



# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, February 25, 2026  
Charwat Meeting Room – Adriance Memorial Library  
93 Market Street, Poughkeepsie, NY  
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

**Trustees Reviewing Warrants:** Newman, Nichols, Ryan, Sciacca  
*(all other trustees are asked to arrive by 6:45pm to assist with check signing)*

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
  - II. Public Comment on Agenda Items
  - III. Minutes of Previous Meeting(s)
    - A. January 28, 2026 (*Lawrence; #022526 – 1*)
  - IV. Financial Report(s)
    - A. January 2026 (*Gillis; #022526 – 2*)
    - B. Approval of Monthly Warrant (*Gillis; #022526 – 2.1; to be posted prior to meeting*)
  - V. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #022526 – 3.1.X*)
    - B. President's Report (*Fitzgibbons; #022526 – 3.2, if applicable*)
    - C. Board Committee Reports (*Committee Chairs; #022526 – 3.2.X, if applicable; there will be an extended discussion from the Planning Committee on plans to modify the current strategic planning initiatives*)
    - D. Friends of PPLD (*Vazquez*)
  - VI. Board Action
    - A. Personnel Actions (*Lawrence; 022526 - 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. 2026 Trustee Elections (*Lawrence; #022526 – 5*)
  - VII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

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

Regular Monthly Meeting: Wednesday, March 25, 2026; 7:00 p.m.  
Charwat Meeting Room – Adriance Memorial Library (Warrant Review: McPhee and Nurre)

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of January 28, 2026**

**Trustees Present**

- Sean Eagleton
- Mayra Fana
- Patricia Ferrer
- Moira Fitzgibbons
- Jonathan McPhee
- Sheila Newman
- Deborah Nichols
- James Nurre
- Patricia Ryan
- Sophia Sciacca
- 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
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Gary Killmer, 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

**CSEA Representatives Present**

- Jeffrey Giancarlo
- Hannah Ricottilli
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**I. Call to Order, Roll Call, Additions to the Agenda**

- **Call to Order:** At 7:03 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Sheila Newman arrived at 7:15pm.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Eagleton, Nurre.
- **VOTE:** 9 – 0 – 0

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

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

**A. December 17, 2025 (PPLD Document #012826 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 17, 2025.
- **Moved/Seconded:** Spuhler, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**IV. Approval of Financial Actions**

**A. December 2025 Financial Activity Report (PPLD Document #012826 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2025 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Gillis reported on the donation from the George Strba trust; a grant from the Dyson Foundation; auctioning the old van; and our debt service payment. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #012826 – 2.1)**

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

Vouchers 73442 to 73527 in Warrant 20260129 totaling \$8,217.77

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

Vouchers 73378 to 73481 in Warrant 20260115 totaling \$158,348.27  
Vouchers 73319 to 73366 in Warrant 20251230 totaling \$53,712.52

- **Moved/Seconded:** Sciacca, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Ryan and Newman

## V. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #012826 – 3.0.X)

- Lawrence reported on: organizational assessment; HR Generalist position; Dolly Parton Imagination Library; switching over to Ingram for book purchases; World Book Council events; Public Library Association conference; snow removal at Adriance; closed circuit TV upgrade; migrating to Microsoft 365; Kimani Henry; and the Richard K. Wagner Inclusive Champion Award.

### B. President's Report

- President Fitzgibbons was gratified to be at the Martin Luther King Jr. breakfast to see Tom accept the award on behalf of the Library District.

### C. Board Committee Reports (PPLD Document #012826 – 3.3.X)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions about: Civic Plus; Sexual Harassment policy revisions; and potential litigation.
2. **Finance Committee:** Lawrence reported on committee discussions about: multiyear budgeting and revising the purpose of a donation.
3. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: FMLA renewals; the HR Generalist position; managers meeting & the staff survey; working on getting to know staff outside of jobs; asking Tom to list out his responsibilities and corresponding timelines where appropriate; and the organization chart.

- D. Friends of PPLD:** President Vazquez reported on: the December sale; the January sale on fiction; book store revenue for 2025; the February romance and biographies sale; the annual agreement with the PPLD; starting a scholarship;

## VI. Board Action

### A. Personnel Actions: (PPLD Document #012826 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name	PPLD Employee Number	Current Civil Service Title	Current Civil Service Pos. #	New Civil Service Title	New Civil Service Pos. #	Type of Action	Effective Date(s)	Salary
Andrew Griemsmann	4783	Library Assistant (FT)	155	Librarian Trainee (FT)	143	Provisional Appointment	2/1/2026	\$61,102 Step 1
Megan McGuinness	4837	Librarian Trainee (PT)	129	Librarian I (PT)	41	Probationary Appointment	2/1/2026	\$36.57/hr
Trina Blomquist-Martinez	4774	Senior Account Clerk (PT)	65	Senior Account Clerk (Hrly)	74	Temporary Appointment	2/1/2026-4/30/2026	\$29.67/hr
Malika Oszip	Not yet assigned	NA	NA	Page (PT)	79	Probationary Appointment	1/31/2026	\$23.10/hr
Alejandro Franqui-Ferrer	4848	Library Clerk (PT)	189	NA	NA	Seasonal Appointment	12/28/2026-1/10/2026	\$23.96/hr
Confidential	4820	Confidential				FMLA	1/1/2026-12/31/2026	NA
Confidential	4762	Confidential				FMLA	1/1/2026-12/31/2026	NA
Confidential	4800	Confidential				FMLA	1/1/2026-12/31/2026	NA
Confidential	4614	Confidential				FMLA	1/1/2026-12/31/2026	NA
Confidential	4771	Confidential				FMLA	1/1/2026-12/31/2026	NA
Confidential	4471	Confidential				FMLA	1/1/2026-12/31/2026	NA

- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** Lawrence explained the new layout and each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

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

**C. New Business:**

**1. Approval of Annual Friends Support for 2026 (PPLD Document #012826 – 5)**

- **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 2026 Library District programs and services, as described in PPLD Document #012826 – 5A.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** Lawrence explained the agreement and the changes from last year. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**2. Authorization to Accept Gift: HVP Music Library (PPLD Document #012826 – 6)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign the Deed of Gift with the Bardavon 1869 Opera House for the Hudson Valley Philharmonic Music Library and its codicil as described in PPLD Documents #012826 – 6A and #012826 – 6B.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** Lawrence explained the events that led up to the gift and what the agreement entails. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**VII. 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:** 8:15 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 25, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## Report of January 2026 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2026 Financial Activity

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

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

**ASSETS**

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

**LIABILITIES**

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

**FUND BALANCE**

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

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of January 2026**  
**Financial Activity – Narrative Report**

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The financial information presented is current; however, the 2025 fiscal year remains open until the final audited balances are received. The year-end report will be presented at the April 2026 Board of Trustees meeting.

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**General Fund (Fund A; \$1,013,718)**

- Receipts for the month totaled \$9,752 which included \$1,780 in library charges, \$1,020 in interest, and \$120 in donations.
- Disbursements for the month totaled \$584,054 which included \$554,582 in salary and benefit expenses.
- A transfer of \$158,348 was made from the Irma Davis reserve fund to cover general expenses while we await tax revenue.
  - Reserve funds held within the General Fund include:
    - Irma Davis Fund \$136,329
    - McCalley Fund 52,000
    - Swartz Fund 104,782

**Special Revenue Fund (Fund CM; \$601,629)**

- Receipts for the month totaled \$8,515 which included \$725 in interest and a \$7,500 grant from the State of New York for the Dolly Parton Imagination Library.
  - The receipts for the month also reflect a net increase of \$290 in the Wojtecki account.
- A transfer of \$220,203 was made to the General fund to cover payroll expenses while we await tax revenue.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$ 213,666
  - Occhialino Fund 49,108
  - Lund Fund 24,032

**Capital Fund (Fund H; \$106,826)**

- Receipts for the month totaled \$233 in interest.

**Permanent Funds (Fund PN; \$ 507,749)**

The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds until transferred. Amounts on the balance sheet may differ because of interest that is not yet transferred.

- Current sub-fund principal balances are:
  - Slonaker Trust \$2,786
  - Levinsohn Trust 1,004
  - Wojtecki Trust 389,349
  - Schwartz Fund 10,965
  - Lamont Fund 50,201
  - Dobo Fund 37,253

**Debt Service Fund (Fund V; \$60,703)**

- Receipts for the month included interest of \$123.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of Monthly Budget Modifications and Transfers Requiring Board Approval**  
**January 2026**

Budget Transfer, Journal 70

Revenue	Increase	Decrease	Expense	Increase	Decrease
			Salaries: Support Staff	A00000 51420	\$ 10,000.00
			Software: Local History	A41500 54371	\$ 6,000.00
			Supplies: Local History	A41500 54300	\$ 2,000.00
			FF&E Local History	A41500 52800	\$ 2,000.00
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>

The Library District recognized the need to track and provide funding for Local History expenses. The A41500 Org was created and necessary Object codes were linked.

**GENERAL FUND YEAR-TO-DATE**  
EXPENSE REPORT JANUARY 2026

FOR 2026 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,453,948	5,443,948	353,274.70	353,274.70	4,712,123.55	378,549.46	93.0%
22 Equip & Capital Outl	77,250	79,250	.00	.00	6,432.50	72,817.50	8.1%
30 Materials	599,788	599,788	24.89	24.89	90,297.90	509,465.21	15.1%
32 Information Services	94,433	94,433	3,245.00	3,245.00	6,045.00	85,143.00	9.8%
50 Operations	1,726,452	1,734,452	26,202.04	26,202.04	585,374.65	1,122,875.31	35.3%
51 Automation	126,724	126,724	.00	.00	56,960.52	69,763.48	44.9%
91 Employee Benefits	2,892,628	2,892,628	201,307.35	201,307.35	1,653,173.54	1,038,146.65	64.1%
92 Debt Service	1,345,138	1,345,138	.00	.00	.00	1,345,137.50	.0%
<b>GRAND TOTAL</b>	<b>12,316,360</b>	<b>12,316,360</b>	<b>584,053.98</b>	<b>584,053.98</b>	<b>7,110,407.66</b>	<b>4,621,898.11</b>	<b>62.5%</b>

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

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20260115

### Warrant Summary

WARRANT: 20260115 01/15/2026  
 DUE DATE: 01/15/2026

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 4,566.38
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI 705.08 38,602.35
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal: Patron 3,855.56 -3,984.88
A	A20000	Building Services	A .7410.200.00.54690 .A204	Snow Removal: Staff C 1,105.55 497.80
A	A20000	Building Services	A .7410.200.00.54690 .A222	Snow Removal: Staff 9 1,105.55 1,362.08
A	A20300	Greene Services	A .7410.203.02.54694 .C814	Operations: Bookmobil 520.00 1,865.00
A	A50000	Finance Office	A .7410.500.00.54530 .A222	Rent: Staff Parking 9 1,155.00 -355.00
A	A50000	Finance Office	A .7410.500.00.54530 .A224	Rent: Pok. Journal Ar 1,147.68 261.27
A	A50000	Finance Office	A .7410.500.00.54694 .	Operations: General 675.00 -545.89
A	A55000	Human Resources Offic	A .7410.550.00.59060 .	Medical Insurance 137,569.42 26,475.94
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance 100.47 1,634.85
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .	Internet Adriance 217.10 -4,631.51
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Adriance Hot 1,056.49 134.03
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .	Telephone Boardman 163.36 579.07
A	A73000	Boardman Road Branch	A .7410.730.00.54320 .	Internet Boardman 241.45 -5,748.19
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .	Internet SPD Branch 165.00 -352.83
A	A74000	Sadie Peterson Delany	A .7410.740.00.54530 .A203	Rent: SPD Branch (Gre 3,999.18 595.89
			<b>FUND TOTAL</b>	<b>158,348.27</b>
			<b>WARRANT SUMMARY TOTAL</b>	<b>158,348.27</b>
			<b>GRAND TOTAL</b>	<b>158,348.27</b>

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT

### Warrant Summary

WARRANT: 20260129 01/29/2026  
 DUE DATE: 01/29/2026

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N 1,211.20 5,556.00
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial 207.84 9,366.82
A	A20300	Greene Services	A .7410.203.02.54292 .A254	Jewish Programming 1,135.00 8,778.58
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv 3,245.00 17,506.38
A	A44000	Collection Services	A .7410.440.00.54100 .	Books 24.89 19,192.80
A	A45000	Youth Services	A .7410.450.00.54292 .A126	PRG Imagination Libra 750.00 0.00
A	A45000	Youth Services	A .7410.450.00.54300 .G200	Supplies: Preschool L 0.00 30.88
A	A55000	Human Resources Offic	A .7410.550.00.59045 .	Life Insurance 671.04 -1,351.27
A	A55000	Human Resources Offic	A .7410.550.00.59055 .	Disability Insurance 972.80 287.16
<b>FUND TOTAL</b>			<b>8,217.77</b>	
<b>WARRANT SUMMARY TOTAL</b>			<b>8,217.77</b>	
<b>GRAND TOTAL</b>			<b>8,217.77</b>	

**GENERAL FUND YEAR-TO-DATE**  
**REVENUE REPORT JANUARY 2026**

FOR 2026 01

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 Real Property Tax	9,266,385	9,266,385	.00	.00	9,266,385.00	.0%
41003 Real Property Tax Debt Servic	1,345,138	1,345,138	.00	.00	1,345,137.50	.0%
42082 Library Charges	25,000	25,000	1,780.03	1,780.03	23,219.97	7.1%
42401 Interest Earnings	50,000	50,000	1,019.95	1,019.95	48,980.05	2.0%
42705 Donations	225,000	225,000	120.25	120.25	224,879.75	.1%
42752 Annual Appeal	25,500	25,500	.00	.00	25,500.00	.0%
42753 Donations in Kind	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760 Grants	25,000	25,000	.00	.00	25,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	173,000	.00	.00	173,000.00	.0%
42777 E-Rate Income	65,000	65,000	.00	.00	65,000.00	.0%
42800 Miscellaneous Income	10,000	10,000	.00	.00	10,000.00	.0%
43840 Central Library Development	276,639	276,639	.00	.00	276,639.00	.0%
43842 Local Library Incentive	23,906	23,906	.00	.00	23,906.00	.0%
45031 Transfers In	724,309	724,309	.00	.00	724,308.85	.0%
<b>GRAND TOTAL</b>	<b>12,316,859</b>	<b>12,316,859</b>	<b>9,752.14</b>	<b>9,752.14</b>	<b>12,307,107.21</b>	<b>.1%</b>

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

# Poughkeepsie Public Library District



## BALANCE SHEET FOR 2026 1

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	Gen. Fund Operational Checking	655.01	9,832.55
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-85,309.22	168,060.69
A	12040	Credit Card Transactions	396.21	2,560.19
A	12051	Flex 125 Money Market	-454.83	7,680.67
A	12100	Petty Cash	94.99	17,002.41
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	-157,925.48	136,329.68
A	12400	Cash Special Reserve: Swartz	213.15	104,782.77
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	.00	535,041.34
<b>TOTAL ASSETS</b>			<b>-242,330.17</b>	<b>1,013,718.11</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	-750.00	-10,160.95
A	26012	Payroll Liabilities	66,572.14	.00
A	26020	Flex125 Exchange	226.25	-6,964.24
A	26021	Benefits Exchange	124.32	7,310.73
A	26030	General Fund Exchange	-14.00	613.31
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-343,240.88	-338,474.53
A	26370	State Retirement Accrual	-54,889.50	-617,973.57
<b>TOTAL LIABILITIES</b>			<b>-331,971.67</b>	<b>-965,561.25</b>
<b>FUND BALANCE</b>				
A	35210	Encumbrances (+ PYCF)	7,081,333.89	7,336,938.54
A	35220	Expenditures (+ PYCF)	584,053.98	584,053.98
A	38210	Encumbrance Reserve (+ PYCF)	-7,081,333.89	-7,336,938.54
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	-352,867.70
A	39800	Revenues Received	-9,752.14	-9,752.14
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>574,301.84</b>	<b>-48,156.86</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>242,330.17</b>	<b>-1,013,718.11</b>

**BALANCE SHEET FOR 2026 1**

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	-335,015.60	117,158.01
CM	13910	Due From Other Funds	343,530.67	484,470.80
	<b>TOTAL ASSETS</b>		<b>8,515.07</b>	<b>601,628.81</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-620,190.87
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-620,190.87</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	27,077.13
CM	39800	Revenues	-8,515.07	-8,515.07
	<b>TOTAL FUND BALANCE</b>		<b>-8,515.07</b>	<b>18,562.06</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-8,515.07</b>	<b>-601,628.81</b>

## BALANCE SHEET FOR 2026 1

FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12200	Cash From Obligations	233.04	114,559.09
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	-7,772.65
TOTAL ASSETS			<b>233.04</b>	<b>106,825.57</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-165,655.50
TOTAL LIABILITIES			<b>.00</b>	<b>-165,655.90</b>
<b>FUND BALANCE</b>				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	59,063.37
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-233.04	-233.04
TOTAL FUND BALANCE			<b>-233.04</b>	<b>58,830.33</b>
TOTAL LIABILITIES + FUND BALANCE			<b>-233.04</b>	<b>-106,825.57</b>

BALANCE SHEET FOR 2026 1

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
PN	12000	Cash	.00	-421.84
PN	12011	CD Slonaker Trust	.00	2,786.19
PN	12012	Lamont Fund	.00	50,201.41
PN	12013	Levinsohn Trust	.00	1,004.02
PN	12014	Wojtecki Trust	289.79	389,349.29
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,253.03
PN	13910	Due from other funds	.00	16,611.74
	<b>TOTAL ASSETS</b>		<b>289.79</b>	<b>507,748.75</b>
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-289.79	-28,930.90
	<b>TOTAL LIABILITIES</b>		<b>-289.79</b>	<b>-28,930.90</b>
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
	<b>TOTAL FUND BALANCE</b>		<b>.00</b>	<b>-478,817.85</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-289.79</b>	<b>-507,748.75</b>

## BALANCE SHEET FOR 2026 1

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	123.48	60,702.67
V	13910	Due From Other Funds	.00	-284,691.45
	<b>TOTAL ASSETS</b>		<b>123.48</b>	<b>-223,988.78</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	.00	409,499.02
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>409,499.02</b>
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-166,105.76
V	39800	Revenues	-123.48	-123.48
	<b>TOTAL FUND BALANCE</b>		<b>-123.48</b>	<b>-185,510.24</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-123.48</b>	<b>223,988.78</b>

**Approval of Monthly Warrant, Transfers, and Donations**

**Action Requested**

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

Vouchers 73375 to 73799 in Warrant 20260226 totaling \$590,593.55

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

Vouchers 73483 to 73620 in Warrant 20260211 totaling \$35,967.22

**AND** that the following donations are accepted and will be deposited into the Special Revenue Fund:

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**Motion**

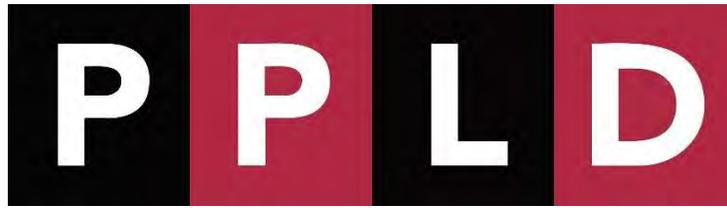
Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

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

**Record of Vote**

Trustee	Yes	No	Abstain
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"/>
Sciacca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spuhler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## LIBRARY DIRECTOR REPORT – FEBRUARY 2026

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### Significant Service Changes, Challenges or Accomplishments

- The first wave of Imagination Library books will be mailed in early March to 240 children who had applied and been successfully vetted as eligible to participate in the program. As of this writing (February 18), there were a total of 313 children enrolled in the program. Book orders are based on enrollment information as of the 3<sup>rd</sup> of the month prior to the month of distribution (e.g. February 3 for a March distribution). Continued thanks to John Torres, Head of Youth Services, and Alison Francis, Youth Outreach Coordinator, for their work in implementing this program.
- We are slowly able to implement ordering from the Library District's new book jobber, Ingram. While Ingram is certainly a reliable and reputable vendor, the ordering process is significantly less robust than that of Baker & Taylor. It seems like this transition is taking a long time but there are several nuances to be considered. Thanks to Kira Thompson, Head of Reference & Adult Services, Kristin Charles-Scaringi, Head of Borrower & Technical Services, and Beth Vredenburg, Head of Branch & Extension Services for moving this project along.

### Service and Program Highlights

- See attached manager reports for recent activity.

### Outreach and Professional Development

- Outreach activities to various senior centers and assisted living facilities continue. We currently provide service to the Town of Poughkeepsie Senior Center, the Office for the Aging, The Landing of Poughkeepsie, The Pines, Interfaith Towers, and Marist. Visits to local shopping areas will resume in the spring.

### Collection Development

- See above.

### Buildings

- The Library District had a risk assessment audit conducted by our insurer, Utica National. The report detailed three areas to be addressed, which will be completed in the near future.
- Boardman Road: Ice damming from accumulated snow caused some leaks. These were addressed with a third-party removing the snow and ice. This is relatively new as we have not had such snow and ice accumulations in recent winters..
- Adriance: We continue to work with our architect on the solicitation of bids for the dome repair.

### Staffing

- See Personnel Actions, if applicable.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Comparative Circulation Statistics: 2026 to 2025 to 2024**

PPLD Document #022526 - 3.1.1

	Current Year: 2026				Previous Year: 2025				Compare: '26 to '25		Previous Year: 2024				Compare: '26 to '24	
	Jan	% of Total	YTD	% of Total	Jan	% of Total	YTD	% of Total	Change	% Change	Jan	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,775	30.05%	5,775	30.05%	5,901	28.21%	5,901	28.21%	-126	-2.14%	5,872	27.52%	5,872	27.52%	-97	-1.65%
Adult Non-Fiction	3,112	16.19%	3,112	16.19%	3,551	16.97%	3,551	16.97%	-439	-12.36%	3,843	18.01%	3,843	18.01%	-731	-19.02%
Fiction - Juvenile	5,181	26.96%	5,181	26.96%	5,779	27.62%	5,779	27.62%	-598	-10.35%	5,502	25.79%	5,502	25.79%	-321	-5.83%
Non-Fiction - Juvenile	1,330	6.92%	1,330	6.92%	1,246	5.96%	1,246	5.96%	84	6.74%	1,283	6.01%	1,283	6.01%	47	3.66%
Periodicals	156	0.81%	156	0.81%	140	0.67%	140	0.67%	16	11.43%	190	0.89%	190	0.89%	-34	-17.89%
Periodicals - Juvenile	23	0.12%	23	0.12%	27	0.13%	27	0.13%	-4	-14.81%	9	0.04%	9	0.04%	14	155.56%
<b>Print Subtotal</b>	<b>15,577</b>	<b>81.06%</b>	<b>15,577</b>	<b>81.06%</b>	<b>16,644</b>	<b>79.56%</b>	<b>16,644</b>	<b>79.56%</b>	<b>-1,067</b>	<b>-6.41%</b>	<b>16,699</b>	<b>78.26%</b>	<b>16,699</b>	<b>78.26%</b>	<b>-1,122</b>	<b>-6.72%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	1	0.01%	1	0.01%	0	0.00%	0	0.00%	1	#DIV/0!	3	0.01%	3	0.01%	-2	-66.67%
Soundrecordings	336	1.75%	336	1.75%	463	2.21%	463	2.21%	-127	-27.43%	513	2.40%	513	2.40%	-177	-34.50%
Videorecordings	2,619	13.63%	2,619	13.63%	3,198	15.29%	3,198	15.29%	-579	-18.11%	3,477	16.30%	3,477	16.30%	-858	-24.68%
Media	0	0.00%	0	0.00%	3	0.01%	3	0.01%	-3	0.00%	3	0.01%	3	0.01%	-3	0.00%
Software	4	0.02%	4	0.02%	9	0.04%	9	0.04%	-5	-55.56%	21	0.10%	21	0.10%	-17	-80.95%
Equipment/Realia	76	0.40%	76	0.40%	86	0.41%	86	0.41%	-10	-11.63%	50	0.23%	50	0.23%	26	52.00%
Suppressed Items	44	0.23%	44	0.23%	6	0.03%	6	0.03%	38	633.33%	11	0.05%	11	0.05%	33	300.00%
Videorecordings - Juvenile	282	1.47%	282	1.47%	342	1.63%	342	1.63%	-60	-17.54%	347	1.63%	347	1.63%	-65	-18.73%
Audiorecordings - Juvenile	20	0.10%	20	0.10%	38	0.18%	38	0.18%	-18	-47.37%	22	0.10%	22	0.10%	-2	-9.09%
Media - Juvenile	257	1.34%	257	1.34%	124	0.59%	124	0.59%	133	107.26%	168	0.79%	168	0.79%	89	52.98%
Software - Juvenile	0	0.00%	0	0.00%	7	0.03%	7	0.03%	-7	-100.00%	23	0.11%	23	0.11%	-23	-100.00%
<b>Non-Print Subtotal</b>	<b>3,639</b>	<b>18.94%</b>	<b>3,639</b>	<b>18.94%</b>	<b>4,276</b>	<b>20.44%</b>	<b>4,276</b>	<b>20.44%</b>	<b>-637</b>	<b>-14.90%</b>	<b>4,638</b>	<b>21.74%</b>	<b>4,638</b>	<b>21.74%</b>	<b>-999</b>	<b>-21.54%</b>
<b>Total</b>	<b>19,216</b>		<b>19,216</b>	<b>100.00%</b>	<b>20,920</b>		<b>20,920</b>		<b>-1,704</b>	<b>-8.15%</b>	<b>21,337</b>		<b>21,337</b>		<b>-2,121</b>	<b>-9.94%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2026**

PPLD Document #022526 - 3.1.1

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	19,216	0	0	0	0	0	0	0	0	0	0	0	19,216
Digital Content	13,892	0	0	0	0	0	0	0	0	0	0	0	13,892
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>33,108</b>	<b>0</b>	<b>33,108</b>										
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,739	0	0	0	0	0	0	0	0	0	0	0	3,739
Boardman Road	2,402	0	0	0	0	0	0	0	0	0	0	0	2,402
Sadie Peterson Delaney	94	0	0	0	0	0	0	0	0	0	0	0	94
<b>Total</b>	<b>6,235</b>	<b>0</b>	<b>6,235</b>										
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	584	0	0	0	0	0	0	0	0	0	0	0	584
Boardman Road	109	0	0	0	0	0	0	0	0	0	0	0	109
Sadie Peterson Delaney	41	0	0	0	0	0	0	0	0	0	0	0	41
Spanish Language Assistance	49	39	70	17	3	8	3	3	4	5	4	5	210
<b>Total</b>	<b>783</b>	<b>39</b>	<b>70</b>	<b>17</b>	<b>3</b>	<b>8</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>944</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	6,086	0	0	0	0	0	0	0	0	0	0	0	6,086
Calendar Hits - Library Market	23,504												23,504
Calendar Hits - Recite Me	255												255
Website Views	35,301												35,301
<b>Total</b>	<b>65,146</b>	<b>0</b>	<b>65,146</b>										
<b>PUBLIC COMPUTER &amp; WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,601	0	0	0	0	0	0	0	0	0	0	0	3,601
Boardman Road	1,506	0	0	0	0	0	0	0	0	0	0	0	1,506
Sadie Peterson	31	0	0	0	0	0	0	0	0	0	0	0	31
<b>Total</b>	<b>5,138</b>	<b>0</b>	<b>5,138</b>										
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	120	0	0	0	0	0	0	0	0	0	0	0	120
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
<b>Total</b>	<b>120</b>	<b>2</b>	<b>0</b>	<b>122</b>									
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	126	0	0	0	0	0	0	0	0	0	0	0	126
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	186												186
Community Engagement	3												3
Non-Library District	12												12
Exams Proctored	24												24
MAP Passes	86												86
Rover Bookmobile Stops	5												5
<b>Total</b>	<b>316</b>	<b>0</b>	<b>316</b>										
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	2,329												2,329
Community Engagement	83												83
Non-Library District	157												157
Drop-In Room Use (Adriance)	126												126
Rover Bookmobile	99	0	0	0	0	0	0	0	0	0	0	0	99
<b>Total</b>	<b>2,794</b>	<b>0</b>	<b>2,794</b>										
<b>GENERAL ATTENDANCE (2026)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	12,927	0	0	0	0	0	0	0	0	0	0	0	12,927
Boardman Road	9,543	0	0	0	0	0	0	0	0	0	0	0	9,543
Sadie Peterson Delaney	144	0	0	0	0	0	0	0	0	0	0	0	144
<b>Total - 2026</b>	<b>22,614</b>	<b>0</b>	<b>22,614</b>										
<b>GENERAL ATTENDANCE (2025)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,927	12,257	15,703	14,785	13,506	13,339	15,393	14,468	14,558	14,954	12,426	11,535	166,851
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	10,263	15,354	11,064	7,946	127,735
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	172	515	90	112	2,510
<b>Total - 2025</b>	<b>24,616</b>	<b>21,692</b>	<b>27,079</b>	<b>25,486</b>	<b>24,394</b>	<b>22,837</b>	<b>27,063</b>	<b>24,940</b>	<b>24,993</b>	<b>30,823</b>	<b>23,580</b>	<b>19,593</b>	<b>297,096</b>



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## MANAGER'S MONTHLY REPORT

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

**Department:** Youth Services

**Time Period of Report:** January 2026

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**Focus Activity:** Monthly story time and Rover visit at PCSD UPK class

**Intended Outcome(s) of Focus Activity:** To continue interacting with young children in the Library District in order to get books into their hands as well as bring information about Library programs for their parents and older siblings

**Manager Observations of Activity and Outcomes:** This is the third year of visiting the PCSD UPK class at the North Star Academy site on Cannon Street which serves pre kindergarten children in the Poughkeepsie City School District. This year's class consists of 21 pre K students.

Each monthly visit consists of a half hour early literacy story time followed by the children browsing for and choosing a book from Rover's youth collection which they keep until the next monthly visit when they exchange it for a different book. The teacher also checks out several books to use in the classroom with the children.

At the beginning of each school year, I process a library card for each of the children in the class and the teacher keeps the cards in her classroom to prevent them from being lost.

**Impact of Activity:** This has become a regular monthly visit for the teacher and children. Because of the consistency of monthly visits, the children become familiar with the process of checking out books and returning them.

The classroom teacher and children look forward to these visits. This has become a successful expression of the mission of Rover - to reach underserved populations in the district as well as support the early literacy development of children within the Library District.

**Date of Report:** 2/5/2026



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## MANAGER'S MONTHLY REPORT

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

**Department:** Advancement

**Time Period of Report:** January 2026

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**Focus Activity:** Developing programs for 2026 with partners the Jewish Federation of DC

**Intended Outcome(s) of Focus Activity:** We narrowed in on choices, scheduled the dates and began inviting speakers and making other arrangements for the programs, including promoting them through the Rotunda, The Voice, ENews, flyers, and social media.

**Manager Observations of Activity and Outcomes:** Several meetings were held with the Jewish Federation in December and January to plan out programs and events for 2026, based on two themes. One area of focus was to



bring in renowned authors through the Jewish Book Council and to select them according to the theme we devised, "Nosh & A Good Book". These programs are monthly for the first part of the year. Two of the selected books are cookbook authors and chef writers, and plans got underway to hold these events at small restaurants to extend the cultural aspects. The second part of the year will focus on the continuation of the "L'Chaim" series, with this year's attention going to music and music lectures. Finally, plans are underway to have a December holiday event with a musical performance - always a well-attended program.

**Impact of Activity:** While these programs reliably bring 40 or more persons out to attend them, the February event, "Gursha, and Ethiopian Jewish (cooking and tasting experience" was packed. Seventy people attended Geneva's Blues House to hear Beejhy Barhany speak and to taste her food, thanks to Tom's work with the restaurant's owners.

**Date of Report:** 2/9/2026



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## MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Gary Killmer, Network Analyst

**Department:** IT

**Time Period of Report:** January 2026

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**Focus Activity:** IT provided technical support for numerous library programs, ensuring reliable audio/visual operation. Completed Windows updates, submitted requisitions for annual renewals, and worked on aligning hotspot device information with Sierra records. Set up email accounts for the Dolly program, troubleshooted a microphone issue at Boardman with the vendor, met with Tax-Aide to finalize this year's setup at Boardman and Adriance, and onboarded a new teen tech helper.

**Intended Outcome(s) of Focus Activity:** They are:

- Maintain dependable A/V support for programs.
- Keep systems secure and up to date.
- Ensure accurate hotspot tracking.
- Support staff and public programs with reliable technology.
- Prepare locations for Tax-Aide services IT needs.
- Provide training and support for new staff.

**Manager Observations of Activity and Outcomes:** Program support ran smoothly. Windows updates and software renewals were completed on schedule. Progress was made aligning hotspot records. Dolly program email account and sharing was successfully created. The microphone issue is being addressed with the vendor. Tax-Aide IT support plans are finalized for both locations. The new teen tech helper was welcomed and oriented.

**Impact of Activity:** Impacts include:

- Consistent program technology support.
- Improved system security and administrative readiness.
- Better tracking of hotspot inventory.
- Stronger coordination with hosts of library programs.
- Increased support capacity through added teen tech support.

**Date of Report:** 2/10/2026



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## MANAGER'S MONTHLY REPORT

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

**Department:** Borrower & Technical Services

**Time Period of Report:** January 2026

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**Focus Activity:** Staffing and getting set up with new materials provider

**Intended Outcome(s) of Focus Activity:** - Meeting the needs of users at the public desks at all three (3) branches and the bookmobile: Coordinating the behind-the-scenes to set up new materials provider

**Manager Observations of Activity and Outcomes:** Borrower Services: Our supervising library clerks continue to work very hard to maintain the schedules for our three circulation desks. This is no easy task as we are a large department spread across all district locations and a lot of us have lots of off-desk responsibilities as well. It's a balancing act. The flexibility of all of our staff has been important to make sure we provide good customer service to our patrons.

Related to Borrower Services, we have hired a part-time Technology Assistant (formerly called Teen Tech Help) to offer patrons one-on-one help with technology devices on the ground floor of Adriance near the circulation desk for four (4) hours every Saturday. The new hire has started and is a welcome addition to the team.

Technical Services: The supervising library clerk in charge of Technical Services and I continue to work with other departments and the Mid-Hudson Library System to get set up with Ingram, the new company we will be purchasing materials from. After our selectors purchase materials, the company works with us and the library system to help catalog and process the materials before they land on our shelves or are lent out to patrons. We also have spine label printer stations set up to make our Technical Services staff jobs a little easier.

**Impact of Activity:** Provide excellent customer service to our patrons and provide materials that are easy to find and last through multiple borrows.

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

**Date of Report:** 2/11/2026



<b>Meeting:</b> Board Development & Policy Committee		<b>Date:</b> Monday, February 9, 2026
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input type="checkbox"/> Jonathan McPhee, <i>Chair</i> <input checked="" type="checkbox"/> Sheila Newman <input type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<input type="checkbox"/>
<b>Minutes Prepared By:</b> T. Lawrence		

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

1. **Business Items:** The following business was conducted:
  - **Harassment Policy – Draft Revision:** After reviewing and discussing the draft policy statement prepared by counsel, the Committee recommended separating employees from patrons for clarity. Lawrence will discuss this with counsel and present updated drafts at the Committee’s next meeting.
  - **2026 Trustee Elections:** Trustees McPhee (C) and Nichols (T) terms expire on December 31, 2026. Lawrence presented draft election materials for the Committee to review with the intention of presenting the materials to the Board for approval at their February 25 meeting. The materials will be forwarded to Committee members absent from the meeting.
  - **Board Education:** There was concurrence by those present to continue the practice of manager presentations at monthly trustee meetings whenever practical.
  - **Former Trustee Recognition:** After discussion, it was decided to return to the practice of recognizing trustees at the point of their retiring from service to the Board. Lawrence will review the past practice and advise the Committee on the specifics.
  - **CivicPlus:** Lawrence advised the Committee that due to administrative workloads, implementation of CivicPlus will be delayed until the second quarter of the year.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - 2026 Election materials.
  
3. **Upcoming Agenda Items:**
  - Continued review of the harassment policies.

The meeting adjourned at 7:35pm.

**Next Scheduled Meeting Date**  
 TBD  
*(date, time, and location subject to change)*

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, February 2, 2026	
<b>Attendance</b>		
<p><b><u>Committee Present</u></b></p> <p><input type="checkbox"/> Sean Eagleton  <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i>  <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i>  <input type="checkbox"/> Deborah Nichols  <input checked="" type="checkbox"/> Jim Nurre  <input checked="" type="checkbox"/> Patricia Ryan</p> <p><b><u>Other Trustees Present</u></b></p> <p><input type="checkbox"/></p>	<p><b><u>Staff Present</u></b></p> <p><input checked="" type="checkbox"/> Tom Lawrence, Library Director  <input checked="" type="checkbox"/> Kristin Charles-Scaringi, Head of Borrower &amp; Technical Services  <input checked="" type="checkbox"/> Jeff Giancarlo, Supervisor; Building Services  <input checked="" type="checkbox"/> Rebecca Gillis, Finance Manager  <input type="checkbox"/> Gary Killmer, Head of IT  <input checked="" type="checkbox"/> Dan Minunni, Supervisor; Building Services  <input checked="" type="checkbox"/> Michele Muir, Development Officer  <input checked="" type="checkbox"/> Kira Thompson, Head of Reference &amp; Adult Services  <input type="checkbox"/> John Torres, Head of Youth Services  <input checked="" type="checkbox"/> Beth Vredenburg, Head of Branch &amp; Extension Services</p>	<p><b><u>Guest(s) Present</u></b></p> <p><input type="checkbox"/></p>
<b>Minutes Prepared By:</b> T. Lawrence		

The meeting convened at 6:30pm in the Greene Room at the Boardman Road Branch Library. Attendance is noted above. Managers were invited to the meeting to assist with the development of the Library District’s strategic planning process.

**1. Business Items:** The Committee discussed the following items:

- **Strategic Plan:** The Committee continued the conversation that had begun in 2025 on how to re-establish the Library District’s strategic plan developed in 2018 – 2019. The following themes/concepts were discussed in this brainstorming session:
  - strengthening community
  - engagement with patrons
  - creating Library District supplements to Civil Service job descriptions that will assist with clarifying roles
  - working towards more community collaborations
  - getting better community data, demographics, and trends
  - developing a plan structure to which specifics can be applied
  - identifying/assigning tasks for planning and implementation

The conversation will continue and work will commence on the above concepts to see how it furthers the process.

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

- Conversation about the strategic plan.

**3. Upcoming Agenda Items:**

- Strategic plan.

The meeting adjourned at 7:40pm.

**Next Scheduled Committee Meeting Date**

TBD

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

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT****Minutes and Actions**

<b>Meeting:</b> Personnel Committee	<b>Date:</b> Wednesday, February 18, 2026	
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input type="checkbox"/> Sean Eagleton (via phone) <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Sophia Sciacca <input checked="" type="checkbox"/> Laurel Spuhler, Chair	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
<b>Minutes Prepared By: T. Lawrence</b>		

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

**1. Business Items:** The Committee discussed the following:

- **Employee #4762:** Lawrence and Gillis reviewed the proposed separation agreement with the Employee. The Committee agreed with the proposal and will recommend that the Board approve it at its February meeting.
- **Status of Personnel Matters**
  - **Harassment Claims:** The Committee was briefed on the status of employee claims, all of which have been resolved by the Library District (but could still be subject to litigation) or have been dismissed altogether.
  - **FMLAs:** Lawrence reviewed the status of employees with FMLA designations.
  - **Human Resources Generalist:** Lawrence and Gillis updated the Committee on the status of recruitment (17 applicants; interviews should begin the first week of March).

A revised draft organization chart is attached to these minutes.

- **Staff Conduct Policy:** Lawrence shared an early draft of a proposed policy related to staff conduct. The draft will go through a review by the Labor-Management Committee as well as Library District counsel. Anticipate a vote at the March meeting of the Board.

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

- Personnel actions as discussed.

**3. Upcoming Agenda Items:**

- Ongoing discussion of organization chart and the hiring of an Assistant Library Director.
- Any items developed through Labor/Management Committee meetings.

The meeting adjourned at 7:35 pm.

**Next Scheduled Committee Meeting Date**

TBA

Greenspan Board Room, Adriance Memorial Library  
(date, time, and location subject to change)

**Personnel Actions**

**Recommended By** Administration

**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	PPLD Employee Number	Current Civil Service Title	Current Civil Service Position Number	New Civil Service Title	New Civil Service Position Number	Type of Action	Effective Date(s)	Salary
Wendy Berger	4706	Senior Account Clerk (FT)	243	NA	NA	Retirement	2/6/2026	NA
Bruce Sullivan	4468	Network Analyst (PT)	299	NA	NA	Permanent Appointment	3/1/2026	\$42.81/hr
Susan Sciacca	4763	Senior Library Clerk (Hrly)	211	Senior Library Clerk (PT)	108	Permanent Appointment	3/31/2026	\$27.14/hr
Jesse B. Scriber	<i>not yet assigned</i>	NA	NA	Custodial Worker (FT)	251	Probationary Appointment	3/16/2026	\$50,175/yr Step 1

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**New Business Fact Sheet**  
Approval of 2026 Trustee Elections

**Recommended By** Library Director

**Background Information** Annually, the Library District adopts a resolution authorizing the election of trustees and the procedures related to that election.

**Current Situation** The attached draft resolution reflects the terms requiring election this November and the dates for circulating and filing nominating petitions. The dates in the procedures are determined by the New York State Board of Elections and are modified each year.

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for March 29 and April 12, 2026).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, procedures, and timeline as described in PPLD Documents #022526 – 5A, #022526 - 5B, and #022526 – 5C.

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**Motion** Moved \_\_\_\_\_  
Secinded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

<b>Record of Vote</b>	<b>Trustee</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
	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"/>
	Sciacca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spuhler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### Notice of Trustee Election

Library District Election – November 3, 2026

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2027 - 12/31/2031)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2027 - 12/31/2031)  
(Candidates for this position must live in the City of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 3, 2026.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 14, 2026, through Tuesday, May 26, 2026.

A nominating petition may contain one or several pages, which must be numbered. A witness attesting that the petition was signed in his presence by each of the persons whose signature appears thereon and that the person signing the petition represented himself to be such person shall sign each page of the petition. The witness shall sign each page under the penalty of perjury.

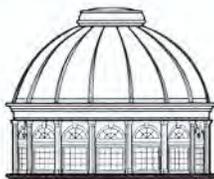
Each nominating petition shall be filed with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 19, 2026 to Tuesday, May 26, 2026 between the hours of 9 a.m. and 5 p.m. on weekdays. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

The Secretary of the Board of Trustees will certify to the Dutchess County Board of Elections the candidates eligible to appear on the general election ballot.

The election for library trustees and the budget referendum will be conducted by the Dutchess County Board of Elections in accordance with the provisions of the New York State Election Law and the Library District's enabling legislation and shall be included on all applicable absentee ballots.

A copy of the Procedures for Nomination as a Trustee of the Poughkeepsie Public Library District is available upon request at the Library District's Administrative Office.

Petitions may be obtained at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) during hours of operation or from the Library District's web site at [www.poklib.org](http://www.poklib.org).



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

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This document may be amended from time to time by resolution of the Trustees. In the event of any conflict between the language of this document and New York State Legislation (L. 2016, Ch. 277, as amended), the terms of the Legislation will govern.

Trustees of the Board of Trustees of the Poughkeepsie Public Library District are elected to five year terms.

For election in 2026, the following terms are available:

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2027 - 12/31/2031)  
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2027 - 12/31/2031)  
(Candidates for this position must live in the City of Poughkeepsie)

#### A. Nominating Petitions - Form, Content, and Filing Requirements

##### 1. Signature requirements

An eligible District resident who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 registered voters in the City of Poughkeepsie if the vacancy arises for a candidate from the City, or at least 25 registered voters in the Town of Poughkeepsie if the vacancy arises for a candidate from the Town.

Candidates will be encouraged to get as many signatures as possible to avoid being disqualified if a signature is invalid.

##### 2. Trustee Qualifications

To serve as a Trustee, candidates must be at least 18 years of age, a resident of the City or Town of Poughkeepsie, and a registered voter. They must maintain a permanent residence in the City of Poughkeepsie to serve in the seat designated for a City resident, or in the Town of Poughkeepsie, to serve in the seat designated for Town resident.

##### 3. Form of Nominating Petition.

Petitions are available at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) and on the Library District's web site at [www.poklib.org](http://www.poklib.org). They will continue to be made available when there are Trustee vacancies.

A separate petition shall be required to nominate each candidate for a vacancy on the board.

The nominating petitions must be in substantially the same form as the attached. Candidates will need to use more than one form to secure all of the required signatures. The signatures contained on the Nominating Petition filed with the Secretary of the Board of Trustees must be originals.

Nominating petitions should be filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name, address of his or her residence.

Signatures may only be collected in the presence of the witness and may only be collected from April 14, 2026 to May 26, 2026. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

The person collecting the signatures may, on behalf of the signer, fill in the date and residential address. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Secretary. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide the Petitions to the office of the Secretary of the Board of Trustees.

#### 4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 19, 2026, and May 26, 2026, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3<sup>rd</sup> Floor), 93 Market Street, Poughkeepsie.**

Nominating petitions to fill a vacancy caused by the declination or disqualification of a candidate shall be filed not later than the fourth day after the last day to decline.

#### 5. Vacancies

As stated in Bill S07785-A: Vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until the next general election, at which time the vacancy shall be filled by election for the remaining portion of the term."

#### B. Determination of Validity

The Secretary of the Board of Trustees of the Poughkeepsie Public Library District shall have the ministerial duty of determining the validity of nominating petitions, based on these procedural guidelines and any other further guidelines adopted by the Board of Trustees.

As soon as practicable after receipt of nominating petitions, but no later than ten days thereafter, except in the case where timely objections are filed, the Secretary shall notify the candidates whether the nominating petitions have been accepted or declined.

The Secretary will send all candidates a Notice stating whether the nominating petitions have been accepted or rejected. If accepted by the Secretary, the Notice must state the last day to accept or decline such designation or nomination.

If Objections are filed, the Secretary of the Board of Trustees will notify the candidate(s) and the objector(s) in accordance with the procedures in Part C below.

#### C. Objection Procedures

1. Any nominating petition that is timely filed in the appropriate location will be presumed to be valid if it contains the required number of signatures and is in the proper form.
2. Any eligible voter may submit written objections to any nominating petition, provided the objections are filed with the Secretary of the Board of Trustees within three calendar days of the filing of the nominating petition that is the subject of the objections. Within six calendar days following the filing of the objections, the objector must file specifications of the grounds of the objections. If specifications are not timely filed, the objections shall be null and void.
3. A determination as to the merits of the objections will be made within ten business days following the filing of specifications, or as soon as practicable thereafter.
4. The Secretary of the Board of Trustees will send the Board's determination as to the objections to the candidate and to the objector, along with notification whether the nominating petitions that are the subject of the objections, have been accepted or rejected.

#### D. Certification

On or before August 1, 2026, or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

#### E. Elections

As stated in Bill S07785A: "Election of trustees shall take place on the same day and ballot as the general election as administered by the board of elections with the results of said election being certified by the board of elections."

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
2026 Timeline for Nomination as a Trustee**

<b>Date(s)</b>	<b>Event</b>
February 25	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
By March 22	Election notice published by Library District
March 29	First legal notice announcing election and permitting the circulation of nominating petitions
April 12	Second legal notice announcing election and permitting the circulation of nominating petitions
April 14	First day nominating petitions may be circulated
May 19 – May 26	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
May 29	Last day to accept or decline nomination
June 1	Last day to fill a vacancy after a declination
Before July 1	Library District shall validate signatures on accepted petitions
No later than July 22	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
No later than August 1	Library District submits certified ballot language to the Board of Elections
October 11	First legal notice of trustee election and budget referendum; Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on <a href="http://www.poklib.org">www.poklib.org</a>
October 25	Second legal notice of trustee election and budget referendum
November 3	General Election Day