

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, April 24, 2024

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

Trustees Reviewing Warrants: Ferrer and Hogg

(all other trustees are asked to arrive by 6:45pm to assist with check signing)

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Presentation of 2023 Audit Report
 - IV. Minutes of Previous Meeting(s)
 - A. February 28, 2024 (*T. Lawrence; #032724 – 1*)
 - V. Financial Report(s)
 - A. January 2024 (*B. Lynch/R. Gillis; #032724 – 2*)
 - B. February 2024, March 2024 (*B. Lynch/R. Gillis; #042424 – 2, #042424 – 2.01*)
 - C. Approval of Monthly Warrant (*R. Gillis; #042424 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #032724 – 3; #042424 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs; #032724 – 3.3; #042424 – 3.3*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence; #042424 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of NYS Annual Report (*T. Lawrence; #032724 – 5*)
 2. Approval of MOU with MHLS (*T. Lawrence; #032724 – 6*)
 3. Approval of Revised Policies (*M. Fitzgibbons; #042424 – 5*)
 4. Approval of CLSA 2023 Expenditure Report and 2024 Working Budget (*T. Lawrence; #042424 – 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, May 22, 2024; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 28, 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
- Rebecca Gillis, Business 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 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Public Comment.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 11 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. January 24, 2024 (PPLD Document #022824 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 24, 2024.
- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

V. Approval of Financial Actions**A. January 2024 Financial Activity Report:** To be presented at March Board Meeting.**B. Approval of Monthly Warrant (PPLD Document #022824 – 2.1)**

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

Vouchers 67953 to 68117 in Warrant 20240229 totaling \$506,920.86

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

Vouchers 67858 to 67926 in Warrant 20240131 totaling \$46,882.76

Vouchers 67928 to 67960 in Warrant 20240215 totaling \$32,501.98

- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** None.

- **VOTE:** 11 – 0 – 0
- **Next Month’s Warrant Review:** Ferrer and McPhee.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #022824 – 3)

- Lawrence reported on: personnel updates; the Big Read; offering a variety of Middle Read books; possibility of a program with Anthony Ray Hinton; Juneteenth program with Jemar Tisby; Dutchess County Historical Society and 200th anniversary of Lafayette visit; possibility of a program with Sarah Vowell, tickets for upcoming David Baldacci program; e-Pop-Up Library; Community Fridge status; Annual Report to State; Trustee Education; and the Book Festival.
- Bogenschultz explained about: e-Pop-Up Library program coming to outdoor public spaces in the area; and the popularity of MAP Pass program last year.
- Middleton shared about: change in hours at SPD; Saturday programming at SPD; staffing levels; cross-training staff for all locations and Rover; Grocery Store visits; Language Link; Tech Services changes; program registration challenges; and Department meetings.

B. President’s Report: President Blazek reported on the Book Festival inquiries she has received; trustee education webjunction website and going paperless with the Board Packet.

C. Board Committee Reports (PPLD Document #022824 – 3.3)

- 1. Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions about cleaning up the language of some of our policies, and streamlining board related documents, and potential visits by MHLS staff.
- 2. Committee Chairs:** President Blazek reported on discussions related to each committee.
- 3. Finance Committee:** Chairperson Ryan reported on committee discussions on warrant reviews, Finance policy changes, the Greene Fund, and doing a three year budget.
- 4. Personnel Committee:** Chairperson Hogg reported on committee discussions on the Personnel Administrator position, employee issues, negotiations, and leadership succession.

D. Friends of PPLD: President Vazquez reported on: the January sale; the February Sale; the upcoming March sale; celebrating Women’s History month; update on issues with dealers; recent donations; creating a new horror and supernatural section; financial choices they have made.

VII. Board Action

A. Personnel Actions: (PPLD Document #022824 – 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
Liz Asta	Librarian II (FT)	Permanent Appointment	2/21/2024	N/A
Derek Allen	Security Guard (FT)	Probationary Appointment	3/4/2024	\$46,952/yr

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

B. Unfinished/Old Business: None

C. New Business

1. Approval of Revised Policies: All Financial Policies (PPLD Document #022824 – 5)

- **Motion:** 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, #2112 – Bad Debt.
- **Moved/Seconded:** Nichols, Ferrer.
- **Discussion:** Ryan explained the reasons for making changes.
- **VOTE:** 11 – 0 – 0

2. Approval of 2024 Trustee Elections (PPLD Document #022824 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD documents #022824 – 6A, #022824 – 6B, and #022824 – 6C.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

VIII. Open Comment

A. Board Comment: Trustee Ferrer mentioned that she will be bringing Marist students to the library tomorrow for a tour. Her students will be running a community translation initiative. She is trying to find a student who is willing to teach basic computer skills in Spanish. They plan to do an audit to check for language accessibility in the building and they will provide a report on their findings and help to correct any issues.

B. Public Comment: None.

Executive Session

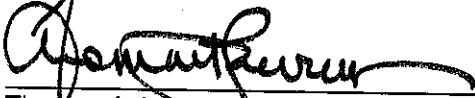
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to negotiating with labor.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0 (Executive Session began at 8:08 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** McPhee, Eagleton.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0 (Executive Session ended at 8:20 p.m.)

Adjournment

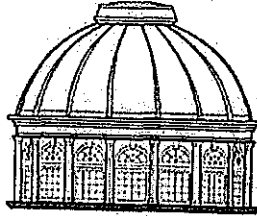
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Hogg, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 11 - 0 - 0
- **Time of Adjournment:** 8:21 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 27, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of January 2024 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2024 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

- A 12010 **General Fund Operating:** General Fund checking account
- A 12020 **General Fund Payroll:** General Fund Payroll account
- A 12023 **General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
- A 12040 **Credit Card Transactions:** Where our credit card activity is recorded
- A 12051 **Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
- A 12100 **Petty Cash:** \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
- A 12101 **Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
- A 13800 **Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
- A 13910 **Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

- A. 26000 **Accounts Payable:** Outstanding obligation for goods received
- A 26012 **Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
- A 26020 **Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
- A 26021 **Benefits Exchange:** Where we book money paid by employees for benefits they pay for
- A 26030 **General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
- A 26300 **Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
- A 26370 **State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
- A 26510 **Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

- A 35100 **Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
- A 35210 **Encumbrances (+PYCF*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
- A 35220 **Expenditures (+PYCF*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
- A 38210 **Encumbrance Reserve (+PYCF*):** Part of the budgeted money to be spent that is already committed to be spent
- A 38670 **Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
- A 39090 **Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
- A 39110 **Fund Balance (Start of Year):** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
- A 39600 **Appropriations Budget (+ PYCF*):** This year's budget to spend plus prior year rollover.
- A 39800 **Revenues Received:** The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of January 2024
Financial Activity – Narrative Report

The following information was generated through the use of the "Train" Database while we await final year end audited balances. The audited 2023 year-end report will be presented at the April 2024 Board of Trustees meeting.

General Fund (Fund A; \$1,078,203)

- Receipts for the month totaled \$566,996 which included \$500,000 in tax revenue for the Town of Poughkeepsie, \$58,438 in PILOT revenue from the City of Poughkeepsie, \$1,009 in library charges, and \$714 interest.
- Disbursements for the month totaled \$477,250 which included \$363,895 in salary and benefit expenses.
- Transfers from the Davis Fund of \$280,000 and the Swartz of \$70,000 were necessary in order to cover payroll and general expenses while we await tax revenue.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 872
 - McCalley Fund 52,000
 - Swartz Fund 421

Special Revenue Fund (Fund CM; \$1,032,154)

- Receipts for the month totaled \$3,910 which included \$1,346 in interest.
- The receipts also reflect a combined increase and earnings of \$3,910 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$604,957
 - Occhialino Fund 51,500
 - Lund Fund 25,000

Capital Fund (Fund H; \$35,267)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 505

Permanent Funds (Fund PN; \$495,096)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$52,962)

- Receipts for the month included interest of \$191.
- An inter-fund loan of \$128,000 to the General Fund was necessary in order to cover payroll and general expenses while we await tax revenue.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
January 2024

No modifications or transfers to report for January

TRAIN DATABASE Mar 20 2024



GENERAL FUND YEAR TO DATE EXPENSE REPORT JANUARY 2024

FOR 2024 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,802,699	4,802,699	178,583.56	178,583.56	4,053,572.56	570,542.88	88.1%
22 EQUIP & CAPITAL OUTL	137,250	137,250	.00	.00	407.95	136,842.05	.3%
30 MATERIALS	498,476	498,476	18,619.40	18,619.40	1,750.00	478,106.60	4.1%
32 INFORMATION SVC	71,000	71,000	16,825.20	16,825.20		54,174.80	23.7%
50 OPERATIONS	1,578,464	1,578,464	77,910.85	77,910.85	407,690.96	1,092,862.19	30.8%
51 AUTOMATION	142,306	142,306	.00	.00	1,250.00	141,056.00	59.8%
91 EMPLOYEE BENEFITS	2,484,634	2,484,634	185,310.95	185,310.95	1,301,199.08	998,123.97	59.8%
92 DEBT SER	1,341,676	1,341,676	.00	.00		1,341,676.00	.0%
GRAND TOTAL	11,056,505	11,056,505	477,249.96	477,249.96	5,765,870.55	4,813,384.49	56.5%

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

Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20240119 01/19/2024
 DUE DATE: 01/19/2024



FUND	ORG	ACCOUNT	AMOUNT	AVAIL BUDGET
A	A	General Fund		
A	A00000	General Fund Expenses	3,915.42	
A	A00000	General Fund Expenses	800.00	0.00
A	A00000	General Fund Expenses	1,081.80	18.40
A	A00000	General Fund Expenses	110.00	-73.44
A	A00000	General Fund Expenses	655.00	-3,455.08
A	A00000	General Fund Expenses	450.00	70.00
A	A00000	General Fund Expenses	131.01	979.07
A	A11100	General Fund Expenses	129,327.53	20,225.03
A	A20000	GLDA Reimbursable	100.88	6.72
A	A60000	Building Services	635.34	-789.68
A	A60000	Information Tech	680.90	-197.62
A	A71000	Information Tech	303.92	8,369.75
A	A71000	Adriance	118.25	507.46
A	A71000	Adriance	2,875.00	3,931.00
A	A71000	Adriance	602.70	80.00
A	A73000	Boardman Road Branch	13,684.42	-32,194.28
A	A73000	Boardman Road Branch	1,218.45	-593.34
A	A74000	Sadie Peterson Delany	4,485.96	-25,594.55
A	A74000	Sadie Peterson Delany	77.98	3,280.24
A	A74000	Sadie Peterson Delany	1,703.79	-4,887.30
A	A74000	Sadie Peterson Delany	3,768.32	-771.34
FUND TOTAL			166,726.67	

WARRANT SUMMARY TOTAL	GRAND TOTAL
166,726.67	166,726.67

CHECK TOTAL 1,092.98

101 INVOICES

WARRANT TOTAL

75,723.01

75,723.01

01/24/2024 11:28 | Poughkeepsie Public Library District
wberger | WARRANT SUMMARY

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WARRANT: 20240125 01/25/2024

DUE DATE: 01/25/2024

FUND ORG ACCOUNT

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund	.0000.000.00.26000	
A A	General Fund	.0000.000.00.26021	
A A	General Fund	.0000.000.00.26030	
A A00000	General Fund Expen A	.7410.000.00.54300	
	Accounts Payable	7,461.55	
	Benefits Exchange	4,156.86	
	General Fund Exchange	565.17	
	Office & Library Supp	769.22	994.77

Account	Description	Amount	Account	Description	Amount
A A00000	General Fund Expen A	7410.000.00.54353	Cont Ed/Webinar	1,481.55	
A A00000	General Fund Expen A	7410.000.00.54370	Professional Fees - Ge	1,105.00	
A A00000	General Fund Expen A	7410.000.00.54594	Other Operational Expe	125.00	
A A00000	General Fund Expen A	7410.000.00.59089	Employee Benefits Othe	-3,455.08	
A A10000	Administration	7410.100.00.54292	MUSEUM PASS PROGRAM	1,370.51	
A A10000	Administration	7410.100.00.54370	Professional Fees - Ad	.00	
A A11000	CLDA Reimbursable	7410.111.00.54100	CBA Books - Digital	.45	
A A20000	Building Services	7410.200.00.54300	Custodial Supplies	10,850.00	
A A20000	Building Services	7410.200.00.54370	Professional Fees- Bld	74.99	
A A20000	Building Services	7410.200.00.54690	Snow Removal - Patron	654.60	
A A20000	Building Services	7410.200.00.54691	HVAC-MECH/ELEC/PLUMB	425.00	
A A41000	Adult Services	7410.410.00.54291	PPLD Databases	4,723.00	
A A41000	Adult Services	7410.410.00.54292	Programming Adult Svc	14,635.20	
A A41000	Adult Services	7410.410.00.54390	RRM - ADULT SERVICES	4,945.94	
A A44000	Collection Service	7410.440.00.54100	Collection Serv Books	2,175.00	
A A44000	Collection Service	7410.440.00.54110	Collection Serv- Books	262.40	
A A44000	Collection Service	7410.440.00.54110	VIDEO & FILMS - DIGITA	4,391.77	
A A50000	Business Office	7410.500.00.54370	Collections Agency Fee	10,294.80	
A A60000	Information Tech	7410.600.00.54390	Professional Fees - Bu	431.05	
A A71000	Adriance	7410.710.00.54310	Rental Repair & Maint	1,391.55	
A A71000	Adriance	7410.710.00.54320	Telephone Adriance	13.61	
A A71000	Adriance	7410.710.00.54320	Telephone Adriance	834.37	
A A73000	Boardman Road Bran	7410.730.00.54310	Internet Services Adri	99.00	
A A73000	Boardman Road Bran	7410.730.00.54310	Internet Serv-Hot Spot	376.44	
A A73000	Boardman Road Bran	7410.730.00.54500	Telephone - Boardman	146.00	
			Fuel & Utilities -Boar	1,016.94	
			FUND TOTAL	75,723.01	

WARRANT SUMMARY TOTAL 75,723.01

GRAND TOTAL 75,723.01

01/24/2024 11:28 | Poughkeepsie Public Library District
wberger | WARRANT LIST BY VOUCHER

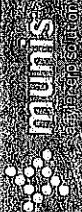
WARRANT: 20240125 01/25/2024

DUE DATE: 01/25/2024

VOUCHER VENDOR VENDOR NAME DOCUMENT PO TYPE DUE DATE AMOUNT COMMENT

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apwarrnt

TRAIN DATABASE Mar 20 2024



GENERAL FUND YEAR TO DATE REVENUE REPORT JANUARY 2024

FOR 2024 01

	ORIGINAL ESTIM. REV.	REVISED EST. REV.	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL.
41001 REAL PROPERTY TAXES	8,154,668	8,154,668	500,000.00	500,000.00	7,654,668.00	6.1%
41003 REAL PROPERTY TAX DEBT SVCIC	1,241,676	1,241,676	.00	.00	1,241,676.00	.0%
42082 LIBRARY CHARGES	20,000	20,000	1,009.23	1,009.23	18,990.77	5.0%
42401 INTEREST EARNINGS	45,000	45,000	714.57	714.57	44,285.43	1.6%
42705 DONATIONS	150,000	150,000	1.40	1.40	149,998.60	.0%
42752 ANNUAL APPEAL	30,000	30,000	.00	.00	30,000.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760 GRANTS	50,000	50,000	.00	.00	50,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	58,438.46	58,438.46	114,561.54	33.8%
42777 E RATE INCOME	65,000	65,000	.00	.00	65,000.00	.0%
42800 MISCELLANEOUS INCOME	10,000	10,000	.00	.00	10,000.00	.0%
43840 CENTRAL LIBRARY DEVELOPMENT	265,613	265,613	.00	.00	265,613.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	.00	.00	23,906.00	.0%
43031 TRANSFERS IN	745,659	745,659	.00	.00	745,659.00	.0%
GRAND TOTAL	11,056,505	11,056,505	566,995.57	566,995.57	10,489,509.43	5.1%

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

TRAIN DATABASE Mar 20 2024

BALANCE SHEET FOR 2024 1



FUND: A - GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	12020	-46,460.82	-44,680.96
A	12023	194,434.01	195,089.07
A	12040	235,195.04	371,341.71
A	12051	-310.10	1,225.57
A	12100	910.76	2,282.88
A	12101	129.46	12,006.24
A	12300	.00	502.00
A	12400	-279,723.14	872.19
A	13501	-69,861.20	420.98
A	13800	-22,604.00	15,165.56
A	13910	.00	30,000.00
	TOTAL ASSETS	11,710.91	107,203.23
LIABILITIES			
A	26000	6,910.15	-56,607.43
A	26012	219,835.00	.00
A	26020	-1,115.40	-2,054.79
A	26021	4,290.82	10,441.18
A	26030	105.69	-2,745.48
A	26100	.00	88.00
A	26300	-128,000.00	-558,088.39
A	26370	-54,296.45	-657,265.09
	TOTAL LIABILITIES	17,729.81	1,266,232.08
FUND BALANCE			
A	35100	11,056,505.00	11,056,505.00
A	35210	5,730,893.32	5,850,168.43
A	35220	507,555.75	507,555.75
A	38210	-5,730,893.32	-5,850,168.43
A	38670	.00	-47,000.00
A	39090	69,279.64	482,285.96
A	39110	.00	517,059.53
A	39600	-11,125,784.64	-11,125,784.64
A	39800	-566,995.57	-566,995.57
A	39915	.00	-635,597.32
	TOTAL FUND BALANCE	1,710.01	188,028.71
	TOTAL LIABILITIES + FUND BALANCE	1,710.01	1,078,203.73

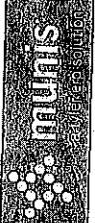
TRAIN DATABASE Mar 20 2024

BALANCE SHEET FOR 2024 1

FUND BALANCE - RESERVE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
CM	12000	Special Revenue Funds	530,386.21
CM	12020	CM Payroll Checking	275.08
CM	13910	Due From Other Funds	501,492.60
	TOTAL ASSETS		1,302,153.89
LIABILITIES			
CM	26300	Due To Other Funds	-667,150.83
	TOTAL LIABILITIES		-667,150.83
FUND BALANCE			
CM	35210	Encumbrances	.39
CM	38210	Reserve For Encumbrances	.39
CM	39110	Fund Balance Unreserved	-361,092.78
CM	39800	Revenues	-3,910.28
	TOTAL FUND BALANCE		-3,910.28
TOTAL LIABILITIES + FUND BALANCE			
			-1,052,153.89

TRAIN DATABASE Mar 20 2024

BALANCE SHEET FOR 2024 1



FUND BALANCE - CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		
H	12044		38.83
H	12200	.00	86.82
H	13502	1.28	505.34
H	13910	.00	.30
	TOTAL ASSETS	-1.28	34,635.79
LIABILITIES			
H	26000		
H	26300	.00	.40
	TOTAL LIABILITIES	.00	-58,098.21
FUND BALANCE			
H	35100		
H	39110	.00	252,715.39
H	39600	.00	22,832.81
H	39800	.00	-252,715.39
	TOTAL FUND BALANCE	-1.28	-1.28
TOTAL LIABILITIES + FUND BALANCE			
		-1.28	-58,098.21
			34,635.79

TRAIN DATABASE Mar 20 2024

BALANCE SHEET FOR 2024 1

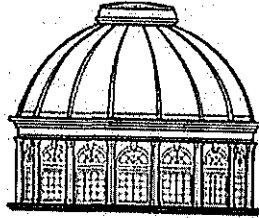
FUND BALANCE - PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		Slonaker Trust
PN	12012	.00	Lamont Fund
PN	12013	.00	Levinsohn Trust
PN	12014	.00	Wojtecki Trust
PN	12015	2,564.42	Schwartz Fund
PN	12201	.00	Dobo Fund
PN	13910	.00	Due from other funds
	TOTAL ASSETS	2,564.42	495,095.36
LIABILITIES			
PN	26300	-2,564.42	Due to other funds
	TOTAL LIABILITIES	-2,564.42	-16,277.71
FUND BALANCE			
PN	39110	.00	Library Trust Permanent Funds
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	-2,564.42	-495,095.36



TRAIN DATABASE Mar 20 2024

BALANCE SHEET FOR 2024 1

		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND 2630 DEBT SERVICE FUND			
ASSETS			
V	12230	-127,809.26	728.99
V	13910	128,000.00	-56,691.45
	TOTAL ASSETS	-190.74	55,967.53
LIABILITIES			
V	26300	.00	309,500.02
	TOTAL LIABILITIES	.00	309,500.02
FUND BALANCE			
V	39090	.00	-19,281.00
V	39110	.00	-234,065.82
V	39800	-190.74	-190.74
	TOTAL FUND BALANCE	-190.74	55,967.53
	TOTAL LIABILITIES + FUND BALANCE	-190.74	55,967.53



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of February 2024 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2024 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

- A 12010 **General Fund Operating:** General Fund checking account
- A 12020 **General Fund Payroll:** General Fund Payroll account
- A 12023 **General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
- A 12040 **Credit Card Transactions:** Where our credit card activity is recorded
- A 12051 **Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
- A 12100 **Petty Cash:** \$450 at Adriaance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriaance for making change for the registers
- A 12101 **Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
- A 13800 **Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
- A 13910 **Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

- A 26000 **Accounts Payable:** Outstanding obligation for goods received
- A 26012 **Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
- A 26020 **Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
- A 26021 **Benefits Exchange:** Where we book money paid by employees for benefits they pay for
- A 26030 **General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
- A 26300 **Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
- A 26370 **State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
- A 26510 **Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

- A 35100 **Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
- A 35210 **Encumbrances (+PYCF*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
- A 35220 **Expenditures (+PYCF*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
- A 38210 **Encumbrance Reserve (+PYCF*):** Part of the budgeted money to be spent that is already committed to be spent
- A 38670 **Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
- A 39090 **Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
- A 39110 **Fund Balance (Start of Year):** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
- A 39600 **Appropriations Budget (+ PYCF*):** This year's budget to spend plus prior year rollover.
- A 39800 **Revenues Received:** The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of February 2024
Financial Activity – Narrative Report

The following information was generated through the use of the “Train” Database while we await final year end audited balances. The audited 2023 year-end report will be presented at the April 2024 Board of Trustees meeting.

General Fund (Fund A; \$2,831,231)

- Receipts for the month totaled \$2,960,446 which included \$2,948,926 in tax revenue for the Town and City of Poughkeepsie, \$3,030 in library charges, and \$1,656 interest.
- Disbursements for the month totaled \$1,178,309 which included \$937,253 in salary and benefit expenses.
- Interfund loans from the Special Revenue Fund in the amount of \$430,000 were necessary in order to cover payroll and general expenses while we await tax revenue.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 874
 - McCalley Fund 52,000
 - Swartz Fund 422

Special Revenue Fund (Fund CM; \$1,029,880)

- Receipts for the month totaled \$437 interest.
- The receipts for the month also reflect a net decrease of \$2,711 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$604,957
 - Occhialino Fund 51,500
 - Lund Fund 25,000

Capital Fund (Fund H; \$35,268)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 507

Permanent Funds (Fund PN; \$492,385)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$55,960)

- Receipts for the month included minimal interest.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
February 2024

Budget Amendment A-02

Revenue	Increase	Decrease	Expense	Increase	Decrease
Donations - Early Literacy	A99900 42705	A228 \$ 5,000	Books - Early Literacy	A44000 54100	A228 \$ 5,000.00
Total	\$ 5,000.00	\$ -	Total	\$ 5,000.00	\$ -

To create Budget Amendment for Early Literacy to reflect Friends' support.

Budget Amendment A-05

Revenue	Increase	Decrease	Expense	Increase	Decrease
Insurance accounts adjustment			Automobile Insurance	A00000 54550	1,321.00
			Auto Insurance - Bookmobile	A00000 54550	921.00
			Workers Compensation	A00000 59040	222.00
			Property Liability Insurance	A00000 54540	
			Liability Umbrella Insurance	A00000 54550	
Total	\$ -	\$ -	Total	\$ 2,464.00	\$ 2,464.00

TRAIN DATABASE Apr 10 2024



GENERAL FUND YEAR TO DATE

EXPENSE REPORT FEBRUARY 2024

FOR 2024 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,802,699	4,802,699	725,888.66	547,305.10	3,816,248.93	260,561.41	94.6%
22 EQUIP & CAPITAL OUTL	137,250	137,250	958.11	958.11		136,291.89	7%
30 MATERIALS	498,476	503,476	62,553.70	43,934.30	6,301.55	434,620.75	13.7%
32 INFORMATION SVC	71,000	71,000	16,825.20	.00		54,174.80	23.7%
50 OPERATIONS	1,578,464	1,578,686	248,545.70	170,634.85	394,240.09	935,900.21	40.7%
51 AUTOMATION	142,306	142,306	25,528.56	25,528.56	34,012.50	82,764.94	41.8%
91 EMPLOYEE BENEFITS	2,484,634	2,484,412	575,258.71	389,947.76	1,065,174.51	843,978.98	66.0%
92 DEBT SER	1,341,676	1,341,676	.00	.00	.00	1,341,676.00	.0%
GRAND TOTAL	11,056,505	11,061,505	1,655,558.64	1,178,308.68	5,315,977.38	4,089,968.98	63.0%

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

WARRANT: 20240215 02/15/2024
 DUE DATE: 02/15/2024

FUND ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A00000 General Fund Expen A	274.70		109.40
A	A00000 General Fund Expen A	800.00		.00
A	A00000 General Fund Expen A	1,114.25		18.40
A	A00000 General Fund Expen A	1,182.12		-73.44
A	A00000 General Fund Expen A	655.00		-3,455.08
A	A00000 General Fund Expen A	450.00		70.00
A	A00000 General Fund Expen A	106.32		979.07
A	A20000 Building Services A	675.44		69.12
A	A71000 Adirance A	654.60		1,976.75
A	A71000 Adirance A	1,051.93		1,507.46
A	A71000 Adirance A	3,275.00		3,931.00
A	A71000 Adirance A	1,286.52		3,80.00
A	A73000 Boardman Road Bran A	14,038.64		-32,194.28
A	A73000 Boardman Road Bran A	143.92		-16.62
A	A74000 Sadie Peterson Del A	1,241.45		-593.34
A	A74000 Sadie Peterson Del A	77.98		3,280.24
A	A74000 Sadie Peterson Del A	1,703.79		-4,887.30
A	A74000 Sadie Peterson Del A	3,768.32		-771.34
	FUND TOTAL	32,501.98		

WARRANT SUMMARY TOTAL		32,501.98
GRAND TOTAL		32,501.98

Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20240229 02/29/2024
 DUE DATE: 02/29/2024



FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	551.66	
A	A	General Fund	4,036.14	
A	A00000	General Fund Expenses	634.16	-144.99
A	A00000	General Fund Expenses	2,125.68	1,051.77
A	A00000	General Fund Expenses	1,362.83	3,123.02
A	A00000	General Fund Expenses	4,997.78	0.00
A	A00000	General Fund Expenses	145.00	0.00
A	A00000	General Fund Expenses	1,076.40	3,169.73
A	A00000	General Fund Expenses	25,528.56	4,240.30
A	A00000	General Fund Expenses	42,867.71	42.35
A	A00000	General Fund Expenses	2,179.00	514.00
A	A00000	General Fund Expenses	2,479.00	0.00
A	A00000	General Fund Expenses	9,596.00	-1,314.00
A	A00000	General Fund Expenses	5,281.00	0.00
A	A00000	General Fund Expenses	52,448.00	-8,431.00
A	A00000	General Fund Expenses	679.34	69.12
A	A00000	General Fund Expenses	231,630.19	20,225.03
A	A00000	General Fund Expenses	4,437.40	164.70
A	A10000	Administration	720.05	648.72
A	A10000	Administration	1,630.00	0.00
A	A20000	Building Services	800.00	0.00
A	A20000	Building Services	1,134.68	521.45
A	A20000	Building Services	654.60	1,976.75
A	A20000	Building Services	420.45	1,932.47
A	A20000	Building Services	1,200.00	-5,748.00
A	A20000	Building Services	5,461.40	1,353.58
A	A20000	Building Services	1,552.22	1,034.76
A	A20000	Building Services	513.74	2,990.51
A	A20000	Building Services	1,051.00	15,338.59
A	A20000	Building Services	641.00	-789.68
A	A20300	Greene Services	5,875.55	-2,151.86
A	A20300	Greene Services	20,000.00	664.66
A	A20300	Greene Services	128.29	-48.60
A	A30000	Advancement Services	551.40	-597.36
A	A41000	Adult Services	29.00	-3,772.54
A	A41000	Adult Services	11,508.88	688.17
A	A43000	Borrower Services	3,336.90	131.16
A	A44000	Collection Service	12.21	2,000.00
A	A44000	Collection Service	19,038.39	1,153.98
A	A44000	Collection Service	6,614.12	-1.00

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A44000	Collection Service	A	.7410.440.00.54110.
A	A44000	Collection Service	A	.7410.440.00.54110.A211
A	A44000	Collection Service	A	.7410.440.00.54120.
A	A44000	Collection Service	A	.7410.440.00.54370.
A	A45000	Youth Services	A	.7410.450.00.54130.
A	A45000	Youth Services	A	.7410.450.00.54292.
A	A45000	Youth Services	A	.7410.450.00.54292.A218
A	A45000	Youth Services	A	.7410.450.00.54292.A233
A	A46000	YA Services	A	.7410.460.00.54130.
A	A46000	YA Services	A	.7410.460.00.54292.
A	A50000	Business Office	A	.7410.500.00.54370.
A	A60000	Information Tech	A	.7410.600.00.52800.
A	A60000	Information Tech	A	.7410.600.00.54300.
A	A60000	Information Tech	A	.7410.600.00.54390.
A	A71000	Adriance	A	.7410.710.00.54320.A235
A	A73000	Boardman Road Branch	A	.7410.730.00.54500.

Collection Serv Video	669.70	0.00
VIDEO & FILMS - DIGIT	5,718.87	5,487.01
Music & Audio	2,321.00	11,578.12
Collections Agency Fe	827.15	1,372.50
Serials Youth Service	1,323.74	426.26
Programming Youth	3,242.47	263.62
PROGRAMMING-Pough Book	995.00	-4,804.10
Programming - Youth (392.70	2,500.25
Serials YA	783.18	158.66
Programming YA	302.48	189.16
Professional Fees - B	7,440.48	-4,362.49
Equipment IT	323.95	679.27
Information Tech Supp	117.98	117.67
Rental, Repair & Main	214.70	-20.22
Internet Serv-Hot Spo	216.60	80.00
Fuel & Utilities -Boa	7,101.13	-25,594.55

FUND TOTAL 506,920.86

WARRANT SUMMARY TOTAL 506,920.86
GRAND TOTAL 506,920.86

TRAIN DATABASE Apr 10 2024



GENERAL FUND YEAR TO DATE

REVENUE REPORT FEBRUARY 2024

FOR 2024 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	8,154,668	8,154,668	3,448,926.00	2,948,926.00	4,705,742.00	42.3%
41003 REAL PROPERTY TAX DEBT SERVIC	1,241,676	1,241,676	.00	.00	1,241,676.00	.0%
42082 LIBRARY CHARGES	20,000	20,000	4,038.78	3,029.55	15,961.22	20.2%
42401 INTEREST EARNINGS	45,000	45,000	2,370.95	1,656.38	42,629.05	5.3%
42705 DONATIONS	150,000	155,000	3.26	1.86	154,996.74	.0%
42752 ANNUAL APPEAL	30,000	30,000	.00	.00	30,000.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
42760 GRANTS	50,000	50,000	.00	.00	50,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	58,438.46	.00	114,561.54	33.8%
42777 E RATE INCOME	65,000	65,000	.00	.00	65,000.00	.0%
42800 MISCELLANEOUS INCOME	10,000	10,000	.00	.00	10,000.00	.0%
43840 CENTRAL LIBRARY DEVELOPMENT	265,613	265,613	.00	.00	265,613.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	.00	.00	23,906.00	.0%
45031 TRANSFERS IN	745,659	745,659	.00	.00	745,659.00	.0%
GRAND TOTAL	11,056,505	11,061,505	3,527,441.27	2,960,445.70	7,534,063.73	31.9%

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

TRAIN DATABASE Apr 10 2024

BALANCE SHEET FOR 2024 2



FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010	47,132.76	2,451.80
A	12020	-194,434.01	655.06
A	12023	1,898,101.68	2,269,443.39
A	12040	919.05	2,144.62
A	12051	1,305.50	3,588.38
A	12100	.00	12,006.24
A	12101	.00	502.00
A	12300	2.08	874.27
A	12400	1.00	421.98
A	13501	.00	15,165.56
A	13800	.00	30,000.00
A	13910	.00	493,978.05
	TOTAL ASSETS	1,753,028.06	2,851,231.35
LIABILITIES			
A	26000	551.66	-56,055.77
A	26020	-1,088.10	-3,142.89
A	26021	-1,636.05	8,805.13
A	26030	-9.00	-2,754.48
A	26100	533,405.00	533,493.00
A	26300	-430,000.00	-988,088.39
A	26370	-82,953.06	-740,218.15
	TOTAL LIABILITIES	18,270.45	-1,247,961.53
FUND BALANCE			
A	35100	5,000.00	11,061,505.00
A	35210	-460,731.68	5,389,436.75
A	35220	1,189,147.19	1,696,702.94
A	38210	460,731.68	-5,389,436.75
A	38670	.00	-47,000.00
A	39090	.00	482,285.96
A	39110	.00	517,059.53
A	39600	-5,000.00	-11,130,784.64
A	39800	-2,960,445.70	-3,527,441.27
A	39915	.00	-635,597.32
	TOTAL FUND BALANCE	-1,771,298.51	-1,583,269.80
	TOTAL LIABILITIES + FUND BALANCE	-1,753,028.06	-2,831,231.33

TRAIN DATABASE Apr 10 2024

BALANCE SHEET FOR 2024 2



FUND:	CM	MISC.	REVENUE	FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS	CM		12000	Special Revenue Funds	-429,563.46	100,822.75
	CM		12020	CM Payroll Checking	.00	275.08
	CM		13910	Due From Other Funds	427,289.22	928,781.82
			TOTAL ASSETS		-2,274.24	1,029,879.65
LIABILITIES	CM		26300	Due To Other Funds	.00	-667,150.83
			TOTAL LIABILITIES		.00	-667,150.83
FUND BALANCE	CM		35210	Encumbrances	.00	.39
	CM		38210	Reserve For Encumbrances	.00	-.39
	CM		39110	Fund Balance Unreserved	.00	-361,092.78
	CM		39800	Revenues	2,274.24	-1,636.04
			TOTAL FUND BALANCE		2,274.24	-362,728.82
			TOTAL LIABILITIES + FUND BALANCE		2,274.24	-1,029,879.65

TRAIN DATABASE Apr 10 2024

BALANCE SHEET FOR 2024 2



FUND: H	CAPITAL PROJECT FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		Checking (Capital 23213)
H	12044	.00	Designated Gifts & Grants
H	12200	.00	Cash From Obligations
H	13502	1.20	Discount Pledge Receivable
H	13910	.00	Due From Other Funds
	TOTAL ASSETS	1.20	34,635.79
LIABILITIES			
H	26000	.00	Accounts Payable
H	26300	.00	Due To Other Funds
	TOTAL LIABILITIES	.00	-58,098.21
FUND BALANCE			
H	35100	.00	Estimated Revenues
H	39110	.00	Fund Balance Unreserved
H	39600	.00	Appropriations
H	39800	.00	Revenues
	TOTAL FUND BALANCE	-1.20	-2.48
TOTAL LIABILITIES + FUND BALANCE			
		-1.20	22,830.33
		-1.20	-35,268.28

TRAIN DATABASE Apr 10 2024

BALANCE SHEET FOR 2024 2



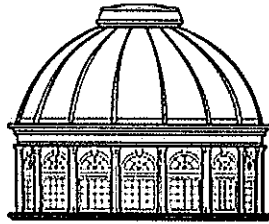
FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		Slonaker Trust
PN	12012	.00	Lamont Fund
PN	12013	.00	Levinsohn Trust
PN	12014	-2,710.78	Wojtecki Trust
PN	12015	.00	Schwartz Fund
PN	12201	.00	Dobo Fund
PN	13910	.00	Due from other funds
	TOTAL ASSETS	-2,710.78	492,384.78
LIABILITIES			
PN	26300	2,710.78	Due to other funds
	TOTAL LIABILITIES	2,710.78	-13,566.93
FUND BALANCE			
PN	39110	.00	Library Trust Permanent Funds
	TOTAL FUND BALANCE	.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE	2,710.78	-492,384.78



TRAIN DATABASE Apr 10 2024

BALANCE SHEET FOR 2024 2

FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	1.74	730.73
V	13910	.00	-56,691.45
	TOTAL ASSETS	1.74	-55,960.72
LIABILITIES			
V	26300	.00	309,500.02
	TOTAL LIABILITIES	.00	309,500.02
FUND BALANCE			
V	39090	.00	-19,281.00
V	39110	.00	-234,065.82
V	39800	-1.74	-192.48
	TOTAL FUND BALANCE	-1.74	-253,539.30
	TOTAL LIABILITIES + FUND BALANCE	-1.74	55,960.72



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of March 2024 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2024 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

- A 12010 **General Fund Operating:** General Fund checking account
- A 12020 **General Fund Payroll:** General Fund Payroll account
- A 12023 **General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
- A 12040 **Credit Card Transactions:** Where our credit card activity is recorded
- A 12051 **Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
- A 12100 **Petty Cash:** \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
- A 12101 **Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
- A 13800 **Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
- A 13910 **Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

- A. 26000 **Accounts Payable:** Outstanding obligation for goods received
- A 26012 **Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
- A 26020 **Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
- A 26021 **Benefits Exchange:** Where we book money paid by employees for benefits they pay for
- A 26030 **General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
- A 26300 **Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
- A 26370 **State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
- A 26510 **Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

- A 35100 **Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
- A 35210 **Encumbrances (+PYCF*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
- A 35220 **Expenditures (+PYCF*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
- A 38210 **Encumbrance Reserve (+PYCF*):** Part of the budgeted money to be spent that is already committed to be spent
- A 38670 **Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
- A 39090 **Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
- A 39110 **Fund Balance (Start of Year):** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
- A 39600 **Appropriations Budget (+ PYCF*):** This year's budget to spend plus prior year rollover.
- A 39800 **Revenues Received:** The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of March 2024
Financial Activity – Narrative Report

The following information was generated through the use of the “Train” Database while we await final year end audited balances. The audited 2023 year-end report will be presented at the April 2024 Board of Trustees meeting.

General Fund (Fund A; \$7,137,886)

- Receipts for the month totaled \$6,002,575 which included \$5,947,418 in tax revenue for the Town and City of Poughkeepsie, \$2,250 in library charges, and \$13,631 interest.
- Disbursements for the month totaled \$715,983 which included \$570,620 in salary and benefit expenses.
- All interfund loans made to the General Fund to cover operating expenses earlier this year have been satisfied.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$ 280,992
 - McCalley Fund 52,000
 - Swartz Fund 70,452

Special Revenue Fund (Fund CM; \$984,479)

- Receipts for the month totaled \$1,560 interest.
- The receipts for the month also reflect a net increase of \$961 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$604,957
 - Occhialino Fund 51,500
 - Lund Fund 25,000

Capital Fund (Fund H; \$35,270)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 508

Permanent Funds (Fund PN; \$493,346)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$1,186,076)

- Receipts for the month included interest of \$361.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
March 2024

Budget Amendment A-06

Revenue	Increase	Decrease	Expense	Increase	Decrease
			Youth Service Bus Trips	A45000 54292 A207	\$ 500.00
			Furniture, Fixtures, & Equipment-ECF	A60000 52800 A239	\$ 500.00
Total	\$ -	\$ -	Total	\$ 500.00	\$ 500.00

To create Budget Amendment for parks wifi installation.

TRAIN DATABASE Apr 18 2024

GENERAL FUND YEAR-TO-DATE

EXPENSE REPORT MARCH 2024

FOR 2024 03

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,802,699	4,802,699	1,099,613.63	373,774.97	3,498,274.06	204,811.31	95.7%
22 EQUIP & CAPITAL OUTL	137,250	137,750	958.11	.00	490.48	136,301.41	1.1%
30 MATERIALS	498,476	503,476	125,033.41	32,024.01	-9,563.80	388,006.39	22.9%
32 INFORMATION SVC	71,000	71,000	18,083.16	1,237.96	.00	52,916.84	25.5%
50 OPERATIONS	1,578,464	1,578,186	370,374.22	112,080.29	330,649.71	87,162.07	44.4%
51 AUTOMATION	142,306	142,306	25,770.06	.00	33,175.80	83,360.14	41.4%
91 EMPLOYEE BENEFITS	2,484,634	2,484,412	772,852.95	196,895.37	929,438.66	782,120.39	68.5%
92 DEBT SER	1,341,676	1,341,676	.00	.00	.00	1,341,676.00	.0%

GRAND TOTAL 11,056,505 11,061,505 2,412,685.54 715,982.60 4,782,464.91 3,866,354.55 65.0%

** END OF REPORT - Generated by Rebecca Gillis **



30 INVOICES

WARRANT TOTAL

46,959.96

46,959.96

03/15/2024 09:38 | Poughkeepsie Public Library District
tblonquist-martinez | WARRANT SUMMARY

IP 5
lapwarrnt

WARRANT: 20240315 03/15/2024

DUE DATE: 03/15/2024

FUND ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A00000	General Fund Expen A		
A	A00000	General Fund Expen A	549.40	109.40
A	A00000	General Fund Expen A	800.00	.00
A	A00000	General Fund Expen A	1,114.25	18.40
A	A00000	General Fund Expen A	655.00	-3,453.08
A	A00000	General Fund Expen A	485.00	70.00
A	A00000	General Fund Expen A	297.49	979.07
A	A00000	General Fund Expen A	13,510.16	20,225.03
A	A20000	Building Services	100.00	1,976.75
A	A20000	Building Services	629.68	-789.68
A	A41000	Adult Services	200.00	18.30
A	A71000	Adriance	1,068.18	507.46
A	A71000	Adriance	2,974.00	3,931.00
A	A71000	Adriance	683.57	80.00
A	A73000	Boardman Road Bran A	12,217.68	-32,194.28
A	A73000	Boardman Road Bran A	145.89	-16.62
A	A73000	Boardman Road Bran A	1,000.00	-593.34
A	A73000	Boardman Road Bran A	4,972.56	-25,594.55
A	A74000	Sadie Peterson Del A	84.99	3,280.24
A	A74000	Sadie Peterson Del A	1,703.79	-4,887.30
A	A74000	Sadie Peterson Del A	3,768.32	-771.34
FUND TOTAL				46,959.96

WARRANT SUMMARY TOTAL 46,959.96

GRAND TOTAL 46,959.96

WARRANT: 20240328 03/28/2024 DUE DATE: 03/28/2024

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .0000.000.00.26021	4,156.86	1,051.77
A A00000	General Fund Expen A .7410.000.00.54300	602.89	3,123.02
A A00000	General Fund Expen A .7410.000.00.54340	106.00	.00
A A00000	General Fund Expen A .7410.000.00.54351	110.00	.00
A A00000	General Fund Expen A .7410.000.00.54692	2,227.23	-73.44
A A00000	General Fund Expen A .7410.000.00.59045	697.44	69.12
A A00000	General Fund Expen A .7410.000.00.59060	115,834.09	20,225.03
A A00000	General Fund Expen A .7410.000.00.59061	4,612.10	164.70
A A10000	General Fund Expen A .7410.100.00.54292	1,800.00	.00
A A10000	Administration A .7410.100.00.54370	.00	.00
A A20000	Building Services A .7410.200.00.54300	426.15	521.45
A A20000	Building Services A .7410.200.00.54370	1,674.70	1,976.75
A A20000	Building Services A .7410.200.00.54390	1,294.96	1,932.66
A A20000	Building Services A .7410.200.00.54520	8,194.00	-5,748.00
A A20000	Building Services A .7410.200.00.54690	1,525.00	1,353.58
A A20000	Building Services A .7410.200.00.54691	5,812.00	15,338.59
A A20000	Building Services A .7410.200.00.54694	2,092.31	160.00
A A20300	Greene Services A .7410.203.02.54100	3,327.54	-4,547.54
A A20300	Greene Services A .7410.203.02.54100	5,199.83	-3,804.34
A A20300	Greene Services A .7410.203.02.54292	128.29	-48.80
A A30000	Advancement Serv A .7410.300.00.54300	74.72	675.96
A A30000	Advancement Serv A .7410.300.00.54330	3,732.29	64.92
A A30000	Advancement Serv A .7410.300.00.54340	11,685.65	-597.36
A A30000	Advancement Serv A .7410.300.00.54370	471.68	-3,772.54
A A40000	Adult Services A .7410.410.00.54291	1,257.96	178.44
A A40000	Adult Services A .7410.410.00.54292	877.74	131.16
A A40000	Adult Services A .7410.410.00.54292	300.00	18.30
A A40000	Adult Services A .7410.410.00.54292	240.00	250.67
A A40000	Technical Services A .7410.420.00.54300	1,403.32	.22
A A43000	Borrower Services A .7410.430.00.54292	312.21	2,000.00
A A43000	Borrower Services A .7410.430.00.54300	702.75	3,199.43
A A44000	Collection Service A .7410.440.00.54100	11,731.84	1,153.98
A A44000	Collection Service A .7410.440.00.54100	4,030.20	-1.00
A A44000	Collection Service A .7410.440.00.54110	1,456.95	-899.01
A A44000	Collection Service A .7410.440.00.54370	617.45	1,372.50
A A45000	Youth Services A .7410.450.00.54292	1,558.79	-1,039.89
A A45000	Youth Services A .7410.450.00.54292	17,149.06	-4,804.10
A A50000	Business Office A .7410.500.00.54370	228.92	2,500.25
A A60000	Information Tech A .7410.600.00.54300	4,264.40	-4,362.52
A A60000	Information Tech A .7410.600.00.54300	1,113.44	117.67
A A60000	Information Tech A .7410.600.00.54370	96.74	313.87
A A70000	Adriance A .7410.710.00.54320	1,439.52	1,357.11
A A70000	Adriance A .7410.710.00.54330	13.61	-20.22
A A70000	Adriance A .7410.710.00.54131	463.80	-448.39
A A73000	Boardman Road Bran A .7410.730.00.54131	176.25	80.00
A A73000	Boardman Road Bran A .7410.730.00.54131	154.50	2,364.81
A A73000	Boardman Road Bran A .7410.730.00.54500	292.80	43.70
A A73000	Boardman Road Bran A .7410.730.00.54500	899.39	-25,594.55

WARRANT: 20240328 03/28/2024 DUE DATE: 03/28/2024

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A74000 Sadie Peterson Del A .7410.740.00.54300 .	86.23	750.00
		231,193.77	
	FUND TOTAL		
	WARRANT SUMMARY TOTAL	231,193.77	
	GRAND TOTAL	231,193.77	

TRAIN DATABASE Apr 18 2024



GENERAL FUND YEAR-TO-DATE REVENUE REPORT MARCH 2024

FOR 2024 03

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	8,154,668	8,154,668	9,396,344.36	5,947,418.36	-1,241,676.36	115.2%
41003 REAL PROPERTY TAX DEBT SVCIC	1,241,676	1,241,676	.00	.00	1,241,676.00	.0%
42082 LIBRARY CHARGES	20,000	20,000	6,289.18	2,250.40	13,710.82	31.4%
42401 INTEREST EARNINGS	45,000	45,000	16,002.04	13,631.09	28,997.96	35.6%
42705 DONATIONS	150,000	155,000	4.01	.75	154,995.99	.0%
42752 ANNUAL APPEAL	30,000	30,000	.00	.00	30,000.00	.0%
42753 DONATIONS IN KIND	81,983	81,983	20,495.73	6,831.91	61,487.27	25.0%
42760 GRANTS	50,000	50,000	.00	.00	50,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	66,392.56	7,954.10	106,607.44	38.4%
42777 E RATE INCOME	65,000	65,000	256.87	256.87	64,743.13	.4%
42800 MISCELLANEOUS INCOME	10,000	10,000	24,231.77	24,231.77	-14,231.77	242.3%
43840 CENTRAL LIBRARY DEVELOPMENT	265,613	265,613	.00	.00	265,613.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	.00	.00	23,906.00	.0%
45031 TRANSFERS IN	745,659	745,659	.00	.00	745,659.00	.0%
GRAND TOTAL	11,056,505	11,061,505	9,530,016.52	6,002,575.25	1,531,488.48	86.2%

** END OF REPORT - Generated by Rebecca Gillis **

TRAIN DATABASE Apr 18 2024

BALANCE SHEET FOR 2024 3



FUND: A GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
A	12010		
A	12020	-243.75	2,208.05
A	12023	-119.30	535.76
A	12040	2,792,744.31	5,062,187.70
A	12051	-708.99	1,435.63
A	12100	-455.34	3,133.04
A	12101	574.76	12,581.00
A	12101	.00	502.00
A	12300	280,117.30	280,991.57
A	12400	70,029.84	70,451.82
A	13501	.00	15,165.56
A	13800	-30,000.00	.00
A	13910	1,194,716.04	1,688,694.09
	TOTAL ASSETS	4,306,654.87	7,137,886.22
LIABILITIES			
A	26000	-20.88	-56,076.65
A	26020	464.25	-2,678.64
A	26021	317.90	9,123.03
A	26030	-10.00	-2,764.48
A	26100	.00	533,493.00
A	26300	1,034,959.96	46,871.57
A	26370	-55,773.45	-795,991.60
	TOTAL LIABILITIES	979,937.78	-268,023.77
FUND BALANCE			
A	35100	.00	5,000.00
A	35210	-491,356.45	4,898,080.30
A	35220	715,982.60	2,412,685.54
A	38210	491,356.45	-4,898,080.30
A	38670	.00	-47,000.00
A	39090	.00	413,006.32
A	39110	.00	517,059.53
A	39600	.00	-5,000.00
A	39800	-6,002,575.25	-9,530,016.52
A	39915	.00	-635,597.32
	TOTAL FUND BALANCE	-5,286,592.65	-6,869,862.45
	TOTAL LIABILITIES + FUND BALANCE	-4,306,654.87	-7,137,886.22

TRAIN DATABASE Apr 18 2024

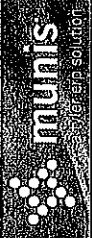
BALANCE SHEET FOR 2024 3

FUND: CM		MISC SPEC REVENUE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
CM	12000	Special Revenue Funds		860,598.74	961,421.49
CM	12020	CM Payroll Checking		.00	275.08
CM	13910	Due From Other Funds		-905,998.92	22,782.90
	TOTAL ASSETS			-45,400.18	984,479.47
LIABILITIES					
CM	26300	Due To Other Funds		46,959.96	-620,190.87
	TOTAL LIABILITIES			46,959.96	-620,190.87
FUND BALANCE					
CM	35210	Encumbrances		.00	.39
CM	38210	Reserve For Encumbrances		.00	-.39
CM	39110	Fund Balance Unreserved		.00	-361,092.78
CM	39800	Revenues		-1,559.78	-3,195.82
	TOTAL FUND BALANCE			-1,559.78	-364,288.60
	TOTAL LIABILITIES + FUND BALANCE			45,400.18	-984,479.47



TRAIN DATABASE Apr 18 2024

BALANCE SHEET FOR 2024 3



FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
H	12010		Checking (Capital 23213)
H	12044	.00	Designated Gifts & Grants
H	12200	1.29	Cash From Obligations
H	13502	.00	Discount Pledge Receivable
H	13910	.00	Due From Other Funds
	TOTAL ASSETS	1.29	34,635.79
LIABILITIES			
H	26000	.00	Accounts Payable
H	26300	.00	Due To Other Funds
	TOTAL LIABILITIES	.00	-58,098.21
FUND BALANCE			
H	35100	.00	Estimated Revenues
H	39110	.00	Fund Balance Unreserved
H	39600	.00	Appropriations
H	39800	-1.29	Revenues
	TOTAL FUND BALANCE	-1.29	22,829.04
TOTAL LIABILITIES + FUND BALANCE			
		-1.29	-35,269.57

TRAIN DATABASE Apr 18 2024

BALANCE SHEET FOR 2024 3

FUND: PN PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
PN	12011		
	Slonaker Trust	.00	2,771.48
PN	12012	.00	50,000.00
	Lamont Fund	.00	1,003.52
PN	12013		
	Levinsohn Trust	961.04	374,946.36
PN	12014		
	Wojtecki Trust	.00	10,964.91
PN	12015		
	Schwartz Fund	.00	37,047.81
PN	12201		
	Dobo Fund	.00	16,611.74
PN	13910		
	Due from other funds	961.04	493,345.82
	TOTAL ASSETS		
			493,345.82
LIABILITIES			
PN	26300		
	Due to other funds	-961.04	-14,527.97
	TOTAL LIABILITIES		
			-14,527.97
FUND BALANCE			
PN	39110		
	Library Trust Permanent Funds	.00	-478,817.85
	TOTAL FUND BALANCE		
			-478,817.85
TOTAL LIABILITIES + FUND BALANCE			
			-961.04
			-493,345.82

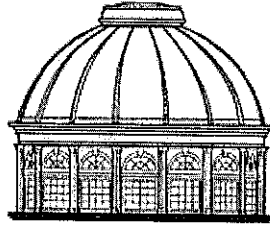


TRAIN DATABASE Apr 18 2024

BALANCE SHEET FOR 2024 3

FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
V	12230	1,370,036.63	1,370,767.36
V	13910	-128,000.00	-184,691.45
	TOTAL ASSETS	1,242,036.63	1,186,075.91
LIABILITIES			
V	26300	-1,241,676.00	-932,175.98
	TOTAL LIABILITIES	-1,241,676.00	-932,175.98
FUND BALANCE			
V	39090	.00	-19,281.00
V	39110	.00	-234,065.82
V	39800	-360.63	-553.11
	TOTAL FUND BALANCE	-360.63	-253,899.93
	TOTAL LIABILITIES + FUND BALANCE	-1,242,036.63	-1,186,075.91





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

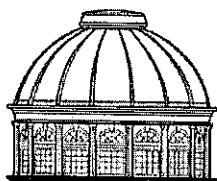
Administrative Reports & Statistics

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	
	Feb	% of Total	YTD	% of Total	Feb	% of Total	YTD	% of Total	Change	% Change	Feb	% of Total	YTD	% of Total	Change	% Change		
Adult Fiction	5,617	26.94%	11,489	27.23%	5,116	26.08%	10,699	26.50%	790	7.38%	4,992	26.14%	10,181	26.13%	1,308	12.85%		
Adult Non-Fiction	3,721	17.85%	7,564	17.93%	3,468	17.68%	6,959	17.24%	605	8.69%	3,872	20.28%	7,676	19.70%	-112	-1.46%		
Fiction - Juvenile	5,304	25.44%	10,806	25.61%	4,907	25.01%	9,852	24.40%	954	9.68%	4,064	21.28%	8,428	21.63%	2,378	28.22%		
Non-Fiction - Juvenile	1,621	7.77%	2,904	6.88%	1,489	7.59%	2,658	6.58%	246	9.26%	1,145	6.00%	2,213	5.68%	691	31.22%		
Periodicals	154	0.74%	344	0.82%	150	0.76%	320	0.79%	24	7.50%	153	0.80%	311	0.80%	33	10.61%		
Periodicals - Juvenile	18	0.09%	27	0.06%	17	0.09%	31	0.08%	-4	-12.90%	32	0.17%	60	0.15%	-33	-55.00%		
Print Subtotal	16,435	78.82%	33,134	78.54%	15,147	77.20%	30,519	75.59%	2,615	8.57%	14,258	74.66%	28,869	74.10%	4,265	14.77%		
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	7	0.03%	10	0.02%	4	0.02%	16	0.04%	-6	-37.50%	8	0.04%	9	0.02%	1	11.11%		
Soundrecordings	491	2.35%	1,004	2.38%	577	2.94%	1,116	2.76%	-112	-10.04%	629	3.29%	1,225	3.14%	-221	-18.04%		
Videorecordings	3,348	16.06%	6,825	16.18%	3,303	16.83%	7,428	18.40%	-603	-8.12%	3,566	18.67%	7,426	19.06%	-601	-8.09%		
Media	3	0.01%	6	0.01%	2	0.01%	5	0.01%	1	0.00%	0	0.00%	0	0.00%	6	0.00%		
Software	12	0.06%	33	0.08%	9	0.05%	10	0.02%	23	230.00%	0	0.00%	6	0.02%	27	450.00%		
Equipment/Realia	97	0.47%	147	0.35%	10	0.05%	34	0.08%	113	332.35%	11	0.06%	35	0.09%	112	320.00%		
Suppressed Items	17	0.08%	28	0.07%	11	0.06%	21	0.05%	7	33.33%	8	0.04%	41	0.11%	-13	-31.71%		
Videorecordings - Juvenile	280	1.34%	627	1.49%	386	1.97%	766	1.90%	-139	-18.15%	287	1.50%	646	1.66%	-19	-2.94%		
Audio recordings - Juvenile	24	0.12%	46	0.11%	70	0.36%	178	0.44%	-132	-74.16%	72	0.38%	115	0.30%	-69	-60.00%		
Media - Juvenile	120	0.58%	288	0.68%	93	0.47%	265	0.66%	23	8.68%	97	0.51%	184	0.47%	104	56.52%		
Software - Juvenile	16	0.08%	39	0.09%	8	0.04%	14	0.03%	25	178.57%	2	0.01%	11	0.03%	28	254.55%		
Non-Print Subtotal	4,415	21.18%	9,053	21.46%	4,473	22.80%	9,853	24.41%	-800	-8.12%	4,680	24.51%	9,698	24.89%	-645	-6.65%		
Total	20,850		42,187	100.00%	19,620		40,372		1,815	4.50%	19,097		38,961		3,620	8.28%		

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2024

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	21,337	20,850	0	0	0	0	0	0	0	0	0	0	42,187
Digital Content	11,018	11,018	0	0	0	0	0	0	0	0	0	0	22,036
PopUpLibrary	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Total	32,355	31,868	0	0	0	0	0	0	0	0	0	0	64,223
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,989	3,989	0	0	0	0	0	0	0	0	0	0	7,978
Boardman Road	2,739	2,229	0	0	0	0	0	0	0	0	0	0	4,968
Sadie Peterson Delaney	77	92	0	0	0	0	0	0	0	0	0	0	169
Total	6,805	6,310	0	0	0	0	0	0	0	0	0	0	13,115
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	974	1,323	0	0	0	0	0	0	0	0	0	0	2,297
Boardman Road	58	178	0	0	0	0	0	0	0	0	0	0	236
Sadie Peterson Delaney	14	6	0	0	0	0	0	0	0	0	0	0	20
Spanish Language Assistance	50	31											81
Total	1,096	1,538	0	0	0	0	0	0	0	0	0	0	2,634
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	2,315	2,454											4,769
Calendar Hits - EventKeeper	4,722	6,323											11,045
Calendar Hits - Recite Me	870	649											1,519
Website Views	31,171	32,629											63,800
Total	39,078	42,055	0	0	0	0	0	0	0	0	0	0	81,133
PUBLIC COMPUTER & WIFI US	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,872	4,432	0	0	0	0	0	0	0	0	0	0	9,304
Boardman Road	1,544	1,343	0	0	0	0	0	0	0	0	0	0	2,887
Sadie Peterson	35	55	0	0	0	0	0	0	0	0	0	0	90
Total	6,451	5,830	0	0	0	0	0	0	0	0	0	0	12,281
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	0	0	0	0	0	0	0	0	0	104	363
Boardman Road	0	2	0	0	0	0	0	0	0	0	0	0	2
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	132	129	0	0	0	0	0	0	0	0	0	104	365
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77											150
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254											441
Community Engagement	0	0											0
Non-Library District	8	9											17
Exams Proctored	28	31											59
MAP Passes	21	35											56
Rover Bookmobile Stops	6	7											13
Total	250	336	0	0	0	0	0	0	0	0	0	0	586
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,982	2,552											4,534
Community Engagement	0	0											0
Non-Library District	73	118											191
Drop-In Room Use (Adriance)	90	97											187
Rover Bookmobile	72	109											181
Total	2,217	2,876	0	0	0	0	0	0	0	0	0	0	5,093
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	0	0	0	0	0	0	0	0	0	0	27,239
Boardman Road	9,639	10,046	0	0	0	0	0	0	0	0	0	0	19,685
Sadie Peterson Delaney	173	279	0	222	0	0	0	0	0	0	0	0	674
Total - 2024	23,087	24,289	0	222	0	0	0	0	0	0	0	0	47,598
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	14,716	13,657	11,481	165,858
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	8,754	114,980
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	248	3,088
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	20,483	283,926



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – MARCH 2024

Significant Service Changes, Challenges or Accomplishments

- **Personnel:** Dutchess County Civil Service has approved the Personnel Administrator position and we expect to canvass the current list beginning the week of March 25. We are still on track for an appointment effective July 1, pending our ability to hire from the list. Further, the new position plus the hiring of a new Business Manager has prompted internal discussions on how to reorganization Business Office staffing and workflow. I anticipate have this review process done by mid-April.
- **Safety and Security:** The initial momentum of the Labor/Management Committee has slowed a little due to scheduling issues. However, other work has been ongoing to address some of the issues which flared in February. Council has reviewed the Library District's policy on the prevention of workplace violence, as well.
- **Employee Handbook Review:** Library District counsel has completed its review of the Employee Handbook. There are a few recommendations to follow-up on, but the revised version will be presented to the Personnel Committee at an upcoming meeting.

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

- All mandated 2023 trustee education has been completed. I would like to see 2024 training completed by October 1, please. The Board of Trustees will be asked to adopt a policy on the matter at its April meeting.

Collection Development

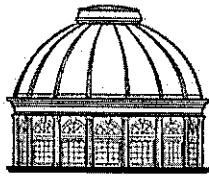
- Managers have nearly completed a revision to the Library District's Collection Development Conspectus. It will be presented to the Board Development & Policy Committee at its meeting in April.
- Staff continue to work on weeding the collections and purchasing new content. There is a focus on being sure that current materials are always available on Rover and that the right collections are on Rover for its specific stops.

Buildings

- Boardman Road: Nothing of particular to note.
- Adriance: Nothing of particular to note.

Staffing

- See Personnel Actions, if applicable.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Outreach

Time Period of Report: February 2024

Focus Activity: Home Library book bags - The Friends' group has generously donated money for us to purchase multiple titles of diverse picture books which we are donating to all Universal Pre-K children in the PCSD. I wrote about this last month as it was just beginning and this month I have done all of the actions required to make this happen - evaluating and choosing 8 diverse and developmentally appropriate picture books to go into each bag and placing the order with Scholastic. We ordered bags from Janway with the Library's logo on, thanks to Yvonne Laube. I will coordinate packing each set of 180 bags. Each bag will contain: 8 titles, a sheet of early literacy activities for parents and their children to do together, in both English and Spanish; a "How to Get a Library Card" in both English and Spanish; a note acknowledging that the PPLD Friends group made the bags possible. All of the printed materials are designed by and produced by the Library's Public Information Officers. I am also coordinating with Janet Bisti, the head of the UPK program at PCSD, as to the logistics of delivery to the 5 UPK locations. We will deliver the bags with Rover so that kids can take a tour of the bookmobile.

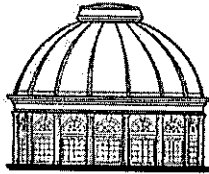
Intended Outcome(s) of Focus Activity: To foster book sharing in families and support the development of early literacy skills in the preschoolers before they go to kindergarten.

Manager Observations of Activity and Outcomes: This project has a lot of moving parts to coordinate and is still in process. We have tentative delivery dates of the bags on April 8th & April 10th.

Impact of Activity: n/a project hasn't been completed yet

Activity Photos:

Date of Report: 2/28/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst

Department: Information / Technology

Time Period of Report: February 2024

Focus Activity: NA

Intended Outcome(s) of Focus Activity: NA

Manager Observations of Activity and Outcomes: All the of PPLDs Technology is up and running as expected.

Met with Tom and Gary to start Erate process for 2024.

We have a new Location in the town of Poughkeepsie to install a WiFi in the park unit.

Janet McHugh, Director of Recreation asked for a unit Red Oaks Mills park.

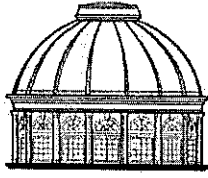
Sam has been updated on all of the Public PC at this point. Half were done last month.

Other than regular updates and support I don't have to much to report.

Impact of Activity: NA

Activity Photos:

Date of Report: 2/3/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Reference & Adult Services

Time Period of Report: February 2024

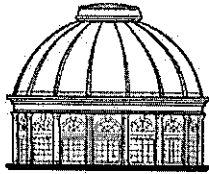
Focus Activity: Seed Sowing Center

Intended Outcome(s) of Focus Activity: 2024 will be the second year that PPLD is operating our Seed Sowing Center. We hope this year to increase the number of seeds distributed, as well as maintain better records of how many seeds were distributed and how many patrons participated in the program. To that end, we are keeping records of all requests, and have instituted a deadline of 3 weeks for pick up, so that abandoned Seed Sowing kits will not sit on shelves endlessly, but can be retrieved to be redistributed to other interested patrons.

In addition to promoting the seed library on our website and social media pages, I will also be handing out seed samples and Seed Sowing Center information at Krista Miller's program on growing dahlias on March 18th, with Rover at the Earth Day Event at Vassar Barns on April 20th, and when we host our tree sapling giveaway at Boardman Road on May 4th. I will be keeping an ear out for other community and/or gardening events upcoming in Poughkeepsie to see if there are other opportunities to promote this program.

Many thanks to Beth Vredenburg and her formidable spreadsheet of Seed Company information. This past fall she contacted dozens of seed companies that participate in donating unsold seed stock to non-profits and Seed Libraries, and she came through with thousands of seed packet donations, ensuring that our cabinet is well stocked for this season.

Manager Observations of Activity and Outcomes: The PIO's began advertising the Seed Sowing Center on our website and social media accounts sometime around February 22nd, and since then, I have received and fulfilled over 50 orders, distributing around 550 seed packets (as of March 7th). For the past two weeks, we have averaged 3-5 requests per day. Once each request has been received and fulfilled, I email the patron and let them know that their seeds are ready, and they have three weeks to pick up their kit at the designated branch. So far, patrons have been very prompt and conscientious about pickups, with very few exceptions. I expect March to remain robust in requests, although I do imagine things will cool down a bit as the information trickles out to all interested parties.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

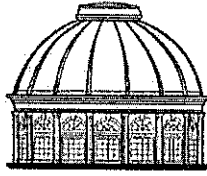
MANAGER'S MONTHLY REPORT

Impact of Activity: Although this is not a service that the library can really track the impact of in the grand scheme of things, in terms of seeds planted and flowers/vegetables harvested, I think that volume of seed requests we have received in just a few weeks of being 'Open for Business' indicates that this is a much desired service to our community. The patrons I have interacted with about it thus far have been overwhelmingly enthusiastic and grateful for this, some commenting on how generous the Seed kits are (patrons can select two kits of 5 packets each, plus a bonus item of their choosing).

Activity Photos:



Date of Report: 3/7/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: February 2024

Focus Activity: Rotunda production; Book Festival planning and development; Marketing and Outreach

Intended Outcome(s) of Focus Activity: The March/April Rotunda was put to bed February 1, and mailed early as per the printer's schedule, arriving at some residences on the weekend of 3/10-3/11. One of two key events promoted in the booklet was the author talk by David Baldacci at the Bardavon Opera House on April 26, and loyal PPLD Rotunda readers lined up at the Boardman Road Branch to get their tickets. In 2 weeks, nearly 600 tickets were distributed by the PPLD branches. We heard lining up for tickets or registration was unique for us! We received phone calls at the branches as well. Overall, calls for registration and program information increased in number for the March/April programs.

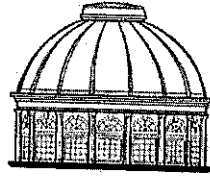
Book Festival planning and execution continued with two site visits, volunteer recruitment, advertising buys, design of billboards and posters, news stories and more event planning.

Planning Meetings included Advancement's quarterly Programming meeting to assist with program plans and communication with YS, AS, Extension, etc. Our first Big Read 2024 meeting included brainstorming with library departments about books and programs based on the theme of the 60th Anniversary of the Civil Rights Act.

New community connections were made with Mid-Hudson Discovery Museum, the rebranded and reopened Children's Museum in the City of Poughkeepsie. Plans are being made for the museum to bring their huge, room-sized inflatable and entirely digital Planetarium to the FPC for our Sadie Peterson Delaney branch. The museum will also bring science and craft demos to our Poughkeepsie Book Festival.

Outreach: The United Way Women's Empowerment Event was attended. Connections with Grace Smith House resulted in another distribution point for issues of The Rotunda.

Friends Board meeting was attended. Friends will provide 750 (\$15) book vouchers and assistance at the Book Festival, and will provide Friends Book Store gift certificates for the Love Your Library contest for National Library Month.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

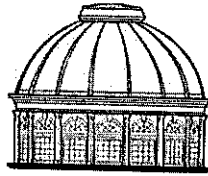
MANAGER'S MONTHLY REPORT

Manager Observations of Activity and Outcomes: We have begun steps to improve readability of The Rotunda, and are increasing outreach activity.

Impact of Activity: There is a trend showing increased activity and involvement by loyal and new patrons, I think this is due in part to more outreach and more media exposure.

Activity Photos:

Date of Report: 3/9/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Youth Services

Time Period of Report: February activities

Focus Activity: February

Intended Outcome(s) of Focus Activity: Intended activity is to survive February

Manager Observations of Activity and Outcomes: In February, the YS depart conducted 44 programs (29 early literacy and 15 afterschool), 1 class visit with Morse 2nd graders, and 5 outreach events at Day One, Healthy Kids and the Black History event at PMS. We also hosted the author Adam Gidwitz at BRD for 66 people and at Arthur S. May for hundreds of students. Janice, the librarian at Arthur S. May sent me this email and I would love to collaborate more with them and other schools in the future.

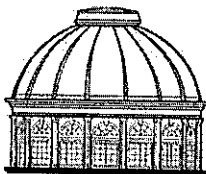
"Hi John, I hope you are well. Just wanted to share some of the wonderful feedback we are getting about the Adam Gidwitz book and author visit. ALL of the books have been checked out. Even with the 40 books we had, we still have 50 kids on the waiting list to read Adam's new book. That's a true testament to what a dynamic and powerful speaker Adam is. A 4th grade teacher also stopped me in the hall yesterday, sharing that multiple parents reached out to her because their child isn't an avid reader and usually reads only graphic novels, but this book has them hooked. A 5th grader also just popped his head into the library to thank us. He loved the book (though the cliff hanger is "killing him") and can't wait for the second one. Thank you again for being such a positive force in our students' reading lives. We can't fully express the gratitude we have for you and everyone else at the Poughkeepsie Public Library. We don't have a budget for author visits, and this visit is a testament to their need and power. Thank you!"

I also continued to work on the Book Festival planning. We are currently at 107 authors and illustrators. Although we continue to receive more requests to participate we won't be able to accommodate any more participants. With the amount of participants we are hosting this year I expect to break last year's attendance records.

Impact of Activity: We made a lot of kids very happy

Activity Photos:

Date of Report: 3/8/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Head of Borrower & Technical Services

Department: Borrower & Technical Services

Time Period of Report: February 2024

Focus Activity: Patron Services including new Rotunda, registrations, events support as well as coordinating staff between various locations. Processing materials to make them ready for patron use as quickly as possible. Creating more efficient processes for the department.

Intended Outcome(s) of Focus Activity: Provide quality services to patrons by

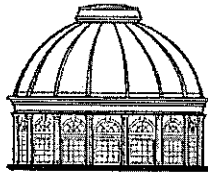
Manager Observations of Activity and Outcomes: Patron participation in programs such as Tai Chi, tax packet retrieval & appointments, and author event tickets increase circulation desk activity. Staff field questions and encourage library use through these interactions. Technical services staff are moving through materials as soon as they arrive to get them processed right away. Soon after the start of the new year, selectors having been taking part in the process now to be sure call numbers and locations are correct.

General feedback re: the new catalog Discover is that there is still some confusion as patrons had become comfortable with the old way and finding materials is not quite as easy based on a search term or title. We are fielding what seems like just a few more calls than we used to with this type of question.

Impact of Activity: Patrons are able to take part in a various programs and services with helpful interactions from the circulation staff. Department schedules have more variety than in the past.

Activity Photos:

Date of Report: 3/11/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Janet Bogenschultz, Assistant to Library Director

Time Period of Report: February, 2024

Department: Administrative Office; Special Projects Update

Focus Activity: ePop Up Library & MAP Pass Program

On Feb. 28, I attended the Board of Trustees meeting and reported in person with an update on the ePop Up Library and the MAP Pass Program, and discussed the outcomes and activities below.

Intended Outcomes of the Focus Activity:

---ePOP UP LIBRARY: February's planning and promotion, with Michele Muir, of the Boundless version of ebook access, a Baker & Taylor product that changed from loaded devices to using the Internet to stream or download to mobile devices. An email announcement was created to send to patrons March 1st, social media and website posts. Also it is promoted at Glenvale Park on signage about free WiFi access and free eBooks using a QR code. QR Codes were shared at the Board meeting for viewing. Current setting is two weeks access, 3 checkouts, with repeat sign up to content of 375 recreational reading titles for adult, YA and children. Future plans include meeting with Rep Jesse Wilson, posters at locations where people wait and would access ebooks, and adding Spanish language recreational titles.

--MAP PASS PROGRAM: At the Feb. 28th reported that past year 2023 was the highest year of MAP Pass use, at 759 reservations. In early 2024, patrons continued to travel to venues in NYC, CT or MA. In Jan. and Feb, eighteen library memberships were renewed. Passes are updated with usage and access changes, revised pass descriptions, and marking access by specific days in calendar for each pass, using our MAP Pass reservation software. Creating the MAP Pass 2024 spreadsheet used to track purchases, costs, expirations, renewals, and expenditures.

Manager Observations of Activity and Outcomes:

--By March 5th, the emailed March 1st newsletter, and posts on social media posts about the ePop Up Library resulted in 280 new registered users, and 65 ebook checkouts.

--MAP Pass Use Comparison: In January (21 passes to 10 venues) and February (35 passes to 12 venues) were triple the use for 2022 (Jan: 6 passes and Feb: 10 passes) two years ago for the same months, and also higher than 2023. Our patrons are interested and comfortable to go to museums again since Covid, even in the coldest months.

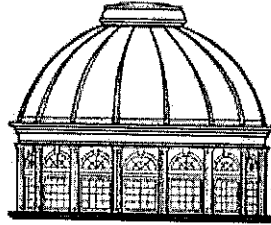
Impact of Activity:

--ePop Up Library's QR codes on posters in community locations will give to access ebooks on mobile devices to anyone, encouraging reading within the community, and may gain new library patrons.

--The MAP Pass program encourages patrons to experience family outings where all may grow by learning about new places, exhibitions, enjoy a shared adventure or nature, be inspired or enthralled.

Activity Photos:

Date of Report: March 15, 2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

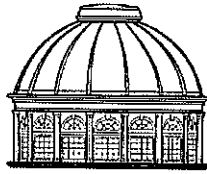
Administrative Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2024

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	21,337	20,850	22,366	0	0	0	0	0	0	0	0	0	64,553
Digital Content	11,018	10,082	11,395	0	0	0	0	0	0	0	0	0	32,495
PopUpLibrary	0	5	67	0	0	0	0	0	0	0	0	0	72
Total	32,355	30,937	33,828	0	0	0	0	0	0	0	0	0	97,120
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,989	3,580	3,615	0	0	0	0	0	0	0	0	0	11,184
Boardman Road	2,739	2,229	2,214	0	0	0	0	0	0	0	0	0	7,182
Sadie Peterson Delaney	77	92	66	0	0	0	0	0	0	0	0	0	235
Total	6,805	5,901	5,895	0	0	0	0	0	0	0	0	0	18,601
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	974	1,323	1,373	0	0	0	0	0	0	0	0	0	3,670
Boardman Road	58	178	95	0	0	0	0	0	0	0	0	0	331
Sadie Peterson Delaney	14	6	34	0	0	0	0	0	0	0	0	0	54
Spanish Language Assistance	50	31	65										146
Total	1,096	1,538	1,567	0	0	0	0	0	0	0	0	0	4,201
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	5,717	5,614	4,937										16,268
Calendar Hits - EventKeeper	4,722	6,323	6,062										17,107
Calendar Hits - Recite Me	870	649	404										1,923
Website Views	31,171	32,629	48,633										112,433
Total	42,480	45,215	60,036	0	0	0	0	0	0	0	0	0	147,731
PUBLIC COMPUTER & WIFI US	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,872	4,432	4,173	0	0	0	0	0	0	0	0	0	13,477
Boardman Road	1,544	1,343	1,436	0	0	0	0	0	0	0	0	0	4,323
Sadie Peterson	35	55	56	0	0	0	0	0	0	0	0	0	146
Total	6,451	5,830	5,665	0	0	0	0	0	0	0	0	0	17,946
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	138	0	0	0	0	0	0	0	0	104	501
Boardman Road	0	2	1	0	0	0	0	0	0	0	0	0	3
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	132	129	139	0	0	0	0	0	0	0	0	104	504
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77	63										213
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254	227										668
Community Engagement	0	0	3										3
Non-Library District	8	9	16										33
Exams Proctored	28	31	26										85
MAP Passes	21	35	49										105
Rover Bookmobile Stops	6	7	10										23
Total	250	336	331	0	0	0	0	0	0	0	0	0	917
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,982	2,552	4,129										8,663
Community Engagement	0	0	58										58
Non-Library District	73	118	80										271
Drop-In Room Use (Adriance)	90	97	156										343
Rover Bookmobile	72	109	253										434
Total	2,217	2,876	4,676	0	0	0	0	0	0	0	0	0	9,769
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	0	0	0	0	0	0	0	0	0	42,615
Boardman Road	9,639	10,046	10,382	0	0	0	0	0	0	0	0	0	30,067
Sadie Peterson Delaney	173	279	260	0	0	0	0	0	0	0	0	0	712
Total - 2024	23,087	24,289	26,018	0	0	0	0	0	0	0	0	0	73,394
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	14,716	13,657	11,481	165,858
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	8,754	114,980
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	248	3,088
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	20,483	283,926

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	
	Mar	% of Total	YTD	% of Total	Mar	% of Total	YTD	% of Total	Change	% Change	Mar	% of Total	YTD	% of Total	Change	% Change		
Adult Fiction	6,081	27.19%	17,570	27.22%	5,912	25.73%	16,611	28.54%	959	5.77%	5,633	25.59%	15,814	26.01%	1,756	11.10%		
Adult Non-Fiction	3,880	17.35%	11,444	17.73%	4,105	17.86%	11,064	19.01%	380	3.43%	3,953	17.96%	11,629	19.12%	185	1.59%		
Fiction - Juvenile	5,732	25.63%	16,538	25.62%	5,963	25.95%	15,815	27.17%	723	4.57%	5,315	24.15%	13,743	22.60%	2,795	20.34%		
Non-Fiction - Juvenile	1,695	7.58%	4,599	7.12%	1,651	7.18%	4,309	7.40%	290	6.73%	1,521	6.91%	3,734	6.14%	865	23.17%		
Periodicals	182	0.81%	526	0.81%	181	0.79%	501	0.86%	25	4.99%	192	0.87%	503	0.83%	23	4.57%		
Periodicals - Juvenile	33	0.15%	60	0.09%	23	0.10%	54	0.09%	6	11.11%	27	0.12%	87	0.14%	-27	-31.03%		
Print Subtotal	17,503	78.70%	50,737	78.60%	17,835	77.61%	48,354	83.07%	2,383	4.93%	16,641	75.61%	45,510	74.84%	5,227	11.49%		
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%	13	0.02%	1	0.00%	16	0.03%	3	18.75%	5	0.02%	14	0.02%	-1	-7.14%		
Soundrecordings	417	1.86%	1,421	2.20%	588	2.56%	1,116	1.92%	305	27.33%	718	3.26%	1,943	3.20%	-522	-26.87%		
Videorecordings	3,627	16.22%	10,452	16.19%	3,848	16.74%	7,428	12.76%	3,024	40.71%	3,839	17.44%	11,265	18.52%	-813	-7.22%		
Media	6	0.03%	12	0.02%	0	0.00%	5	0.01%	7	0.09%	1	0.00%	1	0.00%	11	0.00%		
Software	13	0.06%	46	0.07%	19	0.08%	10	0.02%	36	360.00%	7	0.03%	13	0.02%	33	253.85%		
Equipment/Realia	46	0.21%	193	0.30%	38	0.17%	34	0.06%	159	467.65%	14	0.06%	49	0.08%	144	293.88%		
Suppressed Items	28	0.13%	56	0.09%	14	0.06%	21	0.04%	35	166.67%	8	0.04%	49	0.08%	7	14.29%		
Videorecordings - Juvenile	389	1.74%	1,016	1.57%	421	1.83%	766	1.32%	250	32.64%	403	1.83%	1,049	1.73%	-33	-3.15%		
Audiorecordings - Juvenile	45	0.20%	91	0.14%	81	0.35%	178	0.31%	87	48.88%	88	0.40%	203	0.33%	-112	-55.17%		
Media - Juvenile	175	0.78%	463	0.72%	132	0.57%	265	0.46%	198	74.72%	122	0.55%	306	0.50%	157	51.31%		
Software - Juvenile	14	0.06%	53	0.08%	4	0.02%	14	0.02%	39	278.57%	4	0.02%	15	0.02%	38	253.33%		
Non-Print Subtotal	4,763	21.30%	13,816	21.40%	5,146	22.39%	9,853	16.93%	3,963	40.22%	5,209	23.67%	14,907	24.51%	-1,091	-7.32%		
Total	22,366		64,553	100.00%	22,981		58,207		6,346	10.90%	22,009		60,811		4,136	6.15%		



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services

Time Period of Report: March 2024

Focus Activity: UPK Book Bags to all PCSD UPK students

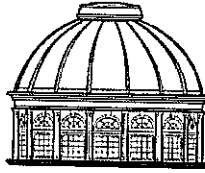
Intended Outcome(s) of Focus Activity: To support children's early literacy development as well as show the local schools/teachers that we are here as a resource to support their families and children with a variety of materials and resources.

Manager Observations of Activity and Outcomes: The 180 bags are ready to be delivered. There are 8 developmentally appropriate, diverse books in each bag for each child. The books will be delivered by Rover to the 5 UPK sites on April 8th, 10th and 22nd. Children will come out to Rover in small class groups to receive their bags and take a tour of Rover.

Impact of Activity: Deepening our relationship with schools and families in their children's early literacy development.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 3/28/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Dan Minunni, Senior Custodian

Department: Building Services

Time Period of Report: March 2024

Focus Activity: Security to be a team and work together to keep the library district safe. Rover Drivers to be on time and at the right location. Maintenance to make sure outside programming like the book festival are a success for the library.

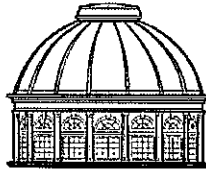
Intended Outcome(s) of Focus Activity: Security to be consistent and follow the guidelines of the handbook. Rover to have everything they need to have a successful run and to be there on time. Maintenance to make sure the building is safe and all programs at all locations start on time

Manager Observations of Activity and Outcomes: We will see next month the impact of the guards new schedule and the new post on the ground floor. Rover drivers will be there a little earlier than past practices to ensure we are there on time.

Impact of Activity: We will see what next month brings with the new changes within the department

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/9/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: March 2024

Focus Activity: All of PPLDs Technology is up and running as expected. Researched Digital Signage for Bookstore. Awaiting response from bookstore to go ahead with purchase Troubleshooting with Comprise recurring intermittent issue with Samservers Worked with other IT department members to make sure they had access to run Munis updates that aren't automatically applied Set up a secondary Rover laptop, printer, scanner as well as two iPad's to support Book Fest. WiFi in the parks update: Installed two additional points in Bowdoin Park at the nature center by Pavilion 5 and at Maple Knoll Toshiba Public Printer at Boardman issue was resolved Here are the FLIP stats for 1st quarter 2024. 1,557 Images 100 Photos 1,451 slides 6 large format negatives 11 Video 6 Hi8 4 VHS 1 DVD

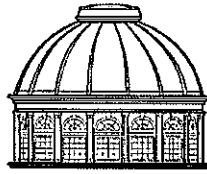
Intended Outcome(s) of Focus Activity: Meeting the library patron and staff technology needs

Manager Observations of Activity and Outcomes: Ongoing

Impact of Activity: Staff and Patrons are able to successfully complete technology related tasks when visiting the library or events hosted by the library

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Youth Services

Time Period of Report: March 2024

Focus Activity: YS in March

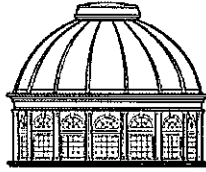
Intended Outcome(s) of Focus Activity: Beginning of March/April programs and the Children's Book Festival

Manager Observations of Activity and Outcomes: After a short break at the end of February, the YS department began our March-April programming. In addition to our normal programming schedule Alison and Liz welcomed Morse School's 2nd and 4th grades into the library for class visits. They also visited Healthy Kids for a storytime. Kayleigh went out with Rover for the St. Patrick's day parade and participated in the Breakfast and Books community event. We were short staffed in the teen department for the majority of March but Anne handled the teens who came in. Tutoring was on a break for March due to the spring break schedules of Vassar and Marist. The biggest event in YS was our Poughkeepsie Children's Book Festival. We closed the children's floor at ADR so every staff member could participate at the event. The YS staff had crafts, games, interactive activities and were a crucial part of the book festival.

Impact of Activity: This year the book festival brought in 108 authors, and over 1,300 attendees making it our most popular book festival to date. I've been told by authors that we are their favorite festival to attend and I have had patrons come to me to express thanks that the library could bring so many authors together. Also a huge thanks to the Friends of the library for providing funding and volunteering at the festival. The vouchers set us apart from other festivals and all the authors are thrilled about it.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: March 2024

Focus Activity: Programming is my main focus for the SPD Library at this time. The Bookfest allowed opportunities to connect with local authors that will be bringing some author programs to the SPD. I'm in the midst of scheduling a few of these for Saturday programs. There will be a building-wide open house and ribbon-cutting ceremony at the Family Partnership Center on May 10th. We will be participating in a day long open house event where the library staff will be available for tours, there will be take and make craft activities for children to make at home. This event will run in the SPD library from 10-4 PM. There will be an intro to the library video accessible on our website and eventually on the marquee at the FPC in the new lobby area. In the Extension Services Department, we have added more new patrons on our routes. It grows monthly, but we now serve 170 patrons via regular monthly drop-offs and pick-ups. Some patrons we regularly see at our established sites such as Office for the Aging, but many we visit via regular home visits too. It's good to have three staff working on this service. The Rover group will be meeting soon to determine what big events we will be attending in the fall. We will consider how or if we will be able to fill in the gaps when our current head of borrower and tech services leaves and how scheduling for Rover events will be carried out in the interim. For the seed library, this year we have given away almost a thousand seed packets and we've had more than one hundred requests so far.

Intended Outcome(s) of Focus Activity: The intended outcome for creating programs at SPD is to bring the Northside community into their local branch for regularly scheduled library activities. I continually work with the Family Partnership organizations to create meaningful connections via the library as well as potential programming for the SPD branch specifically.

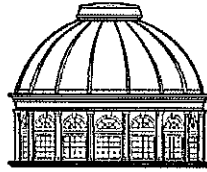
In the Extension Services Department, we have added shelving in the back staff area at Boardman to house our memory backpacks and tablets. This is an accessible location for staff to retrieve the items if they are getting checked out via the circ desk and a very accessible location for Extension Services to access the items for outreach activities.

Manager Observations of Activity and Outcomes: SPD is growing and establishing a regular patron base and Saturday programming will continue once a month. We will be adding a storytime in the fall.

The Rover stops are gearing up for spring and we have more stops now than ever, especially with the Farmer's Markets coming up. We are working on stablishing a stop at Dutchess Community College for Friday campus visits.. It's possible that by fall, Rover will be going out every day of the week.

The shelving unit for the Memory Collection will serve as a central hub for the collection along with other Extension Services programming items.

The seed library has become popular and noticed this year. I have noticed that we have had some requests for flower seeds that we do not have, maybe next year, we will add a few more flower varieties if the budget allows.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Impact of Activity: The SPD Open House should draw the crowd for the ribbon cutting ceremony but also hopefully bring in new patrons and patrons with small children to get library cards and learn about this particular branch.

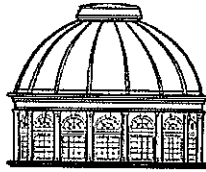
The impact of the ever-growing Extension Services personal drop offs and pickups is that we are more visible in the community. The more we visit the community centers, the more activities they seem to want. We are working on growing steadily and with purpose.

The impact of all the new stops coming up for Rover may be a bit problematic, especially in the interim of Head of Borrower and tech services. Not only did we work together to do the scheduling, but she was out on Rover typically once a week for Extension services, market stops and many times weekend large events. It won't be easy to rework the schedule to fill in the gaps, especially now that many more stops are being added.

The seed library is being utilized by patrons now that it is the growing season. The changes we've made this year, make it easier to use and more visible.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/12/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: March 2024

Focus Activity: 2024 Poughkeepsie Book Festival

Intended Outcome(s) of Focus Activity: Though the deadline for the Rotunda overlapped with the Book Festival, the Advancement team put in extra hours and worked to achieve a great event! Some of the details handled by Michele and the PIO staff in March included:

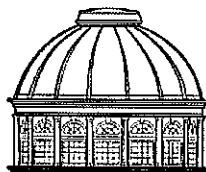
- Organized a budget
- Finalized catering for 155 authors, volunteers and staff
- Finalized marketing with Pamal, Town Square, WAMC, Spotify and Highway Displays
- Positioned all participating authors and illustrators with their bios, on our website
- Strategically placed social media which followed authors, posted details
- Recruited 45 volunteers from Todd MS, Arlington HS, Our Lady of Lourdes HS, Vassar College, and Junior ROTC cadets from PHS who spent the day as Lady Bug Girl, Rainbow Fish, Clifford, and (of course) Rover
- Arranged local artist to make a selection of branded tote-bags on demand (for a fee; 55 were sold)
- Set-up Friends of the Library to meet and greet, and provide free Friends branded tote bags
- Produced 750 vouchers which HS volunteers distributed greeting children as they entered
- Created and arranged five STEAM craft stations, a favorite children's book tower, a survey (results)
- On set-up day, arranged and decorated 150 tables, transported 250+ boxes of books, arranged layout of author stations with set-up of books, and information. (Thankfully our Extension Services Director volunteered with set up, as no student volunteers were able to assist.)

Manager Observations of Activity and Outcomes: Attendance was 1400-1450, which is 300-400 over last year's attendance. Clearly the positive reputation of the event, and the advertising for it, is working for us.

Impact of Activity: This event was very successful. However, in 2025, it is very important to increase staff participation, including additional Maintenance staff. How staff is paid for the event should be edified. It is also important to avoid holiday and school closing periods which reduce the availability of volunteers. I've scheduled an event postmortem for April.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/12/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Janet Bogenschultz, Assistant to Library Director

Department: Administrative Office; Special Projects Update

Time Period of Report: March 2024

Focus Activity: ePop Up Library & MAP Pass Program

Intended Outcome(s) of Focus Activity:

ePOP UP LIBRARY: On March 7, Michele and I met virtually with our ePop Up Library Baker & Taylor Customer Manager, Jesse Wilson, to discuss PPLD's ePUL promotion plans, access to eBooks, purchasing new books, format of PPLD's display on cell phones, titles by age group, adding more Spanish titles for all ages, and locations. An email announcement was sent to patrons March 1st, social media and website posts. It is promoted on the first page of the website. Also it is promoted at Glenvale Park on signage about free Wi-Fi access and free eBooks using a QR code. Future plans include ePUL posters with QR code at locations where people wait and would access eBooks and adding more Spanish language recreational titles (currently have 6 Spanish) in all age groups.

MAP PASS PROGRAM:

- March had 5 library membership renewals, for a total of 23 renewals in 2024, January – March.
- All 23 renewed venues have changes to pass visiting information, descriptions, TixKeeper pass descriptions, and each venue's 2024 calendar year is marked for status, and checked for changes.
- MAP Pass 2024 spreadsheet used to track purchases, costs, expirations, renewals, and expenditures.
- March had 49 reservations to 19 venues, and the highest March total.
- Venue with the most reservations is Trevor Zoo (8). Patrons continue to travel to venues in NYC (11 reservations to 3 venues), CT (3 reservations to 2 venues) or MA (6 reservations to 4 venues).

Manager Observations of Activity and Outcomes:

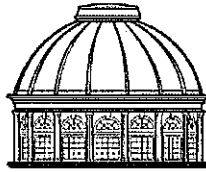
- ePUL: March 1-31, after the March 1st newsletter, and posts on social media posts about the ePop Up Library, and website promotion, PPLD has had 296 new March registered users and 67 eBook checkouts (most recent check out 3/28).
- MAP Pass Use Comparison for March 2024's 49 passes: March of 2023=24; 2022=17; 2021=12; 2020=23, 2019=44 reservations, and this March 2024 is now higher than pre-Covid March months.

Impact of Activity:

- ePop Up Library's QR codes on posters in community locations will give to access eBooks on mobile devices to anyone, encouraging reading within the community, and may gain new library patrons.
- The MAP Pass program encourages patrons to experience family outings where all may grow by learning about new places, exhibitions, enjoy a shared adventure or nature, be inspired or delighted.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/12/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Adult Services

Time Period of Report: March 2024

Focus Activity: Local History Room Open House, March 7th

Intended Outcome(s) of Focus Activity: To allow the public to access and spend time with the local history collection in a less formal, more exploratory way.

Manager Observations of Activity and Outcomes: In the past, we had regularly opened up the Local History room for tours and open houses over the years. The COVID era had put a pause on these types of programs, but the response we had in the Local History room to Founder's Day events on the Main Floor last fall led us to realize that the public was eager for this type of event.

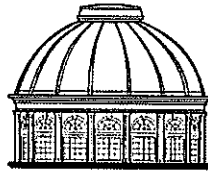
We held this open house on March 7th, from 6pm-8pm. As this event was held during Women's History Month, we took the opportunity to highlight the contributions to the collection that had been made by individual women of note, as well as local women's organizations such as the YWCA and the AAUW. Over 35 people showed up on a Thursday evening and spent time looking through the collections, enjoying the items we had on display, and asking questions about our materials and general Poughkeepsie history.

Impact of Activity: Many patrons commented how excited they were to be able to come into the Local History room and explore more freely. Typically the room is by appointment only, and most materials are retrieved for a patron by staff, so the opportunity to browse the collection and ask questions about what they found was greatly appreciated.

Additionally, the Town of Poughkeepsie historian attended along with several Marist student interns, which gave us a chance to dialog a bit with local college students about our collection and what we might have that could help them with research/projects. A few of the students who attended contacted us in the days after with research questions.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 4/15/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

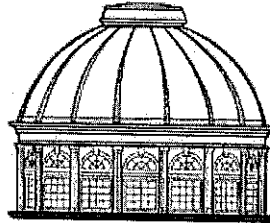
MANAGER'S MONTHLY REPORT



Sample titles from 1 of the 180 UPK Book Bags distributed to participants of the PCSD UPK program.



Aerial view of the 2024 Poughkeepsie Book Festival held on March 30 at DCC.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

Meeting: Finance Committee	Date: Wednesday, March 29, 2024
Attendance	
<u>Committee Members Present</u> <input type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input type="checkbox"/> Mary Moore <input type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<u>Other Trustees Present</u> <input type="checkbox"/> <u>Staff Present</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>Guest(s) Present</u> <input type="checkbox"/>	
Minutes Prepared by: T. Lawrence	

The meeting convened at 6:30pm in the Greene Room at the Boardman Road Branch Library.

1. **Business Items:** The following topics were discussed:
 - **Monthly Financial Report:** The January 2024 report was distributed but not discussed. Comments should be forward to the Business Office. The February 2024 report may be ready for distribution at the March 27 meeting of the Board of Trustees.
 - **Business Office Reorganization:** Lawrence discussed his draft views on possible reorganization of the Business Office staffing and workflows, especially considering the pending hire of a Personnel Administrator. There is a need for considerable conversation with the staff, which is on-going.
 - **TAN:** Lawrence, Lynch, and Gillis met with representatives from NBT, the Library District's primary bank. Previously, the Library District had a line of credit from which it could draw absent receipt of tax revenue from the City and Town of Poughkeepsie. The bank will work with the Library District to convert the line of credit to a tax anticipation note, which will require legal review at least initially. Lawrence has referred the matter to general counsel who may ask us to refer the matter to a tax attorney (in which case we would use Orrick).

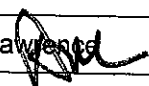
2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report.

3. **Upcoming Agenda Items:**
 - Inventory of capital needs.
 - Multi-year budget planning.

Next Scheduled Meeting(s) Date
 Monday, April 8, 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

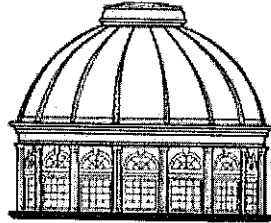
Meeting: Planning Committee	Date: Monday, March 4, 2024	
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Patricia Ferrer	<input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	
<input checked="" type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Mary Moore		
<input type="checkbox"/> Deborah Nichols		
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: T. Lawrence 		

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

1. **Business Items:** The Committee discussed the following items:
 - **Capital Planning:** The Committee heard a status report of mechanical infrastructure by Lawrence (provided in the absence of the Head Custodian who was ill).
 - **Safety and Security:** The Committee had a healthy discussion pertaining to safety and security matters and how to address them. The Labor/Management Committee has been convened to address matters on an ongoing basis.
2. **Items Forwarded to the Board of Trustees for Approval:**
 - None.
3. **Upcoming Agenda Items:**
 - Adriance facility and systems inventory.

The meeting adjourned at 7:30pm.

Next Scheduled Committee Meeting Date
Monday, April 1, 2024; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

Meeting: Board Development & Policy Committee		Date: Monday, April 15, 2024
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<input type="checkbox"/>
Minutes Prepared By: <i>T. Lawrence</i>		

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

1. Business Items: The following business was conducted:

- **Trustee Candidates:** The Committee discussed the status of trustee recruitment and the petition circulating and filing dates.
- **Policy Review:** The Committee reviewed the following policies (with recommended action stated parenthetically):
 - #4110 and #3203 – Workplace Violence (currently under review for compliance with NYS law; counsel is reviewing the Safety & Security Manual; discussion tabled until review is done and Labor/Management Committee forwards any recommendations).
 - #3204 – Trustee Education (revised and approved for Board of Trustees action on April 24, 2024)
 - #4117 – Covid-19 Vaccination Policy (recommend that the Board of Trustees suspend the policy pending revision, if deemed necessary)
 - Library Service Policy Review
 - requiring action by the Board of Trustees at its April 24, 2024 meeting)
 - #1101A – Code of Conduct
 - #1102 – Materials Selection (minor edits; needs updated approval)
 - #1106 – Operations (needs updated approval)
 - #1107 – Patron Registration and Borrowing (rescind as it duplicates portions of #1109 – Library Card Terms and Conditions)
 - #1108 – Smoking (needs updated approval)
 - #1110 – Patron Complaints (needs updated approval)
 - #1201 – Public Use of Library District Meeting Rooms (needs updated approval)
 - #1202 – Materials Posting and Free Materials (minor edits)
 - #1203 – Exhibits (minor edits; needs updated approval)
 - #1204 – Indemnification (needs updated approval)
 - #1205 – Public Use of Library District Zoom Rooms (rescind)
 - #1206 – Third Party Videotaping and Photographing (requires approval)
 - #1207 – Statement on Library District Collections
 - reviewed but tabled for further consideration
 - #1103 – Parking on Library District Property
 - #1111 – Policy and Guidance on Responding to Law Enforcement Requests for Library Records
 - reviewed but determined to not need further consideration at this time
 - #1101B – Child & Vulnerable Adult Safety
 - #1105 – Fines, Bills, and Collections
 - #1109 – Library Card Terms and Conditions
 - not yet reviewed, pending staff review
 - #1104 – Computer Use and Internet

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

- #1104B – 3-D Printing
 - Upon completion of this ongoing review project, all policies will be reviewed for consistent use of non-binary pronouns.
- **Employee Handbook:** In final review by counsel and staff. Will send to the Committee in May for their review and recommendation for approval to the Board of Trustees.
- **Annual Report:** Lawrence asked the Committee for its thoughts on the need for continuing the practice of listing all donors to the Annual Fund in the Report to the Community. As the Library District no longer assist the Friends of the Library with the Annual Appeal, Lawrence expressed concern over the accuracy of donor lists provided by the Friends. The Committee concurred with Lawrence's recommendation that the Report no longer carry the individual names of donors.

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

- All policies mentioned above. These will be distributed in advance of the meeting packet so as to provide trustees with more time for their review.

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)

Meeting: Finance Committee		Date: Wednesday, March 29, 2024
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Mary Moore <input type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>
Minutes Prepared by: <i>T. Lawrence</i>		

The meeting convened at 6:30pm in the Greene Room at the Boardman Road Branch Library.

1. Business Items: The following topics were discussed:

- **Monthly Financial Report:** The February 2024 report was distributed but not discussed. Comments should be forward to the Business Office. The March 2024 report may be ready for distribution with the Board of Trustees April meeting packet.
- **Business Office Reorganization:** Continued discussion of possible reorganization of the Business Office staffing and workflows, especially considering the pending hire of a Personnel Administrator. There is a need for considerable conversation with the staff, which is on-going.
- **TAN:** Upon consultation with Tom Myers from Orrick Herrington and Sutcliffe LLP, is has been determined that the Library District is not eligible to issue a Tax anticipation note (TAN) on its own behalf. Either the City, Town, or both would have to issue one on our behalf. No further action on the TAN is under consideration at this time. In consideration of this, the Committee felt that Financial Policy #2105 – Fund Balance should be reviewed for possible revision.
- **Project Management Software:** The Committee discussed the need for software to more easily manage and communicate the status of work on planning projects. Lawrence will look into a possible solution.

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

- Monthly financial report.

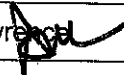
3. Upcoming Agenda Items:

- Inventory of capital needs.
- Multi-year budget planning.

Next Scheduled Meeting(s) Date
 Monday, May 13, 2024; 6:30 p.m.
 Greenspan Board Room - Adriaance Memorial Library
(time, date, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Planning Committee	Date: Monday, April 1, 2024	
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input type="checkbox"/> Sean Eagleton, <i>Chair</i>	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input type="checkbox"/> Patricia Ferrer	<input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	
<input checked="" type="checkbox"/> Jonathan McPhee		
<input checked="" type="checkbox"/> Mary Moore		
<input checked="" type="checkbox"/> Deborah Nichols		
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: T. Lawrence 		

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

1. **Business Items:** The Committee discussed the following items:
 - **Current Issues:** The Committee discussed the following items:
 - Personnel matters that have an impact on the planning activities
 - Methodology to evaluate narrative comments from 2023 surveys; Committee recommended printing the narrative from each survey in Excel and then ranking them in priority order
 - Evaluating capital needs (ongoing discussion; will plan for a facility tour during May's meeting)
2. **Items Forwarded to the Board of Trustees for Approval:**
 - None.
3. **Upcoming Agenda Items:**
 - Adriance facility and systems inventory.

The meeting adjourned at 7:30pm.

Next Scheduled Committee Meeting Date
Monday, April 1, 2024; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

New Business

Approval of NYS Annual Report for Public and Association Libraries

Recommended By Library Director

Current Situation The Administration prepares the annual statistical and financial report, based on the requirements of the New York State Education Department's Division of Library Development. The attached document is that report for 2023. Commissioner's guidelines require that the Board of Trustees accept the report.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2023 Annual Report for Public and Association Libraries (PPLD Document #032724 - 5A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Greater Poughkeepsie Library District Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

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

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

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

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- | | | |
|-----|--|---------------------------------------|
| 1.1 | Library ID Number | 3200135360 |
| 1.2 | Library Name | GREATER POUGHKEEPSIE LIBRARY DISTRICT |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Poughkeepsie * |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2023 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2023 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/ N/A A if No was answered to Question 1.8. | |

- 1.10 Please indicate the ending date of library's new reporting year. Enter N/A if N/A was answered to Question 1.8.
- 1.11 Beginning Local Fiscal Year 01/01/2023
- 1.12 Ending Local Fiscal Year 12/31/2023
- 1.13 Address Status 00 (for no change from previous year)
- 1.14 Street Address 93 MARKET STREET
- 1.15 City POUGHKEEPSIE
- 1.16 Zip Code 12601
- 1.17 Mailing Address 93 MARKET STREET
- 1.18 City POUGHKEEPSIE
- 1.19 Zip Code 12601
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (845) 485-3445
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (845) 485-3789
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) administration@poklib.org
- 1.23 Library Home Page URL (Enter N/A if no home page URL) www.poklib.org
- 1.24 Population Chartered to Serve (per 2020 Census) 76,121
- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): Special Legislative District
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer: Y for Yes, N for N

No.

- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 06/16/1989
- 1.30 Date the library was last registered 03/22/1993
- 1.31 Federal Employer Identification Number 141701733
- 1.32 County DUTCHESS
- 1.33 School District City Of Poughkeepsie
- 1.34 Town/City Poughkeepsie
- 1.35 Library System Mid-Hudson Library System

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

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

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

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

in 6.4 have an active NYS Public Librarian Certificate?

If No, list the name and e-mail address of each staff member without an active certificate in a Note.

- 1.43 E-mail Address of the Director/Manager tlawrence@poklib.org
- 1.44 Fax Number of the Director/Manager (845) 485-3789
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? N
- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Y
Enter Y for Yes, N for No.
If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Public Votes / Contracts

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

1. Name of municipality or district holding the public vote Poughkeepsie Public Library District
2. Indicate the type of municipality or district holding the public vote Special Legislative District
3. Date the vote was held (mm/dd/2023) 11/07/2023
4. Was the vote successful? Y/N Y
5. What type of public vote was it? Other
- 6a. Most recent prior year approved appropriation \$10,028,960

from a public vote:

- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$1,027,545
- 6c. Total proposed appropriation (manually sum of 6a and 6b): \$11,056,505

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

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter N Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

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

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

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

Unusual Circumstances

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

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

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

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	39,381
2.2	Adult Non-fiction Books	77,631
2.3	Total Adult Books (Total questions 2.1 & 2.2)	117,012
2.4	Children's Fiction Books	31,151
2.5	Children's Non-fiction Books	21,363
2.6	Total Children's Books (Total questions 2.4 & 2.5)	52,514
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	169,526

Other Print Materials

2.8	Total Uncataloged Books	500
2.9	Total Print Serials	400
2.10	All Other Print Materials	9,746
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	10,646
2.12	Total Print Materials (Total questions 2.7 and 2.11)	180,172

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	19,730
2.14	Local Electronic Collections	24
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	39
2.17	Audio - Downloadable Units	7,091
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	9,789
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	36,649

Non-Electronic Materials

2.21	Audio - Physical Units	10,162
2.22	Video - Physical Units	14,619
2.23	Other Circulating Physical Items	2,839
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	27,620

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	244,441
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	9,283
2.27	All Other Print Materials	131
2.28	Electronic Materials	12,605
2.29	All Other Materials	1,569

2.30 Total Additions (Total questions 2.26 through 2.29) 23,588

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section. Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	283,926
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	31,384
3.3	Registered non-resident borrowers	54

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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

3.9 Does the library have a board-approved whistle blower policy? Y

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

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

3.13 Does the library have large print books? Y

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

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

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

Heiskell Braille and Talking
Book Library (The New
York Public Library, New
York)?

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

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

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

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

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	428
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	5,997
3.18a	Number of Sessions Targeted at Children Ages 6-11	322
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	5,661
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	262
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,968
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	1,477
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	16,838

3.21a	Number of General Interest Program Sessions	268
3.21b	Attendance at General Interest Program Sessions	17,504
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	2,757
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	47,968

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	2,477
3.24b	Total Live Onsite Program Attendance	35,201
3.25a	Total Live Offsite Program Sessions	203
3.25b	Total Live Offsite Program Attendance	12,161
3.26a	Total Live Virtual Program Sessions	77
3.26b	Total Live Virtual Program Attendance	606
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	2,757
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	47,968

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	N/A

3.32 Attendance at One-on-One Program Sessions N/A

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2023 calendar year? N

3.34 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.36 Library outlets offering the summer reading program 2

3.37 Children registered for the library's summer reading program 550

3.38 Young adults registered for the library's summer reading program 40

3.39 Adults registered for the library's summer reading program N/A

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) 590

3.41a	Children's program sessions - Summer 2023	162
3.41b	Children's program attendance - Summer 2023	2,288
3.42a	Young adult program sessions - Summer 2023	28
3.42b	Young adult program attendance - Summer 2023	108
3.43a	Adult program sessions - Summer 2023	0
3.43b	Adult program attendance - Summer 2023	0
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	190
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	2,396
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	5
3.49	Non-public school(s)	8
3.50	Childcare center(s)	4
3.51	Summer camp(s)	1
3.52	Municipality/Municipalities	2
3.53	Literacy provider(s)	1
3.54	Other (describe using the State note)	0
3.55	Total Collaborators (total 3.48 through 3.54)	21

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.	
3.57a	Focus on birth - school entry (kindergarten) sessions	428
3.57b	Focus on birth - school entry (kindergarten) attendance	5,997
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	191
3.59b	Combined audience attendance	17,504
3.60	Total Sessions	619
3.61	Total Attendance	23,501
3.62	- Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023?
(Enter Y for Yes, N for No) N
If entering no, proceed to the next section.

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

3.66 - Collaborators (check all that apply)

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

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y Y for Yes, N for No) If entering no, proceed to the next section.

3.68a Children's program sessions 0

3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0
3.70a	Adult program sessions	67
3.70b	Adult program attendance	898
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	67
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	898
3.73a	One-on-one program sessions	0
3.73b	One-on-one program attendance	0
3.74 - Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	Yes

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	459
3.76b	Total group program attendance	1,985
3.77a	Total one-on-one program sessions	0
3.77b	Total one-on-one program attendance	0

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
(Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	69,893
4.2	Adult Non-fiction Books	43,642
4.3	Total Adult Books (Total questions 4.1 & 4.2)	113,535
4.4	Children's Fiction Books	70,647
4.5	Children's Non-fiction Books	17,360
4.6	Total Children's Books (Total questions 4.4 & 4.5)	88,007
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	201,542

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	52,699
4.9	Circulation of Children's Other Materials	8,173
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	60,872
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	262,414

ELECTRONIC USE

4.12	Use of Electronic Material	118,222
4.13	Successful Retrieval of Electronic Information	116,994
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	235,216
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	380,636
4.16	Total Collection Use (Total questions 4.13 & 4.15)	497,630

- 4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 96,180
- 4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No

REFERENCE TRANSACTIONS

- 4.19 Total Reference Transactions 12,972
- 4.19a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count
- 4.20 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- 4.21 TOTAL MATERIALS RECEIVED 33,861

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- 4.22 TOTAL MATERIALS PROVIDED 65,485

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

- 5.1 Automated circulation system? Y
- 5.2 Online public access catalog (OPAC)? Y
- 5.3 Electronic access to the OPAC from outside the library? Y
- 5.4 Annual number of visits to the library's web site 355,326

- | | | |
|------|---|----------------------|
| 5.5 | Does the library use Internet filtering software on any computer? | Y |
| 5.6 | Does your library use social media? | Y |
| 5.7 | Does the library file for E-rate benefits? | Y |
| 5.8 | Is the library part of a consortium for E-rate benefits? | N |
| 5.9 | If yes, in which consortium are you participating? | N/A |
| 5.10 | Name of the person responsible for the library's Information Technology (IT) services | Bruce Sullivan |
| 5.11 | IT contact's telephone number (enter 10 digits only (845) 485-3445 and hit the Tab key) | |
| 5.12 | IT contact's email address | bsullivan@poklib.org |

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

- | | | |
|-----|--|---|
| 6.2 | Library Director (certified) | 1 |
| 6.3 | Vacant Library Director (certified) | 0 |
| 6.4 | Library Manager (not certified) | 0 |
| 6.5 | Vacant Library Manager (not certified) | 0 |

6.6	Librarian	23.7
6.7	Vacant Librarian	0
6.8	Library Specialist/ Paraprofessional	0
6.9	Vacant Library Specialist/ Paraprofessional	0
6.10	Other Staff	53.10
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	77.80
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$136,464
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$59,982

7. MINIMUM PUBLIC LIBRARY STANDARDS

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

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every

- five years or earlier if required by law.
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
 3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
 4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
 5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
 6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space Y
 - 8b. lighting Y

- | | | |
|------|---|---|
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other | Y |

educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	62.00
8.8	Minimum Weekly Total Hours - Bookmobiles	5.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	132.00
8.10	Annual Total Hours - Main Library	3,169.75
8.11	Annual Total Hours - Branch Libraries	4,205.00
8.12	Annual Total Hours - Bookmobiles	545.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	7,919.75

9. SERVICE OUTLET INFORMATION

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

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

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

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

1. Outlet Name Adriance Memorial Library
2. Outlet Name Status 00 (for no change)
3. Street Address 93 Market Street
4. Outlet Street Address Status 00 (for no change)
5. City Poughkeepsie
6. Zip Code 12601
7. Phone (enter 10 digits only) (845) 485-3445
8. Fax Number (enter 10 digits only) (845) 485-3789
9. E-mail Address administration@poklib.org
10. Outlet URL www.poklib.org
11. County NY
12. School District Poughkeepsie
13. Library System Mid-Hudson Library System
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet 3,170
16. Number of Weeks This Outlet is Open 52
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y

- | | | |
|-----|---|--|
| 18. | Is the meeting space available for public use even when the outlet is closed? | N |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 61 |
| 20. | Enter the appropriate outlet code (select one): | LO |
| 21. | Who owns this outlet building? | Library Board |
| 22. | Who owns the land on which this outlet is built? | Library Board |
| 23. | Indicate the year this outlet was initially constructed | 1898 |
| 24. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more | 2009 |
| 25. | Square footage of the outlet | 42,000 |
| 26. | Number of Internet Computers Used by General Public | 38 |
| 27. | Number of uses (sessions) of public Internet computers per year | 38,220 |
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count |
| 28. | Type of connection on the outlet's public Internet computers | Fiber |
| 29. | Maximum <u>download</u> speed of connection on the outlet's public Internet computers | 10 Greater than or equal to 50 mbps and less than 100 mbps |
| 30. | Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | 10 Greater than or equal to 50 mbps and less than 100 mbps |
| 31. | Internet Provider | Crown Castle Fiber |
| 32. | WiFi Access | Available only when the library is open |
| 33. | Wireless Sessions | 18,578 |

33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	Y
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Boardman Road Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	141 Boardman Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12603
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 462-1956
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Arlington
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,033
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs,	Y

- meetings and/or events)?
18. Is the meeting space available for public use even when the outlet is closed? Y
 19. Total number of non-library sponsored programs, meetings and/or events at this outlet 67
 20. Enter the appropriate outlet code (select one): LO
 21. Who owns this outlet building? Library Board
 22. Who owns the land on which this outlet is built? Library Board
 23. Indicate the year this outlet was initially constructed 1950
 24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2014
 25. Square footage of the outlet 25,000
 26. Number of Internet Computers Used by General Public 15
 27. Number of uses (sessions) of public Internet computers per year 9,776
 - 27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count
 28. Type of connection on the outlet's public Internet computers Fiber
 29. Maximum download speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
 30. Maximum upload speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
 31. Internet Provider Crown Castle Fiber
 32. WiFi Access Available only when the library is open

33.	Wireless Sessions	10,208
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Rover
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 Market Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Poughkeepsie
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BS
15.	Public Service Hours Per Year for This Outlet	1,025
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library	N

- sponsored programs,
meetings and/or events)?
18. Is the meeting space available for public use even when the outlet is closed? N
 19. Total number of non-library sponsored programs, meetings and/or events at this outlet 0
 20. Enter the appropriate outlet code (select one): LO
 21. Who owns this outlet building? Library Board
 22. Who owns the land on which this outlet is built? Other (specify using the State note)
 23. Indicate the year this outlet was initially constructed 2020
 24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more N/A
 25. Square footage of the outlet 84
 26. Number of Internet Computers Used by General Public 0
 27. Number of uses (sessions) of public Internet computers per year 0
 - 27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count
 28. Type of connection on the outlet's public Internet computers Other (specify using the State note)
 29. Maximum download speed of connection on the outlet's public Internet computers 1 Less than or equal to 200 kbps
 30. Maximum upload speed of connection on the outlet's public Internet computers 1 Less than or equal to 200 kbps
 31. Internet Provider Verizon Wireless
 32. WiFi Access The library does not offer WiFi to patrons

33.	Wireless Sessions	0
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	1
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Sadie Peterson Delaney African Roots Branch Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	29 North Hamilton Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Poughkeepsie
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org
11.	County	Dutchess
12.	School District	Poughkeepsie
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	1,172
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library	Y

- sponsored programs,
meetings and/or events)?
18. Is the meeting space available for public use even when the outlet is closed? Y
 19. Total number of non-library sponsored programs, meetings and/or events at this outlet 0
 20. Enter the appropriate outlet code (select one): LR
 21. Who owns this outlet building? Other (specify using the State note)
 22. Who owns the land on which this outlet is built? Other (specify using the State note)
 23. Indicate the year this outlet was initially constructed 1915
 24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2022
 25. Square footage of the outlet 1,500
 26. Number of Internet Computers Used by General Public 3
 27. Number of uses (sessions) of public Internet computers per year 550
 - 27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count
 28. Type of connection on the outlet's public Internet computers Fiber
 29. Maximum download speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
 30. Maximum upload speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
 31. Internet Provider Crown Castle Fiber
 32. WiFi Access The library does not offer WiFi to patrons

33.	Wireless Sessions	0
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023) 12

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. N/A

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. N/A

- 10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. 11
- 10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5
- 10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. N

BOARD MEMBER SELECTION

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

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

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|----------------------------|-----------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Jonathan |
| 3. | Last Name of Board Member | McPhee |
| 4. | Mailing Address | 18 Fallkill Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | jonmcphee92@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |

- | | | |
|-----|---|------------|
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/11/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2022 |
| 16. | Is this a brand new trustee? | Y |
-
- | | | |
|-----|---|----------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Patricia |
| 3. | Last Name of Board Member | Ferrer |
| 4. | Mailing Address | 18 East Ricky Lane |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | patricia.ferrer@marist.edu |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being | No |

filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
 Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 01/05/2021
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/05/2021
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Dianne
- 3. Last Name of Board Member Blazek
- 4. Mailing Address 8 Old Silvermine Place
- 5. City Poughkeepsie
- 6. Zip Code (5 digits only) 12603
- 7. E-mail address
- 8. Office Held or Trustee President
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2021
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2025
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from Yes

beginning date to ending date.

14. The date the Oath of Office (mm/dd/yyyy) was taken 12/22/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/05/2021
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Mary
3. Last Name of Board Member Moore
4. Mailing Address 10 Argent Drive
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address marymoor@us.ibm.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2020
11. Term Expires December
12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/06/2020

16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Deborah
3. Last Name of Board Member Nichols
4. Mailing Address 36 Hornbeck Ridge
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address jdnicj327@verizon.net
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2026

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/11/2022

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2022

16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member William
3. Last Name of Board Member Hogg, III

4. Mailing Address 17 Wilson Boulevard
 5. City Poughkeepsie
 6. Zip Code (5 digits only) 12603
 7. E-mail address chiplogg@gmail.com
 8. Office Held or Trustee Trustee
 9. Term Begins - Month January
 10. Term Begins - Year (year) 2019
 11. Term Expires December
 12. Term Expires - Year (yyyy) 2024

13. Is the trustee serving a full term? If No, add a Note.
 The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
 Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/28/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/29/2021

16. Is this a brand new trustee? N

1. Status Filled
 2. First Name of Board Member Moira
 3. Last Name of Board Member Fitzgibbons
 4. Mailing Address 20 Marian Avenue
 5. City Poughkeepsie
 6. Zip Code (5 digits only) 12601
 7. E-mail address moira.fitzgibbons@marists.edu
 8. Office Held or Trustee Vice President
 9. Term Begins - Month January

10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2027
13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/05/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2023
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Laurel
3. Last Name of Board Member Spuhler
4. Mailing Address 37 Parkwood Avenue
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address sugmagne@verizon.net
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2024
11. Term Expires December
12. Term Expires - Year (yyyy) 2028
13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose Yes

unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
 Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 12/20/2023
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2023
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Sean
- 3. Last Name of Board Member Eagleton
- 4. Mailing Address 96 Autumn Drive
- 5. City Poughkeepsie
- 6. Zip Code (5 digits only) 12603
- 7. E-mail address seagleton@aol.com
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2024
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2028
- 13. Is the trustee serving a full term? If No, add a Note.
 The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
 Example: Trustee is filling the remainder of [name]'s Yes

term, which was to run from beginning date to ending date.

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 12/20/2023
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2023
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Patricia
- 3. Last Name of Board Member Ryan
- 4. Mailing Address 23 Heathbrook Drive
- 5. City Poughkeepsie
- 6. Zip Code (5 digits only) 12603
- 7. E-mail address patty@nyryans.org
- 8. Office Held or Trustee Financial Officer
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2023
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2027
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
- 14. The date the Oath of Office (mm/dd/yyyy) was taken 01/27/2023
- 15. The date the Oath of Office was filed with town or 01/27/2023

county clerk (mm/dd/yyyy)

16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member James
3. Last Name of Board Member Nurre
4. Mailing Address 16 Degarmo Road
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address jnurre7@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2024
11. Term Expires December
12. Term Expires - Year (yyyy) 2028
13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No
14. The date the Oath of Office (mm/dd/yyyy) was taken 12/20/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2023
16. Is this a brand new trustee? Y

11. OPERATING FUNDS RECEIPTS

**Local Public Funds / System Cash
Grants / Other State**

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

LOCAL PUBLIC FUNDS

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

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

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

1.	Source of Funds	City
2.	Name of funding County, Municipality or School District	Poughkeepsie
3.	Amount	\$3,522,002
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Poughkeepsie
3.	Amount	\$4,967,459
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$8,489,461

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$22,604
11.4	Record all Central Library Services Aid monies received from system headquarters	\$266,199
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$172
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$288,975

OTHER STATE AID

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

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$284,337
11.15	Fund Raising	\$0
11.16	Income from Investments	\$67,325
11.17	Library Charges	\$24,674
11.18	Other	\$342,215

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$718,551
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$9,496,987
11.21	BUDGET LOANS	\$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$906,013
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$906,013
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$163,347
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$10,566,347

12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital
Operation and Maintenance**

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

instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,913,969
12.2	Other Staff	\$2,711,285
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$4,625,254
12.4	Employee Benefits Expenditures	\$2,380,484
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$7,005,738

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$367,406
12.7	Electronic Materials Expenditures	\$66,622
12.8	Other Materials Expenditures	\$123,778
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$557,806

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$89,139
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$89,139

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$39,017
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$39,017
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$635,924

12.17 **Total Operation & Maintenance of Buildings** \$674,941
(Add Questions 12.15 and 12.16)

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$62,801
12.19 Telecommunications \$103,477
12.21 Professional & Consultant Fees \$188,467
12.22 Equipment \$10,748
12.23 Other Miscellaneous \$398,615
12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) \$764,108

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$133,071

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$1,338,400
12.27 From Other Funds (73OF) \$0
12.28 **Total** (Add Questions 12.26 and 12.27) \$1,338,400

Other Loans

12.29 Budget Loans (Principal and Interest) \$0
12.30 Short-Term Loans \$0
12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$1,338,400

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and

12.31)

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$3,144
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$3,144
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$10,566,347
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$0
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$10,566,347

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/ yyyy).	03/27/2024
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FISCAL AUDIT

12.42	Last audit performed (mm/ dd/yyyy)	04/27/2023
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- 12.43 Time period covered by this
audit (mm/dd/yyyy) - (mm/ dd/yyyy) 01/01/2022 - 12/31/2022
- 12.44 Indicate type of audit (select
one): Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before
completing this section.

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

- 13.8 Transfer from Operating
Fund (Same as Question
12.35) \$0
- 13.9 **TOTAL REVENUES** (Add
Questions 13.3, 13.6, 13.7
and 13.8) \$0
- 13.10 **NON-REVENUE
RECEIPTS** \$0

- 13.11 **TOTAL CASH RECEIPTS** (Add \$0
Questions 13.9 and 13.10)
- 13.12 **BALANCE IN CAPITAL FUND - Beginning Balance** for Fiscal Year Ending 2023 \$217,899
(Same as Question 14.11 of previous year, if fiscal year has not changed)
- 13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions \$217,899
13.11 and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

- 14.1 Construction \$0
- 14.2 Incidental Construction \$0

Other Disbursements

- 14.3 Purchase of Buildings \$0
- 14.4 Interest \$0
- 14.5 Collection Expenditures \$0
- 14.6 Total Other Disbursements \$0
(Add Questions 14.3, 14.4 and 14.5)
- 14.7 **TOTAL PROJECT EXPENDITURES** (Add \$0
Questions 14.1, 14.2 and 14.6)
- 14.8 **TRANSFER TO OPERATING FUND** \$0
(Same as Question 11.22)
- 14.9 **NON-PROJECT EXPENDITURES** \$0
- 14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add \$0
Questions 14.7, 14.8 and

14.9)

- 14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for \$217,899 the Fiscal Year Ending 2023
- 14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions \$217,899 14.10 and 14.11; same as Question 13.13)

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

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

Library expenditures from

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

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

15.1.1 Total Full-Time Equivalents (FTE) 0

15.1.2 Total Expenditure for Professional Salaries \$0

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

15.1.3 Total Full-Time Equivalents (FTE) 0

15.1.4 Total Expenditures for Other Staff Salaries \$0

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$0

15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. Y

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State

Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Verizon
3.	Expenditure	\$1,332

1.	Expenditure Category	Delivery/courier services
2.	Provider of Services	MHLS
3.	Expenditure	\$88,622

15.1.7	Total Expenditure - Purchased Services	\$89,954
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15.1.8 **Supplies and Materials:**
Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

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

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

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$109,261

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$66,398

15.1.9	Total Expenditure - Supplies and Materials	\$175,659
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15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? N
Enter Y for Yes, N for No.

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

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

1.	Type of travel	N/A
2.	Expenditure	N/A

15.1.11 **Total Expenditures - Travel** \$0

15.1.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

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

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

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

15.1.13 **Total Expenditure - Equipment and Furnishings** \$0

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)** \$265,613

15.1.15 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening

balance must be the same as the closing balance of the previous year.

15.1.16 **Total Allocation received from the system:** \$265,613

15.1.17 **Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)** \$0

15.1.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Continued to support system-wide access to electronic content, enhancements to online catalog, and delivery of physical items among MHLS member libraries.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	21.61
16.2	Total Librarians	21.61
16.3	All Other Paid Staff	46.46
16.4	Total Paid Employees	68.07
16.5	State Government Revenue	\$288,803
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$718,723
16.8	Total Operating Revenue	\$9,496,987
16.9	Other Operating Expenditures	\$1,572,120
16.10	Total Operating Expenditures	\$9,135,664
16.11	Total Capital Expenditures	\$89,139
16.12	Print Materials	170,426
16.12a	Total Physical Items in Collection	198,046
16.13	Total Registered Borrowers	31,438
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General	56

	Public	
16.16	Total Uses (sessions) of Public Internet Computers Per Year	48,546
16.17	Wireless Sessions	28,786
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	3200135360
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	MO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CD1
17.7	<i>FSCS ID</i>	NY0230
17.8	<i>SED CODE</i>	131500700001
17.9	<i>INSTITUTION ID</i>	800000053282

SUGGESTED IMPROVEMENTS

Library Name: Poughkeepsie Public Library District

Library System: Mid-Hudson Library System

Name of Person Completing
Form: Tom Lawrence

Phone Number: (845) 485-3445

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

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

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

to. Thank you!

New Business
Approval of MOU with the Mid-Hudson Library System

Recommended By Library Director

Current Situation The Mid-Hudson Library System (MHLS) is a cooperative public library system, chartered by the New York State Board of Regents, working in partnership with our member libraries. To define the relationship between MHLS and member libraries we have operated under two documents that outline the parameters and expectations of the relationship: the "Document of Understanding," which is over twenty years old, and the "Automation Agreement," which is approximately seven years old. Recognizing that both documents have elements that are out-of-date from several perspectives (e.g. terminology, contractual obligations, and state regulations), the MHLS Staff, Directors Association, and Board of Trustees collaborated in a 13-month effort to update and merge these two documents, resulting in the attached "Memorandum of Understanding (MOU)." The basis of the MOU is not a major departure from the original two documents, it simply merges them; removes or updates out-of-date language and concepts; and clarifies issues that have become questioned in recent years.

In November 2023 the MHLS Directors Association unanimously approved this new MOU. In December 2023 the MHLS Board unanimously approved this new MOU. The MOU will need to be signed by each member library board president and director in order to re-establish clear lines of communication about the relationship between MHLS and member libraries

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the MOU with MHLS and authorize the President of the Board of Trustees and the Library Director to sign the document (PPLD Document #032724 - 6A).

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Memorandum of Understanding Between the Mid-Hudson Library System and Member Libraries

This memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System ("System") and its member libraries ("Member Libraries") in the cooperative provision of public library service to the residents of the Mid-Hudson Valley. To facilitate a strong cooperative approach to meeting mutual expectations for service, the following are understood by both the Member Libraries and the System.

Definitions

Mid-Hudson Library System: a cooperative public library system chartered by the New York State Board of Regents to serve Columbia, Dutchess, Greene, Putnam and Ulster Counties.

Member Library: association and public libraries chartered by the New York State Board of Regents who have been granted membership to the Mid-Hudson Library System by its board of trustees.

Directors Association: The Directors Association (DA) of the System is composed of the director or manager of each Member Library as defined by §90.8 of Commissioner's Regulations. As per the DA bylaws, the purpose of the DA shall be to address the needs and concerns of member libraries; provide a forum for the exchange of ideas; encourage the dissemination of information in the field of library management; forward recommendations to the staff and board of MHLS on issues pertaining to the management of services provided by MHLS including, but not limited to, collective agreements and cost sharing for services.

Membership: A library's membership in the System grants access to all services outlined in this memorandum; a seat on the Directors Association; and one vote at the Annual Membership Meeting of the System.

MHLS Board of Trustees: The System board is elected by the membership to govern the System as per New York State Education Law and Education Commissioner's Regulations.

Resource Sharing Standards: These are the policies and procedures adopted by the DA to govern the effective sharing of resources.

Free Direct Access Plan: The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations §90.3 (a) through (d)(4). This document reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The document provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

General Roles and Responsibilities

The mission of the System is to uphold the public's right to free and equitable access to information and library resources, to facilitate cost-effective resource sharing, and to promote professional and inclusive library services in partnership with the Member Libraries.

Member Libraries are chartered to serve the public directly and the System serves the Member Libraries.

A. The MID-HUDSON LIBRARY SYSTEM will, as determined appropriate by the System and consistent with applicable provisions of the Education Law and the Regulations of the Commissioner of Education:

1. Maintain and operate an integrated library system (ILS) which supports circulation; bibliographic and patron database management; metadata; a public catalog; other resource sharing functions; a physical delivery service for the purpose of sharing materials between the member libraries; shared digital collection platform(s); support for interlibrary loan services and delivery within our region and outside of the region, as appropriate. The choice of ILS vendor and scheduling of deliveries will be done with input from the member libraries.
 - o This will include:
 - Assuming the primary financial and contractual responsibility for the operation of the ILS, ILS modules, digital collection platform, and related services.
 - Researching and leading contract negotiations to purchase software as service, equipment, and supplies at the request of the MHLS Directors Association when joint purchase results in savings or efficiencies.
 - Acquiring, creating, and enhancing bibliographic records for new acquisitions as well as managing quality control and updates to the existing bibliographic records on behalf of member libraries.
 - Assisting member libraries in achieving compliance with MHLS Directors Association approved Resource Sharing Standards.
 - Carrying out the implementation of the Procedures for Resource Sharing Standards Violations, as approved by the MHLS Directors Association.
 - Supporting member libraries with local ILS installation and managing the parameters and ILS configurations to meet their needs as they evolve.
 - Maintaining the ILS and modules through upgrade installations and acting on behalf of member libraries to resolve issues as they are reported.
 - Acting as an advocate with the ILS and digital collection platform vendors to develop and enhance these services and other software to meet the needs of our member libraries.

- Acting on behalf of member libraries to integrate services and support third-party vendor integrations.
 - Providing automated library services that are consistent with accepted library standards.
 - Establishing and maintaining financial records and other supporting evidence in accordance with New York State auditing practices.
2. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
 3. Arrange training and provide consulting to member libraries on: the minimum standards for registration of public and association libraries as defined in §90.2 of Commissioner's Regulations; ILS, cataloging, and digital services centrally purchased through MHLS; issues related to services, technology, management and governance as defined in the System's five-year Plan of Service. The MHLS Directors Association (DA) will provide input on the Plan of Service and related action plans prior to approval by the MHLS Board of Trustees and State Library.
 4. Provide advocacy for libraries in the region at the state, and national levels; at the local level upon the request of a member library board; and at the county level upon the request of a county directors/library association.
 5. Carry out the Free Direct Access Plan as defined in §90.3 of the Commissioner's Regulations and approved by the State Library.
 6. Administer and provide support for state aid as mandated by the Education Commissioner's Regulations as well as any grants received by the System for the benefit of members. This includes but is not limited to Coordinated Outreach Services as mandated by section §90.3; Central Library Services Program Aid as mandated in §90.4; and State Aid for Library Construction as mandated in §90.12.
 7. Invoice member libraries based on the annual member assessment adopted by the DA.

8. Provide a means for the mutual exchange of ideas and plans for service, such as the DA, advisory committees, and listservs.
9. Communicate directly, in a timely manner, with any Member Library or libraries wishing to discuss issues.

B. Each MEMBER LIBRARY will:

1. Maintain its registration with the State Library via compliance with the minimum standards detailed in §90.2 of Commissioner's Regulations.
2. Employ a paid director or interim director as per §90.2 of Commissioner's Regulations.
3. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
4. Ensure library directors are active participants in the DA which includes staying abreast of current topics of conversation, providing feedback to their county's representatives to DA advisory committees, and regular participation at DA meetings as local conditions allow.
5. Assume responsibility for its portion of the annual member assessment, including the Members Capital Fee, and for its portion of any ILS enhancement or product, based on recommendation by the DA, for MHLS to license through a cost-share agreement.
6. Adhere to the Resource Sharing Standards, including but not limited to purchasing levels.
7. Uphold that the ILS database is intended to contain all the Member Library's materials and registered borrowers, and to that end, agree to the following:
 - o To enter or supply data for entry into the ILS database of patron and bibliographic information.

- To enter data only by properly trained personnel with the understanding that MHLS reserves the right to correct, add, modify, or delete bibliographic records and holdings information in keeping with professional standards and established procedures.
 - Keep patron and item records current and edit and delete holdings as necessary.
8. Provide borrowing privileges to patrons of other libraries in the System area as per New York State Education Law §272(g) and as provided for in the System's state-approved Free Direct Access Plan.
 9. Participate in the Interlibrary Loan Service within the System area.
 10. Purchase, install and maintain equipment and internet connectivity as specified by the Integrated Library System (ILS) vendor. This includes a static IP and adequate bandwidth to support the ILS given staff and patron needs.
 11. Maintain password control of access to the ILS and ensure that patron data and transactional information extracted from the ILS is securely stored, transferred and posted using currently acceptable secure methods. Extraction of personally identifiable information is limited to the patron or transactional information necessary for the operation of the library.
 12. Pay for any contractual obligations, e.g., additional user licenses and specialized services, that the Member Library chooses to add beyond MHLS's obligations as outlined above.
 13. Monitor the MHLS-Notices and MHLS-Alerts listservs for MHLS Action Memos and critical calls to action and respond by stated deadlines.
 14. Provide the various reports required by the New York State Library by stated deadlines.
 15. Ensure its trustees and staff are informed about events and services available from the System and keep the System informed of the services they desire.

C. TITLE TO SYSTEM DATABASE: The ILS bibliographic and patron database is understood to be the collective property of MHLS and all MHLS Member Libraries. A Member Library shall have the right to acquire, at its own expense, a machine-readable copy of its own holdings in the database, including title, item, current transactions, and patron records as they relate to the Member Library's chartered service area. Requests for machine-readable copies of parts of the database other than a Member Library's own holdings must be made in writing, explaining the intended use, to MHLS and any affected Member Library for their approval.

D. COMPLAINT PROCESS:

The System and Member Libraries agree to implement and adhere to the following process, to help ensure a fair and efficient resolution of any concerns by Member Libraries regarding compliance by the System or another Member Library with the agreements set forth in this Memorandum of Understanding. The following process shall be used to assist resolution of any complaint by a Member Library against the System or another Member Library, regarding any issue or issues governed by this Memorandum of Understanding; provided, however, that Member Libraries are required to follow the "Approved Procedures for Resource Sharing Standards Violation" found in the Resource Sharing Standards (incorporated herein by reference and cited below as Exhibit B), with regard to any Resource Sharing Standards Violation.

a. **Complaint Against a Member Library:**

The library director of a Member Library should first reach out to the Member Library in question to informally seek a resolution. If the complaining Member Library is not satisfied with the results of that effort, the library director may, with the approval of the Member Library's board of trustees, submit a written complaint to the MHLS Executive Director to request assistance. The written complaint should include the nature of the complaint, detailed information including evidence of the concern, and the outcome desired by the complaining Member Library. A copy of the written complaint should be provided to the Member Library that is the subject of the complaint. That Member Library should provide a written response to the MHLS Executive Director, with a copy to the complaining Member Library, within two weeks of receipt of the written complaint. The MHLS Executive Director will work with both Member Libraries, and their boards of trustees as appropriate, toward a resolution of the concern.

b. Complaint Against MHLS:

The director of a Member Library should first reach out to the MHLS Executive Director to informally seek a resolution. If a Member Library is not satisfied by the results of these efforts, the Member Library's board of trustees may submit a written complaint to the MHLS Executive Director, with copies to the MHLS Board President and the Chair of the DA. If the Member Library's board of trustees is not satisfied by the response from MHLS, the complaining Member Library's board of trustees may request a meeting with the MHLS Board to discuss and seek a resolution.

E. ARBITRATION: In the event that informal efforts to resolve disputes pursuant to paragraph D are unsuccessful, any dispute, controversy or claim arising out of or relating to this Memorandum of Understanding shall be determined not in a court of law, but instead by a single neutral arbitrator agreed upon by the complaining Member Library or Libraries, any Member Library that is a subject of the complaint, and MHLS (collectively, the "Parties to the Arbitration"), in Dutchess County, State of New York, in binding arbitration pursuant to the arbitration rules of the American Arbitration Association then in effect. The written decision of the arbitrator shall be final and binding in all respects and may be entered and enforced in any court of competent jurisdiction. The cost of arbitration shall be shared equally by the Parties to the Arbitration. Each of the Parties to the Arbitration shall pay its own fees and expenses, unless otherwise determined by the Arbitrator.

F. INDEMNIFICATION WAIVERS: Liability: Each Member Library agrees that in the absence of gross negligence on the part of MHLS, MHLS shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the ILS Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MHLS, or for the failure by MHLS to perform any of the obligations of MHLS as provided in this Agreement. The System agrees that in the absence of gross negligence on the part of a Member Library, a Member Library shall not be liable for compromising the integrity of the ILS.

G. TERMINATION: This Memorandum of Understanding is ongoing until superseded pursuant to paragraph I, and may be terminated with respect to a Member Library and its participation in MHLS, by the Member Library or by MHLS, only pursuant to the following conditions for termination:

1. Termination by MHLS: MHLS may terminate this agreement upon six (6) months' written notice to a Member Library if MHLS reasonably concludes that:
 - a. A Member Library is, at the time of the written notice, more than two member assessment payments in arrears on outstanding obligations owed to MHLS;
 - b. A Member Library has breached any material operation procedure(s) or rule(s) for participation in MHLS, including Resource Sharing Standards, and has failed to correct this situation after review and recommendation by the DA; or
 - c. A Member Library has ceased to function as a chartered organization.
2. Termination by a Member Library: A Member Library may terminate this agreement by providing written notice to MHLS six (6) months prior to the anniversary date of MHLS signing the ILS contract. Such termination shall not relieve a Member Library from the obligation to complete payment of all outstanding obligations to MHLS.
3. If MHLS ceases to exist, in which case property of the System will be distributed as required by Education Commissioner Regulations.

H. APPLICABLE LAW: The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supersedes all previous agreements related to System services, including automated circulation.

I. RENEWING AGREEMENT & EFFECTIVE DATE: By signing this document a Member Library is renewing its MHLS membership, including but not limited to its agreement for automated library services provided through the MHLS. This Memorandum of Understanding, with attached exhibits, constitutes the entire agreement of the parties and supersedes and replaces any previous Memorandum or Document of Understanding an Automation Agreements between the parties This Agreement is in effect as of May 1, 2024, and remains in effect unless superseded by a subsequent written agreement approved by the MHLS Board of Trustees. Any Member Library failing to sign this document by April 30, 2024, forfeits its participation in MHLS, including but not limited to access to automated library services provided through MHLS.

J. REVIEW OF AGREEMENT: This Memorandum of Understanding (MOU) will be reviewed triennially, or sooner if conditions warrant, by the DA's System Services Advisory Committee (SSAC). The SSAC will report triennially, or sooner if conditions warrant, to the DA on the SSAC review of the MOU. Any recommended changes by the DA to the MOU will be forwarded by the DA to the MHLS Executive Director for consideration of and approval by the MHLS Board. It is recommended that library boards review this document at least every three years to ensure expectations are clear. All new directors will receive an orientation to the MOU from the MHLS Executive Director. If no changes have been instituted by the MHLS Board within a ten-year period, the document will be re-signed to confirm all directors and boards have agreed to it.

K. SIGNATORS: The undersigned hereby agree as stipulated above:

----- Board President Signature	----- Library	----- DATE
----- Library Director Signature		----- DATE
----- Board President, MHLS		----- DATE
----- Executive Director, MHLS		----- DATE

Approved by the MHLS Directors Association: November 15, 2023
Approved by the MHLS Board of Trustees: December 6, 2023

Memorandum of Understanding Exhibits

Exhibit A: Resource Sharing Standards

Exhibit B: Resource Sharing Standards Violation: Approved Procedures

Exhibit C: Free Direct Access Plan

New Business Fact Sheet

Approval of Action on Policies: Library Services, Covid-19 Vaccination, Trustee Education

Recommended By

Board Development & Policy Committee

Current Situation

The Board Development & Policy Committee has completed its review of all Library District library service policies and recommends that the full Board of Trustees take action as outlined in Action Requested below.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve revisions to #1101A – Code of Conduct, #1102 – Materials Selection and Access Policy, #1106 – Operations, #1108 – Smoking, #1110 – Patron Complaints, #1201 – Public Use of Library District Meeting Rooms, #1202 – Materials Posting and Free Materials, #1203 – Exhibits, #1204 – Indemnification, #1205 – Third Party Videotaping and Photographing, #1207 – Statement on Library District Collections, and #3204 – Trustee Education; that #1107 – Patron Registration and Borrowing and #1205 – Patron Use of Library District Zoom Rooms be rescinded; and that #4117 – Covid 19 Vaccination be suspended.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____



Code of Conduct

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

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

1. This is your public library

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

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

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

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

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

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

2. Children and the Library District

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

3. Teen Room

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

4. Animals in the Library

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

5. Dress, Personal Hygiene, and Public Health Emergencies

Patrons shall be fully clothed, including footwear.

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

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

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

6. Parking

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

7. Smoking, Food, and Beverages

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

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

8. Pedestrian Safety

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

9. Library Materials and Equipment

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

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

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

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

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

10. Proper Identification

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

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

Materials Selection and Access Policy

In order to provide guidance to librarians and to inform the public about the principles upon which purchased materials and services are selected, the following is stipulated:

Definitions: The word "materials" has the widest possible meaning. It may include, but is not limited to, books, pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sound discs, sound tapes, videotapes, and digital information owned or accessed by the Library District, including the Internet.

Responsibility for Materials Selection: The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Board of Trustees. The Library Director may authorize other staff to apply this policy in building the collection.

Criteria for Selection: These basic principles are considered for selection:

1. authority and competency of the author, composer, filmmaker, etc.
2. comprehensiveness in breadth and scope
3. sincerity and fundamental objectivity
4. clarity and accuracy of presentation
5. appropriateness to the interests and skills of library users
6. relation to existing collection
7. relative importance in comparison with other materials on the subject
8. importance as a record of the time

Use of Library Material: The Library District recognizes that many materials are controversial and that any given item may offend some library users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building the collection and to serving the interests of the Poughkeepsie community.

The Library District will neither mark nor identify materials to show approval or disapproval of the contents and no item will be sequestered except for the expressed purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm.

Responsibility for the reading, listening, and viewing of library materials by minors, including use of the Internet, rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

Use of the collections and services owned and accessed by the Library District for patron use must be in accordance with prevailing local, state, and federal law as well as the Patron Code of Conduct.

Guidelines for Selection

1. The Library District adheres to the principle contained in the American Library Association's *Library Bill of Rights* and *Freedom to Read* statements. Both are attached to this policy.

2. The Library District recognizes the purpose and resources of the other libraries in Dutchess County and shall not needlessly duplicate functions and materials. Through cooperative agreements the resources of these libraries may be made available to the Poughkeepsie community.
3. The Library District acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the areas. Textbooks and curriculum-related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.
4. The Library District acknowledges a particular interest in local history. Therefore, it seeks to acquire materials, as they relate to the Mid-Hudson Valley, particularly Dutchess and adjoining counties in New York and Connecticut.
5. Because the Library District serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.
6. In selecting materials for the collection, the Library District will consider the special, commercial, industrial, cultural, and civic enterprise of the community.

Gifts: The Library District accepts gifts of materials, but reserves the right to evaluate them and to dispose of them in accordance with established policy.

Maintaining the Collection: Materials that no longer serve a need may be removed from the collection. Decisions for removal will be based on circulation, physical condition, usefulness, age, and accuracy.

Reconsideration of Library Materials: The choice of library materials by patrons is an individual matter. While a person may reject materials for themselves, censorship may not be exercised to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

- A. The person with the request for reconsideration would be referred immediately to the Library Director or, in their absence, the Assistant Director. The librarian in charge should explain to the patron that selections are made in accordance with the Materials Selection Policy of the Poughkeepsie Public Library District. If the user is not satisfied with the explanation received, a reconsideration request may be made in the following manner:
 1. The person making the request for reconsideration must complete a Request for Reevaluation of a Book or Other Library Materials form. This form is permanently attached to this policy.
 2. The Request for Reevaluation will be referred to a committee of the Library Director, the librarian selecting materials, and one other staff librarian.
 3. The committee will reconsider the item in question by using the Materials Selection Policy and reviews from recognized sources.
 4. The Library Director will then write to the patron regarding the committee's recommended action. Comments made by individual Committee members are to be held confidential by all concerned. Brief quotes, however, may be used in the Library Director's letter to the patron.
- B. If the patron desires further action, an appeal may be made to the Board of Trustees.

Request for Reevaluation of Library Material

Title: _____

Author: _____

Book? _____ If other material, describe: _____

Name of Person Making Request: _____

Address: _____

Telephone Number: _____

Person Represents Self? Y N

Person Represents Group? Y N

If yes, please name group: _____

What do you believe is the theme or purpose of the material? _____

Is your objection to this material based upon personal exposure to it or reports you have heard: _____

Have you read/heard, seen the material in its entirety? Y N

To what do you specifically object? _____

Please forward completed form to:

Administrative Office
Poughkeepsie Public Library District
93 Market Street
Poughkeepsie, NY 12601

Thank you.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors
American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
The American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
The Children's Book Council
The Electronic Frontier Foundation
Feminists for Free Expression
Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
Parents, Families and Friends of Lesbians and Gays
People for the American Way
Student Press Law Center
The Thomas Jefferson Center for the Protection of Free Expression

Operations

In order to maintain maximum service and in consideration of patron use, the Library District establishes the following policy regarding hours of operation and closings:

1. The Library Director shall propose a schedule of operations in November for the following year. This schedule shall list all days of closure and shall be approved by the Board of Trustees no later than November 30.
2. While every effort will be made to honor the schedule of operations, emergency closings may be required due to inclement weather, loss of power, or other emergencies. The Library Director, in response to conditions at hand, shall determine such closings and notify the public.
3. Closings for scheduled maintenance of facilities will be kept to a minimum and be determined by the Library Director.
4. Closings for any other reason shall be determined by the Library Director after consultation with the President of the Board of Trustees or the Vice President.

Patron Registration and Borrowing

The Poughkeepsie Public Library District will issue library cards without charge to patrons who live, work, own property or attend school in the City or Town of Poughkeepsie. The Library Director may, on a case-by-case basis, authorize the issuance of cards to patrons outside these defined areas.

The Library District reserves the right to charge a fee for replacement cards.

The Library Director is authorized to place limits on the number of items, in total or by type, patrons and families may borrow or have on their record at one time.

Smoking

In accordance with local and state law, the Library District prohibits smoking within its buildings and vehicles. Additionally, there shall be no smoking on Library District premises nor within fifty (50) feet of entrances, exits, walkways, stairs, and air in-take vents of rental facilities.

Smoking by staff is limited to scheduled breaks. Staff shall observe the same "No Smoking" policy as the public (described above).

Patron Complaints

The Library District aims to provide the highest levels of satisfaction and service to its patrons while recognizing that occasionally a patron may wish to make a complaint. A library patron is encouraged to start by making their complaint on an informal, verbal basis to a library staff member. If the patron chooses not to make a verbal complaint, or feels that the complaint does not lend itself to informal resolution, the patron should request and complete a Patron Complaint Form.

The Library Director, or their designee in the absence of the director, will review the completed Complaint Form and provide a response and/or attempt to resolve the complaint within ten business days of receiving it. If the patron is not satisfied with the response provided by library staff and/or the director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the board's attention.

A patron may also request to address the Board of Trustees at a regular monthly meeting of the board. The board will respond to said complaint within ten business days of receiving written notification of the complaint or within ten business days of a board meeting at which the complainant appeared. The Board will take any further remedial action warranted by the particular circumstances. The decision of the Board of Trustees with respect to a complaint will be considered final.

Patron Complaint Form

Name: _____

Address: _____

Email: _____ Phone Number: _____

Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include the full names of any staff or patrons involved and how they were involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.

Signature: _____ Date: _____

Public Use of Library District Meeting Rooms

Generally, to be eligible to use the Poughkeepsie Public Library District meeting rooms, a group or organization must be based in the City or Town of Poughkeepsie or be a local chapter or branch of a state or national organization with most of its members residing in Poughkeepsie.

This policy does not apply to events hosted or co-sponsored by the Poughkeepsie Public Library District or the Friends of the Poughkeepsie Public Library District.

The Library District offers public use of its various meeting facilities under the following conditions:

1. Publicly advertised meetings or programs must be open to all unless a room charge has been paid to the Library District.
2. Room reservations must be made by adults and no one under the age of 18 will be admitted to the reserved room until an adult is present.
3. Non-profit groups may be charged a fee of \$25 per hour of occupancy. For-profit groups may be charged a fee of \$150 per hour of occupancy. Events held when the library is not scheduled to be open will be assessed an additional \$50 per hour surcharge. Fees may be waived or discounted at the discretion of the Library Director or a designee. Failure to give 48 hour notice of room cancellation may result in loss of fee and possible curtailment of future room reservation privileges.
4. Requests for room use should be submitted at least three weeks in advance in a format provided by the Library District. The Library Director, or a designee, must approve the request, based on the following priorities (1) Library District-sponsored events, (2) requests from community organizations (3) requests from for-profit organizations outside the community. No requests will be confirmed until a completed room reservation is received by the Library District along with applicable certificate(s) of insurance and a completed indemnification form. No reservations will be held or booked until the application form is filled out and approved by the Library District. Applicable fees need to be paid in advance to hold reservations.
5. The Library District reserves the right to reject any application for use of its facilities. The Library District may rescind permission or refuse to grant permission for any meeting room request if the Library District has reason to believe that such use will subject the library to undue costs or subject library operations to undue disruption.
6. Library District staff members are not available to change the approved room arrangement or provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment, or making photocopies.
7. Meeting rooms are a Library District resource and should be left clean and with furnishings arranged the way they were found. All supplies, food, and drinks should be removed by the user at the completion of the use of the room. Any trash generated by use should be collected and placed in a waste receptacle provided by the Library District. A cleanup fee of \$50 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage

as well as the clean-up costs.

8. Organizations holding events assume responsibility for any injury to attendee(s) or damage to the room or its contents. The Library District reserves the right to require a security deposit and an insurance certificate demonstrating liability coverage from any organization requesting use of the Library District's facilities. The Library District reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject remove any participant engaging in disruptive, destructive, unruly or illegal conduct.
9. Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library District sponsorship or endorsement. Publicity for events not sponsored by the Library District or the Friends must include the following statement in a legible manner: Use of a Poughkeepsie Public Library District meeting room does not imply Library District endorsement of the goals, policies or activities of any group or organization. Neither the name nor the address of any Library District building may be used as the official address of an organization.

Materials Posting and Free Materials

The Library District will make available bulletin board and materials distribution space to fulfill its role as a clearinghouse for community information. Space is available under the following conditions:

1. Items posted and/or distributed should pertain to a local venue or local interest.
2. Advertised events should occur within 30 days.
3. **Materials posted should generally be no larger than 8 ½ x 11 inches.**
4. Bulletin board space is made available to community groups as a priority.
5. The Library Director or designee must approve all posters, fliers, and other such materials.
6. The Library District will be allowed to retain copies of any materials posted or placed in the library for distribution

Exhibits

The Library District provides a venue for rotating art exhibits in designated open public spaces at ~~both~~ **Adriance Memorial Library, and at the Boardman Road Branch Library, and the Sadie Peterson Delaney African Roots Branch Library.**

Local artists who wish to display their work must submit samples for review. Works of art chosen for these temporary exhibits are lent to the Library District by the individual artist for a period of time specified by written agreement. The Library District neither purchases these works nor profits from exhibiting them. Responsibility for the mounting and take down of the exhibit is the artist's, with the supervision of a staff member. While the Library District will provide reasonable security for such exhibits, security cannot be guaranteed and insurance cannot be provided to the artist by the Library District.

A committee of staff will recommend an exhibit to the Library Director who, in turn, will have the final determination on whether the Library District will host the exhibit.

The Library Director will develop and implement an application and review process that is fair and reasonable as it relates to both artists and the Library District. Such processes will be reviewed periodically by the Library Director for continued appropriateness, ease of applicability, and fairness.

Indemnification

The Library District requires that all exhibitors, contractors (including subcontractors), vendors, lecturers, instructors, and performers who are unable to supply a current Certification of Liability Insurance sign a Waiver of Indemnification prior to commencing work on Library District premises.

The Waiver will be on file in the Administrative Office and may be renewed from time-to-time.

The Board of Trustees authorizes the Library Director to draft (and revise) the Waiver in consultation with legal counsel.

Public Use of Library District Zoom Rooms

Generally, to be eligible to use the Poughkeepsie Public Library District virtual meeting rooms (Zoom Room), a group or organization must be based in the City or Town of Poughkeepsie or be a local chapter or branch of a state or national organization with most of its members residing in Poughkeepsie.

This policy does not apply to events hosted or co-sponsored by the Poughkeepsie Public Library District or the Friends of the Poughkeepsie Public Library District.

The Library District offers public use of its various meeting facilities under the following conditions:

1. The Library District's Zoom Room may be used by non-profit organizations, education or civic-oriented groups, or clubs for lawful activities. One individual, 18 years or older, must be responsible for enforcing the rules regulating the Zoom Room and agreeing to this entire policy.
2. Community members shall not use the Library District's Zoom Room in any manner that violates Library District policy, federal, state, or local laws. As the room is made available via the Internet, it is the responsibility of the users to acquaint themselves with what constitutes legal/illegal behavior on the Internet. By using the access provided, the user agrees to indemnify Poughkeepsie Public Library District from any action taken against it as a result of the user's illegal behavior.
3. Zoom Room requests should be made for each use at least 48 hours in advance. A room cannot be reserved more than 45 days in advance. The Zoom Room may be reserved for up to 2 hours per day. Requests for longer times must be approved by the Library Director or designee.
4. Zoom Room reservations are available only during the Library District's hours of public service and events shall end at least 15 minutes prior to Library District closing time. Exceptions may be granted by the Library Director or designee.
5. If the individual who reserved the Zoom Room, or their designee, has not joined the meeting or notified the Library District of a late arrival within 15 minutes of the start time, the meeting will be cancelled. In the event of three no call/no show reservations, new reservations requested by the same individual/group may be denied.
6. In the event of Library District closure due to inclement weather or other emergency reason, virtual meetings will proceed only at the discretion of the Library Director or designee.
7. All Zoom Room meetings must be open to the public, for a stated purpose that is consistent with Library District building use. Therefore, events such as birthday parties, showers, reunions, business meetings or parties, organizational training, and other personal celebrations are not permitted.
8. Virtual meetings or events held in the Library District's Zoom Room may not be publicized in a manner that suggests Library District sponsorship, endorsement, or affiliation. Groups and organizations may not use the name, telephone number, or

address of the Library District for the official address or headquarters of their organization, with the exception of the link to the Zoom Room registration on the Library District's website. Publicity for events not sponsored by the Library District or the Friends must include the following statement in a legible manner: *Use of a Poughkeepsie Public Library District meeting room does not imply Library District endorsement of the goals, policies, or activities of any group or organization.*

9. No publicity of any virtual meeting or event may be released until the reservation has been confirmed by the Library Director or designee via email. Banners, literature, photographs, or signage may not be placed anywhere in the library without the Library Director's permission. The Library District is not obligated to promote/publicize an event or provide publicity for a group requesting the use of the Zoom Room.
10. It is the responsibility of those using the Zoom Room to educate themselves regarding the function and navigation of Zoom. The Library District will provide video tutorials and point to other Internet-based resources to assist in this education. Any assistance requiring Library District staff requires at least 48 hours' notice.
11. All Zoom Room meetings will be started by Library District staff who will then give hosting privileges to the event organizer, and will be available for the first ten minutes to assist in the event of technical issues. Event hosts should call 845-485-3445 x 3702 for further assistance. Library District staff will end any meeting still in session fifteen minutes prior to closing time.
12. The Library District reserves the right to cancel or suspend at its discretion any activity which disregards the Library District's rules and regulations and/or eject or remove any participant engaging in disruptive, destructive, unruly or illegal conduct.
13. Library District will not record Zoom Room meetings.
14. The Library District requires the use of Zoom Room registration for all participants. This process offers the most secure and stress-free experience for all.
15. Priority for use of the Zoom meeting room is as follows: 1) Poughkeepsie Public Library District events, 2) Not-for-profit groups in the City and Town of Poughkeepsie, and 3) other not-for-profits in the area.
16. Granting permission to use the Zoom Room does not imply Library District endorsement of the aims, policies, or activities of any group.
17. A representative of the organization requesting use of the Zoom Room must either: a) complete the Online Reservation Request or b) deliver a signed copy of the Request to the Library Director or designee. Both actions represent acceptance of responsibility for all conditions listed above.

Third Party Videotaping and Photographing

In order to provide all the patrons with the safest and most pleasant library experience, those wishing to use cameras and/or recording equipment within Poughkeepsie Public Library District libraries must have their request approved in advance by Administration. Those photographing or videotaping children must have both the verbal permission of Administration and a written release signed in advance by each child's legal guardian. Those photographing or videotaping adults must have verbal permission from the subject as well as from Administration. Those not following this policy may be asked to put away their equipment or leave the library.

Access by photographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other library users.

Library District staff has the right to photograph, film and record library events and patrons for promotional use only in print, online and video. Visitors to the library, or anyone participating in any library event being captured on film or by photograph, will be advised verbally or through signage that their participation acts as consent to being photographed, filmed or recorded, unless they indicate otherwise to Library District staff.

The above policy applies only to open, public events. Closed events such as class visits would require releases and/or permissions from the supervisor of the visiting organization.

Statement on Library District Collections

The catalog, web pages, and commercially licensed databases of the Poughkeepsie Public Library District provide access to both digital and physical content, including that of an historic and archival nature. Some of this content is not under the exclusive control of the Library District. For example, the Library District participates in a public catalog shared with other members of the Mid-Hudson Library System, and it leases some copyrighted and licensed content from third parties.

It is part of the Library District's charge to make such historic content accessible. This content contains images and text that spans the history of the United States as well as significant periods of world history. As a result, some of the materials accessed may reflect violent or graphic events as well as outdated and offensive views and opinions.

The Library District is committed to working with staff, communities, and peer institutions to assess and update descriptions used to describe the content and to establish standards and policies related to staff-generated descriptions.

What content may be found in the catalog, web pages, and commercially licensed databases?

Some items may:

- reflect racist, sexist, ableist, misogynistic/misogynoir, and xenophobic opinions and attitudes;
- be discriminatory towards or exclude diverse views on sexuality, gender, religion, and more;
- include graphic content of historical events such as violent death, medical procedures, crime, wars/terrorist acts, natural disasters and more; or
- demonstrate bias and exclusion in institutional collection development.

Why does the Library District make this content available?

Part of the Library District's mission is to provide access to historic records and other published materials. Working in conjunction with diverse communities, the Library District will seek to balance the preservation of and access to the historical record with sensitivity to how these materials are presented to and perceived by users.

How is staff working to help users better understand such content?

Examples include:

- informing users about the presence and origin of objectionable content;

- revising descriptions and standardized sets of descriptive terms, supplementing description with more appropriate terms, or creating new standardized terms to describe materials;
- researching the problem, listening to users, experimenting with solutions, and sharing our findings with each other;
- evaluating existing processes for exclusionary practices or institutional bias that prioritize one culture and/or group over another;
- making an institutional commitment to diversity, equity, inclusion, and accessibility.

How do I report outdated language in archival descriptions in the Catalog?

Please note: this process applies only to language found within descriptions of the records, not to the content of the material. The Library District does not alter the content of original material.

You can help us by reporting outdated language that you see in descriptions in the Library District's catalog, web pages, and commercially licensed databases.

Email us at administration@poklib.org and include:

- the content and the descriptive language
- a quote of the specific language you feel is harmful
- a suggested alternative if you have one

The Library District will review the report considering input from affected communities, accurate preservation of the historical record, professional best practices, and allocation of staff resources.

The Statement on Library District Collections will be reviewed at least annually to ensure continued relevance.

Trustee Education Policy

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy). Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will have until January 31 to submit evidence of completion or be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion March 1, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers: At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education. In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats: Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education: Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the established policy.

Self-Assurance of Trustee Education

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by Chapter 468 of the Laws of 2021).

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature

Date

COVID-19 VACCINATION POLICY

Purpose: Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Library District has adopted this policy to safeguard the health and well-being of employees and their families; This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope/Applicability: This policy applies to all employees, interns, volunteers and consultants. It does not apply to vendors or visitors.

Policy: The Library District strongly encourages all employees to receive the Covid-19 vaccine and any recommended boosters. However, effective January 1, 2022, all new employees shall be required to be vaccinated for COVID 19, unless a reasonable accommodation is approved by the Library Director. Any offer of employment to a new employee shall be contingent on the employee submitting proof of being vaccinated for COVID 19.

Vaccine Administration: Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. In order to minimize business interruptions, employees must obtain supervisor approval prior to taking leave to get the vaccine during work hours. However, such leave shall not be unreasonably denied. In addition, upon submission of documentation verifying that the employee obtained the vaccine during work hours, he/she shall be approved for up to four hours of leave time, without reduction of leave accruals. In the event the employee experiences symptoms after receiving the vaccine and needs to be out of work, he/she shall be permitted to use his/her sick leave accruals.

Proof of Vaccination Status: To establish that an employee has received a vaccination, employees are asked to present written evidence of immunization from the designated site where the vaccine was provided or from another authorized healthcare provider. This written evidence should include the employee's name, as well as the date and place the vaccine was administered. Do not include any medical or genetic information with your proof of vaccination. If the employee refuses to provide such evidence of immunization, he/she shall be treated as unvaccinated for purposes of quarantine or any other requirements for unvaccinated individuals.

Request for Exemptions

- **Disability Accommodation:** The Library District provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the Library Director.
- **Religious Accommodation:** The Library District provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from Library Director.

- **Exemption for Other Medical Reasons:** Exemptions for other medical reasons may be available on a case-by-case basis/for conditions such as pregnancy, breastfeeding, history of certain allergic reactions, and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. The Library District will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship.

Policy Modification: Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The Library reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

New Business Fact Sheet
Central Library Services Aid - 2023 Application

Recommended By Library Director

Current Situation As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2024, anticipated Central Library Services Aid is projected to be \$271,989.

Annually, the Library District applies to Library Development for these funds. The application requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the application at their May 15, 2024 meeting. The final amount of Aid will be determined once the state budget is passed and the Office of Budget releases aid charts.

Further, authorizing the submission of the 2024 document also certifies the expenditures for 2023.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2024 Central Library Services Aid application, as detailed in PPLD Document #042424 – 6A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

CENTRAL LIBRARY SERVICES AID: 2024
Mid-Hudson Library System - Poughkeepsie Public Library District

Funded Cost Area		2023 Final	2024 Tentative	Notes on 2024 Budget
		Total	Total	
A. 190 Personnel Costs - Subtotal		\$ -	\$ -	
B. L7410.42 Library Materials and Binding - Total		\$ 91,761	\$ 83,000	
L7410.410	Books - Circulating Print Non-Fiction	35	-	
L7410.410	Books - Digital (OverDrive - Platform Charge)	8,000	8,000	
L7410.410	Books - Digital (OverDrive - Content)	47,876	50,000	
L7410.410	Books - Digital (EOY OverDrive 2023 Content Credit)	10,850	-	
L7410.413	Serials - Digital (OverDrive content)	25,000	25,000	
C. .069 Information and Network Services - Subtotal		\$ 83,898	\$ 98,774	
Library Materials - Commercial Databases		17,500	42,963	
JobNow		4,600	4,600	
Transparent Language		5,400	5,400	
Universal Class		7,500	-	
Niche Academy		-	-	
Contingency		-	32,963	2024 contingency use will be determined by the CL&CC Advisory Committee
Sierra/Discover Enhancements		60,311	49,724	
SkyRiver - MARC Records		2,750	2,750	
OCLC - MARC Records		4,500	4,500	
Syndetics		10,587	-	
Recite Me (funded for three years in late 2021)		-	-	
Discover/Vega		42,474	42,474	
OCLC ILL		6,087	6,087	
F. 906 Miscellaneous Expenses - Subtotal		\$ 89,954	\$ 90,215	
L7410.431	Telephone	1,332	1,500	
L7410.440	Delivery Support - MHLS	86,715	86,715	
L7410.440	Delivery Support - Empire Delivery	1,907	2,000	
Totals		\$ 265,613	\$ 271,989	
Final Allocation		\$ 265,613	\$ 271,989	
Delta		\$ 0	\$ -	
Potential Aid Increase		NA	\$ 6,528	2024 Governor's Budget calls for a 2.4% increase in library aid

Dianne Blazek, President