

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, August 23, 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 at 6:15pm: Eagleton and McPhee

- 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. July 26, 2023 (*T. Lawrence; #082323 – 1*)
 - V. Financial Report(s)
 - A. August 2023 (*B. Lynch; #082323 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #082323 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #082323 – 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; #082323 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 - 1.
 - 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, September 27, 2023; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 26, 2023

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurre
- Patricia Ryan
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Bradley Diuguid, Development Officer
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)**FPPLD Representatives Present**

- Norma Vazquez, President

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

- **Call to Order:** At 7:06 p.m., Vice-President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** An Executive Session will be added after Open Comment.
- **Move/Seconded:** Ryan, Spuhler.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. June 28, 2023 (PPLD Document #072623 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 28, 2023.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. June 2023 Financial Activity Report (PPLD Document #072623 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** Lawrence answered a question regarding the Dr. Patricia Ann Zirkel Lund fund. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #072623 – 2.1)

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

Vouchers 66266 to 66472 in Warrant 20230727 totaling \$80,088.60

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

Vouchers 66274 to 66305 in Warrant 20230718 totaling \$142,191.74

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #072623 – 3)

- Lawrence reported on: Brain Games; the Vassar Warner Home; Office of the Aging picnic; Alzheimer's Association programing; Big Read planning; planned author visits; school visits; programs centered around the Hudson River; the Clearwater; recent large donations; plans for future Rover stops; NovelNY; FLIP service feedback; library app; WiFi grants; programming grant for America and the Holocaust; Gilder Lehrman Society and the Frederick Douglass exhibit; seed library; tool library; LanguageLink; and collaboration with Mexican Consulate.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #072623 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on: the COVID-19 vaccination policy, the substance abuse language and the next set of policies to review.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on the budget.

D. Friends of PPLD: President Vazquez reported on: the book store sales; specialty sales; planning a 2 week closure; response to requests from other libraries; Facebook followers; and Adriance Honors.

VII. Board Action

A. Personnel Actions: (PPLD Document #072623 – 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
Alexander Zuna	Security Guard (FT)	Permanent Appointment	7/30/2023	N/A
Ernst Wickham	Custodial Worker (FT)	Permanent Appointment	8/13/2023	N/A
Nicholas Tomkins	Page	Temporary Appointment	7/25/2023	\$12.96/hr
Obed Simbana	Security Guard (FT)	Probationary Appointment	7/31/2023	\$44,659/yr

- **Moved/Seconded:** McPhee, Ferrer.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of FY2023 Budget Modification #2 (PPLD Document #072623 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2023 budget as presented in PPLD Document #072623 – 5A.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** Lawrence and Treasurer Ryan commented on a few items.
- **VOTE:** 9 – 0 – 0

2. Resolutions Related to the Tentative 2023 Budget (PPLD Document #072623 – 6)

- **Motion:** 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.

- **Moved/Seconded:** Nurre, Nichols.
- **Discussion:** Lawrence explained the changes to the proposed budget.
- VOTE:** 9 – 0 – 0

3. Approval of Addenda: Notary Public Stipend, Clarification of Language (PPLD Document #072623 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addenda attached as PPLD Document #072623 – 7A.
- **Moved/Seconded:** Nichols, Ryan.
- **Discussion:** Lawrence explained the need for these actions.
- VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to specific personnel and disciplinary actions.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:07 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:20 p.m.)

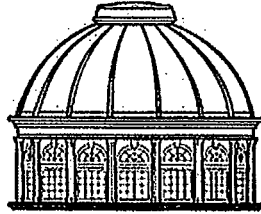
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, McPhee.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, August 23, 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 July 2023 Financial Activity

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

General Fund (Fund A; \$4,416,020)

- Receipts for the month totaled \$22,451 which included \$1,925 in library charges, \$8,680 in interest..
- Disbursements for the month totaled \$650,752 which included \$552,844 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 276,093
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$924,966)

- Receipts for the month totaled \$2,199 in interest
- The Wojtecki account showed a net increase in interest and dividends which amounted to a combined total of \$2,703.
- 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 498

Permanent Funds (Fund PN; \$484,239)

- 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; \$655,620)

- Receipts for the month included interest of \$2,138.
- There were no disbursements in the month of July.

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

No modifications or transfers to report for July

GENERAL FUND YEAR TO DATE
EXPENSE REPORT JULY 2023

FOR 2023 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
21 SALARIES	4,453,179.00	4,582,649.00	2,474,547.82	352,145.95	1,843,563.64	264,537.54	94.2%
22 EQUIP & CAPITAL OUTL	68,500.00	132,200.00	41,503.92	2,201.00	27,313.13	63,382.95	52.1%
30 MATERIALS	497,275.00	496,114.00	212,533.02	32,391.15	55,415.00	228,165.98	54.0%
32 INFORMATION SVC	80,024.00	-7,500.00	22,976.44	0.00	9,133.98	-39,610.42	-428.1%
50 OPERATIONS	1,486,432.00	1,432,900.00	710,735.21	62,868.14	217,995.19	504,169.60	64.8%
51 AUTOMATION	137,401.00	142,306.00	47,991.66	448.20	22,950.50	71,363.84	49.9%
91 EMPLOYEE BENEFITS	1,967,749.00	2,186,933.00	1,492,723.05	200,697.70	453,520.05	240,689.90	89.0%
92 DEBT SER	1,338,400.00	1,338,400.00	617,787.51	0.00	0.00	720,612.49	46.2%
	GRAND TOTAL	10,304,002.00	5,620,798.63	650,752.14	2,629,891.49	2,053,311.88	80.1%

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

WARRANT: 20230718 07/18/2023

DUE DATE: 07/18/2023

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 .00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental of Quarters-PoJ	1,081.80 18.40
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	125.00 -218.32
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 .7410.000.00.59060 .	Medical Insurance	120,525.89 28,513.31
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	100.43 546.84
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	926.92 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	631.40 80.00
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	39.48 200.86
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	138.07 554.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,208.45 -345.28
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	5,366.79 -2,733.85
A A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING	800.00 2,454.44
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	77.98 -69.76
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,558.76 -1,100.00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	3,768.32 -771.40
FUND TOTAL		142,191.74	
WARRANT SUMMARY TOTAL		142,191.74	
GRAND TOTAL		142,191.74	

WARRANT: 20230727 07/27/2023

DUE DATE: 07/27/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	4,025.94
A A	General Fund A .0000.000.00.26030 .	General Fund Exchange	466.19
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	1,593.97
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,835.51
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	46.13
A A00000	General Fund Expen A .7410.000.00.54351 .	Cont Ed/ Local	60.00
A A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	448.20
A A00000	General Fund Expen A .7410.000.00.54580 .	CYBER SECURITY INSURAN	3,980.00
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	185.79
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	645.64
A A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance	853.93
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,594.70
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	2,960.87
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	1,230.77
A A20000	Building Services A .7410.200.00.54300 .R100	DVD Cleaning Supplies	350.49
A A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	1,607.22
A A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	1,358.13
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	475.00
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	635.34
A A20300	Greene Services A .7410.203.02.54100 .	BOOKS	15,056.02
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	7,405.51
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	140.27
A A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	275.53
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	400.00
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	240.71
A A41000	Adult Services A .7410.410.00.54292 .A244	Programming-Tool Lendi	167.97
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	1,569.17
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	4,669.52
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	1,604.48
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	407.75
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	2,929.71
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	759.00
A A45000	Youth Services A .7410.450.00.54292 .A234	Summer Saturdays Prgrm	2,200.00
A A46000	YA Services A .7410.460.00.54292 .	Programming YA	247.79
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	646.48
A A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	460.40
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	607.03
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	283.61
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	309.20
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	12,385.47
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	195.20
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	23.96
		FUND TOTAL	80,088.60
		WARRANT SUMMARY TOTAL	80,088.60

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE REVENUE REPORT JULY 2023

FOR 2023 07

	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
41001 REAL PROPERTY TAXES						
	7,251,904.00	7,251,061.00	7,251,061.00	0.00	0.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC						
	1,238,400.00	1,238,400.00	1,238,400.00	0.00	0.00	100.0%
42082 LIBRARY CHARGES						
	10,000.00	15,000.00	14,023.83	1,924.90	976.17	93.5%
42401 INTEREST EARNINGS						
	17,500.00	17,500.00	48,231.62	8,680.09	-30,731.62	275.6%
42705 DONATIONS						
	100,000.00	155,000.00	22,284.66	14.06	132,715.34	14.4%
42752 ANNUAL APPEAL						
	32,500.00	32,500.00	25,521.43	0.00	6,978.57	78.5%
42753 DONATIONS IN KIND						
	81,983.00	81,983.00	47,823.37	6,831.91	34,159.63	58.3%
42760 GRANTS						
	50,000.00	118,000.00	17,315.35	5,000.00	100,684.65	14.7%
42771 PAYMENT IN LIEU OF TAXES						
	173,000.00	205,424.00	205,424.21	0.00	-0.21	100.0%
42777 E RATE INCOME						
	60,000.00	110,000.00	28,967.77	0.00	81,032.23	26.3%
42800 MISCELLANEOUS INCOME						
	15,000.00	15,000.00	26,791.25	0.00	-11,791.25	178.6%
43840 CENTRAL LIBRARY DEVELOPMENT						
	257,779.00	265,613.00	0.00	0.00	265,613.00	.0%
43842 LOCAL LIBRARY INCENTIVE						
	23,906.00	23,906.00	2,255.30	0.00	21,650.70	9.4%
44401 FEDERAL AID - HEALTH						
	0.00	9,000.00	0.00	0.00	9,000.00	.0%
45031 TRANSFERS IN						
	716,988.00	766,115.00	0.00	0.00	766,115.00	.0%
GRAND TOTAL	10,028,960.00	10,304,502.00	8,928,099.79	22,450.96	1,376,402.21	86.6%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 7

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-148.72	2,470.29
A	12020	General Fund Payroll	29.64	682.06
A	12023	General Fund Money Market	-575,144.28	2,867,499.34
A	12040	Credit Card Transactions	28.67	1,428.61
A	12051	Flex 125 Money Market	566.18	1,338.73
A	12100	Petty Cash	148.72	10,250.45
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	705.09	277,092.71
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	.00	25,000.00
A	13910	Due From Other Funds	.00	1,214,590.56
TOTAL ASSETS			-573,814.70	4,416,020.31
LIABILITIES				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	-563.55	-728.73
A	26021	Benefits Exchange	299.34	5,174.64
A	26030	General Fund Exchange	-324.15	-1,821.13
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-88.39	-88.39
A	26370	State Retirement Accrual	-55,188.55	-304,192.99
TOTAL LIABILITIES			-55,865.30	-357,598.22
FUND BALANCE				
A	35100	Budgeted Revenues	-228,578.00	10,304,502.00
A	35210	Encumbrances (+ PYCF)	-428,622.51	2,633,238.90
A	35220	Expenditures (+ PYCF)	652,130.96	5,743,374.34
A	38210	Encumbrance Reserve (+ PYCF)	428,622.51	-2,633,238.90
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	461,281.03
A	39110	Fund Balance Start of Year	.00	-604,105.64
A	39600	Appropriations (+ PYCF)	228,578.00	-10,422,776.71
A	39800	Revenues Received	-22,450.96	-8,928,099.79
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			629,680.00	-4,058,422.09
TOTAL LIABILITIES + FUND BALANCE			573,814.70	-4,416,020.31

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 7

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	2,198.67	864,054.59
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	2,703.42	60,636.41
TOTAL ASSETS			4,902.09	924,966.08
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	-4,902.09	-442,936.81
TOTAL FUND BALANCE			-4,902.09	-257,815.25
TOTAL LIABILITIES + FUND BALANCE			-4,902.09	-924,966.08



BALANCE SHEET FOR 2023 7

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	.22	86.74
H	12200	Cash From Obligations	1.27	497.77
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.49	35,259.43
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	-1.49	-6.22
	TOTAL FUND BALANCE		-1.49	22,839.18
	TOTAL LIABILITIES + FUND BALANCE		-1.49	-35,259.43

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 7

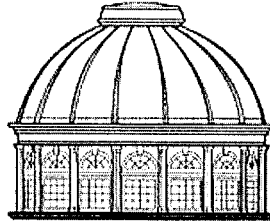
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	2,703.42	365,839.91
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			2,703.42	484,239.37
LIABILITIES				
PN	26300	Due to other funds	-2,703.42	-5,421.52
TOTAL LIABILITIES			-2,703.42	-5,421.52
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-2,703.42	-484,239.37

Poughkeepsie Public Library District



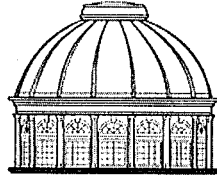
BALANCE SHEET FOR 2023 7

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	2,138.25	840,311.18
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		2,138.25	655,619.73
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-411,112.49
	TOTAL LIABILITIES		.00	-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	-2,138.25	-10,099.69
	TOTAL FUND BALANCE		-2,138.25	-244,507.24
	TOTAL LIABILITIES + FUND BALANCE		-2,138.25	-655,619.73



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JULY 2023

Significant Service Changes, Challenges or Accomplishments

- **Big Read:** Planning for this year's program is nearly complete. There has been an enthusiastic response from the schools and internal Library District programming is looking good, as well. This is a very big ticket item with this year's Read having nearly \$100,000 budget (the author and the books account for about \$50,000).

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

- The end of 2023 and 2024 will see a resumption of Library District staff attending conferences such as those of the New York Library Association (NYLA, this year in Saratoga Springs), the Public Library Association (PLA, next year in Columbus, OH), and the American Library Association (ALA, next year in San Diego, CA). Staff often find other useful conferences worthy of attendance, including those about outreach to special populations, use of the ILS (Innovative Interfaces), and technology applications in libraries.
- Reminder to trustees on their continuing education obligation for 2023: two (2) hours annually. If you need assistance in finding an event or events to attend in order to fulfill this requirement, please let me know ASAP.

Collection Development

- Staff continue to work on weeding the collections and purchasing new content. There is a focus on being sure that current materials are always available on Rover and that the right collections are on Rover for its specific stops.

Buildings

- Boardman Road: We have received a concern from the Friends of PPLD with regards to a repair needed on the floor at the garage door. We are looking to address that.
- Adriance: We are struggling with maintain comfortable building temperatures (it's often very cold). We are working with the vendor that provides us monitoring software to see what we may be missing.

Staffing

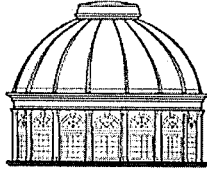
- See Personnel Actions, if applicable.

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	
	Jul	% of Total	YTD	% of Total	Jul	% of Total	YTD	% of Total	Change	% Change	Jul	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,512	26.16%	39,881	26.24%	6,546	27.31%	38,875	26.67%	1,006	2.59%	6,133	25.51%	39,202	25.98%	679	1.73%
Adult Non-Fiction	3,837	15.42%	26,047	17.14%	3,588	14.97%	25,609	17.57%	438	1.71%	3,635	15.12%	25,221	16.71%	826	3.28%
Fiction - Juvenile	7,734	31.07%	40,073	26.36%	6,963	29.05%	35,752	24.53%	4,321	12.09%	6,818	28.36%	35,071	23.24%	5,002	14.26%
Non-Fiction - Juvenile	1,657	6.66%	10,449	6.87%	1,269	5.29%	8,839	6.06%	1,610	18.21%	1,500	6.24%	10,048	6.66%	401	3.99%
Periodicals	171	0.69%	1,169	0.77%	180	0.75%	1,161	0.80%	8	0.69%	232	0.97%	1,500	0.99%	-331	-22.07%
Periodicals - Juvenile	18	0.07%	163	0.11%	37	0.15%	190	0.13%	-27	-14.21%	43	0.18%	196	0.13%	-33	-16.84%
Print Subtotal	19,929	80.07%	117,782	77.49%	18,583	77.52%	110,426	75.77%	7,356	6.66%	18,361	76.38%	111,238	73.71%	6,544	5.88%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.01%	30	0.02%	4	0.02%	38	0.03%	-8	-21.05%	5	0.02%	64	0.04%	-34	-53.13%
Soundrecordings	558	2.24%	3,946	2.60%	669	2.79%	4,526	3.11%	-580	-12.81%	779	3.24%	4,983	3.30%	-1,037	-20.81%
Videorecordings	3,533	14.20%	25,275	16.63%	3,951	16.48%	26,210	17.98%	-935	-3.57%	4,076	16.96%	30,504	20.21%	-5,229	-17.14%
Media	1	0.00%	7	0.00%	0	0.00%	3	0.00%	4	0.00%	2	0.01%	13	0.01%	-6	0.00%
Software	15	0.06%	58	0.04%	10	0.04%	29	0.02%	29	100.00%	16	0.07%	78	0.05%	-20	-25.64%
Equipment/Realia	58	0.23%	385	0.25%	35	0.15%	154	0.11%	231	150.00%	13	0.05%	49	0.03%	336	685.71%
Suppressed Items	29	0.12%	132	0.09%	36	0.15%	146	0.10%	-14	-9.59%	57	0.24%	299	0.20%	-167	-55.85%
Videorecordings - Juvenile	537	2.16%	2,822	1.86%	466	1.94%	2,810	1.93%	12	0.43%	514	2.14%	2,575	1.71%	247	9.59%
Audiorecordings - Juvenile	58	0.23%	508	0.33%	99	0.41%	554	0.38%	-46	-8.30%	92	0.38%	408	0.27%	100	24.51%
Media - Juvenile	150	0.60%	977	0.64%	110	0.46%	818	0.56%	159	19.44%	110	0.46%	622	0.41%	355	57.07%
Software - Juvenile	18	0.07%	72	0.05%	9	0.04%	33	0.02%	39	118.18%	13	0.05%	86	0.06%	-14	-16.28%
Non-Print Subtotal	4,960	19.93%	34,212	22.51%	5,389	22.48%	35,321	24.23%	-1,109	-3.14%	5,677	23.62%	39,681	26.29%	-5,469	-13.78%
Total	24,889		151,994	100.00%	23,972		145,747		6,247	4.29%	24,038		150,919		1,075	0.71%

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	24,889	0	0	0	0	0	151,928
Digital Content	9,746	8,165	8,989	9,142	9,652	9,361	10,713	0	0	0	0	0	65,768
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	0	0	0	0	0	0
Total	30,498	27,785	31,904	29,500	30,368	32,039	35,602	0	0	0	0	0	217,696
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	3,600	0	0	0	0	0	25,119
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	2,094	0	0	0	0	0	11,499
Sadie Peterson Delaney	72	63	90	78	64	71	72	0	0	0	0	0	510
Total	6,183	5,178	5,438	4,798	4,803	4,962	5,766	0	0	0	0	0	37,128
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	799	796	960	720	0	0	0	0	0	6,037
Boardman Road	79	96	117	109	91	68	90	0	0	0	0	0	650
Sadie Peterson Delaney	8	2	0	0	4	8	2	0	0	0	0	0	24
Spanish Language Assistance	136	122	51	103	117	232	72	0	0	0	0	0	833
Total	1,067	1,129	1,177	1,011	1,008	1,268	884	0	0	0	0	0	7,544
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	7,841	8,656	15,864	13,164	11,135	12,036	9,848	0	0	0	0	0	78,544
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	4,927	0	0	0	0	0	42,608
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	28,495	0	0	0	0	0	213,725
Total	44,127	42,251	64,487	49,409	43,490	50,257	43,270	0	0	0	0	0	337,291
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	5,160	0	0	0	0	0	31,076
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	1,738	0	0	0	0	0	11,429
Sadie Peterson	51	57	65	70	76	23	23	0	0	0	0	0	365
Total	6,820	4,745	5,281	6,149	6,555	6,399	6,921	0	0	0	0	0	42,870
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	28	41	38	29	0	0	0	0	NA	225
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	29	0	0	0	0	0	226
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94	75	75	65	75	0	0	0	0	0	499
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	233	253	199	241	0	0	0	0	0	1,638
Community Engagement	2	3	1	2	4	4	1	0	0	0	0	0	17
Non-Library District	9	9	11	8	5	18	13	0	0	0	0	0	73
Exams Proctored	17	13	19	21	25	35	24	0	0	0	0	0	154
MAP Passes	21	16	23	56	61	79	103	0	0	0	0	0	359
Rover Bookmobile Stops	4	2	1	2	3	8	16	0	0	0	0	0	36
Total	242	272	349	322	351	343	398	0	0	0	0	0	2,277
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	2,495	0	0	0	0	0	18,700
Community Engagement	51	62	21	53	267	284	50	0	0	0	0	0	788
Non-Library District	64	99	124	91	70	357	90	0	0	0	0	0	895
Drop-In Room Use (Adriance)	67	105	116	107	119	123	95	0	0	0	0	0	732
Rover Bookmobile	68	28	18	34	178	636	660	0	0	0	0	0	1,622
Total	1,647	3,169	2,971	4,042	3,610	3,908	3,390	0	0	0	0	0	22,737
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	14,700	0	0	0	0	0	98,121
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	0	0	0	0	0	63,590
Sadie Peterson Delaney	400	330	256	222	257	215	252	0	0	0	0	0	1,932
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	0	0	0	0	0	163,643
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 July 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.

No class visits during the summer.

Rover Visits:

These visits consist of giving out info about library programs, issuing library cards, and providing a craft for youth and families who visit the bookmobile.

July 14th - Second Fridays at Eastdale, 5 - 8pm (KH, KB)

July 17th - Hillcroft Camp - 9 - 11am (AM)

July 24th - Spratt Park Pool - 2 - 4pm (AF) *canceled due to thunderstorms*

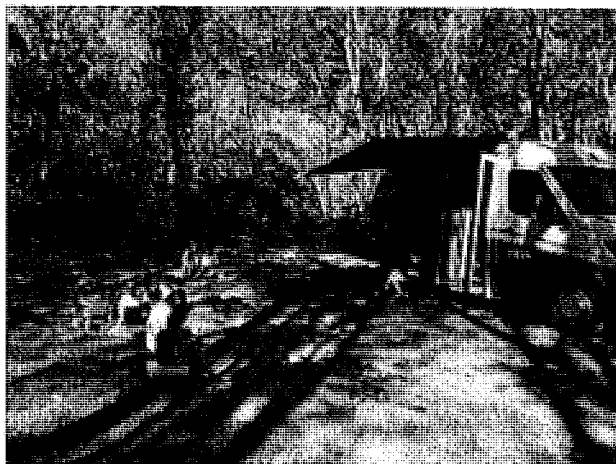
July 31st - Hillcroft Camp - 9 - 11am (AM)

Other Events/Activity:

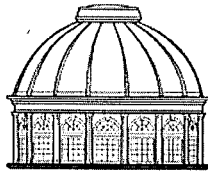
- July 10th - PCSD Read to Succeed Program - Originally a Rover visit, but because of inclement weather, we went and did a visit indoors to talk about the library and summer reading, did a read aloud, and issued library cards. (LA & AF)
- Launched the Kindergarten Readiness Station in the Children's Room - This station is made up of activities in early writing, numeracy, and reading readiness for children to do with their caregiver to work on needed skills upon entering kindergarten. The activities are prepared by YS staff and will change every 3 - 4 months with new ones. Each child receives a "passport"

and after completing an activity, writes the name of the activity in the passport and gets a stamp for each to track their progress.

- Working with Darcy McCourt from Rebuilding Together Dutchess County to coordinate delivery of story walks for their project along Wilbur Blvd. Ms. McCourt requested a story walk to post on Wilbur Blvd. I will be coordinating the delivery and other logistics. I responded to her request on 7/26 and am awaiting her response in order to move forward with this.
- The Big Read: Communicated with and recorded book orders for schools interested in participating..
 - Received request from Dr. Karen Maher, President of the Mid Hudson Reading Council, to present booktalks at their annual meeting on November 2nd. I am coordinating YS librarians to present booktalks to the members at this meeting about the most recently published and best reviewed of children's and young adult literature.



Rover at Hill Croft Camp



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: Aug 2023

Department: Youth Services

Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

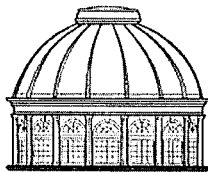
August brings an end to our summer programs and summer reading program, since my last report we have had 129 additional kids sign up for summer reading which brings our total to 532 signups between ADR, BRD and SPD.

Our summer lunch program continues throughout August, the last day of lunches will be Friday, August 25th. We have a few families who come daily to receive lunch. To date, we have distributed 210 summer lunches.

I participated in our first "Wash & Read" program with our summer intern, Jilda Pauta, who had joined us for June and July through the Marist College Tarver summer internship program. Even though we only had 1 participant at the laundromat it is a good starting place for more programs like that in the future.

As for the YS staff, here are some of the things they have worked on in the past month: Following Martha's retirement, Anne Messley has transitioned into the Teen department where she will be working to reestablish our Teen Advisory Board and revamp the Teen Blog. She also continues to work on the Career/Experience Fair which will be held at ADR on Saturday, Sept 30th. Jolie is continuing to work with the Adriance Battle of the Books team which consists of 6 team members. They are preparing for the competition in September. She also ran successful early literacy programs at ADR and BRD. Liz has been building our Graphic Novel collection and working on a GN collection for Rover. She had also run several art programs in all of our branches and has filled in when needed for our early literacy programs. Her "Our Neighborhood" summer program has close to 100 participants, the neighborhood is on display in the children's room. Holly continues to coordinate the summer lunch program as well as 3 PLC programs each week. Her "Kindness Rocks" rock painting campaign continues to be popular this summer with all the painted rocks on display in the garden by the ADR parking lot entrance. She also maintains EVK for the children's programs. Angela has transitioned to a 3/5 role with the library but she continues to maintain the Teen EVK as well as run teen programs in the afternoon. She is planning 2 sailing programs with Clearwater for the Big Read in October. Kayleigh has run multiple programs at BRD and ADR, she has completely turned around the Babytime and Music & Movement programs at ADR and their attendance for this session were in the teens. She also conducted 2 successful tie-dye

programs at BRD and ADR with attendance of 40 and 85 respectively. She also attended outreach events such as National Night Out and Eastdale Second Friday. At Boardman Rd, Rose continued to run her Toddler Time and Preschool story time programs, she also coordinated a "Reading to the Dogs" program which is always successful. Laura continues to run a successful "Baby rhyme and Playtime" as well as a "Toot & Scoot & Play" program at Boardman. Her attendance is consistently in the 20s.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: July 2023

Department: Adult Services

Report Focus: Excerpts from patron testimonials received by staff this month regarding AS programs & services

PCC - H.B. [from a Facebook post]: “[A] new world has been opened up for me since I started attending computer classes at the Adriance Library...For years I got the ROTUNDA booklet in the mail, when I got the last one, I decided instead of thinking about it, I would make it happen...I am so happy I did. The staff in the computer lab are wonderful teachers. So patient and professional. Before you even sign up you can stop in with any computer questions you have.”

Local History - D.N, History Professor [from an email to Shannon Butler]: “I'm really grateful to have had the chance to dip into the library's rich collections relating to Eastman College...If I may say, too, it was a real pleasure to meet you, and learn more about all the fantastic work you and your colleagues are doing to make history public, accessible, and engaging.”

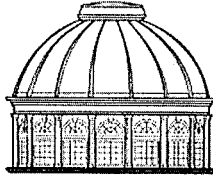
M.B. [from email to Bill Kleppel]: “I wanted to extend my deepest gratitude for the guidance and insight you provided me during my recent visit to the library. Your introduction to John A. Bolding's story has been nothing short of enlightening...Your support and expertise are invaluable to this project.”

Over the Rainbow: The Hollywood Career of Judy Garland-B.M. [from an email to Krista Miller]: “Brian certainly knows “magic”! I thought any minute Judy was going to open into a song! I always enjoy your programs & look forward to attending more! Thank you!”

Oaxaca Week Programs - L.S. [from an email to Elva Corbaton]: “Eric Mindling's presentation today was so passionate and interesting. I will be posting again on FB to encourage people to attend his talks on Sunday and Monday...What a wonderful program today, and what a special treat to enjoy the Mole Negro from La Cabañita!”

J.T. re: Taste of Oaxaca [from an email to Elva Corbaton]: “Just wanted to thank you all for the wonderful program. It was so much more than I imagined it would be...[I] am looking forward to visiting Eric's exhibit this week. We are so fortunate to have the library especially with all the issues out there now about libraries. Keep up the good work.”

L.L. re: Taste of Oaxaca [from an email to Elva Corbaton]: “Thank you very much for the nice scoop on the Guelaguetza! I attended La Probadita de Oaxaca this past Saturday, July 29 and it was very nice, festive and informative. He gave us a taste of the event for next Sunday and I was pleased to learn about the importance of it. I was very pleased to learn about the costumes and what each element of this party means. Thank you so much for bringing this type of cultural event to our community. Have a nice day.” **(Translated from Spanish).**



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report July/ August 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- PPLD Summer Reading Program has been a regular popular program, so much so that we ran out of many of the prizes we are giving away. More have been ordered through YS.

Building and Grounds

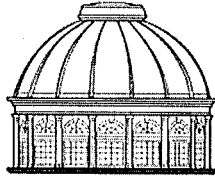
- ❖ Staff Bathroom is leaking and currently unusable. Part should be installed 8/7.
- ❖ The sidewalks were poured at the end of July.
- ❖ The blacktop will be refreshed in the drop-off circle once the sidewalks are complete.
- ❖ In late August the parking lot across the street will be paved. It will be a two day project.
- ❖ The Family Partnership Center has been awarded a safety and security grant, which will allow for more security cameras to be installed as well as security guards to be hired.

Extension Services:

- Our new monthly Alzheimer's Association programs will be held at BRD @ 11:30 once a month
 - September 7: Healthy Living for Your Brain and Body
 - October 5: Walk to End Alzheimer's; Alzheimer's Association & You
 - November 9: Know the 10 Warning Signs
 - December 7: Caregiving through the Holidays and Understanding and Responding to Dementia
- August 16, we will be attending the PFA Senior Picnic with Rover
- August 23rd, we will be tabling at the Golden Gathering, handing out information and Large Print books.

Seed Library:

- 12 new seed companies have been contacted to add to our ever growing list of donors.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report July

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected

We are still having a few issues the new version of Munis (our finance server). But only a few.

The Windows 11 PC new upgrade is well under way. The first 20 have been deployed.

The Oculus Quest VR headsets have all been updated.

Intended Outcomes of Focus Activity:

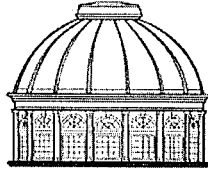
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



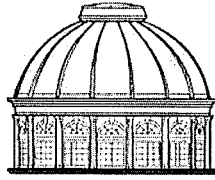
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: TJ Lamanna: Head of Community Engagement **Time Period of Report:** July 2023

Department: Community Engagement

- The construction of the tool cabinet was finished and tools have been purchased. There is a Repair Cafe (an event that focuses on helping people repair their own items instead of throwing them away) in Poughkeepsie that I've been communicating with. They are hosting an event on 9/9, so that is my goal to launch the tool library. They've agreed to help promote us and work to help us succeed and we've made sure to let them know about the availability of items and take their feedback when it comes to purchasing newer or more esoteric items.
- While this is more a Youth Services thing (thank you Kayleigh), the majority of the manga we purchased to increase the collection at SPD has arrived and is processed. We are looking to do a 'launch party' during the first few weeks after school starts since there is a lot of competition during the summer. I've spoken with Beth about what might be appropriate for giveaways.
- The continuous conversations on Rover are continuing to happen as we continue to learn what the community will respond to. There is currently an effort to work with local grocery stores to have Rover be a repeat stop (like for the seniors) as consistent and routine stops are really the only way for Rover as a *bookmobile* will function, otherwise it's just used for PR (which is good and fine, but ultimately not what Rover was designed for). As Ariel said, "I want to be where the people are", and Poughkeepsie is a tough nut to crack on that account.
- As will surprise no one, the seniors that our extension services visits are voracious readers, so we are working on making sure there are (to the best of our ability) as many new books as possible. We're currently going to be moving excess WOW! books (when there are more than 2 on the shelf at Adriance) to fill that gap, as those are the books the seniors are most keen on reading. I've spoken with the selector, borrower services, and a few others to figure out the best way to facilitate this. Our stop gap solution is working for now as we come up with a better permanent solution.
- The community fridge. It's extremely popular, so far so that we had LJ write an article about it, and I've been approached by other libraries as well who are interested. Maintaining the service is extremely difficult though, as Poughkeepsie has a lot of hungry people. So while the students are doing their best, I'm also trying to make connections to keep the fridge stocked and cleaned. But even if we fill the fridge up on a Monday morning, by the afternoon it's empty. And I haven't heard of any patrons abusing it, and it's been almost a year, which is a good sign.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: July 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

July was especially busy at the start of the month with the holiday and summer reading program sign-ups, questions, and of course: prizes are a huge hit at SPD and BRD circulation desks! Additionally, throughout the month we have had traffic due to the free lunch program at ADR, including daily transfer of the cooler on the ground floor.

It continues to seem, as reported to the board in June, that patrons are re-engaging with the library after being away/uninvolved since before the pandemic.

Senior visits re-started in July for the Town and City senior centers and their attendees are very pleased, new folks have been able to get library cards, their interest in programming on-site is still strong.

Borrower services staff helped out at various community events with Rover on July 5, 6, 11, 13, 14, 18 (2), 19, 20, 22, 25 (2), 27 (canceled), and 29. A new stop has been the Town of Poughkeepsie summer concerts at Greenvale Park. The most successful seems to be the Farmers Market where patrons come back regularly and are prepared, when shopping, to carry library materials along with their market purchases. By this fall, department staff will all have had the opportunity to go out on Rover.

The SPD bathroom went out of order in July, creating the inconvenience of having to call building security in order to visit another floor in the Family Partnership Center. We eagerly await that repair.

Summer scheduling continues to be challenging, especially with the increase in outreach events planned.

Most staff were trained to use our new incident report system this month.

❖ *Technical Services*

Materials continue to arrive for processing and are quickly made available to the public. Updates to the reference collection at BRD were made. Technical services will have a meeting in the fall to assess each individual's workload as well as be certain about .

Intended Outcomes of Focus Activity:

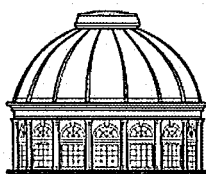
Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing, providing new materials and up to date information.

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: Janet Bogenschultz, Assistant to Library Director **Time Period of Report:** July, 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 Final Review before Staff Training July 17:** In July, I reviewed and recommended modifications to the incident reporting questions and answer selections, and aspects of the form in advance of Staff Training began on Monday, July 17, conducted by Tom, in multiple sessions and both ADR and BDR. I attended the Tuesday, July 18 training at 11:30 am. The soft launch includes using the old form or the new form, and switching to the new form on Sept. 5. Next steps are working on other types of forms we might consider using, such as the Accident Report Form. Also, once the incident report form is finalized there may be screen shots of our form added to a training PowerPoint, modelled after the Baton Rouge Parish Library training PPT and their BRPL Incident Form. A review of the form for modifications after it has been used and staff has given feedback will be done on an on-going basis as needed.
- 2. Tyler Enterprise Software for Purchasing:** Learning to use the new software, replacing MUNIS, for 7 MAP Pass requisitions and purchase orders in July.

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

MAP Pass Use in July: 106 Pass Use Dates to 29 MAP Pass Destinations

- **July had 106 Passes used compared to 82 Passes in June**
- **July 29 venues visited -- an increase over June's 24 venues visited**
- **July's Most Popular Destinations were:** Old Rhinebeck Aerodrome (18), Empire NY State Parks (18), Locust Grove (8), Storm King Art Center (8), FDR (7), and Mohonk Preserve (6).
- **Comparison Recent Months:** Summer totals increase each month with July's 106 passes and 29 venues higher than June's 82 passes to 24 venues; and June was higher than May's 64 passes to 19 venues.
- **Comparison July Months:** July 2023 = 106; 2022=89; 2021=82; 2020=27; 2019=101; 2018=142.

May MAP Pass Promotion and Marketing: A 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. In July, Old Rhinebeck had 15 pass uses, often with both passes used for the weekend air shows. The Wild Center in the Adirondacks had 2 pass uses.

Renewal of MAP Pass Library Memberships & Updating Descriptions and Marking Dates: Seven membership venues were renewed in July. 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.