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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, January 25, 2023  
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:** Hogg 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. December 28, 2022 (*T. Lawrence; #012523 – 1*)
  - V. Financial Report(s)
    - A. December 2022 (*B. Lynch; #012523 – 2*)
    - B. Approval of Monthly Warrant (*B. Lynch; #012523 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #012523 – 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; #012523 – 4; to be distributed at the meeting*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of 2023 Management/Confidential Salaries (*D. Blazek; #012523 – 5*)
      2. Approval of FY2022 Budget Modification #4 (*P. Ryan; #012523 – 6*)
      3. Approval of 2023 Annual PPLD – FPPLD Agreement (*Lawrence; #012523 – 7*)
  - 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, February 22, 2023; 7:00 p.m.  
Charwat Meeting Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of December 28, 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 7:03 p.m., Vice-President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Ryan, Eagleton.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. November 30, 2022 (PPLD Document #122822 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 30, 2022.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. November 2022 Financial Activity Report (PPLD Document #122822 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2022 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nurre
- **Discussion:** Lynch explained some issues with the retirement system that required an adjustment. Some discussion ensued
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #122822 – 2.1)**

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

Vouchers 64718 to 64898 in Warrant 20221229 totaling \$93,920.46

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

Vouchers 64717 to 64747 in Warrant 20221215 totaling \$14,141.00  
Vouchers 62743 and 63174 in Warrant 20221216 totaling \$383.98

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #122822 – 3)

- Lawrence reported on: Continuing Education requirement for Board Members; Rotunda switch to bi-monthly issues; change in library hours; beginning a rotation of managers coming to Board Meetings; the Community Fridge; the status of the parking lot at Boardman; the sewage ejector pumps at Adriance; roof damage at Adriance caused by crows; and discussions with the Friends of the PPLD.

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

### C. Board Committee Reports (PPLD Document #122822 – 3.3)

1. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the strategic plan survey.

**D. Friends of PPLD:** None.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #122822 – 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
Beverly Santero	Librarian II (PT)	Resignation	12/31/2022	N/A

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

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

### C. New Business:

#### 1. Authorization to Sign Letter: Agreement with Gannett on Use of Poughkeepsie Journal Photo Archives (PPLD Document #122822 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize Tom Lawrence, Library Director, to sign the agreement described as PPLD Document #122822 – 5A.
- **Moved/Seconded:** Moore, Eagleton.
- **Discussion:** Lawrence explained the background for this agreement. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

#### 2. 2023 Official Designations (PPLD Document #122822 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2023 Official Designations as described as PPLD Document #122822 – 6A.
- **Moved/Seconded:** Hogg, Spuhler.
- **Discussion:** Discussion of salaries of Non-CSEA personnel is being tabled until the Personnel Committee meeting in January. Trustee Nichols is being removed from the Board Development Committee and Trustee Nurre is being added to that committee.
- **VOTE:** 9 – 0 – 0

## VIII. Open Comment

**A. Board Comment:** None.

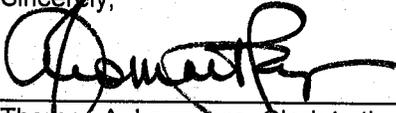
**B. Public Comment:** None.

## Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 7:59 p.m.

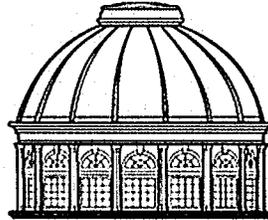
The next regular monthly meeting of the Board of Trustees will be Wednesday, January 25, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of December 2022 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2022 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Typical Balance Sheet Term Explanations**

**ASSETS**

A	12010	<b>General Fund Operating:</b> General Fund checking account
A	12020	<b>General Fund Payroll:</b> General Fund Payroll account
A	12023	<b>General Fund Money Market:</b> Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	<b>Credit Card Transactions:</b> Where our credit card activity is recorded
A	12051	<b>Flex 125 Money Market:</b> Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	<b>Petty Cash:</b> \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
A	12101	<b>Cash in Machines:</b> Money in the SAM kiosks. It also includes the balances in the registers
A	13800	<b>Accounts Receivable:</b> This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	<b>Due From Other Funds:</b> Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

**LIABILITIES**

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

**FUND BALANCE**

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

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of December 2022**  
**Financial Activity – Narrative Report**

This is the regular monthly report for December 2022, which contains unaudited end-of-year figures. The audited 2022 year-end report will be presented at the April 2023 Board of Trustees meeting.

**General Fund (Fund A; \$1,435,377)**

- Receipts for the month totaled \$694,771 which included \$2,500 in library charges, \$204 in interest, \$39,144 in donations and \$1,220 in grants.
- Receipts also included a cash transfer of \$192,741 directly from the Davis Account to the general money market account.
- Transfers In from the Special Revenue account consisted of \$530,607 from the Greene Fund in addition to various smaller funds totaling \$59,257 for a total of \$589,864. The balance of the transfer in of \$55,037 was from the Debt Service account.
- Disbursements for the month totaled \$1,220,594 which included \$595,088 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$274,309
  - McCalley Fund 52,000

**Special Revenue Fund (Fund CM; \$482,029)**

- Receipts for the month totaled \$190,725 which included \$22 interest and market change in the Wojtecki account.
- Receipts also included a \$100,000 donation from the Friends towards a new parking lot at the Boardman Road Branch, along with \$22,725 towards Operation Warm
- Receipts also included a \$50,000 NYS grant from Assemblymember Jacobsen's office in support of the Wi-Fi project.
- Transfers Out to the General Fund consisted of \$530,607 from the Greene Fund in addition to various smaller funds for a total of \$589,864.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$178,489
  - Schlobach Fund 50,000
  - Occhialino Fund 31,500

**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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of December 2022**  
**Financial Activity – Narrative Report**

**Permanent Funds (Fund PN; \$472,249)**

- 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; \$179,311)**

- Receipts for the month included interest in the amount of \$40.
- Disbursements included debt service principal and interest payments in the amount of \$227,912 for the Town and City of Poughkeepsie as well as a Transfer Out of \$55,037 to the General Fund.

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

**Budget Transfer A-76**

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

Re-allocation of CLDA Funds

**Budget Transfer A-75**

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

Re-allocation of CLDA Funds

**Budget Transfer A-73**

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

Expense	Increase	Decrease
CLDA Databases		\$ 1,202.00
CLDA Databases - Digital	\$ 1,202.00	
<b>Total</b>	<b>\$ 1,202.00</b>	<b>\$ 1,202.00</b>

Expense	Increase	Decrease
CLDA Databases		\$ 10,292.00
CLDA Databases - Digital	\$ 10,292.00	
CLDA Databases		\$ 214.00
Central Library Telephone	\$ 214.00	
Books (CBA)		\$ 158.00
Central Library Telephone	\$ 158.00	
<b>Total</b>	<b>\$ 10,664.00</b>	<b>\$ 10,664.00</b>

Expense	Increase	Decrease
Professional Fees - Business Office		\$ 2,345.00
Databases - Youth Services	\$ 2,345.00	
<b>Total</b>	<b>\$ 2,345.00</b>	<b>\$ 2,345.00</b>

**GENERAL FUND YEAR TO DATE (YTD)**  
EXPENSE REPORT DECEMBER 2022

FOR 2022 12

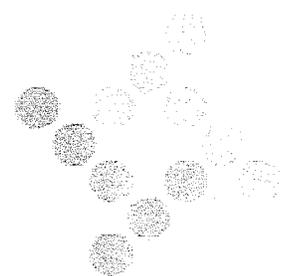
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,498,588	4,498,588.34	595,088.16	.00	-.34	100.0%
22 EQUIP & CAPITAL OUTL	76,500	119,859	110,372.65	5,033.14	11,108.72	-1,622.37	101.4%
30 MATERIALS	510,780	496,297	547,831.62	30,071.33	36,290.07	-87,824.69	117.7%
32 INFORMATION SVC	67,959	64,793	64,786.17	3,337.10	6.20	.63	100.0%
50 OPERATIONS	1,532,715	1,386,450	1,514,308.31	68,608.33	41,105.69	-168,964.00	112.2%
51 AUTOMATION	136,208	129,583	129,662.95	3,212.00	162.10	-242.05	100.2%
91 EMPLOYEE BENEFITS	1,839,020	2,060,857	2,060,256.99	-150,718.08	1,633.91	-1,033.90	100.1%
92 DEBT SER	1,279,201	1,334,238	1,334,237.50	665,962.50	.00	.50	100.0%
<b>GRAND TOTAL</b>	<b>9,817,632</b>	<b>10,090,665</b>	<b>10,260,044.53</b>	<b>1,220,594.48</b>	<b>90,306.69</b>	<b>-259,686.22</b>	<b>102.6%</b>

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

WARRANT: 20221215 12/15/2022

DUE DATE: 12/15/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
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 .7410.000.00.54694 .	Other Operational Expe	260.00 1,939.00
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	193.11 6.42
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	193.84 -372.04
A A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	583.10 86.86
A A60000	Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-ECF	680.90 139.30
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	903.16 1,649.46
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,880.69 9,404.52
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	631.40 10,933.28
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.52 45.10
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,195.44 -635.15
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	57.98 344.05
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,550.64 1,848.16
A A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS	3,658.22 12.11
FUND TOTAL		14,141.00	
=====			
WARRANT SUMMARY TOTAL		14,141.00	
=====			
GRAND TOTAL		14,141.00	
=====			



WARRANT: 20221229 12/29/2022

DUE DATE: 12/29/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	1,189.61 7,512.40
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,051.95 211.07
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	69.95 4,027.56
A A00000	General Fund Expen A .7410.000.00.54355 .	Tuition Reimbursement	1,413.00 9,013.50
A A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	3,212.00 7,320.23
A A00000	General Fund Expen A .7410.000.00.54370 .	Professional Fees - Ge	600.00 289.00
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	2,255.93 1,763.29
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	620.00 1,814.00
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,878.20 2,336.20
A A10000	Administration A .7410.100.00.54370 .	Professional Fees - Ad	1,122.66 .00
A A11100	CLDA Reimbursable A .7410.111.00.54100 .	BOOKS (CBA)	675.75 3,937.72
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	2,585.12 .00
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	528.76 3,431.37
A A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	749.75 87.11
A A20000	Building Services A .7410.200.00.54521 .	Building Repairs Wojte	336.00 24,367.00
A A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	1,912.50 70.59
A A20000	Building Services A .7410.200.00.54690 .	Snow Removal - Patron	578.60 588.45
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	444.00 2,044.61
A A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	199.00 582.12
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	837.06 19,142.58
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	593.79 .00
A A20000	Building Services A .7410.200.00.54694 .	Cleaning	1,343.99 681.85
A A20300	Greene Services A .7410.203.02.54100 .	BOOKS	8,279.61 17,001.13
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	5,633.61 -12,601.60
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	226.34 -539.87
A A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	168.75 31.25
A A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	14,001.18 .00
A A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	389.00 150.00
A A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	6.10 35.35
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	812.34 525.63
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	484.21 29.74
A A41000	Adult Services A .7410.410.00.54292 .A243	Programming-Seed Libra	149.01 1,270.99
A A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	324.60 249.43
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	199.81 64.38
A A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	3,753.04 4,185.71
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	4,294.54 999.23
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	3,558.72 13,217.33
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	349.50 764.30
A A45000	Youth Services A .7410.450.00.54291 .	DATA BASES	4,533.00 1.28
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	2,136.96 1.50
A A45000	Youth Services A .7410.450.00.54292 .A236	Prgm-Autumn at Adrianc	62.00 415.75
A A45000	Youth Services A .7410.450.00.54300 .G200	PLC Supplies	462.36 7.25
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	303.30 112.21
A A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	472.20 2,015.56
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	4,134.93 284.60
A A60000	Information Tech A .7410.600.00.54300 .	Information Tech Suppl	1,190.12 55.82
A A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	55.44 .00
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	553.61 232.00
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	923.48 227.38

12/28/2022 14:27  
wberger

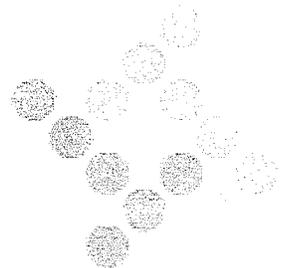
| Poughkeepsie Public Library District  
| WARRANT SUMMARY

| P 17  
| apwarrnt

WARRANT: 20221229 12/29/2022

DUE DATE: 12/29/2022

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
A A71000	Adriance A	.7410.710.00.54330 .	Postage AML	154.50	1,454.27
A A71000	Adriance A	.7410.710.00.54500 .	Fuel & Utilities AML	6,679.68	11,846.24
A A73000	Boardman Road Bran A	.7410.730.00.54131 .	Newspapers - Boardman	167.65	-962.97
A A73000	Boardman Road Bran A	.7410.730.00.54500 .	Fuel & Utilities -Boar	3,245.79	8,630.25
A A74000	Sadie Peterson Del A	.7410.740.00.54300 .	SUPPLIES	17.46	134.75
			FUND TOTAL	93,920.46	
				=====	
				WARRANT SUMMARY TOTAL	93,920.46
				=====	
				GRAND TOTAL	93,920.46
				=====	



**GENERAL FUND YEAR TO DATE (YTD)**  
 REVENUE REPORT DECEMBER 2022

FOR 2022 12

	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	31,001	31,001.48	2,499.45	-.48	100.0%
42401 INTEREST EARNINGS	25,000	10,437	10,437.01	203.96	-.01	100.0%
42680 INSURANCE RECOVERIES	0	102	102.00	.00	.00	100.0%
42705 DONATIONS	54,833	53,449	53,449.46	39,114.26	-.46	100.0%
42752 ANNUAL APPEAL	35,000	29,035	29,034.56	.00	.44	100.0%
42753 DONATIONS IN KIND	81,983	81,983	81,983.00	6,831.99	.00	100.0%
42760 GRANTS	83,000	28,627	13,835.04	1,220.00	14,791.96	48.3%
42771 PAYMENT IN LIEU OF TAXES	173,000	166,397	166,396.64	.00	.36	100.0%
42777 E RATE INCOME	45,000	0	14,791.79	.00	-14,791.79	100.0%
42800 MISCELLANEOUS INCOME	15,000	16,291	16,290.74	.00	.26	100.0%
43840 CENTRAL LIBRARY DEVELOPMENT	191,888	265,613	265,613.00	.00	.00	100.0%
43841 CENTRAL BOOK AID	65,891	0	.00	.00	.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	22,444	22,443.83	.00	.17	100.0%
45031 TRANSFERS IN	714,786	1,116,941	1,108,329.98	644,900.86	8,611.02	99.2%
<b>GRAND TOTAL</b>	<b>9,817,632</b>	<b>10,090,665</b>	<b>10,082,053.53</b>	<b>694,770.52</b>	<b>8,611.47</b>	<b>99.9%</b>

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

**THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Special Revenue and Permanent Funds Balances Summary**  
**December 2022**

<b>Special Revenue</b>								
<b>Riverside Money Market</b>								
<b>Donor Description</b>	<b>Beginning Balance 11/30/2022</b>	<b>Receipts</b>	<b>Interest Earnings</b>	<b>Expense Withdrawals</b>	<b>Loan to/ fr General Fund</b>	<b>Transfers to/ fr General Fund</b>	<b>Transfer to/fr CD, Capital &amp; Merrill Lynch</b>	<b>Reconciled Balance 12/31/2022</b>
Bentley Holden(Local History)	19,318					(19,318)		-
Bentley Holden (ebooks/audio)	-							-
<b>Estates:</b>								
Lamont-( Interest )	2,360							2,360
Wojtecki-(Interest)	1,628							1,628
Dobo Memorial	2,073							2,073
Effron Fund -	4,818					(4,818)		-
Levinsohn/Slonaker	185							185
Marcotte Memorial	-							-
Nussbaum Fund	1,000							1,000
Scholbach	-							-
Schwartz	416							416
Storro Painting Restoration Fund	670							670
Vanguard-Greene	709,096					(530,607)		178,489
Unassigned-(DW)	1,837		184					2,021
Creating Equal/Changing America	-							-
Community Learning Project Literacy	-							-
Dyson Grant	30,000							30,000
Vincent & Carol Dean	-							-
Lassor/Agoos - teen programming	5,120							5,120
Adriance Honors	14,000							14,000
Joba (train table) to be CLOSED 2020	104							104
Interfund Loans	(3,500)							(3,500)
Salisbury Bank	-							-
Occhialino Fund	28,500	3,000						31,500
Adams (local history)	4,200					(4,200)		-
Adams (ebooks)	2,000					(2,000)		-
FPPLD - Strba Trust (childrens & teens)	-	15,000				(15,000)		-
Plaza Comunitaria	1,668							1,668
FPPLD - parking lot		100,000						100,000
MHLS-Jacobsen wifi		50,000						50,000
FPPLD - Warm coat,gingerbread,seeds,tools		22,725				(13,921)		8,804
sub-Total	<b>825,493</b>	<b>190,725</b>	<b>184</b>	-	-	<b>(589,864)</b>	-	<b>426,538</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2022 12

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	121,621.35	1,079.57
A	12020	General Fund Payroll	-7,167.69	2,285.29
A	12023	General Fund Money Market	180,682.19	538,306.97
A	12040	Credit Card Transactions	212.01	1,589.94
A	12051	Flex 125 Money Market	-4,138.39	4,743.36
A	12100	Petty Cash	367.77	8,241.02
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	-192,627.44	274,308.97
A	13501	Grants Receivable	-13,739.78	37,686.00
A	13800	Accounts Receivable	.00	-23,594.12
A	13910	Due From Other Funds	-610,925.50	590,228.22
TOTAL ASSETS			<b>-525,715.48</b>	<b>1,435,377.22</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-976.80
A	26012	Payroll Liabilities	-196,849.52	-196,849.52
A	26020	Flex125 Exchange	4,857.84	-3,628.02
A	26021	Benefits Exchange	-3,581.55	617.78
A	26030	General Fund Exchange	-301.77	-2,023.98
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	3,686.40
A	26370	State Retirement Accrual	195,766.52	-439,735.98
TOTAL LIABILITIES			<b>-108.48</b>	<b>-638,822.12</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	206,674.00	10,090,665.00
A	35210	Encumbrances (+ PYCF)	-279,694.92	90,306.59
A	35220	Expenditures (+ PYCF)	1,220,594.48	10,260,044.53
A	38210	Encumbrance Reserve (+ PYCF)	279,694.92	-90,306.59
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-383,090.42	342,506.32
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	176,416.42	-10,090,165.00
A	39800	Revenues Received	-694,770.52	-10,082,053.53
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			<b>525,823.96</b>	<b>-796,555.10</b>
TOTAL LIABILITIES + FUND BALANCE			<b>525,715.48</b>	<b>-1,435,377.22</b>

BALANCE SHEET FOR 2022 12

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	-398,954.56	426,539.30
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	21.87	55,214.89
	TOTAL ASSETS		<b>-398,932.69</b>	<b>482,029.27</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-667,150.83
	TOTAL LIABILITIES		<b>.00</b>	<b>-667,150.83</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	589,863.86	1,053,292.98
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-235,337.65
CM	39800	Revenues	-190,931.17	-632,833.77
	TOTAL FUND BALANCE		<b>398,932.69</b>	<b>185,121.56</b>
	TOTAL LIABILITIES + FUND BALANCE		<b>398,932.69</b>	<b>-482,029.27</b>

BALANCE SHEET FOR 2022 12

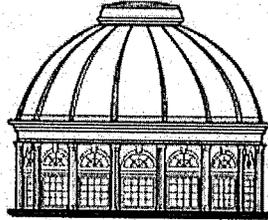
FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From obligations	.02	492.46
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		.02	35,253.21
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
<b>FUND BALANCE</b>				
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	-.24
	TOTAL FUND BALANCE		-.02	22,845.40
	TOTAL LIABILITIES + FUND BALANCE		-.02	-35,253.21

BALANCE SHEET FOR 2022 12

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
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	21.87	360,418.39
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			<b>21.87</b>	<b>472,249.11</b>
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-21.87	6,568.74
TOTAL LIABILITIES			<b>-21.87</b>	<b>6,568.74</b>
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			<b>.00</b>	<b>-478,817.85</b>
TOTAL LIABILITIES + FUND BALANCE			<b>-21.87</b>	<b>-472,249.11</b>

BALANCE SHEET FOR 2022 12

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	-665,884.60	209,599.00
V	13910	DUE FROM OTHER FUNDS	-55,037.00	-30,287.95
		<b>TOTAL ASSETS</b>	<b>-720,921.60</b>	<b>179,311.05</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	665,962.50	55,096.50
		<b>TOTAL LIABILITIES</b>	<b>665,962.50</b>	<b>55,096.50</b>
<b>FUND BALANCE</b>				
V	35220	Expenditures	55,037.00	55,037.00
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-267,519.26
V	39800	Revenues	-77.90	-2,644.29
		<b>TOTAL FUND BALANCE</b>	<b>54,959.10</b>	<b>-234,407.55</b>
		<b>TOTAL LIABILITIES + FUND BALANCE</b>	<b>720,921.60</b>	<b>-179,311.05</b>

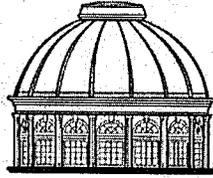


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – JANUARY 2023

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#### Significant Service Changes, Challenges or Accomplishments

- As of January 2, 2023, hours of public service have contracted slightly. With the approval of the Board of Trustees, the Library District now closes at 8:30pm, Monday through Thursday, at both Adriance and Boardman Road.

#### 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 recent activity. Managers Torres, Francis, and Middleton will be attending the meeting to present more detail on their respective reports or other matters in their area of responsibility.

#### Outreach and Professional Development

- See attached manager reports for recent activity, if reported. This latter part of the year is a rather quiet time for professional development.

#### Collection Development

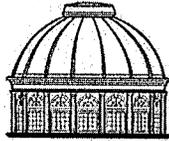
- Staff continue to monitor national activity related to access restrictions and outright bans of materials in public libraries. Library District policies in both areas of materials selection and access, place the responsibility for access to information by minors with the parent or guardians. There is also an incumbency on materials selector to include multiple points of view in both physical and digital formats.

#### Buildings

- Boardman Road
  - On January 3, the Library District implemented a revised after school access plan to address what had been a difficult situation in terms of census, noise, and appropriate use of public library space. Attached to this report is the form which we ask all teens to complete to gain after school access to the branch library. This is the process we used with after school use by teens when Adriance re-opened in 2009 after its renovation and expansion project. So far, we are happy with how we have been able to broaden access and maintain the space for its intended use.
- Adriance
  - Roof repairs and preventative maintenance will happen within the next few weeks. This work is necessary to address the damage done primarily by crows as they roost on the rooftop in the weeks of early winter. Our contactor has advised us that this situation is not that uncommon with flat-roofed buildings in the City of Poughkeepsie.

#### Staffing

- See Personnel Actions, if applicable.



# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## TEEN AREA & COMPUTER USE

Use of the teen spaces at the Poughkeepsie Public Library District is intended for middle or high school students 12 – 18 years old. As per the Library District’s Patron Code of Conduct, no patrons may loiter in the Library. Anyone not following the Patron Code of Conduct may be asked to leave at the discretion of library staff.

### TEEN AREA USE

- Teens must present their library card, Teen Room Access Card, or a current School ID to enter teen areas.
- Teens can read, talk quietly, use computers, or engage in other activities appropriate for a library. Those who make a disturbance will be given one warning to lower voices. After that, the individual or entire group will be asked to leave the library.
- Teens are responsible for their behavior. Any vandalism, destructive behavior, or illegal activities will result in police action as well as suspension of privileges. Parents are responsible for any damage done by their children.
- Covered drinks are allowed; only food provided by the Library District is allowed.
- Underage siblings of teen patrons may only be in the teen areas to browse, if accompanied by a parent.

### COMPUTER USE

- Computer access requires a valid library card.
- The computer area is for computer use only. Any persons sitting at the computer area but not using the computers will be asked to move.
- There can be a maximum of two people on a computer at one time.
- The computers might be turned off because of a program or an event.
- You must agree not to alter, even temporarily, the computer set-up.
- Individuals are asked to be considerate about accessing potentially controversial information and images. Lack of consideration could lead to suspension of library computer privileges.

### PLEASE NOTE

- For the SAFETY and SECURITY of all teens, you should carry your school-issued photo ID, library card, Teen Room Access Card, driver’s learning permit, or other photo ID while in the library.
- We do not allow unregistered teens in teen areas.
- The STRBA Teen Room has a maximum occupancy of 22. If occupancy is above that number the library staff may close the room off until occupancy is below 22. The Teen Area at the Boardman Road Branch Library has a maximum occupancy of 12. If the occupancy is above that number the library staff may close off the area until the occupancy is below 10 or assign students to other spaces to engage in quiet study.

\_\_\_\_\_  
*Teen Name (printed)*

\_\_\_\_\_  
*Library Card Barcode*

\_\_\_\_\_  
*Teen Signature*

\_\_\_\_\_  
*School ID/Teen Room Access Card, Only*

\_\_\_\_\_  
*Parent Name (printed)*

\_\_\_\_\_  
*Parent Cell Phone*

\_\_\_\_\_  
*Parent Signature*

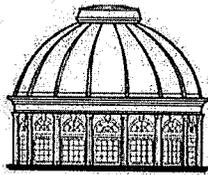
\_\_\_\_\_  
*Parent E-Mail*

**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	
	Dec	% of Total	YTD	% of Total	Dec	% of Total	YTD	% of Total	Change	% Change	Dec	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,331	27.50%	68,277	26.65%	5,181	26.38%	66,743	25.83%	1,534	2.30%	5,858	29.83%	54,709	21.17%	13,568	24.80%
Adult Non-Fiction	3,193	16.47%	43,725	17.07%	3,515	17.90%	43,189	16.71%	536	1.24%	3,560	18.13%	37,867	14.65%	5,858	15.47%
Fiction - Juvenile	4,327	22.32%	63,803	24.90%	4,289	21.84%	60,068	23.25%	3,735	6.22%	5,161	26.28%	50,351	19.49%	13,452	26.72%
Non-Fiction - Juvenile	1,070	5.52%	15,233	5.95%	963	4.90%	16,101	6.23%	-868	-5.39%	1,381	7.03%	14,401	5.57%	832	5.78%
Periodicals	188	0.97%	2,200	0.86%	202	1.03%	2,571	0.99%	-371	-14.43%	214	1.09%	2,207	0.85%	-7	-0.32%
Periodicals - Juvenile	8	0.04%	325	0.13%	11	0.06%	308	0.12%	17	5.52%	27	0.14%	254	0.10%	71	27.95%
<b>Print Subtotal</b>	<b>14,117</b>	<b>72.82%</b>	<b>193,563</b>	<b>75.55%</b>	<b>14,161</b>	<b>72.11%</b>	<b>188,980</b>	<b>73.14%</b>	<b>4,583</b>	<b>2.43%</b>	<b>16,201</b>	<b>82.49%</b>	<b>159,789</b>	<b>61.84%</b>	<b>33,774</b>	<b>21.14%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.02%	57	0.02%	6	0.03%	128	0.05%	-71	-55.47%	14	0.07%	78	0.03%	-21	-26.92%
Soundrecordings	629	3.24%	7,716	3.01%	651	3.31%	8,570	3.32%	-854	-9.96%	750	3.82%	8,577	3.32%	-861	-10.04%
Videorecordings	3,783	19.51%	45,747	17.86%	3,908	19.90%	49,309	19.08%	-3,562	-7.22%	4,868	24.79%	52,173	20.19%	-6,426	-12.32%
Media	0	0.00%	6	0.00%	1	0.01%	19	0.01%	-13	-68.42%	2	0.01%	8	0.00%	-2	-25.00%
Software	5	0.03%	76	0.03%	7	0.04%	128	0.05%	-52	-40.63%	9	0.05%	86	0.03%	-10	-11.63%
Equipment/Realia	23	0.12%	287	0.11%	8	0.04%	120	0.05%	167	139.17%	5	0.03%	204	0.08%	83	40.69%
Suppressed Items	10	0.05%	264	0.10%	22	0.11%	457	0.18%	-193	-42.23%	43	0.22%	478	0.18%	-214	-44.77%
Videorecordings - Juvenile	556	2.87%	5,336	2.08%	393	2.00%	4,727	1.83%	609	12.88%	542	2.76%	7,023	2.72%	-1,687	-24.02%
Audiorecordings - Juvenile	97	0.50%	951	0.37%	71	0.36%	747	0.29%	204	27.31%	80	0.41%	945	0.37%	6	0.63%
Media - Juvenile	142	0.73%	1,677	0.65%	134	0.68%	1,233	0.48%	444	36.01%	49	0.25%	978	0.38%	699	71.47%
Software - Juvenile	22	0.11%	113	0.04%	16	0.08%	135	0.05%	-22	-16.30%	7	0.04%	127	0.05%	-14	-11.02%
<b>Non-Print Subtotal</b>	<b>5,270</b>	<b>27.18%</b>	<b>62,230</b>	<b>24.29%</b>	<b>5,217</b>	<b>26.56%</b>	<b>65,573</b>	<b>25.38%</b>	<b>-3,343</b>	<b>-5.10%</b>	<b>6,369</b>	<b>32.43%</b>	<b>70,677</b>	<b>27.35%</b>	<b>-8,447</b>	<b>-11.95%</b>
Online Renewals	0	0.00%	400	0.16%	261	1.33%	3,842	1.49%	-3,442	-89.59%	393	2.00%	3,165	1.22%	-2,765	-99.12%
<b>Total</b>	<b>19,387</b>		<b>256,193</b>		<b>19,639</b>		<b>258,395</b>		<b>-2,202</b>	<b>-0.85%</b>	<b>22,963</b>		<b>233,631</b>		<b>22,562</b>	<b>9.66%</b>

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

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Physical Items	19,629	18,947	21,773	21,284	19,412	20,662	23,972	25,397	21,351	22,328	21,441	19,387	255,583	
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	7,813	8,136	8,053	8,410	99,367	
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>29,465</b>	<b>26,434</b>	<b>29,541</b>	<b>28,887</b>	<b>27,903</b>	<b>29,309</b>	<b>32,610</b>	<b>34,282</b>	<b>29,164</b>	<b>30,464</b>	<b>29,494</b>	<b>27,797</b>	<b>355,350</b>	
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	4,463	3,939	4,056	3,363	3,007	3,158	3,196	3,573	3,635	3,768	3,538	3,274	42,970	
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	2,000	2,157	1,743	1,645	1,574	1,369	22,087	
Sadie Peterson Delaney	NA	NA	NA	37	68	62	65	60	54	72	53	40	511	
<b>Total</b>	<b>6,627</b>	<b>5,750</b>	<b>6,069</b>	<b>5,326</b>	<b>4,938</b>	<b>5,042</b>	<b>5,261</b>	<b>5,790</b>	<b>5,432</b>	<b>5,485</b>	<b>5,165</b>	<b>4,683</b>	<b>65,568</b>	
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	787	838	1,076	912	654	808	694	1,137	763	785	713	721	9,888	
Boardman Road	121	160	200	133	122	177	133	264	122	96	82	59	1,669	
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	14	24	16	19	0	75	
Spanish Language Assistance	22	25	65	NA	36	36	NA	NA	NA	NA	NA	NA	184	
<b>Total</b>	<b>930</b>	<b>1,023</b>	<b>1,341</b>	<b>1,047</b>	<b>812</b>	<b>1,021</b>	<b>827</b>	<b>1,415</b>	<b>909</b>	<b>897</b>	<b>814</b>	<b>780</b>	<b>11,816</b>	
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Database Usage	9,761	10,624	10,076	9,682	10,085	7,384	7,336	5,910	4,636	3,321	6,999	4,439	90,253	
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	6,206	7,621	4,252	4,463	4,410	5,192	53,785	
Calendar Hits - Recite Me	341	440	444	477	306	600	265	242	262	316	369	248	4,310	
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	30,501	31,022	27,537	28,978	26,784	24,613	343,695	
<b>Total</b>	<b>39,472</b>	<b>39,529</b>	<b>51,048</b>	<b>42,570</b>	<b>39,744</b>	<b>43,758</b>	<b>44,308</b>	<b>44,795</b>	<b>36,687</b>	<b>37,078</b>	<b>38,562</b>	<b>34,492</b>	<b>492,043</b>	
<b>PUBLIC COMPUTER AND WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	4,479	NA	5,221	5,304	5,171	5,584	6,145	6,553	5,833	5,969	5,522	5,793	61,574	
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	1,698	1,891	1,872	1,828	1,581	1,699	18,866	
<b>Total</b>	<b>5,871</b>	<b>0</b>	<b>6,934</b>	<b>6,965</b>	<b>6,925</b>	<b>7,361</b>	<b>7,843</b>	<b>8,444</b>	<b>7,705</b>	<b>7,797</b>	<b>7,103</b>	<b>7,492</b>	<b>80,440</b>	
<b>PUBLIC FAX USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	29	19	29	19	43	43	32	23	19	30	7	NA	293	
Boardman Road	6	7	4	8	8	0	0	3	5	6	3	NA	50	
<b>Total</b>	<b>35</b>	<b>26</b>	<b>33</b>	<b>27</b>	<b>51</b>	<b>43</b>	<b>32</b>	<b>26</b>	<b>24</b>	<b>36</b>	<b>10</b>	<b>0</b>	<b>343</b>	
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	61	57	79	64	55	61	85	84	67	52	66	44	775	
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Library District	197	186	192	226	220	175	231	242	226	280	231	139	2,545	
Community Engagement	0	0	0	0	0	2	0	2	3	0	0	0	7	
Non-Library District	0	19	21	16	14	12	6	9	8	12	12	11	140	
Exams Proctored	14	16	24	18	12	15	8	17	13	23	26	28	214	
MAP Passes	9	9	17	20	49	106	88	106	59	86	36	35	620	
Rover Bookmobile Stops	3	3	5	4	5	5	7	12	9	6	3	1	63	
<b>Total</b>	<b>223</b>	<b>233</b>	<b>259</b>	<b>284</b>	<b>300</b>	<b>315</b>	<b>340</b>	<b>388</b>	<b>318</b>	<b>407</b>	<b>308</b>	<b>214</b>	<b>3,589</b>	
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Library District	1,728	1,786	2,029	2,908	1,900	3,039	3,975	2,976	2,718	4,548	2,415	1,328	31,350	
Community Engagement	0	0	0	0	0	144	0	2,720	38	0	0	0	2,902	
Non-Library District	0	308	348	315	163	153	78	140	113	1,914	3,591	127	7,250	
Drop-In Room Use (Adriance)	79	96	87	69	107	97	102	71	87	53	67	68	983	
Rover Bookmobile	30	30	30	466	241	632	303	765	267	224	65	15	3,068	
<b>Total</b>	<b>1,837</b>	<b>2,220</b>	<b>2,494</b>	<b>3,758</b>	<b>2,411</b>	<b>4,065</b>	<b>4,458</b>	<b>6,672</b>	<b>3,223</b>	<b>6,739</b>	<b>6,138</b>	<b>1,538</b>	<b>45,553</b>	
<b>GENERAL ATTENDANCE (2022)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	12,583	11,160	144,124	
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	10,845	11,789	6,233	101,890	
Sadie Peterson Delaney	0	0	0	251	150	203	141	260	111	475	218	338	2,147	
<b>Total - 2022</b>	<b>19,186</b>	<b>22,625</b>	<b>18,925</b>	<b>18,468</b>	<b>18,353</b>	<b>19,690</b>	<b>21,279</b>	<b>22,910</b>	<b>19,038</b>	<b>25,367</b>	<b>24,590</b>	<b>17,731</b>	<b>248,161</b>	
<b>GENERAL ATTENDANCE (2021)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>	
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670	
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	9,598	132,330	
<b>Total - 2021</b>	<b>19,903</b>	<b>17,597</b>	<b>24,069</b>	<b>20,359</b>	<b>19,040</b>	<b>20,301</b>	<b>24,280</b>	<b>21,814</b>	<b>17,627</b>	<b>23,984</b>	<b>16,214</b>	<b>18,812</b>	<b>244,000</b>	



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

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**DEPARTMENTAL MONTHLY REPORT**

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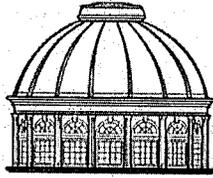
**Manager Name and Title:** TJ Lamanna - Head of Community Engagement

**Time Period of Report:** December 2022

**Department:** Community Engagement

This was a month for expansion and planning. As the summer wraps up and we start looking towards the new year it's time to reflect on what has been successful and what could use improvement so we can plan for the next few months to be even more prepared for future endeavors. Below are some of the larger projects and initiatives in motion. As always, I'm happy to answer and elucidate anything you have questions on.

- Much focus is being put on SPD, particularly working with other organizations inside the FPC to figure out how we can work together to improve services to all people who enter the building. We are working on making small 'special' collections that pertain to work being done by other organizations in the space, such as work on financial literacy, nutrition, and more sensitive topics like trauma-informed response. We are also trying to use these connections to increase the amount of programming in the space.
- Rover attended the Arlington Holiday Fair/Parade as well as a few other outreach events targeted at reaching demographics that typically don't make it to the library. The most successful was a food bank at the Underwear Factory. While we were happy that many of the community members we spoke with already had library cards, we did our best to get cards in the hands of those who don't as well talk about resources that may appeal to them and garner information on what services they would like us to start.
- Work continues to move forward on the Seed Library and Tool Library. Materials are being purchased in preparation for a launch in late February. The Community Fridge also continues to be immensely popular.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

**Manager Name and Title:** Janet Bogenschultz, Asst. to Lib. Director **Time Period of Report:** December, 2022  
**Department:** Administrative Office

**Report Focus Area of Activity:** PPLD's MAP Pass Program to Museums, Attractions and Parks (MAP).

**MAP Pass Use in December:** Sixteen MAP pass destinations were visited with a total of 35 pass use dates.

- **December had 35 reservations to 16 destinations:** Boscobel House & Gardens (5), Danbury Railway (1), Empire Pass (2), FASNY (1), FDR (3), Guggenheim Museum (5) added Dec. 19<sup>th</sup>, Hudson River Museum (3), Intrepid Sea, Air and Space Museum (2), Mass MoCA (1), Mohonk Preserve (3), Motorcyclepedia (1), Museum at Bethel Woods (1), Norman Rockwell (1), Olana (2), Trevor Zoo (3), and Wadsworth Antheneum (1).
- **December's Popular Passes:** Boscobel (5) and Guggenheim Museum (5), followed by three venues: FDR, Mohonk Preserve and Trevor Zoo with 3 each.
- **Comparison Recent Months:** December's 35 passes to 16 venues, and November's 38 passes to 16 venues.
- **Comparison Past Decembers:** 2021=25; 2020=18; 2019=47; 2018 = 40 (June-Dec when had popular MHCM).

**Total Year Passes & Past Years Comparison:** 2022=615; 2021=472; 2020=229; 2019=745; 2018=555 for June-Dec.

**December MAP Pass Promotion and Marketing:** Jan-Feb Rotunda article promoting ten MAP Passes, including five new venues for 2023, special exhibitions, and five indoor year around venues for winter, was mailed Dec. 12th.

- **New venues are:** Guggenheim Museum, Harriet Beecher Stowe Center, Hudson River Maritime Museum), Institute of American Indian Studies Museum, and Museum Village to be added for 2023.

**Renewal of MAP Pass Library Memberships:** PPLD's MAP Pass memberships are spread out various months during the year, and most renewals are January - August. Dec. 31<sup>st</sup> the calendar year passes expire to be renewed in January.

**MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates:** Update and mark TixKeeper's dates venues are closed or available. Each venue has dates marked for each day in the year. Revised MAP Pass descriptions and TixKeeper descriptions when renewed, added, or revised due to changes in use or ticketing at the destinations.

#### **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 information on MAP Pass webpage, and TixKeeper, and mark pass availability on specific dates.
3. To renew or add library-museum memberships, update TixKeeper settings, and replace physical passes.

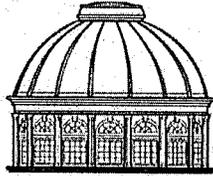
**Manager Observation of Activity and Outcomes:** December 35 pass reservations.

- **MAP Passes Print vs. Pick Up Return Usage:** 25 Print on Demand passes and 10 Pick Up Return passes.
- **MAP Passes & Venues: Outdoor & Indoor & Both:** In December majority of passes used are indoor venues.

#### **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. Other impacts include ease of use for library patrons by providing correct visiting information.

**Other Departmental Activity to Note:** Arranged 2<sup>nd</sup> online meeting Wed. Dec. 14 to review OrangeBoy products and discuss options. On Dec. 1<sup>st</sup> review of the COOP Plan for continuity in operations and plans for moving forward.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Crystal Middleton, Librarian I

**Time Period of Report:** December 2022

**Department:** Borrower and Technical Services

**Report Focus Area of Activity:**

*Borrower Services*

By collaboration with Mid Hudson, all PPLD staff Sierra logins were updated this month.

Borrower services staff were represented in the plans to re-organize the staff webpage and make it more user-friendly with the intention of bringing staff up to date on pertinent and supportive information for all staff at PPLD. Plans for cleaning and clearing space at BRD, and in all locations, were made in December. Staff also worked on weeding projects at ADR (of cd's) and BRD (of books) with the goal of finishing at end of year.

Administration initiated steps to increase staff this month as several clerks left the department in November and December. Additionally, covid and other seasonal illness, along with previously scheduled vacation meant asking a lot of current staff to cover shifts for library service. Everyone was flexible and lent a hand (thankfully).

We continue to replenish free covid tests for patrons as the demand has not gone down.

*Technical Services*

Department staff worked to receive materials ordered for the end of the year until the last week of the month of December. Librarians were instrumental in helping to make this process as smooth as possible for the tech services staff and it is much appreciated.

**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:**

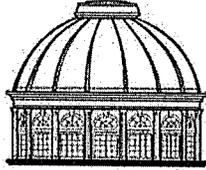
Department staff worked together to cover coworkers out due to illness. Their flexibility and teamwork is much appreciated.

**Impact of Activity:**

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

**Other Departmental Activity to Note:**

N.A.



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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

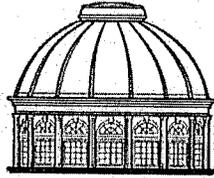
**Time Period of Report:** December 2022

**Department:** Adult Services

**Report Focus Area of Activity:** December Highlights

**Reference Desk:** In response to the prohibitive cost of the third party fax machine, and the increasing demand for fax services, in December we installed a new, completely free fax machine on the main floor at Adriance, as well as at Boardman Road. This machine, aside from not charging patrons, is also much simpler and quicker to use, and patrons have been very happy to have this available to them.

**Programming:** We do not typically offer much in the way of programming in December, as the holidays are often an incredibly busy time in the community, and experience has shown that library programs are not well attended this time of year. We did have one stand out program, collaboration with the Race Unity Circle of Poughkeepsie, who worked with Deb Shon host a movie and discussion night. This program was a somewhat last minute addition to the calendar, so did not appear in the Rotunda. Nevertheless it drew a crowd of about 30 to watch *The Color of Friendship*, a 2000 film about the relationship between two teenagers, a black American and white South African, set in the Apartheid era. This partnership was a thorough success, and we look forward to working with them more in the future. Thanks also go the PIO's for getting the word out and promoting this program that showed up on the schedule relatively late.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** Jan 2023

**Department:** Youth Services

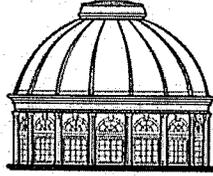
**Report Focus Area of Activity:** Youth Services

**Intended Outcomes of Focus Activity:**

2023 is starting with a large personnel change in Youth Services. Sandra Kuhn has decided to move to a borrower services role where she hopes to engage more of our Spanish speaking population and to offer assistance to them. She was a large part of our department and will be deeply missed by staff and patrons; I've already had a few patrons say they are saddened to learn she wouldn't be doing programs with us anymore. On a brighter note, we gained a librarian with Kayleigh Hartnett coming to us from borrower services. Kayleigh has a background in youth services and will take over the baby program that Sandra previously taught. She will also run our Thursday Music and movement program in March when Cathy Lamoree retires and will run a Thursday program at the SPD branch.

Our January programs have started and so far the numbers are good. Boardman Rd seems to have a slight edge over Adriance for early childhood program attendance, but overall we are starting out stronger than the previous fall session.

Outside of programming, room usage continues to be on the low end. Alison Francis and I have started looking at ways we can make the room feel more inviting and having things for families to do to entice them to come and stay at the library outside of our programs. We've looked at the Queens Central Library Children's Discovery Center as a model of what we can offer with their interactive hands-on exhibits and learning tools. The Boardman Rd children's area already has wall activity panels and a train table for kids to play with and I believe the average stay of a family at Boardman is longer than Adriance because of things like that.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Bruce Sullivan, Network Analyst

**Time Period of Report** December

**Department:** Information / Technologies

**Report Focus Area of Activity:**

We have created a "rolling" departmental "to do list" in Google docs to increase our working familiarity with multi user Google platform to better support this product for the rest of the staff.

We updated all our Cipa filter at all locations.

Cleaned up / recycled/ threw out our out of date equipment.

Purchased and installed new fax copy devices to support free faxing at Adriance and Boardman. We also trained staff on how to use the devices

Setup 20 Chrome books in support of EFC with Administrative controls (ECF = Emergency Connectivity Fund)

Also setup 2 laptops, 2 iPads and 2 Samsung tablets also so for EFC

Got our Bookeye vender to replace and upgrade our unit for free including shipping both ways. Even though it was out of warranty by over 6 months. The Bookeye scanner originally cost us about \$10, 500

I have also taken about 500 discarded audio CD to the Salvation Army. Who were very happy to receive them.

**Intended Outcomes of Focus Activity:**

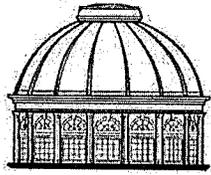
NA

**Manager Observation of Activity and Outcomes:**

Ongoing.

**Impact of Activity:**

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Alison Francis, Youth Outreach Coordinator, For the month of **December 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.

- December 2nd - Story time at Adriance for children in the UPK at the Boys & Girls Club
- December 5th - Clinton Elementary School second grade class visit. This is their second visit to the library. All of the children in the class signed up and received a library card. The teacher plans to bring her class on a monthly basis.
- December 5th - Little Water Prep class visits to their school one at 9:30 and one at 12:50 for kindergarten classes (canceled - school closed - reschedule for sometime in January)
- December 6th - Little Water Prep class visits to their school one at 9:30 and one at 12:50 for first grade classes (canceled - school closed - will reschedule for sometime in January)
- December 12th - Clinton Elementary second grade class visit at the library (canceled - school had a two hour delay - will reschedule)
- December 21st - Story time at Day One site for UPK students.

**School Events:**

- none scheduled for this month

**Rover:**

- none scheduled for this month

**Early Literacy Grant Activity:**

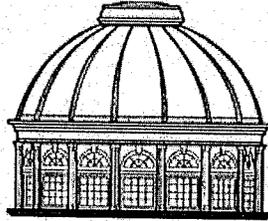
- Early Literacy Workshop for Parents, Session #4 (12/14) This session featured the early literacy skill of letter recognition and corresponding sounds.
- The early literacy backpacks continue to be popular and are checked out regularly.

**Community:**

- "Mesa on Main": Once a month, our bilingual librarian assistant, Sandra Kuhn, in collaboration with adult services, will attend the monthly "Mesa on Main" event. These monthly events are sponsored by PCSD and are held at a different location each month to reach the Spanish speaking community. We have library information, library card sign ups, and in warmer weather, we plan to start bringing Rover.



Ms. Sullivan's second grade class visiting from Clinton Elementary. They come once a month for library time. On this day, they all were issued their first library card and are posing with their checked out books.



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports & Statistics**

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

# Minutes and Actions

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, January 9, 2023	
<b>Attendance</b>		
<b><u>Committee Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ferrer		
<input checked="" type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Mary Moore		
<input type="checkbox"/> Deborah Nichols		
<b><u>Other Trustees Present</u></b>		
<input type="checkbox"/>		
<b>Minutes Prepared By:</b> T. Lawrence 		

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

1. **Business Items:** The Committee discussed the following items:
  - **Strategic Plan Survey:** Discussion continued. Penultimate draft is attached. Some further tweaks are expected but the survey will be released in the March/April issue of *The Rotunda* and through various social media and outreach channels used by the Library District and community partners.
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, February 6, 2023; 6:30 pm  
Adriance Memorial Library – Greenspan Board Room  
*(date, time, and location subject to change)*

Throughout 2023, the Library District will seek public input on the delivery of services in various programmatic areas. This survey, focusing on Youth Services, is the first in a series designed to provide input for planning services that respond to local community interests and needs.

**Q1:** The Library District offers a variety of programs, services, and collections, in print and through digital delivery, for youth and families. Currently, we provide services in the following areas:

**Early Childhood (Birth through UPK):** in-person story times for infants and parents, toddlers, and preschoolers; sensory workshops; daily streaming of early literacy toolkits; backpacks with stories and tips

**Elementary Ages (K – 5):** books clubs, thematic story and craft programs, STEM activities, tutoring, recreational gaming, digital delivery of homework support information services

**Teens/Middle School Ages (6 – 12):** book clubs, craft programs, STEM activities, cooking classes, recreational gaming

**Outreach:** in-library and site-based class visits, Rover (bookmobile) site visits

From the descriptive list above, in which of these have you or a member of your family participated in the last 2 – 3 years?

- |                          |                     |                          |                 |
|--------------------------|---------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Early Childhood     | <input type="checkbox"/> | Elementary Ages |
| <input type="checkbox"/> | Teens/Middle School | <input type="checkbox"/> | Outreach        |

Select the option below which best describes the impact participation had on you and the youth in your family.

	Positive	Negative	No Impact
Early Childhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary Ages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teens/Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

**Q2:** Public libraries offer a variety of academic and recreational opportunities for youth and families. From the options below, please select the opportunities that might fit the current need of the youth in your family.

	Early Childhood	Elementary Ages	Teen/Middle School
Math (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math (Proficiency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/Emotional Wellness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q3:** Please indicate on the list below in which after school program the youth in your family participate.

- |                          |                   |                          |                                   |
|--------------------------|-------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | R.E.A.L. Skills   | <input type="checkbox"/> | TRAC                              |
| <input type="checkbox"/> | Boys & Girls Club | <input type="checkbox"/> | Finish Strong                     |
| <input type="checkbox"/> | The Art Effect    | <input type="checkbox"/> | School-Based After School Program |
| <input type="checkbox"/> | None              | <input type="checkbox"/> | Other (please name):              |

**Q4: Please provide some basic demographic information about you and the youth in your family.**

**Education Setting**

- Poughkeepsie City School District
- Wappingers Central School District
- Spackenkill Union Free School District
- Arlington Central School District
- Hyde Park Central School District
- Private/Parochial school
- Homeschool

**Select the age group represented in your family.**

- Early Childhood (birth – UPK)
- Elementary Ages (K – 5)
- Middle School/Junior High (6 – 8)
- High School (9 – 12)

**Finally, please share with us anything about the needs of the youth in your family and ideas on how the Library District may be able to help?**

<b>Meeting:</b> Finance Committee		<b>Date:</b> Tuesday, January 17, 2023
<b>Attendance</b>		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/>  <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<b>Minutes Prepared by:</b> T. Lawrence <i>TL</i>		

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

1. **Business Items:** The following topics were discussed:
  - **Bank Reconciliations:** Trustees present shared in the reconciliation of December bank statements.
  - **FY2022 Budget Modification #4:** The Board of Trustees reviewed Administration's recommendations for final FY2022 budget modifications. Questions asked were answered and the Committee recommended that the modification be presented for approval at the January Board of Trustees meeting.
  - **FY2023 Budget Modification #1:** Lawrence advised the Committee that while the plan had been to present an initial modification to the FY2023 budget, there have been many changes needed and time was necessary to complete a review. The budget approved by the voters will be implemented with a modification presented for consideration in February.
  - **Policy Review:** Copies of all financial policies were distributed. The intent is to have completed a review and necessary modifications made by the end of April
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, February 13, 2023; 6:30 pm  
 Greenspan Board Room - Adriance Memorial Library  
*(time, date, and location subject to change)*

**New Business Fact Sheet**  
Approval of 2023 Non-CSEA Salaries

**Recommended By**

Personnel Committee

**Current Situation**

The Board of Trustees, upon the recommendation of the Personnel Committee, establishes the annual salaries for non-CSEA employees.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve a 4% salary increase over 2022 salaries for the Library Director, the Business Manager, and the Secretary to the Library Director retroactive to January 1, 2023 and that Student Library Workers be paid \$12.96 per hour effective January 29, 2023.

**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

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

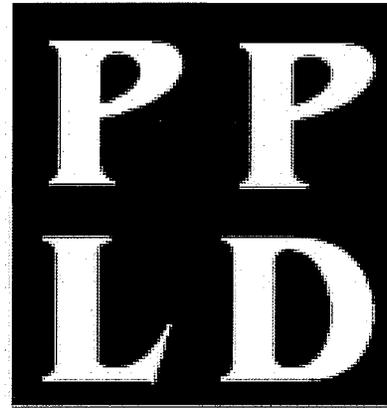
**Recommended By** Finance Committee

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

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2022 budget as presented in PPLD Document #012523 – 6A.

**Motion** Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

<b>Record of Vote</b>	<b>Yea</b>	<b>Nay</b>
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**

**FY2022 Budget**

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

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

*Approved by the Voters: November 2, 2021*

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

*Revision #1: January 26, 2022*

*Revision #2: May 25, 2022*

*Revision #3: August 31, 2022*

*Proposed Revision #4: January 10, 2023*

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

	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
Real Property Taxes - General Fund	\$ 7,011,091	\$ 6,989,144	\$ 6,989,144	\$ 6,989,144	\$ 6,989,144
Real Property Taxes - Debt Services	1,279,201	1,279,201	1,279,201	1,279,201	1,279,201
PILOTS	151,053	173,000	173,000	173,000	166,397
Other Revenue	366,983	379,816	461,841	439,341	250,925
State Aid	281,685	281,685	296,848	289,519	288,057
Transfers In (includes CM + Debt Service Fund)	55,037	55,037	55,037	55,037	384,982
Transfer In (Undesignated Fund Balance)	150,000	150,000	150,000	150,000	192,741
Transfers In (Greene Fund)	500,000	509,749	509,749	509,749	539,218
<b>Total - Revenue</b>	<b>\$ 9,795,050</b>	<b>\$ 9,817,632</b>	<b>\$ 9,914,820</b>	<b>\$ 9,884,991</b>	<b>\$ 10,090,665</b>

	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
Salaries	4,146,552	4,237,915	4,230,462	4,225,452	4,348,845
Equipment	66,500	66,500	144,000	144,000	113,362
Library Materials	447,712	407,232	406,628	411,356	376,573
Public Programming	151,021	165,220	180,470	183,049	173,051
Supplies	60,661	59,000	60,000	60,000	63,316
Communications	87,575	87,575	87,575	91,549	74,170
PR, Printing & Postage	58,810	63,810	66,932	66,932	80,691
Professional Development & Travel	43,445	37,300	34,552	34,552	20,431
Automation Services	112,264	136,208	136,208	136,904	129,583
Professional Services	125,050	161,690	161,068	167,981	180,083
Operations	706,467	777,199	758,072	752,693	608,038
Employee Benefits	2,009,791	1,839,021	1,844,750	1,849,750	2,049,066
Greene Activities	500,000	510,447	510,447	510,447	539,217
Capital Debt Service	1,279,201	1,279,201	1,279,201	1,279,201	1,334,238
<b>Total - Appropriations</b>	<b>\$ 9,795,049</b>	<b>\$ 9,828,318</b>	<b>\$ 9,900,365</b>	<b>\$ 9,913,866</b>	<b>\$ 10,090,665</b>

\$ (28,875) \$ (0)

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**Approved FY2022 Budget - Revenue**

		<b>2022 Approved</b>	<b>2022 Revision #1</b>	<b>2022 Revision #2</b>	<b>2022 Revision #3</b>	<b>2022 Revision #4</b>
41001	Real Property Taxes	\$ 7,011,091	\$ 6,989,144	\$ 6,989,144	\$ 6,989,144	\$ 6,989,144
41003	Real Property Taxes: Debt Service	1,279,201	1,279,201	1,279,201	1,279,201	1,279,201
42771	Payment In Lieu of Taxes (PILOT)	151,053	173,000	173,000	173,000	166,397
42082	Library Charges	40,000	40,000	40,000	17,500	31,001
42401	Interest Earnings	25,000	25,000	25,000	25,000	10,437
42680	Insurance Recoveries	-	-	-	-	102
42705	Donations	50,000	54,833	59,833	59,833	53,449
	FEMA Reimbursement	-	-	-	-	-
42752	Annual Appeal	35,000	35,000	35,000	35,000	29,035
42753	Donation: In-Kind	81,983	81,983	81,983	81,983	81,983
42760	Grants	75,000	83,000	110,025	110,025	13,835
42777	E-Rate + ECF Income	45,000	45,000	95,000	95,000	14,792
42800	Miscellaneous Income	15,000	15,000	15,000	15,000	16,291
46840	State Aid: Central Library Development Aid	191,888	191,888	272,942	265,613	265,613
43841	State Aid: Central Book Aid	65,891	65,891	-	-	-
43842	State Aid: Local Library Incentive Aid	23,906	23,906	23,906	23,906	22,444
	Transfer In (designated Fund Balance)	150,000	150,000	150,000	150,000	192,741
45031	Transfers In (includes Debt Service Fund)	55,037	55,037	55,037	55,037	384,982
	Transfers In: Greene Fund	500,000	509,749	509,749	509,749	539,218
	<b>Total</b>	<b>\$ 9,795,050</b>	<b>\$ 9,817,632</b>	<b>\$ 9,914,820</b>	<b>\$ 9,884,991</b>	<b>\$ 10,090,665</b>

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A00000	51410		Salaries - Librarians	1,534,202	\$ 1,673,758	\$ 1,677,283	\$ 1,677,283	1,765,322
A20300	51410		Salaries - Historian (Greene)	59,955	62,271	62,271	62,271	62,750
A00000	51419		Salaries - Reserve For Retirement	9,000	9,000	9,000	9,000	-
A00000	51420		Salaries - Support Staff	1,968,753	1,953,640	1,953,640	1,948,640	1,961,744
A20300	51420		Salaries - Support Staff (Greene)	38,580	41,553	41,553	41,553	41,565
A00000	51440		Salaries - Sunday Hours	72,000	72,000	72,000	72,000	75,380
A00000	51450		Salaries - Building Services	541,017	516,947	505,969	505,969	530,628
A20300	54150		Salaries - Building Service (Greene)	43,571	44,196	44,196	44,196	45,428
A00000	51460		Salaries - Student Pages	21,580	12,570	12,570	12,560	15,771
A00000	52800		FFE - General	40,000	35,000	47,500	45,448	34,946
A00000	52800	A212	FFE - Marcotte Training Lab	1,500	1,500	1,500	1,500	182
A20300	52800		FFE - Greene	10,000	10,000	15,000	15,000	6,497
A60000	52800		FFE - IT	25,000	22,500	22,500	22,500	21,080
A60000	52800	A239	FEE - ECF	-	-	50,000	50,000	30,952
A60000	52800	A240	FEE - PLA Grant	-	-	-	-	3,877
A74000	52800		FFE - SPD Branch Library	-	7,500	9,000	11,052	11,109
A74000	52800	A228	FFE - DC Reads	-	-	13,500	13,500	11,216
A11100	54100		Library Materials - Books (CLDA)	12,209	10,209	10,209	10,209	6,271
A11100	54100	A211	Library Materials - Digital Books (CLDA)	31,549	37,400	37,400	37,400	48,894
A20300	54100		Library Materials - Books (Greene)	130,455	130,455	117,455	117,455	133,696
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656	34,656	47,220
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000	7,000	3,600
A44000	54100		Library Materials - Books	54,399	50,677	50,073	48,073	39,454
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000	30,000	30,000
A44000	54100	A225	Library Materials - BT Leasing	18,000	18,000	18,000	18,000	17,846
A44000	54110		Library Materials - Video	37,500	32,500	32,500	32,500	25,595
A44000	54110	A211	Library Materials - Digital Video	40,000	53,000	54,495	54,495	54,190
A44000	54120		Library Materials - Audio & Music	51,760	40,000	40,000	40,000	26,783
A44000	54120	A211	Library Materials - Digital Audio & Music	15,000	10,237	10,237	10,237	8,487
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000	25,000	25,000

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A41000	54130		Library Materials - Serials (Adult)	14,000	12,500	12,500	12,500	12,113
A44000	54130	A211	Library Materials - Digital Serials	500	500	500	500	-
A45000	54130		Library Materials - Serials (Youth)	2,000	1,750	1,750	1,750	1,481
A46000	54130		Library Materials - Serials (Teen)	1,000	1,000	1,000	1,000	922
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250	6,250	6,023
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	2,750	2,750	2,750	3,713
A41000	54132		Library Materials - Microforms	4,500	4,500	4,500	4,500	5,009
A44000	54150		Library Materials - Games	2,000	2,000	2,000	2,000	-
A10500	54160		Library Materials - Binding	1,000	1,000	1,000	1,000	-
A11100	54291		Library Materials - Commercial Databases (CLDA)	59,795	29,459	29,459	36,187	24,479
A41000	54291		Library Materials - Commercial Databases (Adults)	31,000	31,000	29,505	29,505	31,470
A45000	54291		Library Materials - Commercial Databases (Youth)	7,500	7,500	7,500	7,500	8,844
A10000	54292		Programming - Administration	5,000	5,000	5,000	5,000	5,913
A10000	54292	A124	Programming - Staff Development	2,500	2,500	2,500	2,500	2,260
A10000	54292	A125	Programming - MAP Passes	7,500	7,500	7,500	7,500	7,494
A20300	54292		Programming - Greene	60,000	60,000	73,000	83,000	81,382
A20300	54292	A101	Programming - Big Read	15,000	15,000	15,000	5,000	4,250
A20300	54292	A211	Programming - Greene (Virtual Platform)	3,000	3,000	3,000	3,000	3,385
A30000	54292	A101	Programming - Big Read	62,220	62,220	62,220	62,220	38,626
A30000	54292	A219	Programming - Movies Under the Walkway	1,801	1,500	1,500	1,500	38
A41000	54292		Programming - Adult	18,000	18,000	18,000	18,000	17,445
A41000	54292	A214	Programming - Spanish	1,500	1,500	1,500	7,000	8,970
A41000	54292	A215	Programming - Foundation Center	500	500	500	500	-
A41000	54292	A242	Programming - Plaza Comunitaria					600
A41000	54292	A243	Programming - Seed Library					229
A41000	54292	A244	Programming - Tool Library					-
A43000	54292	A233	Programming - Extension Services	-	-	2,000	2,000	80
A45000	54292		Programming - Youth	21,000	21,000	21,000	24,500	29,874
A45000	54292	A107	Programming - Youth (BOB)	500	500	500	500	431
A45000	54292	A207	Programming - Bus Trips	-	2,000	2,000	2,000	-

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A45000	54292	A218	Programming - Poughkeepsie Book Festival	10,000	10,000	15,000	13,900	13,884
A45000	54292	A233	Programming - Youth (Outreach)	5,000	4,000	2,000	2,000	1,980
A45000	54292	A234	Programming - Summer Saturdays	5,000	5,000	5,000	5,000	5,392
A45000	54292	A236	Programming - Halloween on the Hill	-	5,000	5,000	5,000	6,413
A45000	54292	A237	Programming - Operation Warm	-	9,500	9,500	3,600	13,701
A46000	54292		Programming - Teen	5,000	5,000	5,000	5,000	4,527
A50000	54292		Programming - Contingency	3,500	3,500	3,500	3,500	2,800
A74000	54292		Programming - SPD	-	-	2,750	3,329	4,991
A74000	54292	A228	Programming - Dutchess County	-	-	7,500	7,500	7,403
A41000	54293		Programming - Auditorium Rentals	2,000	1,000	1,000	1,000	-
A00000	54300		Supplies - Office & Library	14,000	14,000	14,000	15,000	19,727
A00000	54300	A226	Supplies - COVID	1,500	1,500	1,500	1,000	576
A11100	54300		Supplies - CLDA	1,661	-	-	-	-
A20000	54300		Supplies - Custodial	22,500	22,500	22,500	22,500	18,746
A20000	54300	A204	Supplies - Parking Lot	500	500	500	-	-
A20000	54300	A226	Supplies - Custodial (COVID)	2,000	2,000	2,000	2,000	267
A20000	54300	R100	Supplies - DVD Cleaning	600	600	600	600	19
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000	4,000	3,946
A43000	54300		Supplies - Borrower Services	5,000	5,000	5,000	5,000	10,296
A45000	54300	G200	Supplies - PLC	500	500	500	500	493
A50000	54300		Supplies - Ink & Toner	6,000	6,000	6,000	6,000	6,560
A60000	54300		Supplies - IT	1,400	1,400	1,400	1,400	1,256
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000	1,000	1,000	565
A74000	54300		Supplies - SPD	-	-	1,000	1,000	865
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500	1,500	1,872
A71000	54310		Telephone - Adriance	7,030	7,030	7,030	11,830	10,151
A73000	54310		Telephone - Boardman Road	2,500	2,500	2,500	1,674	1,629
A60000	54320	A239	Internet Services - Mobile					2,477
A71000	54320		Internet Services - Adriance	44,348	44,348	44,348	44,348	34,943
A71000	54320	A235	Internet Servces - Adriance (Hotspots)	18,255	18,255	18,255	18,255	7,939

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A73000	54320		Internet Services - Boardman Road	13,942	13,942	13,942	13,942	14,577
A74000	54320		Internet Services - Sadie Peterson (Wi-Fi)	-	-	-	926	582
A74000	54320	A203	Internet Services - Sadie Peterson	15,600	15,600	15,600	15,600	13,752
A30000	54330		Postage - Bulk Mailing	12,245	12,245	12,867	12,867	12,867
A71000	54330		Postage - General	4,310	4,310	4,310	4,310	2,884
A00000	54340		PR & Printing - General	5,000	10,000	10,000	10,000	5,273
A30000	54340		PR & Printing - Rotunda	37,255	37,255	37,255	37,255	59,668
A74000	54340	A228	PR & Printing - DC APG	-	-	2,500	2,500	-
A00000	54350		CE - Regional & National	25,000	20,000	9,252	2,252	-
A00000	54351		CE - Local	2,000	2,000	2,000	3,500	3,320
A00000	54353		CE - Webinars	4,500	4,500	4,500	3,000	279
A00000	54355		Tuition Reimbursement	7,500	7,000	15,000	22,000	12,987
A00000	54356		Mileage Reimbursement - General	500	500	3,800	3,800	3,846
A00000	54356	C814	Mileage Reimbursement - Rover	-	300	-	-	-
A11100	54356		Mileage Reimbursement - CLDA	945	-	-	-	-
A30000	54356		Mileage Reimbursement - Advancement	500	500	-	-	-
A43000	54356		Mileage Reimbursement - Extension Services	1,000	1,000	-	-	-
A45000	54356	A233	Mileage Reimbursement - Youth Services (Outreach)	1,500	1,500	-	-	-
A00000	54360		Sierra/Encore Services	68,000	77,000	77,000	77,000	69,680
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	44,264	59,208	59,208	59,904	59,903
A00000	54370		Professional Services - General	7,500	5,000	2,000	2,000	979
A00000	54370	A232	Professional Services - BRD Wasteline	5,000	1,500	1,500	1,500	1,116
A10000	54370		Professional Services - Administration	8,500	24,000	24,000	24,000	14,616
A11100	54370		Professional Services - CLDA ILL	-	-	-	6,087	6,087
A20000	54370		Professional Services - Building Services	6,800	13,750	13,750	13,750	13,663
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	-	7,000	7,000	7,000	2,393
A30000	54370		Professional Services - Advancement	5,000	18,950	18,328	18,328	17,498
A30000	54370	A241	Professional Services - IMLS Grant	-	-	-	-	36,835
A41000	54370		Professional Services - Adult Services	-	13,700	13,700	13,700	9,959
A43000	54370		Professional Services - Borrower Services	6,000	6,500	6,500	3,500	-

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A44000	54370		Professional Fees - Collection Agency	-	-	-	3,000	2,163
A50000	54370		Professional Services - Business Office	19,750	57,540	60,540	60,540	56,179
A60000	54370		Professional Services - Software	65,000	19,250	19,250	19,250	20,152
A60000	54370	A226	Professional Services - Software (COVID)	1,500	1,500	1,500	1,500	-
A60000	54370	A239	Professional Services - ECF					836
A00000	54380		Membership Dues	2,325	2,325	2,325	2,325	340
A20000	54390		RRM - General	14,000	14,000	10,500	10,500	6,435
A41000	54390		RRM - Adult Services	-	-	3,500	3,500	2,175
A60000	54390		RRM - IT	3,550	3,550	3,550	3,550	3,419
A71000	54500		Fuel & Utilities - Adriance	102,803	102,803	102,803	102,803	83,941
A73000	54500		Fuel & Utilities - Boardman Road	49,471	49,471	49,471	49,471	40,841
A20000	54520		Building Repairs - General	15,500	15,500	15,500	15,500	13,767
A20000	54520	A229	Buiding Repairs - Rotunda	48,000	15,000	15,000	15,000	-
A20000	54520	A238	Building Repairs - ADR Fire Suppression	-	75,000	75,000	75,000	49,932
A74000	54520		Building Repairs - SPD Branch Library	5,000	10,000	5,000	5,000	-
A20000	54521		Building Repairs - Wojtecki	24,703	24,703	24,703	24,703	336
A20000	54523		Grounds Maintenance	12,000	15,000	15,000	15,000	14,929
A20000	54523	A204	Grounds Maintenance - City Lot	-	3,000	3,000	3,000	-
A00000	54530	A204	Rental - Staff Parking (City Lot)	20,000	20,000	20,000	20,000	1,884
A00000	54530	A222	Rental - Staff Parking (96 Market Street)	10,000	10,000	10,000	10,000	9,600
A00000	54530	A224	Rental - PoJo Archives	12,000	13,500	13,500	13,500	12,573
A74000	54530	A203	SPD Branch Library - Lease	33,000	42,833	42,833	42,733	43,366
A00000	54540		Insurance - Property & Liability	32,720	35,867	36,879	36,879	36,879
A00000	54550		Insurance - Automobile	4,100	4,270	2,227	2,227	2,227
A00000	54550	C814	Insurance - Bookmobile	3,000	3,000	2,045	2,045	2,045
A00000	54560		Insurance - Liability Umbrella (includes Crime)	5,810	7,255	7,259	7,259	8,573
A00000	54561		Insurance - Volunteers	400	400	400	400	300
A00000	54570		Insurance - D & O	4,082	4,082	4,687	4,687	4,687
A00000	54580		Insurance - Cybersecurity	-	3,000	3,000	3,000	4,040
A00000	54680		Taxes on Property	-	-	-	-	27,686

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A20000	54690		Snow Removal - Public Lots	23,000	23,000	23,000	23,000	22,412
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	10,000	10,000	9,500	9,500	10,455
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	7,000	7,000	7,500	7,500	10,918
A20000	54691		HVAC - Repairs & Improvements	90,000	90,000	80,000	80,000	38,797
A20300	54691		HVAC - Repairs & Improvements	-	-	-	-	31,473
A00000	54692		Other Operations - Water	12,000	12,000	12,000	11,421	9,657
A20000	54693		Other Operations - Trash	7,000	7,000	7,000	7,125	7,125
A00000	54694		Other Operations - General	13,164	13,164	10,414	5,614	3,758
A20300	54694	C814	Other Operations - Bookmobile	10,000	10,000	10,000	10,000	6,669
A11100	54694		Other Operations (CLDA)	80,856	89,326	89,326	89,326	89,326
A20000	54694		Other Operations - Cleaning	9,000	9,000	9,000	8,875	3,333
A20300	54694		Other Operations (Greene)	39,183	26,883	21,883	21,883	-
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,500	1,500	1,500	1,500	2,154
A20000	54730		Vehicle Maintenance	1,500	1,500	1,500	1,500	1,511
A00000	59010		Employee Benefits - NYS Retirement	582,757	431,627	431,627	431,627	574,205
A20300	59010		Employee Benefits - NYS Retirement (Greene)	-	-	-	-	11,791
A00000	59030		Employee Benefits - Social Security	239,219	252,990	252,990	252,990	269,611
A00000	59035		Employee Benefits - Medicare	55,946	59,167	59,167	59,167	63,054
A00000	59040		Employee Benefits - Workers Compensation	60,000	50,000	54,730	54,730	54,730
A00000	59045		Employee Benefits - Life Insurance	9,000	7,068	7,068	7,068	7,804
A00000	59050		Employee Benefits - Unemployment Pool	-	-	1,000	1,000	595
A00000	59055		Employee Benefits - Disability Insurance	3,937	3,937	3,937	3,937	3,838
A00000	59060		Employee Benefits - Medical Insurance	958,954	951,179	989,079	989,079	1,027,662
A00000	59061		Employee Benefits - Medicare B Reimbursement	23,945	40,052	42,152	47,152	44,816
A00000	59089		Employee Benefits - Other	3,000	3,000	3,000	3,000	2,751
A50000	59035		Employee Benefits - Contingency	73,033	40,000	-	-	-
A00000	59710		Capital Debt Service - Principal	784,963	784,963	784,963	784,963	840,000
A00000	59720		Capital Debt Service - Interest	494,238	494,238	494,238	494,238	494,238
				<b>\$ 9,795,049</b>	<b>\$ 9,828,318</b>	<b>\$ 9,900,365</b>	<b>\$ 9,913,866</b>	<b>\$ 10,090,665</b>

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A11100	54100	A211	Library Materials - Digital Books (CLDA)	31,549	37,400	37,400	37,400	48,894
A11100	54100		Library Materials - Books (CLDA)	12,209	10,209	10,209	10,209	10,051
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000	25,000	25,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	59,795	29,459	29,459	36,187	24,479
A11100	54300		Supplies (CLDA)	1,661	-	-	-	-
A11100	54310		Telephone (CLDA)	1,500	1,500	1,500	1,500	1,872
A11100	54356		Mileage Reimbursement (CLDA)	945	-	-	-	-
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	44,264	59,208	59,208	59,904	59,904
A11100	54370		OCLC ILL	-	5,840	5,840	6,087	6,087
A11100	54694		Other Operations (CLDA)	80,856	89,326	89,326	89,326	89,326
<b>Total</b>				<b>\$ 257,779</b>	<b>\$ 257,942</b>	<b>\$ 257,942</b>	<b>\$ 265,613</b>	<b>\$ 265,613</b>

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

Org	Object	Project	Description	2022 Approved	2022 Revision #1	2022 Revision #2	2022 Revision #3	2022 Revision #4
A20300	51410		Salaries - Librarian (Greene)	59,955	62,271	62,271	62,271	62,750
A20300	51420		Salaries - Support Staff (Greene)	38,580	41,553	41,553	41,553	41,565
A20300	51450		Salaries - Building Service (Greene)	43,571	44,196	44,196	44,196	45,428
A20300	52800		FFE - Greene	10,000	10,000	15,000	15,000	6,497
A20300	54100		Library Materials - Books (Greene)	130,455	130,455	117,455	117,455	133,696
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656	34,656	47,220
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000	7,000	3,600
A20300	54292		Programming - Greene	60,000	60,000	73,000	73,000	81,382
A20300	54292	A101	Programming - Big Read (Greene)	15,000	15,000	15,000	15,000	4,250
A20300	54292	A211	Programming - Greene (Virtual Platform)	3,000	3,000	3,000	3,000	3,385
A74000	54320	A203	Internet Services - FPC	15,600	15,600	15,600	15,600	13,752
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	-	7,000	7,000	7,000	2,393
A74000	54530	A203	FBC Branch Library	33,000	42,833	42,833	42,833	43,366
A20300	54694		HVAC - Repairs & Improvements	-	-	-	-	31,473
A20300	54694	C814	Other Operations - Bookmobile	10,000	10,000	10,000	10,000	6,669
A20300	54694		Greene Activities (undefined)	39,183	26,883	21,883	21,883	-
A20300	59010		Employee Benefits - NYS Retirement (Greene)	-	-	-	-	11,791
<b>Total</b>				<b>\$ 500,000</b>	<b>\$ 510,447</b>	<b>\$ 510,447</b>	<b>\$ 510,447</b>	<b>\$ 539,217</b>

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

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

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

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

**New Business Fact Sheet**  
Approval of Annual Friends Support for 2023

**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.

**Current Situation** The attached document documents the annual support the Friends will provide to or on behalf of the Library District in 2023.

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2023 Library District programs and services, as described in PPLD Document #012523 - 7A.

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**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

**AN ANNUAL AGREEMENT BETWEEN  
THE FRIENDS OF THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
AND THE  
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2023**

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

Month	Event	Friends Support	
January	2021 Utilities/Plow Charge	As per agreement	\$16,755
	MLK Breakfast	1/20: share table cost with PPLD	\$650
	Poughkeepsie Book Festival	4/01: Event support; kids' vouchers	\$7,500
April	David Allen Sibely	4/08: author visit	\$3,750
	Javier Zamora	4/23: author visit	\$7,500
Summer	Summer Reading Program	general support	\$5,000
September	Staff Development Day	9/22: Buffet breakfast & lunch; Service Awards (estimate); rental	\$2,750
October	Big Read	Support of various Big Read programs	\$25,000
<b>Total</b>			<b>\$68,905</b>

Understood and approved by the following for 2023:

Dianne Blazek

*President, Library District Board of Trustees*

Norma Vazquez

*President, Friends of PPLD*

*Signature*

*Signature*