

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, December 18, 2024
Greenspan Board Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY
Meeting Will Run From 7:00 p.m. until 8:15 p.m.

Trustees Reviewing Warrants: McPhee and Spuhler
(all trustees are asked to arrive by 6:45pm to assist with check signing)

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None Planned
 - IV. Minutes of Previous Meeting(s)
 - A. November 20, 2024 (*T. Lawrence; #121824 – 1*)
 - V. Financial Report(s)
 - A. November 2024 (*R. Gillis; #121824 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*R. Gillis; #121824 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #121824 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*no meetings to report*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*N. MacDermott; #121824 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Revised CBA (*C. Hogg; #121824 – 5*)
 2. Approval of Revised 2025 Budget (*P. Ryan; #121824 – 6*)
 3. Approval of 2025 Official Designations (*T. Lawrence; #121824 – 7*)
 4. Purchase Approval: Adriance Chillers (*R. Gillis; #121824 – 8*)
 5. Agree to Terms of Donation (*T. Lawrence; #121824 – 9*)
 - 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, January 22, 2025; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 20, 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
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Nicholas MacDermott, Human Resources Officer
- 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)

- Ben Gocker

FPPLD Representatives Present

- Norma Vazquez, President

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

- **Call to Order:** At 7:01 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after New Business.
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. October 23, 2024 (PPLD Document #112024 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 23, 2024.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions

A. October 2024 Financial Activity Report (PPLD Document #112024 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2024 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Gillis reported on several items deposited into the General Fund as well as a disbursement from the debt service fund. Trustee Ryan reported on the status of the Greene Estate probate. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #112024 – 2.1)

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

Vouchers 70013 to 70230 in Warrant 20241121 totaling \$180,494.04

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

Voucher 69988 in Warrant 20241014 totaling \$10,000

Vouchers 69990 to 70011 in Warrant 20241115 totaling \$132,505.67

And that the Board of Trustees authorizes the transfer of \$106,170.6 from the CM fund to the A Fund, which represents budgeted and approved expenses for the Third Quarter.

- **Moved/Seconded:** Nurre, Blazek.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** Spuhler &

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #112024 – 3)

- Lawrence reported on: performance reviews for staff; Manager retreat; Munis; Timekeeping software changes; training staff; Statistics; Summary of Manager reports; Big Read; and plans for Big Read 2025.
- Muir share about: Big Read programming; school participation; author visits; Andrew Aydin; professional development; Big Read yearbook; and Sweet Honey in the Rock.

B. President’s Report: None.

C. Board Committee Reports (PPLD Document #112024 – 3.3)

1. **Personnel Committee:** None.

D. Friends of PPLD: None.

VII. Board Action

A. Personnel Actions: (PPLD Document #112024 – 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
Employee 4800		FMLA Leave of Absence (Unpaid)	10/1/2024-10/30/2024 (Corrected return date)	N/A
Madeleine Thezan	Library Clerk (PT)	Permanent Appointment	12/1/2024	N/A
Kristin Charles-Scaringi	Librarian III (FT)	Permanent Appointment	12/8/2024	N/A
Nicholas MacDermott	Personnel Administrator (FT)	Permanent Appointment	12/15/2024	\$82,500/yr
Danielle Smith	Custodial Worker (FT)	Permanent Appointment	12/15/2024	N/A
Lillian Algozzine	Library Clerk (PT)	Permanent Appointment	12/15/2024	N/A
Andrew Wilson	Security Guard (FT)	Resignation	11/18/2024	N/A
Michael Rodriguez	Security Guard (FT)	Probationary Appointment	12/1/2024	\$46,952,yr

- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. **Approval of Action on Policies (PPLD Document #112024 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revisions or confirm the following policies: #4101 – Hiring; #4102 – Performance Evaluations; #4103 – Grievances; #4104 – Flex 125 Plan; #4105 – Alcohol; #4107 – Employment Practices; #4108 – Volunteers; #4109 – Name Tags; #4111 – Travel; #4112 – Opioid Overdose Prevention; #4114 – Pandemic Policy; #4115 – Exposure Control.
- **Moved/Seconded:** Ryan, Nurre.

- **Discussion:** Lawrence explained each of the changes in the policies. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

2. Approval of Revised Employee Handbook (PPLD Document #112024 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Employee Handbook as reflected in PPLD Document #112024 – 6A.
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** Lawrence summarized the changes. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

3. Approval of Revised Policy (PPLD Document #112024 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to Policy #1101 – Patron Code of Conduct as reflected in PPLD Document #112024 – 7A.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Lawrence explained the need for the revisions. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

4. Approval of 2025 Operational Schedule (PPLD Document #112024 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2025 operational schedule as described in PPLD Document #112024 – 8A.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Motion amended to include closing at 5pm on Monday, December 23, 2024 and Thursday, December 26, 2024.
- **VOTE:** 8 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing personnel matters and potential litigation.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 7:46 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 7.56 p.m.)

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: Morgan thanked the Board for allowing them to audit the meeting.

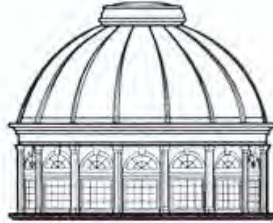
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 7:57 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 18, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of November 2024 Financial Activity

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

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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

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

LIABILITIES

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

FUND BALANCE

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

*PYCF – Prior Year Carry Forward

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

General Fund (Fund A; \$1,898,736)

- Receipts for the month totaled \$158,225 which included the approved quarterly transfer of \$106,171 from the Special Revenue fund, \$2,173 in library charges, \$3,689 in interest, and \$3,616 in donations.
- Disbursements for the month totaled \$1,239,348 which included \$593,276 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$286,418
 - McCalley Fund 52,000
 - Swartz Fund 71,812

Special Revenue Fund (Fund CM; \$593,024)

- Receipts for the month totaled \$7,298 which included \$1,311 in interest and a donation of \$5,000 from the Dyson Foundation for ongoing support of Children’s Programming.
- The receipts for the month also reflect a net increase of \$987 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$366,339
 - Occhialino Fund 51,500
 - Lund Fund 25,500

Capital Fund (Fund H; \$35,279)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 517

Permanent Funds (Fund PN; \$505,311)

- 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 \$2,771
 - Levinsohn Trust 1,003
 - Wojtecki Trust 386,912
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$275,117)

- Receipts for the month included interest of \$1,436.
- Disbursements for the month included a combined principal and interest debt service payment of \$455,425 for the Town of Poughkeepsie 2008 library bonds.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT NOVEMBER 2024

FOR 2024 11

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	4,721,054	4,342,253.89	390,121.57	352,046.96	26,753.15	99.4%
22 Equip & Capital Outl	137,250	158,470	52,702.50	8,365.80	14,174.20	91,593.30	42.2%
30 Materials	498,476	601,942	415,488.79	28,503.79	19,839.69	166,613.50	72.3%
32 Information Services	71,000	63,500	47,133.53	2,749.88	4,720.00	11,646.47	81.7%
50 Operations	1,531,964	1,773,492	1,397,702.31	151,027.85	173,222.79	202,566.79	88.6%
51 Automation	142,306	126,966	122,887.81	.00	1,853.89	2,223.80	98.2%
91 Employee Benefits	2,484,634	2,536,086	2,402,668.27	203,153.94	51,478.77	81,938.83	96.8%
92 Debt Service	1,341,676	1,341,676	1,112,012.50	455,425.00	.00	229,663.50	82.9%
GRAND TOTAL	11,010,005	11,323,185	9,892,849.60	1,239,347.83	617,336.30	812,999.34	92.8%

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

ACCOUNTS PAYABLE WARRANT REPORT 20241104

Warrant Summary

WARRANT: 20241104 11/01/2024
 DUE DATE: 11/01/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A30000	Advancement Services A .7410.300.00.54292 .A101	PRG Big Read 10,000.00	51,897.83
FUND TOTAL			10,000.00	
WARRANT SUMMARY TOTAL			10,000.00	
GRAND TOTAL			10,000.00	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20241115

Warrant Summary

WARRANT: 20241115 11/15/2024
 DUE DATE: 11/15/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses A .7410.000.00.54530 .A204	Rent: Staff Parking C 274.70	703.60
A	A00000	General Fund Expenses A .7410.000.00.54530 .A222	Rent: Staff Parking 9 800.00	1,900.00
A	A00000	General Fund Expenses A .7410.000.00.54530 .A224	Rent: Pok. Journal Ar 1,114.25	661.45
A	A00000	General Fund Expenses A .7410.000.00.54694 .	Operations: General 665.00	105,954.92
A	A00000	General Fund Expenses A .7410.000.00.54694 .C814	Operations: Bookmobil 485.00	-760.00
A	A00000	General Fund Expenses A .7410.000.00.54710 .	Vehicle Operations 178.86	1,809.84
A	A00000	General Fund Expenses A .7410.000.00.59060 .	Medical Insurance 111,575.64	59,164.52
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: BI 654.60	7,919.66
A	A20000	Building Services A .7410.200.00.54693 .	Operations: Trash Col 672.61	308.00
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance 307.74	-973.59
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .	Internet Adriance 3,162.00	-2,348.00
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .A235	Internet Adriance Hot 1,742.91	-6,322.06
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Boardman 1,000.00	-845.28
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities BRD 4,120.23	-24,596.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	Internet SPD Branch 124.99	-247.94
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .A203	Internet SPD Branch (1,745.17	-6,020.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54530 .A203	Rent: SPD Branch (Gre 3,881.97	-901.80
			FUND TOTAL	132,505.67
			WARRANT SUMMARY TOTAL	132,505.67
			GRAND TOTAL	132,505.67

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20241121 11/21/2024
 DUE DATE: 11/21/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,314.24	
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange	30.00	
A	A00000	General Fund Expenses	A .7410.000.00.52800 .	FF&E General	6,296.01	16,351.96
A	A00000	General Fund Expenses	A .7410.000.00.54290 .	Other Misc	10.72	-26.73
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	2,250.13	2,519.34
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & Printing	244.39	6,081.71
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N	533.00	4,704.03
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed: Local	190.15	161.98
A	A00000	General Fund Expenses	A .7410.000.00.54370 .	Professional Svcs: Ge	577.00	1,331.07
A	A00000	General Fund Expenses	A .7410.000.00.54680 .	Taxes on Property	2,930.15	13,899.85
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance	700.84	-247.83
A	A00000	General Fund Expenses	A .7410.000.00.59055 .	Disability Insurance	907.34	1,454.00
A	A00000	General Fund Expenses	A .7410.000.00.59060 .	Medical Insurance	17,192.46	60,330.36
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimburse	4,786.80	-6,661.70
A	A10000	Administration	A .7410.100.00.54292 .	PRG Administration	4,500.00	9.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Svcs: Ad	903.50	400.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	4,461.60	72,394.40
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	2,815.26	2,658.16
A	A20000	Building Services	A .7410.200.00.54300 .A204	Supplies: Staff Parki	389.67	1,700.00
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	5,841.00	5,719.66
A	A20000	Building Services	A .7410.200.00.54390 .	RR&M General	120.08	3,984.62
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs: Gen	1,273.77	1,296.82
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance	2,315.92	3,151.35
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP	628.61	3,340.92
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	13,863.59	25,137.02
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P	128.15	460.52
A	A30000	Advancement Services	A .7410.300.00.54292 .	PRG Advancement	1,000.00	210.00
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read	40,246.98	4,814.48
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement	800.00	1,545.32
A	A30000	Advancement Services	A .7410.300.00.54340 .	PR & Printing Rotunda	17,032.83	-18,557.29
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv	687.88	11,646.47
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	1,301.74	516.06
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish	2,513.63	52.49
A	A41000	Adult Services	A .7410.410.00.54292 .A252	PRG Library of Things	70.63	443.54
A	A41000	Adult Services	A .7410.410.00.54370 .	Professional Svcs: Ad	900.00	3,364.00
A	A42000	Technical Services	A .7410.420.00.54300 .	Supplies: Technical S	460.66	1,340.97
A	A43000	Borrower Services	A .7410.430.00.54292 .	PRG Extension Service	4.07	895.16
A	A44000	Collection Service	A .7410.440.00.54100 .	Books	552.97	4,520.40
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Books: Digital	7,233.38	-3,834.16
A	A44000	Collection Service	A .7410.440.00.54110 .	Video & Films	1,087.98	16,099.46

Report generated: 11/20/2024 15:19:20
 User: Wendy Berger (wberger)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	1,225.52	16,519.04
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	489.30	2,888.00
A	A45000	Youth Services	A .7410.450.00.54291 .	Databases: Youth Serv	2,062.00	0.00
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	1,231.15	392.10
A	A45000	Youth Services	A .7410.450.00.54292 .A236	PRG Autumn at Adrianc	4,250.00	-325.00
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	998.51	58.38
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Svcs: Bu	542.55	-3,182.60
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	2,069.79	270.90
A	A60000	Information Tech	A .7410.600.00.54300 .	Supplies: Information	56.96	229.93
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Svcs: So	1,395.70	-8,434.93
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	219.83	278.50
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance	948.75	-973.59
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .	Internet Adriance	99.00	-2,348.00
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Adriance Hot	176.25	-6,322.06
A	A71000	Adriance Memorial Lib	A .7410.710.00.54330 .	Postage	600.00	2,285.18
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .	Fuel & Utilities ADR	11,592.70	-35,711.20
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	48.80	351.21
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .	Telephone Boardman	148.16	320.00
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	211.99	-24,596.00
				FUND TOTAL	180,494.04	
					WARRANT SUMMARY TOTAL	180,494.04
					GRAND TOTAL	180,494.04

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT NOVEMBER 2024

FOR 2024 11

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 Tax	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	23,276	25,347.58	2,172.81	-2,071.58	108.9%
42401 Interest Earnings	45,000	75,000	86,338.28	3,689.48	-11,338.28	115.1%
42705 Donations	150,000	105,000	54,863.38	3,615.98	50,136.62	52.3%
42752 Annual Appeal	30,000	26,500	26,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	75,151.01	6,831.91	6,831.99	91.7%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	340,005	340,005.33	.00	-.33	100.0%
42777 E-Rate Income	65,000	116,217	65,287.83	35,743.97	50,929.17	56.2%
42800 Miscellaneous Income	10,000	24,232	24,231.77	.00	.23	100.0%
43840 Central Library Development	265,613	265,613	276,639.00	.00	-11,026.00	104.2%
43842 Local Library Incentive	23,906	23,906	21,141.00	.00	2,765.00	88.4%
45031 Transfers In	745,659	745,659	896,883.66	106,170.60	-151,224.66	120.3%
GRAND TOTAL	11,056,505	11,273,735	11,288,733.20	158,224.75	-14,998.20	100.1%

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

BALANCE SHEET FOR 2024 11

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	169.44	3,516.06
A	12020	Gen. Fund Payroll Checking	.00	343.42
A	12023	Gen. Fund Money Market	-569,432.24	922,602.31
A	12040	Credit Card Transactions	799.14	2,835.22
A	12051	Flex 125 Money Market	-5.26	3,800.01
A	12100	Petty Cash	330.06	15,059.00
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	587.32	286,418.01
A	12400	Cash Special Reserve: Swartz	147.26	71,812.37
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-455,425.00	576,681.59
TOTAL ASSETS			-1,022,829.28	1,898,735.55
LIABILITIES				
A	26000	Accounts Payable	-499.50	-8,606.77
A	26020	Flex125 Exchange	13.60	-3,272.44
A	26021	Benefits Exchange	382.86	10,400.65
A	26030	General Fund Exchange	23.00	-1,679.66
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-58,213.76	-1,076,642.56
TOTAL LIABILITIES			-58,293.80	-399,347.82
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,273,735.00
A	35210	Encumbrances (+ PYCF)	-526,495.85	650,585.46
A	35220	Expenditures (+ PYCF)	1,239,347.83	9,892,849.60
A	38210	Encumbrance Reserve (+ PYCF)	526,495.85	-650,585.46
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-945.05	463,956.56
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	945.05	-11,324,685.24
A	39800	Revenues Received	-158,224.75	-11,288,733.20
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			1,081,123.08	-1,499,387.73
TOTAL LIABILITIES + FUND BALANCE			1,022,829.28	-1,898,735.55

BALANCE SHEET FOR 2024 11

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	-99,859.38	558,000.51
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	986.71	34,748.71
TOTAL ASSETS			-98,872.67	593,024.30
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	106,170.60	896,883.66
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-361,092.78
CM	39800	Revenues	-7,297.93	-508,624.31
TOTAL FUND BALANCE			98,872.67	27,166.57
TOTAL LIABILITIES + FUND BALANCE			98,872.67	-593,024.30

BALANCE SHEET FOR 2024 11

FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.06	517.63
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.06	35,279.37
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	22,832.81
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.06	-13.57
	TOTAL FUND BALANCE		-1.06	22,819.24
	TOTAL LIABILITIES + FUND BALANCE		-1.06	-35,279.37

BALANCE SHEET FOR 2024 11

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	CD 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	986.71	386,912.17
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			986.71	505,311.63
LIABILITIES				
PN	26300	Due to other funds	-986.71	-26,493.78
TOTAL LIABILITIES			-986.71	-26,493.78
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-986.71	-505,311.63

BALANCE SHEET FOR 2024 11

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-453,989.22	275,117.40
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		-453,989.22	-9,574.05
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	455,425.00	179,836.52
	TOTAL LIABILITIES		455,425.00	179,836.52
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-134,065.82
V	39800	Revenues	-1,435.78	-16,915.65
	TOTAL FUND BALANCE		-1,435.78	-170,262.47
	TOTAL LIABILITIES + FUND BALANCE		453,989.22	9,574.05

Approval of Monthly Warrant and Transfers

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:

Vouchers 70243 to 70411 in Warrant 20241219 totaling \$116,993.70

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

Vouchers 69770 to 70242 in Warrant 20241203 totaling \$10,343.84

AND that the Board of Trustees authorizes the transfer of \$102,801.49 from the CM (Special Revenue) Fund to the A (General) Fund (schedule of expenses attached).

AND that the Board of Trustees authorizes the creation of a reserve for capital improvements in the amount of \$55,468.94 for the purpose of chiller replacement at Adriance.

Motion

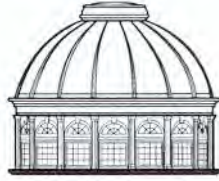
Moved _____
Seconded _____

Poughkeepsie Public Library District
Greene and Special Revenue activity: Q4 2024

ORG	OBJECT	PROJECT	DESCRIPTION	YEAR	PER	AMOUNT	COMMENTS
A20000	54694	C814	Operations: Bookmobile (Greene	2024	10	\$ 485.00	Rent- garage space for bookmob
A20000	54694	C814	Operations: Bookmobile (Greene	2024	11	\$ 485.00	Rent- garage space for bookmob
A20000	54694	C814	Operations: Bookmobile (Greene	2024	12	\$ 485.00	Rent- garage space for bookmob
A20300	51410		Salaries: Historian Greene	2024	10	\$ 2,634.97	WARRANT=241005 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	10	\$ 2,636.84	WARRANT=241019 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	11	\$ 2,636.09	WARRANT=241102 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	11	\$ 2,628.61	WARRANT=241116 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	12	\$ 2,621.12	WARRANT=241130 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	12	\$ 2,648.08	WARRANT=241214 RUN=1 BIWEEKLY
A20300	51410		Salaries: Historian Greene	2024	12	\$ 2,634.60	ESTIMATE 241228 PAYROLL
A20300	51420		Salaries: Support Staff Greene	2024	10	\$ 1,795.87	WARRANT=241005 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	10	\$ 2,080.95	WARRANT=241005 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	10	\$ 1,931.66	WARRANT=241019 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	11	\$ 1,930.01	WARRANT=241102 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	11	\$ 2,028.07	WARRANT=241116 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	12	\$ 1,928.64	WARRANT=241130 RUN=1 BIWEEKLY
A20300	51450		Salaries: Building Svc Greene	2024	12	\$ 1,962.23	WARRANT=241214 RUN=1 BIWEEKLY
A20301	51451		Salaries: Building Svc Greene	2024	12	\$ 1,945.44	ESTIMATE 241228 PAYROLL
A20300	54100		Books, Greene	2024	10	\$ 78.63	B&T 100224
A20300	54100		Books, Greene	2024	10	\$ 3,675.53	B&T 100424
A20300	54100		Books, Greene	2024	10	\$ 2,201.35	B&T 101524
A20300	54100		Books, Greene	2024	10	\$ 5,740.08	B&T 101524 (second)
A20300	54100		Books, Greene	2024	10	\$ 328.83	B&T 101624
A20300	54100		Books, Greene	2024	10	\$ 197.00	EOY ordered; not yet received
A20300	54100		Books, Greene	2024	10	\$ 68.15	B&T 092724
A20300	54100		Books, Greene	2024	10	\$ (7.00)	B&T Credit
A20300	54100		Books, Greene	2024	10	\$ (10.72)	B&T Credit
A20300	54100		Books, Greene	2024	10	\$ (9.89)	B&T Credit
A20300	54100		Books, Greene	2024	11	\$ 4,127.84	B&T 110824
A20300	54100		Books, Greene	2024	11	\$ 3,135.09	B&T 103024
A20300	54100		Books, Greene	2024	11	\$ 5,104.70	B&T 110424
A20300	54100		Books, Greene	2024	11	\$ 1,495.96	B&T 111224
A20300	54100		Books, Greene	2024	12	\$ 2,165.17	B&T 112024
A20300	54100		Books, Greene	2024	12	\$ 128.27	112724 B&T
A20300	54100		Books, Greene	2024	12	\$ 3,706.03	B&T 120524
A20300	54100		Books, Greene	2024	12	\$ (16.54)	credit- return shipping
A20300	54100		Books, Greene	2024	12	\$ 8,745.91	B&T 121024
A20300	54100		Books, Greene	2024	12	\$ 4,162.40	B&T 121124
A20300	54100		Books, Greene	2024	12	\$ (29.66)	credit- damaged book
A20300	54292		PRG Greene	2024	10	\$ 63.52	Programming (2024)
A20300	59010		State Retirement (Greene)	2024	10	\$ 748.86	WARRANT=241005 RUN=1 BIWEEKLY
A20300	59010		State Retirement (Greene)	2024	10	\$ 525.38	WARRANT=241019 RUN=1 BIWEEKLY
A20300	59010		State Retirement (Greene)	2024	11	\$ 525.10	WARRANT=241102 RUN=1 BIWEEKLY
A20300	59010		State Retirement (Greene)	2024	11	\$ 535.52	WARRANT=241116 RUN=1 BIWEEKLY
A20300	59010		State Retirement (Greene)	2024	12	\$ 523.22	WARRANT=241130 RUN=1 BIWEEKLY
A20300	59010		State Retirement (Greene)	2024	12	\$ 530.19	WARRANT=241214 RUN=1 BIWEEKLY
A20301	59011		State Retirement (Greene)	2024	12	\$ 526.71	ESTIMATE 241228 PAYROLL
A20300	54292	A211	PRG Greene, Virtual Platform	2024	10	\$ 128.15	Capital One Chagres (2024)
A20300	54292	A211	PRG Greene, Virtual Platform	2024	11	\$ 128.15	Capital One Chagres (2024)
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	12	\$ 150.00	La Plaza Comunitaria Tutoring
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	12	\$ 150.00	La Plaza Comunitaria Tutoring
A41000	54292	A242	PROGRAMMING-Plaza Comuntaria	2024	12	\$ 150.00	La Plaza Comunitaria Tutoring

Poughkeepsie Public Library District
Greene and Special Revenue activity: Q4 2024

ORG	OBJECT	PROJECT	DESCRIPTION	YEAR	PER	AMOUNT	COMMENTS
A74000	54292		PRG SPD	2024	10	\$ 375.00	African Drumming SPD September
A74000	54320		Internet SPD Branch	2024	10	\$ 124.99	INTERNET & STATIC IP
A74000	54320		Internet SPD Branch	2024	11	\$ 124.99	INTERNET & STATIC IP
A74000	54320		Internet SPD Branch	2024	12	\$ 124.99	INTERNET & STATIC IP
A74000	54320	A203	Internet SPD Branch (Greene)	2024	10	\$ 1,745.17	ETHERNET
A74000	54320	A203	Internet SPD Branch (Greene)	2024	11	\$ 1,745.17	ETHERNET
A74000	54320	A203	Internet SPD Branch (Greene)	2024	12	\$ 1,745.17	ETHERNET
A74000	54530	A203	Rent: SPD Branch (Greene)	2024	10	\$ 3,881.97	Rent SPD 29N Hamilton St C/Pou
A74000	54530	A203	Rent: SPD Branch (Greene)	2024	11	\$ 3,881.97	Rent SPD 29N Hamilton St C/Pou
A74000	54530	A203	Rent: SPD Branch (Greene)	2024	12	\$ 3,881.97	Rent SPD 29N Hamilton St C/Pou
Total						\$ 102,801.49	



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – DECEMBER 2024

Significant Service Changes, Challenges or Accomplishments

- **Annual Performance Reviews:** Most reviews are complete and “in the books.” A couple are still in need to be done.
- **Manager Retreat:** The manager retreat held on December 6 was considered to be successful and a good of everyone’s time. The goal of finding common approaches to any variety of issues was appreciated by departmental managers. Momentum this meeting will continue as we look to implement ideas discussed and to meet again in June to discuss progress and possible changes to established protocols.
- **Trustee Farewells:** This meeting marks that last for retiring trustees Mary Moore (Town) and Chip Hogg (City). Mary has been on the Board since July 2009 whereas Chip has served since July 2021. We will miss them both and thank them for their service to the Library District and its residents.

Service and Program Highlights

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

Outreach and Professional Development

- All trustees have fulfilled their educational requirements consistent with NYS law and Library District policy!

Collection Development

- Collection development continues as per usual.

Buildings

- Boardman Road: Nothing of note to report.
- Adriance: Action related to the chillers is requested at the December trustee meeting.

Staffing

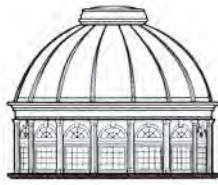
- See Personnel Actions, if applicable.

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

	Current Year: 2024				Previous Year: 2023				Compare: '24 to '23		Previous Year: 2022				Compare: '24 to '22	
	Nov	% of Total	YTD	% of Total	Nov	% of Total	YTD	% of Total	Change	% Change	Nov	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,666	27.87%	67,147	27.90%	5,668	26.40%	64,527	26.61%	2,620	4.06%	5,461	25.12%	62,946	26.58%	4,201	6.67%
Adult Non-Fiction	3,283	16.15%	40,578	16.86%	3,456	16.10%	40,329	16.63%	249	0.62%	3,607	16.59%	40,532	17.12%	46	0.11%
Fiction - Juvenile	5,821	28.63%	67,337	27.98%	6,185	28.81%	65,560	27.04%	1,777	2.71%	5,735	26.38%	59,476	25.12%	7,861	13.22%
Non-Fiction - Juvenile	1,557	7.66%	16,395	6.81%	1,564	7.28%	16,198	6.68%	197	1.22%	1,447	6.66%	14,163	5.98%	2,232	15.76%
Periodicals	150	0.74%	1,855	0.77%	169	0.79%	1,864	0.77%	-9	-0.48%	171	0.79%	2,012	0.85%	-157	-7.80%
Periodicals - Juvenile	26	0.13%	388	0.16%	38	0.18%	296	0.12%	92	31.08%	18	0.08%	317	0.13%	71	22.40%
Print Subtotal	16,503	81.18%	193,700	80.48%	17,080	79.56%	188,774	77.86%	4,926	2.61%	16,439	75.61%	179,446	75.78%	14,254	7.94%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	9	0.04%	47	0.02%	3	0.01%	54	0.02%	-7	-12.96%	3	0.01%	54	0.02%	-7	-12.96%
Soundrecordings	421	2.07%	4,985	2.07%	508	2.37%	6,017	2.48%	-1,032	-17.15%	598	2.75%	7,087	2.99%	-2,102	-29.66%
Videorecordings	2,734	13.45%	34,147	14.19%	3,215	14.98%	39,503	16.29%	-5,356	-13.56%	3,780	17.39%	41,964	17.72%	-7,817	-18.63%
Media	2	0.01%	50	0.02%	1	0.00%	12	0.00%	38	0.00%	2	0.01%	6	0.00%	44	0.00%
Software	9	0.04%	156	0.06%	13	0.06%	103	0.04%	53	51.46%	6	0.03%	71	0.03%	85	119.72%
Equipment/Realia	36	0.18%	726	0.30%	37	0.17%	570	0.24%	156	27.37%	24	0.11%	264	0.11%	462	175.00%
Suppressed Items	21	0.10%	313	0.13%	15	0.07%	245	0.10%	68	27.76%	21	0.10%	254	0.11%	59	23.23%
Videorecordings - Juvenile	368	1.81%	4,079	1.69%	391	1.82%	4,724	1.95%	-645	-13.65%	431	1.98%	4,780	2.02%	-701	-14.67%
Audiorecordings - Juvenile	26	0.13%	350	0.15%	71	0.33%	702	0.29%	-352	-50.14%	60	0.28%	854	0.36%	-504	-59.02%
Media - Juvenile	195	0.96%	2,007	0.83%	123	0.57%	1,616	0.67%	391	24.20%	211	0.97%	1,535	0.65%	472	30.75%
Software - Juvenile	6	0.03%	125	0.05%	12	0.06%	133	0.05%	-8	-6.02%	8	0.04%	91	0.04%	34	37.36%
Non-Print Subtotal	3,827	18.82%	46,985	19.52%	4,389	20.44%	53,679	22.14%	-6,694	-12.47%	5,144	23.66%	56,960	24.05%	-9,975	-17.51%
Total	20,330		240,685	100.00%	21,469		242,453		-1,768	-0.73%	21,742		236,800		4,279	1.64%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2024

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	21,337	20,850	22,366	21,797	20,568	20,938	25,237	23,613	21,856	21,609	20,330	0	240,501
Digital Content	11,018	10,082	11,395	10,444	10,836	11,140	11,235	11,068	10,729	8,876	11,264	0	118,087
PopUpLibrary	0	5	67	9	3	0	0	0	0	0	0	0	84
Total	32,355	30,937	33,828	32,250	31,407	32,078	36,472	34,681	32,585	30,485	31,594	0	358,672
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,989	3,580	3,615	3,345	3,071	3,059	3,484	3,266	3,364	3,375	3,064	0	37,212
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	2,420	2,153	2,208	2,091	1,936	0	24,296
Sadie Peterson Delaney	77	92	66	71	56	67	77	73	81	61	48	0	769
Total	6,805	5,901	5,895	5,708	5,225	5,042	5,981	5,492	5,653	5,527	5,048	0	62,277
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	974	1,323	1,373	1,286	779	897	1,011	825	867	992	745	0	11,072
Boardman Road	58	178	95	196	104	81	79	63	42	123	61	0	1,080
Sadie Peterson Delaney	14	6	34	130	47	31	44	46	42	40	76	0	510
Spanish Language Assistance	50	31	65	35	38	43	26	37	67	76	37	0	505
Total	1,096	1,538	1,567	1,647	968	1,052	1,160	971	1,018	1,231	919	0	13,167
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	5,748	5,616	4,972	5,140	5,276	4,914	4,787	3,384	5,595	3,521	2,640	0	51,593
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788	4,810	5,245	NA	NA	NA	0	44,761
Calendar Hits - Recite Me	870	649	404	451	387	424	356	290	376	519	436	0	5,162
Website Views	31,171	32,629	48,633	34,470	31,093	31,858	32,191	31,171	28,877	32,286	28,427	0	362,806
Total	42,511	45,217	60,071	45,642	42,986	42,984	42,144	40,090	34,848	36,326	31,503	0	464,322
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,872	4,432	4,173	3,987	4,497	4,587	5,014	4,647	3,996	4,997	1,831	0	47,033
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	1,528	1,555	1,657	1,192	483	0	15,025
Sadie Peterson	35	55	56	74	51	44	42	82	17	33	24	0	513
Total	6,451	5,830	5,665	5,503	5,903	6,121	6,584	6,284	5,670	6,222	2,338	0	62,571
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	138	160	162	142	134	132	135	132	103	104	1,601
Boardman Road	0	2	1	0	1	0	0	0	0	0	0	0	4
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	132	129	139	160	163	142	134	132	135	132	103	104	1,605
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77	63	73	75	66	110	82	77	85	55	0	836
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254	227	252	226	189	232	191	216	216	180	0	2,370
Community Engagement	0	0	3	5	1	1	7	11	2	15	6	0	51
Non-Library District	8	9	16	15	13	18	11	16	8	13	14	0	141
Exams Proctored	28	31	26	22	17	19	20	22	13	13	11	0	222
MAP Passes	21	35	49	45	70	82	104	134	77	NA	NA	0	617
Rover Bookmobile Stops	6	7	10	10	8	9	7	14	17	14	9	0	111
Total	250	336	331	349	335	318	381	388	333	271	220	0	3,512
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,982	2,552	4,129	3,772	2,840	3,131	2,925	2,958	2,484	1,671	3,017	0	31,461
Community Engagement	0	0	58	455	28	16	297	9,485	1,325	71	232	0	11,967
Non-Library District	73	118	80	140	125	714	102	110	43	85	45	0	1,635
Drop-In Room Use (Adriance)	90	97	156	104	102	92	84	85	100	124	90	0	1,124
Rover Bookmobile	72	109	253	416	178	242	191	443	1,112	634	173	0	3,823
Total	2,217	2,876	4,676	4,887	3,273	4,195	3,599	13,081	5,064	2,585	3,557	0	50,010
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	13,248	15,237	12,989	0	157,011
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	12,984	0	122,466
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	213	0	2,755
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	25,227	23,221	32,571	26,186	0	282,232
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	14,716	13,657	11,481	165,858
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	8,754	114,980
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	248	3,088
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	20,483	283,926



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Outreach

Time Period of Report: November 2024

Focus Activity: Class visits at Orville A Todd Middle School in SUFSD

Intended Outcome(s) of Focus Activity: To introduce students to the variety of resources available at the Library

Manager Observations of Activity and Outcomes: Teen Librarian, Kayleigh Hartnett, spent the day visiting 5 sixth grade classes on November 15th at Orville A Todd Middle School within the SUFSD. Ms Hartnett has visited classes at this school in the past and has created a good relationship with the school's librarian with more class visits planned in the coming months of the current school year.

The purpose of Ms Hartnett's visits to the classes included: talking about the variety of resources at the Library's branches, including the bookmobile, as well as how to get a library card.

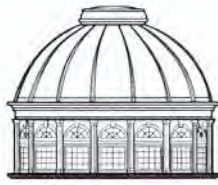
Ms Harnett gave detailed information about the many online resources available to students including Libby, Hoopla, ScienceFlix, and Transparent Language. She also described the resources and databases available to assist students with their writing.

Impact of Activity: As reported in the SUFSD Superintendent's school newsletter about her visits: "the students came away with an in-depth knowledge of the Library system." Ms Harnett reported the students to be very engaged and asked insightful questions.

We are happy to have deepened our connection with the students within the SUFSD and look forward to future visits with them.

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

Date of Report: 11/26/2024



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: November 2024

Focus Activity: Dia de los Muertos

Intended Outcome(s) of Focus Activity: To honor the Mexican cultural celebration of Dia de los Muertos, and educate patrons about its history and traditions

Manager Observations of Activity and Outcomes: This year, our Spanish language Librarian Trainee, Elva Margarita Corbaton, worked especially hard on our annual Dia de los Muertos recognition. She once again created two beautiful altars at Adriance, on the ground Floor and by the entrance on Main.

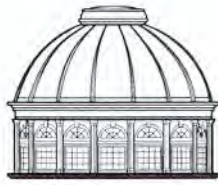
In addition, she partnered with Grupo Folklorico, who created an entirely original Spanish language performance teaching the history of the holiday and sharing the various traditions from different regions in Mexico. After the performance, we shared traditional pan de Muerto and chocolate with attendees. About 120 people came to the Lateef Islam auditorium to attend this event.

Later in November, Elva arranged for filmmaker Dan Sandford to give an english language program discussing the history and traditions of the holiday, this was also well attended.

Impact of Activity: Offering programs in both English and Spanish broadened the scope of who in the community was able to attend and enjoy this year's program offerings. The Grupo Folklorico performance in particular was incredibly well done and they worked hard to create new, original content and costuming just for this library event. I was in attendance as well as some other non Spanish speakers, and even though the program was largely in Spanish, it also included music, dancing and singing that could be enjoyed even if you did not understand everything. We received many compliments from patrons as they exited with their bread & chocolate. Many thanks to Elva Margarita, Felipe Santos, and everyone in Grupo Folklorico!

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

Date of Report: 12/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Communications & Advancement

Time Period of Report: November 2024

Focus Activity: Wrap up of the Poughkeepsie Big Read

Intended Outcome(s) of Focus Activity: Comprehensive and inclusive programming and school activity extended into November for the Big Read. At the start of the month, thanks to our promotional efforts and partnership with the Bardavon, we filled the Opera House for the performance of Sweet Honey in the Rock. Sweet Honey's a capella music ensemble had its beginnings in the civil rights movement and the audience was tuned in!

We visited seven elementary and middle schools with picture and chapter-book author Lesa Cline-Ransome. Lesa engaged students by linking her personal story to why she writes histories of lesser-known people of great achievement. Classroom visits ranged from 30-40 students per to an in-person and streaming lecture at Haviland Middle School (Hyde Park).

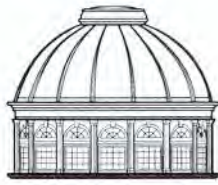
Finally, there were still books to distribute to a number of schools requesting more copies of a Lesa Cline-Ransome title, or to receive books that were back-ordered. Extra shipments of some of the middle-grade and "little" chapter books that came from publishers at no cost to us were distributed to a few PCSD elementary schools that weren't engaged with the Big Read earlier in the programming.

Manager Observations of Activity and Outcomes: We learned which activities and programs made the greatest impact over October and November. For the 2025 program, we will tweak distribution of books, timelines and our engagement with schools and the community accordingly.

Impact of Activity: Successful Big Read 2024

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

Date of Report: 12/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: November/ December 2024

Focus Activity: Rover

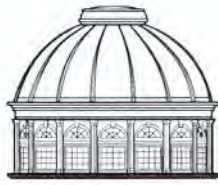
Intended Outcome(s) of Focus Activity: Overview of goals and continuing efforts with Rover

Manager Observations of Activity and Outcomes: We have started monthly Rover meetings to discuss achievements and goals for Rover in 2025. With our regular meetings we shall better be equipped to continue outreach and community engagement efforts for the coming year.

Impact of Activity: Current and ongoing overview of Rover utilization: staffing, collection development and equipment needs

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

Date of Report: 12/10/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Network Analyst

Department: Information Technology

Time Period of Report: November 2024

Focus Activity: All of PPLDs Technology is up and running as expected. Began rollout of Microsoft 365 to power users. Implemented Google Shared Drive for IT and Finance. Would like to get staff feedback regarding how it is working for them. Two factor authentication implementation for Gmail is in progress. Purchased new hardware for network and staff. Improved Sam experience for patrons by changing personal session manager window to not be on top of other screens

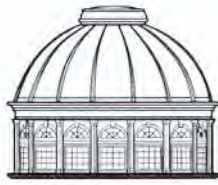
Intended Outcome(s) of Focus Activity: Each of these activities provides better security or service to patrons or staff by upgrading software, and hardware, as well as an improved patron experience

Manager Observations of Activity and Outcomes: Microsoft 365 will decrease our software footprint while providing a modern user experience, Gmail two factor authentication will be a great and necessary improvement to our account security. Patron user experiences have been improved since portions of their desktops are not hidden behind the PSM which is the Sam Personal Session Manager

Impact of Activity: The changes and updates have helped staff and patrons better utilize their time while working at or visiting the library.

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

Date of Report: 12/11/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Kristin Charles-Scaringi, Head of Borrower and Technical Services (Librarian III)

Department: Borrower and Technical Services

Time Period of Report: November/December 2024

Focus Activity: Fully staffing circulation desks at branches, bookmobile, etc.

Intended Outcome(s) of Focus Activity: Provide patrons with reliable customer service

Manager Observations of Activity and Outcomes: Borrower Services: Our new clerks are settling in wonderfully. Our supervising library clerks worked very hard to add the new clerks to the schedule and begin training. All circulation staff members have been very helpful in getting the newer people up to speed. It has paid off! The flexibility of our staff has been important to make sure we provide good customer service to our patrons.

Technical Services: Our staff have been busy working through end-of-the-year processes to get materials on the shelves in a timely manner. In the new year, the supervising library clerk in charge of Technical Services and I will be working toward making sure all tasks are assigned and to determine if any tasks need to be reassigned.

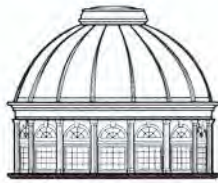
Overall, I met with all staff members, except pages, for a brief one-on-one before filling out evaluations. It was a great opportunity to have those brief conversations with all. I gained valuable insight and had a chance to have the staff get to know me and how I see us moving forward.

Otherwise, we've been working hard to make sure our circulation desk is staffed at all three branches and Rover during the busy holiday and end-of-the-year season.

Impact of Activity: The Borrower and Technical Services Department continues to work together to make sure our patrons' needs are met at the circulation desk.

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

Date of Report: 12/11/2024



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: Nov- Dec 2024

Focus Activity: Operation Warm Coat Giveaway

Intended Outcome(s) of Focus Activity: To give free coats to Poughkeepsie families in need

Manager Observations of Activity and Outcomes: On November 9th, the library conducted its 5th annual Operation Warm event. Operation Warm is a non-profit that partners with organizations to hand out winter coats and shoes to families in need. Our first event was in 2019 when we partnered with Operation Warm and the IATSE Local 311, our first couple of years we were the hosting site with the IATSE providing the funds for the coats. The last few years we have provided the funding ourselves (through the Friends) to make it a sole PPLD event.

This year we purchased 589 winter coats in varying sizes from toddler to adult. We also received hundreds of socks from Jonathan McPhee and the Beulah Baptist church, as well as knitted wool hats from a PPLD patron who donates every year. The Nov 9th event we had approximately 200 people come to collect coats, we had enough coats leftover so we did a 2nd event on Dec 10th. The 2nd event we had 285 people come through and we were able to give away the majority of the coats. Whatever remained I donated to the PCSD for an event they were having.

Impact of Activity: This event is always well received by the public and staff/friends/board members are always happy to help out.

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

Date of Report: 12/13/2024

Personnel Actions

Recommended By Human Resources Officer

Current Situation The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees.

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
William Ahlback	Library Assistant (FT)	Permanent Appointment	12/28/2024	N/A
Megan McGuinness	Library Assistant (PT)	Permanent Appointment	1/11/2025	N/A
Michael Moloney	Custodial Worker (FT)	Permanent Appointment	12/29/2024	N/A
Kimani Henry	Student Worker (PT)	Reclass from Page (PT) to Student Worker (PT)	12/22/2024	\$16.00/hr

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

New Business Fact Sheet
Approval of Revised Collective Bargaining Agreement (CBA)

Recommended By Personnel Committee

Current Situation Upon ratification of the 2024 Memorandum of Agreement between the Library District and its CSEA Unit (June 26, 2024), both Labor and Management have reviewed antecedent agreements, sidebars, and addenda to create a consolidated document. Labor has agreed to the modifications in the attached CBA in which areas highlighted in green constitute a change of intention or clarification of language and areas highlighted in yellow constitute edits or removal of language that was specific to the term of the CBA.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document #121824 – 5A – Collective Bargaining Agreement and authorize the President to sign said Agreement, covering years 2025 - 2027.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

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This Agreement is made effective January 1, 2025 by and between The Poughkeepsie Public Library District (hereinafter referred to as the "Library District") and the Civil Service Employees Association Inc., Local 1000 AFSCME AFL- CIO Poughkeepsie Public Library District, Dutchess County Local #814, Unit 6675, with its headquarters at 143 Washington Avenue, Albany, New York 12210 (hereinafter referred to as the "Union").

WITNESSETH

WHEREAS, the Union has been designated and selected by a majority of the employees in the Unit hereinafter described for the purpose of collective bargaining in regard to hours of work, wages and working conditions, and the settlement of grievances, and

WHEREAS, it is the desire of both parties to this Agreement to negotiate collectively with regard to hours of work, wages and working conditions, and the settlement of grievances in order to (a) promote harmonious and cooperative relationships between the Library District and its employees, (b) to protect the public by assuring, at all times, the orderly and uninterrupted operation and function of government, (c) to recognize the legitimate interests of the employees, (d) to promote fair and reasonable working conditions, and (e) to provide a basis for the adjustment of matters of mutual interest by means of amicable discussion,

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereby agree to as follows:

ARTICLE I: RECOGNITION

SECTION 1: Pursuant to Section 207 of Article 14 of the New York State Civil Service Law (also known as the Public Employees' Fair Employment Act), the Library District recognizes the Union as the sole and exclusive representative for the employees of the Unit as defined herein for the purpose of collective negotiations with respect to wages, hours and other working conditions, and with respect to the administration of grievances arising under this Agreement.

ARTICLE II: REPRESENTATION

SECTION 1: Pursuant to Section 207 or Article 14 of the New York State Civil Service Law, the Library District agrees that the Union shall have unchallenged representation status for the maximum period permitted by law.

SECTION 2: The Union shall represent all full-time and part-time employees of the Library District who are employed on a regularly scheduled twelve (12) month basis. Part-time employees are those who are regularly scheduled to work less than twenty-one (21) hours per week.

SECTION 3: This agreement shall apply to all full-time and part-time employees of the Library District holding a position by appointment or employment in the service of the Library District, excluding for the purposes of representation, however, the Library Director, the Assistant Director(s), the Business Manager, the Human Resources Officer, the Library Director's Secretary, and Student Library Aides (defined as employees under the age of 18 enrolled in high school or are home schooled).

ARTICLE III: EMPLOYEE ORGANIZATION RIGHTS-AGENCY FEE

SECTION 1: Exclusive negotiations with the Union. During the term of this Agreement, the Library District will not negotiate with any other employee organization in reference to terms and conditions of

employment of employees covered by this Agreement, subject to Article 14 of the New York State Civil Service Law.

SECTION 2: Payroll Deduction: The Library District agrees to deduct from the wages of the employees and remit to the Union, 143 Washington Avenue, Albany, New York 12210, regular membership dues for those employees who sign authorizations permitting such payroll deductions. The Library District also agrees to deduct from the payroll such life insurance premiums as may be authorized by the employees who agree to enroll in the programs available from the Union as fringe benefits of membership. ~~The Library District further agrees that an "Agency Shop" fee equal to the amount of dues paid by Union members shall be deducted from the wages of those employees choosing not to become Union members. This amount shall be forwarded by separate check to the CSEA on the same basis as dues.~~

SECTION 3: The Library District recognizes the right of the employees to designate through election, or by appointment of elected officers, representatives of the Union, including field staff representatives of the Association, to appear on their behalf to discuss salaries, working conditions of this Agreement, and other terms and conditions of employment, and to visit employees during scheduled or regular working hours subject to reasonable limitations, set forth in this article.

- A. The Library District shall perform its obligation under this Agreement in a fair and impartial manner and shall not discriminate against any employee for reasons of sex, sexual orientation, race, color, creed, national origin, religion, or marital status.
- B. The Union shall have the right to post notices and other communications with regard to association business on bulletin boards maintained on the premises of the Library District and shall further have the right to use Library District e-mail systems for such communications.
- C. The Union and its representatives shall have access to the premises of the Library District for the purpose of transacting any necessary District/Union business, subject to the approval of the Library Director or designee.
- D. Officers and committee members of the Union shall be granted necessary time to carry on official Union business within reasonable limitations, and shall account for said time through the normal and customary timekeeping system.
- E. The Union will forward a list containing the names of elected officers, committee members, and the chief shop steward. The Library Director will also be advised of any and all changes in the local Union administration.
- F. Union officers will be allowed reasonable time to attend to Association matters and at least four (4) such officers shall be allowed to attend State and County conferences without loss of pay or leave. However, a maximum of twelve (12) working days per year will be allowed, and shall account for said time through the normal and customary timekeeping system.
- G. The Unit President will receive a copy of the actual contracts the Library District enters into for health coverage and/or any other employee insurance coverage.
- H. The Unit President shall have the right to inspect the ministerial paperwork filed with County Personnel for any employee. Copies of any other documents placed in an employee's file will be provided to the Unit President.

- I. The Unit President will receive written notice of any new hire within the District.
- I. The Unit President will receive a copy of the payroll as certified to County Personnel each year.
- K. The Unit President will receive a copy of the Board of Trustees' monthly meeting packet, prior to the meeting, and ensuing addendums, if any.

ARTICLE IV: MANAGEMENT RIGHTS

SECTION 1: The Library District retains the right to manage its business affairs and services and to direct the working force, including, but not limited to the right to decide the number and location of its business and service operations, the business and service operations to be conducted and rendered, the control of the buildings, real estate, materials, vehicles, parts, tools, machinery and all equipment which may be used in the operation of its business or supplying its services, to determine whether and to what extent the work required in operating its business and supplying its services shall be performed by employees covered by this Agreement, to maintain order and efficiency in all its operations, including the right to discipline, suspend and discharge employees for cause; to hire; lay off, assign, promote and determine qualifications of employees; to determine the library hours.

SECTION 2: All rights of the Library District under this Agreement are subject to such regulations governing the exercise of said rights as are expressly- provided in this Agreement or provided in Article 14 of the Civil Service Law of the State of New York or other relevant statutes.

SECTION 3: The rights of the Library District listed above are not all inclusive, but indicate the type of matters or rights which belong to or are inherent in the Library District. Any and all rights, powers and authority the Library District had prior to entering this Agreement are retained by the District, except as expressly and specifically abridged, granted or modified by this Agreement.

SECTION 4: Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on any Library District official or in any way reducing or abridging such authority, but this Agreement shall be construed as requiring said Library District officials to follow the procedures and policies herein described, to the extent they are applicable, in the exercise of the authority conferred upon them by law.

ARTICLE V: NO STRIKE PROVISION

SECTION 1: Pursuant to Section 207 (3) of Article 14 of the New York State Civil Service Law, the Union hereby affirms that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike. According to said Article 14 of the New York State Civil Service Law, the definition of a strike includes any concerted work stoppage or work slowdown.

SECTION 2: Nothing in this Agreement shall be construed to limit the rights, remedies or duties of the District, or the rights, remedies or duties of the Union or employees under State Law.

ARTICLE VI: WORKING CONDITIONS

SECTION 1: The following items of travel expense shall be allowed to all bargaining Unit employees.

- A. Mileage allowance at the rate per mile set by the IRS when personal car is used on travel to and from conferences or for job purposes.
- B. Reimbursement of costs of travel, lodgings, meals, and fees for attending library related meetings or conferences, provided employee's attendance at said meeting or conference has been approved in advance by the Library Director.

SECTION 2: All rights of the Library District under this Agreement are subject to such regulations governing the exercise of said rights as are expressly provided in this Agreement or provided in Article 14 of the Civil Service Law of the State of New York or other relevant statutes as well as the rules and regulations of the Dutchess County Department of Civil Service.

The following items shall be provided with respect to job security:

- A. Uniform wage made for all employees similarly classified.
- B. Each employee will receive a copy of any document which is made a part of their personnel folder. Employees shall have access, upon reasonable notice, to their personnel file and, further, shall have the right to reply to any material in the file. After material has been in an employee's file for one year, an employee may formally request removal of said material. Additionally, the Library District shall review all personnel files each year with the decision as to what is to be removed remaining solely with the Library District. No material older than three (3) years may be used in a disciplinary action.
- C. No employee classification is to be changed without prior notice to and consultation with said employee. The Library District agrees that there shall be no change in the salary grade or job titles of the employees within the bargaining Unit unless also agreed to in writing by the CSEA Unit President. This clause shall not be interpreted to relate to title change and concomitant grade changes pursuant to a re-classification survey conducted by the Dutchess County Department of Civil Service.
- D. Notice of Civil Service exams shall be conspicuously posted.
- E. If any title or position is abolished by the District, the employee so affected will be given first consideration for appointment to a comparable vacant position in Library District service.
- F. All vacancies in Library District jobs are to be posted in all appropriate Library District departments and distributed to all employee work e-mail IDs so that qualified Library District employees may have the opportunity to apply for same. **Each vacancy shall be posted for a minimum of ten (10) working five (5) calendar days.** When the Library Director determines that the experience, qualifications and job performance of two or more applicants are relatively equal, then in such event, seniority shall be the prime factor in filling the vacancy.
- G. The Library District shall review every six (6) months the status of temporary or provisional appointments and shall make a diligent effort to provide permanent status wherever possible.
- H. **Every original or promotional appointment to a position in the non-competitive or competitive class shall be for a probationary term consistent with Civil Service Law and Rules for the Classified Civil Service of Dutchess County** ^[MK1] **of twenty six (26) weeks except for**

~~internal promotional appointment where the probationary term shall be for not less than eight (8) weeks nor more than twenty-six (26) weeks. The Library District shall have the discretion to terminate an employee's appointment during their probationary term.~~

All part-time employees shall be granted, after serving a probation period of twenty-six (26) weeks, the same rights regarding representation, seniority, and grievance, as full-time employees under this contract.

Upon eighteen (18) months of continuous service, all ~~non-competitive~~ part-time employees hired on or after ~~the date of ratification~~ **January 1, 2025** shall be granted, after serving a probation period of twenty-six (26) weeks, the same rights regarding layoff and disciplinary procedure as full-time employees under this contract.

- I. The Library District will provide for the custodial staff: Three (3) summer and three (3) winter uniforms, and one (1) pair of steel-tipped work shoes per year. The Library District shall provide for the security staff: Three (3) summer and three (3) winter uniforms. The Library District shall provide custodial and security staff appropriate storm gear. Employees will be responsible for the maintenance of said uniforms and shoes.

~~J. Layoffs: All other factors being equal, based on management's rights to determine employee work performance, all layoffs **will be done in accordance with Civil Service Law and Rules for the Classified Civil Service of Dutchess County** [MK2], for non-competitive class full and part-time permanent employees will be in inverse order of seniority. All permanent employees within the non-competitive class will have vertical displacement rights (bumping and retreat) and have their names placed on a preferred list, established within the District. The incumbents who have not completed their probationary service must be laid off before any permanent incumbents can be touched. Probationary employees are to be laid off in order of seniority. All other factors again being equal, recalls to work shall be in order of seniority with the notice of recall being sent to an employee's last known address. Employees shall retain their right to recall for four (4) years after layoff. All competitive class layoffs will be accomplished as above except that seniority shall be the sole and determining factor in the order of layoffs and recall.~~

- K. The layoff Unit and the work assignment Unit shall be all within the Library District. A determination of seniority for layoff purposes shall be made within the layoff unit. Work assignments, subject to job titles, shall be made anywhere within the Library District. The Library District reserves the right, as a management rights, and or the purposes of efficiency or convenience, to change, from time to time, the work assignment, within job title, within the Library District.

SECTION 3: For the purpose of accumulation only, all leave specified in Article XII, XIII, XIV, and XVIII shall be computed on the basis of normal hours of work per week divided by five (5). Parties further agree the Library District shall have the right to reopen negotiations with respect to this method of leave time accumulation during the life of this Agreement.

SECTION 4: ~~Unless otherwise specified elsewhere in this agreement,~~ employees who are regularly scheduled to work less than a full-time work week (as specified in Article X) shall be governed by the rules in Appendix B for leave as specified in Article XII, XIII, XIV, and XVIII.

SECTION 5: Timekeeping.

- A. Employees are required to use an electronic timekeeping software system installed on the Library District's computer system for the purpose of recording only their own daily attendance at work for the payment of their wages and tracking of benefit leave. The Library District will provide training to all new employees.
- B. Employees shall be required to record only their own work time. Deviations from this procedure shall only be authorized by the Library Director (or designee). Unauthorized employees found recording time other than their own shall be subject to discipline up to and including termination.
- C. Employees shall record their start time upon arrival at work, their departure time for their meal break, their return from their meal break, and their departure time at the end of their shift. Break times (other than the meal break) shall not be recorded. In the event an employee arrives late to work or needs to leave work early, they will have the option, only with the prior approval of management, to extend their workday to fulfill their workday obligation or will otherwise be docked time not worked. Docked time is deducted from available accrued leave in this order: personal, sick, vacation.
- D. The Labor/Management Committee shall periodically meet to review the protocols related to timekeeping and, if necessary, negotiate mutually agreeable amendments to this agreement. The parties agree to hold a labor management meeting within thirty (30) days after the date this Agreement is approved by the Board to address administrative and/or procedural questions regarding the expanded use of the time clocks.

ARTICLE VII: COMPENSATION

SECTION 1: Salaries

- A. The Salary Table is attached as Appendix A.
 - a. Effective January 1, 2025:
 - i. Base salaries shall be increased by 3.25%.
 - ii. The starting pay for Technology Instructor shall increase to \$54,000.
 - b. Effective January 1, 2026:
 - i. Base salaries shall be increased by 3.5%.
 - ii. The step increments listed in Appendix A shall be increased by 3%. For example, the 2025 step increment for the title of Page 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 [MK3]).

- ~~d.~~c. Effective January 1, 2027:
 - i. Base salaries shall be increased by 3.35%.
 - ii. The step increments listed in Appendix A shall be increased by 3%. For example, the 2026 step increment for the title of Page 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).

- B. The Library Director shall have the discretion to determine an employee's starting salary, provided it complies with the minimum salaries set forth in Appendix A.
- C. All employees shall be entitled to any across the board wage increase and a step increase for their title (the step increases are listed in Appendix A) upon their anniversary date after the completion of one year of service, two years of service, three years of service, and four years of service. Thereafter, the employee shall only be entitled to any across the board wage increase, and shall no longer be eligible for any step increases. There shall only be a total of four (4) step increments available to employees above the minimum salary. In the event an employee is hired at a step higher than base salary, they shall only be eligible for the remaining step increases. For example, if an employee is hired at minimum salary plus one (1) step, they shall only be eligible for three (3) additional steps, for a total of four (4) steps. Step increases shall not be entitled to the across the board wage increase in the year earned, but shall be added to base salary and shall be subject to future across the board wage increases.
- D. In the event any increase in salary jeopardizes third-party financial assistance to an employee, such increase shall be modified by mutual written agreement among the Library District, the Union, and the employee (or legal representative) to the extent necessary to protect continued receipt of said financial assistance.

SECTION 2: The bi-weekly payroll shall continue in effect until changed by agreement of the parties. All payroll will be provided through a direct deposit program where each employee shall receive bi-weekly confirmation of said deposit (commonly called Payroll Advice).

SECTION 3: No employee shall be employed under any title not appropriate to the duties to be performed and no employee shall be assigned to perform the duties of any position unless he/she has been duly appointed or promoted to such position in accordance with the provisions of the Civil Service Law. Any employee assigned temporarily to perform duties of a higher classification shall be compensated at the higher rate of pay. All employees, upon assignment by their supervisors, shall perform duties normally assigned to a lower classification and when doing so shall be paid at their normal rate.

SECTION 4: With the desire to provide notary services to the public, the Library District shall pay for the examination costs and, if successful, the required stamp and supplies for an employee to serve as a notary public. The service may only be provided to the public while on library duty and may not be provided for a charge at any location for any reason. Staff will be compensated \$500, annually, for providing this service. The compensation will be distributed on a quarterly basis at the end of each calendar quarter and through payroll. ~~and will be effective October 1, 2023.~~

SECTION 5: The Senior Custodial Worker, the Head Custodian, and Librarians assigned the positions of Head of Borrower & Technical Services, Head of Branch & Extension Services, Head of Reference & Adult 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.

ARTICLE VIII: LONGEVITY

SECTION 1: Compensation schedule.

- A. Employees shall be entitled to longevity increases after the completion of ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service. The

longevity shall be the dollar value in effect for longevity at the time it was earned.

- B.** For any longevities awarded to Unit members prior to the ratification of the 2018-2020 collective bargaining agreement, the following shall apply:
- a.** The longevity is considered part of the employee's base salary.
 - b.** The longevity increment is the amount set forth in the collective bargaining agreement in the year the longevity was earned.
 - c.** In the event an employee is promoted to a new position, and longevities have previously been added to their salary, the Library District shall determine the employee's current base salary by removing the longevities (and any compounding). The Library Director shall have the discretion to determine the employee's starting salary for the promotional position, provided the employee receives a minimum increase in base pay equivalent to the value of one (1) step in the promotional position. The removed longevity will then be restored and added back to the new salary.
- C.** For any longevities awarded to Unit members on or after the ratification of the 2018-2020 collective bargaining agreement, the following shall apply:
- a.** The longevity shall be \$150.00 for each year of service after the completion of the requisite years of service. For example, an employee will receive \$1500.00 after ten (10) years of service.
 - b.** Longevity shall not be added to base salary. The annual salary increases shall not apply to longevity earned on or after the ratification of the 2018-2020 collective bargaining agreement.
- D.** Longevities earned by part-time employees on or after **October 26, 2022** shall be pro-rated. In order to calculate the pro-rated longevity owed to part-time employees, the Library District will review the hours worked by the part-time employee for the year prior to their anniversary date.

SECTION 2: The longevity increase shall be paid starting in the payroll following the employee's anniversary date, retroactive to the employee's anniversary date.

ARTICLE IX: PERFORMANCE EVALUATION

SECTION 1: The parties shall develop a performance evaluation system, which will be reviewed not less than every two years by the Labor/Management Committee.

SECTION 2: In the event an employee receives an unsatisfactory rating, said rating may be appealed to the Board of Trustees.

SECTION 3: Upon the Board of Trustee's review and concurrence with the unsatisfactory rating, the employee's increment or longevity shall be withheld.

ARTICLE X: WORK-DAY WORK-WEEK

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 employees, as scheduled by the Library Director to meet the needs of the Library.

SECTION 2: The working of evening and/or weekends may be required of all Library District employees when necessary to maintain the library's full service to the community.

SECTION 3: Employees working on Sundays shall be paid at the rate of time and one-half (1½). Sunday employees shall not accumulate any leave benefits nor shall Sunday employment qualify for such benefits.

SECTION 4: One (1) hour is allowed for lunch, Employees who work more than six hours, shall be required to take a one-hour unpaid lunch, unless otherwise approved by the Library Director.

SECTION 5: All employees of the Library District will be allowed a fifteen (15) minute break before their assigned lunch period and a fifteen (15) minute break after their assigned lunch period. Infractions of the regulations for breaks will result in a review, at any time, of the break allowance, and, if deemed necessary by the Library Director, amendment or termination of the break allowance. Breaks may not be combined with meal breaks, unless otherwise approved by the Library Director.

SECTION 6: All part-time employees shall be paid for all hours worked. All part-time employees must have written approval from the Library Director and/or the Assistant Director before working any additional time over their regularly scheduled hours.

SECTION 7: Sunday will be part of the pay period all year round, but for full-time employees, it will be considered a 6th 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 Library District close on a Sunday due to an emergency, employees will be compensated for time scheduled as straight time.

SECTION 8: The Library 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 address 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.

SECTION 9: 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 require to work to prepare for staff arrivals, said personnel shall be paid at time and one-half (1½) for hours worked should the Library District not open. Time and one-half (1½) pay shall only apply in

the instances where the Library District is closed after maintenance and security personnel have arrived at their respective location(s).

ARTICLE XI: OVERTIME

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 Library Director and/or the Assistant Director, employees may be required to work in excess of their standard work day.

- A. 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. 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 Librarians 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 District’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 (1½) with a two (2) 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 (1½) for each hour actually worked.

ARTICLE XII: HOLIDAYS

SECTION 1: The Library District shall close the following paid holidays:

- A. New Year’s Day
- B. Martin Luther King’s Day (observed)
- C. Presidents Day (observed)
- D. Memorial Day (observed)
- E. Juneteenth
- F. Independence Day
- G. Labor Day
- H. Columbus Day (observed)
- I. Veterans’ Day

- J. Thanksgiving Day
- K. Friday after Thanksgiving Day
- L. Christmas Eve
- M. Christmas Day
- N. New Year's Eve (close at 12:30 p.m.)

SECTION 2: If the official holidays of Juneteenth, Independence Day, Veterans' Day, Christmas Eve, Christmas, New Year's Eve and New Year's Day fall on a Saturday, the Library District will be closed and holiday exceptions hours will be granted to employees for use within one (1) year of the holiday. If the official holidays of Juneteenth, Independence Day, Veterans' Day, Christmas, and New Year's Day fall on a Sunday, the Library District will be closed as an unpaid holiday and the paid holiday will be observed on the following Monday. If the official holidays of Christmas Eve and New Year's Eve fall on a Sunday, the Library District will be closed and holiday exceptions hours will be granted to employees for use within one (1) year of the holiday.

SECTION 3: Employees on vacation leave when any of the holidays occur may extend their vacation leave an equivalent number of days to compensate for the holiday, or reserve that equivalent vacation leave for use of those holidays occurring after the first day of employment.

SECTION 4: Paid holiday leave shall be prorated in hours for other than full-time employees. During the initial year of employment, these employees shall be entitled to prorated holiday pay only for those holidays occurring after the first day of employment.

SECTION 5: The Library District shall be closed on Saturday and Sunday of Memorial Day and Labor Day weekend. Additionally, the Library District shall close at 5:00 p.m. on the Wednesday immediately prior to Thanksgiving Day as well as on the Fridays preceding Memorial Day and Labor Day weekends.

SECTION 6: Employees shall be provided with two (2) floating holidays to be used during the calendar year. Floating holidays are subject to supervisor approval, and employees must submit a request to use a floating holiday at least two weeks in advance, unless otherwise approved by their supervisor. Floating holidays must be used by December 1 each year, unless approved in advance by the Library Director. Unused floating holidays shall be forfeited if not used by the end of the calendar year. ~~For the floating holidays earned in 2022, one (1) day shall be forfeited if not used by January 31, 2023 with the second being forfeited if not used by February 28, 2023.~~

ARTICLE XIII: PERSONAL LEAVE

SECTION 1: All full-time employees, including provisional and probationary, will be allowed three (3) days of personal leave in one (1) calendar year, at such time as the employee requests subject to the approval of the Department Head. No personal days will be used adjacent to holidays. No more than two (2) personal days will be used in the first six (6) months of employment.

SECTION 2: Unused personal leave shall be converted to sick leave.

SECTION 3: Personal leave time shall be pro-rated for part-time employees. Employees hired on or October 26, 2022, must work a minimum of seventeen and a half hours per week in order to be eligible for personal leave.

ARTICLE XIV: SICK LEAVE – SICK BANK – NYS DISABILITY

SECTION 1: Full time employees shall be entitled to thirteen (13) sick days each year and such days shall be accrued at the end of each month [MK4][TL5] commencing upon appointment in permanent, provisional, or probationary employment. Part time employees will receive a prorated 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 [MK6], based on the number of hours worked in that payroll.

- A.** For employees hired prior to October 26, 2022:
- a. Staff working 4/5 time per week will receive ten and a half (10 ½) days of sick leave per year.
 - b. Staff working 3/5 time per week will receive seven and three quarters (7 ¾) days of sick leave per year.
 - c. Staff who are working seventeen and a half (17 ½) hours per week will receive forty-five and a half (45 ½) hours of sick leave per year.
 - d. Staff working fifteen (15) hours per week will receive thirty-nine (39) hours of sick leave per year.
 - e. Staff working four (4) hours per week will receive ten and a half (10 ½) hours of sick leave per year.
- B.** Employees hired on or after October 26, 2022, must work a minimum of seventeen and a half hours per week in order to be eligible for sick leave. However, supervisors shall have discretion to work on flexible hours with the employee to meet both the library's and the employee's scheduling needs.

SECTION 2: An employee on sick leave shall continue to accrue both vacation leave and sick leave upon satisfactory evidence as to current illness or injury.

SECTION 3: Time taken off by an employee as accredited sick leave shall be construed to also cover the illness of an immediate family and/or household member.

SECTION 4: A doctor's certificate may be required for any illness lasting more than four (4) working days or if there is a pattern of abuse. (Ex: exhausting sick time as it is accrued; taking sick time before or after a holiday or weekend.)

SECTION 5: Employees will receive written notification of accrued sick leave with each pay check.

SECTION 6: Sick leave will be allowed to accumulate without limitation.

SECTION 7: All employees shall receive an amount equal to fifty percent (50%) of their accumulated sick leave at termination of employment. Employees shall not be entitled to the benefits of this section if they have not been regularly and continuously employed for a full year prior to termination of employment, or if such termination of employment is a result of charges placed against the employee. Any accumulated days of sick leave exceeding one hundred and eighty (180) days will not be included in any computation for payment upon termination of employment. This payment will be made to the heirs or estate of a deceased

employee.

SECTION 8: An employee who is absent due to illness must notify the library not later than one half (½) hour after the start of the library's working day. An employee who is unable to personally notify the library must designate some person who will give the notification in the employee's place. An employee who fails to give notice of an illness shall not be credited with sick leave until such time as the employee does report the illness and such reason is accepted by the library. If no notification of reason for absence from work is received after the fifth working day, the Library District will have the right to take disciplinary action.

SECTION 9: The Library District shall provide NYS Disability Insurance for all employees at no cost to the employees.

SECTION 10: The sick bank is established for use by participating employees who are members of the bargaining unit. Participation is voluntary. The purpose of the sick bank is for use of participating employees who have a serious illness or injury which requires them to be out of work, and have exhausted their own available sick time.

- A. Eligibility. Employees must have a minimum of ten (10) sick day accruals to be eligible for participation in the sick bank. Participation is offered during the annual renewal period in December. Employees may enroll only after twelve (12) months of continuous service.
- B. Contributions to the sick bank. Contributions to the sick bank are made as follows:
 - a. Sick bank accumulates from year to year (year is defined as a calendar year).
 - b. Employees may donate two (2) days of earned sick time to the sick bank so long as they meet the eligibility requirement. No further donations are required unless the sick bank falls below the reserve of twenty (20) days.
 - c. Should the sick bank reach its reserve prior to the annual renewal period, the Sick Bank Committee will solicit all eligible bargaining Unit members who participate for an additional two (2) days. Employees enrolling in the sick bank for the first time, however, would still be required to donate two (2) days to be eligible to participate and will still be required to meet the minimum eligibility requirement.
- C. Use of the Sick Bank. The Sick Bank Committee shall be composed of three (3) members: the Unit President or designee, another Unit member to be chosen by the Unit President, and the Library Director. Decisions require the unanimous consent of the Committee. Prior to using the sick bank, the employees must first use all sick and personal time. Employees wishing to use the sick bank must apply, in writing, for use of time to the Sick Bank Committee. The Committee shall have the authority to approve up to a maximum of twenty (20) working days leave per application. Should an employee require more than the twenty (20) day maximum, the employee must submit, in writing, an additional request for more time. However,
 - a. If an employee submits a request for additional sick bank time, he or she must first use any vacation time they have accrued prior to the request.
 - b. An employee may request only one (1) extension of sick bank time of 20 days or less for any specific illness, and

- c. An employee may only use the sick bank once, with a possible extension, annually (annually shall be defined as the twelve (12) month period from the initial first day of use of the sick bank award).

The Committee shall have full authority to approve or disapprove a request for sick bank leave. The Committee will have the authority to require medical documentation for any sick leave requests. The decision of the Committee shall be final and the sick leave bank provision of the contract shall not be subject to the grievance procedure.

- D. **Renewal After Use.** 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 ten (10) sick days accrued in order to re-join the Sick Bank.

SECTION 11: Chronic Sick Leave. In the event an employee is repeatedly on sick leave for one or two days which does not require a doctor's certificate, the Library Director, or designee, may require the employee to have a physical examination to determine physical fitness to perform the assigned duties. The Library District shall pay for the examination. If, after the examination, it is determined that the employee has no physical reason for repeated absence, the employee may be advised in writing that continuance of the practice will make the employee liable for discharge.

ARTICLE XV: BEREAVEMENT LEAVE

SECTION 1: Bereavement leave with pay, not to exceed five (5) days, per death, shall be allowed in the event of the 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.

ARTICLE XVI: JURY DUTY

SECTION 1: All employees (both full-time and part-time) serving on jury duty will receive normal rate of pay while on jury duty. Employees selected for jury duty must notify their supervisor of said selection so that arrangements can be made to continue the normal routine of their department. However, the Library District reserves the right to question whether the employee's absence on jury duty might impair the services of the department.

ARTICLE XVII: LEAVE OF ABSENCE – FAMILY LEAVE

SECTION 1: Leave of absence shall mean permissive absence without pay which may be granted to employees for such reason as extended illness after sick leave has been used up, maternity/paternity/adoption leave, full-time study, **etc. or other reason approved by the Board of Trustees.**

SECTION 2: Parental leave may be granted for six (6) months including time leading to and after the birth or adoption of the child.

SECTION 3: Requests for leave of absence without pay must be **submitted** in writing to the Library Director who will refer the request to the Board of Trustees for decision. Requests for leave of absence without pay must be made in sufficient time to recruit temporary help to fill the position.

SECTION 4: The following provisions of family leave are available to members of the bargaining unit. **Unless otherwise specifically noted below, family leave shall be provided as set forth under the Family Medical Leave Act (FMLA):**

- A. An employee is eligible for leave after twelve (12) months of uninterrupted employment.
- B. Upon the recommendation of the Library 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, son, daughter, or parent who has a serious health condition or a serious health condition of the employee.

For part-time employees, the leave is calculated on a pro-rated or proportional basis.

Eligibility covers employees with chronic conditions and those who are undergoing treatment for substance abuse (as defined by the American with Disability Act).

- C. Intermittent leave may be granted if medically necessary for leave due to a serious health condition.

However, such leave may not accumulate to more than twelve (12) weeks per year for full-time employees or a pro-rated proportion for part time employees. If an employee requests intermittent leave that is foreseeable based on planned medical treatment, the Library District may require that the employee transfer temporarily to an available alternate position offered by the Library District as long as it has equal pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.

- D. The employee may elect, or the Library District may require, that the employee substitute any accrued paid leave to care for a seriously ill family member. For leave due to a serious health condition of the employee, the employee may elect, or the Library District may require, that the employee substitute any accrued paid leave.
- E. If leave is foreseeable based on planned medical treatment, the employee must take a reasonable effort to schedule treatment so as not to unduly disrupt the operations of the Library District.
- F. On return from leave, the employee is entitled to be restored to the position held when leave commenced or to an equivalent position with equal pay, benefits, and other terms and conditions of employment.

The employee does not lose any employment benefit accrued prior to the date on which the leave commenced. **But the employee is not entitled to accrue any seniority or employment benefits during the period of leave or any right, benefit, or position other than what they would have been entitled had leave not been taken.**

- G. The Library District will pay the premiums under any group health plan for the employee at the same level and conditions of coverage that would have been provided had the employee continued employment for the duration of the leave.
- H. Employee may file a grievance and/or bring civil action against the Library District should it violate

this Section.

ARTICLE XVIII: VACATION

SECTION 1: Support Staff (Clerical and Custodial) full-time employees shall earn fifteen (15) working days of vacation leave annually on a pro-rated basis of $1\frac{1}{4}$ days for each month served.

SECTION 2: Support Staff (Clerical and Custodial) full-time employees shall earn twenty (20) working days of vacation annually after seven (7) years of service, on a pro-rated basis of $1\frac{2}{3}$ days for each month served.

SECTION 3: Professional (non-clerical and non-custodial) full-time employees shall earn twenty (20) working days of vacation leave annually on a pro-rated basis of $1\frac{2}{3}$ days for each month served.

SECTION 4: All full-time employees shall earn twenty-five (25) days of vacation annually after sixteen (16) years of service, on a pro-rated basis of 2 days for each month served, except for the month of hire, where 3 days will be earned.

SECTION 5: Vacation leave shall be pro-rated for part-time librarian and support staff employees. Employees hired on or after October 26, 2022, must work a minimum of seventeen and a half hours per week in order to be eligible for vacation leave. 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.

SECTION 6: Vacation leave may be taken at any time during the year. No more than an employee's annual vacation allocation may be carried at any given time without permission from the Library Director. An employee who wishes it may take all or part of the vacation leave in days without special permission. A minimum of three hours of vacation leave must be taken at a time, unless otherwise approved by the Library Director.

SECTION 7: Requests for vacation leave shall be submitted to the department head no later than December 1 of each year for the 12-month period beginning January 1 of the following year. Decisions regarding scheduling conflicts shall be determined by protocols established in Article XXIV, Section (2). Changes to approved vacation schedule must be submitted not less than (2) weeks in advance and in accordance with established procedure. For one (1) day vacation leave request, only one week advance notice is needed, unless waived by the Library Director. In these instances, the Library Director will determine resolution of any scheduling conflict.

SECTION 8: Employees will be paid their normal rate of pay for earned vacation time due to them upon termination of employment. The heirs or estate of a deceased employee shall be paid for the employee's accrued vacation time.

ARTICLE XIX: MILITARY LEAVE

SECTION 1: Military leave will be granted with pay to employees where applicable and in accordance with Federal and State authorization and limits. Such time is not to exceed thirty (30) days in one (1) calendar year. Pay will not be granted unless military orders are presented to the Library Director well in advance of start of leave. Pay will not be made in advance in this instance.

ARTICLE XX: RETIREMENT

SECTION 1: All employees of the Library District who are members of the New York State Retirement System shall be entitled to benefits under Section 75-g of the New York State Retirement Law.

SECTION 2: The Library District shall provide Option 41(j) under the New York State Retirement System regarding unused accumulated sick days.

SECTION 3: The Library District shall offer employees payroll deductions for the New York State Deferred Compensation Plan (NYSDCP).

ARTICLE XXI: HEALTH INSURANCE

SECTION 1: Full-time employees of the Library District shall be entitled to health insurance coverage with the New York Empire Plan of Hospitalization and Major Medical Benefits. In addition, full-time employees of the Library District shall be entitled to elect for optional HMO coverage, as provided by the Library District.

All full-time employees hired prior to October 26, 2022, who participate in the health insurance program shall pay twelve (12%) percent of their premium for either individual or family coverage.

All full-time employees hired on or after October 26, 2022, who participate in the health insurance program shall pay fifteen (15%) percent of their premium for either individual or family coverage.

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

SECTION 2: A full-time employee of the Library District shall, at the employee's election, receive an annual cash payment in the event such employee elects to refrain from enrollment in the hospitalization and medical insurance program otherwise offered by the Library District. Subject to the enrollment rules of the hospitalization and medical plans, any employee electing to refrain from coverage may re-enroll at the earliest opportunity permitted by any such plan. In the event an employee elects to refrain from coverage during the year, or elects to rejoin during the year, the cash payment shall be prorated so as to reflect the portion of the year during which the employee was in the employ of the Library District and refrained from enrollment within the hospital or medical plans. The form to be utilized by the Library District shall contain a provision suggesting that the employee consult with the CSEA Unit President or designee prior to executing the form. The Library District shall advise the CSEA Unit President or designee in writing when an employee makes application.

The cash payments shall be \$2,700 for an employee with a family plan and \$1,350 for an employee with an individual plan. This cash payment shall be paid on a quarterly basis, at the end of the quarter. An Employee whose spouse or parent is also employed by the Library District, and who is covered under their spouse/parent's family health insurance plan with the Library District, shall not be eligible for the health insurance buyout.

SECTION 3: The Library District will maintain a Flex 125 program.

SECTION 4: A part-time employee may join the HMO health plans offered by the Library District, if the employee pays the entire cost of the premium and if the plan allows part-time participation.

SECTION 5: Full-time employees of the Library District represented by the Union shall be entitled to the New York Empire Plan of Hospitalization and Major Medical Benefits in retirement so long as they have had

ten (10) years of continuous Library District service up to immediately preceding retirement. All retirees participating in the health insurance program shall pay fifty (50%) percent of the premium for individual retiree coverage. If enrolled in family retiree coverage, the retiree shall contribute fifty (50%) percent of the cost of the individual premium as well as sixty-five (65%) percent of the difference between the cost of the individual and applicable family plan premium. An annual letter will be provided to all retirees in which the cost of their health insurance in retirement will be explained.

SECTION 6: ~~Effective with the next open enrollment period,~~ Domestic partners may be covered under the family health insurance plan pursuant to the following:

- A. A domestic partnership is defined as one in which the partners must be 18 years of age or older, unmarried and not related by marriage or blood in a way that would bar marriage, reside together, involved in a committed (lifetime) rather than casual relationship, and have responsibility for each other's welfare and financial obligations.
- B. The requirements for coverage of a domestic partnership shall be set by the health plan. The Unit member requesting such coverage shall execute a Domestic Partner Affidavit, and provide any required documentation, including proof of cohabitation and evidence that an economically interdependent relationship exists between the employee and the domestic partner.
- C. Termination of the relationship shall be reported to the Library within thirty days.
- D. The Unit member applying for domestic partner coverage shall be responsible for all federal and state income tax payments.

ARTICLE XXII: LIFE INSURANCE

SECTION 1: A full-time employee of the Library District shall be provided with a ten thousand dollar (\$10,000) group term life insurance policy for which all premiums are to be paid by the Library District during their period of employment, which benefit shall survive this Agreement.

SECTION 2: Upon retirement as described by the New York State and Local Retirement System and Social Security Law, and for the life of the member, the Library District will pay the full amount of the premium for each employee for a group term life insurance policy in the amount of five thousand dollars (\$5,000).

SECTION 3: The above benefits shall not apply to an employee who terminates their employment under charges.

ARTICLE XXIII: EDUCATION ASSISTANCE

SECTION 1: Upon one year of employment, the Library District will provide funds in the form of educational assistance for those employees seeking to further their formal education in the area of their job assignments by providing a reimbursement of up to seventy-five (75%) percent of tuition cost upon satisfactory completion of the course. Reimbursement shall be provided based upon tuition charged at a SUNY institution for the selected or similar course of study. Employees will be obligated to up to two (2) years of Library District service upon the completion of a degree funded through this program or a period of time similar to the duration of subsidized study. Should the employee receive a promotion due to their matriculated status and fail to take courses for more than a 12-month continuous period without prior approval from the Library Director, then the employee will revert back to their prior classification and at the appropriate

reduction of salary.

SECTION 2: Written prior approval must be granted by the Library Director before an employee is entitled to such benefits.

SECTION 3: As available, the Library District will provide funds and leave time for the purpose of continued professional development, for all employees. Such activity will be at the discretion of the Library Director, granted on a case-by-case request, and subject to the availability of funds.

ARTICLE XXIV: SENIORITY

SECTION 1: Seniority shall be observed as provided by Civil Service Law with the continuation of the work of the department taking first priority. All seniority shall be as of the date of first permanent appointment. No seniority shall be allowed for the time spent as a temporary employee or a provisional employee, except as noted elsewhere in this Article. All employees shall be included under this Article.

SECTION 2: Any employee having a permanent appointment in the non-competitive class shall upon entering the competitive class begin seniority in the classification as of the date of appointment to the competitive class.

SECTION 3: Seniority from date of employment in the Library District shall be taken into consideration in the scheduling of vacations and in the allocation of overtime.

SECTION 4: Part-time employees shall have their own seniority list. This list shall be taken into consideration, if they qualify, in applying for any full-time or part-time position before the Library District hires from outside the system. The part-time seniority list is subordinate to the full-time seniority list.

ARTICLE XXV: GRIEVANCE AND DISCIPLINARY PROCEDURE

SECTION 1: A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the terms and conditions of this Agreement.

Both parties to this Agreement recognize the mutual benefit of resolving grievances at the earliest possible stage. In an effort to promote the amicable resolution of grievances both parties further agree that each will make every attempt to resolve issues informally. The formal grievance procedure shall be as follows:

Step 1: Alleged grievances must be submitted in writing to the appropriate department head within fifteen (15) working days after the **employee knew or should have known of the acts or conditions on which the grievance is based** ~~occurrence complained of or when the employee or Union should have known.~~ The department head shall have five (5) working days after receipt of the grievance within which to return a written reply. The grievance shall be in a form as approved by the parties and shall contain the date the problem arose, a complete statement of the problem, and the relief requested.

Step 2: In the event no answer is received within ten (10) working days or the answer received is unsatisfactory at Step 1, the grievant shall have ten (10) working days within which to submit the grievance in writing to the Library Director. The Library Director shall have ten (10) working days after receipt within which to return a written reply.

Step 3: In the event no answer is received or the answer received is unsatisfactory at Step 2, the

grievant shall then have ten (10) working days within which to submit the grievance in writing to the Board of Trustees of the Library District. The Board of Trustees shall then have ten (10) working days after receipt within to return a written reply.

Step 4: In the event no answer is received within ten (10) working days or the answer received is unsatisfactory at step 3, the grievant shall then have ten (10) working days within which to submit the grievance to binding arbitration. The parties agree that either the Public Employment Relations Board or the American Arbitration Association shall be the administrative agency responsible for assisting the parties in the arbitration process.

The parties agree that the decision of the arbitrator shall be final and binding on each and in no event will either party have recourse to any other means of review. All just costs incurred relating to the appointment and services of the arbitration shall be borne equally by the parties.

Timely compliance with Steps 1, 2, and 3 of the grievance procedure is a condition of arbitration and the failure by the party to timely comply shall be grounds for the stay of arbitration.

SECTION 2: Any Library District employee covered by the contract shall be notified of the intention of the Library District to undertake disciplinary action (including discharge) against them personally or by registered mail to their official address as maintained by the Administrative office. The CSEA Unit President or designee shall receive a copy of the Notice of Charges. Employees shall have ten (10) working days to respond to said charges by:

- A. Executing a statement of election to proceed pursuant to Section 75 of the Civil Service Law and then submitting an answer to said charges pursuant to that Section, or
- B. Executing a statement of election to proceed through the grievance procedure, or
- C. Executing a waiver and accepting the indicated disciplinary action.

A failure to respond within the time period set forth shall constitute an election of Alternative C above and a waiver of all rights to defend the disciplinary action.

ARTICLE XXVI: LABOR/MANAGEMENT COMMITTEE

SECTION 1: The Library District and the CSEA Unit shall establish a Labor/Management Committee consisting of three (3) members from each party to maintain a harmonious and cooperative relationship and to increase the efficiency, welfare, and productivity of the Library System. Periodic meetings of the Committee shall be established within which each party may discuss complaints, safety issues, or policies of the Library District. The committee shall meet preferably every other month, at a time and date mutually determined by the members of the Committee. Both parties agree to submit a written agenda one week in advance of the scheduled meeting. Any meeting may be mutually canceled or postponed by written notice.

ARTICLE XXVII: SAVING CLAUSE

SECTION 1: If any article or part thereof of this Agreement or any addition thereto should be decided to be in violation of any Federal, State, or Local Law, or adherence to or enforcement of any article or part thereof should be restrained by a Court of Law, the remaining articles of the Agreement or any addition thereto shall not be affected.

ARTICLE XXVIII: PRINTING OF AGREEMENT

SECTION 1: Each employee shall be provided with a copy of this entire contract, with cost for said printing to be shared equally by the Library District and the Union **and shall be made available digitally on the Library District's Staff Web Page.**

ARTICLE XXIX: DURATION

SECTION 1 – The effective dates of this contract will be from January 1, 2025 through December 31, 2027.

ARTICLE XXX: LEGISLATIVE CLAUSE

SECTION 1 – It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit the implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

ARTICLE XXXI: MAINTENANCE OF STANDARDS

SECTION 1 - Terms and conditions of employment in effect prior to the establishment of the Poughkeepsie Public Library District and not changed, modified, or altered by this Agreement shall remain in effect.

Effective as herein specifically set forth in this Agreement between the parties, each and every term, clause, and provision thereof shall remain in full force and effect.

All terms and conditions of this contract shall remain in full force and effect until a new contract is signed.

ARTICLE XXXII: RESIGNATION CLAUSE

SECTION 1 - All Library District employees must submit a written resignation two (2) weeks prior to their final day of work, excluding use of accumulated leave time.

APPENDIX A: Salary Table (2025 – 2027)

Civil Service Title	FULL-TIME/PRORATED HOURLY APPOINTMENTS						PART-TIME APPOINTMENTS		
	2025	2026	2027	Step - 2025	Step - 2026	Step - 2027	2025	2026	2027
Page	\$40,628	\$42,050	\$43,458	\$868	\$894	\$921	\$22.32	\$23.10	\$23.88
Custodial Worker	\$48,478	\$50,175	\$51,855	\$1,047	\$1,078	\$1,111	\$26.64	\$27.57	\$28.49
Security Guard	\$48,478	\$50,175	\$51,856	\$1,047	\$1,078	\$1,111	\$26.64	\$27.57	\$28.49
Senior Custodial Worker	\$59,107	\$61,176	\$63,226	\$1,350	\$1,391	\$1,432	\$32.48	\$33.61	\$34.74
Custodian	\$53,690	\$55,569	\$57,431	\$1,165	\$1,200	\$1,236	\$29.50	\$30.53	\$31.56
Head Custodian	\$59,107	\$61,176	\$63,225	\$1,350	\$1,391	\$1,432	\$32.48	\$33.61	\$34.74
Receptionist	\$42,137	\$43,611	\$45,072	\$903	\$930	\$958	\$23.15	\$23.96	\$24.77
Senior Typist	\$45,721	\$47,322	\$48,907	\$984	\$1,014	\$1,044	\$25.12	\$26.00	\$26.87
Library Clerk/Clerk	\$42,137	\$43,611	\$45,072	\$903	\$930	\$958	\$23.15	\$23.96	\$24.77
Library Clerk (Spanish Speaking)	\$45,721	\$47,322	\$48,907	\$984	\$1,014	\$1,044	\$25.12	\$26.00	\$26.87
Senior Library Clerk	\$45,721	\$47,322	\$48,907	\$984	\$1,014	\$1,044	\$25.12	\$26.00	\$26.87
Senior Library Clerk (Spanish Speaking)	\$49,623	\$51,360	\$53,081	\$984	\$1,014	\$1,044	\$27.27	\$28.22	\$29.17
Principal Library Clerk	\$52,666	\$54,509	\$56,335	\$1,142	\$1,176	\$1,212	\$28.94	\$29.95	\$30.95
Supervising Library Clerk	\$59,448	\$61,529	\$63,590	\$1,296	\$1,335	\$1,375	\$32.66	\$33.81	\$34.94
Public Information Officer	\$57,670	\$59,688	\$61,687	\$1,250	\$1,288	\$1,326	\$31.69	\$32.80	\$33.89
Account Clerk	\$48,050	\$49,732	\$51,398	\$1,037	\$1,068	\$1,100	\$26.40	\$27.33	\$28.24
Senior Account Clerk	\$52,169	\$53,995	\$55,804	\$1,185	\$1,221	\$1,257	\$28.66	\$29.67	\$30.66
Principal Account Clerk	\$63,153	\$65,363	\$67,553	\$1,380	\$1,421	\$1,464	\$34.70	\$35.91	\$37.12
Technology Instructor	\$54,000	\$55,890	\$57,762	\$1,210	\$1,246	\$1,284	\$29.67	\$30.71	\$31.74
Library Assistant	\$53,882	\$55,767	\$57,636	\$1,169	\$1,204	\$1,240	\$29.61	\$30.64	\$31.67
Library Assistant (Spanish Speaking)	\$58,518	\$60,566	\$62,595	\$1,169	\$1,204	\$1,240	\$32.15	\$33.28	\$34.39
Network Analyst	\$75,279	\$77,914	\$80,524	\$1,655	\$1,705	\$1,756	\$41.36	\$42.81	\$44.24
Micro Sup Specialist	\$62,916	\$65,118	\$67,300	\$1,374	\$1,415	\$1,458	\$34.57	\$35.78	\$36.98
Librarian Trainee	\$59,036	\$61,102	\$63,149	\$1,286	\$1,325	\$1,364	\$32.44	\$33.57	\$34.70
Development Officer	\$78,938	\$81,700	\$84,437	\$1,738	\$1,790	\$1,844	\$43.37	\$44.89	\$46.39
Historian	\$64,299	\$66,550	\$68,779	\$1,406	\$1,448	\$1,492	\$35.33	\$36.57	\$37.79
Librarian I	\$64,299	\$66,550	\$68,779	\$1,406	\$1,448	\$1,492	\$35.33	\$36.57	\$37.79
Librarian II	\$67,837	\$70,211	\$72,563	\$1,486	\$1,531	\$1,576	\$37.27	\$38.58	\$39.87
Librarian III	\$72,114	\$74,638	\$77,138	\$1,583	\$1,630	\$1,679	\$39.62	\$41.01	\$42.38
Building Administrator	\$69,822	\$72,266	\$74,687	\$1,531	\$1,577	\$1,624	\$38.36	\$39.71	\$41.04

Hourly rates for all titles are computed as [Annual Salary] / 260 / 7.

APPENDIX B: Leave Allowances for Legacy Hourly and Part-Time Employees

Leave allowances for staff hired prior to **October 22, 2022** who are working less than the standard work week. Refer to Article X for definition of standard workday and standard workweek.

- A. 4/5 time is defined as twenty-eight (28) hours per week for Librarian and clerical staff and thirty-two (32) hours per week for Custodial Staff.
- B. 3/5 time is defined as twenty-one (21) hours per week for Librarian and clerical staff and twenty-four (24) hours per week for Custodial Staff.
- C. Staff working 4/5 and 3/5 time are defined as full-time employees for all purposes except the accrual of leave time.
- D. For convenience, the leave time per year of staff working seventeen and a half (17 ½) hours or less per week has been calculated in hours.
- E. Also, for convenience, only the leave time for positions established when this contract was ratified has been calculated. If the regularly scheduled hours of a position are permanently changed, or a new position with different hours is established, the leave allowances for that position shall be determined by calculating the percentage relationship that the hours of the new or changed position have to the hours of a full-time position in the same classification, and applying that percentage to the full-time allowance in each category of leave time.

Signature Page

The parties sign and seal the document above.

Poughkeepsie Public Library District

Civil Service Employees Association, Inc.

President, Board of Trustees

AFL-CIO Local 814, Unit 6675 President

CSEA Labor Relations Specialist

This agreement was ratified on June 18, 2024 by Unit 6675 and on June 26, 2024 by the Board of Trustees with an implementation date of January 1, 2025.

New Business Fact Sheet
Approval of Revised FY2025 Budget

Recommended By Finance Committee

Background The Committee's recommended adjustments to FY2025 Budget as approved by the voters is presented for approval.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2023 budget as presented in PPLD Document #042623 - 5A.

Motion Moved _____
Seconded _____

Record of Vote	Yea	Nay
Trustee Blazek	_____	_____
Trustee Eagleton	_____	_____
Trustee Ferrer	_____	_____
Trustee Fitzgibbons	_____	_____
Trustee Hogg	_____	_____
Trustee McPhee	_____	_____
Trustee Moore	_____	_____
Trustee Nichols	_____	_____
Trustee Ryan	_____	_____
Trustee Schmitz	_____	_____
Trustee Spuhler	_____	_____



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

FY2025 Budget

Draft Presented to the Finance Committee : June 13, 2024

Revised Draft: July 15, 2024

Approved by the Voters: November 5, 2024

Revised By Board of Trustees: December 18, 2024

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Summary**

	2023 Revision #2	2024 Approved	2024 Current	2025 Approved
Real Property Taxes - General Fund	\$ 7,251,061	\$ 8,154,668	\$ 8,154,668	\$ 8,845,127
Real Property Taxes - Debt Services	1,238,400	1,241,676	1,241,676	1,341,676
PILOTs	205,424	173,000	173,000	173,000
Other Revenue	498,983	451,983	456,983	479,483
State Aid	289,519	289,519	289,519	295,895
Transfers In (includes Debt Service Fund)	100,000	100,000	100,000	-
Transfer In (Undesignated Fund Balance)	193,758	200,000	200,000	200,000
Transfers In (Greene Fund)	472,357	445,659	445,659	529,432
Total - Revenue	\$ 10,249,502	\$ 11,056,505	\$ 11,061,505	\$ 11,864,613

	2023 Revision #2	2024 Approved	2024 Current	2025 Approved
Salaries	4,438,030	4,649,309	4,656,967	5,123,059
Equipment	92,200	137,250	137,790	77,250
Library Materials	397,003	415,476	446,798	462,478
Public Programming	172,220	195,100	196,068	230,600
Supplies	63,500	76,050	81,322	86,700
Communications	78,102	78,472	79,945	82,800
PR, Printing & Postage	74,732	107,000	108,124	107,000
Professional Development & Travel	27,552	56,000	56,000	36,462
Automation Services	142,306	142,306	143,172	126,724
Professional Services	192,337	216,587	222,600	216,587
Operations	594,614	737,755	751,448	868,783
Employee Benefits	2,172,148	2,469,004	2,469,481	2,574,601
Greene Activities	#REF!	405,954	370,114	529,432
Capital Debt Service	1,338,400	1,342,138	1,341,676	1,342,138
Total - Appropriations	#REF!	\$ 11,028,401	\$ 11,061,505	\$ 11,864,613

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revised by the Board of Trustees: December 18, 2024

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Revenue**

		2024 Approved	2024 Current	2025 Draft
41001	Real Property Taxes	\$ 8,154,668	\$ 8,154,668	\$ 8,845,127
41003	Real Property Taxes: Debt Service	1,241,676	1,241,676	1,341,676
42771	Payment In Lieu of Taxes (PILOT)	173,000	173,000	173,000
42082	Library Charges	20,000	20,000	20,000
42401	Interest Earnings	45,000	45,000	50,000
42680	Insurance Recoveries	-	-	-
42705	Donations	150,000	155,000	50,000
	Dontations: Friends	-	-	125,000
	FEMA Reimbursement	-	-	-
42752	Friends Annual Appeal	30,000	30,000	27,500
42753	Donation: In-Kind	81,983	81,983	81,983
42760	Grants	50,000	50,000	50,000
42777	E-Rate + ECF Income	65,000	65,000	65,000
42800	Miscellaneous Income	10,000	10,000	10,000
46840	State Aid: Central Library Servcies Aid	265,613	265,613	271,989
43841	State Aid: Central book Aid			
43842	State Aid: Local Library Incentive Aid	23,906	23,906	23,906
	Transfer In (designated Fund Balance)	200,000	200,000	200,000
45031	Transfers In (includes Debt Service Fund)	100,000	100,000	-
	Transfers In: Greene Find	445,659	445,659	529,432
	Total	\$ 11,056,505	\$ 11,061,505	\$ 11,864,613

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revised by the Board of Trustees: December 18, 2024

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations**

PPLD Document #121824 - 6A

Org	Object	Project	Description	2024 Approved	2024 Current	2025 Draft
A00000	51410		Salaries - Librarians	\$ 1,715,000	\$ 1,715,000	\$ 1,840,510
A20300	51410		Salaries - Historian (Greene)	68,149	68,149	70,364
A00000	51419		Salaries - Reserve For Retirement	-	-	-
A00000	51420		Salaries - Support Staff	2,176,937	2,176,937	2,476,441
A20300	51420		Salaries - Support Staff (Greene)	46,250	46,250	55,051
A00000	51440		Salaries - Sunday Hours	85,000	85,000	85,000
A00000	51450		Salaries - Building Services	629,383	629,383	711,824
A20300	51450		Salaries - Building Services (Greene)	50,130	50,130	52,806
A00000	51460		Salaries - Student Pages	31,850	31,850	9,285
A00000	52800		FFE - General	26,500	26,500	26,500
A00000	52800	A212	FFE - Marcotte Training Lab	750	750	750
A20300	52800		FFE - Greene	-	-	-
A60000	52800		FFE - IT	23,000	23,040	23,000
A60000	52800	A239	FEE - ECF	-	500	-
A60000	52800	A247	FFE - IT (Technology Upgrades)	85,000	85,000	25,000
A74000	52800		FFE - SPD Branch Library	2,000	2,000	2,000
A11100	54100	A211	Library Materials - Digital Books (CLDA)	62,626	73,687	83,000
A11100	54100		Library Materials - Books (CLDA)	-	-	-
A20300	54100	A211	Library Materials - Digital Books (Greene)	30,000	30,000	42,500
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000	7,000
A20300	54100		Library Materials - Books (Greene)	117,000	128,769	130,000
A44000	54100		Library Materials - Books	47,500	54,214	55,000
A44000	54100	A211	Library Materials - Digital Books	32,500	32,501	35,000
A44000	54100	A203	Library Materials - Books (Greene)			
A44000	54100	A203	Library Materials - Greene (CF)			
A44000	54100	A225	Library Materials - BT Leasing	18,500	18,500	19,000
A44000	54100	A228	Library Materials - Early Literacy Packs	-	5,000	5,000
A44000	54100	A228	Library Materials - Digital Books (DC Reads)			
A44000	54110		Library Materials - Video	25,800	27,943	25,800
A44000	54110	A211	Library Materials - Digital Video	55,500	55,501	65,000
A44000	54120		Library Materials - Audio & Music	35,550	39,747	32,500
A44000	54120	A211	Library Materials - Digital Audio & Music	10,000	10,000	10,000
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000	25,000
A41000	54130		Library Materials - Serials (Adult)	11,500	11,600	11,750
A44000	54130	A211	Library Materials - Digital Serials	500	500	500
A45000	54130		Library Materials - Serials (Youth)	1,800	1,800	1,900
A46000	54130		Library Materials - Serials (Teen)	1,100	1,000	1,200
A71000	54131		Library Materials - Newspapers (Adriance)	6,500	6,500	6,750
A73000	54131		Library Materials - Newspapers (Boardman Road)	4,500	4,500	4,650
A41000	54132		Library Materials - Microforms	5,600	5,600	5,700
A44000	54150		Library Materials - Games	-	-	-

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations**

PPLD Document #121824 - 6A

Org	Object	Project	Description	2024 Approved	2024 Current	2025 Draft
A10500	54160		Library Materials - Binding	-	2,205	2,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	17,500	17,500	16,228
A41000	54291		Library Materials - Commercial Databases (Adults)	45,000	45,000	48,000
A45000	54291		Library Materials - Commercial Databases (Youth)	8,500	8,500	8,500
A10000	54292		Programming - Administration	5,000	-	5,000
A10000	54292	A124	Programming - Staff Development	3,000	3,000	3,000
A10000	54292	A125	Programming - MAP Passes	8,000	8,000	8,000
A20300	54292	A101	Programming - Big Read	-	-	-
A20300	54292	A211	Programming - Greene (Virtual Platform)	2,000	2,000	1,750
A20300	54292		Programming - Greene	45,000	45,000	50,000
A20300	54292		Programming - Advancement	-	2,000	2,000
A30000	54292	A101	Programming - Big Read	65,000	52,540	70,000
A10000	54292	540	Programming - Speakers			
A10000	54292	A123	Programming - DC Trustee			
A30000	54292	A109	Programming - Special Events			
A41000	54292		Programming - Adult	20,500	21,900	22,500
A41000	54292	A214	Programming - Spanish	7,000	7,000	7,000
A41000	54292	A215	Programming - Foundation Center	500	500	500
A41000	54292	A243	Programming - Library of Things	-	-	7,500
A43000	54292		Programming - Extension Services	2,000	2,000	2,500
A45000	54292	A107	Programming - Youth (BOB)	600	600	600
A45000	54292	A207	Programming - Bus Trips	1,500	1,000	1,500
A45000	54292	A218	Programming - Poughkeepsie Book Festival	17,500	33,000	35,000
A45000	54292	A233	Programming - Youth (Outreach)	7,000	7,000	7,000
A45000	54292	A234	Programming - Summer Saturday	3,000	3,000	-
A45000	54292	A236	Programming - Fall Founders Day	4,000	4,300	4,000
A45000	54292	A237	Programming - Operation Warm	13,000	13,000	13,000
A45000	54292		Programming - Youth	22,500	24,228	25,000
A46000	54292		Programming - Teen	5,000	5,000	6,500
A50000	54292		Programming - Contingency	5,000	3,000	5,000
A74000	54292	A228	Programming - Dutchess County	-	-	-
A74000	54292		Programming - SPD	4,500	4,500	4,500
A41000	54293		Programming - Auditorium Rentals	500	500	500
A00000	54300		Supplies - Office & Library	21,000	21,171	22,000
A20000	54300		Supplies - Custodial	21,000	22,603	25,000
A20000	54300	A204	Supplies - Parking Lot	2,500	2,500	3,000
A20000	54300	A226	Supplies - Custodial (COVID)	1,500	1,500	-
A20000	54300	R100	Supplies - DVD Cleaning	700	700	700
A30000	54300		Supplies - Advancement	-	2,000	3,000
A42000	54300		Supplies - Technical Services	4,500	5,899	6,000
A43000	54300		Supplies - Borrower Services	12,500	12,502	13,000

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations**

PPLD Document #121824 - 6A

Org	Object	Project	Description	2024 Approved	2024 Current	2025 Draft
A45000	54300	G200	Supplies - PLC	600	600	750
A50000	54300		Supplies - Ink & Toner	7,500	7,500	8,000
A60000	54300		Supplies - IT	1,750	1,750	2,500
A60000	54300	A208	Supplies - 3D Printing	1,500	1,597	1,750
A74000	54300		Supplies - SPD	1,000	1,000	1,000
A11100	54310		Telephone (CLDA)	472	573	1,500
A71000	54310		Telephone - Adriance	12,000	12,088	12,500
A73000	54310		Telephone - Boardman Road	2,000	2,000	2,500
A60000	54320	A239	Internet Services - ECF	-	681	-
A60000	54320	A248	Internet Services - Community WiFi (Jacobson)	-	-	1,800
A71000	54320		Internet Services - Adriance	37,000	37,000	37,000
A71000	54320	A235	Internet Services - Adriance (Hotspots)	12,500	13,103	13,000
A73000	54320		Internet Services - Boardman Road	13,500	13,500	13,500
A74000	54320	A203	Internet Services - Sadie Peterson	14,500	14,500	14,500
A74000	54320		Internet Services - Sadie Peterson (Wi-Fi)	1,000	1,000	1,000
A30000	54330		Postage - Bulk Mailing	25,000	25,290	25,000
A71000	54330		Postage - General	5,000	5,032	5,000
A00000	54340		PR & Printing - General	15,000	15,802	15,000
A30000	54340		PR & Printing - Rotunda	62,000	62,000	62,000
A44000	54340	A228	PR & Printing - Rotunda	-	-	-
A30000	54340	A203	PR & Printing - Rotunda	-	-	25,000
A74000	54340	A228	PR & Printing - DC APG	-	-	-
A00000	54350		CE - Regional & National	30,000	30,000	25,462
A00000	54351		CE - Local	2,500	1,500	2,500
A00000	54353		CE - Webinars	3,500	4,500	3,500
A00000	54355		Tuition Reimbursement	15,000	15,000	-
A00000	54356		Mileage Reimbursement - General	5,000	5,000	5,000
A00000	54360		Sierra/Encore Services	77,000	77,866	77,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	65,306	65,306	49,724
A10000	54370		Professional Services - Administration	15,000	15,750	15,000
A00000	54370		Professional Services - General	2,500	2,500	2,500
A11100	54370		ILL Charges (CLDA)	6,087	6,087	6,087
A20000	54370		Professional Services - Building Services	75,000	76,839	75,000
A30000	54370		Professional Services - Advancement	18,000	18,000	18,000
A41000	54370		Professional Services - Adult Services	10,000	10,000	10,000
A44000	54370		Professional Services - Collection Agency	7,500	7,931	7,500
A50000	54370		Professional Services - Business Office	60,000	62,993	60,000
A60000	54370		Professional Services - Software	22,500	22,500	22,500
A00000	54380		Membership Dues	2,000	2,000	2,000
A11100	54390		RRM (CLDA)			
A20000	54390		RRM - General	8,000	8,000	8,000

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations**

PPLD Document #121824 - 6A

Org	Object	Project	Description	2024 Approved	2024 Current	2025 Draft
A41000	54390		RRM - Adult Services	4,500	4,500	4,500
A60000	54390		RRM - IT	4,500	4,500	4,500
A71000	54500		Fuel & Utilities - Adriance	110,000	110,000	150,000
A73000	54500		Fuel & Utilities - Boardman Road	40,000	41,017	66,700
A20000	54520		Building Repairs - General	15,000	15,000	15,000
A20000	54520	A229	Buiding Repairs - Rotunda	-	-	7,500
A20000	54520	AXXX	Building Repairs - ADR Chiller	85,000	85,000	140,000
A74000	54520		Building Repairs - SPD Branch Library	1,500	1,500	1,500
A20000	54521		Building Repairs - Wojtecki	5,000	5,000	5,000
A20000	54523		Grounds Maintenance	18,000	19,012	18,000
A20000	54523	A204	Grounds Maintenance - City Lot	1,250	1,250	1,250
A00000	54530	A204	Staff Parking - City Lot	4,000	4,000	4,000
A00000	54530	A222	Staff Parking - 96 Market Street	11,500	11,500	11,500
A00000	54530	A224	PoJo Archives	14,000	14,032	14,000
A74000	54530	A203	SPD Branch Library - Lease	45,000	45,000	48,000
A00000	54540		Insurance - Property & Liability	41,000	42,868	41,000
A00000	54550		Insurance - Automobile	3,500	2,179	3,500
A00000	54550	C814	Insurance - Bookmobile	3,500	2,579	3,500
A00000	54560		Insurance - Liability Umbrella (includes Crime)	9,000	9,596	9,000
A00000	54561		Insurance - Volunteers	400	400	400
A00000	54570		Insurance - D & O	5,000	5,000	5,000
A00000	54580		Insurance - Cybersecurity	5,000	5,000	5,000
A00000	54680		Taxes on Property	20,000	20,000	20,000
A20000	54690		Snow Removal - Public Lots	20,000	20,425	20,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	9,000	9,000	9,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	9,500	9,500	9,500
A20000	54691		HVAC - Repairs & Improvements	75,000	84,583	75,000
A00000	54692		Other Operations - Water	11,000	11,110	11,000
A20000	54693		Other Operations - Trash	8,000	8,760	8,000
A00000	54694		Other Operations - General	7,500	7,875	7,500
A11100	54694		Other Operations (CLDA)	88,622	88,622	90,450
A20000	54694		Other Operations - Cleaning	7,500	7,526	7,500
A20300	54694	C814	Other Operations - Bookmobile	5,000	5,000	2,500
A20300	54694		Other Operations (Greene)	-	-	-
A00000	54699		Other Operations - In-Kind Services	81,983	81,983	81,983
A00000	54710		Vehicle Operations	4,000	4,131	4,000
A20000	54730		Vehicle Maintenance	4,000	4,000	4,000
A00000	59010		Employee Benefits - NYS Retirement	542,263	542,263	669,497
A20300	59010		Employee Benefits - NYS Retirement (Greene)	15,630	15,630	19,961
A00000	59030		Employee Benefits - Social Security	292,497	292,497	323,409
A00000	59035		Employee Benefits - Medicare	63,173	63,173	75,636

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations**

PPLD Document #121824 - 6A

Org	Object	Project	Description	2024 Approved	2024 Current	2025 Draft
A50000	59035		Employee Benefits - Contingency	-	-	22,998
A00000	59040		Employee Benefits - Workers Compensation	60,000	59,778	60,000
A00000	59045		Employee Benefits - Life Insurance	-	-	8,518
A00000	59050		Employee Benefits - Unemployment Pool	-	-	-
A00000	59055		Employee Benefits - Disability Insurance	5,000	5,699	3,733
A00000	59060		Employee Benefits - Medical Insurance	1,451,339	1,451,339	1,348,199
A00000	59061		Employee Benefits - Medicare B Reimbursement	49,732	49,732	60,236
A00000	59089		Employee Benefits - EAP	5,000	5,000	2,375
A00000	59710		Capital Debt Service - Principal	960,000	920,000	960,000
A00000	59720		Capital Debt Service - Interest	382,138	421,676	382,138
				\$ 11,056,967	\$ 11,130,022	\$ 11,854,613

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Greene Fund Appropriations**

Org	Object	Project	Description	2025 Draft
A20300	51410		Salaries - Librarian (Greene)	70,364
A20300	51420		Salaries - Support Staff (Greene)	55,051
A20300	51450		Salaries - Building Service (Greene)	52,806
A20300	52800		FFE - Greene	-
A20300	54100	A211	Library Materials - Digital Books (Greene)	42,500
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000
A20300	54100		Library Materials - Books (Greene)	130,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	1,750
A20300	54292		Programming - Greene	50,000
A74000	54320	A203	Internet Services - SPD	14,500
A30000	54340	A203	PR & Printing - Rotunda	25,000
A74000	54530		SPD Branch Library	48,000
A00000	54694	C814	Other Operations - Bookmobile	2,500
A20300	54694		Greene Activities (undefined)	-
A20300	59010		Employee Benefits - NYS Retirement (Greene)	19,961
Total				\$ 529,432

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Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revised by the Board of Trustees: December 18, 2024

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Central Library Appropriations**

Org	Object	Project	Description	2023 Revision #2	2025 Draft
A11100	54100	A211	Library Materials - Digital Books (CLDA)	62,626	83,000
A11100	54100		Library Materials - Books (CLDA)	-	-
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000
A11100	54291		Library Materials - Commercial Databases (CLDA)	17,500	16,228
A11100	54300		Supplies (CLDA)	-	-
A11100	54310		Telephone (CLDA)	472	1,500
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	65,306	49,724
A11100	54370		OCLC ILL	6,087	6,087
A11100	54694		Other Operations (CLDA)	88,622	90,450
Total				\$ 265,613	\$ 271,989

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New Business Fact Sheet
2025 Official Designations

Recommended By

Library Director

Current Situation

Annually, the Board of Trustees adopts its Official Designation by which a variety of dates, duties, and assignments are detailed.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District the 2025 Official Designations as described as PPLD Document #121824 - 7A.

Motion

Moved _____
Seconded _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT 2025 Official Designations, Charges, and Procedures

Legal Basis	The Board of Trustees shall adhere to the provisions of (1) applicable New York State General Municipal, Education, and Public Officers Law; (2) Rules of the Board of Regents; (3) Regulations of the Commissioner of Education; and (4) the PPLD By-Laws, as amended from time-to-time.
Meetings	<p><u>Board of Trustees Meetings</u>: The Board of Trustees typically meets on the evening of the fourth Wednesday of the month; however, this is subject to modification based on the calendar of public and generally observed religious holidays.</p> <p>Regular monthly meetings of the Board of Trustees shall be held at the Adriance Memorial Library, 93 Market Street, Poughkeepsie, unless otherwise approved by the Board of Trustees, and shall begin at 7:00 p.m. Exceptions to this schedule of dates and times must be approved by the Board of Trustees or as allowed by modifications of the Open Meetings Law. Warrant Review and Check Signing will occur forty-five (45) minutes prior to the Board of Trustees meeting, unless otherwise approved by the Board of Trustees.</p> <p><u>Committee Meetings</u>: Committees shall adopt a schedule of regular meetings at the first meeting of the committee.</p>
Officers and Committees	<p>2025 Officers are as follows:</p> <p style="padding-left: 40px;">President: Moira Fitzgibbons Vice-President: Sean Eagleton Secretary: Debbie Nichols Treasurer: Patricia Ryan Assistant Treasurers: Dianne Blazek, Mayra Fana, Patricia Ferrer, Sean Eagleton, Moira Fitzgibbons, Jonathan McPhee, Sheila Newman, Debbie Nichols, Jim Nurre, Laurel Spuhler.</p> <p>2025 Committee roster and charges are as follows:</p> <p><u>Board Development and Policy Committee</u> (develop educational programs and promote participation in appropriate events; maintain list of potential trustees; coordinate Board self-assessment; generally meets bi-monthly starting in February): Jonathan McPhee, Chair Patricia Ferrer Sheila Newman Mayra Fana Laurel Spuhler</p> <p><u>Finance Committee</u> (develop budget; oversee annual audit; review all contracts; oversee Library District investments; meets monthly): Sean Eagleton, Chair Dianne Blazek Mayra Fana Debbie Nichols Patricia Ryan</p> <p><u>Personnel Committee</u> (revise Personnel Plan; evaluate Library Director evaluation process; review payroll certification report from Civil Service, CBA negotiations; meets irregularly): Laurel Spuhler, Chair Dianne Blazek Patricia Ferrer Jim Nurre Patricia Ryan</p>

Planning Committee (develop strategic and capital plans; oversee facilities planning and management):

- Patricia Ferrer, Chair
- Sean Eagleton
- Jonathan McPhee
- Debbie Nichols
- Jim Nurre

The Board of Trustees may create additional *ad hoc* committees as allowed in the Library District’s By-Laws.

General Considerations: The Library District adheres to the provisions of the Open Meeting law as well as *Roberts Rules of Order*. Meetings of the Board and of its committees shall be open to anyone who accepts the rules of conduct established by the Board or by the committee. The Library Director may arrange for staff members to be present and make presentations at Board and/or committee meetings.

The Board of Trustees or any of its committees shall not meet on holidays that are generally observed.

Agenda: The agenda for meetings of the Board of Trustees shall be drafted by the Library Director and may be reviewed by the President prior to its distribution. Agendas will be posted in each branch of the Library District and on the Library District’s web site.

Matters to be reported or to be discussed by the Board at any meeting shall, whenever possible, be presented to the President or the Library Director for inclusion in the distributed agenda, or be approved by the Board as amendments to the agenda.

The order of business on the agenda shall include Old Business, New Business, reports from the Library Director and President, Board comment, public comment, and the time, date and location of the next meeting

Minutes and Reports: All meetings of the Board, including its committees, shall have a written record of business conducted. The presence or absence of any Board member from any Board or committee meeting shall be noted in the official record of the meeting. The official copy of Board meeting minutes shall have appended to it (1) financial reports; (2) the warrant; (3) the Library Director’s report; and (4) any other significant documents which clarify or augment the record.

Counsel The Board of Trustees designates the firm of Thomas Drohan Waxman Petigrow & Mayle, LLP as general counsel for the period January 1 – December 31, 2025. Other firms may be retained, upon action by the Board, for other specified purposes.

Auditor The Board of Trustees, by action taken at its meeting of December 16, 2020, designated the firm of EFPR Group, CPAs, PLLC as auditor for the period January 1 – December 31, 2024.

Insurance The Board of Trustees designates the firm of William R. Smith, Inc. as the insurance broker for the time period of January 15, 2025 – January 15, 2026.

Disclosure In accordance with Library District Policy #3103 – Conflict of Interest, each trustee and administrative officer of the Library District shall file a disclosure statement no later than January 15 of each year (attached). Policy #3103 shall be displayed in the staff areas at each Library District location.

Tax Anticipation Borrowing The Library District will use available cash balances in its various funds in order to fund operations prior to tax receipts. Repayment to these funds is required in accordance with Library District Policy #2105 – Fund Balance.

Performance Appraisals The Library Director shall be evaluated annually, with an evaluation document normally given to the Library Director no later than the November meeting of the Board of Trustees.

The Library Director shall ensure that all employees are evaluated annually.

Non-CSEA Salaries The Board of Trustees authorizes 2025 salaries for non-CSEA employees as follows:

- Library Director to be determined
- Business Manager to be determined

Secretary to the Director	to be determined
Student Pages	\$17.50 per hour
<i>(benefits are not provided to this position)</i>	

Newspapers The following newspapers shall be designated the official newspapers of the Library District:

Poughkeepsie Journal (for releases and legal ads)
Southern Dutchess News (for releases, only)

Additionally, the Library District will use other local media (print and non-print) and appropriate social media to advertise programs and services provided to patrons.

Purchasing/Claims: The Board of Trustees affirms approval of the Library District’s Purchase Policy (#2101 – A) and Claims Audit Policy (#2101 – B). Copies are attached.

The Board of Trustees shall authorize payment of all bills except those allowed by law for payment prior to such approval (i.e., insurances, utilities, payroll), which then require follow-up approval at the trustee meeting immediately following payment.

Warrants shall be made available for inspection at least one (1) hour prior to the monthly Board of Trustees’ meeting.

Depositories The Library District may maintain accounts in the following local financial institutions:

<u>Institutions</u>	<u>Maximum Amount</u>
LPL Financial	as per collateralization agreement
NBT	as per collateralization agreement with BNY Mellon

The Library District’s consolidated checking and payroll accounts will be maintained at NBT.

Additional depositories may be added, from time-to-time, as necessary. Such accounts shall be collateralized in accordance with public finance law.

Signatories The following people shall have signature authority on accounts held by the Library District:

<u>Board of Trustees</u>	<u>Administration</u>
President	Library Director
Vice President	Assistant to the Director
Treasurer	Human Resources Officer
Assistant Treasurer(s)	
Secretary	

Payroll checks shall bear the stamped signature of the Treasurer. Payroll is bi-weekly.

The Library District requires an original signature of the President, Vice President, Treasurer, Secretary and/or an Assistant Treasurer on all Accounts Payable checks. Such checks with a value over \$5,000 will require an additional original signature of a Board of Trustees officer.

New Business Fact Sheet

Purchase Approval: Adriance Chillers

Recommended By

Finance Manager

Current Situation

As has been previously reported, the Library District needs to replace two of the chiller units at Adriance Memorial Library. The units are critical to the control of temperatures throughout the building.

Given the emergent nature of the need, the Head Custodian obtained competitive quotes for the necessary units and they are attached to this Fact Sheet. These items in total nor as components are on state contract. The quotes are:

HT Lyons (Halfmoon, NY)	\$136,500
Stark Tech (Ballston Spa, NY)	\$138,923
American Heating & Cooling (Poughkeepsie, NY)	\$143,310

The lowest qualified bidder is deemed to be HT Lyons.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorize the expenditure of \$136,500 with HT Lyons for the purpose of chiller replacement at Adriance Memorial Library.

Motion

Moved _____
Seconded _____

AMERICAN HEATING & COOLING
1103 Dutchess Turnpike Poughkeepsie, NY 12603
Phone 845-473-1966 Fax 845-473-5713

BID # 2871
November, 11 2024

To: Bidders
Re: Poughkeepsie Public Library Adriance Memorial Library
Attn: Replacement of 2 WSHP

We are pleased to provide pricing for the replacement of (2) Water Furnace 30-ton Water to Water (NXW) located in the mechanical room. Our pricing is based on a site visit on 11/13/24.

Included:

High efficiency geothermal WSHP
Insulated heat exchanger
Extra quiet construction
Aurora Controller
Power wiring/Disconnect transfer
Start-up/warranty
Labor
Permits

Excluded:

Roofing/Cutting/Patching/Painting
Stamped engineered drawings
Conduit for control wiring
Structural steel or framing
Temporary climate control
Sheetrock access doors
Fire alarm wiring and integration
Duct smoke detectors (alarm contractor)
Concrete pads

Price: \$ 143,310.00

Option: If replacing (4) Water Furnace 30-ton Water to Water (NXW) Total cost \$265,600.00

Notes:

1. This proposal is based on our normal work day (7:00am-3:30pm M-F) and does not include any off hours work or overtime.
2. Our proposal does not include any repairs to existing HVAC items that remain.
3. Any HVAC item that remains, will remain in the same location and at the same elevation.
4. **This proposal is based upon the project qualifying as a Tax-exempt project.**
5. **Stark BMS claims that there is no direct controls connection, and no on-site integration needed for BMS existing. If required would be at an extra cost.**
6. **Pricing is based on prevailing Wage Rates.**

Very truly yours,
Chris Houle



WORK AUTHORIZATION

Quote# JG091724

Attn:	Mr. Dan Minunni	Date:	September 17, 2024
Job Name:	Adriance Library	Invoice To:	
Job Address:	93 Market Street	Address:	
Job City:	Poughkeepsie, NY 12601	City:	

The undersigned hereby authorizes & directs H.T. Lyons, Inc. to furnish the following labor & material described below: **Unit: Water Furnace Chiller Models NXW360R3PE8NNSA**

This quote is to replace two Water Furnace chillers with the same make and model currently available. These chillers now use updated R454b refrigerant. We would evacuate the refrigerant and dispose of the existing units following current EPA standards. We will provide and replace two failed chillers and make the necessary piping and wiring connections. We will start the chillers and test the units for proper cooling and heating operations. The rigging of the chillers in and out must take place through the lower floor main entrance during normal business hours. This quote includes prevailing wage rates.

Please note the customer must remove the mechanical room door from the hinges before the project begins. The chiller has a 14-week lead time before shipping. We exclude permits and any electrical upgrades or considerations for temporary cooling or heating.

Total Contract Price: **\$136,500.00 plus any applicable tax**

Purchase Order # (required field): _____

THE FULL CONTRACT PRICE IS DUE & PAYABLE UPON COMPLETION OF THE WORK.

IMPORTANT NOTICE: This work authorization is only for the work stated herein. Due to the incomplete operation of the system, it cannot be checked further. When unit is operational & further testing is possible, you will be advised if further repairs are necessary & estimate submitted before work is done. All work will be performed during the standard work week ours of 7:00 AM to 3:30 PM, Monday through Friday. Over-time labor, if requested, will be billed as an extra at a premium rate. Our quotation is based on the prevailing costs of labor & materials and is subject to revision 15 days from this date unless it is bonded by a purchase order or a contract. It is expressly agreed that the above-described property shall be and remain personal property, and the title to same is hereby retained by H. T. Lyons, Inc. and shall not pass to the purchaser until the full contract price has been paid. In case of default by the purchaser of any of its obligations under this contract and it is necessary that same be placed in the hands of an attorney for enforcement, purchaser agrees to pay all costs, including a reasonable attorney's fee. Unless otherwise specified, there will be a 30-day workmanship warranty on labor, combined with applicable factory warranties for material. H. T. Lyons, Inc. is not required to furnish labor without charge for the replacement of defective materials or equipment. H. T. Lyons, Inc. shall not be liable for any delay, loss or damage caused by acts of God, strikes, accidents or any other reason beyond its control.

ACCEPTED (SELLER) H. T. LYONS, INC.

ACCEPTED (CUSTOMER)

By: Joseph Greenfield

By:

Title:

Title

Date: September 17, 2024

Date:



Custom Proposal Technical Building Services, Inc.

12E Commerce Drive
Ballston Spa, N.Y. 12020-3631
Tel. (518) 885-4444 Fax (518) 885-4680
www.tbscontrols.com

Proposal #

24CMB039

PPLD Document #121824 - 8A

Submitted To: Poughkeepsie Public Library	Date: 10/11/2024
Address: 93 Market St	Building Owner: Poughkeepsie Public Library
City, State, Zip: Poughkeepsie, NY 12601	Work Site: Adriance Library
Attention: Jeff Giancarlo	Project: WaterFurnace Replacement

Type of Quote:		
<input type="checkbox"/> BMS (Building Management System) - DDC Controls	<input checked="" type="checkbox"/> HVAC Retrofit Installation	<input type="checkbox"/> Part Sales
<input type="checkbox"/> Lighting Control	<input type="checkbox"/> NYS State Contract - Pricing	<input type="checkbox"/> Equipment Sale
<input type="checkbox"/> Camera / Security/ Card Access	<input type="checkbox"/> Dashboard / Kiosk	<input type="checkbox"/> Service - Hours Maintenance
<input type="checkbox"/> Integration Services	<input type="checkbox"/> Consulting Services	<input type="checkbox"/> Mechanical Maintenance
<input type="checkbox"/> Power Monitoring	<input type="checkbox"/> Backflow Preventor Maintenance	<input type="checkbox"/> Retro-Commissioning

TBS Proposes To:

Replace existing (2) 30--Ton WaterFurnace Water Source Heat Pump
 Disconnect and remove existing (2) WaterFurnace WSHP
 Provide new (2) WaterFurnace WSHP and hose kit
 Install new (2) WaterFurnace WSHP and reconnect duct work and power wiring
 Start up and check out for proper operation

****Work herein to be done on client site shall be Monday - Friday during normal business hours.**

PLEASE EMAIL/ADDRESS PURCHASE ORDERS TO:
 Technical Building Services, Inc.
 12E Commerce Drive
 Ballston Spa, NY 12020
black@starktech.com

This proposal does **not** include sales or use tax.

TBS Proposes hereby to furnish complete in accordance with the above description,
 all for the sum of: **One Hundred Thirty Eight Thousand Nine Hundred Twenty Three Dollars and No Cents** Dollars **\$138,923**

Payment to be made as follows: **Net 30 Days**

<p>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. TBS's employees are fully covered by Workers Compensation Insurance.</p>	<p>Authorized Signature</p>	<p><i>Courtney Black</i></p> <hr/> <p>Technical Building Services Inc. Courtney Black</p>
	<p>Note: This proposal may be withdrawn by TBS if not accepted within</p>	<p>30 Days.</p>

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
 Payment is due upon receipt of invoice or the above agreed payment terms.

Authorized Signature _____
Date of Acceptance _____

New Business Fact Sheet
Agree to Terms of Donation

Recommended By Library Director and Development Officer

Current Situation The Millman Harris Romano Foundation would like to establish a fund with the Poughkeepsie Public Library District to fund additional user spaces, both indoors and outdoors at Library District locations. This fund would be established with a starting contribution of \$25,000 in December 2024, banked in a separate account, and reported as part of the CM (Special Revenue) Fund. Expenditures from the Fund would be authorized by the Library Director and with the written agreement of the Foundation's authorized representative.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the creation of the Millman Fund for the purposes and parameters described above.

Motion Moved _____
Seconded _____