



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, March 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: McPhee, Nurre, and others)
(all other trustees are asked to arrive by 6:45pm to assist with voucher 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. February 25, 2026 (*Lawrence; #032526 – 1*)
 - IV. Financial Report(s)
 - A. February 2026 (*Gillis; #032526 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #032526 – 2.1; to be posted prior to meeting*)
 - V. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #032526 – 3.1.X*)
 - B. President’s Report (*Fitzgibbons; #032526 – 3.2, if applicable*)
 - C. Board Committee Reports (*Committee Chairs; #032526 – 3.2.X, if applicable*)
 - D. Friends of PPLD (*Vazquez*)
 - VI. Board Action
 - A. Personnel Actions (*Lawrence; 032526 - 4*)
 - B. Unfinished/Old Business
 - C. New Business
 - 1.
 - VII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH’S SCHEDULED MEETING

Regular Monthly Meeting: Wednesday, April 22, 2026; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library (Warrant Review: Fana and Nurre)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 25, 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
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- 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

- Susan Minard
- Adia Overbey
- Hannah Ricottilli
- Debora Shon

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

- **Call to Order:** At 7:05 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call. Jonathan McPhee arrived at 7:12pm.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Eagleton, Ferrer.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Approval of Previous Record/Meeting(s)****A. January 28, 2026 (PPLD Document #022526 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 28, 2025.
- **Moved/Seconded:** Spuhler, Nichols.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

IV. Approval of Financial Actions**A. January 2026 Financial Activity Report (PPLD Document #022526 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2026 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Gillis reported on keeping 2025 open until after the audit is complete; January receipts; budget modifications to add budget lines for Local History. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #022526 – 2.1)

- **Motion:** 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

- **Moved/Seconded:** Nichols, Ryan.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Next Month’s Warrant Review:** McPhee and Nurre.

V. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #022526 – 3.1.X)

- Lawrence reported on: the Dolly Parton Imagination Library signup progress; outreach on the North side of Poughkeepsie; GIS data possibilities; Nosh & a good book event; The Incorruptibles event; and the building risk management assessment.
- Thompson spoke about: working with Ingram and expectations for the timeline for placing orders; Poughkeepsie Journal Archives; and a March 7th event at Vassar using materials from the archives.
- Vredenburg communicated about: Rover stops at senior residences over the winter and resuming Rover stops at Marist in the spring.
- Minunni reported on ice damming causing damage on the roof of the shed at Boardman.

B. President’s Report

- President Fitzgibbons thanks everyone for taking the time to participate in the meeting with the Planning Committee.

C. Board Committee Reports (PPLD Document #022526 – 3.2.X)

1. **Board Development & Policy Committee:** President Fitzgibbons reported on committee discussions about: the Sexual Harassment policy revisions.
2. **Planning Committee:** Chairperson Ferrer reported on committee discussions about the Strategic Plan.
3. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: a separation agreement; a harassment claim; FLMAs; the HR Generalist position; Staff Conduct Policy verbiage; and Personnel Actions.

D. Friends of PPLD: President Vazquez reported on: the January sale; the February sale; the Annual Appeal; volunteers for the Book Festival; Marist College; First strategy planning breakfast on Saturday; their storage unit; the Mahjongg tournament in May.

VI. Board Action

A. Personnel Actions: (PPLD Document #022526 – 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
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	Not yet assigned	NA	NA	Custodial Worker (FT)	251	Probationary Appointment	3/16/2026	\$50,175/yr

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of 2026 Trustee Elections (PPLD Document #022526 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** Lawrence explained the documents. Some discussion ensued.
- **VOTE:** 11 – 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:** McPhee, Ferrer.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Time of Adjournment:** 8:15 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 25, 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 2026 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 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	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 2026
Financial Activity – Narrative Report

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.

General Fund (Fund A; \$2,196,362)

- Receipts for the month totaled \$2,994,325 which included \$1,159 in library charges, \$1,531 in interest, \$6111 unrestricted special legislative grant from Assemblymember Didi Barrett, and combined tax revenue of \$2,946,134 from the City and Town of Poughkeepsie.
- Disbursements for the month totaled \$1,111,201 which included \$791,917 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$49,471
 - McCalley Fund 52,000
 - Swartz Fund 104,976

Special Revenue Fund (Fund CM; \$603,624)

- Receipts for the month totaled \$1,995 which included \$228 in interest.
 - The receipts for the month also reflect a net increase of \$1,030 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$213,666
 - Occhialino Fund 49,108
 - Lund Fund 24,032

Capital Fund (Fund H; \$107,036)

- Receipts for the month totaled \$211 in interest.

Permanent Funds (Fund PN; \$502,300)

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 383,900
 - Schwartz Fund 10,965
 - Lamont Fund 50,201
 - Dobo Fund 37,253

Debt Service Fund (Fund V; \$60,814)

- Receipts for the month included interest of \$112.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT FEBRUARY 2026

FOR 2026 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,453,948	5,436,448	765,569.64	412,294.94	4,336,993.57	333,884.50	93.9%
22 Equip & Capital Outl	77,250	79,250	2,772.47	2,772.47	7,310.99	69,166.54	12.7%
30 Materials	584,938	607,288	74,388.45	74,363.56	55,917.97	476,981.58	21.5%
32 Information Services	94,433	94,433	9,290.00	6,045.00	.00	85,143.00	9.8%
50 Operations	1,726,452	1,734,452	248,064.65	221,862.61	638,680.85	847,706.50	51.1%
51 Automation	126,724	126,724	14,240.13	14,240.13	42,720.39	69,763.48	44.9%
91 Employee Benefits	2,892,628	2,892,628	580,929.83	379,622.48	1,353,513.35	958,184.36	66.9%
92 Debt Service	1,345,138	1,345,138	.00	.00	.00	1,345,137.50	.0%
GRAND TOTAL	12,301,510	12,316,360	1,695,255.17	1,111,201.19	6,435,137.12	4,185,967.46	66.0%

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

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT FEBRUARY 2026

FOR 2026 02

	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	2,946,134.95	2,946,134.95	6,320,250.05	31.8%
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	2,939.34	1,159.31	22,060.66	11.8%
42401 Interest Earnings	50,000	50,000	2,550.55	1,530.60	47,449.45	5.1%
42705 Donations	225,000	225,000	148.55	28.30	224,851.45	.1%
42752 Annual Appeal	25,500	25,500	.00	.00	25,500.00	.0%
42753 Donations in Kind	81,983	81,983	13,663.82	6,831.91	68,319.18	16.7%
42760 Grants	25,000	25,000	6,111.11	6,111.11	18,888.89	24.4%
42771 Payment in Lieu of Taxes	173,000	173,000	.00	.00	173,000.00	.0%
42777 E-Rate Income	65,000	65,000	32,528.60	32,528.60	32,471.40	50.0%
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%
GRAND TOTAL	12,316,859	12,316,859	3,004,076.92	2,994,324.78	9,312,782.43	24.4%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2026 2

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	1,137.51	10,970.06
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	1,266,012.25	1,436,477.94
A	12040	Credit Card Transactions	304.04	2,864.23
A	12051	Flex 125 Money Market	-550.08	7,130.59
A	12100	Petty Cash	.00	17,002.41
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	-86,857.69	49,471.99
A	12400	Cash Special Reserve: Swartz	192.92	104,975.69
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	.00	535,041.34
TOTAL ASSETS			1,180,238.95	2,196,362.06
LIABILITIES				
A	26000	Accounts Payable	.00	-10,160.95
A	26020	Flex125 Exchange	563.37	-6,400.87
A	26021	Benefits Exchange	558.98	7,869.71
A	26030	General Fund Exchange	734.77	1,348.08
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	-338,474.53
A	26370	State Retirement Accrual	700,967.52	82,993.95
TOTAL LIABILITIES			702,824.64	-262,736.61
FUND BALANCE				
A	35210	Encumbrances (+ PYCF)	-675,075.54	6,658,082.41
A	35220	Expenditures (+ PYCF)	1,111,261.19	1,695,315.17
A	38210	Encumbrance Reserve (+ PYCF)	675,075.54	-6,658,082.41
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	-355,272.70
A	39800	Revenues Received	-2,994,324.78	-3,004,076.92
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			-1,883,063.59	-1,933,625.45
TOTAL LIABILITIES + FUND BALANCE			-1,180,238.95	-2,196,362.06

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 73800 to 74107 in Warrant 20260326 totaling \$186,626.13

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

Vouchers 73851 to 73935 in Warrant 20260312 totaling \$148,993.25

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"/>



LIBRARY DIRECTOR REPORT – MARCH 2026

Significant Service Changes, Challenges or Accomplishments

- The Imagination Library project continues to grow. As of this writing, we have 387 active children in the program and 11 graduates (those who have aged out of the program as of their fifth birthday). Continued thanks to John Torres, Head of Youth Services, and Alison Francis, Youth Outreach Coordinator, for their work in implementing this program. John will present an update about the program at the Board meeting.
- Staff continue to bring Ingram Library Services onboard as our primary book jobber. The services offered are different than those of the previous one and it may be that we will have to rely more on Amazon to fill high-demand titles, which will result with more in-house processing of book materials. This could have staffing consequences as we move forward.

Service and Program Highlights

- See attached manager reports for recent activity.

Outreach and Professional Development

- See attached manager reports for recent activity.

Collection Development

- See above.

Buildings

- Boardman Road: Nothing to note.
- Adriance: We continue to evaluate and repair systems that are now fifteen years old. Grant funding is being solicited for the dome repair as well as the replacement of the Library's CCTV system.

Staffing

- See Personnel Actions, if applicable.

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

	Current Year: 2026				Previous Year: 2025				Compare: '26 to '25		Previous Year: 2024				Compare: '26 to '24	
	Feb	% of Total	YTD	% of Total	Feb	% of Total	YTD	% of Total	Change	% Change	Feb	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	4,877	28.74%	10,652	29.44%	5,389	27.31%	11,290	27.77%	-638	-5.65%	5,617	26.94%	11,489	27.23%	-837	-7.29%
Adult Non-Fiction	2,853	16.81%	5,965	16.48%	3,545	17.97%	7,096	17.46%	-1,131	-15.94%	3,721	17.85%	7,564	17.93%	-1,599	-21.14%
Fiction - Juvenile	4,563	26.89%	9,744	26.93%	5,597	28.37%	11,376	27.98%	-1,632	-14.35%	5,304	25.44%	10,806	25.61%	-1,062	-9.83%
Non-Fiction - Juvenile	1,265	7.45%	2,595	7.17%	1,405	7.12%	2,651	6.52%	-56	-2.11%	1,621	7.77%	2,904	6.88%	-309	-10.64%
Periodicals	112	0.66%	268	0.74%	124	0.63%	264	0.65%	4	1.52%	154	0.74%	344	0.82%	-76	-22.09%
Periodicals - Juvenile	24	0.14%	47	0.13%	37	0.19%	64	0.16%	-17	-26.56%	18	0.09%	27	0.06%	20	74.07%
Print Subtotal	13,694	80.70%	29,271	80.89%	16,097	81.58%	32,741	80.54%	-3,470	-10.60%	16,435	78.82%	33,134	78.54%	-3,863	-11.66%
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	4	0.02%	5	0.01%	3	0.02%	3	0.01%	2	66.67%	7	0.03%	10	0.02%	-5	-50.00%
Soundrecordings	303	1.79%	639	1.77%	364	1.84%	827	2.03%	-188	-22.73%	491	2.35%	1,004	2.38%	-365	-36.35%
Videorecordings	2,272	13.39%	4,891	13.52%	2,682	13.59%	5,880	14.46%	-989	-16.82%	3,348	16.06%	6,825	16.18%	-1,934	-28.34%
Media	0	0.00%	0	0.00%	5	0.03%	8	0.02%	-8	0.00%	3	0.01%	6	0.01%	-6	0.00%
Software	7	0.04%	11	0.03%	6	0.03%	15	0.04%	-4	-26.67%	12	0.06%	33	0.08%	-22	-66.67%
Equipment/Realia	60	0.35%	136	0.38%	30	0.15%	116	0.29%	20	17.24%	97	0.47%	147	0.35%	-11	-7.48%
Suppressed Items	53	0.31%	97	0.27%	5	0.03%	11	0.03%	86	781.82%	17	0.08%	28	0.07%	69	246.43%
Videorecordings - Juvenile	260	1.53%	542	1.50%	352	1.78%	694	1.71%	-152	-21.90%	280	1.34%	627	1.49%	-85	-13.56%
Audiorecordings - Juvenile	20	0.12%	40	0.11%	23	0.12%	61	0.15%	-21	-34.43%	24	0.12%	46	0.11%	-6	-13.04%
Media - Juvenile	289	1.70%	546	1.51%	161	0.82%	285	0.70%	261	91.58%	120	0.58%	288	0.68%	258	89.58%
Software - Juvenile	8	0.05%	8	0.02%	4	0.02%	11	0.03%	-3	-27.27%	16	0.08%	39	0.09%	-31	-79.49%
Non-Print Subtotal	3,276	19.30%	6,915	19.11%	3,635	18.42%	7,911	19.46%	-996	-12.59%	4,415	21.18%	9,053	21.46%	-2,138	-23.62%
Total	16,970		36,186	100.00%	19,732		40,652		-4,466	-10.99%	20,850		42,187		-6,001	-14.22%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2026

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,216	16,970	0	0	0	0	0	0	0	0	0	0	36,186
Digital Content	13,892	12,559	0	0	0	0	0	0	0	0	0	0	26,451
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	33,108	29,529	0	0	0	0	0	0	0	0	0	0	62,637
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,739	3,242	0	0	0	0	0	0	0	0	0	0	6,981
Boardman Road	2,402	2,057	0	0	0	0	0	0	0	0	0	0	4,459
Sadie Peterson Delaney	94	76	0	0	0	0	0	0	0	0	0	0	170
Total	6,235	5,375	0	0	0	0	0	0	0	0	0	0	11,610
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	584	670	0	0	0	0	0	0	0	0	0	0	1,254
Boardman Road	109	102	0	0	0	0	0	0	0	0	0	0	211
Sadie Peterson Delaney	41	42	0	0	0	0	0	0	0	0	0	0	83
Spanish Language Assistance	49	39	70	17	3	8	3	3	4	5	4	5	210
Total	783	853	70	17	3	8	3	3	4	5	4	5	1,758
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	11,445	8,148	0	0	0	0	0	0	0	0	0	0	19,593
Calendar Hits - Library Market	23,504	29,791											53,295
Calendar Hits - Recite Me	255	198											453
Website Views	35,301	34,296											69,597
Total	70,505	72,433	0	0	0	0	0	0	0	0	0	0	142,938
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,601	3,345	0	0	0	0	0	0	0	0	0	0	6,946
Boardman Road	1,506	1,352	0	0	0	0	0	0	0	0	0	0	2,858
Sadie Peterson	31	16	0	0	0	0	0	0	0	0	0	0	47
Total	5,138	4,713	0	0	0	0	0	0	0	0	0	0	9,851
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	120	145	0	0	0	0	0	0	0	0	0	0	265
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	120	147	0	0	0	0	0	0	0	0	0	0	267
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	126	102	0	0	0	0	0	0	0	0	0	0	228
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	186	184											370
Community Engagement	3	5											8
Non-Library District	12	22											34
Exams Proctored	24	23											47
MAP Passes	86	52											138
Rover Bookmobile Stops	5	5											10
Total	316	291	0	0	0	0	0	0	0	0	0	0	607
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,329	2,190											4,519
Community Engagement	83	150											233
Non-Library District	157	254											411
Drop-In Room Use (Adriance)	126	187											313
Rover Bookmobile	99	84	0	0	0	0	0	0	0	0	0	0	183
Total	2,794	2,865	0	0	0	0	0	0	0	0	0	0	5,659
GENERAL ATTENDANCE (2026)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,927	12,189	0	0	0	0	0	0	0	0	0	0	25,116
Boardman Road	9,543	8,371	0	0	0	0	0	0	0	0	0	0	17,914
Sadie Peterson Delaney	144	124	0	0	0	0	0	0	0	0	0	0	268
Total - 2026	22,614	20,684	0	0	0	0	0	0	0	0	0	0	43,298
GENERAL ATTENDANCE (2025)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
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
Total - 2025	24,616	21,692	27,079	25,486	24,394	22,837	27,063	24,940	24,993	30,823	23,580	19,593	297,096



MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services

Time Period of Report: February 2026

Focus Activity: Tabling at the "In the Know" event in the community

Intended Outcome(s) of Focus Activity: To let residents know about Library programs and resources available to families

Manager Observations of Activity and Outcomes: On Saturday, February 7th, Teen Librarian Hannah Ricotilli accompanied Adult Services Librarian, Deb Shon, to table at the "In the Know" event held at the Northside Hub on Parker Avenue, at the invitation of the Brain and Body organization.

This was a free community event with the purpose of promoting resources for wellness and education. The Library was one of several organizations that participated whose mission is a focus on supporting mental health, safety and well being.

Organizers of the event held a raffle and the Library provided gift certificates to be included in the raffle. These certificates were provided by and redeemable at the Friends Book Store.

Impact of Activity: Teen Librarian Hannah R. reported that there was a good turnout of residents, and that she and Deb S. interacted with community members as well as connected with representatives from other community organizers also tabling.

Tabling at this event meets the mission of youth outreach in that it enables the community to learn about resources and programs available for free at the Library for a variety of needs.

Date of Report: 3/2/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Dan Minunni, Building Services

Department: Building Services

Time Period of Report: February 2025

Focus Activity: Safety/shoveling

Intended Outcome(s) of Focus Activity: to keep the sidewalks and parking lots safe to walk on

Manager Observations of Activity and Outcomes: Sidewalks shoveled and clear

Impact of Activity: Safety hazards at a minimum even with refreeze in the evening

Date of Report: 3/3/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: 02/01/2026 - 02/28/2026

Focus Activity: IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of audio/visual equipment. Completed routine Windows updates and coordinated several office moves without service interruptions. Upgraded the building access control system from older hardware and two separate systems to a single cloud-based platform.

Intended Outcome(s) of Focus Activity: Maintain reliable A/V support for programs. Keep workstations secure and up to date. Ensure office relocations occur without downtime. Modernize access control to improve reliability and simplify management.

Manager Observations of Activity and Outcomes: Program support went smoothly. Windows updates were completed as scheduled. Office moves were handled without interruption to staff services. The new cloud-based access control system is functioning well and has simplified administration compared to the previous systems.

Impact of Activity: Reliable technology support for programs and staff. Improved system security and maintenance. No disruption during workspace changes. More stable and easier-to-manage building access system.

Date of Report: 3/4/2026



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 2026

Focus Activity: Monthly regular programming at SPD

Intended Outcome(s) of Focus Activity: Continuing to thoughtfully add more monthly programming at SPD

Manager Observations of Activity and Outcomes: Adding monthly activities, such as quilting and drumming are bringing adult patrons and programmers to the library and are becoming a regular feature. I am working to bring in programmers that can provide sustainable monthly programs of interest. Drumming has been a consistent ask since our first workshop a few years ago. I have brought back our African Drumming Workshop and Cliff and I are working on finding a monthly regular time for the program. We have two workshops coming in the Spring.



We are working with a local group to bring a possible bi-monthly documentary to the library as well. The documentaries we have done thus far at SPD have had more than moderate success, and patrons have given feedback that they appreciate the continuing work of librarians and staff to bring relevant content for meaningful discussion.

There has been lots of change in operations and partnership at the FPC (Family Partnership Center) in the past year. The FPC partners, including the library are working once again toward the long term goal of cross partner collaboration for small and large events. FSI (Family Services Inc., which runs the FPC building) and a few partners have again asked to collaborate with the library on activities such as financial planning workshops, author talks and youth programming.

This past month, we were able to host a program for Black History Month about Mental Health. Attendees came to me afterwards and said, what a powerful program it was. and how the space at SPD was the perfect place to have this program., The Brain and Body Coalition and I are working on a rotation of library programs for the future.

Impact of Activity: More sustainable programming at SPD. Collaboration with community partners , especially in the FPC.

Date of Report: 3/9/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

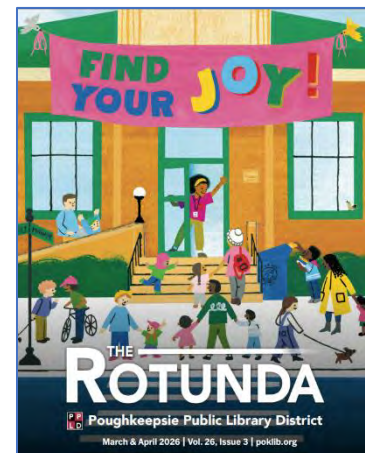
Department: Advancement

Time Period of Report: February, 2026

Focus Activity: The Rotunda magazine and its production cycle*

Intended Outcome(s) of Focus Activity: The Rotunda magazine production cycle is anchored to the publication and distribution date. The cycle is typically 5-6 weeks long. The schedule is created in the last quarter of the prior year, as we start working on the upcoming Jan/Feb edition October.

- **Planning meeting:** Discussion of overall theme, the approximate amount of editorial and promotional content that will be included, and what quarterly events, resources, article ideas will be highlighted. Cover selections have usually been made earlier, with an eye to seasons, promotions, etc.
- **Collection of editorial and promotional content**
- **Editorial and promotional copy is collected from all library departments and outside partner organizations.** Typically more than 150 programs are offered, including programs held in Spanish, highlights and activities by the Friends, Computer classes, artists showing work at one of three branches, programs held at ADR, BRD, SPD and Rover activities.
- **Continuing of Draft Layout:** Number of pages and page headers is developed. Art and design features are created. Frequent changes and updates are made as copy arrives.
- **First stage of Copy Editing:** As content arrives, it is edited and categorized by topic (History, Health, etc) and cross-checked with calendar content. This also assists with required space for final layout.
- **Copy Editing and Layout Design continue:** During the editing process, the designer and all Advancement staff continue editing and tweaking. Copy compromises are made (i.e., if last minute copy can be included).
- **Finalizing Issue:** Edit, review, edit, review, final edits and reviews, and the issue is ready. Two staff from departments other than Advancement and the Director review. Fully formatted issue is then submitted for printing. The issue's PDF and text-only version is then posted on the poklib.org site.



And the production of Assets begins...

Manager Observations of Activity and Outcomes: The process is smooth, while it is time-consuming for all Advancement staff, as you would expect for a production process.

Impact of Activity: A successful bi-monthly (6 issue) publication reaching 33,000 tax-payer residences in the city and town of Poughkeepsie.

Date of Report: 3/10/2026



MANAGER'S MONTHLY REPORT

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

Department: Borrower and Technical Services

Time Period of Report: February 2026

Focus Activity: Staffing and setting 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 in charge of scheduling continue to work very hard to maintain the schedules for our three circulation desks and Rover. We are a large department spread across all district locations and a lot of us have lots of off-desk responsibilities as well. The flexibility of all of our staff has been important to make sure we provide good customer service to our patrons. Our Technology Assistant is doing well offering patrons one-on-one help with technology devices on the ground floor of Adriaance near the circulation desk for four (4) hours every Saturday.

Technical Services: The supervising library clerk in charge of Technical Services and I continue to work with other departments to finalize the setup with Ingram, our new book vendor. Books and other materials will arrive next month unprocessed, which our Technical Services staff will take care of by completing such steps as applying protective covers on books and adding spine labels. Staff at the Mid-Hudson Library System are working with Ingram staff to set up cataloging and processing services so that items our selectors order will eventually arrive cataloged and processed. The whole experience has been a learning experience for all of us who work to get items on the shelves.

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: 3/10/2026

P P L D Poughkeepsie Public Library District

Meeting: Finance Committee		Date: Wednesday, March 11, 2026
Attendance		
<u>Committee Members Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Mayra Fana <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Sophia Sciacca <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared by: T. Lawrence		

The meeting convened at 5:15pm in the Joba Room at the Boardman Road Branch Library.

1. Business Items: The following topics were discussed:

- **Dissolution of Endowed Funds:** Administration has spent a good number of hours combing the files and meeting documentation concerning the purpose of both the Slonaker and Levinson Funds, which for years have been considered endowed funds whereby only earned interest can be spent. Having no documentation to warrant handling these funds as an endowment, the Committee agree with the Administration's recommendation to liquidate the funds upon the next investment maturity date and to roll them into the A Fund with the intent to spend them on print library materials. This will be proposed as an action item at an upcoming meeting of the Board of Trustees.
- **Recap of 2026-1Q Cash Flow Issues:** Gillis recapped for the Committee the specifics of first quarter cash flow issues as the Library District awaited 2026 tax receipts from the City and Town. The typical hardship was compounded this year by the impact of a 27th payroll, the lag in reimbursement for a capital project, and a higher-than-projected NYSLRS bill. The Committee discussed how to best mitigate the problem in 2027.
- **FY2027 Budget:** The Committee discussed the development of the 2027 budget in terms of the tax cap, contractual obligations, and the potential impact of the developing strategic plan. Gillis and Lawrence will prepare for the Committee some early projections for consideration in April.
- **Updates of Financial Processing and Reporting:** The Committee reviewed the recent changes to how the warrant was reviewed and also approved a modification to the standard monthly reports to the Board.

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

- Monthly financial report.

3. Upcoming Agenda Items:

- 2027 Budget.
- Inventory of capital needs.
- Multi-year budget planning.

Next Scheduled Meeting(s) Date

In April (TBD); 6:30pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

P P L D Poughkeepsie Public Library District

Meeting: Planning Committee		Date: Monday, March 9, 2026
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i> <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Deborah Nichols <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Kristin Charles-Scaringi, Head of Borrower & Technical Services <input type="checkbox"/> Jeff Giancarlo, Supervisor; Building Services <input checked="" type="checkbox"/> Rebecca Gillis, Finance Manager <input type="checkbox"/> Gary Killmer, Head of IT <input type="checkbox"/> Dan Minunni, Supervisor; Building Services <input type="checkbox"/> Michele Muir, Development Officer <input type="checkbox"/> Kira Thompson, Head of Reference & Adult Services <input type="checkbox"/> John Torres, Head of Youth Services <input type="checkbox"/> Beth Vredenburg, Head of Branch & Extension Services	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input checked="" type="checkbox"/> Sheila Newman		
Minutes Prepared By: T. Lawrence		

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

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

- **Strategic Plan:** Following on the February Committee meeting, this meeting focused on a draft structural document which will be used to articulate strategic planning objectives (see attached draft prepared for the Committee by Ferrer). In its current draft, the objectives are:
 - **Objective I:** Meet the Community Where It Is At - Our library should cultivate a mobile, embedded, distributed presence in throughout the community.
 - **Objective II:** Bring the Community to Us – Library physical locations must be compelling destinations that people choose to visit, linger in, and return to. The library should be a leader in the education of its immediate community prioritizing digital and financial literacy programming.
 - **Objective III:** Develop Patterns of Sustainability – The library’s commitment to excellence and service must be built into the systems, the culture, and the relationships of the organization. A sustainable library cultivates its organizational health, staff well-being, diversified funding, and community ownership.

For each objective, there will be strategies, desired outcomes (intended results), assessment (evaluation methods), initiatives, and tasks. Lawrence recommended the addition of assessment of capacity to which the Committee agreed.

Lawrence will update the document with elements of the discussion, return it to the Committee for comment and then share it with managers to discuss an implementation strategy.

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 7:35pm.

Next Scheduled Committee Meeting Date

TBD

(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
Yvonne Nunez-Martinez	<i>Not yet assigned</i>	NA	NA	Library Assistant (Sp Sp) (FT)	288	Probationary Appointment	4/5/2026	\$60,566/yr Step 1
Murphy Sorich	4849	Library Clerk (PT)	77	NA	NA	Permanent Appointment	3/29/2026	NA
Sara Peargin	4850	Library Clerk (PT)	76	NA	NA	Permanent Appointment	4/5/2026	NA
Gledis Ramos Caballero	4851	Library Clerk (Sp Sp) (PT)	290	NA	NA	Permanent Appointment	4/5/2026	NA
Patricia Scully	4776	NA	NA	Library Clerk (PT)	16	Probationary Appointment	4/6/2026	\$23.96/hr
Susan Sciacca	4763	Senior Library Clerk (Hrly)	211	Senior Library Clerk (PT)	108	Salary Correction	3/31/2026	\$27.69/hr
Isabel Ramirez-Pagan	4830	Library Assistant (PT)	157	Library Assistant (Sp Sp) (FT)	<i>Not yet assigned</i>	Provisional Appointment		\$60,566/yr Step 1
Shelby Outwater	<i>Not yet assigned</i>	NA	NA	HR Generalist (FT)	303	Provisional Appointment	4/20/2026	\$80,000/yr
Gary Appenauer	<i>Not yet assigned</i>	NA	NA	Account Clerk (FT)	217	Provisional Appointment	4/13/2026	\$49,732/yr Step 1
Janet Bogenschultz	4762	Librarian III	97	NA	NA	Retirement	4/30/2026	NA
Rose Lovell	4614	Librarian II	242	NA	NA	Retirement	4/4/2026 (tentative)	NA

Side Letter of Agreement

WHEREAS, Veronica Martin-Follette will be out of work due to their spouse’s catastrophic health condition and does not have enough sick leave days to cover their absence; and

WHEREAS, unit members may desire to donate sick leave days for the benefit of Ms. Martin-Follette;

THEREFORE, IT IS HEREBY AGREED by and between the Poughkeepsie Public Library District and the Civil Service Employees Association as follows:

1. A temporary sick leave bank comprised of donated sick leave days shall be established for the sole purpose of providing sick leave to Veronica Martin-Follette for the period of time they need to be out for their spouse’s medical condition.
2. Any unit member that voluntarily donates sick leave day(s) to the temporary sick leave bank shall forfeit such day(s) from their sick leave allotment, regardless of whether the day is used by Ms. Martin-Follette.
3. Any unit member that wishes to donate a sick leave day(s) to the temporary sick leave bank shall fill out and return the attached form (See Appendix A) to the Library District by no later than April 1, 2026. Donations may be made in whole or half day increments. Any days in the temporary sick leave bank that are not used by Ms. Martin-Follette during this period of absence shall be distributed to the CSEA Sick Bank.
4. This Agreement is not precedent setting and cannot be referred to by either party as evidence of a past practice.
5. This Agreement is subject to approval of the Board of Trustees of the Library.

Dated:

By: _____
Poughkeepsie Public Library
District

By:  _____
CSEA

Appendix A

I, _____, wish to donate _____ sick leave day(s) from my sick leave allotment for the benefit of Veronica Martin-Follette for them to use for their absence due to their spouse's catastrophic illness. I understand that the day(s) donated will be forfeited by me for my own use and any unused days will not be returned to me.

I understand that my agreement to donate such sick leave day(s) cannot be revoked. I am making this donation knowingly and voluntarily.

Dated: _____

Name: _____

Signature: _____