

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, February 26, 2025
Greenspan Board Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY
Meeting Will Run From 7:00 p.m. until 8:15 p.m.

Trustees Reviewing Warrants (6:15pm): McPhee and Nichols
(all trustees are asked to arrive by 6:45pm to assist with check signing)

- I. Call to Order, Roll Call, Approval of the Agenda (*M. Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Board Education:
 - IV. Minutes of Previous Meeting(s)
 - A. January 22, 2025 (*T. Lawrence; #022625 – 1*)
 - V. Financial Report(s)
 - A. January 2025 (*R. Gillis; #022625 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*R. Gillis; #022625 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #022625 – 3*)
 - B. President's Report (*M. Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; 022625 – 3.3*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*N. MacDermott; #022625 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Revised Policy: #1101-A Patron Code of Conduct (*J. McPhee; #022625 – 5*)
 2. Approval of Annual Agreement with FPPLD (*T. Lawrence; #022625 – 6*)
 3. Approval of 2025 Trustee Election Materials (*T. Lawrence; #022625 – 7*)
 4. Staff Parking Lease Agreement (*R. Gillis; 022625 – 8*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, March 26, 2025; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of January 22, 2025

Trustees Present

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

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Nicholas MacDermott, Human Resources Officer
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)

FPPLD Representatives Present

Norma Vazquez, President

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

- **Call to Order:** At 7:05 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee McPhee arrived at 7:23 p.m. and Trustee Ryan left at 7:54 p.m.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Ryan, Nurre.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: Lawrence explained many of the bylaws that are put forth in PPLD Document #012225.

IV. Approval of Previous Record/Meeting(s)

A. December 18, 2024 (PPLD Document #012225 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 18, 2024.
- **Moved/Seconded:** Blazek, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions

A. December 2024 Financial Activity Report (PPLD Document #012225 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2024 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Blazek.
- **Discussion:** Gillis reported on the Special Revenue transfer that occurred in December. She also informed the Board of a recent donation with the purpose of buying books for middle school aged children. The Board consented to deposit it into the Special Revenue Fund.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #012225 – 2.1)

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

Vouchers 70481 to 70688 in Warrant 20250123 totaling \$128,678.17

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

Vouchers 70269 to 70476 in Warrant 20241231 totaling \$57,900.55

Vouchers 70477 to 70550 in Warrant 20250116 totaling \$150,953.15

- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month’s Warrant Review:** Nichols & McPhee

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #012225– 3)

- Lawrence reported on: Welcoming new and returning trustees; updates to the CSEA contract; MUNIS; Timekeeping modifications; Trustee Education; Heating issues at ADR and BRD; statistics; demand for collection items and digital content; attendance; manager reports; the Poughkeepsie Book Festival; and succession planning.
- Charles-Scaringi shared about: staffing; end of year processes; meetings – individual and departmental; spending time at Boardman; and succession planning.

B. President’s Report: There is still one open seat for the Martin Luther King breakfast on Friday if anyone wants to join. She would like magnet style name tags made for the Trustees to wear at events. She would like to thank Dianne for her years of service as President of the Board.

C. Board Committee Reports: (PPLD Document #012225 – 3.3)

1. **Finance Committee:** Trustee Ryan reported on committee discussions on: MUNIS; moving and reporting money; and collections activity.
2. **Personnel Committee:** Chairperson Spuhler reported on committee discussions on: Sexual Harassment policy; patron behaviors; post-retirement employment; and MUNIS training.

D. Friends of PPLD: President Vazquez reported on the December sale; the January sale; the upcoming February sale; the upcoming 10th Anniversary of the bookstore; and the need for using a different meeting room.

VII. Board Action

A. Personnel Actions: (PPLD Document #012225 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Donald Allen	Custodian (FT)	Probationary Appointment	2/9/2025	\$54,855/yr (Step 2)
Omar Bennerman	Custodian (FT)	Probationary Appointment	2/9/2025	\$53,690/yr (Step 1)
Andrew Follette	Custodian (FT)	Probationary Appointment	2/9/2025	\$53,690/yr (Step 1)
Ernst Wickham	Custodian (FT)	Probationary Appointment	2/9/2025	\$53,690/yr (Step 1)
Megan McGuinness	Librarian Trainee (PT)	Provisional Appointment	1/26/2025	\$32.44/hr
Employee 4747	N/A	CBA Article XVII Leave of Absence (Paid)	2/1/2025-5/1/2025	N/A

- **Moved/Seconded:** Ferrer, Blazek.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:**1. Approval of Policy Modification: Sexual Harassment Protections (PPLD Document #012225 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the modified PPLD Policy #4106 – Sexual Harassment Protections as reflected in PPLD Document #012225 – 5A.
- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** Lawrence explained the need for the changes. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

2. Approval of Employee Handbook Addition: Post-Employment Retirement (PPLD Document #012225 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the addition to the Employee Handbook (215 Post-Retirement Employment) as reflected in PPLD Document #012225 – 6A.
- **Moved/Seconded:** Blazek, Nurre.
- **Discussion:** Lawrence explained the background behind the proposal. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

3. Central Library Services Aid – Tentative 2025 Budget (PPLD Document #012225 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2025 Central Library Services Aid Budget, as detailed in PPLD Document #012225 – 7A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Ferrer, Blazek.
- **Discussion:** Lawrence explained how the process works, and that the funding could be cut by the State. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

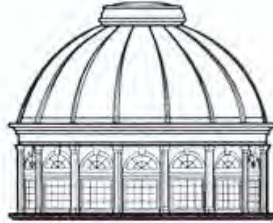
VIII. Open Comment**A. Board Comment:** None.**B. Public Comment:** None.**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Blazek, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 8:08 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 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 January 2025 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2025 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 January 2025
Financial Activity – Narrative Report

The financial information presented is current; however, the 2024 fiscal year remains open until the final audited balances are received. The year-end report will be presented at the April 2025 Board of Trustees meeting.

General Fund (Fund A; \$521,260)

- Receipts for the month totaled \$625,450 which included \$500,000 in tax revenue from the Town of Poughkeepsie, \$2,453 in library charges, \$1,155 in interest, and \$55,572 in donations. The donations included \$43,932 from the Friends of the Poughkeepsie Public Library and \$5,556 in legislative funds from Assemblymember Didi Barrett.
- Disbursements for the month totaled \$726,456 which included \$583,616 in salary and benefit expenses.
- Transfers from the Davis Fund totaling \$272,700 were necessary to cover payroll and general expenses while we await tax revenue.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$14,780
 - McCalley Fund 52,000
 - Swartz Fund 102,225

Special Revenue Fund (Fund CM; \$533,859)

- Receipts for the month totaled \$39,500 which included \$979 in interest and \$39,500 in donations. The donations included \$25,000 from the Millman Harris Romano Foundation and \$15,000 from the Strba Trust.
- The receipts for the month also reflect a net increase of \$1,383 in the Wojtecki account.
- A transfer of \$218,000 was necessary to cover payroll.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$160,235
 - Occhialino Fund 51,500
 - Lund Fund 25,500

Capital Fund (Fund H; \$35,282)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 520

Permanent Funds (Fund PN; \$507,298)

- 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 \$2,771
 - Levinsohn Trust 1,004
 - Wojtecki Trust 386,912
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$45,837)

- Receipts for the month included interest of \$97.

A FUND YEAR-TO-DATE
EXPENSE REPORT JANUARY 2025

FOR 2025 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,301,281	361,916.06	361,916.06	4,468,958.78	470,406.16	91.1%
22 Equip & Capital Outl	77,250	77,250	470.81	470.81	1,605.80	75,173.39	2.7%
30 Materials	569,250	569,250	44,238.76	44,238.76	-13,263.45	538,274.69	5.4%
32 Information Services	72,728	72,728	14,795.55	14,795.55	.00	57,932.45	20.3%
50 Operations	1,770,682	1,770,682	83,334.31	83,334.31	747,040.80	940,306.89	46.9%
51 Automation	126,724	126,724	.00	.00	.00	126,724.00	.0%
91 Employee Benefits	2,594,562	2,594,562	221,700.09	221,700.09	1,535,900.48	836,961.43	67.7%
92 Debt Service	1,342,138	1,342,138	.00	.00	.00	1,342,138.00	.0%
GRAND TOTAL	11,854,615	11,854,615	726,455.58	726,455.58	6,740,242.41	4,387,917.01	63.0%

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

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250116 01/16/2025
 DUE DATE: 01/16/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: Bl 681.22 16,081.34
A	A20000	Building Services	A .7410.200.00.54693 .	Operations: Trash Col 675.41 69.76
A	A20000	Building Services	A .7410.200.00.54694 .	Operations: Cleaning 80.00 1,953.61
A	A20000	Building Services	A .7410.200.00.54710 .	Vehicle Operations 49.89 1,875.53
A	A20300	Greene Services	A .7410.203.02.54694 .C814	Operations: Bookmobil 485.00 -750.00
A	A50000	Finance Office	A .7410.500.00.54530 .A204	Rent: Staff Parking C 109.08 703.60
A	A50000	Finance Office	A .7410.500.00.54530 .A222	Rent: Staff Parking 9 800.00 1,900.00
A	A50000	Finance Office	A .7410.500.00.54530 .A224	Rent: Pok. Journal Ar 1,081.80 661.45
A	A50000	Finance Office	A .7410.500.00.54694 .	Operations: General 665.00 105,954.92
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance 688.39 -247.83
A	A50000	Finance Office	A .7410.500.00.59060 .	Medical Insurance 129,169.61 82,155.10
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance 913.48 -1,050.76
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .	Internet Adriance 2,470.01 -1,756.10
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Adriance Hot 803.60 -4,849.11
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .	Telephone Boardman 147.73 254.30
A	A73000	Boardman Road Branch	A .7410.730.00.54320 .	Internet Boardman 2,044.35 836.36
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD 4,494.77 -29,718.80
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .	Internet SPD Branch 133.94 -497.92
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .A203	Internet SPD Branch (1,577.90 -5,924.70
A	A74000	Sadie Peterson Delany	A .7410.740.00.54530 .A203	Rent: SPD Branch (Gre 3,881.97 -1,015.39
			FUND TOTAL	150,953.15
			WARRANT SUMMARY TOTAL	150,953.15
			GRAND TOTAL	150,953.15

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250123 01/23/2025
 DUE DATE: 01/23/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,253.38	
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange	532.87	
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	143.26	3,445.03
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed: Local	97.50	161.98
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed: Webinar	552.50	186.56
A	A00000	General Fund Expenses	A .7410.000.00.54370 .	Professional Svcs: Ge	45.00	1,851.07
A	A00000	General Fund Expenses	A .7410.000.00.54380 .	Membership Dues	405.00	888.00
A	A10000	Administration	A .7410.100.00.54292 .	PRG Administration	434.95	9.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Svcs: Ad	1,720.00	400.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	1,065.44	0.00
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	170.92	5,122.89
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	1,567.83	16,081.34
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs: Gen	2,168.08	2,269.30
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal: Patron	3,550.00	2,166.25
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	10,179.26	-35,841.67
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books: Digital Greene	14,509.04	0.00
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P	112.18	234.58
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement	76.40	1,545.32
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Svcs: Ad	3,042.11	796.05
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv	14,795.55	11,646.47
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	3,769.86	799.81
A	A41000	Adult Services	A .7410.410.00.54370 .	Professional Svcs: Ad	2,175.00	364.00
A	A43000	Borrower Services	A .7410.430.00.54292 .	PRG Extension Service	4.07	1,064.09
A	A43000	Borrower Services	A .7410.430.00.54300 .	Supplies: Borrower Se	540.04	8,095.42
A	A44000	Collection Service	A .7410.440.00.54100 .	Books	262.40	4,811.51
A	A44000	Collection Service	A .7410.440.00.54110 .	Video & Films	1,771.56	11,726.86
A	A44000	Collection Service	A .7410.440.00.54110 .A211	Video & Films: Digita	7,500.00	0.00
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	38.76	15,387.52
A	A44000	Collection Service	A .7410.440.00.54120 .A211	Music & Audio: Digita	8,487.00	1,513.00
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe	535.90	3,178.00
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	746.53	257.04
A	A45000	Youth Services	A .7410.450.00.54292 .A218	PRG Pok Book Festival	1,600.00	697.64
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (151.46	0.00
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	768.25	58.38
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner	170.55	4,889.46
A	A50000	Finance Office	A .7410.500.00.54370 .	Professional Svcs: Bu	6,605.35	-3,182.60
A	A50000	Finance Office	A .7410.500.00.54570 .	Insurance: Director &	6,108.00	-281.00
A	A50000	Finance Office	A .7410.500.00.54692 .	Operations: Water	911.37	-91.04
A	A50000	Finance Office	A .7410.500.00.59055 .	Disability Insurance	912.84	1,454.00
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse	5,143.00	-6,312.00

Report generated: 01/22/2025 12:36:41
 User: Trina Blomquist (tblomquist-martinez)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A50000	Finance Office	A .7410.500.00.59089 .	Employee Benefits Oth	2,075.00	3,008.00
A	A60000	Information Tech	A .7410.600.00.52800 .A247	FF&E IT Technology Up	2,000.00	70,482.47
A	A60000	Information Tech	A .7410.600.00.54300 .	Supplies: Information	382.14	229.93
A	A60000	Information Tech	A .7410.600.00.54320 .A248	Internet Comm. WiFi (176.25	-303.68
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Svcs: So	877.50	636.33
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	13.61	487.68
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	284.60	1,488.95
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .	Fuel & Utilities ADR	13,138.47	-50,789.20
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	140.70	-292.44
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	1,246.69	-29,718.80
A	A74000	Sadie Peterson Delany	A .7410.740.00.54292 .	PRG SPD	720.00	3,405.00
FUND TOTAL					128,678.17	
WARRANT SUMMARY TOTAL					128,678.17	
GRAND TOTAL					128,678.17	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250129 01/29/2025
 DUE DATE: 01/29/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities BRD 500.00	-26,725.88
FUND TOTAL			500.00	
WARRANT SUMMARY TOTAL			500.00	
GRAND TOTAL			500.00	

A FUND YEAR-TO-DATE REVENUE REPORT JANUARY 2025

FOR 2025 01

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 Real Property Tax	8,845,127	8,845,127	500,000.00	500,000.00	8,345,127.00	5.7%
41003 Real Property Tax Debt Servic	1,341,676	1,341,676	.00	.00	1,341,676.00	.0%
42082 Library Charges	20,000	20,000	2,453.47	2,453.47	17,546.53	12.3%
42401 Interest Earnings	50,000	50,000	1,155.47	1,155.47	48,844.53	2.3%
42705 Donations	175,000	175,000	55,571.59	55,571.59	119,428.41	31.8%
42752 Annual Appeal	27,500	27,500	.00	.00	27,500.00	.0%
42753 Donations in Kind	81,983	81,983	6,831.91	6,831.91	75,151.09	8.3%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	173,000	59,437.57	59,437.57	113,562.43	34.4%
42777 E-Rate Income	65,000	65,000	.00	.00	65,000.00	.0%
42800 Miscellaneous Income	10,000	10,000	.00	.00	10,000.00	.0%
43840 Central Library Development	271,989	271,989	.00	.00	271,989.00	.0%
43842 Local Library Incentive	23,906	23,906	.00	.00	23,906.00	.0%
45031 Transfers In	729,432	729,432	.00	.00	729,432.00	.0%
GRAND TOTAL	11,864,613	11,864,613	625,450.01	625,450.01	11,239,162.99	5.3%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2025 1

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	-50,675.90	2,918.43
A	12020	Gen. Fund Payroll Checking	-220,028.27	343.42
A	12023	Gen. Fund Money Market	-166,354.79	15,689.92
A	12040	Credit Card Transactions	794.76	1,573.83
A	12051	Flex 125 Money Market	682.94	5,607.75
A	12100	Petty Cash	197.73	15,436.11
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	-272,246.47	14,779.69
A	12400	Cash Special Reserve: Swartz	216.59	102,224.59
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	.00	347,019.09
TOTAL ASSETS			-707,413.41	521,260.39
LIABILITIES				
A	26000	Accounts Payable	.00	-8,107.27
A	26012	Payroll Liabilities	265,441.85	.00
A	26020	Flex125 Exchange	-670.86	-5,058.50
A	26021	Benefits Exchange	-1,417.91	5,051.36
A	26030	General Fund Exchange	531.87	-1,161.79
A	26100	State Retirement Exchange	643,750.00	1,177,243.00
A	26300	Due To Other Funds	-218,000.00	-71,040.04
A	26370	State Retirement Accrual	-83,227.11	-1,218,069.57
TOTAL LIABILITIES			606,407.84	-121,142.81
FUND BALANCE				
A	35210	Encumbrances (+ PYCF)	6,740,242.41	7,056,133.36
A	35220	Expenditures (+ PYCF)	726,455.58	726,455.58
A	38210	Encumbrance Reserve (+ PYCF)	-6,740,242.41	-7,056,133.36
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	413,006.32
A	39110	Fund Balance Start of Year	.00	-231,532.15
A	39800	Revenues Received	-625,450.01	-625,450.01
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			101,005.57	-400,117.58
TOTAL LIABILITIES + FUND BALANCE			707,413.41	-521,260.39

BALANCE SHEET FOR 2025 1

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	-177,520.72	278,849.01
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	219,382.69	254,734.70
TOTAL ASSETS			41,861.97	533,858.79
LIABILITIES				
CM	26300	Due To Other Funds	.00	-620,190.87
TOTAL LIABILITIES			.00	-620,190.87
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	128,194.05
CM	39800	Revenues	-41,861.97	-41,861.97
TOTAL FUND BALANCE			-41,861.97	86,332.08
TOTAL LIABILITIES + FUND BALANCE			-41,861.97	-533,858.79

BALANCE SHEET FOR 2025 1

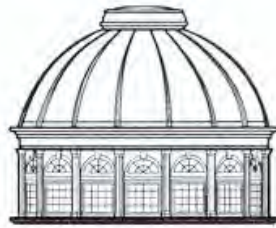
FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.10	519.83
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.10	35,281.57
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	22,818.14
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.10	-1.10
	TOTAL FUND BALANCE		-1.10	22,817.04
	TOTAL LIABILITIES + FUND BALANCE		-1.10	-35,281.57

BALANCE SHEET FOR 2025 1

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	CD Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	1,382.69	388,898.16
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			1,382.69	507,297.62
LIABILITIES				
PN	26300	Due to other funds	-1,382.69	-28,479.77
TOTAL LIABILITIES			-1,382.69	-28,479.77
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-1,382.69	-507,297.62

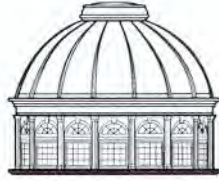
BALANCE SHEET FOR 2025 1

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	97.12	45,837.30
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		97.12	-238,854.15
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	409,499.02
	TOTAL LIABILITIES		.00	409,499.02
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-151,266.75
V	39800	Revenues	-97.12	-97.12
	TOTAL FUND BALANCE		-97.12	-170,644.87
	TOTAL LIABILITIES + FUND BALANCE		-97.12	238,854.15



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – FEBRUARY 2025

Significant Service Changes, Challenges or Accomplishments

- **Immigration Issues:** All staff have been provided with guidance regarding any immigration enforcement action towards staff or patrons. All the guidance is within the law and established Library District policy. As new information develops, it is shared with all staff.
- **MUNIS/EERP:** Administration will present a plan to the Finance Committee at their March 10 meeting regarding expanding our use of and commitment to Tyler Technologies.
- **Impact of Federal Budget Recissions:** At this time, there is no direct impact of ongoing federal budget recissions on Library District operations. There is potential for disruptions at the state level as the Division of Library Development (DLD) is fully funded by grants from the Institute of Museum and Library Services, a unit of the US Department of Education. Should federal funding for DLD fail, there will likely be an impact of DLD operations at some point. **Trustee advocacy on this issue is important.**
- **Request for Re-Evaluation (Update):** In accordance with Library District Policy #1102 – Materials Selection, the item challenged (*Pink Flamingos*) was reviewed with the decision to retain the item for general use. The individual who requested the re-evaluation has been notified of the decision.
- **Manager Training:** Administration is embarking on a series of departmental meetings and manager training with the goal of establishing equity among all departments in terms of style and resource management. The first department to implement such training is Building Services.
- **Incident Reports:** With the cold weather and the societal climate, there has been an uptick in Incident Reports that have made for some challenging days for staff. Administration is working with the managers to clarify institutional protocols on certain matters that seem to create incidents, and which could possibly be reconsidered.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for recent activity.

Outreach and Professional Development

- **Reminder:** It's never too early to start you to fulfill your mandated education requirement of 2.0 hours of continuing education! I will send to all of you via email various opportunities that are both local and in-person as well as virtual options.
- **Annual Trustee Gathering:** The Dutchess County Library Association will again host a trustee gathering, this year on Thursday, May 1, at the Boardman Road Branch Library. The Association is finalizing what program will be but it will qualify for trustee education credit. Please reserve the evening so the host institution has a good representation at the event. Additional in-person trustee education is planned for late September or early October.

Collection Development

- Collection development continues as per usual.

Buildings

- Boardman Road: Nothing of note to report.
- Adriance: Nothing of note to report.

Staffing

- See Personnel Actions, if applicable.

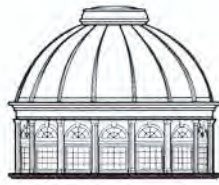
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2025 to 2024 to 2023

PPLD Document #022625 - 3.0.1

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	Jan	% of Total	YTD	% of Total	Jan	% of Total	YTD	% of Total	Change	% Change	Jan	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,901	28.21%	5,901	28.21%	5,872	27.52%	5,872	27.52%	29	0.49%	5,583	26.70%	5,583	26.40%	318	5.70%
Adult Non-Fiction	3,551	16.97%	3,551	16.97%	3,843	18.01%	3,843	18.01%	-292	-7.60%	3,491	16.69%	3,491	16.51%	60	1.72%
Fiction - Juvenile	5,779	27.62%	5,779	27.62%	5,502	25.79%	5,502	25.79%	277	5.03%	4,945	23.65%	4,945	23.39%	834	16.87%
Non-Fiction - Juvenile	1,246	5.96%	1,246	5.96%	1,283	6.01%	1,283	6.01%	-37	-2.88%	1,169	5.59%	1,169	5.53%	77	6.59%
Periodicals	140	0.67%	140	0.67%	190	0.89%	190	0.89%	-50	-26.32%	170	0.81%	170	0.80%	-30	-17.65%
Periodicals - Juvenile	27	0.13%	27	0.13%	9	0.04%	9	0.04%	18	200.00%	14	0.07%	14	0.07%	13	92.86%
Print Subtotal	16,644	79.56%	16,644	79.56%	16,699	78.26%	16,699	78.26%	-55	-0.33%	15,372	73.51%	15,372	72.69%	1,272	8.27%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	0	0.00%	0	0.00%	3	0.01%	3	0.01%	-3	-100.00%	12	0.06%	12	0.06%	-12	-100.00%
Soundrecordings	463	2.21%	463	2.21%	513	2.40%	513	2.40%	-50	-9.75%	539	2.58%	539	2.55%	-76	-14.10%
Videorecordings	3,198	15.29%	3,198	15.29%	3,477	16.30%	3,477	16.30%	-279	-8.02%	4,125	19.73%	4,125	19.51%	-927	-22.47%
Media	3	0.01%	3	0.01%	3	0.01%	3	0.01%	0	0.00%	3	0.01%	3	0.01%	0	0.00%
Software	9	0.04%	9	0.04%	21	0.10%	21	0.10%	-12	-57.14%	1	0.00%	1	0.00%	8	800.00%
Equipment/Realia	86	0.41%	86	0.41%	50	0.23%	50	0.23%	36	72.00%	24	0.11%	24	0.11%	62	258.33%
Suppressed Items	6	0.03%	6	0.03%	11	0.05%	11	0.05%	-5	-45.45%	10	0.05%	10	0.05%	-4	-40.00%
Videorecordings - Juvenile	342	1.63%	342	1.63%	347	1.63%	347	1.63%	-5	-1.44%	380	1.82%	380	1.80%	-38	-10.00%
Audiorecordings - Juvenile	38	0.18%	38	0.18%	22	0.10%	22	0.10%	16	72.73%	108	0.52%	108	0.51%	-70	-64.81%
Media - Juvenile	124	0.59%	124	0.59%	168	0.79%	168	0.79%	-44	-26.19%	172	0.82%	172	0.81%	-48	-27.91%
Software - Juvenile	7	0.03%	7	0.03%	23	0.11%	23	0.11%	-16	-69.57%	6	0.03%	6	0.03%	1	16.67%
Non-Print Subtotal	4,276	20.44%	4,276	20.44%	4,638	21.74%	4,638	21.74%	-362	-7.81%	5,380	25.73%	5,380	25.44%	-1,104	-20.52%
Total	20,920		20,920	100.00%	21,337		21,337		-417	-1.95%	20,911		21,146		168	-1.07%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2025

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,894	0	0	0	0	0	0	0	0	0	0	0	20,894
Digital Content	12,172	0	0	0	0	0	0	0	0	0	0	0	12,172
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	33,066	0	0	0	0	0	0	0	0	0	0	0	33,066
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,871	0	0	0	0	0	0	0	0	0	0	0	3,871
Boardman Road	2,437	0	0	0	0	0	0	0	0	0	0	0	2,437
Sadie Peterson Delaney	94	0	0	0	0	0	0	0	0	0	0	0	94
Total	6,402	0	0	0	0	0	0	0	0	0	0	0	6,402
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	905	0	0	0	0	0	0	0	0	0	0	0	905
Boardman Road	26	0	0	0	0	0	0	0	0	0	0	0	26
Sadie Peterson Delaney	47	0	0	0	0	0	0	0	0	0	0	0	47
Spanish Language Assistance	49	0	0	0	0	0	0	0	0	0	0	0	49
Total	1,027	0	0	0	0	0	0	0	0	0	0	0	1,027
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	3,359	0	0	0	0	0	0	0	0	0	0	0	3,359
Calendar Hits - EventKeeper	13,759	0	0	0	0	0	0	0	0	0	0	0	13,759
Calendar Hits - Recite Me	433	0	0	0	0	0	0	0	0	0	0	0	433
Website Views	35,900	0	0	0	0	0	0	0	0	0	0	0	35,900
Total	53,451	0	0	0	0	0	0	0	0	0	0	0	53,451
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,522	0	0	0	0	0	0	0	0	0	0	0	4,522
Boardman Road	1,644	0	0	0	0	0	0	0	0	0	0	0	1,644
Sadie Peterson	40	0	0	0	0	0	0	0	0	0	0	0	40
Total	6,206	0	0	0	0	0	0	0	0	0	0	0	6,206
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	105	0	0	0	0	0	0	0	0	0	0	0	105
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	105	0	0	0	0	0	0	0	0	0	0	0	105
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	101	0	0	0	0	0	0	0	0	0	0	0	101
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	211												211
Community Engagement	6												6
Non-Library District	11												11
Exams Proctored	20												20
MAP Passes	NA												0
Rover Bookmobile Stops	5												5
Total	253	0	0	0	0	0	0	0	0	0	0	0	253
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,315												2,315
Community Engagement	74												74
Non-Library District	64												64
Drop-In Room Use (Adriance)	111												111
Rover Bookmobile	86												86
Total	2,650	0	0	0	0	0	0	0	0	0	0	0	2,650
GENERAL ATTENDANCE (2025)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,927	0	0	0	0	0	0	0	0	0	0	0	13,927
Boardman Road	10,496	0	0	0	0	0	0	0	0	0	0	0	10,496
Sadie Peterson Delaney	193	0	0	0	0	0	0	0	0	0	0	0	193
Total - 2025	24,616	0	0	0	0	0	0	0	0	0	0	0	24,616
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	13,248	15,237	12,989	12,113	169,124
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	12,984	8,832	131,298
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	213	143	2,898
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	25,227	23,221	32,571	26,186	21,088	303,320



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach

Department: Youth Services

Time Period of Report: January 2025

Focus Activity: Teen Outreach

Intended Outcome(s) of Focus Activity: To expand our outreach to teens both in and out of the Library

Manager Observations of Activity and Outcomes: For the past three years, I have established a relationship with schools and youth providers regarding outreach for school aged children, and we now have a regular schedule of a variety of outreach visits and events both in and out of the Library.

The teen librarians have many ideas to expand our outreach for young adults. Consequently, John Torres and I met with the teen librarians to talk about outreach for young adults in the community to interact with them in their schools or community spaces with programs for their age group as well as to inform them about the programs, resources and services available to them here at the Library.

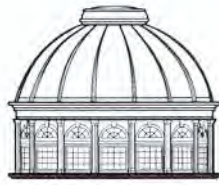
A rich list of ideas and possible partners was developed during our meeting that include: The Art Effect, The Poughkeepsie Farm Project, the CIA, more class visits for the high school level at districts within our service area, and speaking with teachers about our services for young adults, to name a few.

Since several individuals are involved regarding scheduling and buying supplies, we also established a work flow for planning, scheduling, staffing, and purchasing for events.

Impact of Activity: The teen librarians are already in action speaking with individuals from organizations, and I am confident that with their enthusiasm and expertise, we will have an increase in meaningful outreach for this age group in the coming year.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 1/23/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer Network Analyst

Department: Information Technology

Time Period of Report: January 1st - January 31st

Focus Activity: All of PPLDs Technology is up and running as expected. Replaced T-Mobile hotspots with free of charge courtesy from T-Mobile. Completing 2 Factor Authentication Rollout. Revision of metal detector documentation. working on specifications for new opacs to replace legacy devices throughout Boardman and Adriance, Network upgrades

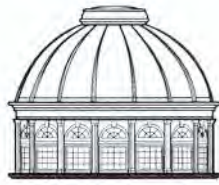
Intended Outcome(s) of Focus Activity: Each of these activities provides better security or service to patrons or staff by upgrading software, and hardware, as well as an improved patron experience

Manager Observations of Activity and Outcomes: With the completion of a 2 factor authentication rollout for staff accounts there will be a decreased chance of unauthorized access to account data. Our OPAC's are very old now. New devices will be speedier with a modern OS.

Impact of Activity: The changes and updates have helped staff and patrons better utilize their time while working at or visiting the library.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 1/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: January, 2025

Focus Activity: Donation Activity in 2024, and Marketing SPD

Intended Outcome(s) of Focus Activity: To report and reflect on Donation Activity in 2024, and to continue spotlighting SPD programs.

Manager Observations of Activity and Outcomes: We were recipients of several generous grants and donations in 2024, and to track them we've begun a report that indicates donation information and donor or grant expectations. A highlight for 2024 is a gift of \$25,000 from the Millman, Harris, Romano Fund to seed a project that over time will create an outdoor expansion, in the form of a recreation or performance patio. at the Boardman Branch.

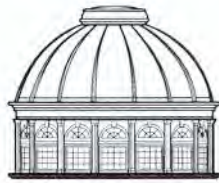
As for the Sadie Peterson Delaney Branch, we have seen an audience building for afternoon programs on weekends. Attendance numbers have been good since the Big Read in 2024, though we are aware that continuing these higher numbers will relate to the types of programs offered and the marketing we do. To support the Branch and the Programs being offered, we have been increasing the "shuuzzz" and giving these more attention in our marketing in the Rotunda, newsletter and social media.

Impact of Activity: We are pleased to report that more than \$85,000 was donated in 2024 by individuals and foundations.

We are currently pleased with attendance outcomes of SPD programs and intend to continue the highlighting upcoming events.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 2/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: Jan/ Feb 2025

Focus Activity: Working with Head of Youth Services to create across- district teen protocols for teen spaces and a more functional teen area at Boardman Rd.

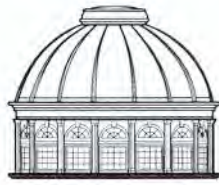
Intended Outcome(s) of Focus Activity: Standardization of teen space area use across the district and tr

Manager Observations of Activity and Outcomes: When this plan is implemented will will help to keep teens in the teen space which should mitigate some of the complaints from patrons at the adult computers.

Impact of Activity: The new plan requires all teens to get a library card which will require a reworking of some staff time. The department heads are working together on this.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 2/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Borrower and Technical Services

Time Period of Report: January 2025

Focus Activity: Fully staffing circulation desks at branches, bookmobile, etc.

Intended Outcome(s) of Focus Activity: Provide patrons with reliable and consistent customer service

Manager Observations of Activity and Outcomes: Borrower Services: We continue to work hard to make sure the circulation desks are staffed. Tax packets arrived at the end of the month. Our staff hands out tax packets for those with appointments. At Boardman, staff at the checkout desk also assist with printing out additional tax forms (at Adriance this is handled by the referenced desk).

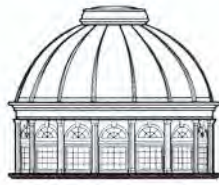
Technical Services: We are once again receiving materials and getting them ready for our patrons after completing beginning-of-the-year procedures.

Overall, I continued to focus on developing a plan for how the Borrower and Technical Services Department can continue to work effectively and efficiently. It is a large department with a lot of moving parts, so establishing an adaptable mindset is key. I will be working at the Boardman branch on a weekly basis to become even more familiar with the processes at the branch.

Impact of Activity: The Borrower and Technical Services Department continues to work together to make sure our patrons' needs are met at the circulation desk.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 2/11/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Public Computing Center

Time Period of Report: January 2025

Focus Activity: Computer Classes & Labs

Intended Outcome(s) of Focus Activity: Restore PCC offerings to our former level of service

Manager Observations of Activity and Outcomes: Starting in January, our Public Computing Center is now back to its full service levels, thanks to the addition of our new Library Assistant, Scoob Destefano. Scoob spent the past few months shadowing Tino Muscetta, our Technology Instructor, in the Computer Labs, and revamping and reinvigorating the technology courses that we had been unable to offer when we were down one person in the PCC. They have completely updated the coursework and programming, which had not seen updates in some time.

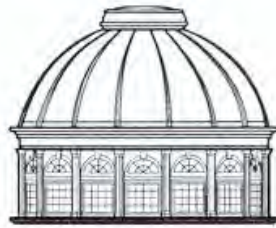
We are now back to offering labs 7 times a week, with an evening lab at Adriance on Mondays and a lab at Boardman Road on Thursdays. In order to better manage the volume of traffic in the labs, we have added two Library Assistants from Borrower Services, Henry Barish & Tina Jaafar, to assist in labs a few times a week, and Tina also teaches a few of the beginning Technology classes. They both have been excellent additions to the PCC team, and we thank them and Borrower services for working with us on scheduling.

Impact of Activity: Our drop in Computer Labs have been one of the most consistently popular and utilized services we offer in adult services, and the need only seems to grow. When we were limited to 4 labs a week, the daily attendees could be overwhelming and people were sometimes turned away, due to lack of space and/or instructor availability. By almost doubling the labs, the pressure eases on those existing labs, and we are now able to provide greater flexibility with time and location as well.

Technology classes are also perennially asked for by patrons, so being able to increase the offerings again covers a wider variety of topics and needs.

Activity Photos: See captioned photos at the end of these reports.

Date of Report: 2/12/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Board Development & Policy Committee	Date: Monday, February 3, 2025			
Attendance <table style="width:100%; border:none;"> <tr> <td style="width:33%; vertical-align:top;"> <u>Trustees Present</u> <input type="checkbox"/> Mayra Fana <input type="checkbox"/> Patricia Ferrer <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Sheila Newman <input checked="" type="checkbox"/> Laurel Spuhler </td> <td style="width:33%; vertical-align:top;"> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other: </td> <td style="width:33%; vertical-align:top;"> <u>Guest(s) Present</u> <input type="checkbox"/> </td> </tr> </table>		<u>Trustees Present</u> <input type="checkbox"/> Mayra Fana <input type="checkbox"/> Patricia Ferrer <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Sheila Newman <input checked="" type="checkbox"/> Laurel Spuhler	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<u>Guest(s) Present</u> <input type="checkbox"/>
<u>Trustees Present</u> <input type="checkbox"/> Mayra Fana <input type="checkbox"/> Patricia Ferrer <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Sheila Newman <input checked="" type="checkbox"/> Laurel Spuhler	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<u>Guest(s) Present</u> <input type="checkbox"/>		
Minutes Prepared By: T. Lawrence				

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

1. Business Items: The following business was conducted:

- **Trustee Election:** Lawrence advised the Committee that one trustee term is up for election in 2025 (Blazek). The Board will authorize the election by resolution at the February trustee meeting. The incumbent needs to be queried as to their intentions regarding running.
- **Policy Inventory:** Lawrence shared with the Committee the New York State Library’s list of recommended policies (see attached). After discussion and a review of the list of policies on the Library District’s web site, it was discovered there were omissions. Lawrence will correct this. Further, the attached list will be converted to a table on which the user will find which policy is where in Library District documentation. Some are free-standing policies while others may be embedded in the Employee Handbook.
- **Patron Code of Conduct:** Upon the request of the Head of Youth Services and the Head of Branch & Extension services, the Committee reviewed proposed language to modify Library District Policy #1101 – *A Patron Code of Conduct*. The Committee asked for Lawrence to revise the proposed language to be more general and applicable to all Library District locations. He will revise the proposed language and send it along for review prior to action at the trustee meeting on February 26.

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

- Modification to Library District Policy #1101 – *A Patron Code of Conduct*.

3. Upcoming Agenda Items:

- Continued review of the policy inventory.

The meeting adjourned at 7:40pm.

Next Scheduled Meeting Date
 Monday, April 14; 6:30pm
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Recommended Policies – NYSL (2-3-2025)

Circulation

- Customer Service
 - Law Enforcement Inquiry
- Lending Rules
 - Non-Resident Borrowing
- Patron Confidentiality

Collection

- Collection Development (should address curation of print, media, digital and Library of Things collections)
 - Request for Reconsideration
 - Weeding
- Copier/Copyright
- Freedom to Read (ALA)
- Freedom to View (ALA)
- Library Bill of Rights (ALA)
- Local History

Public Space

- Accessibility/ADA Statement
- Exhibit/Posting
 - Request for Reconsideration
- Incident Report Form
- Meeting Space
- Patron Behavior/Code of Conduct
 - Request for Reconsideration
- Patron Complaints
- Programming
 - Request for Reconsideration
- Tutoring
- Unattended Children
- Vulnerable Adults

Technology

- Internet Use
- Library Equipment Usage
- Privacy
 - General Data Protection Regulation
- Social Media
- Website
- Wi-Fi Network Use

Board

- Code of Ethics/Conduct
- Conflict of Interest
 - Annual Disclosure Form
- Equity, Diversity, and Inclusion Statement
- Meeting Procedures
 - Public Comment

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Recommended Policies – NYSL (2-3-2025)

- Videoconferencing
- Protests
- Training Mandates:
 - Trustee Education Requirement
 - Sexual Harassment Prevention Training
- Removal of a Trustee

Administrative

- Inclement Weather/Closing
- Records Retention
- Public Access to Records (FOIL)
- Public Relations
 - Crisis Communication Plan
- Sustainability

Financial Controls

- Audit/Review Schedule
- Claims Audit Process
- Credit Card
- Data Security
- Disposition of Surplus Property
- Friends Group Memo of Understanding
- Fundraising/Gift Acceptance
- Inventory/Fixed Assets
- Investments
- Online Banking & Wire Transfers
- Petty Cash
- Purchasing/Procurement
- Reserve Funds
- Travel & Conference

Personnel

- Anti-Bullying
- Anti-Nepotism
- Attendance/Leave
- Code of Conduct
- Computer/Internet/Email/Social Media Use
- Conflict of Interest
- Continuing Education
- Discipline/Termination
- Equal Employment Opportunity
- Evaluation Procedure
- Grievance Procedure
- Introductory Period
- Jury Duty
- Orientation
- Outside Employment
- Personnel Records Access
- Recruitment/Hiring

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Recommended Policies – NYSL (2-3-2025)**

- Salary/Benefits
- Sexual Harassment Prevention
- Volunteers
- Whistleblower Protection

Safety

- Airborne Infections Disease Exposure Prevention Plan / Pandemic Response Plan
- Continuity of Operations Plan (COOP)
- Disaster Preparedness Plan
- Emergency Action Plan
- Incident Action Plan
- Workplace Safety/Violence Prevention

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Planning Committee	Date: Monday, February 10, 2025	
Attendance		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i> <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Deborah Nichols <input type="checkbox"/> Jim Nurre	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>
<u>Other Trustees Present</u>		
<input type="checkbox"/>		
Minutes Prepared By: T. Lawrence		

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

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

- **Organizational Climate Survey:** Having been assigned the responsibility of coordinating a survey, the Committee spent considerable time discussing how it could be strategically implemented. Ferrer and Fitzgibbons will have a conference call with a consultant recommended to the Committee by Andrea Reynolds, CEO of the Dyson Foundation. Discussion included the possibility of running a series of smaller, more focused surveys as opposed to one longer, more all-inclusive survey. The Committee will further discuss the matter at the next meeting or with the full Board at its meeting in February.
- **Strategic Plan:** Lawrence asked the Committee how the organization can best get the strategic plan back on track. Attached to these minutes is the document under which the Plan was developed and how implementation was planned (back in 2019). He further shared with the Committee two external initiatives he is currently involved with (community resiliency, Children's Cabinet). Library work external to the buildings is often complicated by staff scheduling and staff willingness to engage outside of regular work hours. More discussion is needed.

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

- None.

3. **Upcoming Agenda Items:**

- Climate survey.
- Strategic plan.

The meeting adjourned at 7:45pm.

Next Scheduled Committee Meeting Date
Monday, April 14, 2025; 6:30 pm (sooner if needed)
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Planning Tenets – January 2019

VISION AND MISSION STATEMENTS

Vision Statement

The Poughkeepsie Public Library District will provide vibrant libraries where people want to be. It will meet the needs of a diverse and growing constituency by providing services and partnering with other community organizations. The Board of Trustees, the Staff, and the Friends of PPLD will work together to serve the public and to respond to the changing nature of library services.

Mission Statement

The Poughkeepsie Public Library District will offer the community diverse services and programs resulting in an informed and educated public, and will promote lifelong learning, literacy, and reading.

PRACTICAL VISION

- Library District resources actively present throughout our communities.
- Building partnerships to leverage community resources.
- Dynamic intergenerational programs and opportunities.
- Support for academic and social success of the communities' youth.
- Up-to-date technology services and education.
- An inclusive library represented by and serving everyone.

UNDERLYING CONTRADICTIONS

- Aligning resources (staff, space, funding) with priorities.
- Challenges of creating and sustaining external relationships.
- Perceptions and misconceptions.
- Socioeconomic challenges, inclusiveness, and diversity of needs.
- Awareness of the public.

STRATEGIC DIRECTIONS

- Expand the library beyond its physical boundaries.
- Enhance current programs and initiate new ones to engage our increasingly diverse constituency. (*Proposed change: Engage our increasingly diverse constituency.*)
- Review and expand public awareness strategies and tactics.
- Learn about and create strategic collaborations with community organizations
- Enhance spaces, services and staffing to ensure welcoming and positive experiences.

Personnel Actions

Recommended By Human Resources Officer

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.

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Kayleigh Hartnett	Librarian I (FT)	Resignation	3/21/2025	N/A
Bruce Sullivan	Network Analyst (FT)	Retirement	4/5/2025	N/A
Derek Allen	Security Guard (FT)	Permanent Appointment	3/1/2025	N/A
Kimani Henry	Student Worker (PT)	Permanent Appointment	2/26/2025	N/A
Employee 4782	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	1/21/2025 – 4/7/25	N/A
Employee 4762	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	10/25/2024 – 5/31/2025	N/A
Employee 4588	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	1/22/2025 – 1/22/2026	N/A
Employee 4739	<i>Confidential as per Board of Trustees</i>	CBA Article XVII Leave (Intermittent)	2/7/2025 – 2/7/2026	N/A

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 _____

New Business Fact Sheet

Approval of Policy Modification: Patron Code of Conduct

Recommended By Board Development & Policy Committee

Current Situation Youth Services and Branch & Extension Services has requested modification to language in the Patron Code of Conduct with regards to access to teen areas. The Committee reviewed the proposed language and asked for a modification of it, which is the proposal for Board action at this time.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #1101 - A – Patron Code of Conduct, as reflected in PPLD Document #022625 – 7A.

Motion Moved _____
 Secoded _____

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

Code of Conduct

Welcome to the Poughkeepsie Public Library District. We are proud to partner with our patrons to provide a safe and positive environment for all. In order to provide an appropriate library environment and to ensure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. The Code of Conduct extends to social media, including email. Anyone who violates the Code of Conduct may be removed from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

1. This is your public library

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures; harassment; public drunkenness; use, sale or exchange of alcohol or drugs; gambling; loud talking and laughing; running, pushing, and fighting; and other similar offensive behavior are not allowed on Library District property as well as on Library District social media and email. The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, weapons, and damaging property are prohibited.

Using cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

The Library District uses CCTV (closed-circuit TV) to monitor indoor and outdoor areas.

2. Children and the Library District

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 9 years old and younger are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

3. ~~Teen Room~~ Area Access

~~Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and in the Children's Room.~~ **The Library District reserves the right to enact access protocols to all teen spaces. Such protocols shall be consistently applied throughout the Library District and reviewed regularly for appropriateness and necessity.**

4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals or for programming purposes.

5. Dress, Personal Hygiene, and Public Health Emergencies

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

Patrons shall comply with all rules and regulations established by New York State, Dutchess County, the City and/or Town of Poughkeepsie, and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at all library entrances. Patrons unable to medically tolerate wearing a face covering should notify Library District administration.

6. Parking

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to having their vehicle booted or towed. Unauthorized overnight parking is not permitted and is also subject to booting.

7. Smoking, Food, and Beverages

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking, vaping, or juuling on Library District property.

The consumption of food and alcoholic beverages on Library District property is prohibited, unless related to an approved Library District program. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

8. Pedestrian Safety

For the safety of all patrons and staff, no one may run, skate, or use a skateboard or scooter on Library District property. No one may ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities; racks are provided for storage of bicycles.

9. Library Materials and Equipment

Library materials must be returned on time and in good condition; overdue materials deprive others in need of those materials. Patron accounts over \$25 may be referred to a collection agency.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area; inquire at a Service Desk for more information.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

10. Proper Identification

In the event of violations of this Code, library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

11. Use of Library Grounds

The public areas of the Library, including both facilities and grounds, are a limited public forum. This policy is for the express purpose of maintaining orderly management and control of all Library grounds to create a safe, respectful, and appropriate environment for all patrons. Engaging in activities that interfere with or restrict patron access to Library facilities or grounds at any time, or are reasonably likely to do so, is not permitted. The following activities are prohibited on Library grounds: 1) distribution of leaflets, flyers, or other written publications; 2) distribution and circulation of petitions to collect signatures; and 3) public demonstration and political speech. Further, public solicitation of funds is prohibited on Library property. All yard signs, other than those approved by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of by Library Staff.

Patron concerns about issues raised in this policy should be brought to the attention of the Library District Administration. Thank you for your support as we provide high quality public library experiences for everyone.

New Business Fact Sheet
Approval of Annual Friends Support for 2025

Recommended By Library Director

Background Information The Friends of the Poughkeepsie Public Library and the Library District work cooperatively with each other in various fundraising activities. The Friends fund many advocacy and support tasks critical to the Library District. Each year, the level of support should be quantified and each organization’s governing board should recognize and document this support.

Current Situation The attached document documents the annual support the Friends will provide to or on behalf of the Library District in 2025.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2025 Library District programs and services, as described in PPLD Document #022625 - 6A.

Motion Moved _____
 Seconded _____

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

**ANNUAL AGREEMENT - 2025
FRIENDS OF PPLD - PPLD**

The Friends of the Poughkeepsie Public Library District (Friends) and the Poughkeepsie Public Library District (Library District) agree to this annual statement of Friends support of the Library District's programs and services:

Month	Event	Friends Support	
January	Annual Rent	as per agreement	\$ 100
	2024 Utility and Plow Charges	as per agreement (estimate)	23,854
	MLK Breakfast	1/24: share table cost with PPLD	650
March	Poughkeepsie Children's Book Festival	3/29: event support; kids' vouchers	20,000
Summer	Summer Reading Program	general support	5,000
September	Staff Development Day	9/26: light breakfast, light lunch, staff service awards	6,000
October	Big Read	general support	25,000
December	Gingerbread House Program	general support	3,000
	Operation Warm	support of winter coat distribution	15,000
TBD	Author Event	author TBD	20,000
TBD	Dolly Parton Imagination Library (Year 1 of 2)	support of literacy outreach program	15,000
TBD	Mid-Hudson Discovery Museum Pass	revive museum pass program	2,500
TBD	Literacy Book Bundles - Updates	update packets previously funded	3,500
		Total	\$ 139,604

Approved by the following for 2025:

Moira Fitzgibbons

President, PPLD Board of Trustees

Norma Vazquez

President, Friends of PPLD

Signature

Signature

New Business Fact Sheet
Approval of 2025 Trustee Elections

Recommended By Library Director

Background Information Annually, the Library District adopts a resolution authorizing the election of trustees and the procedures related to that election.

Current Situation The attached draft resolution reflects the terms requiring election this November and the dates for circulating and filing nominating petitions. The dates in the procedures are determined by the New York State Board of Elections and are modified each year.

The resolution is published as a legal ad in the Library District's official newspaper (scheduled for March 30 and April 13, 2025).

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, procedures, and timeline as described in PPLD Documents #022625 – 7A, #022625 - 7B, and #022625 – 7C.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Notice of Trustee Election

Library District Election – November 4, 2025

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2026 - 12/31/2030)
(Candidates for this position must live in the Town of Poughkeepsie)

Trustees of the Poughkeepsie Public Library District, which comprises both the City and the Town of Poughkeepsie, shall be elected by registered voters of their respective municipality at the General Election to be held on November 4, 2025.

Nominating petitions for Trustee positions must contain the name and residential address of candidate. Each nominating petition shall contain the signatures, and residential address of a minimum of 25 registered voters of the municipality for which the candidate is nominated and date of signature. The nominating petition shall state the term of office for the candidate. Nominating petitions may circulate Tuesday, April 15, 2025, through Tuesday, May 27, 2025.

A nominating petition may contain one or several pages, which must be numbered. A witness attesting that the petition was signed in his presence by each of the persons whose signature appears thereon and that the person signing the petition represented himself to be such person shall sign each page of the petition. The witness shall sign each page under the penalty of perjury.

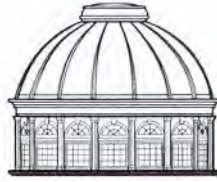
Each nominating petition shall be filed with the Secretary of the Board of Trustees or his/her designee, from Tuesday, May 20, 2025 to Tuesday, May 27, 2025 between the hours of 9 a.m. and 5 p.m. on weekdays. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3rd Floor), 93 Market Street, Poughkeepsie.**

The Secretary of the Board of Trustees will certify to the Dutchess County Board of Elections the candidates eligible to appear on the general election ballot.

The election for library trustees and the budget referendum will be conducted by the Dutchess County Board of Elections in accordance with the provisions of the New York State Election Law and the Library District's enabling legislation and shall be included on all applicable absentee ballots.

A copy of the Procedures for Nomination as a Trustee of the Poughkeepsie Public Library District is available upon request at the Library District's Administrative Office.

Petitions may be obtained at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) during hours of operation or from the Library District's web site at www.poklib.org.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

This document may be amended from time to time by resolution of the Trustees. In the event of any conflict between the language of this document and New York State Legislation (L. 2016, Ch. 277, as amended), the terms of the Legislation will govern.

Trustees of the Board of Trustees of the Poughkeepsie Public Library District are elected to five year terms.

For election in 2025, the following terms are available:

Town of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2026 - 12/31/2030)
(Candidates for this position must live in the Town of Poughkeepsie)

A. Nominating Petitions - Form, Content, and Filing Requirements

1. Signature requirements

An eligible District resident who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 registered voters in the City of Poughkeepsie if the vacancy arises for a candidate from the City, or at least 25 registered voters in the Town of Poughkeepsie if the vacancy arises for a candidate from the Town.

Candidates will be encouraged to get as many signatures as possible to avoid being disqualified if a signature is invalid.

2. Trustee Qualifications

To serve as a Trustee, candidates must be at least 18 years of age, a resident of the City or Town of Poughkeepsie, and a registered voter. They must maintain a permanent residence in the City of Poughkeepsie to serve in the seat designated for a City resident, or in the Town of Poughkeepsie, to serve in the seat designated for Town resident.

3. Form of Nominating Petition.

Petitions are available at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) and on the Library District's web site at www.poklib.org. They will continue to be made available when there are Trustee vacancies.

A separate petition shall be required to nominate each candidate for a vacancy on the board.

The nominating petitions must be in substantially the same form as the attached. Candidates will need to use more than one form to secure all of the required signatures. The signatures contained on the Nominating Petition filed with the Secretary of the Board of Trustees must be originals.

Nominating petitions should be filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name, address of his or her residence.

Signatures may only be collected in the presence of the witness and may only be collected from April 15, 2025 to May 27, 2025. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

The person collecting the signatures may, on behalf of the signer, fill in the date and residential address. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Secretary. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide the Petitions to the office of the Secretary of the Board of Trustees.

4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 20, 2025 and May 27, 2025, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3rd Floor), 93 Market Street, Poughkeepsie.**

Nominating petitions to fill a vacancy caused by the declination or disqualification of a candidate shall be filed not later than the fourth day after the last day to decline.

5. Vacancies

As stated in Bill S07785-A: Vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until the next general election, at which time the vacancy shall be filled by election for the remaining portion of the term."

B. Determination of Validity

The Secretary of the Board of Trustees of the Poughkeepsie Public Library District shall have the ministerial duty of determining the validity of nominating petitions, based on these procedural guidelines and any other further guidelines adopted by the Board of Trustees.

As soon as practicable after receipt of nominating petitions, but no later than ten days thereafter, except in the case where timely objections are filed, the Secretary shall notify the candidates whether the nominating petitions have been accepted or declined.

The Secretary will send all candidates a Notice stating whether the nominating petitions have been accepted or rejected. If accepted by the Secretary, the Notice must state the last day to accept or decline such designation or nomination.

If Objections are filed, the Secretary of the Board of Trustees will notify the candidate(s) and the objector(s) in accordance with the procedures in Part C below.

C. Objection Procedures

1. Any nominating petition that is timely filed in the appropriate location will be presumed to be valid if it contains the required number of signatures and is in the proper form.
2. Any eligible voter may submit written objections to any nominating petition, provided the objections are filed with the Secretary of the Board of Trustees within three calendar days of the filing of the nominating petition that is the subject of the objections. Within six calendar days following the filing of the objections, the objector must file specifications of the grounds of the objections. If specifications are not timely filed, the objections shall be null and void.
3. A determination as to the merits of the objections will be made within ten business days following the filing of specifications, or as soon as practicable thereafter.
4. The Secretary of the Board of Trustees will send the Board's determination as to the objections to the candidate and to the objector, along with notification whether the nominating petitions that are the subject of the objections, have been accepted or rejected.

D. Certification

On or before 40 days prior to the November 4, 2025 general election (September 25, 2025), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

E. Elections

As stated in Bill S07785A: "Election of trustees shall take place on the same day and ballot as the general election as administered by the board of elections with the results of said election being certified by the board of elections."

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2025 Timeline for Nomination as a Trustee**

Date(s)	Event
February 26	Board of Trustees adopts election resolution calling for the November election of library trustees; resolution includes the specific terms to stand for election; action includes the adoption of circulating petitions form and format
By March 25	Election notice published by Library District
March 30	First legal notice announcing election and permitting the circulation of nominating petitions
April 13	Second legal notice announcing election and permitting the circulation of nominating petitions
April 15	First day nominating petitions may be circulated
May 20 – May 27	Days on which nominating petitions may be filed with the Library District; filing will be in the Administrative Office at Adriance Memorial Library; all petitions shall be dated stamped and copies provided to the filer
May 30	Last day to accept or decline nomination
June 2	Last day to fill a vacancy after a declination
Before July 1	Library District shall validate signatures on accepted petitions
No later than July 23	Board of Trustees certifies trustee candidates and budget referendum language for submission to the Board of Elections
No later than July 31	Library District submits certified ballot language to the Board of Elections
October 12	First legal notice of trustee election and budget referendum; Posting of election and referendum at Town Hall, City Hall, Adriance Memorial Library, Boardman Road Branch Library and on www.poklib.org
October 26	Second legal notice of trustee election and budget referendum
November 4	General Election Day

New Business Fact Sheet
Approval of Lease Renewal (Market Street Properties)

Recommended By Administration

Current Situation The Library District, since 2019, has leased parking spaces from Market Street Properties across from Adriance Memorial Library on Market Street. The proposed lease renewal has been reviewed by counsel and is now ready for Board of Trustees action.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the President to sign the lease with Market Street Properties, Inc. for the rental of property as described in the attached PPLD Document #022625 – 8A.

Motion Moved _____
Seconded _____

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

LEASE AGREEMENT

This Lease Agreement (“Lease”) dated as of the 1st day of January, 2025, by and between DK & SAM REAL ESTATE INC., a domestic corporation organized under the laws of the State of New York, with its principal office at 85 Reggies Way, LaGrangeville, New York 12540, hereinafter referred to as the (“Lessor”), and the POUGHKEEPSIE PUBLIC LIBRARY DISTRICT, a municipal corporation organized under the laws of the State of New York, with its principal office at 93 Market Place Street, Poughkeepsie, New York, 12601, hereinafter referred to as the (“District” or “Lessee”).

WHEREAS, the Lessor owns a certain parcel and/or parcels of real property, which more particularly described in the deed attached hereto as Exhibit “A”; and

WHEREAS, the Lessee desires to lease a portion of said property, specifically a parking lot located at 96-98 Market Street, Poughkeepsie, NY 12601 (hereinafter the “Leased Premises”), which is more particularly described in the site plan attached hereto as Exhibit B, from the Lessor for a twelve-month term for use as a parking lot; and

NOW THEREFORE, in consideration of the premises and other good and valuable consideration, the Lessor and Lessee hereby agree as follows:

1. PREMISES

The Lessor leases and the District rents the parking lot located at 96-98 Market Street, Poughkeepsie, NY 12601.

2. TERM

The Leased Premises are leased to the Lessee, subject to all of the terms, covenants and conditions in this Lease. The Lease shall be for a term of five (5) years (“Lease Term”) to commence as of January 1, 2025 and to end on December 31, 2029. The Lessee shall have the option to renew and extend the term of this Lease for an additional successive period of five (5) years from January 1, 2030 and ending on December 31, 2034 upon the same terms and conditions as set forth herein (“subsequent term”). To secure such subsequent term, the Lessee shall, at least 90 days prior to the expiration of the initial term, provide the Lessor with written notice of its intention to exercise such option.

3. USE AND OCCUPANCY

The Lessee shall use and occupy the Leased Premises as a parking lot for its Library. The District shall have the exclusive use of the lot, with the exception of one parking space that shall be reserved for the tenant of the building next door. District shall be allowed to place signage on the lot stating that the lot is for Library District staff only.

4. RENT

A. Lessee agrees, without setoff or demand, to pay rent during the initial term according to the following schedule, made payable to the Lessor on the first day of each month:

1. \$1,100.00 for the period January 1, 2025 through December 31, 2025
2. \$1,155.00 for the period January 1, 2026 through December 31, 2026
3. \$1,212.75 for the period January 1, 2027 through December 31, 2027
4. \$1,273.39 for the period January 1, 2028 through December 31, 2028
5. \$1,337.06 for the period January 1, 2029 through December 31, 2029

B. Lessee agrees, without setoff or demand, to pay rent during the renewal term according to the following schedule, made payable to the Lessor on the first day of each month:

1. \$1,403.91 for the period January 1, 2030 through December 31, 2030
2. \$1,474.11 for the period January 1, 2031 through December 31, 2031
3. \$1,547.82 for the period January 1, 2032 through December 31, 2032
4. \$1,625.21 for the period January 1, 2033 through December 31, 2033
5. \$1,706.47 for the period January 1, 2034 through December 31, 2034

5. REPAIRS, MAINTENANCE

A. Lessee shall be responsible for: (i) lawn maintenance and snow and ice removal; and (ii) cleaning of “fenced in” area where dumpster was previously located.

B. Lessor shall be responsible for the lighting of the parking lot from dusk until dawn.

6. UTILITIES & SERVICES

Lessor shall be responsible for cancelling the towing contract with Bobby’s Towing. The District shall have the sole use of the lot as set forth in provision “3” of this Lease Agreement.

7. INSURANCE

The District shall provide proof of insurance in that form of a Certificate of Insurance which names Lessee as additionally insured.

8. ASSIGNMENT

The Lessee shall not have the right to assign the Leased Premises or any part thereof for the whole or any part of the term of this Lease unless it has obtained prior written consent from the Lessor, which consent shall not be unreasonably withheld.

9. NON-WAIVER

The failure of the Lessor or Lessee to insist upon strict performance of any of the covenants or conditions of this Lease shall not be construed as a waiver by either party of the future performance of any such covenants or conditions.

10. DEFAULT/TERMINATION

If the Lessee defaults in the payment of rent, or any portion of the rent, and such default continues, in any degree, uncured, for a period of thirty (30) days after notice is provided pursuant to Paragraph “18” of the Lease, or if the Lessee defaults in the performance of any of the other covenants and conditions of this Lease on the part of the Lessee to be performed, and such default continues for a period of thirty (30) days after notice pursuant to Paragraph “18” of this Lease, or if the Lessee has not commenced to cure such default and does not continue diligently thereafter to effect a cure of such default after such notice, the Lessor may serve a written notice

pursuant to Paragraph "18" of this Lease upon Lessee that the Lessor elects to terminate this Lease upon a specified date not less than thirty (30) days after the date of serving such written notice, and this Lease shall expire on the date so specified as if that date had been the original date fixed as the expiration date of the term herein granted, or an extension thereof, and the Lessor may, immediately or at any time thereafter, re-enter and resume possession of the Premises.

11. QUIET ENJOYMENT

Upon the Lessee's payment of the rent and performance of all of the covenants and conditions on its part to be performed, the Lessee shall peaceably and quietly hold and enjoy the Premises for the term and any renewal term hereby granted without hindrance or interruption by the Lessor.

12. NOTICE

All notices required under this Lease shall be given by certified mail, return receipt requested. Notices shall be sent to the Lessor and the Lessee, at the address set forth in the first paragraph of this Lease. Either party may change its address by notifying the other party, pursuant to this paragraph, of such change.

13. MODIFICATIONS

This Lease shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest, if any. The terms, covenants and conditions contained in this Lease shall bind and inure to the benefit of the Lessor and the Lessee and their respective successors, legal representatives and assigns, if any.

14. APPROVALS REQUIRED AND PARTIES' REPRESENTATIONS

The effectiveness of this Lease, and the obligations of the Lessee and the Lessor under this Lease, are subject to any approvals which the Lessee and the Lessor must obtain from all or some of their respective governing bodies, boards, voters, supervisory agencies or authorities or any other local, state or federal agency. By signing this Lease, each party represents and warrants that it has taken or will promptly take the proper procedural steps to authorize this Lease and to obtain all such approvals.

15. SUPERSEDING EFFECT

This Lease supersedes and cancels all prior negotiations, representations, understandings, leases, and/or agreements of, by or between the parties hereto, which are fully merged herein. This Lease contains the entire agreement and understandings between the Lessor and Lessee concerning the Premises, and there are no promises, agreements, conditions, understandings, warranties or representations, oral or written, expressed or implied, between them other than as expressly set forth herein.

16. GOVERNING LAW

This Lease shall be construed and enforced in accordance with the laws of the State of New York without regard to provisions governing conflicts of laws. The language in all parts of this Lease shall in all cases be construed as a whole according to its fair meaning and not strictly for or against either Lessor or Lessee. Claims, disputes, or other matters in question between the parties to this Lease, arising out of or relating to the Lease or breach thereof, shall be subject to and decided in accordance with the laws of the State of New York and shall be commenced in Supreme Court in Dutchess County.

17. INDEMNIFICATION

Lessee agrees to forever defend, indemnify and save harmless Lessor for and against any and all claims, lawsuits, liability, penalties, damages, expenses and judgments arising from injury or loss during said Lease Term to person or property of any nature, occasioned wholly or in part by any act or acts, omission or omissions of Lessee, or of the employees, guests, or agents of the Lessee and also for any matter arising from the use and occupation of the Premises by Lessee.

18. MISCELLANEOUS

A. Captions of sections of this Lease are solely for the convenience of reference and shall not in any way limit, qualify or affect the meaning of the terms and provisions thereof.

B. The conditions, covenants and agreements contained in this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

C. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, unenforceability shall not affect any other provision of this Lease, but this Lease shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

D. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original thereof.

IN WITNESS WHEREOF, the parties have respectively executed this Lease as of the day and year first above written.

**BOARD OF TRUSTEES OF THE
POUGHKEEPSIE PUBLIC LIBRARY
DISTRICT**

DK & SAM REAL ESTATE INC.

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____