

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, December 28, 2022
Charwat Meeting Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants: Eagleton and Nichols

- I. Call to Order, Roll Call, Approval of the Agenda (*M. Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. November 30, 2022 (*T. Lawrence; #122822 – 1*)
 - V. Financial Report(s)
 - A. November 2022 (*B. Lynch; #122822 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #122822 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #122822 – 3*)
 - B. President's Report (*M. Fitzgibbons, Vice President*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence; #122822 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Authorization to Sign: Gannett Agreement (*T. Lawrence; #122822 – 5*)
 2. Approval of 2023 Official Designations (*T. Lawrence; #122822 – 6*)
 - 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, January 25, 2023; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 30, 2022

Trustees Present

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

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Bradley Diuguid, Development Officer
- Alison Francis, Youth Outreach Coordinator
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)**FPPLD Representatives Present**

- Norma Vazquez, President

I. Call to Order, Roll Call, Additions to the Agenda

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Addition of New Business item – Approval of Addenda: Tuition Reimbursement; Outreach Scheduling and Pay Differential (PPLD Document #113022 – 7).
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. October 26, 2022 (PPLD Document #113022 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 26, 2022.
- **Moved/Seconded:** McPhee, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. October 2022 Financial Activity Report (PPLD Document #113022 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2022 Financial Activity as presented.
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** Lynch commented on the debt service payment. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #113022 – 2.1)

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

Vouchers 64508 to 64716 in Warrant 20221130 totaling \$121,989.12

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

Vouchers 64505 to 64549 in Warrant 20221115 totaling \$151,438.46

- **Moved/Seconded:** Spuhler, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** Eagleton and Nichols.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #113022 – 3)

- Lawrence reported on: several weeks of hard work by Caroline Moore to implement multiple contractual payroll changes; new timeclock protocols; Metropolis at the Bardavon; Big Read changes; patron program preferences; re-election of Trustee Ryan and Trustee Fitzgibbons; Boardman limiting student numbers; Sewage ejector pump; Assemblymember Jacobson procured money for public WIFI access; Operation Warm; gift box template created by Yvonne Laube for patrons.

B. President's Report: President Blazek shared about a donation she received; a program she participated in to support parents preparing children for Kindergarten; and a contact with the Director of the Chicago Public Library who may be helpful when it is time to search for a new Director.

C. Board Committee Reports (PPLD Document #113022 – 3.3)

1. **Finance Committee:** No discussion.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the strategic plan survey.

D. Friends of PPLD: President Vazquez reported on the success of the Holiday Sale; requesting assistance with setting up some procedures; and the Annual Meeting.

VII. Board Action

A. Personnel Actions: (PPLD Document #113022 – 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
Kayleigh Hartnett	Librarian I (FT)	Salary Correction	11/6/2022	\$57,954/yr
Crystal Middleton	Librarian I (FT)	Permanent Appointment	11/29/2022	N/A
Omar Bennerman	Custodial Worker (FT)	Permanent Appointment	12/4/2022	N/A
Jeffrey Giancarlo	Head Custodian (FT)	Permanent Appointment	12/15/2022	N/A
Margaret Roach	Library Clerk (Hrly)	Resignation	12/10/2022	N/A
Travis Bland	Security Guard (FT)	Probationary Appointment	12/5/2022	\$43,149/yr

- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** Lawrence explained the need for each action.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of 2023 Operational Schedule (PPLD Document #113022 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2023 operational schedule as described in PPLD Document #113022 – 5A.
- **Moved/Seconded:** Eagleton, Nurre.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

2. Approval of Annual Friends Supplemental Support for 2022 (PPLD Document #113022 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the statement of supplemental support provided by the Friends of the Poughkeepsie Public Library District in support of 2022 Library District programs and services, as described in PPLD Document #113022 – 6A.
 - **Moved/Seconded:** Eagleton, Nichols.
 - **Discussion:** None.
 - **VOTE:** 8 – 0 – 0
3. **Approval of Addenda: Tuition Reimbursement; Outreach Scheduling and Pay Differential (PPLD Document #113022 – 7)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addenda attached as PPLD Document #113022 – 7A.
 - **Moved/Seconded:** Ferrer, McPhee.
 - **Discussion:** Lawrence explained each addendum.
 - **VOTE:** 8 – 0 – 0

VIII. Open Comment

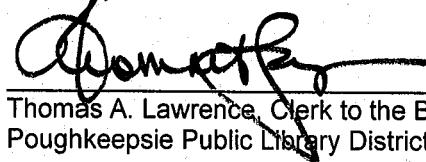
- A. **Board Comment:** None.
- B. **Public Comment:** None.

Adjournment

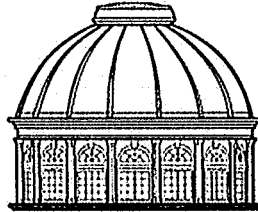
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Fitzgibbons, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:19 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 28, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of November 2022 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 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 November 2022
Financial Activity – Narrative Report

General Fund (Fund A; \$1,961,093)

- Receipts for the month totaled \$9,062 which included \$1,892 in library charges and \$306 in interest.
- Disbursements for the month totaled \$855,913 which included \$684,182 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$466,936
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$880,962)

- Receipts for the month included \$288 in interest as well as a \$1,668 grant from the Mexican Consulate in support of Plaza Comunitaria.
- Interest and market change in the Wojtecki account resulted in a net increase of \$2,872 in the account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$709,096
 - Occhialino Fund 28,500

Capital Fund (Fund H; \$35,253)

- 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; \$472,227)

- 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; \$900,233)

- Receipts for the month included \$288 in interest.
- There were no disbursements in the month of November.

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

Budget Transfer A-63			
Revenue		Increase	Decrease
Total		\$ -	\$ -

Transfer of ECF funding for wireless lines

Budget Transfer A-61			
Revenue		Increase	Decrease
Total			

Transfer fo ECF funding for two more licenses

Budget Transfer A-66			
Revenue		Increase	Decrease
Total		\$ -	\$ -

Transfer to cover additional supply purchases

Budget Transfer A-67			
Revenue		Increase	Decrease
Total		\$ -	\$ -

Transfer for additional year of support of our Boardman router

Budget Modification			
Revenue		Increase	Decrease
Donations	A99900 42705	\$ 22,725.00	
Total		\$ 22,725.00	\$ -

Modification to the budget to reflect additional Friends support

Expense			Increase	Decrease
FF&E -ECF	A60000	52800	A239	\$ 1,440.70
Internet Serivces-ECF	A60000	54320	A239	\$ 1,440.70
Total				\$ 1,440.70 \$ 1,440.70

Expense			Increase	Decrease
FF&E -ECF	A60000	52800	A239	\$ 76.00
Professional Fees - ECF	A60000	54370	A239	\$ 76.00

Expense			Increase	Decrease
FF&E - IT	A00000	52800		\$ 2,500.00
Office and Library Supplies	A00000	54300		\$ 2,500.00
Total				\$ 2,500.00 \$ 2,500.00

Expense			Increase	Decrease
FF&E - IT	A60000	52800		\$ 399.00
Professional Fees	A60000	54370		\$ 399.00
Total				\$ 399.00 \$ 399.00

Expense			Increase	Decrease
Operation Warm-ADR & SPD	A45000	54292	A237	\$ 13,725.00
Youth Programming-Gingerbread Houses	A45000	54292		\$ 2,500.00
Youth Programming-Seed Library	A45000	54292	A243	\$ 1,500.00
Adult Programming-Tool Lending Library	A41000	54292	A244	\$ 5,000.00
Total				\$ 22,725.00 \$ -

Poughkeepsie Public Library District



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

FOR 2022 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,372,774	3,903,500.18	479,614.97	203,947.43	265,326.39	93.9%
22 EQUIP & CAPITAL OUTL	76,500	156,319	103,716.53	7,844.54	13,199.52	39,403.25	74.8%
30 MATERIALS	510,780	480,007	395,684.77	35,650.46	26,429.39	57,892.84	87.9%
32 INFORMATION SVC	67,959	74,192	61,449.07	6.10	6.06	12,736.87	82.8%
50 OPERATIONS	1,532,715	1,626,746	1,268,098.72	127,851.71	120,329.78	238,317.20	85.4%
51 AUTOMATION	136,208	136,904	126,209.15	378.30	162.10	10,532.75	92.3%
91 EMPLOYEE BENEFITS	1,839,020	1,849,750	2,209,940.86	204,567.20	5,927.33	-366,118.19	119.8%
92 DEBT SER	1,279,201	1,279,201	668,275.00	.00	.00	610,926.00	52.2%
GRAND TOTAL	9,817,632	9,975,893	8,736,874.28	855,913.28	370,001.61	869,017.11	91.3%

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

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| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 5
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WARRANT: 20221115 11/15/2022

DUE DATE: 11/15/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C) 157.03	.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 1,050.29	927.11
A A00000	General Fund Expen A .7410.000.00.54680 .	Taxes on Property 27,685.68	.00
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe 260.00	2,434.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob 415.00	3,331.32
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations 153.85	6.42
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance 100,420.33	-54,426.50
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr 169.53	-331.16
A A45000	Youth Services A .7410.450.00.54292 .A237	Operation Warm 5,724.00	-4,068.00
A A60000	Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-EFC 921.50	.00
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 915.40	1,142.42
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 2,905.00	9,711.29
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot 631.40	10,933.28
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 39.48	11,846.24
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 137.48	30.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa 1,185.44	-325.87
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar 2,600.21	2,576.97
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES 57.98	6.02
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE 1,550.64	.00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS 3,658.22	1.96
FUND TOTAL		151,438.46	
=====			
WARRANT SUMMARY TOTAL		151,438.46	
=====			
GRAND TOTAL		151,438.46	
=====			

WARRANT: 20221130 11/30/2022

DUE DATE: 11/30/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund		
A	A00000	General Fund Expen	3,670.89	
A	A00000	General Fund Expen	7,844.54	8,061.66
A	A00000	General Fund Expen	2,086.39	30.52
A	A00000	General Fund Expen	325.02	4,348.06
A	A00000	General Fund Expen	378.30	10,532.23
A	A00000	General Fund Expen	645.64	-736.13
A	A00000	General Fund Expen	3,878.20	2,336.20
A	A00000	General Fund Expen	750.00	-744.49
A	A10000	Administration	1,429.91	.00
A	A10000	Administration	997.13	4,527.96
A	A11100	CLDA Reimbursable	5,652.04	.00
A	A11100	CLDA Reimbursable	439.09	2,574.76
A	A20000	Building Services	583.10	836.86
A	A20000	Building Services	2,842.56	709.06
A	A20000	Building Services	1,308.48	-695.35
A	A20000	Building Services	1,895.00	5,068.00
A	A20000	Building Services	1,266.25	136.50
A	A20000	Building Services	4,487.00	16,424.34
A	A20000	Building Services	593.79	.00
A	A20000	Building Services	1,154.68	630.52
A	A20300	Greene Services	11,587.63	25,088.57
A	A20300	Greene Services	6,646.30	-6,967.99
A	A20300	Greene Services	7410.203.02.54100	.A211
A	A20300	Greene Services	7410.203.02.54292	.A101
A	A20300	Greene Services	7410.203.02.54292	.A211
A	A30000	Advancement Serv	7410.300.00.54292	.A101
A	A30000	Advancement Serv	7410.300.00.54370	
A	A30000	Advancement Serv	7410.300.00.54370	.A241
A	A41000	Adult Services	7410.410.00.54291	
A	A41000	Adult Services	7410.410.00.54292	
A	A41000	Adult Services	7410.410.00.54292	.A214
A	A41000	Adult Services	7410.410.00.54292	.A243
A	A42000	Technical Services	7410.420.00.54300	
A	A43000	Borrower Services	7410.430.00.54300	
A	A44000	Collection Service	7410.440.00.54100	
A	A44000	Collection Service	7410.440.00.54110	
A	A44000	Collection Service	7410.440.00.54110	.A211
A	A44000	Collection Service	7410.440.00.54120	
A	A44000	Collection Service	7410.440.00.54370	
A	A45000	Youth Services	7410.450.00.54292	
A	A45000	Youth Services	7410.450.00.54292	.A233
A	A45000	Youth Services	7410.450.00.54292	.A236
A	A45000	Youth Services	7410.450.00.54292	.A237
A	A46000	YA Services	7410.460.00.54292	
A	A50000	Business Office	7410.500.00.54300	
A	A50000	Business Office	7410.500.00.54370	
A	A60000	Information Tech	7410.600.00.54370	
A	A60000	Information Tech	7410.600.00.54370	.A239
A	A60000	Information Tech	7410.600.00.54390	
A	A71000	Adriance	7410.710.00.54131	
		Benefits Exchange		
		Furniture, Fixtures & E		
		Office & Library Suppl		
		PR & PRINTING - GENERA		
		Sierra/Encore Services		
		Life Insurance		
		Medicare B Reimb		
		MUSEUM PASS PROGRAM		
		Professional Fees - Ad		
		BOOKS (CBA)		
		CBA Books - Digital		
		Custodial Supplies		
		Professional Fees- Bld		
		Rental, Repair & Maint		
		Building Repairs		
		BLDG REPAIRS-ADR FIRE		
		Landscaping/Grounds Ma		
		HVAC-MECH/ELEC/PLUMBIN		
		Other Oper-Trash		
		Cleaning		
		BOOKS		
		Books-Digital		
		PROGRAMMING-Big Read		
		PROGRAMMING-Digital		
		Big Read Programming		
		Professional Fees		
		Professional Fees-IMLS		
		PPLD Databases		
		Programming Adult Svc		
		PROGRAMMING -Spanish		
		Programming-Seed Libra		
		Technical Ser Supplies		
		Borrower Ser Supplies		
		Collection Serv Books		
		Collection Serv Video		
		VIDEO & FILMS - DIGITA		
		Music & Audio		
		Collections Agency Fee		
		Programming Youth		
		Programming - Youth (O		
		Prgm-Autumn at Adrianc		
		Operation Warm		
		Programming YA		
		Ink & Toner		
		Professional Fees - Bu		
		Professional Fees- Sof		
		Professional Fees - EC		
		Rental, Repair & Maint		
		Newspapers		

11/30/2022 09:47
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| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 19
| apwarrnt

WARRANT: 20221130 11/30/2022

DUE DATE: 11/30/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A71000	Adriance A .7410.710.00.54330 .	Postage AML 42.73	1,454.27
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML 4,760.81	11,846.24
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman 215.50	-962.97
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar 187.86	2,576.97
A A74000	Sadie Peterson Del A .7410.740.00.54292 .	PROGRAMMING 116.77	88.23
A A74000	Sadie Peterson Del A .7410.740.00.54300 .	SUPPLIES .00	152.21
	FUND TOTAL	121,989.12	
=====			
	WARRANT SUMMARY TOTAL	121,989.12	
=====			
	GRAND TOTAL	121,989.12	
=====			

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT NOVEMBER 2022

FOR 2022 11

	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	6,989,144.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,279,201	1,279,201	1,279,201.00	.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	17,500	28,502.03	1,891.68	-11,002.03	162.9%
42401 INTEREST EARNINGS	25,000	25,000	10,233.05	305.67	14,766.95	40.9%
42680 INSURANCE RECOVERIES	0	0	102.00	.00	-102.00	100.0%
42705 DONATIONS	54,833	82,558	14,335.20	20.77	68,222.80	17.4%
42752 ANNUAL APPEAL	35,000	35,000	29,034.56	12.38	5,965.44	83.0%
42753 DONATIONS IN KIND	81,983	81,983	75,151.01	6,831.91	6,831.99	91.7%
42760 GRANTS	83,000	210,025	12,615.04	.00	197,409.96	6.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	166,396.64	.00	6,603.36	96.2%
42777 E RATE INCOME	45,000	45,000	14,791.79	.00	30,208.21	32.9%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,290.74	.00	-1,290.74	108.6%
43840 CENTRAL LIBRARY DEVELOPMENT	191,888	191,888	265,613.00	.00	-73,725.00	138.4%
43841 CENTRAL BOOK AID	65,891	0	.00	.00	.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	22,443.83	.00	1,462.17	93.9%
45031 TRANSFERS IN	714,786	714,786	463,429.12	.00	251,356.88	64.8%
GRAND TOTAL	9,817,632	9,883,991	9,387,283.01	9,062.41	496,707.99	95.0%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 11

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-122,410.55	-120,541.78
A	12020	General Fund Payroll	6,303.32	9,452.98
A	12023	General Fund Money Market	-632,078.16	357,624.78
A	12040	Credit Card Transactions	245.74	1,377.93
A	12051	Flex 125 Money Market	772.99	8,881.75
A	12100	Petty Cash	421.43	7,873.25
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	115.12	466,936.41
A	13501	Grants Receivable	.00	51,425.78
A	13800	Accounts Receivable	-23,594.12	-23,594.12
A	13910	Due From Other Funds	.00	1,201,153.72
TOTAL ASSETS			-770,224.23	1,961,092.70
LIABILITIES				
A	26000	Accounts Payable	.00	-976.80
A	26020	Flex125 Exchange	-772.30	-8,485.86
A	26021	Benefits Exchange	279.87	4,199.33
A	26030	General Fund Exchange	-10.00	-1,722.21
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	3,686.40
A	26370	State Retirement Accrual	-76,124.21	-635,502.50
TOTAL LIABILITIES			-76,626.64	-638,713.64
FUND BALANCE				
A	35100	Budgeted Revenues	22,725.00	9,883,991.00
A	35210	Encumbrances (+ PYCF)	-564,668.92	370,001.51
A	35220	Expenditures (+ PYCF)	855,913.28	9,039,450.05
A	38210	Encumbrance Reserve (+ PYCF)	564,668.92	-370,001.51
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	725,596.74
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	-22,725.00	-10,266,581.42
A	39800	Revenues Received	-9,062.41	-9,387,283.01
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			846,850.87	-1,322,379.06
TOTAL LIABILITIES + FUND BALANCE			770,224.23	-1,961,092.70

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 11

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	1,956.08	825,493.86
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	2,876.81	55,193.02
TOTAL ASSETS			4,832.89	880,961.96
LIABILITIES				
CM	26300	Due To Other Funds	.00	-667,150.83
TOTAL LIABILITIES			.00	-667,150.83
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	463,429.12
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-235,337.65
CM	39800	Revenues	-4,832.89	-441,902.60
TOTAL FUND BALANCE			-4,832.89	-213,811.13
TOTAL LIABILITIES + FUND BALANCE			-4,832.89	-880,961.96

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 11

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	492.44
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		.02	35,253.19
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	35210	Encumbrances	.00	750.00
H	35220	Expenditures	.00	3,750.00
H	38210	Reserve For Encumbrances	.00	-750.00
H	39110	Fund Balance Unreserved	.00	19,095.64
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.22
	TOTAL FUND BALANCE		-.02	22,845.42
	TOTAL LIABILITIES + FUND BALANCE		-.02	-35,253.19

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 11

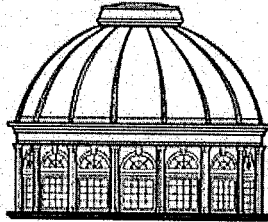
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	2,876.81	360,396.52
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			2,876.81	472,227.24
LIABILITIES				
PN	26300	Due to other funds	-2,876.81	6,590.61
TOTAL LIABILITIES			-2,876.81	6,590.61
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-2,876.81	-472,227.24

Poughkeepsie Public Library District



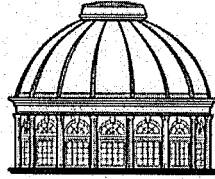
BALANCE SHEET FOR 2022 11

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	287.78	875,483.60
V	13910	DUE FROM OTHER FUNDS	.00	24,749.05
	TOTAL ASSETS		287.78	900,232.65
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-610,866.00
	TOTAL LIABILITIES		.00	-610,866.00
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-267,519.26
V	39800	Revenues	-287.78	-2,566.39
	TOTAL FUND BALANCE		-287.78	-289,366.65
	TOTAL LIABILITIES + FUND BALANCE		-287.78	-900,232.65



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – DECEMBER 2022

Significant Challenges or Accomplishments

- Effective January 1, 2023, public library trustees are required to complete a minimum of 2.0 hours of continuing education, annually. This can be easily accomplished by participating in the various trustee education events offered by the Mid-Hudson Library System. I will advise the Board when such opportunities arise as well as other qualifying events for you all to consider.
- A couple of resignations (to pursue other opportunities) along with the tripledemic have really challenged staffing in some departments. Managers are working to resolve them but there are some temporary personnel actions on the December Board agenda that will alleviate some of the pressures, especially in Borrower Services.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for October 2022 activity.

Outreach and Professional Development

- See attached manager reports for October 2022 activity.

Collection Development

- Year-end purchasing is nearly complete and the bookkeeping required to close-out the Acquisitions module in the integrated library system will commence in early January

Buildings

- Boardman Road
 - We will implement a more liberal after school census limit starting January 3. Part of relaxing the tension around the situation of too many teens in the branch library will be collecting parent contact information and expanding teen use into the Adult Area for quiet study. We are following protocols like what we did for the Teen Room at Adriaance when we re-opened in 2009 and it has been fairly effective.
- Adriaance
 - We are entering into contact with a roofer to address an ongoing problem on the roof caused by the crows that gather there during their dusk migration to roost along the Hudson River. Total cost is expected to be around \$20,000.

Staffing

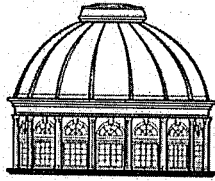
- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2022 to 2021 to 2020

	Current Year: 2022				Previous Year: 2021				Compare '22 to '21		Previous Year: 2020				Compare '22 to '20	
	Nov	% of Total	YTD	% of Total	Nov	% of Total	YTD	% of Total	Change	% Change	Nov	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,461	25.30%	62,946	26.58%	5,165	25.92%	61,562	25.78%	1,384	2.25%	5,187	26.03%	48,851	20.46%	14,095	28.85%
Adult Non-Fiction	3,607	16.71%	40,532	17.12%	3,522	17.67%	39,674	16.62%	858	2.16%	3,440	17.26%	34,307	14.37%	6,225	18.14%
Fiction - Juvenile	5,735	26.57%	59,476	25.12%	4,606	23.11%	55,779	23.36%	3,697	6.63%	5,158	25.88%	45,190	18.93%	14,286	31.61%
Non-Fiction - Juvenile	1,447	6.70%	14,163	5.98%	1,166	5.85%	15,138	6.34%	-975	-6.44%	1,626	8.16%	13,020	5.45%	1,143	8.78%
Periodicals	171	0.79%	2,012	0.85%	223	1.12%	2,369	0.99%	-357	-15.07%	251	1.26%	1,993	0.83%	19	0.95%
Periodicals - Juvenile	18	0.08%	317	0.13%	28	0.14%	297	0.12%	20	6.73%	19	0.10%	227	0.10%	90	39.65%
Print Subtotal	16,439	76.17%	179,446	75.78%	14,710	73.82%	174,819	73.22%	4,627	2.65%	15,681	78.69%	143,588	60.14%	35,858	24.97%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.01%	54	0.02%	12	0.06%	122	0.05%	-68	-55.74%	10	0.05%	64	0.03%	-10	-15.63%
Soundrecordings	598	2.77%	7,087	2.99%	753	3.78%	7,919	3.32%	-832	-10.51%	710	3.56%	7,827	3.28%	-740	-9.45%
Videorecordings	3,780	17.51%	41,964	17.72%	3,558	17.85%	45,401	19.02%	-3,437	-7.57%	4,562	22.89%	47,305	19.81%	-5,341	-11.29%
Media	2	0.01%	6	0.00%	0	0.00%	18	0.01%	-12	-66.67%	0	0.00%	6	0.00%	0	0.00%
Software	6	0.03%	71	0.03%	25	0.13%	121	0.05%	-50	-41.32%	8	0.04%	77	0.03%	-6	-7.79%
Equipment/Realia	24	0.11%	264	0.11%	10	0.05%	112	0.05%	152	135.71%	14	0.07%	199	0.08%	65	32.66%
Suppressed Items	21	0.10%	254	0.11%	36	0.18%	435	0.18%	-181	-41.61%	109	0.55%	435	0.18%	-181	-41.61%
Videorecordings - Juvenile	431	2.00%	4,780	2.02%	360	1.81%	4,334	1.82%	446	10.29%	518	2.60%	6,481	2.71%	-1,701	-26.25%
Audiorecordings - Juvenile	60	0.28%	854	0.36%	62	0.31%	676	0.28%	178	26.33%	83	0.42%	865	0.36%	-11	-1.27%
Media - Juvenile	211	0.98%	1,535	0.65%	151	0.76%	1,099	0.46%	436	39.67%	89	0.45%	929	0.39%	606	65.23%
Software - Juvenile	8	0.04%	91	0.04%	6	0.03%	119	0.05%	-28	-23.53%	5	0.03%	120	0.05%	-29	-24.17%
Non-Print Subtotal	5,144	23.83%	56,960	24.05%	4,973	24.95%	60,356	25.28%	-3,396	-5.63%	6,108	30.65%	64,308	26.93%	-7,348	-11.43%
Online Renewals	0	0.00%	400	0.17%	245	1.23%	3,581	1.50%	-3,181	-88.83%	280	1.41%	2,772	1.16%	-2,372	-98.99%
Total	21,583		236,806		19,928		238,756		-1,950	-0.82%	22,069		210,668		26,138	12.41%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2022

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,629	18,947	21,773	21,284	19,412	20,662	23,972	25,397	21,351	22,328	21,441	0	236,196
Physical Items - Online Renewals	235	159	6	<i>counted in above numbers</i>									400
Digital Content	9,601	7,328	7,762	7,603	8,491	8,647	8,638	8,885	7,813	8,136	8,053	0	90,957
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	29,465	26,434	29,541	28,887	27,903	29,309	32,610	34,282	29,164	30,464	29,494	0	327,553
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,463	3,939	4,056	3,363	3,007	3,158	3,196	3,573	3,635	3,768	3,538	0	39,696
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	2,000	2,157	1,743	1,645	1,574	0	20,718
Sadie Peterson Delaney	NA	NA	NA	37	68	62	65	60	54	72	53	0	471
Total	6,627	5,750	6,069	5,326	4,938	5,042	5,261	5,790	5,432	5,485	5,165	0	60,885
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	787	838	1,076	912	654	808	694	1,137	763	NA	NA	0	7,669
Boardman Road	121	160	200	133	122	177	133	264	122	NA	NA	0	1,432
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	14	24	NA	NA	0	40
Spanish Language Assistance	22	25	65	NA	36	36	NA	NA	NA	NA	NA	0	184
Total	930	1,023	1,341	1,047	812	1,021	827	1,415	909	0	0	0	9,325
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	9,761	10,624	10,076	9,682	10,085	7,384	7,336	5,910	4,636	3,321	6,999	0	85,814
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	6,206	7,621	4,252	4,463	4,410	0	48,593
Calendar Hits - Recite Me	341	440	444	477	306	600	265	242	262	316	369	0	4,062
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	30,501	31,022	27,537	28,978	26,784	0	319,082
Total	39,472	39,529	51,048	42,570	39,744	43,758	44,308	44,795	36,687	37,078	38,562	0	457,551
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,479	NA	5,221	5,304	5,171	5,584	6,145	6,553	5,833	5,969	5,522	0	55,781
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	1,698	1,891	1,872	1,828	1,581	0	17,167
Total	5,871	0	6,934	6,965	6,925	7,361	7,843	8,444	7,705	7,797	7,103	0	72,948
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	29	19	29	19	43	43	32	23	19	30	7	0	293
Boardman Road	6	7	4	8	8	0	0	3	5	6	3	0	50
Total	35	26	33	27	51	43	32	26	24	36	10	0	343
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4	3	2	64	55	61	85	84	67	52	66	0	543
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	197	186	192	226	220	175	231	242	226	280	231		2,406
Community Engagement	0	0	0	0	0	2	0	2	3	0	0		7
Non-Library District	0	19	21	16	14	12	6	9	8	12	12		129
Exams Proctored	14	16	24	18	12	15	8	17	13	23	26		186
MAP Passes	9	9	17	20	49	106	88	106	59	86	36		585
Rover Bookmobile Stops	3	3	5	4	5	5	7	12	9	6	3		62
Total	223	233	259	284	300	315	340	388	318	407	308	0	3,375
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,728	1,786	2,029	2,908	1,900	3,039	3,975	2,976	2,718	4,548	2,415		30,022
Community Engagement	0	0	0	0	0	144	0	2,720	38	0	0		2,902
Non-Library District	0	308	348	315	163	153	78	140	113	1,914	3,591		7,123
Drop-In Room Use (Adriance)	79	96	87	69	107	97	102	71	87	53	67		915
Rover Bookmobile	30	30	30	466	241	632	303	765	267	224	65		3,053
Total	1,837	2,220	2,494	3,758	2,411	4,065	4,458	6,672	3,223	6,739	6,138	0	44,015
GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	12,583	0	132,964
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	10,845	11,789	0	95,657
Sadie Peterson Delaney	0	0	0	251	150	203	141	260	111	475	218	0	1,809
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	25,367	24,590	0	230,430
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	9,598	132,330
Total - 2021	19,903	17,597	24,069	20,359	19,040	20,301	24,280	21,814	17,627	23,984	16,214	18,812	244,000



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title:

Janet Bogenschultz, Assistant to the Library Director

Time Period of Report:

November, 2022

Department: Administrative Office

Report Focus Area of Activity: PPLD's MAP (Museums, Attractions & Parks) Pass Program

MAP Pass Use in November: A variety of MAP pass destinations were visited with a total of 38 pass use dates.

- **November had 38 reservations to 16 destinations:** Berkshire Museum (1), Boscobel House & Gardens (2), Empire Pass to NY State Parks (2), FASNY (1), FDR (11), Hancock Shaker Village (1), Hildene (1), Intrepid Sea, Air & Space Museum (2), Mass MoCA (3), Mohonk Preserve (6), Museum at Bethel Woods (3), Norman Rockwell Museum (3), Olana State Historic Site (1), Storm King Art Center (4), Thomas Cole National Historic Site (1), and Trevor Zoo (1).
- **November's most popular passes were:** FDR (11), Mohonk Preserve (6), Storm King Art Center (4), and several venues with 6 passes: Boscobel Home & Gardens, Empire Pass to NY State Parks, and Trevor Zoo; and three venues with 3 passes each: Mass MoCA, Museum at Bethel Woods, and Norman Rockwell's Museum.
- **Comparison Recent Months:** November's 38 reservations to 16 destination, is the usual decrease in use in the colder months, compared to October's 94 reservations to 16 destinations: an increase over Sept. 61 passes to 21 destinations (5 more different venues but 30% less passes); August had 110 passes for 28 destinations (increase of 16 more passes to 10 additional destinations; July had 89 passes (5 less than Sept.) to 21 destinations (5 more than Sept.).
- **Comparison Past Novembers:** 2022's 38 pass reservations to 16 destinations ties for the most with November 2018 – except then 18 were for Mid-Hudson's Children's Museum of the 38 – which is no longer a MAP Pass. November 2021 had 33 reservations (Mohonk most w/ 9 and Trevor Zoo 4); November 2020 had 28 reservations (Mohonk most w/ 11 and Trevor Zoo 6); November 2019 32 reservations (most FDR 10). First November year, 2018, had the same use as 2022 with 38. All were for a variety of 10 or more venues.

November MAP Pass Promotion and Marketing: An article promoting MAP Passes, new venues, special exhibitions, and highlighting MAP Passes was written in November for the Jan-Feb 2023 Rotunda issue out on Dec. 12, 2022.

- This article promotes 5 new MAP Passes: Guggenheim Museum (NYC), Harriet Beecher Stowe Center (Hartford, CT), Hudson River Maritime Museum (Kingston, NY), Institute of American Indian Studies Museum (Washington, CT), and Museum Village (Monroe, NY).
- The article also encourages visits to the Mark Twain House & Museum, and the Wadsworth Atheneum – both in Hartford, CT., Albany Institute of History & Art, Motorcyclepedia - the largest motorcycle museum in America, and the special exhibition Norman Rockwell Museum, "Eloise and More: The Life and Art of Hilary Knight," the spirited six year old who lives in NYC's Plaza Hotel on Fifth Avenue.
- The new bimonthly Rotunda space for MAP Pass related articles are limited to 350 words, and the space for a MAP pass article will be also be shared and used to promote other library services, e-Library, or events.

Renewal of MAP Pass Library Memberships: PPLD's seasonal or annual year memberships are spread out various months during the year, and most occur January - July. There were no renewals in November.

- Thirty-eight MAP Pass destinations, requiring payment, have been renewed this year. Twenty of these were renewed Jan. – April. In November, with no renewals left for 2022, the remaining money of \$850 was used to purchase three new library pass memberships, in consultation with Tom Lawrence and Yvonne Laube.

Purchase of New MAP Pass Library Memberships: A variety of venues for possible new pass library museum memberships were researched during 2022 for consideration for purchase, and were discussed with Tom Lawrence and Yvonne Laube. In November, it was decided to use the remaining funds to purchase library memberships to:

- **The Guggenheim Museum (NYC)**, which includes two library passes for 4 people (children 12 and under free) and two additional people for \$5 each.
- **The Harriet Beecher Stowe Center in Hartford, CT.** We already have several library pass memberships in the area. It is located next door to the Mark Twain House & Museum, and also the Wadsworth Atheneum is in Hartford, and the New England Carousel Museum is in Bristol, CT, nearby.
- **The Institute of American Indian Studies in Washington, CT**, which is less than 50 miles away, and the first MAP Pass to a museum about the American Indians.

MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates: Updated TixKeeper's tentative dates that were checked at renewal and seasonal calendar's after dates were posted. Revised MAP Pass descriptions and TixKeeper descriptions when renewed, updated hours, and revised registration ticketing at the destinations.

- Passes are marked, checked and modified during the year in Tixkeeper, as dates open or closed, and hour changes are emailed to members. Each pass in Tixkeeper has new calendar year marked for availability and pass number. Revise destination descriptions for both the MAP Pass webpage and Tixkeeper's as needed.
- Ongoing updates include revised changes to Ticketing at venue, new Tours or Hours, new Exhibitions or Indoor access, and changes to pass coverage, and changes in Covid policies for visitors regarding vaccination.
- Emailed museum newsletters, emailed notices, checking websites, and communicating with staff, are all means for keeping abreast of the changes for library patrons' use of MAP Passes.

Intended Outcomes of Focus Activity:

1. To promote the MAP Pass Program's destinations, and track use of the various destination MAP Passes.
2. To update current information related to reopening of venues, changes in visiting the venue (such as rules or changes in policies, revised amenities), and timed-entry ticket reservations on destination website.
3. To update Tixkeeper with descriptive information and pass availability on specific dates for reopening and closing date changes in current year, and unavailability due to exhibitions changing.
4. To complete or revise the new calendar year dates in Tixkeeper for reservation availability in upcoming year. Two years were created each destination. Dates are checked for changes at annual renewals and during year.
5. To renew existing library-museum memberships, which may be annual or calendar year, and update Tixkeeper settings for Print or Digital passes, and replace old Pick Up/Return passes with new physical passes.

Manager Observation of Activity and Outcomes:

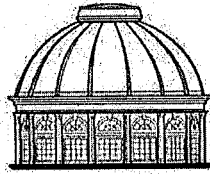
November MAP Pass statistics are 94 pass reservations. Pass statistics always increase in the summer – fall months.

- **MAP Passes Print vs. Pick Up Return usage:** There were 28 Print on Demand pass uses at 12 destinations and 10 Pick Up Return uses; FASNY (Hudson, NY, Hildene (VT), Mohonk Preserve and Empire Passes.
- **MAP Passes & Venues: Outdoor & Indoor & Both:** There are destinations that are outdoors, indoors and both. The most popular indoor pass was the FDR Museum & Library at 11 uses. Other indoor/outdoor venues: Berkshire Museum, Boscobel, FASNY, Hildene, Intrepid, Mass MoCA, Museum at Bethel Woods, Norman Rockwell Museum, Olana and Thomas Cole. The most popular outdoor pass was Mohonk Preserve.

Impact of Activity:

1. The MAP pass webpage destinations and Tixkeeper were updated with changes and reopening information.
2. Keeping the MAP Pass information current, and promoting availability of the passes to increases pass usage.
3. The lack of a fall article in The Rotunda did not affect pass use, but may have affected destinations not visited before closing this season, as fewer destinations were visited this October than previous Octobers.
4. Other impacts include ease of use for library patrons in setting up MAP Pass destination visits by providing correct information on availability, and visiting information. The MAP Pass webpage and TixKeeper have enhanced descriptions, to promote visiting, special exhibitions, virtual tours, accessibility, maps and trails.

Other Departmental Activity to Note: Review of OrangeBoy products, and setting up next meeting, and review of the COOP Plan for continuity in operations and setting up plans for moving forward and using it.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator
Time Period of Report: For the month of **December 2022**

Department: **Youth Services**

Class visits: Class visits consist of a talk about the library's resources, how to get a library card, a read aloud or booktalks, a tour of the children's room, free time for the students to explore.

- December 2nd - Story time at Adriance for children in the UPK at the Boys & Girls Club
- December 5th - Clinton Elementary School second grade class visit. This is their second visit to the library. All of the children in the class signed up and received a library card. The teacher plans to bring her class on a monthly basis.
- December 5th - Little Water Prep class visits to their school one at 9:30 and one at 12:50 for kindergarten classes (canceled - school closed - reschedule for sometime in January)
- December 6th - Little Water Prep class visits to their school one at 9:30 and one at 12:50 for first grade classes (canceled - school closed - will reschedule for sometime in January)
- December 12th - Clinton Elementary second grade class visit at the library
- December 16th - Story time at Day One site for UPK students.

School Events:

- none scheduled for this month

Rover:

- none scheduled for this month

Early Literacy Grant Activity:

- Early Literacy Workshop for Parents, Session #4 (12/14) This session featured the early literacy skill of letter recognition and corresponding sounds.
- The early literacy backpacks continue to be popular and are checked out regularly.

Community:

- "Mesa on Main": Once a month, our bilingual librarian assistant, Sandra Kuhn, in collaboration with adult services, will attend the monthly "Mesa on Main" event. These monthly events are sponsored by PCSD and are held at a different location each month to reach the Spanish speaking

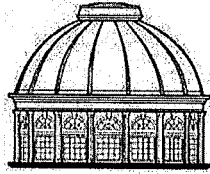
community. We have library information, library card sign ups, and in warmer weather, we plan to start bringing Rover.

Outreach Communication:

- Reached out to the directors of the PCSD UPK sites to offer early literacy story times. Two delivered this month. (see above)



Ms. Sullivan's second grade class visiting from Clinton Elementary. They come once a month for library time. On this day, they all were issued their first library card and are posing with their checked out books.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: TJ Lamanna - Head of Community Engagement

Time Period of Report: November 2022

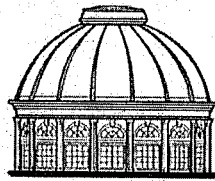
Department: Community Engagement

Now that more people are utilizing the collections at the new branch we've begun looking at statistics so we know where to spend our efforts in the coming year. We've seen a lot of interest in young adult and childrens material as well as graphic novels and manga. Beth has done a fantastic job getting some of the youth groups more involved with our library and its collection.

We received the equipment for the PLA grant we won and it was processed and cataloged. With the help of extension services we've begun planning classes at some of the senior centers around Poughkeepsie.

The community fridge continues to be an absolute smashing success. We've managed to find multiple avenues for filling and stocking the fridge. The items inside are in high demand and it's empty more often than full. Discussions of modifications to improve this service are being considered and discussed.

Beth and I have been spending much time on the upcoming seed library. We've received a lot of seeds (well over 1500 packets) and we're figuring out what we may need to get more of to make sure the concept is a success. Beth and I have both run them in previous libraries so we're extremely excited to have it at PPLD.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: November 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

November was a busy one for circulation and processing. The addition of the community fridge on the ground floor has increased foot traffic, as well as questions, and several regular patrons have made its use part of their routine. All are extremely grateful.

Early voting continued at the Boardman Road branch for the early part of the month creating increased questions and traffic for staff.

Borrower and Technical Services department helped to staff the wildly successful coat giveaway in November, thus postponing the second date to December in order to replenish the coat supply.

Rover outings, including the final farmers market visit as well as the Friends Book Sale at Locust Grove went smoothly but were not quite as popular as warmer months.

Staff have been moving through the weeding projects at ADR (of cd's) and BRD (of books) with goal of completion at the year's end.

We continue to replenish free covid tests for patrons at all circulation desks and Rover outings.

Technical Services

Materials moved through technical services somewhat consistently during the month with a short delay in ordering due to the vendor's website having a security issue just before the Thanksgiving holiday. Despite the pause, librarians worked hard to complete ordering for the year in a timely manner.

Intended Outcomes of Focus Activity:

Staff in the circulation department welcome and assist patrons with library services including issuing library cards, borrowing and returning items, holds as well as assistance with myriad questions, processing and providing new materials and up to date information.

Manager Observation of Activity and Outcomes:

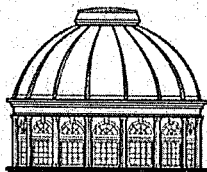
Department staff worked together to cover coworkers out due to illness. Their flexibility and teamwork is much appreciated.

Impact of Activity:

An engaged and more informed public has increased access to library resources.

Other Departmental Activity to Note:

N.A.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

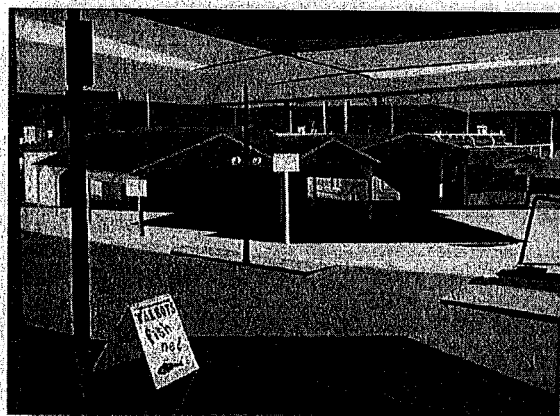
Manager Name and Title: Kira Thompson, Head of Adult Services

Time Period of Report: November 2022

Department: Adult Services

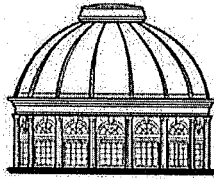
Report Focus Area of Activity: *Thomas Barrett, Jr.: Poughkeepsie Artist, Lecture & Exhibition*

Since April, the Local History room has been kept very busy organizing, indexing and describing the newly acquired Barrett/DCAA Collection. Historian Shannon Butler has spent the months between then and now uncovering the facts of the life of Thomas Barrett as told through these archives, culminating her research with a program given on November 16th. This program was scheduled to open an exhibition of a selection of Barrett's paintings acquired with the collection, also curated by Shannon. This exhibit remains up in the Rotunda Gallery--along with other artifacts of his life, family and work found in display cases throughout Adriance--until December 31st. I encourage any art lover to come take a look at this material and admire Barrett's unique talent and constant experimentation with form and style.



Librarian Bill Kleppel has been working assiduously on the task of describing the Barrett Collection, a total of 31 boxes, including itemizing over 1300 family photographs from the Barrett & Stoutenburgh families. Both families had long-held ties to Poughkeepsie & Dutchess County, so these materials and images are a treasure trove for local history. Having completed this task, the next step will be to digitize the photographs and publish them on Main & Market, at which point the bulk of the work on this collection will be complete.





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

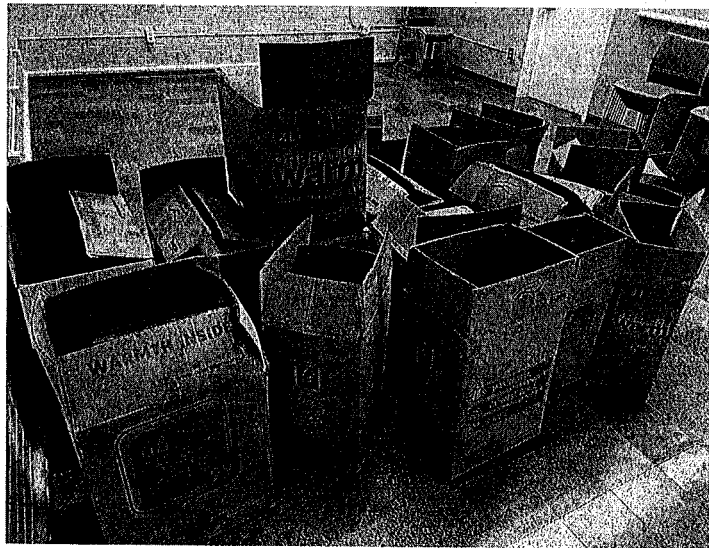
Time Period of Report: November/ December 2022

Department: Branch and Extension Services

Sadie Peterson Dalaney African Roots Library:

General SPD Library Updates:

- **Saturday December 3rd Operation Warm Coat Giveaway** courtesy of the Friends of the Library: All coats (204 ranging in sizes from 2T to XL adult)) were given away by 1:30 pm on December 3rd. This drive was very successful. Next year, a few considerations for even more success would be to order more adult sizes, and possibly having hot chocolate to give out to make the event more festive.



- SPD will be hosting children in the Finish Strong Program. Starting January 24th, 20 children in the Family Partnership Center organization will be touring the library, and getting library cards. This is part of an ongoing collaboration between the Partnership and the Library. More organizations are beginning collaborations with the library, starting in the new year.
- Monthly Partnership meetings for the Family Partnership Center, will now be held in person and the library has been asked to host the December monthly meeting. This will give us a chance to welcome any partners who have not seen the space and will give partners time to talk with one another regarding collaboration opportunities.
- SPD is a recipient of books from the Poulin Art Project. The Poulin Project distributes the work of hundreds of contemporary writers and poets published by independent presses to public schools, libraries, prisons, and alternative education centers throughout New York State, free of charge. These books have arrived and are being processed to be put on shelves ready for patrons by the beginning of the year.
- The front space work continues. Work has started in the auditorium space to replace the windows and repaint.
- Storytimes will be shifting from Saturdays to weekdays to better accommodate patron schedules.
- Adult Craft Programs will be led by Krista in January and February
- Staff continue to brainstorm new programming ideas.

SPD Upcoming Events:

Monthly After School Art program (Every First Thursday of the Month):

- January: Snow Measuring Snowman Stick
- February: LED Circuit Paper Potted Flowers

Mini Free Libraries:

- Refilling continues every week by the dedicated staff. So many donations are being left outside the boxes, that we are currently working on signage to help people better utilize the mini libraries and the donation pods at our building sites.
- Many books have been donated and weeded and brought to the shed at BRD. In an effort to declutter and make the space more functional, Beth and the Little Mini Library team will be going through the donations to ensure what is in the shed will be used.
- Registering the boxes on the National registry would be a great way to connect the community with the Little Free Library program and also bring about some new programming ideas.

Boardman:

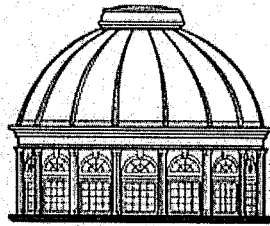
- We have moved furniture around in the Teen area, to give teens access to plugins, so they can more easily study using their chromebooks. In January, we will revamp the current Teen Area Usage form to contain a parental phone number and email, so the grownups connected with the children can be informed if their children need to be picked up due to behavioral issues that go against the code of conduct.

Extension Services:

- We are continuing the monthly visits to the Office for the Aging and Town of Poughkeepsie Senior Center.
- Our once a month Rover Lobby Stop at Landing of Poughkeepsie is very popular. Every first Wednesday of the month we are visiting from 1:30-3:00 pm. Device help with downloading streaming materials such as e-books, e-audiobooks has become more popular.

Seed Library:

- As of 12 /09/2022, over 1000 seed packets have been donated through various seed companies and nurseries to PPLD for the start up of our new seed library, The Seed Sowing Center. We continue to get donations trickling in. Each resident card holder will be able to collect 5 packets of seeds over the upcoming growing season.
- Kickoff will be in February and monthly gardening education programs will begin in conjunction with its opening.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Planning Committee		Date: Monday, December 5, 2022
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: T. Lawrence <i>TL</i>		

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

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

- **Strategic Plan Survey:** Discussion continued. Some concerns discussed included the following (please see minutes of previous meetings for additional thoughts):
 - An inventory of programs and services for youth should be created.
 - Staff should research and consider what programming tweaks might be in order to address known social and academic gaps that exist within the local community.
 - Staff should inventory what programs and services are currently available that address after school and other wrap-around services available to the community.
 - Staff should evaluate best practices for digital and streaming services to youth
 - Should the Library District develop niche marketing and program development in reading and reading readiness, math literacy, and science?

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

- None.

3. Upcoming Agenda Items:

- Community survey.

The meeting adjourned at 7:45pm.

Next Scheduled Committee Meeting Date
 Monday, January 9, 2023; 6:30 pm
 Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

ARCHIVES LICENSE AGREEMENT

This Archive License Agreement (the "Agreement") is entered into as of the latest date set forth below (the "Effective Date") by and between Gannett Satellite Information Network, LLC d/b/a *The Poughkeepsie Journal* located at 7950 Jones Branch Drive, McLean, Virginia ("Licensor") and the Poughkeepsie Public Library District located at 93 Market Street, Poughkeepsie, New York ("Licensee").

WHEREAS, Licensor is willing to have its archives, including a collection of bound books of print edition archives, photographs, microfilm, and photo negatives as delivered by the Licensor (the "Newspaper Archives") to the Licensee, and

WHEREAS, the Licensee is willing to store, display, preserve, and protect the Newspaper Archives.

NOW THEREFORE, in consideration of the stated promises, intending to be legally bound hereby and for other good and valuable consideration, the Parties do mutually covenant, promise and agree as follows:

Representations and Warranties

1. Licensor warrants and represents that it is the copyright holder and legal owner of the Newspaper Archives.
2. The person executing this Agreement on behalf of each Party hereby warrants and represents that he or she has the full competency, power and authority to bind such entity in accordance with the terms of this Agreement and that no further corporate or other action is required to make this Agreement valid and binding.

Care, Preservation and Exhibition

3. Licensee agrees to give the Newspaper Archives the same care as it does comparable property of its own. Licensee agrees to use commercially reasonable efforts and to use reasonable precautions to protect the Newspaper Archives from fire, theft, damage, water, mishandling, dirt, vermin, pests, and extreme changes in light and humidity while in the custody of the Licensee. Licensee agrees to maintain the Newspaper Archives in a temperature-controlled environment, at all times.
4. Licensee agrees to notify the Licensor immediately of any material damage that occurs to the Newspaper Archives or if the Licensee anticipates beforehand that damage may occur to the Newspaper Archives. In the event, the Newspaper Archives are in immediate danger of being damaged by flooding, water, fire, or other natural disaster, Licensee may move the Newspaper Archives to a safe location, provided that the Licensee shall use reasonable care in moving the Newspaper Archives and written notice is provided to Licensor.
5. Licensee agrees to notify the Licensor immediately if upon inspection it finds any material damage to the Newspaper Archives. For the avoidance of doubt, Licensor acknowledges that the Newspaper Archives will be used and accessed by Licensee and its patrons and Licensor accepts that reasonable wear and tear will occur after the date of this Agreement.

Such wear and tear shall not constitute material damage within the meaning of this Agreement.

6. Licensee agrees not to modify or change the Newspaper Archives in any way, shape, or manner.
7. Licensee agrees not to lend, loan, sell, or use as collateral the Newspaper Archives or any derivations, without the express written consent of Newspaper.
8. Licensor reserves the right to lend, loan, sell, use as collateral, commercially exploit or otherwise access the Newspaper Archives or any derivations in its discretion, and Licensee agrees to cooperate in all respects with Licensor's exercising this right.
9. While the Newspaper Archives are in the custody of the Licensee, it agrees not to undertake any alteration, restoration, and/or repair of the Newspaper Archives without the express, written permission of Licensor.
10. Licensor agrees that, to its actual knowledge, it is the owner of the Newspaper Archives and that, between the Parties, the Licensor will retain all ownership rights, including, but not limited to, copyrights in the Newspaper Archives, and notwithstanding Licensee's physical possession of the Newspaper Archives.
11. If ownership of the Newspaper Archives changes for any reason during the term of this Agreement, Licensor shall notify the Licensee of the change of ownership, in writing, within thirty (30) days, and will notify the Licensee of the name and contact information of the new owner.

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15. Licensee will make reasonable efforts to give credit to the *Poughkeepsie Journal* on publicity material or publications produced and/or distributed that displays the Newspaper Archives, to the extent practical. By way of example only, Licensee may use a digital watermark to identify the *Poughkeepsie Journal* as the original publisher.
16. Licensee agrees not to charge Licensor for access to the Newspaper Archives, or for reproductions deriving from it.

Duration and Termination

17. Licensee acknowledges that the Licensor may wish to remove the Newspaper Archives for display at another gallery or location on either a temporary or permanent basis.
18. If the Licensor decides to temporarily display all or a portion of the Newspaper Archives at another location, the Licensor shall notify Licensee in writing in advance and provide Licensee with a reasonable estimate of when the Newspaper Archives will return to the Licensee. Removal on a temporary basis will be at the sole expense of the Licensor.
19. Any removal or reinstallation of the Newspaper Archives may take place only at a time mutually acceptable to the Parties, and in the presence of one or more employees designated by both parties.
20. Each Party shall have the right to terminate the Agreement, without cause, upon forty-five (45) days prior written notice to the other Party.
21. Each Party shall have the right to terminate the Agreement with thirty (30) days prior written notice to the other Party, in the event such other Party breaches or is in default of any material obligations hereunder, which default has not been cured within thirty (30) calendar days after receipt of notice of such default or within such additional cure period as the non-defaulting Party may authorize in writing.
22. The Newspaper Archives will be returned only to Licensor, or authorized representative. Licensee shall not be responsible for any cost incurred for returning the Newspaper Archives.
23. When the Newspaper Archives are returned to Licensor, Licensor agrees to provide a receipt form to Licensee
24. All notices provided for in this Agreement shall be sent by certified mail, return receipt requested, or by private delivery service to the Parties at the addresses set forth below.

Licensor:

Gannett Media Corp.
Attn. Law Department
175 Sully's Trail
Pittsford, NY 14534

Licensee:

Poughkeepsie Public Library District
93 Market Street
Poughkeepsie, NY 12601

25. This Agreement shall be binding on all Parties, as well as the respective Parties' personal representatives, agents, attorneys, heirs, assigns, or successors in interest.
26. This Agreement constitutes the Parties' entire agreement with respect to the subject matter. Any amendment to the Agreement must be in writing and signed by both Parties.
27. This Agreement shall be governed by the laws of the State of New York and any suit to enforce the Agreement shall be brought in any State or Federal Court of competent jurisdiction situated in the New York, New York.

28. If any term or condition of this Agreement shall be deemed to be unenforceable, then such term or condition or application shall not be deemed valid except to the extent permitted by law, but all other terms or conditions or applications shall continue in full force and effect.
29. Each of the Parties, by the execution of this Agreement, acknowledges that it has had a fair and adequate opportunity to read and understand all of the provisions of this Agreement and has signed the same freely and willingly.
30. This Agreement may be signed in two duplicate originals each of which shall be deemed an original, but which together shall constitute one and the same instrument.
31. This Agreement shall not be deemed effective until signed by all the Parties.

IN WITNESS WHEREOF, the authorized representative of each Party has executed this Agreement.

Licensor: By: _____ Name: _____ Title: _____ Date: _____	Licensee: By: _____ Name: _____ Title: _____ Date: _____
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New Business Fact Sheet
2023 Official Designations

Recommended By Library Director

Current Situation Annually, the Board of Trustees adopts its Official Designation by which a variety of dates, duties, and assignments are detailed.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District the 2023 Official Designations as described as PPLD Document #122822 – 6A.

Motion Moved _____
Secinded _____

Record of Vote	Yea	Nay
Trustee Blazek	_____	_____
Trustee Eagleton	_____	_____
Trustee Ferrer	_____	_____
Trustee Fitzgibbons	_____	_____
Trustee Hogg	_____	_____
Trustee McPhee	_____	_____
Trustee Moore	_____	_____
Trustee Nichols	_____	_____
Trustee Nurre	_____	_____
Trustee Ryan	_____	_____
Trustee Spuhler	_____	_____

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2023 Official Designations, Charges, and Procedures**

Legal Basis

The Board of Trustees shall adhere to the provisions of (1) applicable New York State General Municipal, Education, and Public Officers Law; (2) Rules of the Board of Regents; (3) Regulations of the Commissioner of Education; and (4) the PPLD By-Laws, as amended from time-to-time.

Meetings

Board of Trustees Meetings: The Board of Trustees typically meets on the evening of the fourth Wednesday of the month; however, this is subject to modification based on the calendar of public and generally observed religious holidays.

Regular monthly meetings of the Board of Trustees shall be held at the Adriance Memorial Library, 93 Market Street, Poughkeepsie, unless otherwise approved by the Board of Trustees, and shall begin at 7:00 p.m. Exceptions to this schedule of dates and times must be approved by the Board of Trustees or as allowed by modifications of the Open Meetings Law.

Committee Meetings: Committees shall adopt a schedule of regular meetings at the first meeting of the committee.

**Officers and
Committees**

Board of Trustees officers and Committee rosters are as follows:

President	Dianne Blazek
Vice President	Moira Fitzgibbons
Treasurer	Patricia Ryan
Secretary	Laurel Spuhler
Assistant Treasurer	Moira Fitzgibbons
	Chip Hogg
	Jonathan McPhee
	Mary Moore
	Debbie Nichols
	Jim Nurre

2023 Committee roster and charges are as follows:

Board Development and Policy Committee (develop educational programs and promote participation in appropriate events; maintain list of potential trustees; coordinate Board self-assessment; generally meets bi-monthly starting in February):

Moira Fitzgibbons, Chair
Patricia Ferrer
Jonathan McPhee
Debbie Nichols
Laurel Spuhler

Finance Committee (develop budget; oversee annual audit; review all contracts; oversee Library District investments; meets monthly):

Patricia Ryan, Chair
Sean Eagleton
Chip Hogg
Mary Moore
Debbie Nichols

Personnel Committee (revise Personnel Plan; evaluate Library Director evaluation process; review payroll certification report from Civil Service, CBA negotiations; meets irregularly):

Chip Hogg, Chair
Moira Fitzgibbons
Jim Nurre
Patricia Ryan
Laurel Spuhler

Planning Committee (develop strategic and capital plans; oversee facilities planning and management):

Sean Eagleton, Chair
 Patricia Ferrer
 Jonathan McPhee
 Mary Moore
 Debbie Nichols

The Board of Trustees may create additional *ad hoc* committees as allowed in the Library District’s By-Laws.

General Considerations: The Library District adheres to the provisions of the Open Meeting law as well as *Roberts Rules of Order*. Meetings of the Board and of its committees shall be open to anyone who accepts the rules of conduct established by the Board or by the committee. The Library Director may arrange for staff members to be present and make presentations at Board and/or committee meetings.

The Board of Trustees or any of its committees shall not meet on holidays that are generally observed.

Agenda: The agenda for meetings of the Board of Trustees shall be drafted by the Library Director and may be reviewed by the President prior to its distribution. Agendas will be posted in each branch of the Library District and on the Library District’s web site.

Matters to be reported or to be discussed by the Board at any meeting shall, whenever possible, be presented to the President or the Library Director for inclusion in the distributed agenda, or be approved by the Board as amendments to the agenda.

The order of business on the agenda shall include Old Business, New Business, reports from the Library Director and President, Board comment, public comment, and the time, date and location of the next meeting

Minutes and Reports: All meetings of the Board, including its committees, shall have a written record of business conducted. The presence or absence of any Board member from any Board or committee meeting shall be noted in the official record of the meeting. The official copy of Board meeting minutes shall have appended to it (1) financial reports; (2) the warrant; (3) the Library Director’s report; and (4) any other significant documents which clarify or augment the record.

- Counsel** The Board of Trustees designates the firm of Thomas Drohan Waxman Petigrow & Mayle, LLP as general counsel for the period January 1 – December 31, 2023. Other firms may be retained, upon action by the Board, for other specified purposes.
- Auditor** The Board of Trustees, by action taken at its meeting of December 16, 2020, designated the firm of EFPR Group, CPAs, PLLC as auditor for the period January 1 – December 31, 2022.
- Insurance** The Board of Trustees designates the firm of William R. Smith, Inc. as the insurance broker for the time period of January 15, 2023 – January 15, 2024.
- Disclosure** In accordance with Library District Policy #3103 – Conflict of Interest, each trustee and administrative officer of the Library District shall file a disclosure statement no later than January 15 of each year (attached). Policy #3103 shall be displayed in the staff areas at each Library District location.
- Tax Anticipation Borrowing** The Library District will use available cash balances in its various funds in order to fund operations prior to tax receipts. Repayment to these funds is required in accordance with Library District Policy #2105 – Fund Balance. Further, the Board of Trustees authorizes the Library Director to obtain a line of credit in anticipation of tax receipts up to \$800,000, also in accordance with Library District Policy #2105.
- Performance Appraisals** The Library Director shall be evaluated annually, with an evaluation document normally given to the Library Director no later than the November meeting of the Board of Trustees.
 The Library Director shall ensure that all employees are evaluated annually.
- Non-CSEA Salaries** The Board of Trustees authorizes 2023 salaries for non-CSEA employees as follows:

Library Director	to be determined
Business Manager	\$95,500

Secretary to the Director	\$62,500
Student Pages	\$12.96 per hour
<i>(benefits are not provided to this position)</i>	

Newspapers

The following newspapers shall be designated the official newspapers of the Library District:

Poughkeepsie Journal (for releases and legal ads)
Southern Dutchess News (for releases, only)

Additionally, the Library District will use other local media (print and non-print) and appropriate social media to advertise programs and services provided to patrons.

Purchasing/Claims:

The Board of Trustees affirms approval of the Library District’s Purchase Policy (#2101 – A) and Claims Audit Policy (#2101 – B). Copies are attached.

The Board of Trustees shall authorize payment of all bills except those allowed by law for payment prior to such approval (i.e., insurances, utilities, payroll), which then require follow-up approval at the trustee meeting immediately following payment.

Warrants shall be made available for inspection at least one (1) hour prior to the monthly Board of Trustees’ meeting.

Depositories

The Library District may maintain accounts in the following local financial institutions:

<u>Institutions</u>	<u>Maximum Amount</u>
LPL Financial	as per collateralization agreement
Salisbury Bank,	as per collateralization agreement with Wilmington Trust

The Library District’s consolidated checking and payroll accounts will be maintained at Salisbury Bank.

Additional depositories may be added, from time-to-time, as necessary. Such accounts shall be collateralized in accordance with public finance law.

Signatories

The following people shall have signature authority on accounts held by the Library District:

<u>Board of Trustees</u>	<u>Administration</u>
President	Library Director
Vice President	Assistant to the Director
Treasurer	
Assistant Treasurer(s)	
Secretary	

Payroll checks shall bear the stamped signature of the Treasurer. Payroll is bi-weekly.

The Library District requires an original signature of the Treasurer or an Assistant Treasurer on all accounts payable checks. Such checks with a value over \$5,000 will require an additional original signature of a Board of Trustees officer.

Purchasing

The Poughkeepsie Public Library District establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.

General

1. De-centralized purchasing policies are utilized at the Library District. No individual member of the staff may place an order with any vendor or take any action that encumbers the Library District's funds for supplies, equipment or services (verbally or otherwise) without prior approval of the department head and the issuance of a purchase order by the Business Manager as later described. This restriction is not intended to preclude preliminary discussions with potential vendors to arrive at satisfactory delivery dates, quality, and quantity aspects or estimated costs. In fact, it is encouraged. However, no commitment or firm order can be placed without a properly executed purchase order. Failure to obtain a properly executed purchase order prior to placing an order may result in the purchase being deemed a personal expense, not reimbursable by the Library District.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library District in a satisfactory manner, as determined by department heads and recommended to the Library Director.
3. It is the responsibility of each department head to secure the appropriate quotes or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Library Director or designee shall have the final authority on all purchase decisions.

The Purchasing Process

Every purchase to be made must initially be reviewed to determine whether it is a purchase contract or a public works contract. The term "public works contract" would apply to those contracts or projects involving labor or both material and labor where labor is a substantial component, 50% or more, of the cost. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the bidding threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. Once the determination is made, a good faith effort will be made to determine whether it is known, or can be reasonably expected, that the aggregate amount to be spent on the item of supply or service in one fiscal year is not subject to competitive bidding. If it seems likely that the bid limits may be exceeded, bidding shall take place.

NYS General Municipal Law, Section 103, requires that all purchase contracts for public works involving an expenditure of more than \$35,000 in one fiscal year and all purchase contracts for commodities involving an expenditure of more than \$20,000 in one fiscal year shall be awarded to the lowest responsive, responsible bidder after public advertisement for sealed bids. (Historically there have been only a few instances where competitive bidding was required.) Furthermore, the Board authorizes that purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contracts to Article 8 of the labor law) may be awarded on the basis of best value, as defined in section one hundred sixty-three of the State Finance Law.

The Library District shall comply with the requirements of General Municipal Law section 103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest

significantly in the Iranian energy sector, as outlined in the law known as "The Iran Divestment Act of 2012".

NYS General Municipal Law section 104-b requires that policies and procedures for purchasing goods and services, when the cost falls below the competitive bid limits and are not available through government contracts, be established by the governing board and reviewed annually.

NYS General Municipal Law section 104-b (2) (f) requires the identification of the individual or individual(s) responsible for purchasing and their respective titles. As such, Barbara S. Lynch, the Business Manager under the general supervision of the Library Director shall be responsible for this process.

Purchases Not Subject to Competitive Bid

All goods and services not required to be publicly bid pursuant to General Municipal Law Section 103 must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of both the City and the Town of Poughkeepsie through the use of verbal quotations, written quotations, written requests for proposals or any other method that facilitates the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and guards against, favoritism, improvidence, extravagance, fraud, and corruption, except in the following circumstances:

- Purchases of prison-made goods from NYS Department of Correctional Services, Division of Industries (Corcraft).
- Purchases of goods or services from the NYS Industries for the Disabled.
- Purchases of goods or services from Industries for the Blind.
- Purchases through New York State Contract, at the State's price, from the vendor holding the Office of General Services contract.
- Purchases of commodities made under any NYS County contract that has been extended to political subdivisions.
- Purchases of apparatus, materials, equipment or supplies, or a contract for services related to the installation, maintenance, or repair of apparatus, materials, equipment, and supplies, made through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities.
- Purchases of services from a monopoly (e.g. utility services).
- Purchases of Professional Services.
- Sole source – there is only one manufacturer and distributor.
- Emergency Purchases – GML 103(4) defines it as "a public emergency arising out of an accident or other unforeseen occurrence or condition, whereby circumstances affecting public buildings, public property or the life, safety, or property of the inhabitants require immediate action". The Board of Trustees has designated the Library Director with the authority to declare an official emergency.
- Professional Services & Consultants:

Instead of competitive bids, Requests for Proposals (RFP's) are used as a means of obtaining all types of professional services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Library Director shall take in to consideration the following guidelines:

1. Whether the services are subject to State licensing or testing requirements;
2. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
3. Whether the services require a personal relationship between the individual and the library officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician, technical services of an engineer or architect engaged to prepare plans, maps, and estimate; securing insurance coverage and/or service of insurance broker; services of certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

All consultants and services must have a contract outlining services and fee schedules to be reviewed and approved by the Library Director.

Emergency Situations

An emergency exists when the delay caused by soliciting formal quotes or competitive bids would endanger the health, welfare or property of the public or the Library District. In such situations, the emergency procurement of goods or services will be requested by the department head and require the approval of the Library Director. Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. Documentation as to the nature of emergency must accompany the request for the emergency purchase.

Sole Source

When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following will be documented:

1. The unique benefits to the Library District of the item as compared to other products available in the marketplace;
2. No other product/service provides substantially equivalent or similar benefits;
3. That, considering the benefits received, the cost of the item is reasonable to other products offered available in the marketplace;
4. There is no possibility of competition available, as from competing dealers or distributors;
5. Document should contain final approval of the Library Director;
6. Failure to have a properly executed agreement may result in delay or denial of payment.

Purchase of Goods and Services

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids:

1. Purchase (Commodity) Contracts: The following schedule is related to non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations. Department heads and all involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount plans of which the Library District may take advantage. State contracts are available for view at: <http://www.ogs.ny.gov>.
2. Library Materials: Annual expenditures for books, magazines, AV, and other such materials intended for patron use are generally over the bidding threshold. Therefore purchases shall be made from vendors holding a New York State contract or a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities. Materials available only from the publisher, deemed to be sole source, are generally purchased with little or no discount.
3. Ongoing Expenditures: The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

General Goods (including Rental of Equipment)

Estimated Value Contract	Policy
Up to \$5,000	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.
\$5,001 - \$10,000	Documented telephone quotes from three (3) responsible vendors, if available. (attached to purchase order)
\$10,001 - \$20,000	Documented written or electronic quotes from three (3) responsible vendors, if possible. (attached to the purchase order)
Over \$20,000	Competitive bids required

Should the required number of vendors not be available, satisfactory documentation of the special situation must be submitted with a request for an exception to this requirement, which must be approved by the Library Director.

Rental of equipment with an option to buy must be put out to bid if the total amount to be paid over the term of the lease plus any additional amount when lease expires exceeds the amount allowed by the NYS Bidding Law (\$20,000).

Public Works Projects

Estimated Value Contract	Policy
Up to \$9,999	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.
\$10,000 - \$35,000	Formal written quotations from at least six (6) responsible vendors (if available). Requests for Proposals shall be used for complex procurements involving multiple components.
Over \$35,000	Competitive Bids required.

Professional Services and Consultants Exempt from Competitive Bids

Estimated Value Contract	Policy
Up to \$ 35,000	Purchase method shall be at the discretion of the Business Manager. A contract outlining services rendered and fee schedules shall be approved by the Library Director.
Over \$35,000	Prices will be obtained by formal RFP from at least 3 sources, with the award of the contract recommended by the department head in conjunction with the Business Manager and approved by the Library Director.

Criteria for evaluation of proposals must be prepared in advance, and the relationship between the successful proposal and these criteria must be explained in writing and kept on file.

Award and Documentation for the Purchase of All Goods and Services

Award:

All awards from verbal or written quotes shall be made to the supplier offering the best value to the Library District. In determining best value for the Library District, the purchase price and whether goods or services meet specifications are the most important considerations. However, the Business Manager may consider other relevant factors, including:

- (a) Installation costs;
- (b) Life cycle costs;
- (c) The quality and reliability of the goods and services;
- (d) The delivery terms;
- (e) The quality of probable supplier performance under the contract such as past supplier performance, the supplier's financial ability to perform, the supplier's ability to provide reliable maintenance agreements and support;
- (f) The cost of any employee training associated with a purchase;
- (g) The effect of a purchase on departmental productivity;

- (h) Other factors relevant to determining the best value for the Library District in the context of a particular purchase.

Documentation:

All quotes (written, electronic or telephone) shall be documented in the procurement record and shall be filed in the respective year's user department quote files and attached to the purchase requisition in MUNIS, the Library District's fund accounting software. If unable to attach in MUNIS, the user department shall send a copy by email or inter-office mail to the business office. All such purchases shall have the quote number referenced on the electronic purchase requisition in MUNIS.

Insufficient Appropriations

There shall be no purchases for items where there is insufficient appropriation. The Library Director shall have the authority to transfer funds between any budget lines. However, the Board of Trustees must approve the creation and funding of new positions, with the exception of Student Library Workers. All budget transfer shall be reported to the Finance Committee and the Board of Trustees in a timely manner.

Claims

All invoices and pre-payments shall be paid in accordance with the claims policy established by the Board of Trustees. The Library Director shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees on a monthly basis.

Any and all procedures outlined in either General Municipal Laws 103 and 104b shall be adhered to. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the Library District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the Library District or any officer or employee of the Library District.

Claims Audit

The Poughkeepsie Public Library District establishes this claims audit policy in order to comply with generally accepted auditing standards and cost containment.

General

1. The audit of claims or vouchers is a classic internal control activity. In order to ensure that tax dollars are spent efficiently, it is essential that a thorough, deliberate, and independent audit of claims be conducted before payments are made. An effective audit of claims is often the last line of defense for preventing unauthorized, improper, or fraudulent claims from being paid.

Responsibility

With few exceptions (noted elsewhere), the Board of Trustees is generally responsible for the audit of claims. Claims are prepared by staff and presented to the Board of Trustees for approval prior to payment. Trustees are assigned, on a rotating basis, to review claims and to recommend payment to the full Board of Trustees.

Criteria for Auditing Claims

Auditing claims demands more than a "rubber stamp" of the claim packages. It should entail a thorough and deliberate examination to determine that the claim is a legal obligation and proper charge against the Library District. As a general rule, a claim should contain enough detail and documentation so that the trustees are supplied with sufficient information to make that determination. The following criteria should be applied to the audit of claims:

- Is the claim for a valid and legal purpose?
- Was the purchase authorized and approved?
- Are there sufficient appropriations to pay the claim?
- Is the claim mathematically correct?
- Is the claim sufficiently itemized?
- Does the claim meet the legal and policy requirements in relation to competitive bidding or, when permitted, competitive offering, and the requirements of the locality's procurement policy?
- Have other adopted policies been followed?
- Was the purchase made by using a State, county, or other permissible government contract (as an exception to soliciting competition) and is this information included on the claim form?
- Are there any sales tax charges for exempt expenses?
- Does the claim include all discounts that your local government or school district is entitled to?
- Has this claim been paid before, in whole or in part?
- Does the attached documentation support the claim being audited?
- Were the goods or services actually received?

All claims for payment should be compared to the abstract provided by the Business Office. Claims should match the abstract.

Problem Claims

If the answer to any question posed in the preceding section is no, then some type of action should be taken in most cases. Obviously, this will depend on the specific deficiency and the dollar amount

involved. The following actions and remedies may be available to the trustees responsible for auditing claims:

- If original documentation (such as invoices, purchase orders, or receiving slips) is missing, the claim should be held until the supporting documentation is submitted.
- If the claim is mathematically incorrect, confirm the proper amount, correct any mistakes, and only approve the claim for the corrected amount.
- If the original invoice does not sufficiently itemize the goods purchased or services rendered, contact the staff member who approved the claim.
- If the claim is for travel or conference expenses and the traveler cannot substantiate that charges are for actual and necessary expenses, or if charges are not properly authorized or are not in compliance with policies, reduce the claim by the amount of ineligible expenses.
- If the claim is a duplicate or has been partially paid before, reject the entire claim or reduce it to the unpaid amount. Be aware that the submission of photocopies of original invoices may indicate the possibility of a duplicate claim.

Claims generally may be rejected or reduced if they do not meet legal requirements, exceed available appropriations, or, in the case of reimbursement to officers and employees in travel status, are not actual or necessary expenses. The course of action to be taken is sometimes a matter of judgment and will vary based on the situation.

Claims with certain characteristics may have a higher risk of error or fraud. Trustees should use common sense and reasonable skepticism when any claim appears to be out of the ordinary. Even when all required documentation is submitted, remain skeptical, especially of claims that are not routine. In today's electronic environment, anyone with a computer and printer may be capable of replicating and manipulating information to produce false documentation.

Payments Not Requiring a Pre-Audit

Certain payments may be made without going through the routine claims auditing process. Generally these payments are approved by the Library Director or are the result of statutory requirements, existing contractual commitments or some other required obligation. They include:

- Fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings
- Principal or interest payments on debt
- Payments made pursuant to a court order
- Amounts due upon lawful contracts for periods exceeding one year
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

The Board of Trustees, by annual resolution, authorizes payment in advance for public utility services, postage, freight, and express charges along with medical, dental and vision insurance premiums. However, these claims are to be audited as soon as possible after payment and included on the next abstract as prepaid amounts. Public utility services generally include electric, gas, water, sewer, and telephone services.

In addition, the Board of Trustees has established petty cash funds and authorizes petty cash payments in advance of audit. Most petty cash payments will involve small amounts required for

infrequent purchases, such as office supplies. The aggregate petty cash fund is determined by the Library Director but will not exceed \$750. The custodian(s) of the petty cash fund(s) should periodically request reimbursement for the fund by submitting all bills or receipts for purchases made from the fund(s). The person auditing petty cash fund claims should audit the reimbursement request in the same manner as other claims.

Analytical Reviews

It is important for the claims audit function to be viewed as more than just a claim-by-claim review and to consider the function in the broader scope of Library District operations. The Finance Committee should be aware of trends in expenditures that may provide opportunities for improvement in procuring goods and services. An analytical review may also indicate that certain types of expenditures may have been inappropriately incurred. Periodic reviews of vendor payment summary records or reports can alert the trustees to changes in expenditure trends and areas for possible improvement and investigation. The following are examples of areas to consider:

- Increases in utility usage (consumption) and telephone and cell phone expenditures
- Increases in expenditures for consumable inventory items such as office and cafeteria supplies
- Increases in expenditures for moveable items such as technology equipment (i.e., computers and printers) and maintenance equipment (i.e., chain saws and lawn mowers)
- Large repair costs for equipment may be an indication that it is more cost-effective to purchase new equipment instead of repairing aging equipment
- Items that, in the aggregate, have exceeded competitive bidding or competitive offering monetary thresholds and should be acquired through competitive bidding or competitive offering procedures

Fund Balance

The Library District is required, by its special district legislation to establish a fund balance, sufficient in size, to carry Library District operations through the first quarter of the fiscal year (January 1 - March 31).

The Poughkeepsie Public Library District shall have a fund balance adequate to meet operating expenses incurred prior to receipt of tax revenues on or about April 1.

Should the Library District not have the required fund balance to finance operations, the following steps may be taken to maintain said operations:

- A. Defer spending.
- B. Consider any of the following three options, depending on prevailing conditions:
 - 1. The Board of Trustees authorizes use of Special Revenue and Permanent Funds to offset cash flow on a temporary basis. Reimbursement, with interest, will be made within ten (10) days of receipt of general revenue expected on or about April 1. Interest shall be paid at a rate not less than the money market rate of the Library District's primary financial institution. The Board of Trustees shall periodically review the rate of repay.
 - 2. The Board of Trustees authorizes a request to the City and Town of Poughkeepsie for an advance payment in anticipation of and in lieu of taxes.
 - 3. The Board of Trustees authorizes the executive director to secure a tax anticipation line of credit sufficient to meet the operational needs of the Library District in advance of tax receipts from the city or town of Poughkeepsie.

This authority is renewed at the annual reorganization meeting each January.

Any of the above activities shall be reported by the Executive Director to the Board of Trustees, in writing, at the next Board of Trustees meeting. The Executive Director shall maintain a record of the activity and, once any necessary reimbursement is made, notify the Board of Trustees.

Conflict of Interest

Definitions: Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

- (a) "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or his or her relative, whether as a result of a contract with the Poughkeepsie Public Library District or otherwise. For the purpose of this policy, a Library District officer or employee shall be deemed to have an interest in the contract of:
 - (I) A relative except as to a contract of employment with the Library District
 - (II) A firm, partnership or association of which such officer or employee is a member or employee;
 - (III) A corporation of which such officer or employee is an officer, director or employee;
 - (IV) A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his or her relative.
- (b) "Legislation" means a matter which appears on the agenda of the Library District Board of Trustees or on the agenda of a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances or resolutions.
- (c) "Officer" or "Employee" means an elected or appointed officer or employee of the Library District, whether paid or unpaid.
- (d) "Relative" means spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, member of the immediate household or legal guardian of any of said persons of an officer or employee or of the spouse of the officer or employee.
- (e) "Spouse" means the husband or wife of an officer or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct: Every officer or employee of the Library District shall be subject to and abide by the following standards of conduct:

- (a) Gifts. No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.
- (b) Confidential Information. No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

- (c) Disclosure of Interest in Legislation. To the extent known, any officer or employee of the Library District who participates in the discussion or gives an official opinion to the Library District Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.
- (d) Disclosure of Interests in Contracts. To the extent known, any officer or employee of the Library District who has, will have, or subsequently acquires any interest in any contract with the Library District shall publicly disclose the nature and extent of such interest in writing to the Library District Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.
- (e) Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.
- (f) Private Employment. No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her duties.
- (g) Prohibited Conflicts of Interest. No Library District officer or employee shall have an interest in any contract between the Library District and a corporation or partnership of which he or she is an officer or employee when such Library District officer or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under (b) audit bills or claims under the contract (c) appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library District of which he or she is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.
- (h) Certain Interests Prohibited. No officer or employee of the Library District who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library District. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.
- (i) No Library District officer or employee shall use or permit the use of property owned or leased to the Library District for other than official purposes or for activities not otherwise officially approved by the Library District Board.

**Conflict of Interest Disclosure Form
(Appendix A)**

This form must be filed annually by all specified parties, as identified in the Poughkeepsie Public Library District's Conflict of Interest Policy Statement.

_____ I have no conflict of interest to report

_____ I have the following potential conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date