

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, November 30, 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: Ryan and Spuhler

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. October 26, 2022 (*T. Lawrence; #113022 – 1*)
 - V. Financial Report(s)
 - A. October 2022 (*B. Lynch; #113022 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #113022 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #113022 – 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; #113022 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2023 Operations Scheduled (*T. Lawrence; #113022 – 5*)
 2. Authorization to Sign Supplemental Agreement with FPPLD (*T. Lawrence; #113022 – 6*)
 - 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, December 28, 2022; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

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

Trustees Present

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

- Norma Vazquez, President

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

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Trustee McPhee arrived at 7:09 p.m.
- **Additions/Changes to the Agenda:** Addition of New Business item – Approval of Sidebar: Use of 2022 Floating Holidays (PPLD Document #102622 – 8).
- **Move/Seconded:** Hogg, Moore.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. September 28, 2022 (PPLD Document #102622 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 28, 2022.
- **Moved/Seconded:** Spuhler, Moore.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. September 2022 Financial Activity Report (PPLD Document #102622 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2022 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Lynch explained some of the items in the report. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #102622 – 2.1)

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

Vouchers 64274 to 64499 in Warrant 20221027 totaling \$210,254.49

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

Vouchers 64272 to 64325 in Warrant 20221014 totaling \$111,091.87

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #102622 – 3)

- Lawrence reported on: upcoming events; Metropolis at the Bardavon; Big Read changes; Day of the Dead programs and altars; Autumn at Adriance; proposed changes to Library hours and staffing schedules; the Sewer Ejector pump at Adriance; the letter sent to the IDA; Union representation at the Special Olympics; the status of the grievance; the status of the search for a new staff member for the Business Office; attendance at SPD; and general attendance.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #102622 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on: Library card terms and conditions; limited use cards; collections; unsupervised children; vulnerable adults; remote participation in meetings; the Community Advisory Committee.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on the Crotty Estate donation; the Town of Poughkeepsie charge back invoice; tuition reimbursement; bad debt; and donor cultivation.
3. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the strategic plan survey.
4. **Personnel Committee:** Trustee Fitzgibbons reported on committee discussions on succession issues; sidebars to the CBA agreement; the floating Holiday deadline extensions for 2022; tuition benefit requirements; staff pay rates; and the need for an Executive Session at the end of the meeting.

D. Friends of PPLD: President Vazquez reported on the success of the bookstore; Adriance Honors; the Holiday Sale; Autumn at Adriance; Film about the Friends; and the Annual Meeting.

VII. Board Action

A. Personnel Actions: (PPLD Document #102622 – 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
Diana Carroll	Student Page	Probationary Appointment	11/12/2022	\$12.10/hr
Najira Hanson	Student Page	Probationary Appointment	11/12/2022	\$12.10/hr
Kayleigh Hartnett	Librarian I (Step 1)	Probationary Appointment	11/6/2022	\$59,982/yr

- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Memorandum of Agreement with Labor (PPLD Document #102622 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document #5A – Memorandum of Agreement (dated October 19, 2022) and authorize the President to sign said Agreement, covering years 2021-2023.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

2. Approval of Revised Policy: Library Card Terms and Conditions (#1109) (PPLD Document #102622 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #1109 – Library Card Terms and Conditions, as described in PPLD Document #102622 – 6A.
- **Moved/Seconded:** Fitzgibbons, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

3. Authorization to Write Off Bad Debt (PPLD Document #102622 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off bad debt attributed to overdue and overdue renewals accumulated through January 1, 2015 through September 30, 2022 totaling \$18,693.00 as reflected in PPLD Document #102622 – 7A.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** Lawrence explained the need for this action.
- **VOTE:** 10 – 0 – 0

4. Approval of Sidebar: Use of 2022 Floating Holidays (PPLD Document #102622 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #102622 – 8A.
- **Moved/Seconded:** Nurre, Fitzgibbons.
- **Discussion:** Lawrence explained the need for this action.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

- A. **Board Comment:** None.
- B. **Public Comment:** None.

Executive Session

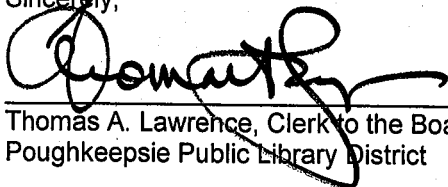
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing the Executive Annual Review.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:55 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** None
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:34 p.m.)

Adjournment

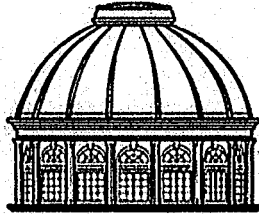
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Hogg.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:34 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 30, 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 October 2022 Financial Activity

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

General Fund (Fund A; \$2,731,317)

- Receipts for the month totaled \$24,314 which included \$1,424 in library charges, \$702 in interest and \$4,000 in grants.
- Disbursements for the month totaled \$777,698 which included \$503,114 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$466,821
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$876,129)

- Receipts for the month included \$279 in interest.
- Interest and market change in the Wojtecki account resulted in a net change of (\$1,054) 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; \$469,350)

- 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; \$899,945)

- Receipts for the month included \$305 in interest.
- Disbursements for the month totaled \$52,400 for the interest debt service payment on the City of Poughkeepsie 2009A Bond.

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

Budget Transfer A-52

Revenue	Increase	Decrease
Total	\$ -	\$ -

Expense				Increase	Decrease
FF&E-IT	A60000	52800	A239	\$	1,505.00
Internet Services -IT	A60000	54320	A239	\$ 1,505.00	
Total				\$ 1,505.00	\$ 1,505.00

Transfer needed due to ongoing internet charges for wireless lines related to the Emergency Connectivity Fund grant (FCC funded)

Budget Transfer A-58

Revenue	Increase	Decrease
Total	\$ -	\$ -

Expense				Increase	Decrease
FF&E-IT	A60000	52800	A239	\$	760.00
Internet Services -IT	A60000	54320	A239	\$ 760.00	
Total				\$ 760.00	\$ 760.00

Transfer needed for licenses for the 20 Chromebooks purchased as part of the Emergency Connectivity Fund grant (FCC funded)

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

FOR 2022 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,372,774	3,423,885.21	330,742.94	642,239.73	306,649.06	93.0%
22 EQUIP & CAPITAL OUTL	76,500	160,735	95,871.99	41,832.61	12,541.00	52,322.01	67.4%
30 MATERIALS	510,780	480,007	360,034.31	71,905.27	40,941.22	79,031.47	83.5%
32 INFORMATION SVC	67,959	74,192	61,442.97	1,657.10	12.16	12,736.87	82.8%
50 OPERATIONS	1,532,715	1,599,605	1,140,247.01	93,703.10	150,709.94	308,648.05	80.7%
51 AUTOMATION	136,208	136,904	125,830.85	13,085.80	540.40	10,532.75	92.3%
91 EMPLOYEE BENEFITS	1,839,020	1,849,750	2,005,373.66	172,371.55	87,686.08	-243,309.74	113.2%
92 DEBT SER	1,279,201	1,279,201	668,275.00	52,400.00	.00	610,926.00	52.2%
GRAND TOTAL	9,817,632	9,953,168	7,880,961.00	777,698.37	934,670.53	1,137,536.47	88.6%

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

10/13/2022 16:02
wberger

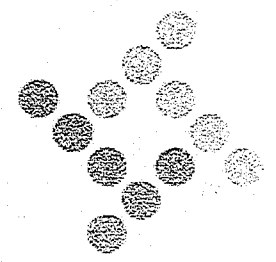
Poughkeepsie Public Library District
WARRANT SUMMARY

P 5
aparrnt

WARRANT: 20221014 10/14/2022

DUE DATE: 10/14/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	157.03 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 .7410.000.00.54694 .	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	208.35 6.54
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	96,831.97 -45,196.22
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	187.31 -355.49
A A60000	Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-EFC	903.00 -602.00
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	916.96 1,152.42
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,880.28 10,735.49
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	29.40 10,933.28
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,185.44 722.00
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	57.98 6.02
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,550.64 .00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS	3,658.22 112.96
FUND TOTAL		111,091.87	
=====			
WARRANT SUMMARY TOTAL		111,091.87	
=====			
GRAND TOTAL		111,091.87	
=====			



10/26/2022 10:17
wberger

Poughkeepsie Public Library District
WARRANT SUMMARY

P 19
apwarrnt

WARRANT: 20221027 10/27/2022

DUE DATE: 10/27/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	3,720.55
A A	General Fund A .0000.000.00.26030	General Fund Exchange	272.21
A A00000	General Fund Expen A .7410.000.00.52800	Furniture,Fixtures & E	1,633.15
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	490.45
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	28.20
A A00000	General Fund Expen A .7410.000.00.54353	Cont Ed/Webinar	159.00
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	13,085.80
A A00000	General Fund Expen A .7410.000.00.54380	Membership Dues	110.00
A A00000	General Fund Expen A .7410.000.00.59045	Life Insurance	645.64
A A00000	General Fund Expen A .7410.000.00.59055	Disability Insurance	906.63
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	3,878.20
A A10000	Administration A .7410.100.00.54292 .A124	Programming Staff Deve	132.84
A A10000	Administration A .7410.100.00.54370	Professional Fees - Ad	2,107.16
A A11100	CLDA Reimbursable A .7410.111.00.54100	BOOKS (CBA)	304.06
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	4,706.79
A A11100	CLDA Reimbursable A .7410.111.00.54130 .A211	SERIALS - Digital	33,000.00
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	935.77
A A20000	Building Services A .7410.200.00.54300 .A226	Cust Supplies - COVID	43.92
A A20000	Building Services A .7410.200.00.54370	Professional Fees- Bld	380.00
A A20000	Building Services A .7410.200.00.54523	Landscaping/Grounds Ma	913.94
A A20000	Building Services A .7410.200.00.54691	HVAC-MECH/ELEC/PLUMBIN	2,280.61
A A20000	Building Services A .7410.200.00.54693	Other Oper-Trash	593.79
A A20000	Building Services A .7410.200.00.54694	Cleaning	834.00
A A20300	Greene Services A .7410.203.02.54100	BOOKS	16,538.07
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	5,683.83
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	225.22
A A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	20,344.02
A A30000	Advancement Servic A .7410.300.00.54340	PR & Printing- Rotunda	4,292.58
A A30000	Advancement Servic A .7410.300.00.54370	Professional Fees	4,549.00
A A41000	Adult Services A .7410.410.00.54130	Serials Adult Services	45.00
A A41000	Adult Services A .7410.410.00.54291	PPLD Databases	6.10
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	1,778.71
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	61.44
A A44000	Collection Service A .7410.440.00.54110	Collection Serv Video	2,444.55
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,714.03
A A44000	Collection Service A .7410.440.00.54120	Music & Audio	3,206.41
A A44000	Collection Service A .7410.440.00.54370	Collections Agency Fee	198.05
A A45000	Youth Services A .7410.450.00.54291	DATA BASES	1,651.00
A A45000	Youth Services A .7410.450.00.54292	Programming Youth	757.21
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	303.51
A A45000	Youth Services A .7410.450.00.54292 .A236	Brgm-Autum at Adrianc	6,260.62
A A45000	Youth Services A .7410.450.00.54292 .A237	Operation Warm	7,944.00
A A50000	Business Office A .7410.500.00.54300	Ink & Toner	1,580.05
A A50000	Business Office A .7410.500.00.54370	Professional Fees - Bu	931.05
A A60000	Information Tech A .7410.600.00.52800	Equipment IT	13,783.45
A A60000	Information Tech A .7410.600.00.52800 .A239	Furniture,Fixtures & E	24,484.02
A A60000	Information Tech A .7410.600.00.54370	Professional Fees- Sof	1,197.00
A A60000	Information Tech A .7410.600.00.54390	Rental, Repair & Maint	13.64
A A71000	Adriance A .7410.710.00.54131	Newspapers	2,071.79

10/26/2022 10:17
wberger

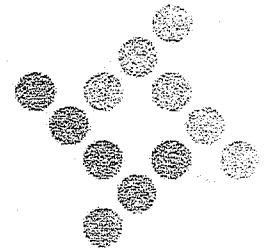
Poughkeepsie Public Library District
WARRANT SUMMARY

P 20
apwarrnt

WARRANT: 20221027 10/27/2022

DUE DATE: 10/27/2022

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A71000	Adriance A	.7410.710.00.54330 .	Postage AML	8.16 1,497.00
A A71000	Adriance A	.7410.710.00.54500 .	Fuel & Utilities AML	9,551.10 11,846.24
A A73000	Boardman Road Bran A	.7410.730.00.54131 .	Newspapers - Boardman	129.30 -962.97
A A73000	Boardman Road Bran A	.7410.730.00.54310 .	Telephone - Boardman	137.24 30.00
A A73000	Boardman Road Bran A	.7410.730.00.54500 .	Fuel & Utilities -Boar	3,062.48 2,576.97
A A74000	Sadie Peterson Del A	.7410.740.00.52800 .	Furniture, Fixtures &	1,931.99 -56.73
A A74000	Sadie Peterson Del A	.7410.740.00.54292 .	PROGRAMMING	45.00 205.00
A A74000	Sadie Peterson Del A	.7410.740.00.54300 .	SUPPLIES	162.19 111.29
FUND TOTAL			210,254.49	
=====				
WARRANT SUMMARY TOTAL			210,254.49	
=====				
GRAND TOTAL			210,254.49	
=====				



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

FOR 2022 10

	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	17,500	26,610.35	1,424.06	-9,110.35	152.1%
42401 INTEREST EARNINGS	25,000	25,000	9,927.38	702.30	15,072.62	39.7%
42680 INSURANCE RECOVERIES	0	0	102.00	.00	-102.00	100.0%
42705 DONATIONS	54,833	59,833	14,314.43	11,355.69	45,518.57	23.9%
42752 ANNUAL APPEAL	35,000	35,000	29,022.18	.00	5,977.82	82.9%
42753 DONATIONS IN KIND	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 GRANTS	83,000	210,025	12,615.04	4,000.00	197,409.96	6.0%
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	14,791.79	.00	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	.00	-73,725.00	138.4%
43841 CENTRAL BOOK AID	65,891	0	.00	.00	.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	22,443.83	.00	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	9,861,266	9,378,220.60	24,313.96	483,045.40	95.1%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 10

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-191.28	1,868.77
A	12020	General Fund Payroll	511.18	3,149.66
A	12023	General Fund Money Market	-649,449.70	989,702.94
A	12040	Credit Card Transactions	-493.59	1,132.19
A	12051	Flex 125 Money Market	772.95	8,108.76
A	12100	Petty Cash	.00	7,451.82
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	118.93	466,821.29
A	13501	Grants Receivable	.00	51,425.78
A	13910	Due From Other Funds	-52,400.00	1,201,153.72
TOTAL ASSETS			-701,131.51	2,731,316.93
LIABILITIES				
A	26000	Accounts Payable	.00	-976.80
A	26020	Flex125 Exchange	-772.30	-7,713.56
A	26021	Benefits Exchange	329.53	-3,919.46
A	26030	General Fund Exchange	-30.00	-1,712.21
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-64.00	3,686.40
A	26370	State Retirement Accrual	-51,716.13	-559,378.29
TOTAL LIABILITIES			-52,252.90	-562,087.00
FUND BALANCE				
A	35100	Budgeted Revenues	.00	9,861,266.00
A	35210	Encumbrances (+ PYCF)	-528,532.80	934,670.43
A	35220	Expenditures (+ PYCF)	777,698.37	8,183,536.77
A	38210	Encumbrance Reserve (+ PYCF)	528,532.80	-934,670.43
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	725,596.74
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	.00	-10,243,856.42
A	39800	Revenues Received	-24,313.96	-9,378,220.60
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			753,384.41	-2,169,229.93
TOTAL LIABILITIES + FUND BALANCE			701,131.51	-2,731,316.93

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 10

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	6,379.11	823,537.78
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-1,053.70	52,316.21
TOTAL ASSETS			5,325.41	876,129.07
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	-5,325.41	-437,069.71
TOTAL FUND BALANCE			-5,325.41	-208,978.24
TOTAL LIABILITIES + FUND BALANCE			-5,325.41	-876,129.07

BALANCE SHEET FOR 2022 10

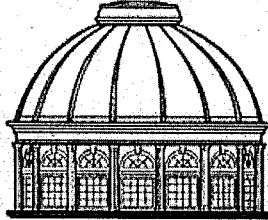
FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.42
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			.02	35,253.17
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	.00	750.00
H	35220	Expenditures	.00	3,750.00
H	38210	Reserve For Encumbrances	.00	-750.00
H	39110	Fund Balance Unreserved	.00	19,095.64
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.20
TOTAL FUND BALANCE			-.02	22,845.44
TOTAL LIABILITIES + FUND BALANCE			-.02	-35,253.17

BALANCE SHEET FOR 2022 10

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		-1,053.70	357,519.71
PN	12015	Schwartz Fund		.00	10,964.91
PN	12201	Dobo Fund		.00	37,047.81
PN	13910	Due from other funds		.00	10,043.00
TOTAL ASSETS				-1,053.70	469,350.43
LIABILITIES					
PN	26300	Due to other funds		1,053.70	9,467.42
TOTAL LIABILITIES				1,053.70	9,467.42
FUND BALANCE					
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
TOTAL FUND BALANCE				.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE				1,053.70	-469,350.43

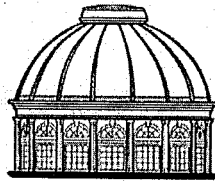
BALANCE SHEET FOR 2022 10

FUND: V		DEBT SERVICE FUND		NET CHANGE	ACCOUNT
				FOR PERIOD	BALANCE
ASSETS					
V	12230	Cash, Res Bond Indebtedness		-52,095.26	875,195.82
V	13910	DUE FROM OTHER FUNDS		.00	24,749.05
	TOTAL ASSETS			-52,095.26	899,944.87
LIABILITIES					
V	26300	DUE TO OTHER FUNDS		52,400.00	-610,866.00
	TOTAL LIABILITIES			52,400.00	-610,866.00
FUND BALANCE					
V	39090	Budg Fund Balance Unreserved		.00	-19,281.00
V	39110	Fund Balance Unreserved		.00	-267,519.26
V	39800	Revenues		-304.74	-2,278.61
	TOTAL FUND BALANCE			-304.74	-289,078.87
	TOTAL LIABILITIES + FUND BALANCE			52,095.26	-899,944.87



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – NOVEMBER 2022

Significant Challenges or Accomplishments

- The ratification of the collective bargaining agreement set in motion a variety of tasks, most of which are with regards to payroll and payroll processing. As to the former, the Library District has fulfilled its responsibilities for implementing the new wage agreement and the retroactive portion of the agreement, along with the payment of the settlements for the grievances. The ratification bonus will be paid on December 1. All of this required a payroll processing each of the past five weeks and was successfully done with the support of the Business Office staff, especially Caroline Moore, Principal Account Clerk. The latter, modifications to time clock protocols, will be tested over the month of December before full implementation on January 1, 2023.
- Library District staff supported large-audience events in late October and early November. Hundreds of people attended Autumn at Adriance, a celebration of the season, as well as Early Voting at Boardman Road.
- Congratulations to Trustees Ryan (Town) and Fitzgibbons (City) on their re-election to the Board of Trustees.

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 October 2022 activity.

Outreach and Professional Development

- See attached manager reports for October 2022 activity.

Collection Development

- Staff are in the ongoing process of evaluating the print collection for currency and relevancy. Use of the print collection is stable when compared to the past year or so but is down from prior years. Much of this decline is due to the increased usage of digital and streaming content, of which the Library District has a robust collection and use.

Buildings

- Boardman Road
 - We continue to struggle with the volume of students from Lourdes High School wanting to be at the branch library. Staff have determined that occupancy in the teen area above 10 result in behaviors disruptive to other patrons. I have fielded a couple of emails from parents wanting an explanation of the situation and most seem to understand; however, the branch library is used by some parents as their preferred pick-up spot if they are doing so after 4:30pm. It's a dynamic situation that requires considerable attention, but staff continue to work on it.
- Adriance
 - There was a failure of the sewage ejection pump in early November which required attention. That, in turn, caused another waste water issue internal to the building. Unfortunately, we experience consider abuse of the public toilets that leads to some of these problems. We are working on a more routine maintenance plan in response to these issues that will hopefully prevent some of the problems we haven't seen since before the onset of the pandemic.

Staffing

- See Personnel Actions, if applicable.

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

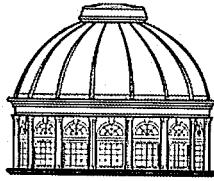
	Current Year: 2022				Previous Year: 2021				Compare: '22 to '21		Previous Year: 2020				Compare: '22 to '20	
	Oct	% of Total	YTD	% of Total	Oct	% of Total	YTD	% of Total	Change	% Change	Oct	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,790	25.93%	57,485	26.71%	5,427	25.83%	56,397	25.77%	1,088	1.93%	5,309	25.27%	38,355	17.53%	19,130	49.88%
Adult Non-Fiction	3,795	17.00%	36,925	17.16%	3,550	16.90%	36,152	16.52%	773	2.14%	3,621	17.23%	27,246	12.45%	9,679	35.52%
Fiction - Juvenile	5,499	24.63%	53,741	24.97%	5,030	23.94%	51,173	23.39%	2,568	5.02%	4,970	23.66%	35,062	16.02%	18,679	53.27%
Non-Fiction - Juvenile	1,278	5.72%	12,716	5.91%	1,309	6.23%	13,972	6.39%	1,256	-8.99%	1,514	7.21%	9,880	4.52%	2,836	28.70%
Periodicals	293	1.31%	1,841	0.86%	200	0.95%	2,146	0.98%	305	-14.21%	225	1.07%	1,517	0.69%	324	21.36%
Periodicals - Juvenile	25	0.11%	299	0.14%	20	0.10%	269	0.12%	30	-11.15%	16	0.08%	192	0.09%	107	55.73%
Print Subtotal	16,680	74.70%	163,007	75.74%	15,536	73.95%	160,109	73.17%	2,898	1.81%	15,655	74.51%	112,252	51.30%	50,755	45.22%
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	5	0.02%	51	0.02%	14	0.07%	110	0.05%	-59	-53.64%	11	0.05%	43	0.02%	8	18.60%
Soundrecordings	680	3.05%	6,489	3.02%	766	3.65%	7,166	3.27%	-677	-9.45%	838	3.99%	6,279	2.87%	210	3.34%
Videorecordings	4,042	18.10%	38,184	17.74%	3,754	17.87%	41,843	19.12%	-3,659	-8.74%	4,799	22.84%	37,944	17.34%	240	0.63%
Media	1	0.00%	4	0.00%	2	0.01%	18	0.01%	-14	-77.78%	0	0.00%	6	0.00%	-2	-33.33%
Software	5	0.02%	65	0.03%	6	0.03%	96	0.04%	-31	-32.29%	5	0.02%	64	0.03%	1	1.56%
Equipment/Realia	28	0.13%	240	0.11%	11	0.05%	102	0.05%	138	135.29%	15	0.07%	170	0.08%	70	41.18%
Suppressed Items	24	0.11%	233	0.11%	32	0.15%	399	0.18%	-166	-41.60%	70	0.33%	256	0.12%	-23	-8.98%
Videorecordings - Juvenile	558	2.50%	4,349	2.02%	479	2.28%	3,974	1.82%	375	9.44%	531	2.53%	5,432	2.48%	-1,083	-19.94%
Audiorecordings - Juvenile	79	0.35%	794	0.37%	51	0.24%	614	0.28%	180	29.32%	60	0.29%	722	0.33%	72	9.97%
Media - Juvenile	214	0.96%	1,324	0.62%	107	0.51%	948	0.43%	376	39.66%	120	0.57%	720	0.33%	604	83.89%
Software - Juvenile	12	0.05%	83	0.04%	7	0.03%	113	0.05%	-30	-26.55%	3	0.01%	112	0.05%	-29	-25.89%
Non-Print Subtotal	5,648	25.30%	51,816	24.08%	5,229	24.89%	55,383	25.31%	-3,567	-6.44%	6,452	30.71%	51,748	23.65%	68	0.13%
Online Renewals	0	0.00%	400	0.19%	245	1.17%	3,331	1.52%	-2,931	-87.99%	355	1.69%	2,137	0.98%	-1,737	-98.69%
Total	22,328		215,223		21,010		218,823		-3,600	-1.65%	22,462		166,137		49,086	29.55%

**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	21,351	22,328	0	0	214,755	
Physical Items - Online Renewals	235	159	6	counted in above numbers										400
Digital Content	9,601	7,328	7,762	7,603	8,491	8,647	8,638	8,885	7,813	8,136	0	0	82,904	
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	29,164	30,464	0	0	298,059	
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	3,635	3,768	0	0	36,158	
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	2,000	2,157	1,743	1,645	0	0	19,144	
Sadie Peterson Delaney	NA	NA	NA	37	68	62	65	60	54	72	0	0	418	
Total	6,627	5,750	6,069	5,326	4,938	5,042	5,261	5,790	5,432	5,485	0	0	55,720	
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	763	NA	0	0	7,669	
Boardman Road	121	160	200	133	122	177	133	264	122	NA	0	0	1,432	
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	14	24	NA	0	0	40	
Spanish Language Assistance	22	25	65	NA	36	36	NA	NA	NA	NA	0	0	184	
Total	930	1,023	1,341	1,047	812	1,021	827	1,415	909	0	0	0	9,325	
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	4,636	3,321	0	0	78,815	
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	6,206	7,621	4,252	4,463	0	0	44,183	
Calendar Hits - Recite Me	341	440	444	477	306	600	265	242	262	316	0	0	3,693	
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	30,501	31,022	27,537	28,978	0	0	292,298	
Total	39,472	39,529	51,048	42,570	39,744	43,758	44,308	44,795	36,687	37,078	0	0	418,989	
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	5,833	5,969	0	0	50,259	
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	1,698	1,891	1,872	1,828	0	0	15,586	
Total	5,871	0	6,934	6,965	6,925	7,361	7,843	8,444	7,705	7,797	0	0	65,845	
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	19	30	0	0	286	
Boardman Road	6	7	4	8	8	0	0	3	5	6	0	0	47	
Total	35	26	33	27	51	43	32	26	24	36	0	0	333	
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	61	57	79	64	55	61	85	84	67	52	0	0	665	
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	226	280			2,175	
Community Engagement	0	0	0	0	0	2	0	2	3	0			7	
Non-Library District	0	19	21	16	14	12	6	9	8	12			117	
Exams Proctored	14	16	24	18	12	15	8	17	13	23			160	
MAP Passes	9	9	17	20	49	106	88	106	59	86			549	
Rover Bookmobile Stops	3	3	5	4	5	5	7	12	9	6			59	
Total	223	233	259	284	300	315	340	388	318	407	0	0	3,067	
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	2,718	4,548			27,607	
Community Engagement	0	0	0	0	0	144	0	2,720	38	0			2,902	
Non-Library District	0	308	348	315	163	153	78	140	113	1,914			3,532	
Drop-In Room Use (Adriance)	79	96	87	69	107	97	102	71	87	53			848	
Rover Bookmobile	30	30	30	466	241	632	303	765	267	224			2,988	
Total	1,837	2,220	2,494	3,758	2,411	4,065	4,458	6,672	3,223	6,739	0	0	37,877	
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	11,894	14,047	0	0	120,381	
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	10,845	0	0	83,868	
Sadie Peterson Delaney	0	0	0	251	150	203	141	260	111	475	0	0	1,591	
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	25,367	0	0	205,840	
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670	
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	9,598	132,330	
Total - 2021	19,903	17,597	24,069	20,359	19,040	20,301	24,280	21,814	17,627	23,984	16,214	18,812	244,000	

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

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	5	2	0	7	18.75	22.00	0.00	40.75
February	7	2	0	9	17.25	20.00	0.00	37.25
March	7	2	0	9	14.05	28.00	0.00	42.05
April	5	2	0	7	9.94	13.00	0.00	22.94
May	2	0	1	3	5.25	0.00	16.00	21.25
June	4	1	0	5	9.00	8.00	0.00	17.00
July	9	1	0	10	20.50	6.00	0.00	26.50
August	4	1	1	6	20.25	6.00	16.00	42.25
September	3	2	1	6	9.25	35.00	28.00	72.25
October	46	2	1	49	137.25	39.00	28.00	204.25
November								
December								
TOTAL					261.49	177.00	88.00	526.49



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bradley Diuguid, Development Officer

Time Period of Report: Oct/Nov 2022

Department: Advancement

Report Focus Area of Activity: Website Translation

The foundation of our website is in WordPress, a common Content Management System (CMS) used for creating professional websites (separate from the company's well-known blog publishing and hosting service). We also use several software products called plugins that add customized features to the website, including search, forms, and analytics. One such plugin is Recite Me, a toolbar designed primarily to support accessibility with text-to-speech and alternate font sizes.

Recite Me also provides text translation and read-aloud options in dozens of languages, which we relied upon in the past to serve the needs of our patrons. However, concerns developed this year over the feature's ease of use, particularly for Poughkeepsie's sizable Spanish-speaking population. Filing translation as an "Accessibility Tool" did not seem strictly accurate, and the steps to access the tool is not clear, especially without Spanish-language buttons or instructions.

In response to feedback from the board, staff, and patrons, my department is integrating a new plugin from WPML that uses AI to generate Spanish translations, which are edited and vetted by fluent Spanish writers provided through a partnership with Marist College. Student interns are currently working with our staff on an ongoing basis while we solve technical issues with the integration, preparing to launch a beta version of the Spanish Translation Tool.

Intended Outcomes of Focus Activity:

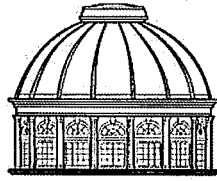
Translating the website is part of a broader initiative to translate more digital and print assets to better serve Spanish-speaking patrons, including parents who speak primarily Spanish but care for children with fluency in English. While we are already increasing the number of informational flyers, bookmarks, resource lists, etc. in Spanish, the next step after the website tool is complete is to assess what resources will be needed to translate pieces with high return (Rotunda segments, emails, etc.) in the future – as well as a separate redesign of the website menu layout.

Manager Observation of Activity and Outcomes:

I've learned that even tasks that seem simple often take much more adaptation and pivoting than one might assume. The Spanish Translation Tool currently has a "ripple effect" on some core functions of our website that need to be solved before it goes live, even in a beta state. I offer my kudos to Yvonne Laube, the staff member who is leading this project with passion and care, in addition to her routine digital marketing duties.

Impact of Activity:

As we see statistics on website translation use, we will compare them to statistics from the Recite Me tool for evaluation.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: TJ Lamanna - Head of Community Engagement

Time Period of Report: October 2022

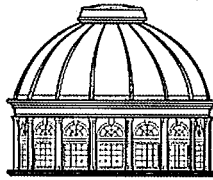
Department: Community Engagement

As we begin to work on closing out the year we have started to look ahead to the next year. I want to focus on one particular success we had in October. The library is working with students at Oaks to install a community fridge at our library. This fridge is stocked by the students and other community members and is a resource for community members who may be struggling with food insecurity. It's been an absolute success, we've filled it many times already and the food disappears quite quickly which is both amazing to see and upsetting as to what it indicates for our community. The library is thrilled to be able to partner with these students and do what we can to help people struggling

The seed library and tool library are moving along nicely. We've gotten much of the logistics squared away as we move towards creating the space and getting materials to open these in the new year. We're thankful to the Friends for their support

Collection development ideas for the new branch was also reevaluated as we begin to truly understand the demographic who is coming into the space. While it is supposed to focus on African Roots the vast majority of patrons who use the library are Spanish-speaking individuals and we need to make sure we are purchasing the materials that appeal to them.

We're also working with other organizations in the Family Partnership Center, where the new branch is located, to create reading lists and resources that other organizations in the FPC can use to point to the library. We're going to try to collaborate on some purchasing and one goal for the collection in the space is to help lift up the whole partnership as a whole and offer materials that support the other groups in the space.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title:

Janet Bogenschultz, Assistant to the Library Director

Time Period of Report:

October, 2022

Department: Administrative Office

Report Focus Area of Activity: PPLD's MAP (Museums, Attractions & Parks) Pass Program

MAP Pass Use in October: A variety of MAP pass destinations were visited with a total of 94 pass use dates.

- **October had 94 reservations to 16 destinations:** Boscobel House & Gardens (6), Empire Pass to NY State Parks (4), FASNY (1), FDR (10), Hancock Shaker Village (2), Hudson Highlands Nature Museum (2), Locust Grove (2), Mass MoCA (1), Mohonk Preserve (18), Olana State Historic Site (5), Old Rhinebeck Aerodrome Museum (7), Opus 40 (5), Storm King Art Center (17), Thomas Cole National Historic Site (4), Trevor Zoo (5), USS Slater (1), White Memorial Conservation Center (1).
- **October's most popular passes were:** Mohonk Preserve (18), Storm King Art Center (17), FDR (10), Old Rhinebeck Aerodrome Museum (7), and several venues with 6 passes: Boscobel Home & Gardens, Empire Pass to NY State Parks, and Trevor Zoo; and two venues with 5 passes: Olana, and Opus 40.
- **Comparison Recent Months:** October's 94 reservations to 16 destinations: an increase over Sept. 61 passes to 21 destinations (5 more different venues but 30% less passes); August had 110 passes for 28 destinations (increase of 16 more passes to 10 additional destinations; July had 89 passes (5 less than Sept.) to 21 destinations (5 more than Sept.).
- **Comparison Past Octobers:** October 2022's 94 pass reservations to 16 destinations is most October pass reservations since the MAP Pass Program began in summer 2018, but some Octobers had increased destinations: Oct. 2021: 67 passes to 18 destinations; Oct. 2020: 57 passes to 12 destinations; Oct. 2019 85 passes to 22 destinations; Oct. 2018: 60 passes to 17 destinations.

October MAP Pass Promotion and Marketing: The fall issue of The Rotunda promoted a number of new services, such as steaming music with Freegal, so the article written to promote autumn use of MAP passes with special exhibits opening or November seasonal closings was cut. However, the article in the spring issue highlighted 13 destinations, "*Enjoy Spring Destinations with Free Passes*" and October this year had 94 pass reservations, which was the highest pass use of any October so far, so the lack of an article did not affect pass use.

- PPLD added a second pass for Storm King Art Center this year, and this destination was highlighted in the spring issue of The Rotunda. October 2022 had 17 pass uses, and some days both SKAC MAP Passes were used on the same day to visit the outdoor sculpture park on 500 acres. Each reservation allows a vehicle of six people to enter for free.
- The MAP Pass button on the homepage promoted Old Rhinebeck during the summer months. PPLD also has two passes for Old Rhinebeck Aerodrome Museum and both passes were used the same day multiple times, including weekend air shows included with the pass, and during the week, this past year. October 2022 had seven pass uses, with several days both passes in use to see weekend air shows.

Renewal of MAP Pass Library Memberships: PPLD's seasonal or annual year memberships are spread out various months during the year, and most occur January - July. There were no renewals in October.

- Thirty-eight MAP Pass destinations, requiring payment, have been renewed this year. Twenty of these were renewed Jan. – April. Pass spending was reviewed for 2022.
- Several MAP Passes are free but still require renewal, such as Mohonk Preserve, Motorcyclepedia, and USS Constitution. Several MAP Pass destinations have not reopened since the pandemic, such as National

Museum of Dance, and Gomez Mill House. CMOST, Children's Museum of Science and Technology, was absorbed by the Children's Museum of Saratoga which reopened July 2022.

- Due to one or two pandemic closures, six MAP Pass destinations did not have a membership fee in 2021, which have been paid in 2022 budget year, for additional spending of \$1,275. They are Danbury Railway, Hudson River Museum, Intrepid, Mark Twain, Stepping Stones Museum for Children, and Wadsworth.
- October included MAP Pass description and TixKeeper changes in visiting information, and dates available.

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

- Passes are marked, checked and modified during the year in Tixkeeper, as dates open or closed, and hour changes are emailed to members. This year, for first time, visits to mansions reopened. October had pass use to visit mansions at Boscobel, Locust Grove, Glenview at the Hudson River Museum, Olana and Thomas Cole.
- Revise destination descriptions for both the MAP Pass webpage and Tixkeeper's descriptions as needed.
- Ongoing updates include revised changes to Ticketing at venue, new Tours or Hours, new Exhibitions or Indoor access, and changes to pass coverage, and changes in Covid policies for visitors regarding vaccination.
- Emailed museum newsletters, emailed notices, checking websites, and communicating with staff, are all means for keeping abreast of the changes for library patrons' use of MAP Passes.

Intended Outcomes of Focus Activity:

1. To promote the MAP Pass Program's destinations, and track use of the various destination MAP Passes.
2. To update current information related to reopening of venues, changes in visiting the venue (such as rules or changes in policies, revised amenities), and timed-entry ticket reservations on destination website.
3. To update Tixkeeper with descriptive information and pass availability on specific dates for reopening and closing date changes in current year, and unavailability due to exhibitions changing.
4. To complete or revise the new calendar year dates in Tixkeeper for reservation availability in upcoming year. Two years were created each destination. Dates are checked for changes at annual renewals and during year.
5. To renew existing library-museum memberships, which may be annual or calendar year, and update Tixkeeper settings for Print or Digital passes, and replace old Pick Up/Return passes with new physical passes.

Manager Observation of Activity and Outcomes:

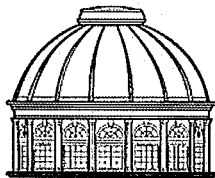
October MAP Pass statistics are 94 pass reservations. Pass statistics always increase in the summer – fall months.

- **MAP Passes Print vs. Pick Up Return usage:** There were 69 Print on Demand pass uses and 25 Pick Up Return pass uses, such as FASNY Museum of Firefighting in Hudson (at Adriance), Mohonk Preserve (4 per library) and Empire Passes (2 per library).
- **MAP Passes & Venues: Outdoor & Indoor & Both:** There are destinations that are outdoors, indoors and both. The most popular indoor pass was the FDR Museum & Library at 10 uses. Other indoor venue visited was FASNY. The most popular outdoor passes were Mohonk Preserve at 18 uses, Storm King Art Center 17 and the Empire Pass at 6 uses. Numerous venues are both indoor and outdoor, and most popular were Old Rhinebeck Aerodrome at 7 uses, Boscobel House & Garden and Trevor Zoo at 6 uses, with Olana and Opus 40 had 5 uses, and Thomas Cole had 4 uses.

Impact of Activity:

1. The MAP pass webpage destinations and Tixkeeper were updated with changes and reopening information.
2. Keeping the MAP Pass information current, and promoting availability of the passes to increases pass usage.
3. The lack of a fall article in The Rotunda did not affect pass use, but may have affected destinations not visited before closing this season, as fewer destinations were visited this October than previous Octobers.
4. Other impacts include ease of use for library patrons in setting up MAP Pass destination visits by providing correct information on availability, and visiting information. The MAP Pass webpage and TixKeeper have enhanced descriptions, to promote visiting, special exhibitions, virtual tours, accessibility, maps and trails.

Other Departmental Activity to Note: Review and research of variety destinations to add new Pass venues this year. Review of OrangeBoy products and introductory meeting, and review of the COOP Plan for continuity in operations.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Time Period of Report: For the month of **October, 2022**

Department: Youth Services

Class visits: Class visits consist of a talk about the library's resources, how to get a library card, a read aloud or booktalks, a tour of the children's room, free time for the students to explore.

- 3 at SPD for Warring School (10/18, 10/19, 10/20)
- 2 at Adriaance for Clinton Elementary School (10/27, 10/31)

School Events:

- Latino Community Event at PCSD - the youth and adult services departments sent people to provide info about Library programs and services for the Hispanic Community as well as sign up people for library cards (10/6)
- Hispanic Cultural Festival at PMS - youth services had a table with info for the Hispanic Community as well as signed up people for a library card (10/13)

Rover:

- Poughkeepsie Day School - students from all grades got library cards and checked out books (10/17)

Early Literacy Grant Activity:

- The early literacy backpacks continue to be popular and are checked out regularly
- Early Literacy Workshop for Parents, Session #2 (10/12) This session focused on different types of picture books to read with children ages 3 - 5; books that invite participation and wordless books to help children build their narrative skills. Parents attended with their preschool children and after a brief overview, time was given for parents to try out each type of book with their child.

Next month's session in November will host reading teacher Dianne Blazek who will speak about other activities for parents to help prepare their child for kindergarten.

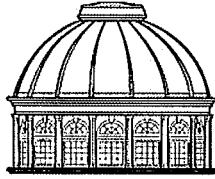
Outreach Communication:

- Emailed principal of Holy Trinity to explore outreach possibilities (10/5) received no response
- In communication with teacher at Little Water Prep to schedule class visits to their school in December
- In communication with Poughkeepsie Children's Home to start a monthly series of activities similar to the ones we presented on Zoom during the pandemic. Looking to begin in the spring.

During the pandemic, we delivered craft and writing activities for the children in the Nuevas Alas program and they would like us to come back in person once a month beginning in the spring for similar activities.

Sandra Kuhn, our bilingual assistant, will be delivering the programs with another staff member. Because of federal regulations, staff who go there will need to take the Poughkeepsie Children's Home's sexual harassment training as well as be fingerprinted.

The Children's Home will provide both services to staff, free of charge. If we bring Rover for any of the visits, the same would apply to the driver.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: October 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

October was a busy one for circulation and processing. Interest in new library cards continued through the month of October.

Rover outings, including the farmers market, were well-attended and staffed by all departments. One that was particularly fun for staff and the community was a visit to the Cider Mill cider tasting event.

We continue to replenish free covid test supply, making them available to patrons at all three branches as well as Rover/outreach events.

Throughout the month, in collaboration with the development office, the circulation staff handed out Metropolis tickets for the screening at the Bardavon that was on the 29th.

Autumn at Adriance was a fun event, staff and patrons alike had a good time interacting with and exploring the many special activities and displays throughout the library.

Steps to collaborate with other departments for an updated library card registration form began in October as well. Early voting began at the Boardman Road branch late in the month.

Technical Services

Materials were processed consistently during the month including the addition to the collection of three AWE tablets for use by youth. A manga collection was also added to the Sadie Petersen Delaney branch.

A major weeding project of the CD collection is underway at Adriance as well as for books at Boardman Road.

Intended Outcomes of Focus Activity:

Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing and providing new materials and up to date information.

Manager Observation of Activity and Outcomes:

Staff continue to accommodate going Fine Free and patron services with a positive attitude.

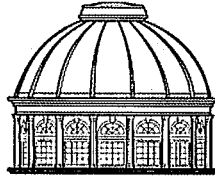
Several staff have been out due to illness at various times during the month although the instances do not seem related to one another. The department worked together to cover these absences.

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: Bruce Sullivan, Network Analyst
Department: Information / Technologies

Time Period of Report October

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected.

Still waiting on a revised phone system quotes!

Still waiting on a quote to move all of our fiber optic connections from 103 Market St (Mid-Hudson) to Adriance. But have meet on site both here and at Mid-Hudson with the CrownCastle engineering team. So we are getting closer.

The "All the Lonely People" program was a multi-agency, multi-site move / group video chat that ran sooth as could be. We received nice a nice thanks from Todd N. Tancredi Director of Dutchess County Office for the Aging.

Quarterly FLIP Stats Report, Q3 2022

1345 Images

298 photos

1001 slides

22 negatives (120)

24 negatives (35)

80 Video

19 Hi8

12 mini DV

39 VHS

10 VHSc

Intended Outcomes of Focus Activity:

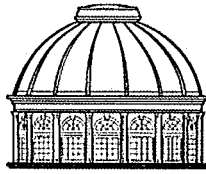
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: October 2022

Department: Adult Services

Report Focus Area of Activity: October Highlights

Outreach:

On October 6th, I spoke at the Poughkeepsie Town Senior Center's monthly Lunch & Learn program. We had 42 seniors attend to learn more about the wide variety of resources and services available to them with a PPLD library card. Veronica Martin-Follette was on hand to answer questions about Extension services as well as to create new library cards for any interested parties.

Proctoring:

A service we don't highlight much but that gets a lot of use is our exam proctoring services. Librarian Bridget O'Donnell works with community members to schedule and proctor exams every month. She often has to work with the various testing institutions to register and get appropriate credentialing as well, to make sure all exams are officially recorded and tests are administered appropriately. In October Bridget administered 23 exams and fielded inquiries for 15 more.

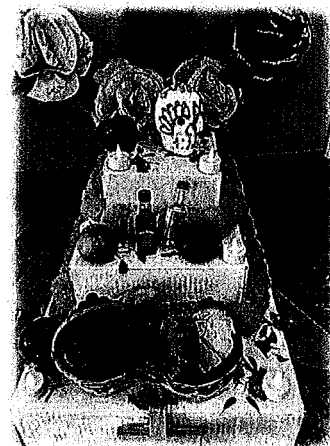
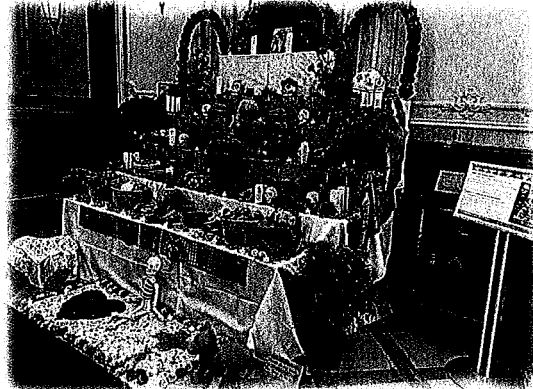
Programming:

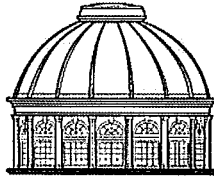
Local History: Shannon Butler had another packed house on October 12th, when she debuted her new program, Historic Murders in Dutchess County; 114 people attended. She will be giving this program again over the winter. She also gave her walking tour of the Rural Cemetery twice in October, to a total of 50 patrons.

Haunted Objects: Guest Speaker Barry Pirro gave a lecture in keeping with the spooky season, all about stories of haunted paintings, jewelry, dolls and more. 37 people attended.

Plaza Comunitaria/clases de alfabetizacion para adultos en espanol: After spending the summer and fall preparing and training volunteers, our Spanish Language Adult Literacy program officially launched this month, offering 4 sessions a week, on Tuesdays & Thursdays, morning and evening. The morning classes are averaging about 2 per session, while the evening classes are seeing attendance of about 5 per session.

Dia de Muertos: Elva Margarita Corbaton, along with Felipe Santos and other volunteers from the community, came together to create a truly stunning exhibit for this year's Day of the Dead celebration. She was on hand at the Autumn @ ADR event on Saturday October 29th, showing videos of celebrations in Mexico and handing out traditional *pan de muerto* & *atole de chocolate* on the Main floor. *Ofrendas* were set up on the Ground Floor, the Main Floor, and the Children's Floor, and remained up until November 4th.





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

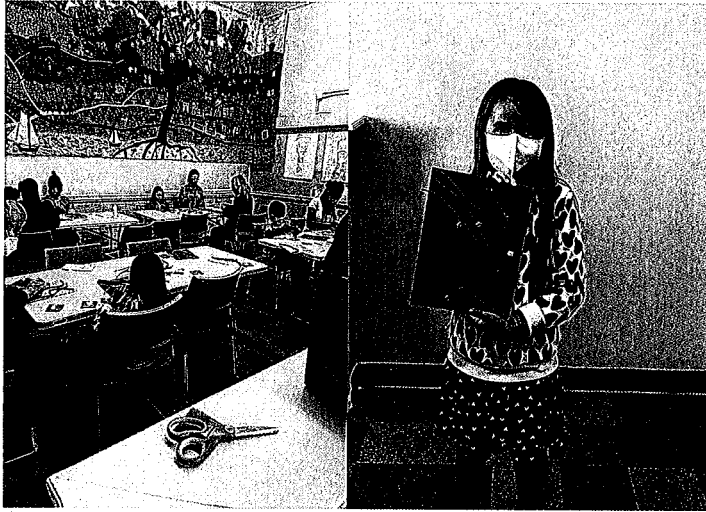
Time Period of Report: October/ November 2022

Department: Branch and Extension Services

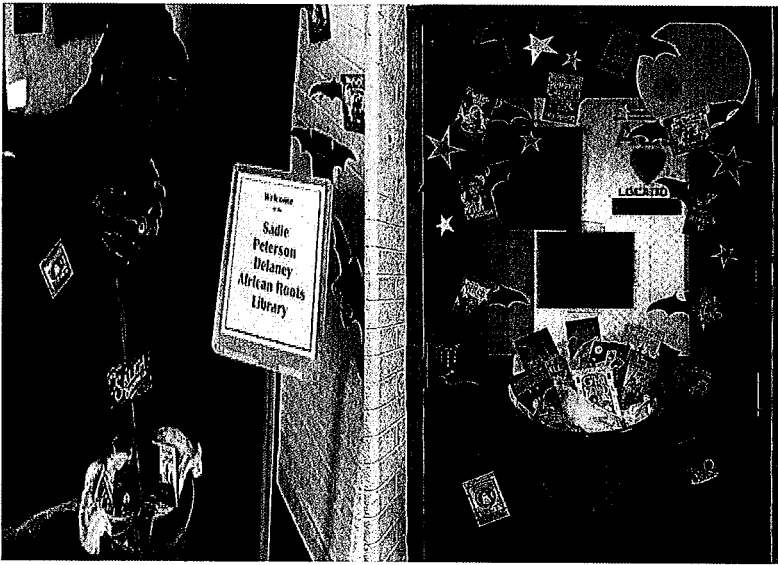
Sadie Peterson Dalaney African Roots Library:

General SPD Library Updates:

- SPD participated in the annual Halloween event at the Family Partnership Center this year. Over 100 trick or treaters stopped by to admire our door decorations and get treats from the library. Door decorations are in pictures below.
- The Coat Giveaway that was initially scheduled for November 12th has been rescheduled due to an unforeseen crowd at the coat giveaway at Adriance on November 5th. More coats have been ordered and the date has changed to December 3rd, 10-2.
- Beth and Dennis Woodbine, Steward for FPC and Head of FinishStrong organization are working together to schedule library visits for the children and teens in the organization. Each child or teen will be taking a tour of the library and receiving a library card. Further activities are being scheduled for FinishStrong and SPD starting at the beginning of the new year.
- Dutchess County Community College has been coordinating with Beth to bring classes of students to SPD to get library cards, take a tour and learn about specific applicable databases the library subscribes to. This will be a continuing collaboration between the library and the college to help students get access to the information they need for their studies.
- The front space work continues. Work will soon start in the auditorium space to replace the windows and repaint.
- Storytimes will be shifting from Saturdays to weekdays to better accommodate patron schedules.
- Also of note: there is a new CEO of the Family Partnership Center. Her name is Leah Feldman. She has worked at Family Services for 13 years and we, at PPLD, have worked with her in various capacities as we put together the new SPD branch. We look forward to this new chapter at the Family Partnership Center.



Paper Quilling



SPD Halloween Door Decorations

Autumn at Adriance was a great success this year, and Branch and Extension Services participated by running the Pumpkin Mini Golf course on the Main Floor. It was so popular that if we attempt it again next year, we'll need more golf clubs !



SPD Upcoming Events:

Monthly After School Art program (Every First Thursday of the Month):

- December: DIY Snow Globe
- January: Snow Measuring Snowman
- February: LED Circuit Paper Potted Flowers

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.
- Beth is working on a process to streamline the intake and output of books to the mini libraries. One major issue the staff runs across especially in this upcoming season, is managing the wooden boxes when they are damp on the inside. Many of the boxes are in need of constant repair. They are immensely popular but need some immediate attention to keep them functional. Lining the inside of the boxes would be one consideration.
- Registering the boxes on the National registry would be a great way to connect the community with the Little Free Library program and also bring about some new programming ideas.

Boardman:

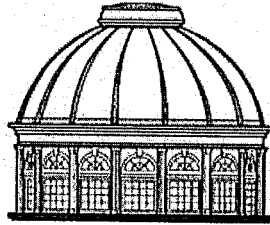
- The front accessible door is now working as of 11/09/2022.

Extension Services:

- We are continuing the monthly visits to the Office for the Aging and Town of Poughkeepsie Senior Center.
- Our once a month Rover Lobby Stop at Landing of Poughkeepsie is very popular. Every first Wednesday of the month we are visiting from 1:30-3:00 pm. Staff and residents have recently signed up for cards and we are bringing in an array of book options as some staff are also looking for children's books as well.

Seed Library:

- As of 11/10/2022, 750 seed packets have been donated through various seed companies and nurseries to PPLD for the start up of our new seed library, The Seed Sowing Center.
- Kickoff will be in February and monthly gardening education programs will begin in conjunction with its opening.

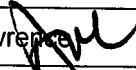


POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee	Date: Tuesday, November 15, 2022	
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton		
<input checked="" type="checkbox"/> Chip Hogg	<u>Staff Present</u>	
<input checked="" type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	
<input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
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:

- **2022 Budget Clean-Up:** Lawrence and Lynch reported that once all of the obligations related to the recently ratified collective bargaining agreement are complete, the 2022 budget balances will be corrected to ensure a balanced budget by the end of the year.
- **City of Poughkeepsie IDA Audit:** The Board of Trustees authorized the sending of a letter to the City IDA (Industrial Development Authority) to inquire as to how they can ensure that the Library District's interests are included in all PILOT payments. In an email response, the President of the IDA board indicated that their current focus was on correcting issues raised in Report of Examination issued by the Office of the State Comptroller in July. Lawrence suggested that trustees reviews the report, which can be found [here](#).
- **Review of OSC Audits on Libraries:** Lawrence distributed an updated summary report of audit findings when libraries are reviewed by the Office of the State Comptroller. The summary document is an indicator of what OSC looks for and where the Library District may want to consider policy revisions.
- **Bad Debt:** Bad debt approved for write-off by the Board of Trustees at their meeting on October 26 was completed.
- **Policy Review:** Lawrence provided copies of the three policies that the trustees will need to re-authorize at their annual reorganization meeting. They are the purchasing, claims review, and credit card policies.
- **Multi-Year Budgeting:** Lawrence recommended that the Finance Committee consider multi-year budget planning. This is will be a Committee priority to discuss in the new year.

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

- Final FY2022 Budget Modification.

3. Upcoming Agenda Items:

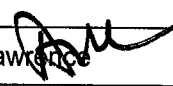
- Financial policy review.
- Discussion on multi-year budgeting.

Next Scheduled Meeting(s) Date

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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Planning Committee	Date: Monday, November 7, 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"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ferrer	<input checked="" type="checkbox"/> Beth Vredenburg, Head of Branch & Extension Services	
<input checked="" type="checkbox"/> Jonathan McPhee	<input checked="" type="checkbox"/> TJ Lamanna, Head of Community Engagement	
<input type="checkbox"/> Mary Moore	<input checked="" type="checkbox"/> Kira Thompson, Head of Reference & Adult Services	
<input checked="" type="checkbox"/> Laurel Spuhler		
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: T. Lawrence 		

The meeting convened at 6:30pm in the Joba Room at the Boardman Road Branch Library.

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

- **Strategic Plan Survey:** Discussion continued, with the addition of input from members of the internal staff Planning Team. Items discussed include the following:
 - Hypothesis to test: Youth are behind due to the pandemic. What can the Library District do to address this situation?
 - What gaps are there and how can we help fill the gaps?
 - Observation: We always have and will continue to hold summer programming to address the summer slide.
 - How can we fine tune what we already know about gaps and opportunities?
 - What are the primary concerns of parents and caregivers for their young child(ren)? How can we get the right information to develop actionable outcomes?
 - We need youth and family input in order to determine what the wide scope is that needs to be addressed.
 - We need to develop an inventory of what's available but there continue to be perceptual gaps.
 - The same survey will be available in English and in Spanish. The Library District will penetrate niche communities using available outreach and engagement protocols already in place.

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, December 5, 2022; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

New Business Fact Sheet
Approval of 2023 Operational Schedule

Recommended By

Library Director

Current Situation

Board of Trustees policy requires the Library Director to present a proposed schedule of operations for the year. This schedule is to include the hours of operation and the days of closure.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2023 operational schedule as described in PPLD Document #113022 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

2023 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates three libraries: the Adriance Memorial Library, the Boardman Road Branch Library, and the Sadie Peterson Delaney African Roots Library. The public hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm
Boardman Road Branch Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm
SPD African Roots Library (tentative)	Monday – Friday: 1 pm – 5 pm Saturday: 10 am – 2 pm

By contract with Labor, the Library District will be closed the following days and times:

New Year's Day, January 1
 New Year's Day (Observed), January 2
 Martin Luther King Day, January 16
 Presidents' Day, February 20
 Memorial Day Weekend, May 27 – 29
 Juneteenth, June 19
 Independence Day, July 4
 Labor Day Weekend, September 2 - 4
 Columbus Day/Indigenous Peoples Day (observed), October 9
 Veterans Day, November 11
 Thanksgiving Eve, November 22 (close at 5:00 p.m.)
 Thanksgiving Holiday, November 23 - 24
 Christmas Eve, December 24
 Christmas Day, December 25
 New Year's Eve, December 31

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, April 9 (unpaid)
Staff Development Day	Friday, September 22 (closed to the public; staff works)

New Business Fact Sheet
Approval of Annual Friends Supplemental Support for 2022

Recommended By Library Director

Background Information The Friends of the Poughkeepsie Public Library and the Library District work cooperatively with each other in various fundraising activities. The Friends fund many advocacy and support tasks critical to the Library District. Each year, the level of support should be quantified and each organization's governing board should recognize and document this support. This request is for supplemental support.

Current Situation The attached document documents the supplemental support the Friends will provide to or on behalf of the Library District.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the statement of supplemental support provided by the Friends of the Poughkeepsie Public Library District in support of 2022 Library District programs and services, as described in PPLD Document #113022 – 6A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

**SUPPLEMENT TO AN ANNUAL AGREEMENT BETWEEN
THE FRIENDS OF THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
AND THE
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2022**

The Friends of the Poughkeepsie Public Library District (Friends) and the Poughkeepsie Public Library District (Library District) agree to this supplemental request in addition to the annual statement of Friends support of the Library District's programs and services:

Month	Event	Friends Support	
December	Operation Warm Coat Giveaway	11/12 & 12/3: ADR and SPD	\$13,725
	60 registrants with 20 waiting	12/1 & 12/5: Gingerbread Houses	\$2,500
	Popular program in many libraries	12/15: Seed Library	\$1,500
	Popular program in many libraries	12/15: Tool Lending Library	\$5,000
Supplemental Total			\$22,725

Understood and approved by the following for 2022:

Dianne Blazek

President, Library District Board of Trustees

Norma Vazquez

President, Friends of PPLD

Signature

Signature