

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, July 31, 2024

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: Ferrer and Ryan

(all other trustees are asked to arrive by 6:45pm to assist with check signing)

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None Planned.
 - IV. Minutes of Previous Meeting(s)
 - A. June 26, 2024 (*T. Lawrence; #073124 – 1*)
 - V. Financial Report(s)
 - A. June 2024 (*R. Gillis; #073124 – 2*)
 - B. Approval of Monthly Warrant (*R. Gillis; #073124 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #073124 – 3, 3.1*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs; #073124 – 3.3*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*N. MacDermott; #073124 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval to Override Tax Cap (*T. Lawrence; #073124 – 5*)
 2. Approval of Tentative FY2025 Budget and Ballot Language (*P. Ryan; 073124 – 6*)
 3. Approval of Policy Modification: #2112 – Bad Debt (*P. Ryan; 073124 – 7*)
 - 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, August 28, 2024; 7:00 p.m.

Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 26, 2024

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
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Nick MacDermott, Human Resources 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 7:00 p.m., Vice President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Action to receive funds was added to the Agenda, following approval of the Warrant.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: Kristin Charles-Scaringi, Head of Borrower & Technical Services, and Nick MacDermott, Human Resources Officer, were introduced and provided some background information about themselves.

IV. Approval of Previous Record/Meeting(s)

A. May 22, 2024 (PPLD Document #062624 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 22, 2024.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions

• **May 2024 Financial Activity Report (PPLD Document #062624 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nurre.
- **Discussion:** Gillis reported on checks received in April.
- **VOTE:** 8 – 0 – 0

• **Approval of Monthly Warrant (PPLD Document #062424 – 2.1)**

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

Vouchers 68873 to 69078 in Warrant 20240627 totaling \$101,174.89

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

Vouchers 68864 to 68921 in Warrant 20240616 totaling \$161,654.87

- **Moved/Seconded:** Hogg, Eagleton.
- **Discussion:** Some discussion ensued.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** McPhee and Nichols.

- C. Consent to Receive Funds:** Upon the recommendation of Gillis, the Board consent to receive and bank the following:
- Library of America Grant: \$1200 to the CM Fund
 - Tilcon Donation: \$250 to the A Fund

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #052224 – 3)

- Lawrence reported on: a successful Juneteenth program by author Jemar Tisby and a *Request for Reevaluation of Library Materials* submitted in reference to the book *The Rainbow Parade* by Emily Nielson.

B. President’s Report: None.

C. Board Committee Reports: Aside from the printed reports in the meeting packet, Finance Committee Chair Ryan advised the Board that the Greene Estate was nearing the end of probate with the final submission of the Estate’s accounting.

D. Friends of PPLD: Lawrence reported on bookstore sales; Friends issues with discarding unwanted items; and the Friends’ attendance at the Poughkeepsie Block Party.

VII. Board Action

A. Personnel Actions: (PPLD Document #062624 – 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
Karen Moksvold	Librarian I (FT)	Probationary Appointment	6/27/2024	N/A
Danielle Smith	Custodial Worker (FT)	Title/Salary correction	6/17/2024	\$46,952/yr
Michael Moloney	Custodial Worker (FT)	Title/Salary correction	7/1/2024	\$46,952/yr
Kristin Charles-Scaringi	Librarian III (FT)	Salary correction	6/10/2024	\$76,176/yr (Step 5)
Lillian Algozzine	Library Clerk (PT)	Probationary Appointment	6/17/2024	\$22.42/hr
Megan McGuinness	Library Assistant (PT)	Probationary Appointment	7/14/2024	\$28.67/hr
William Ahlback	Library Assistant (FT)	Probationary Appointment	6/30/2024	\$62,900/yr
Jinay Senecal	Supervising Library Clerk (FT)	Provisional Appointment	6/30/2024	\$68,834/yr (Step 5, with Longevity)
Susan Minard	Library Clerk (PT)	Permanent Appointment	7/1/2024	N/A
Melanie Maglietta	Library Assistant (PT)	Declination of Appointment	6/10/2024	N/A

- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** MacDermott explained each of the actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None

C. New Business

1. Approval of Revised Policies: Administrative Policies (PPLD Document #062624 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revisions to the following policies: #3101 – Public Comment at Meetings, #3102 – Minutes of Meetings, #3103 – Conflict of Interest, #3104 – Code of Ethics, #3105 – Information Management, #3106 – Diversity, #3107 – Whistleblower Protection, #3108 – FOIL Requests, #3201 – Theft, #3202 – Safety & Security; and that the following policy be rescinded as being duplicative with newly revised #4110 – Workplace Violent Prevention: #3203 – Workplace Hostility & Violence.
- **Moved/Seconded:** Spuhler, Hogg.
- **Discussion:** Board Development & Policy Committee Chair Fitzgibbons reviewed the changes.
- **VOTE:** 8 – 0 – 0

2. Approval of MOA (PPLD Document #062624 – 6)

- **Motion: MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document 062624 -#6A - Memorandum of Agreement with CSEA and authorize the President to sign said Agreement, covering years 2025 - 2027
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Personnel Committee Chair Hogg reviewed the MOA.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

- A. Board Comment:** Nurre expressed his enthusiasm for the hiring of MacDermott, owing to his work with him at the Wappingers Central School District.
- B. Public Comment:** None.

Adjournment

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

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 31, 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 June 2024 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2024 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 June 2024
Financial Activity – Narrative Report

General Fund (Fund A; \$5,220,748)

- Receipts for the month totaled \$20,456 which included \$2,525 in library charges, \$10,856 in interest, and \$252 in donations.
- Disbursements for the month totaled \$886,256 which included \$552,407 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 283,098
 - McCalley Fund 52,000
 - Swartz Fund 70,980

Special Revenue Fund (Fund CM; \$890,703)

- Receipts for the month totaled \$1,402 in interest.
- Receipts also included the annual grant distribution from the Norman and Jeanne Greene Fund in the amount of \$464,731 and a grant from the Library of America for Latino Poetry in the amount of \$1,200.
- The receipts for the month also reflect a net increase of \$2,039 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$588,867
 - Occhialino Fund 51,500
 - Lund Fund 25,000

Capital Fund (Fund H; \$35,273)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 512

Permanent Funds (Fund PN; \$495,683)

- 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 until transferred. Amounts on the 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; \$479,104)

- Receipts for the month included interest of \$2,083.
- Disbursements for the month included \$44,844 for interest on the Town of Poughkeepsie 2014 library bond and \$147,069 for principal and interest on the City of Poughkeepsie 2014 library bond.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT JUNE 2024

FOR 2024 06

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,802,699	4,802,699	2,224,722.05	362,864.36	2,280,117.83	297,859.12	93.8%
22 EQUIP & CAPITAL OUTL	137,250	137,790	22,432.87	127.38	11,537.39	103,819.68	24.7%
30 MATERIALS	498,476	541,567	215,318.39	35,745.74	20,796.02	305,452.50	43.6%
32 INFORMATION SVC	71,000	71,000	20,152.16	2,019.00	5,840.48	45,007.36	36.6%
50 OPERATIONS	1,578,464	1,607,104	660,242.79	89,465.21	252,012.05	694,849.13	56.8%
51 AUTOMATION	142,306	143,172	51,320.81	14,579.25	23,715.60	68,135.69	52.4%
91 EMPLOYEE BENEFITS	2,484,634	2,485,111	1,354,673.21	189,542.62	553,497.36	576,940.30	76.8%
92 DEBT SER	1,341,676	1,341,676	614,587.50	191,912.50	.00	727,088.50	45.8%
GRAND TOTAL	11,056,505	11,130,119	5,163,449.78	886,256.06	3,147,516.73	2,819,152.28	74.7%

** END OF REPORT - Generated by Rebecca Gillis **

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20240617 06/17/2024
 DUE DATE: 06/17/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses A .7410.000.00.54530 .A204	Rental-Staff Parking(274.70	703.60
A	A00000	General Fund Expenses A .7410.000.00.54530 .A222	Rental-Staff Parking 800.00	1,900.00
A	A00000	General Fund Expenses A .7410.000.00.54530 .A224	Rental Of Quarters-Po 1,114.25	661.45
A	A00000	General Fund Expenses A .7410.000.00.54694 .	Other Operational Exp 665.00	1,430.00
A	A00000	General Fund Expenses A .7410.000.00.54694 .C814	Other Oper Exp-Bookmo 485.00	200.00
A	A00000	General Fund Expenses A .7410.000.00.54710 .	Vehicle Operations 151.59	1,804.56
A	A00000	General Fund Expenses A .7410.000.00.59060 .	Medical Insurance 119,041.67	169,344.45
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bl 654.60	23,842.81
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash 661.22	308.00
A	A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING 7,329.61	179.45
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 1,087.13	3,174.01
A	A71000	Adriance A .7410.710.00.54320 .	Internet Services Adr 3,275.00	12,027.00
A	A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spo 1,548.07	-850.06
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 12,523.13	25,944.80
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone - Boardman 144.92	320.00
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Services- Bo 1,000.00	4,154.72
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities -Boa 5,390.64	-1,270.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	INTERNET SERVICES 84.99	4.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .A203	INTERNET SERVICES-GRE 1,655.03	2,530.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - 3,768.32	3,310.00
FUND TOTAL			161,654.87	
WARRANT SUMMARY TOTAL			161,654.87	
GRAND TOTAL			161,654.87	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20240627

Warrant Summary

WARRANT: 20240627 06/27/2024
 DUE DATE: 06/27/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 3,877.06
A	A00000	General Fund Expenses	A .7410.000.00.54160 .	Book Binding 769.48 1,435.52
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Office & Library Supp 1,848.64 5,275.70
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & PRINTING - GENER 2,226.21 10,081.71
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed/ Local 689.22 555.78
A	A00000	General Fund Expenses	A .7410.000.00.54356 .	Mileage Reimbursement 80.74 1,876.92
A	A00000	General Fund Expenses	A .7410.000.00.54360 .	Sierra/Encore Service 14,579.25 2,829.69
A	A00000	General Fund Expenses	A .7410.000.00.54370 .	Professional Fees - G 6.93 2,388.07
A	A00000	General Fund Expenses	A .7410.000.00.54692 .	Other Oper-Water 2,227.23 217.88
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance 675.19 -8,100.00
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimb 4,612.10 2,877.20
A	A10000	Administration	A .7410.100.00.54292 .	Admin Program Expense 8,012.01 9.00
A	A10000	Administration	A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM 350.00 1,865.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Fees - A 800.00 400.00
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies 1,558.37 4,328.13
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Fees- BI 2,606.66 23,842.81
A	A20000	Building Services	A .7410.200.00.54390 .	Rental, Repair & Main 328.88 4,670.20
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs 257.68 1,597.42
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds M 880.00 8,400.00
A	A20000	Building Services	A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBI 1,794.00 19,059.88
A	A20000	Building Services	A .7410.200.00.54730 .	Vehicle Maintenance 108.09 3,101.18
A	A20300	Greene Services	A .7410.203.02.54100 .	BOOKS 18,554.19 90,914.14
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books-Digital 13,476.74 1,969.81
A	A20300	Greene Services	A .7410.203.02.54292 .	PROGRAMMING 32.94 11.45
A	A20300	Greene Services	A .7410.203.02.54292 .A211	I 128.22 460.52
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	Big Read Programming 156.73 51,893.27
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Fees 1,729.00 13,331.85
A	A41000	Adult Services	A .7410.410.00.54291 .	PPLD Databases 2,019.00 19,007.36
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc 791.98 6,394.84
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PROGRAMMING -Spanish 670.64 6,029.36
A	A43000	Borrower Services	A .7410.430.00.54292 .	Programming-Extension 25.44 869.72
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books 72.11 2,218.68
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video 788.24 22,380.60
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio 1,411.88 27,917.49
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe 466.00 3,198.00
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth 5,804.82 6,560.18
A	A45000	Youth Services	A .7410.450.00.54292 .A107	SRP/BOB 377.92 222.08
A	A45000	Youth Services	A .7410.450.00.54292 .A218	PROGRAMING-Pough Book 15.00 2,489.02
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (196.97 4,612.08
A	A46000	YA Services	A .7410.460.00.54130 .	Serials YA 17.90 198.92

Report generated: 06/26/2024 13:11:55
 User: Trina Blomquist (tblomquist-martinez)
 Program ID: apwarrnt

ACCOUNTS PAYABLE WARRANT REPORT 20240627

A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA	252.49	2,608.10
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - B	2,741.30	23,616.57
A	A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT	127.38	15,143.34
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Fees- So	1,320.00	16,685.71
A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Main	106.11	2,783.91
A	A71000	Adriance	A .7410.710.00.54131 .	Newspapers	460.00	2,484.20
A	A71000	Adriance	A .7410.710.00.54330 .	Postage AML	197.99	1,485.18
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers - Boardman	195.20	1,962.40
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities -Boa	65.52	-1,270.00
				FUND TOTAL	100,489.45	
					WARRANT SUMMARY TOTAL	100,489.45
					GRAND TOTAL	100,489.45

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT JUNE 2024

FOR 2024 06

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	8,154,668	8,154,668	8,154,668.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,241,676	1,241,676	1,241,676.36	.00	-.36	100.0%
42082 LIBRARY CHARGES	20,000	20,000	13,807.63	2,525.24	6,192.37	69.0%
42401 INTEREST EARNINGS	45,000	45,000	52,923.53	10,856.47	-7,923.53	117.6%
42705 DONATIONS	150,000	155,000	6,202.66	251.67	148,797.34	4.0%
42752 ANNUAL APPEAL	30,000	30,000	26,500.00	.00	3,500.00	88.3%
42753 DONATIONS IN KIND	81,983	81,983	40,991.46	6,831.91	40,991.54	50.0%
42760 GRANTS	50,000	50,000	.00	.00	50,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	66,392.56	.00	106,607.44	38.4%
42777 E RATE INCOME	65,000	65,000	256.87	.00	64,743.13	.4%
42800 MISCELLANEOUS INCOME	10,000	10,000	24,231.77	.00	-14,231.77	242.3%
43840 CENTRAL LIBRARY DEVELOPMENT	265,613	265,613	.00	.00	265,613.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	.00	.00	23,906.00	.0%
45031 TRANSFERS IN	745,659	745,659	568,185.00	.00	177,474.00	76.2%
GRAND TOTAL	11,056,505	11,061,505	10,195,835.84	20,465.29	865,669.16	92.2%

** END OF REPORT - Generated by Rebecca Gillis **

BALANCE SHEET FOR 2024 6

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	-233.63	2,780.99
A	12020	Gen. Fund Payroll	.00	599.19
A	12023	Gen. Fund Money Market	-618,818.09	3,754,201.26
A	12040	Credit Card Transactions	-1,488.47	1,169.77
A	12051	Flex 125 Money Market	697.63	4,743.76
A	12100	Petty Cash	233.63	13,400.40
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	696.33	283,098.48
A	12400	CASH SPECIAL RESERVES-SWARTZ	174.59	70,980.08
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-191,912.50	1,074,106.59
TOTAL ASSETS			-810,650.51	5,220,748.08
LIABILITIES				
A	26000	Accounts Payable	.00	-8,107.27
A	26020	Flex125 Exchange	-687.06	-4,260.67
A	26021	Benefits Exchange	447.04	9,685.63
A	26030	General Fund Exchange	.00	-2,464.31
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-54,900.24	-760,164.23
TOTAL LIABILITIES			-55,140.26	-84,857.89
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,061,505.00
A	35210	Encumbrances (+ PYCF)	-487,108.60	3,182,325.15
A	35220	Expenditures (+ PYCF)	886,256.06	5,163,449.78
A	38210	Encumbrance Reserve (+ PYCF)	487,108.60	-3,182,325.15
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	481,620.11
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	.00	-11,130,118.79
A	39800	Revenues Received	-20,465.29	-10,195,835.84
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			865,790.77	-5,135,890.19
TOTAL LIABILITIES + FUND BALANCE			810,650.51	-5,220,748.08

BALANCE SHEET FOR 2024 6

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	467,372.59	865,307.04
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	2,039.13	25,120.39
	TOTAL ASSETS		469,411.72	890,702.51
LIABILITIES				
CM	26300	Due To Other Funds	.00	-620,190.87
	TOTAL LIABILITIES		.00	-620,190.87
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	568,185.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-361,092.78
CM	39800	Revenues	-469,411.72	-477,603.86
	TOTAL FUND BALANCE		-469,411.72	-270,511.64
	TOTAL LIABILITIES + FUND BALANCE		-469,411.72	-890,702.51

BALANCE SHEET FOR 2024 6

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	1.26	511.64
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.26	35,273.38
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	22,832.81
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.26	-7.58
	TOTAL FUND BALANCE		-1.26	22,825.23
	TOTAL LIABILITIES + FUND BALANCE		-1.26	-35,273.38

BALANCE SHEET FOR 2024 6

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	2,039.13	377,283.85
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			2,039.13	495,683.31
LIABILITIES				
PN	26300	Due to other funds	-2,039.13	-16,865.46
TOTAL LIABILITIES			-2,039.13	-16,865.46
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-2,039.13	-495,683.31

BALANCE SHEET FOR 2024 6

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-189,829.23	763,795.55
V	13910	DUE FROM OTHER FUNDS	.00	-284,691.45
	TOTAL ASSETS		-189,829.23	479,104.10
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	191,912.50	-317,588.48
	TOTAL LIABILITIES		191,912.50	-317,588.48
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-134,065.82
V	39800	Revenues	-2,083.27	-8,168.80
	TOTAL FUND BALANCE		-2,083.27	-161,515.62
	TOTAL LIABILITIES + FUND BALANCE		189,829.23	-479,104.10

Approval of Monthly Warrant and Transfers

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:

Vouchers 69109 to 69317 in Warrant 20240731 totaling \$165,105.58

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

Vouchers 69080 to 69104 in Warrant 20240716 totaling \$149,861.08

Motion

Moved _____
Seconded _____

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

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JULY 2024

Significant Service Changes, Challenges or Accomplishments

- **Personnel:** The transition of human resource responsibilities from the Library Director to the Human Resources Officer is ongoing and will have a very positive effect on the organization. Having a staff member whose primary responsibility is to manage the daily work related to personal administration and the overarching aspects of human resource management is a significant improvement for the Library District.
- **Business Management:** Our new Business Manager continues to gain their footing on all aspects of the Library District's financial matters. We continue to explore how to modify workflows as well as how to maximize the power of MUNIS, our accounting software. Given that our implementation of the product is over fifteen years old, we are considering a major overhaul of how we move forward to modernize our use.
- **Big Read:** Planning for this year's Big Read continues. Primary coordination of this year's program will be done by Michele Muir, the Library District's Development Officer. So far, we have focused on school participation but will move next to getting neighboring libraries and books clubs on board.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs. For many years, the gathering of statistics has been the responsibility of the Library Director but that will be changing over the next few months. My goal is to assign the gathering process to subordinate staff thereby allowing me more time to consider how best to represent the data to the Board in a more meaningful way and to work on interpreting them, not just reporting them.
- See attached manager reports for recent activity.

Outreach and Professional Development

- Reminder! I would like to see Board of Trustees 2024 training completed by October 1, please.
- The MHLS Annual Meeting is scheduled for Friday, October 25, at the FDR Library's Wallace Center. I will keep you advised of when registration opens.

Collection Development

- I have received a concern from a patron regarding a title in the Children's Section at the Boardman Road Branch Library. I advised the individual of the Library District's processes for the reconsideration of a title but have yet to receive a formal, written request. Update: The patron filed a Request for Reevaluation of Library Material and, consistent with Library District policy, a committee was formed to review the Request. The committee consisted of John Torres, Head of Youth Services, Beth Vredenburg, Head of Branch & Extension Services, and Jolie Hamer-Conroy, Youth Services Librarian (and the staff member who selected the item under review). After it deliberated on the matter, the committee recommended against removing the item from the shelves or placing the item in a different area of the collection. The patron making the request was advised on this decision as well as their right to appeal to the Board of Trustees. As of this writing, no appeal has been received.

Buildings

- Boardman Road: Nothing of particular to note.
- Adriance: Building Services continued to evaluate issues related to the chillers. The septic solution for ongoing problems related to the flushing of objects will be addressed by staff replacing the pumps at a fraction of the cost otherwise charged by a contractor.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2024

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	21,337	20,850	22,366	21,797	20,568	20,938	0	0	0	0	0	0	127,856
Digital Content	11,018	10,082	11,395	10,444	10,836	11,122	0	0	0	0	0	0	64,897
PopUpLibrary	0	5	67	9	3	0	0	0	0	0	0	0	84
Total	32,355	30,937	33,828	32,250	31,407	32,060	0	0	0	0	0	0	192,837
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,989	3,580	3,615	3,345	3,071	3,059	0	0	0	0	0	0	20,659
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	0	0	0	0	0	0	13,488
Sadie Peterson Delaney	77	92	66	71	56	67	0	0	0	0	0	0	429
Total	6,805	5,901	5,895	5,708	5,225	5,042	0	0	0	0	0	0	34,576
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	974	1,323	1,373	1,286	779	897	0	0	0	0	0	0	6,632
Boardman Road	58	178	95	196	104	81	0	0	0	0	0	0	712
Sadie Peterson Delaney	14	6	34	130	47	31	0	0	0	0	0	0	262
Spanish Language Assistance	50	31	65	35	38	43							262
Total	1,096	1,538	1,567	1,647	968	1,052	0	0	0	0	0	0	7,868
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	5,717	5,614	4,937	5,091	5,270	4,821							31,450
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788							34,706
Calendar Hits - Recite Me	870	649	404	451	387								2,761
Website Views	31,171	32,629	48,633	34,470	31,093	31,858							209,854
Total	42,480	45,215	60,036	45,593	42,980	42,467	0	0	0	0	0	0	278,771
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,872	4,432	4,173	3,987	4,497	4,587	0	0	0	0	0	0	26,548
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	0	0	0	0	0	0	8,610
Sadie Peterson	35	55	56	74	51	44	0	0	0	0	0	0	315
Total	6,451	5,830	5,665	5,503	5,903	6,121	0	0	0	0	0	0	35,473
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	138	160	162	142	0	0	0	0	0	104	965
Boardman Road	0	2	1	0	1	0	0	0	0	0	0	0	4
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	132	129	139	160	163	142	0	0	0	0	0	104	969
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77	63	73	75	66							427
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254	227	252	226	189							1,335
Community Engagement	0	0	3	5	1	1							10
Non-Library District	8	9	16	15	13	18							79
Exams Proctored	28	31	26	22	17	19							143
MAP Passes	21	35	49	45	70	82							302
Rover Bookmobile Stops	6	7	10	10	8	9							50
Total	250	336	331	349	335	318	0	0	0	0	0	0	1,919
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,982	2,552	4,129	3,772	2,840	3,131							18,406
Community Engagement	0	0	58	455	28	16							557
Non-Library District	73	118	80	140	125	714							1,250
Drop-In Room Use (Adriance)	90	97	156	104	102	92							641
Rover Bookmobile	72	109	253	416	178	242							1,270
Total	2,217	2,876	4,676	4,887	3,273	4,195	0	0	0	0	0	0	22,124
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	0	0	0	0	0	0	85,746
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	0	0	0	0	0	0	60,812
Sadie Peterson Delaney	173	279	260	410	256	252	0	0	0	0	0	0	1,630
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	0	0	0	0	0	0	148,188
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	11,481	165,858
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	8,754	114,980
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	248	3,088
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	20,483	283,926

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2024 to 2023 to 2022

PPLD Document #073124 - 3

	Current Year: 2024				Previous Year: 2023				Compare: '24 to '23		Previous Year: 2022				Compare: '24 to '22	
	Jun	% of Total	YTD	% of Total	Jun	% of Total	YTD	% of Total	Change	% Change	Jun	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,066	28.97%	35,379	27.67%	5,893	25.99%	33,369	26.25%	2,010	6.02%	5,628	27.03%	32,329	26.46%	3,050	9.43%
Adult Non-Fiction	3,395	16.21%	22,036	17.24%	3,656	16.12%	22,210	17.47%	-174	-0.78%	3,317	15.93%	22,021	18.03%	15	0.07%
Fiction - Juvenile	5,841	27.90%	34,144	26.71%	6,653	29.34%	32,339	25.44%	1,805	5.58%	5,163	24.80%	28,789	23.56%	5,355	18.60%
Non-Fiction - Juvenile	1,275	6.09%	9,031	7.06%	1,359	5.99%	8,792	6.92%	239	2.72%	1,176	5.65%	7,570	6.20%	1,461	19.30%
Periodicals	162	0.77%	1,051	0.82%	193	0.85%	998	0.79%	53	5.31%	192	0.92%	981	0.80%	70	7.14%
Periodicals - Juvenile	42	0.20%	188	0.15%	39	0.17%	145	0.11%	43	29.66%	16	0.08%	153	0.13%	35	22.88%
Print Subtotal	16,781	80.15%	101,829	79.64%	17,793	78.46%	97,853	76.99%	3,976	4.06%	15,492	74.41%	91,843	75.18%	9,986	10.87%
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	0	0.00%	16	0.01%	8	0.04%	27	0.02%	-11	-40.74%	9	0.04%	34	0.03%	-18	-52.94%
Soundrecordings	447	2.13%	2,738	2.14%	610	2.69%	3,388	2.67%	-650	-19.19%	667	3.20%	3,857	3.16%	-1,119	-29.01%
Videorecordings	2,978	14.22%	19,308	15.10%	3,549	15.65%	21,742	17.11%	-2,434	-11.19%	3,780	18.15%	22,259	18.22%	-2,951	-13.26%
Media	10	0.05%	36	0.03%	0	0.00%	6	0.00%	30	0.00%	1	0.00%	3	0.00%	33	0.00%
Software	11	0.05%	83	0.06%	8	0.04%	43	0.03%	40	93.02%	6	0.03%	19	0.02%	64	336.84%
Equipment/Realia	58	0.28%	389	0.30%	60	0.26%	327	0.26%	62	18.96%	28	0.13%	119	0.10%	270	226.89%
Suppressed Items	35	0.17%	132	0.10%	22	0.10%	103	0.08%	29	28.16%	39	0.19%	110	0.09%	22	20.00%
Videorecordings - Juvenile	361	1.72%	2,048	1.60%	394	1.74%	2,285	1.80%	-237	-10.37%	403	1.94%	2,344	1.92%	-296	-12.63%
Audiorecordings - Juvenile	23	0.11%	200	0.16%	69	0.30%	450	0.35%	-250	-55.56%	77	0.37%	455	0.37%	-255	-56.04%
Media - Juvenile	218	1.04%	993	0.78%	158	0.70%	827	0.65%	166	20.07%	153	0.73%	708	0.58%	285	40.25%
Software - Juvenile	16	0.08%	84	0.07%	7	0.03%	54	0.04%	30	55.56%	7	0.03%	24	0.02%	60	250.00%
Non-Print Subtotal	4,157	19.85%	26,027	20.36%	4,885	21.54%	29,252	23.01%	-3,225	-11.02%	5,170	24.83%	29,932	24.50%	-3,905	-13.05%
Total	20,938		127,856	100.00%	22,678		127,105		751	0.59%	20,821		122,169		6,081	4.66%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Outreach

Time Period of Report: Month of June 2024

Focus Activity: Arthur S May School Family Literacy and Fun Night

Intended Outcome(s) of Focus Activity: To have students and families from Arthur S May get library cards, library information and check out books from the bookmobile

Manager Observations of Activity and Outcomes: This is the second year we have attended Arthur S May's Family Literacy and Fun Night at the invitation from ASM School Media Specialist, Janice Rifenberg. This school serves grades K - 5 and is part of the Arlington School District.

We brought Rover and information about library programs. Many of the families are already library users and card holders, but we did issue quite a few new cards to people who are new to the school district. Several people also checked out books from the book mobile as well as took handouts about programs for both youth and adults including the summer reading program.

As last year, this event was very successful. Just under 300 people attended the event and many of them stopped by the Library's table during the two hour event.

It is an end of year celebration for students and their families. The event is held outside, ice cream is served and the school's yearbook is given out at this time. The athletic fields are nearby, so kids can play together as their parents socialize.

This school's community is filled with active library users and readers and they are happy to see us and check out books. It is clear that the school and school media specialist are highly committed to their students' literacy development and success, and it is a pleasure to be included in this event to let people know about the library's programs.

Impact of Activity: It is a pleasure to be included in this end of year event. The school organizers are highly organized and all went smoothly.

The partnership with the school media specialist at this school has been very successful. She arranges this event as well as the back to school nights which we also have attended the past few years and which I foresee us continuing.

Date of Report: 7/1/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: June/ July 2024

Focus Activity: SPD programming

Intended Outcome(s) of Focus Activity: Though there are many activities and projects I am currently working, on I am focusing on programming activities at SPD and the FPC building.

Manager Observations of Activity and Outcomes: We are working together as a district to increase programming at the SPD branch. Beyond the internal work to bring in patrons, I am working with many of the other partners in the FPC, along with the CEO to create meaningful partnership collaborations. Hopefully in the coming months we will see increased patron activity in the SPD branch. Please see pictures of the OH Freedom Quilting Project which is ongoing and continues to gather participants.

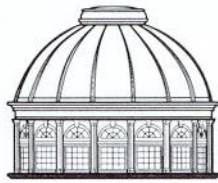
Impact of Activity: The impact of the increasing amount of programming is beginning to bring in new patrons and gives current patrons awareness of the new branch's location. After the Jamar Tisby program on June 15th, we had more than twenty people visit the library, some saying it was their first time in the library's newest branch.

Activity Photos: See below.

Date of Report: 7/9/2024



Patrons working on the Oh, Freedom quilt at the Sadie Peterson Delaney African Roots Branch Library.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: June 1st - 30th

Focus Activity: All of PPLD's Technology is up and running as expected. Relocated offices for staff members. Troubleshooted issue with Credit Card devices at Sam print release stations taking an excessive amount of time to complete transaction. Created new accounts for new employees and deleted former employees accounts. Resolved issue with access to BRD HVAC systems for maintenance staff. Ordered hardware to support staff needs.

Intended Outcome(s) of Focus Activity: Meeting the library patron and staff technology needs

Manager Observations of Activity and Outcomes: Ongoing

Impact of Activity: Staff and Patrons are able to successfully complete technology related tasks when visiting the library or events hosted by the library

Date of Report: 7/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Adult Services

Time Period of Report: 45444

Focus Activity: Recurring Programming

Intended Outcome(s) of Focus Activity: Evaluating the success of our regular programming

Manager Observations of Activity and Outcomes: Although special, one-off programs tend to get more attention, the Adult Services department oversees a number of less exciting but still important regular offerings that are continuously utilized and enjoyed by our patrons. As June was a fairly quiet month, I thought it might be good to highlight some of our less flashy offerings.

Defensive Driving, which we offer at Boardman road every other month, consistently fills up in less than a week after registration opens, and remains one of our most popular services. We also have the Shred Truck come to the library about 3 times a year, this past visit on June 7 brought in 150 patrons over the course of 2 hours.

We have two writing groups that meet monthly, as well as papercrafting and Open Mic, which remain steadily popular with 15-20 participants every month. Tai Chi meets three times a week in the summer, bringing in an average of 80-90 patrons each week. Ukulele strumalongs as well as a guitar circle meet monthly as well.

We are also still working in partnership with the Mexican Consulate on La Plaza Comunitaria, our Spanish language tutoring program that has expanded from literacy to also teaching primary and secondary education subjects. Our volunteer tutors work with students twice a week during sessions.

Impact of Activity: This is just a sampling of the many regular programs we administer or oversee, in addition to all of the in person and virtual one off programs the AS programmers create or facilitate. Many of these regular programs create community amongst regular participants, and help the library maintain its place in the social fabric of our community. Many thanks to Deb Shon, Krista Miller, Shannon Butler, Elva Corbaton, Tino Muscetta & Tina Jaafar for all of the adult programming they provide to our community.

Date of Report: 7/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: 45444

Focus Activity: Tribute in the July-August Rotunda

Intended Outcome(s) of Focus Activity: Building Donor Recognition

Manager Observations of Activity and Outcomes: In July of 2023, former Board of Trustees member (1995-2008) Robert Lund began endowing a "perpetual book fund" in honor of his late wife, Dr. Patricia Lund. This was created to purchase books, eBooks and other media focused on maternal health, child health, nursing education and nursing. In recognition of this generous gift, Charlotte proposed writing an article about it for the July/August 2024 issue of the Rotunda.

In a previous year's Rotunda, we wrote about the Occhialino fund, also a "perpetual book fund", so this timing was spot on. Together with the Lunds – both Bob Lund and his daughter, Charlotte wrote the column Memorial Book Fund in Honor of Nurse & Academic, a 350 word piece about Dr. Patricia Ann Zirkel Lund. Dr. Lund was a very accomplished former nurse and teacher. If you haven't already, please read the piece.

Impact of Activity: Once completed, we sent a package of printed Rotundas along with a note to Bob. He replied: *"The package of Rotunda issues for July/August {with the article about Pat's memorial fund} arrived in the mail this afternoon, together with your very thoughtful note. I plan to share issues with some long time friends that I will see on the trip I leave for this Wednesday. I even found a link to the PDF version which I can share with more distant friends. Thank you so much for your efforts and thoughtfulness."* It's gestures like these that really help us with donor recognition. I hope to do more in the future.

Date of Report: 7/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Kristin Charles-Scaringi, Head of Borrower and Technical Services

Department: Borrower and Technical Services

Time Period of Report: 45444

Focus Activity: First month as Head of Borrower and Technical Services

Intended Outcome(s) of Focus Activity: - Met the staff: I believe I have met everyone in my departments at least once. This is a very knowledgeable group.

Visited branches and bookmobile: I have at least visited, if not worked a shift, at Boardman, SPD, and Rover. Once I'm settled I would like to have regular shifts at the other branches to make sure I get to know the people and how things work. I regularly work an evening shift at Adriance.

Learning how the departments run: Reviewing policies, asking lots of questions, and observing a lot. This is ongoing.

Getting to know PPLD: I've working in MHLS libraries for 13 years, so I knew PPLD, but now I'm getting to know it from the inside. I have met with many other department heads and supervisors.

Manager Observations of Activity and Outcomes: This is a large department with a lot going on. Staff has been welcoming and supervising library clerks have done a great job training me and being patient as I learn my new role. This is a busy, active department. Staff are knowledgeable and happy to help patrons and their fellow staff members.

Impact of Activity: Learning more everyday and starting to put the pieces together. Focusing on observing and helping where I'm needed. Settling into the job.

Date of Report: 7/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Youth Services

Time Period of Report: 45444

Focus Activity: Summer Reading Kickoff

Intended Outcome(s) of Focus Activity: A successful summer reading kickoff party

Manager Observations of Activity and Outcomes: This was the first time we scheduled the kickoff party for a Saturday so I was unsure how it would be received. The weather also played a factor as it looked cloudy all morning. It turned out to be a perfect day with just a sprinkle of rain in the morning. I booked a 4 person bungee jump and dunk tank from Air Fair entertainment. Because of the weather we didn't set up the dunk tank but the kids loved the bungee jumping. We also had the Kona Shaved Ice truck which handed out 326 shaved ice cups. The YS staff set up various activities like a draw yourself activity which is on display in the children's room and a slip-and-slide water slide that had multiple children going on over and over again. Rover was set up for the summer reading game registration and the total registrants for the day was 175 children and 29 teens.

Impact of Activity: I received all positive feedback from patrons and vendors.

Date of Report: 7/12/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee		Date: Monday, July 15, 2024
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input checked="" type="checkbox"/> Nicholas MacDermott, Human Resources Officer	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence		

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

1. **Business Items:** The following topics were discussed:
 - **Monthly Financial Report:** The June 2024 report was distributed. Any comments should be forwarded to the Business Manager no later than Friday, July 26.
 - **2025 Budget:** The Committee continued its reviewed of the draft budget prepared by Administration. The revised draft proposal carries a 5.23% increase in the tax levy.
 - **CM Funds Report:** Gillis distributed the June 2024 report of the CM (Special Revenue) Fund. **Post Meeting Note:** The inconsistency between the report and the Fund’s balance sheet in the monthly report is due to the status of Due Tos owed the Fund from the PN (Permanent) Fund, all of which is related to the Wojtecki Fund and the need to transfer money from the PN to the CM Fund.
 - **Signatories on Permanent Fund CDs:** The Committee agreed that the Library Director and Treasurer should be designated as the signatories on these investment vehicles.
 - **Policy Modification - #2112 – Bad Debt:** Lawrence proposed that the policy be modified as indicated in the attached draft. The Committee agreed and recommended that the Board of Trustees approve the modifications at their July meeting.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report.
 - Modification to Finance Policy #2112 – Bad Debt.

3. **Upcoming Agenda Items:**
 - Inventory of capital needs.
 - Multi-year budget planning.

Next Scheduled Meeting(s) Date
 TBD
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

Personnel Actions

Recommended By Human Resources Officer

Current Situation The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Library Director.

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Anne Messley	Librarian I (FT)	Permanent Appointment	7/27/2024	N/A
Christine Bexley	Library Assistant Spanish Speaking (FT)	Permanent Appointment	7/27/2024	N/A
Karen Moksvold	Librarian I (FT)	Permanent Appointment	8/11/2024	N/A
Rebecca Gillis	Business Manager (FT)	Permanent Appointment	8/19/2024	\$85,000/yr
Obed Simbana Reyes	Security Guard (FT)	Resignation	8/2/2024	N/A
Matthew Darcy	Student Page (PT)	Resignation	7/27/2024	N/A
Diane Daversa	Senior Library Clerk (FT)	Retirement	10/1/2024	N/A
Jac-Quan Douglas	Security Guard	Termination <i>(pursuant to CS Sec 75)</i>	8/9/2024	NA

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

Motion Moved _____
 Seconded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____

New Business Fact Sheet
Permission to Override the Tax Levy Limit

Recommended By Finance Committee

Current Situation New York State has a tax cap designed to address property tax stress throughout the state. Each year, the Office of the State Controller establishes a growth factor to which the tax levy may grow without extraordinary action by the local governing board which, in our case, is the Board of Trustees. OSC has announced the levy limit (tax cap) for 2025 as being limited to 2% growth but it has not announced the Library District's tax base growth factor, which is expected to be at 1% (this is NOT included in the tax cap). In order to exceed the tax cap, the Board of Trustees must pass a resolution claiming the intention to do so.

The 2025 budget numbers are pretty well set and an override will be necessary in order to support the Library District's plans and services. The action requested puts in place the permission to present to the voters a budget with a tax levy growth factor above 2.00%.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

New Business Fact Sheet
Resolutions Related to the Tentative 2024 Budget

Recommended By Finance Committee, Library Director

Current Situation New York State’s property tax cap is designed to address property tax stress throughout the state. Each year, the Office of the State Controller establishes a growth number to which the tax levy may grow (tax cap) without extraordinary action by the local governing board which, in our case, is the Board of Trustees. The tax cap for our 2025 fiscal year is 2.00% and the Board has approved a resolution permitting a budget that overrides the tax cap.

By statute, though, the budget referendum language must be certified by the Board of Trustees and at the Board of Elections no later than three months prior to the annual General Election (which means the budget should be approved, certified, and submitted no later than August 1, 2024), giving time to spare.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2025 Budget (PPLD Document #073124 - 6A) and the proposed 2024 General Election ballot language as reflected in the Certification (PPLD Document #073124 - 6B). Further, the Board of Trustees authorizes the Secretary to sign the Certification of trustees to stand for election as reflected in PPLD Document #073124 – 6C.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Summary**

	2023 Revision #2	2024 Approved	2024 Current	2025 Draft
Real Property Taxes - General Fund	\$ 7,251,061	\$ 8,154,668	\$ 8,154,668	\$ 8,845,127
Real Property Taxes - Debt Services	1,238,400	1,241,676	1,241,676	1,342,138
PILOTs	205,424	173,000	173,000	173,000
Other Revenue	498,983	451,983	456,983	479,483
State Aid	289,519	289,519	289,519	295,895
Transfers In (includes Debt Service Fund)	100,000	100,000	100,000	-
Transfer In (Undesignated Fund Balance)	193,758	200,000	200,000	200,000
Transfers In (Greene Fund)	472,357	445,659	445,659	522,481
Total - Revenue	\$ 10,249,502	\$ 11,056,505	\$ 11,061,505	\$ 11,858,124

	2023 Revision #2	2024 Approved	2024 Current	2025 Draft
Salaries	4,438,030	4,649,309	4,656,967	5,099,889
Equipment	92,200	137,250	137,790	77,250
Library Materials	397,003	415,476	446,798	462,478
Public Programming	172,220	195,100	196,068	230,600
Supplies	63,500	76,050	81,322	86,700
Communications	78,102	78,472	79,945	82,800
PR, Printing & Postage	74,732	107,000	108,124	107,000
Professional Development & Travel	27,552	56,000	56,000	36,462
Automation Services	142,306	142,306	143,172	126,724
Professional Services	192,337	216,587	222,600	216,587
Operations	594,614	737,755	751,448	743,783
Employee Benefits	2,172,148	2,469,004	2,469,481	2,723,232
Greene Activities	414,687	434,520	370,114	522,481
Capital Debt Service	1,338,400	1,342,138	1,341,676	1,342,138
Total - Appropriations	\$ 10,197,832	\$ 11,056,967	\$ 11,061,505	\$ 11,858,124

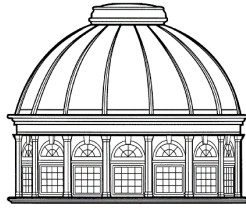
**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Tentative Tax Levy**

	Population (2020 Census)	% of Total Levy	General Levy	Adjustments	Subtotal - General Levy	Debt Service	Adjustments	Subtotal - Debt Service Levy	Total Levy
City of Poughkeepsie	31,577	41.48%	\$3,669,192	\$0	\$3,669,192	\$556,754	\$0	\$556,754	\$4,225,946
Town of Poughkeepsie	44,544	58.52%	\$5,175,935	\$0	\$5,175,935	\$785,384	\$0	\$785,384	\$5,961,319
Total	76,121	100.00%	\$8,845,127	\$0	\$8,845,127	\$1,342,138	\$0	\$1,342,138	\$10,187,265

NOTE: 2020 population data found at <https://www.dutchessny.gov/Departments/Planning/docs/2020-Population-Census-Comparison.pdf>.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Tax Cap Formula**

2024 Levy	Prior Year Reserve	Prior Year Reserve + Interest	Tax Base Growth	2024 PILOTs	Prior Year Torts	Allowable Growth	2025 PILOTs	Available Carryover	Tax Levy Limit
\$ 9,393,344	\$ -	\$ -	101.00%	\$ 173,000	\$ -	102.00%	\$ 173,000	\$ -	\$ 9,680,483
FY2025 Debt Service Levy									\$ 1,342,138
FY2025 General Fund Tax Cap Levy									\$ 9,680,483
Proposed Total 2025 Tax Levy									\$ 10,186,803
FY2025 Override Amount									\$ 506,320
Percent Over/(Under) Allowable Growth									5.23%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

CERTIFICATION

I, Thomas A. Lawrence, Clerk to the Board of Trustees, do hereby certify that the following ballot proposal concerning the 2025 budget was approved by the Poughkeepsie Public Library District’s Board of Trustees at its regular meeting of July 31, 2024:

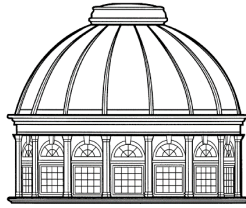
**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2025 Budget Resolution (to appear on the 2024 General Election ballot)**

SHALL the 2025 Library District budget, as submitted by the Board of Trustees of the Poughkeepsie Public Library District, be approved and SHALL the Board of Trustees authorize estimated expenditures of \$11,858,124 for Library District operations for the year January 1 - December 31, 2025, which includes \$1,342,138 of previously authorized combined debt service for the year of January 1 – December 31, 2025 and, further, SHALL the Board of Trustees be authorized to instruct the City of Poughkeepsie and the Town of Poughkeepsie to collect taxes on its behalf for the financing of Library District operations and debt service as prescribed in the Library District’s special legislation as amended in 1994, 1997, 2006 and 2016?

Clerk of Board of Trustees

Date

[notarize]



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

CERTIFICATION

I, Laurel Spuhler, Secretary of the Board of Trustees of the Poughkeepsie Public Library District, do hereby certify that, pursuant to special legislation enacted on August 19, 2016 by the New York State Legislature and procedures established by the Board of Trustees of the Poughkeepsie Public Library District, the following candidates shall appear on the general election ballot for vacancies:

1. Library Trustee, Town of Poughkeepsie (select 2)
Term: 1/1/2024-12/31/2028

Patricia Ferrer
15 East Ricky Lane
Poughkeepsie, NY 12601

[space for a write-in candidate]

2. Library Trustee, City of Poughkeepsie (select 1)
Term: 1/1/2024-12/31/2028

Jeffrey Kosmacher
110 Mill Street #3C
Poughkeepsie, NY 12601

Sheila B. Newman
49 Loockerman Avenue
Poughkeepsie, NY 12601

Secretary of Board of Trustees

Date

[notarize]

New Business Fact Sheet
Approval of Action on Policies: Bad Debt

Recommended By Finance Committee

Current Situation The Finance Committee requests a modification to Finance Policy #2112 – Bad Debt to include the write-off of uncollectible non-Library District debt.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #2112 – Bad Debt, as reflected in PPLD Document #073124 – 7A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Bad Debt

The Poughkeepsie Public Library District has a schedule of fines and fees related to patron use of materials. The schedule is implemented when patrons fail to return items on time, return items damaged, or fail to return them altogether.

The Library District refers patrons whose fines and fees exceed \$25 to a third-party collection agency; however, not all patrons respond to these efforts.

Patron debt accumulates for seven years after which time it is written off.

The Library District shall write-off bad debt for items owned by the Library District and borrowed by **Library District** patrons that has aged for seven (7) full years and has been determined to be uncollectible.