



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, August 26, 2026

Charwat Meeting Room – Adriance Memorial Library

93 Market Street, Poughkeepsie, NY

Remote Participation: 49 Loockerman Avenue, Poughkeepsie, NY

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Vouchers: Eagleton and Ferrer (at 6:15pm)

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
 - II. Authorization to Waive Article II, Section 6 of the By-Laws (*Fitzgibbons*; #082626 - A)
 - III. Public Comment on Agenda Items
 - IV. Presentations: None
 - IV. Minutes of Previous Meeting(s)
 - A. July 22, 2026 (*Lawrence*; #0082626 – 1)
 - V. Financial Report(s)
 - A. July 2026 (*Lawrence*; #082626 – 2)
 - B. Approval of Monthly Warrant (*Gillis*; #082626 – 2.1; to be posted prior to meeting)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff*; #082626 – 3.1.X)
 - B. President's Report (*Fitzgibbons*; #082626 – 3.2, if applicable)
 - C. Board Committee Reports (*Committee Chairs*; #082626 – 3.2.X, if applicable)
 - D. Friends of PPLD (*Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*Outwater*; #082626 - 4)
 - B. Unfinished/Old Business
 - C. New Business
 - 1. Approval of Central Library Plan of Service: 2027 - 2031 (*T. Lawrence*; #082626 – 5)
 - 2. Approval of MHLS Free Direct Access Plan: 2027 - 2031 (*T. Lawrence*; #082626 – 6)
 - 3. Authorization to Liquidate Funds: Levinsohn and Slonaker Funds (*T. Lawrence*; #082626 – 7)
 - 4. Rejection of Bids: Exterior Repair of Dome (*T. Lawrence*; #082626 – 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, September 23, 2026; 7:00 p.m. (*subject to change*)
Charwat Meeting Room – Adriance Memorial Library (Voucher Review: Ferrer and Newman)

Authorization Fact Sheet
To Waive Article II, Section 6 of the By-Laws

Recommended By

President

Current Situation

The New York State Open Meetings Law permits remote participation in meetings of Board of Trustees so long as the address of the remote participation is listed on the published agenda. Currently, however, the Library District's by-laws do not permit remote participation and voting. The requested action waives that requirement for the meeting of August 26, 2026.

The Board Development & Policy Committee will address this issue at an upcoming meeting and will likely propose an amendment to the By-Laws that will describe the conditions under which such participation will be permitted.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District waives Section II, Article 6 of the Bylaws of the Board of Trustees of the Poughkeepsie Public Library District for its meeting of August 26, 2026.

Motion

Moved _____
Seconded _____

Record of Vote

Trustee	Yes	No	Abstain
Eagleton	☐	☐	☐
Fana	☐	☐	☐
Ferrer	☐	☐	☐
Fitzgibbons	☐	☐	☐
Lieb	☐	☐	☐
McPhee	☐	☐	☐
Newman	☐	☐	☐
Nurre	☐	☐	☐
Ryan	☐	☐	☐
Sciacca	☐	☐	☐
Spuhler	☐	☐	☐

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 22, 2026

Trustees Present

- ☒ Sean Eagleton
- ☒ Mayra Fana
- ☒ Patricia Ferrer
- ☒ Moira Fitzgibbons
- ☐ Gretchen Lieb
- ☒ Jonathan McPhee
- ☐ Sheila Newman
- ☒ James Nurre
- ☒ Patricia Ryan
- ☒ Sophia Sciacca
- ☒ Laurel Spuhler

Staff Present

- ☒ Bonny Algozzine, Secretary to the Director
- ☐
- ☐ Kristin Charles-Scaringi, Head of Borrower & Tech Services
- ☐ Jeffrey Giancarlo, Building Services Manager
- ☒ Rebecca Gillis, Business Manager
- ☐ 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

- ☒ Karen Moksvold
- ☒ Adia Overbey
- ☒ Hannah Ricottilli
- ☐

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

- **Call to Order:** At 7:01 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Eagleton arrived at 7:13pm
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Spuhler, Ryan.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Presentations:** None**IV. Approval of Previous Record/Meeting(s)****A. June 24, 2026 (PPLD Document #072226 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 24, 2026.
- **Moved/Seconded:** Ferrer, Nurre.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. June 2026 Financial Activity Report (PPLD Document #072226 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2026 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Sciacca.
- **Discussion:** Gillis reported on: the Wojtecki Fund; a refund received from the Town of Poughkeepsie; Debt Service payments in June; and a budget modification. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #072226 – 2.1)

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

Vouchers 74888 to 75127 in Warrant 20260723 totaling \$306,142.22

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

Vouchers 74929 to 75026 in Warrant 20260708 totaling \$7,005.22

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

\$1,000 from a private donor for the Computer Lab

- **Moved/Seconded:** McPhee, Sciacca.
- **Discussion:** Gillis elaborated on the donation to the Special Rev. Fund. Some discussion ensued.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** Ferrer and Eagleton.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #072226 – 3.1.X)

- Lawrence reported on: great work done by Alison Francis with the city school district; Music Library; CivicPlus; Dolly Parton Grant and Friend's match; Dutchess County Advisory Committee; roof leak at BRD; tree maintenance at Boardman; Budget planning; Big Read professional development; PILOT payments; Rotunda; the Summer Reading Program; and the Fateful Hour by Judge Rosenblatt.

B. President's Report:

Thanks to Alison for all the work done during her career and thanks to the private donor for the gift to the Computer Lab.

C. Board Committee Reports (PPLD Document #072226 – 3.2.X)

1. **Finance Committee:** Chairperson Ryan reported on committee discussions about: collection activity; the 2027 budget; capital needs; multi-year budget planning; and contingencies.
2. **Planning Committee:** Chairperson Ferrer reported on committee discussions about polishing the wording for the strategic plan.

D. Friends of PPLD:

Lawrence shared about the Friend's revisions of their bylaws which will be presented to the membership in October and their scholarship plans for a Poughkeepsie high school student.

VII. Board Action

A. Personnel Actions: (PPLD Document #072226 – 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
Malika Oszip	4852	Page (PT)	79	-	-	End of Probation	7/31/2026	-
Megan McGuinness	4837	Librarian I (FT)	18	-	-	End of Probation	8/1/2026	-
Alejandra Franqui-Ferrer	4848	-	-	Library Clerk (HRLY)	175	Temporary Appointment	8/3/2026 – 8/22/2026	\$23.96/hr
Rukshhan Haque	4841	Library Clerk (PT)	268	Library Assistant (PT)	82	Probationary Appointment	7/27/2026	\$30.64/hr
Conor Van Riper	4860	-	-	Library Assistant (PT)	156	Probationary Appointment	7/27/2026	\$30.64/hr
Lance Masilungan	4861	-	-	Librarian I (HELPS)	310	Probationary Appointment	7/27/2026	\$66,550/yr Step 1
Samantha Brandal	4862	-	-	Librarian I (HELPS)	311	Probationary Appointment	7/27/2026	\$66,550/yr Step 1
Dulcie Beauregard	4863	-	-	Librarian II (HELPS)	312	Probationary Appointment	8/17/2026	\$70,211/yr Step 1
Confidential	4764	-	-	-	-	FMLA	4/30/2026-4/29/2027	-
Confidential	4739	-	-	-	-	FMLA	2/7/2026-2/6/2027	-
Confidential	4448	-	-	-	-	FMLA	6/17/2026-6/16/2027	-

- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Outwater explained each of the actions. Trustee Ferrer disclosed that she is related to one of the people listed. Some discussion ensued.

- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Resolutions Related to the Tentative 2027 Budget (PPLD Document #072226 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2027 Budget (PPLD Document #072226 – 5A) and the proposed 2026 General Election ballot language as reflected in the Certification (PPLD Document #072226 – 5B). Further, the Board of Trustees authorizes the Clerk to the Board of Trustees to sign the Certification of trustees to stand for election as reflected in PPLD Document #072226 – 5C.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lawrence explained: some aspects of the budget; reserve fund; E-Rate; and each of the Certifications. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

2. Approval of Strategic Plan Objectives, Strategies, and Outcomes (PPLD Document #072226 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the 2027 Strategic Plan's Objectives, Strategies, and Outcomes as reflected in PPLD Document #072226 – 6A.
- **Moved/Seconded:** Eagleton, Sciacca.
- **Discussion:** Ferrer spoke about the objectives and measuring the outcomes.
- **VOTE:** 9 – 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:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:05 p.m.

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

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

General Fund (Fund A; \$4,441,196)

- Receipts for the month totaled \$143,308, including \$10,173 in interest, \$3,050 in library charges, and a \$123,246 reimbursement from the Special Revenue Fund for qualifying second-quarter expenses.
- Disbursements for the month totaled \$1,039,311, including \$882,661 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - o Irma Davis Fund \$298,330
 - o McCalley Fund 52,000
 - o Swartz Fund 106,036

Special Revenue Fund (Fund CM; \$976,082)

- Receipts for the month totaled \$3,447, including \$2,575 in interest and a \$1,000 donation for the Computer Lab accepted by the Board at its June meeting.
 - o The receipts for the month also reflect a net decrease of \$129 in the Wojtecki account.
- Sub-fund totals include:
 - o Norman and Jeannie Greene Fund \$635,419
 - o Occhialino Fund 53,617
 - o Lund Fund 26,235

Capital Fund (Fund H; \$306,779)

- Receipts for the month totaled \$243 in interest.

Permanent Funds (Fund PN; \$502,084)

The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest earnings, 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:
 - o Slonaker Trust \$2,786
 - o Levinsohn Trust 1,004
 - o Wojtecki Trust 383,685
 - o Schwartz Fund 10,965
 - o Lamont Fund 50,201
 - o Dobo Fund 37,253

Debt Service Fund (Fund V; \$804,536)

- Receipts for the month included interest of \$1,637.

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

Budget Transfer, Journal 59

Revenue	Increase	Decrease	Expense			Increase	Decrease
			Sierra/Encoure Services	A44000	54360	\$	4,188.28
			Software: Adult Svcs	A41000	54371	\$	3,640.72
			Software: System Wide	A00000	54371	\$	7,829.00
Total	\$	-	Total	\$	7,829.00	\$	7,829.00

To standardize where a routine annual expense owed to MHLS for SAM terminals is paid from.

GENERAL FUND YEAR-TO-DATE EXPENSE REPORT JULY 2026

FOR 2026 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,453,948	5,458,648	3,021,394.79	610,644.31	2,190,714.39	246,538.53	95.5%
22 Equip & Capital Outl	76,500	100,529	32,016.77	6,834.83	37,837.22	30,675.00	69.5%
30 Materials	575,938	689,231	243,823.13	31,224.75	279,274.96	166,132.66	75.9%
32 Information Services	94,433	94,433	18,376.10	6,256.47	29.95	76,026.95	19.5%
50 Operations	1,715,952	1,778,625	858,004.76	97,082.91	476,520.07	444,100.38	75.0%
51 Automation	126,724	122,536	58,571.59	14,240.13	14,240.13	49,724.00	59.4%
91 Employee Benefits	2,892,628	2,893,970	1,732,156.65	272,016.69	624,456.88	537,356.81	81.4%
92 Debt Service	1,345,138	1,345,138	610,560.47	1,010.47	.00	734,577.03	45.4%
GRAND TOTAL	12,281,260	12,483,109	6,574,904.26	1,039,310.56	3,623,073.60	2,285,131.36	81.7%

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

GENERAL FUND YEAR-TO-DATE REVENUE REPORT JULY 2026

FOR 2026 07

	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	.00	-.50	100.0%
41003 Real Property Tax Debt Servic	1,345,138	1,345,138	1,345,137.50	.00	.00	100.0%
42082 Library Charges	25,000	25,000	15,611.49	3,049.79	9,388.51	62.4%
42401 Interest Earnings	50,000	50,000	61,313.03	10,173.11	-11,313.03	122.6%
42705 Donations	225,000	225,000	22,959.88	6.85	202,040.12	10.2%
42752 Annual Appeal	25,500	25,500	24,746.00	.00	754.00	97.0%
42753 Donations in Kind	81,983	81,983	47,823.37	6,831.91	34,159.63	58.3%
42760 Grants	25,000	25,000	6,111.11	.00	18,888.89	24.4%
42771 Payment in Lieu of Taxes	173,000	183,565	327,481.58	.00	-143,916.58	178.4%
42777 E-Rate Income	65,000	65,000	32,528.60	.00	32,471.40	50.0%
42800 Miscellaneous Income	10,000	10,000	24,354.39	.00	-14,354.39	243.5%
43840 Central Library Services	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	197,614.03	123,245.89	526,694.82	27.3%
GRAND TOTAL	12,316,859	12,327,424	11,372,066.48	143,307.55	955,357.87	92.3%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2026 7

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	-464.25	718.99
A	12020	Gen. Fund Payroll Checking	.00	526.42
A	12023	Gen. Fund Money Market	-914,478.08	4,046,321.58
A	12040	Credit Card Transactions	1,122.10	3,387.93
A	12051	Flex 125 Money Market	253.33	6,185.24
A	12100	Petty Cash	-441.00	16,308.36
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	606.87	298,330.21
A	12400	Cash Special Reserve: Swartz	215.70	106,036.04
A	13800	Accounts Receivable	.00	32,528.60
A	13910	Due From Other Funds	.00	-69,649.31
TOTAL ASSETS			-913,185.33	4,441,196.06
LIABILITIES				
A	26000	Accounts Payable	-1,156.72	-18,322.89
A	26020	Flex125 Exchange	-241.66	-5,398.30
A	26021	Benefits Exchange	-1,808.97	12,622.13
A	26030	General Fund Exchange	741.89	2,668.68
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	108,990.26	1,238,401.49
A	26370	State Retirement Accrual	-89,342.48	-248,097.04
TOTAL LIABILITIES			17,182.32	981,962.07
FUND BALANCE				
A	35100	Budgeted Revenues	.00	12,327,424.35
A	35210	Encumbrances (+ PYCF)	-822,941.12	3,662,183.47
A	35220	Expenditures (+ PYCF)	1,039,310.56	6,574,904.26
A	38210	Encumbrance Reserve (+ PYCF)	822,941.12	-3,662,183.47
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	-12,487,859.22
A	39800	Revenues Received	-143,307.55	-11,372,066.48
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			896,003.01	-5,423,158.13
TOTAL LIABILITIES + FUND BALANCE			913,185.33	-4,441,196.06

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

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

Motion

Result of Action

In Favor _____
Against _____
Abstaining _____

Record of Vote

Trustee	Yes	No	Abstain
Eagleton	☐	☐	☐
Fana	☐	☐	☐
Ferrer	☐	☐	☐
Fitzgibbons	☐	☐	☐
Lieb	☐	☐	☐
McPhee	☐	☐	☐
Newman	☐	☐	☐
Nurre	☐	☐	☐
Ryan	☐	☐	☐
Sciacca	☐	☐	☐
Spuhler	☐	☐	☐



LIBRARY DIRECTOR REPORT – AUGUST 2026

Significant Service Changes, Challenges or Accomplishments

- The onboarding of three new librarians in Youth Services is currently ongoing with the expectation that the department will soon be able to return to its standard of programs, community outreach, and school engagement.
- The Library District is the recipient of several grants this summer, including:
 - Dolly Parton Imagination Library: \$11,700
 - Library Services and Technology Act (LSTA; federal funds awarded by the State Library): \$14,650 (*Black in America*, a celebration of the African American diaspora; February – June 2027 implementation)
 - Dutchess County Municipal Investment Grant (MIG): \$25,000 (to upgrade the CCTV systems at Adriance and Boardman Road)
 - We are currently waiting on the following applications:
 - Assemblymember Jacobson: \$140,000 for exterior dome repair and step replacement at Adriance (this is in process with the state funders and is awaiting its turn for processing)
 - E-Rate: \$68,500 for data communication services covering 7/1/2026 – 6/30/2027
 - Yiddish Book Club Grant: \$2,000 in support of creating a series of public programs on Yiddish literature, curated by the Yiddish Book Center in Amherst, MA
 - We are in the early stages of developing an application to The Understory for a regional resilience grant, which could fund generator and solar power installation at both Adriance and Boardman Road.
- Implementation of CivicPlus to support Board of Trustees meetings will be on or about September 1. Each trustee will be provided with a poklib.org email ID for Library District business. IT has set up the emails and instructions will be sent to each trustee by August 28 on how to log in to the new email. Once that is complete, the new emails will be loaded into CivicPlus and all will get notification from CivicPlus that they are able to start using the product. Please be patient with this implementation phase of the project and be sure to check your poklib.org email periodically, especially starting the week before a scheduled Board meeting.

Service and Program Highlights

- See attached manager reports for recent activity.

Outreach and Professional Development

- See attached manager reports for recent activity.

Collection Development

- Progress continues on ironing out the kinks with the new book jobber.

Buildings

- Boardman Road: The leaks have been repaired, and we are evaluating a gutter/leader proposal to address some of the issues we have experienced in the past 12 – 18 months.
- Adriance: Bids for the exterior dome repair were received on July 1 and have been evaluated. All bids exceeded the current funding allocation for the project. Since we are still awaiting a contract with NYS for the funds provided by Assemblymember Jacobson's office, we are unable to proceed with the work at this time. While we have asked the bidders to hold their bid until August 31, it seems prudent currently to suspend the project until the spring. Appropriate action by the Board is on the agenda for its consideration.

Staffing

- See Personnel Actions, if applicable.

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

PPLD Document #082626 - 3.1.1

	Current Year: 2026				Previous Year: 2025				Compare: '26 to '25		Previous Year: 2024				Compare: '26 to '24	
	Jul	% of Total	YTD	% of Total	Jul	% of Total	YTD	% of Total	Change	% Change	Jul	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,913	30.74%	40,507	29.91%	7,154	30.41%	42,676	28.49%	-2,169	-5.08%	7,179	28.24%	42,558	27.77%	-2,051	-4.82%
Adult Non-Fiction	3,334	14.82%	21,813	16.11%	3,430	14.58%	24,955	16.66%	-3,142	-12.59%	3,901	15.35%	25,937	16.92%	-4,124	-15.90%
Fiction - Juvenile	6,700	29.79%	37,829	27.94%	7,173	30.49%	42,834	28.59%	-5,005	-11.68%	7,842	30.85%	41,986	27.39%	-4,157	-9.90%
Non-Fiction - Juvenile	1,686	7.50%	9,324	6.89%	1,563	6.64%	10,678	7.13%	-1,354	-12.68%	1,530	6.02%	10,561	6.89%	-1,237	-11.71%
Periodicals	164	0.73%	949	0.70%	148	0.63%	969	0.65%	-20	-2.06%	222	0.87%	1,273	0.83%	-324	-25.45%
Periodicals - Juvenile	20	0.09%	117	0.09%	23	0.10%	192	0.13%	-75	-39.06%	58	0.23%	246	0.16%	-129	-52.44%
Print Subtotal	18,817	83.67%	110,539	81.63%	19,491	82.86%	122,304	81.65%	-11,765	-9.62%	20,732	81.55%	122,561	79.96%	-12,022	-9.81%
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	9	0.04%	33	0.02%	4	0.02%	36	0.02%	-3	-8.33%	0	0.00%	16	0.01%	17	106.25%
Soundrecordings	308	1.37%	2,427	1.79%	429	1.82%	2,908	1.94%	-481	-16.54%	470	1.85%	3,208	2.09%	-781	-24.35%
Videorecordings	2,345	10.43%	17,022	12.57%	2,757	11.72%	19,613	13.09%	-2,591	-13.21%	3,321	13.06%	22,629	14.76%	-5,607	-24.78%
Media	5	0.02%	10	0.01%	0	0.00%	25	0.02%	-15	0.00%	3	0.01%	39	0.03%	-29	0.00%
Software	30	0.13%	69	0.05%	1	0.00%	64	0.04%	5	7.81%	14	0.06%	97	0.06%	-28	-28.87%
Equipment/Realia	33	0.15%	378	0.28%	66	0.28%	414	0.28%	-36	-8.70%	107	0.42%	496	0.32%	-118	-23.79%
Suppressed Items	105	0.47%	460	0.34%	91	0.39%	220	0.15%	240	109.09%	47	0.18%	179	0.12%	281	156.98%
Videorecordings - Juvenile	403	1.79%	2,203	1.63%	392	1.67%	2,589	1.73%	-386	-14.91%	472	1.86%	2,520	1.64%	-317	-12.58%
Audiorecordings - Juvenile	52	0.23%	228	0.17%	40	0.17%	212	0.14%	16	7.55%	38	0.15%	238	0.16%	-10	-4.20%
Media - Juvenile	350	1.56%	1,945	1.44%	233	0.99%	1,351	0.90%	594	43.97%	201	0.79%	1,194	0.78%	751	62.90%
Software - Juvenile	33	0.15%	102	0.08%	19	0.08%	62	0.04%	40	64.52%	16	0.06%	100	0.07%	2	2.00%
Non-Print Subtotal	3,673	16.33%	24,877	18.37%	4,032	17.14%	27,494	18.35%	-2,617	-9.52%	4,689	18.45%	30,716	20.04%	-5,839	-19.01%
Total	22,490		135,416	100.00%	23,523		149,798		-14,382	-9.60%	25,421		153,277		-17,861	-11.65%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2026

PPLD Document #082626 - 3.1.2

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	19,216	16,970	19,699	19,342	18,466	19,203	22,491	0	0	0	0	0	135,387
Digital Content	13,892	12,559	14,474	12,687	13,367	12,810	13,105	0	0	0	0	0	92,894
Total	33,108	29,529	34,173	32,029	31,833	32,013	35,596	0	0	0	0	0	228,281
IMAGINATION LIBRARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Registered Participants	0	0	240	346	392	426	520	0	0	0	0	0	
Graduated Participants	0	0	0	7	3	2	34	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	3,181	3,146	3,307	0	0	0	0	0	23,222
Boardman Road	2,402	2,057	2,247	2,185	1,894	2,040	1,990	0	0	0	0	0	14,815
Sadie Peterson Delaney	94	76	91	85	88	93	81	0	0	0	0	0	608
Total	6,235	5,375	5,802	5,413	5,163	5,279	5,378	0	0	0	0	0	38,645
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	584	670	799	842	906	1,081	1,122	0	0	0	0	0	6,004
Boardman Road	109	102	110	104	200	440	367	0	0	0	0	0	1,432
Sadie Peterson Delaney	41	42	89	55	90	82	75	0	0	0	0	0	474
Spanish Language Assistance	4	5	9	4	15	15	17	0	0	0	0	0	69
Total	738	819	1,007	1,005	1,211	1,618	1,581	0	0	0	0	0	7,979
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	7,766	9,389	3,033	0	0	0	0	0	62,210
Calendar Hits - Library Market	23,504	29,791	27,585	28,969	20,780	31,737	27,115						189,481
Calendar Hits - Recite Me	255	198	160	211	161	209	232						1,426
Website Views	35,301	34,296	47,504	33,356	32,161	36,535	36,189						255,342
Total	70,505	72,433	89,239	70,975	60,868	77,870	66,569	0	0	0	0	0	508,459
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	3,402	3,704	3,065	0	0	0	0	0	25,320
Boardman Road	1,506	1,352	1,780	1,669	1,705	1,523	2,110	0	0	0	0	0	11,645
Sadie Peterson	31	16	80	96	46	41	40	0	0	0	0	0	350
Total	5,138	4,713	6,164	5,664	5,153	5,268	5,215	0	0	0	0	0	37,315
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	120	145	133	147	180	159	170	0	0	0	0	0	1,054
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	180	159	170	0	0	0	0	0	1,056
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	126	102	157	170	135	120	125	0	0	0	0	0	935
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	186	184	227	200	226	217	252						1,492
Community Engagement	3	5	8	8	13	11	9						57
Non-Library District	12	22	33	22	20	28	25						162
Exams Proctored	24	23	16	20	21	23	22						149
MAP Passes	86	52	64	89	112	148	220						771
Rover Bookmobile Stops	5	5	7	12	10	11	10						60
Total	316	291	355	351	402	438	538	0	0	0	0	0	2,691
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	3,837	2,557	3,692						24,642
Community Engagement	83	150	234	112	504	720	119						1,922
Non-Library District	157	254	299	197	244	1,189	232						2,572
Drop-In Room Use (Adriance)	126	187	240	117	110	108	134						1,022
Rover Bookmobile	99	84	124	841	185	530	311	0	0	0	0	0	2,174
Total	2,794	2,865	7,607	4,594	4,880	5,104	4,488	0	0	0	0	0	32,332
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	13,085	13,812	15,169	0	0	0	0	0	95,873
Boardman Road	9,543	8,371	7,855	7,957	7,744	8,847	7,906	0	0	0	0	0	58,223
Sadie Peterson Delaney	144	124	239	272	225	154	138	0	0	0	0	0	1,296
Total - 2026	22,614	20,684	22,661	22,353	21,054	22,813	23,213	0	0	0	0	0	155,392
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: Gary Killmer, Network Analyst

Department: IT

Time Period of Report: 07/01/2026 -07/31/2026

Focus Activity: IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of audio/visual equipment. A new large-format printer was ordered and received for the PIO department. The modern replacement provides improved print quality along with better availability of supplies and support. IT handled several office moves and new employee onboardings, ensuring technology was ready with minimal disruption. Successfully migrated library staff from Google Workspace to Microsoft 365, transitioning email, calendars, files, and other productivity tools to the new platform.

Intended Outcome(s) of Focus Activity: Maintain reliable technology support for library programs.

Improve PIO printing quality and long-term equipment support.

Ensure smooth office moves and employee onboarding.

Modernize staff productivity and communication through the transition to Microsoft 365.

Manager Observations of Activity and Outcomes: Program support remained reliable, and office moves and onboardings were completed successfully. The new PIO printer provides improved quality and supportability. The Microsoft 365 migration was completed, with IT providing staff support and addressing transition issues as they arose.

Impact of Activity: Improved technology reliability and staff productivity. The Microsoft 365 migration modernized the library's email, collaboration, and productivity environment while consolidating services onto a more unified platform.

Date of Report: 8/10/2026



MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement Dept.

Time Period of Report: July 2026

Focus Activity: Rotunda Final Production Weeks

Intended Outcome(s) of Focus Activity: Delivering the Sept-Oct issue to the printer

Manager Observations of Activity and Outcomes: The month was primarily focused on the production process, which includes gathering copy, laying out the publication, editing and calendaring a few hundred programs, events and copy blocks. Due to an emergency absence in the Youth Services area, all programs and pages to run in the Rotunda were submitted unformatted, with multiple editing issues and calendar assistance needed. Additionally, the issue is one we use to heavily promote the Big Read, which meant many adjustments and insertions, and also impacted the website. Each year, a robust page with multiple links to inside and outside resources is created for the Big Read, requiring hours of time.

Kudos to the team of Yvonne Laube, Karen Fredrickson and Charlotte Marriott for their challenging work!

Impact of Activity: Successful submission on June 29, thanks to the flexibility and some extra hours of work.

Date of Report: 8/11/2026



MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: July/August 2026

Focus Activity: Though there are many things going on, I chose to focus on expanding Extension Services

Intended Outcome(s) of Focus Activity: Connecting with community members and helping them understand the services we provide as a library, and specifically our department's services.

Manager Observations of Activity and Outcomes: From the beginning of 2026, we had a total of 68 patrons we were delivering library items to on a regular(usually bi-weekly) basis. We are currently at 78 patrons. In our department. There are three staff members that order, gather and deliver items for these patrons. By August 12th, I will have attended both OFA picnics, specifically geared toward services for Seniors, where we spend time with community members discussing library services and providing information, which also helps gain new patrons as well.

Impact of Activity: We have increased our Extension Services patrons by 10, since January. The goal is always to make sure we reach the members of the community that need the services, and continue to find new ways to connect when possible.

Date of Report: 6/11/2026



MANAGER'S MONTHLY REPORT

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

Department: Adult Services

Time Period of Report: July 2026

Focus Activity: Come Create & Celebrate

Intended Outcome(s) of Focus Activity: Partner with local groups to offer an afternoon promoting artistic expression and its connection with mental health.

Manager Observations of Activity and Outcomes: This July, the library collaborated with the Mind Body Coalition, a local non profit focused on raising Mental Health awareness especially among the BIPOC community. On July 11th we hosted Come Create & Celebrate, in honor of the Bebe Moore Campbell BIPOC Mental Health Awareness Month with an afternoon of fun, arts & crafts, and mental health awareness. 17 local organizations and non profits participated, offering free information about mental health and wellness services, and providing craft activities for all ages. Activities included collaging, zine making, clay work, painting, tumbler decorating, face painting, and much more. Free snacks were also provided outside by the Mind Body Coalition.

Impact of Activity: The collaborative nature of this event ended up bringing new faces to the library, as well as helping staff to connect with many of the local organizations that participated. The Mind Body Coalition handled all of the logistics coordinating the participants, and we could not be more grateful for all of their hard work in organizing everything that went into it.

Date of Report: 8/12/2026



MANAGER'S MONTHLY REPORT

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

Department: Borrower and Technical Services

Time Period of Report: July 2026

Focus Activity: Supporting outreach efforts and public desk coverage throughout the district. Evaluating, updating, and documenting Technical Services workflows.

Intended Outcome(s) of Focus Activity: Positive patron experiences, standardized workflows, and stable operations

Manager Observations of Activity and Outcomes: Borrower Services: The summer months at PPLD are hectic and keep us on our toes with the number of places staff are needed and coverage needed for staff taking time off. We also have to be flexible every day to handle what comes our way in terms of desk shifts that open up staffing needing time off for well-earned vacation, illnesses, or other personal reasons. Our staff is flexible in adapting to the changing needs of the district. In July, we assisted Youth Services and Branch and Extension Services with 13 Rover events, including visits to Family Community Development Summer camp at Mill Street and Office of the Aging on Delafield Street. We continued to help provide desk coverage on the Youth Services floor at Adriance during staffing transitions and other absences.

Technical Services: During our transition to a new book supplier, we learned that some workflows and processes need to be looked at and/or updated. To that end, I have asked the director to submit a Workflow Consultation with the Mid-Hudson Library System focused on Technical Services. Staff from the library system will observe our Technical Services processes and make recommendations for how to be more efficient. This works toward a long-term goal of mine, which is to standardize and document our procedures so that they are effective and easy to follow. Additionally, we added more hotspots to the Library of Things collection bringing us up to eight (8) in circulation, and there are two more to add to the collection. The Technical Services staff and I re-organized how we track high-demand items, so we will see how the rest of the year goes with our new processes in place. New procedures behind the circulation desk, including a paper waiting list and a universal LOT Borrower's Agreement, have been working well to allow patrons to easily access the devices they need for the educational and entertainment purposes.

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: 8/12/2026

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
Jesse Scriber	4853	Custodial Worker (FT)	251	-	-	End of Probation	9/13/2026	-
John DeLuca	4845	Microcomputer System Specialist (FT)	264	-	-	Permanent Appointment	8/18/2026	-
John DeLuca	4845	Microcomputer System Specialist (FT)	264	-	-	End of Probation	8/18/2026	-
Conor Van Riper	4858	Library Assistant (PT)	156	-	-	Correction to Employee Number	7/27/2026	-
Lance Masilungan	4859	Librarian I (HELPS) (FT)	310	-	-	Correction to Employee Number	7/27/2026	-
Samantha Brandal	4860	Librarian I (HELPS) (FT)	311	-	-	Correction to Employee Number	7/27/2026	-
Dulcie Beauregard	4861	Librarian II (HELPS) (FT)	312	-	-	Correction to Employee Number	8/17/2026	-
Kimani Henry	4839	Student Worker (PT)	294	-	-	Resignation	8/11/2026	-
Caroline Moore	4587	Principal Account Clerk (FT)	17	-	-	Retirement	9/30/2026	-

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

Motion Moved _____
 Seconded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____

Record of Vote	Trustee	Yes	No	Abstain
	Eagleton	☐	☐	☐
	Fana	☐	☐	☐
	Ferrer	☐	☐	☐
	Fitzgibbons	☐	☐	☐
	Lieb	☐	☐	☐
	McPhee	☐	☐	☐
	Newman	☐	☐	☐
	Nurre	☐	☐	☐
	Ryan	☐	☐	☐
	Sciacca	☐	☐	☐
	Spuhler	☐	☐	☐

New Business Fact Sheet

Authorization to Approve Central Library Plan, 2027 - 2031

Recommended By Library Director

Background Information The Library District's Adriance Memorial Library is the Central Library for the Mid-Hudson Library System. As the Central Library, the Library receives over \$275,000 in New York State aid specific to the provision of services developed and approved by a member library committee. The services are rooted in a Plan of Service that is modified every five years. The new five-year plan requires approval by the boards of both the Library District and the Mid-Hudson Library System.

I recommend that the Board of Trustees approve the draft Plan, attached as PPLD Document #082626 – 5A.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approved the Central Library Plan, 2027 – 2031, as described in PPLD Document #082626 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

CENTRAL LIBRARY PLAN 2027-2031

The Central Library Plan describes the services funded by the Central Library Services Aid program as well as related services.

The Poughkeepsie Public Library District's Adriance Memorial Library is designated as the Central Library for the Mid-Hudson Library System. The Central Library/Collection Development Advisory Committee of the MHLS Directors Association oversees the Aid program and related services to ensure that expenditures are responsive to patron needs.

Element 1 – Digital Collection Development

1. Goal Statement: Central Library Program funds will assist in the provision of a system-wide digital collection that will be developed in response to member library needs.
2. Intended Result(s):
 - Member libraries and their patrons will have access to digital collections and content that are affordable and cost effective. Purchasing strategies will be guided by digital collection development guidelines adopted by the MHLS Directors Association and may be modified from time-to-time.
 - Member libraries will have coordinated training and promotional opportunities designed to increase usage of database collections and content by 3% - 5%, on average, each year.
 - Member libraries will be provided with “best practices” guidance on how to manage local digital collection development budgets in relation to the purchasing done through the Central Library program funds.
3. Evaluation Methods:
 - The Central Library / Collection Development Advisory Committee will annually review and revise its recommendations for digital collections and content.
 - MHLS staff will work with collections and content vendors to develop accurate usage statistics.
 - To the extent practical, the Central Library / Collection Development Advisory Committee will, at least once every five years, determine patron perspectives on digital collections and content provided with Central Library Program funds using [commonly accepted outcome measurement methodology](#).
 - The average wait time for accessing digital collections and content shall be on par with the physical collection. The number of maximum holds, determined by the holds ratio, will be reviewed and revised annually.

Element 2 – Public Service Staff Training and Education

1. Goal Statement: Best practices training in targeted areas of collection development and reference services will be provided.
2. Intended Result(s):
 - Training and education will be offered for member library staff so that they have the skills and understanding to provide effective reference service to patrons.
 - Member libraries will employ best practices in developing their collections.
3. Evaluation Methods:

Approved by the MHLS Directors Association, [DATE]

Approved by the MHLS Board of Trustees, [DATE]

Approved by the PPLD Board of Trustees, [DATE]

- The Central Library / Collection Development Advisory Committee will advise on appropriate training opportunities at least annually which relate to an element related to professional services focusing on reference and collection development.

Element 3 – Collection Management and Use Analysis

1. Goal Statement: Training and tools for collection analysis will be provided, as needed.
2. Intended Result(s):
 - Member libraries will learn about managing library collections.
 - Member libraries will be provided with tools and training to enable data-driven use analysis of collections.
3. Evaluation Methods:
 - The Mid-Hudson Library System's annual satisfaction survey will address this area of service.

Element 4 – Discovery Services

1. Goal Statement: The Central Library Program will provide supplemental discovery services support through third-party OPAC enhancements.
2. Intended Result(s): Member libraries will have expanded resources and services to assist member library patrons in the use of the online catalog (OPAC).
3. Evaluation Methods:
 - The Central Library / Collection Development Advisory Committee will support supplemental development of the OPAC designed to improve the patron discovery experience.

Element 5 – Delivery

1. Goal Statement: The Central Library Program funds will assist in access to local, regional, and statewide collections through coordinated delivery services.
2. Intended Result(s):
 - Member library patrons will receive affordable access to materials outside of their libraries.
3. Evaluation Method:
 - Delivery of requested and available items within the system will be, on average, available within three (3) days of request.

Approved by the MHLS Directors Association, [DATE]

Approved by the MHLS Board of Trustees, [DATE]

Approved by the PPLD Board of Trustees, [DATE]

New Business Fact Sheet

Approval of 2027 - 2031 MHLS Free Direct Access Plan

Recommended By

Library Director

Current Situation

The Division of Library Development now requires that each member library of a public library system review and approve the system's Free Direct Access Plan. The Plan reflected in PPLD Document #082626 – 6A has already been approved by both the MHLS Board of Trustees and the MHLS Directors Association. The Library District's approval should be ministerial, but it should be reviewed by trustees prior to the meeting on November 17.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the 2027 - 2031 MHLS Free Direct Access Plan as reflected in PPLD Document #082626 – 6A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____



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Mid-Hudson Library System Plan of Service 2027-2031

Free Direct Access Plan

INTRODUCTION

The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System (MHLS) and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

The FDAP reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The FDAP provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

MHLS serves the chartered and registered public libraries in Columbia, Dutchess, Greene, Putnam, and Ulster Counties except in Ulster County where seventeen of the county's twenty-one public libraries are MHLS members and the remaining four libraries are Ramapo-Catskill Library System members.

DEFINITIONS

Direct Access:

"...the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library

system on the same basis as that specified for cardholders in each individual library.” [8 CRR-NY 90.3 Approval of Public Library Systems; (d)(1)(ii)]

Resident Borrower:

“...means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.” [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(5)]

Non-resident borrower:

“...means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system or who is a system cardholder.” [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(6)]

Underserved:

“...those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.” [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(11)]

Unserved:

“...those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system.” [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(10)]

Serious inequities and hardships:

“...those conditions which adversely affect resident borrowers of member libraries. Such conditions

are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but are not limited to, a definition of what constitutes excessive borrowing of a library's resources by nonresident borrowers.” [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(9)]

1. *Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.*

- A. All residents in the area served by MHLS enjoy the same rights of direct access to MHLS member library resources by the system-wide acceptance of a borrower's card, which is issued free and without charge by any member library to all eligible residents in the area served by MHLS.
- B. Exceptions to Direct Access: MHLS member libraries may implement, at their discretion, the following limited restrictions, on individuals residing outside the library chartered to serve area for services funded with local public funds¹.
 - 1) Member libraries may give preference to the residents of their taxing district for attendance at library programs.
 - 2) Member libraries may give preference to the residents of their taxing district for the use of computers and other on-site technology.
 - 3) Member libraries may restrict the loan of special, subscription, pilot or experimental collections to the residents of their taxing district, (such as locally or county-based eResource subscriptions, Library of Things collections, and museum passes), in compliance with MHLS Resource Sharing Standards².

¹ *Local Public Funds* are funds reported by a MHLS member library as local public operating fund receipts in the library's Annual Report for Public and Association Libraries to the State of New York.

² Special collections, containing unique items not commonly circulated among member libraries, may be excluded from the holds system and that checkout and check in of said items be done only at the owning library. This is adjudicated by the Resource Sharing Advisory Committee.

- 4) Member libraries may give preference to the residents of their taxing district for the reservation and use of meeting space(s).

The entitlement to library services and borrowing privileges outlined in this FDAP shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of MHLS member libraries and/or MHLS.

2. *Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.*

- A. In the event a library withdraws from MHLS, residents of the library's chartered service area will continue to be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.
- B. Residents served by a newly chartered and registered library which have not joined MHLS, will be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.

3. *Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.*

- A. MHLS considers "serious inequities and hardships" to be those conditions which adversely affect residents of the chartered areas of member libraries and/or significantly deprive resident borrowers of the opportunity to borrow library materials and access library services.
- B. The criteria used by the system to begin to make the determination of serious inequities and hardship are:
 - 1) Excessive use of a library's collection by residents outside the library's chartered to serve area.
 - 2) Excessive use of a library's collection by residents of a single geographic and/or administrative area³ outside the library's chartered to serve area which is: (1) served by a chartered public

³ ILS Town Code data is used to determine geographic or administrative area(s).

library, and (2) does not provide equitable funding⁴ for library materials and services.

- 3) Excessive use of a library's collection by residents of a geographic and/or administrative area that is: (1) not within a chartered public library service area, and (2) does not provide equitable funding⁵ for library services by contract for library service with MHLS or a MHLS member library or MHLS member libraries.
- 4) An unserved municipality has refused to contract for library services used by its residents over a period of two (2) years where written documentation verifies that repeated requests for funding for library materials and services have been denied.
- 5) An unserved municipality has refused to charter or provide funding for library services where chartering or funding ballot initiatives have been voted down in two successive years.

4. *Describe what constitutes excessive out of chartered service area borrowing in the system.*

A. MHLS considers the starting point to assess "excessive out of chartered service area borrowing" to be:

- 1) 2027-2028: 51%⁶ of the member library's total circulation based on a three-year average⁷ to residents of all geographic and/or administrative areas⁸ outside the library's chartered service area. In 2029-2031 this percentage will be lowered to 38%; or

⁴ *Equitable funding* of library services is defined as the average Total Local Public Funds per capita for all MHLS member libraries within the county they are located, based on the average of the last three years, as reported by MHLS member libraries in their Annual Report for Public and Association Libraries to the State of New York.

⁵ Ibid.

⁶ Percent same as current Direct Access Plan; Percentage based on ILS Circulation Data by Terminal & Town Code ⁸ ILS Town Code

⁷ Three-year average will not take 2020 into account due to the anomaly of the pandemic.

- 2) 2027-2028: 40%⁸ of the member library's total circulation based on a three-year average⁹ to residents of a single geographic and/or administrative area¹⁰ which is: (1) served by a chartered and registered public library, and (2) does not provide equitable funding¹¹ for library services. In 2029-2031 this percentage will be lowered to 30%; or
- 3) 11%¹² of a member library's total circulation based on a three-year average¹³ to residents of a geographic and/or administrative area¹⁴ that is: (1) not within a chartered and registered public library service area, and (2) does not provide equitable funding¹⁵ for library services by contract with MHLS or a MHLS member library or MHLS libraries.

5. *Unserved and Underserved Populations*

5.a *Describe the unserved¹⁶ and the underserved¹⁷ populations within the system.*

Unserved populations exist in some areas of Columbia, Dutchess, Greene, and Ulster Counties. Putnam County has no unserved population. The areas of unserved populations have been mapped by the NYSED Division of Library Development: <https://www.nysl.nysed.gov/sites/default/files/libdev/libs/service-area-maps/system-and-county-maps/mid-hudson.pdf>

⁸ Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code

⁹ Three-year average will not take 2020 into account due to the anomaly of the pandemic.

¹⁰ ILS Town Code

¹¹ *Equitable funding* (see footnote 5)

¹² Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code

¹³ Three-year average will not take 2020 into account due to the anomaly of the pandemic.

¹⁴ ILS Town Code

¹⁵ *Equitable funding* (see footnote 5)

¹⁶ CR 90.3 (a) - Unserved means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system.

¹⁷ CR 90.3 (a) - Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.

There are currently no underserved populations within MHLS (see 5.b, below, for MHLS criteria to identify underserved populations).

5.b Describe the criteria used by the system to identify libraries having an inadequate level of local income to support delivery of acceptable library services (underserved). List those libraries so identified.

The MHLS criteria for determining an “inadequate level of local income to support delivery of acceptable library services (underserved)”, is the member library’s ability to comply with minimum standards for public libraries as described in New York State education law and New York State Commissioner’s Regulations (http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/902.htm). Each member library reports on their compliance with the NYS minimum standards in their Annual Report for Public and Association Libraries to the State of New York. If the library is in compliance with the minimum standards, or if the Commissioner of Education has granted a waiver from one or more of the standards, the library is deemed to have an adequate level of support.

5.c-Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

MHLS and its member libraries have a successful history of sharing resources and providing library services to residents in the area served by MHLS, including persons in unserved areas. MHLS will assist libraries in securing sustainable funding so they can better serve library patrons, including residents in unserved areas. MHLS will provide consulting services to member libraries and report to the MHLS Board of Trustees and the MHLS Directors Association regarding unserved areas. MHLS will work with member libraries to advocate for and to negotiate fair and equitable contracts with unserved communities in order to ensure the availability of library service for the residents of underserved communities. MHLS will work with member libraries serving residents in unserved areas to ensure adherence with the FDAP, which guarantees no resident in the area served by MHLS will be excluded from direct or on-site access to library resources.

5.d-Provide a timetable for such actions

All of the efforts in 5.c will be ongoing.

5.e-Identify who will be responsible for carrying out these actions.

The MHLS Executive Director, MHLS Assistant Director, and the MHLS Library Sustainability Coordinator will be primarily responsible for carrying out these actions.

6. Describe the conditions under which modifications to the free direct access plan can be made:**6.a-Without the prior approval of the Commissioner of Education.**

- (1) MHLS member libraries that experience excessive out of chartered service area borrowing, as defined in Section 4, above, may submit to the MHLS Executive Director a claim of serious inequities and hardship. A claim must: (1) be in writing; (2) be based on the official approval of the claim by the member library's board of trustees at a public meeting; and (3) include documented efforts by the library director and board of trustees to secure adequate support from the area(s) in its claim of serious inequities and hardships.
- (2) MHLS will act within 90 days on a claim of serious inequities and hardships as defined in Section 4, above.
 - a) On receipt of a claim, MHLS staff will verify the levels of library use leading to the claim, as well as, verify any other criteria in the claim that may be applied under the FDAP. Verification by MHLS will be transparent but authoritative.
 - b) The MHLS Executive Director will report MHLS findings regarding the claim to the director and board of trustees of the member library submitting the claim.
 - c) The MHLS Board of Trustees will review, at a public meeting of the Board, all claims of serious inequities and hardships submitted to MHLS and the findings of MHLS staff

regarding a claim. The MHLS Board will decide if a claim of serious inequities and hardship is valid.

(3) Based on the MHLS Board accepting a claim of serious inequities and hardship as valid, MHLS staff will confer with the MHLS Directors Association to implement one or more of the following:

- a) Restrict system wide loaning of non-print materials purchased with local funds;
- b) Restrict patron-placed holds and staff-placed holds.

6.b-With the prior approval of the Commissioner of Education.

(1) Proposed restrictions to library service or access beyond those defined in this FDAP, must be approved by MHLS Board of Trustees and the MHLS Directors Association prior to transmission to the Commissioner of Education for approval.

(2) A request for restrictions beyond those defined in this FDAP must be accompanied by the following, in a form acceptable to the Division of Library Development:

- a) Documentation of the completion of the serious inequities and hardships claim process as described in 6.a, above;
- b) A clear description of the proposed restrictions and modifications to the FDAP being requested provided such modifications do not include charging for library services;
- c) Description of the anticipated impact on resident and non-resident¹⁸ borrowers after modifications are approved and implemented;
- d) Provision of a time frame for the beginning and end of such restrictions and modifications to the FDAP.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

¹⁸ CR 90.3 (a) - Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library system or who is a system cardholder.

- A. Based on the recommendation of the MHLS Directors Association, the adoption by the MHLS Board of Trustees, and the approval by the Commissioner of Education, the FDAP will be distributed to all member libraries and posted on the MHLS website. MHLS will lead a discussion on the approved FDAP at a regular meeting of the MHLS Directors Association to review the plan in detail and reinforce the importance of compliance with the plan. MHLS staff will be responsive to any queries or concerns regarding the FDAP.
- B. MHLS member libraries, Board of Trustees, and staff recognize the MHLS Plan of Service, of which this FDAP is a part, is an agreement between MHLS and the State Education Department and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

8. *Describe how the system obtained member library input to the plan for free direct access.*

- A. An ad hoc committee of member library directors was convened to discuss the existing plan and to make recommendations to update the plan.
- B. A draft of the plan was reviewed by the MHLS System Services Advisory Committee, the MHLS Personnel & Planning Committee and was unanimously endorsed by both the MHLS Directors Association and the MHLS Board of Trustees.

Endorsed by the MHLS Directors Association: June 24, 2026

Approved by a super majority of MHLS Member Libraries: [DATE]

Approved by the MHLS Board of Trustees: [DATE]

New Business Fact Sheet

Authorization to Liquidate Funds: Levinsohn and Slonaker

Recommended By

Library Director

Current Situation

For over three decades, the Library District has been managing two small endowed funds that have yielded too little spendable interest. After discussing the matter with the Finance Committee and having been unable to determine the purpose of the endowments, authorization to liquidate the funds is requested. The intent is to use the funds to purchase materials of interest to Local History, including high school yearbooks. The current combined value of the Funds is \$3,924.24.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorize the liquidation of the Levinsohn and Slonaker Funds and that the balance be deposited in the CM Fund and expended as described above.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

New Business Fact Sheet
Dome Repair Bid Declination

Recommended By Library Director and Finance Manager

Current Situation With the assistance of professional support supplied by MASS Design, the Library Director and Finance Manager have reviewed the bids received and, due to the lack of funding, recommend not awarding the contract and to look to re-bid the project in the future.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District rejects the bids received on July 1 for the repair of the dome at Adriance Memorial Library with the intent to rebid the project in the future.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Record of Vote	Trustee	Yes	No	Abstain
	Eagleton	☐	☐	☐
	Fana	☐	☐	☐
	Ferrer	☐	☐	☐
	Fitzgibbons	☐	☐	☐
	Lieb	☐	☐	☐
	McPhee	☐	☐	☐
	Newman	☐	☐	☐
	Nurre	☐	☐	☐
	Ryan	☐	☐	☐
	Sciacca	☐	☐	☐
	Spuhler	☐	☐	☐