POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES
Wednesday, January 24, 2024
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: Ryan and Spuhler

I. Call to Order, Roll Call, Approval of the Agenda *(D. Blazek)*

II. Public Comment on Agenda Items

III. Board Education: None

IV. Minutes of Previous Meeting(s)
    A. December 20, 2023 *(T. Lawrence; #012424 – 1)*

V. Financial Report(s)
    A. November 2023 *(B. Lynch; #012424 – 2; to be distributed at the meeting)*
    B. Approval of Monthly Warrant *(B. Lynch; #012424 – 2.1; to be distributed at the meeting)*

VI. Operational Reports
    A. Administrative Report and Statistics *(Staff; #012424 – 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; #012424 – 4; to be distributed at the meeting)*
    B. Unfinished/Old Business
        1. Proposed Modification of Operational Hours *(T. Lawrence; #012424 – 5)*
    C. New Business
        1. Approval of PPLD – FPPLD Annual Agreement *(T. Lawrence; #012424 – 6)*
        2. Approval of FPPLD Lease Agreement *(T. Lawrence; 012424 – 7)*

        2. Open Comment
    A. Board Comment
    B. Public Comment on General Library District Affairs

Adjournment

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of December 20, 2023

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

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** New Business Item added.
- **Move/Seconded:** Spuhler, Eagleton.
- **VOTE:** 11 – 0 – 0

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

III. **Board Education:** None.

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

A. **November 29, 2023 (PPLD Document #122023 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 29, 2023.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

V. **Approval of Financial Actions**

A. **November 2023 Financial Activity Report (PPLD Document #122023 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2023 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** Lynch explained a discrepancy in the recording of the Schlobach money. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

B. **Approval of Monthly Warrant (PPLD Document #122023 – 2.1)**

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

  Vouchers 67516 to 67677 in Warrant 20231220 totaling $128,363.80

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

Vouchers 67501 to 67550 in Warrant 20231215 totaling $33,490.67

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

VI. **Operational Reports**

A. **Administrative Reports & Statistics (PPLD Document #122023 – 3)**

- Lawrence reported on: the end of the Big Read for 2023; Author visit by Gregory Mone; Art Effect Collaboration; Boys in the Boat movie; Next year's Big Read; Board acceptance of donations; role of Finance Committee; donations we have recently received; statistics; digital collection; Audio CD collection; Holiday programming; the current Rotunda; the Rotunda schedule; and the 2024 Book Festival.

B. **President's Report:** President Blazek reminded the Trustees that fiduciary training is available through Mid-Hudson and responses she had from the Boys in the Boat movie.

C. **Board Committee Reports:** None.

D. **Friends of PPLD:** President Vazquez reported on: November sales; December sales; the upcoming January sale; issues with book dealers; Early Bird tickets at Holiday Sale; and checks for the Library.

VII. **Board Action**

A. **Personnel Actions: (PPLD Document #122023 – 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
Sumita Marella	Library Clerk (FT)	Probationary Appointment	1/15/2024	$40,810/yr
Barbara Lynch	Business Manager (FT)	Retirement	12/29/2023	N/A
Barbara Lynch	Business Manager (PT)	Permanent Appointment	1/1/2024	$53.92/yr
Susan Minard	Library Clerk (PT)	Probationary Appointment	1/2/2024	$22.42/hr

- **Moved/Seconded:** Ferrer, Hogg.
- **Discussion:** Lawrence explained the need for each of the actions.
- **VOTE:** 11 – 0 – 0

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

C. **New Business**

1. **2024 Official Designations (PPLD Document #122023 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2024 Official Designations as described in PPLD Document #122023 – 5A.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lawrence explained each of the designations and the reasons they need approval. He adjusted the committee assignments by removing Debbie Nichols and adding Jim Nurre to the Board Development and Policy Committee.
- **VOTE:** 11 – 0 – 0

2. **2024 Officers of the Board of Trustees (PPLD Document #122023 – 6)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the slate of officers for 2024 as described below.
- **Moved/Seconded:** Nurre, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

VIII. **Open Comment**

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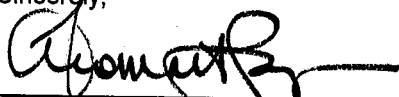
B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 - 0 - 0
- **Time of Adjournment:** 8:02 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January, 24 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
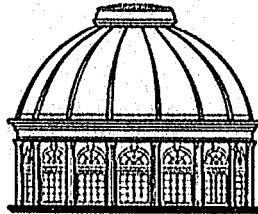
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of December 2023 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 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

November 2015

General Fund (Fund A; $1,013,468)

- Receipts for the month totaled $68,173 which included $2,250 in library charges, $1,217 interest and $57,701 in donations.
- Disbursements for the month totaled $1,474,241 which included $635,965 in salary and benefit expenses and $673,363 in debt service payments to the City and Town of Poughkeepsie.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund $ 280,595
  - McCalley Fund   52,000
  - Swartz Fund   70,282

Special Revenue Fund (Fund CM; $1,028,244)

- Receipts for the month totaled $69,696 which included $1,705 in interest and $15,000 from the Friends of PPLD (Strba Trust) in support of children and teens, $20,000 from Mario Occhialino, and $20,000 from Robert Lund for the Dr. Patricia Ann Zirkel Lund Fund in support of maternal and child health and nursing.
- The receipts also reflect a net increase of $4,099 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund $604,957
  - Occhialino Fund   51,500
  - Lund Fund   25,000

Capital Fund (Fund H; $35,266)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) $87
  - Cash from Obligations – BOND Proceeds   504

Permanent Funds (Fund PN; $492,531)

- 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; $56,153)

- Receipts for the month included interest of $571.
- Disbursements for the month included $673,363 in debt service payments to the City and Town of Poughkeepsie.

Poughkeepsie Public Library District

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GENERAL FUND YEAR TO DATE
EXPENSE REPORT DECEMBER 2023

FOR 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,453,179	4,515,149	4,592,427.55	545,012.45	32,825.61	-110,104.16	102.4%
22 EQUIP & CAPITAL OUTL	68,500	130,882	89,098.68	4,313.06	39.94	41,743.74	68.1%
30 MATERIALS	497,275	503,093	449,191.00	39,686.11	35,096.79	18,805.60	96.3%
32 INFORMATION SVC	80,024	66,623	66,444.36	.00	.00	178.44	99.7%
50 OPERATIONS	1,486,432	1,417,906	1,393,704.16	120,914.31	40,428.02	-16,225.93	101.1%
51 AUTOMATION	137,401	137,311	131,609.40	.00	1,461.30	4,240.30	96.9%
91 EMPLOYEE BENEFITS	1,967,749	2,210,910	2,379,403.51	90,952.99	1,082.16	-169,575.67	107.7%
92 DEBT SER	1,338,400	1,338,400	1,338,400.02	673,362.51	.00	-.02	100.0%
93 INTERFUND TRAN	0	0	3,144.10	.00	.00	-3,144.10	100.0%
GRAND TOTAL	10,028,960	10,320,275	10,443,422.78	1,474,241.43	110,933.82	-234,081.80	102.3%

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

WARRANT: 20231215 12/15/2023   DUE DATE: 12/15/2023

FUND	ORG		ACCOUNT			AMOUNT	AVLB BUDGET
A	A00000	General Fund Expen A	.7410.000.00.54530	.A222	Rental-Staff Parking 9	800.00	.00
A	A00000	General Fund Expen A	.7410.000.00.54694	.	Other Operational Expe	655.00	-3,455.08
A	A00000	General Fund Expen A	.7410.000.00.54694	.C814	Other Oper Exp-Bookmob	450.00	70.00
A	A00000	General Fund Expen A	.7410.000.00.54710	.	Vehicle Operations	153.34	1,078.79
A	A11100	CLDA Reimbursable A	.7410.111.00.54310	.	Telephone Central Libr	100.49	-853.16
A	A20000	Building Services A	.7410.200.00.54693	.	Other Oper-Trash	635.34	-789.68
A	A60000	Information Tech A	.7410.600.00.54320	.A239	INTERNET SERVICES-ECF	680.92	380.38
A	A60000	Information Tech A	.7410.600.00.54320	.A248	INTERNET-Comm. Wi-Fi-J	303.92	8,168.24
A	A71000	Adriance A	.7410.710.00.54310	.	Telephone Adriance	948.35	529.90
A	A71000	Adriance A	.7410.710.00.54320	.	Internet Services Adri	2,974.00	3,931.00
A	A71000	Adriance A	.7410.710.00.54320	.A235	Internet Serv-Hot Spot	602.70	80.00
A	A71000	Adriance A	.7410.710.00.54500	.	Fuel & Utilities AML	13,463.82	-32,234.58
A	A73000	Boardman Road Bran A	.7410.730.00.54310	.	Telephone - Boardman	145.93	-16.62
A	A73000	Boardman Road Bran A	.7410.730.00.54320	.	Internet Services- Boa	1,000.00	-792.32
A	A73000	Boardman Road Bran A	.7410.730.00.54500	.	Fuel & Utilities -Boar	5,029.46	-25,596.09
A	A74000	Sadie Peterson Del A	.7410.740.00.54320	.	INTERNET SERVICES	77.98	3,280.24
A	A74000	Sadie Peterson Del A	.7410.740.00.54320	.A203	INTERNET SERVICES-GREE	1,701.10	-4,887.30
A	A74000	Sadie Peterson Del A	.7410.740.00.54530	.A203	RENTAL OF QUARTERS - G	3,768.32	-771.34

FUND TOTAL   33,490.67

WARRANT SUMMARY TOTAL   33,490.67

GRAND TOTAL   33,490.67

WARRANT: 20231220 12/20/2023   DUE DATE: 12/20/2023

FUND	ORG			ACCOUNT			AMOUNT	AVLB BUDGET
A	A00000	General Fund Expen	A	.7410.000.00.52800 .		Furniture,Fixtures & E	1,918.11	-144.99
A	A00000	General Fund Expen	A	.7410.000.00.54300 .		Office & Library Suppl	864.36	739.45
A	A00000	General Fund Expen	A	.7410.000.00.54340 .		PR & PRINTING - GENERA	1,902.98	3,123.02
A	A00000	General Fund Expen	A	.7410.000.00.54353 .		Cont Ed/Webinar	238.29	3,169.73
A	A00000	General Fund Expen	A	.7410.000.00.54692 .		Other Oper-Water	2,088.78	-73.44
A	A00000	General Fund Expen	A	.7410.000.00.59061 .		Medicare B Reimb	5,408.60	164.70
A	A10000	Administration	A	.7410.100.00.54370 .		Professional Fees - Ad	750.00	.00
A	A11100	CLDA Reimbursable	A	.7410.111.00.54100	.A211	CBA Books - Digital	3,867.21	6,961.20
A	A20000	Building Services	A	.7410.200.00.54300 .		Custodial Supplies	1,029.96	369.06
A	A20000	Building Services	A	.7410.200.00.54370 .		Professional Fees- Bld	2,980.25	1,976.75
A	A20000	Building Services	A	.7410.200.00.54390 .		Rental, Repair & Maint	27.44	1,275.47
A	A20000	Building Services	A	.7410.200.00.54523 .		Landscaping/Grounds Ma	1,775.00	2,204.09
A	A20000	Building Services	A	.7410.200.00.54690 .		Snow Removal - Patron	1,261.40	1,573.58
A	A20000	Building Services	A	.7410.200.00.54690	.A204	Snow Removal - Staff C	1,552.22	1,034.76
A	A20000	Building Services	A	.7410.200.00.54690	.A222	Snow Removal - 96 Mark	513.74	2,990.51
A	A20000	Building Services	A	.7410.200.00.54691 .		HVAC-MECH/ELEC/PLUMBIN	1,804.00	15,658.59
A	A20000	Building Services	A	.7410.200.00.54694 .		Cleaning	1,654.31	160.00
A	A20300	Greene Services	A	.7410.203.02.54100 .		BOOKS	670.58	11,891.37
A	A20300	Greene Services	A	.7410.203.02.54100	.A211	Books-Digital	5,276.14	-3,804.34
A	A20300	Greene Services	A	.7410.203.02.54110	.A211	VIDEO & FILMS	5,113.82	.00
A	A20300	Greene Services	A	.7410.203.02.54292 .		PROGRAMMING	1,585.05	664.66
A	A20300	Greene Services	A	.7410.203.02.54292	.A101	PROGRAMMING-Big Read	8,263.62	89.40
A	A20300	Greene Services	A	.7410.203.02.54292	.A211	PROGRAMMING-Digital	140.50	-48.80
A	A20300	Greene Services	A	.7410.203.02.54340 .		PR & Printing-Rotunda	9,705.20	.00
A	A30000	Advancement Servic	A	.7410.300.00.54292	.A101	Big Read Programming	19,858.14	180.62
A	A30000	Advancement Servic	A	.7410.300.00.54300 .		Advancement Services S	551.40	675.96
A	A30000	Advancement Servic	A	.7410.300.00.54330 .		Bulk Mailing Postage	4,877.93	64.92
A	A30000	Advancement Servic	A	.7410.300.00.54340 .		PR & Printing- Rotunda	616.59	-597.36
A	A30000	Advancement Servic	A	.7410.300.00.54370 .		Professional Fees	29.00	-3,772.54
A	A41000	Adult Services	A	.7410.410.00.54292 .		Programming Adult Svc	813.89	1,050.54
A	A41000	Adult Services	A	.7410.410.00.54292	.A214	PROGRAMMING -Spanish	1,177.82	18.30
A	A41000	Adult Services	A	.7410.410.00.54292	.A242	PROGRAMMING-Plaza Comu	2,180.00	-1,619.24
A	A41000	Adult Services	A	.7410.410.00.54292	.A243	Programming-Seed Libra	94.15	250.67
A	A41000	Adult Services	A	.7410.410.00.54292	.A250	PROGRAMMING-Senior Sup	4,172.59	827.41
A	A44000	Collection Service	A	.7410.440.00.54100 .		Collection Serv Books	16,206.98	7,583.21
A	A44000	Collection Service	A	.7410.440.00.54110 .		Collection Serv Video	2,078.59	566.60
A	A44000	Collection Service	A	.7410.440.00.54120 .		Music & Audio	5,404.99	15,726.36
A	A44000	Collection Service	A	.7410.440.00.54370 .		Collections Agency Fee	419.40	1,268.50
A	A45000	Youth Services	A	.7410.450.00.54292 .		Programming Youth	3,672.64	239.63
A	A45000	Youth Services	A	.7410.450.00.54292	.A233	Programming - Youth (O	95.08	2,496.45
A	A50000	Business Office	A	.7410.500.00.54370 .		Professional Fees - Bu	700.00	-2,673.37
A	A60000	Information Tech	A	.7410.600.00.52800 .		Equipment IT	1,924.55	579.28
A	A60000	Information Tech	A	.7410.600.00.52800	.A239	Furniture,Fixtures & E	470.40	-1,117.25
A	A60000	Information Tech	A	.7410.600.00.54370 .		Professional Fees- Sof	-299.98	1,357.11
A	A60000	Information Tech	A	.7410.600.00.54390 .		Rental, Repair & Maint	573.65	-42.90
A	A71000	Adriance	A	.7410.710.00.54131 .		Newspapers	222.40	-526.29
A	A71000	Adriance	A	.7410.710.00.54330 .		Postage AML	154.50	2,364.81
A	A73000	Boardman Road Bran	A	.7410.730.00.54131 .		Newspapers - Boardman	866.28	.00
A	A73000	Boardman Road Bran	A	.7410.730.00.54320 .		Internet Services- Boa	208.45	-593.34

WARRANT: 20231220 12/20/2023   DUE DATE: 12/20/2023

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A A73000 Boardman Road Bran A	.7410.730.00.54500 .	Fuel & Utilities -Boar	902.80	-25,596.09
		FUND TOTAL	128,363.80	
		WARRANT SUMMARY TOTAL	128,363.80	
		GRAND TOTAL	128,363.80	

WARRANT: 20231229 12/29/2023   DUE DATE: 12/29/2023

FUND	ORG		ACCOUNT			AMOUNT	AVLB BUDGET
A	A00000	General Fund Expen A	.7410.000.00.54300 .		Office & Library Suppl	404.10	800.03
A	A20000	Building Services A	.7410.200.00.54300 .		Custodial Supplies	114.87	521.45
A	A20000	Building Services A	.7410.200.00.54691 .		HVAC-MECH/ELEC/PLUMBIN	423.30	15,338.59
A	A42000	Technical Services A	.7410.420.00.54300 .		Technical Ser Supplies	573.68	.22
A	A60000	Information Tech A	.7410.600.00.54320 .A248		INTERNET-Comm. Wi-Fi-J	23.25	8,369.99
A	A60000	Information Tech A	.7410.600.00.54390 .		Rental, Repair & Maint	13.61	-20.22
					FUND TOTAL	1,552.81	

WARRANT SUMMARY TOTAL	1,552.81	
GRAND TOTAL	1,552.81	

Poughkeepsie Public Library District

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GENERAL FUND REVENUE FUND YEAR TO DATE
REVENUE REPORT DECEMBER 2023

FOR 2023 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	7,251,904	7,251,061	7,251,061.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,238,400	1,238,400	1,238,400.00	.00	.00	100.0%
42082 LIBRARY CHARGES	10,000	15,000	24,674.34	2,250.01	-9,674.34	164.5%
42401 INTEREST EARNINGS	17,500	17,500	67,324.81	1,217.49	-49,824.81	384.7%
42705 DONATIONS	100,000	160,500	153,346.14	57,701.04	7,153.86	95.5%
42752 ANNUAL APPEAL	32,500	32,500	25,521.43	.00	6,978.57	78.5%
42753 DONATIONS IN KIND	81,983	81,983	81,983.00	6,831.99	.00	100.0%
42760 GRANTS	50,000	123,273	23,487.35	172.00	99,785.45	19.1%
42771 PAYMENT IN LIEU OF TAXES	173,000	205,424	205,424.21	.00	-.21	100.0%
42777 E RATE INCOME	60,000	110,000	35,106.15	.00	74,893.85	31.9%
42800 MISCELLANEOUS INCOME	15,000	15,000	26,791.25	.00	-11,791.25	178.6%
43840 CENTRAL LIBRARY DEVELOPMENT	257,779	265,613	266,199.00	.00	-586.00	100.2%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	2,255.30	.00	21,650.70	9.4%
44401 FEDERAL AID - HEALTH	0	9,000	.00	.00	9,000.00	.0%
45031 TRANSFERS IN	716,988	771,615	.00	.00	771,615.00	.0%
GRAND TOTAL	10,028,960	10,320,775	9,401,573.98	68,172.53	919,200.82	91.1%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 12

FUND: A GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	A	12010	General Fund Operating	-333.10	1,779.86
	A	12020	General Fund Payroll	-421.75	233.31
	A	12023	General Fund Money Market	-25,172.65	136,146.67
	A	12040	Credit Card Transactions	561.72	1,535.67
	A	12051	Flex 125 Money Market	-944.22	1,372.12
	A	12100	Petty Cash	333.10	11,876.78
	A	12101	Cash in Machines	.00	502.00
	A	12300	Cash Special Reserves	713.12	280,595.33
	A	12400	CASH SPECIAL RESERVES-SWARTZ	178.62	70,282.18
	A	13501	Grants Receivable	.00	15,165.56
	A	13910	Due From Other Funds	-673,362.51	493,978.05
			TOTAL ASSETS	**-698,447.67**	**1,013,467.53**
LIABILITIES					
	A	26000	Accounts Payable	20.88	-56,008.74
	A	26012	Payroll Liabilities	-219,835.00	-219,835.00
	A	26020	Flex125 Exchange	1,170.39	-517.64
	A	26021	Benefits Exchange	-3,876.98	6,150.36
	A	26030	General Fund Exchange	-1,007.00	-2,851.17
	A	26100	State Retirement Exchange	.00	88.00
	A	26300	Due To Other Funds	-430,000.00	-430,088.39
	A	26370	State Retirement Accrual	-54,093.52	-602,968.64
			TOTAL LIABILITIES	**-707,621.23**	**-1,306,031.22**
FUND BALANCE					
	A	35100	Budgeted Revenues	11,000.00	10,320,774.80
	A	35210	Encumbrances (+ PYCF)	-357,416.06	110,933.72
	A	35220	Expenditures (+ PYCF)	1,474,241.43	10,567,834.31
	A	38210	Encumbrance Reserve (+ PYCF)	357,416.06	-110,933.72
	A	38670	Compensated Absences Reserve	.00	-47,000.00
	A	39090	Unreserved Fund Balance	.00	529,769.34
	A	39110	Fund Balance Start of Year	.00	-604,105.64
	A	39600	Appropriations (+ PYCF)	-11,000.00	-10,437,537.82
	A	39800	Revenues Received	-68,172.53	-9,401,573.98
	A	39915	Assign for future prgrms	.00	-635,597.32
			TOTAL FUND BALANCE	**1,406,068.90**	**292,563.69**
			TOTAL LIABILITIES + FUND BALANCE	**698,447.67**	**-1,013,467.53**

Poughkeepsie Public Library District

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BALANCE SHEET FOR 2023 12

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	-304,407.89	589,040.35
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	374,103.60	438,928.18
		TOTAL ASSETS		69,695.71	1,028,243.61
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	-69,695.71	-546,214.34
		TOTAL FUND BALANCE		-69,695.71	-361,092.78
	TOTAL LIABILITIES + FUND BALANCE			-69,695.71	-1,028,243.61

Poughkeepsie Public Library District

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BALANCE SHEET FOR 2023 12

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	86.82
	H	12200	Cash From Obligations	1.28	504.06
	H	13502	Discount Pledge Receivable	.00	.30
	H	13910	Due From Other Funds	.00	34,635.79
			TOTAL ASSETS	1.28	35,265.80
LIABILITIES					
	H	26000	Accounts Payable	.00	-.40
	H	26300	Due To Other Funds	.00	-58,098.21
			TOTAL LIABILITIES	.00	-58,098.61
FUND BALANCE					
	H	35100	Estimated Revenues	.00	252,715.39
	H	39110	Fund Balance Unreserved	.00	22,845.40
	H	39600	Appropriations	.00	-252,715.39
	H	39800	Revenues	-1.28	-12.59
			TOTAL FUND BALANCE	-1.28	22,832.81
			TOTAL LIABILITIES + FUND BALANCE	-1.28	-35,265.80

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 12

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: PN PERMANENT FUND					
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	4,103.60	374,131.68
	PN	12015	Schwartz Fund	.00	10,964.91
	PN	12201	Dobo Fund	.00	37,047.81
	PN	13910	Due from other funds	.00	16,611.74
		TOTAL ASSETS		4,103.60	492,531.14
LIABILITIES					
	PN	26300	Due to other funds	-4,103.60	-13,713.29
		TOTAL LIABILITIES		-4,103.60	-13,713.29
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
		TOTAL FUND BALANCE		.00	-478,817.85
		TOTAL LIABILITIES + FUND BALANCE		-4,103.60	-492,531.14

Poughkeepsie Public Library District

BALANCE SHEET FOR 2023 12

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-672,791.88	128,538.25
V	13910	DUE FROM OTHER FUNDS	.00	-184,691.45
	TOTAL ASSETS		-672,791.88	-56,153.20
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	673,362.51	309,500.02
	TOTAL LIABILITIES		673,362.51	309,500.02
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-215,126.55
V	39800	Revenues	-570.63	-18,939.27
	TOTAL FUND BALANCE		-570.63	-253,346.82
TOTAL LIABILITIES + FUND BALANCE			672,791.88	56,153.20
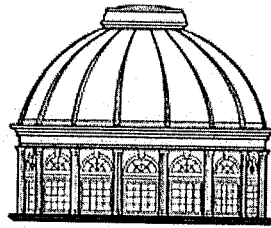
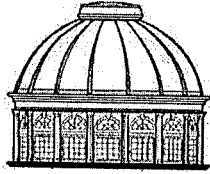# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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: '23 to '21	
	Dec	% of Total	YTD	% of Total	Dec	% of Total	YTD	% of Total	Change	% Change	Dec	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,367	26.89%	69,894	26.64%	5,331	27.50%	68,277	26.69%	1,617	2.37%	5,181	26.74%	66,743	26.22%	3,151	4.72%
Adult Non-Fiction	3,313	16.60%	43,642	16.63%	3,193	16.47%	43,725	17.09%	-83	-0.19%	3,515	18.14%	43,189	16.97%	453	1.05%
Fiction - Juvenile	5,087	25.48%	70,647	26.92%	4,327	22.32%	63,803	24.94%	6,844	10.73%	4,289	22.13%	60,068	23.60%	10,579	17.61%
Non-Fiction - Juvenile	1,162	5.82%	17,360	6.62%	1,070	5.52%	15,233	5.96%	2,127	13.96%	963	4.97%	16,101	6.33%	1,259	7.82%
Periodicals	174	0.87%	2,038	0.78%	188	0.97%	2,200	0.86%	-162	-7.36%	202	1.04%	2,571	1.01%	-533	-20.73%
Periodicals - Juvenile	36	0.18%	332	0.13%	8	0.04%	325	0.13%	7	2.15%	11	0.06%	308	0.12%	24	7.79%
Print Subtotal	15,139	75.84%	203,913	77.71%	14,117	72.82%	193,563	75.67%	10,350	5.35%	14,161	73.08%	188,980	74.24%	14,933	7.90%
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	5	0.03%	59	0.02%	3	0.02%	57	0.02%	2	3.51%	6	0.03%	128	0.05%	-69	-53.91%
Soundrecordings	573	2.87%	6,590	2.51%	629	3.24%	7,716	3.02%	-1,126	-14.59%	651	3.36%	8,570	3.37%	-1,980	-23.10%
Videorecordings	3,486	17.46%	42,989	16.38%	3,783	19.51%	45,747	17.88%	-2,758	-6.03%	3,908	20.17%	49,309	19.37%	-6,320	-12.82%
Media	3	0.02%	15	0.01%	0	0.00%	6	0.00%	9	0.00%	1	0.01%	19	0.01%	-4	0.00%
Software	13	0.07%	116	0.04%	5	0.03%	76	0.03%	40	52.63%	7	0.04%	128	0.05%	-12	-9.38%
Equipment/Realia	49	0.25%	619	0.24%	23	0.12%	287	0.11%	332	115.68%	8	0.04%	120	0.05%	499	415.83%
Suppressed Items	27	0.14%	272	0.10%	10	0.05%	264	0.10%	8	3.03%	22	0.11%	457	0.18%	-185	-40.48%
Videorecordings - Juvenile	494	2.47%	5,218	1.99%	556	2.87%	5,336	2.09%	-118	-2.21%	393	2.03%	4,727	1.86%	491	10.39%
Audiorecordings - Juvenile	32	0.16%	734	0.28%	97	0.50%	951	0.37%	-217	-22.82%	71	0.37%	747	0.29%	-13	-1.74%
Media - Juvenile	119	0.60%	1,735	0.66%	142	0.73%	1,677	0.66%	58	3.46%	134	0.69%	1,233	0.48%	502	40.71%
Software - Juvenile	21	0.11%	154	0.06%	22	0.11%	113	0.04%	41	36.28%	16	0.08%	135	0.05%	19	14.07%
Non-Print Subtotal	4,822	24.16%	58,501	22.29%	5,270	27.18%	62,230	24.33%	-3,729	-5.99%	5,217	26.92%	65,573	25.76%	-7,072	-10.78%
Total	19,961		262,414	100.00%	19,387		255,793		6,621	2.59%	19,378		254,553		7,861	3.09%

prepared 1/2/2024

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	22,915	20,358	20,716	22,678	24,889	25,227	21,787	21,976	21,469	19,961	262,348
Digital Content	9,746	8,165	8,989	9,250	9,705	9,361	10,721	10,090	9,291	11,316	10,317	11,171	118,122
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Total	30,498	27,785	31,904	29,608	30,421	32,039	35,610	35,317	31,078	33,292	31,786	31,132	380,470

PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,269	3,582	3,808	3,249	3,207	3,404	3,600	3,698	3,446	3,528	3,363	3,074	42,228
Boardman Road	1,842	1,533	1,540	1,471	1,532	1,487	2,094	2,238	2,228	2,280	2,079	1,922	22,246
Sadie Peterson Delaney	72	63	90	78	64	71	72	66	54	74	77	49	830
Total	6,183	5,178	5,438	4,798	4,803	4,962	5,766	6,002	5,728	5,882	5,519	5,045	65,304

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	844	909	1,009	799	796	960	720	869	720	1,514	933	777	10,850
Boardman Road	79	96	117	109	91	68	90	87	43	50	74	43	947
Sadie Peterson Delaney	8	2	0	0	4	8	2	6	1	2	1	4	38
Spanish Language Assistance	136	122	51	103	117	232	72	97	44	52	82	29	1,137
Total	1,067	1,129	1,177	1,011	1,008	1,268	884	1,059	808	1,618	1,090	853	12,972

ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	7,841	8,656	15,864	13,164	11,135	12,066	10,021	10,789	9,676	7,434	5,199	2,269	114,114
Calendar Hits - EventKeeper	4,722	6,824	6,394	6,001	5,369	8,371	4,927	7,398	7,236	8,247	9,423	1,753	76,665
Calendar Hits - Recite Me	393	290	485	435	385	426	334	404	336	374	441	529	4,832
Website Views	31,171	26,481	41,744	29,809	26,601	29,424	28,495	31,006	25,456	30,323	28,757	26,059	355,326
Total	44,127	42,251	64,487	49,409	43,490	50,287	43,777	49,597	42,704	46,378	43,820	30,610	550,937

PUBLIC COMPUTER & WIFI US	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	5,072	3,134	3,467	4,578	4,955	4,710	5,160	6,339	5,146	5,744	4,381	4,112	56,798
Boardman Road	1,697	1,554	1,749	1,501	1,524	1,666	1,738	1,807	1,799	1,782	1,619	1,548	19,984
Sadie Peterson	51	57	65	70	76	23	23	50	23	17	51	44	550
Total	6,820	4,745	5,281	6,149	6,555	6,399	6,921	8,196	6,968	7,543	6,051	5,704	77,332

PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	22	32	35	28	41	38	29	51	56	62	120	104	618
Boardman Road	0	0	0	0	1	0	0	0	0	0	0	0	1
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	22	32	35	28	42	38	29	51	56	62	120	104	619

NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	67	48	94	75	75	65	80	81	65	77	56	62	845

PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	229	294	233	253	199	241	255	241	270	257	166	2,827
Community Engagement	2	3	1	2	4	4	1	1	2	9	13	1	43
Non-Library District	9	9	11	8	5	18	13	9	9	18	17	15	141
Exams Proctored	17	13	19	21	25	35	24	33	15	16	18	20	256
MAP Passes	21	16	23	56	61	79	103	121	75	88	39	45	727
Rover Bookmobile Stops	4	2	1	2	3	8	16	14	11	17	12	9	99
Total	242	272	349	322	351	343	398	433	353	418	356	256	4,093

PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,397	2,875	2,692	3,757	2,976	2,508	2,495	11,256	4,357	3,915	6,198	2,943	47,369
Community Engagement	51	62	21	53	267	284	50	26	55	248	816	37	1,970
Non-Library District	64	99	124	91	70	357	90	120	34	1,514	1,792	206	4,561
Drop-In Room Use (Adriance)	67	105	116	107	119	123	95	127	104	105	104	111	1,283
Rover Bookmobile	68	28	18	34	178	636	660	747	304	248	409	364	3,694
Total	1,647	3,169	2,971	4,042	3,610	3,908	3,390	12,276	4,854	6,030	9,319	3,661	58,877

GENERAL ATTENDANCE (2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	14,716	13,657	11,481	165,858
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	8,754	114,980
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	248	3,088
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	20,483	283,926

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 December 2023

Department: Youth Services

Class visits:

12/4 - 11th grade class visits at PHS - AM
12/11 - 11th and 12th grade combined class visit at PHS - AP
12/13 - College Scholarship Presentation for seniors at PHS - AM
12/14 - Morse School 4th grade monthly visit at ADR - AF
12/15 - Morse School 2nd grade monthly visit at ADR - LA

Other Activity:

*Bilingual Early Literacy Tablets

We launched the three Bilingual Early Literacy tablets for circulation from ADR children's room - the tablets are very popular and patrons started checking them out on the very first day.

*KIndergarten Readiness Activity Boxes in the ADR children's room:

We have completed offering two cycles of kindergarten readiness activities which started this past summer. The Kindergarten station offers 5 - 7 hands-on activities with each focusing on a different set of early literacy skills that young children will need upon entering kindergarten. The activities are used regularly by parents with their children.

*Updating LibGuides on the Library's website.

Over the past few years, I created Libguides with other librarians, Kira Thompson and Martha Farrell, on a variety of topics for patrons' access. I am now in the process of updating the resources and the links to the new library catalog, Vega.
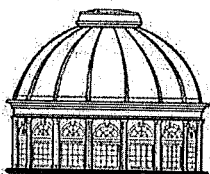
DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I
Time Period of Report: December 2023
Department: Borrower and Technical Services

Report Focus Area of Activity:

❖ *Borrower Services*

The end of the year includes a flurry of activity for the circulation department. Technical services staff worked very hard to receive all of the material for the end of year. Rover and staff were out to a holiday parade on 12/2 followed by outreach stops on 12/6, 12/7, 12/14, 12/19, 12/20, 12/21, 12/26, & 12/28. These include grocery store stops which have been going well despite the winter weather and hustle & bustle. We look forward to warmer months when patrons will be more willing to take their time and have a chat outside.

Staff have been expanding their skill sets: Henry has been training with Extension Services, for which we are very grateful. And Scoob has been training to help with Technical services tasks. Along with Sandra, they've gotten additional materials into the library of things collection as well to regular receiving processes.

The staff have been training to be as ready as possible for the new time keeping system, UKG, in the new year. Supervisors also had training via online webinar for the new system. We appreciate the encouragement that the administration has been providing.

Finally, the community experienced the unveiling of the new catalog, Discover. Circulation staff had the ability to familiarize themselves with it in order to help answer questions. Staff have gotten some feedback, unfortunately most of it was not very positive. Input has been sent to Mid-Hudson as appropriate.

With staff taking time to travel and enjoy the holidays, there was no Morning Meeting in December. That is planned for early January and will supplement quarterly department meetings in 2024.

❖ *Technical Services*

The processing of new materials was handled heroically by staff this month in order to receive everything that had arrived before closing the books for the year. Staff are ready to start again as soon as possible in the new year.

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, providing new materials and up to date information.

Manager Observation of Activity and Outcomes:

We look forward to the addition of staff hours next month. In the meantime the department's patience, understanding, and effort has been much appreciated. Everyone is learning, remaining flexible, and working well as a team.

Impact of Activity:

An engaged and more informed public has increased access to library resources.
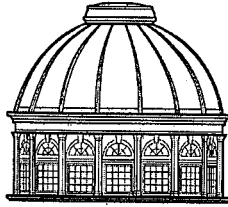
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer / Advancement

Report Focus Area of Activity: December 2023 Marketing and Development Highlights

PIO, Advancement Staff Activity:

- The Big Read's grand finale occurred with a private pre-premiere of *The Boys in the Boat* motion picture. Last August when we heard about the timing of the film's release we thought it would be too good to be true. After much planning, communication and sweat, two theaters were filled by patrons who eagerly signed up for free tickets, and likewise showed up early to get good seats.
- Rotunda JAN/FEB cycle closed and arrived in mailboxes (early) on and around December 11. Registration assistance was provided to patrons.
- Promotion of December programs through various channels continued through month. Routine visits to branches were made to update materials.
- Segmented ENewsletter(s) were produced and scheduled.
- Website grooming was conducted and updated.

Development Officer Activities:

- **Redesign Project:**

  Surveys and word of mouth tell us that the Rotunda is THE way most patrons get their information about the Library, and as it becomes more crowded with great program offerings, it's clear the Rotunda needs a facelift, including a slicker (yet affordable) paper upgrade. Our goal in this redesign plan is having a more ADA compliant publication that utilizes a clearer, cleaner page. Our Library size and demographics warrant it. More to come.

- Outreach Projects:
    - More meetings with supermarket execs re Rover appearances, increased Rover promotion in the Rotunda, half sheet calendars, etc. Meeting with Beth and Crystal re: streamlining and updating Rover appearances and process.
    - Met, along with Janet, the E-PopUp Library vendor to learn further about the product.
    - Continued work on 2024 Book Festival March 30, 2024.
    - Recognition of year-end gifts started,

Manager Observation of Activity: We completed the process of writing, reviewing and submitting Performance Plans for each of the PIOs.
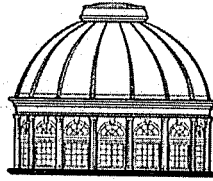
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report December

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected.

FLIP stats for 4th quarter 2023.
1,707 Images
206 photos
1,501 slides
66 Video
22 Hi8
6 mini DV
36 VHS
2 DVD

We again had power outages and Network outage this month that required a lot of intervention to keep things running smoothly.

Upgrades are continuing. Other than the power outage issues there is not much to report.

Intended Outcomes of Focus Activity:

NA

Manager Observation of Activity and Outcomes:
        Ongoing.

Impact of Activity:
        Ongoing.
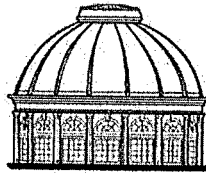
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: November-December 2023

Department: Adult Services

Report Focus: Adult Services Highlights

<u>Digitization:</u> Bill Kleppel has started scanning and uploading Poughkeepsie City Directories to Main & Market. Some of these volumes are available via other sources, such as Ancestry, but many are not, so we plan to scan and upload pdfs of our entire collection of Poughkeepsie City Directories so that the public can have better access to the materials, and the fragile physical copies can be better protected from damage and wear and tear.

<u>Programming:</u> On November 27th, we hosted Tony Musso, local author and crowd favorite, to discuss his latest book, *Madams, Mobsters and Murders in the Hudson Valley.* Nearly 100 people showed up on a Monday night to hear Tony's signature wit and story-telling. In December, 45 people turned up to hear Suzanne Turrisi give her program "Jews Who Rock: a History of Jews in Rock & Roll." Music was played and a good time was had by all! On Monday, December 11th, 26 people attended Deb Shon's long running current events program & discussion, Great Decisions. The topic in December was 'Climate Migration.' On December 26th, 23 people attended our informal Ukulele Strum Along. This monthly event has been held since September, and numbers grow each month. December was our best turnout to date. The library also has ukuleles available for patrons to check out in our Library of Things.

<u>Spanish Language Programming</u>: In November, Elva Corbaton and Shannon Butler collaborated to offer a bilingual version of Shannon's Walking Tour of the Poughkeepsie Rural Cemetery, in celebration of Dia de los Muertos. Elva & Shannon also set up an ofrenda in the mausoleum.

<u>Outreach:</u> Librarian Karen Blovat has begun working with Veronica Martin-Follette in Extension Services to assist with Brain Games twice a month. Karen and Veronica travel to the Office for the Aging in the City of Poughkeepsie, and at the Town of Poughkeepsie Senior Center once each month to provide this very popular program for seniors.
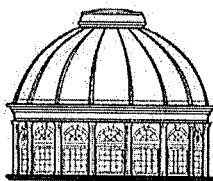
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

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

Time Period of Report: December 2023/ January 2024
Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

- The new books in Spanish for the SPD print collection are arriving in mid-January. The order includes books in Spanish for all ages, fiction and nonfiction. They should be available for checkout by late January.
- The Oh Freedom Quilt Project works to "commemorate antislavery in Dutchess County through the creation of community quilts!" They will be at SPD on the following dates:

    - March 16th 10:30 AM - 12:30 PM
    - April 20th 10:30 AM - 12:30 PM
    - May 18th 10:30 AM - 12:30 PM

- June will again see two drumming workshops from Cliff and Iyende who ran them last year. They were so popular that we brought them back and are looking to start regularly scheduled classes.

- Youth Services will be providing Saturday programming for July and August - TBA

- The PPLD will be coordinating with FSI to help create the taxonomy and organize the information on the FPC internal/external directory for 2024.

    - Building and Grounds: FPC front vestibule entrance is still not complete as of 1/5/2024

Extension Services:

- Tech Services has finished processing the memory backpacks of the Senior Services Memory Collection items and they are now available for checkout.

Rover:
- Patrons are learning about our new Rover market stops and the PIOs, in conjunction with Beth, have created a Rover calendar, to help patrons keep track of the dates and locations of the new Rover stops.

Seed Library:

- The Seed Library cabinet has been installed and Kira, Beth and Yvonne are in the process of creating promotional materials and new website content.
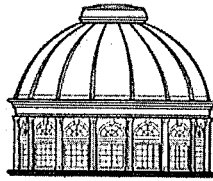
DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Janet Bogenschultz, Assistant to Library Director **Time Period of Report:** Dec., 2023
Department: Administrative Office; Special Projects Update

Special Projects & Updates:

1. **ePop Up Library Research:** Michele and I met with our Customer Service Manager, Jesse Wilson, from Baker & Taylor for an online meeting on December 5th (11:30 am – 1:00 pm). Jesse demonstrated the reporting and tracking features of the administrative site, purchasing for ePUL, monitoring use, using patron segmented QR codes in promotional posters or flyers, use of their B&T marketing and promotion materials, and an Introduction to Boundless to go over the major access changes in the ePUL that allows reading books checked out over the Internet. We discussed a range of community ePUL locations we had created and inquired about tips for placement, tailoring our promotion and what other libraries have done, and branding of the ePop Up Library. She sent a recording of the meeting to us, with list of QR codes, admin information.

2. **Disaster Planning & Community Resilience Planning:** Using the disaster planning documents, guidebook and workbook, from NJ State Library materials, the various templates in the workbook are in the process of adding information needed for PPLD into the NJ's EAP plan and COOP plan. Review of webinar Nov. recordings, and materials.

3. **Incident Reporting using OrangeBoy Software:** December had 9 incident reports filed, a decrease from both 14 incidents in November, and 23 incidents in October.
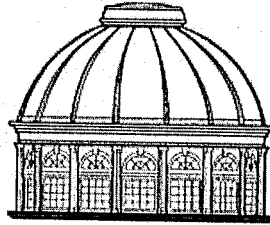
MAP Pass Use in December:

- **December had 47 Passes to 11 Destinations:** More than November had 40 Passes to 16 Destinations, and less than October's 95 Passes to 27 Destinations

- **December's Popular Destinations were:** FDR – 10 Reservations; American Museum of Natural History – 9 Reservations; Trevor Zoo – 7 Reservations; Guggenheim Museum – 6 Reservations; Mohonk Preserve – 5 Reservations; Basketball Hall of Fame & Empire Pass – 3 Reservations, Intrepid & Bethel Woods Museum – both 2 Reservations; Boscobel House & Motorcyclepedia – both 1 Reservation.

- **Comparison this Year:** Dec. 47 passes to 11 venues; Nov. 40 passes to 16 venues; Oct. 95 passes to 27 venues; Sept 76 passes to 23 venues; Aug. 124 passes to 28 venues; July 106 passes to 29 venues; June 82 passes to 24 venues; May 64 passes to 19 venues.

- **Comparison Dec. Months in Past Years:** This Dec. 2023 tie with Dec. 2019 for the Highest Year comparted to Past Years: 2023 = 47; 2022 = 35; 2021= 25; 2020 = 18; 2019 = 47; 2018 = 40.

- **Rotunda Article Nov. - Dec. Issue and New MAP Pass Use:** Since the Rotunda article announcing the new MAP Pass for American Museum of Natural History, consisting of 1-3 free ticket-vouchers for library card holders, there have been 20 reservations.

MAP Pass Reservations 2023 Total and Comparison of Past Year Totals

2023 = 759 Highest Year; 2022 = 615; 2021 = 472 (Museums began reopening); 2020 = 229 (Covid-19 - Requests for outdoor venues mostly as many venues closed or only outdoor areas open) 2019 = 745; 2018 = 555; first year.

MAP Pass Renewals, Updating Descriptions and Calendar Year Marking Dates: Pass updates for seasonal changes. New calendar dates for each pass are in-process for next year and marked for all 365 days each 40+ venue. On-going revision of pass website descriptions to be shorter due to translation costs. Contacting venue by phone and email for 2024 costs, invoices, renewal information, and pass changes for 2024.
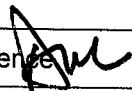
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

Meeting:	Date:
Planning Committee	Monday, January 8, 2024

Attendance

Committee Present	Staff Present	Guest(s) Present
☐ Dianne Blazek, *President* ☒ Sean Eagleton, *Chair* ☐ Patricia Ferrer ☐ Jonathan McPhee ☐ Mary Moore ☒ Deborah Nichols	☒ Tom Lawrence, Library Director ☐ Barbara Lynch, Business Manager	☐

Other Trustees Present

☐

Minutes Prepared By: T. Lawrence

The meeting convened at 6:30pm in the Greenspan Board Room at the Adriance Memorial Library. Attendance is noted above (attendance was less than normal due to a communication error by the Library Director).

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

   - **Strategic Plan Surveys:** Lawrence shared with the Committee the data and comments of all the surveys conducted in 2023. The plan to evaluate the data developed at the October 2023 meeting remains in tact, which is:

     - All survey comments will be loaded into Excel.
     - Each comment will be categorized as positive, neutral, or negative and then sorted accordingly.
     - Managers will review the neutral and negative comments for potential corrective action, if possible.
     - A prioritized action plan will be created by Administration and shared with the Committee, consistent with the processes established in the Strategic Plan.
     - Once approved by the Board of Trustees, a summary report of findings will be shared with the staff and the community, as appropriate.

     The above activity will be completed by the end of the first quarter of 2024.

2. **Items Forwarded to the Board of Trustees for Approval:**
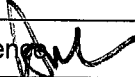
   - None.

3. **Upcoming Agenda Items:**

   - Adriance facility and systems inventory.

The meeting adjourned at 7:37pm.

Next Scheduled Committee Meeting Date
Monday, February 5, 2024; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

Meeting:	Date:
Finance Committee	Tuesday, January 16, 2024

Attendance

Committee Members Present	Other Trustees Present	Guest(s) Present
☐ Dianne Blazek, *President* ☐ Sean Eagleton ☒ Chip Hogg ☒ Mary Moore ☒ Debbie Nichols ☒ Patricia Ryan, *Chair*	☐ **Staff Present** ☒ Tom Lawrence, Library Director ☒ Barbara Lynch, Business Manager	☐

Minutes Prepared by: T. Lawrence

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

1. **Business Items**: The following topics were discussed:

   - **Monthly Financial Report:** The report was not yet ready.
   - **Business Manager:** Lawrence reported on the status of the Business Manager hire. At this point, negotiations are underway with the preferred candidate. He will keep the Committee apprised of developments.
   - **Personnel Administrator:** Lawrence reported on his work with Dutchess County Civil Service to identify an appropriate job specification which the Library District would be eligible to use for the purposes of hiring a Human Resources Officer. The job specification is attached to these minutes.
   - **Budget - 2023:** The 2023 budget is pretty much closed and preparations are underway for the annual audit, with field work scheduled for March and the report to the Board at its meeting in April.
   - **Budget – 2024:** The 2024 budget is up and running in MUNIS and the work continues to use only MUNIS for 2024 and beyond budget work. That means that there will no longer be budget modifications reported to the Board using Excel. This will require some adjustments to our protocols but will be far better in the long run that what we have been previously doing.
   - **Tracking Tasks:** The Committee discussed how to best keep track of various assignments in order to keep forward momentum. Lawrence said he would share out the form developed through the strategic planning process. This form is also attached to these minutes.

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

   - Monthly financial report.

3. **Upcoming Agenda Items:**

   - Financial policy review

Next Scheduled Meeting(s) Date
Monday, February 12, 2024; 6:30 p.m.
Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

PERSONNEL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is administrative and technical work involving responsibility for overseeing the operation of a city, town, or school personnel department. The incumbent supervises and performs a variety of personnel related activities, including the maintenance of employee personnel records, administering employee benefits programs, and advising department heads on personnel and civil service matters. The work is performed under the general direction of a higher level administrator. Supervision may be exercised over paraprofessional and/or support staff.

TYPICAL WORK ACTIVITIES:

1. Administers employee benefits programs, including health insurance, sick leave, vacation, retirement and blood bank;
2. Administers unemployment insurance program, maintaining records, protesting inappropriate charges, compiling necessary information for and occasionally participating in unemployment insurance hearings;
3. Coordinates critical personnel functions such as contract administration and policy recommendation and development;
4. Reviews and maintains personnel records of employees;
5. Prepares payrolls and supplemental payrolls and/or reviews payrolls prepared by others for accuracy;
6. Compiles data and prepares salary plans for administration's review and approval;
7. Provides pre-retirement counseling to employees;
8. Prepares and maintains personnel manual;
9. Advises elected officials, department heads and employees on personnel and civil service matters;
10. Coordinates all civil service reporting activities, serving as liaison between department heads and the County Personnel Department;
11. Assists in labor negotiations by gathering and compiling data;
12. Prepares a variety of reports, Personnel Department budget, etc.;
13. Participates in staff meetings with department heads;
14. May be responsible for Equal Employment Opportunity compliance and reporting;
15. May establish employee performance evaluation systems;
16. May oversee the hiring of instructional and non-instructional personnel;
17. May, in conjunction with Equal Employment Opportunity Officer, interview and select youths for summer employment programs;
18. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of modern public personnel administration and labor relations; good knowledge of the overall organization of city or town government; good knowledge of modern office practices, procedures and equipment; good knowledge of business arithmetic; ability to read and interpret complex laws, and regulations including those dealing with civil service, unemployment insurance, retirement system, and health insurance; ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to plan and supervise the work of others; ability to learn and use automated information systems; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Master's degree in Business Administration, Public Administration or a related field and one (1) year of full-time technical experience in public personnel administration;

OR: (B) Bachelor's degree in Business Administration, Public Administration or a related field and two (2) years of full-time technical experience in public personnel administration;

OR: (C) Associate's degree in Business Administration, Public Administration or a related field and four (4) years of full-time technical experience in public personnel administration;

OR: (D) An equivalent combination of training, education, and experience within the limits of (A), (B) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

ACTION PLAN WORKSHEET

STRATEGIC DIRECTION:		ACCOMPLISHMENT (what)
INTENT (why):		

Lead:	Team members:	Start date:
		End date:

Action steps (how)	Who	By when	✓

Budget or resource considerations:

Collaborators:

Old Business Fact Sheet
Approval of Revised 2024 Operational Schedule

Recommended By   Library Director

Current Situation   Board of Trustees policy requires the Library Director to
                                      present a proposed schedule of operations for the year. This
                                      schedule is to include the hours of operation and the days of
                                      closure. Since its approval in October 2023, Administrative
                                      asks that the Board of Trustees authorize Sunday closures in
                                      July and August given the historic light usage of services on
                                      those Sundays.

Action Requested   **MOVED** that the Board of Trustees of the Poughkeepsie
                                      Public Library District approve the attached revised 2024
                                      operational schedule as described in PPLD Document
                                      #012424 – 5A.

Motion   Moved   _____
                                      Seconded   _____

Result of Action   In Favor   _____
                                      Against   _____
                                      Abstaining   _____

2024 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates three libraries: the Adriance Memorial Library, the Boardman Road Branch Library, and the Sadie Peterson Delaney African Roots Library. The public hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm (closed Sundays in July and August)
Boardman Road Branch Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm
SPD African Roots Branch Library	Monday, Wednesday, Friday: 9 am – 5 pm Tuesday, Thursday: 1 pm – 5 pm Saturday: open on a rotation with programs

By contract with Labor, the Library District will be closed the following days and times:

New Year's Day, Monday, January 1
Martin Luther King Day, Monday, January 15
Presidents' Day, Monday, February 19
Memorial Day Weekend, Saturday – Monday, May 25 – 27
Juneteenth, Wednesday, June 19
Independence Day, Thursday, July 4
Labor Day Weekend, Saturday – Monday, August 31 - September 2
Columbus Day/Indigenous Peoples Day (observed), Monday, October 14
Veterans Day, Monday, November 11
Thanksgiving Eve, Wednesday, November 27 (close at 5:00 p.m.)
Thanksgiving Holiday, Thursday – Friday, November 28 - 29
Christmas Eve, Tuesday, December 24
Christmas Day, Wednesday, December 25
New Year's Eve, Tuesday, December 31 (half-day)

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, March 31 (unpaid)
Staff Development Day	Friday, September 13 (closed to the public; staff works)

In recognition of the Library District's commitment to diversity, equity, and inclusion, there will be no public meetings and only limited public programming on the following dates:

Good Friday	Friday, March 29
Eid al-Fitr	Tuesday, April 9 (after 5:00 pm) all day Wednesday, April 10
Passover (First Night)	Monday, April 22 (after 5:00 pm)
Eid al-Adha	Sunday, June 16 (after 5:00 pm); all day Monday, June 17
Rosh Hashanah	Wednesday, October 2 (after 5:00 pm); all day Thursday, October 3
Yom Kippur	Friday, October 11 (after 5:00 pm); all day Saturday, October 12

New Business Fact Sheet
Approval of Annual Friends Support for 2024

Recommended By   Library Director

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

Current Situation   The attached document documents the annual support the Friends
                             will provide to or on behalf of the Library District in 2024.

Action Requested   **MOVED** that the Board of Trustees of the Poughkeepsie Public
                             Library District approve the annual statement of support provided by
                             the Friends of the Poughkeepsie Public Library District in support of
                             2024 Library District programs and services, as described in PPLD
                             Document #012424 - 6A.

Motion   Moved   _____
                             Seconded   _____

Result of Action   In Favor   _____
                             Against   _____
                             Abstaining   _____

AN ANNUAL AGREEMENT BETWEEN
THE FRIENDS OF THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
AND THE
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2024

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

Month	Event	Friends Support	
January	Annual Rent	As per agreement	$100
	2023 Utilities/Plow Charge	As per agreement	$24,231
	MLK Breakfast	**1/19:** share table cost with PPLD	$650
February	Literacy Book Bundles	Collaboration with PCSD/SUFSD	$5,000
varies	Saturdays at SPD	Support of monthly programming	$5,000
March	Poughkeepsie Book Festival	**3/30:** event support; kids' vouchers	$15,000
April	David Baldacci	**Date TBD:** author visit	$15,000
Summer	Summer Reading Program	general support	$5,000
September	Staff Development Day	**9/13:** light lunch; staff service awards (estimate); event space rental	$5,000
October	Big Read	support of various Big Read programs	$25,000
December	Gingerbread Houses	Support of special program	$3,000
	Operation Warm	support of winter coat distribution	$13,500
Total			**$94,681**

Understood and approved by the following for 2024:

Dianne Blazek	Norma Vazquez
President, Library District Board of Trustees	*President, Friends of PPLD*
Signature	*Signature*

Date of Document: January 9, 2024

New Business Fact Sheet
Approval of FPPLD Lease

Recommended By   Library Director

Current Situation   The action requested is to approve a renewed agreement (approved by the FPPLD Board at its meeting on Wednesday, January 17, 2024). The Friends have already secured the insurance coverage recommended by our carrier but will review the coverage limits prior to their renewals in March 2024.

Action Requested   **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize the President to sign an agreement with the Friends of the Poughkeepsie Public Library District which details terms and insurance coverage required for the use of space at the Boardman Road Branch Library, 2024 – 2027.

Motion   Moved   _____
                    Seconded   _____

Result of Action   In Favor   _____
                              Against   _____
                              Abstaining   _____

**AGREEMENT BETWEEN THE
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT (LIBRARY DISTRICT)
AND THE
FRIENDS OF THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT (FPPLD)**

This Agreement is made as of January 1, 2024 between the Poughkeepsie Public Library District (Library District) and the Friends of the Poughkeepsie Public Library District (FPPLD) concerning the use of approximately 9500 square feet of warehouse space located at 141 Boardman Road, a building owned by the Library District a portion of which is operated as a branch public library. A floor plan of the spaced used by the FPPLD is attached to this Agreement as Exhibit A.

Use of Premises: The FPPLD shall be permitted to use the space described in Exhibit A for the purposes of book storage, book sales, meetings, and programs. Programs and sales must be of a size suitable for the area and able to be run in a manner which ensures the safety of the public, members of the FPPLD, and Library District staff.

Hours of Operation: The FPPLD shall operate its activities between the hours of 8:00am and 8:00pm unless otherwise authorized by the Library District's administration.

Use and Occupancy: The FPPLD shall exercise reasonable care in its use of space or the property in general that will in any way affect building insurances or in any way conflict with any current or future statute, ordinance, rule, regulation, law or other requirement (collectively called "the laws") that will adversely affect the occupancy or use of the entire building.

Rent: As rental for the space, the FPPLD will convey the following fees to the Library District at the times specified:

1. an annual fee of $100 for Years 1 -4 (2024 – 2027) of tenancy
2. an annual prorated fee for electrical use billed no later than January 15 of the following year
3. an annual prorated fee for snow removal billed no later than January 15 of the following year
4. should use of the Library District's dumpster exceed weekly scheduled pick-ups due to use by the FPPLD, the FPPLD will pay for the second weekly pick-up at the rate charged by the hauler to the Library District

Rules and Regulations: The rules and regulations as may be adopted by the Library District after the execution of this agreement for the safety, cleanliness, and operation of the building and for the preservation of good order therein and for the most efficient use of the building by all are an expressed part of this agreement and the FPPLD agrees to comply with such rules and regulations. However, no rules or regulations shall prohibit the reasonable use of the space by the FPPLD for the purposes permitted by this Agreement.

Revised: January 4, 2024

Maintenance and Repairs: The FPPLD agrees to maintain the building in a condition similar to the condition existing at the signing of this Agreement, minus normal wear and tear. All normal maintenance and repair shall be done by the FPPLD with contractors approved by the Library District. Such approval must be granted prior to the commencement of work.

Alterations and Improvements: Any alterations or improvements to the space used by the FPPLD must be approved by the Library District and properly permitted prior to the commencement of work.

Entry, Inspection, and Other Library District Rights: The Library District reserves the right to enter and inspect the space without notice in order to ensure the safety, comfort, and preservation of the space.

Indemnity: The FPPLD agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Library District, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the FPPLD's negligence.

The Library District agrees, to the fullest extent permitted by law, to indemnify and holds harmless the FPPLD, its officers, directors, employees and volunteers against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Library District's negligence

Neither the FPPLD nor the Library District shall be obligated to indemnify the other party in any manner whatsoever for the other party's negligence.

Insurance: The FPPLD shall maintain, at its expense, throughout the term of this agreement the following commercial general liability coverages:

1. liability insurance for bodily injury and property damage to protect both the FPPLD and the Library District against damage, costs and attorney's fees arising out of an accident of any kind occurring on or about the premises with the following limits:
   a. each occurrence $1,000,000
   b. damage to rented premises   300,000
   c. medical expense (any one person)   10,000
   d. personal injury   1,000,000
   e. general aggregate   3,000,000
   f. products   3,000,000
2. fire and extended casualty insurance with sufficient coverage to reimburse the loss of all Library District's improvements to the building,
3. plate glass coverage to protect both the FPPLD and the Library District covering the replacement value of all plate class in or about the space, and
4. appropriate additional coverage as required by law for the protection of the volunteer workforce.

All insurance shall be written by a company qualified to do business in New York and reasonably acceptable to the Library District. Certificates of Insurance(s) will be provided to the Library District not less than annually.

Signage and Window Treatments: Any alterations (including additions) to the signage or window treatments by the FPPLD requires prior written approval by the Library District.

Parking: The FPPLD agrees to abide by reasonable parking instructions as provided by the Library District.

Alarm Box: The Library District reserves the right to install and maintain any alarm equipment at its own cost of installation and monitoring. Further, the Library District reserves the right to install a "Knox Box" in order to provide access to emergency services upon their arrival.

Amendments: This Agreement may be amended by mutual agreement of the boards of both organizations, as documented in the approved minutes of the meeting whereby such approval to amend was voted.

For the Library District: For the Friends of PPLD:

_____   _____
President, Board of Trustees   *President, Friends of PPLD*

_____   _____
Date   *Date*

Revised: January 4, 2024