

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, April 26, 2023

Greenspan Board 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: Moore and Nichols

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Presentation of 2022 Audit Report; EFPR Group (virtual presentation)
 - IV. Minutes of Previous Meeting(s)
 - A. March 29, 2023 (*T. Lawrence; #042623 – 1*)
 - V. Financial Report(s)
 - A. March 2023 (*T. Lawrence; #042623 – 2*)
 - B. Approval of Monthly Warrant (*T. Lawrence; #042623 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #042623 – 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; #042623 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of FY2023 Budget Modification (*P. Ryan; #042623 – 5*)
 2. Approval to Write Off Bad Debt (*P. Ryan; #042623 – 6*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, May 24, 2023; 7:00 p.m.

Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of March 29, 2023

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
- Jeffrey Giancarlo, Building Services Manager
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- 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)

- Anne Messley

FPPLD Representatives Present

- Norma Vazquez, President

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

- **Call to Order:** At 7:04 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Board will adjourn for an Executive Session after the Public Comment on General Library District Affairs
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. February 22, 2023 (PPLD Document #032923 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 22, 2023.
- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. February 2023 Financial Activity Report (PPLD Document #032923 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2023 Financial Activity as presented.
- **Moved/Seconded:** Nurre, Hogg.
- **Discussion:** Lawrence reported on: receiving tax revenue; reimbursements for funds we had borrowed from while waiting for tax revenue; and pilot payments.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #032923 – 2.1)

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

Vouchers 65356 to 65630 in Warrant 20230330 totaling \$130,341.50

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

Vouchers 64900 to 65095 in Warrant 20230126 totaling \$378,698.79

- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** Moore and Nichols.

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #032923 – 3)**

- Lawrence reported on: PILOT payments; communications with the Assessor; the Purchasing Assistant position; communications with the Union; future Business Manager plans; the Friends Audit Committee progress; status of libraries as priority locations for emergency power restoration; Frederick Douglass exhibit; Nature Backpacks; and issues that need to be resolved regarding the Community Fridge.
- Bogenschultz spoke about: MAP Passes being used this year; new venues for MAP passes; OrangeBoy software; and the Library Disaster Plan.
- Diuguid explained about: his responsibilities with grant writing, marketing and project management; the Book Festival on Saturday; Survey responses; the Big Read; the Rotunda; using the services of a Learning Designer.

- B. President's Report:** President Blazek was approached at a grocery store by a patron who told her that she was new to the area and the only place where she feels at home and welcome is at the library and that in her experience, everyone here is so polite and helpful.

C. Board Committee Reports (PPLD Document #032923 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on: the City of Poughkeepsie IDA; the 2023 Budget; and the audit.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the survey and the Boardman Rd. Campus Plan.

- D. Friends of PPLD:** President Vasquez reported on: the sponsorship for the baseball and softball teams; results of the Record sale; a discount being offered to teachers that work in City and Town of Poughkeepsie schools; a new service being offered to customers that make book requests; and a bus trip to see Gypsy in Connecticut.

VII. Board Action**A. Personnel Actions: (PPLD Document #032923 – 4)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Andrew Morgan	Librarian I	Permanent Appointment	4/9/2023	N/A
William Kleppel	Librarian I	Permanent Appointment	4/9/2023	N/A

- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Lawrence explained the actions.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business:

1. Proposed Modifications to PPLD By-Laws (PPLD Document #032923 – 4.2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed modifications identified in the attached document (PPLD Document #032923 – 4.2A). In accordance with current By-Laws, this is the required second reading of a proposed by-laws modification.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** Trustee Fitzgibbons explained the changes that are being proposed.
- **VOTE:** 10 – 0 – 0

2. Update Approval: Purchase and Claims Audit Policies (PPLD Document #032923 – 4.5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District updates its approval of the Purchase Policy (Policy #2101 – A) and Claims Audit Policy (Policy #2102 – B) to the current versions.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Lawrence explained the confusion that caused this to need to be approved again.
- **VOTE:** 10 – 0 – 0

C. New Business:

1. Approval of Sidebar: Salary Consideration for Employees with Third-Party Assistance (PPLD Document #032923 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #032923 – 5A.
- **Moved/Seconded:** Moore, Ferrer.
- **Discussion:** Lawrence explained the need for the sidebar.
- **VOTE:** 10 – 0 – 0

2. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #032923 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2022 Annual Report for Public and Association Libraries (PPLD Document #032923 – 6A).
- **Moved/Seconded:** Nurre, Eagleton.
- **Discussion:** Lawrence explained why the board needed to review this report.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment:

- Trustee Fitzgibbons commented about a program Trustee Ferrer co-ordinated at Marist College that encouraged students to get library cards. Trustee Ferrer explained more about the program. Some discussion ensued.
- Trustee Spuhler asked about the status of the Bookmobile. Lawrence explained that it is in the process of being repaired from a minor accident. Some discussion ensued.
- Trustee Eagleton asked if we will practice the continuity of operation plan once it's ready. Some discussion ensued.

B. Public Comment: None.

Executive Session

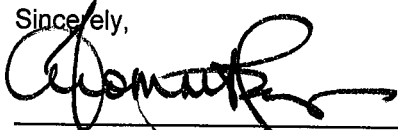
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing negotiations.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 8:14 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:21 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:22 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, April 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

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

LIABILITIES

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

FUND BALANCE

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

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of March 2023
Financial Activity – Narrative Report

The following information was generated through the use of the "Train" Database while we await final year end audited balances. The audited 2022 year-end report will be presented at the April 2023 Board of Trustees meeting.

General Fund (Fund A; \$7,187,348)

- Receipts for the month totaled \$7,021,788 which included the balance of the tax revenue from the City and the Town of Poughkeepsie, as well as the City of Poughkeepsie /IDA PILOT for the Vision Hotel. The PILOT was previously the Bonura/DiBrizzi agreement.
- Receipts also included \$3,035 in library charges, \$6,106 in interest.
- Disbursements for the month totaled \$941,172 which included \$782,020 in salary and benefit expenses.
- Disbursements included the repayment of the operating loans to the Davis account, the Special Revenue Fund and the Debt Service Fund
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 274,418
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$488,675)

- Receipts for the month totaled \$79 in interest.
- The Wojtecki account showed an increase in interest and dividends which amounted to a combined total of \$6,680.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$178,489
 - Schlobach Fund 50,000
 - Occhialino Fund 31,500

Capital Fund (Fund H; \$35,254)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$86
 - Cash from Obligations – BOND Proceeds 493

Permanent Funds (Fund PN; \$478,725)

- 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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of March 2023
Financial Activity – Narrative Report

Debt Service Fund (Fund V; \$1,208,524)

- Receipts for the month included repayment of the interfund loan to the General Fund as well as interest of \$268.
- There were no disbursements for the month of March.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
March 2023

No modifications or transfers to report for March



GENERAL FUND YEAR TO DATE (YTD)
EXPENSE REPORT MARCH 2023

FOR 2023 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,514,942	4,514,942	1,071,580.65	542,189.22	3,176,382.37	266,978.98	94.1%
22 EQUIP & CAPITAL OUTL	68,500	68,500	13,150.70	735.73	2,575.59	52,773.71	23.0%
30 MATERIALS	497,275	497,275	76,618.84	15,937.48	99,543.57	321,112.59	35.4%
32 INFORMATION SVC	80,024	80,024	19,742.44	2,525.15	.00	60,281.56	24.7%
50 OPERATIONS	1,415,662	1,415,662	344,221.92	139,870.38	317,865.11	753,574.97	46.8%
51 AUTOMATION	137,401	137,401	26,799.16	.00	31,593.00	79,008.84	42.5%
91 EMPLOYEE BENEFITS	1,978,087	1,978,087	727,679.69	239,913.87	319,825.97	930,581.34	53.0%
92 DEBT SER	1,338,400	1,338,400	.00	.00	.00	1,338,400.00	.0%
GRAND TOTAL	10,030,291	10,030,291	2,279,793.40	941,171.83	3,947,785.61	3,802,711.99	62.1%

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

03/09/2023 11:00 | Poughkeepsie Public Library District
blynch | WARRANT SUMMARY

| P 3
| apwarrnt

WARRANT: 20230309 03/09/2023

DUE DATE: 03/09/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A00000	General Fund Expen A .7410.000.00.54570 .		
		Liability Directors/Of	4,822.00	.00
		FUND TOTAL	4,822.00	
=====				
		WARRANT SUMMARY TOTAL	4,822.00	
=====				
		GRAND TOTAL	4,822.00	
=====				

03/15/2023 13:58
wberger

| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 5
| apwarrnt

WARRANT: 20230315 03/15/2023

DUE DATE: 03/15/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	282.55	- .36
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00	.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,081.80	.11
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	1,270.00	.28
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	450.00	.32
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	133,598.70	.09
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	100.47	-86.23
A A60000	Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-ECF	680.90	-.30
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	931.96	-87.71
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,974.00	-2,843.04
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	611.58	-831.80
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	9,517.00	-7,477.02
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	139.13	.10
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,215.44	-967.71
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,954.01	5,170.37
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	57.98	.05
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,650.87	.16
A A74000	Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	3,658.22	43,366.00
FUND TOTAL			162,974.61	
=====				
WARRANT SUMMARY TOTAL			162,974.61	
=====				
GRAND TOTAL			162,974.61	
=====				

WARRANT: 20230330 03/30/2023

DUE DATE: 03/30/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000 General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	788.42 419.88
A	A00000 General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	2,315.12 665.69
A	A00000 General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	61.95 122.66
A	A00000 General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	2,088.78 -.36
A	A00000 General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,594.70 .20
A	A10000 Administration A .7410.100.00.54292 .	Admin Program Expenses	3,547.20 .50
A	A10000 Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	920.00 -.49
A	A10000 Administration A .7410.100.00.54370 .	Professional Fees - Ad	750.00 -1,359.33
A	A11100 CLDA Reimbursable A .7410.111.00.54100 .	BOOKS (CBA)	443.47 -3,721.79
A	A20000 Building Services A .7410.200.00.54300 .	Custodial Supplies	3,183.29 678.64
A	A20000 Building Services A .7410.200.00.54370 .	Professional Fees- Bld	1,258.44 .11
A	A20000 Building Services A .7410.200.00.54690 .	Snow Removal - Patron	7,043.40 3,192.75
A	A20000 Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	2,774.80 1,894.13
A	A20000 Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	3,387.01 1,527.45
A	A20000 Building Services A .7410.200.00.54693 .	HVAC-MECH/ELEC/PLUMBIN	781.00 -31,715.69
A	A20000 Building Services A .7410.200.00.54694 .	Other Oper-Trash	593.79 -571.42
A	A20000 Building Services A .7410.200.00.54730 .	Cleaning	1,840.00 .33
A	A20300 Greene Services A .7410.203.02.54100 .	Vehicle Maintenance	1,712.22 .29
A	A20300 Greene Services A .7410.203.02.54100 .A211	BOOKS	4,971.57 -1,540.52
A	A20300 Greene Services A .7410.203.02.54292 .	Books-Digital	3,544.73 -676.17
A	A20300 Greene Services A .7410.203.02.54292 .A211	PROGRAMMING	1,709.85 -.01
A	A30000 Advancement Servic A .7410.300.00.54292 .A101	PROGRAMMING-Digital	137.61 -226.54
A	A30000 Advancement Servic A .7410.300.00.54370 .	Big Read Programming	400.00 -141.37
A	A41000 Adult Services A .7410.410.00.54291 .	Professional Fees	8,658.19 -.32
A	A41000 Adult Services A .7410.410.00.54292 .	PPLD Databases	2,525.15 .35
A	A41000 Adult Services A .7410.410.00.54292 .A214	Programming Adult Svc	1,703.76 -223.41
A	A41000 Adult Services A .7410.410.00.54292 .A243	PROGRAMMING -Spanish	102.36 -.26
A	A41000 Adult Services A .7410.410.00.54292 .A245	Programming-Seed Libra	827.08 -.01
A	A42000 Technical Services A .7410.420.00.54300 .	Adult Prgrms - Special	539.86 .00
A	A43000 Borrower Services A .7410.430.00.54300 .	Technical Ser Supplies	912.44 -.30
A	A44000 Collection Service A .7410.440.00.54100 .	Borrower Ser Supplies	1,410.00 .43
A	A44000 Collection Service A .7410.440.00.54110 .	Collection Serv Books	8,428.40 -49,085.70
A	A44000 Collection Service A .7410.440.00.54110 .A211	Collection Serv Video	1,682.33 -1,320.68
A	A44000 Collection Service A .7410.440.00.54120 .	VIDEO & FILMS - DIGITA	4,144.43 -3,372.54
A	A44000 Collection Service A .7410.440.00.54370 .	Music & Audio	375.12 -5,295.41
A	A45000 Youth Services A .7410.450.00.54292 .	Collections Agency Fee	477.65 -205.55
A	A45000 Youth Services A .7410.450.00.54292 .A218	Programming Youth	3,591.09 -137.65
A	A45000 Youth Services A .7410.450.00.54292 .A233	PROGRAMING-Pough Book	7,800.00 .37
A	A46000 YA Services A .7410.460.00.54130 .	Programming - Youth (O	391.20 -.31
A	A46000 YA Services A .7410.460.00.54292 .	Serials YA	.29 .26
A	A50000 Business Office A .7410.500.00.54300 .	Programming YA	716.95 -613.16
A	A50000 Business Office A .7410.500.00.54370 .	Ink & Toner	96.76 -73.24
A	A60000 Information Tech A .7410.600.00.52800 .	Professional Fees - Bu	14,931.05 -.44
A	A60000 Information Tech A .7410.600.00.54320 .A239	Equipment IT	84.99 .27
A	A60000 Information Tech A .7410.600.00.54370 .	INTERNET SERVICES-ECF	301.00 -.30
A	A60000 Information Tech A .7410.600.00.54390 .	Professional Fees- Sof	1,734.42 -399.66
A	A71000 Adriaance A .7410.710.00.54131 .	Rental, Repair & Maint	519.86 -.37
A	A71000 Adriaance A .7410.710.00.54320 .A235	Newspapers	363.70 74.88
		Internet Serv-Hot Spot	610.89 -831.80

03/29/2023 11:25
wberger

| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 26
| apwarnt

WARRANT: 20230330 03/30/2023

DUE DATE: 03/30/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A71000	Adriance A .7410.710.00.54330 .	Postage AML 347.93	22.51
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 12,780.93	-7,477.02
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman 232.60	36.53
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar 6,031.40	5,170.37
A A74000	Sadie Peterson Del A .7410.740.00.52800 .	Furniture, Fixtures & 119.00	5,729.36
A A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING 13.99	-.12
A A99900	General Fund Reven A .0000.999.00.42082 .	Library Charges 39.33	.00
	FUND TOTAL	130,341.50	
=====			
	WARRANT SUMMARY TOTAL	130,341.50	
=====			
	GRAND TOTAL	130,341.50	
=====			



GENERAL FUND YEAR TO DATE (YTD)
REVENUE REPORT MARCH 2023

FOR 2023 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	7,251,061	7,251,061	7,251,061.00	5,751,061.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,238,400	1,238,400	1,238,400.00	1,238,400.00	.00	100.0%
42082 LIBRARY CHARGES	10,000	10,000	5,889.42	3,035.00	4,110.58	58.9%
42401 INTEREST EARNINGS	17,500	17,500	6,736.63	6,105.91	10,763.37	38.5%
42705 DONATIONS	100,000	100,000	1,758.25	28.50	98,241.75	1.8%
42752 ANNUAL APPEAL	32,500	32,500	.00	.00	32,500.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	20,495.73	6,831.91	61,487.27	25.0%
42760 GRANTS	50,000	50,000	12,315.35	.00	37,684.65	24.6%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	7,383.88	7,383.88	165,616.12	4.3%
42777 E RATE INCOME	60,000	60,000	.00	.00	60,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	25,696.80	8,941.87	-10,696.80	171.3%
43840 CENTRAL LIBRARY DEVELOPMENT	257,779	257,779	.00	.00	257,779.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	2,255.30	.00	21,650.70	9.4%
45031 TRANSFERS IN	719,162	719,162	.00	.00	719,162.00	.0%
GRAND TOTAL	10,030,291	10,030,291	8,571,992.36	7,021,788.07	1,458,298.64	85.5%

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

BALANCE SHEET FOR 2023 3

FUND: A		GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-127.53	1,939.97
A	12020	General Fund Payroll	86.91	826.25
A	12023	General Fund Money Market	4,013,435.22	5,028,182.26
A	12040	Credit Card Transactions	-783.94	1,517.04
A	12051	Flex 125 Money Market	-462.35	1,987.30
A	12100	Petty Cash	427.53	9,180.62
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	274,350.79	274,418.39
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	.00	25,000.00
A	13910	Due From Other Funds	1,238,400.00	1,828,628.22
TOTAL ASSETS			5,525,326.63	7,187,347.61
LIABILITIES				
A	26000	Accounts Payable	.00	39,905.79
A	26020	Flex125 Exchange	463.96	-1,588.76
A	26021	Benefits Exchange	-5,533.38	-305.08
A	26030	General Fund Exchange	-314.32	-1,804.88
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	636,000.00	3,686.40
A	26370	State Retirement Accrual	-83,832.49	-83,313.10
TOTAL LIABILITIES			546,783.77	-43,331.63
FUND BALANCE				
A	35100	Budgeted Revenues	.00	10,030,291.00
A	35210	Encumbrances (+ PYCF)	-715,537.32	3,967,424.75
A	35220	Expenditures (+ PYCF)	949,677.67	2,397,544.98
A	38210	Encumbrance Reserve (+ PYCF)	715,537.32	-3,967,424.75
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	472,689.63
A	39110	Fund Balance Start of Year	.00	-699,977.60
A	39600	Appropriations (+ PYCF)	.00	-10,159,974.31
A	39800	Revenues Received	-7,021,788.07	-8,571,992.36
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			-6,072,110.40	-7,144,015.93
TOTAL LIABILITIES + FUND BALANCE			-5,525,326.63	-7,187,347.61



BALANCE SHEET FOR 2023 3

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE	ACCOUNT
			FOR PERIOD	BALANCE
ASSETS				
CM	12000	Special Revenue Funds	426,579.00	426,709.47
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-419,820.32	61,690.65
TOTAL ASSETS			6,758.68	488,675.20
LIABILITIES				
CM	26300	Due To Other Funds	.00	-667,150.83
TOTAL LIABILITIES			.00	-667,150.83
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	185,121.56
CM	39800	Revenues	-6,758.68	-6,645.93
TOTAL FUND BALANCE			-6,758.68	178,475.63
TOTAL LIABILITIES + FUND BALANCE			-6,758.68	-488,675.20



BALANCE SHEET FOR 2023 3

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.08	85.91
H	12200	Cash From Obligations	.47	492.97
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		.55	35,253.80
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	.00	750.00
H	38210	Reserve For Encumbrances	.00	-750.00
H	39110	Fund Balance Unreserved	.00	22,845.40
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.55	-.59
	TOTAL FUND BALANCE		-.55	22,844.81
	TOTAL LIABILITIES + FUND BALANCE		-.55	-35,253.80

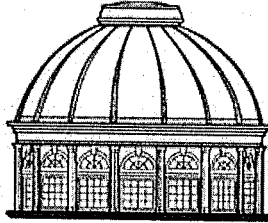
BALANCE SHEET FOR 2023 3

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	wojtecki Trust	6,679.68	366,894.15
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			6,679.68	478,724.87
LIABILITIES				
PN	26300	Due to other funds	-6,679.68	92.98
TOTAL LIABILITIES			-6,679.68	92.98
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-6,679.68	-478,724.87



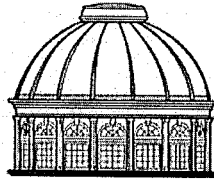
BALANCE SHEET FOR 2023 3

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	1,448,167.92	1,448,311.73
V	13910	DUE FROM OTHER FUNDS	-209,500.00	-239,787.95
	TOTAL ASSETS		1,238,667.92	1,208,523.78
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	-1,238,400.00	-973,803.50
	TOTAL LIABILITIES		-1,238,400.00	-973,803.50
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-267.92	-312.73
	TOTAL FUND BALANCE		-267.92	-234,720.28
	TOTAL LIABILITIES + FUND BALANCE		-1,238,667.92	-1,208,523.78



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – APRIL 2023

Significant Service Changes, Challenges or Accomplishments

- The Library District's successful FLIP (Family Lineage Image Preservation) Service posted the following 2023 First Quarter statistics. The services digitizes images and moving media for Library District cardholders for a \$4.00 fee.
 - 882 images (258 negatives and 634 slides)
 - 43 videos (28 mini DVs, 13 VHS, and 2 VHSc)
- I have again suggested to the coordinator of the Library Action Committee of the Sadie Peterson Delaney African Roots Branch Library (SPDARBL) that they and the Library District's Administration should meet. My previous request of January 20 has had no response.
- The ongoing construction at the Family Partnership Center continues to have a detrimental effect on the SPDARBL as access is confusing and frequently changes. We hope that the bulk of the construction will be completed by the end of June as well as the new renovations of the Auditorium. Once both are complete, we understand that the City of Poughkeepsie is looking to pave the City-owned lot across North Hamilton Street. The lot is in serious need of repair and is an additional impediment to building.
- The Library District is working with the City of Poughkeepsie and the Dutchess County IDA to determine what happened to the 2022 payments for PILOT agreements in the City managed by the County IDA.

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 Lamanna (Community Outreach) and Vredenburg (Branch & Extension Services) 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. Finance continues to dictate a reduced travel budget this year.
- Public Information Officer (and PPLD Webmaster) Yvonne Laube has been invited to co-present at the Library Marketing and Communications Conference in Indianapolis in November. She will present her work on developing our application of PatronPoint, a third-party software that utilizes aspects of the Library District's integrated library system to market and promote events and happenings.

Collection Development

- Collection development, the practice of weeding older materials and purchasing newer ones, continues. During my tenure, the Library District has had few challenges to materials to which it provides community access. The selectors on staff are very good at ensuring broad perspective and multiple points of view in all of the collections, both physical and digital.

Buildings

- Boardman Road
 - After school teen use of the branch library has abated to the point where security does not need to be deployed there every day. However, it is important to maintain an ongoing security presence from time-to-time and throughout the day so itinerant security staffing will continue for the foreseeable future.
- Adriance
 - Roof repairs and preventative maintenance were not completed to our nor the contractor's satisfaction. The repairs will be corrected at no additional cost to us.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2023

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,752	19,620	22,791	0	0	0	0	0	0	0	0	0	63,163
Digital Content	9,746	8,165	8,989	0	0	0	0	0	0	0	0	0	26,900
PopUpLibrary	NA	NA	NA	0	0	0	0	0	0	0	0	0	0
Total	30,498	27,785	31,780	0	0	0	0	0	0	0	0	0	90,063

PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,269	3,582	3,808	0	0	0	0	0	0	0	0	0	11,659
Boardman Road	1,842	1,533	1,540	0	0	0	0	0	0	0	0	0	4,915
Sadie Peterson Delaney	72	63	90	0	0	0	0	0	0	0	0	0	225
Total	6,183	5,178	5,438	0	0	0	0	0	0	0	0	0	16,799

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	0	0	0	0	0	0	0	0	0	2,762
Boardman Road	79	96	117	0	0	0	0	0	0	0	0	0	292
Sadie Peterson Delaney	8	2	0	0	0	0	0	0	0	0	0	0	10
Spanish Language Assistance	136	122	51	0	0	0	0	0	0	0	0	0	309
Total	1,067	1,129	1,177	0	0	0	0	0	0	0	0	0	3,373

ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	6,694	6,410	9,005	0	0	0	0	0	0	0	0	0	22,109
Calendar Hits - EventKeeper	4,722	6,824	6,394	0	0	0	0	0	0	0	0	0	17,940
Calendar Hits - Recite Me	393	290	485	0	0	0	0	0	0	0	0	0	1,168
Website Hits	31,171	26,481	41,744	0	0	0	0	0	0	0	0	0	99,396
Total	42,980	40,005	57,628	0	0	0	0	0	0	0	0	0	140,613

PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	5,072	3,134	3,467	0	0	0	0	0	0	0	0	0	11,673
Boardman Road	1,697	1,554	1,749	0	0	0	0	0	0	0	0	0	5,000
Sadie Peterson	51	57	65	0	0	0	0	0	0	0	0	0	173
Total	6,820	4,745	5,281	0	0	0	0	0	0	0	0	0	16,846

PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	0	0	0	0	0	0	0	0	NA	89
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	NA	0
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	22	32	35	0	0	0	0	0	0	0	0	0	89

NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94										209

PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	0	0	0	0	0	0	0	0	0	712
Community Engagement	2	3	1	0	0	0	0	0	0	0	0	0	6
Non-Library District	9	9	11	0	0	0	0	0	0	0	0	0	29
Exams Proctored	17	13	19	0	0	0	0	0	0	0	0	0	49
MAP Passes	21	16	23	0	0	0	0	0	0	0	0	0	60
Rover Bookmobile Stops	4	2	1	0	0	0	0	0	0	0	0	0	7
Total	242	272	349	0	0	0	0	0	0	0	0	0	863

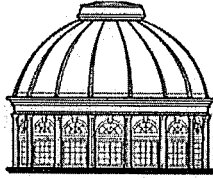
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,397	2,875	2,692	0	0	0	0	0	0	0	0	0	6,964
Community Engagement	51	62	21	0	0	0	0	0	0	0	0	0	134
Non-Library District	64	99	124	0	0	0	0	0	0	0	0	0	287
Drop-in Room Use (Adriance)	67	105	116	0	0	0	0	0	0	0	0	0	288
Rover Bookmobile	68	28	18	0	0	0	0	0	0	0	0	0	114
Total	1,647	3,169	2,971	0	0	0	0	0	0	0	0	0	7,787

GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	0	0	0	0	0	0	0	0	0	41,012
Boardman Road	7,789	8,633	9,887	0	0	0	0	0	0	0	0	0	26,309
Sadie Peterson Delaney	400	330	256	0	0	0	0	0	0	0	0	0	986
Total - 2023	20,975	22,256	25,076	0	0	0	0	0	0	0	0	0	68,307

GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	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	101,891
Sadie Peterson Delaney	NA	NA	NA	251	150	203	141	260	111	475	218	338	2,147
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	25,367	24,590	17,731	248,162

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2023 to 2022 to 2021

	Current Year: 2023				Previous Year: 2022				Compare '23 to '22		Previous Year: 2021				Compare '22 to '21	
	Mar	% of Total	YTD	% of Total	Mar	% of Total	YTD	% of Total	Change	% Change	Mar	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,912	25.73%	16,611	26.22%	5,633	25.78%	15,814	26.17%	797	5.04%	6,089	25.72%	16,586	24.85%	25	0.15%
Adult Non-Fiction	4,105	17.86%	11,064	17.46%	3,953	18.09%	11,629	19.25%	-565	-4.86%	3,801	16.06%	10,861	16.27%	203	1.87%
Fiction - Juvenile	5,963	25.95%	15,815	24.96%	5,315	24.32%	13,743	22.75%	2,072	15.08%	5,756	24.31%	15,905	23.83%	-90	-0.57%
Non-Fiction - Juvenile	1,651	7.18%	4,309	6.80%	1,521	6.96%	3,734	6.18%	575	15.40%	1,669	7.05%	4,761	7.13%	-452	-9.49%
Periodicals	181	0.79%	501	0.79%	192	0.88%	503	0.83%	-2	-0.40%	187	0.79%	563	0.84%	-62	-11.01%
Periodicals - Juvenile	23	0.10%	54	0.09%	27	0.12%	87	0.14%	-33	-37.93%	29	0.12%	88	0.13%	-34	-38.64%
Print Subtotal	17,835	77.61%	48,354	76.32%	16,641	76.16%	45,510	75.33%	2,844	6.25%	17,531	74.05%	48,764	73.06%	-410	-0.84%
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	1	0.00%	17	0.03%	5	0.02%	14	0.02%	3	21.43%	11	0.05%	27	0.04%	-10	-37.04%
Soundrecordings	588	2.56%	1,704	2.69%	718	3.29%	1,943	3.22%	-239	-12.30%	721	3.05%	1,998	2.99%	-294	-14.71%
Videorecordings	3,848	16.74%	11,276	17.80%	3,839	17.57%	11,265	18.65%	11	0.10%	4,749	20.06%	14,094	21.12%	-2,818	-19.99%
Media	0	0.00%	5	0.01%	1	0.00%	1	0.00%	4	0.00%	1	0.00%	3	0.00%	2	0.00%
Software	19	0.08%	29	0.05%	7	0.03%	13	0.02%	16	123.08%	22	0.09%	42	0.06%	-13	-30.95%
Equipment/Realia	38	0.17%	72	0.11%	14	0.06%	49	0.08%	-23	-46.94%	10	0.04%	21	0.03%	51	242.86%
Suppressed Items	14	0.06%	35	0.06%	8	0.04%	49	0.08%	-14	-28.57%	29	0.12%	79	0.12%	-44	-55.70%
Videorecordings - Juvenile	421	1.83%	1,187	1.87%	403	1.84%	1,049	1.74%	138	13.16%	418	1.77%	1,199	1.80%	-12	-1.00%
Audiorecordings - Juvenile	81	0.35%	259	0.41%	88	0.40%	203	0.34%	56	27.59%	60	0.25%	173	0.26%	86	49.71%
Media - Juvenile	132	0.57%	397	0.63%	122	0.56%	306	0.51%	91	29.74%	104	0.44%	288	0.43%	109	37.85%
Software - Juvenile	4	0.02%	18	0.03%	4	0.02%	15	0.02%	3	20.00%	17	0.07%	54	0.08%	-36	-66.67%
Non-Print Subtotal	5,146	22.39%	14,999	23.68%	5,209	23.84%	14,907	24.67%	92	0.62%	6,142	25.95%	17,978	26.94%	-2,979	-16.57%
Total	22,981		63,353	100.00%	21,850	100.00%	60,417	100.00%	2,936	4.86%	23,673	100.00%	66,742	100.00%	-3,389	-5.08%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Janet Bogenschultz, Asst. to Lib. Director **Time Period of Report:** March, 2023

Department: Administrative Office; Special Projects Update

Report Focus Area of Activity: PPLD's MAP Pass Program; approximately 40 venue, related & special projects.

MAP Pass Use in March: Twenty-four pass use dates to eleven MAP pass destinations.

- **March had 24 Reservations to 11 Destinations:** FDR Museum (5), Mohonk Preserve (5), Empire Pass to NY State Parks (4), Stepping Stones Museum for Children (2), Trevor Zoo (2), Guggenheim Museum (1), Intrepid (1), Mass MoCA (1), Norman Rockwell Museum (1), Berkshire Museum (1), and Danbury Railway (1).
- **March's Popular Passes:** Mohonk Preserve (5), FDR Museum (5) and Empire Pass to NY State Parks (4), followed by Trevor Zoo at Millbrook School (2) and also Stepping Stones Museum for Children (2).
- **Comparison Recent Months:** March's 24 passes to 11 venues, February's 20 passes to 6 venues, January's 22 passes to 11 venues, December's 35 passes to 16 venues, and November's 38 passes to 16 venues.
- **Comparison Past March years:** 2023=24; 2022=17; 2021=12; 2020=23; 2019=44* with 31 from popular Mid-Hudson Children's Museum before they discontinued, other 13 were passes at 7 other venues.

March MAP Pass Promotion and Marketing: In March, an article was written for the May- June Rotunda issue on seasonal destinations reopening, and features two destinations reopening in April. The March-April Rotunda did not have an article promoting MAP Passes as the Rotunda rotates featuring services, news, and event articles. Email alerts and PPLD's social media posts may include other promotion not in the Rotunda.

Renewal of MAP Pass Library Memberships: PPLD's MAP Pass memberships are spread out various months during the year. Calendar year passes are renewed January - April. March had four renewals for Berkshire Botanical Garden, Chesterwood, Trevor Zoo at Millbrook School (revised P.O.), and the Wild Center. In March, preparation for eight April renewals began by contacting them. A new venue was suggested, Wethersfield Estate & Garden in Amenia, NY.

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.

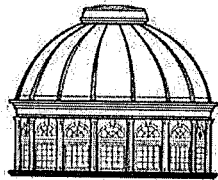
Intended Outcomes of Focus Activity:

1. To promote the MAP Pass Program's destinations, and track use of the various destination MAP Passes.
2. To update pass use information on MAP webpage & TixKeeper and mark each pass availability for 365 days.
3. To renew or add library-museum memberships, update TixKeeper settings, and replace physical passes.

Manager Observation of Activity and Outcomes: March 2023 had most (24) since March 2020 pandemic began.

- **MAP Passes Print vs. Pick Up Return Usage:** 13 Print on Demand passes and 11 Pick Up Return passes.
- **MAP Passes & Venues: Outdoor & Indoor & Both:** In March, 50% each for outdoor and indoor venues.

Other Activities: 1. Crisis Management & Recovery webinar 1.5 hr March 15 from Rochester Reg. Library. 2. Review & continue disaster plan using with NJ State Library's "The Librarian's Disaster Planning and Community Resiliency Guidebook; Librarians Fulfilling their Role as Information First Responders; Toolkit; and Template for Emergency Action Plan to compliment a COOP Plan for continuity in operations. 3. Orangeboy contract finalized for Incident Reporting. 4. Attended March 29th Board of Trustees Monthly Meeting. 5. Research AMNH voucher policies in New York libraries offering them on TixKeeper and how they set up patron requests for vouchers, limits, and access.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bradley Diuguid, Development Officer

Time Period of Report: March/April 2023

Department: Advancement

Report Focus Area of Activity: Training on Event Management Software

One challenge we run into consistently is the difficulty of training cross-departmental groups of staff – given the workload of each employee, variations in schedules across evenings and weekends, and the public-facing nature of many positions, it is difficult to meet in large numbers simultaneously, let alone on a sustained basis.

We recently recognized the need to cultivate skills on some complex software platforms that are used frequently by many staff members, EventKeeper chief among them. EventKeeper is our event management software that handles room bookings, web listings, and registrations. Being a niche product tailored to libraries' needs, its vendor team is small and lean; there are almost no training materials (manuals, knowledge base, videos, etc.) currently in existence.

We've begun working with Jonathan Bisson, a learning designer and teacher at Oakwood Friends School, as he creates materials to document and train staff in routine operating procedures, including role-specific processes for posting, reserving, and editing events in EventKeeper. Jon is graciously volunteering his expertise on this project.

Intended Outcomes of Focus Activity:

The primary goal of this activity is to help programmers and Public Information Officers use EventKeeper more effectively and confidently. By the conclusion of this activity, we will have reflected collectively and individually to co-design written and video guides to common procedures, for use in both onboarding and reference.

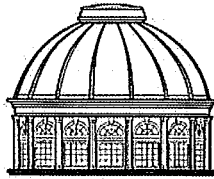
Priorities include: (1) decentralized expertise (2) flexible access
 (3) formalized instruction (4) consistent brand identity for PPLD

Manager Observation of Activity and Outcomes:

Now that the learning designer has completed a materials review and created an outline, we are in the discovery process to gauge staff needs and find the most effective delivery methods. By the time you read this, we will have collaborated on articulating the leading and lagging indicators for the project (benchmarks for success), decided upon the learning management / delivery system, and begun writing and designing content.

Impact of Activity:

Pursuing this process is already compelled participants in my department to think holistically about the systems we use almost every day in our work. Jon is a collaborative, positive influence and brings much-needed structure and perspective. Future reports will describe the activity and its effects as they unfold.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator, For the month of **March 2023**

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.

Class Visits:

- 3/3 - Morse School second grade class visit at Adriaance (LA)
- 3/7 - outreach story time to UPK class at Day One site (AF)
- 3/13 - monthly outreach story time to Healthy Kids - infant class (KH)
- 3/14 - monthly outreach story time to Healthy Kids - toddler and preschool classes (LA & AF) canceled due to snowstorm
- 3/20 - Ms. Sullivan's monthly second grade class visit from Clinton Elementary
- 3/27 - 2 class visits to kindergarten classes at Little Water Prep (KH & AF)
- 3/31 - outreach story time to UPK at Boys & Girls club site (canceled- school on break)

Other Events and Outreach Activities:

- 3-23 - Family Literacy Night at Clinton Elementary School - 3 of us from the department attended Clinton Schools family literacy night where we had a table with program information, issued library cards and had some literacy activities for families to do together (LA, KH, & AF)
- 3/23 - added 3 more UPK class story times to the monthly roster
- Bradley Duiguid submitted the Young People's Ambassador for Literature grant to host Meg Medina for a visit here and with our public school partner at Spackenkill School.
- Scheduled to be attendees at PCSD's Annual Family Festival on May 20th, an event which welcomes new families to the district.
- In communication with Lorraine Boughton, the District Bilingual Advocate at PCSD to bring afterschool programs to their afterschool program
- Arranging to participate in summer events involving Rover at PCSD's Annual Family Bash in May & The Mid-Hudson Discovery Museum's event in June
- Arranging early literacy backpack delivery to UPK classes at Day One on April 12th

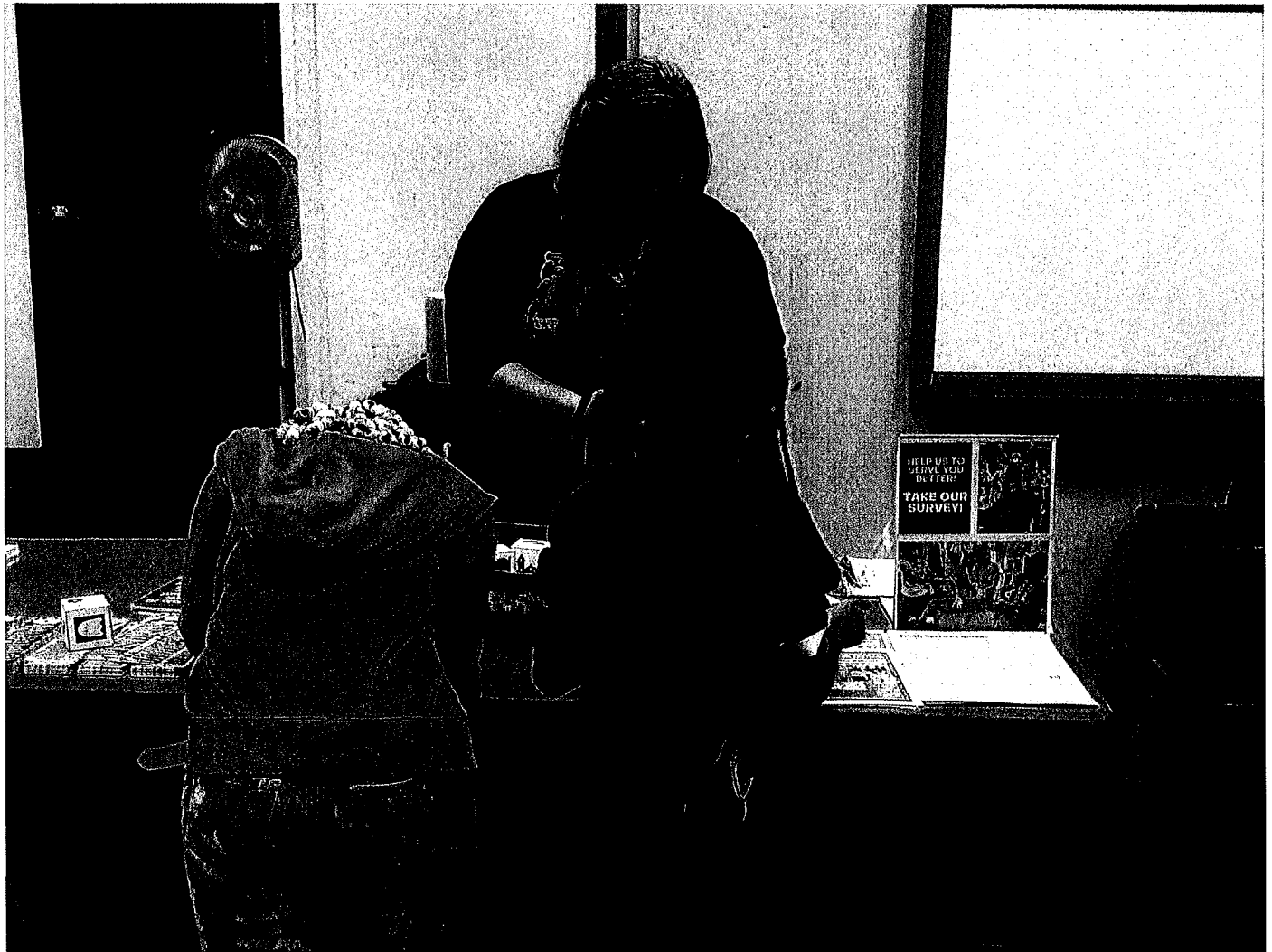
Building Relationships:

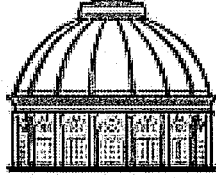
3/3 - phone meeting with school librarian at Krieger School to talk about class visits and other events

3-8 - phone meeting with Estefany Umbach of Day One to discuss grant partnership components

3-9 - met with Kate Blossom to discuss Adriance support of early literacy in the PCSD

Picture of staff member Liz Asta at Clinton Elementary's Family Literacy Night on 3/23





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

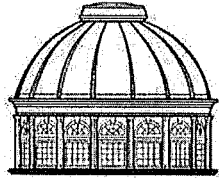
DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: March 2023

Department: Community Engagement

- The Seed Sowing Center opened at the beginning of March and we have filled over 100 requests. We had a few gardening classes as well, though some were canceled due to illness and weather. We've already started receiving feedback from patrons with pictures of their sprouts.
- Bruce and I met with the Dutchess County Parks Division and we are cleared to install three wifi units in parts in Dutchess County, an MOU has been sent to the parks department to review and sign so when things are finalized and we can begin the installations. Bruce has done a fantastic job getting everything tested and ready to go so we'll be able to jump right to it as soon as the logistics are cleared and the weather cooperates.
- Work is also being done with various organizations at the Family Partnership Center to help drive usage of the branch library by offering more events and classes at the branch library. With the opening of the seed library we focused on sustainability and growing our own food. We're also putting together some financial literacy classes. The organizations in the FPC have a lot of experience with the same demographic we are attempting to get into our doors so making these connections will hopefully grow our usage.
- We have started to lend out additional laptops and hotspots to our community with equipment we received from a grant. We are currently lending them out at Adriance, but have moved a few to SPD for in-house use to make sure we have enough computers for everyone who requires one.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: March 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

March included the addition of the chromebooks to PPLD's Library of Things. Details should be on the website in early April.

Tax season continued to keep the circulation desks at ADR and BRD busy with additional traffic and questions about the tax aide program.

The Rover collection was removed from the bookmobile to ready it for repairs. The books needed for outreach stops to seniors in the area were housed at BRD in order for staff to borrow materials from their respective locations. The remainder of the collection is at ADR awaiting Rover's return.

Several programs and visits from other agencies at the family partnership center have helped increase use of the SPD branch. Construction seems to continue to dissuade use of the building.

Our volunteer from the ARC continues to learn more about library services and has been a great help with keeping the ADR collection organized.

Technical Services

Materials continue to arrive for processing and are quickly made available to the public. We continue to work on the addition of materials from Mackin as well.

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, providing new materials and up to date information.

Manager Observation of Activity and Outcomes:

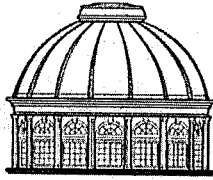
The department is still short-staffed but remains flexible and is working well as a team. Everyone's understanding and effort is much appreciated.

Impact of Activity:

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

Other Departmental Activity to Note:

N.A.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst
Department: Information / Technologies

Time Period of Report March

Report Focus Area of Activity:

Reviewed our current 470 (RFP for E-rate) with about 15 applicants ranging from internet services to routers. Lots of phone calls and emails.

We are making some headway with Cipafilter (a router that handles content filtering) after requesting a refund on our contract.

I worked with Tom on documenting major infrastructure costs as it relates to phones, security systems and technologies that need to be replaced or upgraded.

We supported everything from Mexican Consulate tech needs at SPD to Short Story Dispenser at Adriance. Business as usual.

Here are the FLIP stats for 1st quarter 2023.

- 882 Images
 - 258 negatives
 - 624 slides
- 43 Video
 - 28 mini DV
 - 13 VHS
 - 2 VHSc

The bulk of this work is done by Jodie Sclafani

Intended Outcomes of Focus Activity:

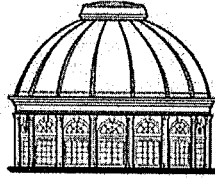
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: March 2023

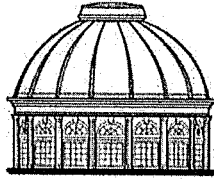
Department: Adult Services

Report Focus Area of Activity: March Highlights

March was a relatively quiet month for adult services programming, with most of our activity in the form of our regular monthly programs. Krista Miller continued with her theme of re-use and recycling with her monthly series on sustainable crafting, which she is now offering at the SPD library as well as Adriance. Krista also offered a board game swap for patrons to give away their old games and pick up some new ones, connecting those with similar interests and creating opportunities for re-use. Deb Shon's regular arts and creativity programs show sustained numbers for the monthly Open Mic night and the monthly papercrafting program. The Tai Chi program on Friday mornings at Boardman Road remains popular as well, averaging 30 patrons a week. We had 29 patrons for a program about finding and identifying antique bottles, and 26 people attended our virtual program about the history of the Academy Awards.

The Public Computer Center remains in high demand. While our attendance in PCC classes has struggled since COVID, we are starting to see signs of that picking up again, and the Computer Lab only seems to grow in popularity; on any given day patrons can be found waiting outside the door for the lab to open up at 11am. March was also a busy month at the Reference Desk, and our drop in meeting room has been in high demand after a few months of slowing usage. We have been fielding increasing requests to borrow laptops for patron use, which is excellent timing, as the library is launching a new batch of Chromebooks to be made available to patrons for borrowing.

The Local History room has begun digitizing the nearly 3,000 images that were included in the Thomas Barrett collection, these will be added to Main & Market once completed. We also hosted a Marist American History class in March, helping to connect history students to primary source materials and touchstones in local history, in the hopes of inspiring a greater connection between the students and the greater Poughkeepsie community.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: April 2023

Department: Youth Services

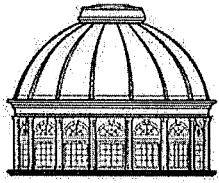
Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

The month of April started out strong with our 3rd children and young adult book festival. This was our largest book festival to date with 60 authors and illustrators and an attendance of over 1,000 people. The PPLD staff did a terrific job of helping to put this together. The vouchers were a huge hit with all the authors I spoke with telling me what a terrific idea it was and how they hope it is something we continue to do for the future. Thank you to the Friends of the Library for donating their time and money to make that happen. Over \$7,000 in vouchers were used by the attendees. Also, thank you to the Board members who donated their time to work the festival.

We will start circulating 5 different types of nature explorer backpacks at ADR and BRD. These backpacks were provided to all Dutchess county libraries by the Dutchess land conservancy and the Dutchess County Learn, Play, Create grant. The themes for the backpacks are Birding, Tracking, Forests, Insects and Nighttime.

We are at the end of our programming session for March/April and the numbers have been steady for our early literacy programs but hit or miss for our afternoon programs. We will continue to think of solutions to the full registration but low attendance problem for those programs. With our May/June programs already set, we will use the information from the YS survey to better fit our Summer session programs.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report March/ April 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- Congressman Pat Ryan toured SPD and the FPC building on April 4th. He brought books from the Library of Congress to add to our collection.
- The work on the front of the building continues. The days of 4/6-4/10 the entrance in the back closed for renovations in the auditorium. The back parking lot will still be accessible for parking, the north and south entrances are available for entrance during this time.
- April 14th, Beth will be giving a presentation titled: **Creating The Sadie Peterson Delaney African Roots Library: Obstacles and Opportunities on the Second Floor.** This presentation is for SENYCON 2023 (Southeastern NY Library Resources Council Conference) Here is the link to the event schedule description:
<https://libguides.senylrc.org/SENYCon/2023>
- June 17th is the date for our African Drumming Workshops at SPD.

Boardman:

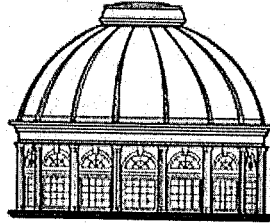
- All 3000 books on our list have been removed and we are in the process of moving items on shelves to make room for new ones.

Extension Services:

- Currently, Extension Services, as of the end of March 2023, is servicing 49 home-bound patrons with one new application for service being processed.

Seed Library:

- On April 14th, Beth has been invited to share an instructional video about our new seed library that will live on the Southeastern NY Library Resources Council website as well as our seed library website page, when completed. This video is a collection of slides with hints and tips meant to help other libraries with the logistics and specific library related considerations that come with starting a seed library.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee	Date: Monday, April 10, 2023
Attendance	
<u>Committee Members Present</u>	<u>Other Trustees Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Mary Moore <input 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
<u>Guest(s) Present</u> <input type="checkbox"/>	
Minutes Prepared by: T. Lawrence	

The meeting convened at 6:35pm in the Greenspan Board Room at Adriance Memorial Library.

1. Business Items: The following topics were discussed:

- **Update on 2022 Audit:** Lynch updated the Committee on the status of the audit, which will be presented to the Board of Trustees at their meeting on April 26. The auditors will present the report virtually.
- **Financial Report:** The printed draft report was distributed. The Committee agreed that the distribution of printed drafts is not necessary and that a PDF emailed to each member would be fine.
- **FY2023 Budget Modification #1:** The Committee reviewed the proposed modification, which will require the use of reserve funds to cover the deficit caused by unexpectedly higher insurance rates as well as NYSERS contribution rates. The preferred order of use is McCalley Fund, Schloblach Fund, David Fund, and then Greene Fund. Administration will continue to reduce expenditures. One transposition error was discovered, which will lead to some considerable savings. After discussion, the Committee recommended that the modification be sent to the Board for approval.
- **Review of Collections Activity:** Lawrence presented a spreadsheet of the Library District's full 14-year experience with collections activity. Questions were asked and Lawrence will provide follow-up. Collections activity needs to be further evaluated after a full year of the Library District's fine free experience.
- **Bad Debt - 2015:** Lawrence presented a chart of 2015's bad debt, which included prior years' bad debt for non-PPLD patrons. After considerable discussion, the Committee recommended that the PPLD patron bad debt for 2015 be written off and will recommend such to the Board. However, for the time being, the non-PPLD debt will remain on patron records. The Committee will consider this debt at a future date.

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

- FY2023 Budget Modification #1.
- 2015 Bad Debt Write-Off

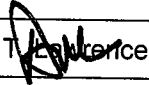
3. Upcoming Agenda Items:

- Financial policy review.
- FY 2024 Budget.

Next Scheduled Meeting(s) Date
 Monday, May 8, 2023; 6:30 pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Monday, March 27, 2023	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/> Melissa Knapp, TDWPM
<input checked="" type="checkbox"/> Moira Fitzgibbons	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Chip Hogg, Chair		
<input checked="" type="checkbox"/> Jim Nurre		
<input checked="" type="checkbox"/> Patricia Ryan		
<input checked="" type="checkbox"/> Laurel Spuhler		
Minutes Prepared By: 		

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

1. **Business Items:** The Committee discussed the following:
 - **Pending Negotiations:** The Committee discussed strategies for the upcoming negotiations with Labor. A recommendation was developed that will be shared with the Board of Trustees in Executive Session at its meeting on March 29.
 - **Personnel Status:** The Committee discussed how to plan for upcoming transitions at the administrative level. This conversation will be ongoing.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Recommendations on negotiations.

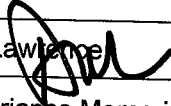
3. **Upcoming Agenda Items:**
 - Leadership transition planning.

The meeting adjourned at 7:35 pm.

Next Scheduled Committee Meeting Date
Monday, April 17, 2023 at 6:30pm; Greenspan Board Room
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Monday, April 17, 2023	
Attendance		
<u>Trustees Present</u> <input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Chip Hogg, Chair <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<u>Guest(s) Present</u> <input type="checkbox"/> Melissa Knapp, TDWPM
Minutes Prepared By: T. Lawrence 		

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

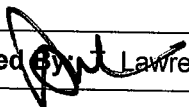
1. **Business Items:** The Committee discussed the following:
 - **Update on Negotiations:** The Committee reviewed the current CSEA proposal and provided Lawrence with instructions for a response, which will be discussed in Executive Session at the full Board of Trustees meeting on April 26
 - **Review of Sexual Harassment Claim:** Lawrence walked the Committee through the status of the incident, indicating that the claimant reported the matter to the City of Poughkeepsie Police. Counsel has guided the Administration through the process to ensure actions taken were consistent with Library District policy on the matter.
 - **Telecommuting Policy:** Lawrence asked the Committee to review and approve the minor edits to the Library District's policy on telecommuting and that it be referred to the Board of Trustees for approval at its meeting on April 26.
 - **Personnel Status:** The Committee continued its discussion on to how to plan for upcoming transitions at the administrative level. This conversation will be ongoing.
2. **Items Forwarded to the Board of Trustees for Approval:**
 - Recommendations on negotiations.
 - Approval of Telecommuting Policy.
3. **Upcoming Agenda Items:**
 - Leadership transition planning.

The meeting adjourned at 7:45 pm.

Next Scheduled Committee Meeting Date
Monday, May 15, 2023 at 6:30pm; Greenspan Board Room
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Planning Committee	Date: Monday, April 3, 2023	
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ferrer		
<input checked="" type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Mary Moore		
<input type="checkbox"/> Deborah Nichols		
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared by  Lawrence		

The meeting convened at 6:30pm in the Greenspan Board Room at the Adriance Memorial Library. Chair Eagleton joined the meeting via conference call.

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

- **Strategic Plan Survey – Youth Services:** Lawrence shared responses received so far from the Youth Services survey. He will share both summary and individual responses with the Youth Services staff in order to have them review possible service changes and other matters.
- **Next Survey Topics – Services to Seniors:** The Committee review and provided additional comments on the draft survey (final version attached to these minutes).
- **Town of Poughkeepsie Boardman Road Campus Plan:** The Committee discussed a practical way to develop project costs related to conditions at Adriance Memorial Library that develop due to the age of the various systems in the building. Lawrence will work with staff from Building Services and each department to develop an inventory and approximate costs.

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

- None.

3. Upcoming Agenda Items:

- Community survey.
- Adriance facility and systems inventory.

The meeting adjourned at 7:40pm.

Next Scheduled Committee Meeting Date

Monday, May 1, 2023; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Community Survey – Services to Seniors**

The Library District continues to seek public input on services in various program areas. This survey, focusing on services to seniors, is the second in a series designed to solicit community input for planning of services that respond to local community interests and needs. For this survey, “seniors” is defined as anyone 65 and older.

Q1: The Library District offers a variety of programs, services, and collections, in print and through streaming, for seniors and those who are considered homebound. Currently, we provide services in the following areas:

Extension Services/Homebound Visits: home-based visits to individuals providing library materials along with some social interaction

Library Materials in a Variety of Formats: materials on a wide range of interests and formats including large print, e-books, books on CD, and downloadable audiobooks in English and in Spanish

Technology Classes: classes designed for seniors needing assistance with technology; classes and labs are offered in English and Spanish

Cooperative Services with Agencies: programs in collaboration with the Dutchess County Office for the Aging (OFA) and the Town of Poughkeepsie Senior Center

Outreach: site-based visits, Rover (bookmobile) site visits

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

- | | | | |
|--------------------------|----------------------|--------------------------|-------------|
| <input type="checkbox"/> | Extension Services | <input type="checkbox"/> | Collections |
| <input type="checkbox"/> | Cooperative Services | <input type="checkbox"/> | Outreach |

Select the option below which best describes the impact participation had on the senior in your family.

	Positive	No Impact	Negative
Extension Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative Services	<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 programming opportunities for seniors and their families. From the options below, please select the opportunities that might fit the current need of the seniors in your family.

- | | |
|-------------------------------------|--------------------------|
| Brain Games (cognitive games) | <input type="checkbox"/> |
| OFA/Senior Center | <input type="checkbox"/> |
| Extension Services/Homebound Visits | <input type="checkbox"/> |

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Community Survey – Services to Seniors**

- | | |
|---|--------------------------|
| Large Print Collection | <input type="checkbox"/> |
| eBooks; downloadable and streaming audio, music, and movies | <input type="checkbox"/> |
| Technology Classes | <input type="checkbox"/> |
| Local History Classes & Lectures | <input type="checkbox"/> |
| Museum Pass Program (MAP) | <input type="checkbox"/> |
| Language and Culture Classes | <input type="checkbox"/> |

Q3: Please indicate on the list below in which program the seniors in your family participate.

- | | |
|---|--|
| <input type="checkbox"/> Office for the Aging | <input type="checkbox"/> Town of Poughkeepsie Senior Center |
| <input type="checkbox"/> Sadie's Place | <input type="checkbox"/> Programs Offered at Living Facility |
| <input type="checkbox"/> None | <input type="checkbox"/> Other (please name): |

Q4: Demographic information

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| Do you have a library card? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If yes, have you used your card in the pasts twelve months? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Q5: Finally, please share with us anything about the needs of the seniors in your family and ideas on how the Library District may be able to help.

For more information on the programs and services offered to seniors by the Library District, please visit www.poklib.org/seniors.

New Business Fact Sheet
Approval of FY2023 Budget Modification #1

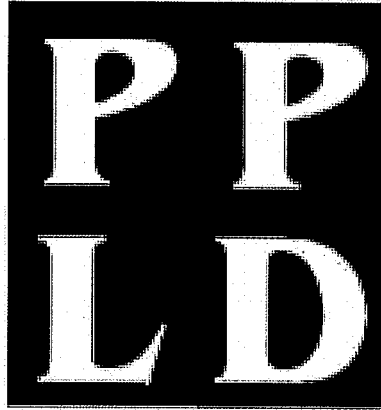
Recommended By Finance Committee

Background The Committee's recommended FY2023 Budget Modification #1 is presented for approval at this time.

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 2023 budget as presented in PPLD Document #042623 - 5A.

Motion Moved _____
Seconded _____

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

FY2023 Budget

Approved by the Board of Trustees : July 27, 2022

Approved by the Voters: November 8, 2022

Revision #1 Proposed: April 10, 2023

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Summary

	2023 Approved	2023 Revision #1
Real Property Taxes - General Fund	\$ 7,251,904	\$ 7,251,904
Real Property Taxes - Debt Services	1,238,400	1,238,400
PILOTs	173,000	173,000
Other Revenue	366,983	498,983
State Aid	281,685	289,519
Transfers In (includes Debt Service Fund)	100,000	100,000
Transfer In (Undesignated Fund Balance)	195,000	381,362
Transfers In (Greene Fund)	421,988	544,912
Total - Revenue	\$ 10,028,960	\$ 10,478,080

	2023 Approved	2023 Revision #1
Salaries	4,231,133	4,527,899
Equipment	63,500	92,200
Library Materials	418,188	467,800
Public Programming	175,720	190,220
Supplies	60,000	63,500
Communications	92,475	79,502
PR, Printing & Postage	64,432	64,432
Professional Development & Travel	34,552	27,552
Automation Services	137,401	136,904
Professional Services	155,568	202,337
Operations	797,085	595,318
Employee Benefits	1,967,749	2,242,104
Greene Activities	424,162	449,912
Capital Debt Service	1,338,400	1,338,400
Total - Appropriations	\$ 9,960,365	\$ 10,478,080

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Revenue

		2023 Approved	2023 Revision #1
41001	Real Property Taxes	\$ 7,251,904	\$ 7,251,904
41003	Real Property Taxes: Debt Service	1,238,400	1,238,400
42771	Payment In Lieu of Taxes (PILOT)	173,000	173,000
42082	Library Charges	10,000	15,000
42401	Interest Earnings	17,500	17,500
42680	Insurance Recoveries	-	-
42705	Donations	100,000	150,000
	FEMA Reimbursement	-	9,000
42752	Annual Appeal	32,500	32,500
42753	Donation: In-Kind	81,983	81,983
42760	Grants	50,000	68,000
42777	E-Rate + ECF Income	60,000	110,000
42800	Miscellaneous Income	15,000	15,000
46840	State Aid: Central Library Development Aid	257,779	265,613
43841	State Aid: Central book Aid	-	-
43842	State Aid: Local Library Incentive Aid	23,906	23,906
	Transfer In (designated Fund Balance)	195,000	195,000
45031	Transfers In (includes Debt Service Fund)	100,000	100,000
	Transfers In: Greene Find	421,988	449,912
	Total	\$ 10,028,960	\$ 10,196,718

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations**

Org	Object	Project	Description	2023 Approved	2023 Revision #1
A00000	51410		Salaries - Librarians	\$ 1,664,737	\$ 1,750,680
A20300	51410		Salaries - Historian (Greene)	64,023	65,856
A00000	51419		Salaries - Reserve For Retirement	9,000	-
A00000	51420		Salaries - Support Staff	1,987,602	2,096,631
A20300	51420		Salaries - Support Staff (Greene)	41,765	42,973
A00000	51440		Salaries - Sunday Hours	75,000	75,000
A00000	51450		Salaries - Building Services	539,379	588,088
A20300	51450		Salaries - Building Service (Greene)	45,489	46,790
A00000	51460		Salaries - Student Pages	26,185	17,500
A00000	52800		FFE - General	35,000	25,000
A00000	52800	A212	FFE - Marcotte Training Lab	1,000	500
A20300	52800		FFE - Greene	5,000	-
A60000	52800		FFE - IT	22,500	22,500
A60000	52800	XXXX	FFE - IT (Windows 11 Upgrade)	-	34,000
A60000	52800	XXXX	FFE - IT (New Phones)	-	-
A60000	52800	A239	FEE - ECF	-	8,200
A74000	52800		FFE - SPD Branch Library	5,000	2,000
A74000	52800	A228	FFE - DC Reads	-	-
A11100	54100		Library Materials - Books (CLDA)	10,209	-
A11100	54100	A211	Library Materials - Digital Books (CLDA)	37,400	58,945
A20300	54100		Library Materials - Books (Greene)	117,455	117,455
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000
A44000	54100		Library Materials - Books	48,073	45,845
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000
A44000	54100	A225	Library Materials - BT Leasing	18,000	18,000
A44000	54110		Library Materials - Video	32,500	25,800
A44000	54110	A211	Library Materials - Digital Video	54,495	54,495
A44000	54120		Library Materials - Audio & Music	40,000	35,550
A44000	54120	A211	Library Materials - Digital Audio & Music	10,237	8,487
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000
A41000	54130		Library Materials - Serials (Adult)	12,500	12,500
A44000	54130	A211	Library Materials - Digital Serials	500	500
A45000	54130		Library Materials - Serials (Youth)	1,750	1,750
A46000	54130		Library Materials - Serials (Teen)	1,000	1,000
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	4,000
A41000	54132		Library Materials - Microforms	4,500	5,200
A44000	54150		Library Materials - Games	2,000	-
A10500	54160		Library Materials - Binding	1,000	-
A11100	54291		Library Materials - Commercial Databases (CLDA)	43,019	24,478
A41000	54291		Library Materials - Commercial Databases (Adults)	29,505	35,000

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Proposed April 10, 2023

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations**

Org	Object	Project	Description	2023 Approved	2023 Revision #1
A45000	54291		Library Materials - Commercial Databases (Youth)	7,500	75,000
A10000	54292		Programming - Administration	5,000	5,000
A10000	54292	A124	Programming - Staff Development	2,500	2,500
A10000	54292	A125	Programming - MAP Passes	7,500	7,500
A20300	54292		Programming - Greene	73,000	45,000
A20300	54292	A101	Programming - Big Read	10,000	10,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	3,000	2,000
A30000	54292	A101	Programming - Big Read	62,220	62,220
A30000	54292	A219	Programming - Movies Under the Walkway	1,500	-
A41000	54292		Programming - Adult	18,000	18,000
A41000	54292	A214	Programming - Spanish	7,000	7,000
A41000	54292	A215	Programming - Foundation Center	500	500
A43000	54292		Programming - Extension Services	2,000	2,000
A45000	54292		Programming - Youth	21,000	21,000
A45000	54292	A107	Programming - Youth (BOB)	500	500
A45000	54292	A207	Programming - Bus Trips	2,000	1,500
A45000	54292	A218	Programming - Poughkeepsie Book Festival	15,000	15,000
A45000	54292	A233	Programming - Youth (Outreach)	2,000	6,500
A45000	54292	A234	Programming - Summer Saturdays	5,000	3,000
A45000	54292	A236	Programming - Halloween on the Hill	5,000	3,000
A45000	54292	A237	Programming - Operation Warm	6,000	6,000
A46000	54292		Programming - Teen	5,000	5,000
A50000	54292		Programming - Contingency	3,500	2,500
A74000	54292		Programming - SPD	3,500	3,500
A74000	54292	A228	Programming - Dutchess County	-	18,000
A41000	54293		Programming - Auditorium Rentals	1,000	-
A00000	54300		Supplies - Office & Library	14,500	19,000
A00000	54300	A226	Supplies - COVID	1,000	-
A11100	54300		Supplies - CLDA	-	-
A20000	54300		Supplies - Custodial	22,500	18,750
A20000	54300	A204	Supplies - Parking Lot	500	-
A20000	54300	A226	Supplies - Custodial (COVID)	2,000	1,500
A20000	54300	R100	Supplies - DVD Cleaning	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000
A43000	54300		Supplies - Borrower Services	5,000	10,000
A45000	54300	G200	Supplies - PLC	500	500
A50000	54300		Supplies - Ink & Toner	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000
A74000	54300		Supplies - SPD	1,000	750
A11100	54310		Telephone (CLDA)	1,500	1,872
A71000	54310		Telephone - Adirance	11,830	11,830

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Proposed April 10, 2023

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations**

Org	Object	Project	Description	2023 Approved	2023 Revision #1
A73000	54310		Telephone - Boardman Road	1,674	1,674
A60000	54320	A239	Internet Services - ECF	-	8,200
A71000	54320		Internet Services - Adriance	44,348	35,000
A71000	54320	A235	Internet Services - Adriance (Hotspots)	18,255	8,000
A73000	54320		Internet Services - Boardman Road	13,942	12,000
A74000	54320		Internet Services - Sadie Peterson (Wi-Fi)	926	926
A74000	54320	A203	Internet Services - Sadie Peterson	15,600	14,500
A30000	54330		Postage - Bulk Mailing	12,867	12,867
A71000	54330		Postage - General	4,310	4,310
A00000	54340		PR & Printing - General	10,000	10,000
A30000	54340		PR & Printing - Rotunda	37,255	37,255
A74000	54340	A228	PR & Printing - DC APG	-	-
A00000	54350		CE - Regional & National	2,252	2,252
A00000	54351		CE - Local	2,000	2,000
A00000	54353		CE - Webinars	4,500	4,500
A00000	54355		Tuition Reimbursement	22,000	15,000
A00000	54356		Mileage Reimbursement - General	3,800	3,800
A00000	54360		Sierra/Encore Services	77,000	77,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	60,401	59,904
A00000	54370		Professional Services - General	2,000	1,500
A00000	54370	A232	Professional Services - BRD Wasteline	-	-
A10000	54370		Professional Services - Administration	20,000	15,000
A11100	54370		ILL Charges (CLDA)	-	6,087
A20000	54370		Professional Services - Building Services	13,750	69,500
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	-	-
A30000	54370		Professional Services - Advancement	18,328	18,000
A41000	54370		Professional Services - Adult Services	13,700	10,500
A43000	54370		Professional Services - Borrower Services	6,500	-
A44000	54370		Professional Services - Collection Agency	-	5,000
A50000	54370		Professional Services - Business Office	60,540	57,500
A60000	54370		Professional Services - Software	19,250	19,250
A60000	54370	A226	Professional Services - Software (COVID)	1,500	-
A00000	54380		Membership Dues	2,325	2,000
A20000	54390		RRM - General	10,500	7,500
A41000	54390		RRM - Adult Services	3,500	2,750
A60000	54390		RRM - IT	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	102,803	90,000
A73000	54500		Fuel & Utilities - Boardman Road	49,471	35,000
A20000	54520		Building Repairs - General	15,500	13,500
A20000	54520	A229	Building Repairs - Rotunda	15,000	-
A20000	54520	A238	Building Repairs - ADR Fire Suppression	75,000	-
A74000	54520		Building Repairs - SPD Branch Library	5,000	1,000

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Proposed April 10, 2023

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations**

Org	Object	Project	Description	2023 Approved	2023 Revision #1
A20000	54521		Building Repairs - Wojtecki	24,703	5,000
A20000	54523		Grounds Maintenance	15,000	16,000
A20000	54523	A204	Grounds Maintenance - City Lot	3,000	1,000
A00000	54530	A204	Staff Parking - City Lot	20,000	3,500
A00000	54530	A222	Staff Parking - 96 Market Street	10,000	9,600
A00000	54530	A224	PoJo Archives	13,500	13,000
A74000	54530	A203	SPD Branch Library - Lease	42,733	43,898
A00000	54540		Insurance - Property & Liability	36,879	39,100
A00000	54550		Insurance - Automobile	2,227	2,500
A00000	54550	C814	Insurance - Bookmobile	2,045	2,500
A00000	54560		Insurance - Liability Umbrella (includes Crime)	7,259	8,343
A00000	54561		Insurance - Volunteers	400	300
A00000	54570		Insurance - D & O	4,687	4,822
A00000	54580		Insurance - Cybersecurity	3,000	4,044
A00000	54680		Taxes on Property	-	20,000
A20000	54690		Snow Removal - Public Lots	23,000	18,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	9,500	8,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	7,500	8,500
A20000	54691		HVAC - Repairs & Improvements	80,000	72,500
A00000	54692		Other Operations - Water	11,421	10,000
A20000	54693		Other Operations - Trash	7,000	7,000
A00000	54694		Other Operations - General	5,614	5,000
A20300	54694	C814	Other Operations - Bookmobile	5,000	5,000
A11100	54694		Other Operations (CLDA)	89,326	89,326
A20000	54694		Other Operations - Cleaning	9,000	5,000
A20300	54694		Other Operations (Greene)		
A00000	54699		Other Operations - In-Kind Services	81,983	81,983
A00000	54710		Vehicle Operations	1,500	3,000
A20000	54730		Vehicle Maintenance	1,500	2,000
A00000	59010		Employee Benefits - NYS Retirement	423,687	523,575
A20300	59010		Employee Benefits - NYS Retirement (Greene)		14,784
A00000	59030		Employee Benefits - Social Security	249,546	271,810
A00000	59035		Employee Benefits - Medicare	58,362	63,568
A00000	59040		Employee Benefits - Workers Compensation	54,730	55,478
A00000	59045		Employee Benefits - Life Insurance	7,068	8,000
A00000	59050		Employee Benefits - Unemployment Pool	1,000	1,000
A00000	59055		Employee Benefits - Disability Insurance	3,937	4,250
A00000	59060		Employee Benefits - Medical Insurance	1,124,325	1,265,307
A00000	59061		Employee Benefits - Medicare B Reimbursement	42,094	45,115
A00000	59089		Employee Benefits - Other	3,000	4,000
A50000	59035		Employee Benefits - Contingency	-	-
A00000	59710		Capital Debt Service - Principal	880,000	880,000

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Proposed April 10, 2023

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations**

Org	Object	Project	Description	2023 Approved	2023 Revision #1
A00000	59720		Capital Debt Service - Interest	458,400	458,400
				\$ 10,028,961	\$ 10,478,080

*Approved by the Board of Trustees on July 27, 2022
Approved by the Voters on November 8, 2022
Revision #1 Proposed April 10, 2023*

New Business Fact Sheet
Authorization to Write Off Bad Debt

Recommended By Finance Committee

Background Information As part of the process in clearing bad debt, the Finance Committee reviewed and recommends that all PPLD patron debt for 2015 be cleared as the Library District deems the debt to be uncollectible given the age of the debt.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off PPLD patron bad debt accumulated through January 1, 2015 through December 31, 2015 totaling \$9,119.77 as reflected in PPLD Document #042623 – 6A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Schedule of Outstanding Fines and Fees (2015 and Earlier)

PPLD Document #042623 - 6A

	Charge Type	Non-PPLD Patrons (before 2015)	PPLD Patrons (2015)	Non-PPLD Patrons (2015)	All Patrons (2015)
Adriance	Manual	\$ 1,216.28	\$ 1,964.84	\$ 2,334.84	\$ 5,515.96
Adriance	Overdue	\$ 5,136.32	\$ -	\$ 420.40	\$ 5,556.72
Adriance	Overdue Renew	\$ 310.90	\$ 266.80	\$ 389.88	\$ 967.58
Adriance	Replacement	\$ 24,514.89	\$ 4,210.70	\$ 7,267.82	\$ 35,993.41
Adriance	Lost	\$ 9,095.50	\$ 26.00	\$ 131.74	\$ 9,253.24
Adriance	Adjustment	\$ 5,763.31	\$ 1,119.84	\$ 1,568.49	\$ 8,451.64
	Subtotal	\$ 46,037.20	\$ 7,588.18	\$ 12,113.17	\$ 65,738.55
Boardman Road	Manual	\$ 413.13	\$ 297.00	\$ 306.00	\$ 1,016.13
Boardman Road	Overdue	\$ 1,817.30	\$ -	\$ 136.15	\$ 1,953.45
Boardman Road	Overdue Renew	\$ 135.75	\$ -	\$ 17.05	\$ 152.80
Boardman Road	Replacement	\$ 8,644.24	\$ 1,083.89	\$ 1,509.60	\$ 9,728.13
Boardman Road	Lost	\$ 796.03	\$ -	\$ -	\$ 796.03
Boardman Road	Adjustment	\$ 940.55	\$ 150.70	\$ 213.15	\$ 1,304.40
	Subtotal	\$ 12,747.00	\$ 1,531.59	\$ 2,181.95	\$ 14,950.94
	Grand Total	\$ 58,784.20	\$ 9,119.77	\$ 14,295.12	\$ 80,689.49