

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, October 22, 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: Fitzbibbons and Sciacca
(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. September 24, 2025 (*Lawrence; #102225 – 1*)
 - V. Financial Report(s)
 - A. September 2025 (*Gillis; #102225 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #102225 – 2.1; to be posted prior to meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #102225 – 3.0.X*)
 - B. President's Report (*Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; #102225 – 3.3.X, if applicable*)
 - D. Friends of PPLD (*Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*Lawrence; #102225 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. 2026 Operational Schedule (*Lawrence; #102225 – 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, November 19, 2025; 7:00 p.m.

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

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 24, 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

- John DeLuca
- Caroline Moore

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

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

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. August 27, 2025 (PPLD Document #092425 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 27, 2025.
- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. August 2025 Financial Activity Report (PPLD Document #092425 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2025 Financial Activity as presented.
- **Moved/Seconded:** Newman, Ryan.
- **Discussion:** Gillis reported on money received from the Friends and a budget transfer. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092425 – 2.1)

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

Vouchers 72292 to 72623 in Warrant 20250925 totaling \$308,869.37

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

Vouchers 72430 to 72514 in Warrant 20250915 totaling \$161,682.21

And that the following transfers are approved:

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

And that the following donations are accepted and will be deposited into the Special Revenue (CM) Fund:

\$470 from the Mystery Monday Club in memory of former Club moderator Suzanne Christensen for mystery books

- **Moved/Seconded:** Nichols, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 1 Trustee Newman abstained because she wasn't able to review the information in time.
- **Next Month's Warrant Review:** Fitzgibbons and Sciacca.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092425 – 3.0.X)

- Lawrence reported on: Carol Gordon; Civil Service reclassification; Dolly Parton Imagination Library project launch; Staff Development Day; Big Read; Jeff Shaara; James Patterson; Insurance Appraisal; Board Development Committee Chair; Adriance Honors; Hoopla and AI generated content; and Board Education.
- Charles-Scaringi spoke about: staff changes; new staff members; Central Hudson Boost boxes; and MHLS Road Trip statistics.

B. President's Report: 377 free meals were delivered by the Poughkeepsie City School District and given to children by Youth Services over the summer.

C. Board Committee Reports (PPLD Document #092425 – 3.3.X)

1. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: a new job description for and HR Officer; Sexual Harassment training; Homelessness training; the Organizational Assessment; and Staff Development Day.
2. **Finance Committee:** President Fitzgibbons & Gillis reported on committee discussions about: modernizing processes, and vendor self-service.

D. Friends of PPLD: President Vazquez reported on: August sale figures; September sale progress; October sale plans; Arlington Street Fair; the Golden Gathering; Adriance Honors; Memorial donations; the Holiday sale; Early Bird tickets; and James Patterson books on display.

VII. Board Action

A. Personnel Actions: (PPLD Document #092425 – 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
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

- **Moved/Seconded:** Ryan, McPhee.
- **Discussion:** Lawrence explained each of the actions.

- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policies: Parking, Materials Posting, Signatures, Reserve Funds (PPLD Document #092425 – 5)

- **Motion:** 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
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** McPhee explained the parking policy changes. Lawrence explained the Materials Posting changes. Lawrence & Gillis explained the reasons for changing the two financial policies. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: Trustee McPhee asked if everyone was getting NYLA emails.

B. Public Comment: None.

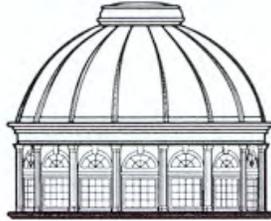
Adjournment

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

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 22, 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 September 2025 Financial Activity

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

General Fund (Fund A; \$3,938,052)

- Receipts for the month totaled \$298,558 which included \$1,793 in library charges, \$6,096 in interest, and \$283,224 in Central Library Services Aid.
- Disbursements for the month totaled \$927,246 which included \$587,169 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$292,459
 - McCalley Fund 52,000
 - Swartz Fund 103,931

Special Revenue Fund (Fund CM; \$802,053)

- Receipts for the month totaled \$2,467 which included \$1,448 in interest.
 - The receipts for the month also reflect a net increase of \$625 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; \$35,290)

- Receipts for the month included minimal interest.

Permanent Funds (Fund PN; \$502,754)

- 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 384,354
 - Schwartz Fund 10,964
 - Lamont Fund 50,201
 - Dobo Fund 37,253

Debt Service Fund (Fund V; \$499,335)

- Receipts for the month included interest of \$1,608.

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

Budget Transfer, Journal 7

Revenue	Increase	Decrease
Total	\$ -	\$ -

Unexpected replacement of the public address amplifier

Expense	Increase	Decrease
FF&E SPD Branch Library	A74000 52800	\$ 1,000.00
FF&E General	A00000 52800	\$ 4,000.00
RR&M Information Tech.	A60000 54390	\$ 5,000.00
Total	\$ 5,000.00	\$ 5,000.00

Budget Transfer, Journal 105

Revenue	Increase	Decrease
Total	\$ -	\$ -

TS 360 software used by selectors for ordering from Baker & Taylor

Expense	Increase	Decrease
PRG Administration	A10000 54292	\$ 1,283.64
Sierra/Encore Services	A44000 54360	\$ 1,283.64
Total	\$ 1,283.64	\$ 1,283.64

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT SEPTEMBER 2025

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,194,996	3,810,883.15	392,092.25	1,121,979.57	262,133.28	95.0%
22 Equip & Capital Outl	77,250	70,250	30,553.64	934.94	968.36	38,728.00	44.9%
30 Materials	567,250	609,788	422,652.67	76,821.02	34,294.98	152,840.35	74.9%
32 Information Services	72,728	94,433	35,338.62	17,788.07	.00	59,094.38	37.4%
50 Operations	1,626,182	1,830,928	1,145,119.63	194,809.78	309,403.86	376,404.87	79.4%
51 Automation	126,724	128,008	111,229.17	49,724.00	16,778.58	-.11	100.0%
91 Employee Benefits	2,594,562	2,664,205	2,046,140.85	195,076.28	280,072.03	337,992.12	87.3%
92 Debt Service	1,342,138	1,342,138	615,400.00	.00	.00	726,738.00	45.9%
GRAND TOTAL	11,708,115	11,934,746	8,217,317.73	927,246.34	1,763,497.38	1,953,930.89	83.6%

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

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20250915

Warrant Summary

WARRANT: 20250915 09/15/2025
 DUE DATE: 09/15/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A20000	Building Services	Professional Svcs: BI	43,068.75
A	A20000	Building Services	Grounds Maintenance	239.57
A	A20000	Building Services	Operations: HVAC MEP	26,835.43
A	A20000	Building Services	Operations: Trash Col	208.37
A	A20000	Building Services	Vehicle Operations	1,765.11
A	A20300	Greene Services	Operations: Bookmobil	1,865.00
A	A50000	Finance Office	Rent: Staff Parking C	2,691.04
A	A50000	Finance Office	Rent: Staff Parking 9	-55.00
A	A50000	Finance Office	Rent: Pok. Journal Ar	261.27
A	A50000	Finance Office	Operations: General	-540.00
A	A50000	Finance Office	Medical Insurance	-45,503.60
A	A71000	Adriance Memorial Lib	Telephone Adriance	58.50
A	A71000	Adriance Memorial Lib	Internet Adriance	-1,543.88
A	A71000	Adriance Memorial Lib	Internet Adriance Hot	386.12
A	A71000	Adriance Memorial Lib	Fuel & Utilities ADR	2,084.00
A	A73000	Boardman Road Branch	Telephone Boardman	724.00
A	A73000	Boardman Road Branch	Internet Boardman	-2,713.08
A	A73000	Boardman Road Branch	Fuel & Utilities BRD	197.31
A	A74000	Sadie Peterson Delany	Internet SPD Branch	-352.78
A	A74000	Sadie Peterson Delany	Internet SPD Branch (54.32
A	A74000	Sadie Peterson Delany	Rent: SPD Branch (Gre	595.89
			FUND TOTAL	161,682.21
			WARRANT SUMMARY TOTAL	161,682.21
			GRAND TOTAL	161,682.21

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20250925

Warrant Summary

WARRANT: 20250925 09/25/2025
 DUE DATE: 09/25/2025

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 .7410.000.00.54300 .	Supplies: Office & Li	547.85	11,663.20
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N	250.00	10,517.86
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed: Local	226.10	233.80
A	A00000	General Fund Expenses	A .7410.000.00.54353 .	Cont Ed: Webinar	258.00	-320.00
A	A00000	General Fund Expenses	A .7410.000.00.54380 .	Membership Dues	525.00	-22.50
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	CLSA Books - Digital	12,104.34	-10,634.54
A	A11100	CLSA Reimbursable	A .7410.111.00.54130 .A211	Serials: Digital	25,000.00	0.00
A	A11100	CLSA Reimbursable	A .7410.111.00.54291 .	CLDA Databases	10,270.00	27,663.00
A	A11100	CLSA Reimbursable	A .7410.111.00.54360 .	Sierra/Encore Service	49,724.00	0.00
A	A11100	CLSA Reimbursable	A .7410.111.00.54370 .	Professional Svcs: CL	6,087.00	0.00
A	A11100	CLSA Reimbursable	A .7410.111.00.54694 .	CLDA Delivery Charges	90,357.00	0.00
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	1,911.52	8,155.59
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	5,805.57	44,281.65
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance	166.83	239.57
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP	7,205.00	24,835.43
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	12,051.92	12,499.89
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P	168.17	291.66
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read	4,083.48	10,760.47
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement	401.13	1,838.30
A	A30000	Advancement Services	A .7410.300.00.54340 .	Public Relations & Ma	360.11	4,978.71
A	A30000	Advancement Services	A .7410.300.00.54371 .	Software: Advancement	3,721.26	9,537.18
A	A41000	Adult Services	A .7410.410.00.54130 .	Serials: Adult Servic	48.00	802.05
A	A41000	Adult Services	A .7410.410.00.54132 .	Microforms	5,796.00	-96.00
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv	7,518.07	22,931.38
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	2,155.00	2,445.63
A	A41000	Adult Services	A .7410.410.00.54370 .	Professional Svcs: Ad	13,125.00	1,940.00
A	A43000	Borrower Services	A .7410.430.00.54300 .	Supplies: Borrower Se	996.75	8,977.56
A	A43500	Extension Services	A .7410.435.00.52800 .	FF&E Extension Servic	696.78	-696.78
A	A44000	Collection Services	A .7410.440.00.54100 .	Books	2,105.79	42,351.24
A	A44000	Collection Services	A .7410.440.00.54100 .A211	Books: Digital	9,494.35	32,712.74
A	A44000	Collection Services	A .7410.440.00.54110 .	Video & Films	991.68	15,860.39
A	A44000	Collection Services	A .7410.440.00.54110 .A211	Video & Films: Digita	6,623.77	24,406.17
A	A44000	Collection Services	A .7410.440.00.54120 .	Music & Audio	1,241.52	12,459.11
A	A44000	Collection Services	A .7410.440.00.54370 .	Professional Services	384.45	2,295.10
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	2,304.15	1,866.86
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (363.08	3,505.54
A	A45000	Youth Services	A .7410.450.00.54300 .G200	Supplies: Preschool L	500.21	249.79

Report generated: 09/24/2025 15:38:24
 User: Wendy Berger (wberger)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20250925

A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	360.16	2,041.70
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner	170.55	0.00
A	A50000	Finance Office	A .7410.500.00.54692 .	Operations: Water	2,337.99	-95.37
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	632.44	-900.00
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse	4,773.00	1,392.78
A	A55000	Human Resources Offic	A .7410.550.00.54371 .	Software: Human Resou	532.20	-10,808.20
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	238.16	438.19
A	A60000	Information Tech	A .7410.600.00.54300 .	Supplies: Information	706.70	545.90
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	328.00	10,656.34
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	4,738.99	2,968.59
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	317.20	2,126.16
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	1,046.45	1,061.85
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	39.39	197.31
FUND TOTAL					308,869.37	
WARRANT SUMMARY TOTAL					308,869.37	
GRAND TOTAL					308,869.37	

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT SEPTEMBER 2025

FOR 2025 09

	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	19,356.95	1,793.29	5,643.05	77.4%
42401 Interest Earnings	50,000	50,000	71,308.84	6,095.81	-21,308.84	142.6%
42705 Donations	175,000	205,104	113,136.18	613.01	91,967.82	55.2%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	61,487.19	6,831.91	20,495.81	75.0%
42760 Grants	50,000	50,000	1,250.00	.00	48,750.00	2.5%
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	283,224.00	283,224.00	-6,585.00	102.4%
43842 Local Library Incentive	23,906	23,906	21,645.00	.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	11,238,113.56	298,558.02	688,825.44	94.2%

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

BALANCE SHEET FOR 2025 9

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	.00	8,912.79
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-578,724.15	2,213,035.10
A	12040	Credit Card Transactions	226.45	1,479.48
A	12051	Flex 125 Money Market	1,255.29	7,821.48
A	12100	Petty Cash	.00	16,206.24
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	599.71	292,459.08
A	12400	Cash Special Reserve: Swartz	213.12	103,931.34
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	.00	1,261,778.84
TOTAL ASSETS			-576,429.58	3,938,052.16
LIABILITIES				
A	26000	Accounts Payable	1,410.00	-10,160.95
A	26020	Flex125 Exchange	-1,240.60	-7,173.57
A	26021	Benefits Exchange	348.75	11,803.54
A	26030	General Fund Exchange	.00	142.87
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	-361.90	2,576.35
A	26370	State Retirement Accrual	-52,414.99	-376,502.02
TOTAL LIABILITIES			-52,258.74	-379,225.78
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,926,939.00
A	35210	Encumbrances (+ PYCF)	-555,800.69	1,807,396.03
A	35220	Expenditures (+ PYCF)	927,246.34	8,354,367.73
A	38210	Encumbrance Reserve (+ PYCF)	555,800.69	-1,807,396.03
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	-298,558.02	-11,279,175.85
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			628,688.32	-3,558,826.38
TOTAL LIABILITIES + FUND BALANCE			576,429.58	-3,938,052.16

BALANCE SHEET FOR 2025 9

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	1,447.96	706,123.28
CM	12020	CM Payroll Checking	-275.08	.00
CM	13910	Due From Other Funds	1,294.28	95,929.66
TOTAL ASSETS			2,467.16	802,052.94
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	-2,467.16	-581,256.74
TOTAL FUND BALANCE			-2,467.16	-181,862.07
TOTAL LIABILITIES + FUND BALANCE			-2,467.16	-802,052.94

BALANCE SHEET FOR 2025 9

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	-86.82	.00
H	12200	Cash From Obligations	1.08	528.52
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	86.82	34,722.61
	TOTAL ASSETS		1.08	35,290.26
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-165,655.50
	TOTAL LIABILITIES		.00	-165,655.90
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	.00	27,261.60
H	35220	Expenditures	.00	107,557.29
H	38210	Reserve For Encumbrances	.00	-27,261.60
H	39110	Fund Balance Unreserved	.00	22,818.14
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.08	-9.79
	TOTAL FUND BALANCE		-1.08	130,365.64
	TOTAL LIABILITIES + FUND BALANCE		-1.08	-35,290.26

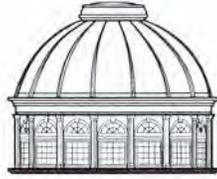
BALANCE SHEET FOR 2025 9

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12000	Cash	90,822.81	-421.84
PN	12011	CD Slonaker Trust	-2,771.48	2,786.19
PN	12012	Lamont Fund	-50,000.00	50,201.41
PN	12013	Levinsohn Trust	-1,003.52	1,004.02
PN	12014	Wojtecki Trust	1,019.20	384,354.29
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	-37,047.81	37,253.03
PN	13910	Due from other funds	.00	16,611.74
	TOTAL ASSETS		1,019.20	502,753.75
LIABILITIES				
PN	26300	Due to other funds	-1,019.20	-23,935.90
	TOTAL LIABILITIES		-1,019.20	-23,935.90
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
	TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE		-1,019.20	-502,753.75

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

BALANCE SHEET FOR 2025 9

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	1,607.71	784,026.94
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		1,607.71	499,335.49
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	-1,607.71	-11,549.26
	TOTAL FUND BALANCE		-1,607.71	-182,097.01
	TOTAL LIABILITIES + FUND BALANCE		-1,607.71	-499,335.49



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – OCTOBER 2025

Significant Service Changes, Challenges or Accomplishments

- The Library District's work with HR consultant Carol Gordon continues. On October 14, she again met with the Administrative Council (without me being present) to dig further into matters raised in the survey of them and to explore other management issues. The Council will again meet, this time without her, to complete an assignment she gave to them. The all-staff survey was launched on October 14 with a deadline of October 24. Upon receipt of both sets of data (from the Council and the staff), I believe she is prepared to produce a final report of recommendations to consideration.
- The Library District had a very positive experience in hosting noted author James Patterson on September 30 with nearly 700 people in attendance. We continue to use the Auditorium at the Family Partnership Center with great success along with minimal cost.
- The 2025 Big Read launches on Saturday, October 18, with author Jeff Shaara speaking. This, too, will be held at the Family Partnership Center. Planning is already underway for the 2026 Big Read with the initial idea to be the continued exploration of the nation's founding and initial struggles.
- The Library District's launch of the Imagination Library project is scheduled for Saturday, January 10 and a subsequent date on Saturday, January 24. I will provide you with more detailed information about the launch in November. Please reserve these dates now, though, as it may be good for there to be trustee attendance at one of the two events.

Service and Program Highlights

- The Friends Holiday Book Sale is November 21 – 23 at Locust Grove. Please consider volunteering for a shift at the sale as they would appreciate your support. A sign-up email will be forthcoming and sent to you for consideration.
- See attached manager reports for recent activity.

Outreach and Professional Development

- REMINDER! 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. The education event originally scheduled for September has been rescheduled for Thursday, December 4, at 6:00pm at the Beekman Library. This event will provide attendees with two hours of CE credit.

Collection Development

- We have received word of the pending demise of Baker & Taylor, the Library District's primary book jobber for decades. Title fulfillment has been challenging for the past few years and their planned acquisition by another vendor fell through. We are migrating to Ingram Library Services, another noted book jobber. The transition may be a bit rocky and there may be continued delays with getting popular bestsellers but staff are working diligently to resolve the problem.

Buildings

- Boardman Road: Nothing to note of particular importance.
- Adriance: Nothing to note of particular importance.

Staffing

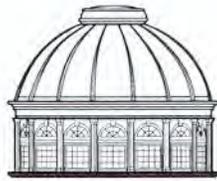
- See Personnel Actions, if applicable.

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	
	Sept	% of Total	YTD	% of Total	Sept	% of Total	YTD	% of Total	Change	% Change	Sept	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,611	31.32%	56,230	29.10%	6,123	28.02%	55,534	27.94%	696	1.25%	5,894	26.86%	52,804	26.48%	3,426	6.49%
Adult Non-Fiction	3,053	14.46%	31,366	16.23%	3,773	17.26%	33,499	16.86%	-2,133	-6.37%	3,474	15.83%	33,182	16.64%	-1,816	-5.47%
Fiction - Juvenile	6,262	29.66%	55,694	28.82%	6,319	28.91%	55,240	27.79%	454	0.82%	6,124	27.90%	53,642	26.90%	2,052	3.83%
Non-Fiction - Juvenile	1,317	6.24%	13,246	6.85%	1,426	6.52%	13,399	6.74%	-153	-1.14%	1,217	5.55%	13,179	6.61%	67	0.51%
Periodicals	120	0.57%	1,261	0.65%	150	0.69%	1,538	0.77%	-277	-18.01%	139	0.63%	1,469	0.74%	-208	-14.16%
Periodicals - Juvenile	25	0.12%	234	0.12%	46	0.21%	335	0.17%	-101	-30.15%	42	0.19%	237	0.12%	-3	-1.27%
Print Subtotal	17,388	82.37%	158,031	81.77%	17,837	81.61%	159,545	80.28%	-1,514	-0.95%	16,890	76.96%	154,513	77.49%	3,518	2.28%
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	6	0.03%	47	0.02%	12	0.05%	35	0.02%	12	34.29%	6	0.03%	43	0.02%	4	9.30%
Soundrecordings	369	1.75%	3,714	1.92%	456	2.09%	4,117	2.07%	-403	-9.79%	517	2.36%	4,978	2.50%	-1,264	-25.39%
Videorecordings	2,568	12.16%	24,900	12.88%	2,872	13.14%	28,670	14.43%	-3,770	-13.15%	3,544	16.15%	32,716	16.41%	-7,816	-23.89%
Media	1	0.00%	27	0.01%	6	0.03%	45	0.02%	-18	0.00%	1	0.00%	10	0.01%	17	0.00%
Software	23	0.11%	97	0.05%	8	0.04%	136	0.07%	-39	-28.68%	12	0.05%	78	0.04%	19	24.36%
Equipment/Realia	73	0.35%	555	0.29%	95	0.43%	636	0.32%	-81	-12.74%	38	0.17%	484	0.24%	71	14.67%
Suppressed Items	35	0.17%	333	0.17%	14	0.06%	234	0.12%	99	42.31%	23	0.10%	198	0.10%	135	68.18%
Videorecordings - Juvenile	331	1.57%	3,307	1.71%	339	1.55%	3,344	1.68%	-37	-1.11%	527	2.40%	3,933	1.97%	-626	-15.92%
Audiorecordings - Juvenile	33	0.16%	270	0.14%	25	0.11%	300	0.15%	-30	-10.00%	31	0.14%	581	0.29%	-311	-53.53%
Media - Juvenile	263	1.25%	1,869	0.97%	188	0.86%	1,565	0.79%	304	19.42%	181	0.82%	1,369	0.69%	500	36.52%
Software - Juvenile	20	0.09%	103	0.05%	4	0.02%	119	0.06%	-16	-13.45%	17	0.08%	105	0.05%	-2	-1.90%
Non-Print Subtotal	3,722	17.63%	35,222	18.23%	4,019	18.39%	39,201	19.72%	-3,979	-10.15%	4,897	22.31%	44,495	22.31%	-9,273	-20.84%
Total	21,110		193,253	100.00%	21,856		198,746		-5,493	-2.76%	21,946		199,402		-5,755	-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	21,110	0	0	0	193,297
Digital Content	12,172	10,843	12,423	12,285	12,283	12,048	11,720	13,389	12,798	0	0	0	109,961
Total	33,066	30,575	34,640	34,352	33,250	32,420	35,243	35,804	33,908	0	0	0	303,258
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	3,576	0	0	0	31,363
Boardman Road	2,437	2,114	2,407	2,162	2,220	2,117	2,346	2,015	2,175	0	0	0	19,993
Sadie Peterson Delaney	94	62	88	71	57	74	88	60	115	0	0	0	709
Total	6,402	5,653	6,140	5,691	5,645	5,326	5,932	5,410	5,866	0	0	0	52,065
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	905	860	936	814	719	818	682	717	687	0	0	0	7,138
Boardman Road	26	79	77	110	53	130	136	92	119	0	0	0	822
Sadie Peterson Delaney	47	36	63	52	33	56	105	87	72	0	0	0	551
Spanish Language Assistance	49	39	70	17	3	8	3	3	4	0	0	0	196
Total	1,027	1,014	1,146	993	808	1,012	926	899	882	0	0	0	8,707
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	8,035	0	0	0	61,840
Calendar Hits - Library Market	13,759	16,955	13,696	16,439	17,116	17,140	12,758	23,073	18,768	0	0	0	149,704
Calendar Hits - Recite Me	433	337	410	267	306	321	272	397	346	0	0	0	3,089
Website Views	35,900	33,590	44,409	30,678	33,469	32,966	34,932	37,056	31,503	0	0	0	314,503
Total	53,908	55,617	68,812	55,441	58,075	54,020	55,037	69,574	58,652	0	0	0	529,136
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	3,479	0	0	0	35,459
Boardman Road	1,644	1,331	1,677	1,479	1,714	1,530	1,913	1,581	1,644	0	0	0	14,513
Sadie Peterson	40	40	46	21	20	36	50	29	16	0	0	0	298
Total	6,206	5,044	5,886	5,451	5,280	5,017	6,490	5,757	5,139	0	0	0	50,270
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	140	0	0	0	1,170
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	140	0	0	0	1,172
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	101	91	101	103	55	84	108	122	93	0	0	0	858
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	223				1,899
Community Engagement	6	3	7	9	6	8	9	13	3				64
Non-Library District	11	27	25	33	13	12	13	16	19				169
Exams Proctored	20	19	20	20	12	24	29	23	23				190
MAP Passes	NA	NA	NA	NA	73	100	134	168	103				578
Rover Bookmobile Stops	5	3	12	9	10	11	11	14	16				91
Total	253	233	287	284	337	341	446	423	387	0	0	0	2,991
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	3,997				28,990
Community Engagement	74	30	289	342	92	558	188	682	673				2,928
Non-Library District	64	270	201	250	225	129	84	122	156				1,501
Drop-In Room Use (Adriance)	111	102	104	127	131	117	108	125	80				1,005
Rover Bookmobile	86	33	324	189	264	593	333	824	774				3,420
Total	2,650	2,702	5,758	4,794	3,612	4,517	3,771	4,360	5,680	0	0	0	37,844
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	14,558	0	0	0	127,936
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	10,263	0	0	0	93,371
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	172	0	0	0	1,793
Total - 2025	24,616	21,692	27,079	25,486	24,394	22,837	27,063	24,940	24,993	0	0	0	223,100
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: Dan Minunni Supervisor

Department: Building Services

Time Period of Report: September 2025

Focus Activity: Safety and sanitization

Intended Outcome(s) of Focus Activity: Painting of lot and grounds

Manager Observations of Activity and Outcomes: Striping the lot is more safe now that the lines are more present

Impact of Activity: Safer parking lots for staff and patrons

Date of Report: 10/3/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Outreach

Time Period of Report: September 2025

Focus Activity: Continuation of Community Outreach Visits to Parenting Group at Day One Early Learning Center

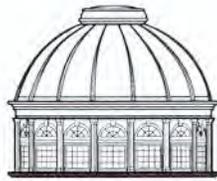
Intended Outcome(s) of Focus Activity: To sustain and build upon current relationships with early learning communities within the community to bring early literacy services to early learners and their families.

Manager Observations of Activity and Outcomes: For approximately the past two years, Librarian Liz Asta has been invited and visited a monthly parenting group at the Day One Early Learning Center on Hooker Avenue. With the beginning of the new school year, we have commenced these monthly visits.

The visits to the monthly group consist of delivering an early literacy story time filled with developmentally appropriate songs, books, felt board stories and movement. As part of the visit, Liz brings copies of the songs she does during the visit, for parents to take home and do with their child. In addition, she brings copies of the Youth Explore and Explorando to let parents know about other programs at the Library branches.

Impact of Activity: Parents and staff at Day One appreciate these visits. This activity is an important way in which Library staff can reach families with young children who may not come into the library. It's a way to model best early literacy practices that parents can replicate with their children at home to foster their early literacy development.

Date of Report: 10/6/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: 09/01/2025 - 09/30/2025

Focus Activity: IT provided support for multiple programs throughout the month, ensuring smooth operation of audio/visual equipment and technology setups. Kicked off the phone upgrade project. Hardware has been installed, and configuration and testing are underway. Completed replacement of the public PA amplifier, restoring full building-wide communication. Installed new fiber network hardware at Adriance. Awaiting Crown Castle's final installation and testing to complete the transition. Improved Rover technology. IT visited Rover onsite to train staff on the new laptop and hotspot setup, and tested Verizon and T-Mobile networks to determine the best coverage at event sites. Upgraded the printer at Boardman, improving workflow and reliability for staff. Resolved connectivity issues with Bard's weather station. Bard now uses its own cellular network connection, freeing up library hardware and IT resources.

Intended Outcome(s) of Focus Activity: Ensure reliable technical support for programs and events.

Complete the new phone system setup to modernize communication.

Restore dependable building-wide announcements via the PA system.

Relocate fiber network connection for faster speeds and easier maintenance.

Increase Rover reliability and staff confidence during community events.

Enhance printing performance and reduce downtime at Boardman.

Reduce IT resource demands by transitioning Bard's network connection.

Manager Observations of Activity and Outcomes: Program support ran smoothly with minimal issues. The phone system upgrade is progressing steadily through setup and testing. The new PA amplifier resolved communication interruptions. Fiber hardware is fully installed, pending final provider work. Rover staff are now better equipped and trained for mobile events. The new Boardman printer is performing well. Bard's independent network connection has eliminated prior connectivity issues.

Impact of Activity: Improved reliability of library technology during programs.

Modernized phone system will streamline internal communication.

Building announcements are now fully operational.

Network upgrade will enhance speed and simplify troubleshooting.

Rover events are running more efficiently with improved equipment and training.

Boardman staff benefit from faster and more dependable printing.

Bard's network change frees up IT time and equipment for other priorities.

Date of Report: 10/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: September 2025

Focus Activity: Library welcomes author James Patterson

Intended Outcome(s) of Focus Activity: To host up to 850 PPLD cardholders and distribute 500 free, signed books

Manager Observations of Activity and Outcomes: When we learned we could host James Patterson, with the requirement of purchasing 500 books for patrons attending, we needed a well constructed plan and procedure to accomplish a smooth event. This included:

- creating a registration process limited to PPL district-specific cardholders
- promoting the event through social media and the e-newsletter
- ordering books through a bookstore with a NYT reporting system, getting them shipped, signed moments before the start of the talk and distributing to first come patrons
- setting up the Lateef Islam auditorium with professional AV and lighting, and dressing with new banners, chairs, etc.
- managing 16 staffers to process check-in in two areas, set-up special seating arrangements, assist patrons at highway intersections, greeting and crowd control, book signing and "shuttling"
- complying with the author's contract rider
- and of course, having the Library Director serve as host and interviewer, par excellence

Impact of Activity: Success! Guests totaled about 675 including floor and balcony seating, all books were distributed, many thanks were given by pleased attendees.

This would not have been possible without the outstanding support of the 16 staff members who worked seamlessly as a team, nor without the great effort by the already overstretched PIO team leading up to the event.

Date of Report: 10/10/2025



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

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

Department: Adult Services

Time Period of Report: September 2025

Focus Activity: Public Computer Center

Intended Outcome(s) of Focus Activity: Increase offerings and expand services

Manager Observations of Activity and Outcomes: For the past several months, we have been working to expand both the types of courses offered by our Public Computer Center, as well as making them more accessible. Our technology instructor, Tino Muscetta, has recently added two classes to the curriculum that help patrons understand and explore the concept of cryptocurrency, Blockchain & Cryptocurrency basics, parts 1 and 2. Additionally, one of our IT specialists, Jodie Sclafani, will be teaching a new class showing patrons how they may be able to access and utilize AI technologies. Both of these topics have been very prevalent in society lately, so we are pleased to be able to offer these new courses, in addition to the full roster of basic technology classes already available in the PCC.

In addition to our technology classes, our Computer Labs remain incredibly popular; we offer 7 labs a week, at Adriance and Boardman. Library Assistant Scoob Destefano has been working with Beth Vredenburg to offer two more labs, one at the Sadie Peterson Delaney African Roots Library, and another 'Mobile' Computer Lab that we will be offering every other month at the Town of Poughkeepsie Senior Center, in conjunction with our Rover/Extension Services visits.

Impact of Activity: We continue to add topics and knowledge based on the communities wants and needs, and hope to reach even more patrons with our new topics and locations.

Date of Report: 10/10/2025



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: September 2025

Focus Activity: Departmental structure and procedures

Intended Outcome(s) of Focus Activity: Meeting the needs of users at the public desks and behind the scenes at all three (3) branches and the bookmobile

Manager Observations of Activity and Outcomes: Now that I have been working for the district for more than a year, it is time to focus my attention on making sure the Borrower and Technical Services Department runs efficiently and effectively. The two areas within our department have connected, but very different focuses. Our work affects every department and location in the district. The procedures in our department need to be reviewed and restructured where necessary. The goal is to have standard operating procedures and up-to-date documentation that provides staff with the tools they need to succeed and meet our patrons' information needs.

It is important to note that while we have the largest number of staff, we have a lot of part-time (sometimes very part-time) staff members and full-time staff members with responsibilities in other departments. Scheduling the public desks in our departments is much like a game of Jenga (with the towering blocks); when you remove one block, it affects the balance of the other blocks above and below it. In other words, when even one person calls out, it has a rippling effect on us all. My supervising library clerks do an amazing job of handling the changes, which can occur on a daily basis, but sometimes that means one of them or I have to work on the public desk quite frequently, leaving less time to focus on the bigger picture.

In addition to the public side of our jobs, we do a lot behind the scenes and off the public 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. Many of the staff members with Technical Services responsibilities, also have work to be done for other departments, which can result in less availability for the public desks. A thorough review of our department's structure is needed.

All that said, our staff balances a lot and they aim to do it well. I am here to make sure they succeed in that.

Impact of Activity: Reviewing and revising the departmental structure and procedures will allow us to provide excellent service to our patrons

Date of Report: 10/11/2025

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
Jinay Senecal	Supervising Library Clerk (FT)	Permanent Appointment	10/02/2025	N/A
Michael Pena	Security Guard (FT)	Permanent Appointment	11/2/2025	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 2026 Operational Schedule

Recommended By Library Director

Current Situation Board of Trustees policy requires the Library Director to present a proposed schedule of operations for the year. This schedule is to include the hours of operation and the days of closure.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2026 operational schedule as described in PPLD Document #102225 - 5A.

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"/>

2026 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates three libraries: the Adriance Memorial Library, the Boardman Road Branch Library, and the Sadie Peterson Delaney African Roots Library. The public hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm
Boardman Road Branch Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm
SPD African Roots Branch Library	Monday, Wednesday, Friday: 9 am – 5 pm Tuesday, Thursday: 1 pm – 5 pm Saturday: open on a rotation with programs

By contract with Labor, the Library District will be closed the following days and times:

New Year's Day, Thursday, January 1
 Martin Luther King Day, Monday, January 19
 Presidents' Day, Monday, February 16
 Memorial Day Weekend, Saturday – Monday, May 23 - 25
 Juneteenth, Friday, June 19
 Independence Day, Saturday, July 4
 Labor Day Weekend, Saturday – Monday, September 5 - 7
 Columbus Day/Indigenous Peoples Day, Monday, October 12
 Veterans Day, Wednesday, November 11
 Thanksgiving Eve, Wednesday, November 25 (close at 5:00 p.m.)
 Thanksgiving Holiday, Thursday – Friday, November 26 - 27
 Christmas Eve, Thursday, December 24
 Christmas Day, Friday, December 25
 New Year's Eve, Thursday, December 31 (half-day)

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, April 5 (unpaid)
Staff Development Day	Friday, September 25 (closed to the public; staff works)
Christmas Week	Monday – Wednesday, December 21 – 23 (close at 5:00pm)
Boxing Day	Saturday, December 26 (unpaid)

In recognition of the Library District's commitment to diversity, equity, and inclusion, there will be no public meetings and only limited public programming on the following dates:

Good Friday	Friday, April 3
Eid al-Fitr	Friday, March 19 (after 5:00 pm). all day Saturday, March 20
Passover (First Night)	Wednesday, April 1 (after 5:00 pm)
Eid al-Adha	Tuesday, May 26 (after 5:00 pm); all day Wednesday, May 27
Rosh Hashanah	Friday, September 11 (after 5:00 pm); all day Saturday, September 12
Yom Kippur	Sunday, September 20, (after 5:00 pm); all day Monday, September 21