



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, April 22, 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 Vouchers: Fana and Nurre

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Presentations: 2025 Audit Report (*M. Prentice, EFPR*)
 - IV. Minutes of Previous Meeting(s)
 - A. March 25, 2026 (*Lawrence; #042226 – 1*)
 - V. Financial Report(s)
 - A. March 2026 (*Gillis; #042226 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #042226 – 2.1; to be posted prior to meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #042226 – 3.1.X*)
 - B. President's Report (*Fitzgibbons; #042226 – 3.2, if applicable*)
 - C. Board Committee Reports (*Committee Chairs; #042226 – 3.2.X, if applicable*)
 - D. Friends of PPLD (*Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*Lawrence; 042226 - 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Policy: Staff Conduct (*J. McPhee; #042226 – 5*)
 2. Certification of NYS Annual Report (*T. Lawrence; 042226 – 6*)
 3. Authorization to Sign Agreement: CivicPlus (*T. Lawrence; 042226 – 7*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING

Regular Monthly Meeting: Wednesday, May 27, 2026; 7:00 p.m. (*subject to change*)

Charwat Meeting Room – Adriance Memorial Library (Voucher Review: McPhee and Spuhler)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of March 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
- 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

- Trina Blomquist-Martinez
- Caroline Moore
- Hannah Ricottilli
-

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

- **Call to Order:** At 7:00 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Change Agenda to include an Executive Session before Personnel Actions and the addition of a New Business item.
- **Move/Seconded:** Eagleton, Sciacca.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Approval of Previous Record/Meeting(s)

A. February 25, 2026 (PPLD Document #032526 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 25, 2025.
- **Moved/Seconded:** Newman, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

IV. Approval of Financial Actions

A. February 2026 Financial Activity Report (PPLD Document #032526 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2026 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Sciacca.
- **Discussion:** Gillis reported on: tax revenue receipts; a special legislative grant from Assembly member Didi Barrett, and changes to the reports.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #032526 – 2.1)

- **Motion:** 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

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

V. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #032526 – 3.1.X)

- Lawrence reported on: Ingram vs. Baker & Taylor experiences; City of Poughkeepsie Community Policing; consistency with rule enforcement; the need for a policy for Tutors; Civic Plus; and statistics.
- Torres spoke about the Dolly Parton Imagination Library activity.

B. President’s Report

- President Fitzgibbons thinks our marketing efforts for the Book Festival are going well and suggested that board members should make the effort to take time to go and show support.

C. Board Committee Reports (PPLD Document #032526 – 3.2.X)

1. **Finance Committee:** Chairperson Ryan reported on committee discussions about: Endowed Funds; the Cash Flow issues from January; the 2027 Budget; changes to the monthly reports.
2. **Planning Committee:** Chairperson Ferrer reported on committee discussions about the Strategic Plan.

D. Friends of PPLD: President Vazquez reported on: the February sale; the March sale; the April sale; preparations for the Holiday Sale; volunteers for the Book Festival; reduction of the number of their committees; and the desire for a secretary for the Board.

VI. Board Action

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing the employment history of particular individuals.
- **Moved/Seconded:** Newman, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:47 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** McPhee, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:04 p.m.)

A. Personnel Actions: (PPLD Document #032526 – 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
Yvonne Nunez-Martinez	<i>Not yet assigned</i>	NA	NA	Library Assistant (Sp Sp) (FT)	288	Probationary Appointment	4/5/2026	\$60,566/yr <i>Step 1</i>
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)	304	Provisional Appointment	4/5/2026	\$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

- **Moved/Seconded:** Eagleton, Sciacca.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Side Letter of Agreement (PPLD Document #032526 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the side letter of agreement as described in PPLD Documents #032526 – 5A.
- **Moved/Seconded:** Ryan, McPhee.
- **Discussion:** None.
- **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:** Spuhler, Nichols.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:12 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, April 22, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of March 2026 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 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; \$7,911,502)

- Receipts for the month totaled \$7,717,429 which included combined tax revenue of \$7,665,388 from the City and Town of Poughkeepsie, a \$24,243 donation from the Friends of the Poughkeepsie Public Library District, \$2,989 in library charges, a PILOT payment of \$7,443, and \$10,461 in interest.
- Disbursements for the month totaled \$803,676 which included \$605,381 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$49,473
 - McCalley Fund 52,000
 - Swartz Fund 105,190

Special Revenue Fund (Fund CM; \$601,021)

- Receipts for the month totaled -\$2,603 which included \$254 in interest.
 - The receipts for the month also reflect a net decrease of \$2,857 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 \$234 in interest.

Permanent Funds (Fund PN; \$499,443)

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; \$1,406,253)

- Receipts for the month included interest of \$301.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT MARCH 2026

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,453,948	5,436,448	1,169,679.82	404,110.18	3,948,931.78	317,836.11	94.2%
22 Equip & Capital Outl	77,250	79,250	3,240.45	467.98	22,195.55	53,814.00	32.1%
30 Materials	584,938	607,288	98,155.13	23,766.68	105,060.15	404,072.72	33.5%
32 Information Services	94,433	94,433	12,089.68	2,799.68	.00	82,343.32	12.8%
50 Operations	1,717,452	1,734,452	403,473.83	155,409.18	554,796.61	776,181.56	55.2%
51 Automation	126,724	126,724	30,091.33	15,851.20	42,720.39	53,912.28	57.5%
91 Employee Benefits	2,892,628	2,892,628	782,201.07	201,271.24	1,218,821.54	891,604.93	69.2%
92 Debt Service	1,345,138	1,345,138	.00	.00	.00	1,345,137.50	.0%
GRAND TOTAL	12,292,510	12,316,360	2,498,931.31	803,676.14	5,892,526.02	3,924,902.42	68.1%

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

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT MARCH 2026

FOR 2026 03

	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	10,611,523.00	7,665,388.05	-1,345,138.00	114.5%
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	5,928.41	2,989.07	19,071.59	23.7%
42401 Interest Earnings	50,000	50,000	13,011.23	10,460.68	36,988.77	26.0%
42705 Donations	225,000	225,000	24,464.64	24,316.09	200,535.36	10.9%
42752 Annual Appeal	25,500	25,500	.00	.00	25,500.00	.0%
42753 Donations in Kind	81,983	81,983	20,495.73	6,831.91	61,487.27	25.0%
42760 Grants	25,000	25,000	6,111.11	.00	18,888.89	24.4%
42771 Payment in Lieu of Taxes	173,000	173,000	7,442.80	7,442.80	165,557.20	4.3%
42777 E-Rate Income	65,000	65,000	32,528.60	.00	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	10,721,505.52	7,717,428.60	1,595,353.83	87.0%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2026 3

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	-159.34	10,810.72
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	5,715,727.35	7,152,205.29
A	12040	Credit Card Transactions	877.19	3,741.42
A	12051	Flex 125 Money Market	-1,778.75	5,351.84
A	12100	Petty Cash	159.34	17,161.75
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	100.84	49,572.83
A	12400	Cash Special Reserve: Swartz	213.98	105,189.67
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	.00	535,041.34
TOTAL ASSETS			5,715,140.61	7,911,502.67
LIABILITIES				
A	26000	Accounts Payable	.00	-10,160.95
A	26020	Flex125 Exchange	1,792.33	-4,608.54
A	26021	Benefits Exchange	5,123.52	12,993.23
A	26030	General Fund Exchange	-14.00	1,334.08
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	1,251,380.90	912,906.37
A	26370	State Retirement Accrual	-59,670.90	23,323.05
TOTAL LIABILITIES			1,198,611.85	935,875.24
FUND BALANCE				
A	35210	Encumbrances (+ PYCF)	-542,711.10	6,107,577.72
A	35220	Expenditures (+ PYCF)	803,676.14	2,498,991.31
A	38210	Encumbrance Reserve (+ PYCF)	542,711.10	-6,107,577.72
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	-7,717,428.60	-10,721,505.52
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			-6,913,752.46	-8,847,377.91
TOTAL LIABILITIES + FUND BALANCE			-5,715,140.61	-7,911,502.67

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 73900 to 74364 in Warrant 20260423 totaling \$333,036.79

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

Vouchers 74133 to 74179 in Warrant 20260409 totaling \$8,152.00

Motion

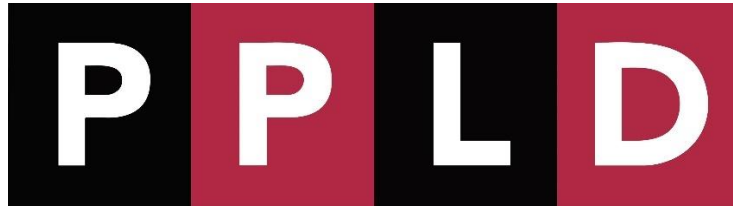
Moved _____
Seconded _____

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

- Congratulations are extended to Michele Muir, Development Officer, and John Torres, Head of Youth Services, and a cadre of staff who worked hard to hold another successful Poughkeepsie Children’s Book Festival on Saturday, March 28, at DCC. Further information on the event can be found in Michele’s Manager Report.
- We are undergoing a series of personnel changes this and next month as we have staff retiring, resigning to relocate, and being hired. Youth Services will be the most impacted as three long-tenured staff will be leaving the department and one was previously reassigned to a different department.
- Shelby Outwater started as our new Human Resources Officer on Monday, April 20. Work that has been previously split between my position and the Finance Manager upon the departure of the previous appointee will again be consolidated back to this position.

Service and Program Highlights

- The Library District has signed an agreement with OrangeBoy, the vendor of our current Incident Reporting software, to add Market Watch, a service that will allow us to analyze usage trends with GIS software.
- See attached manager reports for recent activity.

Outreach and Professional Development

- See attached manager reports for recent activity.

Collection Development

- Staff continue to deal with the transition from Baker & Taylor to Ingram. Amazon is now a potential player in the materials vendor market.

Buildings

- Boardman Road: Nothing to note.
- Adriance: The Library District will soon release an RFP for bids on the repair of the exterior portions of the dome. Once bids are received and vetted, the Board will be asked to award a contract to the lowest responsible bidder. The bid package has been vetted by both our legal and insurance professionals.

Staffing

- See Personnel Actions, if applicable.

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

PPLD Document #042226 - 3.1.1

	Current Year: 2026				Previous Year: 2025				Compare: '26 to '25		Previous Year: 2024				Compare: '26 to '24	
	Mar	% of Total	YTD	% of Total	Mar	% of Total	YTD	% of Total	Change	% Change	Mar	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,840	29.60%	16,492	29.49%	6,062	27.29%	17,352	27.60%	-860	-4.96%	6,081	27.19%	17,570	27.22%	-1,078	-6.14%
Adult Non-Fiction	3,150	15.97%	9,115	16.30%	3,777	17.00%	10,873	17.29%	-1,758	-16.17%	3,880	17.35%	11,444	17.73%	-2,329	-20.35%
Fiction - Juvenile	5,610	28.44%	15,354	27.46%	6,223	28.01%	17,599	27.99%	-2,245	-12.76%	5,732	25.63%	16,538	25.62%	-1,184	-7.16%
Non-Fiction - Juvenile	1,420	7.20%	4,015	7.18%	1,887	8.49%	4,538	7.22%	-523	-11.52%	1,695	7.58%	4,599	7.12%	-584	-12.70%
Periodicals	145	0.73%	413	0.74%	144	0.65%	408	0.65%	5	1.23%	182	0.81%	526	0.81%	-113	-21.48%
Periodicals - Juvenile	18	0.09%	65	0.12%	21	0.09%	85	0.14%	-20	-23.53%	33	0.15%	60	0.09%	5	8.33%
Print Subtotal	16,183	82.03%	45,454	81.29%	18,114	81.53%	50,855	80.89%	-5,401	-10.62%	17,603	78.70%	50,737	78.60%	-5,283	-10.41%
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	0	0.00%	5	0.01%	2	0.01%	5	0.01%	0	0.00%	3	0.01%	13	0.02%	-8	-61.54%
Soundrecordings	348	1.76%	987	1.77%	472	2.12%	1,299	2.07%	-312	-24.02%	417	1.86%	1,421	2.20%	-434	-30.54%
Videorecordings	2,471	12.52%	7,362	13.17%	2,883	12.98%	8,763	13.94%	-1,401	-15.99%	3,627	16.22%	10,452	16.19%	-3,090	-29.56%
Media	0	0.00%	0	0.00%	5	0.02%	13	0.02%	-13	0.00%	6	0.03%	12	0.02%	-12	0.00%
Software	4	0.02%	15	0.03%	9	0.04%	24	0.04%	-9	-37.50%	13	0.06%	46	0.07%	-31	-67.39%
Equipment/Realia	63	0.32%	199	0.36%	47	0.21%	163	0.26%	36	22.09%	46	0.21%	193	0.30%	6	3.11%
Suppressed Items	56	0.28%	153	0.27%	12	0.05%	23	0.04%	130	565.22%	28	0.13%	56	0.09%	97	173.21%
Videorecordings - Juvenile	288	1.46%	830	1.48%	407	1.83%	1,101	1.75%	-271	-24.61%	389	1.74%	1,016	1.57%	-186	-18.31%
Audiorecordings - Juvenile	22	0.11%	62	0.11%	52	0.23%	113	0.18%	-51	-45.13%	45	0.20%	91	0.14%	-29	-31.87%
Media - Juvenile	278	1.41%	824	1.47%	207	0.93%	492	0.78%	332	67.48%	175	0.78%	463	0.72%	361	77.97%
Software - Juvenile	16	0.08%	24	0.04%	7	0.03%	18	0.03%	6	33.33%	14	0.06%	53	0.08%	-29	-54.72%
Non-Print Subtotal	3,546	17.97%	10,461	18.71%	4,103	18.47%	12,014	19.11%	-1,553	-12.93%	4,763	21.30%	13,816	21.40%	-3,355	-24.28%
Total	19,729		55,915	100.00%	22,217		62,869		-6,954	-11.06%	22,366		64,553		-8,638	-13.38%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2026

PPLD Document #042226 - 3.1.2

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,216	16,970	19,699	0	0	0	0	0	0	0	0	0	55,885
Digital Content	13,892	12,559	14,474	0	0	0	0	0	0	0	0	0	40,925
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	33,108	29,529	34,173	0	0	0	0	0	0	0	0	0	96,810
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,739	3,242	3,464	0	0	0	0	0	0	0	0	0	10,445
Boardman Road	2,402	2,057	2,247	0	0	0	0	0	0	0	0	0	6,706
Sadie Peterson Delaney	94	76	91	0	0	0	0	0	0	0	0	0	261
Total	6,235	5,375	5,802	0	0	0	0	0	0	0	0	0	17,412
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	584	670	799	0	0	0	0	0	0	0	0	0	2,053
Boardman Road	109	102	110	0	0	0	0	0	0	0	0	0	321
Sadie Peterson Delaney	41	42	89	0	0	0	0	0	0	0	0	0	172
Spanish Language Assistance	2	1	3	0	0	0	0	0	0	0	0	0	6
Total	736	815	1,001	0	0	0	0	0	0	0	0	0	2,552
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	11,445	8,148	13,990	0	0	0	0	0	0	0	0	0	33,583
Calendar Hits - Library Market	23,504	29,791	27,585										80,880
Calendar Hits - Recite Me	255	198	NA										453
Website Views	35,301	34,296	47,504										117,101
Total	70,505	72,433	89,079	0	0	0	0	0	0	0	0	0	232,017
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,601	3,345	4,304	0	0	0	0	0	0	0	0	0	11,250
Boardman Road	1,506	1,352	1,780	0	0	0	0	0	0	0	0	0	4,638
Sadie Peterson	31	16	80	0	0	0	0	0	0	0	0	0	127
Total	5,138	4,713	6,164	0	0	0	0	0	0	0	0	0	16,015
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	120	145	133	0	0	0	0	0	0	0	0	0	398
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	133	0	0	0	0	0	0	0	0	0	400
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	126	102	157	0	0	0	0	0	0	0	0	0	385
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	186	184	227										597
Community Engagement	3	5	8										16
Non-Library District	12	22	33										67
Exams Proctored	24	23	16										63
MAP Passes	86	52	64										202
Rover Bookmobile Stops	5	5	7										17
Total	316	291	355	0	0	0	0	0	0	0	0	0	962
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,329	2,190	6,710										11,229
Community Engagement	83	150	234										467
Non-Library District	157	254	299										710
Drop-In Room Use (Adriance)	126	187	240										553
Rover Bookmobile	99	84	124	0	0	0	0	0	0	0	0	0	307
Total	2,794	2,865	7,607	0	0	0	0	0	0	0	0	0	13,266
GENERAL ATTENDANCE (2026)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,927	12,189	14,567	0	0	0	0	0	0	0	0	0	39,683
Boardman Road	9,543	8,371	7,855	0	0	0	0	0	0	0	0	0	25,769
Sadie Peterson Delaney	144	124	239	0	0	0	0	0	0	0	0	0	507
Total - 2026	22,614	20,684	22,661	0	0	0	0	0	0	0	0	0	65,959
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: March 2026

Focus Activity: Rover visit to Community Family Development Center

Intended Outcome(s) of Focus Activity: To have books available for children and teachers to check out and use in their classrooms

Manager Observations of Activity and Outcomes: On Thursday, March 26th, Rover visited the Community Family Development Center which is located at 269 Mill Street in the City of Poughkeepsie.

I arranged with the Center's Director to bring Rover to the Center once a month to visit two preschool classrooms in order for children to look at and check out books. This was the first of these visits.

During the visit, two preschool classes and their teachers visited Rover. Each child chose a book to checkout, and the teachers each chose 5 to 6 books to use with their classes in their classrooms.

Each child also received a bag with handouts regarding the Library's early literacy programs, bookmarks with book suggestions for their age group, a flier about the Library's Dolly Parton Imagination Library program with information on how to register, and a few coloring sheets and stickers.

Our next visit to this site is scheduled for Thursday, April 30th.

Impact of Activity: The children and teachers were very enthusiastic about us coming to their school. This type of visit meets the Library's mission for the bookmobile. We are serving children in our community who may not be able to visit the Library nor do they have a library within their school.

Date of Report: 4/6/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Dan Minunni, Co-Head of Building Services

Department: Building Services

Time Period of Report: March 2026

Focus Activity: making the library look as best as possible

Intended Outcome(s) of Focus Activity: team building

Manager Observations of Activity and Outcomes: Dan Minunni and the pillars at boardman look fresh

Impact of Activity: Makes the library look bright and vibrant

Date of Report: 4/9/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Kira Thompson, Head of Adult Services

Department: Adult Services

Time Period of Report: March 2026

Focus Activity: Collection Development

Intended Outcome(s) of Focus Activity: Resume Book Purchasing

Manager Observations of Activity and Outcomes: After the unexpected and immediate closure of our longtime book vendor (Baker & Taylor) last October, we have struggled to maintain a consistent purchasing schedule for print materials (books). Although we signed up with Ingram as soon as possible, it still took quite a lot of time for our new vendor to get our accounts set up with the complexity that we require. Unlike smaller libraries, our purchasing system includes over 15 different selectors spread over two departments, and relies heavily on the skills and expertise of our Borrower Services department as well, so it is a complicated process that requires a lot of collaboration.

Working together with selectors in Youth Services and Technical Services staff, as well as the team over at MHLS, we are finally up and running with more regular book purchasing. Staff have been trained on the iPage purchasing module, and materials are arriving with regularity now.

The transition is not over, however; we are still awaiting a second level of service, which includes Ingram handling much of the physical processing (adding spine labels, book covers, stamps, etc). This means that while books are being purchased, selectors still need to be cognizant of how much more time it will take materials to be processed by our staff once they arrive. We are not yet able to purchase materials with the speed and volume that we had prior to these changes, although hopefully that will occur soon. This next step will almost certainly require a new round of training and some different methods, but the collaborative work we have done in the last few months make this less daunting than it was last fall.

Impact of Activity: After months of being restricted to ordering only the most high demand items, staff are slowly starting to rebuild collections with new material that the public needs and wants.

Date of Report: 4/10/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary E. Killmer, Jr, Head of IT

Department: Information Technology

Time Period of Report: March 2026

Focus Activity: IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of audio/visual equipment. Completed Windows updates, handled office moves without downtime, and successfully replaced the TV in the Greene Room.

Intended Outcome(s) of Focus Activity: Maintain reliable A/V support for programs.

Keep systems secure and up to date.

Ensure office moves occur without service disruption.

Improve functionality of meeting spaces with updated equipment.

Manager Observations of Activity and Outcomes: Program support was consistent and reliable. Windows updates were completed as scheduled. Office moves were completed with no interruptions. The Greene Room TV replacement was successful and is functioning as expected.

Impact of Activity: Improved reliability for programs and events.

Maintained system security and performance.

No disruption to staff during office changes.

Enhanced usability of the Greene Room for meetings and presentations.

Report of FLIP (Family Lineage Image Preservation) Digital Services Activity: Here are stats for the first quarter 2026.

- **Images: 1945**
 - Photos: 1505
 - Slides: 382
 - Negatives: 58
- **Videos: 19**
 - miniDV: 13
 - VHS: 6

Date of Report: 4/10/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer
Department: Advancement
Time Period of Report: March 2026

Focus Activity: Poughkeepsie Children's Book Festival 2026

Intended Outcome(s) of Focus Activity: A well-run literacy-promoting fest that is welcoming, easy and enjoyable for families to attend. A smooth operation where staff can easily perform their assignments and enjoy working together.

Manager Observations of Activity and Outcomes: Attendance at the Poughkeepsie Children's Book Festival 2026 jumped by over 1,000! In 2024, we welcomed 1,350. In 2025, the number increased to 2,300 people. 2026 our number was more than 3,650.



We invited 108 authors and asked them to participate in promoting the event. This resulted in terrific numbers of social media posts, views. Authors supplied quotes, video footage, photos. The Book Fest home page on poklib.org included profiles and click-thru links to authors' websites. We increased online and print articles, continued the billboard ads and posted on relevant calendars.

Last year, we changed the name from Poughkeepsie Book Festival by adding "Children's". Our date and location are also getting noticed. It has been observed that the community college is an ideal background for a literacy-promoting event. Working with DCC staff and space continues to be both smooth and low-cost.

Friday set-up day was the smoothest it's been, due to preparedness and expectations. We asked staff for early arrival Saturday to post (even more feather flags) signage, more site set-up and preparation for crowd attendance. Staff and volunteers wore Fest T-shirts. Authors arrived as early as 8 am, and staff counted, directed, helped with parking arrangements. Between the two days, 24 staffers assisted!

Participation by Master Sergeant Mary Wagner and 25 members of her team, Poughkeepsie High School's Junior Reserve Officers' Training Corp (JROTC), took the stage dressing in popular children's book characters and were wonderful posing for photos and greeting children. Rover, our mascot was busy getting face time with kids and was as popular as ever.

The Friends of PPLD hosted a table up front and distributed free tote bags to families as they came through. We planned their table to be heavily trafficked, as the key sponsor for the event. We used the opportunity to promote the Dolly Parton Imagination Library, which Friends also sponsor.

Impact of Activity: Success! Stressful in a good way and yet a fun day!

Date of Report: 4/10/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Beth Vredenburg Head of Branch & Extension Services
Department: Branch and Extension Services
Time Period of Report: March/April 2026

Focus Activity: There are many current projects going on in my departments, this report focuses on the very recent Rover Presentation for SENYCON (South Eastern New York Library Resources Council) 2026 and the Jazz Month Celebration at SPD on April 11.

Intended Outcome(s) of Focus Activity: To share Information about Rover with librarians from around the SENY region

Manager Observations of Activity and Outcomes: We were honored to be asked to share information via a presentation about Rover at the SENYCON 2026 (South Eastern New York Library Resources Council) in Friday April 10.

The Jazz Month Celebration at SPD had 46 people attend and was well-received. We had our program at 1 pm while the library was open and a few people checked out the Jazz books on display before the concert started.

Impact of Activity: Many librarians from around the region were able to hear us discuss the ins and outs of all Things Rover. We discussed, the different kinds of stops and how we schedule Rover: how we staff for different events and stops. We also discussed how we handle the collection. Most of the questions we received were collection development oriented or staffing related. The impact was getting Rover out to the larger Library Community and to have a chance to discuss with local directors and librarians many aspects regarding bookmobiles and how ours works within our community.



We welcomed regular patrons that has not been to SPD before to the library and the concert and I was able to talk to a few of the community members about a program they would like to have at SPD.

Date of Report: 4/10/2026



MANAGER'S MONTHLY REPORT

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

Department: Borrower & Technical Services

Time Period of Report: March 2026

Focus Activity: Getting up and running with new book vendor

Intended Outcome(s) of Focus Activity: 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. We have been dealing with a high number of callouts and vacations.

Technical Services: The first box of new materials from Ingram arrived on March 6. The materials are coming in unprocessed for the time being, which means our Technical Services staff are processing our books as well. In addition to receiving books, our staff are adding protective covers to books and making spine labels with our Zebra printers.

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

Date of Report: 4/13/2026

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Board Development & Policy Committee	Date: Monday, April 20, 2026
Attendance	
<u>Trustees Present</u>	<u>Staff Present</u>
<input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Patricia Ferrer <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee, <i>Chair</i> <input type="checkbox"/> Sheila Newman <input type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:
<u>Guest(s) Present</u>	
<input type="checkbox"/>	
Minutes Prepared By: T. Lawrence	

The meeting convened at 6:35pm. Attendance is noted above.

1. Business Items: The following business was conducted:

- **Staff Conduct Policy:** The Committee discussed the proposed policy statement, which has been developed by the Personnel Committee and reviewed by counsel. Two edits were recommended. Lawrence will update the draft and present it to the Board for consideration at their meeting on April 20.
- **2026 Trustee Elections:** We know of two candidates circulating petitions for the City term but we know of none for the Town term. Outreach is underway to identify potential candidates.
- **Future Committee Work:** Lawrence recommended that the Committee review the By-Laws and that the Library District's current suite of policies be compared to that which is recommended by the Mid-Hudson Library System. Ferrer also asked that at least the Library Service set of policies be made available in Spanish. She and Lawrence will work on a possible plan for use of Marist students to accomplish this over the summer.

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

- Staff Conduct policy.

3. Upcoming Agenda Items:

- Review of By-Laws.
- Policy inventory.

The meeting adjourned at 7:35pm.

Next Scheduled Meeting Date

TBD

(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Personnel Committee	Date: Wednesday, April 8, 2026	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Sean Eagleton (via phone) <input checked="" type="checkbox"/> Moira Fitzgibbons <input 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 type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
Minutes Prepared By: T. Lawrence		

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

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

- **Policy #4102 – Staff Conduct:** The Committee reviewed the latest draft and recommended some additional edits, which were mostly minor. A final draft will be emailed to the Committee for comment with the intent that it go to the Board of Trustees for approval at their April meeting.
- **Status of Personnel Matters:** Lawrence shared with the Committee a variety of personnel matters of interest.
- **Continued Organizational Work:** The Committee discussed progress on addressing issues related to the recent organizational assessment.

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)

P P L D Poughkeepsie Public Library District

Meeting: Planning Committee		Date: Monday, April 13, 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 type="checkbox"/> Deborah Nichols <input type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Kristin Charles-Scaringi, Head of Borrower & Technical Services <input checked="" type="checkbox"/> Jeff Giancarlo, Supervisor; Building Services <input checked="" type="checkbox"/> Rebecca Gillis, Finance Manager <input checked="" type="checkbox"/> Gary Killmer, Head of IT <input type="checkbox"/> Dan Minunni, Supervisor; Building Services <input checked="" type="checkbox"/> Michele Muir, Development Officer <input checked="" type="checkbox"/> Kira Thompson, Head of Reference & Adult Services <input type="checkbox"/> John Torres, Head of Youth Services <input checked="" 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:** The Committee and Managers reviewed and revised the objectives language. 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 throughout the community.
 - **Objective II:** Bring the Community to Us – Library physical spaces must be compelling destinations that people choose to visit and enjoy, to return to, and at which they will engage in lifelong learning.
 - **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 human and financial resources 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
Gary Appenauer	4855	Account Clerk (FT)	217	NA	NA	Correction to Probationary Appointment	4/13/2026	NA
Anne Messley	4805	Librarian I (FT)	89	NA	NA	Resignation	5/29/2026	NA
<i>Confidential</i>	4845	<i>Confidential</i>				FMLA	4/13/2026 – 5/15/2026	NA

New Business Fact Sheet
Approval of Policy: Staff Conduct

Recommended By Board Development & Policy Committee
Personnel Committee

Current Situation The proposed is recommended for approval after review of the committees and counsel. The Labor – Management Committee has also endorsed the draft policy statement.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed Policy #4102 – Staff Conduct as draft in PPLD Document #042226 – 5A:

Motion Moved _____
Seconded _____

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"/>

Staff Conduct

Staff are the important public face of the Library District and are expected to provide a consistently high level of professionalism, attitude, and knowledge. This policy addresses how staff should conduct themselves while working; many items noted below are further expanded upon in the Employee Handbook.

To provide a high level of professional service, Staff have the following responsibilities:

- Maintain the principles of the *ALA Library Bill of Rights* and the *Freedom to Read* and *Freedom to View* statements.
- Understand and carry out the established policies and procedures of the Poughkeepsie Public Library District.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs. Not engage in harassment of any other person in any way, including but not limited to because of a person's race, color, age, sex or gender, sexual orientation, gender identity, gender expression, transgender status, religion, creed, national origin (including native language), ethnicity, citizenship, ancestry, disability, genetic information, military or veteran status, pregnancy, marital or familial status, or any other protected category under applicable law.
- Serve all patrons equally, and accommodate patron accessibility needs.
- Consistent quality of work by fulfilling the duties as described by their job description.
- Make the resources and services of the Library District known and easily accessible to current and potential patrons. Staff should be familiar with the Library District collections, services, and resources. Staff should keep themselves informed about changes to services.
- Respect the importance of the work done by all staff and maintain a work environment encouraging loyalty and collaboration between staff members.
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency.
- Share knowledge and expertise with others.
- Represent the Library District in the community and in public. Promote Library District services to the public when appropriate.
- Keep conversations with the public and/or fellow staff members quiet and appropriate for the workplace.
- Personal business should not be conducted from the Library District during Library District business hours except for emergencies. While working on a public floor or on a public desk shift, staff may not engage in the use of cell phones other than for work-related purposes.
- Library District employees should project an image that respects Library District users. For workplace safety, staff may not wear open-toed shoes, sandals, or flip-flops while on duty.
- Name tags will be worn by staff members during work hours. If a replacement name tag is needed, staff are instructed to contact their supervisor.

Violations of Library District policies may result in disciplinary actions up to and including discharge in accordance with the collective bargaining agreement and applicable law.

The following is a non-comprehensive list of examples of unacceptable acts or behavior:

- Direct violation of Library District policies and procedures
- Neglect of duty
- Repeated absences or tardiness
- Any act of dishonesty
- Insubordination
- Disorderly or inappropriate conduct
- Alcohol, illegal drugs, or weapons possession or use on Library District grounds
- Theft, intentional destruction, or defacing Library District property.
- Foul and/or offensive language and/or behavior.
- Failure to perform essential job functions to established standards.

New Business

Approval of NYS Annual Report for Public and Association Libraries

Recommended By Library Director

Current Situation The Administration prepares the annual statistical and financial report, based on the requirements of the New York State Education Department’s Division of Library Development. The attached document is that report for 2025. Commissioner’s guidelines require that the Board of Trustees accept the report.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2025 Annual Report for Public and Association Libraries (PPLD Document #042226 - 6A).

Motion Moved _____
 Seconded _____

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

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	3200135360
1.2Library Name	GREATER POUGHKEEPSIE LIBRARY DISTRICT
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Poughkeepsie *
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year
1.14Street Address	93 MARKET STREET
1.15City	POUGHKEEPSIE
1.16Zip Code	12601
1.17Mailing Address	93 MARKET STREET
1.18City	POUGHKEEPSIE
1.19Zip Code	12601
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	8454853445
1.21E-Mail Address (enter M (Missing) if no E-Mail)	administration@poklib.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	www.poklib.org
1.23Population Chartered to Serve (per 2020 Census)	76,121

1.24 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25 Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.26 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27 Indicate the type of charter the library currently holds (select one):	Absolute
1.28 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	06/16/1989
1.29 Date the library was last registered	03/22/1993
1.30 Federal Employer Identification Number	141701733
1.31 County	DUTCHESS
1.32 School District	City Of Poughkeepsie
1.33 Town/City	Poughkeepsie
1.34 Library System	Mid-Hudson Library System

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

1.35a President/CEO Name	
1.35b President/CEO Phone Number	
1.35c President/CEO Email	

-
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Thomas
1.37 Last Name of Library Director/Manager	Lawrence
1.38 NYS Public Librarian Certification Number	12271
1.39 What is the highest education level of the library manager/director?	Other
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	tlawrence@poklib.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	Y
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-
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
Poughkeepsie	Special Legislative	11/04/2025	Yes	budget vote	\$11,858,124	\$458,735	\$12,316,859

Public Library District	District	(special legislative district public library only)
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This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
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Contractual Agreements

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
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-

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

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1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided (select one):
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Unusual Circumstances

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

Physical Holdings

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

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

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

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	39,951
2.2Adult Non-fiction Books	78,226
2.3Total Adult Books (Total questions 2.1 & 2.2)	118,177
2.4Children's Fiction Books	31,023
2.5Children's Non-fiction Books	20,171
2.6Total Children's Books (Total questions 2.4 & 2.5)	51,194
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	169,371

Other Print Materials

2.8Total Uncataloged Books	6,500
2.9Total Print Serials	400
2.10All Other Print Materials	13,393
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	20,293
2.12Total Print Materials (Total questions 2.7 and 2.11)	189,664

ALL OTHER MATERIALS

2.13Audio - Physical Units	7,911
2.14Video - Physical Units ¹	9,089
2.15Other Circulating Physical Items	2,978
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	19,978

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	209,642
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	6,604
2.19All Other Print Materials	92
2.20All Other Materials	1,083
2.21Total Additions (Total questions 2.18 through 2.20)	7,779

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1Library visits (total annual attendance)	297,095
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	35,397
3.3Registered non-resident borrowers	58

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

Please report information on WRITTEN POLICIES as of 12/31/25.

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

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	N

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

screen reader, such as JAWS, Windoweyes or NVDA	
refreshable Braille commonly referred to as a refreshable Braille display	
screen magnification software, such as Zoomtext	
electronic scanning and reading software, such as OpenBook	
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

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

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

3.17aNumber of Sessions Targeted at Children Ages 0-5	626
3.17bAttendance at Sessions Targeted at Children Ages 0-5	7,856
3.18aNumber of Sessions Targeted at Children Ages 6-11	470
3.18bAttendance at Sessions Targeted at Children Ages 6-11	5,892
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	168
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	1,578
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	2,114
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	26,515
3.21aNumber of General Interest Program Sessions	391
3.21bAttendance at General InterestProgram Sessions	7,262
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	3,769
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	49,103

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions	2,941
3.24b Total Live Onsite Program Attendance	38,301
3.25a Total Live Offsite Program Sessions	640
3.25b Total Live Offsite Program Attendance	8,347
3.26a Total Live Virtual Program Sessions	188
3.26b Total Live Virtual Program Attendance	2,455
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	3,769
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	49,103

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations	0
3.30 Total Views of Prerecorded Program Presentations within 30 Days	0
3.31 One-on-One Program Sessions	0
3.32 Attendance at One-on-One Program Sessions	0

Teen-Led Promotions

3.33 Did your library offer teen-led activities during the 2025 calendar year?	N
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	Yes
3.34e Does your library use TikTok for promotion?	Yes

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	3
3.37Children registered for the library's summer reading program	592
3.38Young adults registered for the library's summer reading program	104
3.39Adults registered for the library's summer reading program	40
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	736
3.41aChildren's program sessions - Summer 2025	124
3.41bChildren's program attendance - Summer 2025	2,255
3.42aYoung adult program sessions - Summer 2025	56
3.42bYoung adult program attendance - Summer 2025	267
3.43aAdult program sessions - Summer 2025	0
3.43bAdult program attendance - Summer 2025	0
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	180
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	2,522
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48Public school district(s) and/or BOCES	5
3.49Non-public school(s)	2
3.50Childcare center(s)	3
3.51Summer camp(s)	3
3.52Municipality/Municipalities	0
3.53Literacy provider(s)	1
3.54Other (describe using the State note)	0
3.55Total Collaborators (total 3.48 through 3.54)	14

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions	522
3.57bFocus on birth - school entry (kindergarten) attendance	7,566
3.58aFocus on parents & caregivers sessions	0
3.58bFocus on parents & caregivers attendance	0
3.59aCombined audience sessions	133
3.59bCombined audience attendance	13,220
3.60Total Sessions	655
3.61Total Attendance	20,786

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s)	Yes
3.62b.Public School District(s) and/or BOCES	Yes
3.62c.Non-Public School(s)	Yes
3.62d.Health care providers/agencies	No
3.62e.Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.68aChildren's program sessions	0
3.68bChildren's program attendance	0
3.69aYoung adult program sessions	0
3.69bYoung adult program attendance	0
3.70aAdult program sessions	105
3.70bAdult program attendance	1,113
3.71Total program sessions (total 3.68a + 3.69a + 3.70a)	105
3.72Total program attendance (total 3.68b + 3.69b + 3.70b)	1,113
3.73aOne-on-one program sessions	0
3.73bOne-on-one program attendance	0

3.74 - Collaborators (check all that apply):

3.74a.Literacy NY (Literacy Volunteers of America)	No
3.74b.Public School District(s) and/or BOCES	No
3.74c.Non-Public School(s)	No
3.74d.Other (describe using the Note) ²	Yes

DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	466
3.76bTotal group program attendance	2,023
3.77aTotal one-on-one program sessions	0
3.77bTotal one-on-one program Attendance	0

4. LIBRARY TRANSACTIONS

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

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

CATALOGED BOOK CIRCULATION

4.1Adult Fiction Books	72,908
4.2Adult Non-fiction Books	40,458
4.3Total Adult Books (Total questions 4.1 & 4.2)	113,366
4.4Children's Fiction Books	71,969
4.5Children's Non-fiction Books	16,952
4.6Total Children's Books (Total questions 4.4 & 4.5)	88,921
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	202,287

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	2,860
4.8bCirculation of Adult Other Materials - Audio/Visual	37,580
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	283
4.9bCirculation of Children's Other Materials - Audio/Visual	7,583
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	3,143
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	250,593
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	11,165
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	35,069
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	59,870
------------------------------	--------

E-RATE

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

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

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

Electronic Books

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

5.1 Did the library provide access to e-books purchased solely by the library?	No
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

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

5.4 Did the library provide access to e-serials purchased solely by the library?	No
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

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

5.7Did the library provide access to e-audio purchased solely by the library?	No
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

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

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	No
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

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

5.13Did the library provide access to research databases purchased solely by the library?	Yes
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

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

5.16 Did the library provide access to online learning platforms purchased solely by the library?	No
5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

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

5.19 The total circulation of e-books during the reporting period	43,777
5.20 The total circulation of e-serials during the reporting period.	24,445
5.21 The total circulation of e-audio during the reporting period	64,137
5.22 The total circulation of e-videos during the reporting period.	5,046

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35.00
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2Library Director (certified)	1.00
6.3Vacant Library Director (certified)	0.00
6.4Library Manager (not certified)	0.00
6.5Vacant Library Manager (not certified)	0.00
6.6Librarian	25.50
6.7Vacant Librarian	0.00
6.8Library Specialist/Paraprofessional	0.00
6.9Vacant Library Specialist/Paraprofessional	0.00
6.10Other Staff	52.15
6.11Vacant Other Staff	0.00
6.12TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	78.65
6.13VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14FTE - Library Director(certified)	1.00
6.15Salary - Library Director (certified)	\$144,307
6.16FTE - Library Manager (not certified)	0.00
6.17Salary - Library Manager (notcertified)	\$0
6.18FTE - Librarian	1.00
6.19Salary - Librarian	\$64,299

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan? ³	N
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standardnumber of public service hours for population	Y

served. (see instructions)	
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7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library	65.00
8.7 Minimum Weekly Total Hours - Branch Libraries	62.00
8.8 Minimum Weekly Total Hours - Bookmobiles	3.50
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	130.50
8.10 Annual Total Hours - Main Library	3,145.00
8.11 Annual Total Hours - Branch Libraries	4,624.00
8.12 Annual Total Hours - Bookmobiles	318.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	8,087.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

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

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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

Name

Location	1. Outlet Name	2. Outlet Name Status
ROVER	ROVER	no change from the prior year
Boardman Road Branch Library	BOARDMAN ROAD BRANCH LIBRARY	no change from the prior year
Sadie Peterson Delaney African Roots Branch Library	SADIE PETERSON DELANEY AFRICAN ROOTS BRANCH LIBRARY	no change from the prior year
Adriance Memorial Library	ADRIANCE MEMORIAL LIBRARY	no change from the prior year

Address

Location	3. Street Address	4. Outlet Street Address Status
ROVER	93 MARKET STREET	no change from the prior year
Boardman Road Branch Library	141 BOARDMAN ROAD	no change from the prior year
Sadie Peterson Delaney African Roots Branch Library	29 NORTH HAMILTON STREET	no change from the prior year
Adriance Memorial Library	93 MARKET STREET	no change from the prior year

Address / Phone

Location	5. City	6. Zip Code	7. Phone (enter 10 digits only)
ROVER	POUGHKEEPSIE	12601	(845) 485-3445
Boardman Road Branch Library	POUGHKEEPSIE	12603	(845) 485-3445
Sadie Peterson Delaney African	POUGHKEEPSIE	12601	(845) 485-3445
Roots Branch Library			
Adriance Memorial Library	POUGHKEEPSIE	12601	(845) 485-3445

Contact

Location	8. E-mail Address	9. Outlet URL
ROVER	administration@poklib.org	www.poklib.org
Boardman Road Branch Library	administration@poklib.org	www.poklib.org
Sadie Peterson Delaney African Roots Branch Library	administration@poklib.org	www.poklib.org
Adriance Memorial Library	administration@poklib.org	www.poklib.org

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Location	10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
ROVER	DUTCHESS	Poughkeepsie	Mid-Hudson Library System	Bookmobile
Boardman Road Branch Library	DUTCHESS	Arlington	Mid-Hudson Library System	Branch Library
Sadie Peterson Delaney African Roots Branch Library	DUTCHESS	Poughkeepsie	Mid-Hudson Library System	Branch Library
Adriance Memorial Library	DUTCHESS	Poughkeepsie	Mid-Hudson Library System	Central Library

Hours / Meetings

Location	14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
ROVER	318	52	0	0	0	N
Boardman Road Branch Library	3,034	52	4	4	125	N
Sadie Peterson Delaney African Roots Branch Library	1,590	52	1	1	0	N
Adriance Memorial Library	3,145	52	5	4	98	N

Building

Location	20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
ROVER	LO	Library Board	⁴ Other (specify using the State note)	2020	N/A
Boardman Road Branch Library	LO	Library Board	Library Board	1950	2014
Sadie Peterson Delaney African Roots Branch Library	LR	⁵ Other (specify using the State note)	⁶ Other (specify using the State note)	1915	2022
Adriance Memorial Library	LO	Library Board	Library Board	1898	2009

Space / Use

Location	25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
ROVER Boardman Road Branch Library	70 25,000	0 15	0 6,337	Annual Count
Sadie Peterson Delaney African Roots Branch Library	1,500	3	125	Annual Count
Adriance Memorial Library	42,000	38	24,092	Annual Count

Internet Connection

Location	28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
ROVER	N/A	N/A	N/A
Boardman Road Branch Library	Fiber	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
Sadie Peterson Delaney African Roots Branch Library	Fiber	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
Adriance Memorial Library	Fiber	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps

Internet / WiFi

Location	31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions Annual Count
ROVER	T- Mobile USA	Available only when the library is open	0	Annual Count
Boardman Road Branch Library	Cablevision/Optimum	No restrictions to access	12,796	Annual Count
Sadie Peterson Delaney African Roots Branch Library	Spectrum/Time Warner Cable	Available only when the library is open	396	Annual Count
Adriance Memorial Library	Crown Castle Fiber	Available only when the library is open	22,756	Annual Count

Accessibility / Makerspace

Location	34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
ROVER	Y	Y	N
Boardman Road Branch Library	Y	Y	N
Sadie Peterson Delaney African	Y	Y	N
Roots Branch Library			
Adriance Memorial Library	Y	Y	Y

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location	37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
ROVER	3200135360	NY0230	1	no change
Boardman Road Branch Library	3200135360	NY0230	0	no change
Sadie Peterson Delaney African Roots Branch Library	3200135360	NY0230	0	no change
Adriance Memorial Library	3200135360	NY0230	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	12
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	N/A
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	N/A
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	11
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2026.

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

10 .7a Status	10 .7b First Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex	10 .7n The date the Oath of Office (mm/dd/y yyy) was taken	10 .7o The date the Oath of Office was filed with town or county clerk (m m/dd/yy yy)	10.7p Is this a brand new trustee?
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											pired previous trustee? s term. Exempl e: Trustee is filli		
Filled	Jonathan McPhee	18 Fallkill Avenue	Poughkeepsie	12601	jonmcphee92@gmail.com	Trustee	January 2022	December 2026	Yes	01/11/2020	01/27/2021	2	2
Filled	Patricia Ferrer	18 East Ricky Lane	Poughkeepsie	12601	patricia.ferrer@marist.edu	Trustee	January 2025	December 2029	Yes	02/26/2020	02/26/2021	5	5
Filled	Sophia Sciacca	9 Surrey Lane	Poughkeepsie	12603	casadescciacca89@gmail.com	Trustee	January 2026	December 2030	Yes	12/19/2021	12/19/2021	5	5
Filled	Sheila Newman	49 Loockermann Avenue	Poughkeepsie	12601	sheila.newman2@earthlink.net	Trustee	January 2025	December 2029	Yes	01/02/2020	01/03/2021	5	5
Filled	Deborah Nichols	36 Hornbeck Ridge	Poughkeepsie	12603	jdnicj327@verizon.net	Trustee	January 2022	December 2026	Yes	01/11/2020	01/27/2021	2	2
Filled	Mayra Fana	14 Volino Drive	Poughkeepsie	12603	yamaf23@yahoo.com	Trustee	January 2025	December 2029	Yes	01/02/2020	01/03/2021	5	5
Filled	Moira Fitzgibbons	20 Marian Avenue	Poughkeepsie	12601	moira.fitzgibbons@marist.edu	President	January 2023	December 2027	Yes	01/05/2020	01/27/2021	3	3
Filled	Laurel Spuhler	37 Parkwood Avenue	Poughkeepsie	12603	sugmagme@verizon.net	Trustee	January 2024	December 2028	Yes	12/20/2021	12/21/2021	3	3

Filled	Sean	Eagleton	96 Autumn Drive	Poughkeepsie	12603	seagleton@ aol.com	Vice President	January 2024	December 2028	Yes	12/20/2021	12/21/202N	3	3
Filled	Patricia	Ryan	23 Heathbrook Drive	Poughkeepsie	12603	patty@ny ryans.org	Financial Officer	January 2023	December 2027	Yes	01/27/2020	01/27/202N	3	3
Filled	James	Nurre	16 Degarmo Road	Poughkeepsie	12603	jnurre7@ gmail.com	Trustee	January 2024	December 2028	Yes	12/20/2021	12/21/202Y	3	3

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
City	Poughkeepsie	\$4,225,946	Y	N
Town	Poughkeepsie	\$5,961,319	Y	N

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

11.2 TOTAL LOCAL PUBLIC FUNDS	\$10,187,265
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	\$24,050
11.4 Record all Central Library Services Aid monies received from system headquarters	\$283,224
11.5 Additional State Aid received from the System	\$5,556
11.6 Federal Aid received from the System	\$0
11.7 Other Cash Grants	\$0
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$312,830

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA	\$0
11.11 Other Federal Aid	\$0
11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14 Gifts and Endowments	\$292,687
11.15 Fund Raising	\$0
11.16 Income from Investments	\$81,502
11.17 Library Charges	\$24,734
11.18 Other	\$245,787
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$644,710
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$11,144,805
11.21 BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22From Capital Fund (Same as Question 14.8)	\$0
11.23From Other Funds	\$406,922
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$406,922
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$961,109
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$12,512,836

12. OPERATING FUND DISBURSEMENTS

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	\$1,945,015
12.2 Other Staff	\$3,332,035
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$5,277,050
12.4 Employee Benefits Expenditures	\$2,555,521
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$7,832,571

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures ⁸	\$215,036
12.7 Electronic Materials Expenditures ⁹	\$333,665
12.8 Other Materials Expenditures	\$133,421
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$682,122

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	\$70,701
12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$70,701

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13From Local Public Funds (72PF)	\$3,524
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$3,524
12.16Other Disbursements for Operation & Maintenance of Buildings	\$666,190
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$669,714

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies	\$55,811
12.19Telecommunications	\$114,779
12.21Professional & Consultant Fees	\$149,273
12.22Equipment	\$11,299
12.23Other Miscellaneous	\$540,761
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$871,923

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$128,546
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	\$1,342,138
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$1,342,138
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$1,342,138
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$11,597,715

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	\$0
12.34From Other Funds (76OF)	\$0
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$0
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$11,597,715
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$915,121
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$12,512,836

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/22/2026
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	04/23/2025
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024 - 12/31/2024
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$217,899
13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$217,899

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1 Construction	\$0
14.2 Incidental Construction	\$108,990

Other Disbursements

14.3 Purchase of Buildings	\$0
14.4 Interest	\$0
14.5 Collection Expenditures	\$0
14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7 TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$108,990
14.8 TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9 NON-PROJECT EXPENDITURES	\$0
14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$108,990
14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$108,909
14.12 TOTAL CASH DISBURSEMENTS AND BALANCE	\$217,899

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

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

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

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2025. Do not report funds spent by the public library system on the Library's behalf.

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

Indicate total FTE and salaries for all library employees paid from each category of state aid.

Total Full-Time Equivalent (FTE) is the amount of time that an employee works in the state funded program. For example, one Total Full-Time equivalent (1.0 FTE) equals one person working anentire week each week of the year; two half-time employees working the full year equal one Total Full-Time equivalent (1.0 FTE), while an employee working one day a week (0.2 FTE) for the whole year equals 0.20 Total Full-Time equivalent (FTE).

Consultants should be included in Purchased Services.

15.1.1 Total Full-Time Equivalent (FTE)	0
15.1.2 Total Expenditure for Professional Salaries	\$0

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

15.1.3 Total Full-Time Equivalents (FTE)	0
15.1.4 Total Expenditures for Other Staff Salaries	\$0
15.1.5 Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	\$0
15.1.6 Purchased Services: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

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

15.1.6a Expenditure Category	15.1.6b Provider of Services	15.1.6c Expenditure
Telecommunications	Verizon	\$1,500
Delivery/courier services	MHLS	\$90,357

-

15.1.7 Total Expenditure - Purchased Services	\$91,857
15.1.8 Supplies and Materials: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	Y

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

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

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

15.1.8a Expenditure Category	15.1.8b Expenditure
¹⁰ Non-print resources (electronic content)	\$135,556
Other (specify using the State note)	\$55,811

15.1.9 Total Expenditure - Supplies and Materials	\$191,367
15.1.10 Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	N

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

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

15.1.10.a Type of travel	15.1.10.b Expenditure

15.1.11 Total Expenditures - Travel	\$0
15.1.12 Equipment and Furnishings:	

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

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

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

15.1.12.a Type of item	15.1.12.b Quantity	15.1.12.c Unit cost	15.1.12.d Expenditure
N/A			

15.1.13 Total Expenditure - Equipment and Furnishings	\$0
15.1.14 Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)	\$283,224
15.1.15 Cash Balance at the Opening of the Fiscal Year	\$0

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

15.1.16 Total Allocation received from the system:	\$283,224
15.1.17 Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)	\$566,448
15.1.18 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Support system-side access to electronic content, enhancements to online catalog, and delivery of physical items among MHLS members.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1Total ALA-MLS	23.19
16.2Total Librarians	23.19
16.3All Other Paid Staff	45.63
16.4Total Paid Employees	68.82
16.5State Government Revenue	\$312,830
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$644,710
16.8Total Operating Revenue	\$11,144,805
16.9Other Operating Expenditures	\$1,670,183
16.10Total Operating Expenditures	\$10,184,876
16.11Total Capital Expenditures	\$179,691
16.12Print Materials	176,271
16.12aTotal Physical Items in Collection	201,731
16.13Circulation of Children's Physical Material	96,787
16.14Total Registered Borrowers	35,455
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public ¹¹	56
16.17Total Uses (sessions) of Public Internet Computers Per Year ¹²	30,554
16.18Wireless Sessions ¹³	35,948
16.19Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	3200135360
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Library District
17.4Administrative Structure Code	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0230
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	-3
Old FSCSKEY	-3

SUGGESTED IMPROVEMENTS

Library Name:	Poughkeepsie Public Library District
Library System:	Mid-Hudson Library System
Name of Person Completing Form:	Tom Lawrence
Phone Number:	(845) 484-3445
I am satisfied that this resource (LibPAS) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (LibPAS) will help improve library services to the public:	No
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

¹, 2.14 Lots of weeding!(0-2026-04-07)

², 3.74d. Worked with the Mexican consulate in NYC to provide workforce readiness programming.(0-2026-04-07)

³, 7.4.f. On track for completion by mid-2026.(0-2026-04-07)

⁴, 24. Bookmobile(0-2026-04-08)

⁵, 24. Space rented from Family Services, Inc.(0-2026-04-08)

⁶, 24. Land owned by Family Services, Inc.(0-2026-04-08)

⁷, 27a Bookmobile(0-2026-04-08)

⁸, 12.6 Previous reports incorrectly included digital content costs as part of the print content costs.(0-2026-04-08)

⁹, 12.7 Previous reports incorrectly included digital content costs as part of the print content costs.(0-2026-04-08)

¹⁰, 15.1.8b \$6087 - OCLC Services; \$49,724 - ILS Support(0-2026-04-08)

¹¹, 16.16 The 2025 number is accurate. Not sure where the prior year number comes from.(0-2026-04-08)

¹², 16.17 The 2025 number is accurate. Not sure where the prior year number comes from.(0-2026-04-08)

¹³, 16.18 The 2025 number is accurate. Not sure where the prior year number comes from.(0-2026-04-08)

New Business Fact Sheet
Authorization to Sign Contract: CivicPlus

Recommended By Library Director

Current Situation The action requested seeks authorization for the Library Director to sign a contract with CivicPlus for an initial fee of \$11,900 for the purposes of creating an online platform for civic engagement with the Library District and to improve communications with Library District residents on Board of Trustees matters. Annual recurring charges will be based on an annual 5% uplift starting with a base of \$9,000.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign an agreement with CivicPlus under the terms described above.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____