



# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, June 24, 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:** Fitzgibbons and Ryan (at 6:15pm)

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
  - II. Public Comment on Agenda Items
  - III. Presentations: None
  - IV. Minutes of Previous Meeting(s)
    - A. May 27, 2026 (*Lawrence; #062426 – 1*)
  - V. Financial Report(s)
    - A. May 2026 (*Gillis; #062426 – 2*)
    - B. Approval of Monthly Warrant (*Gillis; #062426 – 2.1; to be posted prior to meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #062426 – 3.1.X*)
    - B. President's Report (*Fitzgibbons; #062426 – 3.2, if applicable*)
    - C. Board Committee Reports (*Committee Chairs; #062426 – 3.2.X, if applicable*)
    - D. Friends of PPLD (*Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*Outwater; 062426 - 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Trustee Appointment (*J. McPhee; #062426 – 5*)
      2. Override Authorization (*P. Ryan; #062626 – 6*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

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

Regular Monthly Meeting: Wednesday, July 22, 2026; 7:00 p.m. (*subject to change*)  
Charwat Meeting Room – Adriance Memorial Library (Voucher Review: McPhee and Sciacca)

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of May 27, 2026**

**Trustees Present**

- Sean Eagleton
- Mayra Fana
- Patricia Ferrer
- Moira Fitzgibbons
- Jonathan McPhee
- Sheila Newman
- Deborah Nichols
- James Nurre
- Patricia Ryan
- Sophia Sciacca
- Laurel Spuhler

**Staff Present**

- Bonny Algozzine, Secretary to the Director
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- 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**

- Hannah Ricottilli
- David Rudin
- 
- 

**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:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Newman, Ferrer.
- **VOTE:** 11 – 0 – 0

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

**III. Presentations:** Michele Muir & Beth Vredenburg gave an update on Rover’s activities and recommendations for the future. Discussion ensued.

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

**A. April 22, 2026 (PPLD Document #052726 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 22, 2025.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

**V. Approval of Financial Actions**

**A. April 2026 Financial Activity Report (PPLD Document #052726 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2026 Financial Activity as presented.
- **Moved/Seconded:** Newman, McPhee.
- **Discussion:** Gillis reported on: closure of the 2025 fiscal year; repayment of inter account and fund loans; PILOT payment received; 1<sup>st</sup> quarter Special Revenue expenses. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #052726 – 2.1)**

- **Motion:** 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

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

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #052726 – 3.1.X)**

- Lawrence reported on: Amazon; CivicPlus trainings; request for bids to repair dome; funding request to pay for repair; Community Schools program; work on Strategic Plan; Nominating petition issue; possible changes to library card practices for children; and statistics.

**B. President’s Report:** None.

**C. Board Committee Reports (PPLD Document #052726 – 3.2.X)**

1. **Finance:** Chairperson Ryan reported on committee discussions about: the audit; petty cash; bad debt; and the Greene Fund.
2. **Planning Committee:** Chairperson Ferrer reported on committee discussions about the Strategic Plan.

**D. Friends of PPLD:** None.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #052726 – 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
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

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

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

**C. New Business:**

**1. Rescinding of Policy: Petty Cash (PPLD Document #052726 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District rescinds PPLD Policy #2111 – Petty Cash, effective immediately.
- **Moved/Seconded:** Spuhler, Nurre.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

**2. Central Library Services Aid – 2025 Expenditure Report and 2026 Application (PPLD Document #052726 – 6)**

- **Motion:** 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.
- **Moved/Seconded:** Newman, Ferrer.
- **Discussion:** Lawrence explained the necessity of this action. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

### 3. Authorization to Write Off Bad Debt (PPLD Document #052726 – 7)

- **Motion:** 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.
- **Moved/Seconded:** Ferrer, Spuhler
- **Discussion:** Trustee Ryan explained the purpose of this action. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

### 4. Approval of New Policy: School Tutors (PPLD Document #052726 – 8)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Trustee McPhee explained the need for this policy. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

## VIII. Open Comment

A. **Board Comment:** None.

B. **Public Comment:** None.

## Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Time of Adjournment:** 8:17 p.m.

The next regular monthly meeting of the Board of Trustees will be Tuesday, June 24, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## Report of May 2026 Financial Activity

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

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

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

**ASSETS**

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

**LIABILITIES**

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

**FUND BALANCE**

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

\*PYCF – Prior Year Carry Forward

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

**General Fund (Fund A; \$6,250,549)**

- Receipts for the month totaled \$68,844 which included \$24,746 for the Annual Appeal, \$21,987 in donations, \$13,003 in interest, \$1,516 in library charges.
  - The Actual MTD Revenue column on the Revenue Report for May 2026 reflects a journal entry reclassification of funds received in March 2026 that were erroneously recorded as a donation but have been corrected as Miscellaneous Income.
- Disbursements for the month totaled \$856,213 which included \$656,973 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$297,137
  - McCalley Fund 52,000
  - Swartz Fund 105,612

**Special Revenue Fund (Fund CM; \$526,785)**

- Receipts for the month totaled -\$81 which included \$555 in interest.
  - The receipts for the month also reflect a net decrease of \$636 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$162,011
  - Occhialino Fund 53,209
  - Lund Fund 25,942

**Capital Fund (Fund H; \$303,018)**

- Receipts for the month totaled \$235 in interest.

**Permanent Funds (Fund PN; \$498,667)**

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; \$989,108)**

- Receipts for the month included interest of \$2,115.

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

Budget Transfer, Journal 119

Revenue	Increase	Decrease	Expense	Increase	Decrease
			Salaries: Support Staff	\$ 22,200.00	
			FF&E General		\$ 10,000.00
			Supplies: Office & Library Gen		\$ 2,000.00
			Telephone System Wide		\$ 1,400.00
			Professional Svcs: General		\$ 800.00
			Cont Ed: Regional & National		\$ 8,000.00
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total</b>	<b>\$ 22,200.00</b>	<b>\$ 22,200.00</b>

A00000 partial year budget rebalance based on trends

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

FOR 2026 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,453,948	5,458,648	2,010,013.07	424,295.30	3,419,162.86	29,471.78	99.5%
22 Equip & Capital Outl	76,500	100,529	22,268.47	646.70	42,298.29	35,962.23	64.2%
30 Materials	575,938	689,231	179,170.36	46,370.97	339,229.88	170,830.51	75.2%
32 Information Services	94,433	94,433	12,119.63	29.95	29.95	82,283.42	12.9%
50 Operations	1,715,952	1,763,872	618,952.56	96,267.67	604,974.12	539,945.25	69.4%
51 Automation	126,724	126,724	44,331.46	.00	28,480.26	53,912.28	57.5%
91 Employee Benefits	2,892,628	2,893,970	1,243,372.34	232,677.70	921,427.75	729,170.25	74.8%
92 Debt Service	1,345,138	1,345,138	421,625.00	55,925.00	.00	923,512.50	31.3%
<b>GRAND TOTAL</b>	<b>12,281,260</b>	<b>12,472,544</b>	<b>4,551,852.89</b>	<b>856,213.29</b>	<b>5,355,603.11</b>	<b>2,565,088.22</b>	<b>79.4%</b>

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

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

FOR 2026 05

	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	9,266,385.50	-1,345,137.50	- .50	100.0%
41003 Real Property Tax Debt Servic	1,345,138	1,345,138	1,345,137.50	1,345,137.50	.00	100.0%
42082 Library Charges	25,000	25,000	10,321.14	1,515.74	14,678.86	41.3%
42401 Interest Earnings	50,000	50,000	39,875.53	13,002.84	10,124.47	79.8%
42705 Donations	225,000	225,000	22,885.37	-1,605.27	202,114.63	10.2%
42752 Annual Appeal	25,500	25,500	24,746.00	24,746.00	754.00	97.0%
42753 Donations in Kind	81,983	81,983	34,159.55	6,831.91	47,823.45	41.7%
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	.00	-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	24,352.39	24,352.39	-14,352.39	243.5%
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	.00	649,940.71	10.3%
<b>GRAND TOTAL</b>	<b>12,316,859</b>	<b>12,316,859</b>	<b>11,208,352.41</b>	<b>68,843.61</b>	<b>1,108,506.94</b>	<b>91.0%</b>

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

## BALANCE SHEET FOR 2026 5

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	Gen. Fund Operational Checking	-10,310.72	500.00
A	12020	Gen. Fund Payroll Checking	90.00	526.42
A	12023	Gen. Fund Money Market	-661,998.24	5,668,580.81
A	12040	Credit Card Transactions	300.13	4,553.25
A	12051	Flex 125 Money Market	-730.53	5,171.01
A	12100	Petty Cash	.00	17,161.75
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	604.44	297,137.21
A	12400	Cash Special Reserve: Swartz	214.84	105,612.01
A	13800	Accounts Receivable	.00	32,528.60
A	13910	Due From Other Funds	-55,925.00	118,275.69
<b>TOTAL ASSETS</b>			<b>-727,755.08</b>	<b>6,250,548.75</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	1,051.94	-10,160.95
A	26020	Flex125 Exchange	740.93	-4,406.64
A	26021	Benefits Exchange	273.31	14,000.48
A	26030	General Fund Exchange	-21.00	1,926.79
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-90.00	1,129,411.23
A	26370	State Retirement Accrual	-61,569.78	-98,912.23
<b>TOTAL LIABILITIES</b>			<b>-59,614.60</b>	<b>1,031,946.68</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	12,316,859.35
A	35210	Encumbrances (+ PYCF)	-466,322.24	5,383,743.96
A	35220	Expenditures (+ PYCF)	856,213.29	4,551,852.89
A	38210	Encumbrance Reserve (+ PYCF)	466,322.24	-5,383,743.96
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	-68,843.61	-11,208,352.41
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>787,369.68</b>	<b>-7,282,495.43</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>727,755.08</b>	<b>-6,250,548.75</b>

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

**Action Requested**

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

Vouchers 74461 to 74885 in Warrant 20260625 totaling \$313,794.84

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

Vouchers 74689 to 74739 in Warrant 20260611 totaling \$2,350.76

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**Motion**

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

**Result of Action**

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

**Record of Vote**

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




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## LIBRARY DIRECTOR REPORT – JUNE 2026

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### Significant Service Changes, Challenges or Accomplishments

- Work continues on backfilling vacant positions in Youth Services and in filling new positions. That, coupled with the extended absence of some key individuals will make for a challenging summer.
- Grant applications have recently been submitted for the following projects:
  - Adriance dome restoration and repair and repair to the entry plaza from Market Street: \$140,000 for SAM funding through Assemblymember Jacobson's office.
  - Imagination Library Funding (Year 2): \$11,700 to the NYS Office of Community and Family Services
  - Dutchess County Municipal Investment Grant (MIG) Program: \$25,000 for the upgrade of the Library District's CCTV system at Adriance and Boardman Road.
  - Library Services and Technology Act (LSTA): \$17,150 for Africana and Black American public programming
- The Library District is featured in a report on community spaces prepared by the NYU Institute for Public Knowledge. The full report, *Social Infrastructure is Essential Infrastructure: How Public Spaces Make the Affordable, Joyful City Possible*, can be found [here](#). One of its key recommendations is to supercharge the libraries into full community service hubs. The report is a worthwhile read and can inform us as we continue to develop our strategic plan.

### Service and Program Highlights

- See attached manager reports for recent activity.

### Outreach and Professional Development

- See attached manager reports for recent activity.

### Collection Development

- We seem to be getting on track with materials ordering from Ingram. It's not been an easy transition and more work needs to be done. Thanks is extended to Kira Thompson, Head of Adult Services, and Kristin Charles-Scaringi, Head of Borrower & Technical Services, for their work on this project.

### Buildings

- Boardman Road: Nothing to note.
- Adriance: Bids for the exterior dome repair are due on July 1. Once opened, they will be vetted by our architectural consultant, counsel, and insurance people.

### Staffing

- See Personnel Actions, if applicable.

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

	Current Year: 2026				Previous Year: 2025				Compare: '26 to '25		Previous Year: 2024				Compare: '26 to '24	
	May	% of Total	YTD	% of Total	May	% of Total	YTD	% of Total	Change	% Change	May	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,490	29.73%	27,583	29.43%	5,949	28.37%	29,239	27.61%	-1,656	-5.66%	5,748	27.95%	29,313	27.42%	-1,730	-5.90%
Adult Non-Fiction	3,121	16.90%	15,472	16.51%	3,418	16.30%	18,092	17.08%	-2,620	-14.48%	3,571	17.36%	18,641	17.43%	-3,169	-17.00%
Fiction - Juvenile	4,994	27.04%	25,872	27.60%	6,086	29.03%	29,949	28.28%	-4,077	-13.61%	5,704	27.73%	28,303	26.47%	-2,431	-8.59%
Non-Fiction - Juvenile	1,225	6.63%	6,486	6.92%	1,593	7.60%	7,876	7.44%	-1,390	-17.65%	1,525	7.41%	7,756	7.25%	-1,270	-16.37%
Periodicals	111	0.60%	634	0.68%	138	0.66%	693	0.65%	-59	-8.51%	195	0.95%	889	0.83%	-255	-28.68%
Periodicals - Juvenile	4	0.02%	83	0.09%	18	0.09%	139	0.13%	-56	-40.29%	37	0.18%	146	0.14%	-63	-43.15%
<b>Print Subtotal</b>	<b>14,945</b>	<b>80.93%</b>	<b>76,130</b>	<b>81.23%</b>	<b>17,202</b>	<b>82.04%</b>	<b>85,988</b>	<b>81.20%</b>	<b>-9,858</b>	<b>-11.46%</b>	<b>16,780</b>	<b>81.58%</b>	<b>85,048</b>	<b>79.55%</b>	<b>-8,918</b>	<b>-10.49%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	8	0.04%	13	0.01%	7	0.03%	22	0.02%	-9	-40.91%	2	0.01%	16	0.01%	-3	-18.75%
Soundrecordings	415	2.25%	1,767	1.89%	410	1.96%	2,154	2.03%	-387	-17.97%	441	2.14%	2,291	2.14%	-524	-22.87%
Videorecordings	2,351	12.73%	12,181	13.00%	2,606	12.43%	14,313	13.52%	-2,132	-14.90%	2,707	13.16%	16,330	15.27%	-4,149	-25.41%
Media	1	0.01%	4	0.00%	1	0.00%	22	0.02%	-18	0.00%	6	0.03%	26	0.02%	-22	0.00%
Software	6	0.03%	27	0.03%	19	0.09%	58	0.05%	-31	-53.45%	15	0.07%	72	0.07%	-45	-62.50%
Equipment/Realia	50	0.27%	304	0.32%	70	0.33%	282	0.27%	22	7.80%	78	0.38%	331	0.31%	-27	-8.16%
Suppressed Items	64	0.35%	280	0.30%	44	0.21%	83	0.08%	197	237.35%	26	0.13%	97	0.09%	183	188.66%
Videorecordings - Juvenile	315	1.71%	1,477	1.58%	356	1.70%	1,851	1.75%	-374	-20.21%	308	1.50%	1,687	1.58%	-210	-12.45%
Audiorecordings - Juvenile	30	0.16%	137	0.15%	12	0.06%	151	0.14%	-14	-9.27%	39	0.19%	177	0.17%	-40	-22.60%
Media - Juvenile	256	1.39%	1,345	1.44%	227	1.08%	942	0.89%	403	42.78%	161	0.78%	775	0.72%	570	73.55%
Software - Juvenile	25	0.14%	58	0.06%	13	0.06%	37	0.03%	21	56.76%	5	0.02%	68	0.06%	-10	-14.71%
<b>Non-Print Subtotal</b>	<b>3,521</b>	<b>19.07%</b>	<b>17,593</b>	<b>18.77%</b>	<b>3,765</b>	<b>17.96%</b>	<b>19,915</b>	<b>18.80%</b>	<b>-2,322</b>	<b>-11.66%</b>	<b>3,788</b>	<b>18.42%</b>	<b>21,870</b>	<b>20.45%</b>	<b>-4,277</b>	<b>-19.56%</b>
<b>Total</b>	<b>18,466</b>		<b>93,723</b>	<b>100.00%</b>	<b>20,967</b>		<b>105,903</b>		<b>-12,180</b>	<b>-11.50%</b>	<b>20,568</b>		<b>106,918</b>		<b>-13,195</b>	<b>-12.34%</b>

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

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	19,216	16,970	19,699	19,342	18,466	0	0	0	0	0	0	0	93,693
Digital Content	13,892	12,559	14,474	12,687	13,367	0	0	0	0	0	0	0	66,979
<b>Total</b>	<b>33,108</b>	<b>29,529</b>	<b>34,173</b>	<b>32,029</b>	<b>31,833</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160,672</b>
<b>IMAGINATION LIBRARY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
Registered Participants	0	0	240	346	392	475	0	0	0	0	0	0	
Graduated Participants	0	0	0	7	3	29	0	0	0	0	0	0	
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,739	3,242	3,464	3,143	3,181	0	0	0	0	0	0	0	16,769
Boardman Road	2,402	2,057	2,247	2,185	1,894	0	0	0	0	0	0	0	10,785
Sadie Peterson Delaney	94	76	91	85	88	0	0	0	0	0	0	0	434
<b>Total</b>	<b>6,235</b>	<b>5,375</b>	<b>5,802</b>	<b>5,413</b>	<b>5,163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,988</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	584	670	799	842	906	0	0	0	0	0	0	0	3,801
Boardman Road	109	102	110	104	200	0	0	0	0	0	0	0	625
Sadie Peterson Delaney	41	42	89	55	90	0	0	0	0	0	0	0	317
Spanish Language Assistance	2	1	3	2	0	0	0	0	0	0	0	0	8
<b>Total</b>	<b>736</b>	<b>815</b>	<b>1,001</b>	<b>1,003</b>	<b>1,196</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,751</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	11,445	8,148	13,990	8,439	7,766	0	0	0	0	0	0	0	49,788
Calendar Hits - Library Market	23,504	29,791	27,585	28,969	20,780								130,629
Calendar Hits - Recite Me	255	198	160	211	161								985
Website Views	35,301	34,296	47,504	33,356	32,161								182,618
<b>Total</b>	<b>70,505</b>	<b>72,433</b>	<b>89,239</b>	<b>70,975</b>	<b>60,868</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>364,020</b>
<b>PUBLIC COMPUTER &amp; WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,601	3,345	4,304	3,899	3,402	0	0	0	0	0	0	0	18,551
Boardman Road	1,506	1,352	1,780	1,669	1,705	0	0	0	0	0	0	0	8,012
Sadie Peterson	31	16	80	96	46	0	0	0	0	0	0	0	269
<b>Total</b>	<b>5,138</b>	<b>4,713</b>	<b>6,164</b>	<b>5,664</b>	<b>5,153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,832</b>
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	120	145	133	147	180	0	0	0	0	0	0	0	725
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	2	0	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>120</b>	<b>147</b>	<b>133</b>	<b>147</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>727</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	126	102	157	170	135	0	0	0	0	0	0	0	690
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	186	184	227	200	226								1,023
Community Engagement	3	5	8	8	13								37
Non-Library District	12	22	33	22	20								109
Exams Proctored	24	23	16	20	21								104
MAP Passes	86	52	64	89	112								403
Rover Bookmobile Stops	5	5	7	12	10								39
<b>Total</b>	<b>316</b>	<b>291</b>	<b>355</b>	<b>351</b>	<b>402</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,715</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	2,329	2,190	6,710	3,327	3,837								18,393
Community Engagement	83	150	234	112	504								1,083
Non-Library District	157	254	299	197	244								1,151
Drop-In Room Use (Adriance)	126	187	240	117	110								780
Rover Bookmobile	99	84	124	841	185	0	0	0	0	0	0	0	1,333
<b>Total</b>	<b>2,794</b>	<b>2,865</b>	<b>7,607</b>	<b>4,594</b>	<b>4,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,740</b>
<b>GENERAL ATTENDANCE (2026)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	12,927	12,189	14,567	14,124	13,085	0	0	0	0	0	0	0	66,892
Boardman Road	9,543	8,371	7,855	7,957	7,744	0	0	0	0	0	0	0	41,470
Sadie Peterson Delaney	144	124	239	272	225	0	0	0	0	0	0	0	1,004
<b>Total - 2026</b>	<b>22,614</b>	<b>20,684</b>	<b>22,661</b>	<b>22,353</b>	<b>21,054</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109,366</b>
<b>GENERAL ATTENDANCE (2025)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,927	12,257	15,703	14,785	13,506	13,339	15,393	14,468	14,558	14,954	12,426	11,535	166,851
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	10,263	15,354	11,064	7,946	127,735
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	172	515	90	112	2,510
<b>Total - 2025</b>	<b>24,616</b>	<b>21,692</b>	<b>27,079</b>	<b>25,486</b>	<b>24,394</b>	<b>22,837</b>	<b>27,063</b>	<b>24,940</b>	<b>24,993</b>	<b>30,823</b>	<b>23,580</b>	<b>19,593</b>	<b>297,096</b>



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## MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Dan Minunni, Building Services

**Department:** Building Services

**Time Period of Report:** May 2026

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**Focus Activity:** pot holes

**Intended Outcome(s) of Focus Activity:** making the parking lot safe

**Manager Observations of Activity and Outcomes:** Parking lot is safer

**Impact of Activity:** Happy Staff

**Date of Report:** 6/8/2026



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## MANAGER'S MONTHLY REPORT

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

**Department:** Information Technology

**Time Period of Report:** May 2026

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**Focus Activity:** IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of audio/visual equipment. Deployed new and replacement printers to improve print quality and reliability for staff. Completed several staff PC moves with minimal disruption. Integrated badge and access control cards were deployed to all staff, simplifying building access and identification.

**Intended Outcome(s) of Focus Activity:** Maintain reliable A/V support for programs and events. Improve printing efficiency and reliability. Support staff workspace changes with minimal downtime. Streamline staff access to library facilities through integrated badge credentials.

**Manager Observations of Activity and Outcomes:** Program support was completed successfully throughout the month. New printers are performing well and providing improved print quality. Staff PC moves were completed without significant issues. Deployment of integrated badge/access cards was completed for all staff and has simplified access management.

**Impact of Activity:** Reliable technology support for library programs. Improved staff productivity through upgraded printing equipment. Smooth office transitions with minimal disruption. More efficient and secure building access for staff.

**Date of Report:** 6/10/2026



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## MANAGER'S MONTHLY REPORT

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

**Department:** Borrower and Technical Services

**Time Period of Report:** May 2026

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**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:** Borrower Services: We simplified the behind-the-scenes process for the Library of Things collection. The previous system had different forms for each item that led to confusion about the process for frontline staff and patrons and complicated the process of keeping track of items. I worked with staff in Borrower and Technical Services to come up with a process that puts access to patrons at the forefront and is easy to keep track of with a universal Borrower Agreement form for all items and clear staff instructions. The form will be adapted for the Tool Library collection in Adult Services.

Technical Services: The Technical Services team has been hard at work getting materials processed and on the shelves. They have done a phenomenal job at processing the materials quickly and correctly. It has been a long and complicated process to get full processing set up. Our new vendor, Ingram, is a lot different than Baker and Taylor with what they provide and how they provide it. Ingram is also in the process of updating the program they use for processing. Our team has been working closely with members of the Adult and Youth services teams to get together. A great example of departments collaborating for a common goal! I am working with staff at the Mid-Hudson Library System to get things set up in our library management system, Sierra. The last time a new vendor was set up was decades ago and many of the people involved are no longer working here; that is why it is important to debrief once the process is fully up and running, so that the next time this happens we are prepared.

**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:** 6/10/2026



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## MANAGER'S MONTHLY REPORT

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

**Department:** Youth Services

**Time Period of Report:** May 2026

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**Focus Activity:** Monthly Rover visit at Community Family Development Daycare Center

**Intended Outcome(s) of Focus Activity:** For preschoolers and teachers to return checked out books and check out new ones

**Manager Observations of Activity and Outcomes:** This is a third visit within a new monthly Rover visit for young children within the community which began in March 2026.

The objective for each visit is for children and their teachers to check out books to use in their classrooms and homes.

**Impact of Activity:** This visit serves two preschool classes at the Center. The children are ages 3 and 4 and total about 25 students and six teachers.

The children returned books they checked out during the April visit and checked out new books during this visit. Youth Services and circulation staff and Rover are scheduled to visit in June and twice during the Center's summer camp in July and August. The summer camp will serve children ages 5 - 12 and each visit will consist of book browsing and a simple craft.

This new monthly stop has been very successful. The children and teachers are excited when we come so they can get new books to check out which can help establish the habit of reading at home.

This meets the Rover mission of getting books into the hands of children and adults who may not be able to come into one of the Library branches and has established a new connection between the Library and community members.

**Date of Report:** 6/11/2026




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## MANAGER'S MONTHLY REPORT

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

**Department:** Advancement Department

**Time Period of Report:** May 2026



**Focus Activity:** The Family Partnership Center (FPC), home to the Sadie Peterson Delaney African Roots Branch, along with other City of Poughkeepsie locations, served as a base of operations for Freedom Walk 2026, a retracing of the Underground Railroad. On May 31, the Poughkeepsie Public Library District (PPLD) sponsored a community celebration at the FPC's Lateef Islam Auditorium and supported this historic journey, which honored the courage, hope, faith, and unity that shaped this important chapter of American history. In partnership with the Gillespie Forum, Celebrating the African Spirit, the Mid-Hudson Anti-Slavery History Project, the

Hudson Valley Gospel Singers & Musicians, and Mayor Yvonne Flowers, the event welcomed approximately 250 leaders and community members, primarily from the region's Black community. More than 20 community organizations participated in the celebration. To support the event, the Advancement staff created a Harriet Tubman commemorative bookmark, a framed tribute to Sadie Peterson Delaney, questionnaires, "How to Get Involved" information sheets, and a "Sadie Is Your Library" flyer. Staff also installed the Frederick Douglass history panels, providing additional educational and historical context for attendees, as well as a photo opportunity.

**Intended Outcome(s) of Focus Activity:** Participation in this event provided a valuable outreach opportunity to engage with key sectors of the Library District's service area, including the Black and Hispanic communities. Building relationships with these audiences supports the library's commitment to community engagement, and expanding awareness of, and potentially offering new library services and resources.

**Manager Observations of Activity and Outcomes:** The event provided a valuable opportunity to strengthen the library's connections with community leaders and organizations. Yvonne Laube, Kristin Charles-Scaringi, Beth Vrendenburg, and I engaged with attendees throughout the celebration, sharing information about library services and resources while building relationships that support the library's ongoing outreach efforts.

**Impact of Activity:** These connections help foster collaboration, increase community awareness of library services, and reinforce the library's commitment to serving and partnering with the diverse communities of Poughkeepsie.

**Date of Report:** 6/11/2026

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

<b>Meeting:</b> Board Development & Policy Committee	<b>Date:</b> Monday, June 1, 2026	
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Patricia Ferrer <input 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:	<input type="checkbox"/>
<b>Minutes Prepared By: T. Lawrence</b>		

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

1. **Business Items:** The following business was conducted:

- **Sexual Harassment Awareness Policy:** The Committee discussed the need to update links in the training form that accompanies the policy. The conclusion was that since there were no policy implications for the action, the Board did not need to approve an update to the form.
- **Trustee Vacancy:** In the event of a vacancy due to a pending relocation, the Committee agreed that the candidate running in the fall election should be tapped to fill the vacancy.
- **Board Education:** The Committee discussed how to better schedule education at the Board meeting. There was concurrence that operational updates shouldn't be considered "education." There was an expressed desire to improve the understanding by all trustees of the monthly financial report and other financial matters.
- **CivicPlus:** Lawrence reported that ongoing software training and onboarding should allow for a July launch of the product, which will streamline and enhance document development and access for Board of Trustees and Committee meetings.
- **NYLA/ALA Trustee Membership:** The Committee concurred with the renewal of organization memberships with these two professional organizations.

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

- Nothing at this time.

3. **Upcoming Agenda Items:**

- Review of By-Laws.
- Policy inventory.

The meeting adjourned at 7:15pm.

**Next Scheduled Meeting Date**

TBD

(date, time, and location subject to change)

# **P P L D** Poughkeepsie Public Library District

<b>Meeting:</b> Finance Committee		<b>Date:</b> Wednesday, June 10, 2026
<b>Attendance</b>		
<b><u>Committee Members Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Sophia Sciacca <input type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input checked="" type="checkbox"/> Shelby Outwater, HR Officer	<input type="checkbox"/>
<b><u>Other Trustees Present</u></b>		
<input type="checkbox"/>		
<b>Minutes Prepared by: T. Lawrence</b>		

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.
- **2027 Budget:** Lawrence and Gillis walked the Committee through the draft budget highlighting the following:
  - Contractual Labor increase of 3.35%
  - Anticipated health insurance increase of 15%
  - Restoration of Youth Services staffing in support of anticipated needs of the strategic plan
  - Overall inflationary cost of business
 The Committee asked to review proposed expenditures to keep the levy growth to under 6%.
- **Impact of New Election Calendars:** Lawrence shared with the Committee the potential impact of elections being held every two years and the potential effect on Library District budget votes. More to come on this developing issue.

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

- Monthly financial report.
- 

**3. Upcoming Agenda Items:**

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

**Next Scheduled Meeting(s) Date**

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

# P P L D Poughkeepsie Public Library District

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, June 15, 2026	
<b>Attendance</b>		
<p><b><u>Committee Present</u></b></p> <p><input checked="" type="checkbox"/> Sean Eagleton  <input type="checkbox"/> Patricia Ferrer, <i>Chair</i>  <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i>  <input checked="" type="checkbox"/> Jim Nurre  <input type="checkbox"/> Patricia Ryan</p> <p><b><u>Other Trustees Present</u></b></p> <p><input type="checkbox"/> Sheila Newman</p>	<p><b><u>Staff Present</u></b></p> <p><input checked="" type="checkbox"/> Tom Lawrence, Library Director  <input checked="" type="checkbox"/> Kristin Charles-Scaringi, Head of Borrower &amp; Technical Services  <input checked="" type="checkbox"/> Jeff Giancarlo, Supervisor; Building Services  <input checked="" type="checkbox"/> Rebecca Gillis, Finance Manager  <input checked="" type="checkbox"/> Gary Killmer, Head of IT  <input checked="" type="checkbox"/> Dan Minunni, Supervisor; Building Services  <input checked="" type="checkbox"/> Michele Muir, Development Officer  <input checked="" type="checkbox"/> Shelby Outwater, Human Resources Officer  <input checked="" type="checkbox"/> Kira Thompson, Head of Reference &amp; Adult Services  <input type="checkbox"/> John Torres, Head of Youth Services  <input checked="" type="checkbox"/> Beth Vredenburg, Head of Branch &amp; Extension Services</p>	<p><b><u>Guest(s) Present</u></b></p> <p><input type="checkbox"/></p>
<b>Minutes Prepared By: T. Lawrence</b>		

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 Strategies and Outcomes. Final comments are due by June 25 after which the Objectives, Strategies, and Outcomes will be sent to the Board of Trustees for approval.
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 7:25pm.

**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
Alison Francis	4693	Librarian III (FT)	24	-	-	Retirement	7/8/2026	-
Megan McGuinness	4837	Librarian I (PT)	41	Librarian I (FT)	18	Reclassification	6/29/2026	\$66,550/yr (Step 1)
Holly Ciferri	TBD	-	-	Principal Account Clerk (PT)	309	Probationary Appointment	6/30/2026	\$35.91/hr
Shelby Outwater	4856	Human Resources Generalist (FT)	303	Human Resources Generalist (HELPS)(FT)	307	Correction to Probationary Appointment	4/20/2026	\$80,000/yr
Confidential	4845	-	-	-	-	FMLA	6/15/2026-6/26/2026	-

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**New Business Fact Sheet**  
Appointment of Trustee

**Recommended By** Board Development & Policy Committee

**Current Situation** The resignation of Debbie Nichols (Town) from the Board of Trustees has created a vacancy. This vacancy was created after the filing deadline for trustee nominating petitions. Therefore, an appointment is needed to fill the unexpired term until the 2026 general election, in which a candidate will need to run for a full term (the vacant term expires on December 31, 2026).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District appoint Gretchen Lieb (Town) to the Board of Trustees term vacated by the resignation of Debbie Nichols until December 31, 2026.

**Motion** Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

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

<b>Record of Vote</b>	<b>Trustee</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
	Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	McPhee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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**  
 Permission to Override the Tax Levy Limit

**Recommended By** Finance Committee

**Current Situation** New York State has a tax cap designed to address property tax stress throughout the state. Each year, the Office of the State Controller establishes a growth factor to which the tax levy may grow without extraordinary action by the local governing board which, in our case, is the Board of Trustees. OSC has announced the levy limit (tax cap) for 2027 as being limited to 2% growth but it has not announced the Library District's tax base growth factor, which is expected to be at 1.01% (this is NOT included in the tax cap). In order to exceed the tax cap, the Board of Trustees must pass a resolution claiming the intention to do so.

The 2027 budget numbers are pretty well set and an override will be necessary in order to support the Library District's plans and services. The action requested puts in place the permission to present to the voters a budget with a tax levy growth factor above 2.00%.

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.

**Motion** Moved \_\_\_\_\_  
 Seconded \_\_\_\_\_

<b>Record of Vote</b>	<b>Trustee</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
	Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lieb	<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"/>
	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"/>