

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, March 23, 2022

Sadie Peterson Delaney African Roots Library
29 North Hamilton Street, Suite 224

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants: Hogg and Schmitz

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Review of Trustee Elections
 - IV. Minutes of Previous Meeting(s)
 - A. February 23, 2022 (*T. Lawrence; #032322 – 1*)
 - V. Financial Report(s)
 - A. February 2022 (*B. Lynch; #032322 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #032322 – 2.1; to be distributed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #032322 – 3; to be distributed*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*G. Mann*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #032322 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Acknowledgement of NYS Annual Report Review (*T. Lawrence; 032322 – 5*)
 2. Approval of 2022 Trustee Elections (*T. Lawrence; 032322 – 7*)
 3. Approval of Sidebar: Observance of Juneteenth in 2022 (*T. Lawrence; 032322 - 8*)
 - 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, April 27, 2022; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 23, 2022

Trustees Present

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

Staff Present

- Bonny Algozzine, Secretary to the Director
- Karen Blovat, Head of Borrower & Tech Serv.
- Janet Bogenschultz, Asst. to the Director
- Gareth Davies, Development Officer
- Alison Francis, Youth Outreach Coordinator
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- 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**

- George Mann, President
- Norma Vasquez, Vice-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:** Eight (8) Trustees were present at time of roll call. Trustee Moore arrived at 7:03pm.
- **Additions/Changes to the Agenda:** New Business items removed from Agenda: Acknowledgement of NYS Annual Report Review; Authorization to Sign: Annual PPLD-FPPLD Support Agreement
- **Move/Seconded:** Hogg, Fitzgibbons.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. January 26, 2022 (PPLD Document #022322 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 26, 2022.
- **Moved/Seconded:** Ryan, Schmitz.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. January 2022 Financial Activity Report (PPLD Document #022322 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2022 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Lynch explained some of the recent transfers.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #022322 – 2.1)

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

Vouchers 62267 to 62462 in Warrant 20220224 totaling \$281,870.76

And that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants, post facto:

Vouchers 62260 to 62300 in Warrant 20220215 totaling \$118,684.12

- **Moved/Seconded:** Schmitz, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Hogg and Schmitz

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #022322 – 3)

- Lawrence reported on staffing changes; fast facts from 2021; upcoming author visits; potential venues for large programs; the grant from the Emergency Connectivity Fund; E-Rate services; Short Editions; the Big Read; and managing teenagers after school at Boardman;
- Thompson discussed progress on staffing changes; the Barrett Collection; work with the Mexican Consulate; and streamlining materials in the collection.
- Vredenburg talked about Rover visits creating inspiration; plans for the opening for the new branch; staffing plans; and the Book Festival.
- Francis is working on arranging Rover outreach to Hispanic populations, and fulfilling a grant for early literacy backpacks. Trustee Ryan suggested including Kindergarten registration information in the backpacks.
- Lawrence proposed the following course of action for board approval:
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes meetings with duly posted public notice to occur at the Sadie Peterson Delaney Branch Library at the Family Partnership Center.
 - **Moved/Seconded:** Eagleton, Schmitz.
 - **Discussion:** None.
 - **VOTE:** 9 – 0 – 0

B. President's Report: None.

C. Board Committee Reports (PPLD Document #022322 – 3.3)

1. **Planning Committee:** Chairperson Eagleton summarized committee discussions on progress with the strategic plan and the need for input from the Hispanic community.
2. **Personnel Committee:** Chairperson Moore reported on committee discussions regarding a grievance.

D. Friends of PPLD: President Mann introduced Vice-President Norma Vasquez and discussed a plan to have an informal gathering for the Friends Board and the PPLD Board.

VII. Board Action

A. Personnel Actions: (PPLD Document #022322 – 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
Julie Hayes	Student Page	Permanent Appointment	3/1/2022	N/A
Matthew Darcy	Student Page	Permanent Appointment	3/2/2022	N/A
Sara Streett	Library Clerk (PT)	Probationary Appointment	2/28/2022	\$15.21/hr
Gareth Davies	Development Officer (FT)	Retirement	3/18/2022	N/A
Bradley Diuguid	Development Officer (FT)	Provisional Appointment	3/21/2022	\$70,967 (Step 2)
Cassie Bailey	Public Information Officer (FT)	Provisional Appointment	3/28/2022	\$50,000

- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business: None.

VIII. Open Comment

A. Board Comment: Trustee Eagleton did some research regarding the need for a Fire Watcher for the period of time when the fire suppression system is being replaced.

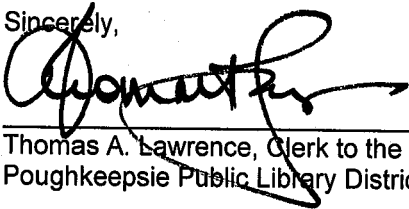
B. Public Comment: None.

Adjournment

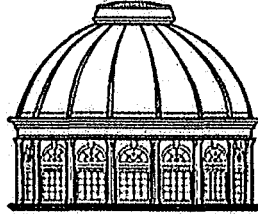
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:05 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 23, 7 p.m. and will tentatively take place at the Sadie Peterson Delaney Branch at the Family Partnership Center, 29 North Hamilton St., Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of February 2022 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2022 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

- A 12010 **General Fund Operating:** General Fund checking account
- A 12020 **General Fund Payroll:** General Fund Payroll account
- A 12023 **General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
- A 12040 **Credit Card Transactions:** Where our credit card activity is recorded
- A 12051 **Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
- A 12100 **Petty Cash:** \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
- A 12101 **Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
- A 13800 **Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
- A 13910 **Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

- A. 26000 **Accounts Payable:** Outstanding obligation for goods received
- A 26012 **Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
- A 26020 **Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
- A 26021 **Benefits Exchange:** Where we book money paid by employees for benefits they pay for
- A 26030 **General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
- A 26300 **Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
- A 26370 **State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
- A 26510 **Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

- A 35100 **Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
- A 35210 **Encumbrances (+PYCF*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
- A 35220 **Expenditures (+PYCF*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
- A 38210 **Encumbrance Reserve (+PYCF*):** Part of the budgeted money to be spent that is already committed to be spent
- A 38670 **Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
- A 39090 **Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
- A 39110 **Fund Balance (Start of Year:** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
- A 39600 **Appropriations Budget (+ PYCF*):** This year's budget to spend plus prior year rollover.
- A 39800 **Revenues Received:** The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of February 2022
Financial Activity – Narrative Report

The following information was generated through the use of the "Train" Database while we await final year end audited balances. The audited 2021 year-end report will be presented at the April 2022 Board of Trustees meeting.

General Fund (Fund A; \$2,751,065)

- Receipts for the month totaled \$2,740,002 which included tax revenue from the City of Poughkeepsie (\$1,714,964) and the Town of Poughkeepsie (\$1,000,000) as well as \$2,918 in library charges, \$143 in interest and \$15,120 in miscellaneous income. The majority of the miscellaneous income came from the Friends for utilities and plowing for the prior year.
- Disbursements for the month totaled \$740,205 which included \$520,024 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 6,019
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$900,932)

- Receipts for the month included minimal interest as well as interest and market change in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$605,026
 - Schlobach Fund 50,000
 - Occhialino Fund 30,000

Capital Fund (Fund H; \$39,003)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund): \$86
 - Cash from Obligations – BOND Proceeds: 492

Permanent Funds (Fund PN; \$489,179)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$275,802)

- Receipts for the month included minimal interest.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
February 2022

Budget Transfer A-04

Revenue	Increase	Decrease
Total	\$ -	\$ -

This transfer was requested for the purchase and support of the product Short Editions

Expense	Increase	Decrease
HVAC-Mech/Elec/Plumbing	A20000 54691	\$ 10,000.00
FF&E -Family Partnership Branch	A74000 52800	\$ 2,500.00
FF&E	A00000 52800	\$ 12,500.00
Total		\$ 12,500.00

Budget Transfer A-05

Revenue	Increase	Decrease
Grants - DC Reads	A99900 42760 A228 \$ 27,025.00	
Total	\$ 27,025.00	\$ -

To reflect the award of DC reads grant.

Expense	Increase	Decrease
FF&E- DC Reads	A74000 52800 A228 \$ 13,500.00	
Programming - DC reads	A74000 54292 A228 \$ 7,500.00	
PR & Printing- DC Reads	A74000 54340 A228 \$ 2,500.00	
Librarian Salaries	A00000 51410	\$ 3,525.00
Total		\$ 27,025.00

GENERAL FUND YEAR TO DATE (YTD)
EXPENSE REPORT FEBRUARY 2022

FOR 2022 02

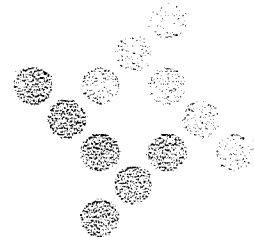
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,378,774	486,320.13	313,376.82	3,253,206.65	639,247.22	85.4%
22 EQUIP & CAPITAL OUTL	76,500	100,000	16,874.12	16,284.46	10,553.68	72,572.20	27.4%
30 MATERIALS	510,780	510,780	62,058.23	41,033.89	97,439.84	351,281.93	31.2%
32 INFORMATION SVC	67,959	67,959	7,294.00	1,499.00	2,444.00	58,221.00	14.3%
50 OPERATIONS	1,532,715	1,532,715	209,226.61	148,277.55	319,542.82	1,003,945.57	34.5%
51 AUTOMATION	136,208	136,208	13,085.80	13,085.80	40,454.20	82,668.00	39.3%
91 EMPLOYEE BENEFITS	1,839,020	1,839,020	456,541.78	206,647.22	904,645.56	477,832.66	74.0%
92 DEBT SER	1,279,201	1,279,201	.00	.00	.00	1,279,201.00	.0%
GRAND TOTAL	9,817,632	9,844,657	1,251,400.67	740,204.74	4,628,286.75	3,964,969.58	59.7%

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

WARRANT: 20220215 02/15/2022

DUE DATE: 02/15/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C) 157.03	188.00
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9 800.00	400.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ 1,080.88	783.30
A A00000	General Fund Expen A .7410.000.00.54570 .	Liability Directors/Of 4,687.00	.00
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water 744.04	2,433.89
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe 250.00	530.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob 385.00	973.37
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance 620.49	1,872.16
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance 95,854.81	6,270.43
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr 151.03	.00
A A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING 5,000.00	33.01
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 656.16	127.33
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 2,817.84	3,279.05
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot 658.05	4,966.65
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 135.80	852.04
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa 1,134.32	44.08
A A74000	Family Partnership A .7410.740.00.54530 .	RENTAL OF QUARTERS - F 3,551.67	34,044.99
FUND TOTAL		118,684.12	
=====			
WARRANT SUMMARY TOTAL		118,684.12	
=====			
GRAND TOTAL		118,684.12	
=====			



WARRANT: 20220224 02/24/2022

DUE DATE: 02/24/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund A .0000.000.00.26021 .	Benefits Exchange	3,470.55
A	A	General Fund A .0000.000.00.26030 .	General Fund Exchange	24.00
A	A00000	General Fund Expen A .7410.000.00.52800 .	Furniture, Fixtures & E	14,902.58
A	A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,838.08
A	A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	150.24
A	A00000	General Fund Expen A .7410.000.00.54356 .	Mileage Reimbursement	1.75
A	A00000	General Fund Expen A .7410.000.00.54360 .	Sierra/Encore Services	13,327.60
A	A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	196.45
A	A00000	General Fund Expen A .7410.000.00.54540 .	Property Liability Ins	36,547.17
A	A00000	General Fund Expen A .7410.000.00.54550 .	Automobile Insurance	2,225.00
A	A00000	General Fund Expen A .7410.000.00.54550 .C814	Auto Insurance- Bookmo	2,045.00
A	A00000	General Fund Expen A .7410.000.00.54560 .	Liability Umbrella Ins	7,255.00
A	A00000	General Fund Expen A .7410.000.00.59040 .	Workers Compensation	45,540.00
A	A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	3,878.20
A	A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	910.00
A	A10000	Administration A .7410.100.00.54370 .	Professional Fees - Ad	666.66
A	A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	2,406.82
A	A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	4,314.34
A	A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	298.41
A	A20000	Building Services A .7410.200.00.54690 .	Snow Removal - Patron	6,377.62
A	A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	2,281.44
A	A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	2,574.13
A	A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	648.00
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	593.79
A	A20000	Building Services A .7410.200.00.54730 .	Vehicle Maintenance	75.63
A	A20300	Greene Services A .7410.203.02.54100 .	BOOKS	35,646.49
A	A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	26,000.00
A	A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	226.45
A	A30000	Advancement Servic A .7410.300.00.54370 .	Professional Fees	719.98
A	A41000	Adult Services A .7410.410.00.54130 .	Serials Adult Services	12,050.25
A	A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	1,499.00
A	A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,540.50
A	A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	1,144.22
A	A43000	Borrower Services A .7410.430.00.54292 .A233	Ext Serv Prgming-Outre	74.82
A	A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	4,896.68
A	A44000	Collection Service A .7410.440.00.54100 .A225	Book Leasing Prgm	17,846.40
A	A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	463.63
A	A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,420.27
A	A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	907.03
A	A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	331.15
A	A45000	Youth Services A .7410.450.00.54130 .	Serials Youth Services	1,481.24
A	A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	951.38
A	A45000	Youth Services A .7410.450.00.54356 .A233	Mileage-Outreach	33.99
A	A46000	YA Services A .7410.460.00.54130 .	Serials YA	921.74
A	A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	296.82
A	A50000	Business Office A .7410.500.00.54370 .	Professional Fees - Bu	3,330.30
A	A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	363.45
A	A60000	Information Tech A .7410.600.00.54370 .	Professional Fees- Sof	2,025.00
A	A71000	Adriance A .7410.710.00.54131 .	Newspapers	263.60

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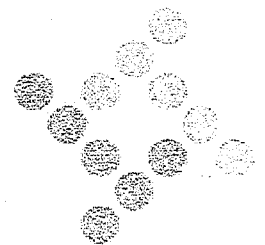
Poughkeepsie Public Library District
WARRANT SUMMARY

P 19
apwarrnt

WARRANT: 20220224 02/24/2022

DUE DATE: 02/24/2022

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	6,915.97	433.23
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	167.65	-75.12
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	4,785.86	-3,518.81
A A74000	Family Partnership A .7410.740.00.52800 .	FF&E - FPC	1,018.43	1,553.68
FUND TOTAL			281,870.76	
=====				
WARRANT SUMMARY TOTAL			281,870.76	
=====				
GRAND TOTAL			281,870.76	
=====				



GENERAL FUND YEAR TO DATE (YTD)
REVENUE REPORT FEBRUARY 2022

FOR 2022 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,989,144	6,989,144	2,714,964.00	2,714,964.00	4,274,180.00	38.8%
41003 REAL PROPERTY TAX DEBT SERVIC	1,279,201	1,279,201	.00	.00	1,279,201.00	.0%
42082 LIBRARY CHARGES	40,000	40,000	4,795.68	2,918.07	35,204.32	12.0%
42401 INTEREST EARNINGS	25,000	25,000	218.14	142.87	24,781.86	.9%
42705 DONATIONS	54,833	54,833	282.80	25.10	54,550.20	.5%
42752 ANNUAL APPEAL	35,000	35,000	.00	.00	35,000.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
42760 GRANTS	83,000	110,025	.00	.00	110,025.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	.00	.00	173,000.00	.0%
42777 E RATE INCOME	45,000	45,000	.00	.00	45,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	15,119.91	15,119.91	-119.91	100.8%
43840 CENTRAL LIBRARY DEVELOPMENT	191,888	191,888	.00	.00	191,888.00	.0%
43841 CENTRAL BOOK AID	65,891	65,891	.00	.00	65,891.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	.00	.00	23,906.00	.0%
45031 TRANSFERS IN	714,786	714,786	.00	.00	714,786.00	.0%
GRAND TOTAL	9,817,632	9,844,657	2,749,044.35	2,740,001.86	7,095,612.65	27.9%

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



BALANCE SHEET FOR 2022 2

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-149.76	2,227.82
A	12020	General Fund Payroll	-52.25	3,074.98
A	12023	General Fund Money Market	2,081,885.83	2,569,471.37
A	12040	Credit Card Transactions	864.36	2,017.76
A	12051	Flex 125 Money Market	-169.79	5,971.99
A	12100	Petty Cash	183.76	5,917.43
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	.37	6,019.16
A	13501	Grants Receivable	-49,769.61	51,425.78
A	13800	Accounts Receivable	-21,000.31	.00
A	13910	Due From Other Funds	.00	104,437.10
TOTAL ASSETS			2,011,792.60	2,751,065.39
LIABILITIES				
A	26000	Accounts Payable	.00	-976.80
A	26020	Flex125 Exchange	170.17	-5,581.23
A	26021	Benefits Exchange	289.83	4,727.95
A	26030	General Fund Exchange	-26.00	-802.56
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	-1,087,999.60
A	26370	State Retirement Accrual	-50,117.52	84,044.75
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-49,683.52	-1,025,499.49
FUND BALANCE				
A	35100	Budgeted Revenues	27,025.00	9,844,657.00
A	35210	Encumbrances (+ PYCF)	-379,841.69	4,676,205.07
A	35220	Expenditures (+ PYCF)	777,892.78	1,531,160.16
A	38210	Encumbrance Reserve (+ PYCF)	379,841.69	-4,676,205.07
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-.01	659,296.88
A	39110	Fund Balance Start of Year	.00	-238,090.71
A	39600	Appropriations (+ PYCF)	-27,024.99	-10,160,947.56
A	39800	Revenues Received	-2,740,001.86	-2,749,044.35
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			-1,962,109.08	-1,725,565.90
TOTAL LIABILITIES + FUND BALANCE			-2,011,792.60	-2,751,065.39



BALANCE SHEET FOR 2022 2

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	.02	512.56
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-554.75	900,144.41
	TOTAL ASSETS		-554.73	900,932.05
LIABILITIES				
CM	26300	Due To Other Funds	.00	-203,721.71
	TOTAL LIABILITIES		.00	-203,721.71
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-698,766.77
CM	39800	Revenues	554.73	1,556.43
	TOTAL FUND BALANCE		554.73	-697,210.34
TOTAL LIABILITIES + FUND BALANCE			554.73	-900,932.05

TRAIN DATABASE Mar 15 2022



BALANCE SHEET FOR 2022 2

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.26
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.02	39,003.01
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	19,095.64
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.04
TOTAL FUND BALANCE			-.02	19,095.60
TOTAL LIABILITIES + FUND BALANCE			-.02	-39,003.01

TRAIN DATABASE Mar 15 2022



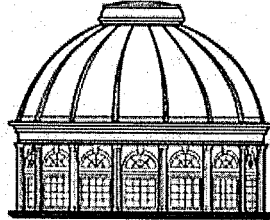
BALANCE SHEET FOR 2022 2

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-554.75	377,347.91
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			-554.75	489,178.63
LIABILITIES				
PN	26300	Due to other funds	554.75	-10,360.78
TOTAL LIABILITIES			554.75	-10,360.78
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			554.75	-489,178.63



BALANCE SHEET FOR 2022 2

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	.08	2,075.57
V	13910	DUE FROM OTHER FUNDS	.00	273,726.00
	TOTAL ASSETS		.08	275,801.57
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	54,217.64
	TOTAL LIABILITIES		.00	54,217.64
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-310,713.85
V	39800	Revenues	-.08	-24.36
	TOTAL FUND BALANCE		-.08	-330,019.21
	TOTAL LIABILITIES + FUND BALANCE		-.08	-275,801.57



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee		Date: Monday, March 14, 2022
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input type="checkbox"/> Debbie Nichols (virtual) <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Cathy Schmitz	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence		

1. Business Items: The following topics were discussed:

- **2021 Audit Update:** Lynch reported that the field work for the audit was complete and that the follow-up work with journal entries and other revisions to the financial statement were being prepared. The report should be delivered at the April meeting of the Board of Trustees.
- **2022 Budget Update:** Lynch reported that the Town has paid, in total, the tax levy from the Town and that the City was still owing a little but it's not due from either municipality until April 1.
- **PILOT Update:** The Library District is in receipt of the PILOT agreement with regards to the development at the Poughkeepsie Grand (confirmed) that started in 2014. This will be reviewed to see if the Library District was shorted any money with regards to the agreement.
- **Bad Debt:** Lawrence presented a chart detailed current debt owed by patrons to the Library District for failure to return materials in accordance with established borrowing guidelines. The Committee agreed to write-off the debt for FY2015 (see attached chart for details). Lynch will work with the auditors on how that is reported. The Committee will also review a draft policy with regards to this debt write-off for consideration at a future meeting.
- **Fines and Fees:** The Committee continued its ongoing discussion related to the possible elimination of fines for overdue materials.

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

- Monthly financial report

3. Upcoming Agenda Items:

- Status of PILOT payments.
- Fines.
- Donor cultivation.
- Policy on bad debt.

Next Scheduled Meeting(s) Date

Monday, April 11; 5:30 pm
 Greenspan Board Room - Adriance Memorial Library

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Bad Patron Debt - Status Report

Type of Charge	Patron Debt - Total			Patron Debt - FY2015 (Proposed Write Off)			Patron Debt - Balance		
	ADR	BRD	Total	ADR	BRD	Total	ADR	BRD	Total
General	\$ -	\$ -	\$ -	\$ 2,576.59	\$ 356.79	\$ 2,933.38	NA	NA	\$ -
Adult	\$ 78,729.65	\$ 9,690.38	\$ 88,420.03	\$ 12,002.98	\$ 1,193.82	\$ 13,196.80	\$ 66,726.67	\$ 8,496.56	\$ 75,223.23
Children	\$ 41,969.45	\$ 8,575.87	\$ 50,545.32	\$ 6,167.62	\$ 865.71	\$ 7,033.33	\$ 35,801.83	\$ 7,710.16	\$ 43,511.99
Young Adult	\$ 11,509.95	\$ 2,062.74	\$ 13,572.69	\$ 2,095.06	\$ 395.94	\$ 2,491.00	\$ 9,414.89	\$ 1,666.80	\$ 11,081.69
Total	\$ 132,209.05	\$ 20,328.99	\$ 152,538.04	\$ 22,842.25	\$ 2,812.26	\$ 25,654.51	\$ 114,943.39	\$ 17,873.52	\$ 129,816.91

as of March 14, 2022

New Business

Approval of NYS Annual Report for Public and Association Libraries

Recommended By Library Director

Current Situation The Administration prepares the annual statistical and financial report, based on the requirements of the New York State Education Department's Division of Library Development. The attached document is that report for 2021. Commissioner's guidelines require that the Board of Trustees accept the report.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2021 Annual Report for Public and Association Libraries (PPLD Document #032322 – 5A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Greater Poughkeepsie Library District Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3200135360
1.2	Library Name	GREATER POUGHKEEPSIE LIBRARY DISTRICT
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Poughkeepsie *
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A N/A if No was answered to Question 1.8.	
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if	N/A

No was answered to Question 1.8.

1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	93 MARKET STREET
1.15	City	POUGHKEEPSIE
1.16	Zip Code	12601
1.17	Mailing Address	93 MARKET STREET
1.18	City	POUGHKEEPSIE
1.19	Zip Code	12601
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 485-3445
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 485-3789
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	administration@poklib.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.poklib.org
1.24	Population Chartered to Serve (per 2010 Census)	75,135
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/16/1989
1.30	Date the library was last registered	03/22/1993
1.31	Federal Employer Identification Number	141701733
1.32	County	DUTCHESS
1.33	School District	City Of Poughkeepsie

1.34 Town/City Poughkeepsie
 1.35 Library System Mid-Hudson Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name N/A
 1.36b President/CEO Phone Number N/A
 1.36c President/CEO Email N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager Thomas
 1.38 Last Name of Library Director/Manager Lawrence
 1.39 NYS Public Librarian Certification Number 12271
 1.40 What is the highest education level of the library manager/director? Other
 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y
 1.43 E-mail Address of the Director/Manager tlawrence@poklib.org
 1.44 Fax Number of the Director/Manager (845) 485-3789
 1.45 Does the library charge fees for library cards to people residing outside the system's service area? N

Public Votes/Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y
 1. Name of municipality or district holding the public vote Poughkeepsie Public Library District

- | | | |
|-----|--|------------------------------|
| 2. | Indicate the type of municipality or district holding the public vote | Special Legislative District |
| 3. | Date the vote was held (mm/dd/2021) | 11/02/2021 |
| 4. | Was the vote successful? Y/N | Y |
| 5. | What type of public vote was it? | Other |
| 6a. | Most recent prior year approved appropriation from a public vote: | \$9,301,312 |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | \$579,305 |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | \$9,880,617 |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. Y
- | | | |
|----|---|--------------------------------------|
| 1. | Name of municipality or district holding the public vote | Poughkeepsie Public Library District |
| 2. | Indicate the type of municipality or district holding the public vote | Special Legislative District |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | 11/03/2020 |
| 4. | What type of public vote was it? | Other |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | \$7,643,395 |

Unusual Circumstances

- 1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N N

for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

- | | | |
|----|---|-----|
| 1. | Name of contracting municipality or district | N/A |
| 2. | Is this a written contractual agreement? | N/A |
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |

- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.
- N

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	38,587
2.2	Adult Non-fiction Books	75,576
2.3	Total Adult Books (Total questions 2.1 & 2.2)	114,163
2.4	Children's Fiction Books	30,522
2.5	Children's Non-fiction Books	21,163
2.6	Total Children's Books (Total questions 2.4 & 2.5)	51,685
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	165,848

Other Print Materials

2.8	Total Uncataloged Books	500
2.9	Total Print Serials	400
2.10	All Other Print Materials	8,722
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	9,622
2.12	Total Print Materials (Total questions 2.7 and 2.11)	175,470

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	27,479
2.14	Local Electronic Collections	4
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	19
2.17	Audio - Downloadable Units	6,217
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	4,723
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	38,438

Non-Electronic Materials

2.21	Audio - Physical Units	12,972
------	------------------------	--------

2.22	Video - Physical Units	14,374
2.23	Other Circulating Physical Items	2,632
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	29,978

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	243,886
------	---	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	12,726
2.27	All Other Print Materials	199
2.28	Electronic Materials	9,226
2.29	All Other Materials	4,714
2.30	Total Additions (Total questions 2.26 through 2.29)	26,865

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	240,949
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	38,150
3.3	Registered non-resident borrowers	64

Please report information on WRITTEN POLICIES as of 12/31/21.

WRITTEN POLICIES (Answer Y for Yes, N for No)

- | | | |
|------|---|---|
| 3.4 | Does the library have an open meeting policy? | Y |
| 3.5 | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6 | Does the library have an Internet use policy? | Y |
| 3.7 | Does the library have a disaster plan? | Y |
| 3.8 | Does the library have a board-approved conflict of interest policy? | Y |
| 3.9 | Does the library have a board-approved whistle blower policy? | Y |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy? | Y |

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

- | | | |
|---------------------------------|--|-----|
| 3.11 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |
| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | Y |
| 3.13 | Does the library have large print books? | Y |
| 3.14 | Does the library have assistive technology for people who are visually impaired or blind? | Y |
| 3.15 - If so, what do you have? | screen reader, such as JAWS, Windoweyes or NVDA | No |
| | refreshable Braille commonly referred to as a refreshable Braille display | No |
| | screen magnification software, such as Zoomtext | Yes |
| | electronic scanning and reading software, such as OpenBook | No |
| 3.16 | Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? | Y |

Library Sponsored Programs/Summer Reading Program**SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE**

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	1,593
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	134
3.19	Number of Children's Programs	448
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	324
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	124
3.20	Number of Synchronous General Interest Program Sessions	132
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	2,307.00
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are	2,307

	breaking out Children's Programming questions by age.	
3.21a	Number of Synchronous In-Person Onsite Program Sessions	N/A
3.21b	Number of Synchronous In-Person Offsite Program Sessions	N/A
3.21c	Number of Synchronous Virtual Program Sessions	N/A
3.22	One-on-One Program Sessions	N/A
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	20,267
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	1,958
3.26	Children's Program Attendance	6,505
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	2,520
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	3,985
3.27	Attendance at Synchronous General Interest Programs	5,364
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	34,094.00
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	34,094
3.28a	Synchronous In-Person Onsite Program Attendance	34,094
3.28b	Synchronous In-Person Offsite Program Attendance	N/A
3.28c	Synchronous Virtual Program Attendance	N/A

3.29	One-on-One Program Attendance	N/A
3.29a	Total Number of Asynchronous Program Presentations	392
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	14,522

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	2
3.32	Children registered for the library's summer reading program	561
3.33	Young adults registered for the library's summer reading program	80
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	641
3.36	Children's program sessions - Summer 2021	42
3.37	Young adult program sessions - Summer 2021	9
3.38	Adult program sessions - Summer 2021	0
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	51
3.40	Children's program attendance - Summer 2021	2,138

3.41	Young adult program attendance - Summer 2021	57
3.42	Adult program attendance - Summer 2021	0
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	2,195

COLLABORATORS

3.44	Public school district(s) and/or BOCES	5
3.45	Non-public school(s)	8
3.46	Childcare center(s)	4
3.47	Summer camp(s)	1
3.48	Municipality/Municipalities	2
3.49	Literacy provider(s)	1
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	21

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.53	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No
3.54	- Number of sessions	
a.	Focus on birth - school entry (kindergarten)	324
b.	Focus on parents & caregivers	0
c.	Combined audience	132
d.	N/A	0
3.55	Total Sessions	456
3.56	- Attendance at sessions	
a.	Focus on birth - school entry (kindergarten)	2,520

b.	Focus on parents & caregivers	0
c.	Combined audience	5,364
d.	N/A	0
3.57	Total Attendance	7,884

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	N/A
3.61	Total one-on-one program sessions	N/A
3.62	Total group program attendance	N/A
3.63	Total one-on-one program attendance	N/A
3.64 - Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	50
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	50
3.70	One-on-one program sessions	0

3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	664
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	664
3.75	One-on-one program attendance	0
3.76 - Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	174
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	1,012
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	59,778
4.2	Adult Non-fiction Books	40,495
4.3	Total Adult Books (Total questions 4.1 & 4.2)	100,273
4.4	Children's Fiction Books	56,130
4.5	Children's Non-fiction Books	15,776
4.6	Total Children's Books (Total questions 4.4 & 4.5)	71,906

4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6) 172,179

CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials 59,581

4.9 Circulation of Children's Other Materials 8,152

4.10 Circulation of Other Physical Items (Total questions 4.8, 4.9) 67,733

4.11 Physical Item Circulation (Total questions 4.7 & 4.10) 239,912

ELECTRONIC USE

4.12 Use of Electronic Material 102,708

4.13 Successful Retrieval of Electronic Information 153,609

4.14 Electronic Content Use (Total questions 4.12 & 4.13) 256,317

4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) 342,620

4.16 Total Collection Use (Total questions 4.13 & 4.15) 496,229

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 80,058

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions 11,730

4.18a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

4.19 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 37,481

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 85,052

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	323,729
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	NA
5.10	Name of the person responsible for the library's Information Technology (IT) services	Bruce Sullivan
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 485-3445
5.12	IT contact's email address	bsullivan@poklib.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	21.50
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0

6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	56.90
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	79.40
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$55,994
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$130,000
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's Y

progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.

- | | | |
|--|--|---|
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. Provides | | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, | Y |

facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.

- | | | |
|-----|--|---|
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	1
8.3	Bookmobiles	1
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	3

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	64.00
8.8	Minimum Weekly Total Hours - Bookmobiles	10.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	141.00

8.10	Annual Total Hours - Main Library	3,283.50
8.11	Annual Total Hours - Branch Libraries	3,142.50
8.12	Annual Total Hours - Bookmobiles	520.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	6,946.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to,	No

their normal duties during the
 Coronavirus (COVID-19) pandemic?

CV9 Number of Weeks an Outlet Had Limited
 Occupancy Due to COVID-19 0

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
 Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

- 1. Outlet Name Adriance Memorial Library
- 2. Outlet Name Status 00 (for no change)
- 3. Street Address 93 Market Street
- 4. Outlet Street Address Status 00 (for no change)
- 5. City Poughkeepsie
- 6. Zip Code 12601
- 7. Phone (enter 10 digits only) (845) 485-3445
- 8. Fax Number (enter 10 digits only) (845) 485-3789
- 9. E-mail Address administration@poklib.org
- 10. Outlet URL www.poklib.org
- 11. County Dutchess
- 12. School District Poughkeepsie
- 13. Library System Mid-Hudson Library System
- 14. Outlet Type Code (select one): CE
- 15. Public Service Hours Per Year for This Outlet 3,284
- 16. Number of Weeks This Outlet is Open 52
- 16a Number of weeks an outlet closed due to COVID-19 0
- 16b Number of weeks an outlet had limited occupancy due to COVID-19 0

- | | | |
|-----|--|--|
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |
| 18. | Is the meeting space available for public use even when the outlet is closed? | N |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 44 |
| 20. | Enter the appropriate outlet code (select one): | LO |
| 21. | Who owns this outlet building? | Library Board |
| 22. | Who owns the land on which this outlet is built? | Library Board |
| 23. | Indicate the year this outlet was initially constructed | 1898 |
| 24. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more | 2009 |
| 25. | Square footage of the outlet | 42,000 |
| 26. | Number of Internet Computers Used by General Public | 35 |
| 27. | Number of uses (sessions) of public Internet computers per year | 29,352 |
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count |
| 28. | Type of connection on the outlet's public Internet computers | Fiber |
| 29. | Maximum <u>download</u> speed of connection on the outlet's public Internet computers | 9 Greater than or equal to 25 mbps and less than 50 mbps |
| 30. | Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | 9 Greater than or equal to 25 mbps and less than 50 mbps |
| 31. | Internet Provider | Other (specify using the State note) |
| 32. | WiFi Access | Other (specify using the State note) |
| 33. | Wireless Sessions | 19,928 |
| 33a | Reporting Method for Wireless Sessions | CT - Annual Count |
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y |
| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | Y |
| 36. | Does your outlet have a Makerspace? | N |

37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Boardman Road Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	141 Boardman Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12603
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 462-1956
9.	E-mail Address	administration@poiklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Arlington
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,143
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	65
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board

22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1950
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2014
25.	Square footage of the outlet	25,000
26.	Number of Internet Computers Used by General Public	15
27.	Number of uses (sessions) of public Internet computers per year	9,123
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Other (specify using the State note)
33.	Wireless Sessions	8,542
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Rover
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 Market Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie

6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Poughkeepsie
13.	Library System	MHLS
14.	Outlet Type Code (select one):	BS
15.	Public Service Hours Per Year for This Outlet	520
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	25
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	2020
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
25.	Square footage of the outlet	84
26.	Number of Internet Computers Used by General Public	0
27.	Number of uses (sessions) of public Internet computers per year	0

27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	The library does not offer WiFi to patrons
33.	Wireless Sessions	N/A
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	1
40.	<i>Outlet Structure Status</i>	02 (New Library)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021) 13

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

10.3 If yes, what is the range? 11

- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 11
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 11
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5

BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

- 10.9 First Name Dianne
- 10.10 Last Name Blazek
- 10.11 Mailing Address 8 Old Silvermine Place
- 10.12 City Poughkeepsie
- 10.13 Zip Code (5 digits only) 12603
- 10.14 Phone (enter 10 digits only) (845) 485-6714
- 10.15 E-mail Address blazekd@optonline.net
- 10.16 Term Begins - Month January
- 10.17 Term Begins - Year (yyyy) 2021
- 10.18 Term Expires - Month December
- 10.19 Term Expires - Year (yyyy) 2021
- 10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

- 10.21 The date the Oath of Office was taken (mm/dd/yyyy) 12/22/2020
- 10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/05/2021
- 10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled
2. First Name of Board Member Jonathan
3. Last Name of Board Member McPhee
4. Mailing Address 18 Fallkill Avenue
5. City Poughkeepsie
6. Zip Code (5 digits only) 12601
7. E-mail address jonmcphee92@gmail.com
8. Office Held or Trustee Secretary
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2026
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Yes
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/11/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2022
16. Is this a brand new trustee? Y

1. Status Filled
2. First Name of Board Member Patricia
3. Last Name of Board Member Ferrer

- | | | |
|-----|--|-----------------------------|
| 4. | Mailing Address | 15 East Ricky Lane |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | patricia.ferrer@marists.edu |
| 8. | Office Held or Trustee | Treasurer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/05/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/05/2021 |
| 16. | Is this a brand new trustee? | Y |
-
- | | | |
|-----|---|---------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Mary |
| 3. | Last Name of Board Member | Moore |
| 4. | Mailing Address | 10 Argent Drive |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | marymoor@us.ibm.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the | Yes |

unexpired previous trustee's term.

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd /yyyy) was taken 01/04/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/06/2020
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Debbie
3. Last Name of Board Member Nichols
4. Mailing Address 36Hornbeck Ridge
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address jdnich327@verizon.net
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2026

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Yes

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd /yyyy) was taken 01/11/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2022
16. Is this a brand new trustee? Y

1. Status Filled
2. First Name of Board Member Chip
3. Last Name of Board Member Hogg
4. Mailing Address 17 Wilson Blvd

- | | | |
|-----|--|--------------------|
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | chiphogg@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/27/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/29/2021 |
| 16. | Is this a brand new trustee? | Y |
-
- | | | |
|-----|--|-------------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Moira |
| 3. | Last Name of Board Member | Fitzgibbons |
| 4. | Mailing Address | 20 Marian Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | moira.fitzgibbons@marists.edu |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. | Yes |

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- | | | |
|-----|--|----------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2018 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Laurel |
| 3. | Last Name of Board Member | Spuhler |
| 4. | Mailing Address | 37 Parkwood Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | sugmagne@verizon.net |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 12/08/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/20/2018 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Sean |
| 3. | Last Name of Board Member | Eagleton |
| 4. | Mailing Address | 96 Autumn Drive |
| 5. | City | Poughkeepsie |

- | | | |
|-----|--|-------------------|
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | seagleton@aol.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/17/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/18/2019 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|---|---------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Patricia |
| 3. | Last Name of Board Member | Ryan |
| 4. | Mailing Address | 23 Heathbrook Drive |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | patty@nyryans.org |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder | Yes |

of [name]'s term, which was to run from beginning date to ending date.

- | | | |
|-----|--|-------------------------|
| 14. | The date the Oath of Office (mm/dd /yyyy) was taken | 01/02/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2018 |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Catherine |
| 3. | Last Name of Board Member | Schmitz |
| 4. | Mailing Address | 42 Ridgeview Road |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | laughingearth@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd /yyyy) was taken | 01/02/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2019 |
| 16. | Is this a brand new trustee? | N |

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

- | | | |
|----|--------------|----------------|
| 1. | Trustee Name | JDianne Blazek |
|----|--------------|----------------|

- | | | |
|----|---|-------------------|
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Moira Fitzgibbons |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Laurel Spuhler |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Jonathan McPhee |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Chip Hogg |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Patricia Ferrer |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Sean Eagleton |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Cathy Schmitz |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| 1. | Trustee Name | Debbie Nichols |

- | | | |
|----|---|---------------|
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| | | |
| 1. | Trustee Name | Mary Moore |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |
| | | |
| 1. | Trustee Name | Patricia Ryan |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- | | | |
|------|---|----------------------|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y |
| | | |
| 1. | Source of Funds | City |
| 2. | Name of funding County, Municipality or School District | City of Poughkeepsie |
| 3. | Amount | \$3,515,008 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |
| 5. | Written Contractual Agreement | N/A |
| | | |
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or School District | Town of Poughkeepsie |
| 3. | Amount | \$4,552,488 |

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N/A

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$8,067,496

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$25,324
11.4	Record all Central Library Services Aid monies received from system headquarters	\$309,298
11.5	Additional State Aid received from the System	\$36,076
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$370,698

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
------	---	-----

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$371,161
11.15	Fund Raising	\$0
11.16	Income from Investments	\$4,800
11.17	Library Charges	\$39,556
11.18	Other	\$214,000

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$629,517
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$9,067,711
11.21	BUDGET LOANS	\$0

Transfers/Grant Total**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$755,184
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$755,184
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$29,383
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$9,852,278

12. OPERATING FUND DISBURSEMENTS**Staff/Collection/Capital/Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES**Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$1,591,363
12.2	Other Staff	\$2,457,144

12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$4,048,507
12.4	Employee Benefits Expenditures	\$01,863,453
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$5,911,960

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$551,333
12.7	Electronic Materials Expenditures	\$67,941
12.8	Other Materials Expenditures	\$136,282
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$755,556

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$159,409
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$159,409

OPERATION AND MAINTENANCE OF BUILDINGS**Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$228,055
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$228,055
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$548,985
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$777,040

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$61,700
12.19	Telecommunications	\$74,453
12.20	Postage and Freight	\$14,635
12.21	Professional & Consultant Fees	\$320,798
12.22	Equipment	\$16,769
12.23	Other Miscellaneous	\$294,346
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$782,701

Contracts/Debt Service/Transfers/Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$127,203

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$1,336,954
 12.27 From Other Funds (73OF) \$0
 12.28 **Total** (Add Questions 12.26 and 12.27) \$1,336,954

Other Loans

12.29 Budget Loans (Principal and Interest) \$0
 12.30 Short-Term Loans \$0
 12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$1,336,954

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$9,850,823

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$1,455
 12.34 From Other Funds (76OF) \$0
 12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$1,455

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$1,455

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$9,852,278

12.39 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021** \$0

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$9,852,278

ASSURANCE

- 12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 03/23/2022

FISCAL AUDIT

- 12.42 Last audit performed (mm/dd/yyyy) 04/01/2021
- 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2020 - 12/31/2020
- 12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

- 12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources \$1
- 13.2 All Other Revenues from Local Sources \$0
- 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$1

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction \$0
- 13.5 Other State Aid \$0
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

- 13.8 Transfer from Operating Fund (Same as Question 12.35) \$1,455
- 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$1,456

13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$1,456
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$220,693
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$222,149

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$500
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$500
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$500
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$221,649
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$222,149

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations
90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report

here only those funds actually
 expended by the Library
 during the calendar year
 ending December 31, 2021.
 Do not report funds spent by
 the public library system on
 the Library's behalf.

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE) 0
 15.1.2 Total Expenditure for Professional Salaries \$0

15.1.3 - 15.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE) 0
 15.1.4 Total Expenditures for Other Staff Salaries \$0

15.1.5 Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$0

15.1.6 Purchased Services: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | MHLS |
| 3. | Expenditure | \$170,645 |
| | | |
| 1. | Expenditure Category | Delivery/courier services |
| 2. | Provider of Services | MHLS |
| 3. | Expenditure | \$80,856 |

- 1. Expenditure Category Other (specify using the State note)
- 2. Provider of Services MHLS
- 3. Expenditure \$56,267

15.1.7 Total Expenditure - Purchased Services \$307,768

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

- 1. Expenditure Category Other (specify using the State note)
- 2. Expenditure \$1,530

15.1.9 **Total Expenditure - Supplies and Materials** \$1,530

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

- 1. Type of travel N/A
- 2. Expenditure N/A

15.1.11 **Total Expenditures - Travel** \$0

15.1.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

- 1. Type of item N/A

2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A
15.1.13	Total Expenditure - Equipment and Furnishings	\$0
15.1.14	Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)	\$309,298
15.1.15	Cash Balance at the Opening of the Fiscal Year (total 15.1.15a + 15.1.15b) NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
15.1.15a	CBA Cash Balance at the Opening of the Fiscal Year	\$0
15.1.15b	CLDA Cash Balance at the Opening of the Fiscal Year.	\$0
15.1.16	Total Allocation received from the system:	\$309,298
15.1.17	Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)	\$0
15.1.18	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Training, e-content, circulating non-fiction (949 items purchased), OPAC enhancements, supplies, telephone, and delivery support in response to member library needs.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	19.69
16.2	Total Librarians	19.69
16.3	All Other Paid Staff	49.79
16.4	Total Paid Employees	69.48
16.5	State Government Revenue	\$370,698
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$629,517
16.8	Total Operating Revenue	\$9,067,711
16.9	Other Operating Expenditures	\$1,686,944

16.10	Total Operating Expenditures	\$8,354,460
16.11	Total Capital Expenditures	\$159,909
16.12	Print Materials	166,748
16.13	Total Registered Borrowers	38,214
16.14	Other Capital Revenue and Receipts	\$1,455
16.15	Number of Internet Computers Used by General Public	50
16.16	Total Uses (sessions) of Public Internet Computers Per Year	38,475
16.17	Wireless Sessions	28,470
16.18	Total Capital Revenue	\$1,456

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	3200135360
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	MO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0230
17.8	<i>SED CODE</i>	131500700001
17.9	<i>INSTITUTION ID</i>	800000053282

SUGGESTED IMPROVEMENTS

Library Name: Poughkeepsie Public Library District

Library System: Mid-Hudson Library System

Name of Person Completing Form: Tom Lawrence

Phone Number: (845) 485-3445

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public: Strongly Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

New Business Fact Sheet
Approval of 2022 Trustee Elections

Recommended By Library Director

Background Information Annually, the Library District adopts a resolution authorizing the election of trustees and the procedures related to that election.

Current Situation The attached draft resolution reflects the terms requiring election this November and the dates for circulating and filing nominating petitions. The dates in the procedures are determined by the New York State Board of Elections and are modified each year.

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for March 27 and April 10, 2022).

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD Documents #032322 - 7A, #032322 - 7B, and #032322 - 7C.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Notice of Trustee Election

Library District Election – November 8, 2022

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2023 - 12/31/2027)
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2023 - 12/31/2027)
(Candidates for this position must live in the City of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 8, 2022.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 19, 2022, through Tuesday, May 31, 2022.

A nominating petition may contain one or several pages, which must be numbered. A witness attesting that the petition was signed in his presence by each of the persons whose signature appears thereon and that the person signing the petition represented himself to be such person shall sign each page of the petition. The witness shall sign each page under the penalty of perjury.

Each nominating petition shall be filed with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 24, 2022 to Tuesday, May 31, 2022 between the hours of 9 a.m. and 5 p.m. on weekdays. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3rd Floor), 93 Market Street, Poughkeepsie.**

The Secretary of the Board of Trustees will certify to the Dutchess County Board of Elections the candidates eligible to appear on the general election ballot.

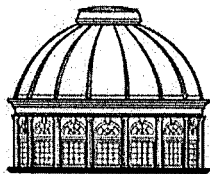
The election for library trustees and the budget referendum will be conducted by the Dutchess County Board of Elections in accordance with the provisions of the New York State Election Law and the Library District's enabling legislation and shall be included on all applicable absentee ballots.

A copy of the Procedures for Nomination as a Trustee of the Poughkeepsie Public Library District is available upon request at the Library District's Administrative Office.

Petitions may be obtained at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) during hours of operation or from the Library District's web site at www.poklib.org.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2022 Procedures for Nomination as a Trustee**

Date(s)	Event
No later than March 23	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
In March	Election notice published by Library District
March 27	First legal notice announcing election and calling for the circulation of nominating petitions
April 10	Second legal notice announcing election and calling for the circulation of nominating petitions
April 19	First day nominating petitions may be circulated
May 34 – May 31	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
June 3	Last day to accept or decline nomination
June 6	Last day to fill a vacancy after a declination
Before July 10	Library District shall validate signatures on accepted petitions
No later than July 27	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
No later than August 1	Library District submits certified ballot language to the Board of Elections
October 16	First legal notice of trustee election and budget referendum; Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on www.poklib.org
October 30	Second legal notice of trustee election and budget referendum
November 8	General Election Day



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

This document may be amended from time to time by resolution of the Trustees. In the event of any conflict between the language of this document and New York State Legislation (L. 2016, Ch. 277, as amended), the terms of the Legislation will govern.

Trustees of the Board of Trustees of the Poughkeepsie Public Library District are elected to five year terms.

For election in 2022, the following terms are available:

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2023 - 12/31/2027)
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2023 - 12/31/2027)
(Candidates for this position must live in the City of Poughkeepsie)

A. Nominating Petitions - Form, Content, and Filing Requirements

1. Signature requirements

An eligible District resident who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 registered voters in the City of Poughkeepsie if the vacancy arises for a candidate from the City, or at least 25 registered voters in the Town of Poughkeepsie if the vacancy arises for a candidate from the Town.

Candidates will be encouraged to get as many signatures as possible to avoid being disqualified if a signature is invalid.

2. Trustee Qualifications

To serve as a Trustee, candidates must be at least 18 years of age, a resident of the City or Town of Poughkeepsie, and a registered voter. They must maintain a permanent residence in the City of Poughkeepsie to serve in the seat designated for a City resident, or in the Town of Poughkeepsie, to serve in the seat designated for Town resident.

3. Form of Nominating Petition.

Petitions are available at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) and on the Library District's web site at www.poklib.org. They will continue to be made available when there are Trustee vacancies.

A separate petition shall be required to nominate each candidate for a vacancy on the board.

The nominating petitions must be in substantially the same form as the attached. Candidates will need to use more than one form to secure all of the required signatures. The signatures contained on the Nominating Petition filed with the Secretary of the Board of Trustees must be originals.

Nominating petitions should be filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name, address of his or her residence.

Signatures may only be collected in the presence of the witness and may only be collected from April 19, 2022 to May 31, 2022. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

The person collecting the signatures may, on behalf of the signer, fill in the date and residential address. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Secretary. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide the Petitions to the office of the Secretary of the Board of Trustees.

4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 24, 2022 and May 31, 2022, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3rd Floor), 93 Market Street, Poughkeepsie.**

Nominating petitions to fill a vacancy caused by the declination or disqualification of a candidate shall be filed not later than the fourth day after the last day to decline.

5. Vacancies

As stated in Bill S07785-A: "Vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until the next general election, at which time the vacancy shall be filled by election for the remaining portion of the term."

B. Determination of Validity

The Secretary of the Board of Trustees of the Poughkeepsie Public Library District shall have the ministerial duty of determining the validity of nominating petitions, based on these procedural guidelines and any other further guidelines adopted by the Board of Trustees.

As soon as practicable after receipt of nominating petitions, but no later than ten days thereafter, except in the case where timely objections are filed, the Secretary shall notify the candidates whether the nominating petitions have been accepted or declined.

The Secretary will send all candidates a Notice stating whether the nominating petitions have been accepted or rejected. If accepted by the Secretary, the Notice must state the last day to accept or decline such designation or nomination.

If Objections are filed, the Secretary of the Board of Trustees will notify the candidate(s) and the objector(s) in accordance with the procedures in Part C below.

C. Objection Procedures

1. Any nominating petition that is timely filed in the appropriate location will be presumed to be valid if it contains the required number of signatures and is in the proper form.
2. Any eligible voter may submit written objections to any nominating petition, provided the objections are filed with the Secretary of the Board of Trustees within three calendar days of the filing of the nominating petition that is the subject of the objections. Within six calendar days following the filing of the objections, the objector must file specifications of the grounds of the objections. If specifications are not timely filed, the objections shall be null and void.
3. A determination as to the merits of the objections will be made within ten business days following the filing of specifications, or as soon as practicable thereafter.
4. The Secretary of the Board of Trustees will send the Board's determination as to the objections to the candidate and to the objector, along with notification whether the nominating petitions that are the subject of the objections, have been accepted or rejected.

D. Certification

On or before 40 days prior to the November 8, 2022 general election (September 29, 2022), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

E. Elections

As stated in Bill S07785A: "Election of trustees shall take place on the same day and ballot as the general election as administered by the board of elections with the results of said election being certified by the board of elections."

Draft: February 22, 2022

New Business Fact Sheet
Approval of Sidebar: 2022 Observance of Juneteenth

Recommended By

Library Director

Current Situation

The Collective Bargaining Agreement between the Library District and CSEA details the holidays on which the Library District will closed and the staff paid for the day. The CBA also articulates how those paid holidays are observed if they fall on a Saturday or Sunday.

The current CBA does not reference Juneteenth as a paid holiday. The Administration has negotiated the attached sidebar to address how the Library District will observe the holiday in 2022.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approves the sidebar attached as PPLD Document #032322 - 8A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

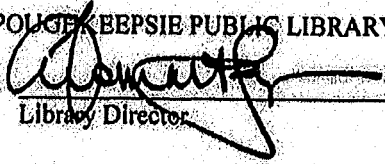
ADDENDUM

to
Agreement
by and between the
Poughkeepsie Public Library District
and
CSEA, Local 1000 AFSCME
AFL-CIO
Poughkeepsie Public Library District
Dutchess County Local 814
January 1, 2018 – December 31, 2020

The parties signing below agree to the following additions to the Agreement:

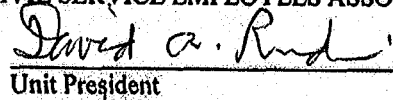
1. For calendar year 2022, only, the parties agree to add June 19 to the paid holiday schedule and to be observed in accordance with Article XII, Section 2, Paragraph 2.

FOR POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

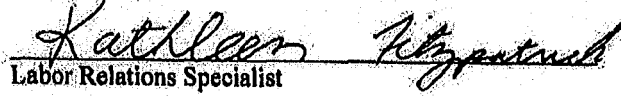

Library Director

3/9/2022
Date

FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.


Unit President

3/10/2022
Date


Labor Relations Specialist

3/10/2022
Date