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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, February 28, 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: Hogg and Nurre

- 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. January 24, 2024 (*T. Lawrence; #022824 – 1*)
  - V. Financial Report(s)
    - A. January 2024 (*B. Lynch; #022824 – 2; to be distributed at the meeting*)
    - B. Approval of Monthly Warrant (*B. Lynch; #022824 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #022824 – 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; #022824 – 4; to be distributed at the meeting*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of PPLD Policies (*Committee Chairs; #022824 – 5*)
      2. Approval of 2024 Trustee Election Materials (*T. Lawrence; 022824 – 6*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

#### **NEXT MONTH'S SCHEDULED MEETING(S)**

Regular Monthly Meeting: Wednesday, March 27, 2024; 7:00 p.m.  
Greenspan Board Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of January 24, 2024**

**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
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

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

- Norma Vazquez, President

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

- **Call to Order:** At 7:06 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Public Comment.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. December 20, 2023 (PPLD Document #012424 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 20, 2023.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. December 2023 Financial Activity Report (PPLD Document #012424 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2023 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nurre.
- **Discussion:** Lynch answered a question regarding the Occhialino Fund. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #012424 – 2.1)**

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

Vouchers 67736 to 67856 in Warrant 20240125 totaling \$75,723.01

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

Vouchers 67709 to 67735 in Warrant 20240119 totaling \$166,726.67

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #012424 – 3)

- Lawrence reported on: low average number of patrons at SPD on Saturdays; zero attendance for Storytime on Saturdays at SPD; Poughkeepsie Book Festival; trustee education given by Dutchess County Public Library Director; a non-profit that we have been invited to join; positive feedback regarding Wi-Fi in the parks; Big Read planning.
- Vredenburg explained: the Freedom Quilt program; Construction progress at the Family Partnership; possible storytime program in the mornings at SPD; Juneteenth plans; Display case at SPD for African History Month; Adult Daycare collaboration; Rover stop at Marist on Fridays starting in March; and the Library Action Committee.
- Thompson shared about: Brain Games; popularity of Ukulele Strumalong and Guitar Circle; Seed Library; possibility of Genealogy outreach at Senior Centers; ESL classes will resume; work on City Directories; volunteer working on digitizing the Poughkeepsie Journal card file; response to our new catalog; challenging behavior from patrons; the Tool Library.

### B. President's Report: None.

### C. Board Committee Reports (PPLD Document #012424 – 3.3)

1. **Planning Committee:** Chairperson Eagleton reported on committee discussions on survey data.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on the Business Manager opening; the 2023 budget; the 2024 budget; the 3-year finance plan; action items; policy items; and a webinar she and Tom attended from the Office of the State Controller.
3. **Personnel Committee:** Chairperson Hogg reported on committee discussions on: the Business Manager position; the Personnel Administrator position; the Employee Handbook; and leadership succession.

### D. Friends of PPLD: President Vazquez reported on: December sales; bookstore revenue; January fiction sale; upcoming February sale; January Board Meeting; the Book Store Committee; problems with book dealers blocking aisles from patrons; new Bookstore Manager; and the matching funds from IBM that do not have the Friends as an option for donations.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #012424 – 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
Karen Fredrickson	Public Information Officer (FT)	Permanent Appointment	1/28/2024	N/A
Trina Blomquist-Martinez	Senior Account Clerk (PT)	Permanent Appointment	1/28/2024	N/A
Obed Simbana	Security Guard (FT)	Permanent Appointment	1/28/2024	N/A
Anne Messley	Librarian I (FT)	Probationary Appointment	1/28/2024	\$62,275/yr
Christine Bexley	Library Assistant Sp. Speaking (FT)	Probationary Appointment	1/28/2024	\$56,676/yr
Karen Moksvold	Librarian I (FT)	Provisional Appointment	2/12/2024	\$62,275/yr
Rebecca Gillis	Business Manager (FT)	Probationary Appointment	1/25/2024	\$80,000/yr
Ariela Del Campo Aguirre	Student Page (PT)	Probationary Appointment	2/12/2024	\$16.00/hr

- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lawrence explained the need for each of the actions.
- **VOTE:** 9 – 0 – 0

### B. Unfinished/Old Business

1. **Approval of Revised 2024 Operational Schedule (PPLD Document #012424 – 5)**

- **Motion:** 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.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** Lawrence explained the need for the change.
- **VOTE:** 9 – 0 – 0

C. **New Business**

1. **Approval of Annual Friends Support for 2024 (PPLD Document #012424 – 6)**

- **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 2024 Library District programs and services, as described in PPLD Document #012424 – 6A.
- **Moved/Seconded:** Hogg, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. **Approval of FPPLD Lease (PPLD Document #012424 – 7)**

- **Motion:** 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.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

VIII. **Open Comment**

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

**Executive Session**

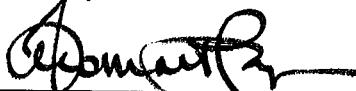
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to personnel.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:18 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:24 p.m.)

**Adjournment**

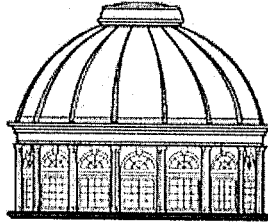
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:24 p.m.

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

Sincerely,



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

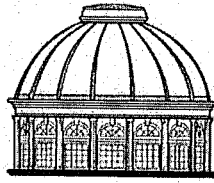


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – FEBRUARY 2024

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#### Significant Service Changes, Challenges or Accomplishments

- **Personnel:** The Library District hired Rebecca Gillis as the new Business Manager, replacing Barbara Lynch, who retired at the end of 2023 but has graciously offered to continue working on a part-time basis through the end of March to provide for as smooth of a transition as possible. Further, the Board of Trustees will be asked to create another administrative position (Personnel Administrator) at its February meeting. Once approved and with a proposed salary range, we will proceed to obtain the list from Civil Service, conduct the required canvass, and then hire an individual in the hopes of them starting no later than July 1, 2024.
- **Safety and Security:** There have been a couple of disturbing incidences over the past few months that require the Library District and the Union to re-establish the long dormant Labor/Management Committee called for in the collective bargaining agreement. Once established, the Committee will look at related policies and procedures for necessary updates and revisions to be consistent with NYS Labor Law. While disturbing, the frequency of incidences is low and typically involve the same individuals who often have their on-site library privileges suspended or, if serious enough, have Orders of Trespass issued to them.

#### Service and Program Highlights

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

#### Outreach and Professional Development

- As required by law, each trustee has to certify as to their compliance with the mandatory two-hour continuing education requirement for 2023. Each trustee will soon receive documents in order to provide that certification and will be expected to return it to the Administrative Office as soon as possible.

#### Collection Development

- Staff continue to work on weeding the collections and purchasing new content. There is a focus on being sure that current materials are always available on Rover and that the right collections are on Rover for its specific stops.

#### Buildings

- **Boardman Road:** Temperature control continues to be a problem, but we have received a proposal from our current HVAC vendor to upgrade the software controls and to provide staff with training. That proposal is currently under evaluation.
- **Adriance:** As the building approached its fifteenth year of service after its renovation, there are several issues cropping up that are related to the end-of-life cycle for some equipment and furnishings. These are being reviewed and will be part of an overall conditions report on Administration's "to do" list.

#### Staffing

- See Personnel Actions, if applicable.

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

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	21,337	0	0	0	0	0	0	0	0	0	0	0	21,337
Digital Content	11,017	0	0	0	0	0	0	0	0	0	0	0	11,017
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Total</b>	<b>32,354</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,354</b>

<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,989	0	0	0	0	0	0	0	0	0	0	0	3,989
Boardman Road	2,739	0	0	0	0	0	0	0	0	0	0	0	2,739
Sadie Peterson Delaney	77	0	0	0	0	0	0	0	0	0	0	0	77
<b>Total</b>	<b>6,805</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,805</b>

<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	974	0	0	0	0	0	0	0	0	0	0	0	974
Boardman Road	58	0	0	0	0	0	0	0	0	0	0	0	58
Sadie Peterson Delaney	14	0	0	0	0	0	0	0	0	0	0	0	14
Spanish Language Assistance	50												50
<b>Total</b>	<b>1,096</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,096</b>

<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	5,568												5,568
Calendar Hits - EventKeeper	4,722												4,722
Calendar Hits - Recite Me	870												870
Website Views	31,171												31,171
<b>Total</b>	<b>42,331</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,331</b>

<b>PUBLIC COMPUTER &amp; WIFI US</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,872	0	0	0	0	0	0	0	0	0	0	0	4,872
Boardman Road	1,544	0	0	0	0	0	0	0	0	0	0	0	1,544
Sadie Peterson	35	0	0	0	0	0	0	0	0	0	0	0	35
<b>Total</b>	<b>6,451</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,451</b>

<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	132	0	0	0	0	0	0	0	0	0	0	104	236
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>132</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>236</b>

<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	73												73

<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	187												187
Community Engagement	1												1
Non-Library District	8												8
Exams Proctored	28												28
MAP Passes	21												21
Rover Bookmobile Stops	6												6
<b>Total</b>	<b>251</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>251</b>

<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	1,982												1,982
Community Engagement	72												72
Non-Library District	73												73
Drop-In Room Use (Adriance)	90												90
Rover Bookmobile	72												72
<b>Total</b>	<b>2,289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,289</b>

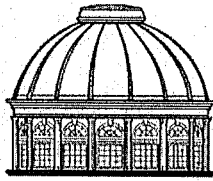
<b>GENERAL ATTENDANCE (2023)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,275	0	0	0	0	0	0	15,402	0	0	0	0	28,677
Boardman Road	9,639	0	0	0	0	0	0	10,629	0	0	0	0	20,268
Sadie Peterson Delaney	173	0	0	222	0	0	0	0	0	0	0	0	395
<b>Total - 2024</b>	<b>23,087</b>	<b>0</b>	<b>0</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,031</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,340</b>

<b>GENERAL ATTENDANCE (2023)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	12,786	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
<b>Total - 2023</b>	<b>20,975</b>	<b>22,256</b>	<b>25,076</b>	<b>22,912</b>	<b>23,654</b>	<b>24,258</b>	<b>24,512</b>	<b>26,205</b>	<b>21,432</b>	<b>26,100</b>	<b>26,063</b>	<b>20,483</b>	<b>283,926</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Comparative Circulation Statistics: 2024 to 2023 to 2022**

	Current Year: 2024				Previous Year: 2023				Compare: '24 to '23		Previous Year: 2022				Compare: '24 to '22	
	Jan	% of Total	YTD	% of Total	Jan	% of Total	YTD	% of Total	Change	% Change	Jan	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,872	27.52%	5,872	27.52%	5,583	26.90%	5,583	26.90%	289	5.18%	5,189	26.44%	5,189	26.44%	683	13.16%
Adult Non-Fiction	3,843	18.01%	3,843	18.01%	3,491	16.82%	3,491	16.82%	352	10.08%	3,804	19.38%	3,804	19.38%	39	1.03%
Fiction - Juvenile	5,502	25.79%	5,502	25.79%	4,945	23.83%	4,945	23.83%	557	11.26%	4,364	22.23%	4,364	22.23%	1,138	26.08%
Non-Fiction - Juvenile	1,283	6.01%	1,283	6.01%	1,169	5.63%	1,169	5.63%	114	9.75%	1,068	5.44%	1,068	5.44%	215	20.13%
Periodicals	190	0.89%	190	0.89%	170	0.82%	170	0.82%	20	11.76%	158	0.80%	158	0.80%	32	20.25%
Periodicals - Juvenile	9	0.04%	9	0.04%	14	0.07%	14	0.07%	-5	-35.71%	28	0.14%	28	0.14%	-19	-67.86%
<b>Print Subtotal</b>	<b>16,699</b>	<b>78.26%</b>	<b>16,699</b>	<b>78.26%</b>	<b>15,372</b>	<b>74.07%</b>	<b>15,372</b>	<b>74.07%</b>	<b>1,327</b>	<b>8.63%</b>	<b>14,611</b>	<b>74.44%</b>	<b>14,611</b>	<b>74.44%</b>	<b>2,088</b>	<b>14.29%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.01%	3	0.01%	12	0.06%	12	0.06%	-9	-75.00%	1	0.01%	1	0.01%	2	200.00%
Soundrecordings	513	2.40%	513	2.40%	539	2.60%	539	2.60%	-26	-4.82%	596	3.04%	596	3.04%	-83	-13.93%
Videorecordings	3,477	16.30%	3,477	16.30%	4,125	19.88%	4,125	19.88%	-648	-15.71%	3,860	19.66%	3,860	19.66%	-383	-9.92%
Media	3	0.01%	3	0.01%	3	0.01%	3	0.01%	0	0.00%	0	0.00%	0	0.00%	3	0.00%
Software	21	0.10%	21	0.10%	1	0.00%	1	0.00%	20	2000.00%	6	0.03%	6	0.03%	15	250.00%
Equipment/Realia	50	0.23%	50	0.23%	24	0.12%	24	0.12%	26	108.33%	24	0.12%	24	0.12%	26	108.33%
Suppressed Items	11	0.05%	11	0.05%	10	0.05%	10	0.05%	1	10.00%	33	0.17%	33	0.17%	-22	-66.67%
Videorecordings - Juvenile	347	1.63%	347	1.63%	380	1.83%	380	1.83%	-33	-8.68%	359	1.83%	359	1.83%	-12	-3.34%
Audiorecordings - Juvenile	22	0.10%	22	0.10%	108	0.52%	108	0.52%	-86	-79.63%	43	0.22%	43	0.22%	-21	-48.84%
Media - Juvenile	168	0.79%	168	0.79%	172	0.83%	172	0.83%	-4	-2.33%	87	0.44%	87	0.44%	81	93.10%
Software - Juvenile	23	0.11%	23	0.11%	6	0.03%	6	0.03%	17	283.33%	9	0.05%	9	0.05%	14	155.56%
<b>Non-Print Subtotal</b>	<b>4,638</b>	<b>21.74%</b>	<b>4,638</b>	<b>21.74%</b>	<b>5,380</b>	<b>25.93%</b>	<b>5,380</b>	<b>25.93%</b>	<b>-742</b>	<b>-13.79%</b>	<b>5,018</b>	<b>25.56%</b>	<b>5,018</b>	<b>25.56%</b>	<b>-380</b>	<b>-7.57%</b>
<b>Total</b>	<b>21,337</b>		<b>21,337</b>	<b>100.00%</b>	<b>20,752</b>		<b>20,752</b>		<b>585</b>	<b>2.82%</b>	<b>19,629</b>		<b>19,629</b>		<b>1,708</b>	<b>8.70%</b>





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Alison Francis, Youth Outreach Coordinator

**Department:** Youth Services

**Time Period of Report:** January 2024

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**Focus Activity:** Scholastic Book Bundles for UPK students' home libraries

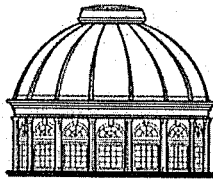
**Intended Outcome(s) of Focus Activity:** For PCSD Pre-K students and their families to receive a bundle of 5 books to own and read together supporting early literacy skills as well as foster family book sharing.

**Manager Observations of Activity and Outcomes:** I am just beginning this project. We are receiving funding from the friends for the books and the bags that they will be packed in. Each bag will have the Library's logo and contain 5 diverse books as well as a flier of early literacy tips and activities. Our intention is to deliver them to the students at school during National Library Week in early April.

**Impact of Activity:** Research shows that children who live in homes where there are books and are shared with parents and siblings will have a head start on literacy development. This project will help foster those activities and skills development.

**Activity Photos:**

**Date of Report:** 2/2/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Bruce Sullivan  
**Department:** Information / Technologies  
**Time Period of Report:** January 2024

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**Focus Activity:** NA

**Intended Outcome(s) of Focus Activity:** NA

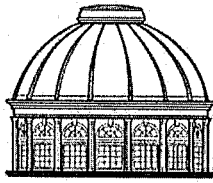
**Manager Observations of Activity and Outcomes:** Reporting on the following:

- All of PPLDs Technology is up and running as expected.
- I had two of my staff out with covid this month so all non essential work was mostly put on hold during that time.
- I installed the new UGK Time clocks and removed the old time clocks.
- Repaired the 70" TV in the Boardman Road program room.
- Meet with AARP to review and test there equipment for Tax Aide
- We have updated about 1/2 of the Sam software on Public PCs. The Sam software controls time usage and printing. This went very smoothly. In the past we have had many issues.

**Impact of Activity:** NA

**Activity Photos:**

**Date of Report:** 2/7/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Crystal Middleton

**Department:** Borrower & Technical Services

**Time Period of Report:** January 2024

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**Focus Activity:** New Year

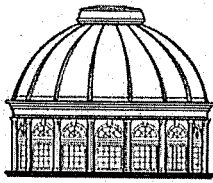
**Intended Outcome(s) of Focus Activity:** For patrons: Tax season; SPD hours extended/changed; For staffing: new p/t clerk started; new timekeeping system

**Manager Observations of Activity and Outcomes:** Increase in questions about taxes and tax forms & appointments; SPD hours have increased use during the week; adding a p/t clerk has helped us fill in schedule with extended scheduling of SPD and Rover outings; we are learning UKG as we go

**Impact of Activity:** Patrons are able to learn about their finances and get help they need, FPC community has additional access to library services. Staff schedules are much more stable and timekeeping system while challenging will be easier over time.

**Activity Photos:**

**Date of Report:** 2/8/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Michele Muir, Development Officer

**Department:** Advancement

**Time Period of Report:** January 2024

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**Focus Activity:** January was Rotunda production month: gathering and editing all programs, design, graphics and multiple proofs. All are edited in EventKeeper by PIOs. We began refreshing the Rotunda design to align more with Accessible Publication Design. Book Festival planning began in earnest: developing a site plan, marketing strategy, volunteer hunting, equipment needed, staffing, copywriting, story composition. Website updating, E-Newsletter "teaser" issued, along with two other targeted emails at later dates. Generated multiple numbers of flyers and other promo materials. Feature author David Baldacci book talk promo planning and development began. Rover meeting discussed (severe) cold weather implications and information flow. UKG training achieved for staff and manager. Attended a Northside Collaborative meeting about the Fallkill Blueway and nature path along the Fallkill; great potential for PPLD Story Walk program or event, and potentially Boundless Library connections. Two of us were out with Covid, so staff was reduced by 20% or more all month!

**Intended Outcome(s) of Focus Activity:** To successfully complete Rotunda on deadline, to move forward with Book Festival planning and to meet other deadlines.

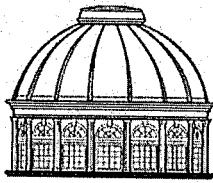
**Manager Observations of Activity and Outcomes:** With the shortage of staff due to Covid, there was an extra burden on staff to meet deadlines, but everyone pulled together and worked to get the primary tasks done.

**Impact of Activity:** Successful.

**Activity Photos:**

[https://drive.google.com/open?id=1vgQ1I2BHmo8lgwGNra1kt1GVU7kyA\\_UX](https://drive.google.com/open?id=1vgQ1I2BHmo8lgwGNra1kt1GVU7kyA_UX)

**Date of Report:** 2/8/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Adult Services

**Time Period of Report:** January 2024

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**Focus Activity:** Updating Libguides - Curated Resource & Subject Guides

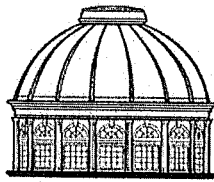
**Intended Outcome(s) of Focus Activity:** Libguides is a library software platform that makes it easy for library staff to create curated and customized booklists, resource finders, and topic guides. We have had and utilized this product for a number of years now, but there has never been a standardized format, look or style to the guides that were created by various staff members. Currently, the staff members most responsible for these guides are myself and Bridget O'Donnell in Adult Services, and Alison Francis in Youth Services.

As we have recently switched over to the new OPAC, Discover, every link in every libguide needed to be updated to re-direct to the new catalog. At the request of the director, we have taken the opportunity to also meet to discuss how to better standardize the look of our current and future guides. We chose a standard format and color scheme, and created a style guide that can be referenced by staff members looking to create a new guide. Any updates or changes to the look will now be implemented on every guide we publish to maintain a uniform, professional look.

We also met with Yvonne Laube to discuss what Guides may not need to be published on the website any longer, as well as whether certain web pages currently maintained by her might be switched over to a libguide format that can be maintained and updated by its creator.

**Manager Observations of Activity and Outcomes:** We quickly came to an agreement about the look and formatting, and staff members have gone ahead and begun implementing the changes to the design of existing guides. Most currently published guides have had all their links to the catalog updated, and the new format and color scheme has been applied to about 75% of current guides. Additionally, Bridget O'Donnell is currently working on creating a new guide that will provide information about Food Resources in Dutchess County, providing updated information about local food banks and kitchens, including addresses, operating hours and contact information.

**Impact of Activity:** Every guide we currently maintain has been or will be updated shortly, ensuring that the newest books & resources are included in older guides that may not have seen much attention since first being published. Every guide will now have a more streamlined, standardized look to help maintain a higher quality experience for patrons. In addition, the offloading of some of the book list and other



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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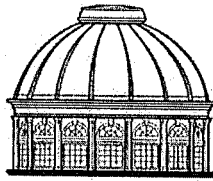
### MANAGER'S MONTHLY REPORT

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website curators into libguides will take some of the burden off of the PIOs in charge of maintaining the website, and give the librarians the ability to update materials in real time.

**Activity Photos:**

**Date of Report:** 2/8/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Branch Services and Extension Services

**Time Period of Report:** Jan/ Feb 2024

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**Focus Activity:** At the SPD, Beth has been working with Celebrating the African Spirit to stock our display case at SPD. Currently for African History Month, we have playbills featuring now prominent actors, writers and producers along with some early records of well known artists. Beth is reconnecting with the Financial Development Center to see the projects that were previously coordinated through the outreach librarian come to fruition. We are working on a collaborative collection of books that will be available for checkout at SPD, recommended to clients of the Financial Development Center. A note about Buildings and Grounds at the FPC;: FPC front entrance is open.

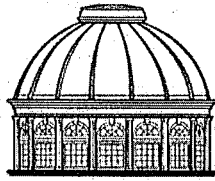
**Intended Outcome(s) of Focus Activity:** Now that the entryway is open at the Family Partnership Center, we are excited about getting more programming in the SPD library. The new entryway opens right in front of the newly renovated auditorium which now can be used for large programs as well. The newly erected display case at SPD, brings life and color into the library via items from the community. We will have new items every month that will be promoted just as the galleries and cases at the other branches.

In the Extension Services department, we are internally growing, with a new staff member on board. Now that our new memory backpacks are available,,we are promoting their use to the activities coordinators in the senior centers we work with. The intent is to help the activities coordinators develop a knowledge base of the resources and items we have available to patrons through the library and specifically for seniors.

The Seed Library is ready for the growing season and we are hoping for it to be bigger and better this year, with better seed pack options and more seeds.

**Manager Observations of Activity and Outcomes:**

I am taking on a bit more of the outreach as of late with coordinating efforts with CAS, and projects that had been left unfinished with the Financial Development Center. I am happy to see these projects pick back up and the outcome will include more programming for SPD and hopefully more patrons through our targeted book collection we are developing for financial literacy with the Financial Development Center.



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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The Extension Services department has been busy orienting our new department member, Henry. We are also getting new extension services patrons on a weekly basis. We are considering adding another Brain Games program and bringing in some history programs to the senior centers.

**Impact of Activity:**

We have been able to share our new memory backpacks through Extension Services and we are excited to see the senior activities that will be created through our resources.

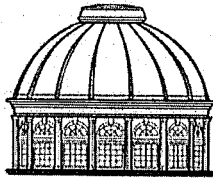
In terms of the bookmobile, I have been getting calls. For example, to take Rover to the Delafield Community Center, a place which we have hoped to utilize Rover.

We are working hard to get programming up and running at SPD. Large events and workshops and regular story times.

**Activity Photos:**

**Date of Report:** 2/8/2024





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Youth Services

**Time Period of Report:** Jan 2024

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**Focus Activity:** YS collection development

**Intended Outcome(s) of Focus Activity:** To condense, combine and shift collections at ADR and BRD

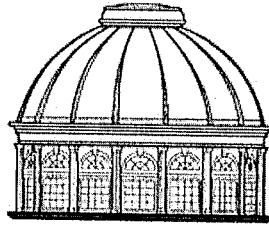
**Manager Observations of Activity and Outcomes:** Shelving space has always been an issue for YS at Adriance and Boardman Rd, with the new year we've begun weeding and shifting collections to try and create more space for the incoming titles. Jolie will be assessing our board book collection, some are in need of repair or replacement, she will then be moving onto picture books and nonfiction.

We've combined all the holiday books into one section with holiday labels in order to make searching easier for patrons and staff. Laura has begun weeding J-fiction books that have non circulated since 2019 and 2020. Rose and begun weeding of JDVDs that have not circulated at BRD for 4 years and ADR for 5 years. It is an extensive list. Liz has weeded Jgraphic novels at ADR and BRD, as well as re-evaluating call numbers of graphic novels so collections with the same title/characters can be shelved together regardless of author. With the demand for audiobooks and CDs dwindling we have done a heavy weeding on that collection in children's and young adults. We don't anticipate adding any new titles for those collections in 2024.

**Impact of Activity:** We have freed up some shelving but not enough in key areas such as graphic novels and fiction. It's a long project but I hope to begin the shifting of collections before the summer.

**Activity Photos:**

**Date of Report:** 2/9/2024



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports**

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

# Minutes and Actions

<b>Meeting:</b> Board Development & Policy Committee	<b>Date:</b> Monday, January 29, 2024	
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Patricia Ferrer	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i>		
<input checked="" type="checkbox"/> Jonathan McPhee		
<input type="checkbox"/> Jim Nurre		
<input type="checkbox"/> Laurel Spuhler		
<b>Minutes Prepared By:</b> T. Lawrence 		

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

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

- **Policy Review:** The Committee reviewed an inventory of policies that includes detail of latest approval date. The Committee recommended that the document be amended to include a column which would indicate latest review date and one that would indicate if the policy was created by counsel. Lawrence will make the amendments and then post the document to the Library District's Google Drive.
- **Board Education:** The Committee discussed a variety of things, which included:
  - Inviting representatives from the Mid-Hudson Library System to the March trustee meeting to discuss trends in public libraries, the state of the field, and the most pressing challenges faced by MHLS. Lawrence extended the invitation immediately after the Committee meeting.
  - Modifying manager reports to focus on one big thing, which was the original intent when the report format was developed. Lawrence will discuss this with the managers.
  - Modifying the agenda format to move action items to earlier in the agenda with reports following. A possible format is attached to these minutes for Committee and Board consideration at the February trustee meeting for implementation in March.

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

- All unapproved policies that were identified in developing the policy inventory.

**3. Upcoming Agenda Items:**

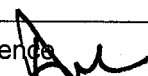
- Library District policies.
- Possible community advisory board.

The meeting adjourned at 7:40pm.

**Next Scheduled Meeting Date**

TBA

(date, time, and location subject to change)

<b>Meeting:</b> Committee Chairs		<b>Date:</b> Monday, February 5, 2024
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton, <i>Planning</i> <input type="checkbox"/> Moira Fitzgibbons, <i>Board Development &amp; Policy</i> <input checked="" type="checkbox"/> Chip Hogg, <i>Personnel</i> <input checked="" type="checkbox"/> Patty Ryan, <i>Finance</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<b>Minutes Prepared By:</b> T. Lawrence 		

The meeting convened at 6:30pm. Attendance is noted above. The purpose for the meeting is to review the workload and priorities for each committee of the Board of Trustees.

1. **Business Items:** The following items were discussed, as they pertain to each Committee charge:
  - **Personnel Committee:** The Committee has the following tasks before it in 2024:
    - Develop a leadership transition plan to be implemented when needed, including a vetting of the Civil Service process
    - Negotiations with Labor as the current collective bargaining agreement expires on December 31, 2024.
    - Creation of a Human Resources Officer position (with a Civil Service title of Personnel Administrator) and filled by June 2024.
    - Meeting with Library District counsel to discuss a variety of personnel matters with the intent of establishing protocols for how they are handled that are consistent with current NYS Labor Law.
  - **Board Development & Policy Committee:** The Committee has the following tasks before it in 2024:
    - Completing the inventory and audit of current Library District policies; updating those that need Board of Trustee approval.
    - Identifying candidates for the three Board of Trustee vacancies (one City, two Town).
  - **Finance Committee:** The Committee has the following tasks before it in 2024:
    - Developing a 2025 budget proposal by July 31 (needs to be at the Board of Elections on or about August 1)
    - Begin three-year budget planning in which operations funding and capital repair/improvements are projected.
    - Review all financial policies.
    - Review and revise the monthly financial report format to improve trustee understanding of Library District finances.
  - **Planning Committee:** The Committee has the following tasks before it in 2024:
    - Review data collected through the 2023 community survey process and establish priorities for response
    - Coordinate with the Finance Committee the review of physical capital improvements and repairs.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Consideration of going paperless for trustee meeting packets.
  - Implementation of a Board of Trustee Google Drive folder for archiving trustee meeting documents.

The meeting adjourned at 7:40pm.

**Next Scheduled Meeting Date**  
 TBA  
 (date, time, and location subject to change)

<b>Meeting:</b> Finance Committee	<b>Date:</b> Monday, February 12, 2024
<b>Attendance</b>	
<u><b>Committee Members Present</b></u> <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Mary Moore <input type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<u><b>Other Trustees Present</b></u> <input type="checkbox"/>  <u><b>Staff Present</b></u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager
<u><b>Guest(s) Present</b></u> <input type="checkbox"/>	
<b>Minutes Prepared by:</b> T. Lawrence	

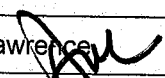
The meeting convened at 6:30pm in the Greenspan Board Room at Adriance Memorial Library.

1. **Business Items:** Rebecca Gillis, the Library District's new Business Manager, was introduced to all. The following topics were discussed:
  - **Monthly Financial Report:** The report was not yet ready.
  - **OSC Training:** Lawrence reported on the most recent training by the Office of the State Comptroller regarding the claims audit process. In general, the Library District is compliant with best practices except for the recommendation that whomever audits the claims should not also sign the checks. The Committee discussed ways to implement this change in practice.
  - **Collections:** Lawrence provided the Committee with the latest report of collections activity, which indicates that it continues to be an effective tool to encourage the return of billed materials.
  - **Financial Policies:** Committee Chair Ryan led the Committee in a review of the Library District's financial policies. Lawrence will modify the documents accordingly and add them to the list of policies for approval at the February Board of Trustees meeting.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Monthly financial report.
  - Financial policies.
  
3. **Upcoming Agenda Items:**
  - Inventory of capital needs.
  - Multi-year budget planning.

**Next Scheduled Meeting(s) Date**  
 Monday, March 11, 2024; 6:30 p.m.  
 Greenspan Board Room - Adriance Memorial Library  
*(time, date, and location subject to change)*

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

# Minutes and Actions

<b>Meeting:</b> Personnel Committee	<b>Date:</b> Tuesday, February 20, 2024	
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Chip Hogg, Chair <input type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager <input type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input checked="" type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
<b>Minutes Prepared By:</b> T. Lawrence 		

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

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

- **Update on Positions:** Lawrence advised the Committee on the following:
  - Personnel Administrator: The Committee approved of the creation of the job. CSEA has agreed that the position is management confidential. Lawrence will seek approval from the full Board of Trustees as well as approval of a salary range (proposed at \$75,000 - \$80,000).
- **Specific Employees:** Lawrence updated the Committee on the status of specific employees and asked them and counsel for guidance on addressing the issues presented.
- **Workplace Safety:** Lawrence advised that the long-dormant Labor/Management Committee will be re-established to update the Library District's workplace safety policies and support programs.
- **Upcoming Negotiations:** The Committee and counsel discussed how to approach the upcoming negotiations with Labor and a priority list of items with which to start.
- **Leadership Succession:** The Committee discussed with counsel how to best plan for the eventual replacement of a long-term director. This discussion will continue at the next meeting of the Committee.

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

- Proposed salary for the Personnel Administrator.

**3. Upcoming Agenda Items:**

- Leadership transition planning.
- Negotiations with Labor.

The meeting adjourned at 7:45 pm.

**Next Scheduled Committee Meeting Date**

TBD

Greenspan Board Room, Adriance Memorial Library  
(date, time, and location subject to change)

**New Business Fact Sheet**  
Approval of Revised Policies: All Financial Policies

**Recommended By**

Finance Committee

**Current Situation**

The Finance Committee has completed its review of all Library District financial policies and recommends that the full Board of Trustees approve them all with an approval date of February 28, 2024.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the attached updated Library District Policies #2101-A – Purchasing, #2101-B – Claims Audit, #2102 – Gifts, #2103 – Capitalization, #2104 – Disposition of Goods, #2105 – Fund Balance, #2106 – Collateralization and Investment, #2107 – Receipt and Disbursement of Donated Funds, #2108 – Signatures, #2109 – Credit/Store Card Policy, #2110 – Endowment and Planned Giving, #2111 – Petty Cash, and #2112 – Bad Debt.

**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, Rebecca Gillis, 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

<b>Estimated Value Contract</b>	<b>Policy</b>
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

<b>Estimated Value Contract</b>	<b>Policy</b>
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 ( <u>if available</u> ), 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



## Gifts

The Poughkeepsie Public Library District accepts gifts under the following conditions:

1. Gifts of library materials (books, magazines, tapes, etc.) will be accepted with the understanding that the Library District reserves the right to add them to the collection, distribute them to other libraries, sell them, or give them away. Gift materials will be evaluated by the same selection standards that apply to purchased materials.
2. Other gifts may be accepted as follows:
  - a. Unrestricted monetary gifts and gifts of securities or investments will **generally** be accepted in accordance with Board of Trustees established investment policy. Donations of this nature **may will** be referred to the Board of Trustees for approval.
  - b. Restricted gifts may be accepted. The Library Director will accept restricted donations which fall within the established collection guidelines or previously established Board of Trustees policy. Donations with unusual restrictions will be referred to the Board of Trustees for consideration.
  - c. Gifts such as, but not limited to, real and personal property, art objects, portraits, antiques and other collectibles will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Board of Trustees. **Such gifts require advance approval of the Board of Trustees.**
3. Gifts will be formally acknowledged if the donor wishes. The Library District, or its agents, will not appraise or estimate the value of gift donations. The responsibility for such assessment **normally** lies with the donor.
4. The Library Director shall report to the Board of Trustees all gifts and donations.
5. The Board reserves the right to reject any gift.

**Capitalization**

The Poughkeepsie Public Library District has established a minimum dollar value of \$5000 for capitalization purposes as it relates to the fixed asset inventory.

Library materials and technology are capitalized based on an aggregate total.

**Disposition of Goods**

The Library Director of the Poughkeepsie Public Library District shall have the authority to dispose of all books and goods with a value of \$250 or less at his or her discretion.

Goods with an ~~aggregate~~ total value of **greater than \$250** ~~\$251 or more~~ shall be disposed of by donation to the Friends of the Poughkeepsie Public Library District, public auction, or bid process, whichever is more practical in the judgment of the Library Director.

**Fund Balance**

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

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

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

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

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

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

**Collateralization and Investment**

Third-party collateralization is required by the Library District to secure investments above the insurance limits of the FDIC. The third-party reports to the depositor periodically how deposits above FDIC limits are secured.

The Library District shall maintain a collateralization agreement with all depositaries. The depositaries will be listed in the official designations and approved at the annual reorganization meeting. The Library Director shall be authorized to execute collateralization agreements during the year, as needed, and shall notify the Finance Committee of such agreements.

All Library District investment activity will be in accordance with the guidelines for such activity developed and periodically revised by the New York State Comptrollers Office and applicable New York State law. The guidelines are available in the Library District's Administrative Office.

**Receipt and Disbursement of Donated ~~Special Revenue and Permanent (Fiduciary) Funds~~**

Donations given without restrictions are deposited in the General Fund (the A Fund) but may be restricted by the Board of Trustees. Donations given with restrictions are deposited into Special Revenue Fund (the CM Fund) or the Permanent Fund (the PN Fund). Generally, these are individual donations given as a memorial or a bequest.

Donations to the General Fund are administered as follows:

- The Library Director reviews the intent of the donation and refers a recommendation to accept or decline the donation to the Board of Trustees.
- The Board of Trustees may opt to reserve the funds for a purpose allowed by New York State law. Otherwise, the donation will be unreserved and used to fund general operations.

Donations to the Special Revenue and Permanent Funds are administered as follows:

- The Library Director **carefully** reviews the restrictions and refers a recommendation to accept or decline the donation to the Board of Trustees. See related policy on Gifts (Financial Policy #2102).
- Upon the approval of the Board of Trustees, funds are deposited, as required, as either Special Revenue or Permanent Funds. Internal accounts are created and defined.
- Individual donations of \$250 or more will have their own internal account. Those donations less than \$250 will be grouped with other donations for like purposes (for example, Children's Services). Donations to these broad areas will be recorded.
- All donations are acknowledged, in writing, by the Development Office.
- The Executive Director shall include in the financial report, semi-annually, all donations received for the time period.

Disbursement from Special Revenue and Permanent Funds are administered as follows:

- All expenditures are made through the General Operating Fund with Special Revenue and Permanent Funds being transferred into the Operating Fund at time of bill payment. Such expenditures must comply with existing purchase policies. See related policy on Purchasing (Financial Policy #2101).
- Budget modifications are required if the expense is not already included in the operating budget.
- The Business Office will ensure that all expenditures from the Special Revenue and Permanent Funds are in donor compliance.

~~Donations given with no restrictions are deposited into the General Operating Fund.~~

**Signatures**

The Library District requires an original signature on all accounts payable checks and transfers by either the Board of Trustees' Treasurer or Assistant Treasurer.

Checks with a value of \$5000 or more will require an additional original signature of either the Board of Trustees' Treasurer or Assistant Treasurer.

**Credit/Store Card Policy**

1. Bank credit cards will be established in the name of the Poughkeepsie Public Library District and the specific name of an individual with a maximum credit limit for each set by the Library District. All monthly bank statements and correspondence will be sent to the Library District.
2. Bank credit cards will be issued to:
  - a. Library Director
  - b. Assistant Director
  - c. Business Manager
  - d. Secretary to the Library Director

Store cards and credit accounts will be available for specific purchases, such as office/custodial supplies and gas.

3. Prior to initial receipt of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures and updated annually.
4. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork related to the Library District's accounting functions.
5. All store cards will be held by the Business Manager until needed by specified staff members, and then returned to the Business Manager for safekeeping. Hardcopy documentation for each purchase and/or charge must be delivered to the Business Office when the store card is returned.
6. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
  - a. The bank credit card may not be used for personal expenses.
  - b. The bank credit card does not replace requisitions and purchase orders or other purchasing procedures.
7. **Annually, the Library Director will warrant compliance with this policy to the Board of Trustees who may, from time-to-time, audit credit card statements to assure such compliance.**



**Credit Card Procedures**

Credit card and store credit accounts have been established to meet the needs of the Library District for travel and incidental purchases. Upon receipt of original itemized documentation, credit account expenditures will be paid by check through the Business Office.

This Card does not replace requisitions and purchase orders or other purchasing procedures.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. The expenditure may only be made after the approval of the required requisition and purchase orders. This card is not to be used for personal expenses.
2. Purchases may not exceed your credit limit. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Business Office prior to the receipt of the monthly statement.
  - A. Proper documentation is to include:
    - i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
    - ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
    - iii. A hardcopy print-out of the items ordered on-line.
  - B. Examples of documentation not allowed:
    - i. Non-itemized cash register receipts.
    - ii. Handwritten requests for reimbursement without receipts or other verification.
4. Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available in the Business Office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Library District is an exempt unit of local government.

Cards will be kept by the Business Manager for safe-keeping. Staff will be asked to sign-out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

**Annual Agreement for Use of Bank Credit Card**

This card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Poughkeepsie Public Library District.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

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I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued: \_\_\_\_\_ Number: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Endowment and Planned Giving

Gifts to the Permanent Fund (the PN fund) assure long-term innovation and excellence in Library District services for the community, especially during difficult times. Only a portion of the Fund's earnings may be spent each year in order to insure continual growth of the endowment over time. In addition to the general endowment, donors also have the option of contributing to one of these more restricted funds:

- ~~Adriance Memorial Library Annual Fund: supports the integrity of the expanded and restored library facilities as well as enhancements for the collections; subfunds include, but are not limited to the following:~~
  - ~~Children's Collection Fund: supports both classic and popular collections, early literacy and programs for our youngest patrons~~
  - ~~Adult Collection Fund: supports both classic and popular collections~~
  - ~~Local History Collections: supports expansion and continued preservation of historical archives and records of our rich regional heritage~~
  - ~~Programs Fund: supports programs for patrons of all ages~~

Gift plan options include:

### 1. Requests through a will or trust

- A. Endowments: Meaningful legacies are created through bequests. An endowment restricts the Library District to spending only the interest earnings derived from investment of the principal value of the bequest. The following wording is provided as an example:

*"I, [donor's name], of [city, state, zip] give, devise and bequeath to Poughkeepsie Public Library District [a percentage of the estate, a dollar amount, or a description of property] as an endowment for general operations of the Library District."*

Endowments can also be directed more specifically, such as children's services and programs or local history collections, as well as others.

Due to administrative costs, restricted endowments require a minimum donation of \$10,000.

- B. Gifts: The Library District also welcomes outright gifts with no restrictions. A gift allows the Library District to spend both the principal and interest earnings of the bequest. The following wording is provided as an example:

*"I, [donor's name], of [city, state, zip] give, devise and bequeath to Poughkeepsie Public Library District [a percentage of the estate, a dollar amount, or a description of property] as a gift for general operations of the Library District."*

Gifts can be directed to targeted area, similar to those of endowments.

There are no monetary restrictions on gifts.

**2. Retirement plans, savings and checking accounts, CDs, brokerage accounts, life insurance policies**

The Library District can be named as a beneficiary of any of these assets. Naming the Library District as both owner and beneficiary of a life insurance policy may offer added tax benefits.

**3. Gift annuity**

In exchange for a gift of cash, stock or securities, the donor and one or two other annuitants receive a fixed, guaranteed income. Upon death, the gift remainder supports the Library District.

**4. Charitable remainder annuity trust**

An individual or others named receive a set annual income for a specified term or for life. The remaining assets then support the Library District.

**5. Real estate**

A gift of land, a house or a vacation home may result in a tax deduction. Through a Retained Life Estate plan, a donor may deed real property to the Library District and yet continue to reside in and maintain the property for the lifetime of the donor.

**Learn more**

Many estate planning vehicles exist to benefit both the donor and those causes that the donor finds to be most meaningful. Donors can learn more about estate giving plans and benefits at [Leave a Legacy](#), a national public awareness campaign designed to encourage giving.

Donors are strongly encouraged to consult with a professional tax adviser, financial planner or estate planning attorney before making a planned gift. Poughkeepsie Public Library District staff have access to estate planning professionals who will work with the donor to identify the best ways to achieve the donor's philanthropic goals while also preserving sufficient resources to meet personal and family needs and aspirations.

**Legal designation for the Library**

The Poughkeepsie Public Library District and the Friends of the Poughkeepsie Public Library District are both tax exempt not-for-profit organizations. Gifts are tax deductible under section 501(c)(3) of the Internal Revenue Code. For the Library District to benefit from a bequest or other estate gift, the Library should be named as: Poughkeepsie Public Library District, 93 Market Street, Poughkeepsie, NY.

**Petty Cash**

The Poughkeepsie Public Library District shall maintain petty cash funds for the purchase of materials, supplies, or services under conditions requiring immediate payment.

The fund value at Adriance Memorial Library shall not exceed \$400 and the fund value at the Boardman Road Branch Library shall not exceed \$100. The custodians of the funds shall be appointed by the Library Director annually and the designated custodians shall administer and be responsible for the security of the funds and the control of disbursements.

The following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies, or services requiring immediate payment and generally costing \$50 or less. Petty cash is not to be used for frequently purchased items or recurring payments.
3. Sales tax on purchases will not be paid by the Library District from petty cash funds.
4. Original receipts are retained for all purchases made from the petty cash account and presented to the Board of Trustees when the petty cash replenishment is made as part of a warrant.

**Bad Debt**

The Poughkeepsie Public Library District has a schedule of fines and fees related to patron use of materials. The schedule is implemented when patrons fail to return items on time, return items damaged, or fail to return them altogether.

The Library District refers patrons whose fines and fees exceed \$25 to a third-party collection agency; however, not all patrons respond to these efforts.

Patron debt accumulates for seven years after which time it is written off.

The Library District shall write-off bad debt for items owned by the Library District and borrowed by Library District patrons that has aged for seven (7) full years and has been determined to be uncollectible.

**New Business Fact Sheet**  
Approval of 2024 Trustee Elections

**Recommended By** Library Director

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

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

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for March 31 and April 14, 2024).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD Documents #022824 - 6A, #022824 - 6B, and #022824 - 6C.

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**Motion**

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

**Result of Action**

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

## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### Notice of Trustee Election

Library District Election – November 5, 2024

Town of Poughkeepsie - 2 Trustees – 5 Year Term (1/1/2025 - 12/31/2029)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2025 - 12/31/2029)  
(Candidates for this position must live in the City of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 5, 2024.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 16, 2024, through Tuesday, May 28, 2024.

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

Each nominating petition shall be filed with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 21, 2023 to Tuesday, May 28, 2023 between the hours of 9 a.m. and 5 p.m. on weekdays. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

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

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

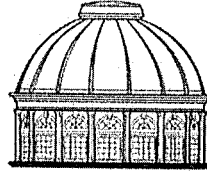
A copy of the Procedures for Nomination as a Trustee of the Poughkeepsie Public Library District is available upon request at the Library District's Administrative Office.

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



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2024 Timeline for Nomination as a Trustee**

Date(s)	Event
February 28	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
By April 1	Election notice published by Library District
March 31	First legal notice announcing election and calling for the circulation of nominating petitions
April 14	Second legal notice announcing election and calling for the circulation of nominating petitions
April 16	First day nominating petitions may be circulated
May 21 – May 28	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
May 31	Last day to accept or decline nomination
June 3	Last day to fill a vacancy after a declination
Before July 1	Library District shall validate signatures on accepted petitions
No later than July 24	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
No later than July 31	Library District submits certified ballot language to the Board of Elections
October 13	First legal notice of trustee election and budget referendum; Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on <a href="http://www.poklib.org">www.poklib.org</a>
October 27	Second legal notice of trustee election and budget referendum
November 5	General Election Day



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

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

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

For election in 2024, the following terms are available:

Town of Poughkeepsie - 2 Trustees – 5 Year Term (1/1/2025 - 12/31/2029)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2025 - 12/31/2029)  
(Candidates for this position must live in the City of Poughkeepsie)

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

##### 1. Signature requirements

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

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

##### 2. Trustee Qualifications

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

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

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

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

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

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

Signatures may only be collected in the presence of the witness and may only be collected from April 16, 2024 to May 28, 2024. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

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

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

#### 4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 21, 2024 and May 28, 2024, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

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

#### 5. Vacancies

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

#### B. Determination of Validity

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

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

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

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

C. Objection Procedures

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

D. Certification

On or before 40 days prior to the November 5, 2024 general election (September 25, 2024), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

E. Elections

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

*Draft: February 28, 2024*