

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, May 24, 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: Hogg and Spuhler

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Nothing Planned.
 - IV. Minutes of Previous Meeting(s)
 - A. April 26, 2023 (*T. Lawrence; #052423 – 1*)
 - V. Financial Report(s)
 - A. April 2023 (*B. Lynch; #052423 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #052423 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #052423 – 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; #052423 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of FY2023 CLSA Budget (*T. Lawrence; #052423 – 5*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, June 28, 2023; 7:00 p.m.

Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 26, 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)**FPPLD Representatives Present**

- Norma Vazquez, President

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Two New Business items have been added, and the Board will adjourn for an Executive Session after the Public Comment to discuss negotiations and personnel issues.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** 2022 Audit Report

- Auditor John Costilow from the EFPR Group presented the 2022 Financial Statements, Supplementary Information and Independent Auditor's Report, answering questions after his presentation.

IV. Approval of Previous Record/Meeting(s)**A. March 29, 2023 (PPLD Document #042623 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 29, 2023.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. March 2023 Financial Activity Report (PPLD Document #042623 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2023 Financial Activity as presented.
- **Moved/Seconded:** Nichols, Spuhler.
- **Discussion:** Lynch stated that all tax revenue has been received. Lawrence reported that all funds have been repaid.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042623 – 2.1)

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

Vouchers 65650 to 65840 in Warrant 20230427 totaling \$155,368.48

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

Voucher 65378 in Warrant 20230309 totaling \$4,822.00

Vouchers 65335 to 65398 in Warrant 20230315 totaling \$162,974.61

Vouchers 65632 to 65655 in Warrant 20230414 totaling \$132,462.35

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #042623 – 3)

- Lawrence reported on: Javier Zamora program and school visit; library usage; the PILOT from the City; the Book Festival.
- Lamanna spoke about: working with the Town and County on the WIFI grant project; the Seed Library; a local Repair Café; and the Tool Library.
- Vredenburg explained about: a future Rover stop at the Vassar – Warner Home; successes and challenges with the Little Libraries; and progress of construction at the Family Partnership.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #042623 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on: budget modifications; the audit; and collections activity.
2. **Personnel Committee:** Chairperson Hogg reported on committee discussions on: upcoming transitions at the administrative level, and edits to the telecommuting policy.
3. **Planning Committee:** Chairperson Eagleton reported on committee discussions on: the senior survey, and infrastructure upgrades.

D. Friends of PPLD: President Vasquez spoke about: the April record sale; foreign language dictionaries; the upcoming May Fine Arts and DVD sale; money given to the PPLD from the Annual Appeal; an upcoming trip to a CT Opera House; and their gift of pastries to the Library staff during National Library Week.

VII. Board Action

A. Personnel Actions: (PPLD Document #042623 – 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
Kayleigh Hartnett	Librarian I	Permanent Appointment	5/6/2023	N/A
Diana Carroll	Page	Permanent Appointment	5/12/2023	N/A

- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Lawrence explained the actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of FY2023 Budget Modification #1 (PPLD Document #042623 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Lawrence explained the need for the modifications.

- **VOTE:** 9 – 0 – 0
2. **Authorization to Write Off Bad Debt (PPLD Document #042623 – 6)**
 - **Motion:** 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.
 - **Moved/Seconded:** Ryan, Hogg.
 - **Discussion:** None.
 - **VOTE:** 9 – 0 – 0
 3. **Approval of Revised Policy: Credit Cards (#2109) (PPLD Document #042623 – 7)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #2109 – Library Card Terms and Conditions, as described in PPLD Document #042623 – 7A.
 - **Moved/Seconded:** Fitzgibbons, McPhee.
 - **Discussion:** Chairperson Fitzgibbons explained the recommended change.
 - **VOTE:** 9 – 0 – 0
 4. **Approval of Revised Policy: Telecommuting (PPLD Document #042623 – 8)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #4116 – Telecommuting, as described in PPLD Document #042623 – 8A.
 - **Moved/Seconded:** Ferrer, Eagleton.
 - **Discussion:** Chairperson Fitzgibbons explained the nature of the changes.
 - **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment:

- Trustee Ferrer shared that Marist students will be offering a translation service to the community.

B. Public Comment: None.

Executive Session

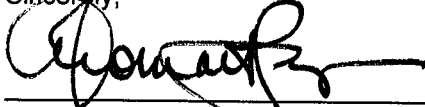
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing negotiations.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:14 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:50 p.m.)

Adjournment

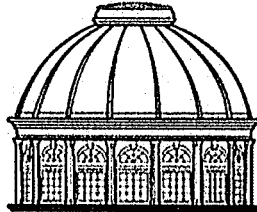
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:50 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 24, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of April 2023 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2023 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

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

LIABILITIES

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

FUND BALANCE

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

*PYCF – Prior Year Carry Forward

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

General Fund (Fund A; \$6,268,344)

- Receipts for the month totaled \$82,745 which included \$2,043 in library charges, \$10,084 in interest, \$8,626 for the City of Poughkeepsie /IDA PILOT payment (Health Quest) and \$28,968 in E-rate income.
- Receipts also included the annual appeal support of \$25,500.
- Disbursements for the month totaled \$1,054,354 which included \$539,815 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 274,960
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$490,813)

- Receipts for the month totaled \$843 in interest.
- The Wojtecki account showed an increase in interest and dividends which amounted to a combined total of \$1,296.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$178,489
 - Schlobach Fund 50,000
 - Occhialino Fund 31,500

Capital Fund (Fund H; \$35,255)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$86
 - Cash from Obligations – BOND Proceeds 494

Permanent Funds (Fund PN; \$486,589)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$918,651)

- Receipts for the month included interest of \$2,431.
- Disbursements for the month included \$344,969 for the City of Poughkeepsie debt service principal and interest.

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

No modifications or transfers to report for April

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE EXPENSE REPORT APRIL 2023

FOR 2023 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,683,518	1,420,074.77	348,494.12	2,842,289.53	421,153.70	91.0%
22 EQUIP & CAPITAL OUTL	68,500	92,200	13,740.55	589.85	2,251.02	76,208.43	17.3%
30 MATERIALS	497,275	492,433	109,659.61	33,040.77	85,037.37	297,736.02	39.5%
32 INFORMATION SVC	80,024	66,978	21,811.44	2,069.00	3,491.00	41,675.56	37.8%
50 OPERATIONS	1,486,432	1,410,259	456,917.54	112,695.62	262,344.64	690,996.82	51.0%
51 AUTOMATION	137,401	136,904	45,543.46	18,744.30	21,898.70	69,461.84	49.3%
91 EMPLOYEE BENEFITS	1,967,749	2,256,888	919,000.21	191,320.52	207,685.73	1,130,202.06	49.9%
92 DEBT SER	1,338,400	1,338,400	347,400.00	347,400.00	.00	991,000.00	26.0%
GRAND TOTAL	10,028,960	10,477,580	3,334,147.58	1,054,354.18	3,424,997.99	3,718,434.43	64.5%

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

04/26/2023 11:58
wberger

| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 19
| apwarrnt

WARRANT: 20230427 04/27/2023

DUE DATE: 04/27/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund A .0000.000.00.26021 .	Benefits Exchange	8,341.03
A	A	General Fund A .0000.000.00.26030 .	General Fund Exchange	324.15
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	402.05
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	2,821.43
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	2,828.57
A	A00000	General Fund Expen A .7410.000.00.54351 .	Cont Ed/ Local	1,000.00
A	A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	18,744.30
A	A00000	General Fund Expen A .7410.000.00.54370 .	Professional Fees - Ge	60.00
A	A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	1,291.28
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,594.70
A	A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	1,685.00
A	A10000	Administration A .7410.100.00.54370 .	Professional Fees - Ad	7,762.50
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	1,298.76
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	1,004.22
A	A20000	Building Services A .7410.200.00.54690 .	Snow Removal - Patron	2,400.00
A	A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC-PLUMBIN	8,727.50
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	593.79
A	A20300	Greene Services A .7410.203.02.54100 .	BOOKS	16,017.43
A	A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	542.07
A	A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	144.47
A	A30000	Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	806.00
A	A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	23,562.48
A	A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	29.00
A	A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	2,069.00
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,141.51
A	A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	103.38
A	A41000	Adult Services A .7410.410.00.54370 .	Professional Fees - Ad	2,885.00
A	A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	1,105.11
A	A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	1,433.22
A	A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	5,416.45
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	2,869.23
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	4,925.82
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	3,135.35
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	570.85
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	879.58
A	A45000	Youth Services A .7410.450.00.54292 .A218	PROGRAMMING-Pough Book	1,659.10
A	A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	897.07
A	A46000	YA Services A .7410.460.00.54292 .	Programming YA	325.00
A	A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	75.10
A	A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	3,704.40
A	A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	187.80
A	A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	189.80
A	A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	369.76
A	A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	13.61
A	A71000	Adriance A .7410.710.00.54131 .	Newspapers	386.50
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	21.08
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	10,396.27
A	A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	244.00
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	6,152.19

04/26/2023 11:58
wberger

| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 20
| apwarrnt

WARRANT: 20230427 04/27/2023

DUE DATE: 04/27/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
A	A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING	231.57	-.12
			FUND TOTAL	155,368.48	
			WARRANT SUMMARY TOTAL	155,368.48	
			GRAND TOTAL	155,368.48	

04/14/2023 09:10
wberger

| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 5
| apwarrnt

WARRANT: 20230414 04/14/2023

DUE DATE: 04/14/2023

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 .7410.000.00.54692 .	Other Oper-Water	125.00	-.36
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	635.00	.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 .7410.000.00.54710 .	Vehicle Operations	120.05	-97.34
A A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance	908.31	-1,034.21
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	110,085.95	.09
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	100.47	-86.23
A A45000	Youth Services A .7410.450.00.54292 .A218	PROGRAMING-Pough Book	7,000.00	.37
A A60000	Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-ECF	379.90	-.30
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	906.78	-87.71
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,974.00	-2,843.04
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.58	.10
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,205.44	-967.71
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	1,553.32	.16
A A74000	Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	3,658.22	43,366.00
FUND TOTAL			132,462.35	
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WARRANT SUMMARY TOTAL			132,462.35	
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GRAND TOTAL			132,462.35	
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Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE REVENUE REPORT APRIL 2023

FOR 2023 04

	ORIGINAL ESTIM. REV.	REVISED EST. REV.	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	7,251,904	7,251,904	7,251,061.00	.00	843.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,238,400	1,238,400	1,238,400.00	.00	.00	100.0%
42082 LIBRARY CHARGES	10,000	15,000	7,932.63	2,043.21	7,067.37	52.9%
42401 INTEREST EARNINGS	17,500	17,500	16,820.77	10,084.14	679.23	96.1%
42705 DONATIONS	100,000	150,000	1,813.69	55.44	148,186.31	1.2%
42752 ANNUAL APPEAL	32,500	32,500	25,500.00	25,500.00	7,000.00	78.5%
42753 DONATIONS IN KIND	81,983	81,983	27,327.64	6,831.91	54,655.36	33.3%
42760 GRANTS	50,000	68,000	12,315.35	.00	55,684.65	18.1%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	16,009.40	8,625.52	156,990.60	9.3%
42777 E RATE INCOME	60,000	110,000	28,967.77	28,967.77	81,032.23	26.3%
42800 MISCELLANEOUS INCOME	15,000	15,000	26,334.31	637.51	-11,334.31	175.6%
43840 CENTRAL LIBRARY DEVELOPMENT	257,779	265,613	.00	.00	265,613.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	2,255.30	.00	21,650.70	9.4%
44401 FEDERAL AID - HEALTH	0	9,000	.00	.00	9,000.00	.0%
45031 TRANSFERS IN	716,988	1,026,274	.00	.00	1,026,274.00	.0%
GRAND TOTAL	10,028,960	10,478,080	8,654,737.86	82,745.50	1,823,342.14	82.6%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 4

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	1,289.44	3,229.41
A	12020	General Fund Payroll	-64.83	761.42
A	12023	General Fund Money Market	-576,711.07	4,451,471.19
A	12040	Credit Card Transactions	-446.11	1,070.93
A	12051	Flex 125 Money Market	-72.48	1,914.82
A	12100	Petty Cash	110.71	9,291.33
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	541.83	274,960.22
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	.00	25,000.00
A	13910	Due From Other Funds	-347,400.00	1,484,978.07
TOTAL ASSETS			-922,752.51	6,268,344.95
LIABILITIES				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	76.48	-1,512.28
A	26021	Benefits Exchange	4,595.19	4,290.11
A	26030	General Fund Exchange	309.90	-1,494.98
A	26100	State Retirement Exchange	.00	88.00
A	26370	State Retirement Accrual	-55,129.93	-138,443.03
TOTAL LIABILITIES			-50,148.36	-193,101.80
FUND BALANCE				
A	35100	Budgeted Revenues	449,120.00	10,478,080.00
A	35210	Encumbrances (+ PYCF)	-524,249.86	3,443,174.89
A	35220	Expenditures (+ PYCF)	1,055,646.37	3,453,191.35
A	38210	Encumbrance Reserve (+ PYCF)	524,249.86	-3,443,174.89
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-111.05	472,578.58
A	39110	Fund Balance Start of Year	.00	-604,105.64
A	39600	Appropriations (+ PYCF)	-449,008.95	-10,607,652.26
A	39800	Revenues Received	-82,745.50	-8,654,737.86
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			972,900.87	-6,075,243.15
TOTAL LIABILITIES + FUND BALANCE			922,752.51	-6,268,344.95

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 4

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	842.53	427,552.00
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	1,295.57	62,986.22
TOTAL ASSETS			<u>2,138.10</u>	<u>490,813.30</u>
LIABILITIES				
CM	26300	Due To Other Funds	.00	-667,150.83
TOTAL LIABILITIES			<u>.00</u>	<u>-667,150.83</u>
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	-2,138.10	-8,784.03
TOTAL FUND BALANCE			<u>-2,138.10</u>	<u>176,337.53</u>
TOTAL LIABILITIES + FUND BALANCE			<u>-2,138.10</u>	<u>-490,813.30</u>

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 4

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	.17	86.08
H	12200	Cash From Obligations	.97	493.94
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			-1.14	35,254.94
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	-1.14	-1.73
TOTAL FUND BALANCE			-1.14	22,843.67
TOTAL LIABILITIES + FUND BALANCE			-1.14	35,254.94

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 4

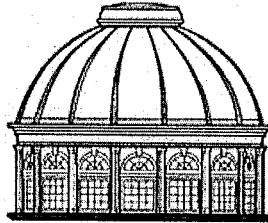
FUND	PN	PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	PN	12011	Slonaker Trust	.00	2,771.48
	PN	12012	Lamont Fund	.00	50,000.00
	PN	12013	Levinsohn Trust	.00	1,003.52
	PN	12014	Wojtecki Trust	1,295.57	368,189.72
	PN	12015	Schwartz Fund	.00	10,964.91
	PN	12201	Dobo Fund	.00	37,047.81
	PN	13910	Due from other funds	.00	16,611.74
			TOTAL ASSETS	1,295.57	486,589.18
LIABILITIES					
	PN	26300	Due to other funds	-1,295.57	-7,771.33
			TOTAL LIABILITIES	-1,295.57	-7,771.33
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
			TOTAL FUND BALANCE	.00	-478,817.85
			TOTAL LIABILITIES + FUND BALANCE	-1,295.57	-486,589.18

Poughkeepsie Public Library District



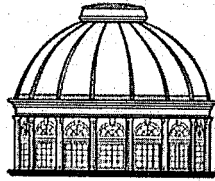
BALANCE SHEET FOR 2023 4

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-344,968.89	1,103,342.84
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		-344,968.89	918,651.39
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	347,400.00	-681,500.00
	TOTAL LIABILITIES		347,400.00	-681,500.00
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-2,431.11	-2,743.84
	TOTAL FUND BALANCE		-2,431.11	-237,151.39
	TOTAL LIABILITIES + FUND BALANCE		344,968.89	918,651.39



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 finally received the 2022 PILOT payments from the City of Poughkeepsie. For some reason, two City PILOT projects (the Grand Hotel and Vassar Brothers Medical Center) were run through the Dutchess County IDA. In 2022, instead of paying the Library District, the DC IDA paid the City of Poughkeepsie. It took a good amount of time to pull the money from the City due, I believe, primarily to confusion over the path the money took.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for recent activity. Managers Torres (Head of Youth Services), Middleton (Head of Borrower & Technical Services), and Francis (Family Engagement Coordinator) 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.

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
 - Light capital maintenance (like painting of rooms, installation of shelving) are in process.
- Adriance
 - Roof repairs are complete. More HVAC work is needed as parts age out. Light capital maintenance (like painting of rooms, installation of shelving) are in process.

Staffing

- See Personnel Actions, if applicable.

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

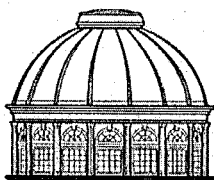
	Current Year: 2023				Previous Year: 2022				Compare: '23 to '22		Previous Year: 2021				Compare: '22 to '20	
	Apr	% of Total	YTD	% of Total	Apr	% of Total	YTD	% of Total	Change	% Change	Apr	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,478	26.91%	22,089	26.39%	5,593	26.28%	21,407	26.20%	682	3.19%	5,442	25.92%	22,028	25.11%	61	0.28%
Adult Non-Fiction	3,803	18.68%	14,867	17.76%	3,708	17.42%	15,337	18.77%	-470	-3.06%	3,559	16.95%	14,420	16.44%	447	3.10%
Fiction - Juvenile	4,945	24.29%	20,760	24.80%	5,388	25.31%	19,131	23.42%	1,629	8.51%	4,692	22.35%	20,597	23.48%	163	0.79%
Non-Fiction - Juvenile	1,454	7.14%	5,763	6.88%	1,423	6.69%	5,157	6.31%	606	11.75%	1,416	6.74%	6,177	7.04%	-414	-6.70%
Periodicals	140	0.69%	641	0.77%	141	0.66%	644	0.79%	-3	-0.47%	225	1.07%	788	0.90%	-147	-18.65%
Periodicals - Juvenile	23	0.11%	77	0.09%	21	0.10%	108	0.13%	-31	-28.70%	18	0.09%	106	0.12%	-29	-27.36%
Print Subtotal	15,843	77.82%	64,197	76.69%	16,274	76.46%	61,784	75.62%	2,413	3.91%	15,352	73.13%	64,116	73.08%	81	0.13%
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	0	0.00%	17	0.02%	7	0.03%	21	0.03%	-4	-19.05%	10	0.05%	37	0.04%	-20	-54.05%
Soundrecordings	496	2.44%	2,200	2.63%	634	2.98%	2,577	3.15%	-377	-14.63%	717	3.42%	2,715	3.09%	-515	-18.97%
Videorecordings	3,339	16.40%	14,615	17.46%	3,637	17.09%	14,902	18.24%	-287	-1.93%	4,383	20.88%	18,477	21.06%	-3,862	-20.90%
Media	0	0.00%	5	0.01%	1	0.00%	2	0.00%	3	0.00%	4	0.02%	7	0.01%	-2	0.00%
Software	1	0.00%	30	0.04%	0	0.00%	13	0.02%	17	130.77%	6	0.03%	48	0.05%	-18	-37.50%
Equipment/Realia	136	0.67%	208	0.25%	24	0.11%	73	0.09%	135	184.93%	7	0.03%	28	0.03%	180	642.86%
Suppressed Items	23	0.11%	58	0.07%	5	0.02%	54	0.07%	-4	-7.41%	82	0.39%	161	0.18%	-103	-63.98%
Videorecordings - Juvenile	321	1.58%	1,508	1.80%	505	2.37%	1,554	1.90%	-46	-2.96%	276	1.31%	1,475	1.68%	33	2.24%
Audiorecordings - Juvenile	69	0.34%	328	0.39%	94	0.44%	297	0.36%	31	10.44%	46	0.22%	219	0.25%	109	49.77%
Media - Juvenile	120	0.59%	517	0.62%	101	0.47%	407	0.50%	110	27.03%	100	0.48%	388	0.44%	129	33.25%
Software - Juvenile	10	0.05%	28	0.03%	2	0.01%	17	0.02%	11	64.71%	11	0.05%	65	0.07%	-37	-56.92%
Non-Print Subtotal	4,515	22.18%	19,514	23.31%	5,010	23.54%	19,917	24.38%	-403	-2.02%	5,642	26.87%	23,620	26.92%	-4,106	-17.38%
Total	20,358		83,711	100.00%	21,284	100.00%	81,701	100.00%	2,010	2.46%	20,994	100.00%	87,736	100.00%	-4,025	-4.59%

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	22,915	20,358	0	0	0	0	0	0	0	0	83,645
Digital Content	9,746	8,165	8,989	9,142	0	0	0	0	0	0	0	0	36,042
PopUpLibrary	NA	NA	NA	NA	0	0	0	0	0	0	0	0	0
Total	30,498	27,785	31,904	29,500	0	0	0	0	0	0	0	0	119,687
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,269	3,582	3,808	3,249	0	0	0	0	0	0	0	0	14,908
Boardman Road	1,842	1,533	1,540	1,471	0	0	0	0	0	0	0	0	6,386
Sadie Peterson Delaney	72	63	90	78	0	0	0	0	0	0	0	0	303
Total	6,183	5,178	5,438	4,798	0	0	0	0	0	0	0	0	21,597
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	799	0	0	0	0	0	0	0	0	3,561
Boardman Road	79	96	117	109	0	0	0	0	0	0	0	0	401
Sadie Peterson Delaney	8	2	0	0	0	0	0	0	0	0	0	0	10
Spanish Language Assistance	136	122	51	103	0	0	0	0	0	0	0	0	412
Total	1,067	1,129	1,177	1,011	0	0	0	0	0	0	0	0	4,384
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	6,694	6,410	9,005	10,372	0	0	0	0	0	0	0	0	32,481
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	0	0	0	0	0	0	0	0	23,941
Calendar Hits - Recite Me	393	290	485	435	0	0	0	0	0	0	0	0	1,603
Website Hits	31,171	26,481	41,744	29,809	0	0	0	0	0	0	0	0	129,205
Total	42,980	40,005	57,628	46,617	0	0	0	0	0	0	0	0	187,230
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	5,072	3,134	3,467	4,578	0	0	0	0	0	0	0	0	16,251
Boardman Road	1,697	1,554	1,749	1,501	0	0	0	0	0	0	0	0	6,501
Sadie Peterson	51	57	65	70	0	0	0	0	0	0	0	0	243
Total	6,820	4,745	5,281	6,149	0	0	0	0	0	0	0	0	22,995
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	28	0	0	0	0	0	0	0	NA	117
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	28	0	0	0	0	0	0	0	0	117
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94	75	0	0	0	0	0	0	0	0	284
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	233	0	0	0	0	0	0	0	0	945
Community Engagement	2	3	1	2	0	0	0	0	0	0	0	0	8
Non-Library District	9	9	11	8	0	0	0	0	0	0	0	0	37
Exams Proctored	17	13	19	21	0	0	0	0	0	0	0	0	70
MAP Passes	21	16	23	56	0	0	0	0	0	0	0	0	116
Rover Bookmobile Stops	4	2	1	2	0	0	0	0	0	0	0	0	9
Total	242	272	349	322	0	0	0	0	0	0	0	0	1,185
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,397	2,875	2,692	3,757	0	0	0	0	0	0	0	0	10,721
Community Engagement	51	62	21	53	0	0	0	0	0	0	0	0	187
Non-Library District	64	99	124	91	0	0	0	0	0	0	0	0	378
Drop-In Room Use (Adriance)	67	105	116	107	0	0	0	0	0	0	0	0	395
Rover Bookmobile	68	28	18	34	0	0	0	0	0	0	0	0	148
Total	1,647	3,169	2,971	4,042	0	0	0	0	0	0	0	0	11,829
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	13,820	0	0	0	0	0	0	0	0	54,832
Boardman Road	7,789	8,633	9,887	8,870	0	0	0	0	0	0	0	0	35,179
Sadie Peterson Delaney	400	330	256	222	0	0	0	0	0	0	0	0	1,208
Total - 2023	20,975	22,256	25,076	22,912	0	0	0	0	0	0	0	0	91,219
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
Summary of Volunteer Activity 2023**

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	2	0	5	6.00	13.25	0.00	19.25
February	2	2	0	4	5.75	14.25	0.00	20.00
March	3	4	0	7	7.00	44.75	0.00	51.75
April	24	7	0	31	155.00	64.00	0.00	219.00
May				0				0.00
June				0				0.00
July				0				0.00
August				0				0.00
September				0				0.00
October				0				0.00
November				0				0.00
December				0				0.00
TOTAL					173.75	136.25	0.00	310.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Janet Bogenschultz, Assistant to Library Director **Time Period of Report:** April, 2023

Department: Administrative Office; Special Projects Update

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

MAP Pass Use in April: Fifty-seven pass use dates to 20 MAP pass destinations.

- **April had 57 Reservations to 20 Destinations:** Albany Inst. of Art & History 2, Aldrich 1, Basketball Hall 2, Berkshire M. 1, Empire Pass NY Parks 2, FDR 2, Florence Griswold M. 1, Guggenheim 4, Hancock Shaker Village 2, Hudson River M. 1, Intrepid 3, Mark Twain 2, Mass MoCA 3, Mohonk Preserve 8, Norman Rockwell 1, Opus 40 1, Stepping Stones M. for Children 5, Storm King 5, Trevor Zoo 8, Wadsworth Antheneum 2.
- **April's Popular Passes:** Trevor Zoo & Mohonk Preserve both 8; Stepping Stones & Storm King both 5; Guggenheim 4; FDR, Intrepid & Mass MoCA each had 3; Albany Inst., Basketball Hall, Hancock Village, Mark Twain, Wadsworth all had 2.
- **Comparison Recent Months:** April's 57 passes to 20 venues is double 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.
- **Comparison Past March years:** 2023=57; 2022=20; 2021=21; 2020=5; 2019=48* with 16 from popular Mid-Hudson Children's Museum before they discontinued, other 32 were passes at 14 other venues.

April MAP Pass Promotion and Marketing: In April, an article on the MAP Pass program was part of the May- June Rotunda issue mailed out in mid-April. It covered seasonal destinations are reopening in the spring, how to access MAP Passes and features two destinations reopening in April, Hancock Shaker Village and Museum at Bethel Woods.

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. April had eight renewals for Storm King, Hancock Shaker Village, The Museum at Bethel Woods, Locust Grove, Stepping Stones, Stickley, Opus 40 and Adirondack Experience.

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.

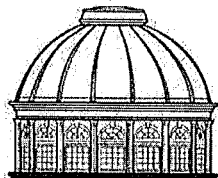
Intended Outcomes of Focus Activity:

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: April 2023 had most usage of any April since MAP program began.

- **MAP Passes Print vs. Pick Up Return Usage:** 41 Print on Demand passes and 16 Pick Up Return passes.
- **MAP Passes & Venues Double in April:** April's 57 reservations to 20 venues, is double from March.
- **MAP Passes & Venues: Outdoor & Indoor & Both:** Indoor venues are higher, with 20 venues this month.

Other Activities: 1. Attended 4 webinars. Two were related to disaster planning, 4/12 on climate change and libraries, and 4/27 on critical stress management. 2. Met 4/11 & 4/27 on disaster plan and began using NJ State Library's ToolKit and modifying the template. Reviewed evacuation procedures for changes. 3. OrangeBoy contract begins May 1st for Incident Reporting, review reporting webinar. 4. Huguenot Street Museum is starting a library pass program this summer. They contacted PPLD, and are in the process of planning. 5. Planning Team documents review.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bradley Diuguid, Development Officer

Time Period of Report: April/May 2023

Department: Advancement

Report Focus Area of Activity: Team Management

Since I've led the Advancement department for just over a year now, I've thought deeply about how my Public Information Officer (PIO) colleagues and I work effectively as a group. The team of PIOs is lean, consisting of three people, plus myself as manager, who handle all aspects of marketing, advertising, external and internal communications, press, project management for large-scale events and "thinking partners" for programmers.

While small teams naturally have limited capacity, our size and proximity makes communication and collaboration much easier. Our team varies widely in terms of experience level and areas of expertise. We often work together on projects with at least two of us involved at any given point to better leverage their diverse skill sets, share historic knowledge from the Library District's past efforts, and provide extra sets of eyes to enhance critical thinking. Morale is often at the front of my mind – in addition to our cyclical work, we face acute challenges and projects that are not easily predictable. The technology we use is constantly changing – for example, social media came to significantly alter, and in many cases decimate, the press landscape, but is now generally in decline due to widely reported cuts at increasingly scrutinized, global corporations. So how do we approach our work in order to be as adaptable and efficient as possible?

Intended Outcomes of Focus Activity:

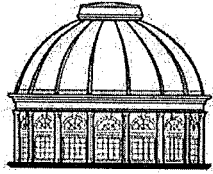
1. **Flexibility:** team members grow common skill sets in order to cover essential tasks and basic trouble-shooting when one or two team members are out. I try to support experimentation whenever possible, exploring new tools and creative approaches that require an open mind.
2. **Organization:** keeping workflow organized so individual requests, projects, and assets can be accounted for at any stage in the process, from envisioning through completion.
3. **Feedback:** to grow individually and as a team, we sometimes work outside our comfort zones or areas of expertise to ensure that things get done. We strive to give and receive honest, generative, respectful peer feedback so we can keep focused on the work.

Manager Observation of Activity and Outcomes:

As manager, I aim to provide useful coaching and collaboratively approach strategy, order and prioritize projects with limited resources. Meeting frequently, and often informally, helps tremendously for us to keep up communication, which is vital for all of the priorities listed above.

Impact of Activity:

I've seen notable growth in confidence on the part of our newest team members over the last year and believe the tenets outlined above generally work quite well to enhance communication amongst ourselves. We relish any opportunities to learn from other teams at PPLD and elsewhere, including Staff Development Day and conferences.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Department: **Youth Services**

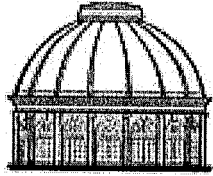
Class visits: Class visits consist of a talk about the library's resources, how to get a library card, a read aloud or booktalks, a tour of the children's room, free time for the students to explore.

Class Visits:

- April 18th - UPK class at Day One
- April 19th - Clinton Elementary second grade class, monthly library visit
- April 24th - 2 UPK classes at Boys and Girls Club

Other Events and Outreach Activities:

- April 12th - Delivery of 48 Early Literacy Backpacks to UPK classes to Day One
- Arranging staff and logistics for Rover visits to East Dale second Fridays this summer in June, July, and August
- Working on kindergarten readiness stations at Adriance as part of early literacy grant to begin in late June (deciding on activities that cover pertinent domains & ordering materials)
- Arranging class visits for summer reading with Arthur S May, Spackenkill, PCSD schools
- We received 10 Nature Exploration backpacks from the Dutchess Land Conservancy. Each pack provides several books, activities and equipment on a variety of topics in nature. 5 of the packs are at Adriance and 5 at Boardman Road. John Torres and I created the loan rules, I inventoried the packs and created lists of contents, tech services prepared the packs, and PIOs and other staff helped with a variety of other tasks to help get them ready for the public to check out.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: April 2023

Department: Community Engagement

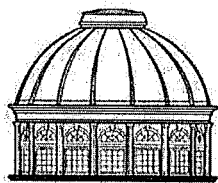
The Seed Library continues to be popular, with almost 200 requests so far. The donations have done a great job of handling the bulk of the requests and we've made a few new connections as well to continue to bolster our supplies

There has been progress on the tool library as well, we have a game plan for constructing a permanent enclosure for the tools on the Main level of Adriance, in the 500s which is material relevant to tools is cataloged.

The MOU for the Community Fridge expires at the end of June so Tom and I spent some time discussing the topic with the Oakwood students and their coordinators to ensure this service is sustained. I've also reached out to a few local stores to see if I could help create connections with the students to help the process.

Bruce and I have been working with both the County and the Town to proceed with the Park Wifi project. We've noticed a few issues as we approach installation and usage, but we have remedies in the halls sure as increasing bandwidth and some more material to increase the longevity of the devices and range of signal.

Repairs to Rover were completed and we've started scheduling Rover for events. We will be returning to the Arlington Farmers Market as well as many outreach to schools and community events.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: April 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

The month started off with the Book Fair on April 1st. Borrower Services staff were present to answer questions, provide new library cards, and to offer information about the library's programming. It was a fortuitous set up in that the table was next to the Merritt (check out) tables so attendees waiting in line had a chance to talk with staff and we could help them pass the time waiting.

Representative Ryan visited the Family Partnership Center on April 7th and his office arranged the donation of over 90 books to add to the collection there.

On April 20th the AARP Money Smart shred truck brought many to BRD, which slowed traffic in both directions; all went smoothly.

The Rover collection was re-installed to the bookmobile as soon as the vehicle became ready to go back out for outreach. The Rover drivers from the maintenance department have been very helpful with this process. Borrower Services staff accompanied Rover in the little league parade on April 22nd.

Supervisors had a meeting on April 24th to discuss how to streamline our scheduling as we head into the summer months and are still under-staffed for coverage of all of our shifts in addition to outreach that will only increase with the warming weather.

Tax season requests for information and forms continued throughout the month of April.

The Rotunda was put out this month, creating more questions at circulation desks, including increased number of phone calls and general interest in registering for programs.

Our volunteer from the ARC continues to learn more about library services and has been a great help at ADR when she works on Tuesdays and Thursdays.

❖ *Technical Services*

The library was recently granted nature backpacks from the Dutchess County Land Conservancy. One of each (birding, forests, insects, night time, and animal tracking) was made available at BRD and another set at ADR. They are available for check out at the Youth Services desk at ADR and at the circulation desk at BRD.

The Library of Things now includes two chest-rest magnifiers and another is now available for Extension Services patrons to borrow.

Materials continue to arrive for processing and are quickly made available to the public. Mid-Hudson has set up our new vendor, Mackin, to create our first test order.

Intended Outcomes of Focus Activity:

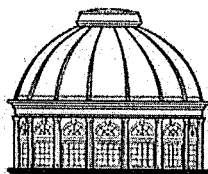
Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing, providing new materials and up to date information.

Manager Observation of Activity and Outcomes:

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

Impact of Activity:

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: April 2023

Department: Adult Services

Report Focus Area of Activity: April Highlights

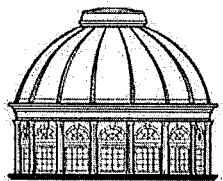
Spanish Language Outreach, Apr 3rd, 1pm-3pm: On April 3rd our Spanish speaking Librarian Trainee, Elva Margarita, hosted a large group of families new to the area, and introduced them to the library building and the many services we offer. Over 50 people attended to learn more about programs, services, and of course, how to get a library card.

Local History Programming and Outreach: Historian Shannon Butler debuted a new program on *Early Cemeteries in Poughkeepsie* to a crowd of 80 at Boardman Road on Apr 13th, and took her *Historic Murders of Dutchess County* talk on the road to the Brookmeade Senior living facility on Apr 14th.

Hiking Club, Apr 16th, 9am-11am: Our popular seasonal hiking club resumed again in April, now being led by librarian Karen Blovat, who took over for Krista Miller last fall. We had 11 hikers for our first trip back out, with Karen leading them on a 3 mile hike in James Baird State Park.

Money Smart Week: April is Financial Literacy month, and to that end, Deb Shon offered the following program: *Cybersecurity Tips to Help Protect Your Finances*, April 19th, 6:30pm-8pm: 23 people attended to learn more about keeping their information secure online, from security expert Paul Villanueva. We also hosted one of our perennially popular shredding events this week, which had 400 people coming through at Boardman Road to shred their documents.

Local History Show & Tell, April 29th, 2pm-4pm: Although the crowd was lighter than we may have originally anticipated, the patrons who turned out for our Local History Show & Tell were incredibly enthusiastic about the event. We ended up with a total of 25 attendees, and 8 patrons brought in their own materials to share and discuss. We set up patrons in the small meeting room next to the Local History office, and for pretty much the entirety of the event there was boisterous conversation and enthusiastic sharing both in that space and in the Local History room, where we had brought out some of our most prized items to show to the public. Several attendees expressed interest in bringing items the next time around. Though it did not turn out to be the big event we may have originally envisioned, it ended up being a cozy, intimate afternoon for like-minded history folks to get together and chat. We are considering making this a more regular event, perhaps something we offer each spring and fall.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: April/ May 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- No new updates on construction timeline for the FPC building.
- African Drumming workshops will be held on Sat. 17th 11 am and 1 pm.
- May the 4th Star Wars Party- 22 attendees (2 more than max registration but they didn't all come at the same time, so we were able to accommodate.)
- The Mexican Consulate will be at the SPD library from May 30th-June 2nd. They will be providing appointments for dual citizenship, ID's, Passports and birth certificates. Appointments are made through the Consulate.

Boardman:

- Tai Chi on Fridays continues to be a very popular program. It is filled every Friday. We received a very nice note from patrons who regularly attend the weekly program. In the note, they let us know they appreciate us having the program and accommodating a larger crowd.

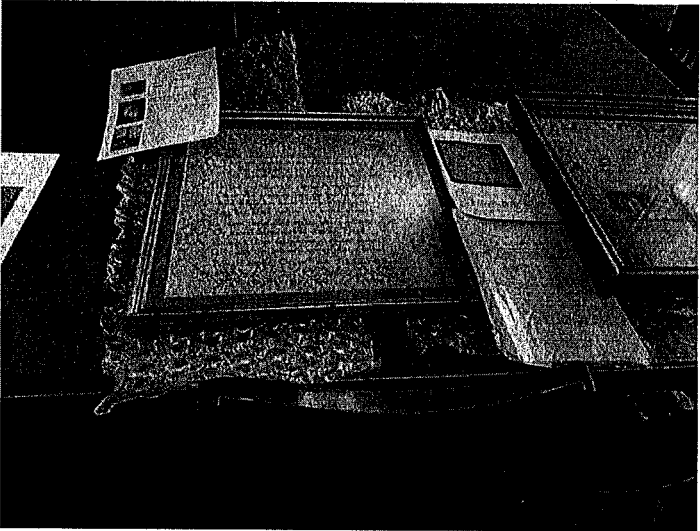
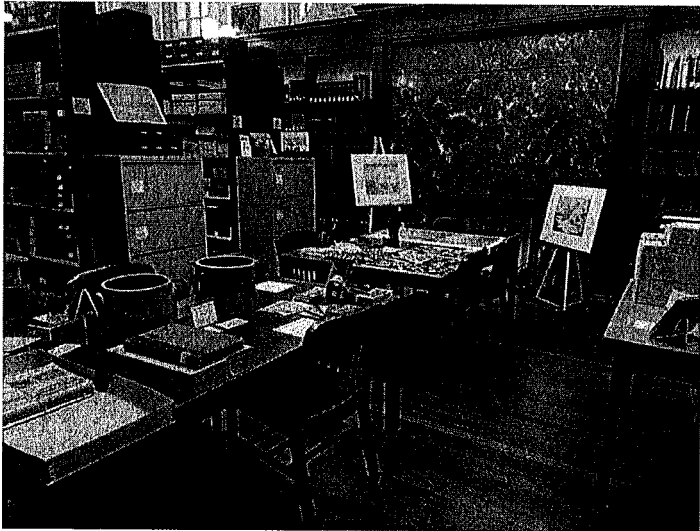
Extension Services:

- Rover will be making regular monthly Lobby Stops for Vassar- Warner Home starting the third week in June.

Seed Library:

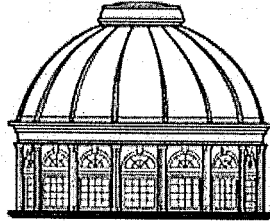
- Approximately 2-3 requests are still being received daily through the request form online.

Photos from the Local History Event on 4/29



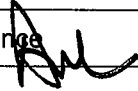


Second Graders in the children's room from Clinton Elementary School



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Board Development & Policy Committee	Date: Monday, May 15, 2023	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Patricia Ferrer	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i>		
<input checked="" type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Jim Nurre		
<input checked="" type="checkbox"/> Laurel Spuhler		
Minutes Prepared By: T. Lawrence 		

The meeting convened at 6:30pm. Attendance is noted above.

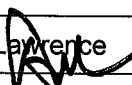
1. **Business Items:** The following business was conducted:
 - **Policy Review – Personnel Policies:** The Committee reviewed all of the current Personnel Policies, with notes for mostly minor corrections. However, it was recommended to merge the Hiring and Employment Practices policies into a single one and to consider a review of the Covid Vaccination policy to be broader in scope and to be effective during times of declared public health emergencies. Lawrence will refer the alcohol and substance abuse policy to legal counsel for their review.
2. **Items Forwarded to the Board of Trustees for Approval:**
 - Nothing at this time.
3. **Upcoming Agenda Items:**
 - Library District policies.
 - Possible community advisory board.

The meeting adjourned at 7:40pm.

Next Scheduled Meeting Date
Monday, June 26, 2023; 6:30pm (tentative)
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Thursday, May 11, 2023	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) 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 type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input checked="" type="checkbox"/> CSEA Negotiating Team	<input checked="" type="checkbox"/> Melissa Knapp, TDWPM <input checked="" type="checkbox"/> Jordan Rider., CSEA
Minutes Prepared By: T. Lawrence 		

The meeting convened at 6:30 pm in the Charwat Meeting Room at Adriance Memorial Library.

1. Business Items: The Committee discussed the following:

- **Negotiations on 2024 Salaries:** The Committee and the staff CSEA Negotiating Team met to discuss a one-year rollover of the current CBA. The two sides caucused and reach a tentative agreement, which will be finalized by the end of May.
- **Committee Business:** After the completion of negotiations, Lawrence updated the Committee on the status of the claim, provided an update on the recent safety and security issues in the Market Street neighborhood, and discussed the status of various positions.

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

- Recommendations on negotiations.

3. Upcoming Agenda Items:

- Leadership transition planning.

The meeting adjourned at 7:40 pm.

Next Scheduled Committee Meeting Date

TBD; Greenspan Board Room
(date, time, and location subject to change)

Meeting: Planning Committee	Date: Tuesday, May 9, 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"/> Sean Eagleton, <i>Chair</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Jonathan McPhee <input type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Deborah Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: <i>Tom Lawrence</i>		

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

1. **Business Items:** The Committee discussed the following items:
 - **Strategic Plan Surveys:** Lawrence shared responses received so far from the Spanish version of the Youth Services survey. He will share both summary and individual responses with the Youth Services staff to have them review possible service changes and other matters. The Committee reviewed senior services survey responses to date (of which there are 119). More responses will be forthcoming and will be reviewed at the June meeting of the Committee. The Committee discussed ways to obtain more community input and Lawrence will work with staff to see that more is done. The next survey will be on adult programming.
 - **Strategic - Update:** The Committee reviewed the current strategic plan and discussed ways to update and clarify the plan. Lawrence will model a possible way to revise how the plan is expressed and have it ready in advance of the June meeting of the Committee.

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 7:30pm.

Next Scheduled Committee Meeting Date
 Monday, June 5, 2023; 6:30 pm
 Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

New Business Fact Sheet
Central Library Services Aid - 2023 Application

Recommended By

Library Director

Current Situation

As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2023, anticipated Central Library Services Aid is projected to be \$265,613.

Annually, the Library District applies to Library Development for these funds. The application requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the application at their May 17, 2023 meeting. The final amount of Aid will be determined once the state budget is passed and the Office of Budget releases aid charts.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2023 Central Library Services Aid application, as detailed in PPLD Document #052423 – 5A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

CENTRAL LIBRARY SERVICES AID: 2023
Mid-Hudson Library System - Poughkeepsie Public Library District

PPLD Document #052423 - 5A

		2022 Final	2023 Proposed		
Funded Cost/Area		Total	Total	PPLD Budget Line	Notes on 2023 Budget
A. 190 Personnel Costs - Subtotal		\$ -	\$ -		
B. L7410.42 Library Materials and Binding - Total		\$ 83,945	\$ 87,626		
L7410.410	Books - Circulating Print Non-Fiction	10,051	-	A11100.54100	decrease in support to accommodate increases elsewhere (3-29-23)
L7410.410	Books - Digital (OverDrive - Platform Charge)	8,000	8,000	A11100.54100.A211	
L7410.410	Books - Digital (OverDrive - Content)	18,313	41,181	A11100.54100.A211	this allocation, along with the \$22K 2022 Content Credit equals \$63K
L7410.410	Books - Digital (EOY OverDrive 2023 Content Credit)	22,581	13,445	A11100.54100.A211	proposed Content Credit purchase at 2023 EOY
L7410.413	Serials - Digital (OverDrive content)	25,000	25,000	A11100.54130.A211	
C. 069 Information and Network Services - Subtotal		\$ 90,469	\$ 88,893		
Library Materials - Commercial Databases		24,478	17,500		
	JobNow	4,600	4,600	A11100.54291	
	Transparent Language	19,878	5,400	A11100.54291	
	Universal Class	-	7,500	A11100.54291	
	Niche Academy	-	-		
	Contingency	-	-		
Sierra/Encore Enhancements		59,904	65,306	A11100.54360	
	SkyRiver - MARC Records	2,750	2,750	A11100.54360	
	OCLC - MARC Records	4,500	4,500	A11100.54360	
	Syndectics	10,180	10,587	A11100.54360	
	Recite Me (funded for three years in late 2021)	-	4,995		
	Encore Discovery/Success	42,474	42,474	A11100.54360	
	OCLC ILL	6,087	6,087	A11100.54370	
F. 906 Miscellaneous Expenses - Subtotal		\$ 91,198	\$ 89,094		
L7410.431	Telephone	1,872	472	A11100.54310	decrease in support to accommodate increases elsewhere (3-29-23)
L7410.440	Delivery Support - MHLS	86,715	86,715	A11100.54694	
L7410.440	Delivery Support - Empire Delivery	2,611	1,907	A11100.54694	
Totals		\$ 265,612	\$ 265,613		
Final Allocation		\$ 265,613	\$ 265,613		
Delta		\$ 1	\$ -		

Dianne Blazek, President