

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, August 27, 2025

Greenspan 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: Eagleton and Newman
(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. July 23, 2025 (*Lawrence; #082725 – 1*)
 - V. Financial Report(s)
 - A. June 2025 (*Gillis; #082725 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #082725 – 2.1; to be posted prior to meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #082725 – 3.0.X*)
 - B. President's Report (*Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; #082725 – 3.3.X, if applicable*)
 - VII. Board Action
 - A. Personnel Actions (*Lawrence; #082725 – 4; to be distributed*)
 - B. Unfinished/Old Business
 - C. New Business
 - 1. Approval of Policy: #2113 - Online Banking (*Eagleton; #082725 – 5*)
 - 2. Modification of Operations Schedule - December 26 (*T. Lawrence; #082725 – 6*)
 - 3. Approval of Contract: Organization Assessment (*Fitzgibbons; #082725 – 7*)
 - 4. Approval of Surplus Property Declaration (*Gillis; #082725 – 8*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING

Regular Monthly Meeting: Wednesday, September 24, 2025; 7:00 p.m.

Charwat Meeting Room – Adriance Memorial Library (Warrant Review: Nichols and Ryan)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 23, 2025

Trustees Present

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

Staff Present

- ☒ Bonny Algozzine, Secretary to the Director
- ☐ Janet Bogenschultz, Asst. to the Director
- ☐ Kristin Charles-Scaringi, Head of Borrower & Tech Services
- ☐ Alison Francis, Youth Outreach Coordinator
- ☐ Jeffrey Giancarlo, Building Services Manager
- ☒ Rebecca Gillis, Business Manager
- ☒ Tom Lawrence, Library Director
- ☐ 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)☐**FPPLD Representatives Present**

- ☐ Norma Vazquez, President

CSEA Representatives Present

- ☒ Caroline Moore
- ☒ Adia Overbey

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

- **Call to Order:** At 7:04 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call + Sophia Sciacca.
- **Additions/Changes to the Agenda:** Moved vote on Appointment of Trustee before Board Education and added an Executive Session before Personnel Actions.
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. June 25, 2025 (PPLD Document #072325 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 25, 2025.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. June 2025 Financial Activity Report (PPLD Document #072325 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** Gillis reported on the Greene disbursement; debt service payments; budget modifications; transfers and requested the Board accept a \$50 donation to the Summer Lunch program and place it in the Youth Programming line since we don't have a Summer Lunch line in the budget.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #072325 – 2.1)

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

Vouchers 70084 to 72192 in Warrant 20250724 totaling \$285,649.74
 Vouchers 72185 to 72186 in Capital Warrant 2025072B totaling \$33,247.50

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

Vouchers 71944 to 72020 in Warrant 20250716 totaling \$146,200.86

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #072325 – 3)

- Lawrence reported on: Summer Reading Kickoff; Rover requests; the Big Read; food programming with the Culinary; Historic Preservation Commission; Celebrating the African Spirit; Poughkeepsieans: Artists, Eccentrics, and Weirdos; Shannon Butler's new historic tour; the Rotunda; the Jewel Geissinger-Ratzlaff Keynote Author Lecture; the Mid-Hudson road trip; and Board Education reminder.

B. President's Report: President Fitzgibbons observed that seeing security personnel watching the perimeter of the property may deter people from misbehaving on the property.

C. Board Committee Reports: (PPLD Document #072325 – 3.3)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions about: the policy grid; volunteers in the library; a volunteer coordinator; and the consent agenda plan.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to individual personnel.
- **Moved/Seconded:** Nichols, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:37 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Sciacca.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 7:56 p.m.)

VII. Board Action

A. Personnel Actions: (PPLD Document #072325 – 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
Nicholas MacDermott	Human Resources Officer (FT)	Resignation	8/1/2025	N/A
Elva Corbaton	Library Assistant (Spanish Speaking) FT	Reclassification	7/27/2025	\$63,681/yr
Donald Allen	Custodian (FT)	Permanent Appointment	8/9/2025	N/A
Omar Bennerman	Custodian (FT)	Permanent Appointment	8/9/2025	N/A
Andrew Follette	Custodian (FT)	Permanent Appointment	8/9/2025	N/A
Ernst Wickham	Custodian (FT)	Permanent Appointment	8/9/2025	N/A
Employee 4774	<i>Confidential as per Board of Trustees</i>	FMLA Leave	7/25/2025 – 9/21/2025	N/A
Rose Lovell	Librarian II	Modification from FT to 4/5s (upon Employee request)	7/27/2025	\$60,984/yr

- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:**1. Appointment of Trustee (PPLD Document #072325 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District appoint Sophia Kozlowski Sciacca (Town) to the Board of Trustees term vacated by the resignation of Dianne Blazek until December 31, 2025.
- **Moved/Seconded:** Newman, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. Permission to Override the Tax Levy Limit (PPLD Document #072325 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.
- **Moved/Seconded:** Spuhler, Newman.
- **Discussion:** Lawrence explained the tax cap and the reason for the override.
- **VOTE:** 10 – 0 – 0

3. Resolutions Related to the Tentative 2026 Budget (PPLD Document #072325 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2026 Budget (PPLD Document #072325 – 7A) and the proposed 2025 General Election ballot language as reflected in the Certification (PPLD Document #072325 – 7B). Further, the Board of Trustees authorizes the Secretary to sign the Certification of trustees to stand for election as reflected in PPLD Document #072325 – 7C.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** Lawrence explained the reasons for the higher budget, the tax cap formula, and the efforts made to keep the budget as low as possible. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

4. Resolutions Related to the Tentative 2026 Budget (PPLD Document #072325 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off PPLD patron bad debt accumulated through December 31, 2017 totaling \$17,561.30 as reflected in PPLD Document #072325 – 8A.
- **Moved/Seconded:** Ryan, Newman.
- **Discussion:** Lawrence explained Bad Debt and the reason for writing it off. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: None.

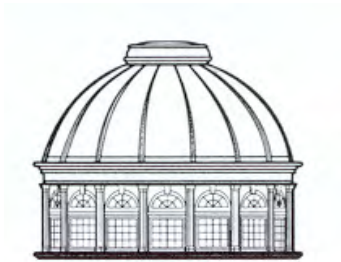
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, August 27, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of July 2025 Financial Activity

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

General Fund (Fund A; \$5,115,459)

- Receipts for the month totaled \$213,011 which included \$2,501 in library charges, \$9,025 in interest, an E-Rate reimbursement of \$29,165 and the Quarter 2 2025 reimbursement from the Special Revenue fund of \$164,386.
- Disbursements for the month totaled \$1,011,105 which included \$849,506 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$291,241
 - McCalley Fund 52,000
 - Swartz Fund 103,498

Special Revenue Fund (Fund CM; \$780,082)

- Receipts for the month totaled \$6,915 which included \$1,826 in interest and the annual grant from the Effron in the amount of \$5,017.
 - The receipts for the month also reflect a net increase of \$22 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$439,775
 - Occhialino Fund 50,686
 - Lund Fund 24,366

Capital Fund (Fund H; -\$5,774)

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. The correcting entry will be made when the funding is received.

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 526

Permanent Funds (Fund PN; \$498,825)

- 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 380,446
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$496,070)

- Receipts for the month included interest of \$1,654.

GENERAL FUND YEAR-TO-DATE EXPENSE REPORT JULY 2025

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,212,996	3,019,114.14	611,902.44	1,918,986.11	274,895.75	94.7%
22 Equip & Capital Outl	77,250	75,250	25,480.31	10,322.14	1,561.69	48,208.00	35.9%
30 Materials	567,250	609,788	316,564.21	46,904.84	35,553.03	257,670.76	57.7%
32 Information Services	72,728	94,433	17,550.55	.00	.00	76,882.45	18.6%
50 Operations	1,626,682	1,809,712	783,762.75	82,746.22	400,236.78	625,712.47	65.4%
51 Automation	126,724	126,724	61,505.17	21,625.39	13,470.14	51,748.69	59.2%
91 Employee Benefits	2,594,562	2,664,205	1,648,112.14	237,603.86	549,596.01	466,496.85	82.5%
92 Debt Service	1,342,138	1,342,138	615,400.00	.00	.00	726,738.00	45.9%
GRAND TOTAL	11,708,615	11,935,246	6,487,489.27	1,011,104.89	2,919,403.76	2,528,352.97	78.8%

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

CAPITAL FUND YEAR-TO-DATE EXPENSE REPORT JULY 2025

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
UNDEFINED CHAR	20,000	0	.00	.00	.00	.00	.0%
22 Equip & Capital Outl	1,336,502	840,395	1,882,604.65	33,247.50	60,509.10	-1,102,718.36	231.2%
50 Operations	60,000	0	53,766.47	.00	.00	-53,766.77	%
53 Capital Expenses	8,744,846	6,521,995	6,756,924.19	.00	.00	-234,929.49	103.6%
93 Interfund Transfer	0	392,493	392,514.31	.00	.00	-21.64	100.0%
GRAND TOTAL	10,161,348	7,754,882	9,085,809.62	33,247.50	60,509.10	-1,391,436.26	117.9%

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

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20250716

Warrant Summary

WARRANT: 20250716 07/16/2025
DUE DATE: 07/16/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: BI	681.22 62,638.20
A	A20000	Building Services A .7410.200.00.54523 .	Grounds Maintenance	1,200.00 5,189.57
A	A20000	Building Services A .7410.200.00.54693 .	Operations: Trash Col	755.41 208.37
A	A20000	Building Services A .7410.200.00.54710 .	Vehicle Operations	29.51 1,790.11
A	A20300	Greene Services A .7410.203.02.54694 .C814	Operations: Bookmobil	520.00 1,865.00
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 -55.00
A	A50000	Finance Office A .7410.500.00.54530 .A224	Rent: Pok. Journal Ar	1,147.68 261.27
A	A50000	Finance Office A .7410.500.00.54692 .	Operations: Water	192.00 -95.37
A	A50000	Finance Office A .7410.500.00.54694 .	Operations: General	675.00 -540.00
A	A50000	Finance Office A .7410.500.00.59055 .	Disability Insurance	918.34 287.16
A	A50000	Finance Office A .7410.500.00.59060 .	Medical Insurance	112,359.54 -89,541.56
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance	166.03 58.50
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .	Internet Adriance	2,437.28 -1,543.88
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .A235	Internet Adriance Hot	1,259.48 386.12
A	A71000	Adriance Memorial Lib A .7410.710.00.54500 .	Fuel & Utilities ADR	9,842.74 -137,416.00
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone Boardman	157.95 724.00
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Boardman	2,031.64 -2,723.08
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities BRD	4,878.59 197.31
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	Internet SPD Branch	165.00 0.12
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .A203	Internet SPD Branch (1,575.19 54.32
A	A74000	Sadie Peterson Delany A .7410.740.00.54530 .A203	Rent: SPD Branch (Gre	3,999.18 595.89
FUND TOTAL			146,200.86	
WARRANT SUMMARY TOTAL			146,200.86	
GRAND TOTAL			146,200.86	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250724 07/24/2025
DUE DATE: 07/24/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 4,617.55
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange 615.60
A	A00000	General Fund Expenses	A .7410.000.00.52800 .	FF&E General 231.00 22,357.70
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li 873.38 13,318.03
A	A00000	General Fund Expenses	A .7410.000.00.54330 .	Postage Bulk 1,700.00 1,952.72
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N 4,246.66 12,172.46
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed: Webinar 47.40 2,751.10
A	A00000	General Fund Expenses	A .7410.000.00.54370 .	Professional Svcs: Ge 60.00 1,885.00
A	A10000	Administration	A .7410.100.00.54292 .	PRG Administration 533.00 2,679.05
A	A10000	Administration	A .7410.100.00.54292 .A124	PRG Staff Development 1,548.00 -96.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Svcs: Ad 850.00 -1,720.00
A	A11100	CLSA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital 12,331.06 -2,634.54
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial 1,411.44 10,211.42
A	A20000	Building Services	A .7410.200.00.54300 .R100	Supplies: DVD Cleanin 53.38 646.62
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI 902.12 61,888.20
A	A20000	Building Services	A .7410.200.00.54520 .A251	Building Repairs: ADR 136,500.00 -81,031.06
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP 891.66 26,835.43
A	A20000	Building Services	A .7410.200.00.54710 .	Vehicle Operations 25.00 1,765.11
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene 10,257.96 38,168.37
A	A20300	Greene Services	A .7410.203.02.54292 .	PRG Greene 1,500.00 22,844.02
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P 118.17 291.66
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read 1,144.74 58,133.47
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement 115.12 2,284.45
A	A30000	Advancement Services	A .7410.300.00.54340 .	Public Relations & Ma 43.16 19,898.79
A	A30000	Advancement Services	A .7410.300.00.54371 .	Software: Advancement 8,073.00 13,500.18
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services 1,542.99 2,905.20
A	A41000	Adult Services	A .7410.410.00.54292 .A125	PRG MAP Passes 1,175.00 3,230.42
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish 1,248.05 4,101.95
A	A41000	Adult Services	A .7410.410.00.54370 .	Professional Svcs: Ad 60.00 1,940.00
A	A43000	Borrower Services	A .7410.430.00.54300 .	Supplies: Borrower Se 859.37 10,764.06
A	A44000	Collection Services	A .7410.440.00.54100 .	Books 6,043.73 45,680.18
A	A44000	Collection Services	A .7410.440.00.54100 .A211	Books: Digital 8,374.76 49,733.57
A	A44000	Collection Services	A .7410.440.00.54110 .	Video & Films 1,335.64 17,947.19
A	A44000	Collection Services	A .7410.440.00.54110 .A211	Video & Films: Digita 6,316.01 37,434.47
A	A44000	Collection Services	A .7410.440.00.54120 .	Music & Audio 1,725.28 16,038.15
A	A44000	Collection Services	A .7410.440.00.54360 .	Sierra/Encore Service 21,625.39 2,024.69
A	A44000	Collection Services	A .7410.440.00.54370 .	Professional Services 489.30 1,969.10
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services 5,870.00 4,429.21
A	A45000	Youth Services	A .7410.450.00.54292 .A107	PRG Battle of the Boo 370.08 229.92
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (438.47 4,424.98

Report generated: 07/23/2025 11:45:59
User: Trina Blomquist (tblomquist-martinez)
Program ID: apwarrmt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A46000	Young Adult Services	A .7410.460.00.54292 .
A	A50000	Finance Office	A .7410.500.00.54300 .
A	A50000	Finance Office	A .7410.500.00.54371 .
A	A50000	Finance Office	A .7410.500.00.54550 .
A	A50000	Finance Office	A .7410.500.00.59045 .
A	A50000	Finance Office	A .7410.500.00.59060 .
A	A50000	Finance Office	A .7410.500.00.59061 .
A	A55000	Human Resources Offic	A .7410.550.00.54371 .
A	A60000	Information Tech	A .7410.600.00.52800 .
A	A60000	Information Tech	A .7410.600.00.54320 .A248
A	A60000	Information Tech	A .7410.600.00.54371 .
A	A60000	Information Tech	A .7410.600.00.54390 .
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .

PRG Young Adult Servi	1,425.70	520.98
Supplies: Ink & Toner	170.55	0.73
Software: Finance Off	110.40	32,984.29
Insurance: Automobile	1,836.00	-1,778.64
Life Insurance	692.29	-900.00
Medical Insurance	15,950.28	-81,260.55
Medicare B Reimbursem	4,958.00	1,392.78
Software: Human Resou	548.55	-10,808.20
FF&E IT	10,091.14	1,218.36
Internet Comm. WiFi (176.25	340.00
Software: IT	2,083.10	14,355.41
RR&M Information Tech	13.61	2,538.17
Newspapers: ADR	317.20	2,126.16
Telephone Adriance	890.77	58.50
Newspapers: BRD	203.20	1,905.10
Fuel & Utilities BRD	19.23	197.31

FUND TOTAL 285,649.74

WARRANT SUMMARY TOTAL 285,649.74
GRAND TOTAL 285,649.74

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 2025072B 07/23/2025
DUE DATE: 07/23/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
H	H00000	Capital Fund Expense H .7410.000.00.52800 .C816	FF&E Cap. Imp. DASNY 33,247.50	-93,756.60
FUND TOTAL			33,247.50	
WARRANT SUMMARY TOTAL			33,247.50	
GRAND TOTAL			33,247.50	

GENERAL FUND YEAR-TO-DATE REVENUE REPORT JULY 2025

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 Real Property Tax	8,845,127	8,845,130	8,845,129.50	.00	.50	100.0%
41003 Real Property Tax Debt Servic	1,341,676	1,342,136	1,342,135.50	.00	.50	100.0%
42082 Library Charges	20,000	25,000	16,090.24	2,501.09	8,909.76	64.4%
42401 Interest Earnings	50,000	50,000	57,573.39	9,024.80	-7,573.39	115.1%
42705 Donations	175,000	205,104	82,444.73	1,102.63	122,659.27	40.2%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	47,823.37	6,831.91	34,159.63	58.3%
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	60,654.12	29,164.73	4,345.88	93.3%
42800 Miscellaneous Income	10,000	49,174	49,174.45	.00	-.45	100.0%
43840 Central Library Development	271,989	276,639	.00	.00	276,639.00	.0%
43842 Local Library Incentive	23,906	23,906	.00	.00	23,906.00	.0%
45031 Transfers In	729,432	714,367	271,200.62	164,386.18	443,166.38	38.0%
GRAND TOTAL	11,864,613	11,926,939	10,870,637.13	213,011.34	1,056,301.87	91.1%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 7

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	2,617.39	7,144.78
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-853,151.37	3,437,236.86
A	12040	Credit Card Transactions	-1,700.25	1,333.46
A	12051	Flex 125 Money Market	-417.63	5,731.73
A	12100	Petty Cash	171.89	16,128.46
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	617.08	291,240.98
A	12400	Cash Special Reserve: Swartz	219.29	103,498.46
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	.00	1,220,716.55
TOTAL ASSETS			-851,643.60	5,115,459.09
LIABILITIES				
A	26000	Accounts Payable	-1,789.28	-11,950.23
A	26020	Flex125 Exchange	430.92	-5,110.75
A	26021	Benefits Exchange	-1,712.23	11,146.91
A	26030	General Fund Exchange	573.57	192.87
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	42,750.54
A	26370	State Retirement Accrual	-80,452.93	-271,910.31
TOTAL LIABILITIES			-82,949.95	-234,792.97
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,926,939.00
A	35210	Encumbrances (+ PYCF)	-921,127.59	2,963,104.07
A	35220	Expenditures (+ PYCF)	1,147,604.89	6,623,989.27
A	38210	Encumbrance Reserve (+ PYCF)	921,127.59	-2,963,104.07
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	78,363.00	476,782.26
A	39110	Fund Balance Start of Year	.00	-364,427.26
A	39600	Appropriations (+ PYCF)	-78,363.00	-11,990,714.94
A	39800	Revenues Received	-213,011.34	-10,870,637.13
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			934,593.55	-4,880,666.12
TOTAL LIABILITIES + FUND BALANCE			851,643.60	-5,115,459.09

Poughkeepsie Public Library District



BALANCE SHEET FOR 2025 7

FUND: CM Special Revenue Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	-190,740.30	720,058.96
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	33,269.01	59,748.44
	TOTAL ASSETS			-157,471.29	780,082.48
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	35220	Expenditures	164,386.18	271,200.62
	CM	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	128,194.05
	CM	39800	Revenues	-6,914.89	-559,286.28
	TOTAL FUND BALANCE			157,471.29	-159,891.61
	TOTAL LIABILITIES + FUND BALANCE			157,471.29	-780,082.48

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 7

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	1.12	526.32
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	-6,426.50
TOTAL ASSETS			1.12	-5,774.23
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	-33,247.50	-91,345.71
TOTAL LIABILITIES			-33,247.50	-91,346.11
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	60,509.10	60,509.10
H	35220	Expenditures	33,247.50	74,309.79
H	38210	Reserve For Encumbrances	-60,509.10	-60,509.10
H	39110	Fund Balance Unreserved	.00	22,818.14
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.12	-7.59
TOTAL FUND BALANCE			33,246.38	97,120.34
TOTAL LIABILITIES + FUND BALANCE			-1.12	5,774.23

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 7

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	21.51	380,445.65
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			21.51	498,845.11
LIABILITIES				
PN	26300	Due to other funds	-21.51	-20,027.26
TOTAL LIABILITIES			-21.51	-20,027.26
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-21.51	-498,845.11

BALANCE SHEET FOR 2025 7

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	1,654.27	780,761.45
V	13910	Due From Other Funds	.00	-284,691.45
TOTAL ASSETS			1,654.27	496,070.00
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-317,238.48
TOTAL LIABILITIES			.00	-317,238.48
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-151,266.75
V	39800	Revenues	-1,654.27	-8,283.77
TOTAL FUND BALANCE			-1,654.27	-178,831.52
TOTAL LIABILITIES + FUND BALANCE			-1,654.27	-496,070.00

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 72205 to 72422 in Warrant 20250828 totaling \$162,353.24
Voucher 72424 in Capital (H Fund) Warrant 20250827 totaling \$33,247.50

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

Vouchers 71970 to 72316 in Warrant 20250815 totaling \$176,872.15

Motion

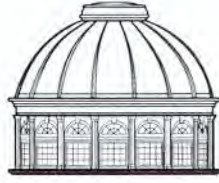
Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

Record of Vote

Trustee	Yes	No	Abstain
Eagleton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ferrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitzgibbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McPhee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Sciacca	<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 – AUGUST 2025

Significant Service Changes, Challenges or Accomplishments

- **Federal Budget Update:** There continues to be advocacy efforts inside and outside the library community with regards to securing funding for IMLS. As with many of the current Administrations executive actions, this issue has had a roller coaster of activity. Stay tuned for more information and calls to action.
- NYS Covid Leave expired on July 31, 2025. Protocols for reporting the illness have changed but are consistent with current CDC guidelines for any respiratory illness.
- The Library District will host noted author James Patterson on Tuesday, September 30, at the Lateef Islam Auditorium at the Family Partnership on North Hamilton Street in Poughkeepsie. Library District residents will be given preferred registration until September 15.
- The Library District's work with HR consultant Carol Gordon will begin the week of August 25. In preparation for the work, the management team met to discuss what they feel the Library District needs for a successful HRO. One particular issue is that the Personnel Administrator job title does not seem to fit the bill so I will work with Civil Service on an alternate available job specification or work to create a more relevant one.

Service and Program Highlights

- The Big Read is primed for a successful run starting in mid-October. Development Officer Michele Muir has a good handle on the project.
- The Library District received notification from NYS that the funds awarded for our implementation of the Dolly Parton Imagination Library have been released. I will work with Youth Services staff and the Dolly Parton Foundation for a fall launch of the project, which is designed to provide in-home libraries for children from birth to age 5 by mailing a title once a month. The project is funded with the NYS grant, the Friends, and the Foundation.
- See attached manager reports for recent activity.

Outreach and Professional Development

- This is your monthly reminder of your obligation to participate in at least two hours of library trustee continuing education as required by New York State law. If you have completed your obligation and have not yet reported it to Bonny, Moira, or me, please do so ASAP. If you have not yet started your education, please do so now. If you need guidance on where to find virtual or in-person coursework that qualifies, please let me know.

Collection Development

- Collection development continues as usual.

Buildings

- Boardman Road: We are waiting for the vendor to conduct approved repair work on the HVAC system.
- Adriance: Work has begun in the process of evaluating the condition and need for repairs to the roofing systems, with a particular focus on the copper dome. This work, being done by MASS Design, was previously authorized by the Board of Trustees.

Staffing

- See Personnel Actions, if applicable.

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

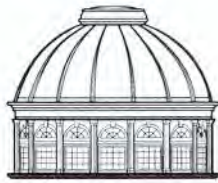
PPLD Document #082725 - 3.0.1

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	July	% of Total	YTD	% of Total	July	% of Total	YTD	% of Total	Change	% Change	July	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	7,154	30.41%	42,676	28.49%	7,179	28.24%	42,558	27.77%	118	0.28%	6,512	26.00%	39,881	26.17%	2,795	7.01%
Adult Non-Fiction	3,430	14.58%	24,955	16.66%	3,901	15.35%	25,937	16.92%	-982	-3.79%	3,837	15.32%	26,047	17.09%	-1,092	-4.19%
Fiction - Juvenile	7,173	30.49%	42,834	28.59%	7,842	30.85%	41,986	27.39%	848	2.02%	7,734	30.88%	40,073	26.30%	2,761	6.89%
Non-Fiction - Juvenile	1,563	6.64%	10,678	7.13%	1,530	6.02%	10,561	6.89%	117	1.11%	1,657	6.62%	10,449	6.86%	229	2.19%
Periodicals	148	0.63%	969	0.65%	222	0.87%	1,273	0.83%	-304	-23.88%	171	0.68%	1,169	0.77%	-200	-17.11%
Periodicals - Juvenile	23	0.10%	192	0.13%	58	0.23%	246	0.16%	-54	-21.95%	18	0.07%	163	0.11%	29	17.79%
Print Subtotal	19,491	82.86%	122,304	81.65%	20,732	81.55%	122,561	79.96%	-257	-0.21%	19,929	79.56%	117,782	77.29%	4,522	3.84%
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	4	0.02%	36	0.02%	0	0.00%	16	0.01%	20	125.00%	3	0.01%	30	0.02%	6	20.00%
Soundrecordings	429	1.82%	2,908	1.94%	470	1.85%	3,208	2.09%	-300	-9.35%	558	2.23%	3,946	2.59%	-1,038	-26.31%
Videorecordings	2,757	11.72%	19,613	13.09%	3,321	13.06%	22,629	14.76%	-3,016	-13.33%	3,533	14.10%	25,275	16.59%	-5,662	-22.40%
Media	0	0.00%	25	0.02%	3	0.01%	39	0.03%	-14	0.00%	1	0.00%	7	0.00%	18	0.00%
Software	1	0.00%	64	0.04%	14	0.06%	97	0.06%	-33	-34.02%	15	0.06%	58	0.04%	6	10.34%
Equipment/Realia	66	0.28%	414	0.28%	107	0.42%	496	0.32%	-82	-16.53%	58	0.23%	385	0.25%	29	7.53%
Suppressed Items	91	0.39%	220	0.15%	47	0.18%	179	0.12%	41	22.91%	29	0.12%	132	0.09%	88	66.67%
Videorecordings - Juvenile	392	1.67%	2,589	1.73%	472	1.86%	2,520	1.64%	69	2.74%	537	2.14%	2,822	1.85%	-233	-8.26%
Audiorecordings - Juvenile	40	0.17%	212	0.14%	38	0.15%	238	0.16%	-26	-10.92%	58	0.23%	508	0.33%	-296	-58.27%
Media - Juvenile	233	0.99%	1,351	0.90%	201	0.79%	1,194	0.78%	157	13.15%	150	0.60%	977	0.64%	374	38.28%
Software - Juvenile	19	0.08%	62	0.04%	16	0.06%	100	0.07%	-38	-38.00%	18	0.07%	72	0.05%	-10	-13.89%
Non-Print Subtotal	4,032	17.14%	27,494	18.35%	4,689	18.45%	30,716	20.04%	-3,222	-10.49%	4,960	19.80%	34,212	22.45%	-6,718	-19.64%
Total	23,523		149,798	100.00%	25,421		153,277		-3,479	-2.27%	25,048		152,388		-2,196	-1.70%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2025

PPLD Document #082725 - 3.0.2

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	20,372	23,523	0	0	0	0	0	149,772
Digital Content	12,172	10,843	12,423	12,285	12,283	12,048	11,720	0	0	0	0	0	83,774
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	32,420	35,243	0	0	0	0	0	233,546
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	3,135	3,498	0	0	0	0	0	24,452
Boardman Road	2,437	2,114	2,407	2,162	2,220	2,117	2,346	0	0	0	0	0	15,803
Sadie Peterson Delaney	94	62	88	71	57	74	88	0	0	0	0	0	534
Total	6,402	5,653	6,140	5,691	5,645	5,326	5,932	0	0	0	0	0	40,789
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	905	860	936	814	719	818	682	0	0	0	0	0	5,734
Boardman Road	26	79	77	110	53	130	136	0	0	0	0	0	611
Sadie Peterson Delaney	47	36	63	52	33	56	105	0	0	0	0	0	392
Spanish Language Assistance	49	39	70	17	3	8	3	0	0	0	0	0	189
Total	1,027	1,014	1,146	993	808	1,012	926	0	0	0	0	0	6,926
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	3,593	7,075	0	0	0	0	0	44,757
Calendar Hits - Library Market	13,759	16,955	13,696	16,439	17,116	17,140	12,758	0	0	0	0	0	107,863
Calendar Hits - Recite Me	433	337	410	267	306	321	272	0	0	0	0	0	2,346
Website Views	35,900	33,590	44,409	30,678	33,469	32,966	34,932	0	0	0	0	0	245,944
Total	53,908	55,617	68,812	55,441	58,075	54,020	55,037	0	0	0	0	0	400,910
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	3,451	4,527	0	0	0	0	0	27,833
Boardman Road	1,644	1,331	1,677	1,479	1,714	1,530	1,913	0	0	0	0	0	11,288
Sadie Peterson	40	40	46	21	20	36	50	0	0	0	0	0	253
Total	6,206	5,044	5,886	5,451	5,280	5,017	6,490	0	0	0	0	0	39,374
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	105	129	130	136	120	152	137	0	0	0	0	0	909
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	152	137	0	0	0	0	0	911
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	101	91	101	103	55	84	108	0	0	0	0	0	643
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	211	181	223	213	223	186	250						1,487
Community Engagement	6	3	7	9	6	8	9						48
Non-Library District	11	27	25	33	13	12	13						134
Exams Proctored	20	19	20	20	12	24	29						144
MAP Passes	NA	NA	NA	NA	73	100	134						307
Rover Bookmobile Stops	5	3	12	9	10	11	11						61
Total	253	233	287	284	337	341	446	0	0	0	0	0	2,181
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	3,120	3,058						22,386
Community Engagement	74	30	289	342	92	558	188						1,573
Non-Library District	64	270	201	250	225	129	84						1,223
Drop-In Room Use (Adriance)	111	102	104	127	131	117	108						800
Rover Bookmobile	86	33	324	189	264	593	333						1,822
Total	2,650	2,702	5,758	4,794	3,612	4,517	3,771	0	0	0	0	0	27,804
GENERAL ATTENDANCE (2025)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,927	12,257	15,703	14,785	13,506	13,339	15,393	0	0	0	0	0	98,910
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	0	0	0	0	0	72,913
Sadie Peterson Delaney	193	143	203	166	143	172	324	0	0	0	0	0	1,344
Total - 2025	24,616	21,692	27,079	25,486	24,394	22,837	27,063	0	0	0	0	0	173,167
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	13,248	15,237	12,989	12,113	169,124
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	12,984	8,832	131,298
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	213	143	2,898
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	25,227	23,221	32,571	26,186	21,088	303,320



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services

Time Period of Report: July 2025

Focus Activity: CEC Camp Visits

Intended Outcome(s) of Focus Activity: To introduce new users to the Library and its resources and programs

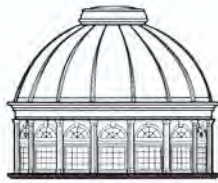
Manager Observations of Activity and Outcomes: Each year the Christ Episcopal Church on Carroll Street sponsors a 6 week non-sectarian camp for children within the community ages 6 - 10. This year, the head counselor reached out to the Library to arrange a series of three, one hour visits to the Library during their camp session.

The visits consist of about 40 campers and their counselors attending the children's room for one hour. The first visit included a talk about the Library and its programs for children their age, how to get a library card, and books they like to read. Afterwards, children explored the collection, did crafts, Legos and puzzles.

Impact of Activity: This program supports the youth outreach mission of having new users visit the Library to learn about and engage in materials appropriate for their age, as well as learn about the role of the Library in their community and lives.

The group was engaged during their time here and are excited for their next visit.

Date of Report: 7/29/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Borrower & Technical Services

Time Period of Report: July 2025

Focus Activity: Staffing and time off

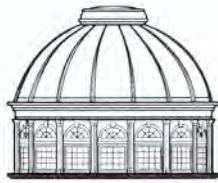
Intended Outcome(s) of Focus Activity: Fully staffing circulation desks at all three (3) branches and the bookmobile

Manager Observations of Activity and Outcomes: Staffing the circulation desks at Adriance, Boardman, Sadie Peterson Delaney, and Rover is an important job as the Borrower Services staff are often the first face patrons and visitors see when they enter our branches. It was a busy month balancing full coverage with giving staff time off for relaxation or illness. The staff who focus on scheduling for our large department work very hard to make sure we can provide consistent customer service throughout the district and also deal with planned and unplanned requests for time off.

We said goodbye to a part-time clerk and welcomed a seasonal employee, who we shared with the Reference & Adult Services' Local History Room. We're looking forward to and planning for new staff.

Impact of Activity: The Borrower & 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: 8/8/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer

Department: Information Technology

Time Period of Report: 07/01/2025 -07/31/2025

Focus Activity: IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of av equipment. Progress continued on multiple infrastructure upgrades, including the phone system, fiber network move, and public service hardware. Additional efforts included managing high-demand hotspot devices, expanding security camera coverage, and planning the replacement of outdated registers at branch locations.

Intended Outcome(s) of Focus Activity: Ensure all programs and events run without technical issues, enhancing patron experience.

Begin implementing a new phone system to improve call quality, reliability, and staff communication.
Upgrade network infrastructure by bringing fiber directly into the building, increasing speed and enabling faster troubleshooting.

Maintain service subscriptions and troubleshoot hotspot circulation for patrons.
Improve building safety and monitoring by increasing camera coverage in previously unmonitored areas.
Replace outdated registers to improve transaction speed, reliability, and staff efficiency.

Manager Observations of Activity and Outcomes: Throughout the month, IT successfully supported all scheduled programs requiring av assistance, often responding to last-minute changes quickly. The phone upgrade planning phase has been productive. The network upgrade project is expected to have a significant impact on service speed and reliability once completed. Hotspot usage continues to be high, requiring regular device management. Installation of three new security cameras has already improved monitoring capabilities, particularly in previously low-visibility areas. Register upgrades at Adriance and Boardman are progressing, with the expectation that staff will notice immediate improvements once installed.

Impact of Activity:

- Presenter satisfaction due to helpful technical support.
- Enhance features and simpler management from the planned phone system upgrade.
- Improved internet performance and support capabilities with the fiber upgrade.
- Greater security and peace of mind for staff and patrons through expanded camera coverage.
- Faster and more reliable transactions at public service desks with upgraded registers.

Date of Report: 8/11/2025

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 upon the recommendation of the Library Director.

Pending Personnel Actions

Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Bruce Sullivan	Network Analyst (PT)	Probationary Appointment	9/1/2025	\$41.36/hr
Diana Carroll	Page (PT)	Resignation	8/18/2025	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 _____

Result of Action

In Favor _____
 Against _____
 Abstaining _____

Record of Vote

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

New Business Fact Sheet

Approval of New Policy Modification: Online Banking

Recommended By

Board Development & Policy Committee

Current Situation

The Library District already utilizes online banking for the purposes of payroll and is now proceeding to implementing online banking for A/P payments. All of this activity should be authorized by policy.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed Policy #2113 – Online Banking, as reflected in PPLD Document #082725 - 5A.

Motion

Moved _____

Seconded _____

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

Eagleton

☐☐

Fana

☐☐

Ferrer

☐☐

Fitzgibbons

☐☐

McPhee

☐☐

Newman

☐☐

Nichols

☐☐

Nurre

☐☐

Ryan

☐☐

Sciacca

☐☐

Spuhler

☐☐

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.
- 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
Approval of Operating Schedule Modification

Recommended By

Library Director

Current Situation

The Library District is typically very quiet on December 26 and this year with it falling on a business day on which we will not have evening hours, the recommendation is to grant one (1) additional paid holiday to all staff on December 26, 2025. This is a non-precedent setting action and time will be granted in accordance with current provisions in the collective bargaining agreement.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the granting of one (1) additional paid holiday to staff on December 26, 2025, and that the Library District will be closed. This is a non-precedent setting action.

Motion

Moved _____
Seconded _____

Record of Vote

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

New Business Fact Sheet

Authorization to Sign Contract: HR Consultant Services

Recommended By

President

Current Situation

The Board of Trustees has previously been advised on the ongoing recruitment of a consultant to address Library District organizational and HR issues. The proposed contract is the result of the selection of the President, Planning Committee Chair, and the Library Director.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Library Director and the President to sign the agreement with Carol Gordon Consulting LLC of Rhinebeck, NY as detailed in attached PPLD Document #082725 – 7A for an amount not to exceed \$18,000 and funded partially with a \$10,000 grant from the Dyson Foundation with the balance being funded from the Library District's General Fund.

Motion

Moved _____

Seconded _____

Record of Vote

Trustee

Yes

No

Abstain

Blazek

☐
☐
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Eagleton

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Fana

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Ferrer

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Fitzgibbons

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McPhee

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Newman

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Nichols

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Nurre

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Ryan

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Spuhler

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Organizational Assessment Consulting Agreement for Poughkeepsie Public Library District

This Agreement is entered into as of the 4th day of August, 2025, between the Poughkeepsie Public Library District (PPLD), Poughkeepsie, NY 12601 and Carol Gordon Consulting LLC, Rhinebeck, NY 12572.

Independent Contractor - Subject to the terms and conditions of this Agreement, The PPLD hereby engages Carol Gordon Consulting LLC as an independent Contractor, not as a subcontractor, agent or employee of the PPLD, to perform the services set forth herein, and the Contractor hereby accepts such engagement. As an independent Contractor, Carol Gordon agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation by the PPLD. The Contractor shall have no claim against the PPLD hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

Carol Gordon of Carol Gordon Consulting LLC will collaborate closely with senior leadership to conduct an organizational assessment, as detailed in the proposal submitted on April 9, 2025. This project will involve creating a customized survey, holding various discussions and meetings, analyzing the findings, and providing recommendations for adjustments and alignment. The final report will be presented to the Board of Trustees.

Term - This engagement shall commence on August 25, 2025 and anticipated to be completed by December 1, 2025.

Note: Most assessment projects take approximately 3-4 months. Variables depend on the complexity, data quantity, data quality, client and stakeholders' responsiveness, and the plan's clarity. The method is a collaborative but deliberate process based on transparency, trust, and accountability between the Consultant and Leadership of the organization.

Compensation – PPLD will pay Carol Gordon Consulting LLC a fee in the amount of \$18,000.00 in three installments. Installment one of \$8,000.00 upon execution of the agreement; installment two in the amount of \$5,000.00 payable on October 1, 2025; installment three in the amount of \$5,000.00 payable on November 1, 2025.

Confidentiality - The Contractor acknowledges that during the engagement she will have access to and become acquainted with information, records and specifications owned or licensed by the PPLD in connection with the operation of its business including, without limitation, the PPLD business, accounts and procedures. The Contractor agrees that she will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the PPLD.

Conflicts of Interest - The Contractor represents that she is free to enter into this Agreement, and that this engagement does not violate the terms of any agreement

between the Contractor and any third party. The Contractor shall disclose to the PPLD if she performs related or similar services for other parties during the term of this Agreement.

Successors and Assigns - All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and her respective heirs, if any, successors, and assigns.

Choice of Law; Arbitration - The laws of the State of New York shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto. Any controversies arising out of the terms of this Agreement or its interpretation shall be settled in Dutchess County, New York.

Waiver - Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

Assignments; Amendment - The Contractor shall not assign any of her rights under this Agreement, or delegate the performance of any of her duties hereunder, without the consent of the PPLD. It is acknowledged that the Contractor has administrative support that assists her with her clients. No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

Notices - Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested.

Entire Understanding - This document shall constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

This agreement is dated August 4, 2025 and signed by:

Carol Gordon

Moir Fitzgibbons
President, Board of Trustees
Poughkeepsie Public Library District

President & CEO
Carol Gordon Consulting LLC

Tom Lawrence, Library District Director
Poughkeepsie Public Library District

New Business Fact Sheet

Approval of Surplus Property Declaration: 2009 Ford Van

Recommended By Finance Manager**Current Situation** The Library District, with the support of the Friends of the Library District, recently purchased a new van. The Board of Trustees needs to take action to declare the old van as surplus in order for use to dispose of it in a manner which is compliant with Library District policy.**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District declares the 2009 Ford Van (VIN #1FTNE24W29DA06809) and authorizes its disposal in accordance Library District Policy #2104 – Disposal of Goods.**Motion**

Moved _____

Seconded _____

Record of Vote

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