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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, June 26, 2024

Greenspan Board 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 (*M. Fitzgibbons*)
  - II. Public Comment on Agenda Items
  - III. Board Education: None Planned.
  - IV. Minutes of Previous Meeting(s)
    - A. May 22, 2024 (*T. Lawrence; #062624 – 1*)
  - V. Financial Report(s)
    - A. May 2024 (*R. Gillis; #062624 – 2*)
    - B. Approval of Monthly Warrant (*R. Gillis; #062624 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #062624 – 3, 3.1*)
    - B. President's Report (*M. Fitzgibbons*)
    - C. Board Committee Reports (*Committee Chairs; #062624 – 3.3*)
    - D. Friends of PPLD (*N. Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*N. MacDermott; #062624 – 4; to be distributed at the meeting*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Approval of Revised Policies (*M. Fitzgibbons; #062624 – 5*)
      2. Approval of MOA with CSEA (*C. Hogg; #062624 – 6*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

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

Regular Monthly Meeting: Wednesday, July 24, 2024; 7:00 p.m.

Greenspan Board Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of May 22, 2024**

**Trustees Present**

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurre
- Patricia Ryan
- Laurel Spuhler

**Staff Present**

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

**Other Guest(s)**

- Rebecca Smith-Aldrich, Executive Director - Mid-Hudson Library System
- Barry Ramage, President - Mid-Hudson Library Board
- Richard Swierat, Mid-Hudson Library Board
- Rajene Hardeman, Vice President - Mid-Hudson Library Board

**FPPLD Representatives Present**

- Norma Vazquez, President

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

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee McPhee arrived at 7:08pm
- **Additions/Changes to the Agenda:** A New Business Item has been added.
- **Move/Seconded:** Eagleton, Ferrer.
- **VOTE:** 8 – 0 – 0

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

**III. Board Education:** Presentation from Mid-Hudson Library System (MHLS) Representatives

- Mid-Hudson Director Smith-Aldrich and representatives from the Mid-Hudson Board of Trustees spoke about: board priorities; sustainable funding; planning cycles; annual action plans; annual budgets; fundraising; and member libraries. Some discussion ensued.

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

**A. April 24, 2024 (PPLD Document #052224 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 24, 2024.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions**

**A. April 2024 Financial Activity Report (PPLD Document #052224 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Gillis reported on checks received in April.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #052224 – 2.1)**

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

Vouchers 68649 to 68855 in Warrant 20240523 totaling \$105,882.14

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

Vouchers 68644 to 68706 in Warrant 20240515 totaling \$272,782.24  
 Edited to remove Voucher 68654 totaling \$10,610.06

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

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #052224 – 3)**

- Lawrence reported on: Local History programs; personnel changes; AARP – free tax preparation in Adriance and Boardman branches; the Mexican Consulate on wheels; Jemar Tisby; the Big Read; concert at the Bardavon in November; David Baldacci; upcoming programs; Almshouse program at the Auditorium at the Family Partnership; circulation levels; streaming services budget; phone system upgrades; request sent to Assemblyman Jacobson.
- B. President’s Report:** President Blazek commented on her experience at the Family Partnership ribbon cutting.
- C. Board Committee Reports:** None.
- D. Friends of PPLD:** Lawrence reported on bookstore sales; Friends issues with discarding unwanted items; and the Friends’ attendance at the Poughkeepsie Block Party.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #052224 – 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
Madeleine Thezan	Library Clerk (PT)	Probationary Appointment	6/3/2024	\$22.42/hr
Nicholas MacDermott	Personnel Administrator (FT)	Probationary Appointment	6/17/2024	\$80,000/yr
Kristin Charles-Scaringi	Librarian III (FT)	Probationary Appointment	6/10/2024	\$76,216/yr (Step 5)
Danielle Smith	Custodian (FT)	Provisional Appointment	6/10/2024	\$52,000/yr
Michael Maloney	Custodian (FT)	Provisional Appointment	7/1/2024	\$52,000/yr
Melanie Maglietta	Library Assistant (PT)	Probationary Appointment	6/10/2024	\$28.67/hr
Unnamed	Library Clerk (PT)	Probationary Appointment	Undetermined	\$22.42/hr

- **Moved/Seconded:** Spuhler, Fitzgibbons.
- **Discussion:** Lawrence explained each of the actions and requested the addition of an unnamed part-time Library Clerk position for which interviews are ongoing.
- **VOTE:** 9 – 0 – 0

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

**C. New Business**

**1. Authorization to Write Off Bad Debt (PPLD Document #052224 – 5)**

- **Motion:** 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.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** Some discussion ensued.

- **VOTE:** 9 – 0 – 0

## 2. Approval of Action on Policies: Library Services (PPLD Document #052224 – 6)

- **Motion:** 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.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** Trustee Fitzgibbons explained some of the work from the Board Development and Policy Committee resulting in these revisions. Lawrence explained the Collection Conspectus.
- **VOTE:** 9 – 0 – 0

## 3. Approval of Policy: Workplace Violence Prevention Policy and Prevent Program (PPLD Document #052224 – 7)

- **Motion:** 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.
- **Moved/Seconded:** Fitzgibbons, Eagleton.
- **Discussion:** Lawrence explained the reason for the modification.
- **VOTE:** 9 – 0 – 0

## 4. Approval of Sidebar: Establishing a Custodian Salary (PPLD Document #052224 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the Memorandum of Agreement with regards to the establishment of a salary for Custodian as PPLD Document #052224 – 8A.
- **Moved/Seconded:** Spuhler, Hogg.
- **Discussion:** Trustee Hogg shared discussions from the Personnel Committee regarding the need for this change.
- **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 matters related to negotiations with Labor.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 7:53 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:07 p.m.)

## Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:07 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Typical Balance Sheet Term Explanations**

**ASSETS**

A	12010	<b>General Fund Operating:</b> General Fund checking account
A	12020	<b>General Fund Payroll:</b> General Fund Payroll account
A	12023	<b>General Fund Money Market:</b> Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	<b>Credit Card Transactions:</b> Where our credit card activity is recorded
A	12051	<b>Flex 125 Money Market:</b> Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	<b>Petty Cash:</b> \$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	<b>Cash in Machines:</b> Money in the SAM kiosks. It also includes the balances in the registers
A	13800	<b>Accounts Receivable:</b> This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	<b>Due From Other Funds:</b> 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	<b>Accounts Payable:</b> Outstanding obligation for goods received
A	26012	<b>Payroll Liabilities:</b> Entered at year end for salaries earned in this year to be paid next year
A	26020	<b>Flex125 Exchange:</b> Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	<b>Benefits Exchange:</b> Where we book money paid by employees for benefits they pay for
A	26030	<b>General Fund Exchange:</b> 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	<b>Due To Other Funds:</b> 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	<b>State Retirement Accrual:</b> The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	<b>Accrued Interest Payable:</b> 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	<b>Budgeted Revenues:</b> 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	<b>Encumbrances (+PYCF*):</b> 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	<b>Expenditures (+PYCF*):</b> What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	<b>Encumbrance Reserve (+PYCF*):</b> Part of the budgeted money to be spent that is already committed to be spent
A	38670	<b>Compensated Absences Reserve:</b> Where we book the activity incurred when paying departing employees for earned absences
A	39090	<b>Unreserved Fund Balance:</b> Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	<b>Fund Balance (Start of Year:</b> 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	<b>Appropriations Budget (+ PYCF*):</b> This year's budget to spend plus prior year rollover.
A	39800	<b>Revenues Received:</b> The actual revenue received to date

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of May 2024**  
**Financial Activity – Narrative Report**

**General Fund (Fund A; \$6,031,399)**

- Receipts for the month totaled \$27,850 which included \$2,482 in library charges, \$12,968 in interest, and \$5,569 in donations. Included in the donations total was \$5,556 in legislative funds from Assembly Member Didi Barrett.
- Disbursements for the month totaled \$893,178.41 which included \$679,738 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$ 282,402
  - McCalley Fund 52,000
  - Swartz Fund 70,805

**Special Revenue Fund (Fund CM; \$421,291)**

- Receipts for the month totaled \$1,008 in interest.
- The receipts for the month also reflect a net increase of \$3,306 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 510

**Permanent Funds (Fund PN; \$493,644)**

- 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; \$668,933)**

- Receipts for the month included interest of \$2,609.
- Disbursements for the month included \$75,425 for interest on the Town of Poughkeepsie 2008 library bond.

**Note:** Check 67142 in the amount of \$10,610.06 was removed and voided from the 20240523 warrant. The warrant grand total less this check is \$262,172.20.



**GENERAL FUND YEAR-TO-DATE**  
EXPENSE REPORT MAY 2024

FOR 2024 05

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,802,699	4,802,699	1,861,857.69	381,561.08	2,604,565.74	336,275.57	93.0%
22 EQUIP & CAPITAL OUTL	137,250	137,790	22,305.49	17,102.66	10,306.78	105,177.67	23.7%
30 MATERIALS	498,476	541,567	179,572.65	25,158.36	29,070.03	332,924.23	38.5%
32 INFORMATION SVC	71,000	71,000	18,133.16	.00	.00	52,866.84	25.5%
50 OPERATIONS	1,578,464	1,607,104	570,777.58	95,754.76	288,980.45	747,345.94	53.5%
51 AUTOMATION	142,306	143,172	36,741.56	.00	23,715.60	82,714.94	42.2%
91 EMPLOYEE BENEFITS	2,484,634	2,485,111	1,165,130.59	298,176.55	677,826.32	642,153.96	74.2%
92 DEBT SER	1,341,676	1,341,676	422,675.00	75,425.00	.00	919,001.00	31.5%
<b>GRAND TOTAL</b>	<b>11,056,505</b>	<b>11,130,119</b>	<b>4,277,193.72</b>	<b>893,178.41</b>	<b>3,634,464.92</b>	<b>3,218,460.15</b>	<b>71.1%</b>

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

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20240515

### Warrant Summary

WARRANT: 20240515 05/15/2024  
 DUE DATE: 05/15/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
A	A00000	General Fund Expenses	Rental-Staff Parking(	274.70	703.60
A	A00000	General Fund Expenses	Rental-Staff Parking	800.00	1,900.00
A	A00000	General Fund Expenses	Rental Of Quarters-Po	1,114.25	661.45
A	A00000	General Fund Expenses	Other Operational Exp	665.00	3,425.00
A	A00000	General Fund Expenses	Other Oper Exp-Bookmo	485.00	200.00
A	A00000	General Fund Expenses	Vehicle Operations	162.88	1,801.21
A	A00000	General Fund Expenses	Medical Insurance	227,616.97	160,549.87
A	A20000	Building Services	Professional Fees- Bl	654.60	52,860.97
A	A20000	Building Services	Other Oper-Trash	661.22	308.00
A	A20300	Greene Services	PROGRAMMING	7,500.00	5,000.00
A	A71000	Adriance	Telephone Adriance	1,093.41	3,174.01
A	A71000	Adriance	Internet Services Adr	6,049.30	12,089.50
A	A71000	Adriance	Internet Serv-Hot Spo	1,764.33	-87.40
A	A71000	Adriance	Fuel & Utilities AML	10,187.39	25,944.80
A	A73000	Boardman Road Branch	Telephone - Boardman	144.89	320.00
A	A73000	Boardman Road Branch	Internet Services- Bo	1,650.00	4,217.22
A	A73000	Boardman Road Branch	Fuel & Utilities -Boa	4,794.93	-1,270.00
A	A74000	Sadie Peterson Delany	INTERNET SERVICES	84.99	4.00
A	A74000	Sadie Peterson Delany	INTERNET SERVICES-GRE	3,310.06	2,530.00
A	A74000	Sadie Peterson Delany	RENTAL OF QUARTERS -	3,768.32	3,310.00
			<b>FUND TOTAL</b>	<b>272,782.24</b>	
			<b>WARRANT SUMMARY TOTAL</b>	<b>272,782.24</b>	
			<b>GRAND TOTAL</b>	<b>272,782.24</b>	



# Poughkeepsie Public Library District

## ACCOUNTS PAYABLE WARRANT REPORT

### Warrant Summary

WARRANT: 20240523 05/23/2024  
 DUE DATE: 05/23/2024

FUND	ORG	ACCOUNT	AMOUNT	AVL B BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 3,531.16
A	A00000	General Fund Expenses	A .7410.000.00.52800 .	Furniture,Fixtures & 11.23 18,563.66
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Office & Library Supp 3,614.25 8,478.83
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & PRINTING - GENER 308.89 12,081.71
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed/ Regional & N 1,342.99 23,402.02
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed/Webinar 79.00 598.56
A	A00000	General Fund Expenses	A .7410.000.00.54380 .	Membership Dues 160.00 1,153.00
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance 662.49 -8,100.00
A	A00000	General Fund Expenses	A .7410.000.00.59060 .	Medical Insurance 274.48 160,162.89
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimb 4,612.10 990.20
A	A10000	Administration	A .7410.100.00.54370 .	Professional Fees - A 800.00 400.00
A	A20000	Building Services	A .7410.200.00.54300 .	Custodial Supplies 897.19 4,178.13
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Fees- BI 9,742.50 47,798.47
A	A20000	Building Services	A .7410.200.00.54390 .	Rental, Repair & Main 538.22 4,670.20
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs 86.19 1,506.00
A	A20000	Building Services	A .7410.200.00.54523 .	Landscaping/Grounds M 3,303.40 8,400.00
A	A20000	Building Services	A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBI 228.12 0.00
A	A20000	Building Services	A .7410.200.00.54730 .	Vehicle Maintenance 489.63 3,209.27
A	A20300	Greene Services	A .7410.203.02.54100 .	BOOKS 4,720.38 109,468.33
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books-Digital 9,353.62 15,446.55
A	A20300	Greene Services	A .7410.203.02.54292 .A211	I 128.22 460.52
A	A30000	Advancement Services	A .7410.300.00.54300 .	Advancement Services 1,468.32 456.96
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Fees 856.47 16,231.85
A	A41000	Adult Services	A .7410.410.00.54292 .	Programming Adult Svc 821.94 7,539.84
A	A43000	Borrower Services	A .7410.430.00.54292 .	Programming-Extension 25.44 1,553.48
A	A43000	Borrower Services	A .7410.430.00.54300 .	Borrower Ser Supplies 1,399.67 10,397.58
A	A44000	Collection Service	A .7410.440.00.54100 .	Collection Serv Books 2,684.24 2,174.06
A	A44000	Collection Service	A .7410.440.00.54110 .	Collection Serv Video 478.66 23,168.84
A	A44000	Collection Service	A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGIT 6,016.43 27,491.42
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio 1,525.28 29,300.97
A	A44000	Collection Service	A .7410.440.00.54130 .A211	SERIALS - DIGITAL 29.95 440.10
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe 407.75 3,048.00
A	A45000	Youth Services	A .7410.450.00.54292 .	Programming Youth 1,019.97 12,701.13
A	A45000	Youth Services	A .7410.450.00.54292 .A218	PROGRAMING-Pough Book 11,819.52 2,489.02
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth ( 418.63 4,765.13
A	A46000	YA Services	A .7410.460.00.54292 .	Programming YA 1,547.31 3,021.91
A	A50000	Business Office	A .7410.500.00.54292 .	Contingency for Grant 142.58 2,857.42
A	A50000	Business Office	A .7410.500.00.54300 .	Ink & Toner 238.88 5,731.14
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Fees - B 623.30 23,681.57
A	A60000	Information Tech	A .7410.600.00.52800 .	Equipment IT 2,291.43 20,196.04

Report generated: 05/22/2024 13:40:32  
 User: Trina Blomquist (tblomquist-martinez)  
 Program ID: apwarrnt

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT

A	A60000	Information Tech	A	.7410.600.00.52800	.A247	FF&E-Technology Upgra	14,800.00	70,170.15
A	A60000	Information Tech	A	.7410.600.00.54370	.	Professional Fees- So	359.88	18,675.60
A	A60000	Information Tech	A	.7410.600.00.54390	.	Rental, Repair & Main	383.61	2,783.91
A	A71000	Adriance	A	.7410.710.00.54131	.	Newspapers	154.60	2,480.40
A	A71000	Adriance	A	.7410.710.00.54310	.	Telephone Adriance	9.99	3,174.01
A	A71000	Adriance	A	.7410.710.00.54320	.	Internet Services Adr	5,750.00	12,027.00
A	A73000	Boardman Road Branch	A	.7410.730.00.54131	.	Newspapers - Boardman	195.20	1,962.40
A	A73000	Boardman Road Branch	A	.7410.730.00.54320	.	Internet Services- Bo	2,000.00	4,154.72
A	A73000	Boardman Road Branch	A	.7410.730.00.54500	.	Fuel & Utilities -Boa	218.97	-1,270.00
A	A74000	Sadie Peterson Delany	A	.7410.740.00.54320	.A203	INTERNET SERVICES-GRE	3,310.06	2,530.00
<b>FUND TOTAL</b>							<b>105,882.14</b>	
<b>WARRANT SUMMARY TOTAL</b>							<b>105,882.14</b>	
<b>GRAND TOTAL</b>							<b>105,882.14</b>	



**GENERAL FUND YEAR-TO-DATE**  
REVENUE REPORT MAY 2024

FOR 2024 05

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	8,154,668	8,154,668	8,154,668.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,241,676	1,241,676	1,241,676.36	.00	-.36	100.0%
42082 LIBRARY CHARGES	20,000	20,000	11,282.39	2,482.06	8,717.61	56.4%
42401 INTEREST EARNINGS	45,000	45,000	42,067.06	12,967.51	2,932.94	93.5%
42705 DONATIONS	150,000	155,000	5,950.99	5,568.76	149,049.01	3.8%
42752 ANNUAL APPEAL	30,000	30,000	26,500.00	.00	3,500.00	88.3%
42753 DONATIONS IN KIND	81,983	81,983	34,159.55	6,831.91	47,823.45	41.7%
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	.00	177,474.00	76.2%
<b>GRAND TOTAL</b>	<b>11,056,505</b>	<b>11,061,505</b>	<b>10,175,370.55</b>	<b>27,850.24</b>	<b>886,134.45</b>	<b>92.0%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2024 5

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	-288.74	3,014.62
A	12020	General Fund Payroll	.00	599.19
A	12023	General Fund Money Market	-736,597.72	4,373,019.35
A	12040	Credit Card Transactions	744.91	2,658.24
A	12051	Flex 125 Money Market	119.22	4,046.13
A	12100	Petty Cash	288.74	13,166.77
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	717.72	282,402.15
A	12400	CASH SPECIAL RESERVES-SWARTZ	179.95	70,805.49
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-75,425.00	1,266,019.09
<b>TOTAL ASSETS</b>			<b>-810,260.92</b>	<b>6,031,398.59</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	497.64	-8,107.27
A	26020	Flex125 Exchange	-109.40	-3,573.61
A	26021	Benefits Exchange	119.74	9,238.59
A	26030	General Fund Exchange	-1.50	-2,464.31
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-55,573.73	-705,263.99
<b>TOTAL LIABILITIES</b>			<b>-55,067.25</b>	<b>-29,717.63</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	11,061,505.00
A	35210	Encumbrances (+ PYCF)	-836,877.36	3,669,433.75
A	35220	Expenditures (+ PYCF)	893,178.41	4,277,193.72
A	38210	Encumbrance Reserve (+ PYCF)	836,877.36	-3,669,433.75
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-112.60	481,620.11
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	112.60	-11,130,118.79
A	39800	Revenues Received	-27,850.24	-10,175,370.55
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>865,328.17</b>	<b>-6,001,680.96</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>810,260.92</b>	<b>-6,031,398.59</b>

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2024 5

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	2,607.53	397,934.45
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	3,306.07	23,081.26
TOTAL ASSETS			5,913.60	421,290.79
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	.00	568,185.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-361,092.78
CM	39800	Revenues	-5,913.60	-8,192.14
TOTAL FUND BALANCE			-5,913.60	198,900.08
TOTAL LIABILITIES + FUND BALANCE			-5,913.60	-421,290.79

BALANCE SHEET FOR 2024 5

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.30	510.38
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
TOTAL ASSETS			1.30	35,272.12
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
<b>FUND BALANCE</b>				
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	-1.30	-6.32
TOTAL FUND BALANCE			-1.30	22,826.49
TOTAL LIABILITIES + FUND BALANCE			-1.30	-35,272.12



# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2024 5

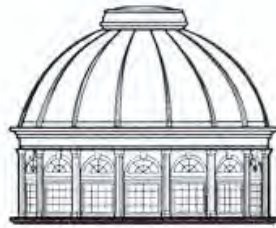
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	3,306.07	375,244.72
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			3,306.07	493,644.18
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-3,306.07	-14,826.33
TOTAL LIABILITIES			-3,306.07	-14,826.33
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-3,306.07	-493,644.18

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2024 5

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	-72,815.89	953,624.78
V	13910	DUE FROM OTHER FUNDS	.00	-284,691.45
	<b>TOTAL ASSETS</b>		<b>-72,815.89</b>	<b>668,933.33</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	75,425.00	-509,500.98
	<b>TOTAL LIABILITIES</b>		<b>75,425.00</b>	<b>-509,500.98</b>
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-134,065.82
V	39800	Revenues	-2,609.11	-6,085.53
	<b>TOTAL FUND BALANCE</b>		<b>-2,609.11</b>	<b>-159,432.35</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>72,815.89</b>	<b>-668,933.33</b>

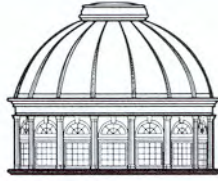


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – JUNE 2024

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#### Significant Service Changes, Challenges or Accomplishments

- **Personnel:** We are nearing the end of an onslaught of personnel issues and preparing for our annual payroll certification with Civil Service. With the hiring of the Personnel Administrator, much of what I have been doing for the past 3 – 4 months will shift and I can again return my focus to planning, policy, and institutional development.
- **Safety and Security:** I had indicated in my May report that the revised Safety & Security Manual would be presented for approval at the June trustees meeting. Other matters have taken priority over this one but it will be on track for approval at the July meeting.
- **Big Read:** Planning for this year's Big Read is well underway. Primary coordination of this year's program will be done by Michele Muir, the Library District's Development Officer. The flier announcing this year's titles is attached.

#### Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs. Comparing January to May 2024 to 2023, general attendance is up 8%, checkout of print materials is up 6.23%, and digital checkouts is up 18.78%. Program attendance is up, as well. We have offered 4.23% more programming with an increase of 16.13% in attendance. The Book Festival and the Baldacci event are key factors in this growth.
- See attached manager reports for recent activity.

#### Outreach and Professional Development

- I would like to see Board of Trustees 2024 training completed by October 1, please.
- The MHLS Annual Meeting is scheduled for Friday, October 25, at the FDR Library's Wallace Center. I will keep you advised of when registration opens.

#### Collection Development

- I have received a concern from a patron regarding a title in the Children's Section at the Boardman Road Branch Library. I advised the individual of the Library District's processes for the reconsideration of a title but have yet to receive a formal, written request.

#### Buildings

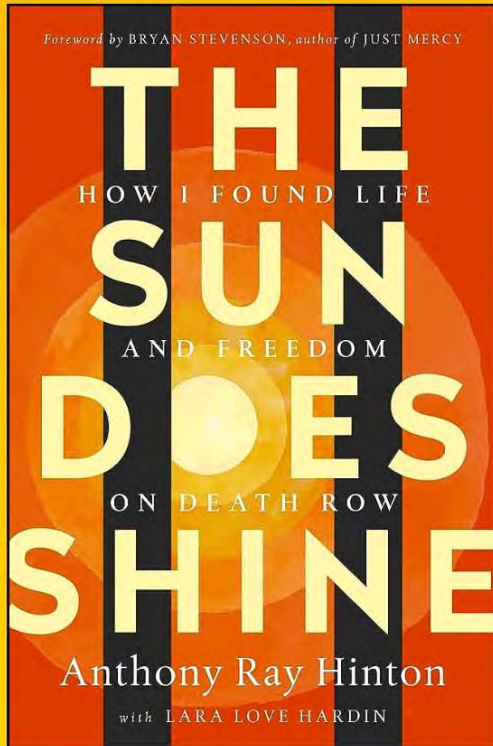
- Boardman Road: Nothing of particular to note.
- Adriance: Nothing of particular to note.

#### Staffing

- See Personnel Actions, if applicable.



# POUGHKEEPSIE BIG READ



## RECOGNIZING 60 YEARS OF THE CIVIL RIGHTS ACT

### Introducing our 2024 titles

***The Sun Does Shine: How I Found Life and Freedom on Death Row* by Anthony Ray Hinton**

A powerful, revealing story of hope, love, justice, and the power of reading by a man who spent thirty years on death row for a crime he didn't commit.

### LITTLE READ Options for Educators



### TEEN READ **Run** by John Lewis and Andrew Aydin

The sequel to #1 *New York Times* bestselling graphic novel series *March* — the continuation of the life story of John Lewis.



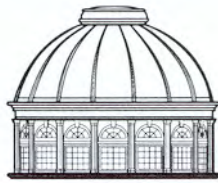
Lesla Cline-Ransome, author of *Fighting with Love: The Legacy of John Lewis*, will be available for six school visits, October 29 & 30.

Scan the QR code or visit [bit.ly/BR24info](https://bit.ly/BR24info) to sign up for this year's Big Read and to receive more information.

**PP LD** POUGHKEEPSIE PUBLIC LIBRARY DISTRICT



**poklib.org**  
**(845) 485-3445**



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Youth Services

**Time Period of Report:** Month of May

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**Focus Activity:** Rover Visit to Astor Services for Children and Families, Sheafe Rd site, Monday, May 20th.

**Intended Outcome(s) of Focus Activity:** The purpose of this visit was to issue library cards to families with young children, have them and the site's teachers check out books from Rover, and to let people know about the early literacy programs available at PPLD locations.

**Manager Observations of Activity and Outcomes:** This visit was very successful. I was on site from 10am to noon and saw 61 children, several parents and classroom teachers over the course of the two hours. Each class, toddler, preschool, and UPK, came out for 20 minute intervals and I saw a total of 5 classes.

For each class, I briefly talked about the library and the bookmobile. I issued cards to parents who then checked out books for their children. Teachers also checked out books to share in their classrooms.

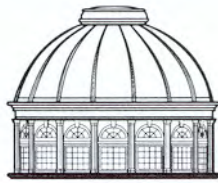
Each child received a bag to take home that included the May/June Youth Explore and Explorando, a graded bookmark that lists recently published books in the Library's collection, special events fliers, and a "How to Get a Library" card bookmark in both English and Spanish, stickers and a simple take home craft.

**Impact of Activity:** The parents and teachers were very excited to be able to get a library card on the spot and use it that day to check out and bring home books. Partnerships like these with Astor and local schools are so important in supporting the early literacy development of children.

Meeting face to face with parents and teachers allows us to answer their questions about getting a library card and the types and purposes of our youth services at each branch.

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

**Date of Report:** 6/1/2024



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Beth Vredenburg

**Department:** Branch and Extension Services

**Time Period of Report:** May/June 2024

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**Focus Activity:** Though there are many activities going on in the various departments I serve, the focus of this report is the SPD Open House on May,10 2024

**Intended Outcome(s) of Focus Activity:** The intended outcome of this activity was to be a part of the building wide large event and create awareness of the newest and third library branch. The goal was to bring new patrons and stakeholders into the library.

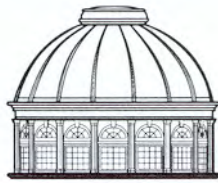
**Manager Observations of Activity and Outcomes:** The library open house brought 82 people into the library to see the space and interact with library staff. Beth and Michele, along with Board President, Diane, attended the Family Partnership Center grand opening and met with many Family Partnership Center stakeholders in the community. The library and it's importance in being a part of the Family Partnership Center was mentioned by three New York state representatives during the day's presentation. It's great to know that we are highly regarded.

We also held our own open house during the hours of 10-4. We were busiest between the hours of 2-4 pm.

**Impact of Activity:** Hopefully the SPD Open House brings new families and patrons to the SPD. This will be an ongoing discovery.

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

**Date of Report:** 6/6/2024



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

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**MANAGER'S MONTHLY REPORT**

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**Manager Name and Title:** Bruce Sullivan, Network Analyst

**Department:** Information Technology

**Time Period of Report:** May 1st -31st

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**Focus Activity:** All of PPLDs Technology is up and running as expected. Replaced printer in Tech Services that was having issues reliably printing holds, Resolved issue with Credit card machine at SPD, Testing new images of public PC's at Boardman. These PC's will be running windows 11. Ordered additional monitors and PC stands for new PC's. Set up and removed employees as needed. Moved secondary copier from Adult Services to SPD to support copy needs. Confirmed amount of Sam PC's and Activity Manager licenses. Updated SPF and DKIM records as needed to ensure they are up to date with current requirements. Installed a PC connected to Teen Room TV to highlight upcoming events.

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

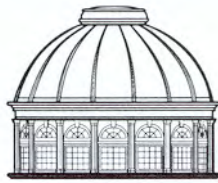
**Manager Observations of Activity and Outcomes:** Ongoing

**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:** 6/10/2024





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### MANAGER'S MONTHLY REPORT

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

**Department:** Advancement

**Time Period of Report:** May 2024

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**Focus Activity:** PPLD's 2023 Annual Report

**Intended Outcome(s) of Focus Activity:** Complete annual report by end of May

**Manager Observations of Activity and Outcomes:** Creation of the 2023 Annual Report was a bit different this year, as we eliminated the usual list of PPLD and FPPLD patron donations and dollar amounts. Instead, we had an opportunity to have the Library District's vision and impact take the focus.

With more space to tell the story, we could showcase the work we did in pictures and statistics that vibrantly communicate our services and programs. We were able to visually convey that thousands of patrons were engaged, attended, and borrowed, and so on. The theme we settled on was the Hudson River, and the success of the Big Read with The Boys in the Boat and the breadth of programming around that title.

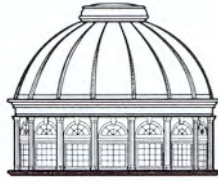
Of course, in keeping with requirements, the report will have the 2023 Financial Statement, include the contributions of the Friends of PPLD, recognize two major donor families in memoriam of loved ones, and feature a message from our Trustee President, Dianne.

The printed report will be available in early June, and mailed to 450 donors.

**Impact of Activity:** Input from various departments from Finance to Design to proofing, plus final year-end numbers all contributed in the report's completion. And as usual in the Advancement Dept., May was busy with the birthing of the July-August Rotunda and website development.

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

**Date of Report:** 6/10/2024



## 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:** May 2024

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**Focus Activity:** A.I. in Programming

**Intended Outcome(s) of Focus Activity:** Exploring new technology and how it can be used to facilitate programming and creativity

**Manager Observations of Activity and Outcomes:** In May we offered two programs that featured the use of A.I. On May 1st, Shannon Butler debuted a new lecture: "Inmates: Tales from the Poughkeepsie Almshouse." Because of the time period covered (mid 1800's-early 1900's), there was very little in the way of photographic evidence of the places and people discussed in this lecture.

In order to liven the presentation, Shannon turned to A.I. imagery technology, to help create images and composite portraits of some of the individuals she highlighted in her lecture.

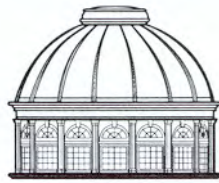
On May 11th, Librarian Deb Shon hosted a day long seminar in which participants worked with a local facilitator to collaboratively create a children's book using A.I. tools. Held in our computer lab, this seminar brought together a focus on creativity and using technology to enhance innate skills, as well as learning how to create and eventually publish an e-book.

**Impact of Activity:** The addition of the images in Shannon's program enlivened and brought humanity to a subject that can be difficult to grasp and relate to. Without these created characters, the presentation would have relied exclusively on newspaper articles and ledgers, which, while fascinating, are not the most visually arresting.

Deb's program gave writers an opportunity to delve more deeply into tools and technologies that they may otherwise have felt intimidated by, in a comfortable environment, and led by someone well versed in its use.

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

**Date of Report:** 6/10/2024



## 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:** May 2024

**Focus Activity:** Planetarium partnership with Discovery Museum

**Intended Outcome(s) of Focus Activity:** In May, thanks to a grant that was rewarded to the Discovery Museum, we were able to partner up with them to bring their pop-up planetarium to Adriance. This was a one night event from 3:30-6:15pm and we had patrons register for 45 minute blocks. My goal in this partnership was to open up a unique experience to our patrons that may not be able to otherwise visit the museum. Either because of financial restraints or some other reason.

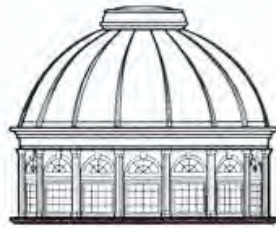
**Manager Observations of Activity and Outcomes:** Every timeslot in Eventkeeper was full with a waiting list. The first and last session actual attendance was full, the middle timeslot was very low in attendance. If we were to do it again we may need to go longer or on a weekend.

**Impact of Activity:** Overall, everyone who went through the planetarium raved about it. We had a grandmother and grandchild who were not registered but I let them go in and they told me they have never seen anything like this before and were appreciative about being given the opportunity to experience it. I would love to bring the planetarium back, they have various shows and movies that can be run through their software.

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

**Date of Report:** 6/10/2024





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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Board Committee Reports**

<b>Meeting:</b> Board Development & Policy Committee		<b>Date:</b> Monday, June 17, 2024
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<input type="checkbox"/>
<b>Minutes Prepared By: T. Lawrence</b>		

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

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

- **Trustee Candidates:** The Committee discussed the status of trustee recruitment and petition filing.
- **Policy Review:** The Committee reviewed the following policies (with recommended action stated parenthetically):
  - Administrative Policy Review (all recommended for approval/action at the June 26 Board of Trustees meeting):
    - requiring approval by the Board of Trustees
      - #3101 – Public Comment at Public Meetings
      - #3102 – Minutes of Meetings
      - #3103 – Conflict of Interest
      - #3104 – Code of Ethics
      - #3105 – Information Management
      - #3106 – Equity, Diversity, and Inclusion
      - #3107 – Whistleblower Protection
      - #3108 – FOIL (Freedom of Information Law) Requests
      - #3201 - Theft
    - reviewed but edits required (Lawrence will provide revised draft for Committee consideration):
      - #3202 – Safety and Security
    - reviewed but considered duplicative to \$4110 – Workplace Violence Prevention
      - #3203 – Workplace Hostility and Violence Prevention
  - Upon completion of this ongoing review project, all policies will be reviewed for consistent use of non-binary pronouns.
- **Employee and Safety and Security Handbooks:** Final review by counsel and staff is complete. Will send to the Committee in July for their review and recommendation for approval to the Board of Trustees.
- **Operations During Excessive Heat:** The Committee discussed the issue and developed suggestions for Administration to consider. This is an issue of practice and not for negotiations.
- **Request for Re-Evaluation:** The Library District has received a Request for Re-Evaluation of Material and is proceeding with procedures established in Policy #1202 – Material Selection and Access Policy

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

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

**3. Upcoming Agenda Items:**

- Library District Personnel policies.
- Possible community advisory board.

**Next Scheduled Meeting Date**  
 Monday, July 29, 2024; 6:30pm  
*(date, time, and location subject to change)*

The meeting adjourned at 7:20pm.

**Next Scheduled Meeting Date**

Monday, July 29, 2024; 6:30pm

*(date, time, and location subject to change)*

<b>Meeting:</b> Finance Committee		<b>Date:</b> Thursday, June 13, 2024
<b>Attendance</b>		
<u><b>Committee Members Present</b></u>	<u><b>Other Trustees Present</b></u>	<u><b>Guest(s) Present</b></u>
<input type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton <input type="checkbox"/> Chip Hogg <input checked="" type="checkbox"/> Mary Moore <input type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input type="checkbox"/>  <u><b>Staff Present</b></u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>
<b>Minutes Prepared by:</b> T. Lawrence		

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

1. **Business Items:** The following topics were discussed:
  - **Monthly Financial Report:** The May 2024 report, which was previously distributed, was recommended for approval at the June meeting of the Board of Trustees.
  - **2025 Budget:** The Committee reviewed and discussed the draft budget prepared by Administration. While the current version is in Excel, future versions will be in MUNIS, only; staff need to better understand how to integrate personnel projections into the Next Year Budget Entry process in MUNIS. The draft proposal carries a 5.31% increase in the tax levy. Lawrence and Gillis will continue to work on the draft with the aim of lowering the proposed levy.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Monthly financial report.
  
3. **Upcoming Agenda Items:**
  - Inventory of capital needs.
  - Multi-year budget planning.

**Next Scheduled Meeting(s) Date**  
 Monday, July 15, 2024; 6:30 p.m.  
 Greenspan Board Room - Adriance Memorial Library  
*(time, date, and location subject to change)*

**New Business Fact Sheet**

Approval of Action on Policies: Administrative Policies

**Recommended By**

Board Development & Policy Committee

**Current Situation**

The Board Development & Policy Committee has completed its review of all Library District administrative 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 the following policies:

- #3101 – Public Comment at Meetings
- #3102 – Minutes of Meetings
- #3103 – Conflict of Interest
- #3104 – Code of Ethics
- #3105 – Information Management
- #3106 – Diversity
- #3107 – Whistleblower Protection
- #3108 – FOIL Requests
- #3201 – Theft
- #3202 – Safety & Security

And that the following policy be rescinded as being duplicative with newly revised #4110 – Workplace Violent Prevention:

- #3203 – Workplace Hostility & Violence

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**Motion**

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

**Result of Action**

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



**Public Comment at Public Meetings**

A comment period will be available at the beginning of each public meeting, so that Library District residents, staff, and other interested parties may speak to issues and make inquiries concerning agenda items and/or items concerning the Library District. Generally, remarks are to be limited to **five three** minutes and each speaker to one appearance. Questions directed to the Board, **if not answered immediately**, will be noted and responded to within one week, if possible.

Those wishing to suggest agenda items should contact Board members or the Library Director.

If more citizens wish to comment than time allows, an additional period will be available at the end of the business meeting. The presiding officer shall make all decisions regarding recognition and time allowed to each speaker.

### **Minutes of Meetings**

In compliance with New York State's Open Meetings Law, the Library District shall maintain written minutes of all official meetings of the Library District. Minutes shall reflect meeting attendance. Such minutes shall be prepared by the Library Director for timely distribution to Trustees and other interested parties. Approved minutes will be available to the public.

Meetings of the Board of Trustees shall be recorded; ~~with tapes,~~ which shall be ~~erased after~~ **destroyed** four months following approval of the written minutes. Minutes shall note all actions of the Board, reports, and general points of discussion. Where requested by a Trustee(s), the minutes shall include specific statements.

Written minutes shall be kept for all committee meetings of the Board of Trustees. Such minutes will follow the same format as those for the meetings of the Board of Trustees. Committee meetings shall not normally be recorded.

### **Conflict of Interest**

Definitions: Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

- (a) "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or their relative, whether as a result of a contract with the Poughkeepsie Public Library District or otherwise. For the purpose of this policy, a Library District officer or employee shall be deemed to have an interest in the contract of:
  - (I) A relative except as to a contract of employment with the Library District
  - (II) A firm, partnership or association of which such officer or employee is a member or employee;
  - (III) A corporation of which such officer or employee is an officer, director or employee;
  - (IV) A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or their relative.
- (b) "Legislation" means a matter which appears on the agenda of the Library District Board of Trustees or on the agenda of a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances or resolutions.
- (c) "Officer" or "Employee" means an elected or appointed officer or employee of the Library District, whether paid or unpaid.
- (d) "Relative" means spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, member of the immediate household or legal guardian of any of said persons of an officer or employee or of the spouse of the officer or employee.
- (e) "Spouse" means the husband, wife or committed partner under the law of an officer or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct: Every officer or employee of the Library District shall be subject to and abide by the following standards of conduct:

- (a) Gifts. No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.
- (b) Confidential Information. No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Policy #3103**

- (c) Disclosure of Interest in Legislation. To the extent known, any officer or employee of the Library District who participates in the discussion or gives an official opinion to the Library District Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest they may have in such legislation.
- (d) Disclosure of Interests in Contracts. To the extent known, any officer or employee of the Library District who has, will have, or subsequently acquires any interest in any contract with the Library District shall publicly disclose the nature and extent of such interest in writing to the Library District Board as well as to their immediate supervisor as soon as they have knowledge of such actual or prospective interest.
- (e) Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.
- (f) Private Employment. No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of their duties.
- (g) Prohibited Conflicts of Interest. No Library District officer or employee shall have an interest in any contract between the Library District and a corporation or partnership of which they are an officer or employee when such Library District officer or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under; (b) audit bills or claims under the contract; or (c) appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or their deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library District of which they are an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.
- (h) Certain Interests Prohibited. No officer or employee of the Library District who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library District. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.
- (i) No Library District officer or employee shall use or permit the use of property owned or leased to the Library District for other than official purposes or for activities not otherwise officially approved by the Library District Board.
- (j) Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Library District's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

- (k) A copy of this policy shall be given to all officers and employees upon commencement of such person's relationship with Poughkeepsie Public Library District or at the official adoption of stated policy. Each officer and employee shall sign and date the policy at the beginning of their term of service or employment and each year thereafter. Failure to sign the policy and/or complete the disclosure form does not nullify the policy.

**Conflict of Interest Disclosure Form  
(Appendix A)**

This form must be filed annually by all specified parties, as identified in the Poughkeepsie Public Library District's Conflict of Interest Policy Statement.

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following potential conflict of interest to report (please specify):

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The undersigned, by their affixed signature, note their understanding of the implications of this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Code of Ethics**

The Library District supports the current [Code of Ethics of the American Library Association](#). All members of the Board of Trustees and all staff shall receive a copy of the Code.

The Library District supports the current [ALA Ethics Statement for Public Library Trustees](#).

### **American Library Association Code of Ethics**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.*



### **ALA Ethics Statement for Public Library Trustees**

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

### Information Management

The Library District respects and protects the privacy of its patrons and staff to the fullest extent allowed by state and federal law, including the use of Library District resources and services.

The Library District will comply with the schedules as published **in Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.** ~~Records Retention and Disposition Schedule MI-1~~ as periodically revised by the University of the State of New York concerning the retention and disposition of its organizational records. The following chapters are most pertinent to Library District operations: Library/Library Systems, Fiscal, and Civil Service/Personnel. The current *Schedule* is on file at the Library District's Administrative Office and is available during normal business hours.

**Therefore, in accordance with Article 57-A:**

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;**
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.**

The Library Director shall serve as the Records Management Officer for the Library District.

### IT Management

The Library Director will develop and administer an IT management plan that addresses back-up and recovery of general operation files, including web and email applications, as well as all business and human resource files. This plan shall be reviewed at least annually by senior Library District staff and must include the IT staff.

Generally, only IT staff shall have administrative rights to load applications on to Library District PCs.

Library District files shared with the other members of the Mid-Hudson Library System will be properly backed-up as required to maintain public service operations. This shall be done by MHLS staff and will be audited every year by Library District staff to assure compliance.

**Equity, Diversity, and Inclusion**

The Library District recognizes, encourages, utilizes and values people's similarities and differences.

The Board of Trustees, Library Director, and staff will:

- Treat all people with respect and dignity.
- Create a positive environment that will promote personal and professional development and **attract new talent recruit and retain a diverse workforce**.
- Foster a culture that invites and values the rich diversity among employees and the community served.
- Promote policies, collections, programs and procedures that place value on diversity and individual dignity.
- Work to remove barriers that hinder progress.
- Provide leadership that empowers all people to reach their full potential while contributing to the Library District's mission.
- Ensure that individual actions support the spirit of this policy.

The Board of Directors and Library Director will provide the leadership for the development and implementation of the Library District's diversity program and activities and will enforce the principles set forth in this policy in appropriate ways and in a timely manner.

### **Whistleblower Protection Policy**

Good business practice requires members of the Board of Trustees, members of the Friends of PPLD, and all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: It is the responsibility of members of the Board of Trustees, members of the Friends of PPLD, and all employees to comply with Library District policies and state and federal laws and to report violations or suspected violations in accordance with this policy.

No Retaliation: No one who in good faith reports a violation of Library District policy or state or federal law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations: The Library District's business standard is to have an open door policy, which suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with a supervisor or is not satisfied with the response, that individual is encouraged to speak with another manager. Supervisors and managers are required to report suspected violations of policy or law to the Library District's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. An individual who suspects fraud or is not comfortable following the Library District's open door policy should contact the Compliance Officer directly. In the event the Library Director is suspected of violations of policy or law, then individuals should contact the President of the Board of Trustees, who shall coordinate an investigation.

Compliance Officer: The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations, and at his discretion, shall inform the Board of Trustees of such issues. The Compliance Officer is required to report to the Board of Trustees at least annually on compliance activity. The Library District's Compliance Officer is the Library Director.

Accounting and Auditing Matters: The Finance Committee of the Board of Trustees shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the Committee until the matter is resolved.

Acting in Good Faith: Anyone filing a complaint concerning a violation or suspected violation of Library District policies or law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

***POUGHKEEPSIE PUBLIC LIBRARY DISTRICT******Policy #3107***

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Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action, up to and including notification of civil authorities, will be taken if warranted by the investigation.

**FOIL (FREEDOM OF INFORMATION LAW) REQUESTS**

The Poughkeepsie Public Library District, as a New York State governmental entity, complies as required by law, with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

A person may request information and records available to the public by using the Request for Access to Public Records form (attached) and using the following procedures:

- Direct the request to the following address: Administrative Office - Records Request. Poughkeepsie Public Library District, 93 Market Street, Poughkeepsie, NY 12601.
- Specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, then they must be specified.
- Reimburse the Library the actual costs for reproducing and certifying (if requested) the records. The following fees shall be charged:
  - \$0.25 per page not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record.
  - The Library, upon notice to the individual requesting the record, may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare the copy, and will charge such amount only if at least two hours of Library employee time is needed to prepare the record.
  - The Library may also, upon notice to the individual requesting the record, charge the actual cost of engaging an outside professional service to prepare a copy of the record.

If the records can be scanned and transmitted via email, and doing so will not involve any additional effort to an alternate method of responding by the Library, then the Library will transmit the records via email and will not charge a fee. However, if more than two hours of employee time is needed to prepare an electronic record, upon notice to the person requesting the record, the Library may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare a copy of the requested record.

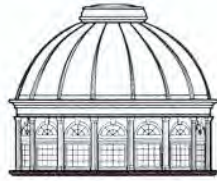
The Records Access Officer shall respond to a written request within five (5) business days or sooner if possible. If additional time is necessary, the Library will provide written acknowledgement of receipt of the request and a statement of the approximate date when such request will be granted or denied.

Records shall be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

Any person denied access to a record may appeal, in writing, within thirty days to the President of the Board of Trustees.

Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government  
One Commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231  
(518) 474-2518



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

Complete this form and submit to *Administrative Office – Records Request, Poughkeepsie Public Library District, 93 Market Street, Poughkeepsie, NY 12601*. Please print.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

Is applicant applying on own behalf (circle one):      Yes      No

If No, provide name and address of person or organization on whose behalf this request is made.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please list the requested documents below and indicate if you wish to personally examine the records or have them copied. Please indicate if you would prefer the records be transmitted via email, if possible. Copy charges are 25¢ per page and all charges must be paid before the requested records will be released.

Item	Date Filed
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

The Library District has five (5) business days to make the record available, deny the request in writing, or acknowledge receipt of the request in writing with an approximate date on which the Library will grant or deny the request.

\_\_\_\_\_

*applicant's printed name*

\_\_\_\_\_

*date filed*

\_\_\_\_\_

*applicant's signature*

\_\_\_\_\_

*received by*

**Theft**

The Library District will not tolerate theft of money, goods, or services from patrons, staff, or the Library District itself. Individuals engaging in this behavior will be dealt with immediately and accordingly. The Library District reserves the right to notify the police for any and all thefts and to act to prevent further occurrences in accordance with local, state and federal laws, including the suspension or termination of library privileges.



### **Safety and Security**

Safety and security of staff and patrons is important. Therefore, the Library District establishes the following policy:

1. A current Safety and Security Manual will be maintained for staff that will cover such items as fire safety, personal safety, and emergency information. **The Labor/Management Committee Staff** shall review this manual no less than **bi-annually**.
- 2. The Library District shall ensure there is regular training as well as new employee orientation with regards to safety and security.**
3. All employees will be provided **a copy of access to** the current exposure control program **as well as the** and lifting guidelines. **Review of this manual shall be included in new staff orientation.**
4. The Administration will maintain a current chemical inventory. Such inventory will be available to the staff and the public at all times the facilities are occupied.
5. The Administration shall at least annually conduct supervised fire drills and instruct staff in the proper use of fire extinguishers. Building evacuation plans shall be posted in accordance with local code.
6. The Library District shall review all pertinent New York State, Dutchess County, City of Poughkeepsie, and Town of Poughkeepsie emergency management plans for relevancy to operations and safety and security.
- 7. There shall be no less than bi-annual staff review of these procedures.**

**New Business Fact Sheet**

Approval of Memorandum of Agreement with Labor

**Recommended By**

Personnel Committee

**Current Situation**

The current agreement with Labor expires on December 31, 2024. The Personnel Committee met with Administration and CSEA representatives and have reached an agreement to modify the current CBA based on the Memorandum of Agreement. The Union ratified the MOA on June 18, 2024. It is attached to this Fact Sheet and requires ratification by the Board of Trustees.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document 062624 - #6A - Memorandum of Agreement and authorize the President to sign said Agreement, covering years 2025 - 2027.

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**Motion**

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

**Result of Action**

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

### Memorandum of Agreement

It is hereby agreed by and between the Poughkeepsie Public Library and the Civil Service Employees' Association that the collective bargaining agreement between the parties that expires on December 31, 2024 shall be extended for a period of three years (January 1, 2025 through December 31, 2027) and shall remain unchanged except as set forth below:

1. Page 8, Article VII (Compensation), Section 1, Add the following:

Effective January 1, 2025:

- Base salaries shall be increased by 3.25%.
- The starting pay for the Technology Instructor shall be increased to \$54,000.

Effective January 1, 2026:

- Base salaries shall be increased by 3.5%.
- The step increments listed in Appendix A shall be increased by 3%. For example, the 2025 step increment for the title of ~~Custodial Worker~~ is \$868, and such value shall be increased by 3%, for a new step increment of \$894, effective January 1, 2026. (See Attached Salary Table).

Effective January 1, 2027:

- Base salaries shall be increased by 3.35%.
- The step increments listed in Appendix A shall be increased by 3%. For example, the 2026 step increment for the title of ~~Custodial Worker~~ is \$894, and such value shall be increased by 3%, for a new step increment of \$921, effective January 1, 2027. (See Attached Salary Table).

2. Page 9, Article VII (Compensation), Add a New Section which provides as follows:

The Senior Custodial Worker, the Head Custodian, and Librarians assigned to the positions of Head of Borrower & Technical Services, Head of Branch & Extension Services, Head of Adult & Reference Services, and Head of Youth Services, shall receive a stipend of \$5,000 per year (pro-rated for less than a full year) for the additional responsibilities associated with the positions. The stipend shall not be added to base salary.

3. Page 10, Article VIII (Longevity), Section 1(D), Add the following:

In order to calculate the pro-rated longevity owed to part-time employees, the Library will review the hours worked by the part-time employee for the year prior to their anniversary date.

4. Page 10, Article X (Work-Day Work-Week), Section 1 & 2, Revise as follows:

**SECTION 1** – The standard work day shall be seven (7) hours (exclusive of the lunch hour) and the standard work week shall be thirty-five (35) hours (exclusive of lunch hour) for full-time Librarian and support staff employees, as scheduled by the Director of the Library to meet the needs of the Library.

~~**SECTION 2**—Through the date prior to ratification of this Agreement, the standard workday shall be seven and one-half (7.5) hours and the standard work week shall be thirty-seven and one-half (37.5) hours (exclusive of lunch time, without loss of pay) for full-time custodial and security employees, as scheduled by the Director of the Library to meet the needs of the Library. Effective upon ratification of this Agreement, the standard work day shall be seven hours (exclusive of the lunch hour) and the standard work week shall be thirty-five (35) hours (exclusive of the lunch hour) for full-time custodial and security employees, as scheduled by the Director of the Library to meet the needs of the Library.~~

5. Page 11, Article X (Work-Day Work-Week), Section 8, Revise as follows:

Sunday will be part of the pay period all year round, but for full-time employees, it will be considered a 6<sup>th</sup> work day and be paid at time and one-half rate for all hours worked. Assignment of Sunday work will be on a voluntary basis first, and if not enough volunteers, management can mandate work on a rotating basis among all employees. Should the District close on a Sunday due to **an emergency closure** ~~in element weather~~, employees will be compensated for time scheduled as straight time.

6. Page 11, Article X (Work-Day Work-Week), Section 9, Revise as follows:

The District reserves the right to schedule staff, **including Librarians**, for outreach and community engagement activities. Assignment of outreach and engagement hours will be on a voluntary basis first, and if not enough volunteers, management can mandate work on a rotating basis among all employees. **The following shall apply to all staff, with the exception of Librarians (whose overtime is addressed in Article XI, Section 2(b)):**

- a. In the instance that the assignment is given with at least seven (7) days' notice and occurs within the standard work week and operational hours, compensation will be at straight time. Should the event be cancelled, staff will report to the library for a substitute work assignment.
- b. In the instance that the assignment is given with less than seven (7) days' notice and is within the standard work week and operational hours, compensation will be at time-and-a-half. Should the event be cancelled, staff will report to the library for a substitute work assignment.
- c. In the instance that the assignment is outside operational hours, the assignment will be compensated at time-and-a-half, regardless if part of the standard work week or extra hours. Should the assignment be cancelled, employees will be compensated for time scheduled as straight time.

7. Page 11, Article X (Work-Day Work-Week), Add a New Provision which provides as follows:

If the Library District has a delayed opening due to inclement weather and/or other circumstances which are outside the control of the Library District, where maintenance and security personnel are required to work to prepare for staff arrivals, maintenance personnel will be paid at time and one-half (1 ½) pay for hours worked, should the Library District not open. Time and one-half (1 ½) pay shall only apply in instances where the Library District is closed after maintenance and security personnel have arrived at their respective location(s).

8. Page 11-12, Article XI (Overtime), Revise as follows:

**SECTION 1** – Overtime shall be interpreted as any time in excess of the standard work-day as defined in Section 1 and 2 of Article X. For support staff, overtime shall apply for management-approved attendance at conferences and continuing education programs, excluding travel time. Overtime shall not apply for librarian and managerial staff attending management-approved conferences or continuing education programs.

**SECTION 2** – At the written request of the Director and/or the Assistant Director, employees may be required to work in excess of their standard work day.

- a. ~~Librarian and Clerical Employees classified as other than Librarian I, II, or III who work more than thirty-five (35), but less than forty (40) hours in a week shall be compensated at straight time rate. Through the date prior to ratification of this Agreement, custodial and security employees who work more than thirty-seven and a half (37.5), but less than forty (40) hours in a week shall be compensated at straight time rate. Effective upon ratification of this Agreement, custodial and security employees who work more than thirty-five (35), but less than forty (40) hours in a week shall be compensated at straight time rate.~~

Full-time employees **identified in this subsection** who work more than forty (40) hours in week shall be compensated at time and a half (1½) rate.

Part-time employees **identified in this subsection** who work over forty (40) hours in a week shall be paid at the time and a half (1½) rate.

- b. **Employees classified as Librarian I, II, or III are considered exempt employees, and are not eligible for overtime pursuant to this Article. Notwithstanding, if a Librarian provides community outreach services outside of the Library's regular business hours (and does not flex their regular schedule to do so), the Librarian shall be eligible for payment for such additional hours. In such an event, they shall receive straight time for any additional hours worked up to forty (40) hours in a week, and time and one half (1½) for any hours worked in excess of forty (40) hours in a week.**



**Librarians shall be paid time and one half (1½) for any hours worked on Sundays.**

**SECTION 3** – Authorized leave days and/or holidays constitute time worked in calculating overtime.

**SECTION 4** – In the event an employee is called back to work after the completion of his or her assigned shift, payment shall be at time and one-half with a two hour minimum guarantee.

**SECTION 5** - **In the event a unit member works on an official holiday, the unit member shall be paid time and one half for each hour actually worked.**

9. Page 13, Article XIV (Sick Leave – Sick Bank- NYS Disability), Section 1, Revise as follows:

**Full time employees shall be entitled to thirteen (13) sick days each year and such days shall** ~~Sick leave for full-time employees will be accrued at the end of each month, at the rate of one working day per month plus one additional day per year to be accrued in December of each year~~ commencing upon appointment in permanent, provisional, or probationary employment. Part time employees will receive a prorate accrual at the end of each month. Non-standard (hourly) **part time employees who are eligible for sick leave shall accrue sick days each pay period, based on the number of hours worked in that payroll.**

10. Page 14, Article XIV (Sick Leave – Sick Bank- NYS Disability), Section 10, Add the following:

After an employee utilizes the sick bank, they shall no longer be a member of the sick bank unless they donate an additional two (2) days to the sick bank. The unit member does not need to have 10 sick days accrued in order to re-join the sick bank.

11. Page 15, Article XV (Bereavement Leave), Revise as follows:

Bereavement leave with pay, not to exceed five (5) days, per death, shall be allowed in the event of death of a member of a full-time employee's immediate family, or household. Bereavement leave shall be pro-rated for part-time employees. For the purpose of this section, members of an immediate family shall be limited to spouse, **domestic partner**, parents, children, grandchildren, grandparents, brothers, sisters, and mother/father-in-law.

12. Page 16, Article XVII (Family Leave), Section 2, Revise as follows:

~~Parental-Maternity/paternity/adoption~~ leave may be granted for six (6) months including time to and after the birth or adoption of the child.

13. Page 16, Article XVII, (Family Leave) Section 4(b), Revise first paragraph as follows:

Upon the recommendation of the Executive Director, and at the discretion of the Board of Trustees, an eligible employee may be granted twelve (12) weeks per year of unpaid leave because of the documented need to care for **a serious health condition, or that of a spouse, domestic partner**, son, daughter, or parent who has a serious health condition ~~or a serious condition of the employee.~~

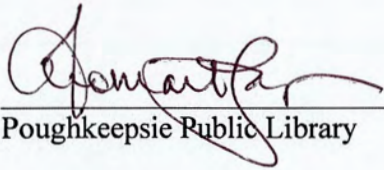
14. Page 17, Article XVIII (Vacation), Section 5, Add the following:

**Non-standard part time employees who are eligible for vacation leave shall accrue vacation days each pay period, based on the number of hours worked in that payroll.**

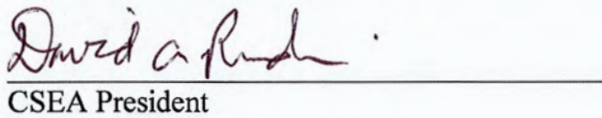
15. Page 18, Article XXI (Health Insurance), Section 1, Add the following:

Effective January 1, 2026, the employee contributions toward health insurance shall be increased by 0.75%. Effective January 1, 2027, the employee contributions toward health insurance shall be increased by 0.75%.

16. This Agreement is subject to ratification by the Union and the approval of the Library Board of Trustees.

  
\_\_\_\_\_  
Poughkeepsie Public Library

6/12/2024  
Date

  
\_\_\_\_\_  
CSEA President

6/2/2024  
Date

  
\_\_\_\_\_  
CSEA Labor Relations Specialist

6/12/2024  
Date