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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, April 23, 2025

Greenspan Board Room – Adriance Memorial Library  
93 Market Street, Poughkeepsie, NY  
Meeting Will Run From 7:00 p.m. until 8:30 p.m.

**Trustees Reviewing Warrants:** Fitzgibbons and Spuhler  
*(all other trustees are asked to arrive by 6:45pm to assist with check signing)*

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
  - II. Public Comment on Agenda Items
  - III. Board Education: Presentation of 2024 Audit Report
  - IV. Minutes of Previous Meeting(s)
    - A. March 26, 2025 (*Lawrence; #042325 – 1*)
  - V. Financial Report(s)
    - A. March 2025 (*Gillis; #042325 – 2*)
    - B. Approval of Monthly Warrant (*Gillis; #042325 – 2.1; to be distributed at the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; 042325 - 3*)
    - B. President's Report (*Fitzgibbons*)
    - C. Board Committee Reports (*Committee Chairs; #042424 – 3.3.1*)
    - D. Friends of PPLD (*Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*MacDermott; #042325 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      - 1. Approval of CLSA 2024 Expenditure Report and 2025 Working Budget (*Lawrence; #042325 – 5*)
      - 2. Authorization to Sign Contract: Lawn and Snow Plowing – Boardman Road Branch Library (*Gillis; #042325 – 6*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

### NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: **Thursday**, May 29, 2025; 7:00 p.m.  
Charwat Meeting Room – Adriance Memorial Library

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of March 26, 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)**

- ☒ Lisa Gill

**FPPLD Representatives Present**

- ☒ Norma Vazquez, President

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

- **Call to Order:** At 7:01 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Eagleton, Ferrer.
- **VOTE:** 10 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. February 26, 2025 (PPLD Document #032625 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 26, 2025.
- **Moved/Seconded:** Blazek, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**V. Approval of Financial Actions****A. February 2025 Financial Activity Report (PPLD Document #032625 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Gillis reported on: the 2024 fiscal year, the audit, February tax revenue and a fund transfer. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #032625 – 2.1)**

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

Vouchers 70937 to 71230 in Warrant 20250327 totaling \$114,327.29

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

Vouchers 70932 to 71106 in Warrant 20250317 totaling \$284,799.66

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #032625 – 3)

- Lawrence shared about: Immigration; Consulate on Wheels; La Guelaguetza; Institute of Museum & Library Services; Div. of Library Development; Grants to States; Trustee Reception on May 1<sup>st</sup>; Book Festival; the light pole at BRD; damage to the front steps at ADR; work on the Dome at ADR; Statistics; and MAP Passes.

**B. President's Report:** President Fitzgibbons noted that she is excited for the Book Festival and the free vouchers the Friends will be handing out.

### C. Board Committee Reports: (PPLD Document #032625 – 3.3)

1. **Finance Committee:** Chairperson Eagleton reported on committee discussions on: accounting software moving to the cloud; fraud prevention; and the need to buy a new van.
2. **Planning Committee:** Chairperson Spuhler reported on committee discussions on: contract issues; and intermittent FMLA. MacDermott summarized committee discussions on updating the language for the sick bank provision in the contract.

**D. Friends of PPLD:** President Vazquez shared about: February sales; the March sale on gardening books; the upcoming April sale on biographies and records; an April 27<sup>th</sup> garden program at Locust Grove; Spelling Bee; Library Week cookies; Book Festival; and volunteers.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #032625 – 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
Cassie Bailey	Public Information Officer (FT)	Resignation	3/21/2025	N/A
Michael Rodriguez	Security Guard (FT)	Termination	3/26/2025	N/A
John DeLuca	Microcomputer System Specialist (FT)	Provisional Appointment	3/27/2025	\$62,916/yr
Employee 4614	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	2/26/2025-2/25/2026	N/A
Employee 4820	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	3/19/2025-12/31/2025	N/A
Alexander Paul Nivel	Page (PT)	Permanent Appointment	3/26/2025	N/A
Henry Barish	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Andrew Griensmann	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Steven DeStefano	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Rukhshan Haque	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A
Paris Newmaster	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A
Maya Schubert	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A

- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

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

**C. New Business:****1. Approval of CBA Addendum: Revisions Related to Arrival Times and Sick Bank (PPLD Document #032625 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #032625 – 5A.
- **Moved/Seconded:** Blazek, Eagleton.
- **Discussion:** Lawrence explained each of the changes. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**2. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #032625 – 6)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2024 Annual Report for Public and Association Libraries (PPLD Document #032625 – 6A).
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**3. Authorization to Sign Agreement: Tyler Technology Hosting Agreement (PPLD Document #032625 – 7)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the web hosting agreement with Tyler Technologies as expressed in attached PPLD Document #032625 – 7A.
- **Moved/Seconded:** McPhee, Blazek.
- **Discussion:** Gillis explained the reasons for moving the finance data to the cloud. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

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

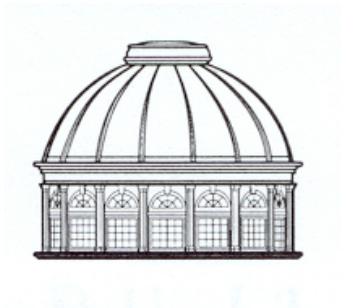
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Nurre, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 7:48 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, April 23, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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Report of March 2025 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2025 Financial Activity.

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

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

**ASSETS**

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

**LIABILITIES**

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

**FUND BALANCE**

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

**\*PYCF – Prior Year Carry Forward**

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of March 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; \$8,456,168)**

- Receipts for the month totaled \$6,603,941 including a total of \$6,574,292 in tax revenue from the City and Town of Poughkeepsie, \$2,628 in library charges, and \$11,377 in interest.  
All loans taken from reserve funds to finance Library District operations in anticipation of tax revenues have been reimbursed in full, plus interest, to the originating fund per Policy #2105.
- Disbursements for the month totaled \$873,546 which included \$737,621 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$288,820
  - McCalley Fund 52,000
  - Swartz Fund 102,638

**Special Revenue Fund (Fund CM; \$540,094)**

- Receipts for the month totaled \$1,584 which included \$190 in interest.
  - The receipts for the month also reflect a net increase of \$1,394 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$160,235
  - Occhialino Fund 51,500
  - Lund Fund 25,500

**Capital Fund (Fund H; \$35,284)**

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) \$87
  - Cash from Obligations – BOND Proceeds 522

**Permanent Funds (Fund PN; \$493,502)**

- 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 \$2,772
  - Levinsohn Trust 1,004
  - Wojtecki Trust 375,102
  - Schwartz Fund 10,965
  - Lamont Fund 50,000
  - Dobo Fund 37,048

**Debt Service Fund (Fund V; \$46,023)**

- Receipts for the month included interest of \$88.

## GENERAL FUND YEAR-TO-DATE EXPENSE REPORT MARCH 2025

FOR 2025 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,301,281	1,174,969.31	406,550.67	3,718,755.52	407,556.17	92.3%
22 Equip & Capital Outl	77,250	77,250	1,013.29	509.58	6,566.90	69,669.81	9.8%
30 Materials	569,250	569,250	133,393.82	27,579.77	-34,436.54	470,292.72	17.4%
32 Information Services	72,728	72,728	17,500.55	2,705.00	.00	55,227.45	24.1%
50 Operations	1,770,682	1,770,682	354,015.93	92,240.90	521,216.24	895,449.83	49.4%
51 Automation	126,724	126,724	26,359.64	12,889.50	40,410.42	59,953.94	52.7%
91 Employee Benefits	2,594,562	2,594,562	799,709.65	331,070.70	1,091,403.60	703,448.75	72.9%
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	2,506,962.19	873,546.12	5,343,916.14	4,003,736.67	66.2%

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



# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20250317

### Warrant Summary

WARRANT: 20250317 03/17/2025  
DUE DATE: 03/17/2025

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 .7410.200.00.54690 .	Snow Removal: Patron	1,261.41 2,166.25
A	A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal: Staff C	1,552.21 48.64
A	A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal: Staff 9	513.74 5,539.11
A	A20000	Building Services A .7410.200.00.54693 .	Operations: Trash Col	755.41 69.76
A	A20000	Building Services A .7410.200.00.54710 .	Vehicle Operations	97.14 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	1,100.00 1,900.00
A	A50000	Finance Office A .7410.500.00.54530 .A224	Rent: Pok. Journal Ar	1,147.68 661.45
A	A50000	Finance Office A .7410.500.00.54694 .	Operations: General	665.00 105,954.92
A	A50000	Finance Office A .7410.500.00.59060 .	Medical Insurance	259,706.78 127,214.85
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance	1,025.19 -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	1,261.10 -4,849.11
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone Boardman	158.72 254.30
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Boardman	2,034.35 836.36
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities BRD	4,181.81 -26,725.88
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	Internet SPD Branch	133.94 -254.81
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			284,799.66	
WARRANT SUMMARY TOTAL			284,799.66	
GRAND TOTAL			284,799.66	

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20250327

### Warrant Summary

WARRANT: 20250327 03/26/2025  
DUE DATE: 03/26/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,415.50	
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	1,096.68	3,445.03
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N	539.00	3,048.86
A	A10000	Administration	A .7410.100.00.54340 .	PR & Printing	159.22	5,948.43
A	A10000	Administration	A .7410.100.00.54370 .	Professional Svcs: Ad	850.00	400.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital	2,688.07	0.00
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	1,620.12	5,122.89
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	1,923.06	16,081.34
A	A20000	Building Services	A .7410.200.00.54390 .	RR&M General	424.62	3,804.13
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs: Gen	240.00	2,269.30
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance	19.79	2,798.46
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal: Patron	4,300.00	2,166.25
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP	2,362.52	34,081.10
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	7,021.83	-35,841.67
A	A20300	Greene Services	A .7410.203.02.54100 .A211	Books: Digital Greene	6,529.86	0.00
A	A20300	Greene Services	A .7410.203.02.54292 .	PRG Greene	119.98	69.83
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P	112.18	234.58
A	A20300	Greene Services	A .7410.203.02.54292 .A254	Jewish Programming	926.42	0.00
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Svcs: Ad	64.81	796.05
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv	2,705.00	11,646.47
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	3,059.33	799.81
A	A41000	Adult Services	A .7410.410.00.54292 .A125	PRG MAP Passes	4,494.58	340.00
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish	1,650.00	49.67
A	A43000	Borrower Services	A .7410.430.00.54292 .	PRG Extension Service	50.88	1,064.09
A	A44000	Collection Service	A .7410.440.00.54100 .	Books	1,927.49	4,811.51
A	A44000	Collection Service	A .7410.440.00.54110 .	Video & Films	785.66	11,726.86
A	A44000	Collection Service	A .7410.440.00.54110 .A211	Video & Films: Digita	6,168.70	0.00
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	2,015.16	15,387.52
A	A44000	Collection Service	A .7410.440.00.54360 .	Sierra/Encore Service	12,889.50	2,223.80
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe	524.25	3,178.00
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	1,065.31	257.04
A	A45000	Youth Services	A .7410.450.00.54292 .A218	PRG Pok Book Festival	18,148.68	697.64
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (	550.87	0.00
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	1,170.98	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	538.10	-2,555.85
A	A50000	Finance Office	A .7410.500.00.54692 .	Operations: Water	2,337.99	374.96
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	696.69	-247.83
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimbursem	5,082.74	-6,312.00
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	509.58	750.60

Report generated: 03/26/2025 11:23:33  
User: Trina Blomquist (tblomquist-martinez)  
Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20250327

A	A60000	Information Tech	A .7410.600.00.54320 .A248	Internet Comm. WiFi (	181.44	-303.68
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	106.11	487.68
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	290.60	1,488.95
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .	Fuel & Utilities ADR	10,593.47	-39,343.70
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	152.40	-292.44
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	1,047.57	-26,725.88
FUND TOTAL					114,327.29	
WARRANT SUMMARY TOTAL					114,327.29	
GRAND TOTAL					114,327.29	

## GENERAL FUND YEAR-TO-DATE REVENUE REPORT MARCH 2025

FOR 2025 03

	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	8,845,129.50	5,232,156.50	-2.50	100.0%
41003 Real Property Tax Debt Servic	1,341,676	1,341,676	1,342,135.50	1,342,135.50	-459.50	100.0%
42082 Library Charges	20,000	20,000	7,142.05	2,628.09	12,857.95	35.7%
42401 Interest Earnings	50,000	50,000	13,489.79	11,377.10	36,510.21	27.0%
42705 Donations	175,000	175,000	81,130.18	953.62	93,869.82	46.4%
42752 Annual Appeal	27,500	27,500	.00	.00	27,500.00	.0%
42753 Donations in Kind	81,983	81,983	20,495.73	6,831.91	61,487.27	25.0%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	173,000	67,296.13	7,858.56	105,703.87	38.9%
42777 E-Rate Income	65,000	65,000	31,489.39	.00	33,510.61	48.4%
42800 Miscellaneous Income	10,000	10,000	48,795.00	.00	-38,795.00	488.0%
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	10,457,103.27	6,603,941.28	1,407,509.73	88.1%

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

# Poughkeepsie Public Library District

## BALANCE SHEET FOR 2025 3

FUND: A General Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>					
A	12010	Gen. Fund Operational Checking		-50,130.99	2,106.54
A	12020	Gen. Fund Payroll Checking		.00	343.42
A	12023	Gen. Fund Money Market		5,047,868.72	7,676,953.61
A	12040	Credit Card Transactions		522.81	1,445.67
A	12051	Flex 125 Money Market		-778.58	5,607.13
A	12100	Petty Cash		130.99	15,567.10
A	12101	Cash in Machines		.00	502.00
A	12300	Cash Special Reserve: Davis		274,011.94	288,819.97
A	12400	Cash Special Reserve: Swartz		217.47	102,638.11
A	13501	Grants Receivable		.00	15,165.56
A	13910	Due From Other Funds		.00	347,019.09
TOTAL ASSETS				5,271,842.36	8,456,168.20
<b>LIABILITIES</b>					
A	26000	Accounts Payable		.00	-8,107.27
A	26020	Flex125 Exchange		791.02	-5,034.12
A	26021	Benefits Exchange		634.64	10,736.14
A	26030	General Fund Exchange		-7.00	-1,168.79
A	26100	State Retirement Exchange		.00	533,493.00
A	26300	Due To Other Funds		511,731.25	148,741.21
A	26370	State Retirement Accrual		-54,597.11	-683,564.14
TOTAL LIABILITIES				458,552.80	-4,903.97
<b>FUND BALANCE</b>					
A	35210	Encumbrances (+ PYCF)		-639,225.11	5,659,750.10
A	35220	Expenditures (+ PYCF)		873,546.12	2,506,962.19
A	38210	Encumbrance Reserve (+ PYCF)		639,225.11	-5,659,750.10
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		-6,603,941.28	-10,457,103.27
A	39915	Assign for future prgrms		.00	-635,597.32
TOTAL FUND BALANCE				-5,730,395.16	-8,451,264.23
TOTAL LIABILITIES + FUND BALANCE				-5,271,842.36	-8,456,168.20

## BALANCE SHEET FOR 2025 3

FUND: CM Special Revenue Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	511,920.81	518,661.63
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	-510,337.05	21,157.45
	TOTAL ASSETS			1,583.76	540,094.16
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	-1,583.76	-48,097.34
	TOTAL FUND BALANCE			-1,583.76	80,096.71
	TOTAL LIABILITIES + FUND BALANCE			-1,583.76	-540,094.16

# Poughkeepsie Public Library District

## BALANCE SHEET FOR 2025 3

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		1,394.20	375,102.16
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				1,394.20	493,501.62
LIABILITIES					
PN	26300	Due to other funds		-1,394.20	-14,683.77
TOTAL LIABILITIES				-1,394.20	-14,683.77
FUND BALANCE					
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
TOTAL FUND BALANCE				.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE				-1,394.20	-493,501.62

# Poughkeepsie Public Library District

## BALANCE SHEET FOR 2025 3

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	1.11	521.94
	H	13502	Discount Pledge Receivable	.00	.30
	H	13910	Due From Other Funds	.00	34,635.79
		TOTAL ASSETS		1.11	35,283.68
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	-1.11	-3.21
		TOTAL FUND BALANCE		-1.11	22,814.93
	TOTAL LIABILITIES + FUND BALANCE			-1.11	-35,283.68



## BALANCE SHEET FOR 2025 3

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	97.51	46,022.72
V	13910	Due From Other Funds	.00	-284,691.45
TOTAL ASSETS			97.51	-238,668.73
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	-97.51	-282.54
TOTAL FUND BALANCE			-97.51	-170,830.29
TOTAL LIABILITIES + FUND BALANCE			-97.51	238,668.73

Approval of Monthly Warrant and Transfers

Action Requested

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

Vouchers 71014 to 71519 in Warrant 20250424 totaling \$137,637.64

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

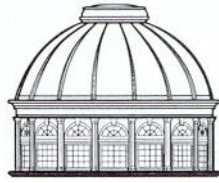
Vouchers 71244 to 71337 in Warrant 20250416 totaling \$163,587.74

Motion

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

Record of Vote

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



## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### LIBRARY DIRECTOR REPORT – APRIL 2025

#### Significant Service Changes, Challenges or Accomplishments

- **Immigration Issues:** The continues to be no ICE activity to report. The Mexican Consulate on Wheels was held the week of April 7 with no reports of any incidents. The Consulate reported helping nearly 1000 individuals during their week here.
- **Impact of Federal Budget Recissions:** Federal activity in this area continues to cause concern at the state and local level. Once the NYS budget is adopted, a bit more will be clearer, especially if state funding for the Division of Library Development is budgeted and the reliance on federal funding administered through IMLS will decrease. Please continue to read emails I forward to you on this matter as well as the general media as it is a covered topic. **Trustee advocacy on this issue is important.**
- **Poughkeepsie Children's Book Festival:** Congratulations to John Torres, Head of Youth Services, and Michele Muir, Development Officer, on another hugely successful Book Festival. We estimate nearly 2500 people attended this year's event.

#### 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:** We have eight trustees attending this year's event on May 1 at the Boardman Road Branch Library.

#### Collection Development

- Collection development continues as usual.

#### Buildings

- Boardman Road: The branch library will close at 5:00pm on Thursday, May 1, for the DCLA Trustee Reception.
- Adriance: A temporary repair to the Market Street steps will be done shortly. A more permanent and costly repair will be considered in the fall or in 2026.

#### Staffing

- See Personnel Actions, if applicable.

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

PPLD Document #042326 - 3.0.1

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	Mar	% of Total	YTD	% of Total	Mar	% of Total	YTD	% of Total	Change	% Change	Mar	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,062	27.29%	17,352	27.60%	6,081	27.19%	17,570	27.22%	-218	-1.24%	5,912	25.55%	16,611	26.06%	741	4.46%
Adult Non-Fiction	3,777	17.00%	10,873	17.29%	3,880	17.35%	11,444	17.73%	-571	-4.99%	4,105	17.74%	11,064	17.36%	-191	-1.73%
Fiction - Juvenile	6,223	28.01%	17,599	27.99%	5,732	25.63%	16,538	25.62%	1,061	6.42%	5,963	25.77%	15,815	24.81%	1,784	11.28%
Non-Fiction - Juvenile	1,887	8.49%	4,538	7.22%	1,695	7.58%	4,599	7.12%	-61	-1.33%	1,651	7.13%	4,309	6.76%	229	5.31%
Periodicals	144	0.65%	408	0.65%	182	0.81%	526	0.81%	-118	-22.43%	181	0.78%	501	0.79%	-93	-18.56%
Periodicals - Juvenile	21	0.09%	85	0.14%	33	0.15%	60	0.09%	25	41.67%	23	0.10%	54	0.08%	31	57.41%
<b>Print Subtotal</b>	<b>18,114</b>	<b>81.53%</b>	<b>50,855</b>	<b>80.89%</b>	<b>17,603</b>	<b>78.70%</b>	<b>50,737</b>	<b>78.60%</b>	<b>118</b>	<b>0.23%</b>	<b>17,835</b>	<b>77.07%</b>	<b>48,354</b>	<b>75.85%</b>	<b>2,501</b>	<b>5.17%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	2	0.01%	5	0.01%	3	0.01%	13	0.02%	-8	-61.54%	1	0.00%	17	0.03%	-12	-70.59%
Soundrecordings	472	2.12%	1,299	2.07%	417	1.86%	1,421	2.20%	-122	-8.59%	588	2.54%	1,704	2.67%	-405	-23.77%
Videorecordings	2,883	12.98%	8,763	13.94%	3,627	16.22%	10,452	16.19%	-1,689	-16.16%	3,848	16.63%	11,276	17.69%	-2,513	-22.29%
Media	5	0.02%	13	0.02%	6	0.03%	12	0.02%	1	0.00%	0	0.00%	5	0.01%	8	0.00%
Software	9	0.04%	24	0.04%	13	0.06%	46	0.07%	-22	-47.83%	19	0.08%	29	0.05%	-5	-17.24%
Equipment/Realia	47	0.21%	163	0.26%	46	0.21%	193	0.30%	-30	-15.54%	38	0.16%	72	0.11%	91	126.39%
Suppressed Items	12	0.05%	23	0.04%	28	0.13%	56	0.09%	-33	-58.93%	14	0.06%	35	0.05%	-12	-34.29%
Videorecordings - Juvenile	407	1.83%	1,101	1.75%	389	1.74%	1,016	1.57%	85	8.37%	421	1.82%	1,187	1.86%	-86	-7.25%
Audiorecordings - Juvenile	52	0.23%	113	0.18%	45	0.20%	91	0.14%	22	24.18%	81	0.35%	259	0.41%	-146	-56.37%
Media - Juvenile	207	0.93%	492	0.78%	175	0.78%	463	0.72%	29	6.26%	132	0.57%	397	0.62%	95	23.93%
Software - Juvenile	7	0.03%	18	0.03%	14	0.06%	53	0.08%	-35	-66.04%	4	0.02%	18	0.03%	0	0.00%
<b>Non-Print Subtotal</b>	<b>4,103</b>	<b>18.47%</b>	<b>12,014</b>	<b>19.11%</b>	<b>4,763</b>	<b>21.30%</b>	<b>13,816</b>	<b>21.40%</b>	<b>-1,802</b>	<b>-13.04%</b>	<b>5,146</b>	<b>22.24%</b>	<b>14,999</b>	<b>23.53%</b>	<b>-2,985</b>	<b>-19.90%</b>
<b>Total</b>	<b>22,217</b>		<b>62,869</b>	<b>100.00%</b>	<b>22,366</b>		<b>64,553</b>		<b>-1,684</b>	<b>-2.61%</b>	<b>23,140</b>		<b>63,747</b>		<b>-484</b>	<b>-1.38%</b>

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2025**

PPLD Document #042325 - 3.0.3

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	20,894	19,732	22,217	0	0	0	0	0	0	0	0	0	62,843
Digital Content	12,172	10,843	12,423	0	0	0	0	0	0	0	0	0	35,438
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>33,066</b>	<b>30,575</b>	<b>34,640</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,281</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,871	3,477	3,645	0	0	0	0	0	0	0	0	0	10,993
Boardman Road	2,437	2,114	2,407	0	0	0	0	0	0	0	0	0	6,958
Sadie Peterson Delaney	94	62	88	0	0	0	0	0	0	0	0	0	244
<b>Total</b>	<b>6,402</b>	<b>5,653</b>	<b>6,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,195</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	905	860	936	0	0	0	0	0	0	0	0	0	2,701
Boardman Road	26	79	77	0	0	0	0	0	0	0	0	0	182
Sadie Peterson Delaney	47	36	63	0	0	0	0	0	0	0	0	0	146
Spanish Language Assistance	49	39	70	0	0	0	0	0	0	0	0	0	158
<b>Total</b>	<b>1,027</b>	<b>1,014</b>	<b>1,146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,187</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	3,816	4,735	10,297	0	0	0	0	0	0	0	0	0	18,848
Calendar Hits - Library Market	13,759	16,955	13,696	0	0	0	0	0	0	0	0	0	44,410
Calendar Hits - Recite Me	433	337	410	0	0	0	0	0	0	0	0	0	1,180
Website Views	35,900	33,590	44,409	0	0	0	0	0	0	0	0	0	113,899
<b>Total</b>	<b>53,908</b>	<b>55,617</b>	<b>68,812</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>178,337</b>
<b>PUBLIC COMPUTER &amp; WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,522	3,673	4,163	0	0	0	0	0	0	0	0	0	12,358
Boardman Road	1,644	1,331	1,677	0	0	0	0	0	0	0	0	0	4,652
Sadie Peterson	40	40	46	0	0	0	0	0	0	0	0	0	126
<b>Total</b>	<b>6,206</b>	<b>5,044</b>	<b>5,886</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,136</b>
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	105	129	130	0	0	0	0	0	0	0	0	0	364
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	2	0	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>105</b>	<b>131</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>366</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	101	91	101	0	0	0	0	0	0	0	0	0	293
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	211	181	223										615
Community Engagement	6	3	7										16
Non-Library District	11	27	25										63
Exams Proctored	20	19	20										59
MAP Passes	NA	NA	NA										0
Rover Bookmobile Stops	5	3	12										20
<b>Total</b>	<b>253</b>	<b>233</b>	<b>287</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>773</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	2,315	2,267	4,840										9,422
Community Engagement	74	30	289										393
Non-Library District	64	270	201										535
Drop-In Room Use (Adriance)	111	102	104										317
Rover Bookmobile	86	33	324										443
<b>Total</b>	<b>2,650</b>	<b>2,702</b>	<b>5,758</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,110</b>
<b>GENERAL ATTENDANCE (2025)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,927	12,257	15,703	0	0	0	0	0	0	0	0	0	41,887
Boardman Road	10,496	9,292	11,173	0	0	0	0	0	0	0	0	0	30,961
Sadie Peterson Delaney	193	143	203	0	0	0	0	0	0	0	0	0	539
<b>Total - 2025</b>	<b>24,616</b>	<b>21,692</b>	<b>27,079</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73,387</b>
<b>GENERAL ATTENDANCE (2024)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,275	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
<b>Total - 2024</b>	<b>23,087</b>	<b>24,289</b>	<b>26,018</b>	<b>26,737</b>	<b>23,784</b>	<b>24,273</b>	<b>26,839</b>	<b>25,227</b>	<b>23,221</b>	<b>32,571</b>	<b>26,186</b>	<b>21,088</b>	<b>303,320</b>

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

**Department:** Youth Outreach

**Time Period of Report:** March 2025

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**Focus Activity:** Book Talk Presentations at the Mid Hudson Reading Council spring meeting

**Intended Outcome(s) of Focus Activity:** To talk about new books available to students and their teachers available in the Mid Hudson Library System

**Manager Observations of Activity and Outcomes:** On Thursday, March 27th, Youth Services Librarians Liz Asta and Alison Francis presented at the Mid Hudson Council's spring meeting at Locust Grove.

This is the second year that the Mid Hudson Reading Council invited the Youth Services Librarians from PPLD to come speak with members at their spring meeting. We were asked to speak about recently published and best reviewed books for students grades pre-K through grade 12.

The teachers who attended were from surrounding districts including PCSD, Wappingers, Spackenkill, and Arlington, and teach grades K - 6. The Council's members sent us a list of levels and topics they wanted us to focus on. These included picture books, early and transitional books for beginning readers, historical fiction, social justice and biographies.

In response to their requests, we brought several stacks of materials to talk about and show the teachers which included recently published and award winning titles of picture books, transitional books, middle grade fiction and nonfiction, as well as graphic novels.

We also brought a variety of handouts for the teachers and to share with their colleagues which included: The School Library Journal's annual "Best Books of the Year", graded bookmarks created by the YS Librarians at both branches that list recently published books by grade level, and lists of sources for finding the best recently published books.

**Impact of Activity:** We were warmly received by the Council's members. This event gave us the opportunity to showcase our collections to teachers in several school districts.

In an email to me after the event, Dr. Karen Maher, Reading Teacher and President of the Council wrote:  
*"Thank YOU for such an outstanding presentation! Our members are avid readers and highly passionate about putting books into our students' hands. You helped us gain knowledge on much desired book titles and recommendations. We appreciate you, as well as our continued connection between the Poughkeepsie Public Libraries and Mid-Hudson Reading Council."*

**Date of Report:** 4/7/2025

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

**Department:** Branch and Extension Services

**Time Period of Report:** March/April 2025

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**Focus Activity:** Extension Services current needs

**Intended Outcome(s) of Focus Activity:** Streamlining of Extension Services (home delivery) activities; discussing possible workflow changes to better serve patrons and for staff to be more prepared to handle work flow in a sustainable manner.

**Manager Observations of Activity and Outcomes:** Head of Branch Extension Services and Head of Borrower Services are working together to keep library delivery services to patrons sustainable

**Impact of Activity:** collaboration, cooperation and clarity of services within the department

**Date of Report:** 4/9/2025

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

**Department:** Information Technology

**Time Period of Report:** 03/01/25 - 03/31/25

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**Focus Activity:** All of PPLDs Technology is up and running as expected. Brought on new employee to fulfill duties of my former role. Supported numerous programs requiring IT support throughout the month

**Intended Outcome(s) of Focus Activity:** To maintain consistent technology operations across PPLD

To ensure a smooth transition of duties by onboarding a new team member

To provide effective IT support to programs and events hosted by staff and patrons

**Manager Observations of Activity and Outcomes:** All PPLD technology services remained stable throughout the month, acknowledged successful onboarding of the new employee, and noted effective IT support during various programs and events.

**Impact of Activity:** Having stable technology allowed uninterrupted library services for staff and patrons.

Onboarding a new employee ensured seamless transition of IT support and prevented service delays.

Reliable support for programs and events contributed to a positive experience for both staff and attendees

**Date of Report:** 4/9/2025



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

**Department:** Borrower and Technical Services

**Time Period of Report:** March 2025

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**Focus Activity:** Coordinating public desk coverage throughout the district

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

**Manager Observations of Activity and Outcomes:** Outside events on Rover and outreach events in the community have resumed with routine outings to grocery stores and a local college campus leading to a number of additional public desk shifts needing to be filled. We maintained full staff numbers at Adriance and Boardman on a Saturday, March 29, so a few Borrower and Technical Services staff could work the PPLD Children's Bookfest at Dutchess Community College, which was a great opportunity to work with other departments. We are also heading into vacation season, which can make staffing a challenge at times. The staff who focus on scheduling for our large department work very hard to make sure we can provide consistent customer service throughout the district and also meet the needs of staff needing time off.

Flexibility and cross-training are the key traits we need to focus on, so all staff members feel comfortable and knowledgeable to work where the need is greatest. Collaboration between department heads has been essential to maintaining consistent service at locations including the new teen area check-in desk at Boardman.

**Impact of Activity:** The Borrower and Technical Services Department continues to work together and with other departments to make sure our patrons' needs are met at the public desks throughout the district.

**Date of Report:** 4/10/2025

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

**Department:** Adult Services

**Time Period of Report:** March 2025

**Focus Activity:** Seed Sowing Center

**Intended Outcome(s) of Focus Activity:** Growing the Seed Library program

**Manager Observations of Activity and Outcomes:** The Seed Sowing Center had a very successful year in 2024, handing out over 2900 seed packets to 273 patrons, but the success of this type of program is really judged by how enthusiastic patrons are to participate again, in my opinion. By that metric, 2025 has already been overwhelming successful; by the end of March we had already fulfilled 211 requests from patrons for seeds, and as of this date we have given out nearly 2200 seed packets.

This achievement is underscored by the fact that we have done much less promotion this time around, as we received fewer donations than we did in 2024. The program has been so successful, in fact, that we are currently out of donated seeds, and have placed an order for more so that we can resume fulfilling requests.

**Impact of Activity:** Patrons have been overwhelmingly enthusiastic and excited about this program; it continues to grow by word of mouth even absent of the heavy promotion we did for it last year. Just one mention in a March email blast generated nearly 48 requests over the course of 2 days.

We have also developed good relationships with many seed companies, thanks to Beth Vredenburg's efforts in soliciting donations. I expect we will continue with this model, but we will probably also supplement donations with seed purchases again next year, in order to meet demand.



**Date of Report:** 4/10/2025

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

**Department:** Advancement

**Time Period of Report:** March 2025

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**Focus Activity:** March Accomplishments

**Intended Outcome(s) of Focus Activity:** Advancement needed to accomplish two large tasks this month with one less staff member: the month-long production cycle for the Rotunda and the project management for the Poughkeepsie Children's Book Festival.

Rotunda production included multiple rounds of writing, editing and layout within the department. Copy from programming staff kicks off the process for each bi-monthly cycle.

The Book Fest tasks included implementing the marketing strategy, then involving Library staff from all branches, creating assignments, meetings and scheduling for the two-day project. We secured Dutchess Community College facilities and staff for Friday and Saturday, and collaborated with them on logistics and operations, including set-up, breakdown, food service, IT and parking. We heavily promoted the Fest through several different channels. We recruited volunteers from PHS' JROTC and Spackenkill's LEO Club.

**Manager Observations of Activity and Outcomes:** While the Advancement Dept was intensely focused on these projects and their operations, Library staff were very supportive and giving to help achieve these goals.

**Impact of Activity:** The Rotunda production was on time and successful. The Book Festival was an enormous success, in that we attracted more than 2,300 visitors, hosted 115 authors and gave away \$15,000 worth of books to happy children.



We could not have accomplished all of this without the generous assistance of Library staff, the good relationship with DCC, the JROTC and of course, the incredible generosity of the Friends.

**Date of Report:** 4/11/2025

**Manager Name and Title:** John Torres, Head of Youth Services

**Department:** Youth Services

**Time Period of Report:** March 2025

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**Focus Activity:** YS Activities at Poughkeepsie Book Festival

**Intended Outcome(s) of Focus Activity:** The focus of the YS department participating in the Book festival was to showcase the upcoming Teen programs and Children programs, and give YS staff an opportunity to interact with our patrons outside of the library environment.

**Manager Observations of Activity and Outcomes:** The YS staff were busy all day at the book festival. Anne was stationed at the Teen table all day talking with patrons of all ages about teen programs Liz and Megan staffed the morning shift for the children's table, and Holly and Isabel worked the afternoon portion of the event. The children's table featured a necklace beading craft, magic color scraping bookmark making, and a Bad Kitty game. This year is the busiest we have been at the festival with over 2,300 people coming through the door.

**Impact of Activity:** I don't have exact numbers but the tables were always full of happy kids. Patrons who I spoke to at the festival commented to me how nice it was to have the staff there and what a great job they did.

**Date of Report:** 4/16/2025

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

<b>Meeting:</b> Planning Committee	<b>Date:</b> Monday, April 7, 2025												
<b>Attendance</b> <table> <tr> <td><b><u>Committee Present</u></b></td> <td><b><u>Staff Present</u></b></td> <td><b><u>Guest(s) Present</u></b></td> </tr> <tr> <td> <input type="checkbox"/> Sean Eagleton  <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i>  <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i>  <input type="checkbox"/> Jonathan McPhee  <input checked="" type="checkbox"/> Deborah Nichols  <input type="checkbox"/> Jim Nurre </td> <td> <input checked="" type="checkbox"/> Tom Lawrence, Library Director  <input type="checkbox"/> Barbara Lynch, Business Manager  <input type="checkbox"/> Rebecca Gillis, Business Manager </td> <td> <input type="checkbox"/> </td> </tr> <tr> <td colspan="3"><b><u>Other Trustees Present</u></b></td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> </td> </tr> </table>		<b><u>Committee Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>	<input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i> <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input type="checkbox"/> 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 type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>	<b><u>Other Trustees Present</u></b>			<input type="checkbox"/>		
<b><u>Committee Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>											
<input type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i> <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input type="checkbox"/> 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 type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>											
<b><u>Other Trustees Present</u></b>													
<input type="checkbox"/>													
<b>Minutes Prepared By: T. Lawrence</b>													

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

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

- **Organizational Climate Survey:** Conversations continue with a potential consultant who may be engaged to coordinate a survey.
- **Strategic Plan:** The Committee had an extended conversation regarding the strategic plan including potential revisions to it. At the end of the meeting, it was decided that the Committee would present to the Board a proposal to modify the plan to a more simplified approach that would revolve around three – four principles. For the time being, they are drafted as:
  - Engagement (or Connecting) defined as meeting patrons where they are
  - Fostering Lifelong Learning
  - Strengthening Community

Each of the principals may need further definition for clarity as to intent but once established, the Committee wants to involve managers in further development of the plan and its implementation.

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

- Conversation about the strategic plan.

**3. Upcoming Agenda Items:**

- Climate survey.
- Strategic plan.

The meeting adjourned at 7:35pm.

**Next Scheduled Committee Meeting Date**

Monday, June 9, 2025; 6:30 pm (sooner if needed)  
Adriance Memorial Library – Greenspan Board Room  
(date, time, and location subject to change)

## Personnel Actions

**Recommended By** Library Director

**Current Situation** The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Library Director.

**Pending Personnel Actions** Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Michele Muir	Development Officer (FT)	Permanent Appointment	4/14/2025	N/A
Michael Pena	Security Guard (FT)	Probationary Appointment	5/5/2025	\$48,478/yr Step 1
Hannah Ricottilli	Librarian II (FT)	Provisional Appointment	5/5/2025	\$67,837/yr Step 1
Andrew Morgan	Librarian II (FT)	Provisional Promotion	5/5/2025	\$70,743/yr Step 2 + 10YL

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

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

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

**New Business Fact Sheet****Central Library Services Aid – 2024 Expenditure Report and 2025 Application****Recommended By**

Library Director

**Current Situation**

As the designated Central Reference Library for the Mid-Hudson Library System, the Adriance Memorial Library receives support from the Division of Library Development (through MHLS). For 2025, anticipated Central Library Services Aid is projected to be \$276,639.

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

Further, authorizing the submission of the 2025 budget document certifies the expenditures for 2024.

**Action Requested**

**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 #042325 - 5A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.

**Motion**

Moved \_\_\_\_\_

Seconded \_\_\_\_\_

**Record of Vote****Trustee****Yes****No****Abstain**Blazek ☐☐☐☐Eagleton ☐☐☐☐Fana ☐☐☐☐Ferrer ☐☐☐☐Fitzgibbons ☐☐☐☐McPhee ☐☐☐☐Newman ☐☐☐☐Nichols ☐☐☐☐Nurre ☐☐☐☐Ryan ☐☐☐☐Spuhler ☐☐☐☐

**CENTRAL LIBRARY SERVICES AID: 2025**  
**Mid-Hudson Library System - Poughkeepsie Public Library District**

PPLD Document #042325 - 5A

		2024 Final	2025 Tentative		
Funded Cost Area		Total	Total	PPLD Budget Line	Notes on 2025 Budget
<b>A. 190 Personnel Costs - Subtotal</b>		<b>\$ -</b>			
<b>B. L7410.42 Library Materials and Binding - Total</b>		<b>\$ 120,706</b>	<b>\$ 109,828</b>		
L7410.410	Books - Circulating Print Non-Fiction	-	-	A11100.54100	
L7410.410	Books - Digital (OverDrive - Platform Charge)	8,000	8,000	A11100.54100.A211	
L7410.410	Books - Digital (OverDrive - Content + Content Credit)	87,706	76,828	A11100.54100.A211	
L7410.413	Serials - Digital (OverDrive content)	25,000	25,000	A11100.54130.A211	
<b>C. .069 Information and Network Services - Subtotal</b>		<b>\$ 65,811</b>	<b>\$ 74,954</b>		
<b>Library Materials - Commercial Databases</b>		<b>10,000</b>	<b>19,143</b>		
	JobNow	4,600	4,600	A11100.54291	
	Transparent Language	5,400	5,670	A11100.54291	
	Universal Class	-	-	A11100.54291	
	Niche Academy	-	-		
	Contingency	-	8,873		
<b>Sierra/Discover Enhancements</b>		<b>49,724</b>	<b>49,724</b>	A11100.54360	
	SkyRiver - MARC Records	2,750	2,750	A11100.54360	
	OCLC - MARC Records	4,500	4,500	A11100.54360	
	Syndectics	-	-	A11100.54360	
	Recite Me (funded for three years in late 2021)	-	-		
	Discover/Vega	42,474	42,474	A11100.54360	
<b>OCLC ILL</b>		<b>6,087</b>	<b>6,087</b>	A11100.54370	
<b>F. 906 Miscellaneous Expenses - Subtotal</b>		<b>\$ 90,122</b>	<b>\$ 91,857</b>		
L7410.431	Telephone	1,500	1,500	A11100.54310	
L7410.440	Delivery Support - MHLS	86,715	88,450	A11100.54694	
L7410.440	Delivery Support - Empire Delivery	1,907	1,907	A11100.54694	
<b>Totals</b>		<b>\$ 276,639</b>	<b>\$ 276,639</b>		
Final Allocation		<b>\$ 276,639</b>	<b>\$ 276,639</b>		
Delta		<b>\$ -</b>	<b>\$ -</b>		

\_\_\_\_\_  
Moirá Fitzgibbons, President

\_\_\_\_\_  
Date



**New Business Fact Sheet**

Authorization to Sign Contract: Lawn and Snow Plowing – Boardman Road Branch Library

**Recommended By** Finance Manager

**Current Situation** The Library District solicited quotes for mowing and plowing services for the Boardman Road Branch Library. Three quotes were received. After evaluation, Administration recommends contracting with New England Greenscapes for the 2025-2028 seasons (April – March).

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the mowing and plowing agreement with New England Greenscapes as detailed in attached PPLD Document #042325 - 6A.

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

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





**New England Greenscapes, Inc.**

**131 Ketchamtown Road • Wappingers Falls • New York • 12590 • 914.489.6857**

**Proposal and Acceptance**

Poughkeepsie Library District  
93 Market Street  
Poughkeepsie, NY 12601

March 24, 2025

**We Hereby Submit Specifications and Estimates for:**

Lawn Maintenance including cutting, trimming and blowing of all lawn areas on a weekly basis for 2025, 2026 and 2027 Seasons.

Snow plowing, shoveling walkways, calcium on walkways and shoveling around 3 hydrants. Work will be completed by 8:00AM Monday – Saturday.

Due to conditions beyond our control, (i.e. extreme wet lawn conditions or extreme dry conditions) services may deviate from normal weekly scheduling.

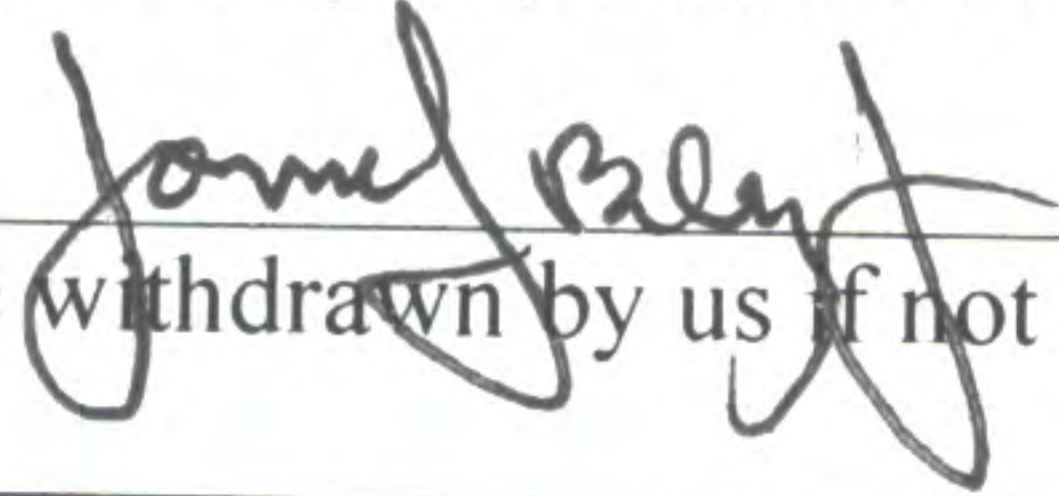
**We Propose Hereby to furnish Material and Labor - Complete in Accordance with above and attached Specifications, For the Sum of:**

**April 1, 2025 – November 30, 2025 – Lawn Maintenance:**  
\$1,200.00 (+ sales tax) will be billed in 8 monthly installments  
**December 1, 2025 – March 31, 2026 – Snow Plowing:**  
\$2,750.00 (+ sales tax) will be billed in 4 monthly installments  
**April 1, 2026 – November 30, 2026 – Lawn Maintenance:**  
\$1,200.00 (+ sales tax) will be billed in 8 monthly installments  
**December 1, 2026 – March 31, 2027 – Snow Plowing:**  
\$2,750.00 (+ sales tax) will be billed in 4 monthly installments  
**April 1, 2027 – November 30, 2027 – Lawn Maintenance:**  
\$1,200.00 (+ sales tax) will be billed in 8 monthly installments  
**December 1, 2027 – March 31, 2028 – Snow Plowing:**  
\$2,750.00 (+ sales tax) will be billed in 4 monthly installments

Extra work requested will be billed at \$75.00 per man, per hour.

**Payment to be made as follows:**  
Payable upon receipt of invoice.

All material is guaranteed to be as specified. All work to be completed on a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Authorized Signature:**   
**Note:** This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Upon acceptance, please sign and return one copy.





# New England Greenscapes, Inc.

131 Ketchamtown Road • Wappingers Falls • New York • 12590 • 914.489.6857

## Scope of Work to be provided for the Poughkeepsie Library District – Boardman Road

### Lawn Maintenance (April 1 – November 30):

- Lawn cutting once a week.
- String trimming and edging.
- Blowing off all roadways and sidewalks.
- Maintain all planting beds to be free of weeds and debris.
- Hedge pruning and trimmings of all shrubbery will be done as needed, not to exceed 3" of growth.
- Spring and Fall clean up on all lawn areas.
- Planting beds will be covered with 3"-4" of Black Mulch by approximately May 10<sup>th</sup>.
- Due to conditions beyond our control, (i.e. extreme wet lawn conditions or extreme dry conditions) services may deviate from normal weekly scheduling.

4/17/2025

### Snow Removal (December 1 – March 30):

- Plowing of all parking lot areas and roadways to be completed within 24 hours after snowfall and shoveling of sidewalks.
- Snowplow service will begin at approximately 2" of accumulation including plowing of all parking lot areas and shoveling all sidewalks, salting parking lots and apply calcium to sidewalks.
- In the event of an ice storm salting and calcium will be done on a progressive basis.
- Snowplowing around dumpsters, recycle area and three fire hydrants.
- Sanding of the parking lot and applying calcium to walkways is an important part of the snow maintenance process is included in the monthly contract amount.
- This contract will cover up to 56' of seasonal snow accumulation. Snow accumulation over this amount will be billed out at \$900/inch. Snow total determination will come from NOAA of Poughkeepsie and also the Poughkeepsie Journal with the highest amount number used as final determination.
- Snow plowing will be completed within 24 hours of end of storm.
- In the case of excessive snow pile accumulations within parking lots there may require tractor work requested will be billed at 8 hour minimum, \$400/hour.