

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, December 20, 2023
Charwat Meeting Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY
Dinner is at 5:45pm
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants: Eagleton and Nichols

- 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. November 29, 2023 (*T. Lawrence; #122023 – 1*)
 - V. Financial Report(s)
 - A. November 2023 (*B. Lynch; #122023 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #122023 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #122023 – 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; #122023 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2024 Official Designations (*T. Lawrence; #122023 – 5*)
 - 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, January 24, 2024; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 29, 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 7:05 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:** Executive Session added after Public Comment.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. October 25, 2023 (PPLD Document #112923 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 25, 2023.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. October 2023 Financial Activity Report (PPLD Document #112923 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lynch noted the deposit of the Swartz money and informed the board of an impending donation. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #112923 – 2.1)

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

Vouchers 67282 to 67500 in Warrant 20231130 totaling \$309,458.57

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

Vouchers 67247 to 67334 in Warrant 20231115 totaling \$159,127.91

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #112923 – 3)

- Lawrence reported on: the report from Maintenance including netting to protect the roof from crows, snow removal, a water furnace, accident that damaged the Boardman compressor, the vehicle warranty on the Bookmobile and the budget for our vehicles; security issues; Big Read movie screening; Big Read program attendance; funding provided by the Friends; potential collaborations with the Bardavon; and Munis budget training.
- Lynch informed the Board about: the success of Operation Warm; socks donated to Operation Warm from Beulah Baptist Church facilitated by Trustee McPhee.
- Vredenburg spoke about: Rover stops at local grocery stores; the Hudson Valley Justice System; the Freedom Quilting Project; progress on construction at the Partnership; and new items for Extension Services patrons to check out.
- Thompson shared about: a Spanish version of Shannon Butler's Walking Tour; a new Walking Tour on Union St.; blog posts; digitizing City of Poughkeepsie directories; success of numerous recent programs; the Tool Library and accompanying programs; and the Seed Library;

B. President's Report: President Blazek attended the Mid-Hudson Annual Meeting and shared some of the information she learned.

C. Board Committee Reports (PPLD Document #112923 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on ongoing policy reviews.

D. Friends of PPLD: President Vazquez reported on: October sales; November sales; the success of the Holiday Book sale, the upcoming December sale; a thank you lunch for volunteers; the upcoming Annual Meeting; their participation in the Senior Golden Gathering; and the FDR Holy Day Open House.

VII. Board Action

A. Personnel Actions: (PPLD Document #112923 – 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
Fatime Jaafar	Library Assistant (FT)	Probationary Appointment	11/5/2023	\$53,317/yr (correction)
Veronica Martin-Follette	Library Assistant (FT)	Probationary Appointment (correction)	11/5/2023	N/A
Shannon Butler	Historian (FT)	Permanent Appointment	10/31/2023	N/A
Cassie Bailey	Public Information Officer (FT)	Permanent Appointment	12/16/2023	N/A
Charlotte Marriott	Public Information Officer (FT)	Permanent Appointment	12/16/2023	N/A
Gary Killmer	Network Analyst (FT)	Probationary Appointment	11/20/2023	\$72,117/yr (Step 1)
Employee 4820	Security Guard (FT)	Intermittent FMLA	12/1/2023	N/A

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

B. Unfinished/Old Business: None.

C. New Business: None.

VIII. Open Comment

- A. **Board Comment:** None.
- B. **Public Comment:** None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to personnel.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 8:08 p.m.)

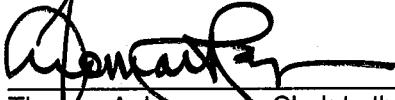
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 8:15 p.m.)

Adjournment

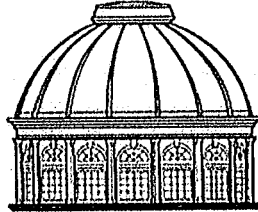
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:16 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 20, 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 November 2023 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 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 Adrialce and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adrialce 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 November 2023
Financial Activity – Narrative Report

General Fund (Fund A; \$1,711,915)

- Receipts for the month totaled \$281,795 which included \$1,679 in library charges, \$2,018 interest and \$67 in donations and a \$5,000 grant from the Larry Plozer Memorial Fund through the CFHV.
- Disbursements for the month totaled \$888,279 which included \$543,885 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 279,882
 - McCalley Fund 52,000
 - Swartz Fund 70,104

Special Revenue Fund (Fund CM; \$985,548)

- Receipts for the month totaled \$15,955 which included \$2,178 in interest and \$9,500 from the Friends of PPLD for support of the Little Free Libraries and ipads/backpacks for memory support.
- The receipts also reflect a net increase of \$4,133 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; \$35,265)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 503

Permanent Funds (Fund PN; \$488,428)

- 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; \$616,639)

- Receipts for the month included interest of \$1,971.
- There were no disbursements in the month of November.

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

Budget Transfer A-Modification

Revenue				Increase	Decrease	Expense				Increase	Decrease			
Grants	A99900	42760	A249	\$	272.80	FF&E - Translation Services	A60000	52800	A249	\$	272.80			
Total				\$	272.80	\$	-	Total				\$	272.80	-

Increase in grant funds for translation services

Budget Transfer A-29

Revenue				Increase	Decrease	Expense				Increase	Decrease		
						Contingency for Grant Programs	A50000	54292		\$	23,977.00	23,977.00	
						Medical Insurance	A00000	59060		\$	23,977.00		
Total						Total				\$	23,977.00	\$	23,977.00

To increase available funds for medical insurance

Budget Transfer A-30

Revenue				Increase	Decrease	Expense				Increase	Decrease		
						FF&E - Information Technology	A60000	52800		\$	210.44	210.44	
						RR&M - Information Technology	A60000	54390		\$	210.44		
Total						Total				\$	210.44	\$	210.44

To increase available funds for rental, repair and maintenance



GENERAL FUND YEAR TO DATE
EXPENSE REPORT NOVEMBER 2023

FOR 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,515,149	4,047,415.10	352,384.16	335,144.53	132,589.37	97.1%
22 EQUIP & CAPITAL OUTL	68,500	130,882	84,785.62	10,856.88	1,423.44	44,673.30	65.9%
30 MATERIALS	497,275	489,491	409,504.89	65,676.27	20,434.27	59,552.04	87.8%
32 INFORMATION SVC	80,024	66,623	66,444.36	17,500.00	.00	178.44	99.7%
50 OPERATIONS	1,486,432	1,415,513	1,272,789.85	188,188.37	104,993.48	37,730.11	97.3%
51 AUTOMATION	137,401	142,306	131,609.40	62,128.54	1,461.30	9,235.30	93.5%
91 EMPLOYEE BENEFITS	1,967,749	2,210,910	2,288,450.52	191,500.56	4,892.86	-82,433.38	103.7%
92 DEBT SER	1,338,400	1,338,400	665,037.51	.00	.00	673,362.49	49.7%
93 INTERFUND TRAN	0	0	3,144.10	44.10	.00	-3,144.10	100.0%
GRAND TOTAL	10,028,960	10,309,275	8,969,181.35	888,278.88	468,349.88	871,743.57	91.5%

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

GENERAL FUND YEAR TO DATE
REVENUE REPORT NOVEMBER 2023

FOR 2023 11

	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	22,424.33	1,678.85	-7,424.33	149.5%
42401 INTEREST EARNINGS	17,500	17,500	66,107.32	2,017.96	-48,607.32	377.8%
42705 DONATIONS	100,000	155,000	95,645.10	66.90	59,354.90	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	75,151.01	6,831.91	6,831.99	91.7%
42760 GRANTS	50,000	123,273	23,315.35	5,000.00	99,957.45	18.9%
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	266,199.00	266,199.00	-586.00	100.2%
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	10,309,775	9,333,401.45	281,794.62	976,373.35	90.5%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 11

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-456.96	2,112.96
A	12020	General Fund Payroll	48.17	655.06
A	12023	General Fund Money Market	-621,607.69	161,319.32
A	12040	Credit Card Transactions	-1,047.59	973.95
A	12051	Flex 125 Money Market	595.73	2,316.34
A	12100	Petty Cash	456.96	11,543.68
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	688.42	279,882.21
A	12400	CASH SPECIAL RESERVES-SWARTZ	70,103.56	70,103.56
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	.00	1,167,340.56
TOTAL ASSETS			-551,219.40	1,711,915.20
LIABILITIES				
A	26000	Accounts Payable	.00	-56,029.62
A	26020	Flex125 Exchange	-590.66	-1,688.03
A	26021	Benefits Exchange	188.87	10,027.34
A	26030	General Fund Exchange	.00	-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	-54,863.07	-548,875.12
TOTAL LIABILITIES			-55,264.86	-598,409.99
FUND BALANCE				
A	35100	Budgeted Revenues	272.80	10,309,774.80
A	35210	Encumbrances (+ PYCF)	-456,331.81	468,349.78
A	35220	Expenditures (+ PYCF)	888,278.88	9,093,592.88
A	38210	Encumbrance Reserve (+ PYCF)	456,331.81	-468,349.78
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	70,000.00	529,769.34
A	39110	Fund Balance Start of Year	.00	-604,105.64
A	39600	Appropriations (+ PYCF)	-272.80	-10,426,537.82
A	39800	Revenues Received	-281,794.62	-9,333,401.45
A	39915	Assign for future prgrms	-70,000.00	-635,597.32
TOTAL FUND BALANCE			606,484.26	-1,113,505.21
TOTAL LIABILITIES + FUND BALANCE			551,219.40	-1,711,915.20

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 11

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	11,822.32	893,448.24
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	4,132.56	64,824.58
TOTAL ASSETS			15,954.88	958,547.90
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	-15,954.88	-476,518.63
TOTAL FUND BALANCE			-15,954.88	-291,397.07
TOTAL LIABILITIES + FUND BALANCE			-15,954.88	-958,547.90

BALANCE SHEET FOR 2023 11

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.24	502.78
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			1.24	35,264.52
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	22,845.40
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.24	-11.31
TOTAL FUND BALANCE			-1.24	22,834.09
TOTAL LIABILITIES + FUND BALANCE			-1.24	-35,264.52

BALANCE SHEET FOR 2023 11

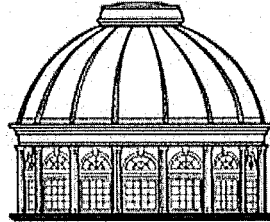
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	wojtecki Trust	4,132.56	370,028.08
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			4,132.56	488,427.54
LIABILITIES				
PN	26300	Due to other funds	-4,132.56	-9,609.69
TOTAL LIABILITIES			-4,132.56	-9,609.69
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-4,132.56	-488,427.54

Poughkeepsie Public Library District



BALANCE SHEET FOR 2023 11

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	1,971.02	801,330.13
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		1,971.02	616,638.68
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-363,862.49
	TOTAL LIABILITIES		.00	-363,862.49
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-1,971.02	-18,368.64
	TOTAL FUND BALANCE		-1,971.02	-252,776.19
	TOTAL LIABILITIES + FUND BALANCE		-1,971.02	-616,638.68



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

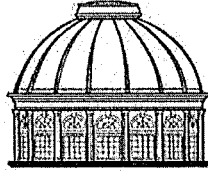
Administrative Reports & Statistics

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	21,976	21,469	0	242,387
Digital Content	9,746	8,165	8,989	9,142	9,652	9,361	10,713	10,069	9,255	11,314	10,305	0	106,711
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0
Total	30,498	27,785	31,904	29,500	30,368	32,039	35,602	35,296	31,042	33,290	31,774	0	349,098
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	3,528	3,363	0	39,154
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	2,094	2,238	2,228	2,280	2,079	0	20,324
Sadie Peterson Delaney	72	63	90	78	64	71	72	66	54	74	77	0	781
Total	6,183	5,178	5,438	4,798	4,803	4,962	5,766	6,002	5,728	5,882	5,519	0	60,259
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	1,514	933	0	10,073
Boardman Road	79	96	117	109	91	68	90	87	43	50	74	0	904
Sadie Peterson Delaney	8	2	0	0	4	8	2	6	1	2	1	0	34
Spanish Language Assistance	136	122	51	103	117	232	72	97	44	52	82	0	1,108
Total	1,067	1,129	1,177	1,011	1,008	1,268	884	1,059	808	1,618	1,090	0	12,119
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	12,066	10,021	10,789	9,676	7,434	4,676	0	111,322
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	4,927	7,398	7,236	8,247	9,423	0	74,912
Calendar Hits - Recite Me	393	290	485	435	385	426	334	404	336	374	441	0	4,303
Website Views	31,171	26,481	41,744	29,809	26,601	29,424	28,495	31,006	25,456	30,323	28,757	0	329,267
Total	44,127	42,251	64,487	49,409	43,490	50,287	43,777	49,597	42,704	46,378	43,297	0	519,804
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	5,744	4,381	0	52,686
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	1,738	1,807	1,799	1,782	1,619	0	18,436
Sadie Peterson	51	57	65	70	76	23	23	50	23	17	51	0	506
Total	6,820	4,745	5,281	6,149	6,555	6,399	6,921	8,196	6,968	7,543	6,051	0	71,628
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	62	120	NA	514
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	62	120	0	515
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3	48	94	75	75	65	75	81	65	77	56	0	714
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	270	257	0	2,661
Community Engagement	2	3	1	2	4	4	1	1	2	9	13	0	42
Non-Library District	9	9	11	8	5	18	13	9	9	18	17	0	126
Exams Proctored	17	13	19	21	25	35	24	33	15	16	18	0	236
MAP Passes	21	16	23	56	61	79	103	121	75	88	39	0	682
Rover Bookmobile Stops	4	2	1	2	3	8	16	14	11	17	12	0	90
Total	242	272	349	322	351	343	398	433	353	418	356	0	3,837
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	3,915	6,198	0	44,426
Community Engagement	51	62	21	53	267	284	50	26	55	248	816	0	1,933
Non-Library District	64	99	124	91	70	357	90	120	34	1,514	1,792	0	4,355
Drop-In Room Use (Adriance)	67	105	116	107	119	123	95	127	104	105	104	0	1,172
Rover Bookmobile	68	28	18	34	178	636	660	747	304	248	409	0	3,330
Total	1,647	3,169	2,971	4,042	3,610	3,908	3,390	12,276	4,854	6,030	9,319	0	55,216
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	14,716	13,657	0	154,377
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	0	106,226
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	0	2,840
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	0	263,443
GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	12,583	11,160	144,124
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	10,845	11,789	6,233	101,891
Sadie Peterson Delaney	NA	NA	NA	251	150	203	141	260	111	475	218	338	2,147
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	25,367	24,590	17,731	248,162

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

	Current Year: 2023				Previous Year: 2022				Compare: '23 to '22		Previous Year: 2021				Compare: '22 to '21	
	Nov	% of Total	YTD	% of Total	Nov	% of Total	YTD	% of Total	Change	% Change	Nov	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,668	26.40%	64,527	26.61%	5,461	25.30%	62,946	26.63%	1,581	-2.51%	5,165	26.24%	56,397	28.18%	8,130	14.42%
Adult Non-Fiction	3,456	16.10%	40,329	16.63%	3,607	16.71%	40,532	17.15%	-203	-0.50%	3,522	17.89%	32,602	16.29%	7,727	23.70%
Fiction - Juvenile	6,185	28.81%	65,560	27.04%	5,735	26.57%	59,476	25.16%	6,084	10.23%	4,606	23.40%	46,143	23.05%	19,417	42.08%
Non-Fiction - Juvenile	1,564	7.28%	16,198	6.68%	1,447	6.70%	14,163	5.99%	2,035	14.37%	1,166	5.92%	12,663	6.33%	3,535	27.92%
Periodicals	169	0.79%	1,864	0.77%	171	0.79%	2,012	0.85%	-148	-7.36%	223	1.13%	1,946	0.97%	-82	-4.21%
Periodicals - Juvenile	38	0.18%	296	0.12%	18	0.08%	317	0.13%	-21	-6.62%	28	0.14%	249	0.12%	47	18.88%
Print Subtotal	17,080	79.56%	188,774	77.86%	16,439	76.17%	179,446	75.91%	9,328	5.20%	14,710	74.73%	150,000	74.94%	38,774	25.85%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.01%	54	0.02%	3	0.01%	54	0.02%	0	0.00%	12	0.06%	96	0.05%	-42	-43.75%
Soundrecordings	508	2.37%	6,017	2.48%	598	2.77%	7,087	3.00%	-1,070	-15.10%	753	3.83%	6,400	3.20%	-383	-5.98%
Videorecordings	3,215	14.98%	39,503	16.29%	3,780	17.51%	41,964	17.75%	-2,461	-5.86%	3,558	18.08%	38,089	19.03%	1,414	3.71%
Media	1	0.00%	12	0.00%	2	0.01%	6	0.00%	6	0.00%	0	0.00%	16	0.01%	-4	0.00%
Software	13	0.06%	103	0.04%	6	0.03%	71	0.03%	32	45.07%	25	0.13%	90	0.04%	13	14.44%
Equipment/Realia	37	0.17%	570	0.24%	24	0.11%	264	0.11%	306	115.91%	10	0.05%	91	0.05%	479	526.37%
Suppressed Items	15	0.07%	245	0.10%	21	0.10%	254	0.11%	-9	-3.54%	36	0.18%	367	0.18%	-122	-33.24%
Videorecordings - Juvenile	391	1.82%	4,724	1.95%	431	2.00%	4,780	2.02%	-56	-1.17%	360	1.83%	3,495	1.75%	1,229	35.16%
Audiorecordings - Juvenile	71	0.33%	702	0.29%	60	0.28%	854	0.36%	-152	-17.80%	62	0.31%	563	0.28%	139	24.69%
Media - Juvenile	123	0.57%	1,616	0.67%	211	0.98%	1,535	0.65%	81	5.28%	151	0.77%	841	0.42%	775	92.15%
Software - Juvenile	12	0.06%	133	0.05%	8	0.04%	91	0.04%	42	46.15%	6	0.03%	106	0.05%	27	25.47%
Non-Print Subtotal	4,389	20.44%	53,679	22.14%	5,144	23.83%	56,960	24.09%	-3,281	-5.76%	4,973	25.27%	50,154	25.06%	3,525	7.03%
Total	21,469		242,453	100.00%	21,583		236,406		6,047	2.56%	19,683		200,154		42,299	21.13%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: Nov-Dec 2023

Department: Youth Services

Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

The 2023 YS program season is almost officially over and we will be ending the year with two of most popular programs with Holiday Gingerbread House decorating at Adriance and Boardman run by Holly and Noon Years Eve which is run by Liz . We purchase the pre-made houses from La Delicioza bakery in Poughkeepsie and we have 30 children registered at each location. It's always a popular event that fills up fast. On Dec 29th we'll be closing out the year with our 2nd annual Noon Years party. The kids will have a party as they count down the clock to noon.

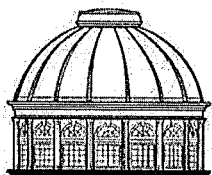
Our statistics for Nov-Dec were good and averaged in the double digits for our early literacy programs. Our teen programs like video gaming have slowed down with overall teen usage slowing down especially after 6pm. Boardman road programs continue to be strong especially the all-ages wreath making program that Anne and Jolie ran, they had 48 happy participants.

On Saturday, Nov 18th we ran our Operation Warm coat giveaway. We started the day with 588 coats graciously paid for by the Friends, 600 pairs of socks thanks to Jonathan McPhee and the Beulah Baptist Church, and about 15 winter hats knitted by one our patrons. We gave out approximately 500 coats, all the socks and all the hats. The remaining coats went to Astor, Day One and to the Clinton school. Patrons were lined up as soon as ADR opened at 9am.

The YS staff are looking forward to the break in-between sessions as we regroup and get ready for a new year of programming.

Some stats for 2023, we will end the year with over 510 children's/early literacy programs run at Adriance, 145 teen programs at Adriance, and 300 programs at Boardman Rd.





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Department: Youth Services

Class Visits:

- 11/3 - Clinton Elementary School third grade combined classes visit at ADR - AF
- 11/16 - Morse School fourth grade monthly class visit with Ms Wood's class - AF
- 11/17 - Morse School combined first and second grade monthly class visit with Mrs. Rodgers class - AF
- 11/27 - PHS class visit at PHS - visit to 11th grade class to talk about the library, its resources and teen programs, as well as issue library cards - AM

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:

- 11/1 - Visit and story time at Day One parent group with preschool children; distribution of early literacy tips and library program materials - LA
- 11/2 - Presentations of newly published books to members of the Mid Hudson Reading Council at Locust Grove - LA, KH, LP, AM, AF

****Observations about the monthly class visits to the library:**

We now have three classes that come to the library once a month for a library visit. Each visit is about 45 minutes to an hour and includes: library instruction, a read aloud, and time to explore and choose a new book. Each child who attends has been issued a card which they use at each visit.

Some beneficial outcomes of these monthly visits include: the students have become more familiar with the collection, they make connections between what they are learning in the classroom and the materials offered here. Teachers often make requests regarding the read aloud that connects with and extends what they are learning in the classroom. They have become more proficient library

users, and lastly, in the social-emotional domain, teachers have said to me that these visits help encourage the children's interaction with their peers and other adults in a positive, collaborative manner.

New addition to the collection:

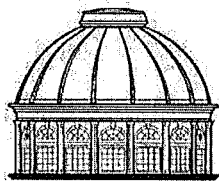
***We are finalizing the processing of three early literacy, bilingual learning tablets for circulation from the children's room at Adriance. These tablets were acquired a few years ago with an early literacy grant from Dutchess County. They were offered to several daycares for loan, but none wanted to participate. After the grant period ended, we decided to put them into circulation for Poughkeepsie City and Town card holders.**

It took a team of us to prepare the tablets for circulation. John, Crystal and I created the loan and fine guidelines, Yvonne Laube created the informative instructions included with each tablet, a Marist College student translated the instructions into Spanish, Sandra Kuhn proofread the Spanish instructions, Crystal Middleton had tech services process them to enable them to be circulated, I wrote up a description for the Rotunda and the PIOS prepared the writing and photo for publication in the Rotunda.

Other Activity:

***Arranging class visits with Poughkeepsie High School teachers**

***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 Library's Parenting Resources webpage as well.**



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: November 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

As the year winds down, the library remains a busy place. Many seek a warm place to rest and some new craft or cooking ideas as holidays approach. Early voting had traffic increase at Boardman Road early on in the month. Elections always mean more congestion in the parking areas there.

The Mexican Consulate was at the Family Partnership Center mid-month, sharing space with the SPD for those few days. Extra thanks is deserved by staff who helped out there.

Borrower services staff also went out into the community with Rover on November 1, 2 (2), 9 (2), 15, 16 (2), 17 for the Friends' Book Sale, 21, 28, and 30. And the bookmobile took part in the Festival of Lights parade in Arlington thanks to staff from maintenance and IT.

Circulation staff are working to implement changes discussed at our department meeting in October and we had Morning Meetings on 11/28 (ADR) and 11/30 (BRD).

❖ *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.

The first order for our new vendor, Mackin, was placed and was successfully integrated into the PPLD purchasing process.

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 working to replace staff who've moved on to other endeavors. 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.

Tom Lawrence

From: Dan Minunni <dminunni@poklib.org> on behalf of Dan Minunni
Sent: Monday, December 11, 2023 2:12 PM
To: Tom Lawrence; Jeffrey Giancarlo
Subject: Re: Manager Reports (Over)Due

Backflow test at boardman road, draining the pit. Rover inspection and found out the warranty on the Rover has expired. Do we still want to use Mercedes? Possible HVAC/electrical problem at Boardman road have had TBS and Veith inspecting the possible problem. Also the timer at boardman broke during the power outage in late October. Straightening the shed at boardman road. Gordon Fire at both locations for the annual check on lights, extinguishers and kitchens. May want to look into an emergency fund for issues like what is going on at Boardman. Van's inspection is coming up and is 15 years old, may want to look into getting a new vehicle. Not sure if Jeff has anything else to add to the report.

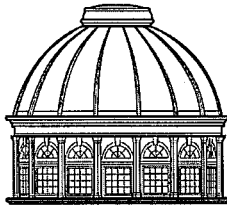
thanks

Dan

On Mon, Dec 11, 2023 at 12:52 PM Tom Lawrence <tlawrence@poklib.org> wrote:

--

Dan Minunni
Poughkeepsie Public Library District
93 Market St
Poughkeepsie NY 12601
(845)485-3445) x3376



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer / Advancement

Report Focus Area of Activity: November 2023 Marketing and Development Highlights

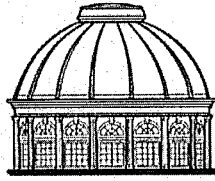
PIO and Advancement Staff Activity:

- Rotunda JAN/FEB production cycle began with the collection of program copy submissions, articles written by staff or community members, publication layout meetings, artwork selection and/or design, and editing. A very specific schedule is adhered to for each part of the Rotunda cycle, which is necessary to meet demanding deadlines.
- Support for the Big Read continued. Four weekend programs and several weekday evening programs were supported in person, and promoted through various channels. Turnout has been very good overall.
- Promotion of November programs through various channels continued through month. Routine visits to branches were made to update materials.
- Segmented ENewsletter(s) were produced and scheduled.
- Website grooming was conducted and updated.

Development Officer Activities:

- FPPLD Support:
 - Attended Friends' monthly Board meeting
 - Started the Annual Appeal process and submitted draft copy for consideration
- Outreach:
 - Continued meeting with Supermarket executives to further Rover services
 - Began working with Janet on the E-PopUp Library, how it functions, and how and where we would market it
 - Groundwork laid for the 2024 Book Festival, with research and booking of the location of Dutchess Community College for Saturday, March 30.
- Rover:
 - Rover entered its third month of visits to Poughkeepsie grocery stores, with the addition of another Stop & Shop in the town of Poughkeepsie. There are now four stops, one for each Thursday of the month, to go on consistently through the winter months. Rover drivers, and staff including Beth and Crystal that handle the outreach at these events, have been great at working to make these visits attractive to shoppers. Relationship building continues, and scheduling for 2024 has begun.
- Volunteer database and updated job definition continues

Manager Observation of Activity and Outcomes: There is much more activity happening in this department, such as small special projects, that are not noted here.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report November

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected.

90% of the staff PC are on upgraded to windows 11

The phone PC moves accommodate personal changes have been completed.

We supported internet service for the Mexican Consulate for about a week.

We updated our online card catalog PC to support Vega

We had power outages and Network outage this month that required a lot of intervention to keep things running smoothly.

An emergency phone was installed at Boardman. This phone will continue to work when we have network / Voice over IP issues.

Intended Outcomes of Focus Activity:

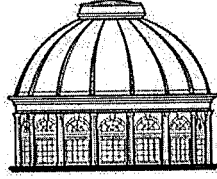
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: November/ December 2023

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- SPD will host the Alzheimer's Association for a bilingual program Feb. 8th 11:30- 12:30 PM.
- Beth and Adult Services are putting together a program to help families teleconnect with family members who are currently incarcerated; this will hopefully come together by the Spring 2024.

Building and Grounds

- ❖ The vestibule in the front entryway is currently being retiled. The project has an expected duration of roughly two weeks.

Extension Services:

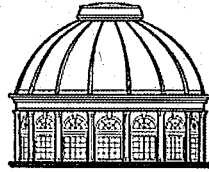
- Extension services currently serves 68 patrons with personal deliveries. This number is increasing monthly. We now have one full- time employee in the department who is learning the delivery system. We will also be adding a few more Brain Game sessions in new locations as well as two more lobby stops to other senior living facilities in the Spring.
- Tech Services is processing all of our new Senior Services Memory Collection items that will soon be available. We are working on creating a space on the website for these items to be found easily.

Rover:

- The current market stops around town are rolling out. There are new flyers and information in the Rotunda to help community members find the bookmobile at these new locations, dates and times.

Seed Library:

- The webpage for the Seed Library is in the process of getting updated to reflect current seed holdings and the processes are being revamped to make it easier for staff to fill requests quickly.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Special Projects & Updates:

1. **ePop Up Library Research:** In November, Michele and I met with our Customer Service Manager, Jesse Wilson, from Baker & Taylor for an online meeting and an Introduction to Boundless to go over the major access changes to library purchased e-books over the Internet, access and reporting and tracking features of the administrative site, marketing, promotion, purchasing for PUL, and monitoring use, using patron segmented QR codes in promotional posters or flyers. We discussed a range of community ePUL locations, tips for placement, tailoring our promotion, and branding of the ePop Up Library.
2. **PPLD's Employee Handbook:** Next meeting will cover updated sections (ending 305) on Planning Drive.
3. **Training in Disaster Planning & Community Resilience:** Attended two webinars: 1. Nov. 2, Session 81, Libraries in Response Webinar: Who You Gonna Call, Disaster Busters. 2. Nov. 8, 9:30-12:30, Northeast Summit on Climate Adaption for Library Facilities, by State Libraries of NJ, NY, CT, RI, MA, NH, VT, and ME. Kick off Summit joint partnership on adaptive resilience solutions for libraries facing the effects of climate change to their buildings and communities.
4. **Homeless & New Catalog Training:** Friday, Nov. 10, Ryan Dowd Webinar: How to manage problematic behavior (compassionately!), Monday, Nov. 27, MHLS Webinar: Vega Training for Member Library Staff.
5. **Disaster Planning & Community Resilience Planning:** Using the disaster planning documents, guidebook and workbook, from NJ State Library materials, the various templates in the workbook are in the process of adding information needed for PPLD into the NJ's EAP plan and COOP plan.
6. **Incident Reporting using OrangeBoy Software:** November had 14 incident reports filed, a decrease from October's 23 incident reports. One for BDR, one for SPD, and twelve for ADR. From Aug. 7 to Dec. 9, there are 54 reports, with 14 reports linked. The new reporting form design continues to be working well.

MAP Pass Use in November:

- **November had 40 Passes to 16 Destinations, and less than October's 95 Passes to 27 Destinations**
- **November's Popular Destinations were:** Storm King and American Museum of Natural History – 7 each; FDR – 6; Guggenheim Museum and Mohonk Preserve – 4 each; Museum at Bethel Woods and Empire Pass – 2 each; Eight venues had 1 pass each for Basketball Hall of Fame, Danbury Railroad, Hildene, Intrepid, Norman Rockwell, Olana, Trevor Zoo, and USS Slater. Many of these venues require travel out of the area.
- **Comparison this Year:** Nov. 40 passes to 16 venues; down from 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 Nov. Months in Past Years:** This Nov. is the Highest Year of all November Pass Totals compared to Past Years: 2023 = 40; 2022 = 38; 2021= 33; 2020 = 28; 2019 = 32; 2018 = 39.
- **Rotunda Article Nov. - Dec. Issue and New MAP Pass Use:** Since the 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 15 reservations and 46 vouchers picked up (as of Dec. 10).

MAP Pass Renewals, Updating Descriptions and Calendar Year Marking Dates: No Nov. renewals. 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. Calendar year dates available 2024 marking in process.

New Business Fact Sheet
2024 Official Designations

Recommended By Library Director

Current Situation Annually, the Board of Trustees adopts its Official Designation by which a variety of dates, duties, and assignments are detailed.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District the 2024 Official Designations as described as PPLD Document #122023 – 5A.

Motion Moved _____
Secoded _____

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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2024 Official Designations, Charges, and Procedures**

Legal Basis

The Board of Trustees shall adhere to the provisions of (1) applicable New York State General Municipal, Education, and Public Officers Law; (2) Rules of the Board of Regents; (3) Regulations of the Commissioner of Education; and (4) the PPLD By-Laws, as amended from time-to-time.

Meetings

Board of Trustees Meetings: The Board of Trustees typically meets on the evening of the fourth Wednesday of the month; however, this is subject to modification based on the calendar of public and generally observed religious holidays.

Regular monthly meetings of the Board of Trustees shall be held at the Adriance Memorial Library, 93 Market Street, Poughkeepsie, unless otherwise approved by the Board of Trustees, and shall begin at 7:00 p.m. Exceptions to this schedule of dates and times must be approved by the Board of Trustees or as allowed by modifications of the Open Meetings Law.

Committee Meetings: Committees shall adopt a schedule of regular meetings at the first meeting of the committee.

**Officers and
Committees**

2024 Committee roster and charges are as follows:

Board Development and Policy Committee (develop educational programs and promote participation in appropriate events; maintain list of potential trustees; coordinate Board self-assessment; generally meets bi-monthly starting in February):

Moira Fitzgibbons, Chair
Patricia Ferrer
Jonathan McPhee
Debbie Nichols
Laurel Spuhler

Finance Committee (develop budget; oversee annual audit; review all contracts; oversee Library District investments; meets monthly):

Patricia Ryan, Chair
Sean Eagleton
Chip Hogg
Mary Moore
Debbie Nichols

Personnel Committee (revise Personnel Plan; evaluate Library Director evaluation process; review payroll certification report from Civil Service, CBA negotiations; meets irregularly):

Chip Hogg, Chair
Moira Fitzgibbons
Jim Nurre
Patricia Ryan
Laurel Spuhler

Planning Committee (develop strategic and capital plans; oversee facilities planning and management):

Sean Eagleton, Chair
Patricia Ferrer
Jonathan McPhee
Mary Moore
Debbie Nichols

The Board of Trustees may create additional *ad hoc* committees as allowed in the Library District's By-Laws.

General Considerations: The Library District adheres to the provisions of the Open Meeting law as well as *Roberts Rules of Order*. Meetings of the Board and of its committees shall be open to anyone who accepts the rules of conduct established by the Board or by the committee. The Library Director

may arrange for staff members to be present and make presentations at Board and/or committee meetings.

The Board of Trustees or any of its committees shall not meet on holidays that are generally observed.

Agenda: The agenda for meetings of the Board of Trustees shall be drafted by the Library Director and may be reviewed by the President prior to its distribution. Agendas will be posted in each branch of the Library District and on the Library District’s web site.

Matters to be reported or to be discussed by the Board at any meeting shall, whenever possible, be presented to the President or the Library Director for inclusion in the distributed agenda, or be approved by the Board as amendments to the agenda.

The order of business on the agenda shall include Old Business, New Business, reports from the Library Director and President, Board comment, public comment, and the time, date and location of the next meeting

Minutes and Reports: All meetings of the Board, including its committees, shall have a written record of business conducted. The presence or absence of any Board member from any Board or committee meeting shall be noted in the official record of the meeting. The official copy of Board meeting minutes shall have appended to it (1) financial reports; (2) the warrant; (3) the Library Director’s report; and (4) any other significant documents which clarify or augment the record.

Counsel

The Board of Trustees designates the firm of Thomas Drohan Waxman Petigrow & Mayle, LLP as general counsel for the period January 1 – December 31, 2024. Other firms may be retained, upon action by the Board, for other specified purposes.

Auditor

The Board of Trustees, by action taken at its meeting of December 16, 2020, designated the firm of EFPR Group, CPAs, PLLC as auditor for the period January 1 – December 31, 2023.

Insurance

The Board of Trustees designates the firm of William R. Smith, Inc. as the insurance broker for the time period of January 15, 2024 – January 15, 2025.

Disclosure

In accordance with Library District Policy #3103 – Conflict of Interest, each trustee and administrative officer of the Library District shall file a disclosure statement no later than January 15 of each year (attached). Policy #3103 shall be displayed in the staff areas at each Library District location.

Tax Anticipation Borrowing

The Library District will use available cash balances in its various funds in order to fund operations prior to tax receipts. Repayment to these funds is required in accordance with Library District Policy #2105 – Fund Balance. Further, the Board of Trustees authorizes the Library Director to obtain a line of credit in anticipation of tax receipts up to \$800,000, also in accordance with Library District Policy #2105.

Performance Appraisals

The Library Director shall be evaluated annually, with an evaluation document normally given to the Library Director no later than the November meeting of the Board of Trustees.

The Library Director shall ensure that all employees are evaluated annually.

Non-CSEA Salaries

The Board of Trustees authorizes 2024 salaries for non-CSEA employees as follows:

Library Director	\$141,240
Business Manager	to be determined
Secretary to the Director	\$62,660
Student Pages	\$16.00 per hour
<i>(benefits are not provided to this position)</i>	

Newspapers

The following newspapers shall be designated the official newspapers of the Library District:

- Poughkeepsie Journal* (for releases and legal ads)
- Southern Dutchess News* (for releases, only)

Additionally, the Library District will use other local media (print and non-print) and appropriate social media to advertise programs and services provided to patrons.

Purchasing/Claims: The Board of Trustees affirms approval of the Library District’s Purchase Policy (#2101 – A) and Claims Audit Policy (#2101 – B). Copies are attached.

The Board of Trustees shall authorize payment of all bills except those allowed by law for payment prior to such approval (i.e., insurances, utilities, payroll), which then require follow-up approval at the trustee meeting immediately following payment.

Warrants shall be made available for inspection at least one (1) hour prior to the monthly Board of Trustees’ meeting.

Depositories The Library District may maintain accounts in the following local financial institutions:

<u>Institutions</u>	<u>Maximum Amount</u>
LPL Financial	as per collateralization agreement
NBT	as per collateralization agreement with BNY Mellon

The Library District’s consolidated checking and payroll accounts will be maintained at NBT.

Additional depositories may be added, from time-to-time, as necessary. Such accounts shall be collateralized in accordance with public finance law.

Signatories The following people shall have signature authority on accounts held by the Library District:

<u>Board of Trustees</u>	<u>Administration</u>
President	Library Director
Vice President	Assistant to the Director
Treasurer	
Assistant Treasurer(s)	
Secretary	

Payroll checks shall bear the stamped signature of the Treasurer. Payroll is bi-weekly.

The Library District requires an original signature of the President, Vice President, Treasurer, Secretary and/or an Assistant Treasurer on all accounts payable checks. Such checks with a value over \$5,000 will require an additional original signature of a Board of Trustees officer.