

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, January 22, 2025
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 (6:15pm): Nurre 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 (*M. Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Board Education: Library District By-Laws (*included in packet*)
 - IV. Minutes of Previous Meeting(s)
 - A. December 18, 2024 (*T. Lawrence; #012225 – 1*)
 - V. Financial Report(s)
 - A. December 2024 (*R. Gillis; #012225 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*R. Gillis; #012225 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #012225 – 3*)
 - B. President's Report (*M. Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; 012225 – 3.3*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*N. MacDermott; #012225 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Revised Policy on Sexual Harassment Protections (*L. Spuhler; #012225 – 5*)
 2. Approval of Addition to Employee handbook (*L. Spuhler; #012225 – 6*)
 3. Approval of 2025 CLSA Budget (*T. Lawrence; #012225 – 7*)
 - 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, February 26, 2025; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

THE BYLAWS OF THE BOARD OF TRUSTEES OF THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

ARTICLE I: NAME, AUTHORITY, AND PURPOSE

Section 1: The name of the organization governed by these bylaws shall be the Poughkeepsie Public Library District, hereinafter referred to as the District.

Section 2: The District derives its authority and governance from Chapter 524 of the Laws of 1987 as amended in 1994 and further amended by Chapter 361 of the Laws of 1997, from its Absolute Charter issued by the University of the State of New York, and from these bylaws. The District shall observe all applicable New York State education, public officer, public finance, election, and municipal laws.

Section 3: The purpose of the District shall be to provide public library service to the residents, businesses, organizations, and governing officials of the City of Poughkeepsie and the Town of Poughkeepsie outside of the Village of Wappingers Falls.

ARTICLE II: BOARD OF TRUSTEES

Section 1: The Board of Trustees, hereinafter referred to as the Board, is entrusted with the governance of the District. It shall establish such policies as will ensure the District's purpose and objectives, maintain plans of service, appoint the Library Director, discharge all such responsibilities as are provided for under Article I, Section 2, adopt and revise bylaws and exercise such other responsibilities as may be appropriate.

Section 2: As provided for under Article I, Section 2, the number of Trustees shall be eleven, four from the City of Poughkeepsie and seven from the Town of Poughkeepsie. Trustees are elected by public vote in the general election and must be permanent residents of the municipality that elects them. Terms of office shall be for five years and shall commence on January 1 of the year following the election. In accordance with New York State Public Officers Law, all trustees are required to file an Oath of Office with the Dutchess County Clerk. Additionally, a copy of the Oath is to be on file in the Library District's Administrative Office.

Section 3: Any vacancy occurring on the Board shall be filled by appointment of the Board until such time as the vacant term can be filled through general election.

Section 4: Attendance is expected at all regular meetings of the Board. The President of the Board and the Library Director shall be advised in advance of any anticipated absences.

Section 5: Trustees are expected to serve on committees and attend those committee meetings. The committee chair and the Library Director shall be advised in advance of any anticipated absences.

Section 6: Each Trustee shall have one vote and must exercise it in person at a meeting to have this vote counted.

Section 7: Trustees are expected to perform duties as requested by the Board or the President of the Board. Trustees may not represent the Board or the District to commercial, public, corporate entities, or the media without prior permission from the Board or the President.

Section 8: Trustees failing to exercise their duties may be removed from the Board of Trustees in accordance with New York State Law.

Section 9: The Board shall hire the Library Director to manage the daily affairs of the District and grant him or her powers necessary to do so. The Library Director shall attend all meetings of the Board and may take part in the deliberations but may not vote. The Library Director shall serve as Clerk to the Board.

ARTICLE III: OFFICERS

Section 1: The officers and their duties shall be as follows:

The President shall preside at all meetings of the Board, serve as a non-voting member of all committees and sign official documents. The President shall provide a written statement for the Library District's annual report to the community. In addition, the President may elect to submit a report at each regular board meeting and an annual report.

The Vice-President shall have all responsibilities and perform all duties of the President in case of the absence or disability of the President.

The Secretary shall have responsibility for the correspondence of the Board and other such responsibilities as directed by the Board.

The Treasurer shall have general supervision of the financial affairs of the Board and shall supervise the collection of state and local funds. Additionally, the Treasurer shall supervise the development of the annual budget and will submit it to the Board for approval and to the governmental entities as provided for under Article I, Section 2.

Section 2: Officers shall be elected by the Board from among its members. The election shall occur at the reorganization meeting held in January of each year. Officers may be removed upon vote of the Board at any regular meeting.

Section 3: The term of office of all officers shall be one year, effective on the date of the reorganization meeting; however, officers shall remain in office until their successors are elected. If an officer resigns or is removed by the Board before the end of his or her term, a successor shall be elected by the Board for the remaining portion of the term. Typically, no Trustee shall serve for more than two consecutive full terms in the same office, unless otherwise approved by a vote of the Board.

ARTICLE IV: COMMITTEES OF THE BOARD

Section 1: Committees of the Board make recommendations to the Board relating to their charge.

Section 2: The Board shall have the following standing committees: Personnel Committee, Board Development and Policy Committee, Finance Committee, and Planning Committee.

The Personnel Committee shall coordinate the evaluation of the Library Director, shall annually review the Personnel Plan, shall annually receive the Civil Service payroll certification, shall represent the District during negotiations with labor, shall advise the Board of personnel actions requiring Board action, and shall apprise the Board of personnel issues related to long range planning and the budget.

The Board Development and Policy Committee shall advise on areas of trustee development including Board of Trustees orientation and self-assessment and shall perform the necessary functions with respect to Board policies. Further, the Committee shall develop and maintain an active list of potential trustee candidates, shall canvass the entire board and present names of candidates for officers of the Board to stand for election at the reorganization meeting in January, shall propose candidates for consideration to fill unexpired terms, shall coordinate periodic review of these Bylaws and, if appropriate, present recommendations for amendments as articulated in Article IX.

The Finance Committee shall regularly review the fiscal operations of the District, prepare the annual budget plan for Board consideration, coordinate the annual audit report, review all contracts (including insurance), oversee all District investments and perform other necessary functions of a fiscal nature. The Treasurer shall be a member of the committee but ordinarily shall not serve as Chair.

The Planning Committee shall conduct short and long range planning functions for the Board as well as oversee facilities planning and management, as needed.

Section 3: The Board may authorize other committees to carry out the necessary activities of the District.

Section 4: Unless otherwise approved by the Board, committee membership is limited to Trustees.

Section 5: The President shall appoint members and designate the chairs of all committees of the Board. All committees shall have a minimum of four members, including the chair. The President's appointments of individuals to serve on all standing committees shall require the Board's confirmation at its reorganization meeting in January. All appointments shall be for one year or, in the instance of an *ad hoc* committee, shall end at the conclusion of its business.

ARTICLE V: MEETINGS

Section 1: Meetings of the Board shall be scheduled as follows:

- (a) The Board shall adopt a schedule of regular monthly meetings at its reorganization meeting in January. Such schedule shall include date, time, and location. The agenda for each meeting shall be delivered in a timely fashion to each Trustee prior to the meeting. The power to reschedule or to cancel regular meetings can be exercised only by the President of the Board.
- (b) Committees shall adopt a schedule of regular meetings at their first meeting of the year. Each Trustee shall be notified, in writing, of the date, time, location, and topics for all committee meetings in a timely fashion prior to the meeting.

Section 2: Meetings of the Board shall be conducted as follows:

- (a) The order of business at regular meetings of the Board shall be determined by the President and may be amended by the Board at the beginning of the meeting. However, each agenda shall include a period of time for public comment.
- (b) The reorganization meeting shall be the meeting at which the Trustees elect officers. This meeting shall be chaired by the most senior officer present and qualified to retain his or her office or, otherwise, a temporary chair elected by the Trustees present at the meeting. At this meeting the Board shall also adopt *Board Procedures and Official Designations*.

Section 3: Special meetings of the Board may be called by the President or at the request of any four Trustees. Only the business prompting such a meeting and contained in an agenda may be discussed during the meeting. Special meetings require a minimum of three days' notice to the Board.

Section 4: At the discretion of the presiding officer, or upon the adopted motion of any Trustee, any meeting of the Board may adjourn to Executive Session for such purposes as are authorized by law.

Section 5: A quorum at all regular and special meetings shall be eight Trustees.

Section 6: Actions of the Board which require a vote must have the approval of eight trustees.

Section 7: The order of business at committee meetings shall be determined by the Chair and approved by the Committee at the beginning of the meeting. Committee recommendations forwarded to the Board shall be approved by a majority of the Committee members.

Section 8: All Board and committee meetings shall be held on District premises, unless otherwise approved by the Board. All meetings shall be publicized and held in accordance with the stipulations of the New York State Open Meetings Law and at a place able to accommodate members of the public.

ARTICLE VI: BUDGET AND FISCAL YEAR

Section 1: The fiscal year shall be the calendar year.

Section 2: The Board shall adopt propositions for submission to the Commissioner of Elections for public referendum as provided under Article I, Section 2.

ARTICLE VII: RECORDS AND FINANCIAL ACCOUNTING

Section 1: All actions of the Board and Committees shall be recorded.

Section 2: All official records of the District shall be maintained at the Adriance Memorial Library and in accordance with New York State law. Access to such records will be in accordance with prevailing law or in accordance with the policies adopted by the Board. The Library Director as Clerk shall serve as the Records Management Officer for the District.

Section 3: Copies of Board materials, District policies, and other relevant documentation shall be available for public view at all libraries of the District.

Section 4: Financial records shall be maintained in accordance with accepted accounting practice.

Section 5: An audit of District records shall be performed annually as required under Article I, Section 2.

ARTICLE VIII: RULES OF ORDER

Section 1: Robert's Rules of Order, latest revised edition, shall, in the absence of provisions to the contrary, be observed during all meetings of the District.

ARTICLE IX: AMENDMENTS

Section 1: These bylaws may be amended upon recommendation of the Board Development and Policy Committee or upon the written request of four Trustees and upon the reading of said amendments at two successive meetings of the Board. Such action by the Board requires that the stated action appear on the published agenda. Written notification shall include the exact changes proposed.

Latest Revision: March 29, 2023

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of December 18, 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)

-

FPPLD Representatives Present

- Norma Vazquez, President

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

- **Call to Order:** At 6:48 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** New Business Item #121824 – 7 moved to the end of the New Business items with an Executive Session added right before it for the purpose of discussing non-CSEA salaries.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. November 20, 2024 (PPLD Document #121824 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 20, 2024.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions

A. November 2024 Financial Activity Report (PPLD Document #121824 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2024 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** Gillis reported on several transfers and donations received. Trustee Ryan reported on the status of the Greene Estate probate. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #121824 – 2.1)

- **Motion:** 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 (see schedule of expenses in December packet).

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.

- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month’s Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #121824 – 3)

- Lawrence reported on: employee evaluations; the Manager Retreat; departing Trustees Mary Moore and Chip Hogg; statistics; Manager Reports and the Book Festival for 2025.

B. President’s Report: Thank you to Mary and Chip for their dedicated service. Thank you to Norma for all the work she has done with the Friends. Thank you to the staff for all the hard work they do all year. She wants to keep the People’s Bookshelf idea on everyone’s mind going forward, and she wants to keep a plan in place for finding a new Director when Tom decides it is time to retire.

C. Board Committee Reports: None.

D. Friends of PPLD: President Vazquez reported on the Holiday Sale; the December sale; the upcoming January sale; the Annual Meeting; the Volunteer Lunch; and an emergency call for one of their volunteers.

VII. Board Action

A. Personnel Actions: (PPLD Document #121824 – 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
William Ahlbach	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

- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Revised Collective Bargaining Agreement (CBA) (PPLD Document #121824 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** Lawrence explained the need for the changes in the contract for legal or clarification purposes. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

2. Approval of Revised FY2025 Budget (PPLD Document #121824 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2025 budget as presented in PPLD Document #121824 – 6A.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Lawrence explained the budgetary process and the need for making periodic changes. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

3. Purchase Approval: Adriance Chillers (PPLD Document #121824 – 8)

- **Motion:** 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.
- **Moved/Seconded:** McPhee, Hogg.
- **Discussion:** Gillis explained the need for the money to replace two chillers. HT Lyons is the lowest bid and we already have a relationship with them. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

4. Agree to Terms of Donation (PPLD Document #121824 – 9)

- **Motion:** 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 on the Fact Sheet.
- **Moved/Seconded:** Hogg, Ferrer.
- **Discussion:** Lawrence explained the background for this request.
- **VOTE:** 9 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing non-CSEA salaries.
- **Moved/Seconded:** Nurre, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 7:45 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:15 p.m.)

5. 2025 Official Designations (PPLD Document #121824 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2025 Official Designations as described in PPLD Document #112024 – 8A.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** Salaries will be as follows: Library Director \$146,890; Business Manager \$89,000; Human Resources Officer \$85,800; Secretary to the Director \$65,166; Student Workers \$17.50/hr.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

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

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 22, 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 December 2024 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 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 December 2024
Financial Activity – Narrative Report

General Fund (Fund A; \$1,228,674)

- Receipts for the month totaled \$147,859 which included the approved quarter four transfer of \$102,801 from the Special Revenue fund, \$2,296 in library charges, \$2,079 in interest, and \$31,502 in donations.
- Disbursements for the month totaled \$1,100,710 which included \$684,748 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$287,026
 - McCalley Fund 52,000
 - Swartz Fund 102,008

Special Revenue Fund (Fund CM; \$491,997)

- Receipts for the month totaled \$1,774 which included \$1,171 in interest.
- 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 \$160,235
 - Occhialino Fund 51,500
 - Lund Fund 25,500

Capital Fund (Fund H; \$35,280)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 518

Permanent Funds (Fund PN; \$505,915)

- 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 1,004
 - Wojtecki Trust 386,912
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$45,740)

- Receipts for the month included interest of \$285.
- Disbursements for the month included a total of \$229,663 in debt service payments to the City and Town of Poughkeepsie.

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

Budget Transfer A-29

Revenue	Increase	Decrease
Total	\$ -	\$ -

Expense	Increase	Decrease
PRG Big Read	\$ 5,260.90	
Programming - Youth (Outreach)	\$ 2,670.75	
Books: Digital	\$ 6,817.50	
Video & Films: Digital	\$ 14,749.15	
Total	\$ 14,749.15	\$ 14,749.15

Funds transferred to pay final Hoopla and Overdrive invoices.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT DECEMBER 2024

FOR 2024 12

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	4,931,962.90	589,709.01	8,569.82	-219,478.72	104.6%
22 Equip & Capital Outl	137,250	158,430	64,072.52	11,370.02	2,000.00	92,357.54	41.7%
30 Materials	498,476	599,397	476,472.36	60,983.57	113,821.14	9,103.06	98.5%
32 Information Services	71,000	63,500	51,853.53	4,720.00	.00	11,646.47	81.7%
50 Operations	1,531,964	1,749,715	1,505,074.11	107,371.80	23,917.33	220,723.26	87.4%
51 Automation	142,306	126,966	124,741.70	1,853.89	.00	2,223.80	98.2%
91 Employee Benefits	2,484,634	2,536,086	2,497,707.07	95,038.80	46,342.27	-7,963.47	100.3%
92 Debt Service	1,341,676	1,341,676	1,341,675.00	229,662.50	.00	1.00	100.0%
GRAND TOTAL	11,010,005	11,296,823	10,993,559.19	1,100,709.59	194,650.56	108,612.94	99.0%

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

WARRANT: 20241203 12/03/2024

DUE DATE: 12/03/2024

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.52800 .	FF&E General	92.40 20,123.95
A A00000	General Fund Expen A .7410.000.00.54330 .	Postage Bulk	158.85 2,329.81
A A20000	Building Services A .7410.200.00.54300 .	Supplies: Custodial	56.64 2,538.40
A A30000	Advancement Servic A .7410.300.00.54292 .A101	PRG Big Read	7,000.00 4,448.90
A A45000	Youth Services A .7410.450.00.54292 .	PRG Youth Services	2,170.00 392.10
A A45000	Youth Services A .7410.450.00.54292 .A237	PRG Operation Warm	37.93 146.07
A A45000	Youth Services A .7410.450.00.54300 .G200	Supplies: Preschool Le	314.91 182.64
A A60000	Information Tech A .7410.600.00.54390 .	RR&M Information Tech.	513.11 295.18
		FUND TOTAL	10,343.84
=====			
		WARRANT SUMMARY TOTAL	10,343.84
=====			
		GRAND TOTAL	10,343.84
=====			

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20241219 12/19/2024
 DUE DATE: 12/19/2024

FUND	ORG	ACCOUNT	AMOUNT	AVL BUDGET
A	A00000	General Fund Expenses	Supplies: Office & Li	1,568.03
A	A10000	Administration	Professional Svcs: Ad	400.00
A	A20000	Building Services	Supplies: Custodial	2,817.35
A	A20000	Building Services	Professional Svcs: BI	14,474.66
A	A20000	Building Services	RR&M General	3,804.13
A	A20000	Building Services	Grounds Maintenance	3,423.46
A	A20000	Building Services	Snow Removal: Patron	6,374.08
A	A20000	Building Services	Snow Removal: Staff C	27.52
A	A20000	Building Services	Snow Removal: Staff 9	5,532.12
A	A20000	Building Services	Operations: Trash Col	308.00
A	A20000	Building Services	Operations: Bookmobil	-750.00
A	A20000	Building Services	Vehicle Operations	1,875.53
A	A20300	Greene Services	Books, Greene	9,658.28
A	A30000	Advancement Services	Postage Bulk Mailing	3,167.90
A	A30000	Advancement Services	PR & Printing Rotunda	-18,112.71
A	A41000	Adult Services	PRG Spanish	49.67
A	A41000	Adult Services	PROGRAMMING-Plaza Com	0.00
A	A44000	Collection Service	Books	4,811.51
A	A44000	Collection Service	Video & Films	15,322.19
A	A44000	Collection Service	Music & Audio	15,471.48
A	A44000	Collection Service	Sierra/Encore Service	2,223.80
A	A44000	Collection Service	Collections Agency Fe	3,098.00
A	A45000	Youth Services	Databases: Youth Serv	0.00
A	A45000	Youth Services	PRG Youth Services	29.52
A	A45000	Youth Services	Programming - Youth (2,670.75
A	A45000	Youth Services	PRG Autumn at Adrianc	1,558.98
A	A45000	Youth Services	Supplies: Preschool L	182.15
A	A50000	Business Office	Supplies: Ink & Toner	4,889.46
A	A50000	Business Office	Professional Svcs: Bu	-3,182.60
A	A50000	Business Office	Rent: Staff Parking 9	1,900.00
A	A50000	Business Office	Operations: General	105,954.92
A	A50000	Business Office	Medicare B Reimburse	-6,312.00
A	A60000	Information Tech	FF&E IT	270.60
A	A60000	Information Tech	FF&E IT Technology Up	70,482.47
A	A60000	Information Tech	Supplies: Information	229.93
A	A60000	Information Tech	Supplies: MakerSpace	412.49
A	A60000	Information Tech	RR&M Information Tech	295.18
A	A71000	Adriance Memorial Lib	Newspapers: ADR	1,488.95
A	A71000	Adriance Memorial Lib	Telephone Adriance	-1,101.91
A	A71000	Adriance Memorial Lib	Internet Adriance	-2,300.00

Report generated: 12/18/2024 10:54:52
 User: Trina Blomquist (tblomquist-martinez)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A71000	Adriance Memorial Lib	A	.7410.710.00.54320	.A235	Internet Adriance Hot	176.25	-5,873.98
A	A71000	Adriance Memorial Lib	A	.7410.710.00.54500	.	Fuel & Utilities ADR	15,058.58	-50,789.20
A	A73000	Boardman Road Branch	A	.7410.730.00.54131	.	Newspapers: BRD	792.85	-100.04
A	A73000	Boardman Road Branch	A	.7410.730.00.54310	.	Telephone Boardman	147.73	254.30
A	A73000	Boardman Road Branch	A	.7410.730.00.54320	.	Internet Boardman	1,166.66	836.36
A	A73000	Boardman Road Branch	A	.7410.730.00.54500	.	Fuel & Utilities BRD	5,116.91	-29,718.80
A	A74000	Sadie Peterson Delany	A	.7410.740.00.54320	.	Internet SPD Branch	124.99	-497.92
A	A74000	Sadie Peterson Delany	A	.7410.740.00.54320	.A203	Internet SPD Branch (1,745.17	-5,924.70
A	A74000	Sadie Peterson Delany	A	.7410.740.00.54530	.A203	Rent: SPD Branch (Gre	3,881.97	-1,015.39
FUND TOTAL							116,993.70	
WARRANT SUMMARY TOTAL							116,993.70	
GRAND TOTAL							116,993.70	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20241231 12/31/2024
 DUE DATE: 12/31/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses A .7410.000.00.54300 .	Supplies: Office & Li 252.34	1,568.03
A	A00000	General Fund Expenses A .7410.000.00.54350 .	Cont Ed: Regional & N 1,655.17	3,048.86
A	A00000	General Fund Expenses A .7410.000.00.54380 .	Membership Dues 140.00	888.00
A	A10000	Administration A .7410.100.00.54340 .	PR & Printing 193.30	5,948.43
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital 3,721.86	0.00
A	A20000	Building Services A .7410.200.00.54300 .	Supplies: Custodial 964.23	4,145.39
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: BI 68.32	16,081.34
A	A20000	Building Services A .7410.200.00.54390 .	RR&M General 120.08	3,804.13
A	A20000	Building Services A .7410.200.00.54523 .	Grounds Maintenance 1,725.00	1,698.46
A	A20000	Building Services A .7410.200.00.54690 .	Snow Removal: Patron 1,936.39	5,716.25
A	A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal: Staff C 1,552.22	48.64
A	A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal: Staff 9 513.75	5,539.11
A	A20300	Greene Services A .7410.203.02.54100 .	Books, Greene 11,096.29	120.66
A	A20300	Greene Services A .7410.203.02.54292 .A211	PRG Greene, Virtual P 354.75	234.58
A	A30000	Advancement Services A .7410.300.00.54292 .A101	PRG Big Read 365.58	0.00
A	A30000	Advancement Services A .7410.300.00.54300 .	Supplies: Advancement 1,359.85	1,545.32
A	A41000	Adult Services A .7410.410.00.54292 .	PRG Adult Services 860.49	799.81
A	A42000	Technical Services A .7410.420.00.54300 .	Supplies: Technical S 259.05	1,352.75
A	A43000	Borrower Services A .7410.430.00.54292 .	PRG Extension Service 4.07	1,064.09
A	A44000	Collection Service A .7410.440.00.54100 .A211	Books: Digital 7,255.38	4,689.23
A	A44000	Collection Service A .7410.440.00.54110 .	Video & Films 955.33	14,366.86
A	A44000	Collection Service A .7410.440.00.54110 .A211	Video & Films: Digita 13,019.13	0.00
A	A45000	Youth Services A .7410.450.00.54292 .A236	PRG Autumn at Adrianc 1,159.76	1,515.24
A	A50000	Finance Office A .7410.500.00.54300 .	Supplies: Ink & Toner 116.89	4,889.46
A	A50000	Finance Office A .7410.500.00.54692 .	Operations: Water 2,227.23	-91.04
A	A60000	Information Tech A .7410.600.00.54300 .	Supplies: Information 30.60	229.93
A	A60000	Information Tech A .7410.600.00.54300 .A208	Supplies: MakerSpace 287.78	412.49
A	A60000	Information Tech A .7410.600.00.54370 .	Professional Svcs: So 899.98	636.33
A	A60000	Information Tech A .7410.600.00.54390 .	RR&M Information Tech 13.61	295.18
A	A71000	Adriance Memorial Lib A .7410.710.00.54131 .	Newspapers: ADR 843.25	1,488.95
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance 277.37	-1,050.76
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .	Internet Adriance 574.00	-1,756.10
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .A235	Internet Adriance Hot 2,095.59	-4,849.11
A	A73000	Boardman Road Branch A .7410.730.00.54131 .	Newspapers: BRD 212.55	-292.44
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities BRD 789.36	-29,718.80
FUND TOTAL			57,900.55	
WARRANT SUMMARY TOTAL			57,900.55	
GRAND TOTAL			57,900.55	

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT DECEMBER 2024

FOR 2024 12

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	27,643.21	2,295.63	-4,367.21	118.8%
42401 Interest Earnings	45,000	75,000	88,417.19	2,078.91	-13,417.19	117.9%
42705 Donations	150,000	105,000	86,365.03	31,501.65	18,634.97	82.3%
42752 Annual Appeal	30,000	26,500	26,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	81,982.92	6,831.91	.08	100.0%
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	.00	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	23,490.00	2,349.00	416.00	98.3%
45031 Transfers In	745,659	745,659	999,685.15	102,801.49	-254,026.15	134.1%
GRAND TOTAL	11,056,505	11,273,735	11,436,591.79	147,858.59	-162,856.79	101.4%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2024 12

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	50,078.27	53,594.33
A	12020	Gen. Fund Payroll Checking	220,028.27	220,371.69
A	12023	Gen. Fund Money Market	-740,557.60	182,044.71
A	12040	Credit Card Transactions	-2,056.15	779.07
A	12051	Flex 125 Money Market	1,124.80	4,924.81
A	12100	Petty Cash	179.38	15,238.38
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	608.15	287,026.16
A	12400	Cash Special Reserve: Swartz	30,195.63	102,008.00
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-229,662.50	347,019.09
TOTAL ASSETS			-670,061.75	1,228,673.80
LIABILITIES				
A	26000	Accounts Payable	499.50	-8,107.27
A	26012	Payroll Liabilities	-220,028.27	-220,028.27
A	26020	Flex125 Exchange	-1,115.20	-4,387.64
A	26021	Benefits Exchange	-3,931.38	6,469.27
A	26030	General Fund Exchange	-14.00	-1,693.66
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-58,199.90	-1,134,842.46
TOTAL LIABILITIES			-282,789.25	-682,137.07
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,273,735.00
A	35210	Encumbrances (+ PYCF)	-420,356.07	229,979.39
A	35220	Expenditures (+ PYCF)	1,100,709.59	10,993,559.19
A	38210	Encumbrance Reserve (+ PYCF)	420,356.07	-229,979.39
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-26,362.55	437,594.01
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	26,362.55	-11,298,322.69
A	39800	Revenues Received	-147,858.59	-11,436,591.79
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			952,851.00	-546,536.73
TOTAL LIABILITIES + FUND BALANCE			670,061.75	-1,228,673.80

BALANCE SHEET FOR 2024 12

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	-101,630.78	456,369.73
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	603.30	35,352.01
	TOTAL ASSETS		-101,027.48	491,996.82
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	102,801.49	999,685.15
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-361,092.78
CM	39800	Revenues	-1,774.01	-510,398.32
	TOTAL FUND BALANCE		101,027.48	128,194.05
	TOTAL LIABILITIES + FUND BALANCE		101,027.48	-491,996.82

BALANCE SHEET FOR 2024 12

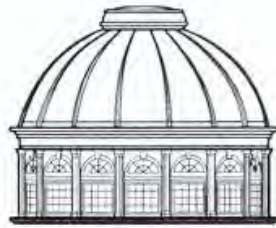
FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.10	518.73
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.10	35,280.47
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	-1.10	-14.67
	TOTAL FUND BALANCE		-1.10	22,818.14
	TOTAL LIABILITIES + FUND BALANCE		-1.10	-35,280.47

BALANCE SHEET FOR 2024 12

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	603.30	387,515.47
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			603.30	505,914.93
LIABILITIES				
PN	26300	Due to other funds	-603.30	-27,097.08
TOTAL LIABILITIES			-603.30	-27,097.08
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-603.30	-505,914.93

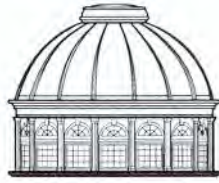
BALANCE SHEET FOR 2024 12

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-229,377.22	45,740.18
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		-229,377.22	-238,951.27
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	229,662.50	409,499.02
	TOTAL LIABILITIES		229,662.50	409,499.02
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-134,065.82
V	39800	Revenues	-285.28	-17,200.93
	TOTAL FUND BALANCE		-285.28	-170,547.75
	TOTAL LIABILITIES + FUND BALANCE		229,377.22	238,951.27



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JANUARY 2024

Significant Service Changes, Challenges or Accomplishments

- **EOY/SOY:** The Business Office continues to work on End of Year and Start of Year activity. The former is to properly closeout 2024 and prepare for the annual audit while the latter is to set the year up for successful financial processing. Both take considerable time and the department is experiencing an extended absence of one full-time employee. The Finance Manager, though, has everything under control!
- **MUNIS/ERP:** Under the leadership of the Finance Manager, the Library District has engaged with the vendor of our financial software to expand out use of it to include more fully developing the Human Resources Module. This work will be lead by the Human Resources Officer and will require considerable training. We received an investment assessment report, which details how to best processed in developing the HRM with the goal of having most of the module up and running by the end of the 3Q2025.
- **Timekeeping Software Modifications:** The Human Resources Officer has been developing new pay calculation profiles, which is the software design behind the timekeeping we have with UKG. This has been a complicated and time-consuming process that will better enable us to implement certain issues negotiated in the collective bargaining agreement as well as to streamline our understanding of how the software was designed. We have opted to do most of this work in-house so as to retain the knowledge and documentation that we currently don't have.
- **Trustee Welcomes:** This meeting marks that first for new trustees Mayra Fana (Town) and Shelia Newman (City). Both were elected in November 2024 to their first five-year term on the Board of Trustees. We also welcome the return of incumbent Patricia Ferrer, who was elected to her first five-year term.

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

- It's never too early to start you to fulfill your mandated education requirement of 2.0 hours of continuing education! I will send along to all of you via email various opportunities that are both local and in-person as well as virtual options.

Collection Development

- Collection development continues as per usual.

Buildings

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

Staffing

- See Personnel Actions, if applicable.

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

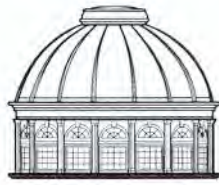
PPLD Document #012225 - 3.0.1

	Current Year: 2024				Previous Year: 2023				Compare: '24 to '23		Previous Year: 2022				Compare: '24 to '22	
	Dec	% of Total	YTD	% of Total	Dec	% of Total	YTD	% of Total	Change	% Change	Dec	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,352	27.20%	72,499	27.85%	5,367	26.89%	69,894	26.64%	2,605	3.73%	5,331	27.27%	68,277	26.65%	4,222	6.18%
Adult Non-Fiction	3,196	16.24%	43,774	16.81%	3,313	16.60%	43,642	16.63%	132	0.30%	3,193	16.34%	43,725	17.07%	49	0.11%
Fiction - Juvenile	5,486	27.88%	72,823	27.97%	5,087	25.48%	70,647	26.92%	2,176	3.08%	4,327	22.14%	63,803	24.90%	9,020	14.14%
Non-Fiction - Juvenile	1,451	7.37%	17,846	6.85%	1,162	5.82%	17,360	6.62%	486	2.80%	1,070	5.47%	15,233	5.95%	2,613	17.15%
Periodicals	126	0.64%	1,981	0.76%	174	0.87%	2,038	0.78%	-57	-2.80%	188	0.96%	2,200	0.86%	-219	-9.95%
Periodicals - Juvenile	18	0.09%	406	0.16%	36	0.18%	332	0.13%	74	22.29%	8	0.04%	325	0.13%	81	24.92%
Print Subtotal	15,629	79.43%	209,329	80.40%	15,139	75.84%	203,913	77.71%	5,416	2.66%	14,117	72.22%	193,563	75.56%	15,766	8.15%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.02%	50	0.02%	5	0.03%	59	0.02%	-9	-15.25%	3	0.02%	57	0.02%	-7	-12.28%
Soundrecordings	516	2.62%	5,501	2.11%	573	2.87%	6,590	2.51%	-1,089	-16.53%	629	3.22%	7,716	3.01%	-2,215	-28.71%
Videorecordings	2,861	14.54%	37,008	14.21%	3,486	17.46%	42,989	16.38%	-5,981	-13.91%	3,783	19.35%	45,747	17.86%	-8,739	-19.10%
Media	1	0.01%	51	0.02%	3	0.02%	15	0.01%	36	0.00%	0	0.00%	6	0.00%	45	0.00%
Software	8	0.04%	164	0.06%	13	0.07%	116	0.04%	48	41.38%	5	0.03%	76	0.03%	88	115.79%
Equipment/Realia	59	0.30%	785	0.30%	49	0.25%	619	0.24%	166	26.82%	23	0.12%	287	0.11%	498	173.52%
Suppressed Items	13	0.07%	326	0.13%	27	0.14%	272	0.10%	54	19.85%	10	0.05%	264	0.10%	62	23.48%
Videorecordings - Juvenile	383	1.95%	4,462	1.71%	494	2.47%	5,218	1.99%	-756	-14.49%	556	2.84%	5,336	2.08%	-874	-16.38%
Audiorecordings - Juvenile	35	0.18%	385	0.15%	32	0.16%	734	0.28%	-349	-47.55%	97	0.50%	951	0.37%	-566	-59.52%
Media - Juvenile	148	0.75%	2,155	0.83%	119	0.60%	1,735	0.66%	420	24.21%	142	0.73%	1,677	0.65%	478	28.50%
Software - Juvenile	20	0.10%	145	0.06%	21	0.11%	154	0.06%	-9	-5.84%	22	0.11%	113	0.04%	32	28.32%
Non-Print Subtotal	4,047	20.57%	51,032	19.60%	4,822	24.16%	58,501	22.29%	-7,469	-12.77%	5,270	26.96%	62,230	24.29%	-11,198	-17.99%
Total	19,676		260,361	100.00%	19,961		262,414		-2,053	-0.78%	19,546		256,187		4,568	1.63%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2024

PPLD Document #012225 - 3.0.2

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	19,676	260,177
Digital Content	11,018	10,082	11,395	10,444	10,836	11,140	11,235	11,068	10,729	8,876	11,264	11,761	129,848
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	31,437	390,109
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	3,130	40,342
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	2,420	2,153	2,208	2,091	1,936	1,823	26,119
Sadie Peterson Delaney	77	92	66	71	56	67	77	73	81	61	30	62	813
Total	6,805	5,901	5,895	5,708	5,225	5,042	5,981	5,492	5,653	5,527	5,030	5,015	67,274
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	723	11,795
Boardman Road	58	178	95	196	104	81	79	63	42	123	61	41	1,121
Sadie Peterson Delaney	14	6	34	130	47	31	44	46	42	40	76	45	555
Spanish Language Assistance	50	31	65	35	38	43	26	37	67	76	37	26	531
Total	1,096	1,538	1,567	1,647	968	1,052	1,160	971	1,018	1,231	919	835	14,002
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	3,865	2,640	882	52,819
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788	4,810	5,245	NA	NA	9,798	13,298	67,857
Calendar Hits - Recite Me	870	649	404	451	387	424	356	290	376	519	436	498	5,660
Website Views	31,171	32,629	48,633	34,470	31,093	31,858	32,191	31,171	28,877	32,286	28,427	26,326	389,132
Total	42,511	45,217	60,071	45,642	42,986	42,984	42,144	40,090	34,848	36,670	41,301	41,004	515,468
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	4,088	3,582	52,872
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	1,528	1,555	1,657	1,192	1,084	1,219	16,845
Sadie Peterson	35	55	56	74	51	44	42	82	17	33	24	21	534
Total	6,451	5,830	5,665	5,503	5,903	6,121	6,584	6,284	5,670	6,222	5,196	4,822	70,251
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	87	923
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	154	2,524
Community Engagement	0	0	3	5	1	1	7	11	2	15	6	14	65
Non-Library District	8	9	16	15	13	18	11	16	8	13	14	14	155
Exams Proctored	28	31	26	22	17	19	20	22	13	13	11	23	245
MAP Passes	21	35	49	45	70	82	104	134	77	NA	NA	NA	617
Rover Bookmobile Stops	6	7	10	10	8	9	7	14	17	14	9	NA	111
Total	250	336	331	349	335	318	381	388	333	271	220	205	3,717
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	3,064	2,121	33,629
Community Engagement	0	0	58	455	28	16	297	9,485	1,325	71	405	246	12,386
Non-Library District	73	118	80	140	125	714	102	110	43	85	45	138	1,773
Drop-In Room Use (Adriance)	90	97	156	104	102	92	84	85	100	124	90	56	1,180
Rover Bookmobile	72	109	253	416	178	242	191	443	1,112	634	173	NA	3,823
Total	2,217	2,876	4,676	4,887	3,273	4,195	3,599	13,081	5,064	2,585	3,777	2,561	52,791
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	12,113	169,124
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	12,984	8,832	131,298
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	213	143	2,898
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	25,227	23,221	32,571	26,186	21,088	303,320
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: Month of December 2024

Focus Activity: Rover visit to Boys and Girls Club

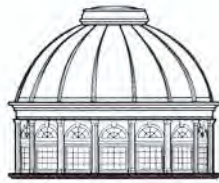
Intended Outcome(s) of Focus Activity: The Boys and Girls Club of Newburgh/Poughkeepsie invited us to their after school program at the Smith Street site to bring Rover for children ages K - grade 8 to look at and check out books as well as to learn about the Library's programs and services within the Youth Services department.

Manager Observations of Activity and Outcomes: Youth Services Librarian Liz Asta and I spent two hours with several groups of children varying in ages from Kindergarten to grade eight. We saw four groups of children for 30 minute sessions each during which we briefly talked about the Library and had kids visit the Rover collection, choose a book, and bring it inside to peruse. We also had a variety of crafts for them to do and library information about programs for their age groups.

Impact of Activity: Our visit was lively and successful. It gave the kids the opportunity to increase their awareness of resources at the Library and what they can access with their library cards.

They engaged with their peers sharing the books they had chosen as well as with the crafts. Boys and Girls Club supervisor Carl Acevedo was very pleased with our visit and plans to have us return in the future to this site as well as to the Krieger School program site.

Date of Report: 12/18/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Beth Vredenburg
Department: Branch and Extension Services
Time Period of Report: December 2024/ January 2025

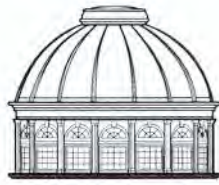
Focus Activity: Though there are many activities and projects in the works, Rover is the current focus of the department

Intended Outcome(s) of Focus Activity: Focus and evaluation of Rover activities for 2025

Manager Observations of Activity and Outcomes: Rover is ever evolving and morphing to fit with community needs. We continue to evaluate the current stops and effectiveness. We have begun streamlining coordination of outreach activities with timely and consistent communication.

Impact of Activity: Our monthly Rover meetings are an evaluative measure of current practice and statistics from Rover stops are helping to further define overall goals and expected outcomes for the use of Rover for 2025 and beyond.

Date of Report: 1/9/2025



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: December 2024

Focus Activity: EOY Activity

Intended Outcome(s) of Focus Activity: Finalize collections purchases for the year, as well all outstanding invoices for 2024 submitted and paid before the close of the year.

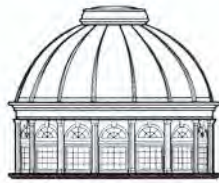
Manager Observations of Activity and Outcomes: December is typically a quiet month for other library activities, but behind the scenes, we are working busily to make sure that Collections budget for the year are spent and all items purchased early in the month, in order to help the business office and technical services neatly receive and process all 2024 invoices and materials.

AS staff did their best to make sure the collections would be ready for 2025, as well as making sure all program and other supply vendors were paid for their time/services.

Impact of Activity: While this is always a somewhat fraught time for everyone involved in these tasks, I think better intra-departmental communication this year has helped facilitate the process.

From the prospective of our department, I think it went well, and the transition to the 2025 budget year was smooth and efficient. Many thanks to Rebecca & the Business Office, as well as Kristin & Technical Services, for communicating clear deadlines and manageable goals for all involved.

Date of Report: 1/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer Network Analyst

Department: Information Technology

Time Period of Report: 12/01/2024 - 12/31/2024

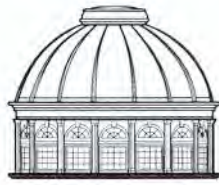
Focus Activity: All of PPLDs Technology is up and running as expected. FLIP stats for 4th quarter 2024. 1,069 Images 594 photos 472 slides 3 negatives (120 mm) 24 Video 2 audio only 4 Hi8 15 miniDV 3 VHS, Replacement of Active Directory Server

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. Two Factor authentication Rollout was continuing

Manager Observations of Activity and Outcomes: The deployment of the new active directory server was well done. Barely any noticeable impact to the end users during the deployment process, staff have been enabling themselves for 2FA. So far no reports of any great difficulty in getting it set up.

Impact of Activity: This new server provided with a reliable, fast and modern piece of hardware that will reside at Boardman Road and should serve us well for years to come. With the completion of 2FA fast approaching, our email security is being greatly increased.

Date of Report: 1/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: December 2024

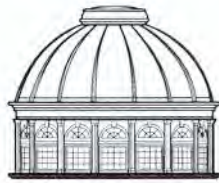
Focus Activity: The Library Market Calendar, our new calendar software, experienced a problem with its site hosting platform, Pantheon. There were infrastructure issues which caused the calendar to be unavailable for the day. Unfortunately for us, this was the day registration began for the January – February issue of the Rotunda.

Intended Outcome(s) of Focus Activity: It was up to the PIO team to convey the issue to all Library staff and devise an alternative to online registration. When patrons experienced problems when attempting to register for a program, some information was captured by the site and other info was not. We experienced an elevated number of phone calls from patrons requesting we register them. It was rather chaotic, but would have been no matter what calendar software we used if this issue occurred.

Manager Observations of Activity and Outcomes: A plan was devised to capture in a master list the patron info, program info and coordinate the information to input once the system was fully operational. The plan was a bit exhausting but it worked, and it also impressed upon us the need to continue to empower program registrants to register themselves in the normal environment.

Impact of Activity: This glitch impressed upon us how much smoother it works if patrons register themselves online through the calendar. The new Library Market software is easy to understand and user friendly, so in future editions of the Rotunda, we will put some emphasis on self-registration.

Date of Report: 1/13/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Kristin Charles-Scaringi, Head of Borrower and Technical Services

Department: Borrower and Technical Services

Time Period of Report: December 2024

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

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

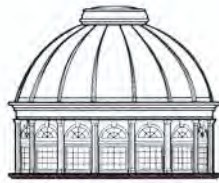
Manager Observations of Activity and Outcomes: Borrower Services: We worked hard to make sure the circulation desks were staffed during the business holiday season and did a good job balancing people's scheduled and unscheduled time off.

Technical Services: We made it through the end-of-year processes and will turn our attention to once again receiving materials and getting them ready for our patrons.

Overall, I've been taking some time to go over my notes from the one-on-one evaluations and coming up with a plan for how the Borrower and Technical Services Department can work effectively and efficiently in 2025. I also spent quite a bit of time getting some of our newspaper subscriptions in order.

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.

Date of Report: 1/13/2025



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: December 2024

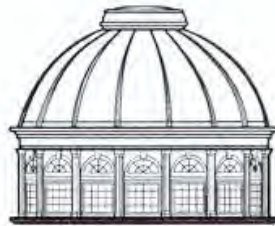
Focus Activity: End of Year programs

Intended Outcome(s) of Focus Activity: Statistics from our Dec programs

Manager Observations of Activity and Outcomes: The YS department has wrapped up a busy 2024 and it was a busy month of December. We finished the month of December with 60 programs (Teen and Children) including 4 of our bigger programs "Baby, it's cold outside", 2 sessions of Gingerbread Houses, and another session of Operation Warm. Our total number of children/teen attendees for December was 873.

Impact of Activity: Even though we were hit with some frigid temperatures, it didn't keep the patrons away from our programs. The YS department is now gearing up for an even busier 2025.

Date of Report: 1/13/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee	Date: Monday, January 13, 2025	
Attendance		
<p><u>Committee Members Present</u></p> <p><input checked="" type="checkbox"/> Dianne Blazek</p> <p><input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i></p> <p><input checked="" type="checkbox"/> Mayra Fana</p> <p><input type="checkbox"/> Moira Fitzgibbons, <i>President</i></p> <p><input checked="" type="checkbox"/> Debbie Nichols</p> <p><input checked="" type="checkbox"/> Patricia Ryan, <i>Treasurer</i></p>	<p><u>Other Trustees Present</u></p> <p><input type="checkbox"/></p> <p><u>Staff Present</u></p> <p><input checked="" type="checkbox"/> Tom Lawrence, Library Director</p> <p><input checked="" type="checkbox"/> Rebecca Gillis, Business Manager</p> <p><input type="checkbox"/> Nicholas MacDermott, Human Resources Officer</p>	<p><u>Guest(s) Present</u></p> <p><input type="checkbox"/></p>
Minutes Prepared by: T. Lawrence		

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

1. **Business Items:** The following topics were discussed:
 - **Monthly Financial Report:** The December 2024 report was previously distributed. Gillis provided an overview. There were no additional questions from the Committee.
 - **Review of CM (Special Revenue) and PN (Permanent) Funds:** Lawrence and Gillis reviewed the annotated list of current CM and PN Funds (attached).
 - **Review of Collections Activity:** Lawrence shared with the Committee a report of Library District collections activity (the referral of delinquent patron accounts to a collections agency). The report is attached as PPLD Document #3.3.1.1.
 - **OSC Documents:** Lawrence distributed two Local Government Guides from the NYS Office of the State Comptroller (*Multi-Year Budget Planning* and *Understanding the Budget Process*). Committee members are asked to review them in preparation for future Committee activity.
 - **Committee Meeting Schedule:** The Committee agreed to meet again in March and again in May and June.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report.
 - Proposed 2024 Budget Modification

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

Next Scheduled Meeting(s) Date
 TBD
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
July-09	73	7,487.53	201.35	334.20	10.00	653.35
August-09	49	4,533.07	733.94	749.76	108.50	438.55
September-09	43	3,459.64	513.40	67.00	17.70	384.85
October-09	542	58,190.96	465.68	524.74	90.00	4,850.90
November-09	55	3,896.43	2,167.93	1,133.70	625.18	492.25
December-09	34	3,097.14	2,459.79	1,603.41	52.50	304.30
January-10	60	5,885.16	1,284.19	658.49	10.00	537.00
February-10	58	4,911.66	1,335.34	599.06	40.00	519.10
March-10	62	6,030.82	1,286.11	761.60	216.50	554.90
April-10	74	6,997.28	1,095.99	862.97	30.00	662.30
May-10	47	4,122.26	997.59	359.70	17.00	420.65
June-10	72	6,669.19	1,087.45	1,015.14	155.98	644.40
July-10	37	4,369.16	948.35	1,268.68	116.10	331.15
August-10	76	9,132.37	1,200.30	1,314.57	25.70	680.20
September-10	50	5,664.66	436.89	1,334.87	94.29	447.50
October-10	60	4,865.98	733.97	594.53	48.99	537.00
November-10	83	6,441.02	669.53	1,921.12	108.00	742.85
December-10	38	4,375.01	477.90	1,242.94	118.80	340.10
January-11	80	6,578.74	626.05	680.17	61.19	716.00
February-11	48	4,146.70	972.92	701.41	138.41	429.60
March-11	33	4,571.42	657.62	1,491.16	90.80	295.35
April-11	64	6,115.20	666.72	1,622.74	57.99	572.80
May-11	53	8,590.75	665.98	1,330.97	119.00	474.35
June-11	46	4,448.75	688.30	1,684.10	31.40	411.70
July-11	45	3,935.61	531.08	800.69	143.55	402.75
August-11	66	8,638.56	478.32	1,765.28	498.50	590.70
September-11	57	5,289.87	720.81	999.64	50.00	510.15
October-11	65	5,592.43	426.14	1,029.58	143.90	581.75
November-11	63	6,332.76	424.59	708.30	10.00	563.85
December-11	42	7,231.24	479.28	1,378.55	145.30	375.90
January-12	69	6,463.19	931.09	898.38	164.48	617.55
February-12	60	5,425.80	1,027.13	949.06	178.85	537.00
March-12	48	5,555.00	806.38	1,290.72	33.80	429.60
April-12	72	8,000.08	890.56	911.46	180.00	644.40
May-12	192	20,728.96	444.65	1,005.51	156.00	1,718.40
June-12	42	3,845.10	870.96	777.38	84.00	375.90
July-12	70	10,313.49	1,163.80	930.98	10.00	626.50
August-12	64	4,981.60	1,480.88	820.08	-	572.80
September-12	46	3,956.39	806.29	637.76	72.20	411.70
October-12	60	6,087.44	1,927.97	852.53	71.70	537.00
November-12	50	4,901.86	419.99	450.88	65.50	447.50
December-12	69	9,757.24	598.19	601.01	95.99	617.55
January-13	55	5,335.14	1,667.00	1,479.53	204.99	492.25
February-13	59	196.29	897.21	1,165.91	315.95	528.05
March-13	41	3,485.01	1,521.56	819.37	57.10	366.95
April-13	67	5,257.34	1,150.60	207.92	75.00	599.65
May-13	28	2,370.42	792.06	562.53	133.89	250.60
June-13	51	4,169.18	1,472.70	713.30	28.80	456.45

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
July-13	77	5,963.36	738.04	419.28	74.80	689.15
August-13	39	3,306.74	1,107.89	1,056.18	28.40	349.05
September-13	56	10,705.19	970.32	640.09	319.49	501.20
October-13	56	4,002.15	1,339.75	339.48	488.46	501.20
November-13	61	9,249.01	732.52	632.36	178.08	545.95
December-13	60	1,652.17	506.76	582.22	20.40	537.00
January-14	53	4,699.77	1,250.83	525.47	61.10	474.35
February-14	68	5,625.96	1,390.24	289.26	70.85	608.60
March-14	65	4,815.02	1,772.23	446.92	268.11	581.75
April-14	48	4,604.71	976.48	1,324.23	191.04	429.60
May-14	33	3,369.44	747.89	705.50	477.79	295.35
June-14	59	6,138.99	1,270.02	1,089.75	81.30	528.05
July-14	42	3,396.97	914.94	511.67	132.89	375.90
August-14	35	3,716.44	571.06	1,013.18	65.70	313.25
September-14	73	6,344.81	691.44	1,300.22	268.08	653.35
October-14	58	4,758.35	1,192.00	278.81	237.06	519.10
November-14	50	4,151.19	390.15	926.16	20.00	447.50
December-14	43	3,844.33	885.51	673.60	123.80	384.85
January-15	52	3,282.94	1,079.68	383.91	29.50	465.40
February-15	58	5,063.61	818.19	788.60	250.93	519.10
March-15	58	4,361.05	1,077.17	299.61	151.99	519.10
April-15	31	2,889.84	714.57	654.99	344.63	277.45
May-15	34	3,114.10	866.38	620.85	83.13	304.30
June-15	57	4,023.01	1,291.79	621.13	92.00	510.15
July-15	46	4,134.51	1,470.50	748.67	322.16	411.70
August-15	30	2,760.27	1,915.51	555.60	230.90	268.50
September-15	50	4,315.09	1,383.81	237.98	168.69	447.50
October-15	34	2,828.54	1,006.54	631.79	175.91	304.30
November-15	70	5,150.51	574.77	568.75	175.19	626.50
December-15	30	3,526.06	841.27	511.39	184.30	268.50
January-16	40	3,721.01	686.38	1,156.07	129.20	358.00
February-16	35	4,149.38	1,421.15	808.18	427.16	313.25
March-16	27	1,900.97	1,842.05	1,335.09	283.09	241.65
April-16	36	3,546.55	636.93	985.38	297.00	322.20
May-16	28	2,308.11	774.16	627.27	319.99	250.60
June-16	34	2,491.40	775.98	502.78	-	304.30
July-16	43	3,513.00	867.91	344.57	96.19	384.85
August-16	59	4,321.97	1,043.95	930.00	339.56	528.05
September-16	35	3,007.20	999.07	665.15	212.97	313.25
October-16	58	5,342.77	658.96	892.36	591.55	519.10
November-16	63	5,917.85	776.72	717.49	336.80	563.85
December-16	44	3,671.20	1,200.75	1,124.29	507.75	393.80
January-17	49	3,815.10	946.04	380.96	234.80	438.55
February-17	37	3,212.25	662.95	692.47	11.00	331.15
March-17	35	3,393.61	1,535.54	996.70	256.10	313.25
April-17	33	3,572.18	778.24	672.88	544.75	295.35
May-17	52	4,745.21	1,034.63	1,377.16	52.70	465.40
June-17	38	2,527.75	874.21	628.08	219.04	340.10

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
July-17	40	4,285.25	860.10	741.00	398.65	358.00
August-17	53	3,609.79	959.03	839.02	241.36	474.35
September-17	41	2,864.71	242.89	672.26	529.45	366.95
October-17	53	5,020.46	1,026.68	536.01	281.20	474.35
November-17	50	3,700.85	612.75	115.10	486.16	447.50
December-17	33	2,286.32	680.31	333.57	70.00	295.35
January-18	45	3,432.82	865.05	419.93	155.40	402.75
February-18	40	3,923.46	945.02	646.98	227.80	358.00
March-18	28	2,257.92	1,035.12	535.39	501.62	250.60
April-18	28	2,228.73	593.46	323.17	414.03	250.60
May-18	30	2,979.38	539.41	1,010.38	240.90	268.50
June-18	30	2,675.67	745.65	625.62	64.80	268.50
July-18	32	2,167.99	991.77	836.16	108.30	286.40
August-18	57	4,780.62	617.46	898.76	241.39	510.15
September-18	31	2,827.93	379.58	178.40	104.68	277.45
October-18	34	3,675.06	629.23	887.61	230.00	304.30
November-18	36	2,942.62	801.39	521.11	69.00	322.20
December-18	41	2,878.13	908.17	416.76	103.03	366.95
January-19	36	3,157.72	661.63	677.02	155.90	322.20
February-19	26	2,209.44	563.74	382.85	234.40	232.70
March-19	23	1,926.19	824.64	776.89	394.43	205.85
April-19	20	1,887.77	2,457.61	470.98	226.04	179.00
May-19	19	1,593.04	537.75	111.55	187.36	170.05
June-19	35	2,890.26	620.12	404.71	68.10	313.25
July-19	33	2,147.99	1,087.98	681.67	250.61	295.35
August-19	11	1,118.96	1,119.54	494.19	99.80	98.45
September-19	32	2,811.37	523.99	350.38	96.60	286.40
October-19	25	2,375.11	809.85	688.56	135.89	223.75
November-19	16	1,372.41	366.06	170.53	27.50	143.20
December-19	38	3,007.33	682.31	372.10	383.80	340.10
January-20	28	2,451.69	727.46	727.19	210.60	250.60
February-20	28	2,785.35	949.98	930.10	171.80	250.60
March-20	16	1,174.34	439.40	212.42	26.90	143.20
April-20	0	-	-	-	-	-
May-20	0	-	-	-	-	-
June-20	0	-	-	-	-	-
July-20	44	3,247.74	1,233.85	772.50	166.39	393.80
August-20	51	4,195.22	834.10	186.61	-	456.45
September-20	47	4,178.94	884.59	1,410.23	223.80	420.65
October-20	39	3,178.58	1,053.37	952.72	134.40	349.05
November-20	16	1,500.31	863.39	509.75	93.00	143.20
December-20	18	2,033.97	694.63	413.71	-	161.10
January-21	30	3,506.66	785.25	680.85	65.90	268.50
February-21	31	3,219.53	952.25	871.75	54.50	277.45
March-21	37	2,392.96	1,007.19	703.19	278.86	331.15
April-21	13	1,136.10	1,038.43	356.85	153.92	116.35
May-21	17	1,193.28	510.68	383.68	176.70	152.15
June-21	22	2,188.94	1,345.85	651.78	150.38	196.90

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Unique Collection Management Activity

Month/Year	Number of Patrons Reported	Monthly Amount Reported	Dollars Received in Month	Value of Materials Returned in Month	Monthly Amount Waived	Monthly PPLD Cost
Historical Averages	46	\$ 4,137.18	\$ 800.25	\$ 775.85	\$ 162.45	\$ 426.17
Averages Since Going Fine Free	39	\$ 2,865.48	\$ 310.06	\$ 1,064.67	\$ 153.63	\$ 453.52
<i>The Library District went fine free starting September 1, 2022.</i>						
Notes						
\$ 213,887.66	<i>(Dollars Received in Month + Value of Materials Returned in Month) - Monthly PPLD Cost</i>					
\$ 5,000.00	<i>Cost of Module (Start Up)</i>					
\$ 208,887.66	<i>Amount Ahead</i>					

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Personnel Committee	Date: Monday, January 6, 2025	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler, Chair	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Nick MacDermott, Human Resources Officer <input type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
Minutes Prepared By: T. Lawrence		

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

1. Business Items: The Committee discussed the following:

- **Update on Sexual Harassment Protections Policy (#4106):** MacDermott reviewed the updated policy in comparison to the current policy statement. The Committee agreed to forward the updated (and corrected) policy to the full Board of Trustees for approval.
- **Post-Retirement Employment:** Administration, with the guidance of counsel, has drafted an addition to the Employee Handbook related to post-retirement employment. The terms of the addition are:
 - Retirement constitutes a break in service. Post-retirement employment, therefore, is considered a new appointment and is subject to the *Dutchess County Rules for Classified Service*.
 - Retirees may only be appointed to a part-time position and weekly hours may not exceed 17.5. Eligibility for financial and leave benefits are determined by the terms of the prevailing collective bargaining agreement.
 - Salary is determined by the Library Director in accordance with the collective bargaining agreement, but may not be less than the Step 1 salary for the position nor higher than the Step 5 salary. A retiree shall not be entitled to the same salary they were receiving at the time of their retirement.
 - Employment may not commence until at least forty-five (45) days after retirement from Library District Service.
- **Labor/Management Committee – Report of Meeting:** Lawrence reviewed the issues raised at the January 6 meeting of the Committee, including updating pay calculation profiles, Incident Reports, and updated guidance to staff on respiratory illness.
- **General HR Matters:** MacDermott updated the Committee on the implementation plans for the HUMAN Resources Module in MUNIS, the Library District's fund accounting software.

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

- Policy #4106.
- Employee Handbook Addition: Post-Retirement Employment.

3. Upcoming Agenda Items:

- Organizational climate survey.

The meeting adjourned at 7:25 pm.

Next Scheduled Committee Meeting Date
Monday, March 3, 2025; 6:30pm (tentative)
Greenspan Board Room, Adriance Memorial Library
(date, time, and location subject to change)

New Business Fact Sheet

Approval of Policy Modification: Sexual Harassment Protections

Recommended By

Personnel Committee

Current Situation

The Personnel Committee reviewed proposed modifications to Policy #4106 – Sexual Harassment Protections, as recommended by the Library District’s counsel. The Committee concurred with the recommended modifications and asks for the approval of the Board of Trustees.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the modified PPLD Policy #4106 – Sexual Harassment Protections as reflected in PPLD Document #012225 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

Sexual Harassment Protections

Purpose and Goals

The Poughkeepsie Public Library District (the “Library District”) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence as well as pregnancy or pregnancy-related conditions. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace.

Sexual Harassment and Discrimination Prevention Policy

1. The Library District’s policy applies to all employees, applicants for employment, volunteers, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the Library District. For the remainder of this policy, we will use the term “covered individual” to refer to these individuals who are not direct employees of the Library District.
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the Library District who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered

individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Human Resources. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.

4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the Library District to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. The Library District will conduct a prompt, thorough and impartial investigation. An investigation will happen whenever management receives a good-faith complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Library District will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Library District will act as required. In addition to any required discipline, the Library District will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.
7. This policy applies to all employees, volunteers, and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and volunteers in person or digitally through email upon hiring and will be posted prominently in all work locations. Training on sexual harassment prevention shall be given to all employees on an annual basis. Such training shall be consistent with New York and federal law and regulations.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state,

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #4106**

and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Library District's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit, derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called quid pro quo harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so

that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
- This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:

- Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, or name-calling;
- Intentional misuse of an individual's preferred pronouns; or
- Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and all covered individuals described earlier in the policy.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy so long as undertaken because of engagement in a protected activity.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a legal responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to the Library Director, a supervisor or Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Library Director, a supervisor, or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee’s behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Library Director or designee. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe

such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers may also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, managers, and/or Human Resources will work individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough and impartial. The investigation will be kept confidential to the extent possible. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment.

While the process may vary from case to case, investigations will be generally done in accordance with the following steps. Upon receipt of a complaint, the Library Director or designee:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Library Director or designee will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Library Director or designee will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #4106**

- d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
 6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
 7. Will inform the individual(s) who made the complaint of their right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library District, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

1. New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to discrimination and harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR.

2. (2) United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.).

If an employee believes that they have been discriminated against at work, they can file a "Charge of Discrimination" with the EEOC. The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800- 669-6820 (TTY)), visiting their website at <https://www.eeoc.gov/> or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

3. (3) Local Protections

Many localities enforce laws protecting individuals from harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Complaint Form for Reporting Sexual Harassment

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to a supervisor, manager or the Library Director. The form may be delivered in person, or sent electronically. This form is available in the Library District's Savannah Reporting System and may be filed there.

COMPLAINANT INFORMATION

Name:

Home Address:

Work Address:

Home Phone:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: _____ Supervisor _____ Subordinate

_____ Co-Worker _____ Other

Date(s) sexual harassment occurred:

Is the sexual harassment continuing? _____ Yes _____ No

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Policy #4106

Please describe the conduct or incident(s) that is the basis of this complaint. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

I request that the Poughkeepsie Public Library District investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____

New Business Fact Sheet

Approval of Employee Handbook Addition: Post-Employment Retirement

Recommended By Personnel Committee

Current Situation The Personnel Committee reviewed a proposed addition to the Employee Handbook: 215 Post-Retirement Employment as a clarification of employment opportunities, terms, and conditions for employees who retire from Library District service. The Committee concurred with the proposed addition and asks for the approval of the Board of Trustees.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the addition to the Employee Handbook (215 Post-Retirement Employment) as reflected in PPLD Document #012225 – 6A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

215 Post-Retirement Employment

The Library District may offer post-retirement employment to those who have retired from Library District service based on the Library's needs and only if such employment fits within the Library's budget. Not all retired employees shall be eligible for post-retirement employment, and the final decision as to whether to hire a retired employee shall be that of the Library Director.

The following shall apply to any post-retirement employment with the Library District:

- Retirement constitutes a break in service. Post-retirement employment, therefore, is considered a new appointment and is subject to the *Dutchess County Rules for Classified Service*.
- Retirees may only be appointed to a part-time position and weekly hours may not exceed 17.5. Eligibility for financial and leave benefits are determined by the terms of the prevailing collective bargaining agreement.
- Salary is determined by the Library Director in accordance with the collective bargaining agreement, but may not be less than the Step 1 salary for the position nor higher than the Step 5 salary. A retiree shall not be entitled to the same salary they were receiving at the time of their retirement.
- Employment may not commence until at least forty-five (45) days after retirement from Library District service, unless otherwise authorized by the Library Director.

New Business Fact Sheet
Central Library Services Aid – Tentative 2025 Budget

Recommended By

Library Director

Current Situation

As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2025, anticipated Central Library Services Aid is projected to be \$276,639.

Annually, the Library District applies to Library Development for these funds. The budget requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the budget no later than its May 2025 meeting. The final amount of Aid will be determined once the state budget is passed and the Office of Budget releases aid charts.

Further, authorizing the submission of the 2025 document also certifies the expenditures for 2024.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2025 Central Library Services Aid budget, as detailed in PPLD Document #012225 – 7A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

CENTRAL LIBRARY SERVICES AID: 2025
Mid-Hudson Library System - Poughkeepsie Public Library District

		2023 Final	2024 Final	2025 Tentative	
Funded Cost Area		Total	Total	Total	PPLD Budget Line
					Notes on 2025 Budget
A. 190 Personnel Costs - Subtotal		\$ -	\$ -		
B. L7410.42 Library Materials and Binding - Total		\$ 80,911	\$ 120,706	\$ 109,828	
L7410.410	Books - Circulating Print Non-Fiction	35	-	-	A11100.54100
L7410.410	Books - Digital (OverDrive - Platform Charge)	8,000	8,000	8,000	A11100.54100.A211
L7410.410	Books - Digital (OverDrive - Content + Content Credit)	47,876	87,706	76,828	A11100.54100.A211
L7410.413	Serials - Digital (OverDrive content)	25,000	25,000	25,000	A11100.54130.A211
C. .069 Information and Network Services - Subtotal		\$ 83,898	\$ 65,811	\$ 74,954	
Library Materials - Commercial Databases		17,500	10,000	19,143	
	JobNow	4,600	4,600	4,600	A11100.54291
	Transparent Language	5,400	5,400	5,670	A11100.54291
	Universal Class	7,500	-	-	A11100.54291
	Niche Academy	-	-	-	
	Contingency	-	-	8,873	
Sierra/Discover Enhancements		60,311	49,724	49,724	A11100.54360
	SkyRiver - MARC Records	2,750	2,750	2,750	A11100.54360
	OCLC - MARC Records	4,500	4,500	4,500	A11100.54360
	Syndectics	10,587	-	-	A11100.54360
	Recite Me (funded for three years in late 2021)	-	-	-	
	Discover/Vega	42,474	42,474	42,474	A11100.54360
OCLC ILL		6,087	6,087	6,087	A11100.54370
F. 906 Miscellaneous Expenses - Subtotal		\$ 89,954	\$ 90,122	\$ 91,857	
L7410.431	Telephone	1,332	1,500	1,500	A11100.54310
L7410.440	Delivery Support - MHLS	86,715	86,715	88,450	A11100.54694
L7410.440	Delivery Support - Empire Delivery	1,907	1,907	1,907	A11100.54694
Totals		\$ 254,763	\$ 276,639	\$ 276,639	
Final Allocation		\$ 265,613	\$ 276,639	\$ 276,639	
Delta		\$ 10,850	\$ -	\$ -	
Potential Aid Increase		NA			

Maira Fitzgibbons, President

Date