

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, March 29, 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: Fitzgibbons and Moore

- 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. February 22, 2023 (*T. Lawrence; #032923 – 1*)
 - V. Financial Report(s)
 - A. February 2023 (*T. Lawrence; 032923 – 2*)
 - B. Approval of Monthly Warrant (*T. Lawrence; #032923 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #032923 – 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; #032923 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 1. Approval of By-Laws Revisions (*M. Fitzgibbons; #032923 – 4.2*)
 2. Update Approval: Purchase and Claims Audit Policies (*T. Lawrence; #032923 – 4.5*)
 - C. New Business
 1. Approval of CBA Sidebar: Third Party Assistance (*T. Lawrence; #032923 – 5*)
 2. Approval of 2022 NYS Annual Report (*Lawrence; #032923 – 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, April 26, 2023; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 22, 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
- Jeffrey Giancarlo, Building Services Manager
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director (virtual)
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

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

- Norma Vazquez, President

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

- **Call to Order:** At 6:59 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Trustee Nichols arrived at 7:01pm. Trustee Ferrer left at 7:54pm.
- **Additions/Changes to the Agenda:** Discussion and vote on New Business items moved ahead of Operational Reports.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. December 28, 2022 (PPLD Document #012523-1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 28, 2022.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. January 25, 2023 (PPLD Document #022223-1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the record of cancelation of meeting of January 25, 2023.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. December 2022 Financial Activity Report (PPLD Document #012523 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2022 Financial Activity as presented.
- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** Lynch explained some of the items in the Special Revenue Summary. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. January 2023 Financial Activity Report (PPLD Document #022223 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2023 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** Lynch spoke about the tax money we have received so far. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

C. Approval of Monthly Warrant (PPLD Document #022223 – 2.1)

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

Vouchers 65108 to 65332 in Warrant 20230223 totaling \$189,050.26

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

Vouchers 64900 to 65095 in Warrant 20230126 totaling \$378,698.79

Vouchers 65028 and 65029 in Warrant 20230125 totaling \$286.97

Voucher 65096 in Warrant 20230203 totaling \$6,670.00

Vouchers 65099 to 65167 in Warrant 20230215 totaling \$224,372.68

- **Moved/Seconded:** Hogg, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** Fitzgibbons and Moore.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Documents #012523 – 3, and #022223 – 3)

- Lawrence reported on: the success of the signing in procedure for teens at Boardman; construction at the Family Partnership; successful programs at SPD; and plans to create a capital improvement fund.
- Thompson spoke about: the status of the yearbook scanning project; the new Main & Market page on the website; programs at SPD; Souls United concert; La Plaza Comunitaria; in house laptop for patrons to use; Genealogy programs; our small community rooms; soon to be loaning Chromebooks; the new free fax machine; the upcoming International Food Festival, and an upcoming local history show and tell.
- Sullivan explained about: a new Bookeye scanner for local history; the new fax machine; Crown Castle issues; issues with Verizon and our internal phone system; our fiberoptic system.
- Minunni reported on: training new staff; repairs to the bookmobile; challenges for Maintenance at SPD; and preparing for the Food Festival.
- Giancarlo spoke about: repairing the flat roofs at ADR; a shelving project for the Friends; and the avoidance of winter wear and tear on Library District properties.

B. President's Report: None.

C. Board Committee Reports (PPLD Documents #012523 – 3.3, and #022223 – 3.3)

1. **Planning Committee:** Chairperson Eagleton reported on committee discussions on next steps for the strategic plan survey.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on: the 2022 budget revisions; the 2023 budget modifications; the 2023 insurance review; and the Poughkeepsie IDA.
3. **Board Development & Policy Committee:** No discussion.

D. Friends of PPLD: President Vasquez reported on: the enormous success of the book store in 2022; the January Fiction sale; sponsorships and donations the Friends are undertaking; the new Audit Committee Chairperson; the February Romance sale; the March Gardening and Women's stories sale; the Record sale in March; financial changes they have made; and requests they have received to help the City of Poughkeepsie Elementary school libraries.

VII. Board Action

A. Personnel Actions: (PPLD Document #022223 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Tyler O'Donnell	Library Clerk (PT)	Temporary Appointment	12/19/2022- 1/20/2023	\$15.74/hr - \$16.29/hr Increase on 1/1/2023
Saquon Brown	Security Guard (FT)	Resignation	1/20/2023	N/A
Najira Hanson	Page (PT)	Termination	1/12/2023	N/A
Cathy Lamoree	Library Assistant (FT)	Retirement	2/28/2023	N/A
David McCoy	Custodial Worker (FT)	Resignation	2/3/2023	N/A
Alexander Zuna	Security Guard (FT)	Probationary Appointment	1/30/2023	\$44,659/yr
Ernst Wickham	Custodial Worker (FT)	Probationary Appointment	2/13/2023	\$44,659/hr
Steven Stefanchik	Senior Library Clerk (Hrly)	Revised Appointment	2/27/2023	\$34,716/yr
Susan Sciacca	Senior Library Clerk (Hrly)	Revised Appointment	2/27/2023	\$33,591/yr

- **Moved/Seconded:** McPhee, Ferrer.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of 2023 Non-CSEA Salaries (PPLD Document #012523 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve a 4% salary increase over 2022 salaries for the Library Director, the Business Manager, and the Secretary to the Library Director retroactive to January 1, 2023 and that Student Library Workers be paid \$12.96 per hour effective February 26, 2023.
- **Moved/Seconded:** Hogg, Ryan.
- **Discussion:** Lawrence requested that the effective date for Student Library Workers be changed from January 29, 2023 to February 26, 2023. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

2. Proposed Revisions to 2022 Budget (PPLD Document #012523 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2022 budget as presented in PPLD Document #012523 – 6A.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

3. Approval of Annual Friends Support for 2023 (PPLD Document #012523 – 7R)

- **Motion:** 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.
- **Moved/Seconded:** Ryan, Moore.
- **Discussion:** Lawrence explained the background for this agreement. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

4. Proposed Modifications to PPLD By-Laws (PPLD Document #022223 – 5)

- **Motion:** 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.

- **Moved/Seconded:** Nurre, Eagleton.
- **Discussion:** Lawrence explained the changes. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

5. Approval of 2023 Trustee Elections (PPLD Document #022223 – 6)

- **Motion:** 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.
- **Moved/Seconded:** Nichols, Hogg.
- **Discussion:** Lawrence explained the timeline and requirements of election law. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

6. Approval of Policy Revisions: Code of Conduct, Child & Vulnerable Adults (PPLD Document #022223 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves policy revisions as described in PPLD Document #022223 – 7A.
- **Moved/Seconded:** McPhee, Ferrer.
- **Discussion:** Lawrence explained the need for the changes.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment:

- Trustee Ryan asked about the timeline for beginning the search for a replacement for an upper level staff member who has shared tentative plans for retirement. Some discussion ensued.
- Trustee Spuhler encouraged everyone to contribute to the Community Fridge. Some discussion ensued.

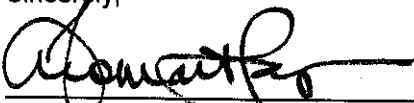
B. Public Comment: None.

Adjournment

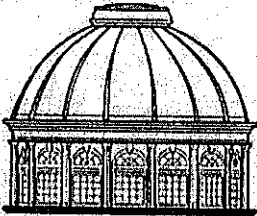
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:12 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 29, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of February 2023 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 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 February 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 2022 year-end report will be presented at the April 2023 Board of Trustees meeting.

General Fund (Fund A; \$1,662,021)

- Receipts for the month totaled \$1,000,000 in tax revenue from the Town of Poughkeepsie, \$1,328 in library charges, \$412 in interest, \$216 in donations and \$12,315 in grants.
- Disbursements for the month totaled \$798,755 which included \$626,769 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 68
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$481,916)

- Receipts for the month totaled \$398 in interest.
- 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

Permanent Funds (Fund PN; \$472,045)

- 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 minimal interest.
- There were no disbursements for the month of February.

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

No modifications or transfers to report for February



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

FOR 2023 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,514,942	4,514,942	529,391.43	353,880.71	3,702,219.93	283,330.64	93.7%
22 EQUIP & CAPITAL OUTL	68,500	68,500	12,414.97	12,414.97	84.99	56,000.04	18.2%
30 MATERIALS	497,275	497,275	60,681.36	37,051.12	105,509.36	331,084.28	33.4%
32 INFORMATION SVC	80,024	80,024	17,217.29	250.00	.00	62,806.71	21.5%
50 OPERATIONS	1,415,662	1,415,662	204,351.54	97,625.31	358,290.44	853,020.02	39.7%
51 AUTOMATION	137,401	137,401	26,799.16	24,644.66	31,593.00	79,008.84	42.5%
91 EMPLOYEE BENEFITS	1,978,087	1,978,087	487,765.82	272,888.48	457,119.37	1,033,201.81	47.8%
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	1,338,621.57	798,755.25	4,654,817.09	4,036,852.34	59.8%

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

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wberger

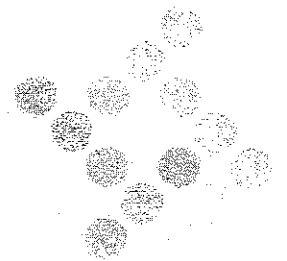
| Poughkeepsie Public Library District
| WARRANT SUMMARY

| 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	



02/15/2023 11:23
wberger

Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 5
| apwarrnt

WARRANT: 20230215 02/15/2023

DUE DATE: 02/15/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	282.55	- .36
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00	.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,081.80	.11
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Operational Expe	260.00	.28
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	415.00	.32
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	192.02	-97.34
A A00000	General Fund Expen A .7410.000.00.59045 .	Life Insurance	654.19	-.13
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	202,144.45	.09
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	100.47	-86.23
A A20000	Building Services A .7410.200.00.54370 .	Professional Fees- Bld	629.22	.11
A A60000	Information Tech A .7410.600.00.54320 .A239	INTERNET SERVICES-ECF	680.90	-.30
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	893.06	-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 .7410.710.00.54500 .	Fuel & Utilities AML	39.45	-7,477.02
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	139.17	.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	5,892.49	-1,583.39
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			224,372.68	
WARRANT SUMMARY TOTAL			224,372.68	
GRAND TOTAL			224,372.68	

WARRANT: 20230223 02/23/2023

DUE DATE: 02/23/2023

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	
A A00000	General Fund Expen A .7410.000.00.52800	Furniture,Fixtures & E	3,762.10
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	1,364.07
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	2,633.56
A A00000	General Fund Expen A .7410.000.00.54355	Tuition Reimbursement	29.31
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	706.50
A A00000	General Fund Expen A .7410.000.00.54370	Professional Fees - Ge	24,644.66
A A00000	General Fund Expen A .7410.000.00.54380	Membership Dues	1,460.06
A A00000	General Fund Expen A .7410.000.00.59045	Life Insurance	995.00
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	637.09
A A10000	Administration A .7410.100.00.54292	MUSEUM PASS PROGRAM	3,594.70
A A10000	Administration A .7410.100.00.54370	Professional Fees - Ad	1,920.00
A A11100	CLDA Reimbursable A .7410.111.00.54100	BOOKS (CBA)	750.00
A A11100	CLDA Reimbursable A .7410.111.00.54100	CBA Books - Digital	3,102.77
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	887.50
A A20000	Building Services A .7410.200.00.54370	Professional Fees- Bld	1,736.95
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	3,909.36
A A20000	Building Services A .7410.200.00.54690	Snow Removal - Patron	15.75
A A20000	Building Services A .7410.200.00.54690	Snow Removal - Staff C	2,264.30
A A20000	Building Services A .7410.200.00.54691	Snow Removal - 96 Mark	952.00
A A20000	Building Services A .7410.200.00.54693	HVAC-MECH/ELEC/PLUMBIN	1,028.00
A A20300	Greene Services A .7410.203.02.54100	Other Oper-Trash	7,522.57
A A20300	Greene Services A .7410.203.02.54292	BOOKS	593.79
A A20300	Greene Services A .7410.203.02.54292	PROGRAMMING	47.49
A A30000	Advancement Servic A .7410.300.00.54292	PROGRAMMING-Digital	14,147.31
A A30000	Advancement Servic A .7410.300.00.54340	Big Read Programming	353.77
A A30000	Advancement Servic A .7410.300.00.54370	PR & Printing- Rotunda	12,500.00
A A41000	Adult Services A .7410.410.00.54291	Professional Fees	100.00
A A41000	Adult Services A .7410.410.00.54292	PPLD Databases	199.34
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	250.00
A A43000	Borrower Services A .7410.430.00.54300	Adult Prgms - Special	2,145.15
A A44000	Collection Service A .7410.440.00.54100	Borrower Ser Supplies	2,000.00
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	1,200.15
A A44000	Collection Service A .7410.440.00.54110	Collection Serv- Books	28,272.04
A A44000	Collection Service A .7410.440.00.54110	Book Leasing Prgm	6,670.07
A A44000	Collection Service A .7410.440.00.54120	Collection Serv Video	18,038.40
A A44000	Collection Service A .7410.440.00.54120	VIDEO & FILMS - DIGITA	1,060.23
A A44000	Collection Service A .7410.440.00.54370	Music & Audio	9,541.07
A A45000	Youth Services A .7410.450.00.54292	MUSIC & AUDIO - DIGITA	2,056.69
A A45000	Youth Services A .7410.450.00.54292	Collections Agency Fee	1,495.00
A A45000	Youth Services A .7410.450.00.54292	Programming Youth	710.65
A A45000	Youth Services A .7410.450.00.54292	PROGRAMING-Pough Book	1,950.17
A A50000	Business Office A .7410.500.00.54370	Programming - Youth (O	995.00
A A60000	Information Tech A .7410.600.00.52800	Summer Saturdays Prgrm	189.92
A A60000	Information Tech A .7410.600.00.52800	Professional Fees - Bu	435.00
A A60000	Information Tech A .7410.600.00.54300	Equipment IT	1,900.00
A A60000	Information Tech A .7410.600.00.54370	FF&E - PLA Digital Lit	11,050.90
		Information Tech Suppl	2,996.36
		Professional Fees- Sof	.00
			2,384.88

WARRANT: 20230223 02/23/2023

DUE DATE: 02/23/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
A A60000	Information Tech	A .7410.600.00.54390	Rental, Repair & Maint	13.61	-.37
A A71000	Adriance	A .7410.710.00.54131	Newspapers	458.45	74.88
A A71000	Adriance	A .7410.710.00.54310	Telephone Adriance	30.00	-87.71
A A73000	Boardman Road Bran	A .7410.730.00.54131	Newspapers - Boardman	294.10	36.53
A A73000	Boardman Road Bran	A .7410.730.00.54500	Fuel & Utilities -Boar	1,054.47	5,170.37
FUND TOTAL			189,050.26		
=====					
WARRANT SUMMARY TOTAL			189,050.26		
=====					
GRAND TOTAL			189,050.26		
=====					

GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT FEBRUARY 2023

FOR 2023 02

	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	1,500,000.00	1,000,000.00	5,751,061.00	20.7%
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	2,854.42	1,327.81	7,145.58	28.5%
42401 INTEREST EARNINGS	17,500	17,500	630.72	412.38	16,869.28	3.6%
42705 DONATIONS	100,000	100,000	1,729.75	216.73	98,270.25	1.7%
42752 ANNUAL APPEAL	32,500	32,500	.00	.00	32,500.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
42760 GRANTS	50,000	50,000	12,315.35	12,315.35	37,684.65	24.6%
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	.00	-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	.00	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	1,550,204.29	1,021,104.18	8,480,086.71	15.5%

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

BALANCE SHEET FOR 2023 2

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	1,274.90	2,067.50
A	12020	General Fund Payroll	-1,295.44	739.34
A	12023	General Fund Money Market	233,009.21	1,014,747.04
A	12040	Credit Card Transactions	436.82	2,300.98
A	12051	Flex 125 Money Market	-2,415.78	2,449.65
A	12100	Petty Cash	225.10	8,753.09
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	.00	67.60
A	13501	Grants Receivable	.00	15,165.56
A	13800	Accounts Receivable	.00	25,000.00
A	13910	Due From Other Funds	.00	590,228.22
TOTAL ASSETS			231,234.81	1,662,020.98
LIABILITIES				
A	26000	Accounts Payable	.00	39,905.79
A	26020	Flex125 Exchange	2,415.96	-2,052.72
A	26021	Benefits Exchange	452.18	5,228.30
A	26030	General Fund Exchange	-56.00	-1,490.56
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	-632,313.60
A	26370	State Retirement Accrual	-55,874.12	519.39
TOTAL LIABILITIES			-53,061.98	-590,115.40
FUND BALANCE				
A	35100	Budgeted Revenues	.00	10,030,291.00
A	35210	Encumbrances (+ PYCF)	-483,443.73	4,682,962.07
A	35220	Expenditures (+ PYCF)	842,931.35	1,447,867.31
A	38210	Encumbrance Reserve (+ PYCF)	483,443.73	-4,682,962.07
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-283.99	472,689.63
A	39110	Fund Balance Start of Year	.00	-699,977.60
A	39600	Appropriations (+ PYCF)	283.99	-10,159,974.31
A	39800	Revenues Received	-1,021,104.18	-1,550,204.29
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			-178,172.83	-1,071,905.58
TOTAL LIABILITIES + FUND BALANCE			-231,234.81	-1,662,020.98

BALANCE SHEET FOR 2023 2

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	.01	130.47
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-5,521.50	481,510.97
	TOTAL ASSETS		-5,521.49	481,916.52
LIABILITIES				
CM	26300	Due To Other Funds	.00	-667,150.83
	TOTAL LIABILITIES		.00	-667,150.83
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	185,121.56
CM	39800	Revenues	5,521.49	112.75
	TOTAL FUND BALANCE		5,521.49	185,234.31
	TOTAL LIABILITIES + FUND BALANCE		5,521.49	-481,916.52

BALANCE SHEET FOR 2023 2

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.50
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		.02	35,253.25
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	.00	750.00
H	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	-.04
	TOTAL FUND BALANCE		-.02	22,845.36
	TOTAL LIABILITIES + FUND BALANCE		-.02	-35,253.25



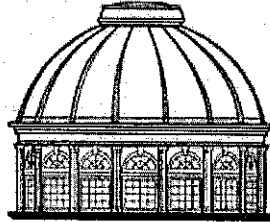
BALANCE SHEET FOR 2023 2

FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-5,521.50	360,214.47
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			-5,521.50	472,045.19
LIABILITIES				
PN	26300	Due to other funds	5,521.50	6,772.66
TOTAL LIABILITIES			5,521.50	6,772.66
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			5,521.50	-472,045.19



BALANCE SHEET FOR 2023 2

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	.01	143.81
V	13910	DUE FROM OTHER FUNDS	.00	-30,287.95
	TOTAL ASSETS		.01	-30,144.14
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	264,596.50
	TOTAL LIABILITIES		.00	264,596.50
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-.01	-44.81
	TOTAL FUND BALANCE		-.01	-234,452.36
	TOTAL LIABILITIES + FUND BALANCE		-.01	30,144.14



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

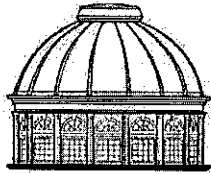
Administrative Reports & Statistics

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 '20	
	Feb	% of Total	YTD	% of Total	Feb	% of Total	YTD	% of Total	Change	% Change	Feb	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,116	26.08%	10,699	26.50%	4,992	26.36%	10,181	26.40%	518	5.09%	5,008	24.76%	10,497	24.37%	202	1.92%
Adult Non-Fiction	3,468	17.68%	6,959	17.24%	3,872	20.45%	7,676	19.90%	-717	-9.34%	3,336	16.49%	7,060	16.39%	101	-1.43%
Fiction - Juvenile	4,907	25.01%	9,852	24.40%	4,064	21.46%	8,428	21.85%	1,424	16.90%	4,726	23.36%	10,149	23.56%	-297	-2.93%
Non-Fiction - Juvenile	1,489	7.59%	2,658	6.58%	1,145	6.05%	2,213	5.74%	445	20.11%	1,574	7.78%	3,092	7.18%	434	14.04%
Periodicals	150	0.76%	320	0.79%	153	0.81%	311	0.81%	9	2.89%	165	0.82%	376	0.87%	-56	-14.89%
Periodicals - Juvenile	17	0.09%	31	0.08%	32	0.17%	60	0.16%	-29	-48.33%	32	0.16%	59	0.14%	-28	47.46%
Print Subtotal	15,147	77.20%	30,519	75.59%	14,258	75.29%	28,869	74.85%	1,650	5.72%	14,841	73.36%	31,233	72.52%	-714	-2.29%
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	4	0.02%	16	0.04%	8	0.04%	9	0.02%	7	77.78%	7	0.03%	16	0.04%	0	0.00%
Soundrecordings	577	2.94%	1,116	2.76%	629	3.32%	1,225	3.18%	-109	-8.90%	636	3.14%	1,277	2.97%	-161	-12.61%
Videorecordings	3,303	16.83%	7,428	18.40%	3,566	18.83%	7,426	19.25%	2	0.03%	4,184	20.68%	9,345	21.70%	-1,917	-20.51%
Media	2	0.01%	5	0.01%	0	0.00%	0	0.00%	5	0.00%	2	0.01%	2	0.00%	3	0.00%
Software	9	0.05%	10	0.02%	0	0.00%	6	0.02%	4	66.67%	8	0.04%	20	0.05%	-10	-50.00%
Equipment/Realia	10	0.05%	34	0.08%	11	0.06%	35	0.09%	-1	-2.86%	5	0.02%	11	0.03%	23	209.09%
Suppressed Items	11	0.06%	21	0.05%	8	0.04%	41	0.11%	-20	-48.78%	25	0.12%	50	0.12%	-29	-58.00%
Videorecordings - Juvenile	386	1.97%	766	1.90%	287	1.52%	646	1.68%	120	18.58%	384	1.90%	781	1.81%	-15	-1.92%
Audiorecordings - Juvenile	70	0.36%	178	0.44%	72	0.38%	115	0.30%	63	54.78%	43	0.21%	113	0.26%	65	57.52%
Media - Juvenile	93	0.47%	265	0.66%	97	0.51%	184	0.48%	81	44.02%	82	0.41%	184	0.43%	81	44.02%
Software - Juvenile	8	0.04%	14	0.03%	2	0.01%	11	0.03%	3	27.27%	13	0.06%	37	0.09%	-23	-62.16%
Non-Print Subtotal	4,473	22.80%	9,853	24.41%	4,680	24.71%	9,698	25.15%	155	1.60%	5,389	26.64%	11,836	27.48%	-1,983	-16.75%
Total	19,620		40,372	100.00%	18,938	100.00%	38,567	100.00%	1,805	4.68%	20,230	100.00%	43,069	100.00%	-2,697	-6.26%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2023

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,752	19,620	0	0	0	0	0	0	0	0	0	0	40,372
Digital Content	9,746	8,152	0	0	0	0	0	0	0	0	0	0	17,898
PopUpLibrary	NA	NA	0	0	0	0	0	0	0	0	0	0	0
Total	30,498	27,772	0	0	0	0	0	0	0	0	0	0	58,270
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,269	3,582	0	0	0	0	0	0	0	0	0	0	7,851
Boardman Road	1,842	1,533	0	0	0	0	0	0	0	0	0	0	3,375
Sadie Peterson Delaney	72	63	0	0	0	0	0	0	0	0	0	0	135
Total	6,183	5,178	0	0	0	0	0	0	0	0	0	0	11,361
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	0	0	0	0	0	0	0	0	0	0	1,753
Boardman Road	79	96	0	0	0	0	0	0	0	0	0	0	175
Sadie Peterson Delaney	8	2	0	0	0	0	0	0	0	0	0	0	10
Spanish Language Assistance	136	122	0	0	0	0	0	0	0	0	0	0	258
Total	1,067	1,129	0	0	0	0	0	0	0	0	0	0	2,196
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	6,694	6,410	0	0	0	0	0	0	0	0	0	0	13,104
Calendar Hits - EventKeeper	4,722	6,824	0	0	0	0	0	0	0	0	0	0	11,546
Calendar Hits - Recite Me	393	290	0	0	0	0	0	0	0	0	0	0	683
Website Hits	31,168	26,486	0	0	0	0	0	0	0	0	0	0	57,654
Total	42,977	40,010	0	0	0	0	0	0	0	0	0	0	82,987
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	5,072	3,134	0	0	0	0	0	0	0	0	0	0	8,206
Boardman Road	1,697	1,554	0	0	0	0	0	0	0	0	0	0	3,251
Sadie Peterson	51	57	0	0	0	0	0	0	0	0	0	0	108
Total	6,820	4,745	0	0	0	0	0	0	0	0	0	0	11,565
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	0	0	0	0	0	0	0	0	0	NA	54
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
Total	22	32	0	0	0	0	0	0	0	0	0	0	54
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48											115
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	0	0	0	0	0	0	0	0	0	0	418
Community Engagement	2	3	0	0	0	0	0	0	0	0	0	0	5
Non-Library District	9	9	0	0	0	0	0	0	0	0	0	0	18
Exams Proctored	17	13	0	0	0	0	0	0	0	0	0	0	30
MAP Passes	21	16	0	0	0	0	0	0	0	0	0	0	37
Rover Bookmobile Stops	4	2	0	0	0	0	0	0	0	0	0	0	6
Total	242	272	0	0	0	0	0	0	0	0	0	0	514
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,397	2,875	0	0	0	0	0	0	0	0	0	0	4,272
Community Engagement	51	62	0	0	0	0	0	0	0	0	0	0	113
Non-Library District	64	99	0	0	0	0	0	0	0	0	0	0	163
Drop-In Room Use (Adriance)	67	105	0	0	0	0	0	0	0	0	0	0	172
Rover Bookmobile	68	28	0	0	0	0	0	0	0	0	0	0	96
Total	1,647	3,169	0	0	0	0	0	0	0	0	0	0	4,816
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	0	0	0	0	0	0	0	0	0	0	26,079
Boardman Road	7,789	8,633	0	0	0	0	0	0	0	0	0	0	16,422
Sadie Peterson Delaney	400	330	0	0	0	0	0	0	0	0	0	0	730
Total - 2023	20,975	22,256	0	0	0	0	0	0	0	0	0	0	43,231
GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	14,047	12,583	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
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	25,367	24,590	17,731	248,162



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Department: Youth Services

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

2/13 - Healthy Kids, infant story time with parents, library cards (KH)

2/14 - Healthy Kids, toddler & preschool story times with parents, library cards (LA & AF)

2/27 - PCSD UPK story time at Boys and Girls Club site

Building community relationships:

2/6 - met with Karen Williams - YS director for City of Poughkeepsie

2/7 - Spoke with new librarian at Spackenkill School, John Sarubbi, regarding summer reading visits and invited him to partner on the Children's book council grant to bring Meg Medina, Youth Ambassador of Young People's Literature, to bring her for a school & library visit. They will be our school partner for this grant. Bradley Diuguid completed and submitted the grant application for this.

2/21 - Met with Dr. Maher, teacher at ACSD, for guidance in creating developmentally appropriate kindergarten readiness stations and other activities we will be using in our UPK and daycare visits as part of the literacy grant

Projects:

Our current outreach includes and is focused on the UPK classes to help support children getting ready for entering kindergarten. With this in mind, these are the components supported by the extension of the DC Early Literacy grant.

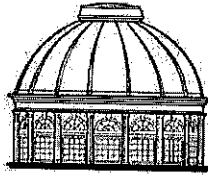
***Monthly story time visits to the PCSD UPK classes - these will include a take home literacy activity children can do with their parent/guardian**

***Checking out the early literacy backpacks created with last year's grant**

***Bringing Rover to visit the UPK sites.**

***Creating Kindergarten Readiness Stations at the library and Kindergarten Readiness videos on the library's website that parents/caregivers can access off-site.**

***Organizing Rover visits to Eastdale's "Second Fridays" to do story times, issue cards and general tabling.**



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

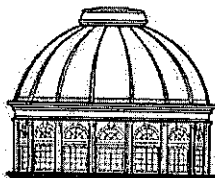
DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: February 2023

Department: Community Engagement

- Seeds. Seeds everywhere. February was our final push to get everything sorted for the opening of our seed library. Thanks to Beth we were able to get a lot of donations to help with this service and we were also able to create connections with other vendors who may be tapped to donate more into the future. Yvonne did an amazing job putting together the order form for patrons and everything is working swimmingly. I know this is the February report, but in just the first week of launching the service I've filled almost 40 orders, so it's as popular as we thought. We were also able to work with Stacy Dedring from Dutchess Outreach to help teach people about planting seeds. She's an invaluable resource and a massive supporter of the library so it's outstanding to work with her.
- Now that the weather is warming up again there has been much more communication and coordination for the ECF Park Wifi Project. Bruce was able to install one unit as a proof of concept and while we may need to buy some additional equipment we were fortunate enough to have more funding for this project to come in. We have a total of 10 units at this point and 4 are spoken for and we're coordinating installation timing now. The County has been the most gung-ho about this project and have been very supportive. As we work on fulfilling our obligations to the grant, this project has legs that may carry it much further than we initially anticipated. There is still a great amount of potential for this.
- PPLD is modifying one of its services. We have had a contract with Baker & Taylor for their PopUp Libraries, which are devices that allow the library to serve content outside of its physical location. We are moving from a physical device to cloud based which is going to greatly increase the amount of community members this service can reach. Not only are we working with local organizations in Poughkeepsie, but we've started conversations about how we can make this service as broad and accessible as possible.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: February 2023

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

February was a short month but full of activity. At Adriance, the CD weeding project was completed. At Boardman Road, the book weeding project continues. They have completed Large Print, oversized, and graphic novels and are moving on to fiction.

Tax forms were delivered this month to PPLD, along with packets for preparation for appointments. It is a time of increased questions and calls about the process such as where materials are located, how to get one's paperwork ready, make copies, etc. Staff have been fielding this along with the new Rotunda becoming available in the middle of the month.

Tutoring at Adriance and Boardman Road continues to run smoothly and special thanks to Anne for joining us for staff meetings to explain the process so that circulation staff can direct students and tutors with ease.

Patrons continue to take home free covid tests available to them at all branches although we understand that we are nearing the end of this supply.

We have enjoyed having a volunteer through the ARC, coordinated by Bradley at the end of 2022, along with her job coach. It has been helpful to have her and she, having her library degree, is enjoying the tasks and doing good work!

Technical Services

Materials continue to slowly arrive in this department. Baker & Taylor seems to be slow to ship orders that have been placed as soon as possible in the new year. We hope that increases and materials can be made available more quickly to patrons.

It is expected that Mackin will be available to supplement collection development next month.

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:

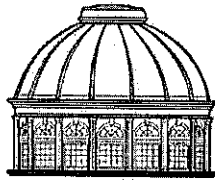
The department is still short-staffed but remains flexible and is working well as a team. Everyone's effort is much appreciated.

Impact of Activity:

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

Other Departmental Activity to Note:

N.A.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst
Department: Information / Technologies

Time Period of Report February

Report Focus Area of Activity:

I had a very productive meeting with TJ, the head of OCIS of Dutchess County (Stephen Oscarlece), The Head of Public Works of Dutchess County (David Whalen) and Susanne O'Neil Parks Director. We have full support to move forward with installations pending a Memorandum of Agreement.

Installed the first "WiFi in the parks" unit at the Hyde Park Railroad Station Museum.

We currently have an ongoing issue with one of our Cipafilters (pornography) filter after it failed at the moment We are not receiving the support we should be from Cipafilter Technical Support. We hope to have this resolved shortly.

We have taken on Brian Panzer as a volunteer. He is a bright young man with a degree in Computer Science degree.

I worked with Vector security, Dan Minunni and Jeff Giancarlo to solve a password issue for the alarm systems at Adriance and Boardman. We now have a shared Google sheet with all the correct information.

We had our 3rd major issue with Crown Castle (our fiber optic provider) in six months. Which required us to change all our routing to maintain service. Although this was resolved in a day it is concerning.

Intended Outcomes of Focus Activity:

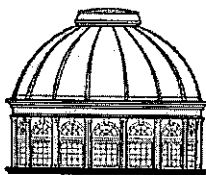
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: February 2023

Department: Adult Services

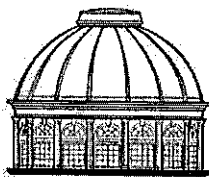
Report Focus Area of Activity: February Highlights

Black History Month Programming: The Adult Services Department offered several programs celebrating Black History month in February. On February 9th, Peter Bunten from the Mid-Hudson Antislavery History Project gave a lecture about the Abolition Movement and the Underground Railroad in Dutchess County, with 40 patrons in attendance. On February 15th, the Books & Brews book club tackled Imani Perry's sprawling and illuminating treatise on American & Black History, *South to America*, and on February 18th, 65 patrons attended the Souls United concert at the Family Partnership Center Auditorium. Souls United is an interfaith Gospel choir made up of residents from around the Hudson Valley. Many thanks to programmers Shannon Butler and Deb Shon, respectively, and the organizations that participated.

International Food Festival: Our first annual International Food Festival was held on Saturday, February 25th, and was a resounding success. Despite some inauspicious weather, our vendors came through and the patrons showed up en masse to sample delicacies from around the world. Exact numbers are hard to gauge, but going by the door count, around 450 patrons came through on Saturday afternoon. Special thanks to Deb Shon, who coordinated the event and the vendors, Yvonne Laube and the PIO's for helping to create a lovely souvenir recipe book for patrons to take home, and Joe L., Omar, and all of the maintenance & security crew for providing invaluable support for setup, operation, and clean up. I also want to take time to acknowledge our vendors Amy Wong & the Mid-Hudson Chinese Association, the Germania Society, the Mid-Hudson Japanese Association, La Cabanita Restaurant, the Ukrainian National Women's League of America, and especially Yadipza Derisse, who slid off the road on her way to the event, but still managed to get here and perform a fun and popular empanada making demonstration in the 3rd Floor kitchen. The vendors were all very pleased with the event and expressed excitement about doing it again next year. Conversations have already begun about what other cuisines we could offer next time!

Testimonial from Patron Charlene Y. regarding Krista Miller's virtual program on Feb 8, 'Valentine's Greetings,' w/ musician & author Kevin Woyce:

"Thank you for this program. We enjoyed it very much and encourage this presenter's return for other programs. He was one of the best presenters we have seen on the library offerings. The way he interspersed the graphics with his music made this such an interesting program. Please consider having him on again!!"



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: March 2023

Department: Youth Services

Report Focus Area of Activity: Youth Services

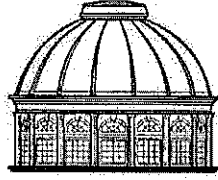
Intended Outcomes of Focus Activity:

At the time of writing this, we are in our first full week of programming for the March-April session and numbers have been good to start. The only challenge is our weekly storytime at SPD which has yet to gain any traction. Feedback I heard from a parent is they won't bring their children to that building because of parking and the population that frequent the building. For the May-June session we are going to pause the weekly storytime and focus on having afternoon specialty programs at SPD.

Registration is full for all our programs and while that in itself is a good thing, it has also been met with some challenges. Because some families still don't receive a Rotunda or are new to Poughkeepsie, they aren't able to register for programs. Some ideas have been discussed as solutions but nothing has been decided yet.

We have also started March with one less staff member as Cathy Lamoree has retired after 33 years in the library. Her duties have been split up with Kayleigh taking her story time and Holly taking over Eventkeeper duties. Cathy's presence will be missed by her co-workers and the families we serve.

I've been working on finishing with the authors for our upcoming book festival. Currently we are at 58 authors attending. They are very excited to be a part of our festival. Once the festival is over it will be time to start planning our summer reading kickoff event which will have the theme of "All Together Now" which is the national summer reading theme. It is to promote togetherness in the community.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report February/ March 2023

Department: Branch and Extension Services

Sadie Peterson Dalaney African Roots Library:

- The SPD Library, in collaboration with the Catskill Hudson Area Health Education Center and TRAC (Teen Resource Activity Center) is hosting a teen health fair on March 21st at SPD. These sessions are designed to help teens learn what careers are available in the field of health in a fun and dynamic learning environment. This is the first in potentially a series of health/ well being programs for teens at the library.
- We are gearing up for a busy summer with a variety of programs for all ages. We will be continuing with Craft Thursdays for grades 1-5, craft Tuesdays for adults and book/ movie discussions for adults. We will have more program offerings for children at SPD this summer
- The work on the front of the building continues. The renovations on the auditorium are starting and the timeline for that is currently to be finished in late June.
- The FPC event committee has started discussing how to collaborate for an event for Juneteenth.

Boardman:

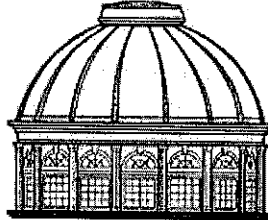
- Our large weeding project of roughly 3000 items is very close to finished. It allows us to have more room on the shelves for newer, fresher, sought after materials. The books we weeded are going to the Friends, to the Little Free Libraries around the city, into teacher's classrooms, and to other community organizations in need of books.

Extension Services:

- All of Extension Services staff attended and tabled at the open house for the new Everlife adult Day Care Center on February 26th. New library cards were created and programming ideas were discussed for future collaboration.

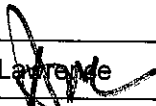
Seed Library:

- The brand-new Seed Sowing Center (spearheaded by Beth and TJ) has opened. The webpage for the order form lives here at this link: <https://poklib.org/home/seed-sowing/>. Patrons can now place orders for herbs, flowers, vegetables, or grab bag kits.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee		Date: Thursday, March 6, 2023
Attendance		
<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"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence 		

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

1. **Business Items:** The following topics were discussed:
 - **Bank Reconciliations:** February bank statement reconciliations were reviewed and initialed by Blazek and Hogg.
 - **Financial Report:** Given the early date of the meeting, the February financial report was not ready for review.
 - **2022 Audit:** Lynch updated the Committee on the status of the audit. Field work was completed on March 8. The report should be presented at the April 26 trustee meeting.
 - **City of Poughkeepsie IDA:** Lawrence reported on the Library District counsel's discussion with the IDA's counsel. It seems that if the Library District was not included in a PILOT agreement, property taxes should have been levied on those properties. Lawrence will continue the conversation with the City Assessor to determine if this is the case. If it is, then the Library District is whole. More information to follow.
 - **FY2023 Budget:** Lawrence reported on a 2023 budget gap owing, primarily, to unexpected increases in retirement system and health insurance costs. The Committee discussed strategies to address the shortfall as well as how to better plan for future year challenges to infrastructure costs associated with the age of systems at Adriance and, eventually, Boardman Road.

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, April 10, 2023; 6:30 pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

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

The meeting convened at 6:30pm in the Greenspan Board Room at the Adriance Memorial Library. Chair Eagleton joined the meeting via conference call.

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

- **Strategic Plan Survey – Youth Services:** Lawrence reported on the current survey response and the plans to more widely distribute the survey throughout the community, including the Hispanic community.
- **Next Survey Topics – Services to Seniors:** The Committee review and provided comments on the draft survey (revised version attached to these minutes).
- **Town of Poughkeepsie Boardman Road Campus Plan:** In response to an email from a patron, the Committee discussed whether the Library District should take a position on the Town's proposed municipal campus plan for the Poughkeepsie Day School property. After discussion, it was decided to recommend to the Board of Trustees that the Library District not take a position on the project at this time.

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, April 3, 2023; 6:30 pm
 Adriance Memorial Library – Greenspan Board Room
 (date, time, and location subject to change)

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Community Survey – Services to Seniors**

The Library District continues to seek public input on services in various program areas. This survey, focusing on services to seniors, is the second in a series designed to solicit community input for planning of services that respond to local community interests and needs. For this survey, “seniors” is defined as anyone 65 and older.

Q1: The Library District offers a variety of programs, services, and collections, in print and through streaming, for seniors and those who are considered homebound. Currently, we provide services in the following areas:

Extension Services: home-based visits to individuals providing library materials along with some social interaction

Library Materials in a Variety of Formats: materials on a wide range of interests and formats including large print, e-books, books on CD, and downloadable audiobooks

Technology Classes: classes designed for seniors needing assistance with technology; classes and labs are offered in English and Spanish

Cooperative Services with Agencies: programs in collaboration with the Dutchess County Office for the Aging (OFA) and the Town of Poughkeepsie Senior Center

Outreach: site-based visits, Rover (bookmobile) site visits

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

- | | | | |
|--------------------------|----------------------|--------------------------|-------------|
| <input type="checkbox"/> | Extension Services | <input type="checkbox"/> | Collections |
| <input type="checkbox"/> | Cooperative Services | <input type="checkbox"/> | Outreach |

Select the option below which best describes the impact participation had on the senior in your family.

	Positive	No Impact	Negative
Extension Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative Services	<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 programming opportunities for seniors and their families. From the options below, please select the opportunities that might fit the current need of the seniors in your family.

- | | |
|-------------------------------|--------------------------|
| Brain Games (cognitive games) | <input type="checkbox"/> |
| OFA/Senior Center | <input type="checkbox"/> |
| Extension Services | <input type="checkbox"/> |
| Large Print Collection | <input type="checkbox"/> |
| Digital/Streaming Content | <input type="checkbox"/> |
| Technology Classes | <input type="checkbox"/> |

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Community Survey – Services to Seniors

- Local History Classes & Lectures
- Museum Pass Program (MAP)
- Language and Culture Classes

Q3: Please indicate on the list below in which program the seniors in your family participate.

- Office for the Aging
- Sadie's Place
- None
- Town of Poughkeepsie Senior Center
- Programs Offered at Living Facility
- Other (please name):

Q4: Demographic information?

- Do you have a library card? Yes No

For more information on the programs and services offered to seniors by the Library District, please visit www.poklib.org.

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

Old 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 #032923 – 4.5A). In accordance with current By-Laws, this is the required second reading of a proposed by-laws modification.

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)*

Old Business Fact Sheet
Update Approval: Purchase and Claims Audit Policies

Recommended By

Library Director

Current Situation

At its annual organization meeting, the Board of Trustees confirms the current Purchase and Claims Audit Policies. This past December, a set of prior policies was confirmed by the Board and not the current set. The proposed action corrects that error.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District updates is approval of the Purchase Policy (Policy #2101 – A) and Claims Audit Policy (Policy #2102 – B) to the current versions.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

Purchasing

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

General

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

The Purchasing Process

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

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

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

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

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

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

Purchases Not Subject to Competitive Bid

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

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

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

price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures.

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

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

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

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

Emergency Situations

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

Sole Source

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

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

Purchase of Goods and Services

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

1. **Purchase (Commodity) Contracts**: The following schedule is related to non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations. Department heads and all involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount plans of which the Library District may take advantage. State contracts are available for view at: <http://www.ogs.ny.gov>.

2. **Library Materials**: Annual expenditures for books, magazines, AV, and other such materials intended for patron use are generally over the bidding threshold. Therefore purchases shall be made from vendors holding a New York State contract or a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities. Materials available only from the publisher, deemed to be sole source, are generally purchased with little or no discount.

3. **Ongoing Expenditures**: The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

General Goods (including Rental of Equipment)

Estimated Value Contract	Policy
Up to \$7,500	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes, or previous quotations.
\$7,501 - \$10,000	Documented telephone quotes from three (3) responsible vendors, if available. (attached to purchase order)
\$10,001 - \$20,000	Documented written or electronic quotes from three (3) responsible vendors, if possible. (attached to the purchase order)
Over \$20,000	Competitive bids required

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

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

Public Works Projects

Estimated Value Contract	Policy
Up to \$14,999	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.
\$15,000 - \$35,000	Formal written quotations or declinations to quote from at least four (4) responsible vendors (if available). Requests for Proposals shall be used for complex procurements involving multiple components.
Over \$35,000	Competitive Bids required.

Professional Services and Consultants Exempt from Competitive Bids

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

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

Award and Documentation for the Purchase of All Goods and Services

Award:

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

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

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

Documentation:

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

Insufficient Appropriations

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

Claims

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

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

Claims Audit

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

General

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

Responsibility

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

Criteria for Auditing Claims

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

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

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

Problem Claims

If the answer to any question posed in the preceding section is no, then some type of action should be taken in most cases. Obviously, this will depend on the specific deficiency and the dollar amount involved. The following actions and remedies may be available to the trustees responsible for auditing claims:

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

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

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

Payments Not Requiring a Pre-Audit

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

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

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

Payments Allowed in Advance of Audit

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

In addition, the Board of Trustees has established petty cash funds and authorizes petty cash payments in advance of audit. Most petty cash payments will involve small amounts required for infrequent purchases, such as office supplies. The aggregate petty cash fund is determined by the Library Director but will not exceed \$750. The custodian(s) of the petty cash fund(s) should periodically request reimbursement for the fund by submitting all bills or receipts for purchases made from the fund(s). The person auditing petty cash fund claims should audit the reimbursement request in the same manner as other claims.

Analytical Reviews

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

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

New Business Fact Sheet

Approval of Sidebar: Salary Consideration for Employees with Third-Party Assistance

Recommended By

Library Director

Current Situation

The Library District employees individuals who received third-party financial support which imposes income limitations. The proposed sidebar to the Collective Bargaining Agreement provides language which gives flexibility in how salary increases can be given yet be within the limits of whatever are in place imposed by the third party.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #032923 - 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

ADDENDUM

to
Agreement
by and between the
Poughkeepsie Public Library District
and
CSEA, Local 1000 AFSCME
AFL-CIO
Poughkeepsie Public Library District
Dutchess County Local 814
January 1, 2021 – December 31, 2023

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

Article VII, Section 1

D. In the event any increase in salary jeopardizes third-party financial assistance to an employee, such increase shall be modified by mutual written agreement among the Library District, the Union, and the employee (or their legal representative) to the extent necessary to protect continued receipt of said financial assistance.

FOR POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Library Director

Date

FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

David A. Rusk
Unit President

2/27/2023
Date

[Signature]
Labor Relations Specialist

2/28/2023
Date

Greater Poughkeepsie Library District Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Outline of Major Changes

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

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

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

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- | | | |
|-----|---|---------------------------------------|
| 1.1 | Library ID Number | 3200135360 |
| 1.2 | Library Name | GREATER POUGHKEEPSIE LIBRARY DISTRICT |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Poughkeepsie * |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2022 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2022 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |

- 1.10 Please indicate the ending date of library's new reporting year. Enter N/A if N/A was answered to Question 1.8.
- 1.11 Beginning Local Fiscal Year 01/01/2022
- 1.12 Ending Local Fiscal Year 12/31/2022
- 1.13 Address Status 00 (for no change from previous year)
- 1.14 Street Address 93 MARKET STREET
- 1.15 City POUGHKEEPSIE
- 1.16 Zip Code 12601
- 1.17 Mailing Address 93 MARKET STREET
- 1.18 City POUGHKEEPSIE
- 1.19 Zip Code 12601
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (845) 485-3445
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (845) 485-3789
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) administration@poklib.org
- 1.23 Library Home Page URL (Enter N/A if no home page URL) www.poklib.org
- 1.24 Population Chartered to Serve (per 2020 Census) 76,121
- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): Special Legislative District
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for N

- No.
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 06/16/1989
- 1.30 Date the library was last registered 03/22/1993
- 1.31 Federal Employer Identification Number 141701733
- 1.32 County DUTCHESS
- 1.33 School District City Of Poughkeepsie
- 1.34 Town/City Poughkeepsie
- 1.35 Library System Mid-Hudson Library System

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

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

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

- 1.37 First Name of Library Director/Manager Thomas
- 1.38 Last Name of Library Director/Manager Lawrence
- 1.39 NYS Public Librarian Certification Number 12271
- 1.40 What is the highest education level of the library manager/director? Other
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian Y

(certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.

- 1.43 E-mail Address of the Director/Manager tlawrence@poklib.org
- 1.44 Fax Number of the Director/Manager (845) 485-3789
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? N
- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Y
Enter Y for Yes, N for No.
If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote Poughkeepsie Public Library District
2. Indicate the type of municipality or district holding the public vote Special Legislative District
3. Date the vote was held (mm/dd/2022) 11/08/2022
4. Was the vote successful? Y/N Y
5. What type of public vote was it? Other

- 6a. Most recent prior year approved appropriation from a public vote: \$9,880,617
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$148,343
- 6c. Total proposed appropriation (sum of 6a and 6b): \$10,028,960

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

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter N Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

- 1. Name of municipality or district holding the public vote N/A
- 2. Indicate the type of municipality or district holding the public vote
- 3. Date the last successful vote was held (mm/dd/yyyy) N/A
- 4. What type of public vote was it?
- 5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

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

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

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

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

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	39,703
2.2	Adult Non-fiction Books	76,679
2.3	Total Adult Books (Total questions 2.1 & 2.2)	116,382
2.4	Children's Fiction Books	32,002
2.5	Children's Non-fiction Books	21,404
2.6	Total Children's Books (Total questions 2.4 & 2.5)	53,406
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	169,788

Other Print Materials

2.8	Total Uncataloged Books	500
2.9	Total Print Serials	400
2.10	All Other Print Materials	11,728
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	12,628
2.12	Total Print Materials (Total questions 2.7 and 2.11)	182,416

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	27,799
2.14	Local Electronic Collections	24
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	39
2.17	Audio - Downloadable Units	16,879
2.18	Video - Downloadable Units	11,895
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	6,517
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	63,129

Non-Electronic Materials

2.21	Audio - Physical Units	11,385
2.22	Video - Physical Units	14,585
2.23	Other Circulating Physical Items	2,777
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	28,747

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	274,292
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	13,575
2.27	All Other Print Materials	194
2.28	Electronic Materials	10,109
2.29	All Other Materials	2,167

2.30 Total Additions (Total questions 2.26 through 2.29) 26,045

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click [here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	248,161
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	35,997
3.3	Registered non-resident borrowers	62

Please report information on WRITTEN POLICIES as of 12/31/22.

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

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

3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	No
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

York)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	1,572
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	205
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	382
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	255
3.20	Number of Synchronous General Interest Program Sessions	102
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	2,516
3.21a	Number of Synchronous In-Person Onsite Program Sessions	2,516
3.21b	Number of Synchronous In-Person Offsite Program Sessions	0
3.21c	Number of Synchronous Virtual Program Sessions	0
3.21d	Total number of synchronous programs	2,516

	(3.21a + 3.21b + 3.21c)	
3.22	One-on-One Program Sessions	N/A
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	14,408
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	1,351
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	4,406
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	4,216
3.27	Attendance at Synchronous General Interest Programs	15,129
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	39,510
3.28a	Synchronous In-Person Onsite Program Attendance	39,510
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	0
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	39,510
3.29	One-on-One Program Attendance	N/A
3.29a	Total Number of Asynchronous Program	N/A

	Presentations	
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	N/A
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	637
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	8,622

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.
SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.33	Library outlets offering the summer reading program	2
3.34	Children registered for the library's summer reading program	542
3.35	Young adults registered for the library's summer reading program	N/A
3.36	Adults registered for the library's summer reading program	N/A
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	542

3.38	Children's program sessions - Summer 2022	115
3.39	Young adult program sessions - Summer 2022	0
3.40	Adult program sessions - Summer 2022	0
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	115
3.42	Children's program attendance - Summer 2022	1,838
3.43	Young adult program attendance - Summer 2022	0
3.44	Adult program attendance - Summer 2022	0
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,838

COLLABORATORS

3.46	Public school district(s) and/or BOCES	5
3.47	Non-public school(s)	8
3.48	Childcare center(s)	4
3.49	Summer camp(s)	1
3.50	Municipality/Municipalities	2
3.51	Literacy provider(s)	1
3.52	Other (describe using the State note)	0
3.53	Total Collaborators (total 3.46 through 3.52)	21

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54 Did the library offer early literacy programs? (Enter Y for Yes, N for No)

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	382
b.	Focus on parents & caregivers	0
c.	Combined audience	102
d.	N/A	0

3.57 Total Sessions 484

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	4,406
b.	Focus on parents & caregivers	0
c.	Combined audience	15,129
d.	N/A	0

3.59 Total Attendance 19,535

3.60 - Collaborators (check all that apply):

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

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No
3.62	Total group program sessions	N/A
3.63	Total one-on-one program sessions	N/A
3.64	Total group program attendance	N/A

3.65 Total one-on-one program attendance N/A

3.66 - Collaborators (check all that apply)

- a. Literacy NY (Literacy Volunteers of America) No
- b. Public School District(s) and/or BOCES No
- c. Non-Public Schools No
- d. Other (see instructions and describe using Note) No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) Y

3.68 Children's program sessions 0

3.69 Young adult program sessions 0

3.70 Adult program sessions 55

3.71 Total program sessions (total 3.68 + 3.69 + 3.70) 55

3.72 One-on-one program sessions 0

3.73 Children's program attendance 0

3.74 Young adult program attendance 0

3.75 Adult program attendance 682

3.76 Total program attendance (total 3.73 + 3.74 + 3.75) 682

3.77 One-on-one program attendance 0

3.78 - Collaborators (check all that apply):

- a. Literacy NY (Literacy Volunteers of America) No
- b. Public School District(s) and/or BOCES No

- c. Non-Public School(s) No
- d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y
3.80	Total group program sessions	182
3.81	Total one-on-one program sessions	0
3.82	Total group program attendance	966
3.83	Total one-on-one program attendance	0
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	68,306
4.2	Adult Non-fiction Books	43,873
4.3	Total Adult Books (Total questions 4.1 & 4.2)	112,179
4.4	Children's Fiction Books	63,896
4.5	Children's Non-fiction Books	15,277
4.6	Total Children's Books (Total questions 4.4 & 4.5)	79,173
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	191,352

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	56,448
4.9	Circulation of Children's Other Materials	8,415
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	64,863
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	256,215

ELECTRONIC USE

4.12	Use of Electronic Material	106,197
4.13	Successful Retrieval of Electronic Information	73,282
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	179,479
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	362,412
4.16	Total Collection Use (Total questions 4.13 & 4.15)	435,694
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	87,588
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	11,816
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	35,014
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	73,622
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	343,695
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Bruce Sullivan
5.11	IT contact's telephone number (enter 10 digits only (845) 485-3445 and hit the Tab key)	
5.12	IT contact's email address	bsullivan@poklib.org

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per
workweek used to compute FTE for all paid library
personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	23.00
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	57.15
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	81.15
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14 FTE - Entry Level Librarian
(certified) 1

6.15	Salary - Entry Level Librarian (certified)	\$57,954
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$131,150
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

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

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

- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

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

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

8.1	Main Library	1
8.2	Branches	2
8.3	Bookmobiles	1
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	4

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	62.00
8.8	Minimum Weekly Total Hours - Bookmobiles	5.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	132.00
8.10	Annual Total Hours - Main Library	3,268.50
8.11	Annual Total Hours - Branch Libraries	3,981.50
8.12	Annual Total Hours - Bookmobiles	520.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	7,770.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus	Yes

	(COVID-19) pandemic?	
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No
CV9	Number of Weeks an Outlet Had Limited Occupancy	0

Due to COVID-19

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- | | | |
|-----|--|---------------------------|
| 1. | Outlet Name | Adriance Memorial Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 93 Market Street |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Poughkeepsie |
| 6. | Zip Code | 12601 |
| 7. | Phone (enter 10 digits only) | (845) 485-3445 |
| 8. | Fax Number (enter 10 digits only) | (845) 485-3789 |
| 9. | E-mail Address | administration@poklib.org |
| 10. | Outlet URL | www.poklib.org |
| 11. | County | NY |
| 12. | School District | Poughkeepsie |
| 13. | Library System | Mid-Hudson Library System |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 3,269 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 16a | Number of weeks an outlet closed due to COVID-19 | 0 |

- 16b Number of weeks an outlet had limited occupancy due to COVID-19 0
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
18. Is the meeting space available for public use even when the outlet is closed? N
19. Total number of non-library sponsored programs, meetings and/or events at this outlet 140
20. Enter the appropriate outlet code (select one): LO
21. Who owns this outlet building? Library Board
22. Who owns the land on which this outlet is built? Library Board
23. Indicate the year this outlet was initially constructed 1898
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2009
25. Square footage of the outlet 42,000
26. Number of Internet Computers Used by General Public 35
27. Number of uses (sessions) of public Internet computers per year 38,076
- 27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count
28. Type of connection on the outlet's public Internet computers Fiber
29. Maximum download speed of connection on the outlet's 9 Greater than or equal to 25 mbps and less than 50 mbps

	public Internet computers	
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	26,966
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	Y
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Boardman Road Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	141 Boardman Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12603
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 462-1956
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Arlington
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR

- | | | |
|-----|--|---------------|
| 15. | Public Service Hours Per Year for This Outlet | 3,128 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 16a | Number of weeks an outlet closed due to COVID-19 | 0 |
| 16b | Number of weeks an outlet had limited occupancy due to COVID-19 | 0 |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |
| 18. | Is the meeting space available for public use even when the outlet is closed? | Y |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | |
| 20. | Enter the appropriate outlet code (select one): | LO |
| 21. | Who owns this outlet building? | Library Board |
| 22. | Who owns the land on which this outlet is built? | Library Board |
| 23. | Indicate the year this outlet was initially constructed | 1950 |
| 24. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more | 2014 |
| 25. | Square footage of the outlet | 25,000 |
| 26. | Number of Internet Computers Used by General Public | 15 |
| 27. | Number of uses (sessions) of public Internet computers per year | 9,440 |

27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	10,769
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Rover
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 Market Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789

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

26.	Number of Internet Computers Used by General Public	0
27.	Number of uses (sessions) of public Internet computers per year	0
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	The library does not offer WiFi to patrons
33.	Wireless Sessions	0
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	1
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Sadie Peterson Delaney African Roots Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	29 North Hamilton Street
4.	Outlet Street Address Status	00 (for no change)

5.	City	Poughkeepsie
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Poughkeepsie
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	854
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	
20.	Enter the appropriate outlet code (select one):	LR
21.	Who owns this outlet building?	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	1915

24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2022
25.	Square footage of the outlet	1,500
26.	Number of Internet Computers Used by General Public	3
27.	Number of uses (sessions) of public Internet computers per year	N/A
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	N/A
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022) 13

NUMBER OF TRUSTEES AND TERMS

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

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 11

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name Dianne
10.10 Last Name Blazek
10.11 Mailing Address 8 Old Silvermine Place

- | | | |
|-------|---|-----------------------|
| 10.12 | City | Poughkeepsie |
| 10.13 | Zip Code (5 digits only) | 12603 |
| 10.14 | Phone (enter 10 digits only) | (845) 485-6714 |
| 10.15 | E-mail Address | blazekd@optonline.net |
| 10.16 | Term Begins - Month | January |
| 10.17 | Term Begins - Year (yyyy) | 2021 |
| 10.18 | Term Expires - Month | December |
| 10.19 | Term Expires - Year (yyyy) | 2025 |
| 10.20 | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 10.21 | The date the Oath of Office was taken (mm/dd/yyyy) | 12/22/2020 |
| 10.22 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/05/2021 |
| 10.23 | Is this a brand new trustee? | N |

Please Note: last year's answers for repeating groups cannot be displayed.

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

1. Status
2. First Name of Board Member
3. Last Name of Board Member

4. Mailing Address
5. City
6. Zip Code (5 digits only)
7. E-mail address
8. Office Held or Trustee
9. Term Begins - Month
10. Term Begins - Year (year)
11. Term Expires
12. Term Expires - Year (yyyy)
13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
14. The date the Oath of Office (mm/dd/yyyy) was taken
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name Dianne Blazek
2. Has the trustee participated
in trustee education in the N
last calendar year (2022)?

1. Trustee Name Moira Fitzgibbons

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Laurel Spuhler

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Jonathan McPhee

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Chip Hogg

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Patricia Ferrer

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Sean Eagleton

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Jim Nurre

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Debbie Nichols

2. Has the trustee participated
in trustee education in the
last calendar year (2022)? N

1. Trustee Name Mary Moore
2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Patricia Ryan
2. Has the trustee participated in trustee education in the last calendar year (2022)? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

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

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds City
 2. Name of funding County, Municipality or School District City of Poughkeepsie
 3. Amount \$3,429,928
 4. Subject to public vote held in reporting year or in a previous reporting year(s). Y
 5. Written Contractual Agreement N
-
1. Source of Funds Town

2.	Name of funding County, Municipality or School District	Town of Poughkeepsie
3.	Amount	\$4,838,417
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$8,268,345

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$22,444
11.4	Record all Central Library Services Aid monies received from system headquarters	\$265,613
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$288,057

OTHER STATE AID

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

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0

11.12 **TOTAL FEDERAL AID**
(Add Questions 11.10 and 11.11) \$0

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$179,376

11.15 Fund Raising \$0

11.16 Income from Investments \$10,437

11.17 Library Charges \$31,001

11.18 Other \$222,581

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$443,395

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$8,999,797

11.21 **BUDGET LOANS** \$0

Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$0

11.23 From Other Funds \$1,108,330

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$1,108,330

11.25 **BALANCE IN OPERATING FUND -** Beginning Balance for Fiscal Year Ending 2022 \$0
(Same as Question 12.39 of previous year if fiscal year has not changed)

11.26 **GRAND TOTAL
RECEIPTS, BUDGET
LOANS, TRANSFERS
AND BALANCE** (Add \$10,108,127
Questions 11.20, 11.21,
11.24 and 11.25; Same as
Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,828,073
12.2	Other Staff	\$2,670,516
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$4,498,589
12.4	Employee Benefits Expenditures	\$1,954,799
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$6,453,388

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$370,364
12.7	Electronic Materials Expenditures	\$64,786
12.8	Other Materials Expenditures	\$122,683
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$557,833

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$112,510
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12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$112,510

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$71,875
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$71,875
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$581,349
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$653,224

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$61,147
12.19	Telecommunications	\$87,922
12.20	Postage and Freight	\$15,722
12.21	Professional & Consultant Fees	\$183,436
12.22	Equipment	\$12,029
12.23	Other Miscellaneous	\$343,748
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$704,004

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$129,583
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$1,334,238
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$1,334,238

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$1,334,238
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$9,944,780

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$9,944,780
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$163,347
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS &	\$10,108,127

BALANCE (Add Questions
12.38 and 12.39; same as
Question 11.26)

ASSURANCE

12.41 The Library operated in
accordance with all
provisions of Education
Law and the Regulations of
the Commissioner, and
assures that the "Annual
Report" was reviewed and
accepted by the Library
Board on (date -
mm/dd/yyyy). 03/29/2023

FISCAL AUDIT

12.42 Last audit performed
(mm/dd/yyyy) 04/27/2022

12.43 Time period covered by this
audit (mm/dd/yyyy) - 01/01/2021 - 12/31/2021
(mm/dd/yyyy)

12.44 Indicate type of audit (select
one): Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local
Government Sources \$0

13.2 All Other Revenues from
Local Sources \$0

13.3 **Total Revenues from Local
Sources** (Add Questions \$0
13.1 and 13.2)

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$221,649
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$221,649

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$3,750

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0

14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$3,750
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$3,750
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2022	\$217,899
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$221,649

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations
90.4

Central Library Services Aid
is a flat sum of \$0.32 cents per
capita of population within the
chartered area of service of
such library system with a
minimum amount of

\$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

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

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2022. Do not report funds spent by the public library system on the Library's behalf.

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

15.1.1 Total Full-Time Equivalents (FTE) 0

15.1.2 Total Expenditure for Professional Salaries \$0

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

- 15.1.3 Total Full-Time Equivalents (FTE) 0
- 15.1.4 Total Expenditures for Other Staff Salaries \$0
- 15.1.5 **Employee Benefits:**
Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$0
- 15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. Y

Please Note: last year's answers for repeating groups cannot be displayed.

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

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

- 1. Expenditure Category Telecommunications
- 2. Provider of Services Verizon
- 3. Expenditure \$1,872

- 1. Expenditure Category Delivery/courier services
- 2. Provider of Services MHLS
- 3. Expenditure \$86,715

- 1. Expenditure Category Delivery/courier services
- 2. Provider of Services Empire Delivery
- 3. Expenditure \$2,611

- 15.1.7 Total Expenditure - Purchased Services \$91,198
- 15.1.8 **Supplies and Materials:**
Did the central/co-central library expend funds for supply items, postage, adult N

nonfiction and foreign
language library materials,
or equipment and
furnishings with a unit cost
less than \$5,000? Enter Y
for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

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

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

- | | | |
|---------|---|--|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$10,051 |
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$98,372 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | \$65,992 |
| 15.1.9 | Total Expenditure -
Supplies and Materials | \$174,415 |
| 15.1.10 | Travel Expenditures: Did
the central/co-central library
expend funds for travel?
Enter Y for Yes, N for No. | N |

Please Note: last year's answers for repeating groups cannot be displayed.

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

- | | | |
|---------|---|-----|
| 1. | Type of travel | N/A |
| 2. | Expenditure | N/A |
| 15.1.11 | Total Expenditures -
Travel | \$0 |
| 15.1.12 | Equipment and
Furnishings: Did the
central/co-central library | N |

expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

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

- | | | |
|----------|--|---|
| 1. | Type of item | N/A |
| 2. | Quantity | N/A |
| 3. | Unit cost | N/A |
| 4. | Expenditure | N/A |
| 15.1.13 | Total Expenditure - Equipment and Furnishings | \$0 |
| 15.1.14 | Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13) | \$265,613 |
| 15.1.15 | Cash Balance at the Opening of the Fiscal Year (total 15.1.15a + 15.1.15b)
NOTE: The opening balance must be the same as the closing balance of the previous year. | \$0 |
| 15.1.15a | CBA Cash Balance at the Opening of the Fiscal Year | |
| 15.1.15b | CLDA Cash Balance at the Opening of the Fiscal Year. | |
| 15.1.16 | Total Allocation received from the system: | \$265,613 |
| 15.1.17 | Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15) | \$0 |
| 15.1.18 | Final Narrative: Provide a brief narrative, no more than five hundred (500) words, | Continued to support system-wide access to electronic content, enhancements to the online catalog, and delivery of physical materials among member. |

describing the major activities carried out with these State Aid Funds.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	21.00
16.2	Total Librarians	21.00
16.3	All Other Paid Staff	50.01
16.4	Total Paid Employees	71.01
16.5	State Government Revenue	\$288,057
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$443,395
16.8	Total Operating Revenue	\$8,999,797
16.9	Other Operating Expenditures	\$1,486,811
16.10	Total Operating Expenditures	\$8,498,032
16.11	Total Capital Expenditures	\$116,260
16.12	Print Materials	170,688
16.12a	Total Physical Items in Collection	199,435
16.13	Total Registered Borrowers	36,059
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	53
16.16	Total Uses (sessions) of Public Internet Computers Per Year	47,516
16.17	Wireless Sessions	37,735
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	3200135360
17.2	<i>Interlibrary Relationship Code</i>	ME

17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	MO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CD1
17.7	<i>FSCS ID</i>	NY0230
17.8	<i>SED CODE</i>	131500700001
17.9	<i>INSTITUTION ID</i>	800000053282

SUGGESTED IMPROVEMENTS

Library Name: Poughkeepsie Public Library District

Library System: Mid-Hudson Library System

Name of Person Completing Form: Tom Lawrence

Phone Number: (845) 485-3445

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

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

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