

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, August 28, 2024
Greenspan Board Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY
Meeting Will Run From 7:00 p.m. until 7:45 p.m.

Trustees Reviewing Warrants: McPhee and Spuhler
(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 (*M. Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None Planned
 - IV. Minutes of Previous Meeting(s)
 - A. July 31, 2024 (*T. Lawrence; #082824 – 1*)
 - V. Financial Report(s)
 - A. July 2024 (*R. Gillis; #082824 – 2*)
 - B. Approval of Monthly Warrant (*R. Gillis; #082824 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #082824 – 3*)
 - B. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*N. MacDermott; #082824 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, September 25, 2024; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 31, 2024

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurra
- Patricia Ryan
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Nicholas MacDermott, Human Resources Officer
- 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 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Operational Reports for the purpose of discussing disciplinary actions for specific individuals.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. June 26, 2024 (PPLD Document #073124 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 26, 2024.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. June 2024 Financial Activity Report (PPLD Document #073124 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Gillis reported on Greene Fund distribution and debt service payments. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #073124 – 2.1)

- **Motion:** 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

- **Moved/Seconded:** Blazek, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month’s Warrant Review:** to be determined

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #073124 – 3)

- Lawrence reported on: a request to remove a book from circulation; personnel update; Big Read; video of Library; septic pumps being replaced by staff in the future; service, circulation & digital services growth; and Summer Reading program.

B. President’s Report: President Blazek reminded trustees that they have 61 days to complete their annual training hours.

C. Board Committee Reports: None.

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on: financial report review; the 2025 Budget; Signatories; and Bad Debt. Lawrence explained the CM Fund imbalance.

D. Friends of PPLD: None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing disciplinary actions for specific individuals.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:37 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Nurre, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 7:59 p.m.)

VII. Board Action

A. Personnel Actions: (PPLD Document #073124 – 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
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 (pursuant to CS Sec 75)	8/9/2024	N/A

- **Moved/Seconded:** Hogg, Eagleton.
- **Discussion:** MacDermott explained each of the actions. Lawrence requested an amendment to allow the hiring of a security guard before the next meeting and requesting that the Board approve it after the fact. The Board approved the amendment with a vote of 10 – 0 – 0.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None

C. New Business

1. Permission to Override the Tax Levy Limit (PPLD Document #073124 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Ferrer, Ryan.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

2. Resolutions Related to the Tentative 2024 Budget (PPLD Document #073124 – 6)

- **Motion:** 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.
- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

3. Approval of Policy: Workplace Violence Prevention Policy and Prevent Program (PPLD Document #073124 – 7)

- **Motion:** 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.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** Trustee Ryan explained the revision.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: None.

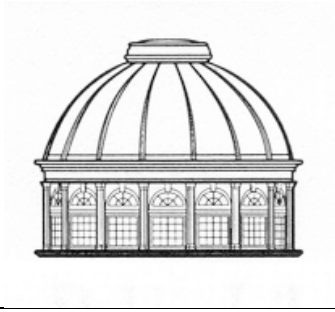
Adjournment

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

The next regular monthly meeting of the Board of Trustees will be Wednesday, August 28, 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 July 2024 Financial Activity

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

General Fund (Fund A; \$4,767,083)

- Receipts for the month totaled \$262,576 which included a transfer of \$222,528 from the Special Revenue Fund, \$2,262 in library charges, \$9,716 in interest, and \$96 in donations.
- Disbursements for the month totaled \$770,903 which included \$592,928 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 283,820
 - McCalley Fund 52,000
 - Swartz Fund 71,161

Special Revenue Fund (Fund CM; \$676,041)

- Receipts for the month totaled \$2,022 in interest.
- The receipts for the month also reflect a net increase of \$5,845 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$222,528
 - Occhialino Fund 51,500
 - Lund Fund 25,000

Capital Fund (Fund H; \$35,275)

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

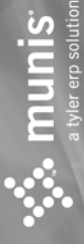
Permanent Funds (Fund PN; \$501,528)

- 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 \$1,946.

Poughkeepsie Public Library District



GENERAL FUND YEAR-TO-DATE EXPENSE REPORT JULY 2024

FOR 2024 07

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	2,612,202.82	387,480.77	1,894,823.95	295,672.23	93.8%
22 EQUIP & CAPITAL OUTL	137,250	137,790	30,310.30	7,877.43	4,759.62	102,720.02	25.5%
30 MATERIALS	498,476	538,709	248,282.15	32,963.76	21,747.62	268,678.81	50.1%
32 INFORMATION SVC	71,000	71,000	25,992.64	5,840.48	.00	45,007.36	36.6%
50 OPERATIONS	1,578,464	1,607,072	780,614.62	120,371.83	304,973.87	521,483.91	67.6%
51 AUTOMATION	142,306	143,172	62,242.31	10,921.50	11,544.10	69,385.69	51.5%
91 EMPLOYEE BENEFITS	2,484,634	2,485,111	1,560,120.11	205,446.90	576,366.77	348,623.99	86.0%
92 DEBT SER	1,341,676	1,341,676	614,587.50	.00	.00	727,088.50	45.8%

GRAND TOTAL 11,056,505 11,127,229 5,934,352.45 770,902.67 2,814,215.93 2,378,660.51 78.6%

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

Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20240716 07/16/2024
 DUE DATE: 07/16/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses	274.70	703.60
A	A00000	General Fund Expenses	800.00	1,900.00
A	A00000	General Fund Expenses	1,114.25	661.45
A	A00000	General Fund Expenses	144.00	217.88
A	A00000	General Fund Expenses	665.00	1,430.00
A	A00000	General Fund Expenses	485.00	200.00
A	A00000	General Fund Expenses	119.54	1,809.84
A	A00000	General Fund Expenses	132,258.05	18,484.79
A	A20000	Building Services	969.60	22,764.34
A	A20000	Building Services	661.22	308.00
A	A71000	Adriance	1,063.27	2,754.01
A	A71000	Adriance	3,275.00	12,027.00
A	A71000	Adriance	1,286.85	-6,322.06
A	A73000	Boardman Road Branch	143.97	320.00
A	A73000	Boardman Road Branch	1,000.00	4,154.72
A	A74000	Sadie Peterson Delany	133.94	4.00
A	A74000	Sadie Peterson Delany	1,698.37	2,530.00
A	A74000	Sadie Peterson Delany	3,768.32	3,310.00

FUND TOTAL 149,861.08

WARRANT SUMMARY TOTAL 149,861.08
GRAND TOTAL 149,861.08

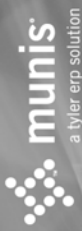
Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT 20240731

Warrant Summary

WARRANT: 20240731 07/30/2024
 DUE DATE: 07/30/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	5,171.94	
A	A	General Fund	476.34	
A	A00000	General Fund Expenses	2,742.93	17,456.57
A	A00000	General Fund Expenses	1,459.59	5,046.00
A	A00000	General Fund Expenses	1,887.52	8,581.71
A	A00000	General Fund Expenses	8,922.20	9,979.82
A	A00000	General Fund Expenses	4,750.00	305.78
A	A00000	General Fund Expenses	79.00	370.56
A	A00000	General Fund Expenses	10,921.50	4,079.69
A	A00000	General Fund Expenses	125.00	1,028.00
A	A00000	General Fund Expenses	30.00	604.05
A	A00000	General Fund Expenses	730.89	-8,100.00
A	A00000	General Fund Expenses	855.85	1,454.00
A	A00000	General Fund Expenses	4,612.10	2,877.20
A	A00000	General Fund Expenses	1,446.00	-892.00
A	A10000	Administration	875.00	990.00
A	A10000	Administration	800.00	400.00
A	A20000	Building Services	1,384.21	6,096.25
A	A20000	Building Services	1,075.13	8,608.48
A	A20000	Building Services	109.08	4,670.20
A	A20000	Building Services	1,359.81	2,675.71
A	A20000	Building Services	3,880.00	8,400.00
A	A20000	Building Services	2,030.41	19,059.88
A	A20300	Greene Services	9,821.34	78,008.09
A	A20300	Greene Services	128.28	460.52
A	A30000	Advancement Services	4,177.00	9,583.15
A	A30000	Advancement Services	15,989.40	10,174.78
A	A30000	Advancement Services	7,829.00	5,531.85
A	A41000	Adult Services	5,840.48	19,007.36
A	A41000	Adult Services	275.00	4,657.17
A	A41000	Adult Services	1,318.00	0.00
A	A43000	Borrower Services	428.85	571.15
A	A44000	Collection Service	4.07	869.72
A	A44000	Collection Service	69.96	2,218.68
A	A44000	Collection Service	5,944.02	0.00
A	A44000	Collection Service	1,653.10	20,592.00
A	A44000	Collection Service	10,727.06	16,764.36
A	A44000	Collection Service	4,146.28	23,289.41
A	A44000	Collection Service	337.85	3,358.00
A	A45000	Youth Services	4,540.54	2,271.44



Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT 20240731

Account ID	Description	Account Description	Amount	Balance
A A45000	Youth Services	A .7410.450.00.54292 .A233	1,094.35	3,755.81
A A46000	YA Services	A .7410.460.00.54292 .	151.00	1,486.58
A A50000	Business Office	A .7410.500.00.54370 .	8,178.60	20,965.72
A A60000	Information Tech	A .7410.600.00.52800 .	5,103.97	14,693.46
A A60000	Information Tech	A .7410.600.00.52800 .A247	30.53	70,169.47
A A60000	Information Tech	A .7410.600.00.54370 .	1,179.78	16,175.82
A A60000	Information Tech	A .7410.600.00.54390 .	106.11	2,783.91
A A71000	Adriance	A .7410.710.00.54131 .	309.20	1,704.32
A A71000	Adriance	A .7410.710.00.54320 .A235	176.25	-6,322.06
A A71000	Adriance	A .7410.710.00.54500 .	13,106.03	-35,711.20
A A73000	Boardman Road Branch	A .7410.730.00.54131 .	292.80	1,962.40
A A73000	Boardman Road Branch	A .7410.730.00.54500 .	6,422.23	-24,320.00

FUND TOTAL

165,105.58

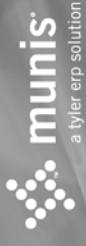
WARRANT SUMMARY TOTAL

165,105.58

GRAND TOTAL

165,105.58

Poughkeepsie Public Library District



GENERAL FUND YEAR-TO-DATE REVENUE REPORT JULY 2024

FOR 2024 07

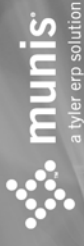
JOURNAL DETAIL 2023 12 TO 2023 12

	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	16,069.82	2,262.19	3,930.18	80.3%
42401 INTEREST EARNINGS	45,000	45,000	62,639.66	9,716.13	-17,639.66	139.2%
42705 DONATIONS	150,000	155,000	6,299.06	96.40	148,700.94	4.1%
42752 ANNUAL APPEAL	30,000	30,000	26,500.00	.00	3,500.00	88.3%
42753 DONATIONS IN KIND	81,983	81,983	47,823.37	6,831.91	34,159.63	58.3%
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	21,141.00	21,141.00	2,765.00	88.4%
45031 TRANSFERS IN	745,659	745,659	790,713.06	222,528.06	-45,054.06	106.0%
GRAND TOTAL	11,056,505	11,061,505	10,458,411.53	262,575.69	603,093.47	94.5%

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Poughkeepsie Public Library District

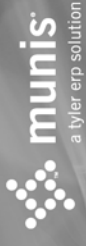
BALANCE SHEET FOR 2024 7



FUND: A		General Fund	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	-165,483.67	-162,702.68
A	12020	Gen. Fund Payroll	203,721.83	204,321.02
A	12023	Gen. Fund Money Market	-492,432.97	3,261,768.29
A	12040	Credit Card Transactions	782.87	1,952.64
A	12051	Flex 125 Money Market	-1,533.18	3,210.58
A	12100	Petty Cash	378.09	13,778.49
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	721.32	283,819.80
A	12400	CASH SPECIAL RESERVES-SWARTZ	180.85	71,160.93
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	.00	1,074,106.59
TOTAL ASSETS			-453,664.86	4,767,083.22
LIABILITIES				
A	26000	Accounts Payable	.00	-8,107.27
A	26020	Flex125 Exchange	1,179.60	-3,081.07
A	26021	Benefits Exchange	1,301.42	10,987.05
A	26030	General Fund Exchange	455.34	-2,008.97
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-57,598.48	-817,762.71
TOTAL LIABILITIES			-54,662.12	-139,520.01
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,061,505.00
A	35210	Encumbrances (+ PYCF)	-332,780.39	2,849,544.76
A	35220	Expenditures (+ PYCF)	770,902.67	5,934,352.45
A	38210	Encumbrance Reserve (+ PYCF)	332,780.39	-2,849,544.76
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-2,889.90	478,730.21
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	2,889.90	-11,127,228.89
A	39800	Revenues Received	-262,575.69	-10,458,411.53
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			508,326.98	-4,627,563.21
TOTAL LIABILITIES + FUND BALANCE			453,664.86	-4,767,083.22

Poughkeepsie Public Library District

BALANCE SHEET FOR 2024 7

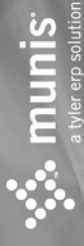


FUND: CM Special Revenue Fund		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
CM	12000	Special Revenue Funds	644,800.83
CM	12020	CM Payroll Checking	275.08
CM	13910	Due From Other Funds	30,965.57
	TOTAL ASSETS	-214,661.03	676,041.48
LIABILITIES			
CM	26300	Due To Other Funds	-620,190.87
	TOTAL LIABILITIES	.00	-620,190.87
FUND BALANCE			
CM	35210	Encumbrances	.39
CM	35220	Expenditures	790,713.06
CM	38210	Reserve For Encumbrances	- .39
CM	39110	Fund Balance Unreserved	-361,092.78
CM	39800	Revenues	-485,470.89
	TOTAL FUND BALANCE	214,661.03	-55,850.61
	TOTAL LIABILITIES + FUND BALANCE	214,661.03	-676,041.48

Poughkeepsie Public Library District

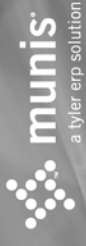
BALANCE SHEET FOR 2024 7

FUND: H Capital Project Fund		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010	.00	38.83
H	12044	.00	86.82
H	12200	1.30	512.94
H	13502	.00	.30
H	13910	.00	34,635.79
	TOTAL ASSETS	1.30	35,274.68
LIABILITIES			
H	26000	.00	-.40
H	26300	.00	-58,098.21
	TOTAL LIABILITIES	.00	-58,098.61
FUND BALANCE			
H	35100	.00	252,715.39
H	39110	.00	22,832.81
H	39600	.00	-252,715.39
H	39800	-1.30	-8.88
	TOTAL FUND BALANCE	-1.30	22,823.93
	TOTAL LIABILITIES + FUND BALANCE	-1.30	-35,274.68



Poughkeepsie Public Library District

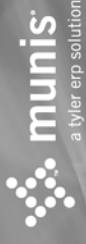
BALANCE SHEET FOR 2024 7



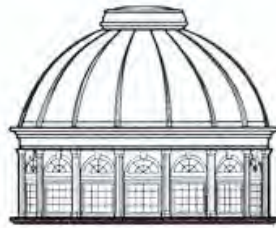
FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		
PN	12012	.00	2,771.48
PN	12013	.00	50,000.00
PN	12014	.00	1,003.52
PN	12015	5,845.18	383,129.03
PN	12201	.00	10,964.91
PN	12201	.00	37,047.81
PN	13910	.00	16,611.74
	TOTAL ASSETS	5,845.18	501,528.49
LIABILITIES			
PN	26300	-5,845.18	-22,710.64
	TOTAL LIABILITIES	-5,845.18	-22,710.64
FUND BALANCE			
PN	39110	.00	-478,817.85
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	-5,845.18	-501,528.49

Poughkeepsie Public Library District

BALANCE SHEET FOR 2024 7

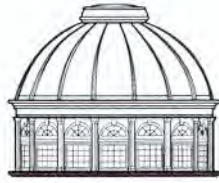


FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	Cash, Res Bond Indebtedness	765,741.66
V	13910	DUE FROM OTHER FUNDS	-284,691.45
	TOTAL ASSETS	1,946.11	481,050.21
LIABILITIES			
V	26300	DUE TO OTHER FUNDS	-317,588.48
	TOTAL LIABILITIES	.00	-317,588.48
FUND BALANCE			
V	39090	Budg Fund Balance Unreserved	-19,281.00
V	39110	Fund Balance Unreserved	-134,065.82
V	39800	Revenues	-10,114.91
	TOTAL FUND BALANCE	-1,946.11	-163,461.73
	TOTAL LIABILITIES + FUND BALANCE	-1,946.11	-481,050.21



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – AUGUST 2024

Significant Service Changes, Challenges or Accomplishments

- **Personnel:** The shift of responsibilities for HR from the Library Director to the Human Resources Officer is nearly complete, except for instances of novelty. All is going well.
- **Business Management:** The same can be said for the shift with regard to fiscal matters.
- **Big Read:** Planning for this year's Big Read is complete and books are on order. Overall, we are spending less than half of what we spent on books last year. However, this year's event concludes with a large-scale event at the Bardavon that is fairly costly.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for recent activity.

Outreach and Professional Development

- Reminder! 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

- Collection development continues as per usual. Use of digital content continues to grow and will have an impact on the 2024 budget (and beyond).

Buildings

- Boardman Road: Nothing of particular to note.
- Adriance: We continue to experience failures or obsolescence of features installed fifteen years ago, most recently the controls for the elevator.

Staffing

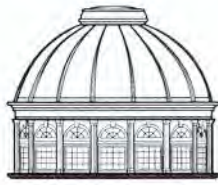
- See Personnel Actions, if applicable.

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	25,237	0	0	0	0	0	153,093
Digital Content	11,018	10,082	11,395	10,444	10,836	11,140	11,235	0	0	0	0	0	76,150
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	32,078	36,472	0	0	0	0	0	229,327
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	3,484	0	0	0	0	0	24,143
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	2,420	0	0	0	0	0	15,908
Sadie Peterson Delaney	77	92	66	71	56	67	77	0	0	0	0	0	506
Total	6,805	5,901	5,895	5,708	5,225	5,042	5,981	0	0	0	0	0	40,557
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	1,011	0	0	0	0	0	7,643
Boardman Road	58	178	95	196	104	81	79	0	0	0	0	0	791
Sadie Peterson Delaney	14	6	34	130	47	31	44	0	0	0	0	0	306
Spanish Language Assistance	50	31	65	35	38	43	26						288
Total	1,096	1,538	1,567	1,647	968	1,052	1,160	0	0	0	0	0	9,028
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	4,780						36,230
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788	4,810						39,516
Calendar Hits - Recite Me	870	649	404	451	387	424	356						3,541
Website Views	31,171	32,629	48,633	34,470	31,093	31,858	32,191						242,045
Total	42,480	45,215	60,036	45,593	42,980	42,891	42,137	0	0	0	0	0	321,332
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	5,014	0	0	0	0	0	31,562
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	1,528	0	0	0	0	0	10,138
Sadie Peterson	35	55	56	74	51	44	42	0	0	0	0	0	357
Total	6,451	5,830	5,665	5,503	5,903	6,121	6,584	0	0	0	0	0	42,057
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	138	160	162	142	134	0	0	0	0	104	1,099
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	134	0	0	0	0	104	1,103
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77	63	73	75	66	66						493
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254	227	252	226	189	232						1,567
Community Engagement	0	0	3	5	1	1	7						17
Non-Library District	8	9	16	15	13	18	11						90
Exams Proctored	28	31	26	22	17	19	20						163
MAP Passes	21	35	49	45	70	82	104						406
Rover Bookmobile Stops	6	7	10	10	8	9	7						57
Total	250	336	331	349	335	318	381	0	0	0	0	0	2,300
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	2,925						21,331
Community Engagement	0	0	58	455	28	16	297						854
Non-Library District	73	118	80	140	125	714	102						1,352
Drop-In Room Use (Adriance)	90	97	156	104	102	92	84						725
Rover Bookmobile	72	109	253	416	178	242	191						1,461
Total	2,217	2,876	4,676	4,887	3,273	4,195	3,599	0	0	0	0	0	25,723
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	15,660	0	0	0	0	0	101,406
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	0	0	0	0	0	71,830
Sadie Peterson Delaney	173	279	260	410	256	252	161	0	0	0	0	0	1,791
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	0	0	0	0	0	175,027
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

	Current Year: 2024				Previous Year: 2023				Compare: '24 to '23		Previous Year: 2022				Compare: '24 to '22	
	Jul	% of Total	YTD	% of Total	Jul	% of Total	YTD	% of Total	Change	% Change	Jul	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	7,179	28.24%	42,558	27.77%	6,512	26.16%	39,881	26.24%	2,677	6.71%	6,546	27.13%	38,875	26.60%	3,683	9.47%
Adult Non-Fiction	3,901	15.35%	25,937	16.92%	3,837	15.42%	26,047	17.14%	-110	-0.42%	3,588	14.87%	25,609	17.52%	328	1.28%
Fiction - Juvenile	7,842	30.85%	41,986	27.39%	7,734	31.07%	40,073	26.36%	1,913	4.77%	6,963	28.85%	35,752	24.46%	6,234	17.44%
Non-Fiction - Juvenile	1,530	6.02%	10,561	6.89%	1,657	6.66%	10,449	6.87%	112	1.07%	1,269	5.26%	8,839	6.05%	1,722	19.48%
Periodicals	222	0.87%	1,273	0.83%	171	0.69%	1,169	0.77%	104	8.90%	180	0.75%	1,161	0.79%	112	9.65%
Periodicals - Juvenile	58	0.23%	246	0.16%	18	0.07%	163	0.11%	83	50.92%	37	0.15%	190	0.13%	56	29.47%
Print Subtotal	20,732	81.55%	122,561	79.96%	19,929	80.07%	117,782	77.49%	4,779	4.06%	18,583	77.01%	110,426	75.56%	12,135	10.99%
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%	3	0.01%	30	0.02%	-14	-46.67%	4	0.02%	38	0.03%	-22	-57.89%
Soundrecordings	470	1.85%	3,208	2.09%	558	2.24%	3,946	2.60%	-738	-18.70%	669	2.77%	4,526	3.10%	-1,318	-29.12%
Videorecordings	3,321	13.06%	22,629	14.76%	3,533	14.20%	25,275	16.63%	-2,646	-10.47%	3,951	16.37%	26,210	17.93%	-3,581	-13.66%
Media	3	0.01%	39	0.03%	1	0.00%	7	0.00%	32	0.00%	0	0.00%	3	0.00%	36	0.00%
Software	14	0.06%	97	0.06%	15	0.06%	58	0.04%	39	67.24%	10	0.04%	29	0.02%	68	234.48%
Equipment/Realia	107	0.42%	496	0.32%	58	0.23%	385	0.25%	111	28.83%	35	0.15%	154	0.11%	342	222.08%
Suppressed Items	47	0.18%	179	0.12%	29	0.12%	132	0.09%	47	35.61%	36	0.15%	146	0.10%	33	22.60%
Videorecordings - Juvenile	472	1.86%	2,520	1.64%	537	2.16%	2,822	1.86%	-302	-10.70%	466	1.93%	2,810	1.92%	-290	-10.32%
Audiorecordings - Juvenile	38	0.15%	238	0.16%	58	0.23%	508	0.33%	-270	-53.15%	99	0.41%	554	0.38%	-316	-57.04%
Media - Juvenile	201	0.79%	1,194	0.78%	150	0.60%	977	0.64%	217	22.21%	110	0.46%	818	0.56%	376	45.97%
Software - Juvenile	16	0.06%	100	0.07%	18	0.07%	72	0.05%	28	38.89%	9	0.04%	33	0.02%	67	203.03%
Non-Print Subtotal	4,689	18.45%	30,716	20.04%	4,960	19.93%	34,212	22.51%	-3,496	-10.22%	5,389	22.33%	35,321	24.17%	-4,605	-13.04%
Total	25,421		153,277	100.00%	24,889		151,994		1,283	0.84%	24,131		146,141		7,530	4.88%



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services

Time Period of Report: Month of July 2024

Focus Activity: Summer Camp at Poughkeepsie Middle School

Intended Outcome(s) of Focus Activity: Having kids get library cards, check out books, read

Manager Observations of Activity and Outcomes: This camp serves children Kindergarten through grade twelve. The director of the camp, Kedaer Parks, reached out to me several months ago to arrange three visits to the camp, (held at Poughkeepsie Middle School), with Rover for the children to have access to books during the summer.

During July, I went for two, two hours sessions. (The third session is schedule for August.) During each two hour session, four groups of children visited the book mobile to choose books to read during the two hour time period or to check them out.

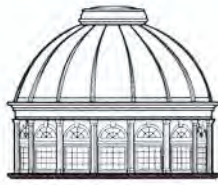
On the second visit, 7/29, Ms Parks had arranged for the older campers to choose books from Rover and then spend the time reading to the younger campers in grades K and grade one. I helped the older children choose picture books that would appeal to the younger campers, and they spent the time reading to small groups of children.

The older campers really enjoyed taking on this role of reading to the younger children. During the two visits I observed the campers enjoying the ability to choose a book of their liking, check out books as well as read to the younger children.

Impact of Activity: The camp director's intention for our visits with the book mobile was to support children's literacy during the summer by giving them the opportunity to choose and read books of their own choosing. We both feel these visits are successful in this goal as well as enjoyable.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 7/30/2024



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: July 2024

Focus Activity: Young Adult Services

Intended Outcome(s) of Focus Activity: Summer Reading statistics for July

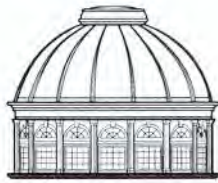
Manager Observations of Activity and Outcomes: This summer, for the first time in many years, we have two new librarians (Anne Messley and Kayleigh Hartnett) running the teen department. They have brought new ideas, a new summer reading program, and a new way of running summer teen programs. Monday through Friday we now have "Teen Drop-In Days", with programs or crafts that run from 9am to 7pm. These programs cover a broad range of topics such as Art, Crafts, Mindfulness, Games, and Tech. These programs are proving to be very successful with the number of attendees for July at 119. I've also heard positive feedback from parents thanking us for having programs that are all day which helps the working parents.

Impact of Activity: For summer reading, the Young Adult department has 76 registrants between ADR and BRD. Between those 76 registrations they have read 27,800 pages in July and have submitted 100 mini book reviews for our teen website.

With the increase in teen participants, circulation statistics have also increased from 2023 to 2024. Checkouts have increased from 412 to 502, renewals from 232 to 297, and items circulated from 644 to 799.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 8/7/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer Network Analyst

Department: Information Technology

Time Period of Report: July 1 - July 31

Focus Activity: All of PPLDs Technology is up and running as expected. Maintained IT infrastructure as needed. Including configuring or removing user accounts, server backups and other typical problems patrons and staff need assistance with. Removed Mac Minis and monitors from Teen Room to repurpose them as needed for FLIP and potential replacement Mac hardware for Charlotte. Increased printing limit in Adriance iCommons from 99 to 200 pages. This will eliminate bottlenecks that occur when patrons print documents that are larger than the previous configuration would allow and then needed staff assistance to get prints. So far tests have gone OK. Unless problems arise will make same change for Boardman. Flips Stats for 2nd quarter 2024. 1,952 Images 1 photos 1,878 slides 73 negatives (35mm) 34 Video 22 Hi8 12 VHS

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

Manager Observations of Activity and Outcomes: Systems are working as expected. Patron and Staff needs appear to be getting met in a timely manner

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

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 8/9/2024