

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, June 28, 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: Fitzgibbons and Nurre

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Departmental Reports: Youth Services and Borrower Services
 - IV. Minutes of Previous Meeting(s)
 - A. May 24, 2023 (*T. Lawrence; #062823 – 1*)
 - V. Financial Report(s)
 - A. May 2023 (*B. Lynch; #062823 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #062823 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #062823 – 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; #062823 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2024 CBA MOA (*C. Hogg; #062823 – 5*)
 2. Approval to Override Tax Cap (*T. Lawrence; #062823 – 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, July 26, 2023; 7:00 p.m.

Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of May 24, 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 7:01 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (8) Trustees were present at time of roll call. Trustee Fitzgibbons arrived at 7:04 and Trustee McPhee arrived at 7:25.
- **Additions/Changes to the Agenda:** An Executive Session will be added after the Public Comment.
- **Move/Seconded:** Hogg, Ferrer.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. April 26, 2023 (PPLD Document #052423 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 26, 2023.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. April 2023 Financial Activity Report (PPLD Document #052423 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2023 Financial Activity as presented.
- **Moved/Seconded:** Nurre, Nichols.
- **Discussion:** Lynch reported on receiving PILOT money, tax revenue, and an upcoming upgrade for MUNIS.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #052423 – 2.1)

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

Vouchers 65847 to 66016 in Warrant 20230525 totaling \$73,629.20

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

Vouchers 65841 to 65891 in Warrant 20230516 totaling \$132,831.09

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #052423 – 3)

- Lawrence reported on: PILOT money received from the City of Poughkeepsie; progress on grant for installing wifi in public parks; access to Pop-Up Library in public parks; challenges presented by homeless population; variety of challenges and stresses endured by staff; working with the City of Poughkeepsie School District.

B. President's Report: Trustees can look up NY Library Trustee Training online and find good sources for required yearly training.

C. Board Committee Reports (PPLD Document #052423 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on turning COVID policies into broader health policies, and adjusting the wording of the Alcohol & Substance Abuse Policy.
2. **Personnel Committee:** Chairperson Hogg reported on committee discussions on negotiations and future Administrative staffing plans.
3. **Planning Committee:** None.

D. Friends of PPLD: Lawrence reported on plans for Adriance Honors.

VII. Board Action

A. Personnel Actions: (PPLD Document #052423 – 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
Christine Bexley	Library Clerk (FT)	Probationary Appointment	5/21/2023	\$39,451/yr
Steven DeStefano	Library Clerk (Hrly)	Probationary Appointment	5/21/2023	\$16.29/hr
Sara Streett	Library Clerk (Hrly)	Probationary Appointment	5/21/2023	\$16.29/hr
James Gibbons	Library Clerk (FT) (Spanish Speaking)	Probationary Appointment	5/21/2023	\$41,989/yr
Bradley Diuguid	Development Officer (FT)	Probationary Appointment	5/24/2023	\$77,760/yr
Travis Bland	Security Guard (FT)	Permanent Appointment	6/4/2023	N/A

- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Lawrence explained the process of appointing staff from Civil Service lists.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Central Library Services Aid – 2023 Application (PPLD Document #052423 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** Lawrence explained the purpose of the action.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment**A. Board Comment:**

- Trustee Fitzgibbons shared that the Library District Local History Dept. is being honored on Saturday, June 3rd at the Collins Estate in Union Vale by the Dutchess County Historical Society.

B. Public Comment: None.**Executive Session**

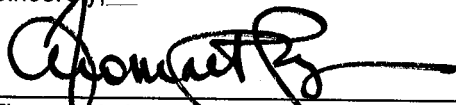
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing negotiations with the collective bargaining unit, and matters related to specific personnel.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:50 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:24 p.m.)

Adjournment

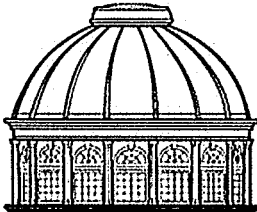
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 28, 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 May 2023 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 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 May 2023
Financial Activity – Narrative Report

General Fund (Fund A; \$5,822,529)

- Receipts for the month totaled \$211,129 which included \$1,703 in library charges, \$12,647 in interest, \$189,415 in PILOTs from the Town (\$173,266) as well as the 2022 balance of \$16,148 from the City.
- Disbursements for the month totaled \$1,054,354 which included \$535,290 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 275,707
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$489,815)

- Receipts for the month totaled \$1,161 in interest.
- The Wojtecki account showed a net decrease in interest and dividends which amounted to a combined total of \$2,159.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$178,489
 - Schlobach Fund 50,000
 - Occhialino Fund 31,500

Capital Fund (Fund H; \$35,257)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$86
 - Cash from Obligations – BOND Proceeds 495

Permanent Funds (Fund PN; \$484,430)

- 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; \$837,181)

- Receipts for the month included interest of \$2,954.
- Disbursements for the month included \$84,425 for the Town of Poughkeepsie interest on the 2008 library bond.

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

No modifications or transfers to report for May.

GENERAL FUND 2023 - YEAR TO DATE

FOR 2023 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,683,518	1,771,661.87	351,587.10	2,502,434.96	409,421.17	91.3%
22 EQUIP & CAPITAL OUTL	68,500	92,200	18,253.04	4,512.49	20,374.03	53,572.93	41.9%
30 MATERIALS	497,275	492,433	128,913.05	19,253.44	75,243.90	288,276.05	41.5%
32 INFORMATION SVC	80,024	66,978	22,976.44	1,165.00	3,491.00	40,510.56	39.5%
50 OPERATIONS	1,486,432	1,410,259	522,134.32	65,216.78	234,734.81	653,389.87	53.7%
51 AUTOMATION	137,401	136,904	45,543.46	.00	21,898.70	69,461.84	49.3%
91 EMPLOYEE BENEFITS	1,967,749	2,256,888	1,102,703.72	183,703.51	694,854.96	459,329.32	79.6%
92 DEBT SER	1,338,400	1,338,400	431,825.00	84,425.00	.00	906,575.00	32.3%
GRAND TOTAL	10,028,960	10,477,580	4,044,010.90	709,863.32	3,553,032.36	2,880,536.74	72.5%

** END OF REPORT - Generated by Tom Lawrence **

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 5
apwarrant

WARRANT: 20230516 05/16/2023

DUE DATE: 05/16/2023

FUND ORG	ACCOUNT	AMOUNT	AVLE BUDGET
A	A00000 General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	282.55 109.40
A	A00000 General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00 3,200.00
A	A00000 General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,081.80 4,345.60
A	A00000 General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	695.00 1,129.92
A	A00000 General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	450.00 -400.00
A	A00000 General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	67.06 1,670.00
A	A00000 General Fund Expen A .7410.000.00.59060 .	Medical Insurance	101,354.59 598,102.76
A	A11100 CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	100.43 546.84
A	A20000 Building Services A .7410.200.00.54693 .	Other Oper-Trash	800.94 1,706.40
A	A60000 Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-ECF	680.90 380.38
A	A71000 Adriance A .7410.710.00.54310 .	Telephone Adriance	930.20 3,862.12
A	A71000 Adriance A .7410.710.00.54320 .	Internet Services Adri	2,974.00 4,694.00
A	A71000 Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	610.89 80.00
A	A71000 Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	10,901.14 32,200.86
A	A73000 Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.85 554.00
A	A73000 Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,205.44 -345.28
A	A73000 Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	4,463.78 4,132.04
A	A74000 Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	82.98 230.24
A	A74000 Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,553.32 -1,100.00
A	A74000 Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	3,658.22 14,202.00
FUND TOTAL		132,831.09	
=====			
WARRANT SUMMARY TOTAL		132,831.09	
=====			
GRAND TOTAL		132,831.09	
=====			

WARRANT: 20230525 05/25/2023

DUE DATE: 05/25/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	4,050.93
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	2,896.93
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	2,483.53
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	25.25
A A00000	General Fund Expen A .7410.000.00.54355 .	Tuition Reimbursement	2,827.50
A A00000	General Fund Expen A .7410.000.00.54370 .	Professional Fees - Ge	180.95
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	645.64
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	12,886.84
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,594.70
A A10000	Administration A .7410.100.00.54292 .	Admin Program Expenses	217.00
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	150.00
A A10000	Administration A .7410.100.00.54370 .	Professional Fees - Ad	750.00
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	370.90
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	1,344.18
A A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	440.00
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	582.50
A A20300	Greene Services A .7410.203.02.54100 .	BOOKS	2,110.10
A A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	5,546.76
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	405.86
A A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	29.00
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,375.01
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	475.00
A A43000	Borrower Services A .7410.430.00.54300 .	Borrower Ser Supplies	1,159.80
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	4,844.04
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	5,115.10
A A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	1,335.98
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	4,422.08
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	773.09
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	314.55
A A45000	Youth Services A .7410.450.00.54291 .	DATA BASES	1,165.00
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	2,507.08
A A45000	Youth Services A .7410.450.00.54292 .A107	SRP/BOB	479.40
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	253.67
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	3,776.41
A A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	454.40
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	1,770.00
A A60000	Information Tech A .7410.600.00.54300 .	Information Tech Suppl	26.03
A A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	43.39
A A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	389.12
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	913.61
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	184.55
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	97.60
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	215.72
FUND TOTAL			73,629.20
=====			
WARRANT SUMMARY TOTAL			73,629.20
=====			

GENERAL FUND 2023 - YEAR TO DATE

FOR 2023 05

	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	9,635.91	1,703.28	5,364.09	64.2%
42401 INTEREST EARNINGS	17,500	17,500	29,468.03	12,647.26	-11,968.03	168.4%
42705 DONATIONS	100,000	150,000	1,866.67	52.98	148,133.33	1.2%
42752 ANNUAL APPEAL	32,500	32,500	25,521.43	21.43	6,978.57	78.5%
42753 DONATIONS IN KIND	81,983	81,983	34,159.55	6,831.91	47,823.45	41.7%
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	205,424.21	189,414.81	-32,424.21	118.7%
42777 E RATE INCOME	60,000	110,000	28,967.77	.00	81,032.23	26.3%
42800 MISCELLANEOUS INCOME	15,000	15,000	26,791.25	456.94	-11,791.25	178.6%
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	8,865,866.47	211,128.61	1,612,213.53	84.6%

** END OF REPORT - Generated by Tom Lawrence **

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 5

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-419.32	2,810.09
A	12020	General Fund Payroll	-54.25	707.17
A	12023	General Fund Money Market	-360,699.90	4,090,771.29
A	12040	Credit Card Transactions	-111.75	959.18
A	12051	Flex 125 Money Market	-1,271.41	643.41
A	12100	Petty Cash	419.32	9,710.65
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	746.76	275,706.98
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	.00	25,000.00
A	13910	Due From Other Funds	-84,425.00	1,400,553.07
TOTAL ASSETS			-445,815.55	5,822,529.40
LIABILITIES				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	1,474.13	-38.15
A	26021	Benefits Exchange	305.09	4,595.20
A	26030	General Fund Exchange	.00	-1,494.98
A	26100	State Retirement Exchange	.00	88.00
A	26370	State Retirement Accrual	-55,388.68	-193,831.71
TOTAL LIABILITIES			-53,609.46	-246,711.26
FUND BALANCE				
A	35100	Budgeted Revenues	.00	10,478,080.00
A	35210	Encumbrances (+ PYCF)	116,729.70	3,559,904.59
A	35220	Expenditures (+ PYCF)	710,553.62	4,163,744.97
A	38210	Encumbrance Reserve (+ PYCF)	-116,729.70	-3,559,904.59
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-10,614.37	461,964.21
A	39110	Fund Balance Start of Year	.00	-604,105.64
A	39600	Appropriations (+ PYCF)	10,614.37	-10,597,037.89
A	39800	Revenues Received	-211,128.61	-8,865,866.47
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			499,425.01	-5,575,818.14
TOTAL LIABILITIES + FUND BALANCE			445,815.55	-5,822,529.40

BALANCE SHEET FOR 2023 5

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	1,161.19	428,713.19
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-2,159.17	60,827.05
TOTAL ASSETS			-997.98	489,815.32
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	997.98	-7,786.05
TOTAL FUND BALANCE			997.98	177,335.51
TOTAL LIABILITIES + FUND BALANCE			997.98	-489,815.32

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 5

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	.23	86.31
H	12200	Cash From Obligations	1.34	495.28
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			1.57	35,256.51
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	-750.00	.00
H	38210	Reserve For Encumbrances	750.00	.00
H	39110	Fund Balance Unreserved	.00	22,845.40
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.57	-3.30
TOTAL FUND BALANCE			-1.57	22,842.10
TOTAL LIABILITIES + FUND BALANCE			-1.57	-35,256.51

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 5

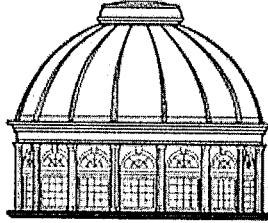
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-2,159.17	366,030.55
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			-2,159.17	484,430.01
LIABILITIES				
PN	26300	Due to other funds	2,159.17	-5,612.16
TOTAL LIABILITIES			2,159.17	-5,612.16
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			2,159.17	-484,430.01

Poughkeepsie Public Library District



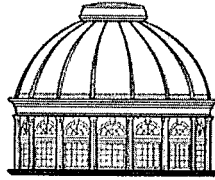
BALANCE SHEET FOR 2023 5

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-81,470.08	1,021,872.76
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		-81,470.08	837,181.31
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	84,425.00	-597,075.00
	TOTAL LIABILITIES		84,425.00	-597,075.00
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-2,954.92	-5,698.76
	TOTAL FUND BALANCE		-2,954.92	-240,106.31
	TOTAL LIABILITIES + FUND BALANCE		81,470.08	-837,181.31



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – MAY 2023

Significant Service Changes, Challenges or Accomplishments

- Two major matters have been at the forefront over the past month.
 - **Budget:** The 2023 deficit has been successfully addressed for the most part by reviewing the budget, fixing misappropriations carried forward from 2022, and accurately revising revenue projections. The 2024 budget is well into development but required considerable review of personnel costs amid a very fluid employee pool (fluid for the Library District, at least).
 - **Personnel:** We continue to see retirements and resignations. After many years of having a stable work force, the past few years have seen considerable activity. We also have been involved in disciplinary investigations and meetings.

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

- The Library District, as of yet, hasn't experienced any challenges to materials found on the public shelves. As you are aware, there has been a wave of challenges in communities across the country. The Library District has a detailed policy related to how materials are to be challenged and the process through which the challenge goes. It can be found at <https://poklib.org/wp-content/uploads/2021/06/1102-Material-Selection-9-12-18.pdf>. It would be good for trustees to familiarize themselves with the policy in the event there is a challenge.

Buildings

- Boardman Road
 - We think that we have corrected a longstanding problem associated with the front door handles.
- Adriance
 - Light capital maintenance (like painting of rooms, installation of shelving) continues.

Staffing

- See Personnel Actions, if applicable.

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

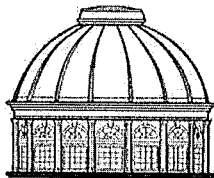
	Current Year: 2023				Previous Year: 2022				Compare: '23 to '22		Previous Year: 2021				Compare: '22 to '21	
	May	% of Total	YTD	% of Total	May	% of Total	YTD	% of Total	Change	% Change	May	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,387	26.00%	27,476	26.31%	5,294	27.27%	26,701	26.41%	775	2.90%	5,246	26.18%	27,274	25.31%	202	0.74%
Adult Non-Fiction	3,687	17.80%	18,554	17.77%	3,367	17.34%	18,704	18.50%	-150	-0.80%	3,672	18.33%	18,092	16.79%	462	2.55%
Fiction - Juvenile	4,926	23.78%	25,686	24.60%	4,495	23.16%	23,626	23.37%	2,060	8.72%	4,052	20.22%	24,649	22.87%	1,037	4.21%
Non-Fiction - Juvenile	1,670	8.06%	7,433	7.12%	1,237	6.37%	6,394	6.32%	1,039	16.25%	1,437	7.17%	7,614	7.06%	-181	-2.38%
Periodicals	164	0.79%	805	0.77%	145	0.75%	789	0.78%	16	2.03%	239	1.19%	1,027	0.95%	-222	-21.62%
Periodicals - Juvenile	29	0.14%	106	0.10%	29	0.15%	137	0.14%	-31	-22.63%	27	0.13%	133	0.12%	-27	-20.30%
Print Subtotal	15,863	76.57%	80,060	76.67%	14,567	75.04%	76,351	75.51%	3,709	4.86%	14,673	73.24%	78,789	73.11%	1,271	1.61%
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	2	0.01%	19	0.02%	4	0.02%	25	0.02%	-6	-24.00%	10	0.05%	47	0.04%	-28	-59.57%
Soundrecordings	578	2.79%	2,778	2.66%	613	3.16%	3,190	3.15%	-412	-12.92%	749	3.74%	3,464	3.21%	-686	-19.80%
Videorecordings	3,578	17.27%	18,193	17.42%	3,577	18.43%	18,479	18.28%	-286	-1.55%	4,113	20.53%	22,590	20.96%	-4,397	-19.46%
Media	1	0.00%	6	0.01%	0	0.00%	2	0.00%	4	0.00%	2	0.01%	9	0.01%	-3	0.00%
Software	5	0.02%	35	0.03%	0	0.00%	13	0.01%	22	169.23%	9	0.04%	57	0.05%	-22	-38.60%
Equipment/Realia	59	0.28%	267	0.26%	18	0.09%	91	0.09%	176	193.41%	4	0.02%	32	0.03%	235	734.38%
Suppressed Items	23	0.11%	81	0.08%	17	0.09%	71	0.07%	10	14.08%	48	0.24%	209	0.19%	-128	-61.24%
Videorecordings - Juvenile	383	1.85%	1,891	1.81%	387	1.99%	1,941	1.92%	-50	-2.58%	292	1.46%	1,767	1.64%	124	7.02%
Audiorecordings - Juvenile	53	0.26%	381	0.36%	81	0.42%	378	0.37%	3	0.79%	51	0.25%	270	0.25%	111	41.11%
Media - Juvenile	152	0.73%	669	0.64%	148	0.76%	555	0.55%	114	20.54%	81	0.40%	469	0.44%	200	42.64%
Software - Juvenile	19	0.09%	47	0.05%	0	0.00%	17	0.02%	30	176.47%	3	0.01%	68	0.06%	-21	-30.88%
Non-Print Subtotal	4,853	23.43%	24,367	23.33%	4,845	24.96%	24,762	24.49%	-395	-1.60%	5,362	26.76%	28,982	26.89%	-4,615	-15.92%
Total	20,716		104,427		19,412		101,113		3,314	3.28%	20,035		107,771		-3,344	-3.10%

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	20,716	0	0	0	0	0	0	0	104,361
Digital Content	9,746	8,165	8,989	9,142	9,652	0	0	0	0	0	0	0	45,694
PopUpLibrary	NA	NA	NA	NA	NA	0	0	0	0	0	0	0	0
Total	30,498	27,785	31,904	29,500	30,368	0	0	0	0	0	0	0	150,055
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	3,207	0	0	0	0	0	0	0	18,115
Boardman Road	1,842	1,533	1,540	1,471	1,532	0	0	0	0	0	0	0	7,918
Sadie Peterson Delaney	72	63	90	78	64	0	0	0	0	0	0	0	367
Total	6,183	5,178	5,438	4,798	4,803	0	0	0	0	0	0	0	26,400
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	799	796	0	0	0	0	0	0	0	4,357
Boardman Road	79	96	117	109	91	0	0	0	0	0	0	0	492
Sadie Peterson Delaney	8	2	0	0	4	0	0	0	0	0	0	0	14
Spanish Language Assistance	136	122	51	103	117	0	0	0	0	0	0	0	529
Total	1,067	1,129	1,177	1,011	1,008	0	0	0	0	0	0	0	5,392
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	6,694	6,410	9,023	10,372	10,227	0	0	0	0	0	0	0	42,726
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	0	0	0	0	0	0	0	29,310
Calendar Hits - Recite Me	393	290	485	435	385	0	0	0	0	0	0	0	1,988
Website Hits	31,171	26,481	41,744	29,809	26,601	0	0	0	0	0	0	0	155,806
Total	42,980	40,005	57,646	46,617	42,582	0	0	0	0	0	0	0	229,830
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	4,955	0	0	0	0	0	0	0	21,206
Boardman Road	1,697	1,554	1,749	1,501	1,524	0	0	0	0	0	0	0	8,025
Sadie Peterson	51	57	65	70	76	0	0	0	0	0	0	0	319
Total	6,820	4,745	5,281	6,149	6,555	0	0	0	0	0	0	0	29,550
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	28	41	0	0	0	0	0	0	NA	158
Boardman Road	0	0	0	0	1	0	0	0	0	0	0	NA	1
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	22	32	35	28	42	0	0	0	0	0	0	0	159
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94	75	75	0	0	0	0	0	0	0	359
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	233	253	0	0	0	0	0	0	0	1,198
Community Engagement	2	3	1	2	4	0	0	0	0	0	0	0	12
Non-Library District	9	9	11	8	5	0	0	0	0	0	0	0	42
Exams Proctored	17	13	19	21	25	0	0	0	0	0	0	0	95
MAP Passes	21	16	23	56	61	0	0	0	0	0	0	0	177
Rover Bookmobile Stops	4	2	1	2	3	0	0	0	0	0	0	0	12
Total	242	272	349	322	351	0	0	0	0	0	0	0	1,536
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	2,976	0	0	0	0	0	0	0	13,697
Community Engagement	51	62	21	53	267	0	0	0	0	0	0	0	454
Non-Library District	64	99	124	91	70	0	0	0	0	0	0	0	448
Drop-In Room Use (Adriance)	67	105	116	107	119	0	0	0	0	0	0	0	514
Rover Bookmobile	68	28	18	34	178	0	0	0	0	0	0	0	326
Total	1,647	3,169	2,971	4,042	3,610	0	0	0	0	0	0	0	15,439
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	14,565	0	0	0	0	0	0	0	69,397
Boardman Road	7,789	8,633	9,887	8,870	8,832	0	0	0	0	0	0	0	44,011
Sadie Peterson Delaney	400	330	256	222	257	0	0	0	0	0	0	0	1,465
Total - 2023	20,975	22,256	25,076	22,912	23,654	0	0	0	0	0	0	0	114,873
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	1	5	0	6	149.50	73.50	0.00	223.00
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					323.25	209.75	0.00	533.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bradley Diuguid, Development Officer

Time Period of Report: May/June 2023

Department: Advancement

Report Focus Area of Activity: Spanish Translations

A major goal of the Public Information Officers over the last 18 months has been increasing the number of marketing materials translated into Spanish, driven by increased programs and outreach to the Spanish-speaking community and the founding of the Sadie Peterson Delaney African Roots Branch Library at the Family Partnership Center, which sees a high rate of visitorship from Spanish speakers.

As we do not currently have a Spanish-speaking PIO (in a designated "parenthetical" Civil Service title or otherwise) on staff, we frequently rely on programming librarians, library assistants, and clerks to help with translations. Recently, with the aid of Patricia Ferrer and Melissa Gaeke at Marist College, we've successfully hosted Spanish-speaking interns from their student body to write or edit translated copy. We are now engaging adult volunteers from the broader Poughkeepsie area to help as well.

As we now have the supply to meet demand, we are able to increase the number of assets and outlets to translate into Spanish. For printed materials, we still make tough decisions on what to translate, and in what format, to make the best use of our graphic designer's limited time. In digital channels, such as our website and social media, length and layout are still important factors, but they are less critical without the limits of physical page space. Using the WPML website plugin tool, PIOs and interns have successfully edited translations for almost all of the Library District website's content, allowing a "soft release" of the Spanish Translation Tool this month so visitors can use the service.

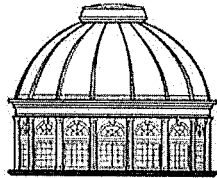
Intended Outcomes of Focus Activity:

As we have to make decisions about what materials to translate and publish using limited capacity, we've drafted criteria to guide us:

1. Subject – Is the advertised service or program conducted in Spanish, bilingual, or include an interpreter?
2. Audience – Does the target audience speak Spanish as a primary language, or rely on caregivers who do?
3. Reach – Will the materials be distributed to the target audience in significant numbers?
4. Space – Can translations share space with English-language "mainstream" materials without being sidelined, or be published as stand-alone pieces to greater effect?
5. Metrics – Can we measure the reach and efficacy of these materials as precisely as possible?

Manager Observation of Activity and Outcomes:

The evaluation of the above criteria is naturally subjective and weighed in context of other projects undertaken by the PIOs at any given time. We are lucky to have PIOs who are proactive "project managers" for Spanish translations who have strong relationships with Spanish programmers. Even though we don't have Spanish fluency in-house in our department, having a dedicated project manager to coordinate helps enormously to ensure that we're thinking critically about what needs to get done, and using all the resources available to us to the fullest extent possible.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator, For the month of May 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:

May 10th - Day One, mixed aged preschool group with parents story time (LA)

May 15th - Todd Middle School, Spackenkill SD, presentations to full grades 6, 7, 8 (KH)

May 17th - Clinton School second grade monthly class visit (LA)

May 18th - Multiple class visits at Krieger school for grades 1 - 5, (KH)

May 23rd - First grade class visit from Morse Elementary School at SPD (AF)

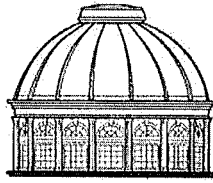
May 25th - Three 3rd grade classes visiting from Clinton Elementary at ADR (AF)

May 26th - Fourth grade class visit from Morse School at ADR (JHC)

Other:

May 20th - PCSD Annual Family Bash - Rover and tabling event to welcome new families to the district (info and new library cards) (KH, AM, SK)

The recently donated Nature Exploration Backpacks by The Dutchess Land Conservancy are very popular and are regularly checked out.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: May 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

May was busy as ever at the library! There were a couple of changes to our spaces, spring outreach started on Rover, and continued staff flexibility and teamwork has been positive.

The chairs were removed from the circulation area at ADR at the start of the month. This has visually opened up the space as well as helped dissuade sleeping and lingering on the ground floor.

The weekly Tai Chi class at BRD has been embraced by the community and going smoothly for staff and patrons alike. The Rover collection was organized and made ready for visits in the community. Borrower services staff helped with outreach events on Rover on May 9, 20, and 23.

The plexiglass barriers at circulation desks were removed to go to storage this month. Patrons have commented and most are quite pleased about the change. There was some hesitation on the part of the staff at first but all has been going well in practice.

The Mexican Consulate set up at SPD started the last week in May, and borrower services staff have helped to welcome the community and provide library information. Turn-out was great and all was well-organized for this important service.

A Department meeting was scheduled for May 18th but had to be postponed due to illness; it will instead be in early June. Everyone did their best to cover shifts as much as possible.

Our volunteer from the ARC on Tuesdays and Thursdays continues to be a great help at ADR.

❖ *Technical Services*

New additions to the Library of Things collection include a guitar and two ukuleles, thanks to Deb Shon and donated by Instruments Inspire.

The Frederick Douglass traveling exhibit was added to the catalog in May and was set up on May 31 to be visible to patrons in the month of June.

Materials continue to arrive for processing and are quickly made available to the public.

Intended Outcomes of Focus Activity:

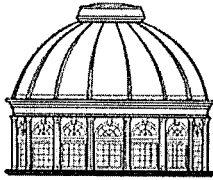
Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing, providing new materials and up to date information.

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: Bruce Sullivan, Network Analyst

Time Period of Report May

Department: Information / Technologies

Report Focus Area of Activity:

Continued issues with Hardware failures of our CipaFilters (Content filter) which have sense been resolved.

We did a massive up date to the Munis server (finance server) which required more than 20 hours of attended work.

Our main server for all file storage, user authentication and security was replaced with new hardware and is now running Microsoft Windows Server 2022. This was another very large project over 25 hours. We brought in an outside vender to guide us and review the work.

Another WiFi in the parks install is completed at Greenvalle Park on New Hackensack Rd. This is the first unit of two that will bw installed at the park and is down by the soccer fields. The second will be installed by the tennis court and pavilion. Once tamper proof power is supplied.

Intended Outcomes of Focus Activity:

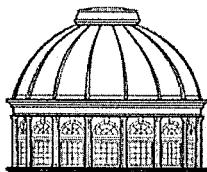
NA

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: May 2023

Department: Adult Services

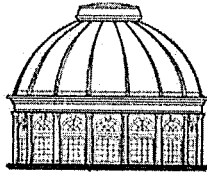
Report Focus Area of Activity: May Programming Highlights

The Adult Services department offers an assortment of regular, ongoing programs and services that occur weekly or monthly. In May, Bridget O'Donnell administered 25 proctored exams, and our Computer Lab saw an average of 6-8 people each session, which we hold 7 times a week. Our Spanish language literacy program, La Plaza Comunitaria, holds 4 sessions a week, averaging 3-5 students per session.

Weekly Tai Chi classes at Boardman Road have been a roaring success, with a total of 164 attendees in May! Due to its popularity, the instructor agreed to offer two sessions each Friday morning, so we would not have to turn people away. Our monthly politics and culture program, Great Decisions, held two programs in May, for a total of 51 patrons in attendance, and our monthly Open Mic and Papercrafting events continue to draw steady numbers, with 17 and 18 in May, respectively. All of these programs are coordinated by Deb Shon.

We also hold various seasonal or annual programs, two of which took place this month. Our 2nd year participating in a NYS program to give away tree seedlings was very popular again this year, with 100 people turning up at Boardman road on May 6th to receive free tree saplings to plant in their yards and gardens. We also held a indoor plant swap once again on May 31st, with 18 people in attendance to bring cuttings and unwanted houseplants to trade as well as commune with other plant lovers. Unlike last year, in which many leftovers were re-homed to library staff, this year almost everything that patrons brought left with a new owner. There will be another plant swap on June 21st. Both of these programs were organized by Krista Miller.

Additionally, May had a number of one-time events and programs that brought a wide variety of topics to our patrons. On May 5th, 50 people attended *From Berle to Borat: What's So Funny About Being Jewish?*; on May 7th, 15 people attended our crafting program on creating your own felted gnome; on May 24th, to celebrate **MerMay**, 22 people attended our program *Mermaids: Their Incredible History in Folklore, Literature and Mythology*; and on May 25th, we had 19 people attend our virtual natural science program, *The History and Ecology of Eastern Coyotes*.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: June 2023

Department: Youth Services

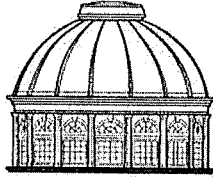
Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

We are at the end of the May/June programming session for Youth Services and the numbers this session have been very good especially at Adriance and Boardman Road with Wednesday's BRD Walk & Wiggle and Thursday's BRD Toot & Scoot program continuing to average child attendance in the 20s. Our Preschool Learning Center storytime at ADR continues to be successful, we've extended the program to 3 days with registration and attendance is 85-100% on average. ADR's Baby program is starting to pick up momentum as well with attendance the last few sessions being over 10 babies. For our July/Aug session we will be changing some times of programs to the afternoon to match survey responses and move some programs to other locations.

We have yet to find a solution for the constant amount of no-shows for our afternoon programs. We are hoping a new system of patron responses to eblasts in order to maintain their registration will work.

June is also the start of our summer reading program, on June 26th the ADR parking lot will be transformed into a touch-a-truck kickoff event with vehicle contributions from the Poughkeepsie Police Dept, Fire Department, City transit, and other organizations as well as our own Rover. We'll also have the Bubble Bus, face painting, a balloon artist and several booths set up by the YS staff. Registration for programs and summer reading start on that day and we are expecting a turnout of 200-300 kids, camps and families.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report May/June 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

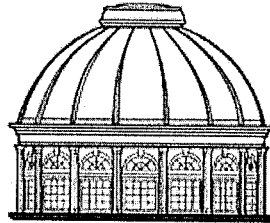
- Mexican Consulate Visit May 30th - June 2nd
 - Visitors - 454 (those with and without appointment)
 - Reference & information questions - 56 Library cards created - 7
 - Persons served - 288 Processed documents - 261
- African Drumming workshops will be held on Sat. June 17th 11 am and 1 pm.
- FPC Event Planning Committee is working together to plan a Back to School Event on August 26th.
 - Construction Updates:
- Estimated completion timeline for the front entry is most likely the end of July, a ribbon cutting is tentatively planned for late in the Fall.
- There will be some disruption to the parking at some point over the Summer when the back parking lot will be repaved.
- Auditorium will be available most likely in August after windows are replaced and (if possible) carpet is replaced.

Extension Services:

- We will be attending the Golden Gathering this year on September 23rd at Arlington High School. It will be the first year in a few that the Gathering will be held in person. Looking forward to a great turn out.

Seed Library:

- After seeing our seed library video we shared at SENYCON this year, librarians from LaGrange have contacted us about resources to build their seed library for the next coming year. I've shared our resources and wish them all the luck in creating their very own seed library.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee	Date: Wednesday, June 14, 2023	
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input type="checkbox"/> Chip Hogg <input 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	<input type="checkbox"/>
Minutes Prepared by: <i>Tom Lawrence</i>		

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

1. **Business Items:** The following topics were discussed:
 - **FY2023 Budget Modification #2:** Lawrence reported to the Committee that the projected deficit, which would be offset by using reserves, is less than originally thought. He and Lynch have gone through and revised both revenue and expense projections and reduced the overall budget accordingly.
 - **FY2024 Draft Budget:** Lawrence and Lynch are working on a draft budget but were unable to complete it in time for Committee review at the meeting. There are several moving elements on the landscape and they need to be addressed as they are large ticket items in the budget. Further, other than a requested rate hike from MVP, there is no information available as to the likely rate hikes for NYSHIP and NYSERS. A draft budget should be ready for distribution to the Committee by June 30. The Committee will then meet once more prior to the July Board of Trustees meeting, at which the tentative budget must be set in order to convey referendum language to the Board of Elections.

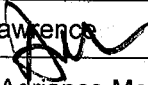
2. **Items Forwarded to the Board of Trustees for Approval:**
 - Nothing at this time.

3. **Upcoming Agenda Items:**
 - FY 2023 Budget Modification #2.
 - FY 2024 Budget.
 - Financial policy review.

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: Planning Committee	Date: Monday, June 5, 2023	
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input type="checkbox"/> Patricia Ferrer		
<input type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Mary Moore		
<input checked="" type="checkbox"/> Deborah Nichols		
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: T. Lawrence 		

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 with the Committee the status of the current surveys. Numbers are listed below with the parenthetical number being the number of Spanish language responses):

- Youth Services: 209 (21)
- Senior Services: 174 (7)

Survey schedule for the remainder of the year is as follows:

- July August: adult programming
- September/October: library collections (physical and digital)
- November/December: PR and promotions (tentative)

The Committee then discussed uses of the data developed during the course of the surveys. A priority will be to share the data with appropriate staff for them to develop initiatives in response to information.

- **General Library District Conditions:** Lawrence and Lynch briefed the Committee on a variety of current conditions, particularly with regards to staffing.
- **Adriance Capital Repairs:** Lawrence is working with the managers at Adriance to develop a prioritized list of capital repairs needed. This will be completed by July 1.

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 7:37pm.

Next Scheduled Committee Meeting Date

Monday, August 7, 2023; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

New Business Fact Sheet
Approval of Memorandum of Agreement with Labor

Recommended By Personnel Committee

Current Situation The current agreement with Labor expires on December 31, 2023. The Personnel Committee met with staff and CSEA representatives and have reached an agreement to extend the current CBA by one year to adjust salaries, primarily. The Union ratified the MOA on June 5, 2023. It is attached to this Fact Sheet and requires ratification by the Board of Trustees.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document 062823 - #5A - Memorandum of Agreement and authorize the President to sign said Agreement, covering 2024.

Motion Moved _____
 Seconded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____

Memorandum of Agreement

The Poughkeepsie Public Library ("Library") and the Civil Service Employees' Association ("Union") have hereby agreed to extend the collective bargaining agreement between the parties that expires on December 31, 2023, for one additional year (through December 31, 2024). The parties agree that the collective bargaining agreement shall remain unchanged except as set forth below:

1. Article VII (Compensation), Section A, Add the following:

Effective January 1, 2024:

- Full-time unit members shall receive a salary increase of \$2,293.
- Hourly unit members shall receive a pro-rated amount of the increase given to full-time unit members.
- Part-time unit members shall have their hourly rates increased to reflect the same pro-rated hourly rate given to full-time unit members in the same title.

2. Article XXI (Health Insurance), Add a new section which provides as follows:

Effective with the next open enrollment period, domestic partners may be covered under the family health insurance plan pursuant to the following:

- A domestic partnership is defined as one in which the partners must be 18 years of age or older, unmarried and not related by marriage or blood in a way that would bar marriage, reside together, involved in a committed (lifetime) rather than casual relationship, and have responsibility for each other's welfare and financial obligations.
- The requirements for coverage of a domestic partnership shall be set by the health plan. The unit members requesting such coverage shall execute a Domestic Partner Affidavit, and provide any required documentation, including proof of cohabitation and evidence that an economically interdependent relationship exists between the employee and the domestic partner.
- Registration for domestic partner coverage shall be done annually. Termination of the relationship shall be reported to the Library within thirty days.
- The unit member applying for domestic partner coverage shall be responsible for all federal and state income tax payments.

Dated:

Poughkeepsie Public Library


Civil Service Employees' Association

New Business Fact Sheet
Permission to Override the Tax Levy Limit

Recommended By

Library Director

Current Situation

New York State has a tax cap designed to address property tax stress throughout the state. Each year, the Office of the State Controller establishes a growth number to which the tax levy may grow without extraordinary action by the local governing board which, in our case, is the Board of Trustees. OSC will not announce the levy limit until sometime in July but given the levels of inflation experienced in the past twelve months, it is expected to be at 2.00%. In order to exceed this growth rate, the Board of Trustees must pass a resolution claiming the intention to do so.

The 2024 budget numbers are just now finalizing and an override may very well be necessary. The action requested puts in place the permission to present to the voters a budget with a tax levy growth factor above 2.00%. However, this may not have to happen as the final numbers may allow us to retain a levy within the allowable growth factor.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____