

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, February 22, 2023  
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: Blazek and Hogg

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
  - II. Public Comment on Agenda Items
  - III. Board Education: None
  - IV. Minutes of Previous Meeting(s)
    - A. December 28, 2022 (*T. Lawrence; #012523 – 1*)
    - B. January 25, 2023 (*T. Lawrence; #022223 – 1*)
  - V. Financial Report(s)
    - A. December 2022 (*B. Lynch; #012523 – 2*)
    - B. January 2023 (*B. Lynch; #022223 0 2*)
    - C. Approval of Monthly Warrant (*B. Lynch; #012523 – 2.1*)
    - D. Approval of Monthly Warrant (*B. Lynch; #022223 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #012523 – 3 and #022223 – 3*)
    - B. President's Report (*D. Blazek*)
    - C. Board Committee Reports (*Committee Chairs*)
    - D. Friends of PPLD (*N. Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*T. Lawrence; #022223 – 4; to be distributed at the meeting*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of 2023 Management/Confidential Salaries (*D. Blazek; #012523 – 5*)
      2. Approval of FY2022 Budget Modification #4 (*P. Ryan; #012523 – 6*)
      3. Approval of 2023 Annual PPLD – FPPLD Agreement (*Lawrence; #012523 – 7R*)
      4. Approval of By-Laws Modification (*D. Blazek; #022223 – 5*)
      5. Approval of 2023 Election Materials (*T. Lawrence; #022223 – 6*)
      6. Approval of Policy Revisions: #1101 – Code of Conduct, #1101-B Child & Vulnerable Adults (*D. Blazek; #02223 – 7*)
  - 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, March 29, 2023; 7:00 p.m.  
Charwat Meeting Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Cancellation of Meeting of January 25, 2023**

**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**

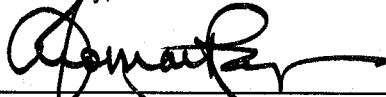
- Norma Vazquez, President

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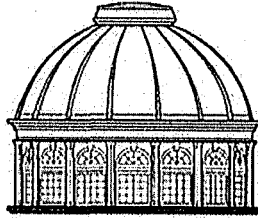
The Board Meeting of January 25, 2023 was canceled due to forecasted adverse weather conditions.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 22, 7:00 p.m. at Adriaance 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



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of January 2023 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2023 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 January 2023**  
**Financial Activity – Narrative Report**

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

**General Fund (Fund A; \$1,404,712)**

- Receipts for the month totaled \$529,100 which included \$500,000 in tax revenue from the Town of Poughkeepsie, \$1,527 in library charges, \$218 in interest, \$1,513 in donations and \$2,255 in Local Library Incentive Aid and well as \$16,755 from the Friends for their portion of utilities and snow plowing.
- Receipts for the month included the following inter-fund loans:
  - Special Revenue Fund           \$426,500
  - Debt Service Fund               209,500
  - Irma Davis Fund                 274,300
- Disbursements for the month totaled \$539,866 which included \$390,388 in salary and benefit expenses.
- Disbursements also included a wire transfer of \$444,905 for the accrued NYS Retirement System payment.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund                 \$     68
  - McCalley Fund                   52,000

**Special Revenue Fund (Fund CM; \$487,438)**

- Receipts for the month totaled \$5,409 which included \$91 interest.
- Disbursements for the month included the aforementioned loan to the General Fund.
- Within the Wojtecki account a treasury bill matured 01/31/2023 which resulted in interest and dividends of \$5,310. A new treasury bill was purchased in the beginning of February with a five year maturity.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund       \$178,489
  - Schlobach Fund                         50,000
  - Occhialino Fund                         31,500

**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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of January 2023**  
**Financial Activity – Narrative Report**

**Permanent Funds (Fund PN; \$472,249)**

- 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; \$30,144)**

- Receipts for the month included interest in the amount of \$45.
- There were no disbursements for the month of January.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of Monthly Budget Modifications and Transfers Requiring Board Approval**  
**January 2023**

No modifications or transfers to report for January

GENERAL FUND YEAR TO DATE (YTD)  
EXPENSE REPORT JANUARY 2023

FOR 2023 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,514,942	4,514,942	175,510.72	175,510.72	4,043,138.72	296,292.56	93.4%
22 EQUIP & CAPITAL OUTL	68,500	68,500	.00	.00	8,996.39	59,503.61	13.1%
30 MATERIALS	497,275	497,275	23,630.24	23,630.24	69,820.80	403,823.96	18.8%
32 INFORMATION SVC	80,024	80,024	16,967.29	16,967.29	.00	63,056.71	21.2%
50 OPERATIONS	1,415,662	1,415,662	106,726.23	106,726.23	307,939.78	1,000,995.99	29.3%
51 AUTOMATION	137,401	137,401	2,154.50	2,154.50	.00	135,246.50	1.6%
91 EMPLOYEE BENEFITS	1,978,087	1,978,087	214,877.34	214,877.34	664,149.80	1,099,059.86	44.4%
92 DEBT SER	1,338,400	1,338,400	.00	.00	.00	1,338,400.00	.0%
GRAND TOTAL	10,030,291	10,030,291	539,866.32	539,866.32	5,094,045.49	4,396,379.19	56.2%

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



WARRANT: 20230126 01/26/2023

DUE DATE: 01/26/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	7,722.84
A A	General Fund A .0000.000.00.26030	General Fund Exchange	589.42
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	827.58
A A00000	General Fund Expen A .7410.000.00.54355	Tuition Reimbursement	1,767.50
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	2,154.50
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	565.10
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	2,132.09
A A00000	General Fund Expen A .7410.000.00.54540	Property Liability Ins	39,057.65
A A00000	General Fund Expen A .7410.000.00.54550	Automobile Insurance	1,986.00
A A00000	General Fund Expen A .7410.000.00.54550 .C814	Auto Insurance- Bookmo	2,259.00
A A00000	General Fund Expen A .7410.000.00.54560	Liability Umbrella Ins	8,343.00
A A00000	General Fund Expen A .7410.000.00.54692	Other Oper-Water	1,138.32
A A00000	General Fund Expen A .7410.000.00.54694	Other Operational Expe	635.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	415.00
A A00000	General Fund Expen A .7410.000.00.54710	Vehicle Operations	91.27
A A00000	General Fund Expen A .7410.000.00.59040	Workers Compensation	55,478.00
A A00000	General Fund Expen A .7410.000.00.59045	Life Insurance	654.19
A A00000	General Fund Expen A .7410.000.00.59055	Disability Insurance	889.27
A A00000	General Fund Expen A .7410.000.00.59060	Medical Insurance	100,932.71
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	3,594.70
A A00000	General Fund Expen A .7410.000.00.59089	Employee Benefits Othe	1,992.00
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	775.00
A A10000	Administration A .7410.100.00.54370	Professional Fees - Ad	720.41
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	22,745.41
A A11100	CLDA Reimbursable A .7410.111.00.54310	Telephone Central Libr	100.43
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	554.33
A A20000	Building Services A .7410.200.00.54370	Professional Fees- Bld	629.22
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	2,175.00
A A20000	Building Services A .7410.200.00.54520	Building Repairs	755.00
A A20000	Building Services A .7410.200.00.54690	Snow Removal - Patron	3,107.26
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	1,129.48
A A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	1,099.50
A A20000	Building Services A .7410.200.00.54691	HVAC-MECH/ELEC/PLUMBIN	4,541.00
A A20000	Building Services A .7410.200.00.54693	Other Oper-Trash	593.79
A A20000	Building Services A .7410.200.00.54694	Cleaning	1,320.00
A A20000	Building Services A .7410.200.00.54730	Vehicle Maintenance	908.49
A A20300	Greene Services A .7410.203.02.54100	BOOKS	662.96
A A20300	Greene Services A .7410.203.02.54292	PROGRAMMING	11,250.00
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	226.34
A A20300	Greene Services A .7410.203.02.54370 .A232	Prof Fees-BRD Wastewat	960.00
A A30000	Advancement Servic A .7410.300.00.54340	PR & Printing- Rotunda	1,300.00
A A30000	Advancement Servic A .7410.300.00.54370	Professional Fees	417.98
A A30000	Advancement Servic A .7410.300.00.54370 .A241	Professional Fees-IMLS	115.00
A A41000	Adult Services A .7410.410.00.54130	Serials Adult Services	11,811.83
A A41000	Adult Services A .7410.410.00.54291	PPLD Databases	16,973.39
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	800.00
A A41000	Adult Services A .7410.410.00.54292 .A242	PROGRAMMING-Plaza Comu	600.00
A A41000	Adult Services A .7410.410.00.54292 .A243	Programming-Seed Libra	14.69

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Poughkeepsie Public Library District  
WARRANT SUMMARY

P 20  
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WARRANT: 20230126 01/26/2023

DUE DATE: 01/26/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A	A44000 Collection Service A .7410.440.00.54100	Collection Serv Books	262.40	-49,085.70
A	A44000 Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	4,718.69	-6,034.35
A	A44000 Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,773.43	-3,372.54
A	A44000 Collection Service A .7410.440.00.54120	Music & Audio	-80.98	-5,295.41
A	A44000 Collection Service A .7410.440.00.54120 .A211	MUSIC & AUDIO - DIGITA	8,487.00	.00
A	A44000 Collection Service A .7410.440.00.54370	Collections Agency Fee	314.55	-205.55
A	A45000 Youth Services A .7410.450.00.54130	Serials Youth Services	1,323.74	-.24
A	A45000 Youth Services A .7410.450.00.54292	Programming Youth	214.28	-137.65
A	A45000 Youth Services A .7410.450.00.54300 .G200	PLC Supplies	32.99	.25
A	A46000 YA Services A .7410.460.00.54130	Serials YA	841.05	.26
A	A50000 Business Office A .7410.500.00.54370	Professional Fees - Bu	975.65	-.44
A	A60000 Information Tech A .7410.600.00.52800 .A239	Furniture,Fixtures & E	6,467.80	.18
A	A60000 Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-ECF	680.90	-.30
A	A60000 Information Tech A .7410.600.00.54370	Professional Fees- Sof	4,796.60	-399.66
A	A60000 Information Tech A .7410.600.00.54390	Rental, Repair & Maint	13.61	-.37
A	A71000 Adriance A .7410.710.00.54310	Telephone Adriance	882.96	-87.71
A	A71000 Adriance A .7410.710.00.54320	Internet Services Adri	2,974.00	-2,843.04
A	A71000 Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	631.40	-831.80
A	A71000 Adriance A .7410.710.00.54330	Postage AML	27.90	-6.07
A	A71000 Adriance A .7410.710.00.54500	Fuel & Utilities AML	13,067.00	-7,477.02
A	A73000 Boardman Road Bran A .7410.730.00.54310	Telephone - Boardman	139.13	.10
A	A73000 Boardman Road Bran A .7410.730.00.54320	Internet Services- Boa	1,195.44	-967.71
A	A73000 Boardman Road Bran A .7410.730.00.54500	Fuel & Utilities -Boar	773.53	-1,583.39
A	A74000 Sadie Peterson Del A .7410.740.00.52800 .A228	FF& E-DC Reads	507.00	-.20
A	A74000 Sadie Peterson Del A .7410.740.00.54320	INTERNET SERVICES	57.98	.05
A	A74000 Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,650.87	.16
A	A74000 Sadie Peterson Del A .7410.740.00.54530 .A203	RENTAL OF QUARTERS - G	3,658.22	43,366.00
FUND TOTAL			378,698.79	
=====				
WARRANT SUMMARY TOTAL			378,698.79	
=====				
GRAND TOTAL			378,698.79	
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02/02/2023 15:15  
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| Poughkeepsie Public Library District  
| WARRANT SUMMARY

| P 3  
| apwarrnt

WARRANT: 20230203 02/03/2023

DUE DATE: 02/03/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A30000 Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	6,670.00	-.06
		FUND TOTAL	6,670.00	
=====				
		WARRANT SUMMARY TOTAL	6,670.00	
=====				
		GRAND TOTAL	6,670.00	
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GENERAL FUND YEAR TO DATE (YTD)  
REVENUE REPORT JANUARY 2023

FOR 2023 01

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	7,251,061	7,251,061	500,000.00	500,000.00	6,751,061.00	6.9%
41003 REAL PROPERTY TAX DEBT SERVIC	1,238,400	1,238,400	.00	.00	1,238,400.00	.0%
42082 LIBRARY CHARGES	10,000	10,000	1,526.61	1,526.61	8,473.39	15.3%
42401 INTEREST EARNINGS	17,500	17,500	218.34	218.34	17,281.66	1.2%
42705 DONATIONS	100,000	100,000	1,513.02	1,513.02	98,486.98	1.5%
42752 ANNUAL APPEAL	32,500	32,500	.00	.00	32,500.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760 GRANTS	50,000	50,000	.00	.00	50,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	.00	.00	173,000.00	.0%
42777 E RATE INCOME	60,000	60,000	.00	.00	60,000.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,754.93	16,754.93	-1,754.93	111.7%
43840 CENTRAL LIBRARY DEVELOPMENT	257,779	257,779	.00	.00	257,779.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	2,255.30	2,255.30	21,650.70	9.4%
45031 TRANSFERS IN	719,162	719,162	.00	.00	719,162.00	.0%
GRAND TOTAL	10,030,291	10,030,291	529,100.11	529,100.11	9,501,190.89	5.3%

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



BALANCE SHEET FOR 2023 1

FUND: A		GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	-286.97	792.60
A	12020	General Fund Payroll	-250.51	2,034.78
A	12023	General Fund Money Market	243,430.86	781,737.83
A	12040	Credit Card Transactions	274.22	1,864.16
A	12051	Flex 125 Money Market	122.07	4,865.43
A	12100	Petty Cash	286.97	8,527.99
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	-274,241.37	67.60
A	13501	Grants Receivable	.00	37,686.00
A	13800	Accounts Receivable	.00	-23,594.12
A	13910	Due From Other Funds	.00	590,228.22
TOTAL ASSETS			<b>-30,664.73</b>	<b>1,404,712.49</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-976.80
A	26012	Payroll Liabilities	196,849.52	.00
A	26020	Flex125 Exchange	-840.66	-4,468.68
A	26021	Benefits EXchange	4,158.34	4,776.12
A	26030	General Fund Exchange	589.42	-1,434.56
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-636,000.00	-632,313.60
A	26370	State Retirement Accrual	390,072.26	56,393.51
TOTAL LIABILITIES			<b>-45,171.12</b>	<b>-577,936.01</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	10,030,291.00	10,030,291.00
A	35210	Encumbrances (+ PYCF)	5,031,648.35	5,166,453.78
A	35220	Expenditures (+ PYCF)	604,935.96	604,935.96
A	38210	Encumbrance Reserve (+ PYCF)	-5,031,648.35	-5,166,453.78
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	130,015.28	473,021.60
A	39110	Fund Balance Start of Year	.00	-633,021.33
A	39600	Appropriations (+ PYCF)	-10,160,306.28	-10,160,306.28
A	39800	Revenues Received	-529,100.11	-529,100.11
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			<b>75,835.85</b>	<b>-826,776.48</b>
TOTAL LIABILITIES + FUND BALANCE			<b>30,664.73</b>	<b>-1,404,712.49</b>

BALANCE SHEET FOR 2023 1

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	-426,408.84	130.46
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	431,817.58	487,032.47
TOTAL ASSETS			5,408.74	487,438.01
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-667,150.83
TOTAL LIABILITIES			.00	-667,150.83
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	185,121.56
CM	39800	Revenues	-5,408.74	-5,408.74
TOTAL FUND BALANCE			-5,408.74	179,712.82
TOTAL LIABILITIES + FUND BALANCE			-5,408.74	-487,438.01

BALANCE SHEET FOR 2023 1

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From obligations	.02	492.48
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	<b>TOTAL ASSETS</b>		<b>.02</b>	<b>35,253.23</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-58,098.61</b>
<b>FUND BALANCE</b>				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	.00	750.00
H	38210	Reserve For Encumbrances	.00	-750.00
H	39110	Fund Balance Unreserved	.00	22,845.40
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.02
	<b>TOTAL FUND BALANCE</b>		<b>-.02</b>	<b>22,845.38</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-.02</b>	<b>-35,253.23</b>

BALANCE SHEET FOR 2023 1

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
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	5,317.58	365,735.97
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			5,317.58	477,566.69
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-5,317.58	1,251.16
TOTAL LIABILITIES			-5,317.58	1,251.16
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-5,317.58	-477,566.69

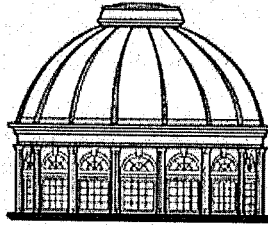


TRAIN DATABASE Feb 13 2023



BALANCE SHEET FOR 2023 1

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	-209,455.20	143.80
V	13910	DUE FROM OTHER FUNDS	.00	-30,287.95
	TOTAL ASSETS		-209,455.20	-30,144.15
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	209,500.00	264,596.50
	TOTAL LIABILITIES		209,500.00	264,596.50
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-44.80	-44.80
	TOTAL FUND BALANCE		-44.80	-234,452.35
	TOTAL LIABILITIES + FUND BALANCE		209,455.20	30,144.15

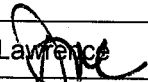


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports & Statistics**

<b>Meeting:</b> Board Development & Policy Committee		<b>Date:</b> Monday, January 30, 2023
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input type="checkbox"/> Jonathan McPhee <input type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<b>Minutes Prepared By:</b> T. Lawrence 		

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

**1. Business Items:** The following business was conducted:

- **By-Laws:** The Committee consensus was to discontinue consideration of remote meetings at this time. The By-Laws revisions will go to the Board of Trustees to approve the ministerial changes.
- **2023 Trustee Election Documents:** Lawrence provided the Committee with copies of all 2023 election documents: 2023 NYS Political Calendar, *Trustee Nomination Requirements and Procedures*, the timeline for the entire trustee nomination and election process, the 2023 trustee election resolution, and two sample petitions (one for Town candidates and one for City candidates). The Committee will review the documents and forward comments and edits to Lawrence by February 10, in order to get them on the February agenda for the Board of Trustees meeting.
- **Policies Review – Patron Code of Conduct, Unattended Children and Vulnerable Adults:** The Committee completed their review of the two policies and with their edits recommends them for consideration by the Board of Trustees at the February meeting.
- **Community Advisory Groups:** The Committee discussed options for gaining both community insight into various issues that could be assisted with Library District programs and services as well as finding potential trustee candidates for future election. Ongoing discussion will continue.

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

- By-Laws
- Policies: Patrons Code of Conduct, Child & Vulnerable Adult Safety Policy

**3. Upcoming Agenda Items:**

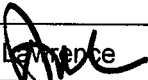
- Library District By-Laws.
- Library District policies.
- Possible community advisory board.

The meeting adjourned at 7:40pm.

**Next Scheduled Meeting Date**  
 Monday, February 27, 2023; 6:30pm (tentative)  
*(date, time, and location subject to change)*

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**Minutes and Actions**

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, February 6, 2023	
<b>Attendance</b>		
<b><u>Committee Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ferrer		
<input checked="" type="checkbox"/> Jonathan McPhee		
<input type="checkbox"/> Mary Moore		
<input checked="" type="checkbox"/> Deborah Nichols		
<b><u>Other Trustees Present</u></b>		
<input type="checkbox"/>		
<b>Minutes Prepared By:</b> T. Lawrence 		

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 – Youth Services:** Ferrer proposed some final edits to the survey, making it less wordy. These edits will be incorporated into the final version published in *The Rotunda* and elsewhere.
- **Next Survey Topics:** Discussion focused on services to seniors for the next topic to be surveyed. This will include another survey published in *The Rotunda* as well as cooperative distribution through the Dutchess County Office for the Aging and the Town of Poughkeepsie Senior Center. After that, the Committee discussed a survey on digital services. Ferrer also recommended that after we collect some data to consider asking some of the questions we had asked in the 2018 community survey to gauge progress in response to community input.

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

- None.

**3. Upcoming Agenda Items:**

- Community survey.

The meeting adjourned at 7:30pm.

**Next Scheduled Committee Meeting Date**

Monday, March 6, 2023; 6:30 pm  
Adriance Memorial Library – Greenspan Board Room  
*(date, time, and location subject to change)*

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Community Survey – Youth Services**

Throughout 2023, the Library District will seek public input on the services in various programmatic areas. This survey, focusing on Youth Services, is the first in a series designed to provide input for planning services that respond to local community interests and needs.

**Q1:** The Library District offers a variety of programs, services, and collections, in print and through streaming, for youth and families. Currently, we provide services in the following areas:

**Early Childhood (Birth through Pre-K):** in-person story times for infants and parents, toddlers, and preschoolers; sensory workshops; daily streaming of early literacy tools; age appropriate early literacy backpacks filled with books, puzzles and literacy tips

**Elementary Ages ( Grades K – 5):** books clubs, thematic story and craft programs, STEM activities, tutoring, recreational gaming, and homework support

**Teens/Middle School Ages (Grades 6 – 12):** book clubs, craft programs, STEM activities, cooking classes, recreational gaming

**Outreach:** in-library and site-based class visits, Rover (bookmobile) site visits

From the descriptive list above, in which of these have you or a member of your family participated in the last 2 – 3 years?

- |                          |                     |                          |                 |
|--------------------------|---------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Early Childhood     | <input type="checkbox"/> | Elementary Ages |
| <input type="checkbox"/> | Teens/Middle School | <input type="checkbox"/> | Outreach        |

Select the option below which best describes the impact participation had on you and the youth in your family.

	Positive	No Impact	Negative
Early Childhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary Ages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teens/Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

**Q2:** Public libraries offer a variety of academic and recreational opportunities for youth and families. From the options below, please select the opportunities that might fit the current need of the youth in your family.

	Early Childhood	Elementary Ages	Teen/Middle School
Reading (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading (Proficiency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math (Proficiency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art & Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Community Survey – Youth Services**

- Social Studies     
Social/Emotional Wellness

**Q3:** Please indicate on the list below in which after school program the youth in your family participate.

- |                          |                   |                          |                                   |
|--------------------------|-------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | R.E.A.L. Skills   | <input type="checkbox"/> | TRAC                              |
| <input type="checkbox"/> | Boys & Girls Club | <input type="checkbox"/> | Finish Strong                     |
| <input type="checkbox"/> | The Art Effect    | <input type="checkbox"/> | School-Based After School Program |
| <input type="checkbox"/> | None              | <input type="checkbox"/> | Other (please name):              |

**Q4:** Please provide some basic demographic information about you and the youth in your family.

**Education Setting**

- Poughkeepsie City School District
- Wappingers Central School District
- Spackenkill Union Free School District
- Arlington Central School District
- Hyde Park Central School District
- Private/Parochial school
- Homeschool

Select the age group represented in your family.

- Early Childhood (Birth – Pre-K)
- Elementary Ages (Grades K – 5)
- Middle School/Junior High (Grades 6 – 8)
- High School (Grades 9 – 12)

Finally, please share with us anything about the needs of the youth in your family and ideas on how the Library District may be able to help.

<b>Meeting:</b> Finance Committee	<b>Date:</b> Monday, February 13, 2023	
<b>Attendance</b>		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Jack Smith
<input checked="" type="checkbox"/> Sean Eagleton		
<input checked="" type="checkbox"/> Chip Hogg	<u>Staff Present</u>	
<input type="checkbox"/> Mary Moore	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	
<input checked="" type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>		
<b>Minutes Prepared by: T. Lawrence</b>		

The meeting convened at 6:35pm in the Greenspan Board Room at Adriance Memorial Library.

1. **Business Items:** The following topics were discussed:
  - **2023 Insurance Review:** Jack Smith of William A. Smith & Son Insurance gave a detailed presentation on the Library Districts various insurance packages (see attached summary).
  - **FY2022 Budget Modification #4:** Lawrence reported that some questions over how the NYSERS billing is booked were answered by the auditor.
  - **FY2023 Budget Modification #1:** Tabled.
  - **City of Poughkeepsie IDA:** The Committee agreed with Lawrence to ask counsel to contact the IDA to request resolution to the inclusion of the Library District in their UTEP.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Nothing.
  
3. **Upcoming Agenda Items:**
  - Financial policy review.
  - FY 2023 Budget Modification #1.
  - Discussion on multi-year budgeting.

**Next Scheduled Meeting(s) Date**  
Monday, March 13, 2023; 6:30 pm  
Greenspan Board Room - Adriance Memorial Library  
*(time, date, and location subject to change)*



**William A. Smith & Son Insurance**  
**Summary of Insurance**  
**2023-2024**

**For: Poughkeepsie Public Library District By:**  
**93 Market St.**  
**Poughkeepsie, NY 12601**

**William A. Smith & Son, Inc**  
**85 Civic Center Plaza**  
**Poughkeepsie, NY 12601**

Premium Comparison

<b>Utica National</b>	<b>2022-2023</b>	<b>2023 to 2024</b>
Total Package **	\$36,859.17	\$39,057.65
Automobile- Including library mobile	\$4270	\$4245
Umbrella	\$7255	\$8343
<b>Total Premiums</b>	<b>\$48,384.17</b>	<b>\$51,645.65</b>
**Blanket Limit for Building and Business personal property increased from from \$30,979,274 to \$33,437,980		
Utica National		
TOTAL works comp	\$45,540	\$55,478
Experience Modification	0.990	<b>1.39</b>
Estimated Payrolls		
Library all others 9101	\$449,443	\$462,926
Clerical 8810	\$366,989	\$377,999
Library Professional 8838	\$3,135,587	\$3,229,655
<b>Selective Insurance</b>		
Directors & Officers/EPLI	\$4687	\$4822
CFC Underwriting Cyber	\$2745	\$4044





William A. Smith & Son Insurance

## Summary of Insurance

For: Poughkeepsie Public Library District By: William A. Smith & Son, Inc  
 93 Market St. 85 Civic Center Plaza  
 Poughkeepsie, NY 12601 Poughkeepsie, NY 12601

## Summary of Insurance

Type: Commercial Package Policy  
 Underwriter: Utica National Insurance Company  
 Term: January 27, 2023 to January 27, 2024  
 Premium: \$51,645.65

**Commercial Property** Limits of Coverage  
**Blanket Limit of Insurance Building & Business Personal Property** **\$33,437,980**

### Adriance Memorial Library (93 Market St.)

<b>Building Limit</b>	\$23,399,597
<b>Business Personal Property</b>	\$ 1,204,108
Data Processing Coverage	
Scheduled Limit + Library Protector Limit	\$ 239,981
Collections-inland marine floater	\$3,881,554
Fine Arts-Inland Marine	\$ 346,000

### 141 Boardman Road-

<b>Building</b>	\$8,070,345
<b>Business Personal Property</b>	\$ 557,508
Data Processing Coverage	
Scheduled Limit + Library Protector Limit	\$ 239,981
Collections-inland marine floater	\$ 1,341,304

### 275 Manchester Road- Self Storage

<b>Business Personal Property Limit</b>	\$96,332
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### Family Partnerhsip Location

<b>Business Personal Property Limit</b>	\$110,000
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**Commercial Property Coverage:**

- **Special form** providing comprehensive coverage against all physical loss or damage except as limited or excluded by policy provisions.
- **Replacement cost** valuation applies with **AGREED VALUE** (waives coinsurance penalty at time of loss)
- **Mechanical breakdown** included
- \$1000 Property deductible.
- Business Personal Property includes Personal property of others, in your care custody and control and located in or on the covered location or within 100 feet of the described premises.
- Business Income- Actual Loss sustained- 12 months- Subject to 72 hours waiting period. Additional limit of \$25,755 added- with 24 hours waiting period only.

**UTICA NATIONAL LIBRARY PROTECTOR (Property, Crime & Inland Marine)**

Accounts Receivables	\$25,000
Backup of Sewers or Drains Coverage-not Flood	\$50,000 all buildings
Business Income & Extra Expense-Actual Loss Sustained	12 months
Data Processing Coverage	\$100,000 per Building
Computer Programs & Media	\$10,000 per Building
Extra Expense	\$10,000 per Building
Debris Removal-Property Coverage- 25% of direct Damage +	\$25,000
Debris Removal-Inland Marine-Collections- 25% of direct Damage +	\$10,000
Employee Dishonesty-\$500 Deductible	\$25,000 per occurrence
Fire Department after Loss Donation	up to \$500
Fire Department Service Charge	\$5,000 per location
Fire Protection Device Recharge	\$5,000 per location
Flood Coverage- Bldg , BPP & Ex EXP-\$1000 DED	\$100,000 all locations
Forgery or Alteration-\$500 Deductible	\$25,000 per occurrence
Glass-no dollar limitation	included
Lock Replacement-\$50 Deductible	\$1,000 per occurrence
Money & Securities- Inside -\$500 Deductible	\$15,000 per occurrence
Money & Securities-Outside \$500 Deductible	\$ 5,000 per occurrence
Newly Acquired-Buildings-up to 90 days	\$1,000,000 per Bldg
Newly Acquired-Business Personal Prop-90Days	\$500,000 per Bldg
Ordinance or Law Coverage-Coverage A	Included in Bldg Limit
Ordinance or Law Coverage-Demolition Cost	\$100,000 per building
Ordinance or Law Coverage-Increased Cost of Construction	\$100,000 per building
Outdoor Property	\$15,000 for Trees,
Shrubs & Plants and \$10,000 for Outdoor Fences.	
Personal Effects and Property of Others- subject to \$2500 per person.	\$10,000 per location but
Pollutant Clean Up-Property Coverage	\$10,000
Pollutant Clean Up-Inland Marine-Collections	\$10,000
Pollutant Clean Up-EDP Coverage	\$10,000
Property Being Exhibited or Displayed	\$5,000

Signs	\$25,000
Valuable Papers & Records	\$ 3,000 per location
Crisis Event Expense Coverage Aggregate Limit	\$250,000 aggregate
Crisis Event Business Income & Extra Expense	\$50,000 Aggregate, Each
Event \$100,000 aggregate, \$10,000 each Person	

**Utica National-Collections Inland Marine Floater features:**

- Property away from the premises while in the care, custody or control of any borrower or any renter is covered.
- Agreed Value for library property floater, also coverage applies to property in transit, including property in bookmobiles.
- Library materials of others in your care, custody and control.
- Cost to research, replace or restore inventory records up to \$50,000
- Debris Removal- \$10,000 in any one occurrence

Includes Freezing and Freeze Drying to protect property from further damage

**Additional Crime Coverage:**

Enhanced Identity Recovery Coverage	\$ 15,000
Depositor's Forgery	\$ 25,000
Employee Theft	\$ 75,000

**Commercial Liability**

**Limits of Liability**

General Aggregate	\$2,000,000
Any One Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Premises Rented to you	\$1,000,000
Medical Payments - any one person	\$ 15,000
<i>Employee Benefits Liability</i>	<i>\$1,000,000</i>
<i>Abuse or Molestation Liability Coverage</i>	<i>\$1,000,000</i>

- Director, managers, members, officers, partners and supervisors included as insured
- Employees, including leased workers and volunteer workers included as insured
- Existing subsidiaries, joint ventures, etc included as insured
- Lessors of equipment and premises automatically included as Insured
- New subsidiaries, joint ventures, etc included insured
- Oral contractual liability for bodily injury and property damage
- Personal Injury includes discrimination, harassment & segregation (Other than employment related)
- Vendors automatically included as insured

**General Liability**

- Worldwide coverage territory for suits brought in USA, its possessions or territories, Canada or Puerto Rico.
- Written contractual liability for bodily injury, property damage, advertising injury and personal injury
- Incidental Malpractice- arising out of rendering or failing to render medical or paramedical services to persons by physician, dentist, nurse, emergency medical technician or paramedic who is employed by you to provide such services
- Extend Property Damage.

- Non Owned Aircraft & Watercraft
- Increased Medical Payments

Type: **Commercial Auto Policy**  
 Underwriter: Utica National Insurance Company  
 Term: January 27, 2023 to 2024  
 Premium: **\$4245**

<u>Commercial Auto</u>	<u>Limits of Liability</u>
Liability	\$1,000,000
Uninsured / Underinsured Motorist	\$1,000,000
Personal Injury Protection	\$150,000
Medical Payments	\$5,000
Non-Owned & Hired Auto Liability	\$1,000,000
<u>Scheduled Vehicle: 2009 Ford Econoline #1FTNE24W29DA06809</u>	
<u>2019 Mercedes Sprinter- Bookmobile #WDAPF4CD2KP119619</u>	
\$1000 Ded. Comprehensive/ \$1000 Ded. Collision	

**Utica National Library Auto Extension Endorsement:**

- Limited Physical Damage coverage for personal autos of employees or volunteers up to \$1000 for deductible reimbursement or loss if no primary collision coverage.
- Towing Service/Service Call
- Full Coverage Window Glass
- Rental Reimbursement Coverage up to \$5000
- Non-Owned autos-who is an insured include anyone volunteering services to you or any employee or elected or appointed official.

Type: **Commercial Umbrella Policy**  
 Underwriter: Utica National Insurance Company  
 Term: January 27, 2023 to January 27, 2024  
 Premium: **\$8343**

Limit of Liability **\$4,000,000**

**Underlying Coverage:**

Automobile Liability & Hired & Non Owned Auto

- General Liability
- Employers Liability
- Abuse or Molestation Liability.

Type: **DISABILITY**  
 Underwriter: Shelter Point  
 Term: 06/30/ 2013 to continuous  
 Premium: reporting

- Statutory NY State benefit which covers Off-the job injuries and/or illnesses

Type: **Accident Policy**  
 Underwriter: United States Fire Insurance  
 Term: 08/20/2022 to 2023  
 Premium: \$300

- Medical Coverage for Volunteers

Type: **Crime Policy**  
 Underwriter: Travelers Casualty & Surety Company of America  
 Term: 08/17/2022 to 2024  
 Premium: \$2628 annual installment Premium

Employee Theft	\$900,000	Deductible	\$75,000 (\$75,000 coverage under by CPKG)
Computer Fraud	\$500,000	Deductible	\$5,000
Funds Transfer	\$500,000	Deductible	\$5,000
ID Fraud	\$25,000	Deductible	none
Claim Expense	\$ 5,000	Deductible	none

Type: **Workers compensation Policy**  
 Underwriter: Utica National Insurance Company  
 Term: January 27, 2023 to January 27, 2024  
 Premium: **\$48,295**

Utica National Library Safety Group--Dividend eligible  
 Statutory NY State benefit which covers on-the job injuries and/or illnesses  
 2022-2023 estimated payroll \$3,952,019. 2023-2024 estimated payroll \$4,070,580

UTICA NATIONAL – Workers Compensation	2022 to 2023	2023 to 204
Experience Mod Factor **	0.99	1.39
Class Codes	Premium By class	Premium by Class
<b>Total Premium WC</b>	<b>\$45,540</b>	<b>\$55,478</b>

Type: **Directors & Officers Liability & Employment Practices Liability**

Underwriter: Selective Insurance

Term: February 10, 2023 to February 10, 2024

Premium: **\$4822.00**

<b>Directors &amp; Officers Liability</b>	<b>Limits of Liability</b>
Limit of Liability	\$1,000,000
Retention	
\$2,500 D&O Insuring Clause 2 & 3	
\$5,000 Employment Practices Liability Clause 1 & 2	
Combined Single Limit for EPLI & D&O	

Additional coverages include:

- ALL Defense Costs OUTSIDE the limit
- Full prior acts
- Prior or Pending Litigation date 02/18/1998
- 80/20 hammer clause
- Retention Reduction Incentive (up to 15% off retention if the insured reports timely and accepts first settlement offer)
- Third party EPL 1M limit – Shared aggregate
- HR Essentials – FREE access to HR support by telephone and email, state specific posters, sample and customizable handbooks, online training, webinars and toll free employee complaint hotline.

Type: **Cyber Liability**

Underwriter: State National Insurance Company/ CFC Underwriting

Term: 08/13/2022 to 08/13/2023

Premium: **\$4040**

**ALL INSURING CLAUSES COMBINED**

Aggregate limit of liability: \$1,000,000 in the aggregate

INSURING CLAUSE I: CYBER INCIDENT RESPONSE  
SECTION A: INCIDENT RESPONSE COSTS

Aggregate limit of liability: \$1,000,000 Deductible:

SECTION B: LEGAL AND REGULATORY COSTS  
Aggregate limit of liability: \$1,000,000 Deductible:

SECTION C: IT SECURITY AND FORENSIC COSTS  
Aggregate limit of liability: \$1,000,000 Deductible:

SECTION D: CRISIS COMMUNICATION COSTS

Aggregate limit of liability: \$1,000,000 Deductible:

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability: \$1,000,000 Deductible:

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

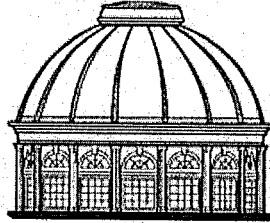
Aggregate limit of liability: \$1,000,000 Deductible:

SECTION G: POST BREACH REMEDIATION COSTS

Aggregate limit of liability: \$50,000

in the aggregate, subject to a maximum of 10% of all sums we have paid as a direct result of the **cyber event**

*This outline is prepared for illustration purposes only. This outline does not "alter, expand or otherwise modify the terms of the actual policies*



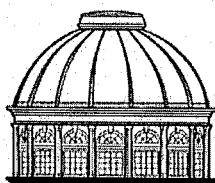
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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**






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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – FEBRUARY 2023

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#### Significant Service Changes, Challenges or Accomplishments

- The implementation of new public service hours seems to be going smoothly. One area for future survey consideration is to seek public input on hours, overall, at each location. Once the construction is done at the Family Partnership Center in mid-2023, consideration will be given to increasing hours of operation for the Sadie Peterson Delaney African Roots Branch Library (SPD).
- The Library Action Committee that has been working with the Library District on matters related to the operation of SPD apparently met within the past couple of months and did so without any representation from the Library District. I have asked for a report from the meeting for us to continue the dialog and avoid any crises but have yet to receive a response to my request. The Library District has received, processed and shelved the all of the materials from the original library that we intend to hold at SPD.

#### Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for recent activity. Managers Thompson (Reference & Adult Services), Sullivan (IT Services), and Minunni/Giancarlo (Building Services) will be attending the meeting to present more detail on their respective reports or other matters in their area of responsibility.

#### Outreach and Professional Development

- See attached manager reports for recent activity, if reported. Finance may dictate a reduced travel budget this year.

#### Collection Development

- Selectors are once again purchasing materials after the closeout of the 2022 acquisitions process.

#### Buildings

- Boardman Road
  - The situation regarding teen afterschool use of the branch library seems to have calmed with the implementation of new entry protocols that are consistent with Teen Room use at Adriance. We still need to review what constitutes loitering, especially outside.
- Adriance
  - Roof repairs and preventative maintenance are underway and should be completed by the end of February.

#### Staffing

- See Personnel Actions, if applicable.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Comparative Circulation Statistics: 2023 to 2022 to 2021**

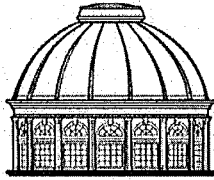
	Current Year: 2023				Previous Year: 2022				Compare '23 to '22		Previous Year: 2021				Compare '22 to '21	
	Jan	% of Total	YTD	% of Total	Jan	% of Total	YTD	% of Total	Change	% Change	Jan	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,583	26.90%	5,583	26.90%	5,189	26.44%	5,189	26.44%	394	7.59%	5,489	24.03%	5,489	24.03%	94	1.71%
Adult Non-Fiction	3,491	16.82%	3,491	16.82%	3,804	19.38%	3,804	19.38%	-313	-8.23%	3,724	16.31%	3,724	16.31%	-233	-6.26%
Fiction - Juvenile	4,945	23.83%	4,945	23.83%	4,364	22.23%	4,364	22.23%	581	13.31%	5,423	23.74%	5,423	23.74%	-478	-8.81%
Non-Fiction - Juvenile	1,169	5.63%	1,169	5.63%	1,068	5.44%	1,068	5.44%	101	9.46%	1,518	6.65%	1,518	6.65%	-349	-22.99%
Periodicals	170	0.82%	170	0.82%	158	0.80%	158	0.80%	12	7.59%	211	0.92%	211	0.92%	-41	-19.43%
Periodicals - Juvenile	14	0.07%	14	0.07%	28	0.14%	28	0.14%	-14	-50.00%	27	0.12%	27	0.12%	-13	-48.15%
<b>Print Subtotal</b>	<b>15,372</b>	<b>74.07%</b>	<b>15,372</b>	<b>74.07%</b>	<b>14,611</b>	<b>74.44%</b>	<b>14,611</b>	<b>74.44%</b>	<b>761</b>	<b>5.21%</b>	<b>16,392</b>	<b>71.77%</b>	<b>16,392</b>	<b>71.77%</b>	<b>-1,020</b>	<b>-6.22%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	12	0.06%	12	0.06%	1	0.01%	1	0.01%	11	1100.00%	9	0.04%	9	0.04%	3	33.33%
Soundrecordings	539	2.60%	539	2.60%	596	3.04%	596	3.04%	-57	-9.56%	641	2.81%	641	2.81%	-102	-15.91%
Videorecordings	4,125	19.88%	4,125	19.88%	3,860	19.66%	3,860	19.66%	265	6.87%	5,161	22.60%	5,161	22.60%	-1,036	-20.07%
Media	3	0.01%	3	0.01%	0	0.00%	0	0.00%	3	0.00%	0	0.00%	0	0.00%	3	0.00%
Software	1	0.00%	1	0.00%	6	0.03%	6	0.03%	-5	-83.33%	12	0.05%	12	0.05%	-11	-91.67%
Equipment/Realia	24	0.12%	24	0.12%	24	0.12%	24	0.12%	0	0.00%	6	0.03%	6	0.03%	18	300.00%
Suppressed Items	10	0.05%	10	0.05%	33	0.17%	33	0.17%	-23	-69.70%	25	0.11%	25	0.11%	-15	-60.00%
Videorecordings - Juvenile	380	1.83%	380	1.83%	359	1.83%	359	1.83%	21	5.85%	397	1.74%	397	1.74%	-17	-4.28%
Audiorecordings - Juvenile	108	0.52%	108	0.52%	43	0.22%	43	0.22%	65	151.16%	70	0.31%	70	0.31%	38	54.29%
Media - Juvenile	172	0.83%	172	0.83%	87	0.44%	87	0.44%	85	97.70%	102	0.45%	102	0.45%	70	68.63%
Software - Juvenile	6	0.03%	6	0.03%	9	0.05%	9	0.05%	-3	-33.33%	24	0.11%	24	0.11%	-18	-75.00%
<b>Non-Print Subtotal</b>	<b>5,380</b>	<b>25.93%</b>	<b>5,380</b>	<b>25.93%</b>	<b>5,018</b>	<b>25.56%</b>	<b>5,018</b>	<b>25.56%</b>	<b>362</b>	<b>7.21%</b>	<b>6,447</b>	<b>28.23%</b>	<b>6,447</b>	<b>28.23%</b>	<b>-1,067</b>	<b>-16.55%</b>
<b>Total</b>	<b>20,752</b>		<b>20,752</b>	<b>100.00%</b>	<b>19,629</b>	<b>100.00%</b>	<b>19,629</b>	<b>100.00%</b>	<b>1,123</b>	<b>5.72%</b>	<b>22,839</b>	<b>100.00%</b>	<b>22,839</b>	<b>100.00%</b>	<b>-2,087</b>	<b>-9.14%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2023**

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	20,619	0	0	0	0	0	0	0	0	0	0	0	20,619
Digital Content	9,746	0	0	0	0	0	0	0	0	0	0	0	9,746
PopUpLibrary	NA	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>30,365</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,365</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,269	0	0	0	0	0	0	0	0	0	0	0	4,269
Boardman Road	1,842	0	0	0	0	0	0	0	0	0	0	0	1,842
Sadie Peterson Delaney	72	0	0	0	0	0	0	0	0	0	0	0	72
<b>Total</b>	<b>6,183</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,183</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	844	0	0	0	0	0	0	0	0	0	0	0	844
Boardman Road	79	0	0	0	0	0	0	0	0	0	0	0	79
Sadie Peterson Delaney	8	0	0	0	0	0	0	0	0	0	0	0	8
Spanish Language Assistance	136	0	0	0	0	0	0	0	0	0	0	0	136
<b>Total</b>	<b>1,067</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,067</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	6,694	0	0	0	0	0	0	0	0	0	0	0	6,694
Calendar Hits - EventKeeper	4,722	0	0	0	0	0	0	0	0	0	0	0	4,722
Calendar Hits - Recite Me	393	0	0	0	0	0	0	0	0	0	0	0	393
Website Hits	31,168	0	0	0	0	0	0	0	0	0	0	0	31,168
<b>Total</b>	<b>42,977</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,977</b>
<b>PUBLIC COMPUTER AND WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	5,072	0	0	0	0	0	0	0	0	0	0	0	5,072
Boardman Road	1,697	0	0	0	0	0	0	0	0	0	0	0	1,697
Sadie Peterson	51	0	0	0	0	0	0	0	0	0	0	0	51
<b>Total</b>	<b>6,820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,820</b>
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	22	0	0	0	0	0	0	0	0	0	0	NA	22
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	NA	0
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	67												67
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	189	0	0	0	0	0	0	0	0	0	0	0	189
Community Engagement	2	0	0	0	0	0	0	0	0	0	0	0	2
Non-Library District	9	0	0	0	0	0	0	0	0	0	0	0	9
Exams Proctored	17	0	0	0	0	0	0	0	0	0	0	0	17
MAP Passes	21	0	0	0	0	0	0	0	0	0	0	0	21
Rover Bookmobile Stops	4	0	0	0	0	0	0	0	0	0	0	0	4
<b>Total</b>	<b>242</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>242</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	1,397	0	0	0	0	0	0	0	0	0	0	0	1,397
Community Engagement	51	0	0	0	0	0	0	0	0	0	0	0	51
Non-Library District	64	0	0	0	0	0	0	0	0	0	0	0	64
Drop-In Room Use (Adriance)	67	0	0	0	0	0	0	0	0	0	0	0	67
Rover Bookmobile	68	0	0	0	0	0	0	0	0	0	0	0	68
<b>Total</b>	<b>1,647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,647</b>
<b>GENERAL ATTENDANCE (2023)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	12,786	0	0	0	0	0	0	0	0	0	0	0	12,786
Boardman Road	7,789	0	0	0	0	0	0	0	0	0	0	0	7,789
Sadie Peterson Delaney	400	0	0	0	0	0	0	0	0	0	0	0	400
<b>Total - 2023</b>	<b>20,975</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,975</b>
<b>GENERAL ATTENDANCE (2022)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	12,583	11,160	144,124
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	10,845	11,789	6,233	101,891
Sadie Peterson Delaney	NA	NA	NA	251	150	203	141	260	111	475	218	338	2,147
<b>Total - 2022</b>	<b>19,186</b>	<b>22,625</b>	<b>18,925</b>	<b>18,468</b>	<b>18,353</b>	<b>19,690</b>	<b>21,279</b>	<b>22,910</b>	<b>19,038</b>	<b>25,367</b>	<b>24,590</b>	<b>17,731</b>	<b>248,162</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Summary of Volunteer Activity 2023**

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	1	0	4	6.00	3.25	0.00	9.25
February				0				0.00
March				0				0.00
April				0				0.00
May				0				0.00
June				0				0.00
July				0				0.00
August				0				0.00
September				0				0.00
October				0				0.00
November				0				0.00
December				0				0.00
<b>TOTAL</b>					<b>6.00</b>	<b>3.25</b>	<b>0.00</b>	<b>9.25</b>



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Janet Bogenschultz, Asst. to Lib. Director **Time Period of Report:** January, 2023

**Department:** Administrative Office

**Report Focus Area of Activity:** PPLD's MAP Pass Program to Museums, Attractions and Parks (MAP).

**MAP Pass Use in January:** Twenty-two pass use dates to eleven MAP pass destinations were visited.

- **January had 22 reservations to 11 destinations:** Albany Institute (1), Aldrich (1), Boscobel House (2), FASNY (1), FDR (1), Guggenheim (9), Intrepid (1), Mark Twain (1), Mass MoCA (2), Mohonk (2), and Storm King (1).
- **January's Popular Passes:** Guggenheim Museum (9), followed by three venues: Boscobel, Mass MoCA, Mohonk Preserve with 2 each.
- **Comparison Recent Months:** January's 22 passes to 11 venues to December's 35 passes to 16 venues, and November's 38 passes to 16 venues.
- **Comparison Past Januarys:** 2023=22; 2022=9; 2021=2; 2020=20; 2019=24\* with 23 from popular MHCM.

**January MAP Pass Promotion and Marketing:** Jan-Feb Rotunda article promoting ten MAP Passes, including five new venues for 2023, special exhibitions, and five indoor year around venues for winter, was mailed Dec. 12th.

- The Rotunda article's promotion of selected venues by name resulted in 9 pass Guggenheim Museum, along with visits to Albany Institute of History & Art, The Mark Twain House & Museum, and Storm King Art Center.

**Renewal of MAP Pass Library Memberships:** PPLD's MAP Pass memberships are spread out various months during the year. Calendar year passes are renewed January - March. January had five renewals for NECM, Florence Griswold, Hildene, Wadsworth, and Mark Twain. Other venues were contacted regarding renewal information.

**MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates:** Update and mark TixKeeper's dates venues are closed or available. Each venue has dates marked for each day in the year. Revised MAP Pass descriptions and TixKeeper descriptions when renewed, added, or revised due to changes in use or ticketing at the destinations.

**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 information on MAP Pass webpage, and TixKeeper, and mark pass availability on specific dates.
3. To renew or add library-museum memberships, update TixKeeper settings, and replace physical passes.

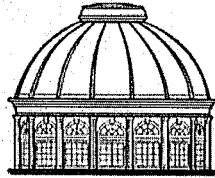
**Manager Observation of Activity and Outcomes:** January had most for this month compared to previous years.

- **MAP Passes Print vs. Pick Up Return Usage:** 19 Print on Demand passes and 3 Pick Up Return passes.
- **MAP Passes & Venues: Outdoor & Indoor & Both:** In January majority of passes used are indoor venues.

**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. Other impacts include ease of use for library patrons by providing correct visiting information.

**Other Departmental Activity to Note:** Contacted OrangeBoy regarding their products, request a revised cost estimate, and possible discount. On Jan. 27, met with Tom and TJ to discuss Pop Up Library changes and plans for 2023, and also met with Tom to review of the COOP Plan for continuity in operations and plans for moving forward.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Bradley Diuguid, Development Officer

**Time Period of Report:** Jan/Feb 2023

**Department:** Advancement

**Report Focus Area of Activity:** Advertising

Over the past year, we have begun documenting a marketing plan to better reach our target audiences and promote the use of our library services. One significant change in our marketing plan has been the shift in our advertising strategy, particularly with regards to advertising in local media. While many of our patrons consume media through digital channels, such as social media, email, and online news outlets, we cannot ignore traditional print media and radio as effective, widely trusted sources of news that attract significant audiences for advertising.

**Intended Outcomes of Focus Activity:**

One major intended outcome of advertising approach is to increase awareness of the Library District, particularly the new Sadie Peterson Delaney African Roots Branch Library, among a wider and more diverse audience, particularly Spanish speakers and families with children under age 18. A recent postcard mailing campaign in the Northside was designed to spread awareness in nearby neighborhoods, but its conversion rate (the number of people who took action in response to our marketing) is difficult to measure – increases in library visitorship, program attendance, and library card signups could not definitely be linked to this campaign in most cases.

While social media allows us to build strong connections with patrons who engage with posts on an individual level, advertising in newspapers, magazines, and radio allow us to grow foundational relationships with outlets and sponsoring organizations that often grow into productive PR opportunities.

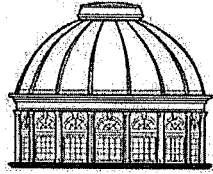
As we prepare for the upcoming Poughkeepsie Book Festival on Saturday, April 1 at DCC, we are currently weighing the best options for radio advertising with an eye toward featuring authors' and illustrators' voices in spots and interviews.

**Manager Observation of Activity and Outcomes:**

The impact of advertising in print and radio are limited in comparison to web search and social media, where analytics instantly measure actual reach and conversion. While we select print and radio outlets partly by their audience base, their effectiveness is hard to determine with precision unless using distinct identifiers such as promotional codes. It's our goal to create responsible but precise ways to track audience engagement and conversion with tools like QR codes and giveaways that can objectively measure responses to our future advertising.

**Impact of Activity:**

We will continue to evaluate and revise the advertising aspect of our developing marketing plan to ensure that we are effectively promoting our services and resources to our target audiences.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

**Manager Name and Title:** Alison Francis, Youth Outreach Coordinator, For the month of **January 2023**

**Department:** **Youth Services**

**Class visits:**

No teachers requested any class visits for January. Towards the end of the month, I started receiving requests for visits at ADR and at school sites at Day One, Healthy Kids and the other UPK sites as well as the elementary schools in the PCSD for February and March.

**School Events:**

- none scheduled for this month

**Rover:**

- Received request from the school media specialist at Arthur S May School and scheduled a Rover visit with her to attend their Family Fun Night on June 2nd.

**Early Literacy Grant Activity:**

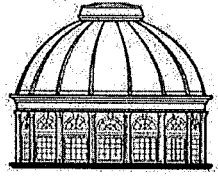
I spent this month doing an inventory of all of the early literacy backpacks; those created a few years ago and the 75 we created with the early literacy grant. I checked for the condition of the books and other materials and spent time ordering replacements for those items that were damaged.

**Community:**

- Have started to have a relationship with the directors of Healthy Kids on Hooker Ave as well as Estefany Umbach at Day One and Sarah Seager at one of the PCSD UPK sites, who have requested monthly story times at their UPK sites.

**Looking Ahead:**

I am starting to think about summer outreach and have ordered supplies for summer reading to engage with schools and daycares to go to them to do summer reading if they can't come to the Library. Organizing logistics and plans to carry this out.



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

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**DEPARTMENTAL MONTHLY REPORT**

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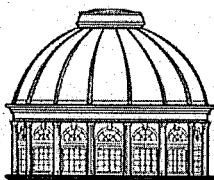
**Manager Name and Title:** TJ Lamanna - Head of Community Engagement

**Time Period of Report:** January 2022

**Department:** Community Engagement

- Working with Bruce Sullivan the library is moving forward with installing wifi in parks around the city and town of Poughkeepsie. We are working with the city, town, and county to install at least 10 units in various parks. We've received positive feedback from local officials who very much support this project and we are currently working with them to schedule times to do the installations of devices. Fortunately weather has been cooperating and hopefully that will continue going forward.
- PPLD has subscribed to a service from one of our vendors called PopUp libraries in which we were able to offer digital materials at off-site locations via a physical device. This caused some issues with logistics but our vendor has moved from a physical device to a cloud-based solution and we are moving forward to expand this service. We'll no longer be locked to locations with power and room for the device, patrons will be able to scan a QR code and be brought to our collection. The physical devices limited us to three locations, but with the QR codes there is no limit to the amount of places we can set them up, which really expands our reach into communities with limited access to library resources.
- I'm working with YS to expand the manga collection at SPD. This is the most popular content we have there and we are going to run a little event where we get feedback from the people reading it to see what types of materials they'd like us to add to the collection. We've been working on making room and have the ability to expand our collection quite a bit.





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Crystal Middleton, Librarian I

**Time Period of Report:** January 2023

**Department:** Borrower and Technical Services

**Report Focus Area of Activity:**

*Borrower Services*

January circulation staff were able to start using an updated Library Card Application form. The redesigned form has larger font and Spanish on the back to make it easier for new patrons. Since it is often the first thing a new community member sees when starting to use the library, its effectiveness is important. It was a team effort and is much appreciated by staff and patrons!

The Staff page went 'live' this month and feedback was good with information and good news more easy to find. Rover visited Adriance on an un-seasonally warm day and we were able to update the available collection with new materials. It continues to visit senior housing on a regular basis and keeping the collection fresh is important to them. It will also be poised for spring events with more regular collection maintenance. Patrons continue to take home free covid tests available to them at all branches.

*Technical Services*

The technical services department did an amazing job completing processing for items that were part of the end of year orders this month. Closing out the previous year and starting a new one means a burst of activity for this department.

We are looking forward to processing and making available 20 Google chrome books for library use, part of the Emergency Connectivity Fund program.

In 2023 the library will be able to access another vendor, Mackin. The need arose initially from a desire to have good quality Spanish materials for young people and will mean a greater variety of items for the library to offer the district.

**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:**

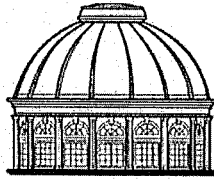
The department is still short-staffed but remains flexible and is working well as a team.

**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

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### DEPARTMENTAL MONTHLY REPORT

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**Manager Name and Title:** Bruce Sullivan, Network Analyst

**Time Period of Report** January

**Department:** Information / Technologies

**Report Focus Area of Activity:**

Replaced failed time clocks for Nova time.

Moved PC and phones to accommodate staff changing departments.

Attended the Hudson Valley Cyber Security Summit.

Worked on Moving Main & Market from an in house Webserver to the Cloud based Content DM.

Meet with AARP to test the wireless network nested inside our network.

Below are the FLIP stats for 4th quarter 2022.

727 Images

99 photos

628 slides

35 Video

30 mini DV

5 VHS

**Intended Outcomes of Focus Activity:**

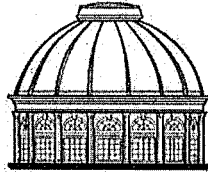
NA

**Manager Observation of Activity and Outcomes:**

Ongoing.

**Impact of Activity:**

Ongoing.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** January 2023

**Department:** Adult Services

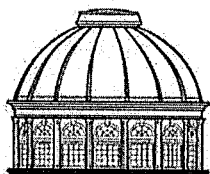
**Report Focus Area of Activity:** January Highlights

**Programming at SPD:** In the new year, programmer Krista Miller has expanded her sustainable crafting series to include sessions during the day at the SPD branch. She has reported a solid turnout and a different crowd than those that turn up to her evening programs, so we consider this a successful expansion, and she plans to continue offering these programs during the day at SPD and in the evening at ADR, usually once a month.

**La Plaza Comunitaria:** Our Spanish language literacy classes have been gradually attracting more participants, thanks to word of mouth and to the monthly tabling event (Mesa on Main) with staffers Elva Corbaton and Sandra Kuhn. Elva also spent an afternoon doing outreach and promoting the program when the Mexican Mobile Consulate was in town on January 13<sup>th</sup>. Much appreciation to the dedicated volunteers who come in to help with the program.

**Genealogy:** Shannon Butler arranged for guest lecturer Dr. Irvin Miller to come give a program on creating a family tree, both the research aspects and the practical design needs for creating family tree documents. This program was well attended with 20 participants, and Dr. Irvin has expressed interest in returning for future genealogy programming.

**Main & Market:** After migrating all of our historic images onto the new platform, and uploading most of our yearbook collection, we have launched the beta version of the new, improved Main & Market on our PPLD website. Although there are still remaining some elements of design to be worked out with the PIOs, the site is live and fully functional, providing a much more robust searching database for patrons and researchers. You can view the new site at the Local History page on our website, or by going directly to [mainandmarket.poklib.org](http://mainandmarket.poklib.org).



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report:** Feb 2023

**Department:** Youth Services

**Report Focus Area of Activity:** Youth Services

**Intended Outcomes of Focus Activity:**

We've just about completed our first session with the new programming schedule and I think the shorter sessions are working out good for patrons and staff. Our attendance numbers have been steady and I think patrons will benefit from having the shorter break time.

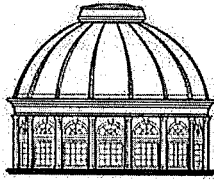
Our tutoring program is going well, we've expanded into Boardman and Anne has recruited tutors from Vassar as well as Marist. These are education students who need student teaching hours. Because they work one-on-one with the students for 6-8 weeks they are really building connections with the families. Some of the students have also volunteered to take on more of the children because they enjoy it so much. We would like to eventually expand to the SPD branch.

Due to multiple patron requests we have extended the PLC program at Adriance to a 3<sup>rd</sup> day. It will now be held Mon, Tues, and Wed. Parents have requested a 3<sup>rd</sup> day due to overcrowding in the other sessions. Each class has their own registration and average 15-20 children plus parents and siblings.

Our Thursday afternoon family storytime at SPD is off to a slow start. In the 5 weeks we have held it, there has only been 1 week where we had a patron come in. Last session we tried to have it on Saturday with no success. It could be a number of factors including building construction, weather, or we just need to find the right time slot. I am hoping once the weather warms up we will have some walk in traffic.

Boardman story time have been well attended all session with Toot & Scoot leading the way with an average attendance in the 30s.

I have started recruiting for our summer performers and I hope to have 5 lined up for each week of the summer session. These are usually held at BRD on the lawn or at ADR in the parking lot due to attendance sometimes reaching 100.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### DEPARTMENTAL MONTHLY REPORT

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

**Time Period of Report** December 2022/January 2023

**Department:** Branch and Extension Services

**Sadie Peterson Dalaney African Roots Library:**

- The library is now a part of the newly formed Event Committee at the FPC. This committee includes FPC Partners and Board members and other community organizations. It will be an opportunity for the Library to be on the ground floor of some of the city's planning for large community events.
- The computers have been so popular, that we have now installed Sam Software to regulate use.
- The front space work continues. The beams for the front entrance are now in. The access to the front entrance is still a major issue as the work continues. We are keeping the SPD website page current so those looking can find out which doors are accessible.
- We will be adding 3-4 Chrome book laptops for in-house use for teens. This will help eliminate the traffic congestion in the computer room.
- We will be installing some shelving for staff use in the staff area and in the storage areas for programming supplies.

**Boardman:**

- We are in the process of finding an elegant way to mute the acoustics in the children's/ teen area.

**Extension Services:**

- We are continuing the monthly visits to the Office for the Aging and Town of Poughkeepsie Senior Center. And The Lobby Stops for The Landing of Poughkeepsie and we continue to expand our patron base each month.

**Seed Library:**

- We are working on the website page for this new service, which should roll out February 27th Patrons will have the opportunity to pick from 3 types of seed kits. Each kit will contain 5 packets of seeds and a resource growing guide. Each patron will be able to request one kit per season.

**New Business Fact Sheet**  
Approval of Annual Friends Support for 2023

**Recommended By** Library Director

**Background Information** The Friends of the Poughkeepsie Public Library and the Library District work cooperatively with each other in various fundraising activities. The Friends fund many advocacy and support tasks critical to the Library District. Each year, the level of support should be quantified and each organization's governing board should recognize and document this support.

**Current Situation** The attached document documents the annual support the Friends will provide to or on behalf of the Library District in 2023.

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2023 Library District programs and services, as described in PPLD Document #012523 - 7AR.

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

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

**AN ANNUAL AGREEMENT BETWEEN  
THE FRIENDS OF THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
AND THE  
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2023**

The Friends of the Poughkeepsie Public Library District (Friends) and the Poughkeepsie Public Library District (Library District) agree to this annual statement of Friends support of the Library District's programs and services:

Month	Event	Friends Support	
January	2022 Utilities/Plow Charge	As per agreement	\$16,755
	MLK Breakfast	1/20: share table cost with PPLD	\$650
March	SPD collection expansion	expand collection in popular areas	\$1,500
April	Poughkeepsie Book Festival	4/01: event support; kids' vouchers	\$7,500
	David Allen Sibely	4/08: author visit	\$3,750
	Javier Zamora	4/23: author visit	\$7,500
Summer	Summer Reading Program	general support	\$5,000
September	Staff Development Day	9/22: buffet breakfast & lunch; staff service Awards (estimate); event space rental	\$2,750
October	Big Read	support of various Big Read programs	\$25,000
December	Operation Warm	support of winter coat distribution	\$13,500
<b>Total</b>			<b>\$83,905</b>

Understood and approved by the following for 2023:

**Dianne Blazek**

*President, Library District Board of Trustees*

**Norma Vazquez**

*President, Friends of PPLD*

*Signature*

*Signature*

**New Business Fact Sheet**  
Proposed Modifications to PPLD By-Laws

**Recommended By**

Board Development & Policy Committee

**Background**

Members of the Board Development & Policy Committee discussed the Library District's By-Laws in relation to current needs. The proposed revisions, which are minor, are attached.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed modifications identified in the attached document (PPLD Document #022223 – 5A). In accordance with current By-Laws, the motion requires a second reading prior to action and will appear as Old Business on the meeting agenda for March 29, 2023.

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**Motion**

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

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_



**THE BYLAWS OF THE BOARD OF TRUSTEES OF THE  
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**ARTICLE I: NAME, AUTHORITY, AND PURPOSE**

**Section 1:** The name of the organization governed by these bylaws shall be the Poughkeepsie Public Library District, hereinafter referred to as the District.

**Section 2:** The District derives its authority and governance from Chapter 524 of the Laws of 1987 as amended in 1994 and further amended by Chapter 361 of the Laws of 1997, from its Absolute Charter issued by the University of the State of New York, and from these bylaws. The District shall observe all applicable New York State ~~municipal and~~ education, **public officer, public finance, election, and municipal** laws.

**Section 3:** The purpose of the District shall be to provide public library service to the residents, businesses, organizations, and governing officials of the City of Poughkeepsie and the Town of Poughkeepsie outside of the Village of Wappingers Falls.

**ARTICLE II: BOARD OF TRUSTEES**

**Section 1:** The Board of Trustees, hereinafter referred to as the Board, is entrusted with the governance of the District. It shall establish such policies as will ensure the District's purpose and objectives, maintain plans of service, appoint the Library Director, discharge all such responsibilities as are provided for under Article I, Section 2, adopt and revise bylaws and exercise such other responsibilities as may be appropriate.

**Section 2:** As provided for under Article I, Section 2, the number of Trustees shall be eleven, four from the City of Poughkeepsie and seven from the Town of Poughkeepsie. Trustees are elected by public vote in the general election and must be permanent residents of the municipality that elects them. Terms of office shall be for five years and shall commence on January 1 of the year following the election. In accordance with New York State Public Officers Law, all trustees are required to file an Oath of Office with the Dutchess County Clerk. Additionally, a copy of the Oath is to be on file in the Library District's Administrative Office.

**Section 3:** Any vacancy occurring on the Board shall be filled by appointment of the Board until such time as the vacant term can be filled through general election.

**Section 4:** Attendance is expected at all regular meetings of the Board. The President of the Board and the Library Director shall be advised in advance of any anticipated absences.

**Section 5:** Trustees are expected to serve on committees and attend those committee meetings. The committee chair and the Library Director shall be advised in advance of any anticipated *absences*.

**Section 6:** Each Trustee shall have one vote and must exercise it in person at a meeting to have this vote counted.

**Section 7:** Trustees are expected to perform duties as requested by the Board or the President of the Board. Trustees may not represent the Board or the District to commercial, public, corporate entities, or the media without prior permission from the Board or the President.

**Section 8:** Trustees failing to exercise their duties may be removed from the Board of Trustees in accordance with New York State Law.

**Section 9:** The Board shall hire the Library Director to manage the daily affairs of the District and grant him or her powers necessary to do so. The Library Director shall attend all meetings of the Board and may take part in the deliberations but may not vote. The Library Director shall serve as Clerk to the Board.

**ARTICLE III: OFFICERS**

**Section 1:** The officers and their duties shall be as follows:

The President shall preside at all meetings of the Board, serve as a non-voting member of all committees and sign official documents. The President shall provide a written statement for the Library District's annual report to the community. In addition, the President may elect to submit a report at each regular board meeting and an annual report.

The Vice-President shall have all responsibilities and perform all duties of the President in case of the absence or disability of the President.

The Secretary shall have responsibility for the correspondence of the Board and other such responsibilities as directed by the Board.

The Treasurer shall have general supervision of the financial affairs of the Board and shall supervise the collection of state and local funds. Additionally, the Treasurer shall supervise the development of the annual budget and will submit it to the Board for approval and to the governmental entities as provided for under Article I, Section 2.

**Section 2:** Officers shall be elected by the Board from among its members. The election shall occur at the reorganization meeting held in January of each year. Officers may be removed upon vote of the Board at any regular meeting.

**Section 3:** The term of office of all officers shall be one year, effective on the date of the reorganization meeting; however, officers shall remain in office until their successors are elected. If an officer resigns or is removed by the Board before the end of his or her term, a successor shall be elected by the Board for the remaining portion of the term. Typically, no Trustee shall serve for more than two consecutive full terms in the same office, unless otherwise approved by a vote of the Board.

#### **ARTICLE IV: COMMITTEES OF THE BOARD**

**Section 1:** Committees of the Board make recommendations to the Board relating to their charge.

**Section 2:** The Board shall have the following standing committees: Personnel Committee, Board Development and Policy Committee, Finance Committee, and Planning Committee.

The Personnel Committee shall coordinate the evaluation of the Library Director, shall annually review the Personnel Plan, shall annually **review receive** the Civil Service payroll certification, shall represent the District during negotiations with labor, shall advise the Board of personnel actions requiring Board action, and shall apprise the Board of personnel issues related to long range planning and the budget.

The Board Development and Policy Committee shall advise on areas of trustee development including Board of Trustees orientation and self-assessment and shall perform the necessary functions with respect to Board policies. Further, the Committee shall develop and maintain an active list of potential trustee candidates, shall canvass the entire board and present names of candidates for officers of the Board to stand for election at the reorganization meeting in January, shall propose candidates for consideration to fill unexpired terms, shall coordinate periodic review of these Bylaws and, if appropriate, present recommendations for amendments as articulated in Article IX.

The Finance Committee shall regularly review the fiscal operations of the District, prepare the annual budget plan for Board consideration, coordinate the annual audit report, review all contracts (including insurance), oversee all District investments and perform other necessary functions of a fiscal nature. The Treasurer shall be a member of the committee but ordinarily shall not serve as Chair.

The Planning Committee shall conduct short and long range planning functions for the Board as well as oversee facilities planning and management, as needed.

**Section 3:** The Board may authorize other committees to carry out the necessary activities of the District.

**Section 4:** Unless otherwise approved by the Board, committee membership is limited to Trustees.

**Section 5:** The President shall appoint members and designate the chairs of all committees of the Board. All committees shall have a minimum of four members, including the chair. The President's appointments of individuals to serve on all standing committees shall require the Board's confirmation at its reorganization meeting in January. All appointments shall be for one year or, in the instance of an *ad hoc* committee, shall end at the conclusion of its business.

## **ARTICLE V: MEETINGS**

**Section 1:** Meetings of the Board shall be scheduled as follows:

- (a) The Board shall adopt a schedule of regular monthly meetings at its reorganization meeting in January. Such schedule shall include date, time, and location. The agenda for each meeting shall be delivered in a timely fashion to each Trustee prior to the meeting. The power to reschedule or to cancel regular meetings can be exercised only by the President of the Board.
- (b) Committees shall adopt a schedule of regular meetings at their first meeting of the year. Each Trustee shall be notified, in writing, of the date, time, location, and topics for all committee meetings in a timely fashion prior to the meeting.

**Section 2:** Meetings of the Board shall be conducted as follows:

- (a) The order of business at regular meetings of the Board shall be determined by the President and may be amended by the Board at the beginning of the meeting. However, each agenda shall include a period of time for public comment.
- (b) The reorganization meeting shall be the meeting at which the Trustees elect officers. This meeting shall be chaired by the most senior officer present and qualified to retain his or her office or, otherwise, a temporary chair elected by the Trustees present at the meeting. At this meeting the Board shall also adopt *Board Procedures and Official Designations*.

**Section 3:** Special meetings of the Board may be called by the President or at the request of any four Trustees. Only the business prompting such a meeting and contained in an agenda may be discussed during the meeting. Special meetings require a minimum of three days' notice to the Board.

**Section 4:** At the discretion of the presiding officer, or upon the adopted motion of any Trustee, any meeting of the Board may adjourn to Executive Session for such purposes as are authorized by law.

**Section 5:** A quorum at all regular and special meetings shall be eight Trustees.

**Section 6:** Actions of the Board which require a vote must have the approval of eight trustees.

**Section 7:** The order of business at committee meetings shall be determined by the Chair and approved by the Committee at the beginning of the meeting. Committee recommendations forwarded to the Board shall be approved by a majority of the Committee members.

**Section 8:** All Board and committee meetings shall be held on District premises, unless otherwise approved by the Board. All meetings shall be publicized and held in accordance with the stipulations of the New York State Open Meetings Law and at a place able to accommodate members of the public.

## **ARTICLE VI: BUDGET AND FISCAL YEAR**

**Section 1:** The fiscal year shall be the calendar year.

**Section 2:** The Board shall adopt propositions for submission to the Commissioner of Elections for public referendum as provided under Article I, Section 2.

## **ARTICLE VII: RECORDS AND FINANCIAL ACCOUNTING**

**Section 1:** All actions of the Board and Committees shall be recorded.

**Section 2:** All official records of the District shall be maintained at the Adriance Memorial Library and in accordance with New York State law. Access to such records will be in accordance with prevailing law or in accordance with the policies adopted by the Board. The Library Director as Clerk shall serve as the Records Management Officer for the District.

**Section 3:** Copies of Board materials, District policies, and other relevant documentation shall be available for public view at all libraries of the District.

**Section 4:** Financial records shall be maintained in accordance with accepted accounting practice.

**Section 5:** An audit of District records shall be performed annually as required under Article I, Section 2.

#### **ARTICLE VIII: RULES OF ORDER**

**Section 1:** Robert's Rules of Order, latest revised edition, shall, in the absence of provisions to the contrary, be observed during all meetings of the District.

#### **ARTICLE IX: AMENDMENTS**

**Section 1:** These bylaws may be amended upon recommendation of the Board Development and Policy Committee or upon the written request of four Trustees and upon the reading of said amendments at two successive meetings of the Board. Such action by the Board requires that the stated action appear on the published agenda. Written notification shall include the exact changes proposed.

*Approved by Board of Trustees on June 27, 1995*

*Amended or reviewed on the following dates:*

*May 28, 1996  
November 25, 1997  
December 15, 1998  
December 14, 1999  
December 19, 2002  
February 24, 2004  
December 20, 2005  
June 24, 2008  
July 26, 2011  
March 27, 2012  
February 19, 2014  
December 16, 2015  
March 4, 2021(proposed)*

**New Business Fact Sheet**  
Approval of 2023 Trustee Elections

**Recommended By** Library Director

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

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

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for April 2 and 16, 2023).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD Documents #022223 - 6A, #022223 - 6B, and #022223 - 6C.

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**Motion**

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

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### Notice of Trustee Election

Library District Election – November 7, 2023

Town of Poughkeepsie - 2 Trustees – 5 Year Term (1/1/2024 - 12/31/2028)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2024 - 12/31/2028)  
(Candidates for this position must live in the City of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 7, 2023.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 18, 2023, through Tuesday, May 30, 2023.

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

Each nominating petition shall be filed with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 23, 2023 to Tuesday, May 30, 2023 between the hours of 9 a.m. and 5 p.m. on weekdays. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

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

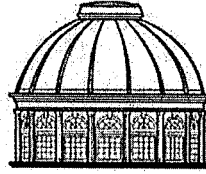
The election for library trustees and the budget referendum will be conducted by the Dutchess County Board of Elections in accordance with the provisions of the New York State Election Law and the Library District's enabling legislation and shall be included on all applicable absentee ballots.

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

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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2023 Procedures for Nomination as a Trustee**

Date(s)	Event
No later than March 29	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
In April	Election notice published by Library District
April 2	First legal notice announcing election and calling for the circulation of nominating petitions
April 16	Second legal notice announcing election and calling for the circulation of nominating petitions
April 15	First day nominating petitions may be circulated
May 23 – May 30	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
June 2	Last day to accept or decline nomination
June 5	Last day to fill a vacancy after a declination
Before July 10	Library District shall validate signatures on accepted petitions
No later than July 26	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
No later than July 28	Library District submits certified ballot language to the Board of Elections
October 15	First legal notice of trustee election and budget referendum; Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on <a href="http://www.poklib.org">www.poklib.org</a>
October 29	Second legal notice of trustee election and budget referendum
November 7	General Election Day



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

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

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

For election in 2023, the following terms are available:

Town of Poughkeepsie - 2 Trustees – 5 Year Term (1/1/2024 - 12/31/2028)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2024 - 12/31/2028)  
(Candidates for this position must live in the City of Poughkeepsie)

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

##### 1. Signature requirements

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

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

##### 2. Trustee Qualifications

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

##### 3. Form of Nominating Petition.

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



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

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

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

Signatures may only be collected in the presence of the witness and may only be collected from April 18, 2023 to May 30, 2023. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

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

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

#### 4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 23, 2023 and May 30, 2023, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

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

#### 5. Vacancies

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

#### B. Determination of Validity

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

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

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

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

C. Objection Procedures

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

D. Certification

On or before 40 days prior to the November 7, 2023 general election (September 28, 2023), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

E. Elections

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

Draft: January 30, 2023

**New Business Fact Sheet**

Approval of Policy Revisions: Code of Conduct, Child & Vulnerable Adults

**Recommended By** Board Development & Policy Committee

**Background Information** The Committee has reviewed the subject policies and recommends that the Board of Trustees approve the proposed revisions.

**Actions Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approves policy revisions as described in PPLD Document #022223 – 7A.



**Motion**

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

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

## Code of Conduct

Welcome to the Poughkeepsie Public Library District. We are proud to partner with our patrons to provide a safe and positive environment for all. In order to provide an appropriate library environment and to insure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. **The Code of Conduct extends to social media, including email.** Anyone who violates the Code of Conduct may be removed from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

### 1. This is your public library

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures; harassment; public drunkenness; use, sale or exchange of alcohol or drugs; gambling; loud talking and laughing; running, pushing, and fighting; and other similar offensive behavior are not allowed on Library District property **as well as on Library District social media and email.** The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, weapons, and damaging property are prohibited.

Using cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

The Library District uses CCTV (closed-circuit TV) to monitor indoor and outdoor areas.

### 2. Children and the Library District

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 9 years old and younger are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

### 3. Teen Room

Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and in the Children's Room.

### 4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals or for programming purposes.

**5. Dress, Personal Hygiene, and Public Health Emergencies**

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

Patrons shall comply with all rules and regulations established by New York State, Dutchess County, the City and/or Town of Poughkeepsie, and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at all library entrances. Patrons unable to medically tolerate wearing a face covering should notify Library District administration.

Any patron exhibiting symptoms of COVID-19, as listed by the CDC, can be asked to leave the premises.

**6. Parking**

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to. Unauthorized overnight parking is not permitted and is also subject to booting.

**7. Smoking, Food, and Beverages**

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking, vaping, or juuling on Library District property.

The consumption of food and alcoholic beverages on Library District property is prohibited, unless related to an approved Library District program. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

**8. Pedestrian Safety**

For the safety of all patrons and staff, no one may run, skate, or use a skateboard or scooter on Library District property. No one may ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities; racks are provided for storage of bicycles.

**9. Library Materials and Equipment**

Library materials must be returned on time and in good condition; overdue materials deprive others in need of those materials. Patron accounts over \$25 may be referred to a collection agency.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area; inquire at a Service Desk for more information.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

**10. Proper Identification**

**In the event of violations of this Code**, library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

Patron concerns about issues raised in this policy should be brought to the attention of the Library District Administration. Thank you for your support as we provide high quality public library experiences for everyone.

**Child & Vulnerable Adult Safety Policy**

The mission of the Library District is to serve as a center for the community offering each individual the opportunity to develop personally, academically, culturally, professionally, and socially and welcomes individuals of all ages to use its services in a secure, friendly, and safe environment. The Library District encourages children and vulnerable adults to use its facilities and services. However, it is not responsible for these individuals while they are in the building or on the library premises.

Supervision: Parents and guardians, not the Library District staff, are responsible for the care, behavior, and supervision of their children while using Library District services and they are on its property.

As the Library District is a public place, the Board of Trustees has adopted the following policies:

1. Children 9 years old or younger who are using the Library's resources or who are participating in a Library program shall at all times be accompanied and adequately supervised by a responsible adult. A responsible adult is defined as a parent, guardian, teacher, or assigned caregiver over the age of 16. That person must remain with the child in the library for the duration of the visit.
2. Children 10 to 13 years of age may use the library on their own for a reasonable period of time provided they are able to abide by the Patron Code of Conduct. Parents are always responsible for the actions of their children. Children who behave inappropriately may be asked to leave the Library. Unattended children must have the phone number of a parent, guardian, or caregiver to contact in case of an emergency or any other circumstance where the child must leave the library.
3. Children/young adults aged 14 to 17 are treated as adults. Parents are advised that even in their absence, they are legally responsible for their child's behavior.

Disruptive Behavior

1. If a child behaves in a disruptive manner, even if they are accompanied by a responsible adult, they will be given a warning that they must correct their behavior or leave the library.
2. If the child continues to be disruptive after this warning, then Library District staff may:
  - o For children 9 and under: ask the parent to remove the child from the library.
  - o For children 10 and over, ask the child to leave the library and, if necessary, contact the responsible adult.

Unattended Children After Closing Time – Regular Scheduled

The Library District will exercise appropriate procedures to ensure the safety of unattended children when closing. Parents must be aware of the Library District's hours and it is the parent's responsibility to make arrangements to pick up their children or make advance arrangements to have their children picked up by a responsible adult by closing time. If an unattended child is still in the library at closing time, then Library District staff will act according to the following guidelines:

1. Every effort will be made by to assist the child in contacting a parent, guardian, or caregiver.
2. Library personnel will NOT transport or escort the child to any location off the premises under any circumstances.

At least two (2) staff members will wait with the child, as necessary, until the parent or responsible adult comes to pick up the child. If a parent, guardian, or caregiver of the child cannot be contacted or located within a reasonable time, then the City or Town police will be contacted to take custody of the child and continue efforts to contact a responsible adult.

Unattended Children – Emergency Closing

Emergencies and inclement weather may force closures without warning. Children should know what to do if the Library District closes unexpectedly. Parents are responsible for their children and must make

arrangements to pick them up. If a child is left unattended during an emergency closing, the same guidelines outlined above under regularly scheduled closings will apply.

Vulnerable Adults

A vulnerable adult is an individual over the age of 18 who is developmentally or physically challenged to a degree that may significantly impair their ability to provide adequately for their personal needs and manage their behavior without assistance.

Vulnerable adults must have a parent/guardian or caregiver 18 years of age or older with them while they are in the library who can manage their behavior and provide adequately for their personal needs.

**~~Physically challenged adults, who are capable of providing for their own needs, are welcome to remain in the library without supervision so long as a contact person is available in the event that the adult's health or safety is in doubt.~~**

The **rules protocols** for vulnerable adults at closing time shall be the same as the rules for an unattended child. Violations of the Child and Vulnerable Adult Safety Policy may result in suspension of library privileges.