

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, July 26, 2023

Greenspan Board Room – Adriaance Memorial Library

93 Market Street, Poughkeepsie, NY

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants at 6:15pm: McPhee and Ryan

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. June 28, 2023 (*T. Lawrence; #072623 – 1*)
 - V. Financial Report(s)
 - A. June 2023 (*B. Lynch; #072623 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #072623 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #072623 – 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; #072623 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of FY2023 Budget Modification #2 (*P. Ryan; #072623 – 5*)
 2. Approval to Tentative FY2024 Budget and Ballot Language (*P. Ryan; #072623 – 6*)
 3. Approval of Addenda to CBA (*C. Hogg; #072623 – 7*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, August 23, 2023; 7:00 p.m.

Greenspan Board Room – Adriaance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 28, 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)

- Kathryn Nathan Marcus

FPPLD Representatives Present

- Leola Ruffin-McPhee
Vice-President

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

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** An Executive Session will be added after New Business.
- **Move/Seconded:** Moore, Eagleton.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: Ms. Marcus spoke about the needs of the local Senior Centers and the positive impact of the Brain Games programs for the residents. She has requested that the Brain Games programs resume their normal schedule.**III. Board Education: Departmental Reports****A. Youth Services**

- Torres reported on: The Summer Reading Program Kickoff; the summer free lunch program, staffing issues; efforts to increase attendance at programs; and projects that the Marist intern is working on.
- Francis shared about: school visits in May and June; Eastdale Village Second Friday events; UPK classes; ideas for expanding Rover usage; requests for Rover to visit summer camps; and Kindergarten Readiness Stations.

B. Borrower Services

- Middleton spoke about: staffing issues; expanding the number of staff members working with Rover; positive feedback on becoming fine free; department staff meetings; and reviewing procedures with staff.

IV. Approval of Previous Record/Meeting(s)**A. May 24, 2023 (PPLD Document #062823 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 24, 2023.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. May 2023 Financial Activity Report (PPLD Document #062823 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2023 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Lynch reported on the MUNIS upgrade and new timeclocks in the near future. Lawrence mentioned that we received the annual disbursement from the Greene Fund in June.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #062823 – 2.1)

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

Vouchers 66036 to 66264 in Warrant 20230629 totaling \$172,285.37

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

Vouchers 66017 to 66073 in Warrant 20230615 totaling \$150,565.75

- **Moved/Seconded:** Nurre, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** McPhee and Ryan.

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #062823 – 3)**

- Lawrence reported on: Brain Games; staffing issues related to maintaining outreach programming plans; cross training staff so they can be more flexible; an open trespass order; political posters on Library property; Rover; Founder's Day on October 21st.

B. President's Report: None.**C. Board Committee Reports (PPLD Document #062823 – 3.3)**

1. **Finance Committee:** No discussion.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on surveys and capital repairs. The next survey will be regarding our physical and digital collections.

D. Friends of PPLD: Vice-President Ruffin-McPhee reported on the book store sales; Community Day; the success of the bus trip to see *Gypsy*; Adriance Honors; picnic for volunteers; August board meeting.**VII. Board Action****A. Personnel Actions: (PPLD Document #062823 – 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
Cassie Bailey	Public Information Officer (FT)	Permanent Probationary Appointment	6/16/2023	\$54,811/yr
Charlotte Marriott	Public Information Officer (FT)	Permanent Probationary Appointment	6/16/2023	\$54,855/yr
Martha Farrell	Librarian II	Retirement	7/28/2023	N/A
Michele Muir	Development Officer (FT)	Provisional Probationary Appointment	7/16/2023	\$59,328/yr (4/5s)
Bradley Diuguid	Development Officer (FT)	Resignation	7/1/2023	N/A
Karen Fredrickson	Public Information Officer (FT)	Permanent Probationary Appointment	7/31/2023	\$53,561/yr
Trina Blomquist-Martinez	Senior Account Clerk (PT)	Permanent Probationary Appointment	7/31/2023	\$22.54/hr
Angela Panzer	Librarian II (FT)	Modified Appointment	7/1/2023	\$44,266/yr Voluntary reduction from FT to 3/5s

- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Memorandum of Agreement with Labor (PPLD Document #062823 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** Lawrence explained the timeline and the purpose of the Agreement.
- **VOTE:** 8 – 0 – 0

2. Permission to Override the Tax Levy Limit (PPLD Document #062823 – 6)

- **Motion:** 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.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** Lawrence explained the need for this action.
- **VOTE:** 8 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to specific personnel and actions therein.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 7:58 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 8:15 p.m.)

3. Separation Agreement (Regular Session resumed at 8:16pm)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed separation agreement with Employee #4621. Resignation will be accepted as of July 1, 2023. The Library District will extend health coverage for an additional 6 months to conclude on December 31, 2023. The premium co-payment will be deducted from escrowed leave. Once that is exhausted the employee has to pay the 12% monthly premium co-payment. If that does not happen the health coverage will terminate within 30 days.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

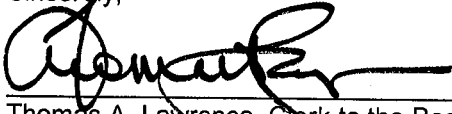
B. Public Comment: None.

Adjournment

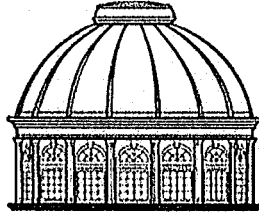
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Spuhler, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:20 p.m.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Lawrence', written over a horizontal line.

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of June 2023 Financial Activity

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

General Fund (Fund A; \$4,989,835)

- Receipts for the month totaled \$39,782 which included \$2,463 in library charges, \$10,083 in interest and \$20,404 in donation, the majority of which was from the Friends in support of speakers and events.
- Disbursements for the month totaled \$926,036 which included \$540,062 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 276,388
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$920,064)

- Receipts for the month totaled \$1,674 in interest
- Receipts also included the annual grant distribution from the Norman and Jeanne Greene Fund in the amount of \$426,468 as well as an initial donation of \$5,000 in memory of Dr. Patricia Ann Zirkel Lund to create a fund in her name.
- The Wojtecki account showed a net decrease in interest and dividends which amounted to a combined total of \$2,897.92.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$604,957
 - Schlobach Fund 50,000
 - Occhialino Fund 31,500
 - Lund Fund 5,000

Capital Fund (Fund H; \$35,258)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 496

Permanent Funds (Fund PN; \$481,536)

- 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; \$653,481)

- Receipts for the month included interest of \$2,263.
- Disbursements for the month included \$46,869 for interest on the Town of Poughkeepsie 2014 library bond and \$139,094 for principal and interest on the City of Poughkeepsie 2014 library bond.

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

Budget Transfer A-11

Revenue			Increase	Decrease
Grants - IMLS	A99900	42705	\$ 5,000.00	
Total			\$ 5,000.00	\$ -

In recognition of FPPLD donation

Budget Transfer A-13

Revenue			Increase	Decrease
Grants - IMLS	A99900	42760 A248	\$ 50,000.00	
Total			\$ 50,000.00	\$ -

recognition of approved IMLS grant

Expense			Increase	Decrease
Programming - Tool Library	A41000	54292 A244	\$ 5,000.00	
Total			\$ 5,000.00	\$ -

Expense			Increase	Decrease
FF&E - Comm Wi-fi Jacobson grant	A60000	52800 A248	\$ 40,000.00	
Internet - Comm Wi-fi Jacobson grant	A60000	54320 A248	\$ 10,000.00	
Total			\$ 50,000.00	\$ -

Poughkeepsie Public Library District



YTD EXPENSES - JUNE 30, 2023

FOR 2023 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,683,518	2,122,401.87	350,740.00	2,168,640.88	392,475.25	91.6%
22 EQUIP & CAPITAL OUTL	68,500	132,200	39,302.92	21,049.88	4,972.53	87,924.55	33.5%
30 MATERIALS	497,275	492,433	180,141.87	51,228.82	62,835.78	249,455.35	49.3%
32 INFORMATION SVC	80,024	66,978	22,976.44	.00	3,491.00	40,510.56	39.5%
50 OPERATIONS	1,486,432	1,425,759	647,867.07	125,732.75	216,156.08	561,735.85	60.6%
51 AUTOMATION	137,401	136,904	47,543.46	2,000.00	21,898.70	67,461.84	50.7%
91 EMPLOYEE BENEFITS	1,967,749	2,256,888	1,292,025.35	189,321.63	579,140.21	385,722.44	82.9%
92 DEBT SER	1,338,400	1,338,400	617,787.51	185,962.51	.00	720,612.49	46.2%
GRAND TOTAL	10,028,960	10,533,080	4,970,046.49	926,035.59	3,057,135.18	2,505,898.33	76.2%

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

WARRANT: 20230615 06/15/2023

DUE DATE: 06/15/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000 General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	282.55 109.40
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	655.00 -2,800.08
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	236.82 1,670.00
A	A00000 General Fund Expen A .7410.000.00.59040 .	Workers Compensation	8,407.00 -8,407.00
A	A00000 General Fund Expen A .7410.000.00.59060 .	Medical Insurance	111,474.41 21,438.74
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	635.34 1,706.40
A	A30000 Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	1,000.00 21.00
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	947.07 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	630.71 80.00
A	A71000 Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	13,572.18 200.86
A	A73000 Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.58 554.00
A	A73000 Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,205.44 -345.28
A	A74000 Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	82.98 -69.76
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		150,565.75	
WARRANT SUMMARY TOTAL		150,565.75	
GRAND TOTAL		150,565.75	

WARRANT: 20230629 06/29/2023

DUE DATE: 06/29/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	4,025.94
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	480.15
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,506.83
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	11.26
A A00000	General Fund Expen A .7410.000.00.54355 .	Tuition Reimbursement	706.50
A A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	2,000.00
A A00000	General Fund Expen A .7410.000.00.54380 .	Membership Dues	75.00
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	2,088.78
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	645.64
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,594.70
A A10000	Administration A .7410.100.00.54292 .A124	Programming Staff Deve	1,266.75
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	1,025.00
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	6,749.01
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	1,029.37
A A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	629.22
A A20000	Building Services A .7410.200.00.54520 .	Building Repairs	22,038.00
A A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	3,587.52
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	12,852.50
A A20000	Building Services A .7410.200.00.54730 .	Vehicle Maintenance	1,830.00
A A20300	Greene Services A .7410.203.02.54100 .	BOOKS	25,803.94
A A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	4,696.78
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	140.26
A A30000	Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	3,858.25
A A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	11,051.39
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	1,425.48
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	487.61
A A41000	Adult Services A .7410.410.00.54292 .A244	Programming-Tool Lendi	399.36
A A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	670.75
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	1,128.76
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	7,237.74
A A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	1,373.04
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	7,657.15
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	1,026.70
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	419.40
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	3,239.49
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	136.11
A A46000	YA Services A .7410.460.00.54292 .	Programming YA	363.66
A A50000	Business Office A .7410.500.00.54370 .	Professional Fees - BU	5,610.40
A A60000	Information Tech A .7410.600.00.52800 .A239	Furniture,Fixtures & E	507.60
A A60000	Information Tech A .7410.600.00.52800 .A247	FF&E-Technology Upgrad	16,823.88
A A60000	Information Tech A .7410.600.00.52800 .A248	FF&E - Comm. Wi-Fi Jac	168.25
A A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	112.80
A A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	520.00
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	497.11
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	618.40
A A71000	Adriance A .7410.710.00.54330 .	Postage AML	1,084.50
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	390.40

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 19
apwarrnt

WARRANT: 20230629 06/29/2023

DUE DATE: 06/29/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	4,734.89	2.04
A A74000	Sadie Peterson Del A .7410.740.00.52800 .	Furniture, Fixtures &	3,070.00	1,811.00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	110.10	14,202.00
		FUND TOTAL	172,285.37	
WARRANT SUMMARY TOTAL			172,285.37	
GRAND TOTAL			172,285.37	

Poughkeepsie Public Library District



YTD REVENUE - JUNE 30, 2023

FOR 2023 06

	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	12,098.93	2,463.02	2,901.07	80.7%
42401 INTEREST EARNINGS	17,500	17,500	39,551.53	10,083.50	-22,051.53	226.0%
42705 DONATIONS	100,000	155,000	22,270.60	20,403.93	132,729.40	14.4%
42752 ANNUAL APPEAL	32,500	32,500	25,521.43	.00	6,978.57	78.5%
42753 DONATIONS IN KIND	81,983	81,983	40,991.46	6,831.91	40,991.54	50.0%
42760 GRANTS	50,000	118,000	12,315.35	.00	105,684.65	10.4%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	205,424.21	.00	-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	.00	-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	10,533,080	8,905,648.83	39,782.36	1,627,431.17	84.5%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 6

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-191.08	2,619.01
A	12020	General Fund Payroll	-54.75	652.42
A	12023	General Fund Money Market	-648,127.67	3,442,643.62
A	12040	Credit Card Transactions	440.76	1,399.94
A	12051	Flex 125 Money Market	129.14	772.55
A	12100	Petty Cash	391.08	10,101.73
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	680.64	276,387.62
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	.00	25,000.00
A	13910	Due From Other Funds	-185,962.51	1,214,590.56
TOTAL ASSETS			-832,694.39	4,989,835.01
LIABILITIES				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	-127.03	-165.18
A	26021	Benefits Exchange	280.10	4,875.30
A	26030	General Fund Exchange	-2.00	-1,496.98
A	26100	State Retirement Exchange	.00	88.00
A	26370	State Retirement Accrual	-55,172.73	-249,004.44
TOTAL LIABILITIES			-55,021.66	-301,732.92
FUND BALANCE				
A	35100	Budgeted Revenues	55,000.00	10,533,080.00
A	35210	Encumbrances (+ PYCF)	-498,043.18	3,061,861.41
A	35220	Expenditures (+ PYCF)	927,498.41	5,091,243.38
A	38210	Encumbrance Reserve (+ PYCF)	498,043.18	-3,061,861.41
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-683.18	461,281.03
A	39110	Fund Balance Start of Year	.00	-604,105.64
A	39600	Appropriations (+ PYCF)	-54,316.82	-10,651,354.71
A	39800	Revenues Received	-39,782.36	-8,905,648.83
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			887,716.05	-4,688,102.09
TOTAL LIABILITIES + FUND BALANCE			832,694.39	-4,989,835.01

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 6

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	433,142.73	861,855.92
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-2,894.06	57,932.99
TOTAL ASSETS			430,248.67	920,063.99
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	-430,248.67	-438,034.72
TOTAL FUND BALANCE			-430,248.67	-252,913.16
TOTAL LIABILITIES + FUND BALANCE			-430,248.67	-920,063.99

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 6

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	.21	86.52
H	12200	Cash From Obligations	1.22	496.50
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			1.43	35,257.94
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	39110	Fund Balance Unreserved	.00	22,845.40
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.43	-4.73
TOTAL FUND BALANCE			-1.43	22,840.67
TOTAL LIABILITIES + FUND BALANCE			-1.43	-35,257.94

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 6

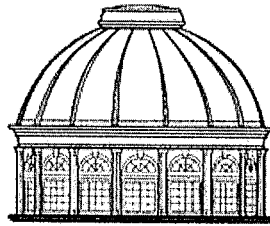
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-2,894.06	363,136.49
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			-2,894.06	481,535.95
LIABILITIES				
PN	26300	Due to other funds	2,894.06	-2,718.10
TOTAL LIABILITIES			2,894.06	-2,718.10
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			2,894.06	-481,535.95

Poughkeepsie Public Library District



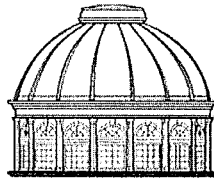
BALANCE SHEET FOR 2023 6

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-183,699.83	838,172.93
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		-183,699.83	653,481.48
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	185,962.51	-411,112.49
	TOTAL LIABILITIES		185,962.51	-411,112.49
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-2,262.68	-7,961.44
	TOTAL FUND BALANCE		-2,262.68	-242,368.99
	TOTAL LIABILITIES + FUND BALANCE		183,699.83	-653,481.48



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JUNE 2023

Significant Service Changes, Challenges or Accomplishments

- **Site Based Services to Seniors:** Due to issues relating to staffing, increased demand, and overall coordination, I made the difficult decision in June to suspend site-based services to seniors until September. You will recall that there was public comment at the last meeting regarding this issue. Staff are developing a means by which we can sustain the services and continue to respond to the request from additional sites. We plan for a successful restoration of services to the Town of Poughkeepsie Senior Center as well as the County Office for the Aging's Friendship Center in September. We continue to conduct outreach to senior residential sites and have recently started monthly visits to the Vassar Warner Home along with The Landing.
- **Big Read:** With the recent departure of the Library District's Development Officer, whose replacement will not start until July 31, I have taken on much of the follow-up planning for the 2023 Big Read. As you all know, this is a large and important programming project which the Library District undertakes every year in the fall.

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.

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

- Nothing to report this month.

Buildings

- Boardman Road: Nothing to note.
 - We think that we have corrected a longstanding problem associated with the front door handles.
 - Adriance: Nothing to note.

Staffing

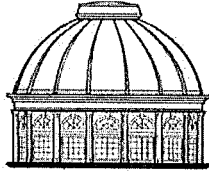
- See Personnel Actions, if applicable.

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	
	June	% of Total	YTD	% of Total	June	% of Total	YTD	% of Total	Change	% Change	June	% of Total	YTD	% of Total	Change	% Change		
Adult Fiction	5,893	25.99%	33,369	26.25%	5,628	27.24%	32,329	26.55%	1,040	3.22%	5,795	30.32%	33,069	26.06%	300	0.91%		
Adult Non-Fiction	3,656	16.12%	22,210	17.47%	3,317	16.05%	22,021	18.08%	189	0.86%	3,494	18.28%	21,586	17.01%	624	2.89%		
Fiction - Juvenile	6,653	29.34%	32,339	25.44%	5,163	24.99%	28,789	23.64%	3,550	12.33%	3,604	18.86%	28,253	22.27%	4,086	14.46%		
Non-Fiction - Juvenile	1,359	5.99%	8,792	6.92%	1,176	5.69%	7,570	6.22%	1,222	16.14%	934	4.89%	8,548	6.74%	244	2.85%		
Periodicals	193	0.85%	998	0.79%	192	0.93%	981	0.81%	17	1.73%	241	1.26%	1,268	1.00%	-270	-21.29%		
Periodicals - Juvenile	39	0.17%	145	0.11%	16	0.08%	153	0.13%	-8	-5.23%	20	0.10%	153	0.12%	-8	-5.23%		
Print Subtotal	17,793	78.46%	97,853	76.99%	15,492	74.98%	91,843	75.42%	6,010	6.54%	14,088	73.72%	92,877	73.20%	4,976	5.36%		
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	8	0.04%	27	0.02%	9	0.04%	34	0.03%	-7	-20.59%	12	0.06%	59	0.05%	-32	-54.24%		
Soundrecordings	610	2.69%	3,388	2.67%	667	3.23%	3,857	3.17%	-469	-12.16%	740	3.87%	4,204	3.31%	-816	-19.41%		
Videorecordings	3,549	15.65%	21,742	17.11%	3,780	18.29%	22,259	18.28%	-517	-2.32%	3,838	20.08%	26,428	20.83%	-4,686	-17.73%		
Media	0	0.00%	6	0.00%	1	0.00%	3	0.00%	3	0.00%	2	0.01%	11	0.01%	-5	0.00%		
Software	8	0.04%	43	0.03%	6	0.03%	19	0.02%	24	126.32%	5	0.03%	62	0.05%	-19	-30.65%		
Equipment/Realia	60	0.26%	327	0.26%	28	0.14%	119	0.10%	208	174.79%	4	0.02%	36	0.03%	291	808.33%		
Suppressed Items	22	0.10%	103	0.08%	39	0.19%	110	0.09%	-7	-6.36%	33	0.17%	242	0.19%	-139	-57.44%		
Videorecordings - Juvenile	394	1.74%	2,285	1.80%	403	1.95%	2,344	1.92%	-59	-2.52%	294	1.54%	2,061	1.62%	224	10.87%		
Audio recordings - Juvenile	69	0.30%	450	0.35%	77	0.37%	455	0.37%	-5	-1.10%	46	0.24%	316	0.25%	134	42.41%		
Media - Juvenile	158	0.70%	827	0.65%	153	0.74%	708	0.58%	119	16.81%	43	0.23%	512	0.40%	315	61.52%		
Software - Juvenile	7	0.03%	54	0.04%	7	0.03%	24	0.02%	30	125.00%	5	0.03%	73	0.06%	-19	-26.03%		
Non-Print Subtotal	4,885	21.54%	29,252	23.01%	5,170	25.02%	29,932	24.58%	-680	-2.27%	5,022	26.28%	34,004	26.80%	-4,752	-13.97%		
Total	22,678		127,105	100.00%	20,662		121,775		5,350	4.38%	19,110		126,881		224	0.18%		

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	22,678	0	0	0	0	0	0	127,039
Digital Content	9,746	8,165	8,989	9,142	9,652	9,361	0	0	0	0	0	0	55,055
PopUpLibrary	NA	NA	NA	NA	NA	NA	0	0	0	0	0	0	0
Total	30,498	27,785	31,904	29,500	30,368	32,039	0	0	0	0	0	0	182,094
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	3,404	0	0	0	0	0	0	21,519
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	0	0	0	0	0	0	9,405
Sadie Peterson Delaney	72	63	90	78	64	71	0	0	0	0	0	0	438
Total	6,183	5,178	5,438	4,798	4,803	4,962	0	0	0	0	0	0	31,362
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	799	796	960	0	0	0	0	0	0	5,317
Boardman Road	79	96	117	109	91	68	0	0	0	0	0	0	560
Sadie Peterson Delaney	8	2	0	0	4	8	0	0	0	0	0	0	22
Spanish Language Assistance	136	122	51	103	117	232	0	0	0	0	0	0	761
Total	1,067	1,129	1,177	1,011	1,008	1,268	0	0	0	0	0	0	6,660
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	9,421	0	0	0	0	0	0	52,147
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	0	0	0	0	0	0	37,681
Calendar Hits - Recite Me	393	290	485	435	385	426	0	0	0	0	0	0	2,414
Website Hits	31,171	26,481	41,744	29,809	26,601	29,424	0	0	0	0	0	0	185,230
Total	42,980	40,005	57,646	46,617	42,582	47,642	0	0	0	0	0	0	277,472
PUBLIC COMPUTER & WIFI US	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	5,072	3,134	3,467	4,578	4,955	4,710	0	0	0	0	0	0	25,916
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	0	0	0	0	0	0	9,691
Sadie Peterson	51	57	65	70	76	23	0	0	0	0	0	0	342
Total	6,820	4,745	5,281	6,149	6,555	6,399	0	0	0	0	0	0	35,949
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	28	41	38	0	0	0	0	0	NA	196
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	38	0	0	0	0	0	0	197
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3	48	94	75	75	65	0	0	0	0	0	0	360
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	233	253	199	0	0	0	0	0	0	1,397
Community Engagement	2	3	1	2	4	4	0	0	0	0	0	0	16
Non-Library District	9	9	11	8	5	18	0	0	0	0	0	0	60
Exams Proctored	17	13	19	21	25	35	0	0	0	0	0	0	130
MAP Passes	21	16	23	56	61	79	0	0	0	0	0	0	256
Rover Bookmobile Stops	4	2	1	2	3	8	0	0	0	0	0	0	20
Total	242	272	349	322	351	343	0	0	0	0	0	0	1,879
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	2,508	0	0	0	0	0	0	16,205
Community Engagement	51	62	21	53	267	284	0	0	0	0	0	0	738
Non-Library District	64	99	124	91	70	357	0	0	0	0	0	0	805
Drop-In Room Use (Adriance)	67	105	116	107	119	123	0	0	0	0	0	0	637
Rover Bookmobile	68	28	18	34	178	636	0	0	0	0	0	0	962
Total	1,647	3,169	2,971	4,042	3,610	3,908	0	0	0	0	0	0	19,347
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	14,024	0	0	0	0	0	0	83,421
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	0	0	0	0	0	0	54,030
Sadie Peterson Delaney	400	330	256	222	257	215	0	0	0	0	0	0	1,680
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	0	0	0	0	0	0	139,131
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

DEPARTMENTAL MONTHLY REPORT

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

- *June 5th, second grade from Clinton Elementary at ADR, (AF)
- *June 6th, kindergarten classes from Spackenkill at BRD, (LP & RL)
- *June 8th, second grade visit from Morse at SPD, (AF) (principal canceled due to poor air quality)
- *June 12th - Healthy Kids infant class story time, (KH) (canceled)
- *June 12th - Fourth grade visit from Morse at ADR, (LA)
- *June 13th - Healthy Kids toddler and preschool class visits, (LA & AF) (canceled)
- *June 13th - Krieger School visits at Krieger for fourth and fifth graders, (KH)
- *June 14th - Second grade monthly class visit from Clinton Elementary, (LA)

Rover and Other Community Events:

June 2nd - Family Fun Night at Arthur S May School, Rover and tabling with info and new library cards (A very successful event! Over 90 checkouts and about 25 new cards. Rover was a hit. A very well organized school event by their librarian, Janice Friedenborg.) (KH, SK, and AF) (5 - 7:30 pm)

June 9th - Second Friday at Eastdale Village - Rover, story time and tabling (6 - 8pm) (KH & DD)

June 23rd - Rover visit to Day One's end of school year family festival (11am - 1pm) (KH, LA, SK)

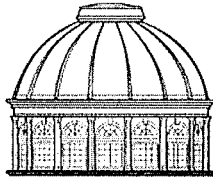
June 24th - Tabling at the MidHudson Children's Exploratorium (10 - 4pm) SK, KH, AF

*Looking into setting up some Rover visits at Spratt Park Pool this summer since Pulaski Pool is closed for renovations

*Working with the mayor's office to explore and set up a regular Rover route for neighborhoods that are far for kids to walk to Adriance and SPD.



Rover visit at Arthur S May's Family Literacy Night



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Janet Bogenschultz, Assistant to Library Director **Time Period of Report:** June, 2023
Department: Administrative Office; Special Projects Update

Special Projects:

- 1. New Implementation of Incident Reporting Software from OrangeBoy: Learning, Planning, Designing, Review of Questions and PPLD Code for Complete Incident Type Form Descriptors and Location Codes:** Learning how the software program works and design considerations. June 16 planning meeting with Tom and TJ and follow up document changes after discussion. Worked on creating possible Form Questions for review to add now or in the future to collect data on variety of factors. Worked on design factors collect information that can be searched and reviewed so have meaningful data. Review of Baton Rouge Parish Library training PPT and their BRPL Incident Form designed to match and track their Code Violations by Incident Type. Reviewed selected terms currently in draft form drop down and compared to our PPLD Patron Code of Conduct for descriptor terms to add to match our PPLD Code and not miss Violation descriptors and created thorough documentation of terms and descriptors for consideration.
- 2. Tyler Enterprise Software for Purchasing:** Used the new software for 7 purchase orders.
- 3. Researching 1898 Year for Adriance's 125th Celebration of the Adriance Building Opening Oct. 18, 1898:** Researched aspects of 1898 and sources to use about the year (The fun they had, back in 1899) and history, 1898 etiquette manual, food history, inventions (ice cream scooper & pencil sharpener we use today), popular pastimes and games (volleyball, croquette, skipping rope), popular music (Ragtime, list of songs, YT videos to play), 1898 songs (e.g. Going to be a Hot Time in the Old Town Tonight), plays & books written in 1898, food created in 1898 that we could serve (tootsie rolls, cotton candy, graham crackers, Entenmann's Cakes, jelly beans, Jell-O, Smucker's apple butter, candy corn, tomato condensed soup, more items on the list), popular foods eaten like the ice cream sundae, scones. Drinks in 1898; tea, Pepsi cola developed. 1898 program ideas: children's wooden boat building (tie in with Big Read), 1898 hat-making program to wear to the event, activating learning quiz for families to learn about life in 1898 (foods, pastimes, history, inventions, topics of conversation, newspaper headlines). Word document of research, sources and links related to the year. Mark Twain wrote a short story in 1898 in which he envisioned the Internet, and social networking like Twitter and YouTube in the 1898 science fiction short story. Suggested Mark Twain impersonator be MC.

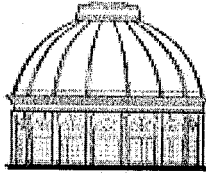
Report Focus Area of Activities: PPLD's MAP Pass Program; approximately 40 venues, related & special projects.

MAP Pass Use in June: Eighty-two pass use dates to 24 MAP Pass destinations.

- **May had 82 Reservations to 24 Destinations & Most Popular were:** Empire NY State Parks (12), FDR (9), Mohonk Preserve (8); Storm King (8), Locust Grove (7), Guggenheim & Old Rhinebeck (5), Trevor Zoo (4).
- **Storm King Print Pass was May with 18 comparted to June with only 8 due to change to a Pick Up Pass.**
- **Comparison Recent Months:** June's 82 passes to 24 venues is higher than May's 64 passes to 19 venues.
- **Comparison May Months:** June 2023 is highest June, 2023=82; 2022=79; 2021=56; 2020=4; 2019=58.

May MAP Pass Promotion and Marketing: A new MAP Pass article, "Take to the Skies," was in the July-August Rotunda and featured the Wild Center and the Old Rhinebeck Aerodrome Museum and their weekend Air Shows.

Renewal of MAP Pass Library Memberships & Updating Descriptions and Marking Dates: Seven membership venues were renewed in June. Review of pass descriptions, expiration dates, and the MAP Pass page descriptions has begun. Revising text format to be brief and less information. Review of funds for remaining pass renewals.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

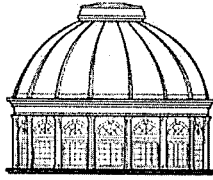
Time Period of Report: June 2023

Department: Community Engagement

The majority of the progress for implementing our new incident reporting software happened during June. After we received full access to the platform Tom, Janet, and myself spent some time familiarizing ourselves with the setup and worked on creating a template to roll out to staff in July.

Reconnected with the City's Parks and Recreation department about installation in city parks. We've worked out how to utilize the majority of what we received via the grant, and are currently working on getting more equipment to make sure we can potentially expand and also to make sure we have equipment to replace anything that may be damaged to avoid interruptions in service.

We applied for a grant to help supplement the costs of a service via LanguageLink to allow for realtime translations with non-English speakers. The translation service is a per minute use cost, but there is an upfront technology cost for unique phones that allow for smoother conversations.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: June 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

June included the release of the Rotunda which always adds some busy days to the middle of the month with additional calls and questions about programs in the coming months.

The month started with the Mexican consulate visits at SPD, bringing in a full day's worth of appointments for families from the first to the third of the month. Staff from our department helped make the space welcoming to all.

The new season of outreach events was in full effect with borrower services staff out in the community at events with Rover on June 1, 2, 7, 9, 15, 21, 22, 23, and 29. Scheduling in the summer months is always challenging with much-needed vacation plans but all staff are stepping up to help and taking turns with Rover shifts as well. Their effort is apparent.

Outreach to seniors will be re-ignited with visits scheduled for July for the Town and City senior centers.

A department meeting was held early in the month allowing staff time to regroup and review basic tasks important to the circulation of materials in the library system, and for clarity in working with our patrons. Morning Meetings will continue for the next few months in the 8:30-9am timeframe. It is helpful to keep up with regular check-ins.

Our volunteer from the ARC is away for a few weeks, studying abroad. We look forward to her return.

❖ *Technical Services*

Updates on both our new supplier, Mackin's, end as well as for Mid-Hudson meant some delay in getting ordering up and running for PPLD but this should be corrected by July.

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

Intended Outcomes of Focus Activity:

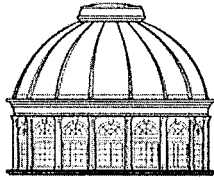
Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing, providing new materials and up to date information.

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
Department: Information / Technologies

Time Period of Report: June

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected

The 2nd WiFi at Greenvalle Park on New Hackensack Rd. is now complete.

There were a lot of User issues with the new version of Munis. But most of these have been resolved. We moved forward a number of versions in software which created the issues.

FLIP stats for 2nd quarter 2023.

1,190 Images
223 negatives
334 photos
633 slides
29 Video
14 Hi8
15 VHS

Network support for the Mexican Consulate at SPD. This was only for a few days and everything went smoothly.

Intended Outcomes of Focus Activity:

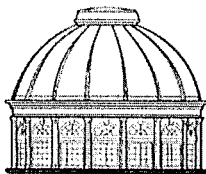
NA

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: June 2023

Department: Adult Services

Report Focus Area of Activity: June Highlights

Mexican Consulate on Wheels:

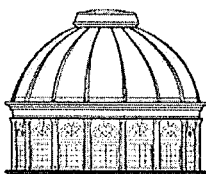
SPD hosted the Mexican Consulate on Wheels the first week in June, and over the course of a week over 400 individuals came in to get government documents created and processed on the spot. The Consulate processed 261 documents for Mexican citizens. Despite the numbers, all went very well and remained orderly and organized, and we hope to host them again in November. A huge thank you to Elva Margarita Corbaton, who coordinated, as well as Beth Vredenburg and Yvonne Laube for bringing it all together.

Collections:

While the public library exists today as a central community hub for a huge variety of services, the cornerstone of the public library remains the collection. Maintaining a diverse, well rounded general collection is still a priority as an institution, and it is therefore critical that we have coherent, easily explicable policies dictating how and why we purchase and retain the materials that we do.

By request from the Administrative Office, the Adult Services department spent the last few months examining and updating our Adult Collection Conspectus. This document exists to provide guidance to the selectors regarding the types of materials we intend to purchase and provide to the public. Though modes and models for purchasing and weeding are continuously updated, we found that our document dictating these policies had not had an official update in over 10 years. Considering the landscape in the public library world today, we felt it was critical that we examine and update our policies to reflect current best practices. The document was distributed to all of the adult services librarians that are responsible for an area of the collection. Once I had received their feedback and edit suggestions, I went through the document as a whole to update the policies, language and standards to reflect how we build our collection today.

All Adult Services librarians participate in the purchase, review, and discarding of materials in our collection, striving to maintain an up-to-date, informational and useful array of materials that responds to the needs and desires of our community.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report June/July 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

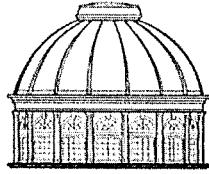
- Working with Lovequest and FinishStrong to sign kids and teens up for the PPLD Summer reading program.
- New Manga will be available along with programming in the Fall for teens.
- Drum Workshops were filled on Sat. June 17th. Families and adults enjoyed the instruction from Cliff Johnson and Lyuden Ince. It was so popular that I was asked to have the instructors back as soon as possible. We are considering a workshop series in late fall.
 - Building and Grounds
 - The auditorium project is wrapping up the window installations. Painting, repairing the stage and installing new carpet is now starting. Estimated date of completion is early August.
 - The gym will be unavailable on 7/5/23 since the floors will be resurfaced. The gym will be available by 7/10/23.
 - No set date for total project completion as of yet.

Extension Services:

- June 21st was our first Rover Lobby Stop to Vassar Warner Home. The staff have been very helpful with our pre-planned set-up. Though the parking lot is small, we are able to set up outside. Staff members bring residents to us, a few at a time to peruse shelves of Large Print and Wow books. It's a great place for Rover to be. We have a really nice parlor area to put the carts up when winter comes.
- Extension Services is expanding and growing. We are looking toward the future by creating a service model that is more sustainable and is expanding to work with the Alzheimer's Association. This will bring about programming and outreach for seniors and caregivers needing information and activities for those dealing with Alzheimer's and Dementia. In the fall, we will be having monthly programming in collaboration with the Alzheimer's Association.

Seed Library:

- We continue to have orders trickle in for seeds. We will be taking inventory in late July/early August for reordering purposes and planning programming for the next coming year.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: July 2023

Department: Youth Services

Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

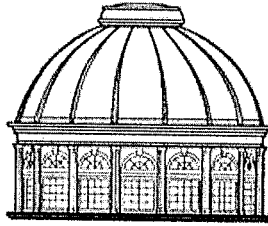
Friday, July 7th marks the end of our 2nd week of summer reading and between the 3 branches we have 403 children signed up. Boardman Rd has a slight edge with 200 signups, 199 at Adriance and 4 at SPD. Our summer reading program officially ends on Aug 19 but until that time we will continue to receive registrations. Our July/Aug session will officially begin on July 10th and all of our afternoon programs are at full registration or 95% full.

We have also started our free summer lunch program which provides lunch to anyone ages 2-18. Our first week was only 3 days due to the holiday but we still distributed over 20 lunches. We are hopeful that as more camps start to use the library the lunch program will really take off.

We have a summer intern from Marist College, Jilda Pauta, who has joined us for June and July through the Tarver summer internship program. She has been a terrific addition to our floor and is working on an outreach program where we will be going to laundromats to do programming for the families there.


As for the YS staff, here are some of the things they have worked on in the past month: Besides coordinating the lunch program, Holly conducted a summer podcasting program with some of our Adriance kids. The kids did a terrific job promoting our summer events. The podcast can be heard on our website and is in English and Spanish. She is also in charge of the "Kindness Rocks" campaign that will be running throughout the summer. Next time you are at Adriance take a look at the colored rocks by the ground floor entrance. Alison has continued her outreach and also launched a "kindergarten readiness" station on the YS floor with the help of Kayleigh. The readiness stations will be changed every season and our first consists of different activity boxes. The children also get a passport to keep track of the activities they have completed. Liz has conducted multiple class visits during the month of June and she has created a "Our Neighborhood" program which runs throughout summer. Children can come into ADR and create their house, apt, or a building and add it to our neighborhood in the children's room. She also created a very popular "Make-a-bug" passive program that we were running in June. Anne will be transitioning into our Teen services and she is working on a career/experience fair which will take place in September at Adriance. We will have 75+ participants spread throughout Adriance who will share their knowledge and experience with teens. Anne will also be

bringing back our Teen Advisory Board program and taking over the Teen blog. Jolie has been busy with Battle of the Books, she will be leading our Poughkeepsie library's team. She is also the chair of the middle school chapter of the Mid-Hudson Battle of the books and she's also the head of the questions committee.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Board Development & Policy Committee		Date: Monday, July 17, 2023
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <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	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
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 – “Hot” Policies:** The Committee reviewed and in some cases re-reviewed policies considered important given the national climate related to library materials, programs, and services. No substantial changes are recommended although there were edit suggestions here and there.
- **COVID Vaccination Policy:** As previously discussed, the policy will be amended to be broader in terms of necessary in response to a declared public health emergency.

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

- Vaccination policy.

3. Upcoming Agenda Items:

- Library District policies.
- Possible community advisory board.

The meeting adjourned at 7:25pm.

Next Scheduled Meeting Date

TBA

(date, time, and location subject to change)

Meeting: Finance Committee	Date: Monday, July 10, 2023	
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence		

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

1. **Business Items:** The following topics were discussed:
 - **Monthly Financial Report:** Having been previously distributed, the Committee asked questions regarding the report but otherwise recommended it for Board approval.
 - **FY2024 Draft Budget:** Lawrence and Lynch continue to work on the draft budget while still in need of two major data points: the health insurance rate increases and the rates for NYSERS contributions (the state retirement system). The levy growth factor has yet to be released but it is assumed to be 2%. The plan is finish working on the draft and to get updated levy growth needed for the budget to the Committee prior to the Board meeting.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - FY2023 Budget Modification #2

3. **Upcoming Agenda Items:**
 - Financial policy review

Next Scheduled Meeting(s) Date
 TBD
 Greenspan Board Room - Adriaance Memorial Library
(time, date, and location subject to change)

New Business Fact Sheet
Approval of FY2023 Budget Modification #2

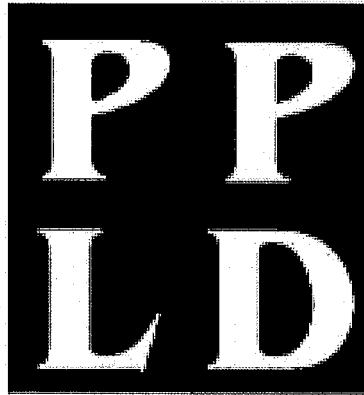
Recommended By Finance Committee

Background The Committee's recommended FY2023 Budget Modification #2 is presented for approval at this time.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2023 budget as presented in PPLD Document #072623 - 5A.

Motion Moved _____
Seconded _____

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

FY2023 Budget

Approved by the Board of Trustees : July 27, 2022

Approved by the Voters: November 8, 2022

Revision #1 Approved: April 26, 2023

Revision #2 Proposed: July 26, 2023

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

PPLD Document #072323 - 5A

Proposed FY2023 Budget - Summary

	2023 Approved	2023 Revision #1	2023 Revision #2
Real Property Taxes - General Fund	\$ 7,251,061	\$ 7,251,904	\$ 7,251,061
Real Property Taxes - Debt Services	1,238,400	1,238,400	1,238,400
PILOTs	173,000	173,000	205,424
Other Revenue	366,983	498,983	498,983
State Aid	281,685	289,519	289,519
Transfers In (includes Debt Service Fund)	100,000	100,000	100,000
Transfer In (Undesignated Fund Balance)	195,000	381,362	193,758
Transfers In (Greene Fund)	421,988	544,912	472,357
Total - Revenue	\$ 10,028,117	\$ 10,478,080	\$ 10,249,502

	2023 Approved	2023 Revision #1	2023 Revision #2
Salaries	4,231,133	4,527,899	4,427,030
Equipment	63,500	92,200	92,200
Library Materials	418,188	467,800	397,003
Public Programming	175,720	190,220	172,220
Supplies	60,000	63,500	63,500
Communications	92,475	79,502	78,102
PR, Printing & Postage	64,432	64,432	102,177
Professional Development & Travel	34,552	27,552	27,552
Automation Services	137,401	136,904	142,306
Professional Services	155,568	202,337	192,337
Operations	797,085	595,318	594,614
Employee Benefits	1,967,749	2,242,104	2,172,148
Greene Activities	424,162	449,912	449,912
Capital Debt Service	1,338,400	1,338,400	1,338,400
Total - Appropriations	\$ 9,960,365	\$ 10,478,080	\$ 10,249,502

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Revenue

PPLD Document #072323 - 5A

		2023 Approved	2023 Revision #1	2023 Revision #2
41001	Real Property Taxes	\$ 7,251,061	\$ 7,251,904	\$ 7,251,061
41003	Real Property Taxes: Debt Service	1,238,400	1,238,400	1,238,400
42771	Payment In Lieu of Taxes (PILOT)	173,000	173,000	205,424
42082	Library Charges	10,000	15,000	15,000
42401	Interest Earnings	17,500	17,500	17,500
42680	Insurance Recoveries	-	-	-
42705	Donations	100,000	150,000	150,000
	FEMA Reimbursement	-	9,000	9,000
42752	Annual Appeal	32,500	32,500	32,500
42753	Donation: In-Kind	81,983	81,983	81,983
42760	Grants	50,000	68,000	68,000
42777	E-Rate + ECF Income	60,000	110,000	110,000
42800	Miscellaneous Income	15,000	15,000	15,000
46840	State Aid: Central Library Services Aid	257,779	265,613	265,613
43841	State Aid: Central book Aid	-	-	-
43842	State Aid: Local Library Incentive Aid	23,906	23,906	23,906
	Transfer In (designated Fund Balance)	195,000	195,000	193,758
45031	Transfers In (includes Debt Service Fund)	100,000	100,000	100,000
	Transfers In: Greene Find	421,988	449,912	472,357
	Total	\$ 10,028,117	\$ 10,196,718	\$ 10,249,502

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

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

PPLD Document #072323 - 5A

Org	Object	Project	Description	2023 Approved	2023 Revision #1	2023 Revision #2
A00000	51410		Salaries - Librarians	\$ 1,664,737	\$ 1,750,680	\$ 1,736,389
A20300	51410		Salaries - Historian (Greene)	64,023	65,856	65,856
A00000	51419		Salaries - Reserve For Retirement	9,000	-	-
A00000	51420		Salaries - Support Staff	1,987,602	2,096,631	2,013,553
A20300	51420		Salaries - Support Staff (Greene)	41,765	42,973	42,973
A00000	51440		Salaries - Sunday Hours	75,000	75,000	75,000
A00000	51450		Salaries - Building Services	539,379	588,088	588,088
A20300	51450		Salaries - Building Service (Greene)	45,489	46,790	46,790
A00000	51460		Salaries - Student Pages	26,185	17,500	14,000
A00000	52800		FFE - General	35,000	25,000	25,000
A00000	52800	A212	FFE - Marcotte Training Lab	1,000	500	500
A20300	52800		FFE - Greene	5,000	-	-
A60000	52800		FFE - IT	22,500	22,500	22,500
A60000	52800	XXXX	FFE - IT (Windows 11 Upgrade)	-	34,000	34,000
A60000	52800	XXXX	FFE - IT (New Phones)	-	-	-
A60000	52800	A239	FEE - ECF	-	8,200	8,200
A74000	52800		FFE - SPD Branch Library	5,000	2,000	2,000
A74000	52800	A228	FFE - DC Reads	-	-	-
A11100	54100		Library Materials - Books (CLDA)	10,209	-	-
A11100	54100	A211	Library Materials - Digital Books (CLDA)	37,400	58,945	62,626
A20300	54100		Library Materials - Books (Greene)	117,455	117,455	117,455
A20300	54100	A211	Library Materials - Digital Books (Greene)	34,656	34,656	34,656
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000
A44000	54100		Library Materials - Books	48,073	45,845	45,845
A44000	54100	A211	Library Materials - Digital Books	30,000	30,000	30,000
A44000	54100	A225	Library Materials - BT Leasing	18,000	18,000	18,000
A44000	54110		Library Materials - Video	32,500	25,800	25,800
A44000	54110	A211	Library Materials - Digital Video	54,495	54,495	54,495
A44000	54120		Library Materials - Audio & Music	40,000	35,550	35,550
A44000	54120	A211	Library Materials - Digital Audio & Music	10,237	8,487	8,487
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000
A41000	54130		Library Materials - Serials (Adult)	12,500	12,500	12,500
A44000	54130	A211	Library Materials - Digital Serials	500	500	500
A45000	54130		Library Materials - Serials (Youth)	1,750	1,750	1,750
A46000	54130		Library Materials - Serials (Teen)	1,000	1,000	1,000
A71000	54131		Library Materials - Newspapers (Adriance)	6,250	6,250	6,250
A73000	54131		Library Materials - Newspapers (Boardman Road)	2,750	4,000	4,000
A41000	54132		Library Materials - Microforms	4,500	5,200	5,200
A44000	54150		Library Materials - Games	2,000	-	-
A10500	54160		Library Materials - Binding	1,000	-	-
A11100	54291		Library Materials - Commercial Databases (CLDA)	43,019	24,478	17,500
A41000	54291		Library Materials - Commercial Databases (Adults)	29,505	35,000	35,000

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

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

PPLD Document #072323 - 5A

Org	Object	Project	Description	2023 Approved	2023 Revision #1	2023 Revision #2
A45000	54291		Library Materials - Commercial Databases (Youth)	7,500	75,000	7,500
A10000	54292		Programming - Administration	5,000	5,000	5,000
A10000	54292	A124	Programming - Staff Development	2,500	2,500	2,500
A10000	54292	A125	Programming - MAP Passes	7,500	7,500	7,500
A20300	54292		Programming - Greene	73,000	45,000	45,000
A20300	54292	A101	Programming - Big Read	10,000	10,000	10,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	3,000	2,000	2,000
A30000	54292	A101	Programming - Big Read	62,220	62,220	62,220
A30000	54292	A219	Programming - Movies Under the Walkway	1,500	-	-
A41000	54292		Programming - Adult	18,000	18,000	18,000
A41000	54292	A214	Programming - Spanish	7,000	7,000	7,000
A41000	54292	A215	Programming - Foundation Center	500	500	500
A43000	54292		Programming - Extension Services	2,000	2,000	2,000
A45000	54292		Programming - Youth	21,000	21,000	21,000
A45000	54292	A107	Programming - Youth (BOB)	500	500	500
A45000	54292	A207	Programming - Bus Trips	2,000	1,500	1,500
A45000	54292	A218	Programming - Poughkeepsie Book Festival	15,000	15,000	15,000
A45000	54292	A233	Programming - Youth (Outreach)	2,000	6,500	6,500
A45000	54292	A234	Programming - Summer Saturdays	5,000	3,000	3,000
A45000	54292	A236	Programming - Halloween on the Hill	5,000	3,000	3,000
A45000	54292	A237	Programming - Operation Warm	6,000	6,000	6,000
A46000	54292		Programming - Teen	5,000	5,000	5,000
A50000	54292		Programming - Contingency	3,500	2,500	2,500
A74000	54292		Programming - SPD	3,500	3,500	3,500
A74000	54292	A228	Programming - Dutchess County	-	18,000	-
A41000	54293		Programming - Auditorium Rentals	1,000	-	-
A00000	54300		Supplies - Office & Library	14,500	19,000	19,000
A00000	54300	A226	Supplies - COVID	1,000	-	-
A11100	54300		Supplies - CLDA	-	-	-
A20000	54300		Supplies - Custodial	22,500	18,750	18,750
A20000	54300	A204	Supplies - Parking Lot	500	-	-
A20000	54300	A226	Supplies - Custodial (COVID)	2,000	1,500	1,500
A20000	54300	R100	Supplies - DVD Cleaning	600	600	600
A42000	54300		Supplies - Technical Services	4,000	4,000	4,000
A43000	54300		Supplies - Borrower Services	5,000	10,000	10,000
A45000	54300	G200	Supplies - PLC	500	500	500
A50000	54300		Supplies - Ink & Toner	6,000	6,000	6,000
A60000	54300		Supplies - IT	1,400	1,400	1,400
A60000	54300	A208	Supplies - 3D Printing	1,000	1,000	1,000
A74000	54300		Supplies - SPD	1,000	750	750
A11100	54310		Telephone (CLDA)	1,500	1,872	472
A71000	54310		Telephone - Adriance	11,830	11,830	11,830

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations

PPLD Document #072323 - 5A

Org	Object	Project	Description	2023 Approved	2023 Revision #1	2023 Revision #2
A73000	54310		Telephone - Boardman Road	1,674	1,674	1,674
A60000	54320	A239	Internet Services - ECF	-	8,200	8,200
A71000	54320		Internet Services - Adriance	44,348	35,000	35,000
A71000	54320	A235	Internet Services - Adriance (Hotspots)	18,255	8,000	8,000
A73000	54320		Internet Services - Boardman Road	13,942	12,000	12,000
A74000	54320		Internet Services - Sadie Peterson (Wi-Fi)	926	926	926
A74000	54320	A203	Internet Services - Sadie Peterson	15,600	14,500	14,500
A30000	54330		Postage - Bulk Mailing	12,867	12,867	22,867
A71000	54330		Postage - General	4,310	4,310	4,310
A00000	54340		PR & Printing - General	10,000	10,000	10,000
A30000	54340		PR & Printing - Rotunda	37,255	37,255	37,555
A30000	54340	A203	PR & Printing - Rotunda	-	-	27,445
A74000	54340	A228	PR & Printing - DC APG	-	-	-
A00000	54350		CE - Regional & National	2,252	2,252	2,252
A00000	54351		CE - Local	2,000	2,000	2,000
A00000	54353		CE - Webinars	4,500	4,500	4,500
A00000	54355		Tuition Reimbursement	22,000	15,000	15,000
A00000	54356		Mileage Reimbursement - General	3,800	3,800	3,800
A00000	54360		Sierra/Encore Services	77,000	77,000	77,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	60,401	59,904	65,306
A00000	54370		Professional Services - General	2,000	1,500	1,500
A00000	54370	A232	Professional Services - BRD Wasteline	-	-	-
A10000	54370		Professional Services - Administration	20,000	15,000	15,000
A11100	54370		ILL Charges (CLDA)	-	6,087	6,087
A20000	54370		Professional Services - Building Services	13,750	69,500	59,500
A20300	54370	A232	Professional Services - BRD Wasteline (Greene)	-	-	-
A30000	54370		Professional Services - Advancement	18,328	18,000	18,000
A41000	54370		Professional Services - Adult Services	13,700	10,500	10,500
A43000	54370		Professional Services - Borrower Services	6,500	-	-
A44000	54370		Professional Services - Collection Agency	-	5,000	5,000
A50000	54370		Professional Services - Business Office	60,540	57,500	57,500
A60000	54370		Professional Services - Software	19,250	19,250	19,250
A60000	54370	A226	Professional Services - Software (COVID)	1,500	-	-
A00000	54380		Membership Dues	2,325	2,000	2,000
A20000	54390		RRM - General	10,500	7,500	7,500
A41000	54390		RRM - Adult Services	3,500	2,750	2,750
A60000	54390		RRM - IT	3,550	3,550	3,550
A71000	54500		Fuel & Utilities - Adriance	102,803	90,000	90,000
A73000	54500		Fuel & Utilities - Boardman Road	49,471	35,000	35,000
A20000	54520		Building Repairs - General	15,500	13,500	13,500
A20000	54520	A229	Building Repairs - Rotunda	15,000	-	-
A20000	54520	A238	Building Repairs - ADR Fire Suppression	75,000	-	-

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations

PPLD Document #072323 - 5A

Org	Object	Project	Description	2023 Approved	2023 Revision #1	2023 Revision #2
A74000	54520		Building Repairs - SPD Branch Library	5,000	1,000	1,000
A20000	54521		Building Repairs - Wojtecki	24,703	5,000	5,000
A20000	54523		Grounds Maintenance	15,000	16,000	16,000
A20000	54523	A204	Grounds Maintenance - City Lot	3,000	1,000	1,000
A00000	54530	A204	Staff Parking - City Lot	20,000	3,500	3,500
A00000	54530	A222	Staff Parking - 96 Market Street	10,000	9,600	9,600
A00000	54530	A224	PoJo Archives	13,500	13,000	13,000
A74000	54530	A203	SPD Branch Library - Lease	42,733	43,898	43,898
A00000	54540		Insurance - Property & Liability	36,879	39,100	39,100
A00000	54550		Insurance - Automobile	2,227	2,500	2,500
A00000	54550	C814	Insurance - Bookmobile	2,045	2,500	2,500
A00000	54560		Insurance - Liability Umbrella (includes Crime)	7,259	8,343	8,343
A00000	54561		Insurance - Volunteers	400	300	300
A00000	54570		Insurance - D & O	4,687	4,822	4,822
A00000	54580		Insurance - Cybersecurity	3,000	4,044	4,044
A00000	54680		Taxes on Property	-	20,000	20,000
A20000	54690		Snow Removal - Public Lots	23,000	18,000	18,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	9,500	8,000	8,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	7,500	8,500	8,500
A20000	54691		HVAC - Repairs & Improvements	80,000	72,500	72,500
A00000	54692		Other Operations - Water	11,421	10,000	10,000
A20000	54693		Other Operations - Trash	7,000	7,000	7,000
A00000	54694		Other Operations - General	5,614	5,000	5,000
A20300	54694	C814	Other Operations - Bookmobile	5,000	5,000	5,000
A11100	54694		Other Operations (CLDA)	89,326	89,326	88,622
A20000	54694		Other Operations - Cleaning	9,000	5,000	5,000
A20300	54694		Other Operations (Greene)	-	-	-
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983
A00000	54710		Vehicle Operations	1,500	3,000	3,000
A20000	54730		Vehicle Maintenance	1,500	2,000	2,000
A00000	59010		Employee Benefits - NYS Retirement	423,687	523,575	512,829
A20300	59010		Employee Benefits - NYS Retirement (Greene)	-	14,784	14,784
A00000	59030		Employee Benefits - Social Security	249,546	271,810	275,792
A00000	59035		Employee Benefits - Medicare	58,362	63,568	64,500
A00000	59040		Employee Benefits - Workers Compensation	54,730	55,478	55,478
A00000	59045		Employee Benefits - Life Insurance	7,068	8,000	8,000
A00000	59050		Employee Benefits - Unemployment Pool	1,000	1,000	1,000
A00000	59055		Employee Benefits - Disability Insurance	3,937	4,250	4,250
A00000	59060		Employee Benefits - Medical Insurance	1,124,325	1,265,307	1,201,185
A00000	59061		Employee Benefits - Medicare B Reimbursement	42,094	45,115	45,115
A00000	59089		Employee Benefits - Other	3,000	4,000	4,000
A50000	59035		Employee Benefits - Contingency	-	-	-

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Proposed FY2023 Budget - Appropriations

PPLD Document #072323 - 5A

Org	Object	Project	Description	2023 Approved	2023 Revision #1	2023 Revision #2
A00000	59710		Capital Debt Service - Principal	880,000	880,000	880,000
A00000	59720		Capital Debt Service - Interest	458,400	458,400	458,400
				\$ 10,028,961	\$ 10,478,080	\$ 10,249,502

Approved by the Board of Trustees on July 27, 2022

Approved by the Voters on November 8, 2022

Revision #1 Approved April 26, 2023

Revision #2 Proposed July 26, 2023

New Business Fact Sheet

Approval of Addenda: Notary Public Stipend, Clarification of Language

Recommended By Library Director

Current Situation The Collective Bargaining Agreement between the Library District and CSEA would benefit from the additional of the addenda proposed in PPLD Document #072623 – 7A.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addenda attached as PPLD Document #072623 - 7A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

A D D E N D U M

to
Agreement
by and between the
Poughkeepsie Public Library District
and
CSEA, Local 1000 AFSCME
AFL-CIO
Poughkeepsie Public Library District
Dutchess County Local 814
January 1, 2021 – December 31, 2023

The parties signing below agree to the following modification of language as it refers to health insurance benefits in retirement:

ARTICLE VII
COMPENSATION

(new) SECTION 4 – With the desire to provide notary services to the public, the District shall pay for the examination costs and, if successful, the required stamp and supplies for an employee to serve as a notary public. The service may only be provided to the public while on library duty and may not be provided for a charge at any location for any reason. Staff will be compensated \$500, annually, for providing this service. The compensation will be distributed on a quarterly basis at the end of each calendar quarter and through payroll and will be effective October 1, 2023.

FOR POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Library Director (*upon the approval of the Board of Trustees*)

Date

FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

Unit President

Date

Labor Relations Specialist

Date

A D D E N D U M

to
Agreement
by and between the
Poughkeepsie Public Library District
and
CSEA, Local 1000 AFSCME
AFL-CIO
Poughkeepsie Public Library District
Dutchess County Local 814
January 1, 2021 – December 31, 2023

The parties signing below agree to the following modification of language as it refers to health insurance benefits in retirement:

ARTICLE XXI
HEALTH INSURANCE

SECTION 6 – Full-time employees of the District represented by the union shall be entitled to the New York Empire Plan of Hospitalization and Major Medical Benefits in retirement so long as they have had ten (10) years of continuous District service up to retirement. All retirees participating in the health insurance program shall pay fifty (50%) percent of their premium for **individual retiree** ~~employee coverage and~~ **coverage, the retiree shall contribute fifty (50%) of the cost of the individual premium as well as sixty-five (65%) percent of the difference between the cost of the individual and applicable family plan premium of family coverage.** An annual letter will be provided to all retirees in which the cost of their health insurance in retirement will be explained.

FOR POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Library Director

Date

FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

Unit President

Date

Labor Relations Specialist

Date

New Business Fact Sheet
Resolutions Related to the Tentative 2022 Budget

Recommended By Finance Committee, Library Director

Current Situation New York State's property tax cap is 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 (tax cap) without extraordinary action by the local governing board which, in our case, is the Board of Trustees. The tax cap for our 2024 fiscal year is 2.00% and the Board has previously authorized the preparation of a budget that overrides the tax cap, which will be the first such override in a number of years.

Typically, the Board of Trustees approves the next fiscal year's budget after having received advice on the likely rates for both health insurance and retirement system contributions. As of July 26, we have received neither. By statute, though, the budget referendum language must be certified and at the Board of Elections no later than three months prior to the annual General Election (which means the budget should be approved, certified, and submitted no later than August 1, 2023).

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2024 Budget (PPLD Document #072623 - 6A) and the proposed 2023 General Election ballot language as reflected in the Certification (PPLD Document #072623 - 6B). Further, the Board of Trustees authorizes the Secretary to sign the Certification of trustees to stand for election as reflected in PPLD Document #072623 - 6C.

Motion

Moved	_____
Seconded	_____

Result of Action

In Favor	_____
Against	_____
Abstaining	_____

Record of Vote

	Yea	Nay
Trustee Blazek	_____	_____
Trustee Eagleton	_____	_____
Trustee Ferrer	_____	_____
Trustee Fitzgibbons	_____	_____
Trustee Hogg	_____	_____
Trustee McPhee	_____	_____
Trustee Moore	_____	_____
Trustee Nichols	_____	_____
Trustee Ryan	_____	_____
Trustee Spuhler	_____	_____

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2024 - Summary**

PPLD Document #072623 - 6A

	2023 Revision #2	2024 Draft
Real Property Taxes - General Fund	\$ 7,251,061	\$ 8,154,668
Real Property Taxes - Debt Services	1,238,400	1,241,676
PILOTs	205,424	173,000
Other Revenue	498,983	451,983
State Aid	289,519	289,519
Transfers In (includes Debt Service Fund)	100,000	100,000
Transfer In (Undesignated Fund Balance)	211,304	200,000
Transfers In (Greene Fund)	477,357	445,659
Total - Revenue	\$ 10,272,048	\$ 11,056,505

	2023 Revision #2	2024 Draft
Salaries	4,446,249	4,638,170
Equipment	92,200	137,250
Library Materials	397,003	415,476
Public Programming	172,220	195,100
Supplies	63,500	76,050
Communications	78,102	78,472
PR, Printing & Postage	92,177	107,000
Professional Development & Travel	27,552	56,000
Automation Services	142,306	142,306
Professional Services	202,337	216,587
Operations	594,614	737,755
Employee Benefits	2,175,476	2,469,004
Greene Activities	450,758	445,659
Capital Debt Service	1,338,400	1,341,676
Total - Appropriations	\$ 10,272,894	\$ 11,056,505

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2024 - Tax Cap Formula**

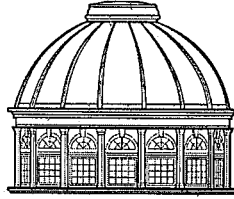
2022 Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth	2022 PILOTs	Prior Year Torts	Allowable Growth	2023 PILOTs	Available Carryover	Tax Levy Limit
\$ 8,489,461	\$ -	\$ -	100.85%	\$ 205,424	\$ -	102.00%	\$ 173,000	\$ -	\$ 8,769,386
FY2024 Debt Service Levy									\$ 1,241,676
FY2024 General Fund Tax Cap Levy									\$ 8,769,386
Proposed Total 2024 Tax Levy									\$ 9,396,344
FY2024 Override Amount									\$ 626,958
Percent Over/(Under) Allowable Growth									7.15%

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2024 - Tentative Tax Levy**

PPLD Document #072623 - 6A

	Population (2020 Census)	% of Total Levy	General Levy	Adjustments	Subtotal - General Levy	Debt Service	Adjustments	Subtotal - Debt Service Levy	Total Levy
City of Poughkeepsie	31,577	41.48%	\$3,382,772	\$0	\$3,382,772	\$515,080	\$0	\$515,080	\$3,897,852
Town of Poughkeepsie	44,544	58.52%	\$4,771,896	\$0	\$4,771,896	\$726,596	\$0	\$726,596	\$5,498,492
Total	76,121	100.00%	\$8,154,668	\$0	\$8,154,668	\$1,241,676	\$0	\$1,241,676	\$9,396,344

NOTE: 2020 population data found at <https://www.dutchessny.gov/Departments/Planning/docs/2020-Population-Census-Comparison.pdf>.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

CERTIFICATION

I, Thomas A. Lawrence, Clerk to the Board of Trustees, do hereby certify that the following ballot proposal concerning the 2024 budget was approved by the Poughkeepsie Public Library District's Board of Trustees at its regular meeting of July 26, 2023:

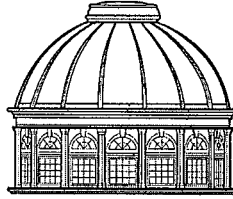
**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2024 Budget Resolution (to appear on the 2023 General Election ballot)**

SHALL the 2024 Library District budget, as submitted by the Board of Trustees of the Poughkeepsie Public Library District, be approved and SHALL the Board of Trustees authorize estimated expenditures of \$11,056,505 for Library District operations for the year January 1 - December 31, 2024, which includes \$1,241,676 of previously authorized combined debt service for the year of January 1 – December 31, 2023 and, further, SHALL the Board of Trustees be authorized to instruct the City of Poughkeepsie and the Town of Poughkeepsie to collect taxes on its behalf for the financing of Library District operations and debt service as prescribed in the Library District's special legislation as amended in 1994, 1997, 2006 and 2016?

Clerk of Board of Trustees

Date

[notarize]



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

CERTIFICATION

I, Laurel Spuhler, Secretary of the Board of Trustees of the Poughkeepsie Public Library District, do hereby certify that, pursuant to special legislation enacted on August 19, 2016 by the New York State Legislature and procedures established by the Board of Trustees of the Poughkeepsie Public Library District, the following candidates shall appear on the general election ballot for two designated vacancies:

1. Library Trustee, Town of Poughkeepsie (select 2)

Term: 1/1/2024-12/31/2028

James Nurre
16 Degarmo Road
Poughkeepsie, NY 12603

Sean Eagleton
96 Autumn Drive
Poughkeepsie, NY 12603

2. Library Trustee, City of Poughkeepsie (select 1)

Term: 1/1/2024-12/31/2028

Laurel Spuhler
37 Parkwood Boulevard
Poughkeepsie, NY 12603

Secretary of Board of Trustees

Date

[notarize]