

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, June 25, 2025

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

Trustees Reviewing Warrants: Blazek and Ryan
(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: None
 - IV. Minutes of Previous Meeting(s)
 - A. May 29, 2025 (*Lawrence; #062525 – 1*)
 - V. Financial Report(s)
 - A. May 2025 (*Gillis; #062525 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #062525 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #062525 – 3.X.X*)
 - B. President's Report (*Fitzgibbons; #062525 – 3.3.0*)
 - C. Board Committee Reports (*Committee Chairs; #062525 – 3.3.X*)
 - D. Friends of PPLD (*Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*MacDermott; #062525 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 - 1. Approval/Modification of Policies (*Eagleton; #062525 – 5*)
 - 2. Approval of 2025 Budget Modification #1 (*Eagleton; #062525 – 6*)
 - 3. Approval of CBA Addendum #4 – Personal Time (*MacDermott; #062525 – 7*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING

Regular Monthly Meeting: Wednesday, July 23, 2025; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of May 29, 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
- ☐ 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
- ☐ Gary Killmer, Network Analyst
- ☐ Kira Thompson, Head of Adult Services
- ☐ John Torres, Head of Youth Services
- ☐ Beth Vredenburg, Head of Branch Services

Other Guest(s)

- ☒ Melissa Knapp, Labor Counsel

FPPLD Representatives Present

- ☒ Norma Vazquez, President

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

- **Call to Order:** At 7:00 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Ryan, Ferrer.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** Labor Counsel Melissa Knapp discussed various labor issues with regards to Civil Service, the Library District's collective bargaining agreement with Labor, and relevant federal and state labor laws.**IV. Approval of Previous Record/Meeting(s)****A. April 23, 2025 (PPLD Document #052925 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 23, 2025.
- **Moved/Seconded:** Eagleton, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. April 2025 Financial Activity Report (PPLD Document #052925 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2025 Financial Activity as presented.
- **Moved/Seconded:** Newman, Eagleton.
- **Discussion:** Accounts with deficits will be corrected through a budget modification that will be presented for consideration at the June Board of Trustees meeting.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #052925 – 2.1)

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

Vouchers 71534 to 71763 in Warrant 20250530 totaling \$190,130.79

- **Moved/Seconded:** Ferrer, Newman.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Blazek, Ryan.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #052925 – 3)

- There were no additions to the written reports provided in the meeting packet.

B. President's Report: President Fitzgibbons reported on her positive experience at the Friend's Board Meeting.

C. Board Committee Reports: (PPLD Document #052925 – 3.3)

1. **Board Development & Policy Committee:** McPhee updated the Board on Committee activity related to policy inventories, board education, and trustee nominating. Lawrence advised the Board that one petition was filed for the lone seat up for election.
2. **Finance Committee:** Eagleton reported that the Committee has provided Administration with guidance on the 2026 tax cap, inflation, and the commitments made in the collective bargaining agreement.
3. **Planning Committee:** Fitzgibbons reported on continued Committee work related to an organizational assessment consultancy, including an application to the Dyson Foundation for partial funding support.

D. Friends of PPLD: President Vazquez updated the Board on matters related to the book store and other Friends activity.

VII. Board Action

A. Personnel Actions: (PPLD Document #052925 – 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
Alejandro Franqui-Ferrer	Library Clerk (Hrly)	Temporary Appointment	6/1/2025 – 8/31/2025	\$23.15/hr
Andrew Morgan	Librarian II (FT)	Correction of Salary	5/5/2025	\$70,823/yr Step 2 + 10YL
Bruce Sullivan	Network Analyst (PT)	Temporary Appointment	6/1/2025 – 8/31/2025	\$41.36/hr

- **Moved/Seconded:** Nichols, Nurre.
- **Discussion:** Ferrer acknowledged that Franqui-Ferrer was her son prior to the vote on the motion.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business

1. Revision to PPLD-FPPLD Annual Agreement (PPLD Document # 052925 – 9)

- **Motion:** 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 #052925 - 9A.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** Lawrence explained the purpose of the revision, which was to shift one funding request from a proposed speaker to support for the new Library District van.
- **VOTE:** 9 – 0 – 0

C. New Business:

1. Approval of CBA Addendum #3 (PPLD Document #052925 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #052925 - 5A.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** MacDermott explained the purpose of this document, which is to extend domestic partner insurance availability to include all medical insurance providers.

- **VOTE:** 9 – 0 – 0
- 2. **Authorization to Sign Contracts: Boardman Road HVAC Maintenance (PPLD Document #052925 – 6), Appraisal Services (PPLD Document #052925 – 7), and Architectural Services (PPLD Document #052925 – 8)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the annual Boardman Road HVAC Maintenance agreement with Technical Building Services, Inc. as detailed in attached PPLD Document #052925 - 6A and for an amount not to exceed \$13,320, that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the proposal for appraisal services with Art Peritus as detailed in attached PPLD Document #052925 - 7A for an amount not to exceed \$15,000, and that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Library Director to sign the proposal for architectural services with MASS Design Group as detailed in attached PPLD Document #052925 - 8A for an amount not to exceed \$15,000 and funded with Wojtecki Funds to the fullest extent practical.
 - **Moved/Seconded:** Ferrer, Eagleton.
 - **Discussion:** Lawrence explained the reason for each contract.
 - **VOTE:** 9 – 0 – 0

VIII. Open Comment

- A. **Board Comment:** Newman shared her concerns with the recent Supreme Court ruling related to the use of public funds for a religious charter school in Oklahoma.
- B. **Public Comment:** None.

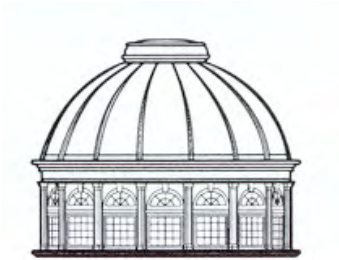
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Nichols, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:30 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 25, 2025, at 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 May 2025 Financial Activity

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

General Fund (Fund A; \$6,718,248)

- Receipts for the month totaled \$20,513 which included \$1,282 in library charges, and \$11,965 in interest.
- Disbursements for the month totaled \$820,933 which included \$591,278 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$290,028
 - McCalley Fund 52,000
 - Swartz Fund 103,067

Special Revenue Fund (Fund CM; \$543,542)

- Receipts for the month totaled -\$364, which included \$1,104 in interest.
 - The receipts for the month also reflect a net decrease of \$1,467 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$58,937
 - Occhialino Fund 51,204
 - Lund Fund 25,500

Capital Fund (Fund H; -\$5,776)

Note: The Capital Fund currently shows a negative balance due to a vehicle purchase that was charged to the fund but paid from the General Fund checking account. We are working with our auditors to correct the accounting entry.

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 524

Permanent Funds (Fund PN; \$494,778)

- 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 376,380
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$685,162)

- Receipts for the month included interest of \$2,181.
- Disbursements for the month included \$65,925 for interest on the Town of Poughkeepsie 2008 library bond.

A FUND YEAR-TO-DATE EXPENSE REPORT MAY 2025

FOR 2025 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,301,281	2,005,104.10	392,663.61	2,880,960.21	415,216.69	92.2%
22 Equip & Capital Outl	77,250	77,250	11,545.56	1,965.37	437.33	65,267.11	15.5%
30 Materials	567,250	567,250	224,499.79	45,230.60	54,411.43	288,338.78	49.2%
32 Information Services	72,728	72,728	17,550.55	.00	.00	55,177.45	24.1%
50 Operations	1,686,151	1,686,151	618,678.03	116,484.02	562,184.51	505,288.40	70.0%
51 Automation	126,724	126,724	39,879.78	50.00	26,940.28	59,903.94	52.7%
91 Employee Benefits	2,594,562	2,594,562	1,205,036.82	198,614.20	827,903.54	561,621.64	78.4%
92 Debt Service	1,342,138	1,342,138	422,925.00	65,925.00	.00	919,213.00	31.5%
GRAND TOTAL	11,768,084	11,768,084	4,545,219.63	820,932.80	4,352,837.30	2,870,027.01	75.6%

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

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250516 05/16/2025
DUE DATE: 05/16/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: BI	681.22 48,609.20
A	A20000	Building Services A .7410.200.00.54523 .	Grounds Maintenance	2,400.00 4,813.21
A	A20000	Building Services A .7410.200.00.54693 .	Operations: Trash Col	755.41 -1,791.63
A	A20000	Building Services A .7410.200.00.54710 .	Vehicle Operations	117.41 1,790.11
A	A20300	Greene Services A .7410.203.02.54694 .C814	Operations: Bookmobil	520.00 -3,635.00
A	A50000	Finance Office A .7410.500.00.54530 .A204	Rent: Staff Parking C	109.08 2,691.04
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	1,147.68 261.27
A	A50000	Finance Office A .7410.500.00.54694 .	Operations: General	665.00 -480.00
A	A50000	Finance Office A .7410.500.00.59060 .	Medical Insurance	128,373.86 -130,689.04
A	A60000	Information Tech A .7410.600.00.54390 .	RR&M Information Tech	13.61 2,709.95
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance	1,034.80 58.50
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .	Internet Adriance	2,472.71 7,366.12
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .A235	Internet Adriance Hot	1,257.86 -2,113.88
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone Boardman	159.43 724.00
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Boardman	2,037.06 -10,858.08
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	Internet SPD Branch	258.93 -499.88
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .A203	Internet SPD Branch (1,580.61 -4,380.68
A	A74000	Sadie Peterson Delany A .7410.740.00.54530 .A203	Rent: SPD Branch (Gre	3,881.97 595.89
FUND TOTAL			148,566.64	
WARRANT SUMMARY TOTAL			148,566.64	
GRAND TOTAL			148,566.64	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250530 05/30/2025
DUE DATE: 05/30/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund		
A	A00000	General Fund Expenses		
A	A00000	General Fund Expenses		
A	A00000	General Fund Expenses		
A	A00000	General Fund Expenses		
A	A00000	General Fund Expenses		
A	A10000	Administration		
A	A10000	Administration		
A	A11100	CLDA Reimbursable		
A	A20000	Building Services		
A	A20000	Building Services		
A	A20000	Building Services		
A	A20000	Building Services		
A	A20000	Building Services		
A	A20000	Building Services		
A	A20300	Greene Services		
A	A20300	Greene Services		
A	A20300	Greene Services		
A	A30000	Advancement Services		
A	A30000	Advancement Services		
A	A30000	Advancement Services		
A	A30000	Advancement Services		
A	A41000	Adult Services		
A	A41000	Adult Services		
A	A41000	Adult Services		
A	A41000	Adult Services		
A	A41000	Adult Services		
A	A42000	Technical Services		
A	A43000	Borrower Services		
A	A44000	Collection Service		
A	A44000	Collection Service		
A	A44000	Collection Service		
A	A44000	Collection Service		
A	A44000	Collection Service		
A	A44000	Collection Service		
A	A44000	Collection Service		
A	A45000	Youth Services		
A	A45000	Youth Services		
A	A45000	Youth Services		
		Benefits Exchange	4,861.58	
		FF&E General	2,368.59	22,588.70
		Supplies: Office & Li	2,357.08	13,889.66
		Postage Bulk	270.73	1,952.72
		Cont Ed: Regional & N	1,777.70	16,487.12
		Cont Ed: Local	135.00	1,358.90
		PRG Administration	50.00	3,212.05
		Professional Svcs: Ad	850.00	-1,720.00
		CBA Books - Digital	2,261.01	14,327.46
		Supplies: Custodial	2,016.12	13,104.11
		Professional Svcs: BI	1,418.08	48,444.20
		Building Repairs: Gen	16.33	10,491.92
		Grounds Maintenance	126.51	4,836.77
		Operations: HVAC MEP	1,928.00	38,495.43
		Vehicle Maintenance	325.51	3,500.00
		Books, Greene	16,273.72	67,708.37
		PRG Greene, Virtual P	112.19	291.66
		Jewish Programming	295.00	8,778.58
		PRG Big Read	6,500.00	62,568.99
		Supplies: Advancement	50.00	2,401.27
		PR & Printing Rotunda	469.81	36,156.12
		Professional Svcs: Ad	36.36	8,151.57
		Serials: Adult Servic	589.10	850.05
		PRG Adult Services	1,697.08	6,328.13
		PRG MAP Passes	415.00	4,405.42
		PRG Library of Things	41.45	6,411.80
		Professional Svcs: Ad	7,091.00	734.00
		Supplies: Technical S	1,164.92	4,267.02
		PRG Extension Service	25.44	2,373.29
		Books	40.54	52,438.42
		Books: Digital	7,144.60	27,855.40
		Video & Films	2,059.37	20,078.59
		Video & Films: Digita	12,245.31	25,634.98
		Music & Audio	3,806.40	26,422.96
		Serials: Digital	29.95	440.10
		Sierra/Encore Service	50.00	10,179.94
		Collections Agency Fe	267.95	1,649.10
		PRG Youth Services	8,870.01	8,765.13
		PRG Pok Book Festival	16,058.00	0.00
		Programming - Youth (770.09	4,942.00

Report generated: 05/29/2025 10:03:56
User: Trina Blomquist (tblomquist-martinez)
Program ID: apwarnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	1,605.44	1,360.88
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner	1,492.06	0.73
A	A50000	Finance Office	A .7410.500.00.54370 .	Professional Svcs: Bu	16,401.01	-33,675.76
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	670.79	118.00
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse	5,341.74	-3,371.22
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	96.78	16,928.41
A	A60000	Information Tech	A .7410.600.00.54300 .	Supplies: Information	1,120.38	1.32
A	A60000	Information Tech	A .7410.600.00.54320 .A248	Internet Comm. WiFi (176.25	-360.00
A	A60000	Information Tech	A .7410.600.00.54370 .	Professional Svcs: So	507.00	16,488.50
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	106.11	2,709.95
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	475.80	2,126.16
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .	Fuel & Utilities ADR	9,668.60	-2,916.00
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	304.80	1,905.10
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	4,236.21	-3,102.69
				FUND TOTAL	149,068.50	
H	H00000	Capital Fund Expense	H .7410.000.00.52800 .C809	FF&E - Van	41,062.29	-41,062.29
				FUND TOTAL	41,062.29	
WARRANT SUMMARY TOTAL					190,130.79	
GRAND TOTAL					190,130.79	

A FUND YEAR-TO-DATE REVENUE REPORT MAY 2025

FOR 2025 05

	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	.00	-2.50	100.0%
41003 Real Property Tax Debt Servic	1,341,676	1,341,676	1,342,135.50	.00	-459.50	100.0%
42082 Library Charges	20,000	20,000	10,893.48	1,281.87	9,106.52	54.5%
42401 Interest Earnings	50,000	50,000	38,508.17	11,964.56	11,491.83	77.0%
42705 Donations	175,000	175,000	81,240.28	55.00	93,759.72	46.4%
42752 Annual Appeal	27,500	27,500	25,500.00	.00	2,000.00	92.7%
42753 Donations in Kind	81,983	81,983	34,159.55	6,831.91	47,823.45	41.7%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	173,000	72,911.21	.00	100,088.79	42.1%
42777 E-Rate Income	65,000	65,000	31,489.39	.00	33,510.61	48.4%
42800 Miscellaneous Income	10,000	10,000	49,174.45	379.45	-39,174.45	491.7%
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	10,531,141.53	20,512.79	1,333,471.47	88.8%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 5

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	1,212.75	4,527.39
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-726,395.38	4,851,055.06
A	12040	Credit Card Transactions	430.65	2,414.34
A	12051	Flex 125 Money Market	530.36	5,579.68
A	12100	Petty Cash	92.57	15,956.57
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	614.51	290,027.95
A	12400	Cash Special Reserve: Swartz	218.38	103,067.39
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	-65,925.00	1,413,191.55
TOTAL ASSETS			-789,221.16	6,718,247.74
LIABILITIES				
A	26000	Accounts Payable	.00	-10,160.95
A	26020	Flex125 Exchange	-519.08	-4,984.04
A	26021	Benefits Exchange	918.56	12,241.89
A	26030	General Fund Exchange	.00	-366.60
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	41,062.29	42,750.54
A	26370	State Retirement Accrual	-52,660.62	-137,876.42
TOTAL LIABILITIES			-11,198.85	-98,307.58
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,864,613.00
A	35210	Encumbrances (+ PYCF)	-914,632.85	4,396,735.95
A	35220	Expenditures (+ PYCF)	820,932.80	4,545,219.63
A	38210	Encumbrance Reserve (+ PYCF)	914,632.85	-4,396,735.95
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	316,477.26
A	39110	Fund Balance Start of Year	.00	-364,427.26
A	39600	Appropriations (+ PYCF)	.00	-11,768,083.94
A	39800	Revenues Received	-20,512.79	-10,531,141.53
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			800,420.01	-6,619,940.16
TOTAL LIABILITIES + FUND BALANCE			789,221.16	-6,718,247.74

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 5

FUND: CM Special Revenue Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	1,103.53	520,830.90
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	-1,467.23	22,435.59
	TOTAL ASSETS			-363.70	543,541.57
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	363.70	-51,544.75
	TOTAL FUND BALANCE			363.70	76,649.30
	TOTAL LIABILITIES + FUND BALANCE			363.70	-543,541.57

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 5

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	524.12
H	13502	Discount Pledge Receivable		.00	.30
H	13910	Due From Other Funds		-41,062.29	-6,426.50
TOTAL ASSETS				-41,061.18	-5,776.43
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	35210	Encumbrances		-41,062.29	.00
H	35220	Expenditures		41,062.29	41,062.29
H	38210	Reserve For Encumbrances		41,062.29	.00
H	39110	Fund Balance Unreserved		.00	22,818.14
H	39600	Appropriations		.00	-252,715.39
H	39800	Revenues		-1.11	-5.39
TOTAL FUND BALANCE				41,061.18	63,875.04
TOTAL LIABILITIES + FUND BALANCE				41,061.18	5,776.43

BALANCE SHEET FOR 2025 5

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		-1,467.23	376,380.30
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				-1,467.23	494,779.76
LIABILITIES					
PN	26300	Due to other funds		1,467.23	-15,961.91
TOTAL LIABILITIES				1,467.23	-15,961.91
FUND BALANCE					
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
TOTAL FUND BALANCE				.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE				1,467.23	-494,779.76

BALANCE SHEET FOR 2025 5

FUND: V Debt Service Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	V	12230	Cash, Res Bond Indebtedness	-63,743.92	969,853.00
	V	13910	Due From Other Funds	.00	-284,691.45
		TOTAL ASSETS		-63,743.92	685,161.55
LIABILITIES					
	V	26300	DUE TO OTHER FUNDS	65,925.00	-509,713.48
		TOTAL LIABILITIES		65,925.00	-509,713.48
FUND BALANCE					
	V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
	V	39110	Fund Balance Unreserved	.00	-151,266.75
	V	39800	Revenues	-2,181.08	-4,900.32
		TOTAL FUND BALANCE		-2,181.08	-175,448.07
		TOTAL LIABILITIES + FUND BALANCE		63,743.92	-685,161.55

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 71774 to 71943 in Warrant 20250626 totaling \$102,161.89

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

Vouchers 71527 to 71562 in Warrant 20250516 totaling \$148,566.64
Vouchers 71764 to 71847 in Warrant 20250617 totaling \$169,857.06

Motion

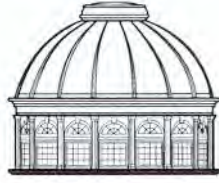
Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

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 – JUNE 2025

Significant Service Changes, Challenges or Accomplishments

- **Immigration Issues:** The Library District, in cooperation with the Mexican Consulate, conducted another successful Consulate on Wheels program the week of June 9. The event was held without incident and average a couple hundred clients per day.
- **Impact of Federal Budget Recissions:** I will continue to advise trustees on various federal and state advocacy issues as they are forwarded to me. **Trustee advocacy on deferral and state library funding issues continues to be important.**

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

- This is the monthly reminder of the trustees' obligation to fulfill the two-hour minimum continuing education requirement for the year.

Collection Development

- Collection development continues as usual.

Buildings

- Boardman Road: Nothing to report.
- Adriance: The installation of the new chillers is nearing completion, which had been stalled due to needed parts.

Staffing

- See Personnel Actions, if applicable.

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

PPLD Document #062525 - 3.0.1.1

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	May	% of Total	YTD	% of Total	May	% of Total	YTD	% of Total	Change	% Change	May	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,949	28.37%	29,239	27.61%	5,748	27.95%	23,565	27.29%	5,674	24.08%	5,387	25.81%	22,089	26.26%	7,150	32.37%
Adult Non-Fiction	3,418	16.30%	18,092	17.08%	3,571	17.36%	15,070	17.45%	3,022	20.05%	3,687	17.66%	14,867	17.68%	3,225	21.69%
Fiction - Juvenile	6,086	29.03%	29,949	28.28%	5,704	27.73%	22,599	26.17%	7,350	32.52%	4,926	23.60%	20,760	24.68%	9,189	44.26%
Non-Fiction - Juvenile	1,593	7.60%	7,876	7.44%	1,525	7.41%	6,231	7.22%	1,645	26.40%	1,670	8.00%	5,763	6.85%	2,113	36.66%
Periodicals	138	0.66%	693	0.65%	195	0.95%	694	0.80%	-1	-0.14%	164	0.79%	641	0.76%	52	8.11%
Periodicals - Juvenile	18	0.09%	139	0.13%	37	0.18%	109	0.13%	30	27.52%	29	0.14%	77	0.09%	62	80.52%
Print Subtotal	17,202	82.04%	85,988	81.20%	16,780	81.58%	68,268	79.06%	17,720	25.96%	15,863	75.99%	64,197	76.33%	21,791	33.94%
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	7	0.03%	22	0.02%	2	0.01%	14	0.02%	8	57.14%	2	0.01%	17	0.02%	5	29.41%
Soundrecordings	410	1.96%	2,154	2.03%	441	2.14%	1,850	2.14%	304	16.43%	578	2.77%	2,200	2.62%	-46	-2.09%
Videorecordings	2,606	12.43%	14,313	13.52%	2,707	13.16%	13,623	15.78%	690	5.06%	3,578	17.14%	14,615	17.38%	-302	-2.07%
Media	1	0.00%	22	0.02%	6	0.03%	20	0.02%	2	0.00%	1	0.00%	5	0.01%	17	0.00%
Software	19	0.09%	58	0.05%	15	0.07%	57	0.07%	1	1.75%	5	0.02%	30	0.04%	28	93.33%
Equipment/Realia	70	0.33%	282	0.27%	78	0.38%	253	0.29%	29	11.46%	59	0.28%	208	0.25%	74	35.58%
Suppressed Items	44	0.21%	83	0.08%	26	0.13%	71	0.08%	12	16.90%	23	0.11%	58	0.07%	25	43.10%
Videorecordings - Juvenile	356	1.70%	1,851	1.75%	308	1.50%	1,379	1.60%	472	34.23%	383	1.83%	1,508	1.79%	343	22.75%
Audiorecordings - Juvenile	12	0.06%	151	0.14%	39	0.19%	138	0.16%	13	9.42%	53	0.25%	328	0.39%	-177	-53.96%
Media - Juvenile	227	1.08%	942	0.89%	161	0.78%	614	0.71%	328	53.42%	152	0.73%	517	0.61%	425	82.21%
Software - Juvenile	13	0.06%	37	0.03%	5	0.02%	63	0.07%	-26	-41.27%	19	0.09%	28	0.03%	9	32.14%
Non-Print Subtotal	3,765	17.96%	19,915	18.80%	3,788	18.42%	18,082	20.94%	1,833	10.14%	4,853	23.25%	19,514	23.20%	401	2.05%
Total	20,967		105,903	100.00%	20,568		86,350		19,553	22.64%	20,875		84,105		22,192	25.92%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2025

PPLD Document #062525 - 3.0.1.2

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,894	19,732	22,217	22,067	20,967	0	0	0	0	0	0	0	105,877
Digital Content	12,172	10,843	12,423	12,285	12,283	0	0	0	0	0	0	0	60,006
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	33,066	30,575	34,640	34,352	33,250	0	0	0	0	0	0	0	165,883
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,871	3,477	3,645	3,458	3,368	0	0	0	0	0	0	0	17,819
Boardman Road	2,437	2,114	2,407	2,162	2,220	0	0	0	0	0	0	0	11,340
Sadie Peterson Delaney	94	62	88	71	57	0	0	0	0	0	0	0	372
Total	6,402	5,653	6,140	5,691	5,645	0	0	0	0	0	0	0	29,531
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	905	860	936	814	719	0	0	0	0	0	0	0	4,234
Boardman Road	26	79	77	110	53	0	0	0	0	0	0	0	345
Sadie Peterson Delaney	47	36	63	52	33	0	0	0	0	0	0	0	231
Spanish Language Assistance	49	39	70	17	3	0	0	0	0	0	0	0	178
Total	1,027	1,014	1,146	993	808	0	0	0	0	0	0	0	4,988
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	3,816	4,735	10,297	8,057	7,184	0	0	0	0	0	0	0	34,089
Calendar Hits - Library Market	13,759	16,955	13,696	16,439	17,116	0	0	0	0	0	0	0	77,965
Calendar Hits - Recite Me	433	337	410	267	306	0	0	0	0	0	0	0	1,753
Website Views	35,900	33,590	44,409	30,678	33,469	0	0	0	0	0	0	0	178,046
Total	53,908	55,617	68,812	55,441	58,075	0	0	0	0	0	0	0	291,853
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,522	3,673	4,163	3,951	3,546	0	0	0	0	0	0	0	19,855
Boardman Road	1,644	1,331	1,677	1,479	1,714	0	0	0	0	0	0	0	7,845
Sadie Peterson	40	40	46	21	20	0	0	0	0	0	0	0	167
Total	6,206	5,044	5,886	5,451	5,280	0	0	0	0	0	0	0	27,867
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	105	129	130	136	120	0	0	0	0	0	0	0	620
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	2	0	0	0	0	0	0	0	0	0	0	2
Total	105	131	130	136	120	0	0	0	0	0	0	0	622
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	101	91	101	103	55	0	0	0	0	0	0	0	451
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	211	181	223	213	223								1,051
Community Engagement	6	3	7	9	6								31
Non-Library District	11	27	25	33	13								109
Exams Proctored	20	19	20	20	12								91
MAP Passes	NA	NA	NA	NA	73								73
Rover Bookmobile Stops	5	3	12	9	10								39
Total	253	233	287	284	337	0	0	0	0	0	0	0	1,394
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	2,315	2,267	4,840	3,886	2,900								16,208
Community Engagement	74	30	289	342	92								827
Non-Library District	64	270	201	250	225								1,010
Drop-In Room Use (Adriance)	111	102	104	127	131								575
Rover Bookmobile	86	33	324	189	264								896
Total	2,650	2,702	5,758	4,794	3,612	0	0	0	0	0	0	0	19,516
GENERAL ATTENDANCE (2025)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,927	12,257	15,703	14,785	13,506	0	0	0	0	0	0	0	70,178
Boardman Road	10,496	9,292	11,173	10,535	10,745	0	0	0	0	0	0	0	52,241
Sadie Peterson Delaney	193	143	203	166	143	0	0	0	0	0	0	0	848
Total - 2025	24,616	21,692	27,079	25,486	24,394	0	0	0	0	0	0	0	123,267
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

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services

Time Period of Report: May 2025

Focus Activity: Creation of a video that explains the Summer Reading Program to send to teachers to use in their classrooms

Intended Outcome(s) of Focus Activity: Creation of a video that explains the Library's annual Summer Reading Program for teachers to use with their students in their classrooms.

Manager Observations of Activity and Outcomes: During covid, teachers requested a video about the Library's Summer Reading Program so that they could show their students within their classrooms at their convenience. This is now an annual service that Librarians create and provide for local educators to explain each year's Summer Reading Program.

This past May, Youth Services Librarians Laura Pilkington, Jolie Hamer Conroy and Rose Lovell prepared materials and made this year's video. PIO Yvonne Laube filmed and edited the video.

In the approximately 20 minute video, the Librarians give a thorough and detailed step by step walk through of all aspects of the Library's Summer Reading Program for families with babies through age 12.

They describe the importance of summer reading, how the program works, types of library materials that children can read or listen to, (including fiction and nonfiction, and the very popular Wonder audio books). They explain how to use the reading log and how to redeem prizes for time spent reading. The Librarians include and show a large display of the types of materials available at the Library that they can use during their summer reading as well as samples of crafts that kids can do in one of the many craft programs.

In addition, they give a tour of the library, show a library card, where and how to use their library card to check out materials at the circulation desk, and finally, where to return library materials they borrow.

Impact of Activity: The video clearly explains all aspects of the Summer Reading Program and highlights the amazing resources within the children's Library collections. In years past, teachers have sent feedback that they really appreciate having this resource to show to their students especially since they can use the video when it is convenient for them.

Date of Report: 6/2/2025

Manager Name and Title: Gary, Killmer, Network Analyst

Department: Information Technology

Time Period of Report: 05/01/25-05/31/25

Focus Activity: Upgrade OPAC's to Porteus Kiosk, Restart FLIP digital scanning/conversion service, Circ and Reference Desk Chrome Standardization project

Intended Outcome(s) of Focus Activity: Upgrade library OPAC stations to use Porteus Kiosk on existing legacy hardware, creating a stable, secure, and simplified interface for public catalog searching without requiring costly new equipment.

Standardize Chrome browser configurations at circulation desks to include consistent bookmarks, homepage settings

The goal is to streamline staff workflows by ensuring all necessary URLs and tools are easily accessible from any circ desk terminal. Project is still in planning stages

FLIPs return provides an affordable, easy-to-use service for patrons to preserve and digitize personal and family history materials. Promote the library's role as place to go for for genealogy, local history, and digital preservation

Manager Observations of Activity and Outcomes: OPAC upgrade- Observed that older PC's running Windows 10 were successfully repurposed with Porteus Kiosk. Deployment process was efficient

Observed Chrome browser settings were inconsistent across circ desk PCs. Staff has to search for websites

After deployment, all circ machines will receive a uniform set of bookmarks and homepage defaults via centralized policy.

FLIP had a strong patron response upon relaunch, Patrons have expressed strong appreciation for access to the service.

Impact of Activity: The OPAC upgrade to Proteus Kiosk was an example of significant cost savings as well as improved stability and speed and extended useful life of existing equipment by years potentially.

The Chrome standardization project will reduce staff frustration and improve efficiency during patron interactions. Tasks that previously took extra time due to link-hunting or browser inconsistency will be completed faster

FLIPS return helps patrons again preserve family memories and enhances library's reputation as a resource for personal and family archiving.

Date of Report: 6/10/2025

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: May 2025

Focus Activity: Marketing and promoting events

Intended Outcome(s) of Focus Activity: In May we were dealing with some larger programs and programs that needed boosts to their attendance, so we made a concerted effort to promote them heavily and differently.

Manager Observations of Activity and Outcomes: One – Brother Outsider – had the challenge of building excitement and audience size at a location that at times has issues with popularity. We broadly promoted it as not only our Juneteenth tribute, but also an offering for Pride Month. To complicate it, the date of the event turned out to be the same day as a very popular Pride Festival. Our program was a documentary illuminating the life and work of Bayard Rustin, the architect of the 1963 March on Washington and an openly gay man (in the Sixties!). Following the screening that day, Walter Naegle, Rustin’s life partner, will engage in a Q&A with Kenya Gadsden (Dutchess County Clerk).

Impact of Activity: We promoted Brother Outsider with these methods:

- Featuring twice in our E-News
- Promoting and boosting with paid advertising on social media
- Featuring in the Rotunda
- Creating, hanging and distributing flyers and large posters
- Sharing on local calendars and on specific community calendars (LGBTQ+)
- Targeting specific social media, calendars and emails
- Drafting and submitting a news release

After the use of each promotional tool, we measure results by looking at attendance. In the case of Brother Outsider, the Rotunda, the E-News and the flyer shared by email were the most effective at increasing attendance.

Date of Report: 6/10/2025

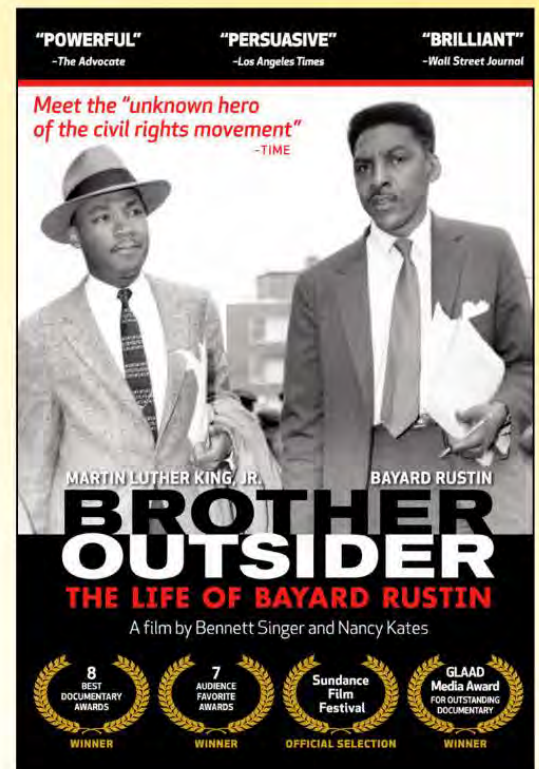
BROTHER OUTSIDER

THE LIFE OF BAYARD RUSTIN

Saturday, June 14, 2-4:30 pm



A tireless crusader for justice, a disciple of Gandhi, a mentor to Martin Luther King Jr., and the architect of the legendary 1963 March on Washington, Rustin dared to live as an openly gay man during the fiercely homophobic 1940s, 1950s, and 1960s. *Brother Outsider* reveals both the triumphs and setbacks of his remarkable 60-year career.



Following the screening, **Walter Naegle**, Rustin's life partner, will join us for an engaging Q&A to discuss Rustin's extraordinary life, legacy, and continued relevance today.

Moderated by **Kenya Gadsden**. *Registration required.*



POUGHKEEPSIE PUBLIC
LIBRARY DISTRICT

2025

poklib.org



Lateef Islam Auditorium
29 N. Hamilton Street
Poughkeepsie, NY 12601
(845) 485-3445

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

Department: Borrower and Technical Services

Time Period of Report: May 2025

Focus Activity: Library of Things

Intended Outcome(s) of Focus Activity: - Reorganizing Library of Things collection

- Standardizing lending procedures and processes

Manager Observations of Activity and Outcomes: The Library of Things collection at PPLD provides patrons with the opportunity to check out non-traditional materials, such as hotspots, Chromebooks, and even telescopes, to meet their educational and entertainment needs. The process of how we prepare these items to be available to patrons and to be tracked by staff was often created by different staff members and/or departments. In the Borrower and Technical Services Department, the staff are responsible for getting the items cataloged and checking the items out to patrons and back into the library, as well as tracking the condition of items. We are starting with creating a consistent form that will be used with each item to make sure it is easy for staff and patrons to fill out. We are also looking at procedures to make sure the items and all the parts within each item "kit" are kept track of and replaced accordingly. Moving forward, while other departments can add items to the collection, Borrower and Technical Services will standardize procedures and create the necessary documents for the items to be borrowed and returned by patrons.

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: 6/10/2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Finance Committee	Date: Monday, June 16, 2025						
Attendance <table> <tr> <td><u>Committee Members Present</u></td> <td><u>Other Trustees Present</u></td> <td><u>Guest(s) Present</u></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i> <input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Treasurer</i> </td> <td> <input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> Nicholas MacDermott, Human Resources Officer </td> <td> <input type="checkbox"/> </td> </tr> </table>		<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>	<input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i> <input checked="" type="checkbox"/> Mayra Fana <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Patricia Ryan, <i>Treasurer</i>	<input type="checkbox"/> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> Nicholas MacDermott, Human Resources Officer	<input type="checkbox"/>
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>					
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Minutes Prepared by: T. Lawrence							

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

1. Business Items: The following topics were discussed:

- **2025/Q1 CM Transfer:** The subject document is attached to these minutes. The Committee agreed that since these transfers were already considered as revenue (transfers) when the Board approved the annual budget, there was no need for additional approval. The Committee will continue to review and approve the transfer requests prior to them being done.
- **Policy Modifications:** Administration presented policy modifications to #2108 – Signatures and #2109 – Credit/Store Card Policy. Administration also recommended new policy #2113 – Online Banking. The Committee agreed to sending them to the full Board for approval.
- **Consolidation of Certain Accounts:** Administration recommended that the Committee review and approve a bank account consolidation plan, which will be presented at a future meeting of the Committee.
- **2025 Budget Modification:** Administration presented a revised 2025 budget for the Committee's consideration. Lawrence will open an email thread for the Committee to discuss the document in the hope that it will be presented for approval at the June 25 meeting of the Board of Trustees.
- **2026 Draft Budget:** Administration provided the Committee with a very rough draft of the 2026 budget, which has a proposed 5.16% increase in the tax levy. The Committee deemed this as too much and provided guidance with regards to their willingness to increase the tax levy (closer to 4%).

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

- Monthly financial report.
- Policies

3. Upcoming Agenda Items:

- 2026 Budget
- Inventory of capital needs.
- Multi-year budget planning.

Poughkeepsie Public Library District
Greene and Special Revenue activity: Q1 2025

ORG	OBJ	PROJ	ACCOUNT DESC	YR/PR	COMMENT	JOURNAL AMOUNT	Fund
A20300	51410		Salaries: Historian Greene	25/ 1	WARRANT=250111 RUN=1 BIWEEKLY	\$ 2,727.03	Greene
A20300	51410		Salaries: Historian Greene	25/ 1	WARRANT=250111 RUN=1 BIWEEKLY	\$ (572.68)	Greene
A20300	51410		Salaries: Historian Greene	25/ 1	WARRANT=250125 RUN=1 BIWEEKLY	\$ 2,720.61	Greene
A20300	51410		Salaries: Historian Greene	25/ 2	WARRANT=250208 RUN=1 BIWEEKLY	\$ 2,706.32	Greene
A20300	51410		Salaries: Historian Greene	25/ 2	WARRANT=250222 RUN=1 BIWEEKLY	\$ 2,706.30	Greene
A20300	51410		Salaries: Historian Greene	25/ 3	WARRANT=250308 RUN=1 BIWEEKLY	\$ 2,435.68	Greene
A20300	51410		Salaries: Historian Greene	25/ 3	WARRANT=250322 RUN=1 BIWEEKLY	\$ 2,706.31	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 1	WARRANT=250111 RUN=1 BIWEEKLY	\$ 1,991.41	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 1	WARRANT=250111 RUN=1 BIWEEKLY	\$ (418.20)	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 1	WARRANT=250125 RUN=1 BIWEEKLY	\$ 2,008.93	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 2	WARRANT=250208 RUN=1 BIWEEKLY	\$ 1,995.29	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 2	WARRANT=250222 RUN=1 BIWEEKLY	\$ 1,999.55	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 3	WARRANT=250308 RUN=1 BIWEEKLY	\$ 1,995.57	Greene
A20300	51450		Salaries: Building Svc Greene	25/ 3	WARRANT=250322 RUN=1 BIWEEKLY	\$ 2,026.28	Greene
A20300	54100		Books, Greene	25/ 1	2024 EOY ordered	\$ 515.75	Greene
A20300	54100		Books, Greene	25/ 1	2024 EOY ordered	\$ 3,082.55	Greene
A20300	54100		Books, Greene	25/ 1	2024 EOY ordered	\$ 6,993.66	Greene
A20300	54100		Books, Greene	25/ 1	CREDIT	\$ (95.99)	Greene
A20300	54100		Books, Greene	25/ 1	CREDIT	\$ (48.44)	Greene
A20300	54100		Books, Greene	25/ 1	2024 EOY ordered	\$ (268.27)	Greene
A20300	54100		Books, Greene	25/ 2	2024 EOY ordered	\$ 4,127.17	Greene
A20300	54100		Books, Greene	25/ 2	2024 EOY ordered	\$ 1,267.99	Greene
A20300	54100		Books, Greene	25/ 3	B&T 030325	\$ 485.61	Greene
A20300	54100		Books, Greene	25/ 3	B&T 031025	\$ 3,405.08	Greene
A20300	54100		Books, Greene	25/ 3	B&T 031025	\$ 3,131.14	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	hoopla (2024)	\$ 5,892.43	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 2,384.32	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 194.99	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 9.99	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 2,992.47	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 2,981.02	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 5.98	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 8.97	Greene
A20300	54100 A211		Books: Digital Greene	25/ 1	OverDrive (2025): January	\$ 38.87	Greene
A20300	54100 A211		Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$ 310.80	Greene
A20300	54100 A211		Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$ 2,997.97	Greene
A20300	54100 A211		Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$ 3,008.69	Greene

Poughkeepsie Public Library District
Greene and Special Revenue activity: Q1 2025

A20300	54100 A211	Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$	2.99	Greene
A20300	54100 A211	Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$	5.98	Greene
A20300	54100 A211	Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$	56.81	Greene
A20300	54100 A211	Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$	52.44	Greene
A20300	54100 A211	Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$	473.97	Greene
A20300	54100 A211	Books: Digital Greene	25/ 2	OverDrive (2025) - PPLD	\$	233.39	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	2,994.25	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	2,999.51	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	14.95	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	62.79	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	8.97	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	30.64	Greene
A20300	54100 A211	Books: Digital Greene	25/ 3	OverDrive (2025)	\$	418.75	Greene
A20300	54292	PRG Greene	25/ 3	Program Supplies (2025)	\$	119.98	Greene
A20300	54292 A211	PRG Greene, Virtual Platform	25/ 1	Miscellaneous Charges (2025)	\$	112.18	Greene
A20300	54292 A211	PRG Greene, Virtual Platform	25/ 2	Capital One Charges (2025)	\$	112.18	Greene
A20300	54292 A211	PRG Greene, Virtual Platform	25/ 3	Miscellaneous Charges (2025)	\$	112.18	Greene
A20300	54292 A254	Jewish Programming	25/ 3	Program Supplies (2025)	\$	200.99	Greene
A20300	54292 A254	Jewish Programming	25/ 3	Programming (2025): L'Chaim	\$	355.00	Greene
A20300	54292 A254	Jewish Programming	25/ 3	Programming (2025)	\$	250.00	Greene
A20300	54292 A254	Jewish Programming	25/ 3	Program Supplies (2025)	\$	93.44	Greene
A20300	54292 A254	Jewish Programming	25/ 3	Programming (2025): L'Chaim	\$	26.99	Greene
A20300	54694 C814	Operations: Bookmobile (Greene	25/ 1	Rent: Bookmobile garage space	\$	485.00	Greene
A20300	54694 C814	Operations: Bookmobile (Greene	25/ 2	Rent: Bookmobile garage space	\$	485.00	Greene
A20300	54694 C814	Operations: Bookmobile (Greene	25/ 3	Rent: Bookmobile garage space	\$	485.00	Greene
A20300	59010	State Retirement (Greene)	25/ 1	WARRANT=250111 RUN=1 BIWEEKLY	\$	528.47	Greene
A20300	54694 C814	Operations: Bookmobile (Greene	25/ 1	Rent: Bookmobile garage space	\$	485.00	Greene
A20300	54694 C814	Operations: Bookmobile (Greene	25/ 2	Rent: Bookmobile garage space	\$	485.00	Greene
A20300	54694 C814	Operations: Bookmobile (Greene	25/ 3	Rent: Bookmobile garage space	\$	485.00	Greene
A50000	54550 C814	Insurance: Auto. Bookmobile	25/ 2	Commercial insurance renewal	\$	2,290.50	Greene
A74000	54320 A203	Internet SPD Branch (Greene)	25/ 1	Customer ID: B00021 Ethernet c	\$	1,577.90	Greene
A74000	54320 A203	Internet SPD Branch (Greene)	25/ 2	Customer ID: B00021 Ethernet c	\$	1,577.90	Greene
A74000	54320 A203	Internet SPD Branch (Greene)	25/ 3	Customer ID: B00021 Ethernet c	\$	1,577.90	Greene
A74000	54530 A203	Rent: SPD Branch (Greene)	25/ 1	Rent: Sadie Peterson Delaney B	\$	3,881.97	Greene
A74000	54530 A203	Rent: SPD Branch (Greene)	25/ 2	Rent: Sadie Peterson Delaney B	\$	3,881.97	Greene
A74000	54530 A203	Rent: SPD Branch (Greene)	25/ 3	Rent: Sadie Peterson Delaney B	\$	3,881.97	Greene
A46000	54292	PRG Young Adult Services	25/ 1	#2012 Teen Room amazon order	\$	252.10	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 1	#2012 Teen Room amazon order	\$	267.28	Lassor/Agoos

Poughkeepsie Public Library District
Greene and Special Revenue activity: Q1 2025

A46000	54292	PRG Young Adult Services	25/ 1	Teen amazon order	\$	248.87	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	#2012 Teen Room amazon order	\$	74.99	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Teen amazon order	\$	344.64	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Teen amazon order	\$	12.99	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Teen amazon order	\$	103.92	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Kayleigh Amazon order	\$	8.75	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Kayleigh Amazon order	\$	49.95	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Teen Room amazon order	\$	42.96	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 2	Oman Bennerman Teen Self defen	\$	250.00	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Teen amazon order	\$	125.88	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Teen amazon order	\$	212.12	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	MHLS auditorium rental for 6/2	\$	100.00	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Don Allen Teen self defense pr	\$	250.00	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Intro to babysitting program	\$	250.00	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Kayleigh Hartnett reimbursemen	\$	98.32	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Kayleigh Hartnett reimbursemen	\$	66.35	Lassor/Agoos
A46000	54292	PRG Young Adult Services	25/ 3	Kayleigh Hartnett reimbursemen	\$	68.31	Lassor/Agoos
Various	54100	Books	25/Q1	Biography	\$	1,120.80	Effron
Various	54100	Books	25/Q1	Adult and YA Fiction	\$	296.25	Occialino
Various	54100	Books	25/Q1	Maternal health, children's health, nursing education	\$	17.85	Lund
A44000	54100	Books	25/Q1	Anne Htoo Memorial: Children's Books/Literacy	\$	100.00	Memorial
A44000	54100	Books	25/Q1	Diane Pozar Memorial: Children/Young Adult books	\$	50.00	Memorial
N/A	N/A	Nussbaum Fund	25/Q1	Unrestricted, should be in A Fund	\$	1,000.00	Nussbaum
N/A	N/A	Joba Fund	25/Q1	Train Table previously expensed	\$	104.00	Joba
Total					\$	106,814.44	

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Minutes and Actions**

Meeting: Planning Committee	Date: Monday, May 9, 2025												
Attendance <table> <tr> <td><u>Committee Present</u></td> <td><u>Staff Present</u></td> <td><u>Guest(s) Present</u></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ferrer, <i>Chair</i> <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" 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"/> Rebecca Gillis, Finance Manager </td> <td> <input type="checkbox"/> </td> </tr> <tr> <td colspan="3"><u>Other Trustees Present</u></td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> </td> </tr> </table>		<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 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"/> Rebecca Gillis, Finance Manager	<input type="checkbox"/>	<u>Other Trustees Present</u>			<input type="checkbox"/>		
<u>Committee Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>											
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<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:** Ferrer and Lawrence updated the Committee as to the status of the study. A funding application was made to the Dyson Foundation for \$10,000 in support of the total proposed cost of \$18,000. The workplan, as submitted to the Foundation, is attached to these minutes.
- **Trustee Terms of Office:** The Committee discussed whether trustee terms should be reduced from the current five years. The decision was to leave the terms at the current five years.
- **Strategic Plan:** The Committee continued the conversation around the three pillars of the Library District's strategic plan. At the end of the discussion, the Committee agreed to make a single statement and then to allow for elaboration in follow-on text. The current version of the single statement is: *The Poughkeepsie Public Library District will strengthen community through ongoing engagement with patrons and the fostering of lifelong learning.* The next step in the process is to create language that further defines *strengthening community, engagement with patrons, and fostering lifelong learning.* Once that latter is fairly complete, the Library District's management team will be asked to develop goals and activities in support of the overall principles of the strategic plan.
- **Board Education:** The meeting concluded with a conversation on how to provide more meaningful education to trustees to help them fulfill their responsibilities. Part of the proposed solution would be to move meeting actions to a consent agenda thereby freeing time for deeper conversations on operations, programs, and services.

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 7:40pm.

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
Lillian Algozzine	Library Clerk (PT)	Resignation	7/5/2025	N/A
Julie Hayes	Page (PT)	Resignation	7/9/2025	N/A
Employee 4762	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	6/1/2025 – 12/31/2025	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 _____

Record of Vote
Trustee
Yes
No
Abstain

Blazek

☐☐☐

Eagleton

☐☐☐

Fana

☐☐☐

Ferrer

☐☐☐

Fitzgibbons

☐☐☐

McPhee

☐☐☐

Newman

☐☐☐

Nichols

☐☐☐

Nurre

☐☐☐

Ryan

☐☐☐

Spuhler

☐☐☐

New Business Fact Sheet

Approval of Policies: #2108 and #2109 (Modification), #2113 (Original Approval)

Recommended By

Finance Committee

Current Situation

The Finance Committee reviewed proposed modifications to Policies #2108 – Signatures and #3109 – Credit/Store Card Policy as we as new Policy #2113 – Online Banking, as recommended by Administration. The Committee concurred with the recommendations and asks for the approval of the Board of Trustees.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approves the modified PPLD Policies #2108 – Signatures and #2109 – Credit/Store Card Policy as well as the new Policy #2113 – Online Banking as reflected in PPLD Document #062525 – 5A.

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"/>

Signatures

The Library District requires an original signature on all accounts payable checks and transfers by either the Board of Trustees' Treasurer or Assistant Treasurer. **Transfers in support of payroll may be signed by other designated signature authority determined by the Board of Trustees.**

Checks with a value of \$5000 or more will require an additional original signature of either the Board of Trustees' Treasurer or Assistant Treasurer, **with the exception of those transactions that are associated with payroll.**

Credit/Store Card Policy

1. Bank credit cards will be established in the name of the Poughkeepsie Public Library District and the specific name of an individual with a maximum credit limit for each set by the Library District. All monthly bank statements and correspondence will be sent to the Library District.
2. Bank credit cards will be issued to:
 - a. Library Director
 - b. Assistant Director
 - c. Business Manager
 - d. Secretary to the Library Director
 - e. **Head of IT**

Store cards and credit accounts will be available for specific purchases, such as office/custodial supplies and gas.

3. Prior to initial receipt of any credit card, each individual must agree to and sign *Credit Card Responsibility and Use Procedures* and updated annually.
4. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork related to the Library District's accounting functions.
5. All store cards will be held by the Business Manager until needed by specified staff members, and then returned to the Business Manager for safekeeping. Hardcopy documentation for each purchase and/or charge must be delivered to the Business Office when the store card is returned.
6. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
 - a. The bank credit card may not be used for personal expenses.
 - b. The bank credit card does not replace requisitions and purchase orders or other purchasing procedures.
7. Annually, the Library Director will warrant compliance with this policy to the Board of Trustees who may, from time-to-time, audit credit card statements to assure such compliance.

Credit Card Procedures

Credit card and store credit accounts have been established to meet the needs of the Library District for travel and incidental purchases. Upon receipt of original itemized documentation, credit account expenditures will be paid by check through the Business Office.

This Card does not replace requisitions and purchase orders or other purchasing procedures.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. The expenditure may only be made after the approval of the required requisition and purchase orders. This card is not to be used for personal expenses.
2. Purchases may not exceed your credit limit. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Business Office prior to the receipt of the monthly statement.
 - A. Proper documentation is to include:
 - i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
 - ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
 - iii. A hardcopy print-out of the items ordered on-line.
 - B. Examples of documentation not allowed:
 - i. Non-itemized cash register receipts.
 - ii. Handwritten requests for reimbursement without receipts or other verification.
4. Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available in the Business Office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Library District is an exempt unit of local government.

Cards will be kept by the Business Manager for safe-keeping. Staff will be asked to sign-out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

Annual Agreement for Use of Bank Credit Card

This card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Poughkeepsie Public Library District.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued:_____ Number:_____

Card Holder Signature:_____ Date:_____

Signature of Witness:_____ Date:_____

Online Banking

Online banking is the process of paying for authorized purchases and payroll in accordance with Library District policies. This policy authorizes the use of online banking as a means of paying staff and vendors for approved services provided.

Therefore:

- The Library District has a written agreement with its primary depository for online banking services. The agreement covers payroll and operations accounts. Such agreement will include security procedures and responsibilities of both parties.
- Users designated by the Board of Trustees shall have unique login credentials that are changed at not less than six (6) month intervals. These users shall have the ability to initiate, approve, transmit, record, review, and reconcile electronic transactions, consistent with the Library District's policies for traditional check payments.
- As with traditional check payments, all online banking payments must be approved in accordance with Library District [Policy #2101 – B Claims Audit](#) prior to payment and processed only after approval by the Board of Trustees, in accordance with Policy #2101 – B.
- At least two (2) designated users shall be involved in each transaction so that functions are segregated and, whenever possible, include a third designated user.
- All users shall be required to participate in cybersecurity training no less than annually and shall provide evidence to the Library District's Administration that such training shall have been successfully completed.

New Business Fact Sheet
Proposed Revisions to 2025 Budget

Recommended By Finance Committee

Background The Administration's recommended revised 2025 budget is presented for approval at this time. This is the first revision of the budget.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2025 budget as presented in PPLD Document #062525 - 6A.

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

FY2025 Budget

Draft Presented to the Finance Committee : June 13, 2024

Revised Draft: July 15, 2024

Revision #1: June 18, 2025

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Summary

PPLD Document #062525 - 6A

	2025 Approved	2025 Rev #1
Real Property Taxes - General Fund	\$ 8,845,127	\$ 8,845,130
Real Property Taxes - Debt Services	1,341,676	1,342,138
PILOTs	173,000	173,000
Other Revenue	479,483	551,761
State Aid	295,895	300,545
Transfers In (includes Debt Service Fund)	-	-
Transfer In (Undesignated Fund Balance)	210,000	200,000
Transfers In (Greene Fund)	519,432	514,367
Total - Revenue	\$ 11,864,613	\$ 11,926,941

	2025 Approved	2025 Rev #1
Salaries	5,123,059	5,034,774
Equipment	77,250	77,250
Library Materials	460,478	573,576
Public Programming	230,600	252,600
Supplies	86,700	86,700
Communications	82,800	85,635
PR, Printing & Postage	107,000	107,000
Professional Development & Travel	36,462	41,462
Automation Services	126,724	126,724
Professional Services	216,587	293,587
Operations	728,783	746,885
Employee Benefits	2,574,601	2,644,244
Greene Activities	519,432	514,367
Capital Debt Service	1,342,138	1,342,138
Total - Appropriations	\$ 11,712,614	\$ 11,926,942

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Revenue

PPLD Document #062525 - 6A

		2025 Approved	2025 Rev #1
41001	Real Property Taxes	\$ 8,845,127	\$ 8,845,130
41003	Real Property Taxes: Debt Service	1,341,676	1,342,136
42771	Payment In Lieu of Taxes (PILOT)	173,000	173,000
42082	Library Charges	20,000	25,000
42401	Interest Earnings	50,000	50,000
42680	Insurance Recoveries	-	-
42705	Donations	50,000	50,000
	Dontations: Friends	125,000	155,104
	FEMA Reimbursement	-	-
42752	Friends Annual Appeal	27,500	25,500
42753	Donation: In-Kind	81,983	81,983
42760	Grants	50,000	50,000
42777	E-Rate + ECF Income	65,000	65,000
42800	Miscellaneous Income	10,000	49,174
46840	State Aid: Central Library Servcies Aid	271,989	276,639
43841	State Aid: Central book Aid		
43842	State Aid: Local Library Incentive Aid	23,906	23,906
	Transfer In (designated Fund Balance)	210,000	200,000
45031	Transfers In (includes Debt Service Fund)	-	-
	Transfers In: Greene Find	519,432	514,367
	Total	\$ 11,864,613	\$ 11,926,939

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations

PPLD Document #062525 - 6A

Org	Object	Project	Description	2025 Approved	2025 Rev #1
A00000	51410		Salaries - Librarians	\$ 1,840,510	\$ 1,880,510
A20300	51410		Salaries - Historian (Greene)	70,364	70,364
A00000	51419		Salaries - Reserve For Retirement	-	-
A00000	51420		Salaries - Support Staff	2,476,441	2,351,441
A20300	51420		Salaries - Support Staff (Greene)	55,051	55,051
A00000	51440		Salaries - Sunday Hours	85,000	85,000
A00000	51450		Salaries - Building Services	711,824	711,824
A20300	51450		Salaries - Building Services (Greene)	52,806	52,806
A00000	51460		Salaries - Student Pages	9,285	6,000
A00000	52800		FFE - General	26,500	26,500
A00000	52800	A212	FFE - Marcotte Training Lab	750	750
A20300	52800		FFE - Greene	-	-
A60000	52800		FFE - IT	23,000	23,000
A60000	52800	A247	FFE - IT (Technology Upgrades)	25,000	25,000
A74000	52800		FFE - SPD Branch Library	2,000	2,000
A11100	54100	A211	Library Materials - Digital Books (CLDA)	83,000	66,038
A20300	54100		Library Materials - Books (Greene)	130,000	130,000
A20300	54100	A211	Library Materials - Digital Books (Greene)	42,500	42,500
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000
A44000	54100		Library Materials - Books	55,000	55,000
A44000	54100	A211	Library Materials - Digital Books	35,000	75,000
A44000	54100	A225	Library Materials - BT Leasing	19,000	19,000
A44000	54100	A228	Library Materials - Early Literacy Packs	5,000	5,000
A44000	54110		Library Materials - Video	25,800	25,800
A44000	54110	A211	Library Materials - Digital Video	65,000	90,000
A44000	54120		Library Materials - Audio & Music	32,500	25,000
A44000	54120	A211	Library Materials - Digital Audio & Music	10,000	10,000
A11100	54130	A211	Library Materials - Digital Serials (CLDA)	25,000	25,000
A41000	54130		Library Materials - Serials (Adult)	11,750	11,750
A44000	54130	A211	Library Materials - Digital Serials	500	500
A45000	54130		Library Materials - Serials (Youth)	1,900	1,900
A46000	54130		Library Materials - Serials (Teen)	1,200	1,200
A71000	54131		Library Materials - Newspapers (Adriance)	6,750	6,750
A73000	54131		Library Materials - Newspapers (Boardman Road)	4,650	4,650
A41000	54132		Library Materials - Microforms	5,700	5,700
A10500	54160		Library Materials - Binding	-	2,000
A00000	54290		Other Miscellaneous	-	48,855
A11100	54291		Library Materials - Commercial Databases (CLDA)	16,228	37,933
A41000	54291		Library Materials - Commercial Databases (Adults)	48,000	48,000
A45000	54291		Library Materials - Commercial Databases (Youth)	8,500	8,500
A10000	54292		Programming - Administration	5,000	5,000

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations

PPLD Document #062525 - 6A

Org	Object	Project	Description	2025 Approved	2025 Rev #1
A10000	54292	A124	Programming - Staff Development	3,000	3,000
A20300	54292		Programming - Greene	50,000	25,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	1,750	1,750
A20300	54292	A254	Programming - Judaism and Jewish Culture	-	10,000
A30000	54292		Programming - Advancement	2,000	2,000
A30000	54292	A101	Programming - Big Read	70,000	90,000
A41000	54292		Programming - Adult	22,500	22,500
A41000	54292	A125	Programming - MAP Passes	8,000	8,000
A41000	54292	A214	Programming - Spanish	7,000	7,000
A41000	54292	A215	Programming - Foundation Center	500	500
A41000	54292	A243	Programming - Library of Things	7,500	7,500
A43000	54292		Programming - Extension Services	2,500	2,500
A45000	54292		Programming - Youth	25,000	28,000
A45000	54292	A107	Programming - Youth (Battle of the Books)	600	600
A45000	54292	A207	Programming - Bus Trips	1,500	1,500
A45000	54292	A218	Programming - Poughkeepsie Book Festival	35,000	35,000
A45000	54292	A233	Programming - Youth (Outreach)	7,000	7,000
A45000	54292	A236	Programming - Autumn at Adriance	4,000	-
A45000	54292	A237	Programming - Operation Warm	13,000	13,000
A46000	54292		Programming - Teen	6,500	7,500
A50000	54292		Programming - Contingency	5,000	5,000
A74000	54292	A228	Programming - Dutchess County	-	2,000
A74000	54292		Programming - SPD	4,500	4,500
A41000	54293		Programming - Auditorium Rentals	500	500
A00000	54300		Supplies - Office & Library	22,000	22,000
A20000	54300		Supplies - Custodial	25,000	25,000
A20000	54300	A204	Supplies - Parking Lot	3,000	3,000
A20000	54300	R100	Supplies - DVD Cleaning	700	700
A30000	54300		Supplies - Advancement	3,000	3,000
A42000	54300		Supplies - Technical Services	6,000	6,000
A43000	54300		Supplies - Borrower Services	13,000	13,000
A45000	54300	G200	Supplies - PLC	750	750
A50000	54300		Supplies - Ink & Toner	8,000	8,000
A60000	54300		Supplies - IT	2,500	2,500
A60000	54300	A208	Supplies - 3D Printing	1,750	1,750
A74000	54300		Supplies - SPD	1,000	1,000
A11100	54310		Telephone (CLDA)	1,500	1,500
A71000	54310		Telephone - Adriance	12,500	12,500
A73000	54310		Telephone - Boardman Road	2,500	2,500
A60000	54320	A248	Internet Services - Community WiFi (Jacobson)	1,800	2,500
A71000	54320		Internet Services - Adriance	37,000	28,000

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations

PPLD Document #062525 - 6A

Org	Object	Project	Description	2025 Approved	2025 Rev #1
A71000	54320	A235	Internet Services - Adriaance (Hotspots)	13,000	15,500
A73000	54320		Internet Services - Boardman Road	13,500	21,635
A74000	54320		Internet Services - Sadie Peterson (Wi-Fi)	1,000	1,500
A74000	54320	A203	Internet Services - Sadie Peterson	14,500	18,935
A00000	54330		Postage - General	5,000	5,000
A30000	54330		Postage - Bulk Mailing	25,000	25,000
A00000	54340		PR & Printing - General	15,000	15,000
A30000	54340		PR & Printing - Rotunda	62,000	62,000
A30000	54340	A203	PR & Printing - Rotunda	25,000	25,000
A00000	54350		CE - Regional & National	25,462	25,462
A00000	54351		CE - Local	2,500	2,500
A00000	54353		CE - Webinars	3,500	3,500
A00000	54355		Tuition Reimbursement	-	5,000
A00000	54356		Mileage Reimbursement - General	5,000	5,000
A11100	54360		Sierra/Encore Services - Enhancements (CLDA)	49,724	49,724
A44000	54360		Sierra/Encore Services	77,000	77,000
A00000	54370		Professional Services - General	2,500	2,500
A10000	54370		Professional Services - Administration	15,000	15,000
A11100	54370		ILL Charges (CLSA)	6,087	6,087
A20000	54370		Professional Services - Building Services	75,000	90,000
A30000	54370		Professional Services - Advancement	18,000	25,000
A41000	54370		Professional Services - Adult Services	10,000	10,000
A44000	54370		Professional Services - Collection Agency	7,500	7,500
A50000	54370		Professional Services - Business Office	60,000	115,000
A60000	54370		Professional Services - Software	22,500	22,500
A00000	54380		Membership Dues	2,000	2,000
A20000	54390		RRM - General	8,000	8,000
A41000	54390		RRM - Adult Services	4,500	4,500
A60000	54390		RRM - IT	4,500	4,500
A71000	54500		Fuel & Utilities - Adriaance	150,000	155,000
A73000	54500		Fuel & Utilities - Boardman Road	66,700	70,000
A20000	54520		Building Repairs - General	15,000	15,000
A20000	54520	A229	Buiding Repairs - Rotunda	7,500	7,500
A20000	54520	AXXX	Building Repairs - ADR Chiller	-	-
A74000	54520		Building Repairs - SPD Branch Library	1,500	1,500
A20000	54521		Building Repairs - Wojtecki	5,000	5,000
A20000	54523		Grounds Maintenance	18,000	18,000
A20000	54523	A204	Grounds Maintenance - City Lot	1,250	1,250
A00000	54530	A204	Staff Parking - City Lot	4,000	4,000
A00000	54530	A222	Staff Parking - 96 Market Street	11,500	13,200
A00000	54530	A224	PoJo Archives	14,000	14,000

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Appropriations

PPLD Document #062525 - 6A

Org	Object	Project	Description	2025 Approved	2025 Rev #1
A74000	54530	A203	SPD Branch Library - Lease	48,000	48,000
A00000	54540		Insurance - Property & Liability	41,000	47,053
A00000	54550		Insurance - Automobile	3,500	2,000
A00000	54550	C814	Insurance - Bookmobile	3,500	2,000
A00000	54560		Insurance - Liability Umbrella (includes Crime)	9,000	11,034
A00000	54561		Insurance - Volunteers	400	400
A00000	54570		Insurance - D & O	5,000	6,108
A00000	54580		Insurance - Cybersecurity	5,000	5,000
A00000	54680		Taxes on Property	20,000	20,000
A20000	54690		Snow Removal - Public Lots	20,000	20,000
A20000	54690	A204	Snow Removal - Staff Lot (City Lot)	9,000	9,000
A20000	54690	A222	Snow Removal - Staff Lot (96 Market Street)	9,500	9,500
A20000	54691		HVAC - Repairs & Improvements	75,000	75,000
A50000	54692		Other Operations - Water	11,000	11,000
A20000	54693		Other Operations - Trash	8,000	10,000
A11100	54694		Other Operations (CLSA)	90,450	90,357
A20000	54694		Other Operations - Cleaning	7,500	7,500
A20300	54694	C814	Other Operations - Bookmobile	2,500	8,000
A50000	54694		Other Operations - General	7,500	7,500
A20300	54694		Other Operations (Greene)	-	-
A00000	54699		Other Operations - In-Kind Services	81,983	81,983
A00000	54710		Vehicle Operations	4,000	4,000
A20000	54730		Vehicle Maintenance	4,000	4,000
A20300	59010		Employee Benefits - NYS Retirement (Greene)	19,961	19,961
A50000	59010		Employee Benefits - NYS Retirement	669,497	669,497
A50000	59030		Employee Benefits - Social Security	323,409	323,409
A50000	59035		Employee Benefits - Medicare	75,636	75,636
A50000	59040		Employee Benefits - Workers Compensation	60,000	46,250
A50000	59045		Employee Benefits - Life Insurance	8,518	7,500
A50000	59050		Employee Benefits - Unemployment Pool	-	-
A50000	59055		Employee Benefits - Disability Insurance	3,733	5,000
A50000	59060		Employee Benefits - Medical Insurance	1,348,199	1,348,199
A50000	59061		Employee Benefits - Medicare B Reimbursement	60,236	65,000
A50000	59089		Employee Benefits - Other	2,375	5,000
A50000	59099		Employee Benefits - Contingency	22,998	98,753
A00000	59710		Capital Debt Service - Principal	960,000	960,000
A00000	59720		Capital Debt Service - Interest	382,138	382,138
				\$ 11,712,614	\$ 11,926,942

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Greene Fund Appropriations

PPLD Document #062525 - 6A

Org	Object	Project	Description	2025 Approved	2025 Rev #1
A20300	51410		Salaries - Librarian (Greene)	70,364	70,364
A20300	51420		Salaries - Support Staff (Greene)	55,051	55,051
A20300	51450		Salaries - Building Service (Greene)	52,806	52,806
A20300	52800		FFE - Greene	-	-
A20300	54100		Library Materials - Books (Greene)	130,000	130,000
A20300	54100	A211	Library Materials - Digital Books (Greene)	42,500	42,500
A20300	54100	A221	Library Materials - Pop-Up (Greene)	7,000	7,000
A20300	54292		Programming - Greene	50,000	25,000
A20300	54292	A211	Programming - Greene (Virtual Platform)	1,750	1,750
A20300	54292	A254	Programming - Judaism and Jewish Culture	-	10,000
A74000	54320	A203	Internet Services - SPD	14,500	18,935
A30000	54340	A203	PR & Printing - Rotunda	25,000	25,000
A74000	54530		SPD Branch Library	48,000	48,000
A00000	54694	C814	Other Operations - Bookmobile	2,500	8,000
A20300	54694		Greene Activities (undefined)	-	-
A20300	59010		Employee Benefits - NYS Retirement (Greene)	19,961	19,961
Total				\$ 519,432	\$ 514,367

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Central Library Service Aid Appropriations

PPLD Document #062525 - 6A

Org	Object	Project	Description	2025 Approved	2025 Rev #1
A11100	54100	A211	Library Materials - Digital Books (CLSA)	83,000	66,038
A11100	54100		Library Materials - Books (CLSA)	-	-
A11100	54130	A211	Library Materials - Digital Serials (CLSA)	25,000	25,000
A11100	54291		Library Materials - Commercial Databases (CLSA)	16,228	37,933
A11100	54300		Supplies (CLSA)	-	-
A11100	54310		Telephone (CLSA)	1,500	1,500
A11100	54360		Sierra/Encore Services - Enhancements (CLSA)	49,724	49,724
A11100	54370		OCLC ILL	6,087	6,087
A11100	54694		Other Operations (CLSA)	90,450	90,357
Total				\$ 271,989	\$ 276,639

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

Approved by the Voters: November 5, 2024

Revision #1: June 25, 2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
FY2025 - Debt Service Levy Schedule

PPLD Document #062525 - 6A

Project	Principal	Interest	Total
Adriance Memorial Library			
City of Poughkeepsie	\$ 315,000	\$ 77,700	\$ 392,700
Town of Poughkeepsie	400,000	131,850	\$ 531,850
Transfer from COP Debt Service Reserve	-	-	-
Transfer from AML Debt Service Fund	-	\$ -	-
Subtotal	\$ 715,000	\$ 209,550	\$ 924,550
Boardman Road Branch Library			
City of Poughkeepsie	\$ 105,000	\$ 87,275	\$ 192,275
Town of Poughkeepsie	140,000	85,313	225,313
Subtotal	\$ 245,000	\$ 172,588	\$ 417,588
Total	\$ 960,000	\$ 382,138	\$ 1,342,138

Presented to the Finance Committee: June 13, 2024; revised July 15, 2024

Approved by the Board of Trustees: July 31, 2024

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Revision #1: June 25, 2025

New Business Fact Sheet

Approval of CBA Addendum: Revisions Use of Personal Time

Recommended By

Human Resources Officer

Current Situation

The Labor – Management Committee has reviewed proposed modifications to the current collective bargaining agreement and recommend the modifications in PPLD Document #062525 - 7A.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #062525 - 7A.

Motion

Moved _____

Seconded _____

Record of Vote**Trustee****Yes****No****Abstain**

Blazek

☐☐☐

Eagleton

☐☐☐

Fana

☐☐☐

Ferrer

☐☐☐

Fitzgibbons

☐☐☐

McPhee

☐☐☐

Newman

☐☐☐

Nichols

☐☐☐

Nurre

☐☐☐

Ryan

☐☐☐

Spuhler

☐☐☐

ADDENDA #4

to

Agreement

by and between the

Poughkeepsie Public Library District

and

CSEA, Local 1000 AFSCME, AFL-CIO, Poughkeepsie Public Library District, Dutchess County Local 814

January 1, 2025 – December 31, 2027

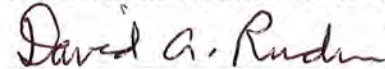
The parties signing below agree to the following additions to the Agreement:

ARTICLE XIII: PERSONAL LEAVE

SECTION 1: All full-time employees, including provisional and probationary, will be allowed three (3) days of personal leave in one (1) calendar year, at such time as the employee requests subject to the approval of the Department Head. ~~No personal days will be used adjacent to holidays.~~ No more than two (2) personal days will be used in the first six (6) months of employment.

SECTION 2: Unused personal leave shall be converted to sick leave.

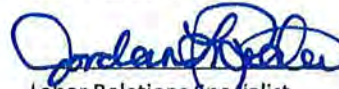
SECTION 3: Personal leave time shall be pro-rated for part-time employees. Employees hired on or October 26, 2022, must work a minimum of seventeen and a half hours per week in order to be eligible for personal leave.

FOR POUGHKEEPSIE PUBLIC LIBRARY DISTRICT_____
Library Director_____
Date**FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**

Unit President

6/2/2025

Date



Labor Relations Specialist

6/2/25

Date