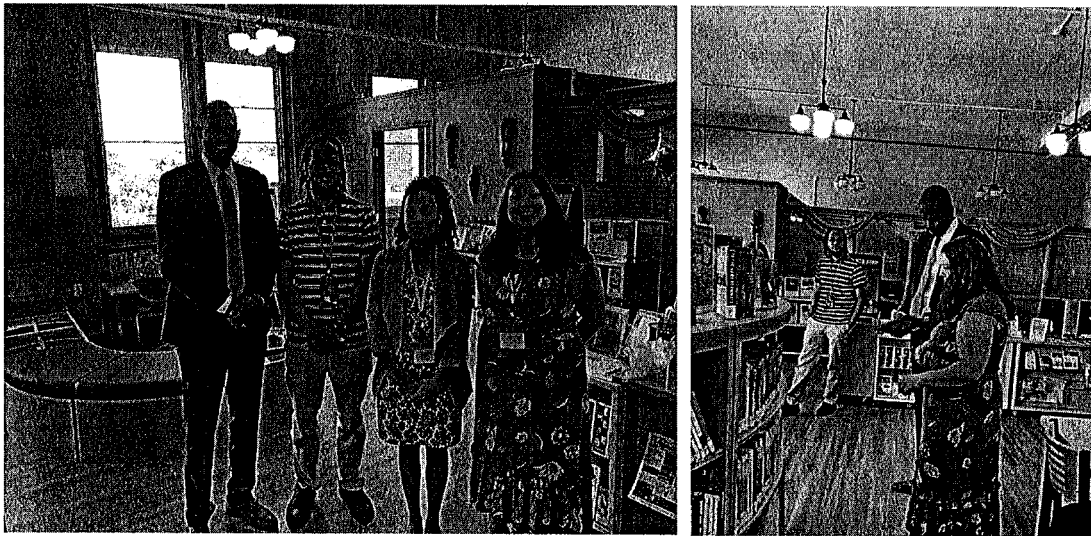
Time Period of Report: August/ September 2022

Department: Branch and Extension Services

Sadie Peterson Dalaney African Roots Library:

General SPD Library Updates:

- Lt. Governor Delgado came to visit SPD on 8/12/2022



- Work on the Family Partnership Center building front is ongoing.
- As the building's Steward position for the Family Partnership Center is currently open, Beth will be on the hiring committee for this position.

- SPD and Heritage Financial are collaborating to provide information and financial literacy material and programs to SPD. Programs for children, teens and adults will be finalized for Financial Literacy Month in April of next year.
- 5 new wonderbooks are being processed to be put on the shelves. These print/audio books are wildly popular.
- More books in Spanish for children and adults will be on the shelves soon.

SPD Upcoming Events:

- September 30th - October 1st 2022; Wrap Doll Workshops presented by National Black Doll Museum of History and Culture. Our Friday workshop registration is full.
- Monthly After School Art programs every first Thursday starting in October.

Mini Free Libraries:

- Refilling continues every week by the dedicated staff. So many donations are being left outside the boxes, that we are currently working on signage to help people better utilize the mini libraries and the donation pods at our building sites.
- Maintenance staff worked hard to get the book boxes in the shed that we use to fill the mini libraries, organized for us to start the month.

Boardman:

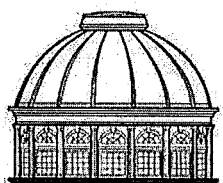
- **Building and Grounds:**
 - Monday August 22nd, Boardman experienced a power outage at 8:00 PM. We evacuated all patrons, and closed the library. Power was back on before opening on 8/23.

Extension Services:

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

New Project:

- The seed library will be rolling out most likely at the end of February and we are working in collaboration with Dutchess Outreach to bring a variety of gardening programs for all ages. We have already received confirmation for seed donations from a few non-GMO organic seed companies.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Time Period of Report: For the month of August

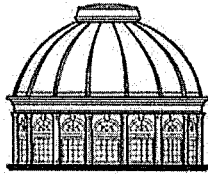
Department: Youth Services

This month was very busy with camp visits to the library, off-site storytimes at SPD and Esperanza Camp, as well as Rover visits at Esperanza and the Bridges event at PHS for new families to the district to introduce them to the services at the Library as well as issue library cards to families.

Below is a list of this month's youth outreach activity.

- 8/3 - conversation with principal of Warring to start setting up class visits to the library in the fall
- Planning logistics with Astor for Rover visit and library card drive in September with all of their pre-school classes and parents, finalized and set for 9/26
- 8/3 - Poughkeepsie Day School contacted me for a Rover visit this fall. Starting those arrangements
- 8/8 - story time at Esperanza camp (Sandra)
- 8/9 - ROCC storytime and library cards at SPD for campers (Alison)
- 8/9 - set up Rover visit for Poughkeepsie Day School in October
- 8/13 - Rover visit to Bridges event for new families to PCSD (Sandra, Anne, Alison)
- 8/15 - outreach story time and craft at Esperanza camp (Sandra)
- 8/17 - ROCC story time for campers at SPD (Liz)
- 8/22 - Rover and story time and craft at Esperanza camp (Sandra)
- 8/26 - Back to School Fair at Warring School (Sandra, Stephen, Henry)
- Requests from ASM and PMS to attend Open Houses in September

Looking ahead: September is filling up with open houses, the Back to School Bash at PCSD, and reaching out to other schools, both public and private for class visits and possible Rover visits.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

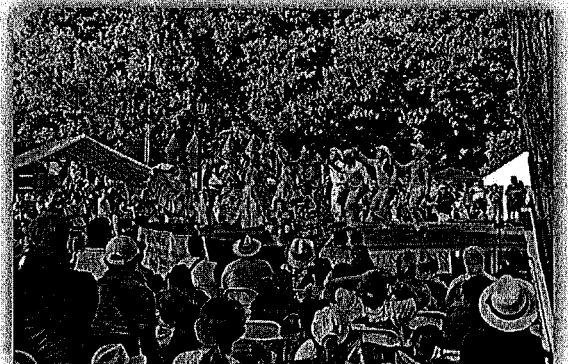
Manager Name and Title: Kira Thompson, Head of Adult Services

Time Period of Report: August 2022

Department: Adult Services

Report Focus Area of Activity: La Guelaguetza Festival

August is a relatively quiet month at the library, as both staff and patrons alike choose vacations or staycations, so we typically keep programming to a minimum in this month, to maximize impact. One very major exception to this is the library's participation in the 15th annual La Guelaguetza Festival at Poughkeepsie's Waryas Park.



This all day festival celebrating Oaxacan cuisine, art & culture took place on Sunday, August 14th, marking the long awaited return of Guelaguetza, after two years of cancellations due to the ongoing COVID-19 pandemic. Our adult services staff Jessica Sherman and Elva Margarita Corbaton have been working with the Poughkeepsie Guelaguetza Organizing Committee and Grupo Folkorico for the past year to ensure that the festival could take place again, and rival previous years in its scope and breadth.

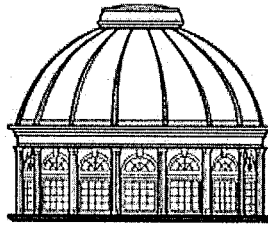
In addition to helping plan, organize, and fundraise, Jess & Margarita worked the entire day manning the welcome booth, providing visitors with information about the festival itself, as well as information about available library services. Officials working the event estimated that over 5,000 were in attendance.

This event also gave us the opportunity to celebrate the finalization of the library district's creation of a *Plaza Comunitaria*; a program sponsored by the Mexican Consulate of New York, focusing on adult literacy

and education for Mexicans and all Spanish-speaking residents of the area. A ribbon cutting ceremony took place on the stage at Guelaguetza to honor the commitment that that Consulate and the Library District have made to this program. Training of volunteers is currently underway, and the Plaza Comunitaria in Poughkeepsie will officially launch in October. This collaboration could not have occurred without the tireless efforts of Margarita, and we applaud all of her hard work. I would also like to thank Felipe Santos, of Grupo Folklorico and Revolucion Radio, with whom Margarita has worked closely on this program for the past several months.

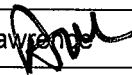


[Thanks to PIO Yvonne Laube for the photographs!]



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Planning Committee		Date: Monday, September 12, 2022
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input 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 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 6:40pm in the Greenspan Board Room at Adriance Memorial Library.

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

- **Strategic Plan Survey:** The Committee reviewed the Planning Team's input regarding possible survey questions. After considerable discussion, the following was decided as a path forward:
 - Articulate the purpose for the survey(s).
 - Develop a timetable for survey implementation.
 - Develop a full survey, which will be released approximately every two months and coincide with the publication of *The Rotunda*.
 - Develop a plan on how survey data will be shared with the public.
 Lawrence will work with the Planning Team on a draft plan that responds to the above items for delivery to the Committee at their meeting on October 3.

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

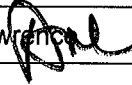
- None

3. Upcoming Agenda Items:

- Community survey.

The meeting adjourned at 7:45pm.

Next Scheduled Committee Meeting Date
 Monday, October 3, 2022; 6:30 pm
 Adriance Memorial Library – Greenspan Board Room
 (date, time, and location subject to change)

Meeting: Board Development & Policy Committee		Date: Monday, September 19, 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"/> Jim Nurre	<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 7:00pm. Attendance is noted above.

1. Business Items: The following business was conducted:

- **By-Laws:** The Committee discussed the by-laws and will consider any recommended amendments at an upcoming meeting. Of note, the Committee is recommending the deletion of the last sentence in Article III, Section 3, which limits the ability of the Board to appoint officers for more than two consecutive terms. The Committee also seeks clarification on how any post-pandemic modifications to the NYS Open Meetings Law would effect the ability for trustees to participate remotely and its effect on quorums.
- **MHLS Essential Policies Inventory:** The Committee reviewed Inventory and will consider it along with other policies that the Library District may need.
- **Policy Review:** The Committee will commence a complete review of all Library District policies, starting with the Library Services series. They will be distributed to the Committee at the September trustee meeting.

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

- Nothing at this time.

3. Upcoming Agenda Items:

- Library District By-Laws.
- Library District policies.
- Possible community advisory board.

The meeting adjourned at 7:50pm.

Next Scheduled Meeting Date
 Monday, October 24; 6:30pm (tentative)
(date, time, and location subject to change)

New Business Fact Sheet
 Authorization to Sign Letter: City of Poughkeepsie IDA

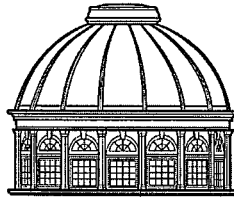
Recommended By Finance Committee

Current Situation In order to ensure that the Library District is included in all City of Poughkeepsie Industrial Development Agency (IDA) PILOT (Payment in Lieu of Taxes) agreements, the City of Poughkeepsie's UTEP (Uniform Tax Exempt Policy) needs to include the Library District. The action request will start the process of dialog with the IDA to make that happen.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize Dianne Blazek, President of the Board of Trustees, to sign the letter described as PPLD Document #092822 – 5A and that is be transmitted to the IDA upon signature.

Motion Moved _____
 Seconded _____

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

September 28, 2022

Dear City of Poughkeepsie Industrial Development Agency,

I am writing on behalf of the Poughkeepsie Public Library District's Board of Trustees for your consideration that the Library District be included in the City of Poughkeepsie IDA's Uniform Tax Exemption Policy. Currently, the IDA's UTEP only references "affected tax jurisdictions" and is silent concerning whether the policy covers special district improvements or services defined in §102[16] of the New York State Real Property Tax Law. Accordingly, it is unclear if the Poughkeepsie Public Library District would be able to benefit from the IDA's UTEP.

The Board of Trustees respectfully asks that the City's IDA amend its UTEP to require applicants to provide special district improvements, such as the Library District, with payments in lieu of taxes as consideration for the significant tax abatements and/or exemptions offered to applicants whose projects are approved by the IDA.

Including the special district improvements as recipients of payments in lieu of taxes under the IDA's UTEP would allow for the Library District to maintain services and equitably tax property owners as it relates to public library service delivery.

Thank you for your consideration of this request. Should you need further information on it, please contact Library District Executive Director Tom Lawrence at tlawrence@poklib.org. We look forward to a fruitful collaboration between the Library District and the City's Industrial Development Agency.

Sincerely,

Dianne Blazek, President
Board of Trustees
Poughkeepsie Public Library District