



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, May 27, 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: McPhee and Spuhler

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Presentations: A Rover Pupdate (*M. Muir and B. Vredenburg*)
 - IV. Minutes of Previous Meeting(s)
 - A. April 22, 2026 (*Lawrence; #052726 – 1*)
 - V. Financial Report(s)
 - A. April 2026 (*Gillis; #052726 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #052726 – 2.1; to be posted prior to meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #052726 – 3.1.X*)
 - B. President's Report (*Fitzgibbons; #052726 – 3.2, if applicable*)
 - C. Board Committee Reports (*Committee Chairs; #052726 – 3.2.X, if applicable*)
 - D. Friends of PPLD (*Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*Outwater; 052726 - 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Rescinding Policy: Petty Cash (*P. Ryan; #052726 – 5*)
 2. Approval of 2026 CLSA Budget (*T. Lawrence; 052726 – 6*)
 3. Authorization to Write-Off Bad Debt (*T. Lawrence; 052726 – 7*)
 4. Approval of Policy: School Tutor Policy (*J. McPhee; 052726 – 8*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING

Regular Monthly Meeting: Wednesday, June 24, 2026; 7:00 p.m. (*subject to change*)
Charwat Meeting Room – Adriance Memorial Library (Voucher Review: Fitzgibbons and Ryan)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 22, 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
- Gary Killmer, Network Analyst
- Tom Lawrence, Library Director
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Shelby Outwater, Human Resources Officer
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)**FPPLD Representatives Present**

- Norma Vazquez, President

CSEA Representatives Present

- Susan Minard
- Caroline Moore
- Danielle Smith
-

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:** Eight (8) Trustees were present at time of roll call. Trustee Newman arrived at 7:06pm and Trustee McPhee arrived at 7:10pm
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Sciacca, Eagleton.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Presentations:** Auditor Michael Prentice from the EFPR Group presented the 2025 Financial Statements, Supplementary Information and Independent Auditors' Report, answering questions after his presentation. Some discussion ensued.**IV. Approval of Previous Record/Meeting(s)****A. March 25, 2026 (PPLD Document #042226 – 1)**

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

V. Approval of Financial Actions**A. March 2026 Financial Activity Report (PPLD Document #042226 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2026 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Newman
- **Discussion:** Gillis reported on: 2025 fiscal report, tax revenue, support from The Friends, PILOT payment, Special Revenue Fund receipts with the Wojtecki account.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042226 – 2.1)

- **Motion:** 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

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #042226 – 3.1.X)

- Lawrence reported on: The Book Festival; appreciation for volunteers; Orangeboy GIS software; Civic Plus; WOW books; Ingram transition challenges; plans to accept bids for Adriance dome repair; front steps needing repair; Freedom Walk through Poughkeepsie; youth services changes; demand for Rover; popularity of FLIP service; and Beth’s Rover presentation at SENYCON.

B. President’s Report

- President Fitzgibbons thanks Rebecca and her team for all their hard work. She would also like to recognize National Library Week by expressing her profound gratitude to the entire staff for everything they do.

C. Board Committee Reports (PPLD Document #042226 – 3.2.X)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions about: Staff Conduct Policy; Trustee Election petitions circulating; Bylaws; Trustee Ferrer looking into translating public facing policies into Spanish.
2. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: Staff Conduct Policy; personnel matters; the organizational assessment; and the Assistant Library Director position.
3. **Planning Committee:** Chairperson Ferrer reported on committee discussions about the Strategic Plan with manager participation.

- D. Friends of PPLD:** President Vazquez reported on: March sales, sales to dealers; number of customers; April sale; sale of book signed by Toni Morrison; May sale; private collections; cookies to PPLD staff for National Library Week; donating books to Rip Van Winkle house; May 13 hosting Original Friends meeting; donated books from private collection; the Mah Jongg tournament on May 16; introducing Moira Fitzgibbons at an event.

VII. Board Action

A. Personnel Actions: (PPLD Document #042226 – 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
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
Confidential	4845	<i>Confidential</i>				FMLA	4/13/2026-5/15/226	NA

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

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy: Staff Conduct (PPLD Document #042226 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed Policy #4102 – Staff Conduct as draft in PPLD Documents #042226 – 5A.
- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** Lawrence noted recent changes to the policy.
- **VOTE:** 10 – 0 – 0

2. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #042226 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2025 Annual Report for Public and Association Libraries (PPLD Documents #042226 – 6A).
- **Moved/Seconded:** Ferrer, Nurre.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

3. Authorization to Sign Contract: CivicPlus (PPLD Document #042226 – 7)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Newman.
- **Discussion:** Lawrence spoke about the benefits of CivicPlus.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: Trustee McPhee wants to extend gratitude for all the work the PPLD does, the lives we touch, the imaginations we spark, not just from us on the fiduciary side but to the Director and staff and all the people who make this amazing institution what it is. I'm grateful personally but also on behalf of all those who might not get a chance to say thank you for what you do. Thank you for what you do.

B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 7:53pm p.m.

The next regular monthly meeting of the Board of Trustees will be Tuesday, May 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of April 2026 Financial Activity

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

All inter-account and -fund loans made to ourselves to offset cash flow prior to receipt of tax revenues were repaid with interest in April as required by Library District Policy #2105, Fund Balance.

General Fund (Fund A; \$6,978,304)

- Receipts for the month totaled \$418,003 which included a PILOT payment of \$320,039 from the Town of Poughkeepsie, \$74,368 transfer from the CM fund for eligible expenses in Quarter 1, and \$13,861 in interest.
- Disbursements for the month totaled \$1,195,596 which included \$644,532 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$296,533
 - McCalley Fund 52,000
 - Swartz Fund 105,397

Special Revenue Fund (Fund CM; \$526,866)

- Receipts for the month totaled \$213 which included \$353 in interest.
 - The receipts for the month also reflect a net decrease of \$140 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$161,773
 - Occhialino Fund 53,131
 - Lund Fund 25,903

Capital Fund (Fund H; \$302,783)

- Receipts for the month totaled \$227 in interest.

Permanent Funds (Fund PN; \$499,303)

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 380,904
 - Schwartz Fund 10,965
 - Lamont Fund 50,201
 - Dobo Fund 37,253

Debt Service Fund (Fund V; \$1,042,918)

- Receipts for the month included interest of \$2,365.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT APRIL 2026

FOR 2026 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,453,948	5,436,448	1,585,717.77	416,037.95	3,700,294.64	150,435.30	97.2%
22 Equip & Capital Outl	76,500	110,529	21,621.77	18,381.32	38,418.70	50,488.52	54.3%
30 Materials	575,938	689,231	132,799.39	34,584.26	364,060.57	192,370.79	72.1%
32 Information Services	94,433	94,433	12,089.68	.00	.00	82,343.32	12.8%
50 Operations	1,715,452	1,775,572	521,632.95	118,159.12	625,511.35	628,427.63	64.6%
51 Automation	126,724	126,724	44,331.46	14,240.13	28,480.26	53,912.28	57.5%
91 Employee Benefits	2,892,628	2,893,970	1,010,694.64	228,493.57	1,064,015.75	819,259.95	71.7%
92 Debt Service	1,345,138	1,345,138	365,700.00	365,700.00	.00	979,437.50	27.2%
GRAND TOTAL	12,280,760	12,472,044	3,694,587.66	1,195,596.35	5,820,781.27	2,956,675.29	76.3%

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

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT APRIL 2026

FOR 2026 04

	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	.00	-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	8,805.40	2,876.99	16,194.60	35.2%
42401 Interest Earnings	50,000	50,000	26,872.69	13,861.46	23,127.31	53.7%
42705 Donations	225,000	225,000	24,490.64	26.00	200,509.36	10.9%
42752 Annual Appeal	25,500	25,500	.00	.00	25,500.00	.0%
42753 Donations in Kind	81,983	81,983	27,327.64	6,831.91	54,655.36	33.3%
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	327,481.58	320,038.78	-154,481.58	189.3%
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	74,368.14	74,368.14	649,940.71	10.3%
GRAND TOTAL	12,316,859	12,316,859	11,139,508.80	418,003.28	1,177,350.55	90.4%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2026 4

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	.00	10,810.72
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-821,626.24	6,330,579.05
A	12040	Credit Card Transactions	511.70	4,253.12
A	12051	Flex 125 Money Market	549.70	5,901.54
A	12100	Petty Cash	.00	17,161.75
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	246,959.94	296,532.77
A	12400	Cash Special Reserve: Swartz	207.50	105,397.17
A	13800	Accounts Receivable	.00	32,528.60
A	13910	Due From Other Funds	-365,700.00	174,200.69
TOTAL ASSETS			-939,097.40	6,978,303.83
LIABILITIES				
A	26000	Accounts Payable	.00	-10,160.95
A	26020	Flex125 Exchange	-539.03	-5,147.57
A	26021	Benefits Exchange	733.94	13,727.17
A	26030	General Fund Exchange	613.71	1,947.79
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	221,361.21	1,129,501.23
A	26370	State Retirement Accrual	-60,665.50	-37,342.45
TOTAL LIABILITIES			161,504.33	1,092,613.22
FUND BALANCE				
A	35100	Budgeted Revenues	.00	12,316,859.35
A	35210	Encumbrances (+ PYCF)	-236,874.10	5,851,118.14
A	35220	Expenditures (+ PYCF)	1,195,596.35	3,694,587.66
A	38210	Encumbrance Reserve (+ PYCF)	236,874.10	-5,851,118.14
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	573,441.19
A	39110	Fund Balance Start of Year	.00	-356,404.91
A	39600	Appropriations (+ PYCF)	.00	-12,477,294.22
A	39800	Revenues Received	-418,003.28	-11,139,508.80
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			777,593.07	-8,070,917.05
TOTAL LIABILITIES + FUND BALANCE			939,097.40	-6,978,303.83

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 74200 to 74685 in Warrant 20260528 totaling \$172,955.22

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

Vouchers 74430 to 74543 in Warrant 20260514 totaling \$132,941.08
Voucher 74214 in Warrant 20260427 totaling \$11,267.26

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 – MAY 2026

Significant Service Changes, Challenges or Accomplishments

- Acquisition of new materials, formerly provided through Baker & Taylor, is slowing getting back on track. The Library District now uses Ingram Library Services, although purchasing fully processed materials from them considerably slows down the delivery of purchases. Over the next few months, the Library District will be the second Innovative (our ILS vendor) library nationally to “test drive” the purchase of fully processed materials through Amazon.
- The ongoing difficulty in procuring materials and getting them on the shelf continues to have a negative effect on the circulation of print items. However, our circulation of digital content (those items that are analogous to physical items, i.e. book -> ebook) is up 12% for the first four months of 2026 over that of 2025. It appears that use of e-books may have plateaued for us (that is a recurring theme for many libraries) but the demand for downloadable audiobooks continues to grow.
- Major staffing transitions are underway in Youth Services and Administration, which may cause some minor public service disruptions. All of the changes will be complete by September 30.

Service and Program Highlights

- Implementation of Market Watch, the OrangeBoy product that will help us develop data in the form of KPIs (Key Performance Indicators) is proceeding. This is only one aspect of the data development work the Library District needs to do in order to fully develop its strategic plan.
- Planning for the 2026 Big Read continues. Some specifics:
 - The Community Read title has changed from Brad Meltzer’s *The First Conspiracy* to *Fire and Freedom: The American Revolution in New York* edited by Marist’s Thom Wermuth. All of the programming is intended to focus on the Revolution’s impact on New York and the Hudson River Valley.
 - The primary bulk provider of our Middle and Little Read titles appears to have ceased operations which has allowed us to shift how we involve middle, junior high, and elementary schools. This year, each classroom wanting a set of books will be granted \$250 to purchase them. We will no longer coordinate the orders and make deliveries to the schools. Many of the recommended titles focus on Sybil Luddington and the role of women and minorities in the USA’s founding years.
 - For the Teen Read, the Library District is collaborating with a local group of educators and historians to produce a more developed production of Albert Rosenblatt’s *The Fateful Hour*. The play commemorates Poughkeepsie’s role in the New York State ratification of the US Constitution.
- 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: Repeat Item (not yet completed): 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 #052726 - 3.1.1

	Current Year: 2026				Previous Year: 2025				Compare: '26 to '25		Previous Year: 2024				Compare: '26 to '24	
	Apr	% of Total	YTD	% of Total	Apr	% of Total	YTD	% of Total	Change	% Change	Apr	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,601	28.96%	22,093	29.36%	5,938	26.91%	23,290	27.42%	-1,197	-5.14%	5,995	27.50%	23,565	27.29%	-1,472	-6.25%
Adult Non-Fiction	3,236	16.73%	12,351	16.41%	3,801	17.22%	14,674	17.28%	-2,323	-15.83%	3,626	16.64%	15,070	17.45%	-2,719	-18.04%
Fiction - Juvenile	5,524	28.56%	20,878	27.74%	6,264	28.39%	23,863	28.10%	-2,985	-12.51%	6,061	27.81%	22,599	26.17%	-1,721	-7.62%
Non-Fiction - Juvenile	1,246	6.44%	5,261	6.99%	1,745	7.91%	6,283	7.40%	-1,022	-16.27%	1,632	7.49%	6,231	7.22%	-970	-15.57%
Periodicals	110	0.57%	523	0.69%	147	0.67%	555	0.65%	-32	-5.77%	168	0.77%	694	0.80%	-171	-24.64%
Periodicals - Juvenile	14	0.07%	79	0.10%	36	0.16%	121	0.14%	-42	-34.71%	49	0.22%	109	0.13%	-30	-27.52%
Print Subtotal	15,731	81.33%	61,185	81.30%	17,931	81.26%	68,786	80.99%	-7,601	-11.05%	17,531	80.43%	68,268	79.06%	-7,083	-10.38%
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%	10	0.05%	15	0.02%	-10	-66.67%	1	0.00%	14	0.02%	-9	-64.29%
Soundrecordings	365	1.89%	1,352	1.80%	445	2.02%	1,744	2.05%	-392	-22.48%	429	1.97%	1,850	2.14%	-498	-26.92%
Videorecordings	2,468	12.76%	9,830	13.06%	2,944	13.34%	11,707	13.78%	-1,877	-16.03%	3,171	14.55%	13,623	15.78%	-3,793	-27.84%
Media	3	0.02%	3	0.00%	8	0.04%	21	0.02%	-18	0.00%	8	0.04%	20	0.02%	-17	0.00%
Software	6	0.03%	21	0.03%	15	0.07%	39	0.05%	-18	-46.15%	11	0.05%	57	0.07%	-36	-63.16%
Equipment/Realia	55	0.28%	254	0.34%	49	0.22%	212	0.25%	42	19.81%	60	0.28%	253	0.29%	1	0.40%
Suppressed Items	63	0.33%	216	0.29%	16	0.07%	39	0.05%	177	453.85%	15	0.07%	71	0.08%	145	204.23%
Videorecordings - Juvenile	332	1.72%	1,162	1.54%	394	1.79%	1,495	1.76%	-333	-22.27%	363	1.67%	1,379	1.60%	-217	-15.74%
Audiorecordings - Juvenile	45	0.23%	107	0.14%	26	0.12%	139	0.16%	-32	-23.02%	47	0.22%	138	0.16%	-31	-22.46%
Media - Juvenile	265	1.37%	1,089	1.45%	223	1.01%	715	0.84%	374	52.31%	151	0.69%	614	0.71%	475	77.36%
Software - Juvenile	9	0.05%	33	0.04%	6	0.03%	24	0.03%	9	37.50%	10	0.05%	63	0.07%	-30	-47.62%
Non-Print Subtotal	3,611	18.67%	14,072	18.70%	4,136	18.74%	16,150	19.01%	-2,078	-12.87%	4,266	19.57%	18,082	20.94%	-4,010	-22.18%
Total	19,342		75,257	100.00%	22,067		84,936		-9,679	-11.40%	21,797		86,350		-11,093	-12.85%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2026

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,216	16,970	19,699	19,342	0	0	0	0	0	0	0	0	75,227
Digital Content	13,892	12,559	14,474	12,687	0	0	0	0	0	0	0	0	53,612
Total	33,108	29,529	34,173	32,029	0	0	0	0	0	0	0	0	128,839
IMAGINATION LIBRARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Registered Participants	0	0	240	346	392	426	0	0	0	0	0	0	
Graduated Participats	0	0	0	7	3	2	0	0	0	0	0	0	
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,739	3,242	3,464	3,143	0	0	0	0	0	0	0	0	13,588
Boardman Road	2,402	2,057	2,247	2,185	0	0	0	0	0	0	0	0	8,891
Sadie Peterson Delaney	94	76	91	85	0	0	0	0	0	0	0	0	346
Total	6,235	5,375	5,802	5,413	0	0	0	0	0	0	0	0	22,825
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	584	670	799	842	0	0	0	0	0	0	0	0	2,895
Boardman Road	109	102	110	104	0	0	0	0	0	0	0	0	425
Sadie Peterson Delaney	41	42	89	55	0	0	0	0	0	0	0	0	227
Spanish Language Assistance	2	1	3	2	0	0	0	0	0	0	0	0	8
Total	736	815	1,001	1,003	0	0	0	0	0	0	0	0	3,555
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	11,445	8,148	13,990	8,439	0	0	0	0	0	0	0	0	42,022
Calendar Hits - Library Market	23,504	29,791	27,585	28,969									109,849
Calendar Hits - Recite Me	255	198	160	211									824
Website Views	35,301	34,296	47,504	33,356									150,457
Total	70,505	72,433	89,239	70,975	0	0	0	0	0	0	0	0	303,152
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,601	3,345	4,304	3,899	0	0	0	0	0	0	0	0	15,149
Boardman Road	1,506	1,352	1,780	1,669	0	0	0	0	0	0	0	0	6,307
Sadie Peterson	31	16	80	96	0	0	0	0	0	0	0	0	223
Total	5,138	4,713	6,164	5,664	0	0	0	0	0	0	0	0	21,679
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	120	145	133	147	0	0	0	0	0	0	0	0	545
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	147	0	0	0	0	0	0	0	0	547
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	126	102	157	170	0	0	0	0	0	0	0	0	555
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	186	184	227	200									797
Community Engagement	3	5	8	8									24
Non-Library District	12	22	33	22									89
Exams Proctored	24	23	16	20									83
MAP Passes	86	52	64	89									291
Rover Bookmobile Stops	5	5	7	12									29
Total	316	291	355	351	0	0	0	0	0	0	0	0	1,313
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,329	2,190	6,710	3,327									14,556
Community Engagement	83	150	234	112									579
Non-Library District	157	254	299	197									907
Drop-In Room Use (Adriance)	126	187	240	117									670
Rover Bookmobile	99	84	124	841	0	0	0	0	0	0	0	0	1,148
Total	2,794	2,865	7,607	4,594	0	0	0	0	0	0	0	0	17,860
GENERAL ATTENDANCE (2026)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,927	12,189	14,567	14,124	0	0	0	0	0	0	0	0	53,807
Boardman Road	9,543	8,371	7,855	7,957	0	0	0	0	0	0	0	0	33,726
Sadie Peterson Delaney	144	124	239	272	0	0	0	0	0	0	0	0	779
Total - 2026	22,614	20,684	22,661	22,353	0	0	0	0	0	0	0	0	88,312
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: April 2026

Focus Activity: Annual Rover Visit to Astor Services for Children

Intended Outcome(s) of Focus Activity: Book check outs, issuing of new Library cards, and handing out information about the Library District's programs.

Manager Observations of Activity and Outcomes: This is the third year we have been invited and attended Astor Services for Children's site on Sheafe Road. At the request of the program's director, we brought Rover for the children, teachers, and parents to check out books as well as provide information about the Library District's programs for all ages. We also issued a few new Library cards to parents who visited the bookmobile with their child.

We spent two and a half hours at the site during which each teacher brought their class to visit Rover to look at and choose books. We were visited by approximately 80 children and adults.

Youth Services Librarian Liz A and I worked the table, Susan M. worked circulation, and Jesse S was the Rover driver, while the PIOs prepared multiple copies of the Explore, Explorando, and Dolly Parton program handout, to give each child.

As with all outreach, it takes a coordinated team to create a successful event.

Impact of Activity: This continues to be an enjoyable activity for the preschoolers, their parents and teachers. It is an impactful activity for children to choose their own books as well as to let families in the community know about the many early literacy and other programs available for all ages at the Library's branches.

Date of Report: 5/4/2026



MANAGER'S MONTHLY REPORT

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

Department: Branch & Extension Services

Time Period of Report: April/May 2026

Focus Activity: Extension Services Department training and changing

Intended Outcome(s) of Focus Activity: Making Extension Services Department more visible

Manager Observations of Activity and Outcomes: The Extension Services Department is currently comprised of four staff members, (one staff member who's just recently joined) and a manager. Our main focus is to deliver library materials to residents of the library district unable to get to the physical library spaces. Folks unable to get to the library can utilize the services of our department by filling out an Extension Services application, which is good for two years. The list of residents we see is divided between the staff and they connect with each patron on a regular basis to order and deliver library materials.

We're also responsible for Rover visits to the Senior living facilities in the district. We currently have stops in three locations, The Landing, Interfaith Towers and The Pines.

Wednesdays are the day designated for Rover going out to Senior living facilities.

Slowly, with the help of our newly added staff member, we are working on expanding our library outreach.

On May 19th, Extension Services members are going to St. Simeon to give residents an opportunity to learn more about Extension Services and how to get access to materials at home. We continually seek out new opportunities to serve the members of our community, and work with organizations such as Office for the Aging, to partner for large events such as Senior Picnics and the Golden Gathering in which we have free book giveaways and hand out materials about Extension Services and the library. In addition, our department provides the activities for seniors such as Brain Games and dance parties at the library and other partnering organizations. Our department has been depleted for a number of months and we are happy to have a staff member join us and another come back after a long period of time.

We are coming together as a team and getting everyone either trained or back up to speed. We currently serve 65 patrons certified for our services. The number waxes and wains frequently and has been as high as 100. This does not include those we see on a regular basis for library services through Rover Wednesday lobby stops or those that utilize our services (Rover and tech help) at the Office for the Aging and the Town of Poughkeepsie Senior Center.

Extension Services has another project in the works as well. We are in the process of connecting with Vassar Brothers Medical Center to design a schedule to provide library services to inpatients.

Impact of Activity: The impact of adding a new member to our Extension Services team has opened up library service ideas that have been simmering since I started five years ago.

Date of Report: 5/7/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: April 2026

Focus Activity: Updating the PPLD Website for ease and accessibility

Intended Outcome(s) of Focus Activity: Have PPLD's website comply with the Dept of Justice's Web Content Accessibility Guidelines

Manager Observations of Activity and Outcomes: Background: In 2024, the US Department of Justice released a final rule revising Title II of the Americans with Disabilities Act, which will now require websites of public entities to comply with Web Content Accessibility Guidelines on digital accessibility standards. Entities with populations of more than 50,000 people must comply by April 2027 (originally 2026, but they released an extension).

The Guidelines are structured around four principles - Perceivable, Operable, Understandable, and Robust.

For the sake of a simple understanding of these principles, they includes:

- Visual Impairments (Blindness, Low Vision, Color Blindness)
- Motor Impairments (Tremors, Limited Dexterity, Missing Limb)
- Hearing Impairments (Deafness, Hard of Hearing)
- Cognitive and Neurological Impairments
- Temporary Limitations (broken limb...)

The PPLD goal is to develop a revised new site that will be functional for everyone and allow us in Advancement to maintain it in the most PIO user-friendly way possible. A few components that make a website accessible include Proper structure of website Header hierarchy, readability, alternative text to describe images, color use and contrast, Accessible links (do not use "click here" or URL as the text for a link) proper use of table structure, and making the site flexible for as many types of users as possible.

Impact of Activity: Our website development process is as outlined here:

- Interview web developer vendors.
- Select a developer - IonicNet out of NJ. \$6800 (plus support packages as needed)
- Audit, inventory, and get statistics from our current website.
- Meet and request input from department heads about what works and does not work for staff on the current site.
- Look at competitor sites: keep notes of what we like and do not like.
- Weigh the public's/patron's needs and requests from the website (What is it most often used for by the public?)
- Using a workbook the developer has provided, establish goals, create a framework of what we want the site to look like and how it functions, analyze and streamline menu options, and develop a navigation structure. Overall, we need to make the site as simple as possible. One goal is to keep the number of clicks for a patron to get to what they are looking for to 3 or under. This is the most laborious portion for the PPLD, as it requires a lot of research and decision-making before moving ahead.



MANAGER'S MONTHLY REPORT

- Developer builds out draft design - presenting rough layouts, including navigation, pages, and post options.
- Once the draft is approved, the developer builds the coding/CMS (Content Management System)
- The developer will move current content to new site
- Yvonne Laube (and Karen Fredrickson) work to add information back into the new system (what is not included in the transfer of old content to new).
- The developer will provide training both on how to operate the new site and on how to maintain conformance to WCAG 2.1 AA standards.
- In-house launch of the website (a few days - a week)
- Public launch of the website

This project is intended to extend over several months.

Date of Report: 5/10/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: April 2026

Focus Activity: IT provided technical support for numerous library programs, ensuring smooth audio/visual operation. IT also supported new employee onboarding, completed several office moves, transferred hotspot management to Borrower Services, assisted the Friends with laptop and desktop support, and continued Microsoft 365 deployment.

Intended Outcome(s) of Focus Activity: Maintain reliable A/V support for programs. Support staff onboarding and office transitions. Streamline hotspot management. Provide technology support for Friends operations. Prepare staff and systems for the Microsoft 365 transition.

Manager Observations of Activity and Outcomes: Program support remained consistent. New employees were onboarded successfully, and office moves were completed with minimal disruption. Moving hotspot management to Borrower Services has improved workflow and freed IT time. Microsoft 365 deployment continues to progress.

Impact of Activity: Improved program reliability. Smoother staff transitions. More efficient hotspot management. Better use of IT resources. Continued progress toward Microsoft 365 migration.

Date of Report: 5/11/2026



MANAGER'S MONTHLY REPORT

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

Department: Borrower & Technical Services

Time Period of Report: April 2026

Focus Activity: Behind-the-scenes processes

Intended Outcome(s) of Focus Activity: Processing services with new materials provider set up. Simplify lending process of Library of Things

Manager Observations of Activity and Outcomes: Our staff members are the frontline staff seen by patrons at the circulation desks throughout the district. There are many staff who do a lot of work behind the scenes to make sure things are running smoothly and materials are ready to be lent out to patrons.

Borrower Services: We are re-evaluating and restructuring the processes of lending Library of Things items (e.g., Chromebooks, telescope). The focus of this will be on consolidating the Borrower Agreement Forms and streamlining the processes at check out and check in. The Wi-Fi hotspots are our most popular item; however, they have been the most cumbersome to keep track of and ensure they are available to patrons in need of the temporary access to Wi-Fi service. Our department has been working with the IT department to be able to turn service on and off, depending on when the devices are returned. This process has allowed us to keep track of the devices.

Technical Services: We continue to work through the process of working with a new materials provider - Ingram. The process has been long because of the nature of the work we do here in our district and the rush of new clients Ingram gained with the closure of our long-time materials provider, Baker & Taylor, in January 2026. Our department has been working closely with staff from other departments, namely Adult and Youth services, to streamline the processing of materials. We are still waiting for the processing setup to be completed with Ingram and our Technical Services staff are currently handling all facets of processing from covering books to adding security devices. We have been able to streamline some of the structure of how things are done in the department. We did set up an account with Ingram to provide covering services in the meantime.

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: 5/11/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Dan Minunni, Building Services

Department: Building Services

Time Period of Report: April 2026

Focus Activity: outside work

Intended Outcome(s) of Focus Activity: grounds upkeep

Manager Observations of Activity and Outcomes: mulching the grounds

Impact of Activity: making the building beautiful

Date of Report: 5/11/2026

P P L D Poughkeepsie Public Library District

Meeting: Finance Committee		Date: Monday, May 18, 2026
Attendance		
<u>Committee Members Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Sophia Sciacca <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared by: T. Lawrence		

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

1. Business Items: The following topics were discussed:

- **Monthly Financial Report:** The report was previously distributed for Committee review. There were no comments.
- **2025 Audit Report:** There were no comments or questions about the audit report delivered to the Board of Trustees at their April meeting. The audit remains incomplete as the Town of Poughkeepsie has yet to provide us with their tax abatement schedule. This delay, along with the lack of response to other communications to Town government, is a continued frustration.
- **Petty Cash:** Upon the recommendation of the Finance Manager, Policy #2111 – Petty Cash will be recommended to the Board by the Committee to be rescinded.
- **Removal of Bad Debt:** Upon the recommendation of the Library Director, the Committee will recommend to the Board that patron bad debt for 2018 and years prior will be written off, in accordance with PPLD Policy #2112.
- **Vanguard Charitable Trust – Modification of Payment Practice:** Ryan advised the Committee that Vanguard’s Greene Fund distribution will likely move from an ACH transaction to it being processed through PayPal. More information to follow.
- **Finance Department Changes:** Gillis shared with the Committee the various changes currently underway in the Department, including personnel.
- **2027 Budget – Discussion:** The group discussed a variety of issues related to drafting the 2027 budget, which will have its first presentation at the June meeting of the Committee.

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

- Monthly financial report.
- Rescinding PPLD Policy #2111.
- Bad Debt write off as per PPLD Policy #2112.

3. Upcoming Agenda Items:

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

Next Scheduled Meeting(s) Date

Wednesday, June 10; 6:30pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

P P L D Poughkeepsie Public Library District

Meeting: Planning Committee		Date: Monday, May 11, 2026
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i> <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input type="checkbox"/> Deborah Nichols <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Kristin Charles-Scaringi, Head of Borrower & Technical Services <input type="checkbox"/> Jeff Giancarlo, Supervisor; Building Services <input checked="" type="checkbox"/> Rebecca Gillis, Finance Manager <input type="checkbox"/> Gary Killmer, Head of IT <input type="checkbox"/> Dan Minunni, Supervisor; Building Services <input type="checkbox"/> Michele Muir, Development Officer <input checked="" type="checkbox"/> Shelby Outwater, Human Resources Officer <input checked="" type="checkbox"/> Kira Thompson, Head of Reference & Adult Services <input type="checkbox"/> John Torres, Head of Youth Services <input type="checkbox"/> Beth Vredenburg, Head of Branch & Extension Services	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input checked="" type="checkbox"/> Sheila Newman		
Minutes Prepared By: T. Lawrence		

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

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

- **Strategic Plan:** The Committee approved the final language for the Plan's objectives, which is:
 - **Objective I:** Meet the Community Where It's At – The Library District will cultivate a mobile, embedded, and distributed presence throughout the community.
 - **Objective II:** Bring the Community to Us – Library District 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 District'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.

The Committee then discussed the next phase of the planning process which will include the managers adding additional outcomes, assessments, and capacities.

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

Monday, June 15; 6:30pm
(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
Hannah Ricottilli	4847	Librarian II (FT)	38	NA	NA	End of probation	11/2/2025	NA
Trina Blomquist-Martinez	4774	Senior Account Clerk (PT)	65	Senior Account Clerk (HELPS) (Hrly)	306	Reclassification	5/1/2026-5/29/2026	NA
Trina Blomquist-Martinez	4774	Senior Account Clerk (HELPS) (Hrly)	306	Senior Account Clerk (HELPS)(FT)	TBD	Reclassification	6/1/2026	NA
Confidential	4845	-	-	-	-	FMLA	5/18/2026-6/12/2026	NA

New Business Fact Sheet
Rescinding of Policy: Petty Cash

Recommended By Finance Committee

Background Information The Finance Manager recommends rescinding Policy #2111 – Petty Cash as it is no longer deemed necessary to carry petty cash accounts. Eliminating petty cash will also bring expenses that were reimbursed through it into compliance with Library District purchase policies and practices.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District rescinds PPLD Policy #2111 – Petty Cash, effective immediately.

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"/>

New Business Fact Sheet

Central Library Services Aid – 2025 Expenditure Report and 2026 Application

Recommended By Library Director

Current Situation As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2026, anticipated Central Library Services Aid is projected to be \$283,225.

Annually, the Library District applies to Library Development for these funds. The application requires the approval of both the Library District Board of Trustees and the Mid-Hudson Library System Board of Trustees. The MHLS Board will approve the application at their May meeting. The final amount of Aid will be determined once the state budget is passed and the Office of Budget releases aid charts.

Further, authorizing the submission of the 2026 budget document certifies the expenditures for 2025.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2026 Central Library Services Aid budget, as detailed in PPLD Document #052726 - 6A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

Motion Moved _____
 Seconded _____

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"/>

CENTRAL LIBRARY SERVICES AID: 2026
Mid-Hudson Library System - Poughkeepsie Public Library District

		2024 Final	2025 Final	2026 Proposed		
Funded Cost Area		Total	Total	Total	PPLD Budget Line	Notes on 2026 Budget
A. 190 Personnel Costs - Subtotal		\$ -				
B. L7410.42 Library Materials and Binding - Total		\$ 120,706	\$ 125,286	\$ 123,356		
L7410.410	Books - Digital (OverDrive - Platform Charge)	8,000	8,000	8,000	A11100.54100.A211	
L7410.410	Books - Digital (OverDrive - 2026 Content)		-	-	A11100.54100.A211	
L7410.410	Books - Digital (OverDrive - 2027 Content Credit)	87,706	92,286	79,856	A11100.54100.A211	
L7410.413	Serials - Digital (OverDrive - 2026 Content)	25,000	25,000	35,500	A11100.54130.A211	increase due to establishing common database renewal times
C. .069 Information and Network Services - Subtotal		\$ 65,811	\$ 66,081	\$ 67,700		
Library Materials - Commercial Databases		10,000	10,270	11,040		
	JobNow	4,600	4,600	5,370	A11100.54291	increase due to establishing common database renewal times
	Transparent Language	5,400	5,670	5,670	A11100.54291	
	Contingency	-	-	-		
Sierra/Discover Enhancements		49,724	49,724	50,573	A11100.54360	
	SkyRiver - MARC Records	2,750	2,750	2,750	A11100.54360	
	OCLC - MARC Records	4,500	4,500	4,500	A11100.54360	
	Discover/Vega	42,474	42,474	43,323	A11100.54360	vendor increase
OCLC ILL		6,087	6,087	6,087	A11100.54370	
F. 906 Miscellaneous Expenses - Subtotal		\$ 90,122	\$ 91,857	\$ 92,169		
L7410.431	Telephone	1,500	1,500	-	A11100.54310	
L7410.440	Delivery Support - MHLS	86,715	88,450	90,219	A11100.54694	vendor increase
L7410.440	Delivery Support - Empire Delivery	1,907	1,907	1,950	A11100.54694	vendor increase
Totals		\$ 276,639	\$ 283,224	\$ 283,225		
Final Allocation		\$ 276,639	\$ 283,224	\$ 283,225		
Delta		\$ -	\$ -	\$ (0)		
Potential Aid Increase						

 Moira Fitzgibbons, President

 Date

New Business Fact Sheet
 Authorization to Write Off Bad Debt

Recommended By Finance Committee

Background Information As part of the process in clearing bad debt, Library District policy establishes the authority to write-off all patron debt for 2018 and years prior as the Library District deems the debt to be uncollectible given the age of the debt.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off all patron bad debt accumulated through December 31, 2018 totaling \$74,825.24 as reflected in PPLD Document #052726 - 7A.

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"/>

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Schedule of Outstanding Fines and Fees (2018 and Earlier)

Branch Library	Charge Type	PPLD Patrons (before 2018)	Non-PPLD Patrons (before 2018)	PPLD Patrons (2018)	Non-PPLD Patrons (2018)
Adriance	Manual	\$ -	\$ -	\$ -	\$ -
Adriance	Overdue*	\$ 5.00	\$ 588.90	\$ 5.00	\$ 753.80
Adriance	Overdue Renew*	\$ 3.00	\$ 185.30	\$ 45.00	\$ 251.85
Adriance	Replacement	\$ 108.69	\$ 13,400.36	\$ 11,584.92	\$ 26,874.92
Adriance	Lost	\$ -	\$ 1,509.35	\$ -	\$ 1,606.30
Adriance	Adjustment	\$ -	\$ 2,234.60	\$ 1,974.20	\$ 4,649.80
	Subtotal	\$ 116.69	\$ 17,918.51	\$ 13,609.12	\$ 34,136.67
Boardman	Manual	\$ -	\$ -	\$ -	\$ -
Boardman	Overdue	\$ -	\$ 286.25	\$ -	\$ 344.40
Boardman	Overdue Renew	\$ -	\$ 35.70	\$ -	\$ 43.70
Boardman	Replacement	\$ -	\$ 1,329.71	\$ 723.34	\$ 4,292.72
Boardman	Lost	\$ -	\$ 124.99	\$ -	\$ 124.99
Boardman	Adjustment	\$ -	\$ 488.35	\$ 316.90	\$ 934.20
	Subtotal	\$ -	\$ 2,265.00	\$ 1,040.24	\$ 5,740.01
SPD	Manual	\$ -	\$ -	\$ -	\$ -
SPD	Overdue	\$ -	\$ -	\$ -	\$ -
SPD	Overdue Renew	\$ -	\$ -	\$ -	\$ -
SPD	Replacement	\$ -	\$ -	\$ -	\$ -
SPD	Lost	\$ -	\$ -	\$ -	\$ -
SPD	Adjustment	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
Rover	Manual	\$ -	\$ -	\$ -	\$ -
Rover	Overdue	\$ -	\$ -	\$ -	\$ -
Rover	Overdue Renew	\$ -	\$ -	\$ -	\$ -
Rover	Replacement	\$ -	\$ -	\$ -	\$ -
Rover	Lost	\$ -	\$ -	\$ -	\$ -
Rover	Adjustment	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
	Total	\$ 116.69	\$ 20,183.51	\$ 14,649.36	\$ 39,876.68

New Business Fact Sheet
Approval of New Policy: School Tutors

Recommended By Board Development & Policy Committee

Current Situation The Library District is used by various school-based tutoring that requires some definition and parameters to ensure fair and equitable use of spaces.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed Policy #1205 – School Tutors, as reflected in PPLD Document #052726 – 8A.

Motion Moved _____
Seconded _____

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

SCHOOL TUTOR POLICY

The Library District permits private tutoring on its premises as part of its mission. Either the student or the tutor must be a resident of the City or Town of Poughkeepsie. Both tutors and students are required to abide by all Library District policies. Failure to do so may result in the loss of tutoring privileges for the tutor and/or the student.

The Library District does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the student, the tutor, and the parent. This is distinctly different from any public tutor program sponsored by the Library District.

All students and tutors must adhere to the Tutoring Guidelines, the Code of Conduct for Patrons, and the Public Computer Use Policy and Guidelines of the Library District.

Tutors may not solicit patrons or promote their services while in the library.

The Library District reserves the right to limit tutoring sessions if space resources are exhausted or activities interfere with Library District operations.

The Poughkeepsie Public Library District is not an agent of any public or private school or school district and accordingly grants no special privileges to those tutors or students.

TUTORING GUIDELINES

Tutors are required to observe the following guidelines when tutoring in the Library District. Failure to comply may result in loss of tutoring privileges in the library. Tutors are responsible for the behavior of their students during the sessions. Tutors and students must observe the Library District's Code of Conduct.

Tutoring for students up to and including grade 6 takes place in the Children's Room.

- Tutors may work one-on-one with students for up to one hour; additional time may be given at the discretion of the Head of Youth Services or their designee.
- Tables are first come, first served.
- Tutors may not leave a student under age 12 alone in the library.

Tutoring for students grade 7 and older takes place at mutually agreeable location, except for the Children's Room.

- Space is first come, first served, with no reservations.
- Tutors/students may not move furniture.
- Tutors must vacate their spot at the end of each session with their student.
- Tutoring sessions of three pupils or more is not permitted.

Tutors and students must bring their own supplies and equipment. The Library District is not to be used as a classroom or office space, but as a safe and quiet space for students to receive instruction.

Tutors are responsible for communications with students, parents, and/or the school district. Staff will not relay messages; nor is the use of library telephones permitted other than in an emergency.

Tutoring sessions must be as quiet as possible so as not to disturb other patrons or staff.

Use of public computers must comply with all Library District guidelines and procedures. A library card is required for their use.

The Library Director will report any problems created by tutors or their students to the school district or school providing the tutoring.

The Library District reserves the right to further restrict tutoring or to change this policy without prior notice in the event that this service unduly interferes with the regular use of the Library.