



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, September 24, 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: Nichols 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. August 27, 2025 (*Lawrence; #092425 – 1*)
- V. Financial Report(s)
 - A. August 2025 (*Gillis; #092425 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #092425 – 2.1; to be posted prior to meeting*)
- VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #092425 – 3.0.X*)
 - B. President's Report (*Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; #092425 – 3.3.X, if applicable*)
 - D. Friends of PPLD (*Vazquez*)
- VII. Board Action
 - A. Personnel Actions (*Lawrence; #092425 – 4; to be posted prior to meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Policies: #1103 – Parking, #1202 - Materials Posting; #2108 – Signatures, #2114 – Reserve Funds (*McPhee, Eagleton; #092425 – 5*)
- VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs

Adjournment

NEXT MONTH'S SCHEDULED MEETING

Regular Monthly Meeting: Wednesday, October 22, 2025; 7:00 p.m.

Charwat Meeting Room – Adriance Memorial Library (Warrant Review: Fitzgibbons and Sciacca)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of August 27, 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

- Jeffrey Giancarlo
- David Rudin

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

- **Call to Order:** At 7:09 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Newman arrived at 7:12pm.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Eagleton, Sciacca.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. July 23, 2025 (PPLD Document #082725 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of July 23, 2025.
- **Moved/Seconded:** McPhee, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. July 2025 Financial Activity Report (PPLD Document #082725 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** Gillis reported on the Effron Annual Grant and the Capital Fund. Lawrence reported on the Slonaker & Levinson trusts.
- **VOTE:** 9 – 0 – 0
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept a \$10,000 check from the Dyson Foundation to offset the cost of the organizational assessment; a \$1,000 check

from Barbara Haymann-Diaz for the Parent/Child Workshop; and a \$315 check from the Stonebridge Book Club for new fiction books. The checks will be deposited into the Special Revenue Fund.

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Gillis requested the motion. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #082725 – 2.1)

- **Motion:** 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

Vouchers 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

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #082725 – 3)

- Lawrence reported on: phone upgrade; Internet upgrade; archival requests and related challenges; insurance evaluation; towing vehicles; payroll certification; James Patterson on Sept. 30; Staff Development Day; Jewish programming; Big Read; Laurie Halse Anderson; Jeff Shaara; Jewel Geissinger-Ratzlaff.
- Vredenburg spoke about: Teacher Workshop for the Big Read; Computer classes at SPD; Kwanza celebration at SPD; The Hidden History of Slavery in NY documentary by Larry Epstein; Golden Gathering; Rover Lobby stop at The Pines; Shannon Butler talks at the Town Senior Center, the Office of the Aging, and The Pines.

B. President's Report: None.

C. Board Committee Reports: None.

D. Friends of PPLD: President Vazquez reported on: July sales; August sale – Economics, Money, Business & Children; Sept. sale – Military & classical CDs; not accepting donations this week; Bookstore anniversary; Holiday sale; Arlington Fair; Golden Gathering; Suzanne Christensen; donation to Hospice; and CPR classes.

VII. Board Action

A. Personnel Actions: (PPLD Document #082725 – 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
Bruce Sullivan	Network Analyst (PT)	Probationary Appointment	9/1/2025	\$41.36/hr
Diana Carroll	Page (PT)	Resignation	8/18/2025	N/A

- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** Lawrence requested permission to hire a part time Library Clerk before the next meeting and requested that the Board approve it after the fact.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of New Policy Modification: Online Banking (PPLD Document #082725 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** Gillis explained the need for the policy to safeguard online banking.
- **VOTE:** 9 – 0 – 0

2. Approval of Operating Schedule Modification (PPLD Document #082725 – 6)

- **Motion:** 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.
- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

3. Authorization to Sign Contract: HR Consultant Services (PPLD Document #082725 – 7)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** President Fitzgibbons explained the agreement.
- **VOTE:** 9 – 0 – 0

4. Approval of Surplus Property Declaration: 2009 Ford Van (PPLD Document #082725 – 8)

- **Motion:** 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 with applicable law.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** Gillis explained the need to dispose of the van at public auction.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. **Board Comment:** None.

B. **Public Comment:** None.

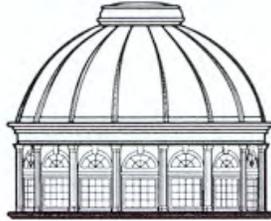
Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Sciacca, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:09 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 24, 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 August 2025 Financial Activity

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

General Fund (Fund A; \$4,513,232)

- Receipts for the month totaled \$108,731 which included \$1,473 in library charges, \$7,640 in interest, and donations from the Friends of the Poughkeepsie Public Library District totaling \$71,062 for the new van and programming support.
- Disbursements for the month totaled \$802,582 which included \$602,629 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$291,859
 - McCalley Fund 52,000
 - Swartz Fund 103,718

Special Revenue Fund (Fund CM; \$799,586)

- Receipts for the month totaled \$19,503 which included \$5,299 in interest, a \$10,000 grant from the Dyson Foundation, and \$1,315 in donations.
 - The receipts for the month also reflect a net increase of \$2,889 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; \$35,289)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 527

Permanent Funds (Fund PN; \$501,735)

- 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 \$2,786
 - Levinsohn Trust 1,004
 - Wojtecki Trust 383,355
 - Schwartz Fund 11,259
 - Lamont Fund 50,201
 - Dobo Fund 37,253

Debt Service Fund (Fund V; \$497,728)

- Receipts for the month included interest of \$1,658.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
August 2025

Budget Transfer, Journal 98

Revenue	Increase	Decrease
Total	\$ -	\$ -

Expense	Increase	Decrease
Professional Services: Human Resources A55000 54370	\$ 18,000.00	
Support Staff Salaries A00000 51420		\$ 18,000.00
Total	\$ 18,000.00	\$ 18,000.00

Organizational assessment consultancy by Carol Gordon

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT AUGUST 2025

FOR 2025 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,194,996	3,418,790.90	399,676.76	1,506,077.04	270,128.06	94.8%
22 Equip & Capital Outl	77,250	75,250	29,618.70	4,138.39	407.34	45,223.96	39.9%
30 Materials	567,250	609,788	345,831.65	29,267.44	35,285.58	228,670.77	62.5%
32 Information Services	72,728	94,433	17,550.55	.00	.00	76,882.45	18.6%
50 Operations	1,626,682	1,827,712	950,309.85	166,547.10	352,182.03	525,220.12	71.3%
51 Automation	126,724	126,724	61,505.17	.00	13,470.14	51,748.69	59.2%
91 Employee Benefits	2,594,562	2,664,205	1,851,064.57	202,952.43	411,875.94	401,264.49	84.9%
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	7,290,071.39	802,582.12	2,319,298.07	2,325,876.54	80.5%

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

WARRANT: 20250815 08/15/2025

DUE DATE: 08/15/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A00000	General Fund Expen A .7410.000.00.54350 .	Cont Ed: Regional & Na	385.79	8,802.46
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: Bld	681.22	61,388.20
A	A20000	Building Services A .7410.200.00.54523 .	Grounds Maintenance	1,200.00	4,239.57
A	A20000	Building Services A .7410.200.00.54693 .	Operations: Trash Coll	755.41	208.37
A	A20000	Building Services A .7410.200.00.54710 .	Vehicle Operations	168.26	1,765.11
A	A20300	Greene Services A .7410.203.02.54694 .C814	Operations: Bookmobile	520.00	1,865.00
A	A30000	Advancement Servic A .7410.300.00.54371 .	Software: Advancement	1,013.70	13,226.18
A	A45000	Youth Services A .7410.450.00.54292 .	PRG Youth Services	1,789.28	4,390.02
A	A50000	Finance Office A .7410.500.00.54530 .A204	Rent: Staff Parking Ci	109.08	2,691.04
A	A50000	Finance Office A .7410.500.00.54530 .A222	Rent: Staff Parking 96	1,100.00	-55.00
A	A50000	Finance Office A .7410.500.00.54530 .A224	Rent: Pok. Journal Arc	1,147.68	261.27
A	A50000	Finance Office A .7410.500.00.54560 .	Insurance: Liability U	1,314.00	-1,314.00
A	A50000	Finance Office A .7410.500.00.54561 .	Insurance: Volunteer A	300.00	100.00
A	A50000	Finance Office A .7410.500.00.54580 .	Insurance: Cyber Secur	3,960.00	1,040.00
A	A50000	Finance Office A .7410.500.00.54694 .	Operations: General	675.00	-540.00
A	A50000	Finance Office A .7410.500.00.59060 .	Medical Insurance	132,671.55	-63,224.71
A	A71000	Adriance Memorial A .7410.710.00.54310 .	Telephone Adriance	1,010.67	58.50
A	A71000	Adriance Memorial A .7410.710.00.54320 .	Internet Adriance	2,350.37	-1,543.88
A	A71000	Adriance Memorial A .7410.710.00.54320 .A235	Internet Adriance Hot	1,210.27	386.12
A	A71000	Adriance Memorial A .7410.710.00.54500 .	Fuel & Utilities ADR	11,821.81	2,084.00
A	A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone Boardman	158.57	724.00
A	A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Boardman	2,032.82	-2,713.08
A	A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities BRD	4,756.12	197.31
A	A74000	Sadie Peterson Del A .7410.740.00.54320 .	Internet SPD Branch	165.00	-352.78
A	A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	Internet SPD Branch (G	1,576.37	54.32
A	A74000	Sadie Peterson Del A .7410.740.00.54530 .A203	Rent: SPD Branch (Gree	3,999.18	595.89
			FUND TOTAL	176,872.15	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20250828 08/27/2025
 DUE DATE: 08/27/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,505.01	
A	A00000	General Fund Expenses	A .7410.000.00.52800 .	FF&E General	4,049.06	18,308.64
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	402.20	13,016.45
A	A00000	General Fund Expenses	A .7410.000.00.54330 .	Postage Bulk	183.52	2,086.90
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed: Local	2,500.00	-100.10
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed: Webinar	1,529.10	-330.00
A	A00000	General Fund Expenses	A .7410.000.00.54380 .	Membership Dues	402.50	52.50
A	A10000	Administration	A .7410.100.00.54340 .	PR & Printing	2,000.00	11,489.39
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	CLSA Books - Digital	2,266.97	-2,634.54
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	1,271.52	9,155.59
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	1,993.09	52,847.20
A	A20000	Building Services	A .7410.200.00.54390 .	RR&M General	1,200.00	3,075.38
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance	342.54	4,239.57
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP	2,578.00	21,835.43
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	8,062.35	29,160.93
A	A20300	Greene Services	A .7410.203.02.54292 .	PRG Greene	11,131.97	12,248.05
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 .	PRG Advancement	225.00	1,775.00
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read	51,163.80	28,700.07
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement	19.16	2,259.31
A	A30000	Advancement Services	A .7410.300.00.54330 .	Postage Bulk Mailing	6,688.54	6,400.33
A	A30000	Advancement Services	A .7410.300.00.54340 .	Public Relations & Ma	13,185.93	6,486.71
A	A30000	Advancement Services	A .7410.300.00.54371 .	Software: Advancement	124.00	13,187.18
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	1,700.56	745.63
A	A41000	Adult Services	A .7410.410.00.54292 .A125	PRG MAP Passes	1,000.00	2,230.42
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish	300.00	3,801.95
A	A41000	Adult Services	A .7410.410.00.54371 .	Software: Adult Svcs	2,750.00	2,159.00
A	A42000	Technical Services	A .7410.420.00.54300 .	Supplies: Technical S	1,725.13	2,541.87
A	A43000	Borrower Services	A .7410.430.00.54370 .	Professional Fees-Bor	550.00	-550.00
A	A44000	Collection Services	A .7410.440.00.54100 .	Books	959.17	42,530.05
A	A44000	Collection Services	A .7410.440.00.54100 .A211	Books: Digital	7,526.48	42,207.09
A	A44000	Collection Services	A .7410.440.00.54110 .	Video & Films	1,130.32	16,852.07
A	A44000	Collection Services	A .7410.440.00.54110 .A211	Video & Films: Digita	6,404.53	31,029.94
A	A44000	Collection Services	A .7410.440.00.54120 .	Music & Audio	2,267.12	13,700.63
A	A44000	Collection Services	A .7410.440.00.54370 .	Professional Services	466.00	2,129.10
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	1,278.72	3,601.84
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	266.50	2,183.62
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner	1,345.32	0.00
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	692.29	-900.00

Report generated: 08/27/2025 10:57:48
 User: Wendy Berger (wberger)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse	5,513.00	1,392.78
A	A55000	Human Resources Offic	A .7410.550.00.54370 .	Professional Svcs: HR	8,000.00	0.00
A	A55000	Human Resources Offic	A .7410.550.00.54371 .	Software: Human Resou	548.55	-10,808.20
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	89.33	1,165.32
A	A60000	Information Tech	A .7410.600.00.54320 .A248	Internet Comm. WiFi (176.25	340.00
A	A60000	Information Tech	A .7410.600.00.54371 .	Software: IT	160.00	13,957.41
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	13.61	2,102.79
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	396.50	2,126.16
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance	27.35	58.50
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	254.00	1,905.10
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	20.08	197.31
FUND TOTAL					162,353.24	
WARRANT SUMMARY TOTAL					162,353.24	
GRAND TOTAL					162,353.24	

CAPITAL FUND YEAR-TO-DATE
EXPENSE REPORT AUGUST 2025

FOR 2025 08

	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	1,915,852.15	33,247.50	27,261.60	-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	9,119,057.12	33,247.50	27,261.60	-1,391,436.26	117.9%

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

ACCOUNTS PAYABLE WARRANT REPORT 20250827

Warrant Summary

WARRANT: 20250827 08/27/2025
 DUE DATE: 08/27/2025

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 AUGUST 2025

FOR 2025 08

	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	17,563.66	1,473.42	7,436.34	70.3%
42401 Interest Earnings	50,000	50,000	65,213.03	7,639.64	-15,213.03	130.4%
42705 Donations	175,000	205,104	153,585.46	71,140.73	51,518.54	74.9%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	54,655.28	6,831.91	27,327.72	66.7%
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	60,654.12	.00	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	21,645.00	21,645.00	2,261.00	90.5%
45031 Transfers In	729,432	714,367	271,200.62	.00	443,166.38	38.0%
GRAND TOTAL	11,864,613	11,926,939	10,979,367.83	108,730.70	947,571.17	92.1%

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

Poughkeepsie Public Library District



BALANCE SHEET FOR 2025 8

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	1,768.01	8,912.79
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-646,727.61	2,790,509.25
A	12040	Credit Card Transactions	-80.43	1,253.03
A	12051	Flex 125 Money Market	834.46	6,566.19
A	12100	Petty Cash	77.78	16,206.24
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	618.39	291,859.37
A	12400	Cash Special Reserve: Swartz	219.76	103,718.22
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	41,062.29	1,261,778.84
TOTAL ASSETS			-602,227.35	4,513,231.74
LIABILITIES				
A	26000	Accounts Payable	379.28	-11,570.95
A	26020	Flex125 Exchange	-822.22	-5,932.97
A	26021	Benefits Exchange	307.88	11,454.79
A	26030	General Fund Exchange	-50.00	142.87
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-39,812.29	2,938.25
A	26370	State Retirement Accrual	-52,176.72	-324,087.03
TOTAL LIABILITIES			-92,174.07	-326,967.04
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,926,939.00
A	35210	Encumbrances (+ PYCF)	-599,907.35	2,363,196.72
A	35220	Expenditures (+ PYCF)	803,132.12	7,427,121.39
A	38210	Encumbrance Reserve (+ PYCF)	599,907.35	-2,363,196.72
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	476,782.26
A	39110	Fund Balance Start of Year	.00	-364,427.26
A	39600	Appropriations (+ PYCF)	.00	-11,990,714.94
A	39800	Revenues Received	-108,730.70	-10,979,367.83
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			694,401.42	-4,186,264.70
TOTAL LIABILITIES + FUND BALANCE			602,227.35	-4,513,231.74

BALANCE SHEET FOR 2025 8

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	-15,383.64	704,675.32
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	34,886.94	94,635.38
	TOTAL ASSETS		19,503.30	799,585.78
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	.00	271,200.62
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	128,194.05
CM	39800	Revenues	-19,503.30	-578,789.58
	TOTAL FUND BALANCE		-19,503.30	-179,394.91
	TOTAL LIABILITIES + FUND BALANCE		-19,503.30	-799,585.78

BALANCE SHEET FOR 2025 8

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	527.44
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	41,062.29	34,635.79
	TOTAL ASSETS		41,063.41	35,289.18
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	-74,309.79	-165,655.50
	TOTAL LIABILITIES		-74,309.79	-165,655.90
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	-33,247.50	27,261.60
H	35220	Expenditures	33,247.50	107,557.29
H	38210	Reserve For Encumbrances	33,247.50	-27,261.60
H	39110	Fund Balance Unreserved	.00	22,818.14
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.12	-8.71
	TOTAL FUND BALANCE		33,246.38	130,366.72
	TOTAL LIABILITIES + FUND BALANCE		-41,063.41	-35,289.18

BALANCE SHEET FOR 2025 8

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12000	Cash	-91,244.65	-91,244.65
PN	12011	CD Slonaker Trust	2,786.19	5,557.67
PN	12012	Lamont Fund	50,201.41	100,201.41
PN	12013	Levinsohn Trust	1,004.02	2,007.54
PN	12014	Wojtecki Trust	2,889.44	383,335.09
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	37,253.03	74,300.84
PN	13910	Due from other funds	.00	16,611.74
	TOTAL ASSETS		2,889.44	501,734.55
LIABILITIES				
PN	26300	Due to other funds	-2,889.44	-22,916.70
	TOTAL LIABILITIES		-2,889.44	-22,916.70
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
	TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE		-2,889.44	-501,734.55

BALANCE SHEET FOR 2025 8

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	1,657.78	782,419.23
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		1,657.78	497,727.78
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	-1,657.78	-9,941.55
	TOTAL FUND BALANCE		-1,657.78	-180,489.30
	TOTAL LIABILITIES + FUND BALANCE		-1,657.78	-497,727.78



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – SEPTEMBER 2025

Significant Service Changes, Challenges or Accomplishments

- The Library District's work with HR consultant Carol Gordon continues. On September 9, she attended a meeting of the Administrative Council. The Council typically meets monthly to discuss issues related to the Library District, in general, and those of an inter-departmental nature. The meeting was followed up by a survey after which she will have individual phone interviews with each member of the Council.
- As I had previously shared with you, the Library District Middle School Battle of the Books team earned first place in the regional battle in September. Congratulations to Youth Services Librarian Jolie Hamer-Conroy for coaching the team to victory!
- After an uneventful few months, there seems to be an uptick in the number of Incident Reports regarding patron behavior. Security staff are handling the situations and calling local police, as needed.
- We have been working with Dutchess County Civil Service on the reclassification of Library Director III to Library Director IV as well as the creation of the Human Resources Specialist job specification. The latter is in recognition of the learned experience that the Personnel Administrator specification does not have the full range of HR responsibilities desired nor the education and experience deemed necessary for the job. We are in the hopes that this new position could be hired through the NY Helps program, which would allow for a non-competitive appointment. The salary range for this new, higher level HR function has yet to be discussed by the Personnel Committee.

Service and Program Highlights

- Enthusiasm for the 2025 Big Read continues to grow. Development Officer Michele Muir continues to manage this program and is coordinating all the moving parts to it.
- Staff are working on the launch of the Dolly Parton Imagination Library project for the early childhood residents of the Library District. If all goes to plan, we hope for at least a soft launch in late October.
- See attached manager reports for recent activity.

Outreach and Professional Development

- This is your [nearly final] 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: HVAC work has been completed. We are scheduling tree removal from the rock outcroppings on the west wide of the parking lot.
- Adriance: All HVAC work on the chillers has been completed. Next up is the upgrade to the software that manages the entire system.

Staffing

- See Personnel Actions, if applicable.

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

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	Aug	% of Total	YTD	% of Total	Aug	% of Total	YTD	% of Total	Change	% Change	Aug	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,943	31.07%	49,619	28.82%	6,853	29.02%	49,411	27.93%	208	0.42%	7,029	27.69%	46,910	26.41%	2,709	5.77%
Adult Non-Fiction	3,358	15.03%	28,313	16.45%	3,789	16.05%	29,726	16.80%	-1,413	-4.75%	3,661	14.42%	29,708	16.73%	-1,395	-4.70%
Fiction - Juvenile	6,598	29.53%	49,432	28.72%	6,935	29.37%	48,921	27.66%	511	1.04%	7,445	29.33%	47,518	26.75%	1,914	4.03%
Non-Fiction - Juvenile	1,251	5.60%	11,929	6.93%	1,412	5.98%	11,973	6.77%	-44	-0.37%	1,513	5.96%	11,962	6.73%	-33	-0.28%
Periodicals	172	0.77%	1,141	0.66%	115	0.49%	1,388	0.78%	-247	-17.80%	161	0.63%	1,330	0.75%	-189	-14.21%
Periodicals - Juvenile	17	0.08%	209	0.12%	43	0.18%	289	0.16%	-80	-27.68%	32	0.13%	195	0.11%	14	7.18%
Print Subtotal	18,339	82.07%	140,643	81.70%	19,147	81.09%	141,708	80.11%	-1,065	-0.75%	19,841	78.16%	137,623	77.48%	3,020	2.19%
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	5	0.02%	41	0.02%	7	0.03%	23	0.01%	18	78.26%	7	0.03%	37	0.02%	4	10.81%
Soundrecordings	437	1.96%	3,345	1.94%	453	1.92%	3,661	2.07%	-316	-8.63%	515	2.03%	4,461	2.51%	-1,116	-25.02%
Videorecordings	2,719	12.17%	22,332	12.97%	3,169	13.42%	25,798	14.58%	-3,466	-13.44%	3,897	15.35%	29,172	16.42%	-6,840	-23.45%
Media	1	0.00%	26	0.02%	0	0.00%	39	0.02%	-13	0.00%	2	0.01%	9	0.01%	17	0.00%
Software	10	0.04%	74	0.04%	31	0.13%	128	0.07%	-54	-42.19%	8	0.03%	66	0.04%	8	12.12%
Equipment/Realia	68	0.30%	482	0.28%	45	0.19%	541	0.31%	-59	-10.91%	61	0.24%	446	0.25%	36	8.07%
Suppressed Items	78	0.35%	298	0.17%	41	0.17%	220	0.12%	78	35.45%	43	0.17%	175	0.10%	123	70.29%
Videorecordings - Juvenile	387	1.73%	2,976	1.73%	485	2.05%	3,005	1.70%	-29	-0.97%	584	2.30%	3,406	1.92%	-430	-12.62%
Audiorecordings - Juvenile	25	0.11%	237	0.14%	37	0.16%	275	0.16%	-38	-13.82%	42	0.17%	550	0.31%	-313	-56.91%
Media - Juvenile	255	1.14%	1,606	0.93%	183	0.77%	1,377	0.78%	229	16.63%	211	0.83%	1,188	0.67%	418	35.19%
Software - Juvenile	21	0.09%	83	0.05%	15	0.06%	115	0.07%	-32	-27.83%	16	0.06%	88	0.05%	-5	-5.68%
Non-Print Subtotal	4,006	17.93%	31,500	18.30%	4,466	18.91%	35,182	19.89%	-3,682	-10.47%	5,386	21.22%	39,598	22.29%	-8,098	-20.45%
Total	22,345		172,143	100.00%	23,613		176,890		-4,747	-2.68%	25,386		177,615		-5,078	-3.08%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2025

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,894	19,732	22,217	22,067	20,967	20,372	23,523	22,415	0	0	0	0	172,187
Digital Content	12,172	10,843	12,423	12,285	12,283	12,048	11,720	13,389	0	0	0	0	97,163
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	35,804	0	0	0	0	269,350
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	3,335	0	0	0	0	27,787
Boardman Road	2,437	2,114	2,407	2,162	2,220	2,117	2,346	2,015	0	0	0	0	17,818
Sadie Peterson Delaney	94	62	88	71	57	74	88	60	0	0	0	0	594
Total	6,402	5,653	6,140	5,691	5,645	5,326	5,932	5,410	0	0	0	0	46,199
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	905	860	936	814	719	818	682	717	0	0	0	0	6,451
Boardman Road	26	79	77	110	53	130	136	92	0	0	0	0	703
Sadie Peterson Delaney	47	36	63	52	33	56	105	87	0	0	0	0	479
Spanish Language Assistance	49	39	70	17	3	8	3	3	0	0	0	0	192
Total	1,027	1,014	1,146	993	808	1,012	926	899	0	0	0	0	7,825
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	9,048	0	0	0	0	53,805
Calendar Hits - Library Market	13,759	16,955	13,696	16,439	17,116	17,140	12,758	23,073	0	0	0	0	130,936
Calendar Hits - Recite Me	433	337	410	267	306	321	272	397	0	0	0	0	2,743
Website Views	35,900	33,590	44,409	30,678	33,469	32,966	34,932	37,056	0	0	0	0	283,000
Total	53,908	55,617	68,812	55,441	58,075	54,020	55,037	69,574	0	0	0	0	470,484
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	4,147	0	0	0	0	31,980
Boardman Road	1,644	1,331	1,677	1,479	1,714	1,530	1,913	1,581	0	0	0	0	12,869
Sadie Peterson	40	40	46	21	20	36	50	29	0	0	0	0	282
Total	6,206	5,044	5,886	5,451	5,280	5,017	6,490	5,757	0	0	0	0	45,131
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	105	129	130	136	120	152	137	121	0	0	0	0	1,030
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	121	0	0	0	0	1,032
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	101	91	101	103	55	84	108	122	0	0	0	0	765
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	211	181	223	213	223	186	250	189					1,676
Community Engagement	6	3	7	9	6	8	9	13					61
Non-Library District	11	27	25	33	13	12	13	16					150
Exams Proctored	20	19	20	20	12	24	29	23					167
MAP Passes	NA	NA	NA	NA	73	100	134	168					475
Rover Bookmobile Stops	5	3	12	9	10	11	11	14					75
Total	253	233	287	284	337	341	446	423	0	0	0	0	2,604
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	2,607					24,993
Community Engagement	74	30	289	342	92	558	188	682					2,255
Non-Library District	64	270	201	250	225	129	84	122					1,345
Drop-In Room Use (Adriance)	111	102	104	127	131	117	108	125					925
Rover Bookmobile	86	33	324	189	264	593	333	824					2,646
Total	2,650	2,702	5,758	4,794	3,612	4,517	3,771	4,360	0	0	0	0	32,164
GENERAL ATTENDANCE (2025)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,927	12,257	15,703	14,785	13,506	13,339	15,393	14,468	0	0	0	0	113,378
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	0	0	0	0	83,108
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	0	0	0	0	1,621
Total - 2025	24,616	21,692	27,079	25,486	24,394	22,837	27,063	24,940	0	0	0	0	198,107
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: August 2025

Focus Activity: Outreach Events in the Community

Intended Outcome(s) of Focus Activity: Reaching new families in the community to inform them about the programs and resources for young children at the Library branches.

Manager Observations of Activity and Outcomes: This past August we reached a large number of families at a variety of events, specifically the city of Poughkeepsie's annual National Night Out event at the Civic Center Plaza and a new event, Titusville and Overlook School's combined Back to School family event held at Titusville Intermediate School.

National Night Out is held annually on the first Tuesday evening of August. This year Youth Services staff Isabel and Megan represented the Library by tabling along with other community organizations. They served over 200 people providing them with information about the Library, its resources and programs, as well as gave away bookmarks, coloring sheets and other activities. They reported that the energy at the event was "vibrant and joyful and people were happy to see the Library at the event."

A second large event was the Family Back to School Night for Overlook and Titusville students held at Titusville Elementary School. Library staff Omar, Susan, Megan and Alison represented the Library indoors with a table of information and giveaways, and outside, with Rover. Several library cards were issued as well as books checked out from Rover. Staff interacted with 186 plus people who were interested in the Library's offerings.

Impact of Activity: Both activities were highly successful in meeting the Library's outreach goal of engaging people in the community by informing them about the Library's programs and resources.

I'd also like to underscore the fact that outreach events take a team of people to prepare and deliver efficient and professional service.

From the PIOs who create program fliers to hand out, to the maintenance workers and Rover drivers who deliver a variety of equipment and supplies and set them up, to the youth services staff who communicate about our programs and answer questions, and translate for Spanish speaking attendees, to our circulation staff who trouble shoot the technology, check out books and create new cards - each person is integral, and I applaud my co-workers for their excellent teamwork and enthusiastic spirit!

Date of Report: 8/29/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer Network Analyst

Department: Information Technology

Time Period of Report: August 2025

Focus Activity: IT supported multiple library programs with A/V needs. Progress was made on phone system conversion, register deployment, fiber relocation, and Microsoft 365 migration planning. Work also addressed hotspot connectivity issues and the public address system failure.

Intended Outcome(s) of Focus Activity: Outcomes in the following:

- Ensure smooth technical support for programs and events.
- Transition to a modern phone system with improved features.
- Deploy and stabilize new registers for staff use.
- Relocate fiber network for faster access and easier support.
- Plan for migration from Google to Microsoft 365 with staff concerns addressed.
- Improve reliability of hotspot and Rover connectivity.
- Restore functionality of the public address system.

Manager Observations of Activity and Outcomes:

- Program support went smoothly.
- Registers are in use with minor adjustments pending.
- Phone upgrade planning is nearly ready for conversion.
- Fiber relocation is progressing with coordination with Crown Castle.
- Microsoft 365 planning continues with staff input shaping how this can be completed as smoothly as possible.
- Hotspot connectivity remains challenging, but replacement equipment has been ordered.
- PA system failure required ordering a new amplifier.

Impact of Activity: Reliable A/V support ensures positive patron experience.

New registers increase efficiency at service desks.

Upcoming phone and network upgrades will streamline and speed up staff operations.

Microsoft 365 migration will modernize productivity tools.

Hotspot improvements will better support remote services.

Restored PA system will ensure clear communication in public spaces.

Date of Report: 9/9/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Borrower and Technical Services

Time Period of Report: August 2025

Focus Activity: Staffing

Intended Outcome(s) of Focus Activity: Strategically staffing the public circulation desks at all three (3) branches and the bookmobile to meet the needs of users at the public desks and behind the scenes

Manager Observations of Activity and Outcomes: The summer continues to be a busy time for Borrower and Technical Services.

As manager, I have been trying to observe and with the intention of developing ways to track what takes place at the circulation desks and what work we need to do behind the scenes to make.

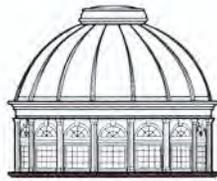
In addition to the public side of our jobs, we do a lot behind the scenes. Our full-time staff members have responsibilities off of the circulation desks. Technical Services tasks, such as receiving, updating catalog records, and processing items to get them ready to go out to the public takes time and concentration. We want to be present at the public desk in order to best serve our patrons and answer their questions. We work with staff from every department. There are additional tasks done by Borrower and Technical Services staff at Boardman, including collection maintenance, programming, and troubleshooting patron issues. We balance a lot and we aim to do it well.

The Mid-Hudson Library System Road Trip is still bringing new people to our three branches. At SPD alone, the number of visitors we had for August was 149 (out of the 277 total visitors). The engagement with the new faces has been a wonderful aspect to this system-wide program. Our staff also covers other outreach events that take them out of the buildings. We also added BoostBoxes that patrons can check out to measure the energy efficiency of their homes. We added four (4) BoostBoxes to our Library of Things collection as part of a collaborative initiative with the Mid-Hudson Library System and Central Hudson.

We said goodbye to our seasonal employee, who we shared with the Adult Services Department's Local History Room. We began the process of hiring a new, part-time clerk.

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: 9/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Branch and Extension Services

Time Period of Report: August 2025

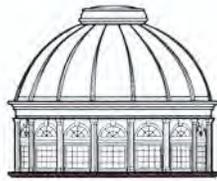
Focus Activity: More regular Programming at SPD

Intended Outcome(s) of Focus Activity: Book Club and other regular weekly/ monthly programs at SPD

Manager Observations of Activity and Outcomes: I'm putting together a book club survey for patrons to help us determine what kinds of book clubs they would like to see at the district that we do not currently have. I'm also taking stock of other activities such as drum circle we've had in the past that patrons have asked for as a regularly occurring program. We are also working towards monthly art programs for children and adults. We will be starting computer lab monthly beginning in November.

Impact of Activity: We hope to see (though there has been an uptick in patronage over the summer due to the MHLS map activity) more usage of the branch. It is gaining regular patronage and holds are gradually increasing.

Date of Report: 9/9/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Dan Minunni, Building Services Manager

Department: Building Services

Time Period of Report: August 2025

Focus Activity: Maintaining the property

Intended Outcome(s) of Focus Activity: Work in a team environment and keeping the grounds clean and safe

Manager Observations of Activity and Outcomes: Trees at Boardman, striping the Adriance parking lots.

Impact of Activity: Happy staff and safe grounds

Date of Report: 9/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Youth Services

Time Period of Report: Summer 2025

Focus Activity: Summer reading statistics

Intended Outcome(s) of Focus Activity: Comparison of 2024 to 2025 regarding summer reading

Manager Observations of Activity and Outcomes: On Friday, August 15 our summer reading event officially ended with a end of summer ice cream celebration. 82 people came to Adriaance to celebrate with us. Our total registration numbers for the children's summer reading were 592 signups which is an increase of 55 compared to 2024. Children 0-5 increased from 164 to 199 and ages 6-11 increased from 373 to 393. We had 336 signups at Adriaance, 251 from Boardman and 5 from SPD.

Our program attendance decreased slightly from 2,321 to 2,255. We also served 377 summer lunches this year.

For our teen summer reading program, we switched over from a traditional signup to a QR code the teens/parents could do from their phones. Our registration increased from 84 in 2024 to 104. Teen program attendance also increased from 221 to 267.

Impact of Activity: I would consider this to be a very successful summer at the library for programming and summer registration. Every day was busy in the rooms with kids staying for hours on the computers and attending programs.

Date of Report: 9/12/2025

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Monday, September 8, 2025			
Attendance <table style="width:100%; border:none;"> <tr> <td style="width:33%; border:none;"> <u>Trustees Present</u> <input type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler, Chair </td> <td style="width:33%; border:none;"> <u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team </td> <td style="width:33%; border:none;"> <u>Guest(s) Present</u> <input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA </td> </tr> </table>		<u>Trustees Present</u> <input type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler, Chair	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<u>Guest(s) Present</u> <input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
<u>Trustees Present</u> <input type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler, Chair	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<u>Guest(s) Present</u> <input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA		
Minutes Prepared By: T. Lawrence				

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

1. **Business Items:** The Committee discussed the following:
 - **Update on HRO Matters:** Lawrence and Gillis updated the Committee on the status of the responsibilities of the Human Resources Officer while the position is vacant. Lawrence also reported on his efforts to create a new HR spec with Civil Service (Human Resources Generalist) that would be a better match for the organization’s needs that is the currently used Personnel Administrator. The Committee agreed with this direction
 - **Status of Organization Assessment Consultancy:** Lawrence reported on his two conversation with consultant Carol Gordon and that she would hold an initial meeting with the managers on Tuesday, September 9. After that meeting, she will circle back to Fitzgibbons and Ferrer and provide them with an update.
 - **Library Director IV:** Lawrence reported on his efforts to create this higher-level director position with Civil Service. A proposed job spec was received after the meeting and has been forwarded to the Committee for comment.
 - **Staff Development Day (September 26):** The Committee was briefed on the proposed agenda for the day. It was requested that time be provided to update the full staff on the organizational assessment consultancy.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Nothing at this time.

3. **Upcoming Agenda Items:**
 - Organizational assessment.

The meeting adjourned at 7:25 pm.

Next Scheduled Committee Meeting Date

TBA

Greenspan Board Room, Adriance Memorial Library
 (date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee		Date: Tuesday, September 16, 2025
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<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"/>
Minutes Prepared by: T. Lawrence		

The meeting convened at 6:35pm in the Greenspan Board Room at Adriance Memorial Library. Ryan participated via cell phone while on commuter rail.

1. Business Items: The following topics were discussed:

- **Monthly Financial Report:** The report had been previously distributed for Committee review. The only question was about the payment to the organizational assessment consultant, which Lawrence answered. The report will be forward to the Board of Trustees for acceptance at their monthly meeting.
- **Policy Modifications:** Administration presented the following policy recommendation:
 - **Policy #2108 – Signatures:** The recommendation is to modify the policy in recognition of current best practices and practicality. As the Library District continues to implement online banking and EFT payments, the policy needs updating. The Committee recommended the revised policy be forwarded to the Board of Trustees for its approval.
 - **Policy #2114 – Reserve Funds:** The recommendation is to adopt a policy that specifies the conditions under which the Library District can establish and mange reserve funds. With one grammatical error corrected, the Committee recommended the revised policy be forwarded to the Board of Trustees for its approval.
- **Consolidation of Certain Accounts:** Gillis recommended the following consolidation of long-dormant Library District bank accounts:
 - **Special Revenue:** Payroll Checking (BTOP) x 7743 – balance of \$275.08 to General Fund Money Market
 - **Capital:**
 - Designated Gifts & Grants x 1826 – balance of \$86.62 accounts to General Fund Money Market
 - Capital Checking x 3213 – balance of \$38.83 to General Fund Money Market Administration upon the completion of the DASNY-funded capital improvements to the phones and Internet demark

The Committee concurred with these recommendations, which will be presented to the Board of Trustees for their approval.
- **Upcoming Modifications to Warrant Approval and Payments:** Gillis briefed the Committee on upcoming changes to the claims audit and payment procedures, all of which will be compliant with Library District policies. The changes are to continue the modernization of the Finance Office practices.
- **Vendor Self-Service:** Gillis advised the Committee of the intention to add Vendor Self-Service to the MUNIS/EERP financial modules with the goal of, again, streamlining and modernizing Finance Office practices that will both represent best practices and streamline department workflows.

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

- Monthly financial report.
- Policies

Next Scheduled Meeting(s) Date
 November 10, 2025; 6:30pm
 Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

3. Upcoming Agenda Items:

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

Next Scheduled Meeting(s) Date

November 10, 2025; 6:30pm
Greenspan Board Room - Adriance Memorial Library
(time, date, and location subject to change)

Personnel Actions

Recommended By Administration

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

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Madeleine Thezan	Library Clerk (PT)	Resignation	9/16/2025	N/A
Murphy Sorich	Library Clerk (PT)	Probationary Appointment	9/29/2025	\$23.15/hr
Sara Peargin	Library Clerk (PT)	Probationary Appointment	10/6/2025	\$23.15/hr
Gledis Ramos	Library Clerk (PT) – (Spanish Speaking)	Probationary Appointment	10/6/2025	\$25.12/hr

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 Policies: Parking, Materials Posting, Signatures, Reserve Funds

Recommended By

Board Development & Policy Committee
Finance Committee

Current Situation

The proposed policies (new and revised) are recommended for approval. Marked-up policies are attached with all modifications self-explanatory.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed policies:

- Policy #1103 – Parking, as reflected in PPLD Document #092425 - 5A,
- Policy #1202 – Materials Posting, as reflected in PPLD Document #092425 – 5B
- Policy #2108 – Signatures, as reflected in PPLD Document #092425 – 5C
- Policy #2114 – Reserve Funds, as reflected in PPLD Document #092425 – 5D

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"/>

Parking on Library District Property

The purpose of this policy is to set rules and regulations for the parking of vehicles on property owned by the Library District.

The Library District hereby establishes the following rules and regulations for the parking of vehicles at Adriance Memorial Library, 93 Market Street, City of Poughkeepsie:

1. The Library District recognizes and complies with the ordinances of the City of Poughkeepsie related to the parking of vehicles on private property, which includes the following:
 - a. The Library District shall maintain a license, in good standing, to boot unauthorized vehicles found parking in the parking lot at Adriance Memorial Library.
 - b. The Library District will comply with the warning sign requirements of City ordinances.
 - c. The maximum recover fee for any booted vehicle will be \$25, payable by cash or credit card.
 - d. The Library District will maintain a log of all booting activity, as required by City ordinances.
 - e. If the Library District determines that a vehicle in violation of this policy requires towing, such will be done in compliance with City ordinances.**
2. Employees listed in the booting application will be the sole individuals able to apply or remove a boot from a vehicle.
3. The Library District will maintain an inventory of boots and locking/unlocking devices in working order to prevent accidental damage to vehicles.
4. Booted vehicles must be “freed” within thirty (30) minutes of receipted payment.

The Library District hereby establishes the following rules and regulations for the parking of vehicles at the Boardman Road Branch Library, 141 Boardman Road, Town of Poughkeepsie:

1. The Library District recognizes and complies with the ordinances of the Town of Poughkeepsie related to the parking of vehicles on private property.

The Library District hereby establishes the following rules and regulations for the parking of vehicles at the Sadie Peterson Delaney African Roots Branch Library, 29 North Hamilton Street, City of Poughkeepsie:

1. The Library District recognizes and complies with the rules and regulations established by the location owners (Family Services, Inc.).

Materials Posting, ~~and~~ Free Materials, and Tabling

The Library District will make available bulletin board and materials distribution space to fulfill its role as a clearinghouse for community information **as well as Lobby space at which local non-profits could provide information to the community.** Space is available under the following conditions:

1. Items posted and/or distributed should pertain to a local venue or local interest.
2. Advertised events should occur within 30 days.
3. Materials posted should generally be no larger than 8 ½ x 11 inches.
4. Bulletin board space is made available to community groups as a priority **and for events/services for which there is no charge.**
5. The Library Director or designee must approve all posters, fliers, and other such materials.
6. The Library District will be allowed to retain copies of any materials posted or placed in the library for distribution.
7. **The Library District will consider applications for tabling by local public service non-profits or governmental entities on a case-by-case basis and as space permits.**

Payment Processing and Signatures

Where possible and in accordance with Policy #2101 – B Claims Audit, the Library District will use online banking for accounts payable and payroll transactions as established by Policy #2113 – Online Banking.

If a printed check is required for payment, the check will bear the digital signature of the Library District’s Treasurer.

Transfer authorizations require one original signature of either the Library Director or the Finance Manager.

~~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.~~

Reserve Funds

The Board of Trustees shall establish reserve funds for the following purposes:

- **Undesignated Fund Balance (Cash Flow):** A fund to meet Library District cash flow requirements before receiving tax revenue.
- **Capital:** A fund for special one-time, unusual, and usually high-cost activities such as construction, renovation, or major equipment purchase.
- **Employee Benefit Fund:** A fund to support end-of-employment benefit obligations and unexpected increases in employee benefit costs in a fiscal year.

The Board is further authorized to establish other funds as it deems necessary to plan for future expenses and in response to unexpected needs. Such funds shall have a specific purpose.

All funds must be established and funded by Board of Trustees action taken at an open meeting with the agenda indicating the proposed action. Reserve fund expenses are also subject to a similar requirement.

Reserve funds will be invested in accordance with Library District policy and any applicable New York State law or regulation of the Office of the State Comptroller.