



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, March 26, 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): McPhee and Nurre
(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:
 - IV. Minutes of Previous Meeting(s)
 - A. February 26, 2025 (*T. Lawrence; #032625 – 1*)
 - V. Financial Report(s)
 - A. February 2025 (*R. Gillis; #032625 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*R. Gillis; #032625 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #032625 – 3*)
 - B. President's Report (*M. Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; 032625 – 3.3*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*N. MacDermott; #032625 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of CBA Addenda (*L. Spuhler; #032625 – 5*)
 2. Review of NYS Annual Report (*T. Lawrence; #032625 – 6*)
 3. Authorization to Sign Contract: Tyler Technology Hosting (*R. Gillis; #032625 – 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, April 23, 2025; 7:00 p.m.
 Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 26, 2025

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Mayra Fana
- Patricia Ferrer
- Moira Fitzgibbons
- Jonathan McPhee
- Sheila Newman
- Deborah Nichols
- James Nurte
- 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 7:10 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Ferrer, Eagleton.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. January 22, 2025 (PPLD Document #022625 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 22, 2025.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. January 2025 Financial Activity Report (PPLD Document #022625 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2025 Financial Activity as presented.
- **Moved/Seconded:** Blazek, Spuhler.
- **Discussion:** Gillis reported on the 2024 fiscal year reaming open until the final audit. After the vote, she reported on the status of the fraudulent check, and plans for protection against future attempts.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #022625 – 2.1)

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

Vouchers 70071 to 70917 in Warrant 20250227 totaling \$284,146.59

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

Vouchers 70690 to 70719 in Warrant 20250214 totaling \$152,688.94

- **Moved/Seconded:** McPhee, Nichols.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** McPhee & Nurre

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #022625 – 3)**

- Torres reported on: the success of the Poop Museum program; the Whale and Dolphin Observatory, the Book Festival, the Summer Reading Program; other upcoming programs.
- Vredenburg spoke about: The Book Festival planning; the SPD Juneteenth program – documentary on Bayard Rustin; Safety Protocol planning for SPD; Protocols for Teen patrons.
- Lawrence shared about: Plan for staff if ICE; impact of Federal Budget recisions; collection item that was evaluated by a committee on the request of a patron; recent Incident Reports; Statistics; Celebrate the African Spirit; Big Read Authors; Jeff Shaara; Laurie Halse Anderson; Jewish Food Programs; Jewish programming restrictions; Little Free Library problems; and the Dutchess County Library Association Trustee Reception.

B. President's Report: None.

C. Board Committee Reports: (PPLD Document #022625 – 3.3)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions on: trustee elections; NYS Libraries recommended policies; and Youth Services policies.
2. **Planning Committee:** Chairperson Ferrer & President Fitzgibbons reported on committee discussions on: discussions with a consultant regarding future survey efforts and an expected proposal of services.

D. Friends of PPLD: None.

VII. Board Action**A. Personnel Actions: (PPLD Document #022625 – 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
Kayleigh Hartnett	Librarian I (FT)	Resignation	3/21/2025	N/A
Bruce Sullivan	Network Analyst (FT)	Retirement	4/5/2025	N/A
Derek Allen	Security Guard (FT)	Permanent Appointment	3/1/2025	N/A
Kimani Henry	Student Worker (PT)	Permanent Appointment	2/26/2025	N/A
Employee 4782	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	1/21/2025-4/7/2025	N/A
Employee 4747	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	2/1/2025-5/1/2025	N/A
Employee 4588	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	1/22/2025-1/22/2025	N/A
Employee 4739	<i>Confidential as per Board of Trustees</i>	CBA Article XVII Leave (Intermittent)	2/7/2025-2/7/2026	N/A

- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:**1. Approval of Policy Modification: Patron Code of Conduct (PPLD Document #022625 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #1101 – A – Patron Code of Conduct, as reflected in PPLD Document #022625 – 5A.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** McPhee & Lawrence explained the need for the changes. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

2. Approval of Annual Friends Support for 2025 (PPLD Document #022625 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2025 Library District programs and services, as described in PPLD Document #022625 – 6A.
- **Moved/Seconded:** Blazek, Eagleton.
- **Discussion:** Lawrence explained each of the items on the list.
- **VOTE:** 10 – 0 – 0

3. Approval of 2025 Trustee Elections (PPLD Document #022625 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, procedures, and timeline as described in PPLD Document #022625 – 7A, #022625 – 7B, #022625 – 7C.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** Lawrence explained the resolution that needs to be approved each year.
- **VOTE:** 10 – 0 – 0

4. Approval of Lease Renewal (PPLD Document #022625 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the President to sign the lease with Market Street Properties, Inc. for the rental of property as described in the attached PPLD Document #022625 – 8A.
- **Moved/Seconded:** Blazek, Eagleton.
- **Discussion:** Gillis explained the history behind renting the parking lot.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: None.

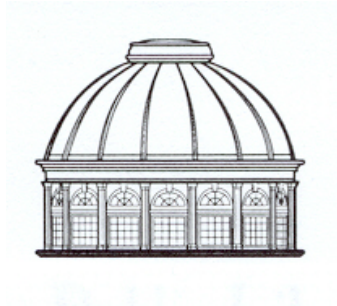
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:13 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 26, 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 February 2025 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2025 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 February 2025
Financial Activity – Narrative Report

The financial information presented is current; however, the 2024 fiscal year remains open until the final audited balances are received. The year-end report will be presented at the April 2025 Board of Trustees meeting.

General Fund (Fund A; \$3,184,326)

- Receipts for the month totaled \$3,227,712, including a total of \$3,112,973 in tax revenue from the City and Town of Poughkeepsie, \$2,060 in library charges, \$957 in interest, and a \$24,604 donation from the Friends of the Poughkeepsie Public Library.
- Disbursements for the month totaled \$906,960 which included \$653,441 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$14,808
 - McCalley Fund 52,000
 - Swartz Fund 102,421

Special Revenue Fund (Fund CM; \$538,510)

- Receipts for the month totaled \$3,652 which included \$248 in interest.
 - The receipts for the month also reflect a net increase of \$395 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; \$35,283)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 520

Permanent Funds (Fund PN; \$492,107)

- 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.
 - Accumulated interest of \$18,593 in the Wojtecki Trust was transferred to the CM Fund.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,771
 - Levinsohn Trust 1,004
 - Wojtecki Trust 373,708
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$45,925)

- Receipts for the month included interest of \$88.

GENERAL FUN YEAR-TO-DATE
EXPENSE REPORT FEBRUARY 2025

FOR 2025 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,301,281	768,418.64	406,502.58	4,108,740.70	424,121.66	92.0%
22 Equip & Capital Outl	77,250	77,250	503.71	32.90	2,081.46	74,664.83	3.3%
30 Materials	569,250	569,250	105,814.05	61,575.29	-29,429.28	492,865.23	13.4%
32 Information Services	72,728	72,728	14,795.55	.00	.00	57,932.45	20.3%
50 Operations	1,770,682	1,770,682	261,775.03	178,440.72	494,668.79	1,014,238.18	42.7%
51 Automation	126,724	126,724	13,470.14	13,470.14	53,299.92	59,953.94	52.7%
91 Employee Benefits	2,594,562	2,594,562	468,638.95	246,938.86	1,354,902.41	771,020.64	70.3%
92 Debt Service	1,342,138	1,342,138	.00	.00	.00	1,342,138.00	.0%
GRAND TOTAL	11,854,615	11,854,615	1,633,416.07	906,960.49	5,984,264.00	4,236,934.93	64.3%

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

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20250214

Warrant Summary

WARRANT: 20250214 02/14/2025
 DUE DATE: 02/14/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,253.38	
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	681.22	16,081.34
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal: Patron	1,261.41	2,166.25
A	A20000	Building Services	A .7410.200.00.54690 .A204	Snow Removal: Staff C	1,552.21	48.64
A	A20000	Building Services	A .7410.200.00.54690 .A222	Snow Removal: Staff 9	513.74	5,539.11
A	A20000	Building Services	A .7410.200.00.54693 .	Operations: Trash Col	753.31	69.76
A	A20000	Building Services	A .7410.200.00.54710 .	Vehicle Operations	115.26	1,875.53
A	A20300	Greene Services	A .7410.203.02.54694 .C814	Operations: Bookmobil	485.00	-750.00
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	495.00	799.81
A	A50000	Finance Office	A .7410.500.00.54530 .A204	Rent: Staff Parking C	218.16	703.60
A	A50000	Finance Office	A .7410.500.00.54530 .A224	Rent: Pok. Journal Ar	1,180.13	661.45
A	A50000	Finance Office	A .7410.500.00.54694 .	Operations: General	665.00	105,954.92
A	A50000	Finance Office	A .7410.500.00.59060 .	Medical Insurance	128,893.69	127,214.85
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance	993.29	-1,050.76
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .	Internet Adriance	2,381.91	-1,756.10
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Adriance Hot	457.50	-4,849.11
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .	Telephone Boardman	169.52	254.30
A	A73000	Boardman Road Branch	A .7410.730.00.54320 .	Internet Boardman	2,034.35	836.36
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .	Internet SPD Branch	124.99	-254.81
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .A203	Internet SPD Branch (1,577.90	-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		152,688.94	
			WARRANT SUMMARY TOTAL		152,688.94	
			GRAND TOTAL		152,688.94	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250227 02/27/2025
 DUE DATE: 02/27/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,577.62	
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	1,171.73	3,445.03
A	A00000	General Fund Expenses	A .7410.000.00.54330 .	Postage Bulk	600.00	2,329.81
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N	2,351.18	3,048.86
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed: Local	461.80	161.98
A	A10000	Administration	A .7410.100.00.54340 .	PR & Printing	51.39	5,948.43
A	A10000	Administration	A .7410.100.00.54370 .	Professional Svcs: Ad	850.00	400.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	11,144.83	0.00
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	1,934.38	5,122.89
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	6,716.42	16,081.34
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance	565.62	2,798.46
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal: Patron	4,486.40	2,166.25
A	A20000	Building Services	A .7410.200.00.54690 .A204	Snow Removal: Staff C	1,552.21	48.64
A	A20000	Building Services	A .7410.200.00.54690 .A222	Snow Removal: Staff 9	513.75	5,539.11
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP	3,313.94	34,081.10
A	A20000	Building Services	A .7410.200.00.54694 .	Operations: Cleaning	1,840.00	93.05
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	5,395.16	-35,841.67
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books: Digital Greene	7,143.04	0.00
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P	112.18	234.58
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read	81.01	0.00
A	A30000	Advancement Services	A .7410.300.00.54330 .	Postage Bulk Mailing	3,999.40	3,167.90
A	A30000	Advancement Services	A .7410.300.00.54340 .	PR & Printing Rotunda	12,491.68	-18,112.71
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Svcs: Ad	103.63	796.05
A	A41000	Adult Services	A .7410.410.00.54130 .	Serials: Adult Servic	10,310.85	91.12
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	2,110.23	799.81
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish	650.00	49.67
A	A42000	Technical Services	A .7410.420.00.54300 .	Supplies: Technical S	344.93	1,352.75
A	A43000	Borrower Services	A .7410.430.00.54292 .	PRG Extension Service	46.32	1,064.09
A	A43000	Borrower Services	A .7410.430.00.54300 .	Supplies: Borrower Se	836.53	8,095.42
A	A44000	Collection Service	A .7410.440.00.54100 .	Books	140.01	4,811.51
A	A44000	Collection Service	A .7410.440.00.54100 .A225	Book Leasing Prgm	17,969.28	634.21
A	A44000	Collection Service	A .7410.440.00.54110 .	Video & Films	346.42	11,726.86
A	A44000	Collection Service	A .7410.440.00.54110 .A211	Video & Films: Digita	6,854.37	0.00
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	-35.20	15,387.52
A	A44000	Collection Service	A .7410.440.00.54360 .	Sierra/Encore Service	13,470.14	2,223.80
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe	675.70	3,178.00
A	A45000	Youth Services	A .7410.450.00.54130 .	Serials: Youth Servic	1,265.29	476.26
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	3,413.96	257.04
A	A45000	Youth Services	A .7410.450.00.54292 .A218	PRG Pok Book Festival	212.56	697.64
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (187.72	0.00

Report generated: 02/26/2025 11:39:01
 User: Trina Blomquist (tblomquist-martinez)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	888.20	58.38
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner	1,564.43	4,889.46
A	A50000	Finance Office	A .7410.500.00.54370 .	Professional Svcs: Bu	5,688.10	-2,555.85
A	A50000	Finance Office	A .7410.500.00.54530 .A222	Rent: Staff Parking 9	1,700.00	1,900.00
A	A50000	Finance Office	A .7410.500.00.54530 .A224	Rent: Pok. Journal Ar	1,147.68	661.45
A	A50000	Finance Office	A .7410.500.00.54540 .	Insurance: Property L	47,053.00	604.05
A	A50000	Finance Office	A .7410.500.00.54550 .	Insurance: Automobile	2,290.50	0.00
A	A50000	Finance Office	A .7410.500.00.54550 .C814	Insurance: Auto. Book	2,290.50	100.00
A	A50000	Finance Office	A .7410.500.00.54560 .	Insurance: Liability	11,034.00	-1,314.00
A	A50000	Finance Office	A .7410.500.00.59040 .	Workers Compensation	45,568.00	3,216.00
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	1,393.38	-247.83
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse	5,727.10	-6,312.00
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	32.90	750.60
A	A60000	Information Tech	A .7410.600.00.54320 .A248	Internet Comm. WiFi (176.25	-303.68
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Svcs: So	4,065.00	636.33
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	13.61	487.68
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	736.44	1,488.95
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance	20.23	-1,050.76
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .	Fuel & Utilities ADR	13,726.30	-39,343.70
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	304.80	-292.44
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	6,782.19	-26,725.88
A	A74000	Sadie Peterson Delany	A .7410.740.00.54292 .	PRG SPD	1,687.50	3,405.00
FUND TOTAL					284,146.59	
WARRANT SUMMARY TOTAL					284,146.59	
GRAND TOTAL					284,146.59	

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT FEBRUARY 2025

FOR 2025 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 Real Property Tax	8,845,127	8,845,127	3,612,973.00	3,112,973.00	5,232,154.00	40.8%
41003 Real Property Tax Debt Servic	1,341,676	1,341,676	.00	.00	1,341,676.00	.0%
42082 Library Charges	20,000	20,000	4,513.96	2,060.49	15,486.04	22.6%
42401 Interest Earnings	50,000	50,000	2,112.69	957.22	47,887.31	4.2%
42705 Donations	175,000	175,000	80,176.56	24,604.97	94,823.44	45.8%
42752 Annual Appeal	27,500	27,500	.00	.00	27,500.00	.0%
42753 Donations in Kind	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	173,000	59,437.57	.00	113,562.43	34.4%
42777 E-Rate Income	65,000	65,000	31,489.39	31,489.39	33,510.61	48.4%
42800 Miscellaneous Income	10,000	10,000	48,795.00	48,795.00	-38,795.00	488.0%
43840 Central Library Development	271,989	271,989	.00	.00	271,989.00	.0%
43842 Local Library Incentive	23,906	23,906	.00	.00	23,906.00	.0%
45031 Transfers In	729,432	729,432	.00	.00	729,432.00	.0%
GRAND TOTAL	11,864,613	11,864,613	3,853,161.99	3,227,711.98	8,011,451.01	32.5%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2025 2

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	49,319.10	52,237.53
A	12020	Gen. Fund Payroll Checking	.00	343.42
A	12023	Gen. Fund Money Market	2,613,394.97	2,629,084.89
A	12040	Credit Card Transactions	-650.97	922.86
A	12051	Flex 125 Money Market	777.96	6,385.71
A	12100	Petty Cash	.00	15,436.11
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	28.34	14,808.03
A	12400	Cash Special Reserve: Swartz	196.05	102,420.64
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	.00	347,019.09
TOTAL ASSETS			2,663,065.45	3,184,325.84
LIABILITIES				
A	26000	Accounts Payable	.00	-8,107.27
A	26020	Flex125 Exchange	-766.64	-5,825.14
A	26021	Benefits Exchange	5,050.14	10,101.50
A	26030	General Fund Exchange	.00	-1,161.79
A	26100	State Retirement Exchange	.00	1,177,243.00
A	26300	Due To Other Funds	-291,950.00	-362,990.04
A	26370	State Retirement Accrual	-54,647.46	-1,272,717.03
TOTAL LIABILITIES			-342,313.96	-463,456.77
FUND BALANCE				
A	35210	Encumbrances (+ PYCF)	-757,101.16	6,298,975.21
A	35220	Expenditures (+ PYCF)	906,960.49	1,633,416.07
A	38210	Encumbrance Reserve (+ PYCF)	757,101.16	-6,298,975.21
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	413,006.32
A	39110	Fund Balance Start of Year	.00	-231,532.15
A	39800	Revenues Received	-3,227,711.98	-3,853,161.99
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			-2,320,751.49	-2,720,869.07
TOTAL LIABILITIES + FUND BALANCE			-2,663,065.45	-3,184,325.84

BALANCE SHEET FOR 2025 2

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	-273,108.19	6,740.82
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	276,759.80	531,494.50
TOTAL ASSETS			3,651.61	538,510.40
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	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	128,194.05
CM	39800	Revenues	-3,651.61	-46,513.58
TOTAL FUND BALANCE			-3,651.61	81,680.47
TOTAL LIABILITIES + FUND BALANCE			-3,651.61	-538,510.40

BALANCE SHEET FOR 2025 2

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	1.00	520.83
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.00	35,282.57
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	22,818.14
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.00	-2.10
	TOTAL FUND BALANCE		-1.00	22,816.04
	TOTAL LIABILITIES + FUND BALANCE		-1.00	-35,282.57

BALANCE SHEET FOR 2025 2

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	-15,190.20	373,707.96
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			-15,190.20	492,107.42
LIABILITIES				
PN	26300	Due to other funds	15,190.20	-13,289.57
TOTAL LIABILITIES			15,190.20	-13,289.57
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			15,190.20	-492,107.42

BALANCE SHEET FOR 2025 2

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	87.91	45,925.21
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		87.91	-238,766.24
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	409,499.02
	TOTAL LIABILITIES		.00	409,499.02
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-151,266.75
V	39800	Revenues	-87.91	-185.03
	TOTAL FUND BALANCE		-87.91	-170,732.78
	TOTAL LIABILITIES + FUND BALANCE		-87.91	238,766.24

Approval of Monthly Warrant and Transfers

Action Requested

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

Vouchers 70937 to 71230 in Warrant 20250327 totaling \$114,327.29

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

Vouchers 70932 to 71106 in Warrant 20250317 totaling \$284,799.66

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

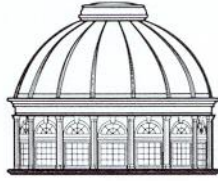
Record of Vote

Trustee	Yes	No	Abstain
Blazek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McPhee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nichols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nurre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ryan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spuhler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – MARCH 2025

Significant Service Changes, Challenges or Accomplishments

- **Immigration Issues:** As of this writing, there have been no immigration issues reported in the Library District.
- **Impact of Federal Budget Recissions:** The continued DOGE activities have finally fallen upon library services as provided by the Department of Education's Institute of Museum and Library Services (IMLS). A communication was sent to trustees, staff, and members of the Friends of PPLD board with information related to IMLS, its creation and purpose, and the impact its demise would have on public library services. **Trustee advocacy on this issue is important.**
- **Request for Re-Evaluation (Update):** There has been no appeal to the decision to retain the item from the individual who made the Request.

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

- **Reminder:** It's never too early to start you to fulfill your mandated education requirement of 2.0 hours of continuing education! I will send to all of you via email various opportunities that are both local and in-person as well as virtual options.
- **Annual Trustee Gathering:** The Dutchess County Library Association will again host a trustee gathering, this year on Thursday, May 1, at the Boardman Road Branch Library. The Association has asked Dan Petigrow, member of legal team at Thomas Drohan Waxman Petigrow & Mayle, LLP, to speak on the topic of public library and the First Amendment. He will address a range of FA topics including intellectual freedom, the library as a limited public forum, and other matters relating to the First Amendment. Additional in-person trustee education is planned for Thursday, September 25, and the topic will be board recruitment. Both events will qualify for trustee education with May 1 qualifying for one (1) hour and September 25 should be for two (2) hours.

Collection Development

- Collection development continues as usual.

Buildings

- Boardman Road: Nothing of note to report.
- Adriance: The cement steps leading from the plaza in front of the library to the Market Street sidewalk need repair. We are seeking quotes from qualified trades to pursue the repair.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2025 to 2024 to 2023

PPLD Document # 032625 - 3.0.2

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	Feb	% of Total	YTD	% of Total	Feb	% of Total	YTD	% of Total	Change	% Change	Feb	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,389	27.31%	11,290	27.77%	5,617	26.94%	11,489	27.23%	-199	-1.73%	5,116	25.87%	10,699	26.24%	591	5.52%
Adult Non-Fiction	3,545	17.97%	7,096	17.46%	3,721	17.85%	7,564	17.93%	-468	-6.19%	3,468	17.53%	6,959	17.07%	137	1.97%
Fiction - Juvenile	5,597	28.37%	11,376	27.98%	5,304	25.44%	10,806	25.61%	570	5.27%	4,907	24.81%	9,852	24.17%	1,524	15.47%
Non-Fiction - Juvenile	1,405	7.12%	2,651	6.52%	1,621	7.77%	2,904	6.88%	-253	-8.71%	1,489	7.53%	2,658	6.52%	-7	-0.26%
Periodicals	124	0.63%	264	0.65%	154	0.74%	344	0.82%	-80	-23.26%	150	0.76%	320	0.78%	-56	-17.50%
Periodicals - Juvenile	37	0.19%	64	0.16%	18	0.09%	27	0.06%	37	137.04%	17	0.09%	31	0.08%	33	106.45%
Print Subtotal	16,097	81.58%	32,741	80.54%	16,435	78.82%	33,134	78.54%	-393	-1.19%	15,147	76.58%	30,519	74.86%	2,222	7.28%
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%	3	0.01%	7	0.03%	10	0.02%	-7	-70.00%	4	0.02%	16	0.04%	-13	-81.25%
Soundrecordings	364	1.84%	827	2.03%	491	2.35%	1,004	2.38%	-177	-17.63%	577	2.92%	1,116	2.74%	-289	-25.90%
Videorecordings	2,682	13.59%	5,880	14.46%	3,348	16.06%	6,825	16.18%	-945	-13.85%	3,303	16.70%	7,428	18.22%	-1,548	-20.84%
Media	5	0.03%	8	0.02%	3	0.01%	6	0.01%	2	0.00%	2	0.01%	5	0.01%	3	0.00%
Software	6	0.03%	15	0.04%	12	0.06%	33	0.08%	-18	-54.55%	9	0.05%	10	0.02%	5	50.00%
Equipment/Realia	30	0.15%	116	0.29%	97	0.47%	147	0.35%	-31	-21.09%	10	0.05%	34	0.08%	82	241.18%
Suppressed Items	5	0.03%	11	0.03%	17	0.08%	28	0.07%	-17	-60.71%	11	0.06%	21	0.05%	-10	-47.62%
Videorecordings - Juvenile	352	1.78%	694	1.71%	280	1.34%	627	1.49%	67	10.69%	386	1.95%	766	1.88%	-72	-9.40%
Audiorecordings - Juvenile	23	0.12%	61	0.15%	24	0.12%	46	0.11%	15	32.61%	70	0.35%	178	0.44%	-117	-65.73%
Media - Juvenile	161	0.82%	285	0.70%	120	0.58%	288	0.68%	-3	-1.04%	93	0.47%	265	0.65%	20	7.55%
Software - Juvenile	4	0.02%	11	0.03%	16	0.08%	39	0.09%	-28	-71.79%	8	0.04%	14	0.03%	-3	-21.43%
Non-Print Subtotal	3,635	18.42%	7,911	19.46%	4,415	21.18%	9,053	21.46%	-1,142	-12.61%	4,473	22.61%	9,853	24.17%	-1,942	-19.71%
Total	19,732		40,652	100.00%	20,850		42,187		-1,535	-3.64%	19,779		40,766		280	-0.28%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2025

PPLD Document #032625 - 3.0.3

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,894	19,732	0	0	0	0	0	0	0	0	0	0	40,626
Digital Content	12,172	10,843	0	0	0	0	0	0	0	0	0	0	23,015
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	33,066	30,575	0	0	0	0	0	0	0	0	0	0	63,641
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,871	3,477	0	0	0	0	0	0	0	0	0	0	7,348
Boardman Road	2,437	2,114	0	0	0	0	0	0	0	0	0	0	4,551
Sadie Peterson Delaney	94	62	0	0	0	0	0	0	0	0	0	0	156
Total	6,402	5,653	0	0	0	0	0	0	0	0	0	0	12,055
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	905	860	0	0	0	0	0	0	0	0	0	0	1,765
Boardman Road	26	79	0	0	0	0	0	0	0	0	0	0	105
Sadie Peterson Delaney	47	36	0	0	0	0	0	0	0	0	0	0	83
Spanish Language Assistance	49	39	0	0	0	0	0	0	0	0	0	0	88
Total	1,027	1,014	0	0	0	0	0	0	0	0	0	0	2,041
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	3,816	4,735	0	0	0	0	0	0	0	0	0	0	8,551
Calendar Hits - Library Market	13,759	16,955	0	0	0	0	0	0	0	0	0	0	30,714
Calendar Hits - Recite Me	433	337	0	0	0	0	0	0	0	0	0	0	770
Website Views	35,900	33,590	0	0	0	0	0	0	0	0	0	0	69,490
Total	53,908	55,617	0	0	0	0	0	0	0	0	0	0	109,525
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,522	3,673	0	0	0	0	0	0	0	0	0	0	8,195
Boardman Road	1,644	1,331	0	0	0	0	0	0	0	0	0	0	2,975
Sadie Peterson	40	40	0	0	0	0	0	0	0	0	0	0	80
Total	6,206	5,044	0	0	0	0	0	0	0	0	0	0	11,250
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	105	129	0	0	0	0	0	0	0	0	0	0	234
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	2	0	0	0	0	0	0	0	0	0	0	2
Total	105	131	0	0	0	0	0	0	0	0	0	0	236
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	101	91	0	0	0	0	0	0	0	0	0	0	192
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	211	181											392
Community Engagement	6	3											9
Non-Library District	11	27											38
Exams Proctored	20	19											39
MAP Passes	NA	NA											0
Rover Bookmobile Stops	5	3											8
Total	253	233	0	0	0	0	0	0	0	0	0	0	486
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,315	2,267											4,582
Community Engagement	74	30											104
Non-Library District	64	270											334
Drop-In Room Use (Adriance)	111	102											213
Rover Bookmobile	86	33											119
Total	2,650	2,702	0	0	0	0	0	0	0	0	0	0	5,352
GENERAL ATTENDANCE (2025)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,927	12,257	0	0	0	0	0	0	0	0	0	0	26,184
Boardman Road	10,496	9,292	0	0	0	0	0	0	0	0	0	0	19,788
Sadie Peterson Delaney	193	143	0	0	0	0	0	0	0	0	0	0	336
Total - 2025	24,616	21,692	0	0	0	0	0	0	0	0	0	0	46,308
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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services

Time Period of Report: Month of February

Focus Activity: Monthly Rover visits to PCSD UPK class at North Star Academy site

Intended Outcome(s) of Focus Activity: The purpose of these monthly visits is to provide additional literacy experiences for the children in the class and for them to become familiar with the habit of looking at and choosing their own books and using their library card in the process.

Manager Observations of Activity and Outcomes: What began as a one time Rover visit to the PCSD UPK class at North Star Academy at the beginning of the current school year, has developed into a monthly story time and Rover visit for the class of 16 Pre Kindergarteners and their teachers.

Each visit consists of a half hour story time in the classroom followed by the children returning their books from the last visit then visiting Rover with their teachers to choose a new book to check out with their library card. The head teacher also checks out books from Rover to use in the classroom with her students.

Over time, the children have become comfortable with the process of browsing the picture book collection and using their library cards.

Impact of Activity: During my monthly visits, I have observed that the children have become quite comfortable with our routine of choosing new books and using their library cards. This is an excellent use of Rover since most, if not all, of the children don't come to either of the branches. Consequently, they are able to take part in this type of early literacy experience, and it is quite satisfying to watch them enjoy themselves during the process.

Date of Report: 3/3/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: 02/01/2025 - 02/28/2025

Focus Activity: All of PPLDs Technology is up and running as expected. installed Munis updates, worked on 3D printing project for patron, worked with Bard college regarding weather station on roof, network redesign project, worked with Tech and Ref regarding visitor pass usage, supporting patrons and staffs needs was ongoing throughout the past month.

Intended Outcome(s) of Focus Activity: Each of these activities provided staff and patrons with technology that met their needs to complete their job or needs while visiting the library

Manager Observations of Activity and Outcomes: Munis updates were required and successfully installed which will allow the finance department to complete their work. The network redesign project will allow us to implement an updated content filter as well as better protection against outages. Improvements in the process of issuing Visitor passes will make better use of Library staffs time and available technology as well as ease the burden on patrons

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

Date of Report: 3/5/2025



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: February 2025

Focus Activity: Providing information to all Borrower and Technical Services staff and promote collaboration between departments

Intended Outcome(s) of Focus Activity: - Provide consistent information to Borrower and Technical Services staff at all branches

- Provide patrons with reliable and consistent customer service throughout the district

Manager Observations of Activity and Outcomes: Borrower and Technical Services: We held a department meeting on Feb. 25 with solid attendance. Library Director Tom Lawrence and Head of Reference and Adult Services Kira Thompson were both in attendance. One of the major goals of these meetings is to have guests from different departments attend our meetings to educate us on how the different departments work and how we can work together to provide great customer service to our patrons. The guest at the next meeting is scheduled to be Nicholas MacDermott, Human Resources Officer.

My weekly hours at the Boardman branch continue and have provided the staff with a consistent presence from their department head.

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: 3/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: February, 2025

Focus Activity: Replacement Software Program for MAP Passes

Intended Outcome(s) of Focus Activity: Yvonne Laube has been working diligently with Janet Bogenschultz to secure an effective replacement software for the MAP Program that was put on pause in January with the closing of TixKeeper. They viewed demonstrations for three software programs and chose OCLC's Museum Key software. The process to get this up and running has been a challenge due to the connection that needs to be made between OCLC's developers and MHLS' Sierra. The goal is to allow patrons to check out passes, and that they would be reflected on their library account (as with a book that it is borrowed). We are currently awaiting a signed legal statement from OCLC that outlines what patron data is being accessed, and their assurance that the data will be protected. This is a requirement from MHLS and is currently in OCLC's Legal Dept's "court". Yvonne has been told, once that statement is returned to MHLS, we should receive the link (similar to the keys to a car) to access the system.

Manager Observations of Activity and Outcomes: While waiting for the legal statement, Yvonne has compiled a spreadsheet with the name of the destination, the quantity of passes, and the details of what the pass "admits". This was provided to OCLC to prepare the listings in the new software. In total, we currently have 47 passes. This is expected to change as Janet will be evaluating their usage and be suggesting changes; however, any changes won't take place until after we have gotten comfortable with the new software.

Impact of Activity: While the wait for the proper legal paperwork has been a bit belabored, we expect that we can launch the new software in the Spring. Yvonne is in regular contact to urge the process along.

Date of Report: 3/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: February/March 2025

Focus Activity: Rover Bookmobile

Intended Outcome(s) of Focus Activity: It was decided at our last Rover meeting that I would supervise the twice monthly Rover stops at Adriance. The purpose of my presence at the bi-monthly Bookmobie stops at ADR, is to make sure the collection is fresh and has more appeal for patrons. It is also to check on swag stock and make sure we have current information to hand out at the upcoming stops.

Manager Observations of Activity and Outcomes: I will be supervising the 1st and 3rd Friday Bookmobile Adriance stopovers every month. Though it requires more work on my part, and I will be spending less time on Fridays at SPD, it should mitigate some of the in-between bookmobile stop issues we've had here and there. I will also be giving tours and training to new employees during this time so they can get familiar with how Rover stops work and how the equipment is set up. We have quite a few recently hired people and this should help everyone get comfortable with the bookmobile.

Impact of Activity: Familiarize new staff with Rover before Spring/ Summer stops start in earnest. Create a more consistent and timely workflow for the Rover collection, coordinate with department heads for smoother Rover stops.

Date of Report: 3/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee	Date: Monday, February 10, 2025	
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i> <input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Treasurer</i>	<input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> Nicholas MacDermott, Human Resources Officer	<input type="checkbox"/>
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:

- **New PO Format:** Gillis shared with the Committee the new format for POs that will be deployed in the near future. Consensus was that they looked good.
- **Check Fraud Report:** Gillis review the report (attached) of activity undertaken upon notification of suspected check fraud.
- **Tyler/MUNIS/Enterprise/EERP:** Gillis updated the Committee on Administration’s activity regarding enhancements to the Library District’s fund accounting system (Tyler Technologies). Plans to implement certain modules will be delayed due to a contractual commitment to Andrews Technology. However, the plan to move from a local server to support the software to a cloud-based model will move forward upon approval by the Board of Trustees. As a sidebar to the conversation on this issue, it was decided that in accordance with good public finance practice, all contracts between a vendor and the Library District must be approved by the Board of Trustees prior to signature.
- **Financial Report:** Delayed due to the early timing of the Committee meeting.
- **Wojtecki Fund:** Gillis updated the Committee on the purpose and specific financial issues related to this endowment. Use of interest earned is limited to the maintenance of the original portion of Adriance Memorial Library.
- **2026 Budget Preparation Timeline:** The Committee will receive a draft budget in May for review.
- **Van:** The Library District needs a new van. Gillis will investigate a purchase through state contract.
- **Tax Receipts:** Gillis updated the Committee on the status of City and Town tax receipts (We are in good shape).
- **Parking Costs:** Gillis presented an oral report as to the unit cost per staff parking space.

- **ACH Payments:** Gillis advised the Committee that we expect to launch ACH for A/P checks in the late summer or early fall. There are policy issues to consider, which the Committee will need to review prior to implementation.

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

- Monthly financial report.
- Tyler Cloud Hosting Agreement

3. Upcoming Agenda Items:

- 2026 Budget
- Inventory of capital needs.
- Multi-year budget planning.

Next Scheduled Meeting(s) Date
 May 12, 2025; 6:30pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

Timeline of Fraudulent Check Activity & Response

January 29–31, 2025

M&T Bank's fraud department left a message regarding a suspected fraudulent check appearing to be issued by PPLD. After verifying the legitimacy of the call, Rebecca confirmed the check was fraudulent. M&T did not process the check and advised notifying PPLD's bank, NBT.

Rebecca informed NBT's local branch, where Assistant Branch Manager Rebecca Gordon confirmed no further action was needed at that time, aside from implementing fraud prevention measures like Positive Pay.

February 4, 2025

Kathy Baurer, NBT Branch Manager, contacted Rebecca, stating she believed PPLD's Operational Checking account had been compromised. A check cashed earlier in the month had reappeared, and upon review, it was determined to be fraudulent. The fraudulent check:

- Slightly differed from PPLD's check stock
- Omitted the phone and vendor number sections
- Contained the signature of a Trustee whose term ended on 12/31/2024
- Exceeded \$5,000 but lacked the required second signature

Upon reviewing online banking records, Rebecca identified nine fraudulent checks totaling \$48,795. NBT confirmed these findings and restricted the account, requiring manual approval for check payments. The former Trustee whose signature was used signed fraud affidavits for each check. Three of the most recent fraudulent checks, totaling \$15,550, were refunded. Rebecca called the City of Poughkeepsie Police Department who advised her to come to the station to file the report.

February 5, 2025

Rebecca went to the police station and filed a report with Officer Alekos Mesiouris, badge #60, blotter number 25-2878. Copies of the fraudulent checks and the affidavits were provided as supporting evidence.

February 10, 2025

Rebecca followed up with the City of Poughkeepsie Records Department and was informed the case is under investigation. A case incident report was obtained and sent to NBT. Meanwhile, a test Positive Pay file was successfully submitted to NBT in preparation for fraud prevention implementation.

February 11, 2025

Detective Steven Cowels contacted Rebecca by phone to discuss the case. Rebecca went over everything that happened with him and gave him Kathy's contact information. He stated he would work with NBT Bank's fraud department.

February 13, 2025

Positive Pay training was conducted, and a backlog of issued checks dating to September 2024 was uploaded. The account restriction was lifted, and NBT deposited \$33,245 to reimburse the remaining fraudulent check losses. Rebecca created a reference document for the Finance Department staff on how to produce the Positive Pay file and upload it to NBT.

February 14, 2025

The Finance Department successfully uploaded a Positive Pay file for the February utility warrant.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Personnel Committee	Date: Monday, March 3, 2025
Attendance	
<u>Trustees Present</u>	<u>Staff Present</u>
<input checked="" type="checkbox"/> Dianne Blazek <input 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
	<u>Guest(s) Present</u>
	<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:

- **Discussion of FMLA and Sick Bank Issues:** The Committee spent considerable time reviewing and discussing proposed changes to the CBA language in reference to the use of the Sick Bank and its intersection with the FMLA provisions (both in law and in the CBA).
- **Discussion of Issues of a General Nature:** MacDermott briefed the Committee on the range of personnel issues being addressed by Administration.

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

- Revisions to the CBA related to the Sick Bank.

3. **Upcoming Agenda Items:**

- Organizational climate survey.

The meeting adjourned at 7:25 pm.

Next Scheduled Committee Meeting Date

Monday, June 2, 2025; 6:30pm (tentative)
Greenspan Board Room, Adriance Memorial Library
(date, time, and location subject to change)

Personnel Actions

Recommended By Human Resources Officer

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

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Cassie Bailey	Public Information Officer (FT)	Resignation	3/21/2025	N/A
Michael Rodriguez	Security Guard (FT)	Termination	3/26/2025	N/A
John DeLuca	Microcomputer System Specialist (FT)	Provisional Appointment	3/27/2025	\$62,916/yr Step 1
Employee 4614	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	2/26/2025 – 2/25/2026	N/A
Employee 4820	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	3/19/2025 – 12/31/2025	N/A
Alexander Paul Nivel	Page (PT)	Permanent Appointment	3/26/2025	N/A
Henry Barish	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Andrew Griemsmann	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Steven DeStefano	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Rukhshan Haque	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A
Paris Newmaster	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A
Maya Schubert	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A

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

Motion Moved _____
 Seconded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____

New Business Fact Sheet

Approval of CBA Addendum: Revisions Related to Arrival Times and Sick Bank

Recommended By Human Resources Officer

Current Situation The Labor – Management Committee has reviewed proposed modifications to the current collective bargaining agreement and recommend the modifications in PPLD Document #032625 – 5A.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #032625 - 5A.

Motion Moved _____
 Seconded _____

Record of Vote	Trustee	Yes	No	Abstain
	Blazek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	McPhee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nichols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nurre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ryan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spuhler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDENDUM

to
 Agreement
 by and between the
 Poughkeepsie Public Library District
 and
 CSEA, Local 1000 AFSCME
 AFL-CIO
 Poughkeepsie Public Library District
 Dutchess County Local 814
 January 1, 2025 – December 31, 2027

The parties signing below agree to the following additions to the Agreement:

1. **Article X, Section 10 (new):** Borrower Services employees scheduled to work when the library opens on Saturdays shall be scheduled to arrive fifteen (15) minutes prior to the time the Library opens to the public. This fifteen minute shall be in addition to the employee's regularly scheduled shift, and the employee will be compensated in straight time for the additional fifteen minutes.

2. **Article XIV, Section 10 (modified):** The sick bank is established for use by participating employees. Participation is voluntary. The purpose of the sick bank is for use of participating employees who have a serious illness or injury which requires them to be out of work **for an extended period of time** and have exhausted their own available sick and **personal** time.
 - A. Eligibility. Employees must have a minimum of ten (10) sick day accruals to be eligible for participation in the sick bank. Participation is offered during the annual renewal period in December. Employees may enroll only after twelve (12) months of continuous service.
 - B. Contributions to the sick bank. Contributions to the sick bank are made as follows:
 - a. Sick bank accumulates from year to year (year is defined as a calendar year).
 - b. Employees may donate two (2) days of earned sick time to the sick bank so long as they meet the eligibility requirement. No further donations are required unless the sick bank falls below the reserve of twenty (20) days.
 - c. Should the sick bank reach its reserve prior to the annual renewal period, the Sick Bank Committee will solicit all eligible bargaining Unit members who participate for an additional two (2) days. Employees enrolling in the sick bank for the first time, however, would still be required to donate two (2) days to be eligible to participate and will still be required to meet the minimum eligibility requirement.
 - C. Use of the Sick Bank. The Sick Bank Committee shall be composed of ~~three (3)~~ **four (4)** members: the Unit President or designee, another Unit

member to be chosen by the Unit President, the **Human Resources Officer**, and the Library Director. Decisions require the **unanimous majority** consent of the Committee. Prior to using the sick bank, the employees must first use all sick **and personal time**. Employees wishing to use the sick bank must apply, in writing, for use of time to the Sick Bank Committee **on a form established by the Committee. Such application must include medical documentation.** The Committee shall have the authority to approve up to a maximum of twenty (20) **consecutive** working days leave per application. Should an employee require more than the twenty (20) day maximum, the employee must submit, in writing, an additional request for more time. However,

- a. If an employee submits a request for additional sick bank time, they must first use any **available vacation leave** time (**sick, vacation, personal, floating holiday, holiday exception**) they have accrued prior to the request.
- b. An employee may request only one (1) ~~extension~~ **additional use** of sick bank time of 20 days or less for any specific illness, and
- c. An employee may only use the sick bank ~~once, with a possible extension, for a maximum of forty (40) days~~ annually (annually shall be defined as the twelve (12) month period from the initial first day of use of the sick bank award).

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

- D. **Renewal After Use.** After an employee utilizes the Sick Bank, they shall no longer be a member of the Sick Bank unless they donate an additional two (2) days to the Sick Bank **during the annual renewal period.** The Unit member does not need to have ten (10) sick days accrued in order to re-join the Sick Bank.

FOR POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Library Director

Date

FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

Unit President

Date

Labor Relations Specialist

Date

New Business

Approval of NYS Annual Report for Public and Association Libraries

Recommended By Library Director

Current Situation The Administration prepares the annual statistical and financial report, based on the requirements of the New York State Education Department’s Division of Library Development. The attached document is that report for 2024. Commissioner’s guidelines require that the Board of Trustees accept the report.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2024 Annual Report for Public and Association Libraries (PPLD Document #032625 - 6A).

Motion Moved _____
 Seconded _____

Record of Vote	Trustee	Yes	No	Abstain
	Blazek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	McPhee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nichols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nurre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ryan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spuhler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Greater Poughkeepsie Library District Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3200135360
1.2	Library Name	GREATER POUGHKEEPSIE LIBRARY DISTRICT
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Poughkeepsie *
1.6	Beginning Fiscal Reporting Year	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	93 MARKET STREET
1.15	City	POUGHKEEPSIE
1.16	Zip Code	12601
1.17	Mailing Address	93 MARKET STREET
1.18	City	POUGHKEEPSIE
1.19	Zip Code	12601
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(845) 485-3445
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(845) 485-3789
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	administration@poklib.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.poklib.org
1.24	Population Chartered to Serve (per 2020 Census)	76,121
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/16/1989
1.30	Date the library was last registered	03/22/1993

1.31	Federal Employer Identification Number	141701733
1.32	County	DUTCHESS
1.33	School District	City Of Poughkeepsie
1.34	Town/City	Poughkeepsie
1.35	Library System	Mid-Hudson Library System

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

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

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

1.37	First Name of Library Director/Manager	Thomas
1.38	Last Name of Library Director/Manager	Lawrence
1.39	NYS Public Librarian Certification Number	12271
1.40	What is the highest education level of the library manager/director?	Other
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	tlawrence@poklib.org
1.44	Fax Number of the Director/Manager	(845) 485-3789
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y

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

1. Name of municipality or district holding the public vote Poughkeepsie Public Library District

2. Indicate the type of municipality or district holding the public vote Special Legislative District

3. Date the vote was held (mm/dd/2024) 11/05/2024

4. Was the vote successful? Y/N Y

5. What type of public vote was it? Other

6a. Most recent prior year approved appropriation from a public vote: \$11,056,505

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$802,019

6c. Total proposed appropriation (manually sum of 6a and 6b): \$11,858,124

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

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N

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

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

Unusual Circumstances

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

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

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

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

2. LIBRARY COLLECTION

Physical Holdings

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

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	39,797
2.2	Adult Non-fiction Books	78,565
2.3	Total Adult Books (Total questions 2.1 & 2.2)	118,362
2.4	Children's Fiction Books	31,566
2.5	Children's Non-fiction Books	21,465
2.6	Total Children's Books (Total questions 2.4 & 2.5)	53,031
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	171,393

Other Print Materials

2.8	Total Uncataloged Books	7,311
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2.9	Total Print Serials	400
2.10	All Other Print Materials	2,192
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	9,903
2.12	Total Print Materials (Total questions 2.7 and 2.11)	181,296

ALL OTHER MATERIALS

2.13	Audio - Physical Units	9,951
2.14	Video - Physical Units	13,576
2.15	Other Circulating Physical Items	1,269
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	24,796

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	206,092
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	8,050
2.19	All Other Print Materials	9,871
2.20	All Other Materials	1,117
2.21	Total Additions (Total questions 2.18 through 2.20)	19,038

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	303,320
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	33,415
3.3	Registered non-resident borrowers	54

Please report information on WRITTEN POLICIES as of 12/31/24.

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

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	N
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

3.13 Does the library have large print books? Y

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

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

screen reader, such as JAWS, Windoweyes or NVDA

refreshable Braille commonly referred to as a refreshable Braille display

screen magnification software, such as Zoomtext

electronic scanning and reading software, such as OpenBook

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

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 435
Children Ages 0-5

3.17b [Attendance at Sessions Targeted at Children Ages 0-5](#) 6,075

3.18a Number of Sessions Targeted at 336
Children Ages 6-11

3.18b [Attendance at Sessions Targeted at Children Ages 6-11](#) 5,702

3.19a Number of Sessions Targeted at 250
Young Adults Ages 12-18

3.19b [Attendance at Sessions Targeted at Young Adults Ages 12-18](#) 1,740

3.20a Number of Sessions Targeted at 1,523
Adults Age 19 or Older

3.20b [Attendance at Sessions Targeted at Adults Age 19 or Older](#) 17,203

3.21a Number of General Interest Program Sessions 278

3.21b [Attendance at General Interest Program Sessions](#) 18,665

3.22 Total Sessions of Live Programs 2,822
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23 Total Attendance at Live 49,385
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a Total Live Onsite Program 2,458
Sessions

3.24b Total Live Onsite Program 35,668
Attendance

3.25a Total Live Offsite Program 198
Sessions

3.25b Total Live Offsite Program 12,967
Attendance

3.26a Total Live Virtual Program 166
Sessions

3.26b Total Live Virtual Program 750
Attendance

3.27 Total Sessions of Live Programs 2,822
Categorized by Venue (sum of 3.24a,
3.25a, 3.26a)

3.28 Total Attendance at Live 49,385
Programs Categorized by Venue (sum of
3.24b, 3.25b, 3.26b)

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded 0
Program Presentations

3.30 Total Views of Prerecorded 0
Program Presentations within 30 Days

3.31 One-on-One Program Sessions N/A

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

- 3.33 Did your library offer teen-led activities during the 2024 calendar year? N
- 3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes
- 3.34b Does your library use Facebook for promotion? Yes
- 3.34c Does your library use Instagram for promotion? Yes
- 3.34d Does your library use Twitter/X for promotion? Yes
- 3.34e Does your library use TikTok for promotion? Yes

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

- 3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.36 Library outlets offering the summer reading program 2
- 3.37 Children registered for the library's summer reading program 425
- 3.38 Young adults registered for the library's summer reading program 50
- 3.39 Adults registered for the library's summer reading program N/A
- 3.40 **Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)** 475
- 3.41a Children's program sessions - Summer 2024 165

3.41b Children's program attendance - 2,304
Summer 2024

3.42a Young adult program sessions - 30
Summer 2024

3.42b Young adult program attendance 124
- Summer 2024

3.43a Adult program sessions - 0
Summer 2024

3.43b Adult program attendance - 0
Summer 2024

3.44 Total program sessions - 195
Summer 2024 (total 3.41a + 3.42a +
3.43a)

3.45 Total program attendance - 2,428
Summer 2024 (total 3.41b + 3.42b +
3.43b)

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? N

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? Y

COLLABORATORS

3.48 Public school district(s) and/or BOCES 5

3.49 Non-public school(s) 8

3.50 Childcare center(s) 4

3.51 Summer camp(s) 1

3.52 Municipality/Municipalities 2

3.53 Literacy provider(s) 1

3.54 Other (describe using the State note) 0

3.55 Total Collaborators (total 3.48 through 3.54) 21

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	435
3.57b	Focus on birth - school entry (kindergarten) attendance	6,201
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	201
3.59b	Combined audience attendance	17,674
3.60	Total Sessions	636
3.61	Total Attendance	23,875
3.62	- Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	
e.	Other (describe using the State note)	

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

- 3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N
- 3.64a Total group program sessions 52
- 3.64b Total group program attendance 188
- 3.65a Total one-on-one program sessions 0
- 3.65b Total one-on-one program attendance 0
- 3.66 - Collaborators (check all that apply)
- a. Literacy NY (Literacy Volunteers of America)
- b. Public School District(s) and/or BOCES
- c. Non-Public Schools
- d. Other (see instructions and describe using Note) Yes

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

- 3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0
3.70a	Adult program sessions	75
3.70b	Adult program attendance	925
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	75
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	925
3.73a	One-on-one program sessions	0
3.73b	One-on-one program attendance	0

3.74 - Collaborators (check all that apply):

- a. Literacy NY (Literacy Volunteers of America)
- b. Public School District(s) and/or BOCES
- c. Non-Public School(s)
- d. Other (describe using the Note) Yes

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.76a	Total group program sessions	475
3.76b	Total group program attendance	2,053
3.77a	Total one-on-one program sessions	0
3.77b	Total one-on-one program attendance	0

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	72,498
4.2	Adult Non-fiction Books	43,774
4.3	Total Adult Books (Total questions 4.1 & 4.2)	116,272
4.4	Children's Fiction Books	72,823
4.5	Children's Non-fiction Books	17,846
4.6	Total Children's Books (Total questions 4.4 & 4.5)	90,669
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	206,941

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	45,867
4.9	Circulation of Children's Other Materials	7,553
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	53,420
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	260,361

- 4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No
- 4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Yes

REFERENCE TRANSACTIONS

- 4.14 Total Reference Transactions 14,002
- 4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count
- 4.15 Does the library offer virtual reference? Y

Interlibrary Loan / E-Rate**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

- 4.16 TOTAL MATERIALS RECEIVED 34,069

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- 4.17 TOTAL MATERIALS PROVIDED 59,463

E-RATE

- 4.18 Does the library file for E-rate benefits? Y
- 4.19 Is the library part of a consortium for E-rate benefits? N
- 4.20 If yes, in which consortium are you participating? N/A

5. ELECTRONIC USE**Electronic Holdings**

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to Yes
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to No
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? No

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period 42,862

5.20 The total circulation of e-serials during the reporting period. 19,785

5.21 The total circulation of e-audio during the reporting period 42,754

5.22 The total circulation of e-videos during the reporting period. 13,836

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	25.5
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	51.15
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	77.65
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$138,757

6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$62,275

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
- 8a. space Y
- 8b. lighting Y
- 8c. shelving Y
- 8d. seating Y
- 8e. power infrastructure Y
- 8f. data infrastructure Y
- 8g. public restroom Y
9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y
10. Provides
- 10a. a circulation system that facilitates access to the local library collection and other library catalogs Y
- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	62.00
8.8	Minimum Weekly Total Hours - Bookmobiles	3.50
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	130.50
8.10	Annual Total Hours - Main Library	3,145.00
8.11	Annual Total Hours - Branch Libraries	4,624.00
8.12	Annual Total Hours - Bookmobiles	318.00

8.13 Annual Hours Open - Total 8,087.00
 Hours Open (Total questions 8.10
 through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

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

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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

Outlet fields 5–6, 11–14, and 20–23 should be locked.

- | | | |
|-----|-----------------------------------|---------------------------|
| 1. | Outlet Name | ADRIANCE MEMORIAL LIBRARY |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 93 MARKET STREET |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | POUGHKEEPSIE |
| 6. | Zip Code | 12601 |
| 7. | Phone (enter 10 digits only) | (845) 485-3445 |
| 8. | Fax Number (enter 10 digits only) | (845) 485-3789 |
| 9. | E-mail Address | administration@poklib.org |
| 10. | Outlet URL | www.poklib.org |
| 11. | County | DUTCHESS |

12.	School District	Poughkeepsie
13.	Library System	Mid-Hudson Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,141
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	95
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1898
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009
25.	Square footage of the outlet	42,000
26.	Number of Internet Computers Used by General Public	38
27.	Number of uses (sessions) of public Internet computers per year	25,813
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	27,059
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	Y
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	BOARDMAN ROAD BRANCH LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	141 BOARDMAN ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	POUGHKEEPSIE
6.	Zip Code	12603
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 462-1956
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org

11. County DUTCHESS
12. School District Arlington
13. Library System Mid-Hudson Library System
14. Outlet Type Code (select one): BR
15. Public Service Hours Per Year for This Outlet 3,034
16. Number of Weeks This Outlet is Open 52
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
18. Is the meeting space available for public use even when the outlet is closed? Y
19. Total number of non-library sponsored programs, meetings and/or events at this outlet 60
20. Enter the appropriate outlet code (select one): LO
21. Who owns this outlet building? Library Board
22. Who owns the land on which this outlet is built? Library Board
23. Indicate the year this outlet was initially constructed 1950
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2014
25. Square footage of the outlet 25,000
26. Number of Internet Computers Used by General Public 15
27. Number of uses (sessions) of public Internet computers per year 7,049
- 27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count
28. Type of connection on the outlet's public Internet computers Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	9,796
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	ROVER
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 MARKET STREET
4.	Outlet Street Address Status	00 (for no change)
5.	City	POUGHKEEPSIE
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org

- | | | |
|-----|--|--------------------------------------|
| 11. | County | DUTCHESS |
| 12. | School District | Poughkeepsie |
| 13. | Library System | Mid-Hudson Library System |
| 14. | Outlet Type Code (select one): | BS |
| 15. | Public Service Hours Per Year for This Outlet | 318 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | N |
| 18. | Is the meeting space available for public use even when the outlet is closed? | N |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 0 |
| 20. | Enter the appropriate outlet code (select one): | LO |
| 21. | Who owns this outlet building? | Library Board |
| 22. | Who owns the land on which this outlet is built? | Other (specify using the State note) |
| 23. | Indicate the year this outlet was initially constructed | 2020 |
| 24. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more | N/A |
| 25. | Square footage of the outlet | N/A |
| 26. | Number of Internet Computers Used by General Public | 0 |
| 27. | Number of uses (sessions) of public Internet computers per year | 0 |
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count |
| 28. | Type of connection on the outlet's public Internet computers | Other (specify using the State note) |

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	2 Greater than 200 kbps and less than 768 kbps
31.	Internet Provider	Charter Communications
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	250
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	1
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	SADIE PETERSON DELANEY AFRICAN ROOTS BRANCH LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	29 NORTH HAMILTON STREET
4.	Outlet Street Address Status	00 (for no change)
5.	City	POUGHKEEPSIE
6.	Zip Code	12601
7.	Phone (enter 10 digits only)	(845) 485-3445
8.	Fax Number (enter 10 digits only)	(845) 485-3789
9.	E-mail Address	administration@poklib.org
10.	Outlet URL	www.poklib.org

- | | | |
|-----|--|--------------------------------------|
| 11. | County | DUTCHESS |
| 12. | School District | Poughkeepsie |
| 13. | Library System | Mid-Hudson Library System |
| 14. | Outlet Type Code (select one): | BR |
| 15. | Public Service Hours Per Year for This Outlet | 1,589 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |
| 18. | Is the meeting space available for public use even when the outlet is closed? | Y |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 5 |
| 20. | Enter the appropriate outlet code (select one): | LR |
| 21. | Who owns this outlet building? | Other (specify using the State note) |
| 22. | Who owns the land on which this outlet is built? | Other (specify using the State note) |
| 23. | Indicate the year this outlet was initially constructed | 1915 |
| 24. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more | 2022 |
| 25. | Square footage of the outlet | 1,500 |
| 26. | Number of Internet Computers Used by General Public | 3 |
| 27. | Number of uses (sessions) of public Internet computers per year | 534 |
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count |
| 28. | Type of connection on the outlet's public Internet computers | Fiber |

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	250
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3200135360
38.	<i>FSCSID</i>	NY0230
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 12

NUMBER OF TRUSTEES AND TERMS

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

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

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. 11

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1 of the CURRENT year.

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

1.	Status	Filled
2.	First Name of Board Member	Jonathan
3.	Last Name of Board Member	McPhee
4.	Mailing Address	18 Fallkill Avenue
5.	City	Poughkeepsie
6.	Zip Code (5 digits only)	12601
7.	E-mail address	jonmcphee92@gmail.com

- | | | |
|-----|---|----------------------------|
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/11/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2022 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Patricia |
| 3. | Last Name of Board Member | Ferrer |
| 4. | Mailing Address | 18 East Ricky Lane |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | patricia.ferrer@marist.edu |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2025 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2029 |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 02/26/2025
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/26/2025
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Dianne
3. Last Name of Board Member Blazek
4. Mailing Address 8 Old Silvermine Place
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address blazekd@optonline.net
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2021
11. Term Expires December
12. Term Expires - Year (yyyy) 2025
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 12/22/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/05/2021
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Sheila
3. Last Name of Board Member Newman
4. Mailing Address 49 Loockermann Avenue
5. City Poughkeepsie
6. Zip Code (5 digits only) 12601
7. E-mail address sheila.newman2@earthlink.net
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2025
11. Term Expires December
12. Term Expires - Year (yyyy) 2029
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/02/2025
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/03/2025
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name of Board Member Deborah

- | | | |
|-----|---|-----------------------|
| 3. | Last Name of Board Member | Nichols |
| 4. | Mailing Address | 36 Hornbeck Ridge |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | jdnicj327@verizon.net |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/11/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2022 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|----------------------------|-------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Mayra |
| 3. | Last Name of Board Member | Fana |
| 4. | Mailing Address | 14 Volino Drive |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | yamaf23@yahoo.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |

- | | | |
|-----|---|-------------------------------|
| 10. | Term Begins - Year (year) | 2025 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2029 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2025 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2025 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Moira |
| 3. | Last Name of Board Member | Fitzgibbons |
| 4. | Mailing Address | 20 Marian Avenue |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12601 |
| 7. | E-mail address | moira.fitzgibbons@marists.edu |
| 8. | Office Held or Trustee | President |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2027 |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/05/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2023
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Laurel
3. Last Name of Board Member Spuhler
4. Mailing Address 37 Parkwood Avenue
5. City Poughkeepsie
6. Zip Code (5 digits only) 12603
7. E-mail address sugmagne@verizon.net
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2024
11. Term Expires December
12. Term Expires - Year (yyyy) 2028
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 12/20/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2023
16. Is this a brand new trustee? N
1. Status Filled
 2. First Name of Board Member Sean
 3. Last Name of Board Member Eagleton
 4. Mailing Address 96 Autumn Drive
 5. City Poughkeepsie
 6. Zip Code (5 digits only) 12603
 7. E-mail address seagleton@aol.com
 8. Office Held or Trustee Vice President
 9. Term Begins - Month January
 10. Term Begins - Year (year) 2024
 11. Term Expires December
 12. Term Expires - Year (yyyy) 2028
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 12/20/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2023
16. Is this a brand new trustee? N
1. Status Filled
 2. First Name of Board Member Patricia

- | | | |
|-----|---|---------------------|
| 3. | Last Name of Board Member | Ryan |
| 4. | Mailing Address | 23 Heathbrook Drive |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | patty@nyryans.org |
| 8. | Office Held or Trustee | Financial Officer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2027 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/27/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2023 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|----------------------------|-------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | James |
| 3. | Last Name of Board Member | Nurre |
| 4. | Mailing Address | 16 Degarmo Road |
| 5. | City | Poughkeepsie |
| 6. | Zip Code (5 digits only) | 12603 |
| 7. | E-mail address | jnurre7@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |

10. Term Begins - Year (year) 2024
11. Term Expires December
12. Term Expires - Year (yyyy) 2028
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No
14. The date the Oath of Office (mm/dd/yyyy) was taken 12/20/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2023
16. Is this a brand new trustee? Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

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

LOCAL PUBLIC FUNDS

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

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

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

1. Source of Funds City
2. Name of funding County, Municipality or School District Poughkeepsie
3. Amount 4225946

- | | | |
|----|---|--------------|
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |
| 5. | Written Contractual Agreement | N |
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or School District | Poughkeepsie |
| 3. | Amount | \$5,961,319 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |
| 5. | Written Contractual Agreement | N |

11.2 TOTAL LOCAL PUBLIC FUNDS \$10,187,265

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------|--|-----------|
| 11.3 | Local Library Services Aid (LLSA) | \$23,490 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$276,639 |
| 11.5 | Additional State Aid received from the System | \$5,556 |
| 11.6 | Federal Aid received from the System | \$0 |
| 11.7 | Other Cash Grants | \$0 |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$305,685 |

OTHER STATE AID

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

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
OTHER RECEIPTS		
11.14	Gifts and Endowments	\$194,848
11.15	Fund Raising	\$0
11.16	Income from Investments	\$88,417
11.17	Library Charges	\$27,643
11.18	Other	\$429,525
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$740,433
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$11,233,383
11.21	BUDGET LOANS	\$0

Transfers / Grand Total**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$999,685
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$999,685
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$0

11.26 **GRAND TOTAL RECEIPTS,** \$12,233,068
BUDGET LOANS, TRANSFERS
AND BALANCE (Add Questions
 11.20, 11.21, 11.24 and 11.25; Same as
 Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
 Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,918,238
12.2	Other Staff	\$3,064,485
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$4,982,723
12.4	Employee Benefits Expenditures	\$2,501,385
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$7,484,108

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$454,240
12.7	Electronic Materials Expenditures	\$52,032
12.8	Other Materials Expenditures	\$102,053
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$608,325

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$66,073
12.11	From Other Funds (71OF)	\$0

12.12 **Total Capital Expenditures** \$66,073
(Add Questions 12.10 and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds \$186,235
(72PF)

12.14 From Other Funds (72OF) \$0

12.15 **Total Repairs** (Add Questions \$186,235
12.13 and 12.14)

12.16 Other Disbursements for \$643,267
Operation & Maintenance of Buildings

12.17 **Total Operation &** \$829,502
Maintenance of Buildings (Add
Questions 12.15 and 12.16)

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$52,313

12.19 Telecommunications \$107,598

12.21 Professional & Consultant Fees \$192,344

12.22 Equipment \$10,383

12.23 Other Miscellaneous \$455,138

12.24 **Total Miscellaneous Expenses** \$817,776
(Add Questions 12.18, 12.19, 12.21,
12.22 and 12.23)

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH** \$124,500
PUBLIC LIBRARIES AND/OR
PUBLIC LIBRARY SYSTEMS IN
NEW YORK STATE

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds \$1,341,675
(73PF)

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$1,341,675

Other Loans

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$1,341,675

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$11,271,959

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$11,271,959

12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024 \$961,109

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$12,233,068

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 03/26/2025

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 04/25/2024

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2023 - 12/31/2023

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** \$0
(Same as Question 12.35)

13.9 **TOTAL REVENUES** (Add \$0
Questions 13.3, 13.6, 13.7 and 13.8)

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** \$0
(Add Questions 13.9 and 13.10)

13.12 **BALANCE IN CAPITAL** \$217,899
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
14.11 of previous year, if fiscal year has
not changed)

13.13 **TOTAL CASH RECEIPTS** \$217,899
AND BALANCE(Add Questions 13.11
and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

14.6 **Total Other Disbursements** (Add \$0
Questions 14.3, 14.4 and 14.5)

14.7 **TOTAL PROJECT** \$0
EXPENDITURES (Add Questions
14.1, 14.2 and 14.6)

14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$217,899
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$217,899

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

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

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

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2023. Do not report funds spent by the public library system on the Library's behalf.

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

15.1.1 Total Full-Time Equivalents (FTE) 0

15.1.2 Total Expenditure for Professional Salaries \$0

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

15.1.3 Total Full-Time Equivalents (FTE) 0

15.1.4 Total Expenditures for Other Staff Salaries \$0

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

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

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

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

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

- | | | |
|----|----------------------|---------------------------|
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Verizon |
| 3. | Expenditure | \$1,399 |
| 1. | Expenditure Category | Delivery/courier services |
| 2. | Provider of Services | MHLS |
| 3. | Expenditure | \$88,622 |

15.1.7 **Total Expenditure - Purchased Services** \$90,021

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

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

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$130,807 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | \$55,811 |

15.1.9 **Total Expenditure - Supplies and Materials** \$186,618

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. N

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

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

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

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

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

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

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

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

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

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)** \$276,639

15.1.15 **Cash Balance at the Opening of the Fiscal Year** \$0

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 **Total Allocation received from the system:** \$276,639

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

15.1.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Support system-wide access to electronic content, enhancements to online catalog, and delivery of physical items among MHLS member libraries.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	23.19
16.2	Total Librarians	23.19
16.3	All Other Paid Staff	44.76
16.4	Total Paid Employees	67.95
16.5	State Government Revenue	\$305,685
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$740,433
16.8	Total Operating Revenue	\$11,233,383
16.9	Other Operating Expenditures	\$1,771,778
16.10	Total Operating Expenditures	\$9,864,211
16.11	Total Capital Expenditures	\$66,073
16.12	Print Materials	179,104
16.12a	Total Physical Items in Collection	203,900
16.13	Circulation of Children's Physical Material	98,222
16.14	Total Registered Borrowers	33,469
16.15	Other Capital Revenue and Receipts	\$0
16.16	Number of Internet Computers Used by General Public	56
16.17	Total Uses (sessions) of Public Internet Computers Per Year	33,396

16.18	Wireless Sessions	37,355
16.19	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

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

SUGGESTED IMPROVEMENTS

Library Name: Poughkeepsie Public Library District

Library System: Mid-Hudson Library System

Name of Person Completing Form: Tom Lawrence

Phone Number: (845) 485-3445

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

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

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

New Business Fact Sheet

Authorization to Sign Agreement: Tyler Technology Hosting Agreement

Recommended By Finance Manager

Current Situation The Library District currently hosts a server in support of the find accounting software we use (MUNIS/EERP by Tyler Technologies). The request is to authorize the Finance Manager to sign an agreement with Tyler Technology to migrate server applications from a local device to the cloud, via AWS.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the web hosting agreement with Tyler Technologies as expressed in attached PPLD Document #032625 - 7A.

Motion Moved _____
 Seconded _____

Record of Vote	Trustee	Yes	No	Abstain
	Blazek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	McPhee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nichols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nurre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ryan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spuhler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means the Poughkeepsie Public Library District.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.

- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Order Form”** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties’ products or services, as applicable, and attached or indicated at Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms

and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).
3. Ownership.
 - 3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
 - 3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
 - 3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.
6. SaaS Services.
 - 6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same

information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.

- 6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.
- 6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective (“RPO”) of 24 hours and a Recovery Time Objective (“RTO”) of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.
- 6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.7 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the

Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (b) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts

to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Maintenance and Support. For so long as you timely pay applicable fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:
 - 9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
 - 9.2 provide support during our established support hours;
 - 9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
 - 9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
 - 9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) week's advance notice.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement is thirty (30) months, commencing on May 1, 2025, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
 - 2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).
 - 2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
 - 2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.
 - 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.
2. General Indemnification.
- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.
3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.**
4. **LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE**

LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).

5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we reserve the right to require payment of additional fees for the extended duration of quarantine. We will provide an estimate of what those costs will be upon your request.
19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
23. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

24. Contract Documents. This Agreement includes the following exhibits:

- Exhibit A Investment Summary
 Schedule 1: EERP SaaS Fees
 Schedule 2: Content Manager SaaS Fees
- Exhibit B Invoicing and Payment Policy
 Schedule 1: Business Travel Policy
- Exhibit C Service Level Agreement
 Schedule 1: Support Call Process
- Exhibit D Third Party Terms

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Poughkeepsie Public Library District

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

Poughkeepsie Public Library District
93 Market Street
Poughkeepsie, NY 12601-4029
Attention: _____



Exhibit A
Schedule 1
Investment Summary – EERP SaaS Fees

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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Quoted By: Jennifer Barns
 Quote Expiration: 08/05/25
 Quote Name: Poughkeepsie Public Library -
 EERP - Tyler EERP Hosting
 Quote Description: Tyler Hosting
 Saas Term: 3.00

Sales Quotation For:

Shipping Address:

Poughkeepsie Public Library District
 93 Market St
 Poughkeepsie NY 12601-4029

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting/GL/BG/AP	1	0	\$ 10,667.00
Capital Assets	1	0	\$ 3,730.00
Project & Grant Accounting	1	0	\$ 3,063.00
Purchase Orders	1	0	\$ 4,083.00
Requisitions	1	0	\$ 2,551.00
Human Resources Management			
HR Management	1	0	\$ 7,141.00
Payroll	1	0	\$ 10,761.00
Additional			
Enterprise ERP Office	1	0	\$ 2,551.00
Enterprise Forms Processing (including Common Form Set)	1	0	\$ 4,520.00
Recurring Services			
Data Access Services	1	0	\$ 3,000.00

TOTAL **0** **\$ 52,067.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Amazon Web Services Configuration Fee	1	\$ 2,981.00	\$ 2,981.00	\$ 0.00	\$ 0.00
Project Planning Services	1	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00
TOTAL				\$ 5,000.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 52,067.00
Total Tyler Services	\$ 5,000.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 5,000.00	\$ 52,067.00
Contract Total	\$ 161,201.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Amazon Web Services (AWS) has provided a credit in the amount of \$2,981 in sponsorship of your project.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1099M, 1099INT, 1099S, and 1099G.

Tyler's form library prices are based on the actual form quantities listed, and assume the forms will be provided according to the standard Enterprise ERP form template. Any forms in addition to the quoted amounts and types, including custom forms or forms that otherwise require custom programming, are subject to an additional fee. Please also note that use of the Tyler Forms functionality requires the use of approved printers as well. You may contact Tyler's support team for the most current list of approved printers. Any forms included in this quote are based on the standard form templates provided. Custom forms, additional forms and any custom programming are subject to additional fees not included in this quote. The additional fees would be quoted at the time of request, generally during the implementation of the forms. Please note that the form solution provided requires the use of approved printers. You may contact Tyler's support team for the most current list of approved printers.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.



Exhibit A
Schedule 2
Investment Summary – Content Manager SaaS Fees

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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Quoted By: Jennifer Barns
 Quote Expiration: 08/05/25
 Quote Name: Poughkeepsie Public Library -
 EERP - Content Manager
 Quote Description: Content Manager
 SaaS Term: 3.00

Sales Quotation For:

Shipping Address:

Poughkeepsie Public Library District
 93 Market St
 Poughkeepsie NY 12601-4029

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Content Management			
Content Manager Core	1	24	\$ 4,856.00
TOTAL		24	\$ 4,856.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Project Management	4	\$ 155.00	\$ 0.00	\$ 620.00	\$ 0.00
Remote Implementation	24	\$ 155.00	\$ 0.00	\$ 3,720.00	\$ 0.00
TOTAL				\$ 4,340.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 4,856.00
Total Tyler Services	\$ 4,340.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 4,340.00	\$ 4,856.00
Contract Total	\$ 18,908.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;

- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.
Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.



Exhibit B Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees.

1.1 SaaS Fees for the initial term shall be invoiced as follows:

Exhibit A Schedule 1

- On May 1, 2025 for the period May 1, 2025 through October 31, 2025;
- On November 1, 2025 for the period November 1, 2025 – October 31, 2026;
- On November 1, 2026 for the period November 1, 2026 – October 31, 2027

Exhibit A Schedule 2

- On November 1, 2025 for the period November 1, 2025 – October 31, 2026;
- On November 1, 2026 for the period November 1, 2026 – October 31, 2027

1.2 Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.

2. Other Tyler Software and Services.

2.1 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

2.2 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.

2.3 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

2.4 *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the

- specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
- 2.5 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - 2.6 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - 2.7 *Web Services*: Annual fees for web services are payable in advance, commencing upon the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.
 - 2.8 *Annual Services*: Unless otherwise indicated in this Exhibit B, fees for annual services are due annually, in advance, commencing on the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.
3. Third Party Products and Hardware.
 - 3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.
 - 3.2 *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when we make it available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
 - 3.3 *Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.
 - 3.4 *Hardware Maintenance*: The first year maintenance fee for Hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
 - 3.5 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
 - 3.6 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party’s then-current rates.
 4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.
 5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be

provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

6. Credit for Prepaid Maintenance and Support Fees for Tyler Software. Client will receive a credit for the maintenance and support fees prepaid for the Tyler Software for the time period commencing on the first day of the SaaS Term.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee’s private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee’s office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a “mid-size” or “intermediate” car. “Full” size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler’s TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler’s work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

“No shows” or cancellation fees are not reimbursable if the employee does not comply with the hotel’s cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. **Service Availability**

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable month. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 98.00%	Remedial action will be taken
97.99% - 95.00%	4%
Below 95.00%	5%

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

- (1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most “how-to” and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
- (2) Email – for less urgent situations, users may submit emails directly to the software support group.
- (3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
- (2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
- (3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of



such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler’s Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client’s needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a “confirmed support incident” mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

**Response and Resolution Targets may differ by product or business need*

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D

Third Party Terms

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: <https://eclipsecorp.us/eula/>. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.