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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, September 25, 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:** Moore and Nichols  
*(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. August 28, 2024 (*T. Lawrence; #092524 – 1*)
  - V. Financial Report(s)
    - A. August 2024 (*R. Gillis; #092524 – 2*)
    - B. Approval of Monthly Warrant (*R. Gillis; #092524 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #092524 – 3*)
    - B. President's Report (*D. Blazek*)
    - C. Board Committee Reports (*Committee Chairs; #092524 – 3.3*)
    - D. Friends of PPLD (*N. Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*N. MacDermott; #092524 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of Policy Revision: #3108 – FOIL Requests (*T. Lawrence; 092524 – 5*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

### **NEXT MONTH'S SCHEDULED MEETING(S)**

Regular Monthly Meeting: Wednesday, October 23, 2024; 7:00 p.m.  
Greenspan Board Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of August 28, 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
- 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 7:12 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:** Executive Session added after Operational Reports for the purpose of discussing personnel matters for specific individuals.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** None.

**III. Board Education:** None.

**IV. Approval of Previous Record/Meeting(s)**

**A. July 31, 2024 (PPLD Document #082824 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of July 31, 2024.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions**

**A. July 2024 Financial Activity Report (PPLD Document #082824 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Gillis reported on transfers, distributions and the receipt of the PILOT. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #082824 – 2.1)**

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

Vouchers 69354 to 69518 in Warrant 20240829 totaling \$230,255.68

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

Vouchers 67805 to 69369 in Warrant 20240815 totaling \$55,993.07

- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** Moore & Nichols

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #082824 – 3)**

- Lawrence reported on: statistics; collection issues; community concern re: Samuel Morse; timeclock issues; and the Big Read.

**B. President’s Report:** None.

**C. Board Committee Reports:** None.

**D. Friends of PPLD:** President Vazquez reported on: the July sale, the August sale; the upcoming September sale; Eleanor Roosevelt collection donated by Gail; Annual Senior Golden Gathering at Arlington High School; Arlington Fair; preparations for the Holiday Sale; Friends Instagram account; and personnel issues;

**Executive Session**

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing personnel matters for specific individuals.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 7:39 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 7:54 p.m.)

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #082824 – 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
Gary Killmer	Network Analyst (FT)	Permanent Appointment	5/19/2024	N/A
Andrew Wilson	Security Guard (FT)	Probationary Appointment	8/26/2024	\$46,952/yr (Step 1)
Kimani Henry	Student Page (PT)	Probationary Appointment	8/29/2024	\$16.00/hr
Diane Daversa	Senior Library Clerk (FT)	Correction of retirement date	9/28/2024	N/A
Henry Barish	Library Assistant (FT)	Probationary Appointment	10/6/2024	\$52,186/yr (Step 1)
Andrew Griemsmann	Library Assistant (FT)	Probationary Appointment	10/6/2024	\$52,186/yr (Step 1)
Steven DeStefano	Library Assistant (FT)	Probationary Appointment	10/6/2024	\$52,186/yr (Step 1)
Derek Allen	Security Guard (FT)	Permanent Appointment <i>With Stipulations</i>	9/1/2024	N/A

- **Moved/Seconded:** Spuhler, Nichols.
- **Discussion:** MacDermott explained each of the actions. Lawrence requested a motion as follows:
  - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the Stipulation of Agreement indicated in PPLD Document # 082824 – 4.1.
  - **Moved/Seconded:** Eagleton, Hogg.

- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **VOTE:** 8 – 0 – 0

**B. Unfinished/Old Business:** None.

**C. New Business:** None.

**VIII. Open Comment**

**A. Board Comment:** Trustee Spuhler reminded the rest of the Board to finish their required training.

**B. Public Comment:** None.

**Adjournment**

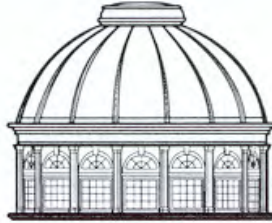
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 8:02 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 25, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District



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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of August 2024 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 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	<b>General Fund Operating:</b> General Fund checking account
A	12020	<b>General Fund Payroll:</b> General Fund Payroll account
A	12023	<b>General Fund Money Market:</b> Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	<b>Credit Card Transactions:</b> Where our credit card activity is recorded
A	12051	<b>Flex 125 Money Market:</b> Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	<b>Petty Cash:</b> \$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	<b>Cash in Machines:</b> Money in the SAM kiosks. It also includes the balances in the registers
A	13800	<b>Accounts Receivable:</b> This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	<b>Due From Other Funds:</b> 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	<b>Accounts Payable:</b> Outstanding obligation for goods received
A	26012	<b>Payroll Liabilities:</b> Entered at year end for salaries earned in this year to be paid next year
A	26020	<b>Flex125 Exchange:</b> Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	<b>Benefits Exchange:</b> Where we book money paid by employees for benefits they pay for
A	26030	<b>General Fund Exchange:</b> 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	<b>Due To Other Funds:</b> 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	<b>State Retirement Accrual:</b> The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	<b>Accrued Interest Payable:</b> 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	<b>Budgeted Revenues:</b> 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	<b>Encumbrances (+PYCF*):</b> 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	<b>Expenditures (+PYCF*):</b> What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	<b>Encumbrance Reserve (+PYCF*):</b> Part of the budgeted money to be spent that is already committed to be spent
A	38670	<b>Compensated Absences Reserve:</b> Where we book the activity incurred when paying departing employees for earned absences
A	39090	<b>Unreserved Fund Balance:</b> Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	<b>Fund Balance (Start of Year:</b> 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	<b>Appropriations Budget (+ PYCF*):</b> This year's budget to spend plus prior year rollover.
A	39800	<b>Revenues Received:</b> The actual revenue received to date

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of August 2024**  
**Financial Activity – Narrative Report**

**General Fund (Fund A; \$4,226,744)**

- Receipts for the month totaled \$320,875 which included a Payment in Lieu of Taxes (PILOT) of \$273,613 from the Town of Poughkeepsie, \$29,286 in E-rate reimbursements, \$2,035 in library charges, \$8,602 in interest, and \$506 in donations.
- Disbursements for the month totaled \$944,745 which included \$793,295 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$284,543
  - McCalley Fund 52,000
  - Swartz Fund 71,342

**Special Revenue Fund (Fund CM; \$685,589)**

- Receipts for the month totaled \$9,547 which included \$4,861 from the Effron Fund’s annual donation, and \$1,647 in interest.
- The receipts for the month also reflect a net increase of \$3,033 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$366,339
  - Occhialino Fund 51,500
  - Lund Fund 25,000

**Capital Fund (Fund H; \$35,276)**

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) \$87
  - Cash from Obligations – BOND Proceeds 514

**Permanent Funds (Fund PN; \$504,568)**

- 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; \$483,001)**

- Receipts for the month included interest of \$1,951.

**GENERAL FUND YEAR-TO-DATE**  
EXPENSE REPORT AUGUST 2024

FOR 2024 08

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	3,174,860.24	562,657.42	1,516,979.29	110,859.47	97.7%
22 Equip & Capital Outl	137,250	137,790	35,178.95	4,868.65	4,282.16	98,328.83	28.6%
30 Materials	498,476	538,498	276,850.95	28,568.80	17,219.99	244,426.89	54.6%
32 Information Services	71,000	71,000	25,992.64	.00	7,841.01	37,166.35	47.7%
50 Operations	1,578,464	1,607,072	898,628.12	118,013.50	311,043.86	397,400.42	75.3%
51 Automation	142,306	143,172	62,242.31	.00	11,544.10	69,385.69	51.5%
91 Employee Benefits	2,484,634	2,485,111	1,790,757.62	230,637.51	448,490.60	245,862.65	90.1%
92 Debt Service	1,341,676	1,341,676	614,587.50	.00	.00	727,088.50	45.8%
<b>GRAND TOTAL</b>	<b>11,056,505</b>	<b>11,127,018</b>	<b>6,879,098.33</b>	<b>944,745.88</b>	<b>2,317,401.01</b>	<b>1,930,518.80</b>	<b>82.7%</b>

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



# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT

### Warrant Summary

WARRANT: 20240815 08/15/2024  
 DUE DATE: 08/15/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses A .7410.000.00.54160 .	Book Binding 769.48	1,435.52
A	A00000	General Fund Expenses A .7410.000.00.54370 .	Professional Fees - G 60.00	2,388.07
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 .7410.000.00.54560 .	Liability Umbrella In 1,314.00	-1,314.00
A	A00000	General Fund Expenses A .7410.000.00.54561 .	Accident Insurance Vo 300.00	100.00
A	A00000	General Fund Expenses A .7410.000.00.54580 .	CYBER SECURITY INSURA 3,960.00	1,040.00
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 261.73	1,809.84
A	A00000	General Fund Expenses A .7410.000.00.59060 .	Medical Insurance 13,510.16	48,570.29
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies 74.99	6,096.25
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- BI 729.60	7,839.48
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash 672.61	308.00
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc 150.00	3,657.17
A	A45000	Youth Services A .7410.450.00.54292 .A218	PROGRAMING-Pough Book 100.00	2,489.02
A	A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 1,079.88	-897.99
A	A71000	Adriance A .7410.710.00.54320 .	Internet Services Adr 3,088.80	-2,348.00
A	A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spo 1,458.74	-6,322.06
A	A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 12,156.94	-35,711.20
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone - Boardman 144.12	320.00
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Services- Bo 1,000.00	-845.28
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities -Boa 5,881.63	-24,320.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	INTERNET SERVICES 124.99	4.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .A203	INTERNET SERVICES-GRE 1,707.18	-6,020.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - 4,109.27	-901.80
<b>FUND TOTAL</b>			<b>55,993.07</b>	
<b>WARRANT SUMMARY TOTAL</b>			<b>55,993.07</b>	
<b>GRAND TOTAL</b>			<b>55,993.07</b>	

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20240829

### Warrant Summary

WARRANT: 20240829 08/29/2024  
 DUE DATE: 08/29/2024

FUND	ORG	ACCOUNT	AMOUNT	AVL BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 4,192.52
A	A00000	General Fund Expenses	A .7410.000.00.52800 .	Furniture,Fixtures & 549.08 17,370.37
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Office & Library Supp 1,886.88 4,777.65
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & Printing 1,065.10 7,581.71
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed/Webinar 284.00 235.56
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance 705.24 -8,100.00
A	A00000	General Fund Expenses	A .7410.000.00.59060 .	Medical Insurance 117,888.77 63,062.41
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimb 4,786.80 -6,137.60
A	A10000	Administration	A .7410.100.00.54292 .A124	Programming Staff Dev 1,446.00 -892.00
A	A10000	Administration	A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM 825.00 165.00
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 53.52 5,789.85
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Fees- BI 13,419.05 7,964.43
A	A20000	Building Services	A .7410.200.00.54390 .	Rental, Repair & Main 338.24 4,670.20
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs 132.85 535.73
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds M 1,100.00 2,880.00
A	A20000	Building Services	A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBI 12,403.96 10,115.92
A	A20300	Greene Services	A .7410.203.02.54100 .	BOOKS 12,180.82 69,377.40
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG: Green, Virtual P 128.28 460.52
A	A30000	Advancement Services	A .7410.300.00.54292 .	Advancement Programmi 690.00 1,210.00
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	Big Read Programming 4,194.40 47,098.87
A	A30000	Advancement Services	A .7410.300.00.54300 .	Advancement Supplies 121.59 335.37
A	A30000	Advancement Services	A .7410.300.00.54330 .	Bulk Mailing Postage 5,007.63 8,375.52
A	A30000	Advancement Services	A .7410.300.00.54340 .	PR & Printing- Rotund 11,164.20 9,950.54
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Fees 3,584.00 1,908.85
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc 2,187.67 3,513.19
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PROGRAMMING -Spanish 1,076.50 4,202.86
A	A41000	Adult Services	A .7410.410.00.54292 .A252	Programming: Library 26.98 544.17
A	A41000	Adult Services	A .7410.410.00.54292 .A253	PRG: Latino Poetry gr 600.00 400.00
A	A41000	Adult Services	A .7410.410.00.54370 .	Professional Fees - A 2,750.00 4,264.00
A	A43000	Borrower Services	A .7410.430.00.54292 .	Programming-Extension 4.07 869.72
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books 529.53 20,084.47
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Collection Serv- Book 13,079.87 -13,079.87
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video 762.82 19,964.68
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio 1,511.36 22,259.85
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe 419.40 3,478.00
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth 1,454.89 756.20
A	A46000	Young Adult Services	A .7410.460.00.54292 .	Programming YA 1,181.50 902.81
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - B 533.65 -925.05
A	A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT 4,319.57 10,388.47

Report generated: 08/28/2024 10:54:22  
 User: Trina Blomquist (tblomquist-martinez)  
 Program ID: apwarrnt

**ACCOUNTS PAYABLE WARRANT REPORT 20240829**

A	A60000	Information Tech	A .7410.600.00.54390 .	Rental, Repair & Main	13.61	2,783.91
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers	309.20	1,704.32
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Serv-Hot Spo	176.25	-6,322.06
A	A71000	Adriance Memorial Lib	A .7410.710.00.54330 .	Postage AML	158.85	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	16.83	-24,320.00
<b>FUND TOTAL</b>					<b>230,255.68</b>	
<b>WARRANT SUMMARY TOTAL</b>					<b>230,255.68</b>	
<b>GRAND TOTAL</b>					<b>230,255.68</b>	

**GENERAL FUND YEAR-TO-DATE**  
**REVENUE REPORT AUGUST 2024**

FOR 2024 08

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 Tax	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	18,104.88	2,035.06	1,895.12	90.5%
42401 Interest Earnings	45,000	45,000	71,242.08	8,602.42	-26,242.08	158.3%
42705 Donations	150,000	155,000	6,805.32	506.26	148,194.68	4.4%
42752 Annual Appeal	30,000	30,000	26,500.00	.00	3,500.00	88.3%
42753 Donations in Kind	81,983	81,983	54,655.28	6,831.91	27,327.72	66.7%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	173,000	340,005.33	273,612.77	-167,005.33	196.5%
42777 E-Rate Income	65,000	65,000	29,543.86	29,286.99	35,456.14	45.5%
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	.00	2,765.00	88.4%
45031 Transfers In	745,659	745,659	790,713.06	.00	-45,054.06	106.0%
<b>GRAND TOTAL</b>	<b>11,056,505</b>	<b>11,061,505</b>	<b>10,779,286.94</b>	<b>320,875.41</b>	<b>282,218.06</b>	<b>97.4%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2024 8

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	Gen. Fund Operational Checking	165,827.49	3,124.81
A	12020	Gen. Fund Payroll Checking	-203,721.83	599.19
A	12023	Gen. Fund Money Market	-505,954.79	2,755,813.50
A	12040	Credit Card Transactions	459.65	2,412.29
A	12051	Flex 125 Money Market	1,683.57	4,894.15
A	12100	Petty Cash	462.56	14,241.05
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	723.16	284,542.96
A	12400	Cash Special Reserve: Swartz	181.31	71,342.24
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	.00	1,074,106.59
<b>TOTAL ASSETS</b>			<b>-540,338.88</b>	<b>4,226,744.34</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-8,107.27
A	26020	Flex125 Exchange	-1,311.15	-4,392.22
A	26021	Benefits Exchange	2,257.26	13,244.31
A	26030	General Fund Exchange	-37.00	-2,045.97
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-84,440.70	-902,203.41
<b>TOTAL LIABILITIES</b>			<b>-83,531.59</b>	<b>-223,051.60</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	11,061,505.00
A	35210	Encumbrances (+ PYCF)	-496,814.92	2,352,729.84
A	35220	Expenditures (+ PYCF)	944,745.88	6,879,098.33
A	38210	Encumbrance Reserve (+ PYCF)	496,814.92	-2,352,729.84
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-210.75	478,519.46
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	210.75	-11,127,018.14
A	39800	Revenues Received	-320,875.41	-10,779,286.94
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>623,870.47</b>	<b>-4,003,692.74</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>540,338.88</b>	<b>-4,226,744.34</b>

**BALANCE SHEET FOR 2024 8**

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	6,507.81	651,308.64
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	3,039.25	34,004.82
	<b>TOTAL ASSETS</b>		<b>9,547.06</b>	<b>685,588.54</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-620,190.87
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-620,190.87</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	790,713.06
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-361,092.78
CM	39800	Revenues	-9,547.06	-495,017.95
	<b>TOTAL FUND BALANCE</b>		<b>-9,547.06</b>	<b>-65,397.67</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-9,547.06</b>	<b>-685,588.54</b>

## BALANCE SHEET FOR 2024 8

FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.31	514.25
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	<b>TOTAL ASSETS</b>		<b>1.31</b>	<b>35,275.99</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-58,098.61</b>
<b>FUND BALANCE</b>				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	22,832.81
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.31	-10.19
	<b>TOTAL FUND BALANCE</b>		<b>-1.31</b>	<b>22,822.62</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-1.31</b>	<b>-35,275.99</b>

**BALANCE SHEET FOR 2024 8**

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
PN	12011	CD 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	3,039.25	386,168.28
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			3,039.25	504,567.74
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-3,039.25	-25,749.89
TOTAL LIABILITIES			-3,039.25	-25,749.89
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-3,039.25	-504,567.74



BALANCE SHEET FOR 2024 8

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	1,951.07	767,692.73
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		1,951.07	483,001.28
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	.00	-317,588.48
	TOTAL LIABILITIES		.00	-317,588.48
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-134,065.82
V	39800	Revenues	-1,951.07	-12,065.98
	TOTAL FUND BALANCE		-1,951.07	-165,412.80
	TOTAL LIABILITIES + FUND BALANCE		-1,951.07	-483,001.28

**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 69524 to 69752 in Warrant 20240926 totaling \$150,917.44

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

Vouchers 69519 to 69601 in Warrant 20240916 totaling \$150,206.64

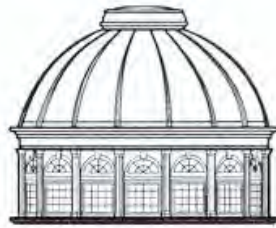
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**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Record of Vote**

	<b>Yea</b>	<b>Nay</b>
Trustee Blazek	_____	_____
Trustee Eagleton	_____	_____
Trustee Ferrer	_____	_____
Trustee Fitzgibbons	_____	_____
Trustee Hogg	_____	_____
Trustee McPhee	_____	_____
Trustee Moore	_____	_____
Trustee Nichols	_____	_____
Trustee Nurre	_____	_____
Trustee Ryan	_____	_____
Trustee Spuhler	_____	_____

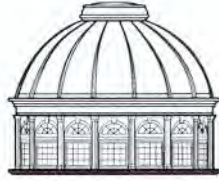


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – SEPTEMBER 2024

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#### Significant Service Changes, Challenges or Accomplishments

- **Big Read:** The Big Read continues to be BIG. Community interest in participation grows every week and registration for related programs is robust with a couple of events already with waiting lists. Free tickets for the summative event, a concert featuring Sweet Honey in the Rock, will be given on Sunday, November 3, at the Bardavon. Tickets are available at the Bardavon Box Office starting October 1.
- **MUNIS:** We continue to develop our use of MUNIS, our fund accounting system. We continue the planning to cut over budget development and modification from Excel to MUNIS but it's a longer process than anticipated.

#### 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. Trustees typically receive an email invitation to the event but since most of you work, there may be few who can attend. However, if you are interested or did not receive an invitation, please let me know ASAP.

#### Collection Development

- Collection development continues as per usual.

#### Buildings

- Boardman Road: We have a new challenge of a patron insisting on charging their e-bike in the Lobby or Men's Bathroom.
- Adriance: We continue to experience failures or obsolescence of features installed fifteen years ago, most recently the controls for the elevator.

#### Staffing

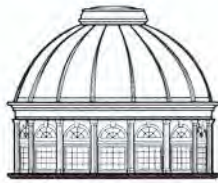
- See Personnel Actions, if applicable.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**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	
	Aug	% of Total	YTD	% of Total	Aug	% of Total	YTD	% of Total	Change	% Change	Aug	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,853	29.02%	49,411	27.93%	7,029	27.86%	46,910	26.47%	2,501	5.33%	6,914	27.05%	38,875	26.60%	10,536	27.10%
Adult Non-Fiction	3,789	16.05%	29,726	16.80%	3,661	14.51%	29,708	16.76%	18	0.06%	3,899	15.26%	25,609	17.52%	4,117	16.08%
Fiction - Juvenile	6,935	29.37%	48,921	27.66%	7,445	29.51%	47,518	26.81%	1,403	2.95%	6,945	27.18%	35,752	24.46%	13,169	36.83%
Non-Fiction - Juvenile	1,412	5.98%	11,973	6.77%	1,513	6.00%	11,962	6.75%	11	0.09%	1,450	5.67%	8,839	6.05%	3,134	35.46%
Periodicals	115	0.49%	1,388	0.78%	161	0.64%	1,330	0.75%	58	4.36%	219	0.86%	1,161	0.79%	227	19.55%
Periodicals - Juvenile	43	0.18%	289	0.16%	32	0.13%	195	0.11%	94	48.21%	54	0.21%	190	0.13%	99	52.11%
<b>Print Subtotal</b>	<b>19,147</b>	<b>81.09%</b>	<b>141,708</b>	<b>80.11%</b>	<b>19,841</b>	<b>78.65%</b>	<b>137,623</b>	<b>77.66%</b>	<b>4,085</b>	<b>2.97%</b>	<b>19,481</b>	<b>76.23%</b>	<b>110,426</b>	<b>75.56%</b>	<b>31,282</b>	<b>28.33%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	7	0.03%	23	0.01%	7	0.03%	37	0.02%	-14	-37.84%	7	0.03%	38	0.03%	-15	-39.47%
Soundrecordings	453	1.92%	3,661	2.07%	515	2.04%	4,461	2.52%	-800	-17.93%	609	2.38%	4,526	3.10%	-865	-19.11%
Videorecordings	3,169	13.42%	25,798	14.58%	3,897	15.45%	29,172	16.46%	-3,374	-11.57%	4,370	17.10%	26,210	17.93%	-412	-1.57%
Media	0	0.00%	39	0.02%	2	0.01%	9	0.01%	30	0.00%	0	0.00%	3	0.00%	36	0.00%
Software	31	0.13%	128	0.07%	8	0.03%	66	0.04%	62	93.94%	17	0.07%	29	0.02%	99	341.38%
Equipment/Realia	45	0.19%	541	0.31%	61	0.24%	446	0.25%	95	21.30%	36	0.14%	154	0.11%	387	251.30%
Suppressed Items	41	0.17%	220	0.12%	43	0.17%	175	0.10%	45	25.71%	29	0.11%	146	0.10%	74	50.68%
Videorecordings - Juvenile	485	2.05%	3,005	1.70%	584	2.31%	3,406	1.92%	-401	-11.77%	564	2.21%	2,810	1.92%	195	6.94%
Audiorecordings - Juvenile	37	0.16%	275	0.16%	42	0.17%	550	0.31%	-275	-50.00%	105	0.41%	554	0.38%	-279	-50.36%
Media - Juvenile	183	0.77%	1,377	0.78%	211	0.84%	1,188	0.67%	189	15.91%	150	0.59%	818	0.56%	559	68.34%
Software - Juvenile	15	0.06%	115	0.07%	16	0.06%	88	0.05%	27	30.68%	29	0.11%	33	0.02%	82	248.48%
<b>Non-Print Subtotal</b>	<b>4,466</b>	<b>18.91%</b>	<b>35,182</b>	<b>19.89%</b>	<b>5,386</b>	<b>21.35%</b>	<b>39,598</b>	<b>22.34%</b>	<b>-4,416</b>	<b>-11.15%</b>	<b>5,916</b>	<b>23.15%</b>	<b>35,321</b>	<b>24.17%</b>	<b>-139</b>	<b>-0.39%</b>
<b>Total</b>	<b>23,613</b>		<b>176,890</b>	<b>100.00%</b>	<b>25,227</b>		<b>177,221</b>		<b>-331</b>	<b>-0.19%</b>	<b>25,556</b>		<b>146,141</b>		<b>31,143</b>	<b>21.04%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2024**

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	21,337	20,850	22,366	21,797	20,568	20,938	25,237	23,613	0	0	0	0	176,706
Digital Content	11,018	10,082	11,395	10,444	10,836	11,140	11,235	11,068	0	0	0	0	87,218
PopUpLibrary	0	5	67	9	3	0	0	0	0	0	0	0	84
<b>Total</b>	<b>32,355</b>	<b>30,937</b>	<b>33,828</b>	<b>32,250</b>	<b>31,407</b>	<b>32,078</b>	<b>36,472</b>	<b>34,681</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>264,008</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,989	3,580	3,615	3,345	3,071	3,059	3,484	3,266	0	0	0	0	27,409
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	2,420	2,153	0	0	0	0	18,061
Sadie Peterson Delaney	77	92	66	71	56	67	77	73	0	0	0	0	579
<b>Total</b>	<b>6,805</b>	<b>5,901</b>	<b>5,895</b>	<b>5,708</b>	<b>5,225</b>	<b>5,042</b>	<b>5,981</b>	<b>5,492</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,049</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	974	1,323	1,373	1,286	779	897	1,011	825	0	0	0	0	8,468
Boardman Road	58	178	95	196	104	81	79	63	0	0	0	0	854
Sadie Peterson Delaney	14	6	34	130	47	31	44	46	0	0	0	0	352
Spanish Language Assistance	50	31	65	35	38	43	26	37					325
<b>Total</b>	<b>1,096</b>	<b>1,538</b>	<b>1,567</b>	<b>1,647</b>	<b>968</b>	<b>1,052</b>	<b>1,160</b>	<b>971</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,999</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	5,717	5,614	4,937	5,091	5,270	4,821	4,780	3,384					39,614
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788	4,810	5,245					44,761
Calendar Hits - Recite Me	870	649	404	451	387	424	356	290					3,831
Website Views	31,171	32,629	48,633	34,470	31,093	31,858	32,191	31,171					273,216
<b>Total</b>	<b>42,480</b>	<b>45,215</b>	<b>60,036</b>	<b>45,593</b>	<b>42,980</b>	<b>42,891</b>	<b>42,137</b>	<b>40,090</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>361,422</b>
<b>PUBLIC COMPUTER &amp; WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,872	4,432	4,173	3,987	4,497	4,587	5,014	4,647	0	0	0	0	36,209
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	1,528	1,555	0	0	0	0	11,693
Sadie Peterson	35	55	56	74	51	44	42	82	0	0	0	0	439
<b>Total</b>	<b>6,451</b>	<b>5,830</b>	<b>5,665</b>	<b>5,503</b>	<b>5,903</b>	<b>6,121</b>	<b>6,584</b>	<b>6,284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48,341</b>
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	132	127	138	160	162	142	134	132	0	0	0	104	1,231
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
<b>Total</b>	<b>132</b>	<b>129</b>	<b>139</b>	<b>160</b>	<b>163</b>	<b>142</b>	<b>134</b>	<b>132</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>1,235</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	73	77	63	73	75	66	110	82					619
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	187	254	227	252	226	189	232	191					1,758
Community Engagement	0	0	3	5	1	1	7	11					28
Non-Library District	8	9	16	15	13	18	11	16					106
Exams Proctored	28	31	26	22	17	19	20	22					185
MAP Passes	21	35	49	45	70	82	104	134					540
Rover Bookmobile Stops	6	7	10	10	8	9	7	14					71
<b>Total</b>	<b>250</b>	<b>336</b>	<b>331</b>	<b>349</b>	<b>335</b>	<b>318</b>	<b>381</b>	<b>388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,688</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	1,982	2,552	4,129	3,772	2,840	3,131	2,925	2,958					24,289
Community Engagement	0	0	58	455	28	16	297	9,485					10,339
Non-Library District	73	118	80	140	125	714	102	110					1,462
Drop-In Room Use (Adriance)	90	97	156	104	102	92	84	85					810
Rover Bookmobile	72	109	253	416	178	242	191	443					1,904
<b>Total</b>	<b>2,217</b>	<b>2,876</b>	<b>4,676</b>	<b>4,887</b>	<b>3,273</b>	<b>4,195</b>	<b>3,599</b>	<b>13,081</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,804</b>
<b>GENERAL ATTENDANCE (2024)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	0	0	0	0	115,537
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	0	0	0	0	82,703
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	0	0	0	0	2,014
<b>Total - 2024</b>	<b>23,087</b>	<b>24,289</b>	<b>26,018</b>	<b>26,737</b>	<b>23,784</b>	<b>24,273</b>	<b>26,839</b>	<b>25,227</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,254</b>
<b>GENERAL ATTENDANCE (2023)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	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
<b>Total - 2023</b>	<b>20,975</b>	<b>22,256</b>	<b>25,076</b>	<b>22,912</b>	<b>23,654</b>	<b>24,258</b>	<b>24,512</b>	<b>26,205</b>	<b>21,432</b>	<b>26,100</b>	<b>26,063</b>	<b>20,483</b>	<b>283,926</b>



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Alison Francis, Youth Outreach Coordinator

**Department:** Youth Services

**Time Period of Report:** August 2024

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**Focus Activity:** teen outreach event at the Saving Our Tomorrow Youth Summit at DCC

**Intended Outcome(s) of Focus Activity:** To inform teens who live in the area about the Library's programs and resources available to them to support their academic and recreational needs.

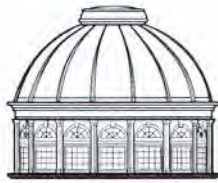
**Manager Observations of Activity and Outcomes:** Jasmine Clay, the founder of the group, Saving Our Tomorrow, which is housed in the Family Partnership building, invited us to table at their Youth Summit at Dutchess Community College. This event showcased local organizations geared towards supporting teen development. Community organizations had tables of information for teens and their families about their services. Teen Librarian Anne Messley represented the Library at the summit on Thursday, August 2nd, where she made available materials about the programs, resources, and volunteer opportunities geared towards teens that are available at the Library's branches.

**Impact of Activity:** Ms. Messley reported that it was a wonderful event to attend. The Summit had valuable speakers. In her words, she felt that the participants "left with a better understanding of how the world works and were motivated to work harder academically."

She felt it was a worthwhile event to attend to reach teens outside the Library, and that we should attend again if invited in the future.

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

**Date of Report:** 8/28/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Branch and Extension Services

**Time Period of Report:** August/September 2024

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**Focus Activity:** Though there are many projects in the works, my report focus is on programs at SPD.

**Intended Outcome(s) of Focus Activity:** Collectively, the programming librarians and I have been working diligently to bring programs into the Family Partnership space. We have put together some after hours programs for the Big Read in October. These programs will be held in the SPD Library after hours, and some in the auditorium of the FPC. We have also scheduled some regular monthly programs, panel discussions and author talks. In addition, we are now starting to fill in the display case with local artists. All this activity will hopefully bring about the library's consistent use by patrons.

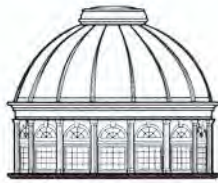
**Manager Observations of Activity and Outcomes:** Our program registration so far for new September programs is encouraging, though I'm hoping to get better sign up for Saturday programs. Hopefully, the Big Read will be a good introduction to the SPD Library for many patrons.

**Impact of Activity:** These next few months will help us determine future programming needs.

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

**Date of Report:** 9/6/2024





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Gary Killmer, Network Analyst

**Department:** Information Technology

**Time Period of Report:** August 1st - August 31th

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**Focus Activity:** All of PPLDs Technology is up and running as expected. Successfully tested increased page printing limit (100- 200 pages) at Adriance and Boardman for Toshiba printers. This will eliminate bottleneck for printing services at these public printers that often required IT intervention to help people print larger jobs. Removed iMac Minis from Teen room due to lack of usage. They will be repurposed as a staff PC and for scanning needs. HD monitors will be reused as well. Supported staff 3D printing needs for programs Ordered and Received new server which will replace our aging domain server. Replaced color printer at Reference Desk that had begun to fail. Replacement parts were too much to consider repair. Worked with Comprise to resolve Sam software glitch which caused patron login issues Ordered spare cables and chargers for hotspots so that there was no holdup getting them back into circulation Due to the upcoming discontinuance of SMTP started process of using App passwords for gmail accounts attached to devices

**Intended Outcome(s) of Focus Activity:** Each of these activities will provide better service to patrons and staff by streamlining processes and removing delays and bottlenecks.

**Manager Observations of Activity and Outcomes:** One of our frequent patrons that has over 100 pages to print was able to print his documents without requiring IT support freeing IT staff to work on other projects and not holding up printer.

The repurposing of the iMac Minis is in process. When completed staff will have more up to date technology to help them complete their assignments.

The Reference desk printer replacement was appreciated by staff and there hasn't been any further complaints about print quality.

Printing some 3D items for upcoming programs was appreciated by staff.

The server replacement is proactive since the current server has been running quite reliably. We are in the early stages of getting it prepared for go live with no downtime expected.

The Sam software login glitch was resolved by Comprise. This prevented further issues when it came time for a patron to print a document and they were unable to do so.

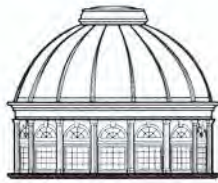
Although we just purchased the new cables and charging blocks for the Hotspots it is a fact that it will help improve turnaround time rather than having to scrounge for replacement parts

The transition to an App password for our Gmail accounts has occurred with out any complications. There are still more to do in the coming weeks.

**Impact of Activity:** The changes, updates and planning have helped staff and patrons better utilize their time while visiting the library.

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

**Date of Report:** 9/9/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Michele Muir, Development Officer

**Department:** Advancement

**Time Period of Report:** August 2024

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**Focus Activity:** Big Read / Professional Development for Teachers and Instructors

**Intended Outcome(s) of Focus Activity:** August was the unofficial start of the 2024 Poughkeepsie Big Read, "Recognizing 60 Years of the Civil Rights Act," and the ideal time to hold our Professional Development program for teachers. In partnership with The Art Effect, "Understanding through Empathy: Teaching Stories of Civil Rights Struggles" was held as an all-day session on August 20. Forty-three teachers and community members registered, representing our biggest school districts, and drawing two members from Putnam County and a Nyack High School teacher. Keynote speaker, Ernest Henry, a 1st Ward Councilman for the City of Poughkeepsie, shared his personal story as it related to that of Anthony Ray Hinton, author of our Big Read key book, *The Sun Does Shine: How I Fine Life and Freedom on Death Row*.

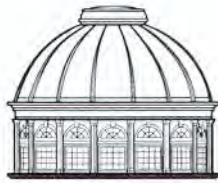
PPLD Librarians reviewed books for the Teen Read and the Little Read, which this year includes 12 picture/story books and a young reader version of *The Sun Does Shine*. Teachers discussed the book choices, ordered additional books, and heard that we would bring Andrew Aydin, author of *Run: Book One* and Lesa Cline-Ransome, author of *The Power of Her Pen*, to select schools for assemblies and class visits. The third segment of the day was for break-out sessions, *Illustrating Empathy* (how to create and illustrate a graphic novel) and *Animating Civil Rights* (how to make short animated videos).

**Manager Observations of Activity and Outcomes:** One of the most heard comments and interest was in "enabling students to empathize with others' life experiences and explore how/why inequality based on difference exists." Discussed also was how children, teens and students of all ages "source" their information.

**Impact of Activity:** This year's Big Read topic of civil rights, social justice and empathy is a great fit for these times, as our country focuses on a very important and different Presidential Election year.

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

**Date of Report:** 9/10/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Adult Services

**Time Period of Report:** August 2024

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**Focus Activity:** Local History Programming

**Intended Outcome(s) of Focus Activity:** Continue to provide illuminating programming to PPLD patrons regarding Poughkeepsie and other lesser known local history stories from the region.

**Manager Observations of Activity and Outcomes:** PPLD Historian Shannon Butler launched a new walking tour this summer, covering the Dwight-Hooker Historic District. This tour is in addition to the Academy Street and Poughkeepsie Rural Cemetery walking tours, which she continues to offer.

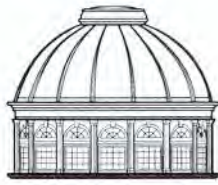
We also brought in Zachary Veith from the Staatsburg Historic site to give a lecture regarding the legacy of slavery & segregation on the Staatsburg estate and hamlet during the nineteenth and 20th centuries.

**Impact of Activity:** The Walking Tours remain some of our most popular programming, typically filling up within minutes of registration opening. Residents old and new in Poughkeepsie are excited to learn the histories of some of our most beautiful homes, and it helps connect neighbors and communities.

The issues of slavery and segregation have been historically overlooked topics in our region, but one that has been getting increasing attention in recent years, as local historians work to create a fuller picture of life in the Hudson Valley for all its residents. It's important to embrace the whole history of the area, good and bad, and this topic can be eye opening for a surprising amount of New Yorkers, who may not have considered these to be local issues.

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

**Date of Report:** 9/12/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Borrower and Technical Services

**Time Period of Report:** July and August

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**Focus Activity:** Fully staffing circulation desks at branches and bookmobile

**Intended Outcome(s) of Focus Activity:** Provide patrons with reliable customer service

**Manager Observations of Activity and Outcomes:** Borrower Services: The summer months have been busy as we make sure all of our circulation desks are fully staffed while staff members are off for various reasons, including vacations. The flexibility of our staff has been important to make sure we provide good customer service to our patrons. Our staff has had a busy summer helping with outreach activities on Rover.

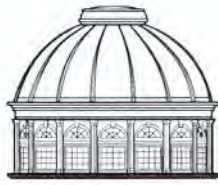
Technical Services: The focus here has been to process the materials ordered by librarians in a timely manner. The Technical Services staff know their jobs. I plan to meet with staff members to get to know their responsibilities in this area. There is a lot that happens behind the scenes!

The fall is fast approaching and we have a number of changes coming with people moving on to other endeavors or new people joining the staff.

**Impact of Activity:** It's been challenging to get to know everyone and understand the rhythms of how the library district works, but I'm getting to know the district. We will continue to work together to make sure our patrons' needs are met at the circulation desk.

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

**Date of Report:** 9/12/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Youth Services

**Time Period of Report:** August 2024

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**Focus Activity:** Summer Reading

**Intended Outcome(s) of Focus Activity:** Comparison of the Poughkeepsie Summer Reading Program from 2023 to 2024

**Manager Observations of Activity and Outcomes:** Summer reading program registrations for youth under 12 years old had a slight decrease from 550 to 537. Although registration decreased, overall participation increased with the amount of reading time increasing from 283,500 minutes to 306,750 minutes. Our teen summer reading program showed a 110% increase of participants from 40 to 84!

The children's department conducted 154 programs this summer as opposed to 162 last summer. Our overall program attendance for children's programming increased to 2,321 from 2,288.

Teen programming increased from 28 to 56 and attendance increased from 108 in 2023 to 221 in 2024.

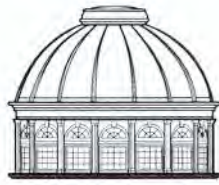
Our summer lunch program handed out 548 lunches this summer. While I don't have the overall numbers for 2023, the July year to year for lunches was an increase from 210 to 387.

Our end of summer celebration welcomed 152 children in the Adriance children's room for crafts, games and ice cream.

**Impact of Activity:** It was a successful and busy summer at PPLD. I did receive one piece of feedback from a 9-year-old patron who wrote me a letter asking us to provide separate prizes for Adriance and Boardman.

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

**Date of Report:** 9/12/2024



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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

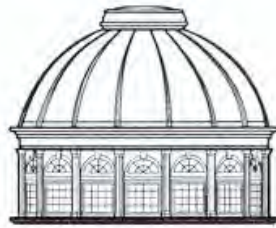
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### MANAGER'S MONTHLY REPORT

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*Participants in this year's Big Read professional development for teachers.*



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports**

<b>Meeting:</b> Personnel Committee		<b>Date:</b> Monday, September 16, 2024
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Chip Hogg, Chair <input type="checkbox"/> Jim Nurre <input type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Nick MacDermott, Human Resources Officer <input type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
<b>Minutes Prepared By:</b> T. Lawrence		

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

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

- **Update on New Human Resources Officer Tasks:** Lawrence and MacDermott advised the Committee on the following:
  - Summary of Changes to Protocols: MacDermott proposed to the Committee that intermittent FMLA (IFLMA) leaves need not go the Board for approval but that those involving unpaid leave would. However, Administration would advise the Committee of incidents of the granting of IFMLA. The Committee concurred with this modification to protocol. When an unpaid FMLA is recommended to the Board, the Employee Number will be used and not the name.
  - Summary of Changes to Disciplinary Protocol: The Committee discussed the current protocols with regards to employee discipline. Again, the Committee will be advised of pending and meted discipline but will only forward to the Board disciplinary action which requires their approval. At the meeting, it was decided to again use only an Employee Number and not the name. **Post Meeting Note:** New York State Public Officers Law has been modified such that when the Board of Trustees implements a course of discipline in which the employee is found guilty or admits to guilt, the discipline is subject to FOIL.
- **Personnel Policies:** The Committee did an initial review of all the Library District personnel policies. Lawrence will send the current versions to counsel for review and recommendation before them being returned to the Committee for final review.
- **Organizational Climate Survey:** The Committee had a preliminary conversation about the feasibility of conducting a survey in the new year. A sample survey, from the Greater New Orleans Foundation, is attached. The sample is expansive but can serve as a model for a Library District survey.

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

- Nothing at this time.

**3. Upcoming Agenda Items:**

- Leadership transition planning.
- 2025 CSEA-exempt salary recommendations.
- Organizational climate survey.

The meeting adjourned at 7:55 pm.

**Next Scheduled Committee Meeting Date**

TBD

Greenspan Board Room, Adriance Memorial Library  
(date, time, 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
Alex Nivel	Page (PT)	Probationary Appointment	9/26/2024	\$21.62/hr
Isabel Ramirez-Pagan	Library Assistant (PT)	Permanent Appointment	10/20/2024	N/A
Rukhshan Haque	Library Clerk (PT)	Probationary Appointment	10/22/2024	\$22.42/hr
Paris Newmaster	Library Clerk (PT)	Probationary Appointment	10/22/2024	\$22.42/hr
Julie Hayes	Page (PT)	Reclass from Student Library Worker to Page	9/28/2024	\$21.62/hr
Diana Carroll	Page (PT)	Reclass from Student Library Worker to Page	9/28/2024	\$21.62/hr

**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**  
Approval of Action on Policies: FOIL Requests

**Recommended By** Library Director

**Current Situation** Administration was notified by counsel of a change to the Freedom on Information Law which will require the Library District to provide employee disciplinary information if requested on a FOIL. According to counsel, disclosure would be permitted only upon the finding of guilt which is “typically a result of a Section 75 or similar type hearing, a settlement agreement where the individual admitted guilt, or possibly an internal investigation into misconduct such as sexual harassment. This would not include counseling memos.”

Governor Kathy Hochul recently signed into law A.6146-B/S.5500-B, which amends Public Officers Law § 87 to require public entities, including libraries, to establish a policy for notifying public employees when their disciplinary records are requested under the Freedom of Information Law (FOIL).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #3108 – FOIL Requests, as reflected in PPLD Document #092524 – 5A.

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**Motion** Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

**FOIL (FREEDOM OF INFORMATION LAW) REQUESTS**

The Poughkeepsie Public Library District, as a New York State governmental entity, complies as required by law, with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

A person may request information and records available to the public by using the Request for Access to Public Records form (attached) and using the following procedures:

- Direct the request to the following address: Administrative Office - Records Request. Poughkeepsie Public Library District, 93 Market Street, Poughkeepsie, NY 12601.
- Specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, then they must be specified.
- **If the Library District receives a request for an employee's disciplinary records, the employee will be notified in a timely fashion.**
- Reimburse the Library the actual costs for reproducing and certifying (if requested) the records. The following fees shall be charged:
  - \$0.25 per page not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record.
  - The Library, upon notice to the individual requesting the record, may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare the copy, and will charge such amount only if at least two hours of Library employee time is needed to prepare the record.
  - The Library may also, upon notice to the individual requesting the record, charge the actual cost of engaging an outside professional service to prepare a copy of the record.

If the records can be scanned and transmitted via email, and doing so will not involve any additional effort to an alternate method of responding by the Library, then the Library will transmit the records via email and will not charge a fee. However, if more than two hours of employee time is needed to prepare an electronic record, upon notice to the person requesting the record, the Library may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare a copy of the requested record.

The Records Access Officer shall respond to a written request within five (5) business days or sooner if possible. If additional time is necessary, the Library will provide written acknowledgement of receipt of the request and a statement of the approximate date when such request will be granted or denied.

Records shall be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

Any person denied access to a record may appeal, in writing, within thirty days to the President of the Board of Trustees.

Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government  
 One Commerce Plaza  
 99 Washington Avenue, Suite 650  
 Albany, NY 12231  
 (518) 474-2518

# CLIENT ADVISORY MEMO

FOR LIBRARY CLIENTS

SEPTEMBER 20, 2024

## NEW LAW REFORMS PUBLIC OFFICERS LAW

Governor Kathy Hochul recently signed into law A.6146-B/S.5500-B, which amends Public Officers Law § 87 to require public entities, including libraries, to establish a policy for notifying public employees when their disciplinary records are requested under the Freedom of Information Law (FOIL).

Under this new law:

- **Policy Requirement:** Libraries must adopt a formal policy (or add language to its existing policy) that ensures public employees are notified whenever the agency responds to a FOIL request for their disciplinary records. Agencies can use the following language: “If the Library receives a request for an employee’s disciplinary records, the employee will be notified in a timely fashion.” As the statutory amendment went into effect immediately upon the Governor’s signing, we recommend adopting such policy language as soon as possible.
- **Employee Notification:** The library is obligated to notify any employee whose disciplinary records have been disclosed under FOIL. The notification does not have to happen before the records are disclosed.
- **Scope of Coverage:** The law does not explicitly define “public employee,” leaving it unclear whether the notification requirement extends to former employees. However, the Committee on Open Government has advised that courts have previously ruled FOIL amendments, including those enacted in 2020, apply equally to current and former employees. Therefore, libraries should follow this precedent when determining the scope of the notification requirement.

Additionally, it is important to note that this law does not change what documents must be disclosed, or may be withheld, under FOIL.