POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES
Wednesday, October 25, 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: Ryan and Spuhler

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. September 27, 2023 *(T. Lawrence; #102523 – 1)*

V. Financial Report(s)
   A. September 2023 *(T. Lawrence; #102523 – 2)*
   B. Approval of Monthly Warrant *(T. Lawrence; #102523 – 2.1; to be distributed at the meeting)*

VI. Operational Reports
   A. Administrative Report and Statistics *(Staff; #102523 – 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; #102523 – 4; to be distributed at the meeting)*
   B. Unfinished/Old Business
   C. New Business
      1. 2024 Operations Schedule *(T. Lawrence; #102523 – 5)*

VIII Open Comment
   A. Board Comment
   B. Public Comment on General Library District Affairs

   Adjournment

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 27, 2023

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Seven (7) Trustees were present at time of roll call. Trustee Ferrer arrived at 7:10am.
- **Additions/Changes to the Agenda:** Administrative reports were moved to the beginning of the meeting.
- **Move/Seconded:** McPhee, Hogg.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. August 23, 2023 (PPLD Document #092723 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 23, 2023.
- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions

A. August 2023 Financial Activity Report (PPLD Document #092723 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Extensive discussion regarding money previously received and dispensed.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092723 – 2.1)

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

  Vouchers 66690 to 66980 in Warrant 20230927 totaling $215,138.00

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

Vouchers 66689 to 66749 in Warrant 20230915 totaling $151,119.60

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092723 – 3)

- Lawrence reported on: Big Read programs and activities; the Clearwater sails for adults and teens; coordinating school visits; the upcoming Career Fair; Spanish Heritage Month; the Library Collection survey; Adriance Honors; grants that we received; work on bringing Wi-Fi to local parks; Founder's Day; and efforts to arrange a movie screening at Bardavon for the Big Read book.
- Vredenburg spoke about: the Golden Gathering; progress of construction at the Family Partnership; and working with the Friends to purchase tablets and memory backpacks to support Alzheimer care.
- Muir talked about: the Big Read; her background; an invitation to write an article for the Rotunda; Rover stops at local grocery stores; and working with the Friends.

B. President's Report

- President Blazek spoke about a patron complaint; a plaque at SPD; and the Holiday dinner in December.

C. Board Committee Reports (PPLD Document #092723 – 3.3)

1. **Personnel Committee:** Chairperson Hogg reported on committee discussions about: staff movements; Civil Service; a Human Resources position; the Employee Handbook review; a Human Rights complaint; and plans for the future search for the next Director.

D. Friends of PPLD: President Vazquez reported on: the August sale which broke their record; the September sale on DVDs and Foreign Language materials; resolving a problem with humidity and mold; the Holiday Book Sale preparations; the money for memory backpacks and Little Libraries; handing out recognition checks during Staff Dev. Day; the Golden Gathering; Founder's Day; and Adriance Honors.

VII. Board Action

A. Personnel Actions: (PPLD Document #092723 – 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
Scoob DeStefano	Library Clerk (Hrly)	Permanent Appointment	7/15/2023	N/A
Scoob DeStefano	Library Clerk (FT)	Revised Appointment to FT	10/1/2023	$38,517/yr (Step 1)
Kira Thompson	Librarian III (FT)	Permanent Appointment	10/18/2023	N/A
Alison Francis	Librarian III (FT)	Permanent Appointment	10/18/2023	N/A
Rose Lovell	Librarian II (FT)	Permanent Appointment	10/18/2023	N/A
Karen Blovat	Librarian II (FT)	Permanent Appointment	10/18/2023	N/A
Krista Miller	Librarian II (FT)	Permanent Appointment	10/18/2023	N/A
Henry Barish	Sr. Library Clerk (FT)	Provisional Appointment	10/1/2023	$41,989/yr (Step 1)
Jac-Quan Douglas	Security Guard (FT)	FMLA	7/12/2023 – 10/3/2023	N/A

- **Moved/Seconded:** Nurre, Hogg.
- **Discussion:** Lawrence explained the need for each of the actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. **Approval of Addenda: Health Insurance for Domestic Partners (PPLD Document #092723 – 5)**
   - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addenda attached as PPLD Document #092723 – 5A.
   - **Moved/Seconded:** Ferrer, Fitzgibbons.
   - **Discussion:** Lawrence explained the action being requested.
   - **VOTE:** 8 – 0 – 0

VIII. Open Comment
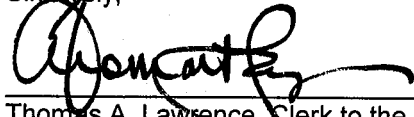
   A. Board Comment: None.

   B. Public Comment: None.

Adjournment

   - **Motion:** There was a motion that the meeting be adjourned.
   - **Moved/Seconded:** Ryan, McPhee.
   - **Discussion:** None.
   - **VOTE:** 8 - 0 - 0
   - **Time of Adjournment:** 8:04 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 25, 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
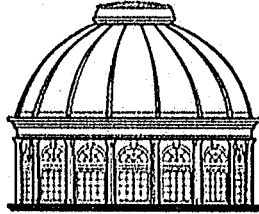
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of September 2023 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District
accept the Report of September 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

November 2015

General Fund (Fund A; $2,893,711)

- Receipts for the month totaled $15,171 which included $2,139 in library charges, $5,200 interest a $1,000 grant from the Jonah Sherman Family Fund.
- The budget was increased by $5,000 in anticipation of a donation from the Friends of PPLD in support of technology for our Seniors. We are working on purchasing MEternally backpacks and brain game tablets.
- Disbursements for the month totaled $772,923 which included $524,587 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund $ 278,484
  - McCalley Fund   52,000

Special Revenue Fund (Fund CM; $937,085)

- Receipts for the month totaled $991 which included $2145 in interest.
- The receipts also included a net decrease in interest and dividends in the Wojtecki account which amounted to a combined tot from the Friends of PPLD al of $1,155.
- 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; $35,262)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) $87
  - Cash from Obligations – BOND Proceeds   500

Permanent Funds (Fund PN; $484,134)

- 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; $659,840)

- Receipts for the month included interest of $2,077.
- There were no disbursements in the month of September.

Budget Transfer A-22

Revenue	Increase	Decrease	Expense			Increase		Decrease
			Databases	A45000	54291	$	67,500.00	
			Support Salaries	A00000	51420			67,500.00
Total	$ -	$ -	**Total**			$	67,500.00	$ 67,500.00

To correct budget modification #2

Budget Modification A-27

Revenue				Increase	Decrease	Expense				Increase	Decrease
Grants- Senior Support	A99900	42760	A250	$ 5,000.00		Programming- Senior Support	A41000	59292	A250	$ 5,000.00	
Total				$ 5,000.00	$ -	**Total**				$ 5,000.00	$ -

Poughkeepsie Public Library District

GENERAL FUND YEAR TO DATE
EXPENSE REPORT SEPTEMBER 2023

FOR 2023 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,515,149	3,342,981.02	343,678.45	983,666.39	188,501.59	95.8%
22 EQUIP & CAPITAL OUTL	68,500	132,200	70,795.24	3,775.31	14,090.53	47,314.23	64.2%
30 MATERIALS	497,275	496,114	300,715.35	53,380.48	32,334.44	163,064.21	67.1%
32 INFORMATION SVC	80,024	60,000	39,773.99	7,663.57	.00	20,226.01	66.3%
50 OPERATIONS	1,486,432	1,437,900	984,365.37	183,515.99	150,663.76	302,870.87	78.9%
51 AUTOMATION	137,401	142,306	58,522.66	.00	12,419.50	71,363.84	49.9%
91 EMPLOYEE BENEFITS	1,967,749	2,186,933	1,898,801.30	180,909.04	223,545.37	64,586.33	97.0%
92 DEBT SER	1,338,400	1,338,400	617,787.51	.00	.00	720,612.49	46.2%
GRAND TOTAL	10,028,960	10,309,002	7,313,742.44	772,922.84	1,416,719.99	1,578,539.57	84.7%

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

WARRANT: 20230915 09/15/2023   DUE DATE: 09/15/2023

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	.7410.000.00.54694	.	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		261.29	1,684.03
A	A00000	General Fund Expen	A	.7410.000.00.59060	.	Medical Insurance		116,344.41	-21,694.00
A	A11100	CLDA Reimbursable	A	.7410.111.00.54310	.	Telephone Central Libr		100.43	-853.16
A	A20000	Building Services	A	.7410.200.00.54693	.	Other Oper-Trash		635.34	-789.68
A	A30000	Advancement Servic	A	.7410.300.00.54292	.A101	Big Read Programming		12,500.00	31,487.94
A	A60000	Information Tech	A	.7410.600.00.54320	.A239	INTERNET SERVICES-ECF		680.90	380.38
A	A60000	Information Tech	A	.7410.600.00.54320	.A248	INTERNET-Comm. Wi-Fi-J		500.00	8,588.24
A	A71000	Adriance	A	.7410.710.00.54310	.	Telephone Adriance		905.75	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	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		5,704.44	-14,246.85
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		1,557.54	-1,100.00
A	A74000	Sadie Peterson Del	A	.7410.740.00.54530	.A203	RENTAL OF QUARTERS - G		3,768.32	-771.40

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                                                FUND TOTAL       151,119.60
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                                  WARRANT SUMMARY TOTAL          151,119.60
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                                            GRAND TOTAL          151,119.60
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WARRANT:    20230927  09/27/2023                                                      DUE DATE: 09/27/2023
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FUND	ORG			ACCOUNT			AMOUNT	AVLB BUDGET
A	A	General Fund	A	.0000.000.00.26021 .		Benefits Exchange	4,057.39	
A	A00000	General Fund Expen	A	.7410.000.00.52800 .		Furniture,Fixtures & E	419.11	2,734.01
A	A00000	General Fund Expen	A	.7410.000.00.54300 .		Office & Library Suppl	876.06	840.03
A	A00000	General Fund Expen	A	.7410.000.00.54340 .		PR & PRINTING - GENERA	716.60	4,991.00
A	A00000	General Fund Expen	A	.7410.000.00.54350 .		Cont Ed/ Regional & Na	60.00	2,062.00
A	A00000	General Fund Expen	A	.7410.000.00.54353 .		Cont Ed/Webinar	427.00	3,925.00
A	A00000	General Fund Expen	A	.7410.000.00.54380 .		Membership Dues	175.00	556.00
A	A00000	General Fund Expen	A	.7410.000.00.54692 .		Other Oper-Water	2,088.78	-218.32
A	A00000	General Fund Expen	A	.7410.000.00.59045 .		Life Insurance	658.34	.08
A	A00000	General Fund Expen	A	.7410.000.00.59061 .		Medicare B Reimb	3,594.70	1,978.60
A	A10000	Administration	A	.7410.100.00.54370 .		Professional Fees - Ad	750.00	-4,020.00
A	A11100	CLDA Reimbursable	A	.7410.111.00.54100	.A211	CBA Books - Digital	13,964.56	34,710.95
A	A20000	Building Services	A	.7410.200.00.54300 .		Custodial Supplies	2,977.59	1,836.34
A	A20000	Building Services	A	.7410.200.00.54370 .		Professional Fees- Bld	22,856.72	14,076.60
A	A20000	Building Services	A	.7410.200.00.54390 .		Rental, Repair & Maint	340.00	2,066.42
A	A20000	Building Services	A	.7410.200.00.54523	.A204	Landscaping/Grounds Ma	142.90	857.10
A	A20000	Building Services	A	.7410.200.00.54691 .		HVAC-MECH/ELEC/PLUMBIN	6,962.94	13,862.99
A	A20300	Greene Services	A	.7410.203.02.54100 .		BOOKS	15,180.10	20,735.77
A	A20300	Greene Services	A	.7410.203.02.54100	.A211	Books-Digital	7,163.01	.00
A	A20300	Greene Services	A	.7410.203.02.54292	.A101	PROGRAMMING-Big Read	4,314.00	3,186.00
A	A20300	Greene Services	A	.7410.203.02.54292	.A211	PROGRAMMING-Digital	140.27	12.94
A	A30000	Advancement Servic	A	.7410.300.00.54292	.A101	Big Read Programming	33,092.19	31,487.94
A	A30000	Advancement Servic	A	.7410.300.00.54300 .		Advancement Services S	2,644.58	977.88
A	A30000	Advancement Servic	A	.7410.300.00.54370 .		Professional Fees	160.00	-2,872.54
A	A41000	Adult Services	A	.7410.410.00.54132 .		Micrforms	5,260.50	-.50
A	A41000	Adult Services	A	.7410.410.00.54291 .		PPLD Databases	1,355.57	1,534.01
A	A41000	Adult Services	A	.7410.410.00.54292 .		Programming Adult Svc	3,776.49	2,868.20
A	A41000	Adult Services	A	.7410.410.00.54292	.A214	PROGRAMMING -Spanish	522.45	4,955.90
A	A41000	Adult Services	A	.7410.410.00.54292	.A242	PROGRAMMING-Plaza Comu	107.24	960.76
A	A41000	Adult Services	A	.7410.410.00.54292	.A243	Programming-Seed Libra	101.90	344.82
A	A41000	Adult Services	A	.7410.410.00.54292	.A244	Programming-Tool Lendi	877.16	3,119.55
A	A41000	Adult Services	A	.7410.410.00.54370 .		Professional Fees - Ad	2,750.00	4,865.00
A	A42000	Technical Services	A	.7410.420.00.54300 .		Technical Ser Supplies	127.92	1,821.41
A	A44000	Collection Service	A	.7410.440.00.54100 .		Collection Serv Books	52.07	37,400.76
A	A44000	Collection Service	A	.7410.440.00.54110 .		Collection Serv Video	2,242.36	12,614.85
A	A44000	Collection Service	A	.7410.440.00.54110	.A211	VIDEO & FILMS - DIGITA	5,241.53	1,495.00
A	A44000	Collection Service	A	.7410.440.00.54120 .		Music & Audio	1,961.27	23,347.74
A	A44000	Collection Service	A	.7410.440.00.54370 .		Collections Agency Fee	302.90	4,862.50
A	A45000	Youth Services	A	.7410.450.00.54291 .		DATA BASES	6,308.00	1,192.00
A	A45000	Youth Services	A	.7410.450.00.54292 .		Programming Youth	1,133.09	4,096.96
A	A45000	Youth Services	A	.7410.450.00.54292	.A233	Programming - Youth (O	760.08	3,064.18
A	A45000	Youth Services	A	.7410.450.00.54292	.A234	Summer Saturdays Prgrm	712.00	762.64
A	A45000	Youth Services	A	.7410.450.00.54292	.A236	Prgm-Autumn at Adrianc	718.86	2,281.14
A	A45000	Youth Services	A	.7410.450.00.54292	.A237	Operation Warm	12,960.00	-6,960.00
A	A46000	YA Services	A	.7410.460.00.54292 .		Programming YA	2,003.49	857.23
A	A50000	Business Office	A	.7410.500.00.54300 .		Ink & Toner	1,383.10	102.22
A	A50000	Business Office	A	.7410.500.00.54370 .		Professional Fees - Bu	21,358.09	-1,973.37
A	A60000	Information Tech	A	.7410.600.00.52800 .		Equipment IT	2,540.15	5,795.32
A	A60000	Information Tech	A	.7410.600.00.52800	.A247	FF&E-Technology Upgrad	816.05	.00

WARRANT: 20230927 09/27/2023   DUE DATE: 09/27/2023

FUND	ORG		ACCOUNT			AMOUNT	AVLB BUDGET
A	A60000	Information Tech	A	.7410.600.00.54300 .	Information Tech Suppl	195.74	1,152.18
A	A60000	Information Tech	A	.7410.600.00.54370 .	Professional Fees- Sof	509.89	4,108.55
A	A60000	Information Tech	A	.7410.600.00.54390 .	Rental, Repair & Maint	203.80	7.00
A	A71000	Adriance	A	.7410.710.00.54131 .	Newspapers	1,183.68	1,444.87
A	A71000	Adriance	A	.7410.710.00.54310 .	Telephone Adriance	38.43	2,266.12
A	A71000	Adriance	A	.7410.710.00.54330 .	Postage AML	171.90	2,358.00
A	A71000	Adriance	A	.7410.710.00.54500 .	Fuel & Utilities AML	12,293.90	2,128.84
A	A73000	Boardman Road Bran	A	.7410.730.00.54131 .	Newspapers - Boardman	1,131.40	623.80
A	A73000	Boardman Road Bran	A	.7410.730.00.54310 .	Telephone - Boardman	138.02	274.00
A	A74000	Sadie Peterson Del	A	.7410.740.00.54292 .A228	PROGRAMMING-DC Reads	137.13	-137.13

                                                          FUND TOTAL   215,138.00

                                          WARRANT SUMMARY TOTAL   215,138.00

                                                  GRAND TOTAL   215,138.00

Poughkeepsie Public Library District

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GENERAL FUND YEAR TO DATE
REVENUE REPORT SEPTEMBER 2023

FOR 2023 09

	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	18,275.29	2,138.97	-3,275.29	121.8%
42401 INTEREST EARNINGS	17,500	17,500	60,526.93	5,200.37	-43,026.93	345.9%
42705 DONATIONS	100,000	155,000	22,366.87	.11	132,633.13	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	61,487.19	6,831.91	20,495.81	75.0%
42760 GRANTS	50,000	123,000	18,315.35	1,000.00	104,684.65	14.9%
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	.00	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	10,309,502	8,965,530.97	15,171.36	1,343,971.03	87.0%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 9

FUND: A GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	A	12010	General Fund Operating	158.77	2,356.61
	A	12020	General Fund Payroll	3,413.02	669.72
	A	12023	General Fund Money Market	-710,361.82	1,369,129.30
	A	12040	Credit Card Transactions	-1,137.96	931.04
	A	12051	Flex 125 Money Market	-1,176.19	1,115.21
	A	12100	Petty Cash	243.42	10,766.32
	A	12101	Cash in Machines	.00	502.00
	A	12300	Cash Special Reserves	684.98	278,484.23
	A	13501	Grants Receivable	.00	15,165.56
	A	13910	Due From Other Funds	.00	1,214,590.56
			TOTAL ASSETS	-708,175.78	2,893,710.55
LIABILITIES					
	A	26000	Accounts Payable	.00	-56,029.62
	A	26020	Flex125 Exchange	1,181.30	-495.54
	A	26021	Benefits Exchange	2,940.11	6,787.84
	A	26030	General Fund Exchange	-14.00	-1,837.13
	A	26100	State Retirement Exchange	.00	88.00
	A	26300	Due To Other Funds	.00	-88.39
	A	26370	State Retirement Accrual	-53,683.11	-439,226.25
			TOTAL LIABILITIES	-49,575.70	-490,801.09
FUND BALANCE					
	A	35100	Budgeted Revenues	5,000.00	10,309,502.00
	A	35210	Encumbrances (+ PYCF)	-561,249.97	1,418,555.77
	A	35220	Expenditures (+ PYCF)	772,922.84	7,436,318.15
	A	38210	Encumbrance Reserve (+ PYCF)	561,249.97	-1,418,555.77
	A	38670	Compensated Absences Reserve	.00	-47,000.00
	A	39090	Unreserved Fund Balance	-1,511.63	459,769.40
	A	39110	Fund Balance Start of Year	.00	-604,105.64
	A	39600	Appropriations (+ PYCF)	-3,488.37	-10,426,265.08
	A	39800	Revenues Received	-15,171.36	-8,965,530.97
	A	39915	Assign for future prgrms	.00	-565,597.32
			TOTAL FUND BALANCE	757,751.48	-2,402,909.46
			TOTAL LIABILITIES + FUND BALANCE	708,175.78	-2,893,710.55

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 9

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	2,155.40	876,289.62
	CM	12020	CM Payroll Checking	-9.95	265.13
	CM	13910	Due From Other Funds	-1,154.67	60,530.66
		TOTAL ASSETS		990.78	937,085.41
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	-990.78	-455,056.14
		TOTAL FUND BALANCE		-990.78	-269,934.58
	TOTAL LIABILITIES + FUND BALANCE			-990.78	-937,085.41

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 9

FUND: H CAPITAL PROJECT FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	H	12010	Checking (Capital 23213)	-10.00	28.83
	H	12044	Designated Gifts & Grants	.00	86.82
	H	12200	Cash From Obligations	1.23	500.27
	H	13502	Discount Pledge Receivable	.00	.30
	H	13910	Due From Other Funds	.00	34,635.79
		TOTAL ASSETS		-8.77	35,252.01
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	8.77	1.20
		TOTAL FUND BALANCE		8.77	22,846.60
	TOTAL LIABILITIES + FUND BALANCE			8.77	-35,252.01

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 9

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	-1,154.67	365,734.16
	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		-1,154.67	484,133.62
LIABILITIES					
	PN	26300	Due to other funds	1,154.67	-5,315.77
		TOTAL LIABILITIES		1,154.67	-5,315.77
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
		TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE			1,154.67	-484,133.62

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 9

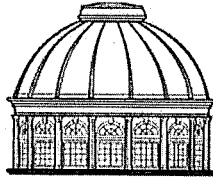|				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: V	**DEBT SERVICE FUND**				
ASSETS					
	V	12230	Cash, Res Bond Indebtedness	2,077.28	844,531.09
	V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
		TOTAL ASSETS		2,077.28	659,839.64
LIABILITIES					
	V	26300	DUE TO OTHER FUNDS	.00	-411,112.49
		TOTAL LIABILITIES		.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	-2,077.28	-14,319.60
		TOTAL FUND BALANCE		-2,077.28	-248,727.15
	TOTAL LIABILITIES + FUND BALANCE			-2,077.28	-659,839.64
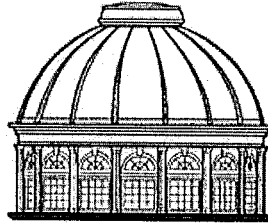
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

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	
	Sep	% of Total	YTD	% of Total	Sep	% of Total	YTD	% of Total	Change	% Change	Sep	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,894	27.05%	52,804	26.53%	5,906	27.66%	51,695	26.86%	1,109	2.15%	5,450	27.70%	50,970	26.18%	1,834	3.60%
Adult Non-Fiction	3,474	15.95%	33,182	16.67%	3,622	16.96%	33,130	17.21%	52	0.16%	3,404	17.30%	32,602	16.74%	580	1.78%
Fiction - Juvenile	6,124	28.11%	53,642	26.95%	5,545	25.97%	48,242	25.06%	5,400	11.19%	4,692	23.85%	46,143	23.70%	7,499	16.25%
Non-Fiction - Juvenile	1,217	5.59%	13,179	6.62%	1,149	5.38%	11,438	5.94%	1,741	15.22%	1,136	5.77%	12,663	6.50%	516	4.07%
Periodicals	139	0.64%	1,469	0.74%	168	0.79%	1,548	0.80%	-79	-5.10%	228	1.16%	1,946	1.00%	-477	-24.51%
Periodicals - Juvenile	42	0.19%	237	0.12%	30	0.14%	274	0.14%	-37	-13.50%	18	0.09%	249	0.13%	-12	-4.82%
Print Subtotal	**16,890**	**77.52%**	**154,513**	**77.64%**	**16,420**	**76.91%**	**146,327**	**76.02%**	**8,186**	**5.59%**	**14,928**	**75.87%**	**144,573**	**74.24%**	**9,940**	**6.88%**
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	6	0.03%	43	0.02%	1	0.00%	46	0.02%	-3	-6.52%	26	0.13%	96	0.05%	-53	-55.21%
Soundrecordings	517	2.37%	4,978	2.50%	674	3.16%	5,809	3.02%	-831	-14.31%	609	3.09%	6,400	3.29%	-1,422	-22.22%
Videorecordings	3,544	16.27%	32,716	16.44%	3,562	16.68%	34,142	17.74%	-1,426	-4.18%	3,499	17.78%	38,089	19.56%	-5,373	-14.11%
Media	1	0.00%	10	0.01%	0	0.00%	3	0.00%	7	0.00%	1	0.01%	16	0.01%	-6	0.00%
Software	12	0.06%	78	0.04%	14	0.07%	60	0.03%	18	30.00%	4	0.02%	90	0.05%	-12	-13.33%
Equipment/Realia	38	0.17%	484	0.24%	22	0.10%	212	0.11%	272	128.30%	21	0.11%	91	0.05%	393	431.87%
Suppressed Items	23	0.11%	198	0.10%	34	0.16%	209	0.11%	-11	-5.26%	18	0.09%	367	0.19%	-169	-46.05%
Videorecordings - Juvenile	527	2.42%	3,933	1.98%	417	1.95%	3,791	1.97%	142	3.75%	380	1.93%	3,495	1.79%	438	12.53%
Audiorecordings - Juvenile	31	0.14%	581	0.29%	56	0.26%	715	0.37%	-134	-18.74%	74	0.38%	563	0.29%	18	3.20%
Media - Juvenile	181	0.83%	1,369	0.69%	142	0.67%	1,110	0.58%	259	23.33%	114	0.58%	841	0.43%	528	62.78%
Software - Juvenile	17	0.08%	105	0.05%	9	0.04%	71	0.04%	34	47.89%	3	0.02%	106	0.05%	-1	-0.94%
Non-Print Subtotal	**4,897**	**22.48%**	**44,495**	**22.36%**	**4,931**	**23.09%**	**46,168**	**23.98%**	**-1,673**	**-3.62%**	**4,749**	**24.13%**	**50,154**	**25.76%**	**-5,659**	**-11.28%**
Total	**21,787**		**199,008**	**100.00%**	**21,351**		**192,495**		**6,513**	**3.38%**	**19,677**		**194,727**		**4,281**	**2.20%**

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	21,787	0	0	0	198,942
Digital Content	9,746	8,165	8,989	9,142	9,652	9,361	10,713	10,069	9,255	0	0	0	85,092
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0	0
Total	**30,498**	**27,785**	**31,904**	**29,500**	**30,368**	**32,039**	**35,602**	**35,296**	**31,042**	**0**	**0**	**0**	**284,034**

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	3,446	0	0	0	32,263
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	2,094	2,238	2,228	0	0	0	15,965
Sadie Peterson Delaney	72	63	90	78	64	71	72	66	54	0	0	0	630
Total	**6,183**	**5,178**	**5,438**	**4,798**	**4,803**	**4,962**	**5,766**	**6,002**	**5,728**	**0**	**0**	**0**	**48,858**

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	720	0	0	0	7,626
Boardman Road	79	96	117	109	91	68	90	87	43	0	0	0	780
Sadie Peterson Delaney	8	2	0	0	4	8	2	6	1	0	0	0	31
Spanish Language Assistance	136	122	51	103	117	232	72	97	44	0	0	0	974
Total	**1,067**	**1,129**	**1,177**	**1,011**	**1,008**	**1,268**	**884**	**1,059**	**808**	**0**	**0**	**0**	**9,411**

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	9,420	0	0	0	98,446
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	4,927	7,398	7,236	0	0	0	57,242
Calendar Hits - Recite Me	393	290	485	435	385	426	334	404	336	0	0	0	3,488
Website Hits	31,171	26,481	41,744	29,809	26,601	29,424	28,495	31,006	25,456	0	0	0	270,187
Total	**44,127**	**42,251**	**64,487**	**49,409**	**43,490**	**50,257**	**43,604**	**49,290**	**42,448**	**0**	**0**	**0**	**429,363**

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	5,146	0	0	0	42,561
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	1,738	1,807	1,799	0	0	0	15,035
Sadie Peterson	51	57	65	70	76	23	23	50	23	0	0	0	438
Total	**6,820**	**4,745**	**5,281**	**6,149**	**6,555**	**6,399**	**6,921**	**8,196**	**6,968**	**0**	**0**	**0**	**58,034**

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	56	0	0	NA	332
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**	**56**	**0**	**0**	**0**	**333**

NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94	75	75	65	75	81	65	0	0	0	645

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	241	0	0	0	2,134
Community Engagement	2	3	1	2	4	4	1	1	2	0	0	0	20
Non-Library District	9	9	11	8	5	18	13	9	9	0	0	0	91
Exams Proctored	17	13	19	21	25	35	24	33	15	0	0	0	202
MAP Passes	21	16	23	56	61	79	103	121	75	0	0	0	555
Rover Bookmobile Stops	4	2	1	2	3	8	16	14	11	0	0	0	61
Total	**242**	**272**	**349**	**322**	**351**	**343**	**398**	**433**	**353**	**0**	**0**	**0**	**3,063**

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	4,357	0	0	0	34,313
Community Engagement	51	62	21	53	267	284	50	26	55	0	0	0	869
Non-Library District	64	99	124	91	70	357	90	120	34	0	0	0	1,049
Drop-In Room Use (Adriance)	67	105	116	107	119	123	95	127	104	0	0	0	963
Rover Bookmobile	68	28	18	34	178	636	660	747	304	0	0	0	2,673
Total	**1,647**	**3,169**	**2,971**	**4,042**	**3,610**	**3,908**	**3,390**	**12,276**	**4,854**	**0**	**0**	**0**	**39,867**

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	12,481	0	0	0	126,004
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	0	0	0	83,066
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	0	0	0	2,210
Total - 2023	**20,975**	**22,256**	**25,076**	**22,912**	**23,654**	**24,258**	**24,512**	**26,205**	**21,432**	**0**	**0**	**0**	**211,280**

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**

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

Special Projects:

1. **Review of PPLD's Employee Handbook:** Mark-up for revising and updating and meeting 10/3/2023.
2. **Research:** Libraries using TixKeeper that offer the American Museum of Natural History and comparison of policies for giving out ticket-vouchers per library card, household, or reservation and frequency & number. Follow up with Tom, Yvonne, and Kira on distribution and policy for reservation and ticket vouchers.
3. **Rotunda Article for Nov.- Dec. Issue:** Promotional article announcing the new MAP Pass for American Museum of Natural History, and promoting visiting with free ticket-vouchers for library card holders.
4. **Disaster Planning & Community Resilience:** Review disaster planning documents, guidebook and workbook, using NJ State Library materials. In the process of adding information needed NJ's EAP plan and COOP plan.
5. **Evacuation Procedures:** Comparison and updating of Evacuation Procedures in Safety & Security Manual.
6. **Sept. 5 Begins All Incident Reporting using OrangeBoy Software:** Starting Sept. 5 library staff now using the new software to document incidents from OrangeBoy developed in April & May, and implemented in July & August. So far, the new reporting form is working well and no adjustments in design or changes needed.

MAP Pass Use in September:

- **September had 76 Passes to 23 Destinations**
- **September's Most Popular Destinations were:** Old Rhinebeck-9; NY State Parks Empire Pass -8; FDR – 7; Storm King – 6; Olana & Mohonk Preserve – both 5; Trevor Zoon & Thomas Cole House – both 4; Mass MoCA, Locust Grove, Berkshire Botanical Garden - all 3. 6 venues - all 2 ; 6 venues - all 1.
- **Comparison Recent Months:** Sept 76 passes to 23 venues is down but higher than May: August 124 passes to 28 venues; July 106 passes to 29 venues, June 82 passes to 24 venues; May 64 passes to 19 venues.
- **Comparison Sept. Months in Past Years:** This Sept. 2023 is the 2nd Highest Year: 2023 = 76; 2022 = 61; 2021= 59; 2020 = 43; 2019 = 81; 2018 = 60. Sept. 2019 had 5 more pass uses than Sept. 2023.
- **MAP Pass Promotion and Marketing:** Rotunda article, "Take to the Skies," resulted in 31 uses of the Old Rhinebeck Aerodrome Museum Pass over three months, July – September, and increased use of Wild Center.

MAP Pass Renewals, Updating Descriptions and Calendar Year Marking Dates:
Renewals for Sept. completed in August. Pass updates for seasonal changes. New calendar dates for each pass are in-process for next year. On-going revision of pass descriptions to be shorter due to translation costs. Researched policies for new AMNH pass.

Continuing Education:

1. **Online Training – 3 sessions:**
   - Wed., Sept. 20 MHLS Webinar on New Vega Catalog: Online orientation and features of new catalog.
   - Thurs. Sept. 21, Traliant Training: Preventing Discrimination and Harassment (NY edition).
   - Tues. Sept. 26, Webjunction Webinar: Climate Action Planning (Part 2): Disaster Preparedness and Community Resilience (90 Min.). Panel covered topics on disaster preparedness, business continuity planning, community resilience work, and preparing communities for severe weather events.
2. **Off-site Training;** Fri. Sept. 22, Staff Development Day. Staff were engaged in the information shared by both of the speakers Tom arranged on the local topics of homelessness, housing and shelter issues, and learning about the needs and work of United Way, for library staff to understand and better serve community needs.
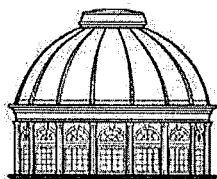
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I
Time Period of Report: September 2023
Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

September was Library Card Sign Up Month! We issued just under 400 new cards in the month of September, slightly fewer than 2022's Sign Up Month. Rover outings have surely helped this effort.

Borrower services staff helped out at various community events with Rover on September 6, 7, 8, 12, 14, 19, 20, 21, 26 & 28. The Rover collection is better organized and the drivers and PIOs have been helping create a routine for every outing which is easing the process tremendously.

Staff development day was attended by nearly all of the circulation department. The presentations were very helpful in understanding the population we serve.

We continue to have Morning Meetings (at about 8:40-9am) when we are able to, to keep the flow of information moving and help everyone stay informed. We are also looking forward to a department meeting in October.

❖ *Technical Services*

Materials continue to be processed in a timely manner. Additional Library of Things items have also been added to the PPLD collection. Clarification of loan rules for these were made in September with updates to the website coming up.

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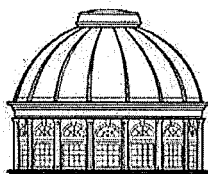
Manager Name and Title: Alison Francis, Youth Outreach Coordinator
For the month of September 2023

Department: Youth Services

My focus the past year and a half has been to re-establish communication and relationships with local principals and teachers since covid, and it has paid off in more numerous requests from them for class visits and invitations to attend school open houses and a variety of back to school events.

One nice development is that we have been asked by three elementary teachers for monthly class visits to the children's room where we read stories, do a craft, give them time to look for books and check them out and be responsible for these materials. We tailor these visits to classroom teachers' needs and requests. I have experienced some schools to be more interested in coming and have found that word of mouth amongst teachers to be the best advertisement for the Library.

September Activity:

Rover:
- Eastdale Second Friday, 9/8 - KH & SK
- PCSD Back to School Bash, 9/9 - AF & AM

Open Houses: Open houses consist of tabling with library info about programs for all ages, answering questions about library programs, and issuing library cards

*9/12 - ASM School, Arlington CSD, grades K, 1, 2, - LP & SK
*9/13 - ASM School, Arlington CSD, grades 3, 4, 5, - AF & SK
*9/21 - Warring School, PCSD - KH
*9/21 - Morse Elementary School, PCSD - AF
*9/27 - Clinton Elementary School, PCSD - AF
*9/28 - PHS, PCSD - CB

Other Activity:

*Creating a monthly handout with the PIOS that has an early literacy calendar of daily activities for parents of preschoolers on one side of the sheet, and promotion of early literacy resources at the library and online on the other side of the handout. These handouts are available at all three branches and outreach events.

*Creating 4 new early literacy outreach backpacks for circulation. Each backpack includes: 5 books, literacy tips, and a puzzle. I order books and materials, have MARC records created and ask Tech services to process the books and create labels for the bags.

*Ordering books for Rover Collections: E, JF, and TEEN Fic.

*Reaching out to local school librarians to share Story Cube within their schools

*Promotion of Teen Career Fair and Scholarship program in local schools - AM

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer
Department: Advancement **Report for:** September 2023

Report Focus Area of Activity: September Promotion and Marketing Highlights

PIO and Advancement Staff Activity:

- Rotunda NOV/DEC production work began Sept. 5, with content discussion and on to writing, layout, artwork selection, copyediting, posting, interaction with each Library department and initial proofing
- Big Read promotion (of 17 events) began in earnest, including a dedicated brochure, spinoff flyers, press releases, dedicated Enews, advertising, social media, and more. The distribution included a limited mailing of the brochure, one-on-one handouts and the regular means of distribution at the Library branches
- Charlotte created 3 FDR based and 4 other programs for the BR and will moderate
- Hispanic Heritage Month was promoted with art exhibits and artists reception/talk at Adriance
- Various promotions and multiple pieces were done for Library Card sign-up month, the Town Golden Gathering, the Career Experience Day at Adriance and Voter Registration Day
- FPPLD support included design updates, printing and mailing for the Adriance Honors invitation
- ENewsletter(s) written and other articles produced for the Rotunda
- Website maintenance conducted, with grooming and additions
- Circulation displays were updated, inc TV and other visual displays
- Survey updates were done in English and Spanish
- "Big Doodle", the person-sized cutout stand-up dragon arrived and has begun its tour!

Development Officer Activity:

- FPPLD Support:
  - Attended Friends' Adriance Honors Board meeting, and Friends' monthly Board meeting
  - Writing/Design of Adriance Honors program, and award plaque
- Training:
  - "No Budget for Marketing" LibraryWorks Webinar
  - "How to Write Effective Survey Questions" LibraryWorks Webinar
- Outreach:
  - Attended the United Way of Dutchess/Orange Community Breakfast
  - Attended the Dutchess Regional Chamber of Commerce Monthly Breakfast
  - Met with Library Director and Director of the Jewish Federation of Dutchess County
- Rover:
  - Continued work on relationships with groceries in Poughkeepsie (ShopRite, Stop & Shop, Adams Fairacre Farms, Price Chopper, Waterfront Farmers' Market). Rover is scheduled for multiple Nov and Dec appearances at each.

Manager Observation of Activity and Outcomes: I continue to spend time learning. This is a fast-paced, proactive department. Workflow is being impacted by the amount of demand for materials and promotional support.

Continued areas of Focus for the Upcoming Months:

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 and determining the priority of promotion for *all* Library events
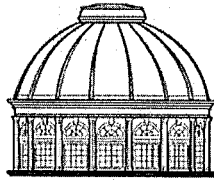
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst   **Time Period of Report** September
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.

We have been researching replacements for our very old 3D printers. And have order a test model.

We reviewed our current occupancy counter system and are staying with our current setup.

Printing through Munis (our finance software) has still been an ongoing issue. Despite hours of support and effort.

We have an agreement with the county now to move forward with the WiFi in the packs install.

We received the necessary hardware for Language Link support and will have it install very shortly.
Language Link blurb (live translation to 300+ languages and dialects)

FLIP stats for 3rd quarter 2023
1,656 Images
308 photos
1,348 slides
46 Video
9 Hi8
7 mini DV
30 VHS

Intended Outcomes of Focus Activity:

NA

Manager Observation of Activity and Outcomes:
        Ongoing.

Impact of Activity:
        Ongoing.
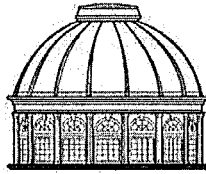
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: September 2023

Department: Adult Services

Report Focus: September Highlights

Hispanic Heritage Month: September 15th is the start of Hispanic Heritage Month, and once again our Spanish Language Library Trainee Elva Corbaton has gone above and beyond to create a series of programs in celebration. On September 19th & 26th, Dan Sanford led roundtable discussions about the cultural impact of Hispanic Americans in the United States today, one in Spanish, one in English, and on September 30th she held a bilingual cooking program celebrating the tastes of Latin American Cultures. Another truly spectacular exhibition of Latino artists is currently up in the Rotunda Gallery, and programs celebrating Hispanic Heritage Month will continue until October 15th.

Mobile Tech Lab: In September I partnered with Extension Services to bring some of our services out to the public in the form of a Mobile Tech Lab. We held this first time event on September 26 at the Office for the Aging, in conjunction with Rover's monthly visit. I spent 1½ hours helping seniors with a variety of their technology based questions, including how to access some of the library's e-services. We had a wonderful response from the seniors, and hope to make this service a more regular outreach to the senior centers, in addition to the monthly brain games and Rover visits. Many thanks to Veronica Martin-Follette and Sandra Kuhn especially, who helped out with a lot of the Seniors tech queries as well.

Local History: Historian Shannon Butler debuted a new program this month, *Made in Poughkeepsie: A History of Homegrown Stuff*. On September 21st, over 90 people came to Boardman to learn more about Poughkeepsie's Industrial Age glory days, discovering just some of the myriad goods that were produced right here in our little city. Shannon's programs are always wildly popular and typically fill up quickly, so I suspect this one will be offered again as well in the future, in order to enable as many patrons to attend as possible.
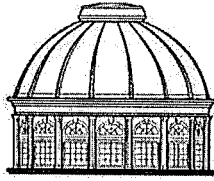
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: September/ October 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- The FPC annual Halloween event will take place October 31st from 3-5 pm. Each organization has been asked to have door decorations and hand out goodies. We will be participating.
- We will be participating (with SPD staff members) in a partner "meet and greet/speed dating" event. All organizations will have a representative that other partners can talk to in 5 minute increments as we move around the room. Date and time TBA.
- Partners will be creating informational videos about their organization to be put on the FSI website. This project will be starting in the new year.
- Partner tours- our building steward, Dennis will be putting together a Building tour with dates for each partner to to tour each other's facilities, time and date/s TBA.
- The FSI maintains a weather hotline that is updated for inclement weather alerts usually by 6 am. An email will also go out to all partners regarding any delays or closings due to inclement weather.

  Building and Grounds
  - ❖ Front entry is expected to be done October 30th.
  - ❖ Auditorium space is also expected to be done around Oct. 30th, though there is still carpeting that needs to be installesd
  - ❖ The city parking lot across the street was not done over the 7-9th of October as expected. There is some hold up due to environmental studies that needs to be resolved before the work can get done.The front circle is also paved, but the fence will still be up until all lines are painted and everything has dried.
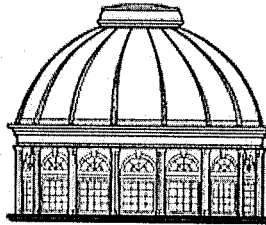
Extension Services:
- Our Extension Services offerings and usage has grown so much, we are adding another staff member to our department. Henry Barrish will be helping our department with all the Senior Services activities. We are excited to have him with us!

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

Seed Library:

- We continue to have small donations trickle in as we are awaiting our seed library cabinet to arrive. We are counting and sorting to be ready for the new season.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

Meeting:	Date:
Finance Committee	Wednesday, October 11, 2023

Attendance

Committee Members Present	Other Trustees Present	Guest(s) Present
☐ Dianne Blazek, *President* ☒ Sean Eagleton ☒ Chip Hogg ☒ Mary Moore ☐ Debbie Nichols ☒ Patricia Ryan, *Chair*	☐ **Staff Present** ☒ Tom Lawrence, Library Director ☐ Barbara Lynch, Business Manager	☐

Minutes Prepared by: T. Lawrence

The meeting convened at 6:30pm in the Greenspan Board Room at Adriance Memorial Library. Note that Trustee Nichols was available to participate remotely but this was only realized after the meeting.

1. **Business Items:** The following topics were discussed:

   - **Monthly Financial Report:** Having been previously distributed, the Committee asked questions regarding the report but otherwise recommended it for Board approval.
   - **FY2023 Budget:** Lawrence noted that some of the revenue items were pacing well ahead of anticipation (Library Charges and Interest Earnings, in particular). Additional money will be needed for the Big Read and will be funded with either transfers within the budget or with additional Greene money.
   - **FY2024 Budget:** Lawrence reported on community feedback related to the proposed 2024 budget.
   - **Budget Processes:** Every attempt will be made to discontinue use of budgeting in Excel in favor of using MUNIS exclusively by January 2024. This will require some training by MUNIS but is critical in order to avoid come common errors that frequently occur when working with the two formats. There was discussion related to the advice provided by the auditor when receiving unanticipated funds, day-to-day budget modifications, and the required levels of Board approval for all financial activities. Some of this is local policy and some is embedded in public finance law. Lawrence will participate in training provided by the NYS Office of the State Comptroller in November and December during which some of these questions may be addressed.
   - **Collections Activity:** The Library District continues to use Unique Collection Services to address unreturned library materials and charges for lost items. The impact of the elimination of overdue fines has had a less than anticipated impact on this activity (and the amount of Library Charges received; see related item above).
   - **Review of Financial Policies:** The Committee will begin its review of Library District financial policies at its meeting in November.

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

   - Monthly financial report.

3. **Upcoming Agenda Items:**

   - Financial policy review

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT — *Minutes and Actions*

Meeting:	Date:
Planning Committee	Monday, October 2, 2023

Attendance

Committee Present

☒ Dianne Blazek, *President*
☒ Sean Eagleton, *Chair*
☐ Patricia Ferrer
☒ Jonathan McPhee
☐ Mary Moore
☒ Deborah Nichols

Other Trustees Present

☐

Staff Present

☒ Tom Lawrence, Library Director
☐ Barbara Lynch, Business Manager

Guest(s) Present

☐

Minutes Prepared By: T. Lawrence

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

1. **Business Items:** The Committee discussed the following items:

   - **Strategic Plan Surveys:** Lawrence shared with the Committee the data and comments of the released surveys (Youth Services, adult programming, senior services, library materials). The final survey of the series is on PR and promotions and will be in the November/December issue of *The Rotunda*. All comments in all survey reports were reviewed and discussed. All survey results will be shared with managers.

     As follow-up, the Committee agreed to the following:

     - All survey comments will be loaded into Excel.
     - Each comment will be categorized as positive, neutral, or negative and then sorted accordingly.
     - Managers will review the neutral and negative comments for potential corrective action, if possible.
     - A prioritized action plan will be created by Administration and shared with the Committee, consistent with the processes established in the Strategic Plan.
     - Once approved by the Board of Trustees, a summary report of findings will be shared with the staff and the community, as appropriate.

     The above activity will be scheduled for the first quarter of 2024 (after the release of the final survey).

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

   - None.

3. **Upcoming Agenda Items:**

   - Adriance facility and systems inventory.

The meeting adjourned at 7:37pm.

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

New Business Fact Sheet
Approval of 2024 Operational Schedule

Recommended By   Library Director

Current Situation   Board of Trustees policy requires the Library Director to
                                                    present a proposed schedule of operations for the year. This
                                                    schedule is to include the hours of operation and the days of
                                                    closure.

Action Requested   **MOVED** that the Board of Trustees of the Poughkeepsie
                                                    Public Library District approve the attached 2024 operational
                                                    schedule as described in PPLD Document #102523 – 5A.

Motion   Moved   _____
                                                        Seconded   _____

Result of Action   In Favor   _____
                                                        Against   _____
                                                        Abstaining   _____

2024 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates three libraries: the Adriance Memorial Library, the Boardman Road Branch Library, and the Sadie Peterson Delaney African Roots Library. The public hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm
Boardman Road Branch Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm
SPD African Roots Branch Library	Monday, Wednesday, Friday: 9 am – 5 pm Tuesday, Thursday: 1 pm – 5 pm Saturday: open on a rotation with programs

By contract with Labor, the Library District will be closed the following days and times:

New Year's Day, Monday, January 1
Martin Luther King Day, Monday, January 15
Presidents' Day, Monday, February 19
Memorial Day Weekend, Saturday – Monday, May 25 – 27
Juneteenth, Wednesday, June 19
Independence Day, Thursday, July 4
Labor Day Weekend, Saturday – Monday, August 31 - September 2
Columbus Day/Indigenous Peoples Day (observed), Monday, October 14
Veterans Day, Monday, November 11
Thanksgiving Eve, Wednesday, November 27 (close at 5:00 p.m.)
Thanksgiving Holiday, Thursday – Friday, November 28 - 29
Christmas Eve, Tuesday, December 24
Christmas Day, Wednesday, December 25
New Year's Eve, Tuesday, December 31 (half-day)

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, March 31 (unpaid)
Staff Development Day	Friday, September 13 (closed to the public; staff works)

In recognition of the Library District's commitment to diversity, equity, and inclusion, there will be no public meetings and only limited public programming on the following dates:

Good Friday	Friday, March 29
Eid al-Fitr	Tuesday, April 9 (after 5:00 pm) all day Wednesday, April 10
Passover (First Night)	Monday, April 22 (after 5:00 pm)
Eid al-Adha	Sunday, June 16 (after 5:00 pm); all day Monday, June 17
Rosh Hashanah	Wednesday, October 2 (after 5:00 pm); all day Thursday, October 3
Yom Kippur	Friday, October 11 (after 5:00 pm); all day Saturday, October 12

Effective January 1, 2024