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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, October 23, 2024  
Greenspan Board Room – Adriance Memorial Library  
93 Market Street, Poughkeepsie, NY  
Meeting Will Run From 7:00 p.m. until 8:15 p.m.

**Trustees Reviewing Warrants:** Nichols and Nurre  
*(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. September 25, 2024 (*T. Lawrence; #102324 – 1*)
  - V. Financial Report(s)
    - A. September 2024 (*R. Gillis; #102324 – 2*)
    - B. Approval of Monthly Warrant and Transfers (*R. Gillis; #102324 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #102324 – 3*)
    - B. President's Report (*D. Blazek*)
    - C. Board Committee Reports (*Committee Chairs; #102324 – 3.3*)
    - D. Friends of PPLD (*N. Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*N. MacDermott; #102324 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of Revised 2024 Budget (*P. Ryan; #102324 – 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, November 20, 2024; 7:00 p.m.  
Greenspan Board Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of September 25, 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:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Hogg, Ryan.
- **VOTE:** 11 – 0 – 0

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

**III. Board Education:** None.

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

**A. August 28, 2024 (PPLD Document #092524 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 28, 2024.
- **Moved/Seconded:** Nichols, Spuhler
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

**V. Approval of Financial Actions**

**A. August 2024 Financial Activity Report (PPLD Document #092524 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2024 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Gillis recommended that the supplement to the Lund Fund be deposited into the CM Fund and the Board consented.
- **VOTE:** 11 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #092524 – 2.1)**

- **Motion:** 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

- **Moved/Seconded:** Nichols, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Next Month's Warrant Review:** Nurre & Nichols

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #092524 – 3)

- Vredenburg reported on: increased programming at SPD; Big Read; Dan Slepian in January; security at the Family Partnership; and the Vassar Warner home.
- Torres share about: Summer Reading Program; steady program attendance; visits from Summer Camps; new programming; and new staff.
- Lawrence reported on: Big Read challenges; authors; app for website; transitioning from EventKeeper to Library Marketplace; Map Passes to stay on EK; Trustee opening on Town ballot; the Preservation League; Vassar Nurses Alumni's collection of papers to be preserved; United Way Breakfast; Elevator software update; and patron issues at BRD.

**B. President's Report:** The Latvian National Library has an enormous People's Bookshelf that displays and allows to be borrowed books donated by each citizen. She would like to find a way to do something along those lines, but less space consuming, for our community.

### C. Board Committee Reports (PPLD Document #092524 – 3.3)

1. **Personnel Committee:** Chairperson Hogg reported on committee discussions on: confidentiality around FMLA and disciplinary actions; policies; and climate survey.

**D. Friends of PPLD:** President Vazquez reported on: August sales figures; white table display for Big Read; the Holiday Sale Early Bird tickets; the Golden Gathering; a lunch for Gail on 11/18; Krieger School event; the Friend's bylaws; and Adriance Honors.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #092524 – 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
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

- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

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

### C. New Business:

#### 1. Approval of Action on Policies: FOIL Requests (PPLD Document #092524 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lawrence explained the need for the change. Some discussion ensued.

- **VOTE:** 11 – 0 – 0

**VIII. Open Comment**

**A. Board Comment:** None.

**B. Public Comment:** None.

**Adjournment**

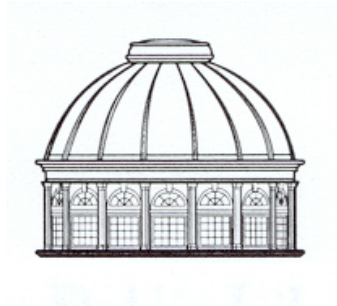
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Time of Adjournment:** 8:10 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 23, 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 September 2024 Financial Activity

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

**General Fund (Fund A; \$3,544,293)**

- Receipts for the month totaled \$16,568 which included \$2,823 in library charges, \$6,871 in interest, and \$42 in donations.
- Disbursements for the month totaled \$754,917 which included \$583,725 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$285,225
  - McCalley Fund 52,000
  - Swartz Fund 71,513

**Special Revenue Fund (Fund CM; \$690,123)**

- Receipts for the month totaled \$4,534 which included \$1,561 in interest.
- The receipts for the month also reflect a net increase of \$2,573 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; \$35,277)**

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) \$87
  - Cash from Obligations – BOND Proceeds 515

**Permanent Funds (Fund PN; \$507,541)**

- 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; \$484,841)**

- Receipts for the month included interest of \$1,840.

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

FOR 2024 09

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	3,558,935.70	384,075.46	1,135,114.68	108,648.62	97.7%
22 Equip & Capital Outl	137,250	137,790	35,649.18	470.23	6,499.31	95,641.45	30.6%
30 Materials	498,476	538,498	322,355.04	45,504.09	14,617.29	201,525.50	62.6%
32 Information Services	71,000	71,000	29,113.65	3,121.01	4,720.00	37,166.35	47.7%
50 Operations	1,578,464	1,607,072	1,020,725.23	122,097.11	271,559.24	314,787.93	80.4%
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	1,994,277.36	199,649.22	316,791.65	174,041.86	93.0%
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>7,637,885.97</b>	<b>754,917.12</b>	<b>1,760,846.27</b>	<b>1,728,285.90</b>	<b>84.5%</b>

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



# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT

### Warrant Summary

WARRANT: 20240916 09/16/2024  
 DUE DATE: 09/16/2024

FUND	ORG	ACCOUNT	AMOUNT	AVL BUDGET
A	A00000	General Fund Expenses A .7410.000.00.54530 .A204	Rental-Staff Parking( 274.70	703.60
A	A00000	General Fund Expenses A .7410.000.00.54530 .A222	Rental-Staff Parking 800.00	1,900.00
A	A00000	General Fund Expenses A .7410.000.00.54530 .A224	Rental Of Quarters-Po 1,114.25	661.45
A	A00000	General Fund Expenses A .7410.000.00.54694 .	Other Operational Exp 665.00	-565.00
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 230.41	1,809.84
A	A00000	General Fund Expenses A .7410.000.00.59060 .	Medical Insurance 127,080.41	73,655.11
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bl 654.60	7,835.45
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash 672.61	308.00
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance 1,078.45	-897.99
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .	Internet Services Adr 3,275.00	-2,348.00
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .A235	Internet Serv-Hot Spo 1,177.54	-6,322.06
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone - Boardman 144.18	320.00
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Services- Bo 1,037.08	-845.28
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities -Boa 5,803.27	-24,320.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	INTERNET SERVICES 124.99	-247.94
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 - 3,881.97	-901.80
<b>FUND TOTAL</b>			<b>150,206.64</b>	
<b>WARRANT SUMMARY TOTAL</b>			<b>150,206.64</b>	
<b>GRAND TOTAL</b>			<b>150,206.64</b>	

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20240926

### Warrant Summary

WARRANT: 20240926 09/26/2024  
 DUE DATE: 09/26/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB 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 .	FF&E General 86.20 17,370.37
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li 1,320.51 4,425.19
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & Printing 1,662.20 6,081.71
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed/Webinar 49.00 186.56
A	A00000	General Fund Expenses	A .7410.000.00.54692 .	Other Oper-Water 2,227.23 217.88
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance 705.24 -8,100.00
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimb 4,786.80 -7,011.10
A	A10000	Administration	A .7410.100.00.54292 .A125	PRG MAP Passes 825.00 -660.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Fees - A 800.00 400.00
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies 1,088.22 8,789.85
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Fees- BI 128.98 7,735.45
A	A20000	Building Services	A .7410.200.00.54390 .	Rental, Repair & Main 1,216.40 3,695.60
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs 13.49 322.82
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds M 896.11 2,900.00
A	A20000	Building Services	A .7410.200.00.54730 .	Vehicle Maintenance 1,000.00 2,101.18
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene 14,724.87 55,868.30
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P 128.28 460.52
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read 30,596.21 -2,724.17
A	A30000	Advancement Services	A .7410.300.00.54340 .	PR & Printing- Rotund 1,735.04 9,075.54
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Fees 39.00 2,053.85
A	A41000	Adult Services	A .7410.410.00.54132 .	Microforms 5,523.00 77.00
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv 1,403.01 17,604.35
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services 1,539.95 2,487.22
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish 1,279.55 3,673.31
A	A41000	Adult Services	A .7410.410.00.54292 .A253	PRG: Latino Poetry gr 500.00 100.00
A	A42000	Technical Services	A .7410.420.00.54300 .	Technical Ser Supplie 476.67 2,065.50
A	A43000	Borrower Services	A .7410.430.00.54292 .	PRG Extension Service 503.63 895.16
A	A43000	Borrower Services	A .7410.430.00.54300 .	Borrower Ser Supplies 68.95 10,328.63
A	A44000	Collection Service	A .7410.440.00.54100 .	Books 6,140.65 13,848.47
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Books: Digital 8,613.27 -21,693.14
A	A44000	Collection Service	A .7410.440.00.54110 .	Video & Films 1,057.76 18,920.87
A	A44000	Collection Service	A .7410.440.00.54110 .A211	Video & Films: Digita 6,347.11 10,417.25
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio 729.64 21,530.21
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe 512.60 3,608.00
A	A45000	Youth Services	A .7410.450.00.54291 .	Databases: Youth Serv 1,718.00 2,062.00
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services 2,890.23 2,638.30
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth ( 587.78 3,064.73
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Serv 442.04 857.15
A	A50000	Business Office	A .7410.500.00.54300 .	Ink & Toner 594.35 5,136.79

Report generated: 09/24/2024 10:58:45  
 User: Trina Blomquist (tblomquist-martinez)  
 Program ID: apwarrnt

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20240926

A	A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - B	22,419.97	-8,650.05
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	384.03	7,701.09
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Fees- So	3,243.81	11,536.31
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: ADR	463.80	1,704.32
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .	Fuel & Utilities AML	13,302.76	-35,711.20
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	1,903.99	351.21
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities -Boa	35.98	-24,320.00
				<b>FUND TOTAL</b>	<b>150,917.44</b>	
				<b>WARRANT SUMMARY TOTAL</b>	<b>150,917.44</b>	
				<b>GRAND TOTAL</b>	<b>150,917.44</b>	

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

FOR 2024 09

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	20,927.65	2,822.77	-927.65	104.6%
42401 Interest Earnings	45,000	45,000	78,113.21	6,871.13	-33,113.21	173.6%
42705 Donations	150,000	155,000	6,847.24	41.92	148,152.76	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	61,487.19	6,831.91	20,495.81	75.0%
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	.00	-167,005.33	196.5%
42777 E-Rate Income	65,000	65,000	29,543.86	.00	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>10,795,854.67</b>	<b>16,567.73</b>	<b>265,650.33</b>	<b>97.6%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2024 9

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	Gen. Fund Operational Checking	119.78	3,244.59
A	12020	Gen. Fund Payroll Checking	-250.48	348.71
A	12023	Gen. Fund Money Market	-681,042.94	2,074,770.56
A	12040	Credit Card Transactions	-1,157.51	1,254.78
A	12051	Flex 125 Money Market	-1,253.38	3,640.77
A	12100	Petty Cash	280.22	14,521.27
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	682.12	285,225.08
A	12400	Cash Special Reserve: Swartz	171.03	71,513.27
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	.00	1,074,106.59
<b>TOTAL ASSETS</b>			<b>-682,451.16</b>	<b>3,544,293.18</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-8,107.27
A	26020	Flex125 Exchange	1,262.39	-3,129.83
A	26021	Benefits Exchange	322.00	9,695.79
A	26030	General Fund Exchange	-7.00	-2,052.97
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-57,475.62	-959,679.03
<b>TOTAL LIABILITIES</b>			<b>-55,898.23</b>	<b>-282,820.35</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	11,061,505.00
A	35210	Encumbrances (+ PYCF)	-556,554.74	1,796,175.10
A	35220	Expenditures (+ PYCF)	754,917.12	7,637,885.97
A	38210	Encumbrance Reserve (+ PYCF)	556,554.74	-1,796,175.10
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	478,519.46
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	.00	-11,127,018.14
A	39800	Revenues Received	-16,567.73	-10,795,854.67
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>738,349.39</b>	<b>-3,261,472.83</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>682,451.16</b>	<b>-3,544,293.18</b>

**BALANCE SHEET FOR 2024 9**

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	1,561.35	652,869.99
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	2,972.79	36,977.61
	<b>TOTAL ASSETS</b>		<b>4,534.14</b>	<b>690,122.68</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	-4,534.14	-499,552.09
	<b>TOTAL FUND BALANCE</b>		<b>-4,534.14</b>	<b>-69,931.81</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-4,534.14</b>	<b>-690,122.68</b>

## BALANCE SHEET FOR 2024 9

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	1.23	515.48
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	<b>TOTAL ASSETS</b>		<b>1.23</b>	<b>35,277.22</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	-1.23	-11.42
	<b>TOTAL FUND BALANCE</b>		<b>-1.23</b>	<b>22,821.39</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-1.23</b>	<b>-35,277.22</b>

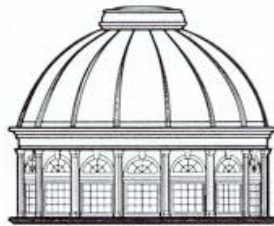
**BALANCE SHEET FOR 2024 9**

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	2,972.79	389,141.07
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			<b>2,972.79</b>	<b>507,540.53</b>
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-2,972.79	-28,722.68
TOTAL LIABILITIES			<b>-2,972.79</b>	<b>-28,722.68</b>
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			<b>.00</b>	<b>-478,817.85</b>
TOTAL LIABILITIES + FUND BALANCE			<b>-2,972.79</b>	<b>-507,540.53</b>



## BALANCE SHEET FOR 2024 9

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	1,840.36	769,533.09
V	13910	Due From Other Funds	.00	-284,691.45
	<b>TOTAL ASSETS</b>		<b>1,840.36</b>	<b>484,841.64</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	.00	-317,588.48
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-317,588.48</b>
<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	-1,840.36	-13,906.34
	<b>TOTAL FUND BALANCE</b>		<b>-1,840.36</b>	<b>-167,253.16</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-1,840.36</b>	<b>-484,841.64</b>

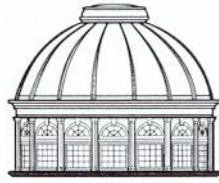


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**



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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – OCTOBER 2024

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#### Significant Service Changes, Challenges or Accomplishments

- **Big Read:** The Big Read is roughly halfway through its calendar of programs. A hearty thankyou to the staff who coordinated programs this year, which makes for a far more interesting series of programs than they would otherwise be. As of this writing, the November 3 Sweet Honey in the Rock concert is full (that's almost 900 seats!
- **Human Resources:** We continue to plod our way through developing an HR office. Our challenge is to transition the HR work previously done by the Library Director to the new Human Resources Office and handle a series of new experiences.

#### 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! We are tracking well to have mandated library trustee education completed by December 31. For those who still need to get their two-hour minimum done, please do so now.

#### Collection Development

- Collection development continues as per usual.

#### Buildings

- Boardman Road: Nothing of note to report.
- Adriance: The elevator will be out of service on Friday, October 25, but we still plan to be open.

#### 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	
	Sep	% of Total	YTD	% of Total	Sep	% of Total	YTD	% of Total	Change	% Change	Sep	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,123	28.02%	55,534	27.94%	5,894	27.05%	52,804	26.53%	2,730	5.17%	5,906	27.46%	51,695	26.80%	3,839	7.43%
Adult Non-Fiction	3,773	17.26%	33,499	16.86%	3,474	15.95%	33,182	16.67%	317	0.96%	3,622	16.84%	33,130	17.18%	369	1.11%
Fiction - Juvenile	6,319	28.91%	55,240	27.79%	6,124	28.11%	53,642	26.95%	1,598	2.98%	5,545	25.78%	48,242	25.01%	6,998	14.51%
Non-Fiction - Juvenile	1,426	6.52%	13,399	6.74%	1,217	5.59%	13,179	6.62%	220	1.67%	1,149	5.34%	11,438	5.93%	1,961	17.14%
Periodicals	150	0.69%	1,538	0.77%	139	0.64%	1,469	0.74%	69	4.70%	168	0.78%	1,548	0.80%	-10	-0.65%
Periodicals - Juvenile	46	0.21%	335	0.17%	42	0.19%	237	0.12%	98	41.35%	30	0.14%	274	0.14%	61	22.26%
<b>Print Subtotal</b>	<b>17,837</b>	<b>81.61%</b>	<b>159,545</b>	<b>80.28%</b>	<b>16,890</b>	<b>77.52%</b>	<b>154,513</b>	<b>77.64%</b>	<b>5,032</b>	<b>3.26%</b>	<b>16,420</b>	<b>76.34%</b>	<b>146,327</b>	<b>75.86%</b>	<b>13,218</b>	<b>9.03%</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	12	0.05%	35	0.02%	6	0.03%	43	0.02%	-8	-18.60%	1	0.00%	46	0.02%	-11	-23.91%
Soundrecordings	456	2.09%	4,117	2.07%	517	2.37%	4,978	2.50%	-861	-17.30%	674	3.13%	5,809	3.01%	-1,692	-29.13%
Videorecordings	2,872	13.14%	28,670	14.43%	3,544	16.27%	32,716	16.44%	-4,046	-12.37%	3,562	16.56%	34,142	17.70%	-5,472	-16.03%
Media	6	0.03%	45	0.02%	1	0.00%	10	0.01%	35	0.00%	0	0.00%	3	0.00%	42	0.00%
Software	8	0.04%	136	0.07%	12	0.06%	78	0.04%	58	74.36%	14	0.07%	60	0.03%	76	126.67%
Equipment/Realia	95	0.43%	636	0.32%	38	0.17%	484	0.24%	152	31.40%	22	0.10%	212	0.11%	424	200.00%
Suppressed Items	14	0.06%	234	0.12%	23	0.11%	198	0.10%	36	18.18%	34	0.16%	209	0.11%	25	11.96%
Videorecordings - Juvenile	339	1.55%	3,344	1.68%	527	2.42%	3,933	1.98%	-589	-14.98%	417	1.94%	3,791	1.97%	-447	-11.79%
Audiorecordings - Juvenile	25	0.11%	300	0.15%	31	0.14%	581	0.29%	-281	-48.36%	56	0.26%	715	0.37%	-415	-58.04%
Media - Juvenile	188	0.86%	1,565	0.79%	181	0.83%	1,369	0.69%	196	14.32%	142	0.66%	1,110	0.58%	455	40.99%
Software - Juvenile	4	0.02%	119	0.06%	17	0.08%	105	0.05%	14	13.33%	9	0.04%	71	0.04%	48	67.61%
<b>Non-Print Subtotal</b>	<b>4,019</b>	<b>18.39%</b>	<b>39,201</b>	<b>19.72%</b>	<b>4,897</b>	<b>22.48%</b>	<b>44,495</b>	<b>22.36%</b>	<b>-5,294</b>	<b>-11.90%</b>	<b>4,931</b>	<b>22.92%</b>	<b>46,168</b>	<b>23.94%</b>	<b>-6,967</b>	<b>-15.09%</b>
<b>Total</b>	<b>21,856</b>		<b>198,746</b>	<b>100.00%</b>	<b>21,787</b>		<b>199,008</b>		<b>-262</b>	<b>-0.13%</b>	<b>21,510</b>		<b>192,889</b>		<b>6,251</b>	<b>3.04%</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	21,856	0	0	0	198,562
Digital Content	11,018	10,082	11,395	10,444	10,836	11,140	11,235	11,068	10,729	0	0	0	97,947
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>32,585</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>296,593</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	3,364	0	0	0	30,773
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	2,420	2,153	2,208	0	0	0	20,269
Sadie Peterson Delaney	77	92	66	71	56	67	77	73	81	0	0	0	660
<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>5,653</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,702</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	867	0	0	0	9,335
Boardman Road	58	178	95	196	104	81	79	63	42	0	0	0	896
Sadie Peterson Delaney	14	6	34	130	47	31	44	46	42	0	0	0	394
Spanish Language Assistance	50	31	65	35	38	43	26	37	67				392
<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>1,018</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,017</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	5,563				45,177
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788	4,810	5,245	NA				44,761
Calendar Hits - Recite Me	870	649	404	451	387	424	356	290	376				4,207
Website Views	31,171	32,629	48,633	34,470	31,093	31,858	32,191	31,171	28,877				302,093
<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>34,816</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>396,238</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	3,996	0	0	0	40,205
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	1,528	1,555	1,657	0	0	0	13,350
Sadie Peterson	35	55	56	74	51	44	42	82	17	0	0	0	456
<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>5,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54,011</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	135	0	0	104	1,366
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>135</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>1,370</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	77				696
<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	216				1,974
Community Engagement	0	0	3	5	1	1	7	11	2				30
Non-Library District	8	9	16	15	13	18	11	16	8				114
Exams Proctored	28	31	26	22	17	19	20	22	13				198
MAP Passes	21	35	49	45	70	82	104	134	77				617
Rover Bookmobile Stops	6	7	10	10	8	9	7	14	17				88
<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>333</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,021</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	2,484				26,773
Community Engagement	0	0	58	455	28	16	297	9,485	1,325				11,664
Non-Library District	73	118	80	140	125	714	102	110	43				1,505
Drop-In Room Use (Adriance)	90	97	156	104	102	92	84	85	100				910
Rover Bookmobile	72	109	253	416	178	242	191	443	1,112				3,016
<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>5,064</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,868</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	13,248	0	0	0	128,785
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	0	0	0	92,524
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	0	0	0	2,166
<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>23,221</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>223,475</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 Outreach

**Time Period of Report:** September 2024

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**Focus Activity:** Poughkeepsie High School Back to School Bash

**Intended Outcome(s) of Focus Activity:** The purpose in attending this annual event is to inform families, especially new ones to the School District, about the Library's programs and services for all ages with a focus on young children and teens.

**Manager Observations of Activity and Outcomes:** For the past several years, we have been invited and attend this annual event held at the Poughkeepsie High School and have had interaction with numerous families within the school district. This year we had approximately 264 people stop by the table to take information and ask questions about the Library's programs and services. We also issued new Library cards to numerous families. We regularly have many Spanish speaking families stop by the table and get cards, so I regularly schedule a Spanish speaking staff member to accompany me to this event. This year the new Youth Services Spanish speaking staff, Isabel Ramirez-Pagan, interacted with the Spanish speaking community and issued numerous Library cards and informed them about our programs and services for both youth and adults.

**Impact of Activity:** This is an important annual youth outreach event to attend. It has regularly proven to be very successful since we get to interact with a large amount of people, many who are new to the school district, about the library and its offerings.

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

**Date of Report:** 9/27/2024



## 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:** September 2024

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**Focus Activity:** All of PPLDs Technology is up and running as expected. Transitioned our Adobe Cloud Subscriptions to be part of Adobe Teams which is one yearly payment rather than numerous PO's. If needed Microsoft Teams can not be used with poklib.org email addresses. Assisted Tech Services with revising metal detector documentation for replacement that was ordered and placed into service. Purchased a contract renewal for Faronics Deep Freeze. Upgraded Munis to latest version. Shared folders access created for PIO's to use with InCopy. Jodie working with PIOs to ease transition. Added instructional note to Toshiba's Credit Card reader to help ensure smoother transactions. Transitioned Google service accounts as needed to ensure that they continue working after Google made changes to how they can work. This primarily affected Munis, Scanners, Symantec, WSUS. Flip continues to be a popular service. FLIP stats for 3rdquarter 2024. Images 222 photos 244 slides 188 negatives (35mm) Video 8 Hi8 5 mini DVRs 5 miniDV 13 VHS

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

**Manager Observations of Activity and Outcomes:** The Adobe Cloud Subscriptions changes will mean only one PO a year. Licenses are centrally managed and easily reassigned if needed.

Microsoft has not allowed us to use our work addresses to sign into Teams meetings, requiring staff to use a personal address or some other meeting option. This will make it easier to attend these meetings using an official work address.

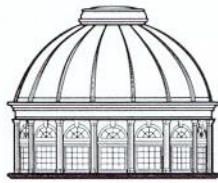
Faronics Deep Freeze is what makes our public PC's able to remain the same for our patrons use every day. Without it, the PC's would quickly become unusable.

The Munis upgrade will allow end of year bookkeeping to take place as well as address bug fixes.

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

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

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



## 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 and Technical Services

**Department:** Borrower and Technical Services

**Time Period of Report:** September 2024

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

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

**Manager Observations of Activity and Outcomes:** Borrower Services: We'll welcome three new part-time clerks at the end of the month. Two of the three new staff members are from other Mid-Hudson member libraries. Our staff continues to staff various outreach events, especially on Rover.

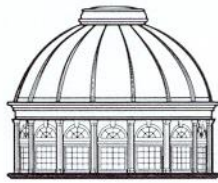
Technical Services: The focus continues to be processing materials ordered by librarians in a timely manner. I plan to meet with staff members in the next few months to get to understand their responsibilities in this area. We had some promotions within our department and celebrated the retirement of a long-time staff member, so this will be a great time to review and reassess who does what tasks.

**Impact of Activity:** We will continue to work together within our departments and beyond 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:** 10/10/2024





## 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:** September 2024

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**Focus Activity:** Homeschool programs

**Intended Outcome(s) of Focus Activity:** The impact of homeschool programs

**Manager Observations of Activity and Outcomes:** In September we welcomed back our homeschool community with "Little STEAMers for Homeschoolers" run by Holly Roberts and "Homeschool Social Hour" run by Liz Asta. Our STEAMers program focuses on Science, Technology, Engineering, Art, and Math projects for a mixture of grades. This month Holly had the kids work on a "egg drop challenge" where they needed to construct safe cushioning for their eggs which were dropped from the PLC loft. The 2nd week the kids created their own Rube Goldberg machines from recycled materials.

In our Homeschool Social program, Liz creates an environment where the homeschool parents can meet to socialize, network, learn from one another, while the children work on crafts and activities together.

**Impact of Activity:** Both programs were well attended in September and our homeschool families are glad that they are offered at the library. I've spoken to a few of the parents who have expressed their gratitude and I recently spoke with a homeschool parent from out of the area who heard about the programs. As our homeschool population grows I expect a need for more daytime based homeschool programs to grow.

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

**Date of Report:** 10/11/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Adult Services

**Time Period of Report:** Sept-Oct 2024

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**Focus Activity:** Hispanic Heritage Month [Sep 15 - Oct 15]

**Intended Outcome(s) of Focus Activity:** To recognize, learn about and appreciate Hispanic and Hispanic American culture, and celebrate our diverse community

**Manager Observations of Activity and Outcomes:** We have a wide variety of programs that have occurred and are scheduled to occur in honor of Hispanic Heritage Month. Programmer Deb Shon received a grant to schedule three well regarded Latino poets for a bilingual series of poetry programs, and Elva Margarita Corbaton worked with programmer Krista Miller for a bilingual program about the discovery and domestication of the cacao bean with Frederico Fridman.

We are currently exhibiting the works Oaxaquen artist Eduardo Guzman Valverde in the Rotunda Gallery, and hosted a reception for the artist on September 28th, featuring a performance by Grupo Folklorico dancers. Grupo Folklorico will also be giving a presentation for Dia de los Muertos in November in the Family Partnership Center auditorium.

On top of all of this and other HHM programming arranged by Margarita, she also arranged and oversaw the Mexican Consulate on wheels again in October, held once again at the MHLS auditorium. Huge thanks to MHLS, Margarita, Sandra, Jess and everyone else who helped to make this event a success once again.

**Impact of Activity:** We hope that introducing options of bilingual programming will help bring our community together to learn and be entertained. By offering the Mexican Consulate on Wheels visits, we help increase the visibility of the library and our services in the Spanish speaking community.

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

**Date of Report:** 10/15/2024



## 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:** September 2024

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**Focus Activity:** New Library Calendar Software

**Intended Outcome(s) of Focus Activity:** As our vibrant Library has grown the number of programs and size of special events, we noted the need to modernize our system-wide Calendar software, to allow ease of use for all internal departments that rely on it, as well as ease for our patrons. After canvassing other libraries of similar size and populations, our Public Information Officers vetted several software platforms and selected the one the we determined best fit our needs and budget.

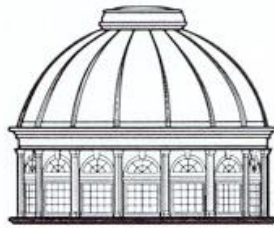
As we began the contract with Library Market, our current software, EventKeeper, began upgrading its platform, which created a worst-case scenario: EventKeeper's upgrade crashed its system, leaving us with no usable software during one of our busiest times (the Big Read). The Public Information Officers went into overdrive, working diligently with Library Market to configure the calendar to our specs. Rather than a slower, planned phase in, the PIOs quickly transitioned to the new platform, learning to use it, learning to train others, meeting with various depts. internally, and bringing in all the necessary data from EK.

**Manager Observations of Activity and Outcomes:** The PIOs were very motivated to make this happen quickly, despite the crunch of additional work. Cassie continues training as we go forward, and has played a lead role in getting this project completed. Though the EventKeeper company is going offline on October 31, we have successfully transitioned to Library Market, with staff and patrons.

**Impact of Activity:** Chaotic yet successful

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

**Date of Report:** 10/21/2024



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports**

<b>Meeting:</b> Board Development & Policy Committee	<b>Date:</b> Monday, September 30, 2024			
<b>Attendance</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <u><b>Trustees Present</b></u>  <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>  <input checked="" type="checkbox"/> Patricia Ferrer  <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i>  <input checked="" type="checkbox"/> Jonathan McPhee  <input checked="" type="checkbox"/> Jim Nurre  <input checked="" type="checkbox"/> Laurel Spuhler                 </td> <td style="width: 33%; border: none;"> <u><b>Staff Present</b></u>  <input checked="" type="checkbox"/> Tom Lawrence, Library Director  <input type="checkbox"/> Other:                 </td> <td style="width: 33%; border: none;"> <u><b>Guest(s) Present</b></u>  <input type="checkbox"/> </td> </tr> </table>		<u><b>Trustees Present</b></u> <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Laurel Spuhler	<u><b>Staff Present</b></u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<u><b>Guest(s) Present</b></u> <input type="checkbox"/>
<u><b>Trustees Present</b></u> <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Laurel Spuhler	<u><b>Staff Present</b></u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<u><b>Guest(s) Present</b></u> <input type="checkbox"/>		
<b>Minutes Prepared By:</b> T. Lawrence				

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

1. **Business Items:** The following business was conducted:
  - **Trustee Election:** The Committee discussed the upcoming trustee election.
  - **Policy Review:** The last set of existing policies to review are those related to personnel, which have had a preliminary review by the Personnel Committee. However, counsel has yet to comment on our existing policies. Once comment has been received this Committee and the Personnel Committee will review them for modification where necessary. Lawrence then raised the issue of how to handle labor law matters that don't exist within policy. It is his recommendation that with proper notification to the Board and to the staff, that these would be addressed in the Employee Handbook with the citation to the law and the effective date. Lawrence indicated that there would be more policies to consider, based on the advice from MHLS with regards to "best practices."
  - **Organizational Climate Survey:** There was extensive discussion on this topic with a proposed timeline developed for organizing and implementing such a survey.
  - **2025 Officers and Committee Chairs:** Options for officers and committee chairs were discussed. More follow-up is needed. As we did for 2024, the 2025 reorganization meeting will occur at the December 2024 monthly meeting thereby avoiding a meeting in early January for that purpose.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Nothing at this time.
  
3. **Upcoming Agenda Items:**
  - Library District Personnel policies.

The meeting adjourned at 7:35pm.

**Next Scheduled Meeting Date**  
 TBD  
*(date, time, and location subject to change)*

<b>Meeting:</b> Finance Committee		<b>Date:</b> Monday, October 7, 2024
<b>Attendance</b>		
<b><u>Committee Members Present</u></b>	<b><u>Other Trustees Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/>  <b><u>Staff Present</u></b> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> Nicholas MacDermott, Human Resources Officer	<input type="checkbox"/>
<b>Minutes Prepared by:</b> T. Lawrence		

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

1. **Business Items:** The following topics were discussed:
  - **Monthly Financial Report:** The September 2024 report was distributed. Any comments should be forwarded to the Business Manager no later than Friday, October 18.
  - **CM Fund Transfer:** Gillis distributed and then reviewed the proposed transfer of money from the CM Fund (Special Revenue) to the A Fund (General Fund). The report is attached. The transfer approval will appear on the Warrant and Transfer Approval action item for the monthly trustee meeting.
  - **Revised 2024 Budget:** The Committee received an explanation from Gillis regarding the proposed revisions to the 2024 budget. Any questions should be forwarded to her or Lawrence no later than Friday, October 18. Action will be taken to modify the budget at the October meeting of the trustees.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Monthly financial report.
  - Proposed 2024 Budget Modification
  
3. **Upcoming Agenda Items:**
  - Inventory of capital needs.
  - Multi-year budget planning.

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

**Poughkeepsie Public Library District**  
**CM Fund to A Fund Transfers: Q32024**

ORG	OBJECT	PROJECT	DESCRIPTION	YEAR	PER	AMOUNT	COMMENTS
A20300	51410		Salaries: Historian Greene	2024	9	\$ 2,545.11	WARRANT=240921 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	9	\$ 2,639.08	WARRANT=240907 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	8	\$ 2,643.21	WARRANT=240824 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	8	\$ 2,632.36	WARRANT=240810 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	8	\$ 2,627.49	WARRANT=240727 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	7	\$ 2,691.51	WARRANT=240713 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	7	\$ 2,639.84	WARRANT=240629 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	9	\$ 1,793.58	WARRANT=240921 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	9	\$ 1,792.82	WARRANT=240907 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	8	\$ 1,788.50	WARRANT=240824 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	8	\$ 1,794.35	WARRANT=240810 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	8	\$ 1,786.47	WARRANT=240727 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	7	\$ 1,792.31	WARRANT=240713 RUN=1 BIWEEKLY
A20300	51420		Salaries: Support Staff Greene	2024	7	\$ 1,796.38	WARRANT=240629 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	9	\$ 1,935.52	WARRANT=240921 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	9	\$ 1,948.47	WARRANT=240907 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	8	\$ 2,031.92	WARRANT=240824 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	8	\$ 2,012.36	WARRANT=240810 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	8	\$ 1,932.64	WARRANT=240727 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	7	\$ 1,890.50	WARRANT=240713 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	7	\$ 1,920.98	WARRANT=240629 RUN=1 BIWEEKLY
A20300	54100		Books, Greene	2024	9	\$ 5,311.36	B&T 090624
A20300	54100		Books, Greene	2024	9	\$ 1,479.49	B&T 091724
A20300	54100		Books, Greene	2024	9	\$ 2,089.19	B&T 091224
A20300	54100		Books, Greene	2024	9	\$ 4,721.42	B&T 091224 (second)
A20300	54100		Books, Greene	2024	9	\$ (37.39)	BOOK CREDITS
A20300	54100		Books, Greene	2024	9	\$ (21.99)	BOOK REFUND
A20300	54100		Books, Greene	2024	9	\$ (17.79)	BOOK REFUND
A20300	54100		Books, Greene	2024	9	\$ (15.19)	BOOK REFUND
A20300	54100		Books, Greene	2024	9	\$ 52.24	Wonderbooks/Playaway Read Alon
A20300	54100		Books, Greene	2024	9	\$ 1,163.53	Playaway Wonderbook Order
A20300	54100		Books, Greene	2024	8	\$ 1,912.39	B&T 082024
A20300	54100		Books, Greene	2024	8	\$ 4,374.30	B&T 082024
A20300	54100		Books, Greene	2024	8	\$ 1,126.33	B&T 081924
A20300	54100		Books, Greene	2024	8	\$ 4,767.80	B&T 072424
A20300	54100		Books, Greene	2024	7	\$ 1,630.85	Wonderbooks/Playaway Read Alon
A20300	54100		Books, Greene	2024	7	\$ 52.24	Wonderbooks/Playaway Read Alon
A20300	54100		Books, Greene	2024	7	\$ 3,176.48	B&T 071624
A20300	54100		Books, Greene	2024	7	\$ 4,030.00	B&T 071224
A20300	54100		Books, Greene	2024	7	\$ 1,203.37	B&T 070324
A20300	54100		Books, Greene	2024	7	\$ (68.15)	B&T 070324
A20300	54100		Books, Greene	2024	7	\$ (197.00)	Medicare B Reimbursement 2013
A20300	54100		Books, Greene	2024	7	\$ (6.45)	B&T CREDIT
A20300	54292	A211	PRG Greene, Virtual Platform	2024	9	\$ 128.28	Capital One Chagres (2024)
A20300	54292	A211	PRG Greene, Virtual Platform	2024	8	\$ 128.28	Capital One Charges (2024)
A20300	54292	A211	PRG Greene, Virtual Platform	2024	7	\$ 128.28	Capital One Chagres (2024)
A20300	59010		STATE RETIREMENT	2024	9	\$ 721.53	WARRANT=240921 RUN=1 BIWEEKLY
A20300	59010		STATE RETIREMENT	2024	9	\$ 733.73	WARRANT=240907 RUN=1 BIWEEKLY
A20300	59010		STATE RETIREMENT	2024	8	\$ 743.32	WARRANT=240824 RUN=1 BIWEEKLY
A20300	59010		STATE RETIREMENT	2024	8	\$ 740.49	WARRANT=240810 RUN=1 BIWEEKLY

**Poughkeepsie Public Library District  
CM Fund to A Fund Transfers: Q32024**

ORG	OBJECT	PROJECT	DESCRIPTION	YEAR	PER	AMOUNT	COMMENTS
A20300	59010		STATE RETIREMENT	2024	8	\$ 729.85	WARRANT=240727 RUN=1 BIWEEKLY
A20300	59010		STATE RETIREMENT	2024	7	\$ 733.05	WARRANT=240713 RUN=1 BIWEEKLY
A20300	59010		STATE RETIREMENT	2024	7	\$ 731.07	WARRANT=240629 RUN=1 BIWEEKLY
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	7	\$ 200.00	La Plaza Comunitaria Tutor St
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	7	\$ 374.00	La Plaza Comunitaria Tutor St
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	7	\$ 370.00	La Plaza Comunitaria Tutor St
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	7	\$ 374.00	La Plaza Comunitaria Tutor St
A41000	54292	A253	PRG: Latino Poetry grant	2024	9	\$ 300.00	R&D Discussion Latino Poetry 1
A41000	54292	A253	PRG: Latino Poetry grant	2024	9	\$ 200.00	Books for reading and discussi
A41000	54292	A253	PRG: Latino Poetry grant	2024	8	\$ 300.00	Honorarium for Poetry Reading
A41000	54292	A253	PRG: Latino Poetry grant	2024	8	\$ 300.00	Poetry Reading linked to Libra
A74000	54320	A203	Internet SPD Branch (Greene)	2024	9	\$ 1,707.18	ETHERNET
A74000	54320	A203	Internet SPD Branch (Greene)	2024	8	\$ 1,707.18	ETHERNET
A74000	54320	A203	Internet SPD Branch (Greene)	2024	7	\$ 1,698.37	ETHERNET
A74000	54530	A203	RENTAL OF QUARTERS - GREENE	2024	9	\$ 3,881.97	Rent SPD 29N Hamilton St C/Pou
A74000	54530	A203	RENTAL OF QUARTERS - GREENE	2024	8	\$ 113.65	Rent SPD 29N Hamilton St C/Pou
A74000	54530	A203	RENTAL OF QUARTERS - GREENE	2024	8	\$ 113.65	Rent SPD 29N Hamilton St C/Pou
A74000	54530	A203	RENTAL OF QUARTERS - GREENE	2024	8	\$ 3,881.97	Rent SPD 29N Hamilton St C/Pou
A74000	54530	A203	RENTAL OF QUARTERS - GREENE	2024	7	\$ 3,768.32	Rent SPD 29N Hamilton St C/Pou
<b>Total</b>						<b>\$ 106,170.60</b>	



**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
Terry Konrath	Library Clerk (PT)	Resignation	10/4/2024	N/A
Rukhshan Haque	Library Clerk (PT)	Probationary Appointment	10/21/2024 <i>(Corrected)</i>	\$22.42/hr
Paris Newmaster	Library Clerk (PT)	Probationary Appointment	10/21/2024 <i>(Corrected)</i>	\$22.42/hr
Maya Schubert	Library Clerk (PT)	Probationary Appointment	10/21/2024	\$22.42/hr
Employee 4800		FMLA Leave of Absence (Unpaid)	10/1/2024- 11/4/2024	N/A

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**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**  
Proposed Revisions to 2024 Budget

**Recommended By** Finance Committee

**Background** The Administration's recommended revised 2024 budget is presented for approval at this time. This is the first revision of the budget.

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2024 budget as presented in PPLD Document #102324 – 5A.

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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2024 Budget (Revenue) - Revision #1**

PPLD Document #102324 - 5A

ORG	PROJ	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
A99900		Real Property Taxes	\$ 8,154,668	\$ -	\$ 8,154,668	\$ 8,154,668	\$ -	100.00%
A99900		Real Property Tax Debt Service	1,241,676	-	1,241,676	1,241,676	(0)	100.00%
A99900		Library Charges	20,000	-	20,000	14,829	5,171	74.14%
A99900	A208	Library Charges: Makerspace	-	177	177	177	(0)	100.03%
A99900	R101	SAM Charges	-	2,987	2,987	2,987	(0)	100.01%
A99900	R102	Book Bags	-	112	112	112	-	100.00%
A99900		Interest General Fund	45,000	30,000	75,000	71,242	3,758	94.99%
A99900		Donations	150,000	(50,000)	100,000	6,805	93,195	6.81%
A99900	A228	Donations: Early Literacy	-	5,000	5,000	-	5,000	0.00%
A99900		FPPLD Annual Appeal	30,000	(3,500)	26,500	26,500	-	100.00%
A99900		Donations In Kind	81,983	-	81,983	54,655	27,328	66.67%
A99900		Grants	50,000	-	50,000	-	50,000	0.00%
A99900		Payment In Lieu Of Taxes	173,000	167,005	340,005	340,005	(0)	100.00%
A99900		E Rate Income	65,000	51,217	116,217	29,544	86,673	25.42%
A99900		Miscellaneous Income	10,000	14,232	24,232	24,232	0	100.00%
A99900		Central Library Development	265,613	-	276,639	276,639	-	100.00%
A99900		Local Library Incentive	23,906	-	23,906	21,141	2,765	88.43%
A99900		Transfers In	745,659	-	745,659	790,713	(45,054)	106.04%
		<b>Revenue Total</b>	<b>\$ 11,056,505</b>	<b>\$ 217,230</b>	<b>\$ 11,284,761</b>	<b>\$ 11,055,926</b>	<b>\$ 228,835</b>	<b>97.97%</b>

<b>Expense</b>	<b>\$ 11,284,761</b>
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<b>Delta</b>	<b>\$ -</b>
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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**2024 Budget (Expense) - Revision #1**

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
A00000	51410		Salaries: Librarians	\$ 1,715,000	\$ 32,855	\$ 1,747,855	\$ 1,270,105	\$ 477,750	\$ (0)	100.00%
A20300	51410		Salaries: Historian (Greene)	68,149	-	68,149	47,571	17,957	2,621	96.15%
A00000	51420		Salaries: Support Staff	2,176,937	(82,000)	2,094,937	1,480,061	597,191	17,685	99.16%
A20300	51420		Salaries: Support Staff (Greene)	46,250	-	46,250	32,115	12,159	1,976	95.73%
A00000	51440		Salaries: Sundays & OT	85,000	(15,000)	70,000	47,552	-	22,448	67.93%
A00000	51450		Salaries: Building Services	629,383	-	629,383	444,170	176,690	8,523	98.65%
A20300	51450		Salaries: Building Services (Greene)	50,130	-	50,130	34,834	13,283	2,012	95.99%
A00000	51460		Salaries: Student Library Workers	31,850	(17,500)	14,350	8,131	-	6,219	56.66%
A00000	52800		FFE - General	26,500	5,370	31,870	5,271	3,858	22,740	28.65%
A00000	52800	A212	FFE - Marcotte Lab	750	-	750	-	-	750	0.00%
A60000	52800		FFE - IT	23,000	4,750	27,750	12,228	504	15,018	45.88%
A60000	52800	A239	FFE - ECF	-	500	500	249	-	251	49.90%
A60000	52800	A247	FFE - Technology Upgrades	85,000	-	85,000	14,831	-	70,169	17.45%
A74000	52800		FFE - SPD	2,000	600	2,600	2,600	-	-	100.00%
A11100	54100	A211	Books - Digital (CLSA)	62,626	33,080	95,706	-	-	95,706	0.00%
A20300	54100		Books (Greene)	117,000	-	117,000	46,088	6,846	64,066	45.24%
A20300	54100	A211	Books - Digital (Greene)	30,000	(1,051)	28,949	28,030	-	919	96.83%
A20300	54100	A221	Books - Pop-Up (Greene)	7,000	-	7,000	-	-	7,000	0.00%
A44000	54100		Books	47,500	(2,205)	45,295	24,794	417	20,084	55.66%
A44000	54100	A211	Books - Digital	32,500	40,736	73,236	42,240	-	30,996	57.68%
A44000	54100	A225	Books - Leasing	18,500	-	18,500	17,866	-	634	96.57%
A44000	54100	A228	Books - Early Literacy	-	5,000	5,000	4,660	-	340	93.20%
A44000	54110		Film & Video	25,800	-	25,800	5,710	126	19,965	22.62%
A44000	54110	A211	Film & Video - Digital	55,500	10,450	65,950	33,442	-	32,508	50.71%
A44000	54120		Music & Audio	35,550	-	35,550	13,164	127	22,260	37.38%
A44000	54120	A211	Music & Audio - Digital	10,000	-	10,000	8,487	-	1,513	84.87%
A11100	54130	A211	Serials - Digital (CLSA)	25,000	-	25,000	-	-	25,000	0.00%
A41000	54130		Serials - Adult Services	11,500	100	11,600	11,509	-	91	99.21%
A44000	54130	A211	Serials - Digital	500	-	500	30	30	440	11.98%
A45000	54130		Serials - Youth Services	1,800	-	1,800	1,324	-	476	73.54%
A46000	54130		Serials - Young Adult	1,100	(100)	1,000	801	105	94	90.57%

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**2024 Budget (Expense) - Revision #1**

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
A71000	54131		Newspapers - Adriance	6,500	-	6,500	2,393	2,403	1,704	73.78%
A73000	54131		Newspapers - Boardman Road	4,500	-	4,500	1,513	1,805	1,183	73.72%
A41000	54132		Microforms	5,600	-	5,600	-	5,523	77	98.63%
A00000	54160		Book Binding	-	2,205	2,205	769	-	1,436	34.90%
A11100	54291		Databases - CLSA	17,500	(7,500)	10,000	-	-	10,000	0.00%
A41000	54291		Databases - Adult	45,000	-	45,000	25,993	1,403	17,604	60.88%
A45000	54291		Databases - Youth	8,500	-	8,500	-	6,438	2,062	75.74%
A10000	54292		Programming - Administration	5,000	3,741	8,741	8,732	-	9	99.90%
A10000	54292	A124	Programming - Staff Development	3,000	(1,000)	2,000	2,892	-	(892)	144.60%
A10000	54292	A125	Programming - MAP Passes	8,000	1,000	9,000	7,585	250	1,165	87.06%
A20300	54292		Programming - Special (Greene)	45,000	3,000	48,000	47,867	-	133	99.72%
A20300	54292	A101	Programming - Big Read	-	-	-	(20)	-	20	#DIV/0!
A20300	54292	A211	Programming - Virtual	2,000	-	2,000	1,026	513	461	76.97%
A30000	54292		Programming - Advancement	-	2,000	2,000	790	-	1,210	39.50%
A30000	54292	A101	Programming - Big Read (Greene)	65,000	55,000	120,000	4,801	18,432	96,767	19.36%
A41000	54292		Programming - Adult	20,500	-	20,500	15,048	2,065	3,387	83.48%
A41000	54292	A214	Programming - Spanish	7,000	-	7,000	2,047	897	4,056	42.06%
A41000	54292	A215	Programming - Foundation Center	500	-	500	-	-	500	0.00%
A41000	54292	A242	Programming - Plaza Comuntaria	-	1,318	1,318	1,318	-	-	100.00%
A41000	54292	A243	Programming - Seed Library	-	500	500	240	-	260	48.00%
A41000	54292	A252	Programming - Library of Things	-	1,000	1,000	456	-	544	45.58%
A41000	54292	A253	Programming - Latino Poetry	-	1,200	1,200	600	200	400	66.67%
A43000	54292		Programming - Extension Services	2,000	-	2,000	420	710	870	56.51%
A45000	54292		Programming - Youth Services	22,500	3,689	26,189	19,544	3,019	3,627	86.15%
A45000	54292	A107	Programming - Battle of the Books	600	-	600	378	-	222	62.99%
A45000	54292	A207	Programming - Bus Trips	1,500	(1,000)	500	-	-	500	0.00%
A45000	54292	A218	Programming - PBF	17,500	13,011	30,511	29,813	698	-	100.00%
A45000	54292	A233	Programming - Youth (Outreach)	7,000	-	7,000	3,065	607	3,328	52.45%
A45000	54292	A234	Programming - Summer Saturdays	3,000	(3,000)	-	-	-	-	#DIV/0!
A45000	54292	A236	Programming - Seasonal	4,000	-	4,000	-	-	4,000	0.00%
A45000	54292	A237	Programming - Operation Warm	13,000	-	13,000	-	-	13,000	0.00%

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**2024 Budget (Expense) - Revision #1**

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
A46000	54292		Programming - Young Adult	5,000	-	5,000	3,494	650	856	82.89%
A50000	54292		Programming - Contingency	5,000	(4,518)	482	143	-	339	29.58%
A74000	54292		Programming - SPD	4,500	-	4,500	-	375	4,125	8.33%
A41000	54293		Programming - Auditorium Rentals	500	-	500	-	-	500	0.00%
A00000	54300		Supplies - Office & Library	21,000	-	21,000	11,595	5,085	4,321	79.43%
A20000	54300		Supplies - Custodial	21,000	-	21,000	7,768	7,443	5,790	72.43%
A20000	54300	A204	Supplies - Parking Lots	2,500	-	2,500	-	-	2,500	0.00%
A20000	54300	A226	Supplies - Covid	1,500	-	1,500	-	-	1,500	0.00%
A20000	54300	R100	Supplies - DVD Cleaning	700	-	700	-	-	700	0.00%
A30000	54300		Supplies - Advancement	-	6,000	6,000	1,665	-	4,335	27.74%
A42000	54300		Supplies - Technical Services	4,500	-	4,500	1,812	522	2,166	51.88%
A43000	54300		Supplies - Borrower Services	12,500	-	12,500	2,102	69	10,329	17.37%
A45000	54300	G200	Supplies - PLC	600	-	600	-	-	600	0.00%
A50000	54300		Supplies - Ink & Toner	7,500	-	7,500	1,769	597	5,134	31.55%
A60000	54300		Supplies - IT	1,750	-	1,750	1,231	588	(69)	103.96%
A60000	54300	A208	Supplies - MakerSpace	1,500	-	1,500	-	-	1,500	0.00%
A74000	54300		Supplies - SPD	1,000	-	1,000	86	-	914	8.62%
A11100	54310		Telephone - CLSA	472	1,028	1,500	-	-	1,500	0.00%
A71000	54310		Telephone - Adriaance	12,000	-	12,000	8,401	4,497	(898)	107.48%
A73000	54310		Telephone - Boardman	2,000	-	2,000	1,161	519	320	84.00%
A71000	54320		Internet Service - Adriaance	37,000	-	37,000	25,411	13,937	(2,348)	106.35%
A71000	54320	A235	Internet Service - Hot Spots	12,500	-	12,500	11,220	7,602	(6,322)	150.58%
A73000	54320		Internet Service - Boardman Road	13,500	-	13,500	8,460	5,885	(845)	106.26%
A74000	54320		Internet Service - SPD	1,000	-	1,000	755	493	(248)	124.79%
A74000	54320	A203	Internet Service - SPD (Greene)	14,500	-	14,500	13,482	7,038	(6,020)	141.52%
A30000	54330		Postage - Bulk Mailing	25,000	-	25,000	16,624	-	8,376	66.50%
A71000	54330		Postage	5,000	-	5,000	1,911	1,603	1,485	70.30%
A00000	54340		PR & Printing	15,000	-	15,000	6,594	2,324	6,082	59.46%
A30000	54340		PR & Printing - Rotunda	62,000	-	62,000	51,189	1,010	9,801	84.19%
A00000	54350		CE - National & Regional	30,000	(9,500)	20,500	15,263	257	4,980	75.71%
A00000	54351		CE - Local	2,500	3,750	6,250	5,694	300	256	95.90%

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**2024 Budget (Expense) - Revision #1**

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
A00000	54353		CE - Webinar	3,500	1,000	4,500	4,264	49	187	95.85%
A00000	54355		Tuition Reimbursement	15,000	(10,000)	5,000	-	-	5,000	0.00%
A00000	54356		Mileage Reimbursement	5,000	-	5,000	4,463	-	537	89.26%
A00000	54360		Sierra/Discover Services	77,000	-	77,000	62,001	10,920	4,080	94.70%
A11100	54360		Sierra/Discover Services (CLSA)	65,306	(15,582)	49,724	-	-	49,724	0.00%
A00000	54370		Professional Fees - General	2,500	-	2,500	112	-	2,388	4.48%
A10000	54370		Professional Fees - Administration	15,000	-	15,000	5,600	9,000	400	97.33%
A11100	54370		Professional Fees - ILL Charges	6,087	-	6,087	-	-	6,087	0.00%
A20000	54370		Professional Fees - Building Services	75,000	-	75,000	40,294	26,878	7,828	89.56%
A30000	54370		Professional Fees - Advancement	18,000	6,500	24,500	14,657	1,434	8,409	65.68%
A41000	54370		Professional Fees - Adult Serv	10,000	-	10,000	5,736	-	4,264	57.36%
A44000	54370		Professional Fees - Collections Agency	7,500	-	7,500	2,369	1,523	3,608	51.89%
A50000	54370		Professional Fees - Business Offices	60,000	9,000	69,000	36,800	24,125	8,075	88.30%
A60000	54370		Professional Fees - Software	22,500	-	22,500	6,324	5,623	10,553	53.10%
A00000	54380		Membership Dues	2,000	-	2,000	972	-	1,028	48.60%
A20000	54390		RRM - Building Services	8,000	-	8,000	2,139	2,165	3,696	53.80%
A41000	54390		RRM - Adult Services	4,500	-	4,500	2,175	-	2,325	48.33%
A60000	54390		RRM - IT	4,500	-	4,500	1,360	356	2,784	38.14%
A71000	54500		Fuel & Utilities - Adriance	110,000	-	110,000	98,094	47,617	(35,711)	132.46%
A73000	54500		Fuel & Utilities - Boardman Road	40,000	-	40,000	45,010	19,310	(24,320)	160.80%
A20000	54520		Building Repairs	15,000	-	15,000	11,443	3,234	323	97.85%
A20000	54520	A251	Building Repairs - Chiller	85,000	(8,741)	76,259	-	20,790	55,469	27.26%
A74000	54520		Building Repairs - SPD	1,500	-	1,500	-	-	1,500	0.00%
A20000	54521		Building Repairs - Wojtecki	5,000	-	5,000	-	-	5,000	0.00%
A20000	54523		Landscaping	18,000	-	18,000	9,265	5,855	2,880	84.00%
A20000	54523	A204	Landscaping - Parking Lots	1,250	-	1,250	-	-	1,250	0.00%
A00000	54530	A204	Rental - Staff Parking (City Lot)	4,000	-	4,000	2,472	824	704	82.41%
A00000	54530	A222	Rental - Staff Parking (96 Market)	11,500	-	11,500	6,400	3,200	1,900	83.48%
A00000	54530	A224	Rental - PoJo Archiv	14,000	-	14,000	9,996	3,343	661	95.28%
A74000	54530		Rental - SPD	45,000	(45,000)	-	-	-	-	#DIV/0!
A74000	54530	A203	Rental - SPD (Greene)	-	45,000	45,000	30,488	15,414	(902)	102.00%

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**2024 Budget (Expense) - Revision #1**

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
A00000	54540		Commercial Insurance - Property Liability	41,000	1,868	42,868	42,264	-	604	98.59%
A00000	54550		Commercial Insurance - Automobile	3,500	(1,321)	2,179	2,179	-	-	100.00%
A00000	54550	C814	Commercial Insurance - Bookmobile	3,500	(921)	2,579	2,479	-	100	96.12%
A00000	54560		Commercial Insurance - Liability Umbrella	9,000	596	9,596	10,910	-	(1,314)	113.69%
A00000	54561		Commercial Insurance - Volunteer Accident	400	-	400	300	-	100	75.00%
A00000	54570		Commercial Insurance - Officers & Directors	5,000	-	5,000	5,281	-	(281)	105.62%
A00000	54580		Commercial Insurance - Cybersecurity	5,000	-	5,000	3,960	-	1,040	79.20%
A00000	54680		Taxes on Property	20,000	-	20,000	-	-	20,000	0.00%
A20000	54690		Snow Removal - Patron Lot	20,000	-	20,000	11,086	-	8,914	55.43%
A20000	54690	A204	Snow Removal - Staff City Lot	9,000	-	9,000	6,597	-	2,403	73.30%
A20000	54690	A222	Snow Removal - 96 Market	9,500	-	9,500	2,183	-	7,317	22.98%
A20000	54691		HVAC - MEP	75,000	-	75,000	32,726	32,158	10,116	86.51%
A00000	54692		Other Operations - Water	11,000	-	11,000	5,925	4,858	218	98.02%
A20000	54693		Other Operations - Trash	8,000	-	8,000	4,562	3,130	308	96.15%
A00000	54694		Other Operations - Contingency	7,500	107,595	115,095	5,405	2,660	107,030	7.01%
A00000	54694	C814	Other Operations - Bookmobile	5,000	-	5,000	3,810	990	200	96.00%
A11100	54694		Other Operations - Delivery Charges (CLSA)	88,622	-	88,622	-	-	88,622	0.00%
A20000	54694		Other Operations - Cleaning	7,500	-	7,500	4,994	1,811	695	90.73%
A00000	54699		Other Operations - In-Kind Services	81,983	-	81,983	54,655	-	27,328	66.67%
A00000	54710		Vehicle Expense - Operations	4,000	-	4,000	1,091	1,099	1,810	54.75%
A20000	54730		Vehicle Expense - Maintenance	4,000	-	4,000	899	1,000	2,101	47.47%
A00000	59010		Employee Benefits - State Retirement	542,263	85,875	628,138	516,830	-	111,308	82.28%
A20300	59010		Employee Benefits - State Retirement (Greene)	15,630	-	15,630	13,867	-	1,763	88.72%
A00000	59030		Employee Benefits - Social Security	292,497	-	292,497	199,731	-	92,766	68.28%
A00000	59035		Employee Benefits - Medicare	63,173	-	63,173	46,718	-	16,455	73.95%
A00000	59040		Employee Benefits - Workers Compensation	60,000	(222)	59,778	56,562	-	3,216	94.62%
A00000	59045		Employee Benefits - Life Insurance	-	8,100	8,100	6,245	1,855	-	100.00%
A00000	59050		Employee Benefits - Unemployment	-	7,000	7,000	-	-	7,000	0.00%
A00000	59055		Employee Benefits - Disability Insurance	5,000	-	5,000	1,356	2,190	1,454	70.92%
A00000	59060		Employee Benefits - Medical Insurance	1,451,339	(50,000)	1,401,339	952,385	425,299	23,655	98.31%
A00000	59061		Employee Benefits - Medicare B	49,732	-	49,732	36,722	20,021	(7,011)	114.10%



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2024 Budget (Expense) - Revision #1**

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
A00000	59089		Employee Benefits - Other	5,000	-	5,000	1,992	-	3,008	39.84%
A00000	59710		Debt Service - Principal	920,000	-	920,000	400,000	-	520,000	43.48%
A00000	59720		Debt Service - Interest	421,676	-	421,676	214,588	-	207,089	50.89%
<b>Expense Total</b>				<b>\$ 11,056,505</b>	<b>\$ 228,256</b>	<b>\$ 11,284,761</b>	<b>\$ 7,063,699</b>	<b>\$ 2,111,530</b>	<b>\$ 2,109,532</b>	<b>81.31%</b>

**Revenue \$ 11,284,761**

**Delta \$ -**