

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, September 27, 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: Fitzgibbons and Nurre

- 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. August 23, 2023 (*T. Lawrence; #072723 – 1*)
 - V. Financial Report(s)
 - A. August 2023 (*B. Lynch; #092723 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #092723 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #092723 – 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; #092723 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Amended of CBA Language: Health Insurance for Domestic Partners (*T. Lawrence; 092723 – 5; distributed at meeting*)
 - 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, October 25, 2023; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of August 23, 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 6:59 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** An Executive Session will be added after Open Comment.
- **Move/Seconded:** Hogg, Eagleton.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. July 26, 2023 (PPLD Document #082323 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of July 26, 2023.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. July 2023 Financial Activity Report (PPLD Document #082323 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2023 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Fitzgibbons.
- **Discussion:** Lynch asked the Board for a decision regarding the disposition of the money from the Eleanor Swartz Trust. Lawrence proposed the following course of action for board approval:
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Business Manager to open a separate account and hold the money from the Eleanor Swartz Trust in reserve for future purposes.
 - **Moved/Seconded:** Eagleton, Nurre
 - **Discussion:** Some discussion ensued.
 - **VOTE:** 10 – 0 – 0

Discussion of Financial Activity Report resumed with a question from Treasurer Ryan about a negative number in the report which appears to be an error. Lynch will investigate the issue.

- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #082323 – 2.1)

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

Vouchers 66489 to 66680 in Warrant 20230824 totaling \$128,769.82

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

Vouchers 66475 to 66599 in Warrant 20230815 totaling \$165,324.02

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #082323 – 3)

- Lawrence reported on: Big Read programs and activities; the Art Effect Professional Development Day; author visits; Assembly member Jacobson requesting support on our behalf; Price Chopper advertisement; Memorial for Tom McGlinchey; print circulation levels; Summer Reading Program; Security at the Family Partnership; and Map Passes.

B. President's Report

- President Blazek reported on a succession planning webinar she attended that was sponsored by Long Island Library System and reminded Trustees to do their 2 hours of training before December.

C. Board Committee Reports: None.

- D. Friends of PPLD:** President Vazquez reported on: July book store sales; the upcoming September sale; books being dropped off in the parking lot even when donation bin is closed; the Book Store Committee; being recognized as a Neighborhood Fave; the Holiday Book sale; FPPLD board request for more information from Tom on a request he made; the Summer Reading Program; the need for volunteers.

VII. Board Action

A. Personnel Actions: (PPLD Document #082323 – 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
Jayda Taylor	Page (PT)	Resignation	8/19/2023	N/A
TJ Lamanna	Librarian III (FT)	Resignation	8/18/2023	N/A
Kira Thompson	Librarian III (FT)	Permanent Probationary Appointment	8/24/2023	\$75,835/yr
Alison Francis	Librarian III (FT)	Permanent Probationary Appointment	8/24/2023	\$74,335/yr
Rose Lovell	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$71,222/yr
Karen Blovat	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$68,078/yr
Krista Miller	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$69,616/yr
Elizabeth Asta	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$64,894/yr

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

B. Unfinished/Old Business: None.

C. New Business: None.

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 personnel.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:59 p.m.)

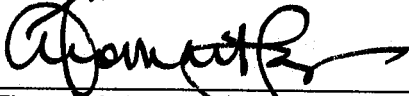
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:20 p.m.)

Adjournment

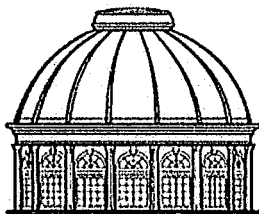
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Ryan.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:21 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 27, 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 August 2023 Financial Activity

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

General Fund (Fund A; \$3,601,886)

- Receipts for the month totaled \$22,260 which included \$2,112 in library charges, \$7,095 in interest and \$6,138 in E-rate reimbursements.
- Disbursements for the month totaled \$920,021 which included \$749,924 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 277,799
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$936,095)

- Receipts for the month totaled \$11,129 which included \$2,288 in interest, \$4,791 annual Effron Fund donation and a \$3,000 donation from Salisbury Bank and Trust in support of the Big Read program.
- The receipts also included a net increase in interest and dividends in the Wojtecki account which amounted to a combined total of \$1,049.
- 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; \$35,261)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 499

Permanent Funds (Fund PN; \$485,288)

- 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; \$657,762)

- Receipts for the month included interest of \$2,143.
- There were no disbursements in the month of August.

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

Budget Transfer A-22

Revenue	Increase	Decrease
Total	\$ -	\$ -

Expense		Increase	Decrease
Databases	A45000 54291	\$ 67,500.00	
Support Salaries	A00000 51420		67,500.00
Total		\$ 67,500.00	\$ 67,500.00

To correct budget modification #2



GENERAL FUND YEAR TO DATE
EXPENSE REPORT AUGUST 2023

FOR 2023 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,515,149	2,999,302.57	524,754.75	1,315,264.34	200,582.09	95.6%
22 EQUIP & CAPITAL OUTL	68,500	132,200	67,019.93	25,516.01	13,034.92	52,145.15	60.6%
30 MATERIALS	497,275	496,114	247,334.87	34,801.85	41,995.25	206,783.88	58.3%
32 INFORMATION SVC	80,024	60,000	32,110.42	9,133.98	1,355.57	26,534.01	55.8%
50 OPERATIONS	1,486,432	1,432,900	800,849.38	90,114.17	265,295.85	366,754.77	74.4%
51 AUTOMATION	137,401	142,306	58,522.66	10,531.00	12,419.50	71,363.84	49.9%
91 EMPLOYEE BENEFITS	1,967,749	2,186,933	1,717,892.26	225,169.21	327,092.90	141,947.84	93.5%
92 DEBT SER	1,338,400	1,338,400	617,787.51	.00	.00	720,612.49	46.2%
GRAND TOTAL	10,028,960	10,304,002	6,540,819.60	920,020.97	1,976,458.33	1,786,724.07	82.7%

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

WARRANT: 20230815 08/15/2023

DUE DATE: 08/15/2023

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 .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 .7410.000.00.54560 .	Liability Umbrella Ins	1,314.00 -1,314.00
A A00000	General Fund Expen A .7410.000.00.54561 .	Accident Insurance Vol	300.00 .00
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	197.12 1,673.98
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	122,050.26 36,910.80
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 -789.68
A A60000	Information Tech A .7410.600.00.52800 .A239	Furniture,Fixtures & E	5,339.25 -646.85
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	925.19 2,266.12
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,974.00 4,294.00
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	14,254.76 2,148.36
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	138.07 274.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,218.45 -345.28
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	5,894.07 -8,746.85
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	1,555.13 -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		165,324.02	
WARRANT SUMMARY TOTAL		165,324.02	
GRAND TOTAL		165,324.02	

WARRANT: 20230824 08/24/2023

DUE DATE: 08/24/2023

FUND ORG		ACCOUNT		AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,530.92
A	A00000	General Fund Expen	A .7410.000.00.52800 .	Furniture,Fixtures & E	419.11
A	A00000	General Fund Expen	A .7410.000.00.54300 .	Office & Library Suppl	3,553.71
A	A00000	General Fund Expen	A .7410.000.00.54340 .	PR & PRINTING - GENERA	48.45
A	A00000	General Fund Expen	A .7410.000.00.54350 .	Cont Ed/ Regional & Na	130.00
A	A00000	General Fund Expen	A .7410.000.00.54353 .	Cont Ed/Webinar	99.00
A	A00000	General Fund Expen	A .7410.000.00.54355 .	Tuition Reimbursement	1,408.00
A	A00000	General Fund Expen	A .7410.000.00.54360 .	Sierra/Encore Services	10,531.00
A	A00000	General Fund Expen	A .7410.000.00.54380 .	Membership Dues	199.00
A	A00000	General Fund Expen	A .7410.000.00.59045 .	Life Insurance	782.19
A	A00000	General Fund Expen	A .7410.000.00.59061 .	Medicare B Reimb	3,594.70
A	A00000	General Fund Expen	A .7410.000.00.59089 .	Employee Benefits Othe	223.99
A	A10000	Administration	A .7410.100.00.54292 .A124	Programming Staff Deve	871.75
A	A10000	Administration	A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	1,150.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Fees - Ad	750.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	2,982.21
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies	179.26
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Fees- Bld	2,359.22
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds Ma	1,293.88
A	A20300	Greene Services	A .7410.203.02.54100 .	BOOKS	8,560.08
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books-Digital	3,140.29
A	A20300	Greene Services	A .7410.203.02.54100 .A221	Books - Pop-Up (Greene	1,446.97
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PROGRAMMING-Digital	140.27
A	A20300	Greene Services	A .7410.203.02.54340 .	PR & Printing-Rotunda	11,034.54
A	A30000	Advancement Servic	A .7410.300.00.54292 .A101	Big Read Programming	199.70
A	A30000	Advancement Servic	A .7410.300.00.54330 .	Bulk Mailing Postage	5,183.11
A	A30000	Advancement Servic	A .7410.300.00.54370 .	Professional Fees	3,404.00
A	A41000	Adult Services	A .7410.410.00.54291 .	PPLD Databases	9,133.98
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc	959.66
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	107.09
A	A41000	Adult Services	A .7410.410.00.54292 .A244	Programming-Tool Lendi	82.63
A	A42000	Technical Services	A .7410.420.00.54300 .	Technical Ser Supplies	467.48
A	A43000	Borrower Services	A .7410.430.00.54300 .	Borrower Ser Supplies	121.32
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books	1,647.23
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Collection Serv- Books	4,575.44
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video	3,754.40
A	A44000	Collection Service	A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	5,189.74
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	3,379.39
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fee	559.20
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth	1,137.05
A	A45000	Youth Services	A .7410.450.00.54292 .A234	Summer Saturdays Pgrm	1,390.36
A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA	134.95
A	A50000	Business Office	A .7410.500.00.54292 .	Contingency for Grant	14.28
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - Bu	2,526.63
A	A60000	Information Tech	A .7410.600.00.52800 .A247	FF&E-Technology Upgrad	16,823.88
A	A60000	Information Tech	A .7410.600.00.54300 .	Information Tech Suppl	26.05
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Fees- Sof	8,106.50
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Maint	291.11
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers	77.30
					8,076.21
					1,229.96
					5,586.00
					2,122.00
					4,401.00
					10,058.00
					6,057.84
					731.00
					1,450.00
					1,978.60
					1,154.51
					361.50
					75.00
					-4,020.00
					48,675.51
					2,342.97
					39,842.28
					3,938.19
					43,972.67
					.00
					5,553.03
					86.26
					16,410.46
					33,289.13
					5,059.64
					-2,741.54
					4,054.58
					5,894.69
					5,442.09
					3,103.63
					1,821.41
					7,291.19
					37,460.76
					.00
					14,857.21
					1,495.00
					25,340.07
					5,942.50
					5,970.84
					1,474.64
					480.96
					21,917.72
					18,907.97
					352.24
					1,152.18
					4,198.55
					883.00
					2,164.75

WARRANT: 20230824 08/24/2023

DUE DATE: 08/24/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A73000 Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	48.80	1,462.40
		FUND TOTAL	128,769.82	
WARRANT SUMMARY TOTAL			128,769.82	
GRAND TOTAL			128,769.82	



GENERAL FUND YEAR TO DATE
REVENUE REPORT AUGUST 2023

FOR 2023 08

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	7,251,904	7,251,061	7,251,061.00	.00	.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	16,136.32	2,112.49	-1,136.32	107.6%
42401 INTEREST EARNINGS	17,500	17,500	55,326.56	7,094.94	-37,826.56	316.2%
42705 DONATIONS	100,000	155,000	22,366.76	82.10	132,633.24	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	54,655.28	6,831.91	27,327.72	66.7%
42760 GRANTS	50,000	118,000	17,315.35	.00	100,684.65	14.7%
42771 PAYMENT IN LIEU OF TAXES	173,000	205,424	205,424.21	.00	-.21	100.0%
42777 E RATE INCOME	60,000	110,000	35,106.15	6,138.38	74,893.85	31.9%
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	766,115	.00	.00	766,115.00	.0%
GRAND TOTAL	10,028,960	10,304,502	8,950,359.61	22,259.82	1,354,142.39	86.9%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 8

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-272.45	2,197.84
A	12020	General Fund Payroll	-3,425.36	-2,743.30
A	12023	General Fund Money Market	-788,008.22	2,079,491.12
A	12040	Credit Card Transactions	640.39	2,069.00
A	12051	Flex 125 Money Market	952.67	2,291.40
A	12100	Petty Cash	272.45	10,522.90
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	706.54	277,799.25
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	-25,000.00	.00
A	13910	Due From Other Funds	.00	1,214,590.56
TOTAL ASSETS			-814,133.98	3,601,886.33
LIABILITIES				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	-948.11	-1,676.84
A	26021	Benefits Exchange	-1,326.91	3,847.73
A	26030	General Fund Exchange	-2.00	-1,823.13
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	-88.39
A	26370	State Retirement Accrual	-81,350.15	-385,543.14
TOTAL LIABILITIES			-83,627.17	-441,225.39
FUND BALANCE				
A	35100	Budgeted Revenues	.00	10,304,502.00
A	35210	Encumbrances (+ PYCF)	-653,433.16	1,979,805.74
A	35220	Expenditures (+ PYCF)	920,020.97	6,663,395.31
A	38210	Encumbrance Reserve (+ PYCF)	653,433.16	-1,979,805.74
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)	.00	-10,422,776.71
A	39800	Revenues Received	-22,259.82	-8,950,359.61
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			897,761.15	-3,160,660.94
TOTAL LIABILITIES + FUND BALANCE			814,133.98	-3,601,886.33

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 8

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	10,079.63	874,134.22
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	1,048.92	61,685.33
TOTAL ASSETS			11,128.55	936,094.63
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	-11,128.55	-454,065.36
TOTAL FUND BALANCE			-11,128.55	-268,943.80
TOTAL LIABILITIES + FUND BALANCE			-11,128.55	-936,094.63

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 8

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.08	86.82
H	12200	Cash From Obligations	1.27	499.04
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.35	35,260.78
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	-1.35	-7.57
	TOTAL FUND BALANCE		-1.35	22,837.83
	TOTAL LIABILITIES + FUND BALANCE		-1.35	-35,260.78



BALANCE SHEET FOR 2023 8

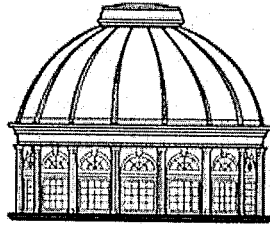
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	1,048.92	366,888.83
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
	TOTAL ASSETS		1,048.92	485,288.29
LIABILITIES				
PN	26300	Due to other funds	-1,048.92	-6,470.44
	TOTAL LIABILITIES		-1,048.92	-6,470.44
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
	TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE		-1,048.92	-485,288.29

Poughkeepsie Public Library District



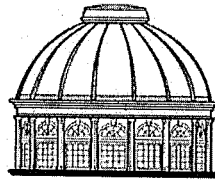
BALANCE SHEET FOR 2023 8

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	2,142.63	842,453.81
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		2,142.63	657,762.36
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	-2,142.63	-12,242.32
	TOTAL FUND BALANCE		-2,142.63	-246,649.87
	TOTAL LIABILITIES + FUND BALANCE		-2,142.63	-657,762.36



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – AUGUST 2023

Significant Service Changes, Challenges or Accomplishments

- **Big Read:** This year's Big Read is BIG!
 - Over 250 people have registered for the author talk on October 14 at Spackenkill High School.
 - We have been advised that every student in both Wappingers and Van Wyck Junior High Schools will read the book.
 - Requests for author visits are pouring in

We are thrilled with the community response and look forward to some great programs, all of which can be found at <https://poklib.org/big-read/>.

- Please note some challenges faced by departments, as noted in the manger reports attached. I congratulate the managers and staff on weathering the challenges. Our usage statistics note a growth in both checkout of library materials as well as attendance at programs and to the libraries, in general.
- The Library District has signed a contract with Dutchess County to provide wi-fi service at its parks located within the Library District (Bowdoin, Upper Landing, and Quiet Cove). This service will be funded, in part, with support from Assemblymember Jacobson.

Service and Program Highlights

- The Library District will celebrate the 125th Anniversary of Adriance Memorial Library on Saturday, October 21, with Founders Day. The Day will feature games, local history, music, candy, and fun from the era in which the Library opened.
- The Friends of PPLD will host 2023 Adriance Honors on Monday, October 16, at Locust Grove. All trustees are urged to attend the event and to show their support of the Friends and their good work on behalf of the Library District. This is a ticketed event for which you should receive an invitation from the Friends.
- 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

- 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: The Friends area needed adjustments to the relative humidity, which has been done.
- Adriance: Nothing of significance to report.

Staffing

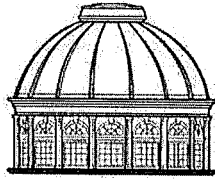
- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2023

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,752	19,620	22,915	20,358	20,716	22,678	24,889	25,227	0	0	0	0	177,155
Digital Content	9,746	8,165	8,989	9,142	9,652	9,361	10,713	10,069	0	0	0	0	75,837
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0	0	0
Total	30,498	27,785	31,904	29,500	30,368	32,039	35,602	35,296	0	0	0	0	252,992
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	3,698	0	0	0	0	28,817
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	2,094	2,238	0	0	0	0	13,737
Sadie Peterson Delaney	72	63	90	78	64	71	72	66	0	0	0	0	576
Total	6,183	5,178	5,438	4,798	4,803	4,962	5,766	6,002	0	0	0	0	43,130
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	799	796	960	720	869	0	0	0	0	6,906
Boardman Road	79	96	117	109	91	68	90	87	0	0	0	0	737
Sadie Peterson Delaney	8	2	0	0	4	8	2	6	0	0	0	0	30
Spanish Language Assistance	136	122	51	103	117	232	72	97	0	0	0	0	930
Total	1,067	1,129	1,177	1,011	1,008	1,268	884	1,059	0	0	0	0	8,603
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	10,482	0	0	0	0	89,026
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	4,927	7,398	0	0	0	0	50,006
Calendar Hits - Recite Me	393	290	485	435	385	426	334	404	0	0	0	0	3,152
Website Hits	31,171	26,481	41,744	29,809	26,601	29,424	28,495	31,006	0	0	0	0	244,731
Total	44,127	42,251	64,487	49,409	43,490	50,257	43,604	49,290	0	0	0	0	386,915
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	6,339	0	0	0	0	37,415
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	1,738	1,807	0	0	0	0	13,236
Sadie Peterson	51	57	65	70	76	23	23	50	0	0	0	0	415
Total	6,820	4,745	5,281	6,149	6,555	6,399	6,921	8,196	0	0	0	0	51,066
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	28	41	38	29	51	0	0	0	NA	276
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	51	0	0	0	0	277
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94	75	75	65	75	81	0	0	0	0	580
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	233	253	199	241	255	0	0	0	0	1,893
Community Engagement	2	3	1	2	4	4	1	1	0	0	0	0	18
Non-Library District	9	9	11	8	5	18	13	9	0	0	0	0	82
Exams Proctored	17	13	19	21	25	35	24	33	0	0	0	0	187
MAP Passes	21	16	23	56	61	79	103	121	0	0	0	0	480
Rover Bookmobile Stops	4	2	1	2	3	8	16	14	0	0	0	0	50
Total	242	272	349	322	351	343	398	433	0	0	0	0	2,710
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	11,256	0	0	0	0	29,956
Community Engagement	51	62	21	53	267	284	50	26	0	0	0	0	814
Non-Library District	64	99	124	91	70	357	90	120	0	0	0	0	1,015
Drop-In Room Use (Adriance)	67	105	116	107	119	123	95	127	0	0	0	0	859
Rover Bookmobile	68	28	18	34	178	636	660	747	0	0	0	0	2,369
Total	1,647	3,169	2,971	4,042	3,610	3,908	3,390	12,276	0	0	0	0	35,013
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	15,402	0	0	0	0	113,523
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	0	0	0	0	74,219
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	0	0	0	0	2,106
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	0	0	0	0	189,848
GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	12,583	11,160	144,124
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	10,845	11,789	6,233	101,891
Sadie Peterson Delaney	NA	NA	NA	251	150	203	141	260	111	475	218	338	2,147
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	25,367	24,590	17,731	248,162

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

	Current Year: 2023				Previous Year: 2022				Compare: '23 to '22		Previous Year: 2021				Compare: '22 to '20	
	Aug	% of Total	YTD	% of Total	Aug	% of Total	YTD	% of Total	Change	% Change	Aug	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	7,029	27.86%	46,910	26.47%	6,914	27.22%	45,789	26.75%	1,121	2.45%	6,318	26.18%	45,520	26.00%	1,390	3.05%
Adult Non-Fiction	3,661	14.51%	29,708	16.76%	3,899	15.35%	29,508	17.24%	200	0.68%	3,977	16.48%	29,198	16.68%	510	1.75%
Fiction - Juvenile	7,445	29.51%	47,518	26.81%	6,945	27.35%	42,697	24.95%	4,821	11.29%	6,380	26.44%	41,451	23.68%	6,067	14.64%
Non-Fiction - Juvenile	1,513	6.00%	11,962	6.75%	1,450	5.71%	10,289	6.01%	1,673	16.26%	1,479	6.13%	11,527	6.58%	435	3.77%
Periodicals	161	0.64%	1,330	0.75%	219	0.86%	1,380	0.81%	-50	-3.62%	218	0.90%	1,718	0.98%	-388	-22.58%
Periodicals - Juvenile	32	0.13%	195	0.11%	54	0.21%	244	0.14%	49	-20.08%	35	0.15%	231	0.13%	-36	-15.58%
Print Subtotal	19,841	78.65%	137,623	77.66%	19,481	76.71%	129,907	75.91%	7,716	5.94%	18,407	76.28%	129,645	74.06%	7,978	6.15%
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	7	0.03%	37	0.02%	7	0.03%	45	0.03%	-8	-17.78%	6	0.02%	70	0.04%	-33	-47.14%
Soundrecordings	515	2.04%	4,461	2.52%	609	2.40%	5,135	3.00%	-674	-13.13%	808	3.35%	5,791	3.31%	-1,330	-22.97%
Videorecordings	3,897	15.45%	29,172	16.46%	4,370	17.21%	30,580	17.87%	-1,408	-4.60%	4,086	16.93%	34,590	19.76%	-5,418	-15.66%
Media	2	0.01%	9	0.01%	0	0.00%	3	0.00%	6	0.00%	2	0.01%	15	0.01%	-6	0.00%
Software	8	0.03%	66	0.04%	17	0.07%	46	0.03%	20	43.48%	8	0.03%	86	0.05%	-20	-23.26%
Equipment/Realia	61	0.24%	446	0.25%	36	0.14%	190	0.11%	256	134.74%	21	0.09%	70	0.04%	376	537.14%
Suppressed Items	43	0.17%	175	0.10%	29	0.11%	175	0.10%	0	0.00%	50	0.21%	349	0.20%	-174	-49.86%
Videorecordings - Juvenile	584	2.31%	3,406	1.92%	564	2.22%	3,374	1.97%	32	0.95%	540	2.24%	3,115	1.78%	291	9.34%
Audiorecordings - Juvenile	42	0.17%	550	0.31%	105	0.41%	659	0.39%	-109	-16.54%	81	0.34%	489	0.28%	61	12.47%
Media - Juvenile	211	0.84%	1,188	0.67%	150	0.59%	968	0.57%	220	22.73%	105	0.44%	727	0.42%	461	63.41%
Software - Juvenile	16	0.06%	88	0.05%	29	0.11%	62	0.04%	26	41.94%	17	0.07%	103	0.06%	-15	-14.56%
Non-Print Subtotal	5,386	21.35%	39,598	22.34%	5,916	23.29%	41,237	24.09%	-1,639	-3.97%	5,724	23.72%	45,405	25.94%	-5,807	-12.79%
Total	25,227		177,221	100.00%	25,397		171,144		6,077	3.55%	24,131		175,050		2,171	1.24%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report August/ September 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- 142 titles have been added to the manga Collection at SPD. A kickoff program for the new collection is on Friday, September 15th from 3-5 pm.
- Beth has been asked to participate in a focus group for building improvements at the Family Partnership Center.

Building and Grounds

- ❖ The staff bathroom at SPD has been fixed.
- ❖ New plumbing for the whole building is part of a plan for 2024.
- ❖ New doors have been put in at the North and South Entrances of the FPC building.
- ❖ The pavement will be finished out front at the end of October.

Extension Services:

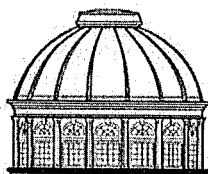
- The Library participated at the OFA Senior Picnic which had originally been scheduled for August 16th and postponed to September 1st. The library has been invited to every senior picnic and outreach event for the foreseeable future. Beth will be talking to Dan Tancredi about which events will work with Rover and which we can table.
- We have reconvened Brain Games at the Office for the Aging and Town of Poughkeepsie Senior Center with the new sustainability plan for the program in place.
- Our first Alzheimer's Association meeting brought 9 people to the program. The attendees were grateful for the information and asked many questions of our presenter.
- September 23rd, we will be tabling at the Golden Gathering, handing out information and Large Print books.

Rover:

- New regular stops are in the planning stages at markets around town.

Seed Library:

- Hart Seed approved a donation of 4,400 seeds. We have received the seeds and are currently sorting through them to get everything ready for the growing season of 2024.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: Sep 2023

Department: Youth Services

Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

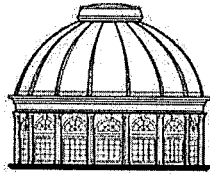
Summer is over and so is our summer reading program. It was a successful summer reading program with 550 children signed up (263 ADR, 266 BRD and 21 SPD). We received 630 reading logs returned to the 3 branches which equates to 4,725 hours' worth of reading or 283,500 minutes.

We ended the summer with our end of summer "Party Animals" party. Norma Vasquez and her husband helped out by handling popcorn duties while the Youth services, adult services and borrower services ran booths. The families loved the petting zoo and pony rides as well as the free shaved Hawaiian ice from Kona Ice truck. We counted approximately 275 children throughout the 2 hour event. It was a great day and I've heard nothing but positive reviews.

As for the YS staff, here are some of the things they have worked on in the past month: Anne continues to heavily promote the Career/Experience Fair on Saturday, Sept 30. She's made visits to over 10 schools to promote the event and to pass out information. Currently we have over 80 confirmed Career/Experience participants and they will be found throughout Adriance that Saturday. Tutoring has started again with education students from Vassar and Marist College being paired up with registered participants at Adriance and Boardman Rd.

September is library card sign-up month and Liz has created a grow-a-dragon game that is currently being held at Adriance which encourages children to sign up for library cards and to use their pre-existing library cards. When they sign up they get a lanyard for their card, and they can earn dragon cards by checking out books. Each time they check out they earn the next card which is the next life stage for the dragon. At the end of the month they will earn a dragon keychain. In addition to her programs and collection development Liz will also be doing some work with the Midhudson Reading Council.

With school restarting Alison is busy with organizing class visits for the YS staff. She also participated in the Annual PCSD Back to school bash. I anticipate we'll be busy with visits the next few months. Alison also took over managing duties for me while I was on vacation.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Rover Visits:

- Hill Croft Camp - 8/14th - (AM)
- Spratt Park Pool - 8/7 (canceled due to rain)
- Spratt Park Pool - 8/21 (AF)
- Eastdale Second Fridays, 8/11 - (KH & SS)

Other activity:

- Day One Camp - 8/8 - delivered two preschool early literacy storytimes to two summer preschool camp groups (AF)
- Esperanza Camp visit - 8/21 - story time and crafts to two summer camp groups (SP)

Ongoing tasks:

***Maintain the JPC early literacy backpacks - replace missing or damaged items, update MARC records to reflect changes in contents of bags**

***Collection development - Anne is weeding my sections right now for her school project; order recently published books for my sections**

***Manage, evaluate and plan for outreach requests - schedule events in EK, Rover form, schedule staff for events;**

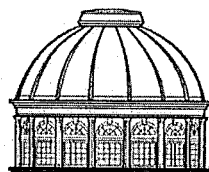
***Inventory and restock and create purchase orders, select and purchase outreach materials for events**

***Communicate with PIOs about promotional materials needed for outreach events**

***Rover - oversee collection ordering for infant through teen; make decisions as part of a committee regarding procedures; attend monthly Rover coordination meetings**

***Update Parent Resources page on the Library's FB page. (From time to time, I look over this page since I order for the Parenting Collection, and communicate with the PIOs any changes or updates that need to be made to reflect current resources.**

***Create POs, oversee selection of materials and order items for new kinder readiness stations**



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: Aug 2023

Department: Adult Services

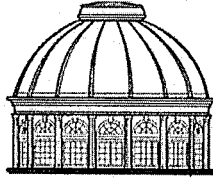
Report Focus Area of Activity: August Highlights

August is usually something of a quiet month for Adult Services, at least in terms of programming. As many staff members take time off for vacations, and many patrons do as well, we try to keep the schedule light. Our weekly Free Tai Chi classes, offered by certified instructor Karen Abramson, continue to be a wildly popular offering, averaging 40-50 attendees every week. Our daily Computer Labs continue to be a draw as well, with a line forming at the door many mornings with folks waiting to sign in.

One big event we did host this month was a concert by The Chain Gang, a popular local band that performs expert renditions of some of the most popular rock hits of the last 5 decades. Over 80 patrons attended their rousing performance at Boardman Road on August 19th.

The Adult Services department once again lent our mixology skills this summer to help celebrate the End of Summer Reading party, which also occurred on August 19th, in the back parking lot at Adriance. The theme 'party animals' really held true at the Mocktails station, where our sweet treats were enjoyed by patrons as well as a swarm of maraschino cherry loving bees. Everyone kept their cool, and the bees were (mostly) content to enjoy the drinks we left for them, but it made for an exciting few hours for Bridget & myself!

Lastly, I feel I should mention that the Adult Services department was under real staffing strain this summer, due to a few long term health-related absences (congratulations to Andrew Morgan on the birth of baby Wyatt!) in addition to regularly scheduled vacations and typical illness. I would just like to take this time to show some appreciation to my staff, who really came together all summer long to make sure that departmental duties and responsibilities were met, and were always willing to pitch in on a program, take another shift, or do whatever else I asked of them. They are a great team and I am happy to get to work with them every day.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst

Time Period of Report August

Department: Information / Technologies

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected

Relocation of staff PCs and phones to accommodate personal changes.

One of our oldest Servers (Ad-ppld-01) still in use died. We had a new Server to replace 99% ready so the service interruption was unnoticed by most staff.

15 more Chromebooks have been setup and turned over to Circulations for barcoding and recorded entry.

Another 14, Windows 11 PCs have been deployed. Bring the total to 34 staff PCs replaced sense June.

Intended Outcomes of Focus Activity:

NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.

Manager Name and Title: Michele Muir, Development Officer

Time Period of Report: August 2023

Department: Advancement

Report Focus Area of Activity: August Promotion and Marketing Highlights

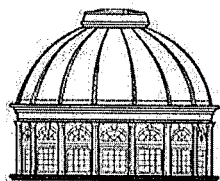
August was busy with production deadlines for the Rotunda, staff vacations and new staff onboarding. Our interactive, efficient team of PIOs executed their standard marketing plan. Activities include:

- Rotunda: Sept/Oct issue was produced, printed, mailed, and distributed at ADR, BRD, SPD and ROV
- Materials completed in several formats, including Composites and monthly posters
- Newsletter(s) written and other articles for the Rotunda
- Website maintenance conducted, with grooming and additions
- E-registration process managed, including ongoing editing
- Library program promo materials were copy-edited, written, designed and printed
- Social Media activity included posting, responding, boosting (advertising)
- Spanish translation completed of program descriptions
- Circulation displays were updated, inc TV and other visual displays
- Library services promoted, such as computer software education, MAP passes
- Survey updates were done in English and Spanish
- Art exhibit was organized, mounted and promoted at ADR
- The Big Read program, its books, authors and activities planning, underway for a few months, activity increased. Nineteen events are planned. Advancement will support brochure design, press releases, book distribution, etc.
- Our four PIOs and I met one-on-one with Department heads (Adult Services, Branch and Extension Services, Youth Services, and Borrower Services) to establish individualized relationships to aid in the promotion planning for upcoming events and programs.

Manager Observation of Activity and Outcomes: As this was my first month, much of my time was spent learning, observing, visiting, and attending meetings to get to know how the Advancement department operates and of course, how the Library operates. This is just the beginning of learning about the many, many services, events, and programs we offer to our public.

Areas of Focus for the Upcoming Months:

- Active review of the Strategic Plan
- Growing Library awareness to a key demographic – adults who don't currently visit the Library or use its services, yet are potential contributors, supporters and district voters
- Supporting of key Library events, i.e., the Big Read
- Assisting with work flow within the promotion schedule
- Assisting with streamlining of Rover appearance schedule and promotion
- Updating volunteer operations



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: August 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

The summer reading program was still in full swing with prizes at SPD and BRD circulation desks. Program registration meant busy phone lines and questions for the circulation desk in August as well.

Borrower services staff helped out at various community events with Rover on August 1 (2), 2, 3, 8 (2), 10, 11, 15 (2), 16, 17, 22, 24, 27, and 31 while also juggling summer vacations. Everyone has been very patient and flexible. Circulation staff also helped with the end of summer bash on 8/19.

To follow up on July's report, the SPD bathroom was thankfully repaired. The remainder of staff were trained to use our new incident report system; many did their state-mandated harassment training this month as well.

❖ *Technical Services*

The Big Read books arrived and were processed to be made available to patrons as we prepare for programming around this cornerstone event. Technical services staff met in August to assure all tasks have appropriate coverage and redundancy.

Intended Outcomes of Focus Activity:

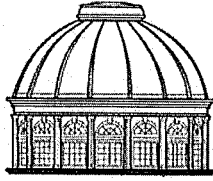
Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing, providing new materials and up to date information.

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:** August, 2023
Department: Administrative Office; Special Projects Update

Special Projects:

1. **Out of Office Most of August:** This month I was out of the office for several weeks and worked six days.
2. **Tyler Enterprise Software for Purchasing:** Used the new software by Tyler, replacing MUNIS, for annual renewals of 8 MAP Pass requisitions and purchase orders in August.
3. **Incident Reporting August Test Phase:** During August, both methods to report incidents were in use until Sept. 5 when everyone uses only the new software program for Incident Reporting. Tom completed staff training and did a test incident report to use the new software.

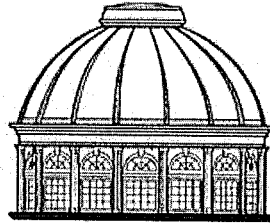
PPLD's MAP Pass Program; over 40 venues

MAP Pass Use in August:

- **August had 124 Passes to 28 Destinations**
- **August Most Popular Destinations were:** NY State Parks Empire Pass & FDR – both 13; Trevor Zoo – 12; Mohonk Preserve -10; Berkshire Botanical Garden & Storm King Art Center – both 8; Old Rhinebeck -7; and all had 5: Norman Rockwell Museum, Mass MoCA, Hancock Shaker Village, and Museum at Bethel Woods.
- **Comparison Recent Months:** Summer totals increase each month with August 124 to 28 venues; 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 August Months:** August of these years: 2023 = 124; 2022=110; 2021= 71; 2020=42; 2019=164; 2018=182 (with 54 Mid-Hudson Children's Museum).

August 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 use and August had 7 passes, often with both passes used for the weekend air shows. The Wild Center in the Adirondacks had 2 pass uses for July and also for August.

Renewal of MAP Pass Library Memberships & Updating Descriptions and Marking Dates: Eight renewals to member venues were completed in August. Review of pass descriptions, updating expiration dates, and the MAP Pass page descriptions is in process. Revising text format to be brief and less information. Review of funds for remaining pass renewals was done in August.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Monday, September 18, 2023	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Chip Hogg, Chair <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
Minutes Prepared By: T. Lawrence		

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

1. Business Items: The Committee discussed the following:

- **Update on Position Modifications:** Lawrence and Lynch updated the Committee on upcoming changes to personnel (retirements, new hires, promotions). Most of these will be presented to the Board for approval at the meeting on September 27.
- **Status of a New HR Position:** The Committee spent considerable time reviewing the need for an HR position. The consensus was to move forward with it, at least incrementally. Lawrence will review the available job specifications available through Dutchess County Civil Service.
- **DHR Complaint:** The Committee discussed the receipt of a complaint filed with the NYS Division of Human Rights.
- **Leadership Succession:** The Committee discussed how to best plan for the eventual replacement of a long-term director. This discussion will continue at the next meeting of the Committee.

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

- None.

3. Upcoming Agenda Items:

- Leadership transition planning.

The meeting adjourned at 7:45 pm.

Next Scheduled Committee Meeting Date

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