POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES
Wednesday, May 22, 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 Ryan
(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 from Mid-Hudson Library System (MHLS) Representatives

IV. Minutes of Previous Meeting(s)
    A. April 24, 2024 *(T. Lawrence; #052224 – 1)*

V. Financial Report(s)
    A. April 2024 *(R. Gillis; #052224 – 2)*
    B. Approval of Monthly Warrant *(R. Gillis; #052224 – 2.1; to be distributed at the meeting)*

VI. Operational Reports
    A. Administrative Report and Statistics *(Staff; #052224 - 3)*
    B. President's Report *(D. Blazek)*
    C. Board Committee Reports *(Committee Chairs; #052224 – 3.3; to be distributed at the meeting)*
    D. Friends of PPLD *(N. Vazquez)*

VII. Board Action
    A. Personnel Actions *(T. Lawrence; #052424 – 4; to be distributed at the meeting)*
    B. Unfinished/Old Business
    C. New Business
        1. Approval of Bad Debt Write Off *(P. Ryan; #052224 – 5)*
        2. Approval of Revised Policies *(M. Fitzgibbons; #052224 – 6)*
        3. Approval of Policy: Workplace Violence Prevention Policy and Prevention Program *(M. Fitzgibbons; #052224 – 7)*

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

IX. Executive Session (to discuss matters related to negotiations with Labor)

X. Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)
Regular Monthly Meeting: Wednesday, June 26, 2024; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

<u>MINUTES OF MEETING</u>
Poughkeepsie Public Library District
Minutes of Meeting of April 24, 2024

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

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Public Comment.
- **Move/Seconded:** Hogg, Fitzgibbons.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: 2023 Audit Report

- Auditor John Costilow from the EFPR Group presented the 2023 Financial Statements, and Independent Auditor's Report, answering questions after his presentation. Some discussion ensued.

IV. Approval of Previous Record/Meeting(s)

A. February 28, 2024 (PPLD Document #032724 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 28, 2024.
- **Moved/Seconded:** Ferrer, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions

A. January 2024 Financial Activity Report (PPLD Document #032724 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2024 Financial Activity as presented.
- **Moved/Seconded:** Nichols, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. February 2024 Financial Activity Report (PPLD Document #042424 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2024 Financial Activity as presented.

- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

C. March 2024 Financial Activity Report (PPLD Document #042424 – 2.01)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2024 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Lynch reported on the receipt of tax revenue. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

D. Approval of Monthly Warrant (PPLD Document #042424 – 2.1)

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

   Vouchers 65668 to 68639 in Warrant 20240425 totaling $121,323.34

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

   Vouchers 66085 to 68218 in Warrant 20240315 totaling $46,959.96
   Vouchers 67693 to 68416 in Warrant 20240328 totaling $231,193.77
   Vouchers 68422 to 68489 in Warrant 20240415 totaling $52,144.62

- **Moved/Seconded:** Hogg, Ferrer.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Moore and Ryan.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Documents #032724 – 3, #042424 – 3)

- Lawrence reported on: Manager reports; attendance at programs; circulation levels; digital circulation; the Book Festival; the David Baldacci event; the Rotunda; the Big Read; the Little Read; and the Jewish Federation.

B. President's Report: President Blazek commented on her experience with a Story Cube; a child's reaction to the library; and that we will miss Barbara as she retires.

C. Board Committee Reports (PPLD Documents #032724 – 3.3, #042424 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee work on: policy reviews; Zoom rooms; policy revisions; and changes to the Annual Report.
2. **Planning Committee:** No discussion.
3. **Finance Committee:** Chairperson Ryan reported on committee plan to work on the budget and progress of the Greene Estate probate work.

D. Friends of PPLD: President Vazquez reported on: the February sale; the March sale; the April sale; the upcoming May sale; problems disposing of discarded books; participation in upcoming community events; and the Annual Appeal.

VII. Board Action

A. Personnel Actions: (PPLD Document #042424 – 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
Angela Panzer	Librarian II (Hrly)	Retirement	4/24/2024	N/A
Joseph VanWassenhove	Custodian (FT)	Retirement	5/17/2024	N/A
Ryan Moore	Custodial Worker (FT)	Resignation	5/4/2024	N/A
Crystal Middleton	Librarian I (FT)	Resignation	4/19/2024	N/A
Andrew Follette	Custodial Worker (FT)	Leave of Absence (LWOP)	3/11/2024 – 4/15/224	N/A

Jayda Taylor	Page (PT)	Temporary Appointment	5/20/2024 – 9/1/2024	$21.62/hr
Fatime Jaafar	Library Assistant (FT)	Permanent Appointment	5/4/2024	N/A
Veronica Martin-Follette	Library Assistant (FT)	Permanent Appointment	5/4/2024	N/A
Isabel Ramirez-Pagan	Library Assistant (Spanish Speaking) (PT)	Probationary Appointment	4/22/2024	$31.14/hr

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

B. Unfinished/Old Business: None

C. New Business

1. **Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #032724 – 5)**

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

2. **Approval of MOU with the Mid-Hudson Library System (PPLD Document #032724 – 6)**

   - **Motion:** 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 District to sign the document (PPLD Document #032724 – 6A).
   - **Moved/Seconded:** Ryan, Hogg.
   - **Discussion:** Lawrence explained that the MOU consolidates two other independent documents into one.
   - **VOTE:** 9 – 0 – 0

3. **Approval of Action on Policies: Library Services, Covid-19 Vaccination, Trustee Education (PPLD Document #042424 – 5)**

   - **Motion:** 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 – Covid19 Vaccination be suspended.
   - **Moved/Seconded:** McPhee, Nichols
   - **Discussion:** None.
   - **VOTE:** 9 – 0 – 0

4. **Central Library Services Aid – 2024 Application (PPLD Document #042424 – 6)**

   - **Motion:** 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.
   - **Moved/Seconded:** Fitzgibbons, Ferrer.
   - **Discussion:** Lawrence explained the process for this application.
   - **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: Lawrence decided to join the Dutchess County Library Association. The concerns he had in the past have been addressed to his satisfaction so he decided it would be advantageous for the Library District to be a member.

B. Public Comment: None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing progress on negotiations and a potential litigation.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:15 p.m.)

- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:29 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, McPhee.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:29 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 22, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Submitted by,

Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District
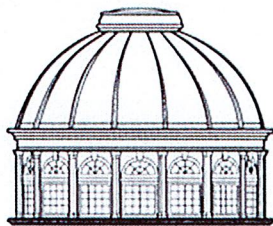
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of April 2024 Financial Activity

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

Motion	Moved	_____
	Seconded	_____
Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

ASSETS

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

LIABILITIES

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

FUND BALANCE

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

*PYCF – Prior Year Carry Forward

November 2015

General Fund (Fund A; $6,830,513)

- Receipts for the month totaled $606,504 which included $26,500 for the Annual Appeal, $2,511 in library charges, $2,098 in interest, and $378 in donations.
- Disbursements for the month totaled $971,476 which included $474,930 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund $ 281,684
  - McCalley Fund   52,000
  - Swartz Fund   70,626

Special Revenue Fund (Fund CM; $415,377)

- Receipts for the month totaled $2,090 in interest.
- The receipts for the month also reflect a net decrease of $3,008 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund $124,136
  - Occhialino Fund   51,500
  - Lund Fund   25,000

Capital Fund (Fund H; $35,271)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) $87
  - Cash from Obligations – BOND Proceeds   509

Permanent Funds (Fund PN; $490,338)

- 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 until transferred. Amounts on the 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; $741,749)

- Receipts for the month included interest of $2,923.

Budget Amendment A-08

Revenue	Increase	Decrease	Expense		Increase	Decrease
			Contingency for Grant Programs	A50000 54292		$ 2,000.00
			Advancement Services Supplies	A30000 54300	$ 2,000.00	
Total	$ -	$ -	**Total**		$ 2,000.00	$ 2,000.00

Budget transfer to cover the cost of Rover costumes.

Poughkeepsie Public Library District
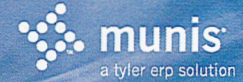
GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT APRIL 2024

FOR 2024 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,802,699	4,802,699	1,480,442.64	380,829.01	3,138,281.95	183,974.41	96.2%
22 EQUIP & CAPITAL OUTL	137,250	137,790	5,202.83	4,244.72	21,007.94	111,579.17	19.0%
30 MATERIALS	498,476	539,362	154,414.29	29,380.88	21,218.72	363,728.90	32.6%
32 INFORMATION SVC	71,000	71,000	18,133.16	50.00	.00	52,866.84	25.5%
50 OPERATIONS	1,578,464	1,607,217	475,022.82	104,648.60	357,034.42	775,159.33	51.8%
51 AUTOMATION	142,306	143,172	36,741.56	10,971.50	23,715.60	82,714.94	42.2%
91 EMPLOYEE BENEFITS	2,484,634	2,485,111	866,954.04	94,101.09	909,984.38	708,172.45	71.5%
92 DEBT SER	1,341,676	1,341,676	347,250.00	347,250.00	.00	994,426.00	25.9%
GRAND TOTAL	11,056,505	11,128,026	3,384,161.34	971,475.80	4,471,243.01	3,272,622.04	70.6%

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

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20240415   04/15/2024
DUE DATE: 04/15/2024

FUND	ORG		ACCOUNT			AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses	A .7410.000.00.54530 .A204		Rental-Staff Parking(	274.70	109.40
A	A00000	General Fund Expenses	A .7410.000.00.54530 .A222		Rental-Staff Parking	800.00	0.00
A	A00000	General Fund Expenses	A .7410.000.00.54530 .A224		Rental Of Quarters-Po	1,114.25	18.40
A	A00000	General Fund Expenses	A .7410.000.00.54692 .		Other Oper-Water	144.00	-73.44
A	A00000	General Fund Expenses	A .7410.000.00.54694 .		Other Operational Exp	655.00	-3,455.08
A	A00000	General Fund Expenses	A .7410.000.00.54694 .C814		Other Oper Exp-Bookmo	485.00	70.00
A	A00000	General Fund Expenses	A .7410.000.00.54710 .		Vehicle Operations	122.62	979.07
A	A00000	General Fund Expenses	A .7410.000.00.59060 .		Medical Insurance	13,510.16	20,225.03
A	A20000	Building Services	A .7410.200.00.54370 .		Professional Fees- Bl	739.60	1,976.75
A	A20000	Building Services	A .7410.200.00.54693 .		Other Oper-Trash	635.34	-789.68
A	A20300	Greene Services	A .7410.203.02.54292 .		PROGRAMMING	12,500.00	664.66
A	A71000	Adriance	A .7410.710.00.54310 .		Telephone Adriance	1,082.43	507.46
A	A71000	Adriance	A .7410.710.00.54320 .		Internet Services Adr	400.00	3,931.00
A	A71000	Adriance	A .7410.710.00.54320 .A235		Internet Serv-Hot Spo	1,286.36	80.00
A	A71000	Adriance	A .7410.710.00.54500 .		Fuel & Utilities AML	10,180.00	-32,194.28
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .		Telephone - Boardman	145.17	-16.62
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .		Fuel & Utilities -Boa	4,216.68	-25,594.55
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .		INTERNET SERVICES	84.99	3,280.24
A	A74000	Sadie Peterson Delany	A .7410.740.00.54530 .A203		RENTAL OF QUARTERS -	3,768.32	-771.34
					FUND TOTAL	**52,144.62**	

WARRANT SUMMARY TOTAL	**52,144.62**	
GRAND TOTAL	**52,144.62**	

Poughkeepsie Public Library District

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ACCOUNTS PAYABLE WARRANT REPORT
Warrant Summary

WARRANT: 20240425   04/25/2024
DUE DATE: 04/25/2024

FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	3,832.96	
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange	302.82	
A	A00000	General Fund Expenses	A .7410.000.00.52800 .	Furniture,Fixtures &	219.79	-144.99
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Office & Library Supp	416.70	1,158.77
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & PRINTING - GENER	372.53	3,123.02
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed/Webinar	1,264.49	3,169.73
A	A00000	General Fund Expenses	A .7410.000.00.54360 .	Sierra/Encore Service	10,971.50	4,240.30
A	A00000	General Fund Expenses	A .7410.000.00.54380 .	Membership Dues	687.00	556.00
A	A00000	General Fund Expenses	A .7410.000.00.59040 .	Workers Compensation	5,705.00	-8,431.00
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance	701.09	69.12
A	A00000	General Fund Expenses	A .7410.000.00.59055 .	Disability Insurance	874.29	510.00
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimb	5,106.80	164.70
A	A10000	Administration	A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	1,075.00	0.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Fees - A	800.00	0.00
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies	1,169.56	621.78
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Fees- Bl	375.00	1,976.75
A	A20000	Building Services	A .7410.200.00.54390 .	Rental, Repair & Main	109.08	1,828.87
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds M	101.12	2,204.09
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal - Patron	2,838.15	2,178.08
A	A20000	Building Services	A .7410.200.00.54690 .A204	Snow Removal - Staff	3,492.49	1,762.24
A	A20000	Building Services	A .7410.200.00.54690 .A222	Snow Removal - 96 Mar	1,155.92	3,789.26
A	A20000	Building Services	A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBI	211.00	15,338.59
A	A20000	Building Services	A .7410.200.00.54694 .	Cleaning	2,902.08	160.00
A	A20000	Building Services	A .7410.200.00.54730 .	Vehicle Maintenance	301.10	1,457.78
A	A20300	Greene Services	A .7410.203.02.54100 .	BOOKS	214.60	-7,063.41
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PROGRAMMING-Digital	128.22	-48.80
A	A30000	Advancement Services	A .7410.300.00.54292 .	Advancement Programmi	100.00	0.00
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	Big Read Programming	450.00	180.62
A	A30000	Advancement Services	A .7410.300.00.54330 .	Bulk Mailing Postage	3,707.56	64.92
A	A30000	Advancement Services	A .7410.300.00.54340 .	PR & Printing- Rotund	11,798.77	-597.36
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Fees	29.00	-3,772.54
A	A41000	Adult Services	A .7410.410.00.54291 .	PPLD Databases	50.00	178.44
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc	3,200.00	131.16
A	A41000	Adult Services	A .7410.410.00.54370 .	Professional Fees - A	2,986.00	0.00
A	A42000	Technical Services	A .7410.420.00.54300 .	Technical Ser Supplie	1,808.37	0.22
A	A43000	Borrower Services	A .7410.430.00.54292 .	Programming-Extension	24.42	2,000.00
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books	9,771.28	10,081.68
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Collection Serv- Book	6,231.90	3,732.49
A	A44000	Collection Service	A .7410.440.00.54100 .A228	Books-Early Literacy	630.00	0.00
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video	836.28	-1,509.91

Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT

A	A44000	Collection Service	A	.7410.440.00.54110 .A211	VIDEO & FILMS - DIGIT	5,979.48	9,260.44
A	A44000	Collection Service	A	.7410.440.00.54120 .	Music & Audio	4,680.04	9,824.88
A	A44000	Collection Service	A	.7410.440.00.54370 .	Collections Agency Fe	500.95	1,372.50
A	A45000	Youth Services	A	.7410.450.00.54292 .	Programming Youth	1,922.44	-2,471.60
A	A45000	Youth Services	A	.7410.450.00.54292 .A218	PROGRAMING-Pough Book	732.40	-4,804.10
A	A45000	Youth Services	A	.7410.450.00.54292 .A233	Programming - Youth (	733.20	2,500.25
A	A46000	YA Services	A	.7410.460.00.54292 .	Programming YA	59.09	189.16
A	A50000	Business Office	A	.7410.500.00.54300 .	Ink & Toner	1,529.98	235.75
A	A50000	Business Office	A	.7410.500.00.54370 .	Professional Fees - B	12,518.85	-4,817.02
A	A60000	Information Tech	A	.7410.600.00.52800 .	Equipment IT	61.20	679.27
A	A60000	Information Tech	A	.7410.600.00.52800 .A239	Furniture,Fixtures &	249.48	5,350.55
A	A60000	Information Tech	A	.7410.600.00.54370 .	Professional Fees- So	112.50	1,357.11
A	A60000	Information Tech	A	.7410.600.00.54390 .	Rental, Repair & Main	508.61	-20.22
A	A71000	Adriance	A	.7410.710.00.54131 .	Newspapers	695.70	-628.64
A	A71000	Adriance	A	.7410.710.00.54320 .A235	Internet Serv-Hot Spo	602.70	711.40
A	A73000	Boardman Road Branch	A	.7410.730.00.54131 .	Newspapers - Boardman	341.60	-63.40
A	A73000	Boardman Road Branch	A	.7410.730.00.54500 .	Fuel & Utilities -Boa	543.25	-25,594.55
A	A74000	Sadie Peterson Delany	A	.7410.740.00.52800 .	Furniture, Fixtures &	2,600.00	1,811.00
					FUND TOTAL	**121,323.34**	

WARRANT SUMMARY TOTAL	**121,323.34**
GRAND TOTAL	**121,323.34**

Poughkeepsie Public Library District
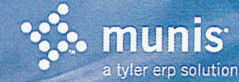
GENERAL FUND YEAR-TO-DATE
REVENUE REPORT APRIL 2024

FOR 2024 04

	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	8,154,668.00	-1,241,676.36	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,241,676	1,241,676	1,241,676.36	1,241,676.36	-.36	100.0%
42082 LIBRARY CHARGES	20,000	20,000	8,800.33	2,511.15	11,199.67	44.0%
42401 INTEREST EARNINGS	45,000	45,000	18,099.55	2,097.51	26,900.45	40.2%
42705 DONATIONS	150,000	155,000	382.23	378.22	154,617.77	.2%
42752 ANNUAL APPEAL	30,000	30,000	26,500.00	26,500.00	3,500.00	88.3%
42753 DONATIONS IN KIND	81,983	81,983	27,327.64	6,831.91	54,655.36	33.3%
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	.00	106,607.44	38.4%
42777 E RATE INCOME	65,000	65,000	256.87	.00	64,743.13	.4%
42800 MISCELLANEOUS INCOME	10,000	10,000	24,231.77	.00	-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	568,185.00	568,185.00	177,474.00	76.2%
GRAND TOTAL	11,056,505	11,061,505	10,136,520.31	606,503.79	924,984.69	91.6%

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Poughkeepsie Public Library District

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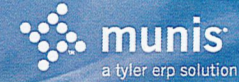
BALANCE SHEET FOR 2024 4

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	1,095.31	3,303.36
A	12020	General Fund Payroll	-82.60	453.16
A	12023	General Fund Money Market	36,429.37	5,098,617.07
A	12040	Credit Card Transactions	477.70	1,913.33
A	12051	Flex 125 Money Market	793.87	3,926.91
A	12100	Petty Cash	297.03	12,878.03
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	692.86	281,684.43
A	12400	CASH SPECIAL RESERVES-SWARTZ	173.72	70,625.54
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-347,250.00	1,341,444.09
	TOTAL ASSETS		-307,372.74	6,830,513.48
LIABILITIES				
A	26000	Accounts Payable	-497.64	-8,604.91
A	26020	Flex125 Exchange	-785.57	-3,464.21
A	26021	Benefits Exchange	-4.18	9,118.85
A	26030	General Fund Exchange	301.67	-2,462.81
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-56,613.55	-649,690.26
	TOTAL LIABILITIES		-57,599.27	25,349.62
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,061,505.00
A	35210	Encumbrances (+ PYCF)	-391,217.79	4,506,311.11
A	35220	Expenditures (+ PYCF)	971,475.80	3,384,161.34
A	38210	Encumbrance Reserve (+ PYCF)	391,217.79	-4,506,311.11
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-1.85	481,732.71
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	1.85	-11,130,231.39
A	39800	Revenues Received	-606,503.79	-10,136,520.31
A	39915	Assign for future prgrms	.00	-635,597.32
	TOTAL FUND BALANCE		364,972.01	-6,855,863.10
	TOTAL LIABILITIES + FUND BALANCE		307,372.74	-6,830,513.48

Poughkeepsie Public Library District

BALANCE SHEET FOR 2024 4

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	-566,094.57	395,326.92
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	-3,007.71	19,775.19
			TOTAL ASSETS	-569,102.28	415,377.19
LIABILITIES					
	CM	26300	Due To Other Funds	.00	-620,190.87
			TOTAL LIABILITIES	.00	-620,190.87
FUND BALANCE					
	CM	35210	Encumbrances	.00	.39
	CM	35220	Expenditures	568,185.00	568,185.00
	CM	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	-361,092.78
	CM	39800	Revenues	917.28	-2,278.54
			TOTAL FUND BALANCE	569,102.28	204,813.68
		TOTAL LIABILITIES + FUND BALANCE		569,102.28	-415,377.19

Poughkeepsie Public Library District

BALANCE SHEET FOR 2024 4

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: H	**CAPITAL PROJECT FUND**				
ASSETS					
	H	12010	Checking (Capital 23213)	.00	38.83
	H	12044	Designated Gifts & Grants	.00	86.82
	H	12200	Cash From Obligations	1.25	509.08
	H	13502	Discount Pledge Receivable	.00	.30
	H	13910	Due From Other Funds	.00	34,635.79
		TOTAL ASSETS		1.25	35,270.82
LIABILITIES					
	H	26000	Accounts Payable	.00	-.40
	H	26300	Due To Other Funds	.00	-58,098.21
		TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE					
	H	35100	Estimated Revenues	.00	252,715.39
	H	39110	Fund Balance Unreserved	.00	22,832.81
	H	39600	Appropriations	.00	-252,715.39
	H	39800	Revenues	-1.25	-5.02
		TOTAL FUND BALANCE		-1.25	22,827.79
	TOTAL LIABILITIES + FUND BALANCE			-1.25	-35,270.82

Poughkeepsie Public Library District

BALANCE SHEET FOR 2024 4

FUND: PN PERMANENT FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	PN	12011	Slonaker Trust	.00	2,771.48
	PN	12012	Lamont Fund	.00	50,000.00
	PN	12013	Levinsohn Trust	.00	1,003.52
	PN	12014	Wojtecki Trust	-3,007.71	371,938.65
	PN	12015	Schwartz Fund	.00	10,964.91
	PN	12201	Dobo Fund	.00	37,047.81
	PN	13910	Due from other funds	.00	16,611.74
		TOTAL ASSETS		-3,007.71	490,338.11
LIABILITIES					
	PN	26300	Due to other funds	3,007.71	-11,520.26
		TOTAL LIABILITIES		3,007.71	-11,520.26
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
		TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE			3,007.71	-490,338.11

Poughkeepsie Public Library District

BALANCE SHEET FOR 2024 4

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: V DEBT SERVICE FUND					
ASSETS					
	V	12230	Cash, Res Bond Indebtedness	-344,326.69	1,026,440.67
	V	13910	DUE FROM OTHER FUNDS	.00	-284,691.45
			TOTAL ASSETS	-344,326.69	741,749.22
LIABILITIES					
	V	26300	DUE TO OTHER FUNDS	347,250.00	-584,925.98
			TOTAL LIABILITIES	347,250.00	-584,925.98
FUND BALANCE					
	V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
	V	39110	Fund Balance Unreserved	.00	-134,065.82
	V	39800	Revenues	-2,923.31	-3,476.42
			TOTAL FUND BALANCE	-2,923.31	-156,823.24
		TOTAL LIABILITIES + FUND BALANCE		344,326.69	-741,749.22
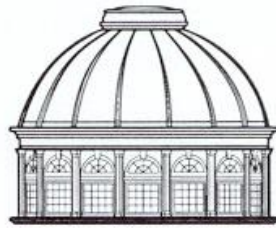
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics
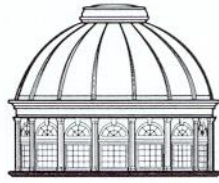
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – MAY 2024

Significant Service Changes, Challenges or Accomplishments
- **Personnel:** We continue to run a bit short-staffed but hope that the proposed Personnel Actions scheduled for approval at the May Board of Trustees meeting will address many of the vacancies.
- **Safety and Security:** The Labor/Management Committee continues to work on pulling together a comprehensive workplace violence prevention program along with other safety and security measures. The updated Employee Handbook and Safety and Security Manual will be presented to the Board for approval at the June meeting. With that, most of the important documents will be completely updated and reviewed by counsel. Maintaining their currency will be one of the tasks of the Personnel Administrator.

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
- Staff have resumed attendance at state and national library conferences, most recently to the bi-annual Public Library Association's conference in Columbus, OH, and the upcoming American Library Association conference in San Diego.
- 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
- The Library District's Collection Development Conspectus in on the agenda for approval at the May Board meeting. Once approved, it will be annexed to the PPLD Policy #1102 - Materials Selection and Access Policy.

Buildings
- Boardman Road: Nothing of particular to note.
- Adriance: Building Services staff are shuffling spaces in the Administrative Office to accommodate the hiring of an HR professional. They continue to monitor the area behind the dumpster with regards to the feral cat situation. One local couple has captured at least seven cats and will see that they are neutered and either released or provided with homes.

Staffing
- See Personnel Actions, if applicable.

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	21,797	0	0	0	0	0	0	0	0	86,350
Digital Content	11,018	10,082	11,395	10,444	0	0	0	0	0	0	0	0	42,939
PopUpLibrary	0	5	67	9	0	0	0	0	0	0	0	0	81
Total	**32,355**	**30,937**	**33,828**	**32,250**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**129,370**

PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,989	3,580	3,615	3,345	0	0	0	0	0	0	0	0	14,529
Boardman Road	2,739	2,229	2,214	2,292	0	0	0	0	0	0	0	0	9,474
Sadie Peterson Delaney	77	92	66	71	0	0	0	0	0	0	0	0	306
Total	**6,805**	**5,901**	**5,895**	**5,708**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**24,309**

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	974	1,323	1,373	1,286	0	0	0	0	0	0	0	0	4,956
Boardman Road	58	178	95	196	0	0	0	0	0	0	0	0	527
Sadie Peterson Delaney	14	6	34	130	0	0	0	0	0	0	0	0	184
Spanish Language Assistance	50	31	65	35									181
Total	**1,096**	**1,538**	**1,567**	**1,647**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5,848**

ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	5,717	5,614	4,937	5,091									21,359
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581									22,688
Calendar Hits - Recite Me	870	649	404	451									2,374
Website Views	31,171	32,629	48,633	34,470									146,903
Total	**42,480**	**45,215**	**60,036**	**45,593**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**193,324**

PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,872	4,432	4,173	3,987	0	0	0	0	0	0	0	0	17,464
Boardman Road	1,544	1,343	1,436	1,442	0	0	0	0	0	0	0	0	5,765
Sadie Peterson	35	55	56	74	0	0	0	0	0	0	0	0	220
Total	**6,451**	**5,830**	**5,665**	**5,503**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23,449**

PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	138	160	0	0	0	0	0	0	0	104	661
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**	**160**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**104**	**664**

NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77	63	73									286

PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254	227	252									920
Community Engagement	0	0	3	5									8
Non-Library District	8	9	16	15									48
Exams Proctored	28	31	26	22									107
MAP Passes	21	35	49	45									150
Rover Bookmobile Stops	6	7	10	10									33
Total	**250**	**336**	**331**	**349**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,266**

PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,982	2,552	4,129	3,772									12,435
Community Engagement	0	0	58	455									513
Non-Library District	73	118	80	140									411
Drop-In Room Use (Adriance)	90	97	156	104									447
Rover Bookmobile	72	109	253	416									850
Total	**2,217**	**2,876**	**4,676**	**4,887**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**14,656**

GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	0	0	0	0	0	0	0	0	58,276
Boardman Road	9,639	10,046	10,382	10,666	0	0	0	0	0	0	0	0	40,733
Sadie Peterson Delaney	173	279	260	410	0	0	0	0	0	0	0	0	1,122
Total - 2024	**23,087**	**24,289**	**26,018**	**26,737**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,131**

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	
	Apr	% of Total	YTD	% of Total	Apr	% of Total	YTD	% of Total	Change	% Change	Apr	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,995	27.50%	23,565	27.29%	5,478	26.91%	22,089	26.39%	1,476	6.68%	5,593	26.08%	21,407	26.08%	2,158	10.08%
Adult Non-Fiction	3,626	16.64%	15,070	17.45%	3,803	18.68%	14,867	17.76%	203	1.37%	3,708	17.29%	15,337	18.68%	-267	-1.74%
Fiction - Juvenile	6,061	27.81%	22,599	26.17%	4,945	24.29%	20,760	24.80%	1,839	8.86%	5,388	25.13%	19,131	23.30%	3,468	18.13%
Non-Fiction - Juvenile	1,632	7.49%	6,231	7.22%	1,454	7.14%	5,763	6.88%	468	8.12%	1,423	6.64%	5,157	6.28%	1,074	20.83%
Periodicals	168	0.77%	694	0.80%	140	0.69%	641	0.77%	53	8.27%	141	0.66%	644	0.78%	50	7.76%
Periodicals - Juvenile	49	0.22%	109	0.13%	23	0.11%	77	0.09%	32	41.56%	21	0.10%	108	0.13%	1	0.93%
Print Subtotal	**17,531**	**80.43%**	**68,268**	**79.06%**	**15,843**	**77.82%**	**64,197**	**76.69%**	**4,071**	**6.34%**	**16,274**	**75.89%**	**61,784**	**75.26%**	**6,484**	**10.49%**
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	1	0.00%	14	0.02%	0	0.00%	17	0.02%	-3	-17.65%	7	0.03%	21	0.03%	-7	-33.33%
Soundrecordings	429	1.97%	1,850	2.14%	496	2.44%	2,200	2.63%	-350	-15.91%	634	2.96%	2,577	3.14%	-727	-28.21%
Videorecordings	3,171	14.55%	13,623	15.78%	3,339	16.40%	14,615	17.46%	-992	-6.79%	3,637	16.96%	14,902	18.15%	-1,279	-8.58%
Media	8	0.04%	20	0.02%	0	0.00%	5	0.01%	15	0.00%	1	0.00%	2	0.00%	18	0.00%
Software	11	0.05%	57	0.07%	1	0.00%	30	0.04%	27	90.00%	0	0.00%	13	0.02%	44	338.46%
Equipment/Realia	60	0.28%	253	0.29%	136	0.67%	208	0.25%	45	21.63%	24	0.11%	73	0.09%	180	246.58%
Suppressed Items	15	0.07%	71	0.08%	23	0.11%	58	0.07%	13	22.41%	5	0.02%	54	0.07%	17	31.48%
Videorecordings - Juvenile	363	1.67%	1,379	1.60%	321	1.58%	1,508	1.80%	-129	-8.55%	505	2.36%	1,554	1.89%	-175	-11.26%
Audiorecordings - Juvenile	47	0.22%	138	0.16%	69	0.34%	328	0.39%	-190	-57.93%	94	0.44%	297	0.36%	-159	-53.54%
Media - Juvenile	151	0.69%	614	0.71%	120	0.59%	517	0.62%	97	18.76%	101	0.47%	407	0.50%	207	50.86%
Software - Juvenile	10	0.05%	63	0.07%	10	0.05%	28	0.03%	35	125.00%	2	0.01%	17	0.02%	46	270.59%
Non-Print Subtotal	**4,266**	**19.57%**	**18,082**	**20.94%**	**4,515**	**22.18%**	**19,514**	**23.31%**	**-1,432**	**-7.34%**	**5,010**	**23.36%**	**19,917**	**24.26%**	**-1,835**	**-9.21%**
Total	**21,797**		**86,350**	**100.00%**	**20,358**		**83,711**		**2,639**	**3.15%**	**21,443**		**82,095**		**4,649**	**5.18%**

prepared 5/20/2024

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator
Department: Youth Services
Time Period of Report: April 2024

Focus Activity: Delivery of home library bags to all Universal Pre Kindergarten children in the PCSD

Intended Outcome(s) of Focus Activity: To support early literacy development of children entering kindergarten in the fall

Manager Observations of Activity and Outcomes: The UPK teachers were very appreciative that their students were receiving a set of books to have in their homes to keep.

Impact of Activity: The teachers and children were very happy to receive the books.

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

Date of Report: 4/25/2024
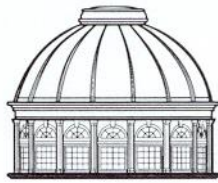
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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: April/ May 2024

Focus Activity: Though there are many other projects in the works, my focus activity is the SPD Open House Friday, May 10, 2024

Intended Outcome(s) of Focus Activity: The Open House at SPD will happen Friday, May 10th. The Family Partnership Center is having a ribbon-cutting ceremony for the front entryway, and all partners have been invited to not only participate, but have our own open house as well. We are more than happy to participate in this event and it should bring many people to the library. The intended outcome of this activity is to acquaint new patrons and FPC stakeholders with the library, hand out library information and debut a local artist; Larissa Alvarado. Her works are being displayed in the library, and there will be an artist reception. Hopefully, this will get other artists and community members to learn about the display case, so we can fill it with community artist's works. Building-wide tours will be given by the Steward of the FPC for all those attending the front entrance ribbon-cutting. This will also be an opportunity for us to speak a little about the library and showcase the SPD branch.

Manager Observations of Activity and Outcomes: This is a collaborative effort with the PIO's and some of the YS staff. The FPC is excited about having our library open for this event and I am hoping it will draw many people in.

Impact of Activity: This event preparation has been easier than some others. Teen volunteers helped to make the swag bags and freed up myself and staff to complete other preparations. I'm looking forward to reporting the turnout.

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

Date of Report: 5/7/2024

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer Network Analyst
Department: Information Technology
Time Period of Report: April 2024

Focus Activity: All of PPLDs Technology is up and running as expected Relocation of staff PCs and phones to accommodate personal changes. WiFi in the park installed in park at Red Oaks Mill Preliminary check for WiFi installation at Creekside Park   Relocated or Replaced numerous printers and other hardware as needed to increase productivity Ordered PCs for remaining staff with older PC's and to being replacing public PC's at Boardman

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: 5/10/2024

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: April 2024

Focus Activity: Mexican Consulate on Wheels, April 9th - April 13th

Intended Outcome(s) of Focus Activity: The Mexican Consulate on Wheels is a mobile service provided by the Mexican Consulate, to help reach citizens outside of NYC and provide them with the vital records and paperwork that are essential to finding work, housing, and many other necessities in the Hudson Valley.

Manager Observations of Activity and Outcomes: This is the second year that the library has hosted a weeklong visit from the Mexican Consulate. Due to space and timing constraints at the Family Partnership Center, we partnered this year with MHLS to utilize the Auditorium space for the duration of the Consulate visit. MHLS very generously discounted their rate for the space for us, as well as helped us to promote this service to the entire MHLS community.
We had observed last year that many participants had traveled from as far north as the Capital District, and from all over Dutchess, Ulster, Orange and Columbia counties, so we felt that partnering with Mid Hudson would be an ideal solution, as this program truly attracts individuals from all over our 5 county system. The Auditorium was an ideal space for this program, as it had all the technology needs, as well as space needs, for the complex operation that the consulate brings. MHLS was a wonderful partner in providing the space, set-up, and answering any questions staff or the Consulate employees had.
Much gratitude especially to Elva Margarita Corbaton, who arranged the visit, but also to Jessica Sherman, Sandra Kuhn, Christine Bexley, Yvonne Laube and everyone else on staff who helped with arrangements, set up, and manning the welcome table all week.

Impact of Activity: This year's event was a resounding success, topping our attendance from 2023. All told, over the course of 5 days a total of 734 people visited the Consulate. The Consulate workers processed 382 documents, and library staff made 30 new library cards. All visitors were offered information on the library district's resources, and encouraged to visit their home library.

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

Date of Report: 5/10/2024

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: April 2024

Focus Activity: April in YS Programs & Personnel

Intended Outcome(s) of Focus Activity: To survive April

Manager Observations of Activity and Outcomes: April 19th marked the end of the March/Apr programming session. We ended the session with some great programs including the DIY Truffula Tree program, Pete the Cat Wacky Taco Party, and a Silly Hat parade. That week was also the last week of long-time teen librarian Angela Panzer. All of YS wish her will in her retirement. Anne Messley and Kayleigh Hartnett have hit the ground running in their new roles as teen librarians and will be reshaping the teen department and we look forward to what they have in store. We also have a new face in YS with the hiring of PT library assistant Isabel Ramirez-Pagan. She's been a patron for many YS programs and she is very excited about joining the staff.

Impact of Activity: All the new changes should have a positive impact on the future of the YS department.

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

Date of Report: 5/10/2024

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer
Department: Advancement
Time Period of Report: April 2024

Focus Activity: April functions of PIO staff and Dev Officer

Intended Outcome(s) of Focus Activity: - Rotunda production closed the first week in April, leaving the following weeks for This Month at the Library, Explore and Explorando and the many routine marketing materials, social media and e-newsletters. A "teaser" e-newsletter, promoting programs in the upcoming Rotunda, has been tested.
- We saw success with a very busy opening of program registration on 4/22. With the appearance of David Baldacci scheduled, we assisted in ticket distribution to all branches and on the evening of the appearance, handled the welcoming of guests, Q&A and book signing, and a lot of face-to-face program promotion.
- Michele participated in three Friends mtgs, which included assistance with the Donor Development meeting and with the Adriance Honors planning meeting. In a meeting with Millman Foundation representative Jode Millman, we discussed marketing the Walkway Movies, recent donations to Adriance and Boardman, and a possible future project.
- Discussions were held about Rover scheduling due to a loss of staff assistance (from the departure of Crystal Middleton). Plans have been made with Beth and Circulation scheduling staff to best cover Rover appearances until a new member is brought on board.
- Another Big Read internal meeting was held to further flesh out the 2024 Fall theme, the 60th Anniversary of the Civil Rights Act. In collaboration with Adult Services, Youth Services and Extension Services, book selections and author visits are being finalized. We further planned programming and will continue to do so through May. We will also be inviting community participation.
- The Annual Report for 2023 is in development, with a change from previous years that eliminates names and donation amounts. This design change leaves more space for Library achievements, statistics and success stories and is intended to help donors and taxpayers alike to see the results of their contributions.

Manager Observations of Activity and Outcomes: Successful outcomes thanks to staff dedicated to quality production - under deadline!

Impact of Activity: Much is stated in the "Focus Activity" section

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

Date of Report: 5/13/2024

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Part of one day's participants in the Consulate on Wheels program.

Happy recipients of some Early Literacy bags at the Poughkeepsie City School District.

New Business Fact Sheet
Authorization to Write Off Bad Debt

Recommended By   Finance Committee

Background Information   As part of the process in clearing bad debt, Library District policy
                            establishes the authority to write-off PPLD patron debt for 2016 and
                            years prior as the Library District deems the debt to be uncollectible
                            given the age of the debt.

Actions Requested   **MOVED** that the Board of Trustees of the Poughkeepsie Public
                            Library District accept the Finance Committee recommendation to
                            write off PPLD patron bad debt accumulated through December 31,
                            2016 totaling $18,499.63 as reflected in PPLD Document #052224 –
                            5A.

Motion   Moved   _____
                            Seconded   _____

Result of Action   In Favor   _____
                            Against   _____
                            Abstaining   _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Schedule of Outstanding Fines and Fees (2016 and Earlier)

Branch Library	Charge Type	PPLD Patrons (before 2016)	Non-PPLD Patrons (before 2016)	PPLD Patrons (2016)	Non-PPLD Patrons (2016)
Adriance	Manual	$ -	$ 533.97	$ 2,159.15	$ 2,676.80
Adriance	Overdue	$ 6.00	$ 5,264.78	$ -	$ 330.65
Adriance	Overdue Renew	$ -	$ 592.13	$ 278.40	$ 539.12
Adriance	Replacement	$ -	$ 29,818.48	$ 12,038.50	$ 15,900.88
Adriance	Lost	$ -	$ 9,193.25	$ 39.90	$ 203.97
Adriance	Adjustment	$ 5.80	$ 6,982.15	$ 1,810.45	$ 2,293.34
	Subtotal	**$ 11.80**	**$ 52,384.76**	**$ 16,326.40**	**$ 21,944.76**
Boardman Road	Manual	$ -	$ 162.13	$ 499.20	$ 470.00
Boardman Road	Overdue	$ -	$ 1,918.65	$ -	$ 142.85
Boardman Road	Overdue Renew	$ -	$ 151.00	$ -	$ 57.35
Boardman Road	Replacement	$ 16.95	$ 8,493.18	$ 1,238.29	$ 2,031.83
Boardman Road	Lost	$ -	$ 13.99	$ 18.99	$ 61.99
Boardman Road	Adjustment	$ -	$ 1,101.70	$ 388.00	$ 343.85
	Subtotal	**$ 16.95**	**$ 11,840.65**	**$ 2,144.48**	**$ 3,107.87**
Sadie Peterson	Manual	$ -	$ -	$ -	$ -
Sadie Peterson	Overdue	$ -	$ -	$ -	$ -
Sadie Peterson	Overdue Renew	$ -	$ -	$ -	$ -
Sadie Peterson	Replacement	$ -	$ -	$ -	$ -
Sadie Peterson	Lost	$ -	$ -	$ -	$ -
Sadie Peterson	Adjustment	$ -	$ -	$ -	$ -
	Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Rover	Manual	$ -	$ -	$ -	$ -
Rover	Overdue	$ -	$ -	$ -	$ -
Rover	Overdue Renew	$ -	$ -	$ -	$ -
Rover	Replacement	$ -	$ -	$ -	$ -
Rover	Lost	$ -	$ -	$ -	$ -
Rover	Adjustment	$ -	$ -	$ -	$ -
	Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
	Grand Total	**$ 28.75**	**$ 64,225.41**	**$ 18,470.88**	**$ 25,052.63**

New Business Fact Sheet
Approval of Action on Policies: Library Services

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 #1102 – Materials
                                 Selection and Access Policy (adds reference to the Collection
                                 Conspectus), #1103 – Parking, #1104 - A – Internet and
                                 Computer Use, #1104 - B – 3D Printing, #1111 – Responding
                                 to Inquiries from Law Enforcement, and #1112 – Security
                                 Cameras.

Motion   Moved   _____
                                 Seconded   _____

Result of Action   In Favor   _____
                                 Against   _____
                                 Abstaining   _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1102*

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:

<u>Definitions</u>: 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.

<u>Responsibility for Materials Selection</u>: 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. **Collection guidelines are articulated in the Library District's *Library Materials Conspectus and Collection Guidelines*, which is updated frequently and is available for public inspection on the Library District's public website.**

<u>Criteria for Selection</u>: 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

<u>Use of Library Material</u>: 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.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1102*

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.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1102*

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.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Library Materials
Conspectus and Collection Guidelines

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Each year, the Poughkeepsie Public Library District spends over $600,000 on content which is made available to patrons in both print, AV, and digital formats.

This conspectus describes collection management guidelines for the Library District's collections, District-wide. Collections at branch locations comply with these guidelines to the extent it is practical and reflective of location size, mission, and use patterns. Selectors are assigned responsibility to manage collections in specific areas and/or formats.

Digital content is developed in two ways, as follows:

- Title-by-title selection for licensing through OverDrive following the guidelines in each content area described herein
- Collection-wide access on a cost per use basis to an open catalog of content licensed by the vendor (such as Midwest's hoopla, Freegal, Kanopy, and InfoBase's AVOD video on demand).

The Library District's Statement on Collections is an important aspect of the responsibility of staff in regards to describing the collection's content and descriptions, particularly those items of an historic nature. The Statement is contained in Appendix A.

The Conspectus and Collection Guidelines are reviewed at least bi-annually for accuracy and appropriateness.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Collections for Adult Patrons

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Fiction [FIC]: **Collection Goal**: maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Buy multiple leased copies of items in heavy demand. Regularly purchase attractive new editions of classics or habitually missing or billed books. Follow MHLS Resource Sharing guidelines -- at least one copy for every seven reserves.	Booklist, LJ, PW, NYT, local newspapers, popular media. Online sources - Amazon, TS3. Goodreads Various bestseller lists Bibliographies Patron suggestions BookLetters MHLS High Demand Holds	Refer to Crew Manual for general guidelines. Weed classics by condition, weed pop fiction when demand subsides, replace worn items still in demand Generally, weed items with no circs in 3 yrs Weeding must be frequent to keep up with space constraints	Continue to weed as space is limited and we buy fiction heavily. Buy more urban fiction to meet demand. Genre subject to heavy losses. Focus on books by authors from diverse backgrounds and points of view.
Mysteries Mys	Declining popularity however replace/buy popular authors if possible.	Same as standard Fiction	By condition No circs in 3 yrs	
Science Fiction Sci Fic	Monitor very popular author/series and buy if MHLS demand warrants.	Same as standard fiction	By condition No circs in 3 yrs	
Bestsellers	Purchase multiple copies. Buy new copy for every 7 holds Buy everything on NYT bestseller lists Purchase materials through the WOW program	Pre-Pub lists in LJ and Booklist MHLS High Demand Holds Media Patron suggestions Amazon best seller lists	Books will rotate out of this classification as they fall off the list and are replaced with newer titles.	Display on New book shelf. After 6 months move to regular fiction. Review demand and discard most duplicates.
Graphic Novel GN	Collect Diverse Titles	PW, Booklist, All Flying No Tights, LinkCat Monthly Lists, Comics Worth Reading, Etc...	Weed by usage and condition, no circs in 3 years.	Add Shelf Space for Growing ADR Collection
eBooks	Collect popular, in demand fiction	Many materials pre-selected in bundle subscriptions, eg. Overdrive or Hoopla. Individual titles considered by demand.		

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

General Works [000-099]. **Collection Goal:** maintain collection size except for technology books which will increase considerably.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Small collection, except for computer & technology books	Standard review sources Publishers' Catalogs Amazon, B&N PW, LJ	Check at 3 - 5 yrs Only titles of continuing interest, or historical significance, should be kept more than 10 yrs	
Computers 004-006	Collect for beginning through advanced users Concentrate on operating systems, office applications, databases, Internet, programming Very high circulation and very high turnover rate. Collect heavily.	TAB, Prima, Que, Microsoft Press, O'Reilly, IDG, SAMS, Sybex, Osbourne, Waite, Peachpit, Wiley Computer best-seller lists Known series	Consider for weeding after 3 yrs. Keep titles on programs still in use. Internet titles - two yrs Most titles weeded after 5 yrs .	
Library Science 020-029	Especially titles for public libraries Some desk copies Support for the Professional collection for Mid-Hudson Library System member libraries as part of Central Library role.	LJ, Scarecrow Press, Neal Schumann, ALA Press	Most title weeded after 10 yrs	
General Encyclopedias 030	Internet has reduced importance of general encyclopedias–No new purchase of print encyclopedias		Only keep a couple of sets. Do not retain for more than 5 years; preferably 3 years maximum. Make most circulating.	
Journalism 070	Collect popular, general interest, particularly in support of writers. Some media history should be retained	Standard review sources.	Agent directories should be no more than 3 years old.	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Philosophy and Psychology [100-199]. **Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Philosophy does not need constant updating and weeding; psychology does	Standard review sources Popular media Patron suggestions Standard works	Keep general information books and classics	
Philosophy 100-129 140-149 *180-199*	Collect ancient, medieval, Chinese, Indian, and modern philosophy Modern and traditional classics Collect for general interest and secondary school use		Weed and replace classics by condition; follow Crew Method guidelines (manual 2008).	Update classics
Parapsychology/Occult 130-139	Popular, high loss area Select quality titles Collect for school assignments		Patrons "weed" for us; be alert for need to replace lost titles	
Psychology 150-159	Self-help and child development titles very popular Steady interest in classics		Weed as trends change and interest fades	Update classics
Logic/Ethics 160-179	Collect different views on ethical questions		Weed as trends change and interest fades.	Update classics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Religion [200-299]. Collection Goal: maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Religion 200-289	Collect in major religions of the world, denominations and sects; collect scriptures of major religions; collect inspirational titles in demand Collect some evangelical, New Age, and spiritual titles Collect for lay reader and student	Standard sources Publishers' catalogs	Weed by condition and use Replace old, unattractive additions of classic works with new, attractive editions	Buy more inspirational titles to meet demand Improve New Age and Wiccan holdings Buy more Hinduism, Jainism, and other non-Buddhist Asian religions titles
Mythology 290-299	Collect heavily in classical mythology. Buy attractive editions for heavy student use.	Standard sources Publishers' catalogs	Weed classical mythology by condition; others by use and condition	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Social Sciences [300-399]. Collection Goal: maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Covers a very wide range of topics, generally in the following areas: stages of life, roles, relationships, society, habitats, and ethnic groups Collect mostly for general readers, with some more specialized items suitable for informed laypersons	Standard review sources PW, LJ, Kirkus Reviews, Booklist, HV reads, NYT Best Seller list.	Check at 5 yrs. Only titles of continuing interest should be kept more than 10 yrs	
Sociology 300-309	Concentrate on abortion, immigrants, stages of life, sex roles and gender issue, women's studies, race/ethnicity, Black studies, anthropology, marriage and the family, divorce, death.			
Statistics 310-319	Minor development. Very small collection, dominated by almanacs transferred from Reference			Weed converted Reference titles if they do not circulate
Political Science 320-329	Sources related to diverse aspects of the federal government developed and maintained. For international relations, a current representation of countries experiencing major change or having significant impact on the United States is developed and maintained.		A core of sources on structure, history, and processes of the federal government is retained.	
Economics 330-339	Collect books on the U S economy, and the economies of major powers Concentrate on jobs and work issues, women at work, career guidance, money management for all stages of life, investing		Titles by major historical and contemporary authors are retained. Personal finance sources and investment sources are weeded in five years.	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

	for lay persons, both beginners and advanced, real estate, poverty, taxation issues			
Law 340-349	Collect materials that help the layperson with common legal problems and situations -- taxes, legal actions, marriage law, social security, medicare, adoption, estate planning, bankruptcy, immigration, landlord/tenant law Also LSAT preparation, material is maintained.	Mostly publishers' catalogs (Nolo, especially)	Check at 5 years	
Public Administration 350-359	Collect U.S. government manuals, public administration sources concerning the U.S., books on the Presidency, the FBI, war, military issues and history, defense			
Social Problems and Services 360-369	"Problem" books like living with diseases, AIDS, mental health, drug and alcohol abuse, info for and about people with disabilities, elder issues, child welfare, abuse, gun control, the environment. Collect lay titles on hospitals, health care policy, insurance, prisons. True crime is very popular.			
Education 370	Collect materials about issues, methods, and trends in education, for the general public, and to help parents in educating their children -- special needs, learning disabilities, early childhood ed, helping children succeed in school. Also private school and college directories, test	Publishers' catalogs (Barrons, Petersons) Transfers from Reference		

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	preparation guides. Emphasizing parents' perspectives and concerns more than those of teachers and administrators.			
Commerce 380-389	A small collection. Domestic and international trade issues, historical railroad sources are maintained.		Check at 5 years	
Customs, Etiquette, Folklore 390-399	Some costume and fashion sources are maintained. Sources by popular etiquette writers and other works are developed. Wedding planning sources and folklore sources are maintained.		Replace etiquette books when new editions come out Others weed by use and condition	Focus on underrepresented cultures and minority groups. Look for new versions of dated materials in this scope.

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Language and Linguistics [400-499]. **Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect dictionaries, grammars, phrase books in languages taught in schools, and/or represented by local populations Emphasis on English, English as a Second Language, Spanish, American Sign Language. Book collection is supplemented by language audio	Standard sources Publishers' catalogs	Replace by condition Consider for weeding after 10 years Add items transferred from reference as newer reference editions are added	Introduce multimedia language titles and process as Adult Kits

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Conspectus and Collection Guidelines

Pure Sciences [500-599]. **Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put titles of popular interest at Boardman Road, more educational titles at ADR. Basic titles (such as review books) at both locations. Update 'classics' when new editions are available Field guides may have new publishers and covers, but check the copyright page – sometimes they are an older guide with just a new cover.	Standard sources Publishers' catalogs (DK) "Choice" in BT reviews (library does not subscribe to paper version). Avoid scholarly, professional, or graduate level works. Scientific American Book Club – for title suggestions, verify with other sources.	Consult CREW manual. Special weeding required for major changes in scientific theory or breakthroughs that make existing titles obsolete or incorrect.	
Review books and study guides (math, earth science, biology, chemistry, and physics)	Obtain new Regents review books and test books every year for all math and science Regents exams. Check Regents web site at NYSED for current Regents exams. Order new SAT subject test and AP exam books every year. If more than one publisher, perhaps rotate publishers. See College Board website for SAT and AP exams.	For Regents review books: Barrons For SAT, AP: Kaplans, Princeton Review, Barron's, Petersons, McGraw Hill	Keep most recent 2 editions, 3 years at most if no changes in the test formats	These titles mostly purchased by Youth Services Dept, as part of YA Collection
Natural history 500-509	Focus on new, well reviewed titles in this area, general science books and mainstream popular works; low demand for dictionaries/ encyclopedias	Standard review sources Popular media Patron suggestions Standard works	Keep longer if in good condition; natural history does not age like some of the other sciences	
Mathematics 510-519	Major interest in "basic math", as needed for job applications; items that			

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	fit high school curricula. Focus on subject review books & Regents prep guides		
Astronomy 520-529	Focus on new, well reviewed popular titles, general interest level, not advanced academic level works	Standard review sources Popular media Publisher catalogs	
Physics 530-539	High interest level in this field, collect new, well reviewed materials aimed at the general public, mainstream popular science works. Focus on subject review books & Regents prep guides.		
Chemistry 540-549	Collect materials that align with high school curricula, little demand for undergraduate level or higher. Focus on subject review books & Regents prep guides	Standard review sources Popular media Publisher catalogs	
Earth Science 550-559	Collect materials that align with high school curricula, little demand for undergraduate level or higher. Focus on subject review books & Regents prep guides	Standard review sources Popular media Publisher catalogs	
Paleontology 560-569	At Boardman Road, dinosaurs of particular interest for children (even in the adult collection)		
Biology 570-579	Collect materials that align with high school curricula, little demand for undergraduate level or higher. Focus on subject review books & Regents prep guides	Standard review sources Popular media Publisher catalogs	
Botany 580-589	Look for new, popular titles, as well as field guides, esp. for local regions	Standard review sources Popular media Publisher catalogs	

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Zoology 590-599	At Boardman Road, animal books are needed for student reports. Field guides and texts on birds/birding remain popular and in demand.			

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Applied Science and Technology [600-699]. **Collection Goal:** increase collection size as medicine, pets, gardening, business and building circulate heavily.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase generally for practical use. Look for well-written up-to-date manuals and surveys with clear instructions for laymen. Select up-to-date career and examination books. Purchase multiple copies of heavily requested material. Some classics and authoritative works in subject areas. Most usage is by adults.	Standard sources Publishers' catalogs Book suggestions	Timeliness very important for manuals, exam books, career, disease books Check at 5-7 yrs Others weed by condition and usage	
Medicine 610-619	Purchase at lay level: health careers, examinations, specific diseases (especially the most common chronic conditions), prescription drug handbooks, diet and exercise, basic anatomy, history of medicine, Alternative health, caregiving resources. Purchase for lay and student use: AIDS, eating disorders, drug and alcohol abuse, smoking. - Scrutinize carefully by publisher, author, reviews. Watch for books on new therapies/medical updates. Collect some basic support materials for nursing students.		Check for currency at 3-5 yrs Most titles weeded after 10 yrs	
Engineering 620-629	Buy general books on basic processes - how things work Update repair books for non-experts regularly as technology changes.	TAB Chilton Publisher's lists (McGraw-Hill, Auden, etc.)	Weed by condition and usage Keep an eye on technological change Check at 7-10 yrs Maintain some repair manuals for older equipment and vehicles	Update electronics

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Gardening/Farming 630-635	Collect gardening books from beginners to advanced Highlight regional Northeast planting practices Maintain small collection on farming, issues of food production, and sustainable agriculture (regenerative farming, biodiversity, pollinators). Current interest in amateur homesteading		Periodically check for water damage.	
Pets and farm animals 636-639	Collect books on pet care, pet selection, exotic pets, dog and cat breeds, some works on single common breeds Maintain small collection of personal accounts to meet demand and books on farm animals			
Cookery 641	Very popular area. Collect at the simple to medium level of difficulty Collect classic authors, types of cooking, types of food, recipes from different countries, vegetarian cooking, recipes for medical conditions, cooking for crowds or few, local and well-known authors Keep abreast of new food interests and concerns (low fat, high fiber, roasting, low carb, etc.)		Keep classics, but look for newest editions and update with 'anniversary' editions, when possible, to refresh appearance Periodically check for food stains and water damage	
Household 642-648	Collect at the lay level on up-to-date home improvement/remodel-ing, home sewing, beauty and personal style, organizing, food/lodging, family life, retirement issues			

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Childrearing 649	Current works by well-known authors (and very selective classics-Spock, Brazelton, Leach). Cover specific age groups, gender-identity differences, discipline issues		Keep some classics, but most should be current 5-10 years	
Business 650-659	Collect practical and theoretical works at various levels of expertise - resume writing, small/home business, entrepreneur: startup & management, secretarial and accounting handbooks, management theories and practices. Concentrate on the use of computers for business applications Management is very popular as is small business startup (business plans, financing, etc.).	Wall Street Journal, NYT, Business Week, AMACOM, Broadway, Dearborn Financial, JIST, Prentice Hall, Warner, Entrepreneur, Harvard Business School, ALA-BRASS	Keep most titles no more than 10 years Update practical manuals Retain classics in business management (e.g.-Deming; Drucker; Peters, etc.)	
Manufacturing Woodworking 660-689	Carpentry projects and manuals for non-experts Keep small but updated collection on manufacturing Some current craft topics of interest (papermaking, soapmaking, etc.)	Sunset, Audels, Taunton, Fine Woodworking, Creative Homeowner; Ortho, Black and Decker, etc.	Project books weeded when they are no longer fresh and attractive	
Buildings 690-699	Collect how-to-do-it manuals on particular projects/systems - heating, plumbing, cooling, construction estimating, electrical, house painting. Current building codes for homes. Generally collect at the non-expert level	Audels, Taunton, Fine Homebuilding, Creative Homeowner	Check at 7 yrs for obsolescent technologies	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Arts [700-799]. Collection Goals: maintain collection size. Replace older material when newer ones are available.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Large, culturally diverse and varied class ranging from durable, expensive art books to rapidly changing subjects like party planning, stamp collecting and sports Strong interest in this area; keep up with changing trends in music, film, games and sports.	Standard review sources Popular media Publisher catalogs (Meredith, Better Homes and Gardens, Sunset, Betterway, Rockport) Patron requests Gifts	See specific areas	
Landscaping 710-719	Strong interest in landscape design	Gardening journals, Library Journal & other standard review guides	Keep items of historical interest	Regular maintenance. A heavy weeding every 5 to 7 years.
Architecture 720-729	Concentrate on home building and design (regional/Northeast emphasis) Books on architectural history and styles (schools) also sought.	Architectural Digest. Booklist, Library Journal	Weed home building titles after 10 yrs., others by condition.	
Sculpture Plastic Arts 730-739	For general and, to a lesser degree, scholarly audience. Currency is not of paramount importance but should reflect what is currently popular. Sculpture, carvings, paper folding, coins, ceramics, metalwork, jewelry.	Art News. Art in America. Library Journal. Northern Light catalog.	Weed by condition.	Regular maintenance. A heavy weeding every 7 years.
Drawing 740-744	Cartoons, caricatures, comics, drawing technique, graphic design (very popular), illustration, commercial art	Standard review sources Popular media Publisher catalogs. Northern Light catalog.	Weed by condition.	Regular maintenance. A heavy weeding every 5 years.
Decorative Arts 745-749	Very popular area. Need to keep fresh. Purchase newest needlework books. Also covers antiques, industrial	Standard review sources Popular media Publisher catalogs	Weed by condition keeping in mind that older books in this area can prove valuable.	Regular maintenance. A heavy weeding every 5 years.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

	design, crafts, toys, calligraphy, floral arts, weaving, quilting, interior decoration, furniture			
Painting 750-759	Popular area. Include titles on materials, techniques, watercolors, oils, periods.	Library Journal. Art News. Kirkus. Phaidon Taschen and Rizzoli catalogs and Books published to accompany current Museum shows.	Replace only when newer versions are available.	Weed or repair some of the older art books.
Prints 760-769	Small collection, including baseball cards, paper money. Lightly used, buy accordingly			
Photography 770-779	Include standard works, as well as current titles. Collect directories, titles on techniques, manual/digital cameras, equipment, programs and photographs.	Photography magazines Amazon Arts & Photography section. Standard library review sources.	Weed dated and shabby materials. Keep in mind that some books on older techniques and methods should be retained	Regular maintenance. A heavy weeding every 7 years.
Music 780-789	Collect works on classical, opera, jazz, pop, rock, blues, folk, country, new age, world. Include some standard sheet music for piano and guitar and Broadway musicals. Collect encyclopedias, dictionaries, histories, biographies, techniques, song collections, books on musical instruments & instruction and musical styles & performers/groups	Popular media. Publisher's Weekly. Booklist.	Weed by condition & usage.	Regular maintenance. A heavy weeding every 7 years.
Performing Arts 790-792	Collect works on movies, TV, theater, acting, dance, circus, radio, opera & stage (media) production & craft.	Standard Library review sources	Weed by condition & currency/popularity of topic	
Indoor Games 793-795	Collect books on games, parties, showers, puzzles, magic, chess, bowling, games of chance, board and card games	Game magazines & Library Journal & other standard review sources.		Look for new editions on classic topics, many items in this class are very dated looking, even if the information may be sound

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Conspectus and Collection Guidelines

Sports 796-799	Very popular. Needs constant updating as trends, teams, and methods change rapidly. Collect titles on individual sports, team sports, coaching, women's sports, Olympic games, outdoor life, camping, cycling, martial arts, boating, horsemanship, horse racing, fishing and hunting.	Sport magazines Publishers catalogs	Weed dated materials.	

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Conspectus and Collection Guidelines

Literature [800-899]. **Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collection is 90% retrospective in nature. Look for current trends (world lit) as well as popular, emerging and canonical poets. Purchase contemporary releases of humor and essays. Works on formatting and writing/writerly self-help. Focus on series like Norton Anthologies, Penguin Books of ..., Oxford Anthologies, Library of America, Modern Library editions, etc. Purchase critical material on popular authors Supplement with reference sets Purchase for assignments at the high school level, including multiple copies for items in demand (Shakespeare, Greek classics, American authors, etc.)	Standard review sources Public Library Catalog Best Books lists	Weed by condition, replacing heavily used standards with new, attractive editions Weed trendy authors when interest fades	Currently shelf space and collection size are well balanced
American Lit New York Lit	Identify authors and collections/criticisms of the work			
World Lit	Collect for new immigrant groups in the Hudson Valley – South Asian, East Asian Maintain basic collection of standard works in other languages in current translations.	Specialized catalogs Specialized book stores	Weed by condition, replacing heavily used standards with new, attractive editions Weed trendy authors when interest fades	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

History [900-999]. **Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular works for general reading Books to support research at the high school and early college level	Standard review sources Bibliographies University press catalogs Publishers catalogs for Popular media	Replace dated materials with newer materials If possible, replace standard titles that are in demand and in print. Ensure all geographical and chronological areas have representation	
Overview World History	World histories, timelines, and chronologies Update when new editions are available, otherwise keep as long as condition warrants New works on explorers are in demand for student assignments, as are overviews of "decades"	History section of Amazon. Booklist. Publisher's Weekly. History Book Club.	By condition and circulation Replace standard works with newer ones. Regular maintenance. A heavy weeding every 8 to 10 years.	Focus on titles featuring underrepresented cultures, countries and regions
Geography 901-909	Buy popular works intended for general public and armchair travelers, materials for general research, adventure/survival books, a few undergraduate level geography texts, atlases, area handbooks. Rely on some electronic formats (atlases, maps).	Publisher's catalogs	Keep narratives 5-10 years unless still popular Weed atlases ruthlessly in areas that are undergoing political change Weed area handbooks, chronologies and timelines when new material is available.	Weed area handbooks by date
Social Life & Customs, Travel 910-919	Collect for general interest and school assignments, especially handbooks Support middle school and high school research Daily life in different countries, social conditions and customs of different places and US states of interest to travelers and students	Library journal. Booklist. Publisher's Weekly.	Weed area handbooks/travel guides when new editions come in, whenever possible, remove travel guides older than five years old, as long as suitable replacements can be found	Regular maintenance. A heavy weeding every 5 to 7 years.

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	Multiple copies of some titles is appropriate. Heavy emphasis on travel guidebooks			
Ancient History, European History, World Wars 930-949	Buy general histories of individual countries for student use Collect general histories of wars, some books on battles	New titles in History Book Club. University Press catalogs. Kirkus. NYTbook review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic. Consider if it's rare, seminal or historic work.	Regular maintenance. A heavy weeding every 8 to 10 years.
United States History 970-979	General histories of US regions and states, for students Multiple copies of titles of local interest Buy heavily -- Presidents and Native Americans Local interest in Civil War	New titles in History Book Club. University Press catalogs. Kirkus. NYT book review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic. Consider if it's rare, seminal or historic work.	Regular maintenance. A heavy weeding every 8 to 10 years.
South America and other areas 980-990	Current materials for South America.	New titles in History Book Club. University Press catalogs. Kirkus. NYT book review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic.	Regular maintenance. A heavy weeding every 8 to 10 years.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Biography [B]. **Collection Goal:** maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Biography collection consists of materials by and about people from all professions, occupations, and nationalities, from ancient times to the present. It has a wide range of people for the varied purposes of pleasure reading, information, and classroom assignments. Autobiographies, memoirs, and letters/diaries are included in the collection. Multiple copies are purchased only to fulfill multiple hold requests.	Standard library review sources, New York Times Book Review section, local newspapers, popular media, McNaughton selection, etc.	Keep permanent interest and important works, such as U.S. Presidential collection, despite low circulation. Keep biographies of outstanding literary value until worn. Replace poor quality of major figures with better one. Discard popular works about people of current interest as soon as demand lessens.	
Individual biography	Keep up with popular demand and maintain a well-balanced and wide-ranging collection.			
Autobiographies Memoirs	Memoirs currently very popular			
Letters Diaries	Letters are often written in a very literary style. Then, they can be placed in 800s. Purchase only when heavily reviewed and demand is anticipated			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Large Print [LP]. **Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect both hardcover and paperbacks; many older readers prefer the paperbacks.	Many large print titles now published simultaneously with regular edition. Major LP publishers are Centerpoint and Thorndike. Catalogs monthly; website. Use standard reviewing sources Also consider patron suggestions	Weed by condition and use. Keep collection size static.	
Fiction	Collect popular titles - bestsellers, mysteries, romances, adventure, some westerns. Collect some classics.			
Nonfiction	Collect small amount of timely, popular nonfiction.			

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Conspectus and Collection Guidelines

<u>**Local History & Genealogy.**</u> **Collection Goals:**

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Printed Material (Books, periodicals)	Purchase annual yearbooks for high schools within the library district; new non-fiction titles written on local areas of interest and/or by local authors. Most materials will be acquired via donation. Materials accepted into the collection must be relevant to the history of the City or Town of Poughkeepsie, or Dutchess County. Primary source documents and items of unique significance given preference, in consideration of space.			

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Conspectus and Collection Guidelines

<u>Spanish Language [Spanish]</u>. **Collection Goals:** maintain or increase collection size, depending upon needs of community

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Printed Material (Books, periodicals)	Collect across all Dewey nonfiction, as well as popular Spanish fiction titles and Spanish translations of popular works. Collect bi-lingual and ESL material, as well.	Criticas, Spanish Book Distributors (SBD), Nielson retail bestsellers (Ameridareadsspanish.com),popular demand	Weed by condition and use. Follow guidelines for fic, non-fic as in English.	Reach out to Spanish speaking community to assess what is needed.

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Conspectus and Collection Guidelines

Job tests [JOB TESTS]. Collection Goal: maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect wide range of job and test preparation books, especially for jobs with lower entrance requirements (high school). High interest in nursing professions (NCLEX) Keep current with teaching certification (NYSTCE).	BTOL amazon.com	Keep only latest versions of books that deal with exams	Review collecting responsibilities for certain categories of testing materials, especially at the graduate school and professional level – what items should be JOB TESTS, and what items should be in their respective disciplines, e.g., ASVAB, CPA, computer certifications, etc.
CSEA booklets	Keep multiple copies of all titles available, with more copies of booklets for entry jobs like clerks.	Direct ordering from CSEA 1000 web site	Keep only latest editions	
National Learning Corporation Passbook Series	Significant portion of the collection. Not sure if should continue ordering these. Accuracy questionable.	Direct ordering for most titles; some may be available from BTOL	Keep only latest editions	Determine if these are worth the cost. Find substitute.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Reference Collection [R]. Collection Goal: reference materials continue to see decreased usage. Other than Continuations orders for serial publications, few titles should be purchased that are not meant to circulate in the general collection.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Maintain a small collection of true Reference Materials, i.e. legal, governmental and items such as Scott's Catalogs	Professional review journals such as Library Journal, and Booklist, and publisher catalogs	Check all material regularly for currency and/or outmoded ideas and information	Check on Circ stats for materials converted to circ. Emphasis on weeding materials >| 10 years old

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Library of Things. **Collection Goals:** maintain or increase collection size, depending upon needs of community

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Technology	Purchase and maintain a small variety of equipment useful for recreation, exploration, and home management.			
Seed Library	Contact and request seeds annually from a variety of Seed Companies that participate in donating excess seed inventory to libraries & non-profits			
Tool Library	Purchase a variety of easy to use home tools, such as cordless drills, hammers, etc. for lending. Tools should not require special skills to use, nor have a prohibitive price point should they be lost or damaged by patrons			
MAP Passes	Acquire passes to museums, parks, and attractions of interest to Library District residents.			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Periodicals and Newspapers. **Collection Goal**: reduce collection due to decreased demand for print periodicals.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Maintain a collection of widely used and popular periodicals Consider whether available electronically in full text Consider price per issue/potential usage	Review journals, as needed by staff for collection development Patron requests Staff suggestions	Check circulation statistics to determine value of continued subscription. Retain as per established retention guidelines	Keep inventory of materials used both in house and circulating, focus on reducing collection to materials that are in high demand
Popular magazines	Maintain a collection of widely used and popular periodicals			
Scholarly/trade journals	Consider those of great demand (medicine, education), declining demand			
Professional library journals	Collect the standard library journals and others used by staff for general info and reviewing			
Newspapers	Collect newspapers of national importance (New York Times, Wall Street Journal) and local interest (Poughkeepsie Journal.)			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Audio Books [AUDIO CD]. **Collection Goal**: Reduce size of audio CD collection, based on usage statistics. Increase size of eAudio selection.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect fiction, mysteries, science fiction, short stories, biographies, and general nonfiction Collect just a few educational series Collect just a few success/motivation series Selection criteria are excellence in quality of writing, narrative voice and style, vocal characterizations, appropriateness for audio format, enhancement of text, packaging, and demand.	LJ, PW, Publishers catalogs (Teaching Company, Chivers, ISIS, BOT, Blackstone, BBC Audio) Patron requests.	Weed by condition and number of circulations.	Reduce the size of physical collection based on decreasing usage, focus resources on eAudio format
Unabridged	Our patrons prefer unabridged and our policy is to buy mostly unabridged recordings			
Abridged	Add only those gifts that are of current interest, as well as some popular classics.			
eAudio [Digital]	Emphasis on best sellers and other new titles Collect fiction, mysteries, science fiction, biographies, and general nonfiction Collect some business, success and motivation titles Buy multiple copies to meet demand	Best seller lists Patron requests Popular media. Many materials pre-selected in bundle subscriptions, eg. Overdrive or Hoopla. Individual titles considered by demand.	No need to weed.	Maintain or increase collection of popular, high demand titles, focusing on fiction more heavily.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Music [CD]. **Collection Goal**: maintain a strong DVD collection based on demand in particular areas.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Focus on Broadway, opera, and major classical music; other digital content is readily available through Freegal and hoopla	Specialized catalogs Online sources Patron suggestions	Weed by condition Weed if last out date >3 year ago (hold off if item is popular/classic or last copy in system)	Replace billed and lost and paid for items in consultation with the selector Replace damaged items
Broadway	Collect new and retain most older content; look to maintain a fairly comprehensive collection of the genre			
Opera	Maintain collection of major operas from major composers			
Christmas	Collect new and retain most older content; look to maintain a representative collection of the genre from sacred to secular			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Film & Television [DVD]. **Collection Goal**: maintain a strong DVD collection based on demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Focus on feature films & popular television series, high demand titles	Video Librarian, Entertainment Weekly, Indiewire, IMDB, Metacritic, Rotten Tomatoes, B&T catalog, LJ Specialized catalogs Online sources Patron suggestions	Weed by condition DVDs have a tough time holding up to library circulation Weed if last out date >1 year ago(hold off if item is popular/classic or last copy in system)	Replace billed and lost and paid for items Replace damaged items Add shelf space as collection is starting to overfill section
Feature Films	Collect new popular films, purchase at release date. Collect some well-reviewed art/independent films Add classics as budget permits.			
Foreign Films	Collect well-reviewed films			
Documentaries	Collect well reviewed titles			
High Demand DVDs	Collect multiple copies of new titles.			

Collections for Young Patrons

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

E/EEs: Collection Goal: maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole				
E	Both the Adriance and Boardman Road picture book collection should consist of well-reviewed, high quality titles, well-known classics, titles and authors that are currently popular with children and their parents. Duplicate copies of the most popular titles and authors are to be ordered. Award-winning titles are purchased for both libraries. The collection should be culturally relevant, and well-balanced with still-popular classics All picture books should be purchased in either a library or hardcover format.	Standard review sources, publishers' catalogs, Amazon, Barnes and Noble, Horn Book, Kirkus, School Library Journal, Baker and Taylor Fast Facts, curated lists on various literary websites, New York Times Best Sellers, YouTube and TikTok promotional videos.	Refer to the latest CREW manual for general guidelines. Weed and replace classics by condition. Weed popular titles when demand subsides, replace worn items still in demand. Generally, weed items with no circs in 2 years.	Be mindful of popular classic titles that have been lost or discarded. Replace accordingly. Continually weed as we buy picture books heavily. Audit collection for relevancy every two years.
EE	Both board book collections should feature short stories or simple concepts. Pages should be durable and not contain any small pieces that could become a choking hazard.	Standard review sources, Publishers' catalogs, Amazon, Barnes and Noble, School Library Journal, Baker and Taylor Fast Facts, curated lists on various literary websites.	These books deteriorate quickly. Weed frequently and mainly by condition.	Continually weed as space is limited and board books are purchased often.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

J FIC: Collection Goal: maintain collection size; increase number of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Buy multiple copies of items in heavy demand. Regularly purchase attractive new editions of classics and award winners. Have diversity audit every 2 years. Follow MHLS Resource Sharing guidelines.	SLJ, HB, BL, Kirkus, NYT Bestseller list, Request. School summer reading lists. B&T CATS catalog.	Refer to Crew Manual for general guidelines. Weed classics by condition, weed pop fiction when demand subsides, replace worn items still in demand Generally, weed items with no circs in 2 yrs. Weeding must be frequent to keep collection shelved!	Add more Spanish titles.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

General Works {J 000 – 099]:   Collection Goal: Spend considerable funds on trivia and world record books. Follow CREW recommendations for weeding. Due to space constraints and size of budget, weeding should be done every 2-5 years as indicated below.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Up-to-date moderate/tight collection	SLJ, BL, HB, VOYA, Request	Weed for space, condition, and currency. Use Crew recommendations for weeding. Due to space constraints and size of budget, weeding should be done every 2- 5 years for PPLD.	
001	Cryptozoology- moderately popular	SLJ, BL, HB, VOYA, Request	Every 5 years	
Computers 004-006	Keep current. Small collection. Weed heavily. History of computers and Internet useful. Keep age appropriate topics on computers and social networking sites if published.	SLJ, BL, HB, VOYA, Request	Every 2 years	
Library Science 020-029	Keep a small collection on library science such as learning the Dewey Decimal System. General juvenile books about libraries.	SLJ, BL, HB, VOYA, Request	Every 5 years	
General Encyclopedias 030	Put superseded copy of World Book Encyclopedia in circulation at ADR Children's Room. Replace circulating almanac s every year. Buy 3 copies for ADR and 2 for BRD. Buy Ripley's Believe It or Not yearly guide. Buy 2 copies for ADR and 1 copy for BRD.	SLJ, BL, HB, VOYA, Request	Yearly, keep preceding year if in good shape and have room.	

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Conspectus and Collection Guidelines

Philosophy and Psychology [J 100 - 199]: Collection Goal: Small, concise collection overall.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Philosophy does not need continuous updating. Psychology series on character traits and emotional issues should have updated fresh covers.	SLJ, BL, HB, VOYA, Request, Publisher Flyers. Social Media advertising	Every 5 years except for Parapsychology titles. These should be weeded quite frequently.	
100-129	Very small collection.	SLJ, BL, HB, VOYA, Request	Every 5 years	
Parapsychology/Occult 130-139	Keep updating continuously. Books on ghosts and witches circulate more frequently.	SLJ, BL, HB, VOYA, Request	Every 5 years. High interest. Books may become long overdue or stolen. Keep checking collection and replace.	
Psychology 150-159	Self-help and child behavioral issues very helpful. Need to have but keep a tight/small collection.	SLJ, BL, HB, VOYA, Request	Weed as titles and subjects become outdated. Add new self-help subject trends.	
Logic/Ethics 160-169	Character traits such as honesty, sharing etc. should be kept in this section.	SLJ, BL, HB, VOYA, Request	Every 5 years to keep book covers up to date.	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Religion [J 200 - 299]: Collection Goal: Maintain a multicultural collection.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Represent all religions and keep a broad scope on certain faiths. Keep a moderately sized collection.	SLJ, BL, HB, VOYA, Request	Every 5 years. Weed by condition and use. Replace old, unattractive additions of classic works with new, attractive editions	
Religion 200-289	Religious holiday titles circulate a certain time of year only. Keep a sizable collection of non-holiday books in this area. Always keep general religious works based on a particular faith. Represent all religions around the world.	SLJ, BL, HB, VOYA, Request	Every 5 years. Weed by condition and use. Replace old, unattractive additions of classic works with new, attractive editions	
Mythology 290-299	Purchase classical mythology titles for homework support.	SLJ, BL, HB, VOYA, Request		

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Conspectus and Collection Guidelines

Social Sciences [J 300 - 399]: Collection Goal: maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Continuous weeding should be done on this section. There are space constraints so checking circ. rate is crucial.	SLJ, BL, HB, VOYA. Request	Every 5 years on average, unless classic/award winners can be replaced be new editions.	
363	Environmental Science- Keep up-to-date. Timely subject	SLJ, BL, HB, VOYA. Request	Every 5 years	
394	Holidays around the world. High use around particular holiday only. Housed for a long time but circulated only once a year. Moderately sized depending how popular the holiday is celebrated. Represent smaller holidays with fewer books i.e. President's Day.	SLJ, BL, HB, Request	Every 5 years if available. Replace older books with up-to-date versions.	
398	Folklore, Fairytales, Creation Myths. Largest section of 300s. Develop collection extensively. Represent all cultural and geographic areas of the world.	SLJ, BL, HB, Request	Every 5 years on average, unless classic/award winners can be replaced be new editions.	
398.8	Include popular nursery rhymes and books that support our early childhood programs.	SLJ, BL, HB, Request	Every 5 years on average, unless classic/award winners can be replaced be new editions.	

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Conspectus and Collection Guidelines

Language & Linguistics [J 400 – 499]: Collection Goal: maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect dictionaries, grammar, books in languages taught in schools, and/or represented by local populations. Emphasis on English, English as a Second Language, Spanish, American Sign Language.	SLJ, BL, HB, VOYA, Request, Publishers' catalogs (including DK)	Replace by condition Consider for weeding after 5 years or as space permits	

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Conspectus and Collection Guidelines

Pure Sciences [J 500-599]: Collection Goal: Maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put well-reviewed titles that fit NY State curriculum demands and core standards and titles of high interest at both Adriance and Boardman Road.	School Library Journal, publishers' catalogs, Baker and Taylor Fast Facts, curated lists from literary websites.	Consult latest edition of the CREW Manual. Special weeding required for major changes.	Continually weed both collections to make room for updated titles. Look at series that consistently need replacement.
Natural Sciences J 500-509	Order relevant general science books and encyclopedias. There is a high demand for science fair ideas and experiments.		Continually examine books for outdated and unsafe practices.	
Mathematics J 510-519	Includes books on addition, subtraction, multiplication, division, fractions, decimals, sequences, shapes, estimating, graphing, real-life math, pre-algebra, rounding, math terminology. This is a popular section.		Replace older material with revised editions. Discard books with outdated teaching methods and fads.	Add to this collection as possible.
Astronomy J 520-529	Order current titles on the space, planets, telescopes, stars, the sun, Earth, time.		Weed titles that are out-of-date that do not feature up-to-date space expeditions.	
Physics J 530-539	Includes books on force and motion, matter, solids, liquids, gases, measurement, water, air and sound information and experiments, light, heat, electricity, magnets, atoms		Weed by condition and replace older material with revised editions.	

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Chemistry J 540-549	Order titles relating to chemistry, elements, mixtures, solutions, acids and bases, crystals, gemstones, minerals.		Weed by condition and replace older material with revised editions.	
Earth Science J 550-559	Includes books about how the earth works, weather, forces of nature, landforms, glaciers, rocks and minerals, diamonds, gemstones, gold, salt, sand, water, natural wonders, the moon.		All general materials should be replaced when new developments occur in the field. Weed outdated books on major disasters and replace with titles discussing long-term aftermath.	
Paleontology J 560-569	Includes books on fossils, various dinosaurs, prehistoric life. A heavily used area.		Materials not being used indicate that it is probably out-of-date. Discard books without color illustrations.	
Life Sciences J 570-579	Includes books on biology, plant and animal-related science experiments, cells and cell function, DNA, stems, seeds, leaves, genetics, food chains, ecosystems, ecology, the forest, grasslands, habitats, microlife, fungus		Weed on condition and discard titles that appear to be dated.	
Botanical Sciences J 580-589	Collect titles on plants, seeds, flowers, leaves, trees		Weed books that lack color illustrations or appear dated.	
Zoology J 590-599	Includes books on general animals, zoos, earthworms, sponges, worms, mollusks, jellyfish, starfish, shells, octopus, squid, snails, crustaceans, insects, skeletons, fish and sea life, amphibians, reptiles, birds, mammals. This is a heavily used area.		Weed on condition and lack of appeal.	

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Conspectus and Collection Guidelines

Applied Science and Technology [J 600-699]: Collection Goal: Maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put well-reviewed titles that fit NY State curriculum demands and core standards and titles of high interest at both Adriance and Boardman Road.	School Library Journal, publishers' catalogs, Baker and Taylor Fast Facts, curated lists on literary websites.	Consult CREW manual. Special weeding required for major changes.	Continually weed both collections to make room for updated titles.
Inventions J 600-609	Include titles about various inventions and inventors.		Weed on condition and currency of information.	
Medicine J 610-619	Purchase titles about medicine, the human body, the five senses, health, growing up, nutrition, yoga, keeping fit, bones, disease, medicine, stem cells, immunization, injury, going to the doctor.		Check for currency at 3-5 years. Check for books that contain harmful information. Most titles are weeded and updated after 10 years.	
Engineering J 620-629	Includes titles about building materials, energy, inclined planes, levers, pulleys, springs, screws, wheels, axles, castles, fighter planes, boats, bridges, buildings, tunnels, trains, dams, environmentalism, fire trucks, airplanes, cars, trucks.		Weed by condition and usage.	
Gardening/Farming J 630-635	Collect titles about farming, tractors, soil, growing fruits and vegetables, gardening.		Discard titles with black and white photographs.	
Pets and farm animals J 636-639	Includes titles on pet care, how to select a pet, types of pets, cows, horses, bees, reptiles, fish		Discard titles with outdated training methods.	

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Cookbooks, organizing, sewing J 640-649	Order titles that are about recycling, food, cooking, nutrition, party planning, sewing, clothing design, fashion, masks, gender-specific interests, babysitting. Also collect cookbooks that reflect diverse cultures.		Weed by physical condition. Nutrition books should reflect food pyramid, not four food groups. Discard dated sewing books.	
Careers, secret codes J 650-659			Weed by physical condition. Keep titles no more than 10 years.	
Manufacturing J 660-689	Includes manufacturing of food, gasoline, oil, gold, iron, the printing press, Legos.		Weed when the books are no longer current and attractive.	
Buildings J 690-699				

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Arts [J 700 - 799]: Collection Goal: To maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put well-reviewed titles that fit NY State curriculum demands and core standards and titles of high interest at Adriance. Maintain a tight and current collection of titles at Boardman Road..	School Library Journal, publishers' catalogs, Baker and Taylor Fast Facts, curated lists on literary websites.	Consult CREW manual. Special weeding required for major changes.	Continually weed both collections to make room for updated titles.
Art History J 700-709	Collect books that cover major periods with students and general interest in mind.		Discard works that are no longer useful and do not include good reproductions of major works of art.	
Architecture J 720-729	Includes regional and well-known relevant architecture		Weed by condition and after ten years.	
J 730-739	Collect books about sculpture, carvings, paper folding, coins, ceramics, metalwork and jewelry.		Weed by condition	
Drawing J 740-744	Cartoons, caricatures, comics, drawing technique, graphic design, illustration. Graphic novels are not included in this collection.		Weed by condition	
Crafts, sewing, knitting J 745-749	Purchase newest craft books. Be mindful not to order craft books that come with materials (yarn, needles, etc)		This collection needs to be fresh and current. Weed by condition.	
Painting J 750-759	Include child-appropriate titles on materials, techniques, periods.		Weed on condition and replace with newer versions when available.	
Prints J 760-769	A small collection. Includes fingerprint art or stamping.			

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Photography J 770-779	Collect age-appropriate titles on materials, techniques and periods.		Weed by condition and date. Current emphasis is on digital photography.	
Music J 780-789	Collect encyclopedias, histories, dictionaries, techniques, song collections, books on musical instruments, music instruction and musical styles		Weed by condition and usage	
Indoor games J 790-795	Collect books on games, parties, puzzles, magic, chess, games of chance, card games. Be mindful not to order books with additional materials.		Weed by condition and currency of topic	
Sports J 795-799	Very popular. Needs constant updating as trends, teams and methods change rapidly.		Weed dated materials.	

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Literature [J 800 - 899]: Collection Goal: Maintain Collection Size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase short stories, writing instruction, classic children's poetry, as well as popular authors, anthologies, retellings of classic literature abridged for children (Shakespeare, Greek classics, Beowulf, etc...), and joke/riddle books. Include authors representing diverse groups of people.	Standard review sources - School Library Journal, Book List, Kirkus, Best of Lists, The Horn Book.	Weed by condition, replacing heavily used standards with new, attractive editions. Weed trendy authors when interest fades. Consider weeding if item hasn't circulated in 5 years.	

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History [J 900 - 999]: Collection Goal:

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular works for general reading. Books to support research, curriculum at the elementary and middle school level.	Standard review sources such as Kirkus, SLJ, Booklist, NYT Best Sellers List, Horn Book Review; best of lists (i.e. Notable Social Studies Trade Books for Young People); award lists (i.e. ALA Youth Media Award winners,); and Publishers catalogs like Marshall-Cavandesh, Scholastic, Mason Crest.	Replace dated materials with newer materials. If possible, replace standard titles that are in demand and in print. Ensure all geographical and chronological areas have representation Books should be no more than 5 years old but consider condition and circulation and take into account if it's rare, seminal or historic work. Replace standard works with newer ones.	
Overview World History	Demand often drives purchase. Collection should tie into the curriculum. Acquire bios of previously underrepresented groups (women, African-Americans, Hispanics, Asian Americans, Arab Americans, Native Americans, Hispanics, individuals from around the world, individuals with disabilities). Current collection is strong.	World histories, time lines, and Chronologies Update when new editions are available, otherwise keep as long as condition warrants.		
Geography, Travel, and the Ancient World J 901-919	Atlases, historical geography, ancient world, Europe, Asia, Africa, North America, South America, Other areas Buy new editions, popular works			

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Ancient History, World Wars, and European, Asian, & African Histories J 930-969	Buy general histories of individual European, Asian, African countries for student use. Collect general histories of wars, some books on battles			
History of North & South America, and the South Pacific including Antarctica J 970-999	General histories of US regions and states, and current general histories of North, South and South Pacific Countries for students. Multiple copies of titles of local interest. Buy heavily -- Presidents, Native Americans, African American history, New York State history.			

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Conspectus and Collection Guidelines

J Biography: Collection Goal: maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase bios that represent diverse groups - African American, Hispanic American, Asian American, Arab American, BIPOC, LGBTQ, women, artists, inventors, scientists, athletes, musicians, civil rights leaders, presidents	Standard review sources (Kirkus, SLJ, Booklist, NYT Best Sellers List, Horn Book Review); best of lists (i.e. Notable Social Studies Trade Books for Young People); award lists (i.e. ALA Youth Media Award winners,); and Publishers catalogs like Marshall-Cavandesh, Scholastic, Mason Crest.	Replace older bios with new ones of better quality. Replace standard titles still in demand, unless newer books exist. Discard carefully when demand subsides. Weed biographies of celebrities when interest fades.	
Individual Biography	Demand often drives purchase. Collection should tie into the curriculum. Acquire bios of previously underrepresented groups (women, African-Americans, Hispanics, Asian Americans, Arab Americans, Native Americans, Hispanics, individuals from around the world, individuals with disabilities). Current collection is strong.			
Collective Biographies	Acquire collective bios of minority groups (women, African-Americans, Hispanics Asian Americans, Arab Americans, Native Americans, Hispanics, individuals from around the world, individuals with disabilities). Cur		Weed items on outdated interests and collections that feature gender or race bias.	Consider moving low circulating materials to the J Reference Collection.

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Conspectus and Collection Guidelines

Autobiographies Memoirs	Include autobiographies that tie into curriculum frameworks (i.e. authors) from diverse groups of people.			
Letters/Diaries	Low demand from children, teachers, or parents. Change this to "include diaries and letters that tie into the curriculum and include diverse peoples."			

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JPC Collection: Collection Goal:

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Small, authoritative collection used by adults and sources for educators. Includes books on general parenting topics and those geared toward the parenting of a special needs child for early childhood through college years. Purchase generally for practical use. Look for well-written, up-to-date materials, and revisions. Avoid trendy titles.	Standard review sources, i.e. Library Journals "Parenting Short Takes", Kirkus Publishers' catalogs, like Woodbine House, Prufrock Press, Active Parenting, Free Spirit. Book suggestions	Timeliness is very important. Check at 3 - 4 yrs. 2 - 3 years at FPC Weed others by condition and usage. Weed as trends change and interest fades	
Generalities 011-028	Bibliographies on best books for children and early literacy development as well as family literacy.			
Psychology 150-159	Child development titles on topics such as self-esteem, friendship, dealing with bullying.			
Religion 200s	Religious/moral parenting. Collect lightly.			
Social Science 300s	Purchase materials for lay person on social, emotional, character, and behavior development of children, step-parenting, grandparenting, divorce and custody, advocacy, and fiscal responsibility. Also,			

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	collect education books; homeschooling, guides for advocating for children in their school. Ex. books on understanding IEPs.			
Language 419	Speech development, baby signs, foreign language instruction.			
Math 510	Collect materials that instruct parents how to teach children math.			
Medicine 610-619	Purchase for lay person on health issues, specific diseases/conditions, autism, ADHD, diet and exercise, basic anatomy. Scrutinize carefully by publisher, author, reviews. Watch for books on new therapies/medical updates.		Check for currency at 3-5 yrs.	
Cookery 641	Collect materials on nutrition/recipes, food allergies, food sensitivities, gluten free, diets for special medical conditions.			
Childrearing 649	Current works and/or authoritative texts by well-known authors (and very selective classics-Spock, Brazelton, Leach). Cover specific age groups, gender differences, discipline issues. Check for revisions.		Keep some classics, but most should be Current, past 5 years.	
Art and Recreation 700s	Collect materials on art and music, play, outdoor and indoor games, family fun, birthday party activities, sports.			

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Conspectus and Collection Guidelines

Literature 800s	Choose poetry for children written by well-known and award winning BIPOC authors. Riddle and joke books. Choose sources for educators.	Look for experts in the field of youth literature.		

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ER: Collection Goal: maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Buy for beginning reader levels. Focus on Pre-K, Grades 1-2, and phonics. Buy multiple copies of items in heavy demand. Regularly purchase attractive new editions of classics. Follow MHLS Resource Sharing guidelines. Defer to the hardcover. Allow trendy titles in paperback. Have diversity audit every 2 years.	SLJ, HB, BL, Kirkus, NYT Bestseller list, Request. School summer reading lists. B&T CATS catalog.	Heavy weeding once a year. Consistent weeding based on space and conditions. Weed items with no circs in 2 years. Use Crew Manual.	Add more Spanish titles.

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YR: Collection Goal: maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Buy series in heavy demand. Maintain attractive new copies of award winners. Follow MHLS Resource Sharing guidelines. Use standing orders for series. Have diversity audit every 2 years.	SLJ, HB, BL, Kirkus, NYT Bestseller list, Request. School summer reading lists. B&T CATS catalog.	Heavy weeding once a year. Weed items with no circ. in 2 years. Consistent weeding based on space and conditions. Use Crew Manual.	Add more Spanish titles.

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Conspectus and Collection Guidelines

J AUDIO CD: Collection Goal: Reduce collection size; CD format becoming obsolete. Increase number of digital audiobook titles in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	No longer purchase.		Weed by space considerations and condition of item.	No longer purchase. Buy Read Along items. Increase online e-collection.

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Conspectus and Collection Guidelines

J AUDIO KIT: Collection Goal: Reduce collection size; CD format becoming obsolete.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	No longer purchase.		Weed by space considerations and condition of item.	No longer purchase. Buy Read Along.

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Conspectus and Collection Guidelines

J READ ALONG: Collection Goal: Increase collection size; increase number of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Regularly purchase copies of popular and bestseller titles. Have diversity audit every 2 years.	SLJ, HB, BL, VOYA, NYT Bestseller list, Request. School summer reading lists. B&T catalog. Wonderbook/Playaway catalog. Purchase from other Read Along vendors.	Refer to Crew Manual for general guidelines. Generally, weed items with no circs in 2 yrs. Weeding must be frequent to keep collection shelved!	Add more Spanish titles.

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J DVDs: Collection Goal: Maintain a strong DVD collection

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
J DVDs		Midwest New Titles, School Library Journal, Video Librarian, Amazon, specialized catalogs, online sources, patron suggestions, donations	Weed by condition. When shelves are getting tight, weed DVDs that are no longer in high demand. Look at the condition of the material when the circulation is high.	Replace billed, missing and lost and paid items. Replace damaged items.
Feature films	Collect new popular films, purchase at release date. Add classics as budget and demand permits.			
High demand DVDs	Collect multiple copies of high demand titles based on resource sharing standards			
Educational DVDs	Collect well-reviewed non-fiction titles			
Television shows	Collect popular children's television shows as budget permits.			

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J Graphic Novels: Collection Goal: Maintain popular graphic novel collection

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Juvenile Graphic Novels	Stand-alone collection as J GN; wide range of reading levels from Pre-K to grade 7; includes popular and well-reviewed titles including manga and nonfiction in graphic novel format. Take note of multi-author series: cutter is the series title. Effort is placed on the collection reflecting a variety of diverse viewpoints and experiences. Considerations include but are not limited to race, gender, physical ability, neurodivergence, ethnicity, and cultural identity. Cultivate a Spanish language collection of JGN. Purchase translations of popular English language series/books, at all levels and when possible, JGN originally published in Spanish.	Kirkus, SLJ, a variety of review blogs and social media Replacement of popular titles	Weed according to the CREW manual and additionally for condition and space. When space demands weed items that have not circulated within one year. replace popular titles and missing/billed installments within series.	Increase space. Interest is not waning and publishing is increasing. In consideration of space, limit new series adaptations to 3 or 5 of the first installments. Evaluate popular series and fill in missing installments.

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Conspectus and Collection Guidelines

Collections for Teen Patrons

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Teen Fiction: Collection Goal: Purchase popular and in-demand titles which will be purchased in duplicate on a case by case basis.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular and in-demand titles New releases Prioritize increasing # of titles from genres that have low representation in the collection	Kirkus SLJ Book lists from publishers, professional library organizations, and reputable book blogs Patron (teens ages 12-18) recommendations	After 3 years of non-circulation Out of date Unreadable/damaged	Routine weeding.

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Conspectus and Collection Guidelines

Teen Non-Fiction: Collection Goal: Collection is focused on non-fiction titles representing multiple points of view and specifically pertaining to the needs and interests of patrons ages 12-18.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole (000-999)	Relevant topical areas with representative and multiple points of view. Topical areas include financial literacy; life skills; college and career development; gender, sexuality, and reproductive rights; voting rights; immigration; cooking; pop culture; the environment and sustainability; substance abuse; social emotional learning; hobbies; social and racial justice; science; history; and biography. No encyclopedias, serial publications, manuscripts or rare books are collected Additional topics may be added or updated as interest/need arise in our teen audience	Kirkus SLJ Book lists from publisher s and reputable book blogs School recommendations for curriculum work Teen (ages 12-18) recommendations	Titles published 5+ years ago (2019 and under) Consider for weeding depending on subject, relevancy, and accuracy Titles that are outdated Unreadable/damaged.	Routine weeding.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Conspectus and Collection Guidelines

Teen Music: Collection Goal: Cease acquisition of music CDs.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	No longer purchase.		Weed by space considerations and condition of item.	No longer purchase. Buy Read Along.

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Conspectus and Collection Guidelines

Teen Video Games: Collection Goal: Cease acquisition for circulation purposes. Weed games for outdated consoles. Purchase more Nintendo Switch games for Teen Video Gaming program (non-circulating)

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect popular games that are of the following ratings: ○ E - Everyone ○ E10+ - Everyone 10+ ○ T - Teen ○ Purchase games for Nintendo Switch	Patron requests Teen recommendations	Weed by outdated gaming consoles (Xbox 360, WiiU, Wii, Playstation 2, etc.) After 2-3 years of non-circulation Unplayable/Non-functioning	Replace damaged non-circulatin g games (for program use) No replacements to be purchased for circulating collection

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Conspectus and Collection Guidelines

Teen Graphic Novels: Collection Goal: Increase size of collection because of increased interest in this format

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Increase collection size, popularity for genre is growing ● Obtain popular titles ● Obtain indie titles ● Expand the diversity representation in the collection.	Kirkus SLJ Book lists from publishers, professional library organizations, and reputable book blogs Patron (teens ages 12-18) recommendations	After 3 years of non-circulation Out of date Unreadable/damaged	Routine weeding
Teen Japanese Manga	Increase collection size, interest in genre is high and exponentially expanding ● Obtain popular titles ● Continue purchasing new volumes in popular series runs ● Purchase volumes 1-3 OR 1-5 of existing series we do not own ● High turnover rate/non-return rate. Monitor collection for gaps in series runs. Replace popular and in-demand series	VIZ Media Book lists from publishers, professional library organizations, and reputable book blogs Patron (teens ages 12-18) recommendations	After 3 years of non-circulation Out of date Unreadable/damaged	Genre subject to heavy losses. Monitor collection for gaps in series runs. Replace popular and in-demand series

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Conspectus and Collection Guidelines

Teen Audiobooks on CD: Collection Goal: Cease acquisition.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Cease acquisitions.		After 2-3 years of non-circulation.	Continue to weed/no replacements to be purchased

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Conspectus and Collection Guidelines

TEEN DVDs: Collection Goals: Cease acquisition.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Cease purchasing *unless requested (see above in **Collection Goals** section)*	Patron requests	After 2-3 years of non-circulation Unplayable/Non-functioning Outdated/Misinformative	Continue to weed/run lists for TEEN DVD collection Move items to SPDY/A Interfile entire collection with ARLA DVD collection No replacements to be purchased

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
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Appendix A: 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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
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- 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.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   **Policy #1103**

Parking on Library District Property

The purpose of this policy is to set rules and regulations for the parking of vehicles on property owned by the Library District.

The Library District hereby establishes the following rules and regulations for the parking of vehicles at Adriance Memorial Library, 93 Market Street, City of Poughkeepsie:

1. The Library District recognizes and complies with the ordinances of the City of Poughkeepsie related to the parking of vehicles on private property, which includes the following:

   a. The Library District shall maintain a license, in good standing, to boot unauthorized vehicles found parking in the parking lot at Adriance Memorial Library.
   b. The Library District will comply with the warning sign requirements of City ordinances.
   c. The maximum recover fee for any booted vehicle will be $25, payable by cash or credit card.
   d. The Library District will maintain a log of all booting activity, as required by City ordinances.

2. Employees listed in the booting application will be the sole individuals able to apply or remove a boot from a vehicle.

3. The Library District will maintain an inventory of boots and locking/unlocking devices in working order to prevent accidental damage to vehicles.

4. Booted vehicles must be "freed" within thirty (30) minutes of receipted payment.

The Library District hereby establishes the following rules and regulations for the parking of vehicles at the Boardman Road Branch Library, 141 Boardman Road, Town of Poughkeepsie:

1. **The Library District recognizes and complies with the ordinances of the Town of Poughkeepsie related to the parking of vehicles on private property.**

The Library District hereby establishes the following rules and regulations for the parking of vehicles at the Sadie Peterson Delaney African Roots Branch Library, 29 North Hamilton Street, City of Poughkeepsie:

1. **The Library District recognizes and complies with the rules and regulations established by the location owners (Family Services, Inc.).**

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1104 - A*

Computer Use and Internet Policy

The Library District establishes this Computer Use and Internet policy to ensure appropriate use of Internet resources.

1. Permitted Access**:** Library District computers offer information through access to the Library District's online catalog, subscriptions to full-text information resources, CD-ROM databases, and the Internet. Patrons using the computers must abide by this Computer Use Policy. The staff will manage computer resources in order to provide equitable access to all patrons. Library District computer access is primarily for reference and research purposes. Therefore, the Library District reserves the right to limit access to personal Internet e-mail, chat rooms, or games. ~~Limited access is offered for use of MS Word.~~ Library District staff will provide reference and research assistance as needed. Generally, the Library District staff will not provide technical support for e-mail.

   Library District computers with Internet access are located in public areas shared by patrons of varying ages, background and sensibilities. Individuals are asked to be considerate about accessing potentially controversial information and images.

   All access requires a valid Library District or MHLS library card. Guest privileges are provided through Borrower Services for out of System visitors.

   The Library District reserves the right to regulate the amount of time patrons may use the computers, based on demand, as well as the right to charge for printing.

   The Library District also reserves the right to limit the type and nature of storage devices used in order to maintain computer functionality.

2. Internet Content**:** Not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic and/or controversial, inflammatory or offensive.

3. Internet Filtering: Filtering software seeks to block access to potentially offensive images and text. All computers are equipped with filtering software, ~~except those computers associated with reference activity and adjacent to staff areas~~. All computers will be labeled in a manner as to clearly indicate if a filter is in use. Filtering software diminishes the likelihood that Internet searchers will inadvertently retrieve text or images that they may find offensive; but this software may also block access to sites that users would consider both useful and inoffensive. Filters are not foolproof.

4. Children's Use**:** Responsibility for, and any restriction of, a child's use of the Internet rest solely with the child's parent(s) or legal guardian. **The Library District requires children and young adults under the age of 18 to have valid Library District library card to use the Internet.** It is not possible for Library District staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern the purchase of written materials may not apply to material accessed electronically.

5. <u>Prohibited Activities</u>**:** Please be aware that display or transmission of obscenity, child pornography, or materials harmful to minors is illegal and is therefore prohibited. Such displays or transmissions may result in appropriate legal action including suspension of library privileges or police intervention.

   The Library District's Internet resources may not be used to conduct a business, to advertise, or to perform any illegal activity, including the deliberate propagation of computer viruses. Furthermore, the computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in a shut down of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.

   The Library District monitors many areas of the premises with video cameras, including areas with public access computers.

6. <u>Damage</u>**:** All users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to attempt to alter, even temporarily, the computer set-up. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. All users accept responsibility for the good working order of the computers and furniture. Parents will be held responsible for any damage done by their children.

7. <u>Security/Confidentiality</u>**:** Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

8. <u>Copyright Warning</u>**:** All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1104- B*

3D Printing Policy and Procedure

Poughkeepsie Public Library District strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of a 3D printer.

Policy: 3D printers are available at the Adriance Memorial Library for library users to make three-dimensional objects using a design that is uploaded from a digital computer file.

1. The 3D printer may be used only for lawful purposes. Patrons may not create material that is:
   a. Prohibited by local, state or federal law.
   b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
   c. Obscene or otherwise inappropriate for the library environment.
   d. In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
   e. Regulated or requires a license to use or carry.
2. The Library reserves the right to deny a 3D print request.
3. The Library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer. It is the patron's responsibility to ensure that an object will print correctly.
4. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
5. The library reserves the right to charge a fee for printing. Current charge is $0.10 per gram of material used in the production of each object. The object will be weighed when it is completed. Any supporting material on the object is to be removed by the patron and is included in the cost of material.
   a. If an item is not picked up, a printing fee of $1.00 will be added to the patron's library account if the object takes two hours or less to print; $5.00 if it takes longer.

Guidelines

1. You must provide a valid email when you submit your project. We will send you an email from makerspace@poklib.org within one business day providing an estimated weight for the object and an estimated completion date. If you do not receive this email, check your Spam or Bulk mail folder. If you still do not see an email from us, please contact us at makerspace@poklib.org .
2. It there is high demand, patrons will be limited to one print job per day.
3. Completion times cannot be predicted nor guaranteed, but most jobs will be available for pickup within 7 days at the Checkout Desk. Staff will notify the patron when the job is complete.
4. Items must be picked up by the individual who submitted the request.
5. All files will be deleted from the library computer system once the print job has been completed.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1104- B*

Procedure

1. Any 3D drafting software may be used to create a design. Acceptable file formats are:
   a. .stl
   b. .obj
   c. .thing
2. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
3. Adriance Memorial Library provides on-site computer access to design software in our Computer Labs (Monday thru Friday 11-1, Tuesday 6-8). Drop in to a Computer Lab if you need this service.

Submitting a Design:

1. Submit files by email to [makerspace@poklib.org.](mailto:makerspace@poklib.org)
2. Staff adds the file to the printing queue and prepares printer for printing.
3. Staff prints item.

Claiming a Completed Item:

1. The library patron will be notified when their completed item is ready to be picked up.
2. Items may be picked up at the Checkout Desk during regular library hours.
3. Items not picked up within 7 days will become property of the library and your card will be charged as noted in Policy above.

Policy and Guidance on Responding to Law Enforcement Requests for Library Records

The Board of Trustees has adopted this policy and guidance statement to assist staff if they are approached by law enforcement seeking information on a patron or another staff member.

Responsibilities of Library Staff

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director or to a designated alternate authorized by the Library Director to respond to requests for records and information.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor a designated alternate is present in the library:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the library director, a designated alternate, or the library's legal counsel.
- If you cannot reach the Library Director or a designated alternate, utilize the procedures outlined below for use by the Library Director or a designated alternate.

An Incident Report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Responsibilities of the Library Director or a designated alternate:

In all cases:
- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order) **for library use records protected by New York State law**:

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney and inform the officer of his right to request records under the Freedom of Information Law (FOIL).
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance.

- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.
- **In the event a request is made for video footage that after review by the Library Director does not violate a patron's right to privacy accorded by New York State law, such footage will be made available to law enforcement upon written request.**

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker or volunteer accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Immediately ask the library's legal counsel to provide advice and assistance.
- Ask the officer if he or she would be willing to delay the search until the library's legal counsel arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a search warrant in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (Orders issued under the USA PATRIOT Act):

- Call the library's legal counsel and ask for assistance.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1111*

- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena.   Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the library's legal counsel arrives.
- If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, he or she cannot inform other library staff or any other person about the order unless authorized to do so by the library's legal counsel.
- If a library worker or volunteer is required to respond to an order issued under the USA PATRIOT Act in the absence of the Library Director or a designated alternate, they should inform the Library Director as the custodian of records. It is not unlawful for library staff or volunteers to refer the agent to the Library Director or her designated alternate; however, except for legal counsel, the staff member or volunteer should not inform anyone else about the order unless authorized to do so by the library's legal counsel.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #1112*

Security Cameras

The Library District uses security cameras to ensure the physical security of its facilities, staff and patrons. A sign is posted at entrances informing the public that security cameras are in use. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital images.

Camera Locations: Reasonable effort is made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment. Camera locations shall not be changed or added without permission of the Library Director.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Access to Digital Images: Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by New York State Law.

Use/Disclosure of Video Records: Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Library Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Requests by Law Enforcement: Library District staff are required to refer any law enforcement request for security camera footage or still photographs to the Library Director. **In order to protect the confidentiality of library use consistent with New York State law,** the Library District does not make security camera footage or still photographs available to any agency of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel is consulted to determine the proper response. **However, if after review it is determined that release of video footage would not violate New York State law, the Library Director may release requested footage upon written request from law enforcement.**

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records that contain patron information.

Requests by the General Public: Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director.

Retention of Digital Images: Images are retained for no longer than 45 days, unless authorized by the Library Director.

New Business Fact Sheet
Approval of Policy: Workplace Violence Prevention Policy and Prevent Program

Recommended By   Board Development & Policy Committee

Current Situation   The Board Development & Policy Committee has completed
                                                         its review of the updated policy related to workplace violence
                                                         prevention 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 Policy #4110 – Workplace
                                                         Violence Prevention Policy and Prevent Program as reflected
                                                         in PPLD Document #052224 – 7A.

Motion   Moved   _____
                                                         Seconded   _____

Result of Action   In Favor   _____
                                                         Against   _____
                                                         Abstaining   _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #4110*

Workplace Violence Prevention Policy and Prevention Program

The Poughkeepsie Public Library is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our staff.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to:

- an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- any intentional display of force which would give an employee reason to fear or expect bodily harm;
- intentional and wrongful physical contact with a person without his or her consent that entails some injury; or
- stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: (a) helping to create an environment of mutual respect for each other and for visitors; (b) following all policies, procedures and practices; and (c) for assisting in maintaining a safe and secure work environment.

All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

> **Contact:** Tom Lawrence, Library Director

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

The Library shall work alongside authorized employee representatives in developing and implementing the Workplace Violence Prevention Program, which at a minimum, shall include:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

No one in the Library District shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to Library property without specific written authorization from the Library Director, or

his/her designee, regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Additional Library policies related to workplace violence include the Policy #1101 A – Patron Code of Conduct and Policy #4110 - Sexual Harassment Prevention.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   **Policy #4110**

Workplace Violence Prevention Program

Risk Evaluation and Determination

The Library District shall conduct a Risk Evaluation and Determination pursuant to the requirements of New York State Labor Law § 27-b and 12 NYCRR § 800.6. The Risk Evaluation and Determination shall consist of the following phases:

1. ***Record Examination (see Appendix 1-A)*:** The Library shall examine any relevant records in its possession, including records compiled in the previous year under New York State Labor Law 27a, concerning workplace violence incidents to identify patterns in the type and cause of injuries. The examination shall look to identify patterns of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals.
2. ***Administrative Risk Factors (see Appendix 1-B)*:** The Library shall assess relevant policies, workplace practices, and work procedures that may impact the risk of workplace violence.
3. ***Risk and Mitigation Efforts Worksheet (see Appendix 1-C):*** The Library District shall review risks identified and record mitigation efforts taken or recommended.
4. ***Evaluation of Physical Environment (see Appendix 2)*:** The Library shall evaluate the workplace to determine the presence of factors that may place employees at risk of workplace violence.

Risk Factors Identified in the Workplace

In accordance with New York State Labor Law § 27-b and 12 NYCRR § 800.6 and pursuant to the Risk Evaluation and Determination conducted by the Library, the following risks have been identified:

- Working in public settings;
- Working late night or early morning hours;
- Exchanging money with the public; and
- Working in small numbers.

Control Methods the Library Uses to Offset and Prevent Workplace Violence Incidents

There are three main types of control measures that will be implemented as part of the safety program to protect employees from recognized hazards, including workplace violence. These measures are referred to as the "hierarchy of control measures" and consist of the following:

- ***Engineering controls*** – eliminate or reduce hazards through substitution or design (e.g., increased lighting, designing secure building access, security hardware, eliminating isolated work areas, and eliminating excessive "cash on hand").
- ***Work Practice Controls*** – eliminate or reduce the hazards by changing organizational policies and procedures (e.g., employment of security personnel, developing building access control procedures, other safety provisions, training).
- ***Personal Protective Equipment*** – eliminate or reduce environmental hazards.

The Library also maintains a Safety and Security Manual which outlines how to reduce threats and handle certain situations that may arise within the Library District.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   Policy #4110

Reporting Workplace Violence Incidents

Any employee or their authorized employee representative who believes that a serious violation of the employer's workplace violence protection program exists, or that a workplace violence imminent danger exists, shall report such matter to the Library Director in the form of a written notice using the online Incident Report Form made available of the Staff Page and shall afford the employer a reasonable opportunity to correct such activity, policy or practice.

Such written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

Post-Incident Response

The Library's post-incident response for incidents of workplace violence shall include:

- Assuring that injured employees receive prompt and appropriate medical care, if needed (this includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency transportation can minimize the harmful consequences of a violent incident.);
- Reporting the incident to the appropriate authorities as required by applicable laws and regulations;
- Securing the premises to safeguard evidence and reduce distractions during the post incident response process;
- Preparing an accident report immediately after the incident, noting details that might be forgotten over time;
- Addressing the need for appropriate treatment for victimized employees (in addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors); and
- Preparing an incident report after the incident and submit to the building administration or direct supervisor.

In the event that critical incident management or crisis counseling following a workplace violence incident in the Library is needed, arrangements will be made through Administration.

Recordkeeping Requirements

The recordkeeping requirements outlined in 12 NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses, must be used to document recordable injuries sustained during violent workplace incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   Policy #4110

appropriate response. The Incident Report will also create a historical record that can be used in the annual risk assessment and program evaluation

For more information on recordkeeping requirements, the NYS DOL Public Employee Safety and Health (PESH) bureau may be contacted at 120 Bloomingdale Road, Room 250, White Plains, NY 10605; 914-997-9514; Fax: 914-997-9528.

If the case is a "privacy concern case" (as defined below), the Library will still develop a Workplace Violence Incident report. However, before sharing a copy of that report with any party other than the Commissioner of Labor, the Library will remove the name of the employee who was the victim of the workplace violence and shall instead enter "Privacy Concern Case" in the space normally used for the employee's name.

A "Privacy Concern Case" includes cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury to illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries and illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Employee Training

The Library shall provide training to each employee on the risks of workplace violence in their workplace or workplaces at the time of the employee's initial assignment and at least annually thereafter.

Such training shall, at a minimum, include the following information:

- Overview of Requirements of the Workplace Violence Regulations;
- Other policies in place that may be relevant;
- Risk factors specified to the workplace that were identified in the risk evaluation; and
- Privacy Concerns.

Please refer to Appendix 4 for additional information on these training topics.

Annual Review of Workplace Violence Prevention Program

The Library shall conduct an evaluation of the effectiveness of the Workplace Violence Prevention Program on an annual basis. The evaluation shall consider, among other things, the effectiveness of control measures, record keeping, and reporting of workplace violence.

Access to this Program

The most current version of this plan will be made available to employees, their authorized representatives, and representatives of the NYS Department of Labor, by contacting the Library Director.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   **Policy #4110**

Appendix 1-A: Record Examination

Date of Examination: _____

Participants in Examination: _____

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.

Record Examination	Results of Examination
Workplace Violence Incident/Accident Reports	
Relevant Personnel Disciplinary Reports	
Summary of Relevant Work-Related Injuries and Illnesses	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #4110*

Appendix 1-B: Administrative Risk Factors

Date of Evaluation: _____

Participants in Evaluation: _____

Instructions: Assess policies, work practices, and procedures that may impact the risk of workplace violence	
Item Assessed	**Record of Assessment and Noted Risks**

Examples of relevant policies:
    Code of Conduct
    Vulnerable Children and Adults
    Sexual Harassment
 	
Examples of work practices and procedures:
    Desks clear of objects which may become weapons (might be relevant in situations where dealing with the public)
    I.D. Badges used
    Periodic check-in procedures
    Procedure on de-escalation
    Location of panic buttons reviewed
    Limit visible clues of carrying money/valuables
    Partnering arrangements, if necessary	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Policy #4110*

APPENDIX 1-C: List of Risks and Mitigation Efforts

Date of Evaluation: _____

Participants in Evaluation: _____

Risks Identified through Record Review and/or Risk Evaluation	Methods and means by which the risk is being addressed
Identified Risk #___	
Identified Risk #___	
Identified Risk #___	
Identified Risk #___	
Identified Risk #___	
Identified Risk #___	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   **Policy #4110**

Appendix 2: Evaluation of Physical Environment

Date of Evaluation: _____

Participants in Evaluation: _____

Location:
Person(s) conducting the evaluation:
Date of assessment:
Instructions: All sections below refer to present conditions. Select "NA" for any items you do not consider applicable to the space being evaluated. This form requires the participation of authorized employee representative(s).

1. Security Features	Yes	No	N/A	Notes/Comments
Reception Area Available				
Barriers to Separate Clients from Work Area				
Emergency Numbers Posted by Phones				
Multiple Exits				
Unobstructed Office Exits				
Door Control(s) i.e., locks, remote buzzer, panic bars				
Door Detector(s) door alarm				
Adequate lighting in and around the workplace				
Parking lot well lighted				
Panic Button(s)				
Video Monitor(s)				
Landscaping to provide unobstructed view of the workplace				
Limiting the posting of signs on windows				
Other:				

Notes:

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2. Risk Factors	Yes	No	N/A	Notes/Comments
Work in public settings				
Work late night or early morning hours				
Exchange money with the Public				
Work alone or in small numbers				
Work in a location with uncontrolled public access				
Areas of previous security concerns				
Other:				

Notes:

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3. Security Guards	Yes	No	N/A	Notes/Comments
Are security guards present at the location				
Are guards posted at entrance(s)				
Do they patrol the building				
Are they provided with communication? If yes, indicate what type in Notes/Comments.				
Any other relevant information				

Notes:

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4.   Description of the Building: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).

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5. **Specific Hazards:** Using the information from Sections 1 - 4, list the specific hazards identified in this evaluation.

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Appendix 3

Workplace Violence Incident and Accident Reports

Incidents and accidents are reported using the Library District's online Incident Report and Accident Report forms found on the Staff Webpage.

Appendix 4

Workplace Violence Prevention Training Outline

Information and training for all employees:

I. Overview of Requirements of the Workplace Violence Regulations

    a. Develop a written policy statement – employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.

    b. Conduct a risk evaluation – employers must examine their workplace to determine if existing or potential hazards exist that might place employees at risk of occupational assaults or homicides.

    c. Develop a workplace violence prevention program – employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents that occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.

    d. Provide training and information for employees – employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

II. Other policies in place that may be relevant

    a. Domestic Violence
    b. Firearms

III. Risk factors specific to the workplace that were identified in the risk evaluation

    a. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
        • Incident alert and notification procedures
        • Appropriate work practices
        • Emergency procedures
        • Use of security alarms and other devices

    b. Procedures to report incidents of workplace violence

    c. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing.)

IV.   Privacy Concerns: How will sensitive information be handled: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.