

---

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

---

## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, November 29, 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 Ryan

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
  - II. Public Comment on Agenda Items
  - III. Board Education: None
  - IV. Minutes of Previous Meeting(s)
    - A. October 25, 2023 (*T. Lawrence; #112923 – 1*)
  - V. Financial Report(s)
    - A. October 2023 (*B. Lynch; #112923 – 2*)
    - B. Approval of Monthly Warrant (*B. Lynch; #112923 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #112923 – 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; #112923 – 4; to be distributed at the meeting*)
    - B. Unfinished/Old Business
    - C. New Business
  - 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, December 20, 2023; 7:00 p.m.  
Greenspan Board Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of October 25, 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
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

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

- Norma Vazquez, President

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

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

**II. Public Comment on Agenda Items:** None.**III. Board Education:** Managers Torres and Francis reported on recent activities under their purview in Youth Services, including an update on Teen Room activity.**IV. Approval of Previous Record/Meeting(s)****A. September 27, 2023 (PPLD Document #102523 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 27, 2023.
- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. September 2023 Financial Activity Report (PPLD Document #102523 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Continued discussion on the depth of the report but none on the substance.
- **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #102523 – 2.1)**

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

Vouchers 66985 to 67246 in Warrant 20231026 totaling \$151,650.31

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

Vouchers 66982 to 67070 in Warrant 20231016 totaling \$143,084.54

- **Moved/Seconded:** Moore, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** Fitzgibbons and Ryan.

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #102523 – 3)**

- Lawrence reported on: Big Read programs and activities; personnel matters; implementing the Language Link translation services at point of service; staffing; the ongoing review of the employee handbook; recent bouts with Covid and its impact on staffing; Rover services at the local grocery stores; and a pending invitation to Jason Reynolds to speak in February 2024.

**B. President’s Report**

- No report.

**C. Board Committee Reports (PPLD Document #102523 – 3.3)**

1. **Finance Committee:** Chairperson Ryan reported that the minutes of the meeting included in the meeting packet covered matters and required no further reporting.
2. **Planning Committee:** Chairperson Eagleton reported that the minutes of the meeting included in the meeting packet covered matters and required no further reporting.

**D. Friends of PPLD:** President Vazquez reported on: the September sale; the October sale; the Holiday Book Sale preparations; and Adriance Honors.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #102523 – 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
Betty Cooper	Technology Instructor (Hrly)	Resignation	11/14/2023	N/A
James Gibbons	Library Clerk Sp. Speaking (FT)	Resignation	11/4/2023	N/A
Fatime Jaafar	Library Assistant (FT)	Probationary Appointment	11/5/2023	\$53,143 <i>(Step 1 with Longevity)</i>
Veronica Martin-Follette	Library Assistant (FT)	Provisional Appointment	11/5/2023	\$51,062 <i>(Step 2)</i>
Christine Bexley	Library Clerk (FT)	Permanent Appointment	11/18/2023	N/A
Sara Streett	Library Clerk (Hrly)	Permanent Appointment	11/18/2023	N/A
William Kleppel	Librarian I (FT)	Permanent Appointment	10/1/2023	\$59,982/yr
John Torres	Librarian III (FT)	Permanent Appointment	10/26/2023	N/A
Beth Vredenburg	Librarian III (FT)	Permanent Appointment	10/26/2023	N/A

- **Moved/Seconded:** Fitzgibbons, McPhee.
- **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 2024 Operations Schedule (PPLD Document #102523 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the attached 2024 operational schedule as described in PPLD Document #102523 – 5A
- **Moved/Seconded:** Nichols, Hogg.
- **Discussion:** Lawrence explained the action being requested.

- **VOTE:** 8 - 0 - 0

**VIII. Open Comment**

**A. Board Comment:** None.

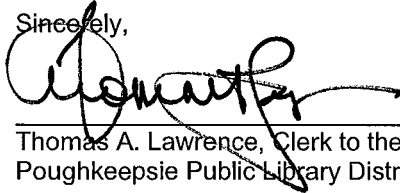
**B. Public Comment:** None.

**Adjournment**

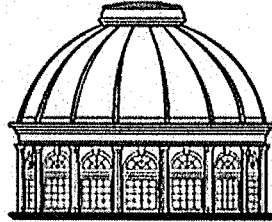
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:22 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 29, 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 October 2023 Financial Activity

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

**General Fund (Fund A; \$2,263,135)**

- Receipts for the month totaled \$86,076 which included \$2,470 in library charges, \$3,562 interest and \$73,211 in donations. The donations include the \$70,000 from the Eleanor Swartz Fund.
- Disbursements for the month totaled \$767,160 which included \$550,199 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; \$942,593)**

- Receipts for the month totaled \$5,508 which included \$2,246 in interest.
- The receipts also reflect a net increase of \$161 in the Wojtecki account.
- 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; \$35,263)**

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) \$87
  - Cash from Obligations – BOND Proceeds 502

**Permanent Funds (Fund PN; \$484,295)**

- 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; \$614,668)**

- Receipts for the month included interest of \$2,078.
- Disbursements in the month of October included the interest only debt service payment to the City of Poughkeepsie in the amount of \$47,250.

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

**Budget Transfer A-100**

Revenue	Increase	Decrease	Expense			Increase		Decrease
			Collection Services-Books	A44000	54100		\$	1,512.80
			Youth Services-Databases	A45000	54291	\$		1,512.80
<b>Total</b>			<b>Total</b>			<b>\$</b>		<b>1,512.80</b>
							<b>\$</b>	<b>1,512.80</b>

**Budget Transfer A-101**

Revenue	Increase	Decrease	Expense			Increase		Decrease
			Collection Services-Video & Films	A44000	54100		\$	5,110.00
			PPLD Databases	A41000	54291	\$		5,110.00
			<b>Total</b>			<b>\$</b>		<b>5,110.00</b>
							<b>\$</b>	<b>5,110.00</b>



**GENERAL FUND YEAR TO DATE**  
**EXPENSE REPORT OCTOBER 2023**

FOR 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,515,149	3,695,030.94	352,049.92	668,791.01	151,327.05	96.6%
22 EQUIP & CAPITAL OUTL	68,500	132,200	73,928.74	3,133.50	10,947.99	47,323.27	64.2%
30 MATERIALS	497,275	489,491	343,828.62	43,113.27	20,150.41	125,512.17	74.4%
32 INFORMATION SVC	80,024	66,623	48,944.36	9,170.37	.00	17,678.44	73.5%
50 OPERATIONS	1,486,432	1,437,900	1,084,601.48	100,236.11	115,206.57	238,091.95	83.4%
51 AUTOMATION	137,401	142,306	69,480.86	10,958.20	1,461.30	71,363.84	49.9%
91 EMPLOYEE BENEFITS	1,967,749	2,186,933	2,096,949.96	198,148.66	108,124.41	-18,141.37	100.8%
92 DEBT SER	1,338,400	1,338,400	665,037.51	47,250.00	.00	673,362.49	49.7%
93 INTERFUND TRAN	0	0	3,100.00	3,100.00	.00	-3,100.00	100.0%
<b>GRAND TOTAL</b>	<b>10,028,960</b>	<b>10,309,002</b>	<b>8,080,902.47</b>	<b>767,160.03</b>	<b>924,681.69</b>	<b>1,303,417.84</b>	<b>87.4%</b>

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

WARRANT: 20231016 10/16/2023

DUE DATE: 10/16/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	282.55 109.40
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00 .00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,081.80 18.40
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	125.00 -218.32
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	655.00 -3,360.08
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	450.00 .00
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	219.22 1,069.79
A A00000	General Fund Expen A .7410.000.00.59040 .	workers Compensation	24.00 -8,431.00
A A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance	895.60 510.00
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	110,247.78 -11,908.88
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	100.43 -853.16
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	250.36 1,650.44
A A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	629.22 13,666.60
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	635.34 -789.68
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	303.92 8,588.24
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	973.52 1,966.12
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,974.00 3,919.00
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	9,909.09 -7,652.52
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,208.45 -445.28
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	4,459.56 -18,595.63
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	1,701.10 -1,685.10
A A74000	Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	3,768.32 -771.40
FUND TOTAL		143,084.54	

WARRANT SUMMARY TOTAL		143,084.54	
GRAND TOTAL		143,084.54	

WARRANT: 20231026 10/26/2023

DUE DATE: 10/26/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	4,167.91
A A	General Fund A .0000.000.00.26030	General Fund Exchange	515.48
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	1,055.52
A A00000	General Fund Expen A .7410.000.00.54353	Cont Ed/Webinar	170.00
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	10,958.20
A A00000	General Fund Expen A .7410.000.00.54680	Taxes on Property	9,681.09
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	72.00
A A00000	General Fund Expen A .7410.000.00.59045	Life Insurance	658.34
A A00000	General Fund Expen A .7410.000.00.59060	Medical Insurance	12,886.84
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	3,594.70
A A10000	Administration A .7410.100.00.54292	Admin Program Expenses	122.57
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	9,745.39
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	1,390.50
A A20000	Building Services A .7410.200.00.54370	Professional Fees- Bld	2,014.00
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	314.14
A A20000	Building Services A .7410.200.00.54520	Building Repairs	3,640.00
A A20000	Building Services A .7410.200.00.54523	Landscaping/Grounds Ma	2,155.00
A A20000	Building Services A .7410.200.00.54691	HVAC-MECH/ELEC/PLUMBIN	1,305.45
A A20300	Greene Services A .7410.203.02.54100	BOOKS	14,313.28
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	6,119.73
A A20300	Greene Services A .7410.203.02.54292 .A101	PROGRAMMING-Big Read	1,788.66
A A20300	Greene Services A .7410.203.02.54340	PR & Printing-Rotunda	11,154.67
A A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	10,013.53
A A30000	Advancement Servic A .7410.300.00.54300	Advancement Services S	1,878.06
A A30000	Advancement Servic A .7410.300.00.54330	Bulk Mailing Postage	4,996.37
A A30000	Advancement Servic A .7410.300.00.54340	PR & Printing- Rotunda	1,310.29
A A41000	Adult Services A .7410.410.00.54291	PPLD Databases	6,465.57
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	1,010.00
A A41000	Adult Services A .7410.410.00.54292 .A244	Programming-Tool Lendi	12.78
A A41000	Adult Services A .7410.410.00.54292 .A245	Adult Prgms - Special	300.00
A A41000	Adult Services A .7410.410.00.54370	Professional Fees - Ad	15.00
A A43000	Borrower Services A .7410.430.00.54300	Borrower Ser Supplies	1,802.58
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	15.00
A A44000	Collection Service A .7410.440.00.54110	Collection Serv Video	2,529.45
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	6,292.19
A A44000	Collection Service A .7410.440.00.54120	Music & Audio	1,622.67
A A44000	Collection Service A .7410.440.00.54370	Collections Agency Fee	267.95
A A45000	Youth Services A .7410.450.00.54291	DATA BASES	2,704.80
A A45000	Youth Services A .7410.450.00.54292	Programming Youth	691.45
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	272.19
A A45000	Youth Services A .7410.450.00.54292 .A234	Summer Saturdays Prgrm	51.89
A A45000	Youth Services A .7410.450.00.54292 .A236	Prgm-Autumn at Adrianc	1,388.23
A A46000	YA Services A .7410.460.00.54292	Programming YA	359.29
A A50000	Business Office A .7410.500.00.54300	Ink & Toner	432.80
A A50000	Business Office A .7410.500.00.54370	Professional Fees - Bu	454.50
A A60000	Information Tech A .7410.600.00.52800	Equipment IT	2,714.39
A A60000	Information Tech A .7410.600.00.54300	Information Tech Suppl	221.68
			3.67

10/25/2023 12:10  
cmoore

Poughkeepsie Public Library District  
WARRANT SUMMARY

| P 21  
| apwarrnt

WARRANT: 20231026 10/26/2023

DUE DATE: 10/26/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A60000	Information Tech A .7410.600.00.54300 .A208	SUPPLIES-MakerSpace	243.40 313.87
A A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	1,316.70 3,988.85
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	429.86 7.00
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	2,280.36 -526.29
A A71000	Adriance A .7410.710.00.54330 .	Postage AML	43.19 2,364.81
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	195.20 623.80
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	146.58 274.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	110.71 -18,595.63
A A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING	69.07 2,385.37
FUND TOTAL		151,650.31	
WARRANT SUMMARY TOTAL		151,650.31	
GRAND TOTAL		151,650.31	

**GENERAL FUND YEAR TO DATE**  
**REVENUE REPORT OCTOBER 2023**

FOR 2023 10

	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	20,745.48	2,470.19	-5,745.48	138.3%
42401 INTEREST EARNINGS	17,500	17,500	64,089.36	3,562.43	-46,589.36	366.2%
42705 DONATIONS	100,000	155,000	95,578.20	73,211.33	59,421.80	61.7%
42752 ANNUAL APPEAL	32,500	32,500	25,521.43	.00	6,978.57	78.5%
42753 DONATIONS IN KIND	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 GRANTS	50,000	123,000	18,315.35	.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%
<b>GRAND TOTAL</b>	<b>10,028,960</b>	<b>10,309,502</b>	<b>9,051,606.83</b>	<b>86,075.86</b>	<b>1,257,895.17</b>	<b>87.8%</b>

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

BALANCE SHEET FOR 2023 10

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	213.31	2,569.92
A	12020	General Fund Payroll	-62.83	606.89
A	12023	General Fund Money Market	-586,202.29	782,927.01
A	12040	Credit Card Transactions	1,090.50	2,021.54
A	12051	Flex 125 Money Market	605.40	1,720.61
A	12100	Petty Cash	320.40	11,086.72
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	709.56	279,193.79
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-47,250.00	1,167,340.56
TOTAL ASSETS			<b>-630,575.95</b>	<b>2,263,134.60</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	-601.83	-1,097.37
A	26021	Benefits Exchange	3,050.63	9,838.47
A	26030	General Fund Exchange	-7.04	-1,844.17
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	-88.39
A	26370	State Retirement Accrual	-54,785.80	-494,012.05
TOTAL LIABILITIES			<b>-52,344.04</b>	<b>-543,145.13</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	10,309,502.00
A	35210	Encumbrances (+ PYCF)	-493,874.18	924,681.59
A	35220	Expenditures (+ PYCF)	768,995.85	8,205,314.00
A	38210	Encumbrance Reserve (+ PYCF)	493,874.18	-924,681.59
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	459,769.40
A	39110	Fund Balance Start of Year	.00	-604,105.64
A	39600	Appropriations (+ PYCF)	.00	-10,426,265.08
A	39800	Revenues Received	-86,075.86	-9,051,606.83
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			<b>682,919.99</b>	<b>-1,719,989.47</b>
TOTAL LIABILITIES + FUND BALANCE			<b>630,575.95</b>	<b>-2,263,134.60</b>

BALANCE SHEET FOR 2023 10

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	5,336.30	881,625.92
CM	12020	CM Payroll Checking	9.95	275.08
CM	13910	Due From Other Funds	161.36	60,692.02
TOTAL ASSETS			<b>5,507.61</b>	<b>942,593.02</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-667,150.83
TOTAL LIABILITIES			<b>.00</b>	<b>-667,150.83</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	185,121.56
CM	39800	Revenues	-5,507.61	-460,563.75
TOTAL FUND BALANCE			<b>-5,507.61</b>	<b>-275,442.19</b>
TOTAL LIABILITIES + FUND BALANCE			<b>-5,507.61</b>	<b>-942,593.02</b>

BALANCE SHEET FOR 2023 10

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	10.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.27	501.54
H	13502	Discount Pledge Receivable	.00	-.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			<b>11.27</b>	<b>35,263.28</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			<b>.00</b>	<b>-58,098.61</b>
<b>FUND BALANCE</b>				
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	-11.27	-10.07
TOTAL FUND BALANCE			<b>-11.27</b>	<b>22,835.33</b>
TOTAL LIABILITIES + FUND BALANCE			<b>-11.27</b>	<b>-35,263.28</b>

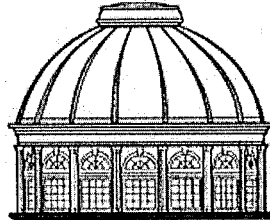


BALANCE SHEET FOR 2023 10

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
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	161.36	365,895.52
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			161.36	484,294.98
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-161.36	-5,477.13
TOTAL LIABILITIES			-161.36	-5,477.13
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-161.36	-484,294.98

BALANCE SHEET FOR 2023 10

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	-45,171.98	799,359.11
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		-45,171.98	614,667.66
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	47,250.00	-363,862.49
	TOTAL LIABILITIES		47,250.00	-363,862.49
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-2,078.02	-16,397.62
	TOTAL FUND BALANCE		-2,078.02	-250,805.17
	TOTAL LIABILITIES + FUND BALANCE		45,171.98	-614,667.66



---

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

---

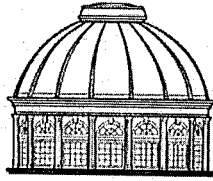
**Administrative Reports & Statistics**

**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	
	Oct	% of Total	YTD	% of Total	Oct	% of Total	YTD	% of Total	Change	% Change	Oct	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,055	27.55%	58,859	26.63%	5,790	25.93%	57,485	26.76%	1,374	2.39%	5,427	26.14%	56,397	28.18%	2,462	4.37%
Adult Non-Fiction	3,691	16.80%	36,873	16.69%	3,795	17.00%	36,925	17.19%	-52	-0.14%	3,550	17.10%	32,602	16.29%	4,271	13.10%
Fiction - Juvenile	5,733	26.09%	59,375	26.87%	5,499	24.63%	53,741	25.02%	5,634	10.48%	5,030	24.22%	46,143	23.05%	13,232	28.68%
Non-Fiction - Juvenile	1,455	6.62%	14,634	6.62%	1,278	5.72%	12,716	5.92%	1,918	15.08%	1,309	6.30%	12,663	6.33%	1,971	15.57%
Periodicals	226	1.03%	1,695	0.77%	293	1.31%	1,841	0.86%	-146	-7.93%	200	0.96%	1,946	0.97%	-251	-12.90%
Periodicals - Juvenile	21	0.10%	258	0.12%	25	0.11%	299	0.14%	-41	-13.71%	20	0.10%	249	0.12%	9	3.61%
<b>Print Subtotal</b>	<b>17,181</b>	<b>78.18%</b>	<b>171,694</b>	<b>77.70%</b>	<b>16,680</b>	<b>74.70%</b>	<b>163,007</b>	<b>75.88%</b>	<b>8,687</b>	<b>5.33%</b>	<b>15,536</b>	<b>74.82%</b>	<b>150,000</b>	<b>74.94%</b>	<b>21,694</b>	<b>14.46%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	8	0.04%	51	0.02%	5	0.02%	51	0.02%	0	0.00%	14	0.07%	96	0.05%	-45	-46.88%
Soundrecordings	531	2.42%	5,509	2.49%	680	3.05%	6,489	3.02%	-980	-15.10%	766	3.69%	6,400	3.20%	-891	-13.92%
Videorecordings	3,572	16.25%	36,288	16.42%	4,042	18.10%	38,184	17.77%	-1,896	-4.97%	3,754	18.08%	38,089	19.03%	-1,801	-4.73%
Media	1	0.00%	11	0.00%	1	0.00%	4	0.00%	7	0.00%	2	0.01%	16	0.01%	-5	0.00%
Software	12	0.05%	90	0.04%	5	0.02%	65	0.03%	25	38.46%	6	0.03%	90	0.04%	0	0.00%
Equipment/Realia	49	0.22%	533	0.24%	28	0.13%	240	0.11%	293	122.08%	11	0.05%	91	0.05%	442	485.71%
Suppressed Items	32	0.15%	230	0.10%	24	0.11%	233	0.11%	-3	-1.29%	32	0.15%	367	0.18%	-137	-37.33%
Videorecordings - Juvenile	400	1.82%	4,333	1.96%	558	2.50%	4,349	2.02%	-16	-0.37%	479	2.31%	3,495	1.75%	838	23.98%
Audiorecordings - Juvenile	50	0.23%	631	0.29%	79	0.35%	794	0.37%	-163	-20.53%	51	0.25%	563	0.28%	68	12.08%
Media - Juvenile	124	0.56%	1,493	0.68%	214	0.96%	1,324	0.62%	169	12.76%	107	0.52%	841	0.42%	652	77.53%
Software - Juvenile	16	0.07%	121	0.05%	12	0.05%	83	0.04%	38	45.78%	7	0.03%	106	0.05%	15	14.15%
<b>Non-Print Subtotal</b>	<b>4,795</b>	<b>21.82%</b>	<b>49,290</b>	<b>22.30%</b>	<b>5,648</b>	<b>25.30%</b>	<b>51,816</b>	<b>24.12%</b>	<b>-2,526</b>	<b>-4.87%</b>	<b>5,229</b>	<b>25.18%</b>	<b>50,154</b>	<b>25.06%</b>	<b>-864</b>	<b>-1.72%</b>
<b>Total</b>	<b>21,976</b>		<b>220,984</b>	<b>100.00%</b>	<b>22,328</b>		<b>214,823</b>		<b>6,161</b>	<b>2.87%</b>	<b>20,765</b>		<b>200,154</b>		<b>20,830</b>	<b>10.41%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2023**

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	20,752	19,620	22,915	20,358	20,716	22,678	24,889	25,227	21,787	21,976	0	0	220,918
Digital Content	9,746	8,165	8,989	9,142	9,652	9,361	10,713	10,069	9,255	11,314	0	0	96,406
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0
<b>Total</b>	<b>30,498</b>	<b>27,785</b>	<b>31,904</b>	<b>29,500</b>	<b>30,368</b>	<b>32,039</b>	<b>35,602</b>	<b>35,296</b>	<b>31,042</b>	<b>33,290</b>	<b>0</b>	<b>0</b>	<b>317,324</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,269	3,582	3,808	3,249	3,207	3,404	3,600	3,698	3,446	3,528	0	0	35,791
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	2,094	2,238	2,228	2,280	0	0	18,245
Sadie Peterson Delaney	72	63	90	78	64	71	72	66	54	74	0	0	704
<b>Total</b>	<b>6,183</b>	<b>5,178</b>	<b>5,438</b>	<b>4,798</b>	<b>4,803</b>	<b>4,962</b>	<b>5,766</b>	<b>6,002</b>	<b>5,728</b>	<b>5,882</b>	<b>0</b>	<b>0</b>	<b>54,740</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	844	909	1,009	799	796	960	720	869	720	1,514	0	0	9,140
Boardman Road	79	96	117	109	91	68	90	87	43	50	0	0	830
Sadie Peterson Delaney	8	2	0	0	4	8	2	6	1	2	0	0	33
Spanish Language Assistance	136	122	51	103	117	232	72	97	44	52	0	0	1,026
<b>Total</b>	<b>1,067</b>	<b>1,129</b>	<b>1,177</b>	<b>1,011</b>	<b>1,008</b>	<b>1,268</b>	<b>884</b>	<b>1,059</b>	<b>808</b>	<b>1,618</b>	<b>0</b>	<b>0</b>	<b>11,029</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	7,841	8,656	15,864	13,164	11,135	12,066	10,021	10,789	9,676	7,434	0	0	106,646
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	4,927	7,398	7,236	8,247	0	0	65,489
Calendar Hits - Recite Me	393	290	485	435	385	426	334	404	336	NA	0	0	3,488
Website Views	31,171	26,481	41,744	29,809	26,601	29,424	28,495	31,006	25,456	30,323	0	0	300,510
<b>Total</b>	<b>44,127</b>	<b>42,251</b>	<b>64,487</b>	<b>49,409</b>	<b>43,490</b>	<b>50,287</b>	<b>43,777</b>	<b>49,597</b>	<b>42,704</b>	<b>46,004</b>	<b>0</b>	<b>0</b>	<b>476,133</b>
<b>PUBLIC COMPUTER &amp; WIFI US</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	5,072	3,134	3,467	4,578	4,955	4,710	5,160	6,339	5,146	5,744	0	0	48,305
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	1,738	1,807	1,799	1,782	0	0	16,817
Sadie Peterson	51	57	65	70	76	23	23	50	23	17	0	0	455
<b>Total</b>	<b>6,820</b>	<b>4,745</b>	<b>5,281</b>	<b>6,149</b>	<b>6,555</b>	<b>6,399</b>	<b>6,921</b>	<b>8,196</b>	<b>6,968</b>	<b>7,543</b>	<b>0</b>	<b>0</b>	<b>65,577</b>
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	22	32	35	28	41	38	29	51	56	62	0	NA	394
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
<b>Total</b>	<b>22</b>	<b>32</b>	<b>35</b>	<b>28</b>	<b>42</b>	<b>38</b>	<b>29</b>	<b>51</b>	<b>56</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>395</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	67	48	94	75	75	65	75	81	65	77	0	0	722
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	189	229	294	233	253	199	241	255	241	270	0	0	2,404
Community Engagement	2	3	1	2	4	4	1	1	2	9	0	0	29
Non-Library District	9	9	11	8	5	18	13	9	9	18	0	0	109
Exams Proctored	17	13	19	21	25	35	24	33	15	16	0	0	218
MAP Passes	21	16	23	56	61	79	103	121	75	88	0	0	643
Rover Bookmobile Stops	4	2	1	2	3	8	16	14	11	17	0	0	78
<b>Total</b>	<b>242</b>	<b>272</b>	<b>349</b>	<b>322</b>	<b>351</b>	<b>343</b>	<b>398</b>	<b>433</b>	<b>353</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>3,481</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	1,397	2,875	2,692	3,757	2,976	2,508	2,495	11,256	4,357	3,915	0	0	38,228
Community Engagement	51	62	21	53	267	284	50	26	55	248	0	0	1,117
Non-Library District	64	99	124	91	70	357	90	120	34	1,514	0	0	2,563
Drop-In Room Use (Adriance)	67	105	116	107	119	123	95	127	104	105	0	0	1,068
Rover Bookmobile	68	28	18	34	178	636	660	747	304	248	0	0	2,921
<b>Total</b>	<b>1,647</b>	<b>3,169</b>	<b>2,971</b>	<b>4,042</b>	<b>3,610</b>	<b>3,908</b>	<b>3,390</b>	<b>12,276</b>	<b>4,854</b>	<b>6,030</b>	<b>0</b>	<b>0</b>	<b>45,897</b>
<b>GENERAL ATTENDANCE (2023)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	NA	0	0	126,004
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	NA	0	0	83,066
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	0	0	2,595
<b>Total - 2023</b>	<b>20,975</b>	<b>22,256</b>	<b>25,076</b>	<b>22,912</b>	<b>23,654</b>	<b>24,258</b>	<b>24,512</b>	<b>26,205</b>	<b>21,432</b>	<b>NA</b>	<b>0</b>	<b>0</b>	<b>211,280</b>
<b>GENERAL ATTENDANCE (2022)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
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
<b>Total - 2022</b>	<b>19,186</b>	<b>22,625</b>	<b>18,925</b>	<b>18,468</b>	<b>18,353</b>	<b>19,690</b>	<b>21,279</b>	<b>22,910</b>	<b>19,038</b>	<b>25,367</b>	<b>24,590</b>	<b>17,731</b>	<b>248,162</b>



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### DEPARTMENTAL MONTHLY REPORT

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

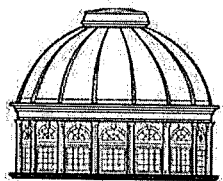
#### Special Projects & Updates:

1. **ePop Up Library Research:** Baker & Taylor recently launched major access changes to library purchased e-books over the Internet, rather than thought rented devices placed in a single location, using QR codes on promotional posters or flyers. The new "Boundless" set-up has a name change, ePop Up Library, and Boundless. Under Tom's direction, Michele and I have begun to plan PPLD's launch of this new revised eBook access, working on the technology, collection, marketing, and community location placement.
2. **PPLD's Employee Handbook:** Updated to Section 305 from an Oct. AOC meeting, with added text changes, discussion topics, questions to Planning Drive copy from combined notes of Michele and me.
3. **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.
4. **Rotunda Article Nov. - Dec. Issue and New MAP Pass Use:** Since the mid-October Rotunda article announcing the new MAP Pass for American Museum of Natural History, consisting of 1-3 free ticket-vouchers for library card holders, there have been 10 reservations booked dates Oct. 16 to Nov. 6.
5. **PPLD's Adult Clearwater Sail on Oct. 27 Big Read Program:** The sail was a major success, had a sunny warm day (81!), and a variety of engaging learning activities, including fishing, navigation, environmental stations, sing along, and a group hoist of the giant sail on from both sides of the boat. People expressed how delighted they were to attend this program. The boat's Captain allowed six more to board on sail day, so all waitlisted patrons and three who could not get on the waitlist, boarded. Kayleigh Hartnett and I were the PPLD staff on board for 51 total participants. Many asked when exiting if the Library would offer again in the future.
6. **Incident Reporting using OrangeBoy Software:** October had 23 incident reports filed. On Nov. 10, there are 42 reports total, and 12 of the reports are linked, which is one of the more helpful feature of the software. So far, the new reporting form is working well and no adjustments in design or changes needed.

#### MAP Pass Use in October:

- **October had 95 Passes to 27 Destinations; and more than Sept 76 Passes to 23 Destinations**
- **October's Popular Destinations were:** Mohonk Preserve - 17 passes, up from 5 in Sept due to fall color); FDR - 9 passes; Four Way Tie for Olana, Storm King Art Center, NYS Parks Empire Pass, Old Rhinebeck - all four had 8 passes & popular in fall; Wild Center - 5; American Museum of Natural History & Trevor Zoo - both 4; Berkshire Museum, Boscobel House, Guggenheim Museum - all 3. 15 different venues - all 1 each.
- **Comparison this Year:** Oct 95 passes to 27 venues; up from Sept 76 passes to 23 venues; Aug. 124 passes to 28 venues; July 106 passes to 29 venues; June 82 passes to 24 venues; May 64 passes to 19 venues.
- **Comparison Oct. Months in Past Years:** This Oct. is the Highest Year of all October Pass Totals compared to Past Years: 2023 = 95; 2022 = 94; 2021 = 67; 2020 = 57; 2019 = 85; 2018 = 60.
- **MAP Pass Promotion and Marketing:** Rotunda article, "Take to the Skies," resulted in 39 uses of the Old Rhinebeck Aerodrome Pass July - Oct, and increased use of Wild Center Pass in Adirondacks to 11 uses.

**MAP Pass Renewals, Updating Descriptions and Calendar Year Marking Dates:** Renewals for Oct. 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. Intrepid launched new name (Intrepid Museum) in October, along with new website, ticket process, and logo. Basketball Hall of Fame revised VIP Pass access.



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**DEPARTMENTAL MONTHLY REPORT**

**Manager Name and Title:** Crystal Middleton, Librarian I

**Time Period of Report:** October 2023

**Department:** Borrower and Technical Services

**Report Focus Area of Activity:**

❖ *Borrower Services*

October was full of events and the library celebrated its 125th anniversary with Founders Day on October 21st. In addition to this event, a shred day brought many locals to Boardman the day prior, October 20. The end of the month started early voting, always creating more traffic and parking congestion at Boardman.

Borrower services staff helped out at various community events with Rover on October 1, 4, 5, 12 (2), 13, 17(2), 18, 19 (2), 20, 21, 22, 24 & 26 (2). Staff and the drivers have been very helpful in making it to all of these outings! Additionally, After being there for family weekend with Rover on October 1, borrower services staff tabled at Marist college on October 5 to provide library cards and programming information (including Nosferatu tickets). Library staff at the college were welcoming and supportive!

The month ended with a Halloween parade (trick or treating) at SPD, bringing over 100 children through to the branch in full and varied costumes. The door and space were decorated to add to the festive mood.

A department meeting was held on October 20 and were able to discuss some workflow issues and improvements, upcoming changes, and scheduling considerations.

❖ *Technical Services*

Materials continue to be processed in a timely manner. Some of the invoices are not getting to Sierra and we have been working with vendors and Mid Hudson to find the root of this issue as it causes delays in getting invoices posted.

**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 was still short-staffed until mid-month when we were able to increase hours for two clerks. Everyone is learning, remaining flexible, and 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:** Michele Muir, Development Officer

**Department:** Advancement Report for: October 2023

**Report Focus Area of Activity:** October Promotion and Marketing Highlights

**PIO and Advancement Staff Activity:**

- Rotunda NOV/DEC production and editing work continued, was finalized and mailed Oct 13-15.
- The Big Read activities were launched with an author talk by Daniel James Brown at Spackenkill HS, where we greeted 500 attendees, provided book sales and signings. Fourteen more programs are being supported and staffed by the Advancement team from mid-Oct to late Nov. This ordinarily very busy department was
- PIOs and DO staff supported Adriance Honors with outreach display and engagement, photography and general assistance.
- PIOs and DO staff supported Founders' Day with outreach tables, signage, crafting projects, photography and other general assistance
- 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

**Development Officer Activity:**

- FPPLD Support:
  - Attended Friends' monthly Board meeting
  - Finalized writing and design of Adriance Honors program, and award plaque
- Outreach:
  - Attended the Dutchess Regional Chamber of Commerce Monthly Breakfast
  - Continued meeting with Supermarket executives to further Rover services in the community
- Rover:
  - Rover entered its second month of Poughkeepsie grocery store visits, and quite successfully after some challenges with store policy issues (ShopRite, Stop & Shop, Adams Fairacre Farms, Waterfront Farmers' Market). As mentioned was a tricky project which included a lot of relationship building and insurance coverage. Rover is scheduled for these visits through Dec. Scheduling for 2024 is starting.
- Volunteer database and updated job definition continues

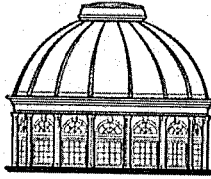
**Manager Observation of Activity and Outcomes:** This is a fast-paced, proactive department, as noted before. Workflow is routinely impacted by the many demands for materials and promotional support.

**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  
**Department:** Information / Technologies

**Time Period of Report:** October

**Report Focus Area of Activity:**

All of PPLDs Technology is up and running as expected.

We tested the PA system as a way of streaming music throughout the Library for Founders Day. It worked but the speakers sounds tinny.

More relocation of staff PCs and phones to accommodate personal changes.

Printing through Munis (our finance software) is finally solved!

WiFi in the parks update: I have install locations for Bowdoin Park and am just waiting for AT& T sim cards before installation. Verizon has to poor a signal at Bowdoin.

Language Link hardware is installed and ready to go.

**Intended Outcomes of Focus Activity:**

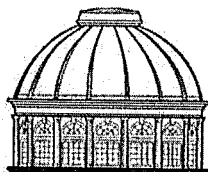
NA

**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:** October 2023

**Department:** Adult Services

**Report Focus:** October Highlights

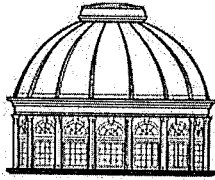
---

**October Programming:** To celebrate the spooky season, Krista Miller hosted several programs this month that were both entertaining and educational. First there was *The Winchester Mystery* house program on Oct 3, with professor Barry Pirro, which had 49 attendees at Adriance. She also facilitated two virtual programs: *Spiritualism and Mourning in Victorian America* on Oct 10 brought in 23 attendees, and *On Screen Specters: Ghost in Film* on Oct 17<sup>th</sup> had 28.

**Local History Programming :** Although attendance may not have been what we hoped for our Founder's Day event on October 21<sup>st</sup>, the visitors we did have to the Rotunda Gallery and Local History room were incredibly enthusiastic, marveling at historian Shannon Butler's antique Edison phonograph, taking in 3D images of Poughkeepsie from a century ago through our historic Stereograph collection, and learning more about the history of both Adriance Memorial Library and our benefactors, the Adriance Family.

Taking advantage of the current surge in popularity of True Crime content, Shannon also debuted a follow up program to her popular lecture: *More Historic Murders in Dutchess County*. Held at Boardman Road on October 26<sup>th</sup>, it was, predictably, a rousing success, with 95 patrons in attendance.

**A Fond Farewell:** After more than 10 years of service, our dedicated and popular Technology Instructor, Betty Cooper, is retiring this month. Betty has been with the library for nearly all of the Public Computer Center's existence, and is responsible in large part for how those programs have developed and evolved over the years. Her students will certainly miss her, and so will we in the Adult Services department. Best wishes to Betty in her next chapter, her replacement will certainly have some big shoes to fill!



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

---

### DEPARTMENTAL MONTHLY REPORT

---

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

**Time Period of Report:** October/ November 2023

**Department:** Branch and Extension Services

#### **Sadie Peterson Delaney African Roots Library:**

- The hours at SPD will change at the beginning of the new year. We are planning a one Saturday a month program for the entire course of next year. The Saturday programs and workshops have been very successful and will draw patrons in. The building is pretty deserted during the weekend, so this will give patrons more of a chance to use the library during the week, and staff more opportunity for hours during the week at SPD and on Rover.

#### **Building and Grounds**

- ❖ The front entryway is still not complete. There will be an update at the next FPC Operations meeting in mid - November.
- ❖ A community meeting was held Oct. 30th to discuss the FY 2024 EPA Brownfield Cleanup Grant. If FSI receives this grant (up to five mil) It will be used for remediation of asbestos affected areas and the building will be worked on one section at a time, in a manner developed with the partners to minimize impact according to FSI.

#### **Extension Services:**

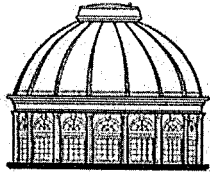
- Extension Services was allotted a generous sum of \$5,000 to purchase, new products that will benefit patrons with issues of memory loss. Fifteen Memory Backpacks and twelve Playaway Brain Game tablets have been purchased and will arrive in a few weeks to be processed and ready for checkout. We will take them to our various senior living facility stops with Rover to give patrons a chance to access the items and check them out.

#### **Rover:**

- Michelle has been coordinating with local markets to get Rover market stops up and running on a regular routine basis. This past month, I visited all our market stops to scout optimal parking and get them up and running. We now have regularly scheduled monthly supermarket stops around the community, and have concluded that we will be attending the Waterfront market with Rover starting in the spring.

#### **Seed Library:**

- All seed donations are sorted and ready for the new growing season. We are working on putting together some gardening programs for March and April.



---

## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

---

### DEPARTMENTAL MONTHLY REPORT

---

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

**Time Period of Report:** Nov 2023

**Department:** Youth Services

**Report Focus Area of Activity:** Youth Services

**Intended Outcomes of Focus Activity:**

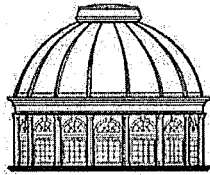
October was a very busy month for the YS department.

Every year Halloween themed programming always attracts a crowd and this year was no different. We started the Halloween season at Boardman Rd with Laura conducting a Witchy Pine cone program which had a full class of 15. Due to construction at Sadie Peterson we moved Jolie's Halloween paper crafts to Adriance and she had 18 participants, because of the size of our program space we were forced to move some of the kids into the hallway. On Oct 26, we had our annual Haunted House and this year we added a Halloween Costume party for the children who weren't brave enough for the haunted house. We had 120 kids go through the haunted house in small groups and 140 for the Halloween party. It was a very busy night and it was a team effort with additional support from Anne, Kayleigh and Liz.

Some of the other program happenings at Adriance in October were Science Saturdays which was run by students from Marist College. We've hosted this program the last 2 years and it was created by Lynn Grainger who is an adjunct instructor at Marist and she wanted to have a hands-on experience with her graduate students. This year was our best attended sessions with 20 and 15 eager Poughkeepsie children. Kayleigh conducted our first Kitty Yoga event which was held at Mid-Hudson with 28 participants and they collected donations for FURRR911. At Boardman Rd Kayleigh and Jolie hosted a very successful Baby Disco which brought in 25 participants.

Holly and Liz also participated in PPLD's Founder's Day on Oct 21, even though attendance wasn't what we were hoping for, the children who were here enjoyed themselves. As part of the Big Read, Angela coordinated Clearwater Sailing trips for teens and adults. We had 37 teens participate in the teen Clearwater sail.

At Boardman, Rose created a scavenger hunt for the Poughkeepsie Day school tour which included students from 7<sup>th</sup> grade through high school. Laura also had a tour for a Brownie troop at the beginning of Oct. Other YS staff also made several trips to surrounding schools and welcomed classed to Adriance and Boardman Rd.



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

---

**DEPARTMENTAL MONTHLY REPORT**

---

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

**Department: Youth Services**

**Library Visits:**

- 10/4 - Brownie Troop visit at Boardman - LP
- 10/13 - Morse School first grade class visit at ADR - LA
- 10/24 - Hagen Elementary School class visit at Hagen - KH
- 10/25 - Poughkeepsie Day School tour at BRD for middle and high school students - RL
- 10/27 - Morse School fourth grade class visit at ADR - AF

**Events:**

- 10/12 - Hispanic Festival tabling event at Poughkeepsie Middle School - AF
- 10/13 - Rover visit to Easdale Second Fridays - KH & SK
- 10/21 - United Way table on children's floor during Founders' Day - sharing services for families - United Way Staff

**Other Activity:**

**\*Inquiries to schools regarding hosting the Story Cube - Clinton Elementary, PMS**

**\*Arranging class visits at Poughkeepsie High School**

**\*Created a new, updated handout for parents with all of the parenting resources available at the library (see attached). I updated the information and Yvonne Laube created the actual handout and arranged for a Marist translation student to translate it into Spanish. Sandra Kuhn proofread the Spanish copy. The updated version is now available on the Parenting Resources webpage as well.**

**\*attachment: New Parenting Resources outreach handout**

# Parenting Resources

Parenting can be both rewarding and challenging. The Library District has resources to give you fresh perspectives, practical tips, and peace of mind.



## The Parenting Collection

Located in the Children's Room at Adriance Memorial Library, it includes books and DVDs about child-rearing, pregnancy, nursing, and parenting children with special needs.

## Preschool Learning Center

The PLC offers early literacy learning, exploratory play and social emotional development in a classroom-like setting.

## Early Literacy Programs

Toddler Time, Toot & Scoot, and Baby Rhyme and Play Time are just a few of the high-quality programs the Library District offers!

## Kindergarten Readiness Stations

Located in the Adriance Memorial Library Children's Room, these fun, hands-on activities support early literacy development of pre-kindergarten children.

## Join our 1000 Books Before Kindergarten Challenge!

Read 1,000 books together, and help your child get ready for kindergarten.

## DayByDayNY

A fun, daily online calendar featuring books, songs, and activities to develop a love for books and learning.

## Books in Spanish

The library has many bilingual and Spanish books.

## Homework Helpers & Reading Buddies

During the school year, Teen Volunteers can help your child in grades K - 6 with homework or reading.

## AWE Bilingual Early Literacy Tablets

These tablets are loaded with English and Spanish games and early literacy activities. Available for checkout at the children's desk at Adriance Memorial Library branch.

## Borrow a Nature Exploration or Early Literacy Backpack!

Backpacks are stocked with books, a selection of materials designed for early literacy and to encourage children and their families to explore the natural world.

# Recursos para padres

La crianza de los hijos puede ser a la vez gratificante y difícil. El distrito de bibliotecas dispone de recursos para ofrecer nuevas perspectivas, consejos prácticos y tranquilidad.



## La colección para padres

Ubicada en la sala infantil de la biblioteca Adriance Memorial, incluye libros y DVD sobre crianza, embarazo, lactancia y crianza de niños con necesidades especiales.

## Preschool Learning Center

El PLC ofrece alfabetización temprana, juego exploratorio y desarrollo socioemocional en un entorno similar al de una clase.

## Programas de alfabetización temprana

Toddler Time, Toot & Scoot, and Baby Rhyme and Play Time son sólo algunos de los programas de alta calidad que ofrece el distrito bibliotecario.

## Estaciones de preparación para el jardín de infantes

Ubicadas en la sala de niños de la Biblioteca Adriance Memorial, estas actividades divertidas y prácticas apoyan el desarrollo temprano de la alfabetización de los niños de kindergarten.

## Únete al reto de los 1.000 libros antes del Kindergarten

Leer 1000 libros juntos y ayudar a su hijo a prepararse para la guardería.

## DayByDayNY

Un divertido calendario diario en línea con libros, canciones y actividades para desarrollar el amor por los libros y el aprendizaje.

## Libros in español

¡La biblioteca tiene muchos libros en español y bilingües disponibles!

## Ayudantes de tareas escolares y amigos de lectura

Durante el año escolar, los voluntarios adolescentes pueden ayudar a su hijo de K-6 grado con sus tareas escolares o la lectura.

## AWE Tabletas bilingües de alfabetización temprana

Estas tabletas están cargadas con juegos en inglés y español para actividades de alfabetización temprana. Disponibles en el mostrador infantil de la biblioteca Adriance Memorial.

## ¡Pide prestada una mochila de exploración de la naturaleza o de alfabetización temprana!

Las mochilas están repletas de libros, una selección de materiales diseñados para la alfabetización temprana y para animar a los niños y a sus familias a explorar el mundo natural.

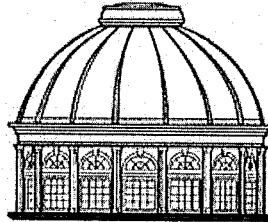
 [poklib.org](http://poklib.org)

 (845) 485-3445

**Adriance Memorial Library**  
93 Market Street  
Poughkeepsie, NY 12601

**Boardman Road Branch Library**  
141 Boardman Road  
Poughkeepsie, NY 12603

**Sadie Peterson Delaney  
African Roots Branch Library**  
29 North Hamilton Street  
Room 224  
Poughkeepsie, NY 12601



---

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

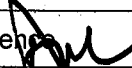
---

**Board Committee Reports**



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**Minutes and Actions**

<b>Meeting:</b> Board Development & Policy Committee	<b>Date:</b> Monday, October 30, 2023	
<b>Attendance</b>		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input type="checkbox"/> Patricia Ferrer	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i>		
<input checked="" type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Jim Nurre		
<input type="checkbox"/> Laurel Spuhler		
<b>Minutes Prepared By:</b> T. Lawrence 		

The meeting convened at 6:30pm. Attendance is noted above.

1. **Business Items:** The following business was conducted:

- **Policy Review:** The Committee reviewed the Library District's Administrative policies. Further review will continue at an upcoming meeting.

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

- Vaccination policy (not yet done).

3. **Upcoming Agenda Items:**

- Library District policies.
- Possible community advisory board.

The meeting adjourned at 7:25pm.

**Next Scheduled Meeting Date**

TBA

(date, time, and location subject to change)