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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, November 19, 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:** Eagleton 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. October 22, 2025 (*Lawrence; #112525 – 1*)
  - V. Financial Report(s)
    - A. October 2025 (*Gillis; #111925 – 2*)
    - B. Approval of Monthly Warrant (*Gillis; #111925 – 2.1; to be posted prior to meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #111925 – 3.0.X*)
    - B. President's Report (*Fitzgibbons: Report of Organization Assessment*)
    - C. Board Committee Reports (*Committee Chairs; #111925 – 3.3.X, if applicable*)
    - D. Friends of PPLD (*Vazquez*)
  - VII. Board Action
    - A. Personnel Actions (*none*)
    - B. Unfinished/Old Business
    - C. New Business
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

### **NEXT MONTH'S SCHEDULED MEETING**

Regular Monthly Meeting: Wednesday, December 17, 2025; 7:00 p.m.  
Greenspan Board Room – Adriance Memorial Library (Warrant Review: Ferrer and Newman)

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of October 22, 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**

- Elizabeth Lahl
- Caroline Moore

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

- **Call to Order:** At 7:30 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Meeting was delayed to allow Trustee Ryan to attend. She arrived at 7:22pm.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Spuhler, Ryan.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. September 24, 2025 (PPLD Document #102225 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 24, 2025.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. September 2025 Financial Activity Report (PPLD Document #102225 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Newman.
- **Discussion:** Gillis reported on revenue received from Central Library Services Aid; budget modifications; and 2 journal entries needing approval. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #102225 – 2.1)**

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

Vouchers 72653 to 72887 in Warrant 20251023 totaling \$123,826.98  
 Voucher 72778 in Warrant 20251022 totaling \$234.68

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

Vouchers 72648 to 72772 in Warrant 20251016 totaling \$162,836.85

- **Moved/Seconded:** Nichols, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** Eagleton and Sciacca.

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #102225 – 3.0.X)

- Lawrence reported on: the Big Read; Jeff Shaara at the Family Partnership; Dolly Parton Imagination Library Initiative; the generosity of the Friends; musical score collection at the Bardavon; City Historian role; records residing at City Hall; and Jewish Federation programming.
- Thompson spoke about: Baker & Taylor closing; moving to using Ingram for book acquisitions; Adelphi University social work internship program; Poughkeepsie Journal archives; the Peruvian Consulate; and the Seed Library.
- Killmer explained about: the phone system upgrade; migrating to Microsoft 365; and reimbursements from Assemblymember Jacobsen's office.

### B. President's Report

- Rotunda design has been cleaned up and sharpened and looks great.
- The James Patterson event went very well with the new space and lots of vital staff support.
- Congratulations to Norma for a fantastic Adriance Honors.
- Board members need to finish up their training.
- Trustee Ferrer shared an update from Carol Gordon.

### C. Board Committee Reports: None.

### D. Friends of PPLD: President Vazquez reported on: September sales; the October Sale; the upcoming November sale; the Holiday sale; the 10<sup>th</sup> Anniversary of the book store; days the book store will be closed; and Adriance Honors.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #102225 – 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
Jinay Senecal	Supervising Library Clerk (FT)	Permanent Appointment	10/02/2025	N/A
Michael Pena	Security Guard (FT)	Permanent Appointment	11/02/2025	N/A

- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 8 – 0 – 0

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

### C. New Business:

#### 1. Approval of 2026 Operational Schedule (PPLD Document #102225 – 5)

- **Motion:** 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.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lawrence explained the recommendations he made. After discussion, the motion was amended to include Sunday closures from Memorial Day through Labor Day Weekends.

- **VOTE:** 8 – 0 – 0, as amended.

**VIII. Open Comment**

**A. Board Comment:** Trustee Spuhler said the Board will likely have an Executive Session at the November meeting to discuss Tom’s annual evaluation.

**B. Public Comment:** None.

**Adjournment**

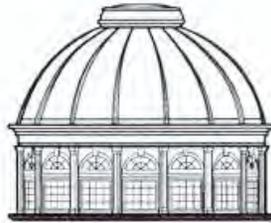
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 8:09 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 19, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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



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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of October 2025 Financial Activity

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

**LIABILITIES**

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

**FUND BALANCE**

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

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of October 2025**  
**Financial Activity – Narrative Report**

**General Fund (Fund A; \$3,346,732)**

- Receipts for the month totaled \$153,384 which included \$2,457 in library charges, \$4,862 in interest, \$3,512 in donations, and the Quarter 3 reimbursement from the Special Revenue fund of \$135,721.
- Disbursements for the month totaled \$797,648 which included \$606,498 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$293,078
  - McCalley Fund 52,000
  - Swartz Fund 104,151

**Special Revenue Fund (Fund CM; \$805,751)**

- Receipts for the month totaled \$2,467 which included \$1,414 in interest.
  - The receipts for the month also reflect a net increase of \$754 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$ 328,429
  - Occhialino Fund 49,218
  - Lund Fund 24,048

**Capital Fund (Fund H; \$35,057)**

- Receipts for the month included minimal interest.

**Permanent Funds (Fund PN; \$503,508)**

- 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 385,108
  - Schwartz Fund 10,964
  - Lamont Fund 50,201
  - Dobo Fund 37,253

**Debt Service Fund (Fund V; \$465,252)**

- Receipts for the month included interest of \$1,617.
- Disbursements for the month included an interest-only debt service payment of \$35,700 on the City of Poughkeepsie 2009 library bonds.

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

Budget Amendment, Journal 132

<b>Revenue</b>			<b>Increase</b>	<b>Decrease</b>
Grants	A99900	42760	\$ 7,500.00	
<b>Total</b>			<b>\$ 7,500.00</b>	<b>\$ -</b>

<b>Expense</b>				<b>Increase</b>	<b>Decrease</b>
Books: Imagination Library	A45000	54100	A126	\$ 7,000.00	
Supplies: Imagination Library	A45000	54300	A126	\$ 500.00	
<b>Total</b>				<b>\$ 7,500.00</b>	<b>\$ -</b>

Fund both the expenses and grant receivable for the Dolly Parton Imagination Library

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

FOR 2025 10

	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	21,813.55	2,456.60	3,186.45	87.3%
42401 Interest Earnings	50,000	50,000	76,170.56	4,861.72	-26,170.56	152.3%
42705 Donations	175,000	205,104	116,648.50	3,512.32	88,455.50	56.9%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 Grants	50,000	57,500	1,250.00	.00	56,250.00	2.2%
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	.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	406,922.08	135,721.46	307,444.92	57.0%
<b>GRAND TOTAL</b>	<b>11,864,613</b>	<b>11,934,439</b>	<b>11,391,497.57</b>	<b>153,384.01</b>	<b>542,941.43</b>	<b>95.5%</b>

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

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20251016 UTIL

### Warrant Summary

WARRANT: 20251016 10/16/2025  
 DUE DATE: 10/16/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A20000	Building Services	Professional Svcs: Bl	44,281.65
A	A20000	Building Services	Grounds Maintenance	239.57
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: Water	-95.37
A	A50000	Finance Office	Operations: General	-540.00
A	A50000	Finance Office	Disability Insurance	287.16
A	A50000	Finance Office	Medical Insurance	-29,962.55
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	172.03
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
			<b>FUND TOTAL</b>	<b>162,836.85</b>
			<b>WARRANT SUMMARY TOTAL</b>	<b>162,836.85</b>
			<b>GRAND TOTAL</b>	<b>162,836.85</b>

## ACCOUNTS PAYABLE WARRANT REPORT

### Warrant Summary

WARRANT: 20251023 10/23/2025  
 DUE DATE: 10/23/2025

FUND	ORG	ACCOUNT	AMOUNT	AVL BUDGET		
A	A	General Fund	A .0000.000.00.12010 .	Gen. Fund Operational	4,627.75	
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange	508.46	
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	1,424.29	10,842.83
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N	247.80	9,361.06
A	A00000	General Fund Expenses	A .7410.000.00.54355 .	Tuition Reimbursement	1,028.00	6,103.00
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	7,033.78	-10,634.54
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial	748.44	7,417.00
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	252.12	44,281.65
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance	243.72	239.57
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP	13,037.06	5,941.03
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene	9,163.26	8,168.00
A	A20300	Greene Services	A .7410.203.02.54292 .	PRG Greene	3,800.00	8,448.05
A	A30000	Advancement Services	A .7410.300.00.54292 .	PRG Advancement	3,382.24	-1,607.24
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read	15,060.90	4,079.07
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement	25.86	1,659.58
A	A30000	Advancement Services	A .7410.300.00.54330 .	Postage Bulk Mailing	370.00	6,030.33
A	A30000	Advancement Services	A .7410.300.00.54340 .	Public Relations & Ma	1,406.94	5,079.77
A	A30000	Advancement Services	A .7410.300.00.54371 .	Software: Advancement	498.90	7,888.28
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv	5,425.00	17,506.38
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services	450.00	1,720.63
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish	1,186.95	2,604.59
A	A42000	Technical Services	A .7410.420.00.54300 .	Supplies: Technical S	240.18	2,301.69
A	A43000	Borrower Services	A .7410.430.00.54300 .	Supplies: Borrower Se	1,370.24	7,193.63
A	A44000	Collection Services	A .7410.440.00.54100 .	Books	1,293.66	40,998.50
A	A44000	Collection Services	A .7410.440.00.54100 .A211	Books: Digital	13,760.03	18,952.71
A	A44000	Collection Services	A .7410.440.00.54110 .	Video & Films	974.40	14,885.99
A	A44000	Collection Services	A .7410.440.00.54120 .	Music & Audio	1,031.60	11,427.51
A	A44000	Collection Services	A .7410.440.00.54370 .	Professional Services	396.10	2,395.10
A	A45000	Youth Services	A .7410.450.00.54291 .	Databases: Youth Serv	2,887.37	3,860.63
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	910.57	1,772.65
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (	589.26	3,505.19
A	A45000	Youth Services	A .7410.450.00.54292 .A237	PRG Operation Warm	12,852.00	148.00
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	191.01	1,162.63
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner	170.55	0.00
A	A50000	Finance Office	A .7410.500.00.54370 .	Professional Svcs: Fi	620.00	1,886.75
A	A50000	Finance Office	A .7410.500.00.54371 .	Software: Finance Off	133.33	18,259.29
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	675.19	-900.00
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse	5,328.00	1,947.78
A	A55000	Human Resources Offic	A .7410.550.00.54370 .	Professional Svcs: HR	5,000.00	0.00

### ACCOUNTS PAYABLE WARRANT REPORT

A	A55000	Human Resources Offic	A .7410.550.00.54371 .	Software: Human Resou	527.75	-10,808.20
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	560.43	138.82
A	A60000	Information Tech	A .7410.600.00.54300 .	Supplies: Information	704.58	248.58
A	A60000	Information Tech	A .7410.600.00.54300 .A208	Supplies: MakerSpace	177.55	1,572.45
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	1,951.45	9,996.32
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	13.61	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	203.20	1,061.85
				<b>FUND TOTAL</b>	<b>123,826.98</b>	
					<b>WARRANT SUMMARY TOTAL</b>	<b>123,826.98</b>
					<b>GRAND TOTAL</b>	<b>123,826.98</b>

**CAPITAL FUND YEAR-TO-DATE**  
EXPENSE REPORT OCTOBER 2025

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
22 Equip & Capital Outl	966,502	213,425	1,062,256.23	234.68	27,261.60	-876,092.44	510.5%
50 Operations	45,000	0	53,766.47	.00	.00	-53,766.77	%
53 Capital Expenses	139,666	18,833	157,113.06	.00	.00	-138,280.36	834.3%
93 Interfund Transfer	0	392,493	392,514.31	.00	.00	-21.64	100.0%
<b>GRAND TOTAL</b>	<b>1,151,168</b>	<b>624,750</b>	<b>1,665,650.07</b>	<b>234.68</b>	<b>27,261.60</b>	<b>-1,068,161.21</b>	<b>271.0%</b>

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

**ACCOUNTS PAYABLE WARRANT REPORT 20251022 CAP**

**Warrant Summary**

WARRANT: 20251022 10/22/2025  
 DUE DATE: 10/22/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
H	H00000	Capital Fund Expense H .7410.000.00.52800 .C816	FF&E Cap. Imp. DASNY 234.68	-93,991.28
<b>FUND TOTAL</b>			<b>234.68</b>	
<b>WARRANT SUMMARY TOTAL</b>			<b>234.68</b>	
<b>GRAND TOTAL</b>			<b>234.68</b>	

**GENERAL FUND YEAR-TO-DATE**  
**REVENUE REPORT OCTOBER 2025**

FOR 2025 10

	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	21,813.55	2,456.60	3,186.45	87.3%
42401 Interest Earnings	50,000	50,000	76,170.56	4,861.72	-26,170.56	152.3%
42705 Donations	175,000	205,104	116,648.50	3,512.32	88,455.50	56.9%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 Grants	50,000	57,500	1,250.00	.00	56,250.00	2.2%
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	.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%
<b>GRAND TOTAL</b>	<b>11,864,613</b>	<b>11,934,439</b>	<b>11,255,776.11</b>	<b>17,662.55</b>	<b>678,662.89</b>	<b>94.3%</b>

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

## BALANCE SHEET FOR 2025 10

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	Gen. Fund Operational Checking	-236.50	8,676.29
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-557,925.39	1,655,109.71
A	12040	Credit Card Transactions	351.88	1,831.36
A	12051	Flex 125 Money Market	1,022.44	8,843.92
A	12100	Petty Cash	327.49	16,533.73
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	619.37	293,078.45
A	12400	Cash Special Reserve: Swartz	220.11	104,151.45
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	-35,700.00	1,226,078.84
<b>TOTAL ASSETS</b>			<b>-591,320.60</b>	<b>3,346,731.56</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	-90.99	-10,251.94
A	26020	Flex125 Exchange	-1,005.22	-8,178.79
A	26021	Benefits Exchange	440.81	12,244.35
A	26030	General Fund Exchange	501.45	644.32
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	940.00	3,516.35
A	26370	State Retirement Accrual	-53,729.05	-430,231.07
<b>TOTAL LIABILITIES</b>			<b>-52,943.00</b>	<b>-432,168.78</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	7,500.00	11,934,439.00
A	35210	Encumbrances (+ PYCF)	-531,764.23	1,275,631.80
A	35220	Expenditures (+ PYCF)	797,647.61	9,152,015.34
A	38210	Encumbrance Reserve (+ PYCF)	531,764.23	-1,275,631.80
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)	-7,500.00	-11,998,214.94
A	39800	Revenues Received	-153,384.01	-11,432,559.86
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>644,263.60</b>	<b>-2,914,562.78</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>591,320.60</b>	<b>-3,346,731.56</b>

**BALANCE SHEET FOR 2025 10**

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	-132,072.13	574,051.15
CM	13910	Due From Other Funds	48.71	95,978.37
	<b>TOTAL ASSETS</b>		<b>-132,023.42</b>	<b>670,029.52</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-620,190.87
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-620,190.87</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	135,721.46	406,922.08
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	128,194.05
CM	39800	Revenues	-3,698.04	-584,954.78
	<b>TOTAL FUND BALANCE</b>		<b>132,023.42</b>	<b>-49,838.65</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>132,023.42</b>	<b>-670,029.52</b>

## BALANCE SHEET FOR 2025 10

FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
H	12010	Checking (Capital 23213)	.00	38.83
H	12200	Cash From Obligations	1.12	529.64
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	-234.68	34,487.93
	<b>TOTAL ASSETS</b>		<b>-233.56</b>	<b>35,056.70</b>
<b>LIABILITIES</b>				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-165,655.50
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-165,655.90</b>
<b>FUND BALANCE</b>				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	.00	27,261.60
H	35220	Expenditures	234.68	107,791.97
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	-1.12	-10.91
	<b>TOTAL FUND BALANCE</b>		<b>233.56</b>	<b>130,599.20</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>233.56</b>	<b>-35,056.70</b>

**BALANCE SHEET FOR 2025 10**

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
PN	12000	Cash	.00	-421.84
PN	12011	CD Slonaker Trust	.00	2,786.19
PN	12012	Lamont Fund	.00	50,201.41
PN	12013	Levinsohn Trust	.00	1,004.02
PN	12014	Wojtecki Trust	754.03	385,108.32
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,253.03
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			754.03	503,507.78
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-754.03	-24,689.93
TOTAL LIABILITIES			-754.03	-24,689.93
<b>FUND BALANCE</b>				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-754.03	-503,507.78

**BALANCE SHEET FOR 2025 10**

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	-34,083.40	749,943.54
V	13910	Due From Other Funds	.00	-284,691.45
	<b>TOTAL ASSETS</b>		<b>-34,083.40</b>	<b>465,252.09</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	35,700.00	-281,538.48
	<b>TOTAL LIABILITIES</b>		<b>35,700.00</b>	<b>-281,538.48</b>
<b>FUND BALANCE</b>				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-151,266.75
V	39800	Revenues	-1,616.60	-13,165.86
	<b>TOTAL FUND BALANCE</b>		<b>-1,616.60</b>	<b>-183,713.61</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>34,083.40</b>	<b>-465,252.09</b>

**Approval of Monthly Warrant, Transfers, and Donations**

**Action Requested**

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

Vouchers 70753 to 73114 in Warrant 20251120 totaling \$278,404.36

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

Vouchers 72773 to 72977 in Warrant 20251107 totaling \$25,050.96

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**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"/>




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## LIBRARY DIRECTOR REPORT – NOVEMBER 2025

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### Significant Service Changes, Challenges or Accomplishments

- The Library District's work with HR consultant Carol Gordon has been wrapped up and the recommendations will be reviewed by the Board of Trustees and forwarded to the appropriate committee for implementation.
- As of this writing, four Little Free Libraries have been replaced and their accompanying dedication murals refurbished by the artist who created them. We will endeavor to replace the remaining installations as weather allows hoping for a project completion by early Spring 2026.
- The 2025 Big Read concludes on November 20 after a month of great programs created by the staff and coordinated by Michele Muir, the Library District's Development Officer and Big Read Coordinator. Michele will make a brief presentation at the trustee meeting on the program's success.
- We continue to plan the launch of the Dolly Parton Imagination Library on January 10. There are a number of technical logistics to work through but the team of John Torres, Head of Youth Services, Alison Francis, Family Outreach Coordinator, and Michele Muir is working with me to resolve all of them to ensure a successful launch.
- The Library District, under the coordinating efforts of John Torres, held Operation Warm on Saturday, November 15. The program was not as successful as in previous years, so an additional distribution event is being planned.
- Under the leadership of Gary Killmer, Network Analyst, the Library District successfully implemented a new telephone system with little disruption to public services. Additionally, he led a migration from our old Internet termination from the Mid-Hudson Library System to Adriance Memorial Library, again, with little service disruption.
- Circulation statistics of physical books has been negatively effected by the reduction of title fulfillment by Baker & Taylor.

### Service and Program Highlights

- The Friends Holiday Book Sale is November 21 – 23 at Locust Grove. Please make every effort to attend the sale and “show the flag.”.
- See attached manager reports for recent activity.

### Outreach and Professional Development

- FINAL REMINDER! This is your 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

- With the pending demise of Baker & Taylor, staff have been busy with migration acquisitions to Ingram and, as needed, Amazon. This is a lengthy process as we purchase most materials from Baker & Taylor fully processed. Kristin Charles-Scaringi, Head of Borrower & Technical Services, is coordinating these efforts with reps from Ingram. We should be ready to go on January 1 with Ingram.

### 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	
	Oct	% of Total	YTD	% of Total	Oct	% of Total	YTD	% of Total	Change	% Change	Oct	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,912	29.03%	62,142	29.09%	5,947	27.52%	61,481	27.90%	661	1.08%	6,055	27.35%	58,859	26.59%	3,283	5.58%
Adult Non-Fiction	3,202	15.72%	34,568	16.18%	3,796	17.57%	37,295	16.92%	-2,727	-7.31%	3,691	16.67%	36,873	16.66%	-2,305	-6.25%
Fiction - Juvenile	5,835	28.65%	61,529	28.80%	6,276	29.04%	61,516	27.92%	13	0.02%	5,733	25.90%	59,375	26.82%	2,154	3.63%
Non-Fiction - Juvenile	1,256	6.17%	14,502	6.79%	1,439	6.66%	14,838	6.73%	-336	-2.26%	1,455	6.57%	14,634	6.61%	-132	-0.90%
Periodicals	158	0.78%	1,419	0.66%	167	0.77%	1,705	0.77%	-286	-16.77%	226	1.02%	1,695	0.77%	-276	-16.28%
Periodicals - Juvenile	9	0.04%	243	0.11%	27	0.12%	362	0.16%	-119	-32.87%	21	0.09%	258	0.12%	-15	-5.81%
<b>Print Subtotal</b>	<b>16,372</b>	<b>80.40%</b>	<b>174,403</b>	<b>81.64%</b>	<b>17,652</b>	<b>81.69%</b>	<b>177,197</b>	<b>80.41%</b>	<b>-2,794</b>	<b>-1.58%</b>	<b>17,181</b>	<b>77.62%</b>	<b>171,694</b>	<b>77.56%</b>	<b>2,709</b>	<b>1.58%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	9	0.04%	56	0.03%	3	0.01%	38	0.02%	18	47.37%	8	0.04%	51	0.02%	5	9.80%
Soundrecordings	330	1.62%	4,044	1.89%	447	2.07%	4,564	2.07%	-520	-11.39%	531	2.40%	5,509	2.49%	-1,465	-26.59%
Videorecordings	2,832	13.91%	27,732	12.98%	2,743	12.69%	31,413	14.26%	-3,681	-11.72%	3,572	16.14%	36,288	16.39%	-8,556	-23.58%
Media	1	0.00%	28	0.01%	3	0.01%	48	0.02%	-20	0.00%	1	0.00%	11	0.00%	17	0.00%
Software	16	0.08%	113	0.05%	11	0.05%	147	0.07%	-34	-23.13%	12	0.05%	90	0.04%	23	25.56%
Equipment/Realia	67	0.33%	622	0.29%	54	0.25%	690	0.31%	-68	-9.86%	49	0.22%	533	0.24%	89	16.70%
Suppressed Items	66	0.32%	399	0.19%	58	0.27%	292	0.13%	107	36.64%	32	0.14%	230	0.10%	169	73.48%
Videorecordings - Juvenile	365	1.79%	3,672	1.72%	367	1.70%	3,711	1.68%	-39	-1.05%	400	1.81%	4,333	1.96%	-661	-15.26%
Audiorecordings - Juvenile	30	0.15%	300	0.14%	24	0.11%	324	0.15%	-24	-7.41%	50	0.23%	631	0.29%	-331	-52.46%
Media - Juvenile	257	1.26%	2,126	1.00%	247	1.14%	1,812	0.82%	314	17.33%	124	0.56%	1,493	0.67%	633	42.40%
Software - Juvenile	19	0.09%	122	0.06%	0	0.00%	119	0.05%	3	2.52%	16	0.07%	121	0.05%	1	0.83%
<b>Non-Print Subtotal</b>	<b>3,992</b>	<b>19.60%</b>	<b>39,214</b>	<b>18.36%</b>	<b>3,957</b>	<b>18.31%</b>	<b>43,158</b>	<b>19.59%</b>	<b>-3,944</b>	<b>-9.14%</b>	<b>4,795</b>	<b>21.66%</b>	<b>49,290</b>	<b>22.27%</b>	<b>-10,076</b>	<b>-20.44%</b>
<b>Total</b>	<b>20,364</b>		<b>213,617</b>	<b>100.00%</b>	<b>21,609</b>		<b>220,355</b>		<b>-6,738</b>	<b>-3.06%</b>	<b>22,135</b>		<b>221,378</b>		<b>-7,367</b>	<b>-3.51%</b>

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

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	20,894	19,732	22,217	22,067	20,967	20,372	23,523	22,415	21,110	20,364	0	0	213,661
Digital Content	12,172	10,843	12,423	12,285	12,283	12,048	11,720	13,389	12,798	12,640	0	0	122,601
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>33,066</b>	<b>30,575</b>	<b>34,640</b>	<b>34,352</b>	<b>33,250</b>	<b>32,420</b>	<b>35,243</b>	<b>35,804</b>	<b>33,908</b>	<b>33,004</b>	<b>0</b>	<b>0</b>	<b>336,262</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	3,871	3,477	3,645	3,458	3,368	3,135	3,498	3,335	3,576	3,462	0	0	34,825
Boardman Road	2,437	2,114	2,407	2,162	2,220	2,117	2,346	2,015	2,175	2,106	0	0	22,099
Sadie Peterson Delaney	94	62	88	71	57	74	88	60	115	83	0	0	792
<b>Total</b>	<b>6,402</b>	<b>5,653</b>	<b>6,140</b>	<b>5,691</b>	<b>5,645</b>	<b>5,326</b>	<b>5,932</b>	<b>5,410</b>	<b>5,866</b>	<b>5,651</b>	<b>0</b>	<b>0</b>	<b>57,716</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	905	860	936	814	719	818	682	717	687	726	0	0	7,864
Boardman Road	26	79	77	110	53	130	136	92	119	182	0	0	1,004
Sadie Peterson Delaney	47	36	63	52	33	56	105	87	72	62	0	0	613
Spanish Language Assistance	49	39	70	17	3	8	3	3	4	5	0	0	201
<b>Total</b>	<b>1,027</b>	<b>1,014</b>	<b>1,146</b>	<b>993</b>	<b>808</b>	<b>1,012</b>	<b>926</b>	<b>899</b>	<b>882</b>	<b>975</b>	<b>0</b>	<b>0</b>	<b>9,682</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	3,816	4,735	10,297	8,057	7,184	3,593	7,075	9,048	8,035	7,817	0	0	69,657
Calendar Hits - Library Market	13,759	16,955	13,696	16,439	17,116	17,140	12,758	23,073	18,768	19,317	0	0	169,021
Calendar Hits - Recite Me	433	337	410	267	306	321	272	397	346	369	0	0	3,458
Website Views	35,900	33,590	44,409	30,678	33,469	32,966	34,932	37,056	31,503	37,450	0	0	351,953
<b>Total</b>	<b>53,908</b>	<b>55,617</b>	<b>68,812</b>	<b>55,441</b>	<b>58,075</b>	<b>54,020</b>	<b>55,037</b>	<b>69,574</b>	<b>58,652</b>	<b>64,953</b>	<b>0</b>	<b>0</b>	<b>594,089</b>
<b>PUBLIC COMPUTER &amp; WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,522	3,673	4,163	3,951	3,546	3,451	4,527	4,147	3,479	3,921	0	0	39,380
Boardman Road	1,644	1,331	1,677	1,479	1,714	1,530	1,913	1,581	1,644	1,991	0	0	16,504
Sadie Peterson	40	40	46	21	20	36	50	29	16	34	0	0	332
<b>Total</b>	<b>6,206</b>	<b>5,044</b>	<b>5,886</b>	<b>5,451</b>	<b>5,280</b>	<b>5,017</b>	<b>6,490</b>	<b>5,757</b>	<b>5,139</b>	<b>5,946</b>	<b>0</b>	<b>0</b>	<b>56,216</b>
<b>PUBLIC FAX ASSISTANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	105	129	130	136	120	152	137	121	140	141	0	0	1,311
Boardman Road	0	0	0	0	0	0	0	0	0	0	0	0	0
Sadie Peterson Delaney	0	2	0	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>105</b>	<b>131</b>	<b>130</b>	<b>136</b>	<b>120</b>	<b>152</b>	<b>137</b>	<b>121</b>	<b>140</b>	<b>141</b>	<b>0</b>	<b>0</b>	<b>1,313</b>
<b>NOTARY SERVICES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	101	91	101	103	55	84	108	122	93	111	0	0	969
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	211	181	223	213	223	186	250	189	223	204			2,103
Community Engagement	6	3	7	9	6	8	9	13	3	7			71
Non-Library District	11	27	25	33	13	12	13	16	19	21			190
Exams Proctored	20	19	20	20	12	24	29	23	23	15			205
MAP Passes	NA	NA	NA	NA	73	100	134	168	103	130			708
Rover Bookmobile Stops	5	3	12	9	10	11	11	14	16	12			103
<b>Total</b>	<b>253</b>	<b>233</b>	<b>287</b>	<b>284</b>	<b>337</b>	<b>341</b>	<b>446</b>	<b>423</b>	<b>387</b>	<b>389</b>	<b>0</b>	<b>0</b>	<b>3,380</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	2,315	2,267	4,840	3,886	2,900	3,120	3,058	2,607	3,997	3,664			32,654
Community Engagement	74	30	289	342	92	558	188	682	673	214			3,142
Non-Library District	64	270	201	250	225	129	84	122	156	854			2,355
Drop-In Room Use (Adriance)	111	102	104	127	131	117	108	125	80	112			1,117
Rover Bookmobile	86	33	324	189	264	593	333	824	774	512			3,932
<b>Total</b>	<b>2,650</b>	<b>2,702</b>	<b>5,758</b>	<b>4,794</b>	<b>3,612</b>	<b>4,517</b>	<b>3,771</b>	<b>4,360</b>	<b>5,680</b>	<b>5,356</b>	<b>0</b>	<b>0</b>	<b>43,200</b>
<b>GENERAL ATTENDANCE (2025)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,927	12,257	15,703	14,785	13,506	13,339	15,393	14,468	14,558	14,954	0	0	142,890
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	10,263	15,354	0	0	108,725
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	172	515	0	0	2,308
<b>Total - 2025</b>	<b>24,616</b>	<b>21,692</b>	<b>27,079</b>	<b>25,486</b>	<b>24,394</b>	<b>22,837</b>	<b>27,063</b>	<b>24,940</b>	<b>24,993</b>	<b>30,823</b>	<b>0</b>	<b>0</b>	<b>253,923</b>
<b>GENERAL ATTENDANCE (2024)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	13,248	15,237	12,989	12,113	169,124
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	12,984	8,832	131,298
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	213	143	2,898
<b>Total - 2024</b>	<b>23,087</b>	<b>24,289</b>	<b>26,018</b>	<b>26,737</b>	<b>23,784</b>	<b>24,273</b>	<b>26,839</b>	<b>25,227</b>	<b>23,221</b>	<b>32,571</b>	<b>26,186</b>	<b>21,088</b>	<b>303,320</b>



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## MANAGER'S MONTHLY REPORT

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

**Department:** Youth Services

**Time Period of Report:** October 2025

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**Focus Activity:** Outreach to families at the Community Family Development Center's Open House

**Intended Outcome(s) of Focus Activity:** To reach families that don't normally come into the Library to let them know about our early literacy and school age programs and to issue library cards to parents and children at the event.

**Manager Observations of Activity and Outcomes:** The director of the Center invited us to table and bring Rover to their Open House on Tuesday, October 28th. Youth Services staff Megan M and Alison F attended the event and tabled indoors with other youth organizations. We let people know about our library programs for children, issued a few library cards, and gave out information about the upcoming Dolly Parton Imagination book program for young children which begins in January.

Outside in the parking lot, Joe L. set up Rover amidst the Trunk or Treaters and Susan M. manned circulation. They reported having several people come on Rover to browse the books.

Overall, we interacted with just over 100 people who were enthusiastic about the Library's offerings for families.

**Impact of Activity:** This type of event is an ideal example of our youth outreach efforts. We are interacting with a community program that doesn't have an in house library as well as with families who don't normally visit the Library.

This type of event lets families in the community know about our services and programs for all ages. In addition, the Center's directors were very happy to have us there as a community partner in the mission of supporting early literacy development and are interested in possible future projects with us.

**Date of Report:** 11/7/2025



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## MANAGER'S MONTHLY REPORT

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

**Department:** Branch and Extension Services

**Time Period of Report:** October/ November 2025

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**Focus Activity:** SPD Events and promotion of the Patrons of Color: Black Soldiers in the Revolutionary War display

**Intended Outcome(s) of Focus Activity:** More patrons have exposure to the SPD location and utilize the library

**Manager Observations of Activity and Outcomes:** Recent events in the SPD Library; the Music of B.E. Farrow, the silhouette workshop and this year's FPC Halloween, have given me an opportunity to talk to patrons and hear from, most notably, local community members, that they are happy that the SPD branch is in the FPC building and easier to get to than the other branches from where they live.

At the Music of B.E. Farrow program, not only did we hear and sing along to some amazing music, but I showcased our display of the curated exhibit of documents we titled, Patrons of Color: Black Soldiers in the Revolutionary War. These I obtained from the Museum of the American Revolution and the Free Library of Philadelphia.

**Impact of Activity:** 320 people from the local community came to the library for the FPC Halloween event. Sandra, Andy and I talked to quite a few people who told us how happy they are that the library is so close to them, some that did not know the branch was here before the event. The more events we have at the library, the better. Plenty of kids wandered over to the books and asked about books on certain topics or particular series. I was also able to promote our Kwanzaa event in December.



**Date of Report:** 11/7/2025



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## MANAGER'S MONTHLY REPORT

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

**Department:** 10/31/2025

**Time Period of Report:** 10/01/2025 -

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**Focus Activity:** IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of audio/visual equipment. Phone upgrade project is nearly complete with only minor cleanup items remaining. Pin debit is now accepted at all three locations, making transactions easier and faster for patrons. Created step by step directions for staff to follow when setting up the Rover laptop to ensure smooth event preparation.

**Intended Outcome(s) of Focus Activity:** Ensure reliable A/V support for all programs. Complete and stabilize the upgraded phone system. Streamline patron transactions through new debit payment options. Provide staff with clear guidance for Rover technology setup.

**Manager Observations of Activity and Outcomes:** Program support went smoothly with minimal issues. The phone upgrade functions well with only minor adjustments pending. Pin debit implementation has been successful and well-received by patrons. The new Rover setup instructions have reduced confusion and saved staff setup time.

**Impact of Activity:** Improved event reliability and technical performance. More efficient staff communication through upgraded phones. Enhanced patron experience at all registers. Simplified Rover setup process leading to smoother community events.

**Date of Report:** 11/10/2025



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## MANAGER'S MONTHLY REPORT

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

**Department:** Reference & Adult Services

**Time Period of Report:** October 2025

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**Focus Activity:** Community Outreach--Vassar College

**Intended Outcome(s) of Focus Activity:** To expand the library's reach into the community and to attract populations that may not find their way to the library.

**Manager Observations of Activity and Outcomes:** On Wednesday October 1st, librarians Krista Miller and I spent the afternoon tabling at the Vassar College library. I had been speaking with some of the staff over there, and they were very eager to have the library come to visit early in the school year, to introduce students to what the public library could offer them.

Vassar Libraries did some promotion of our visit, and the result was an surprisingly robust and eager turnout. Over 63 students stopped by the table to learn more about library resources, and we made 45 new library cards. Many students appeared to stop by solely to talk to us and learn more about how they could use library services.

We have plans to table again at the library in early December, when the students have returned from Thanksgiving break.

**Impact of Activity:** We were blown away by the response from the students, and it far exceeded my expectations for the afternoon. The majority of Vassar students do not drive, so their opportunities for visiting a library branch have been few. They were excited to sign up for library cards and learn about the e-services the library provides.

In addition, this outreach event gave us the opportunity to spend some time talking with Vassar libraries staff, who are eager to find more ways to collaborate in the future.

**Date of Report:** 11/12/2025



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## MANAGER'S MONTHLY REPORT

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

**Department:** Borrower & Technical Services

**Time Period of Report:** October 2025

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**Focus Activity:** Staffing, 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:** My focus continues to be on making sure the Borrower & Technical Services Department runs efficiently and effectively. The two areas within our department have connected, but very different focuses. 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 can be challenging and 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, leaving less time to focus on the bigger picture. We added three (3) new part-time library clerks to the department to help cover some of the desk shifts. They are all adjusting well to the district and are a welcome addition, especially our Spanish-speaking clerk.

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. The closure of Baker & Taylor has ramped up work in the behind-the-scenes Technical Services side of the department.

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:** 11/13/2025

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

<b>Meeting:</b> Personnel Committee	<b>Date:</b> Monday, November 3, 2025
<b>Attendance</b>	
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>
<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	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team
<b><u>Guest(s) Present</u></b>	
<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA	
<b>Minutes Prepared By: T. Lawrence</b>	

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

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

- **2026 CSEA-Exempt Salaries:** The Committee discussed guidance for Lawrence and Gillis with regards to the salaries for employees not covered by the Collective Bargaining Agreement. Administration will email the Committee its recommendation by November 7.
- **Library Director IV:** Lawrence reported that he has successfully created the new position for use upon his departure. There is no list for the position so a provisional appointment will be necessary. Approved job description is attached.
- **Human Resources Generalist:** There was considerable discussion on this as well as the overall organization chart including the job spec duties, the role of the position in the organization, to whom the position reports, and placement on the organization chart. Both the draft job description and the current organization chart are attached.
- **Management Employment Conditions & Benefits Agreement:** Lawrence discussed the current Agreement and the notification requirements. The language will need to be enhanced to clarify the loss of accruals in the instance of there being improper notice.
- **Items from 11/3 Labor Management Committee Meeting:** Lawrence briefed the Committee on matters discussed at the LMC meeting. Those matters that need referral to counsel will be reported back to the Personnel Committee at its next meeting.
- **Civil Service Transformation:** Lawrence shared with the Committee that the Library District received a memo from Dutchess County Civil Service on pending changes to the examination process. See attached.

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

- Nothing at this time.

**3. Upcoming Agenda Items:**

- Ongoing discussion of the HRO position.
- Management Employment Conditions & Benefits Agreement.
- Items from the 11/3 LMC meeting.

The meeting adjourned at 7:35 pm.

**Next Scheduled Committee Meeting Date**

TBA

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

	<b>CIVIL DIVISION CLASS SPECIFICATION</b>	<b>LIBRARY DIRECTOR IV</b>
DATE ADOPTED: 10/24/2025	LAST REVISION:	Page 1 of 2

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional leadership position under the general direction of the Board of Trustees, responsible for directing a public library. The work involves implementing Library Board policies by developing procedures and delegating responsibilities. This position is distinguished from a Library Director III position by the greater degree of coordination and managerial skills required due to the size of the library facility itself, the quantity of books and materials in the library's collection, the size of the budget, the volume of programs offered and the size of the staff, government relations, public and community relations, physical facilities, fiscal affairs, resource development, personnel and labor relations, and compliance with all laws and regulations. The incumbent also ensures that the library goals and objectives reflect the library's strategic plan, including its mission statement and the needs of populations to be served, and that these goals and objectives are communicated to the library's public. Supervision is exercised over the work of library personnel through supervisory staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops, implements, and periodically evaluates a multi-year strategic plan which addresses the library's mission and strategic direction;
2. Develops and reviews annually a plan for the delivery of programs and services which matches the resources of the library with the goals and objectives in the strategic plan;
3. Provides direction and holds senior staff accountable for achieving financial and program goals;
4. Provides sound fiscal management of the library, develops an annual operating and capital budget for consideration by the Board of Trustees, and manages expenses in relation to established goals;
5. Coordinates efforts to secure maximum available revenue through government and private funding grants and fund raising;
6. Coordinates with the Board of Trustees through its designated officers and committee chairs, providing policy and procedure recommendations as appropriate;
7. Attends meetings of the Board and its Committees and informs the Board of significant fiscal, program, personnel and other management matters;
8. Promotes effective public and community relations with funders, library users, media representatives, and the community;
9. Serves as the primary representative and spokesperson of the library;
10. Directs the formulation, interpretation and administration of the personnel policies and practices for the library, within the context of the Civil Service Law, rules and regulations and negotiated labor-management agreements;

	<b>CIVIL DIVISION CLASS SPECIFICATION</b>	<b>LIBRARY DIRECTOR IV</b>
<b>DATE ADOPTED:</b> 10/24/2025	<b>LAST REVISION:</b>	Page 2 of 2

11. Recruits, hires, supervises and evaluates the performance of staff, provides appropriate disciplinary action when necessary, and oversees these activities for all other staff;
12. Develops and maintains a positive and progressive staff development program;
13. Develops a close working relationship with local, state and national elected officials.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of issues facing libraries today as well as modern library services, programs and administrative practices; thorough knowledge of budgeting and financial management practices; thorough knowledge of applications of computer technology to library operations, budgets, services and programs; ability to draft, propose, administer, evaluate and revise library policies; ability to provide for an effective staff development and training program for all library staff and volunteers; ability to plan, lay out and coordinate the work of all library departments, delegating responsibility when appropriate; ability to work effectively with state and local leaders, particularly the elected officials and leaders of Dutchess County; ability to evaluate situations, interact with people easily and participate effectively in the cultural and intellectual activities of the community; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

Master’s degree in library science or library information science that is accredited by the American Library Association or recognized by the New York State Education Department, and eight years of satisfactory professional library experience, two years of which must have been in an administrative capacity.

Note: Administrative experience shall include experience involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or “staff activities” such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.

**SPECIAL REQUIREMENT:**

Possession of a New York State public librarian's professional certificate at the time of application and to maintain the position.

Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application and to maintain the position.

**CIVIL DIVISION USE ONLY:**

<b>JURISDICTIONAL CLASSIFICATION:</b> Competitive
<b>REVISION HISTORY:</b>

	<p style="text-align: center;"><b>CIVIL DIVISION CLASS SPECIFICATION</b></p>	<p style="text-align: center;"><b>HUMAN RESOURCES GENERALIST</b></p>
<p>DATE ADOPTED: DRAFT</p>	<p>LAST REVISION:</p>	<p>Page 1 of 2</p>

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional administrative position responsible for supporting a broad range of Human Resources functions. The role ensures compliance with civil service rules and regulations, recruitments, onboarding, employee relations, performance management, policy development, labor relations including labor contract negotiations and resolution of labor related issues. This position is distinguished from Personnel Assistant by the diversity and complexity of its functions, the level degree of independent judgment required, and the scope of assignments handled. Work is performed under the general direction of a higher-level administrator or manager and may provide supervision or guidance to other staff.

**TYPICAL WORK ACTIVITIES:**

1. Serves as a resource for employees and managers regarding Human Resources policies, procedures, and employee relations matters;
2. Coordinates and supports recruitment and onboarding processes, including civil service appointments;
3. Meets with management concerning human resources matters (e.g., contract interpretation, disciplinary procedures, etc.,
4. Maintain accurate and confidential employee records in accordance with applicable requirements and internal standards;
5. Assist in the administration of employee benefits, leave programs, and payroll coordination;
6. Ensure compliance with federal, state, and local employment laws, civil service regulations, and internal policies;
7. Oversees and participates in the collection and analysis of wage and fringe benefit data;
8. Provides assistance in support of labor negotiations by gathering and analyzing pertinent information, preparing reports, making recommendations regarding contract changes, developing contract language, attending negotiation sessions;
9. Facilitate or coordinate training sessions on HR-related topics such as workplace conduct, diversity, and compliance;
10. Participate in HR projects and initiatives that support organizational development and employee engagement;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern public personnel administration and current laws, rules and regulations to advise on appropriate procedures and actions; knowledge of labor contract negotiations and interpretation in order to serve in support of the agency's negotiating team; knowledge of human resources principles and practices including recruitment, employee relations, compensation, benefits and training; knowledge of New York State Civil Service Law; ability to prepare complex narrative and statistical reports for both oral and written presentation to justify positions and support a variety of proposals and studies; ability to communicate effectively with employees, union officials, department representatives and others to explain and defend a variety civil service and labor relations issues; ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll databases; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

	<p align="center"><b>CIVIL DIVISION CLASS SPECIFICATION</b></p>	<p align="center"><b>HUMAN RESOURCES GENERALIST</b></p>	
<p>DATE ADOPTED: DRAFT</p>	<p>LAST REVISION:</p>	<p>Page 2 of 2</p>	

**MINIMUM QUALIFICATIONS:**

Candidates must possess the following:

- Bachelor’s degree in Human Resources, Business Administration, Public Administration, or a related field, and
- Four (4) years of administrative work experience within personnel or human resources, at least two (2) of those years must include experience in the following human resources functions: recruitment and hiring, Civil Service rules and procedures, classification and job development, compensation and payroll, employee benefits, employee training and development, labor relations, performance management, and HRIS management.

Or

- Associates degree in Human Resources, Business Administration, Public Administration, or a related field, and
- Six (6) years of administrative work experience within personnel or human resources, at least two (2) of those years must include experience in the following human resources functions: recruitment and hiring, Civil Service rules and procedures, classification and job development, compensation and payroll, employee benefits, employee training and development, labor relations, performance management, and HRIS management.

Note: Administrative work experience shall also include but not be limited to at least two activities such as institutional planning and organization, personnel budgeting, institutional communications, or other appropriate human resources experience.

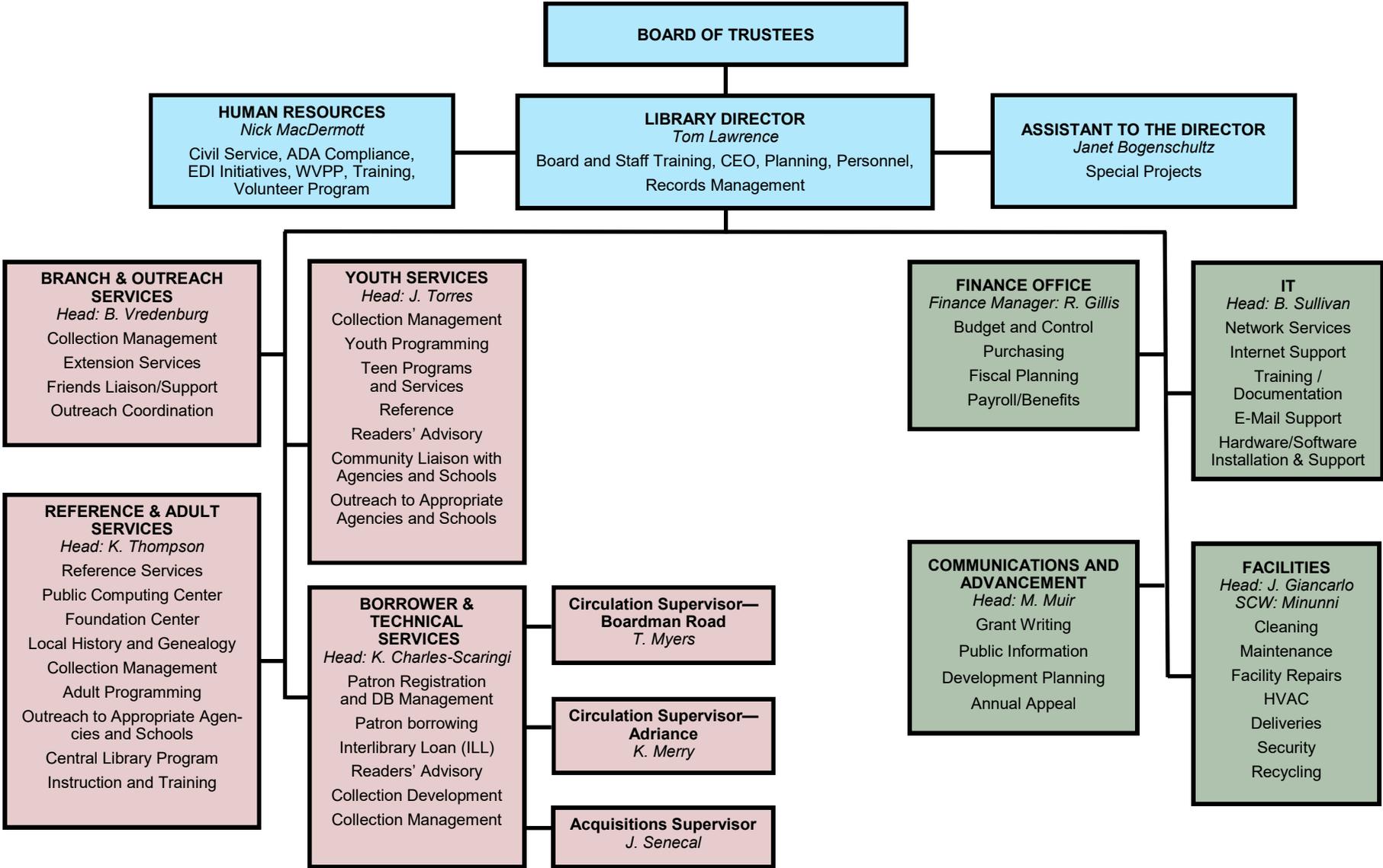
**SPECIAL REQUIREMENT:**

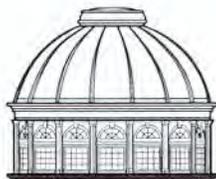
Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position

**CIVIL DIVISION USE ONLY:**

<p><b>JURISDICTIONAL CLASSIFICATION: Competitive</b></p>
<p><b>REVISION HISTORY:</b></p>

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT ORGANIZATION CHART





## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

### MANAGEMENT EMPLOYMENT CONDITIONS & BENEFITS

This document explains employment conditions and benefits for Library District management employees. All management employees are hired and retained in accordance with the *Rules and Regulations* of Dutchess County Civil Service. Management employee classifications are defined as Library Director, Assistant Library Director, and Business Manager.

Conditions and benefits are stated in the Library District's collective bargaining agreement (CBA) with CSEA Local 1000 AFSCME, AFL-CIO, Dutchess County Local #814, Poughkeepsie Public Library District Unit #6675, latest version, with exceptions noted below.

1. **Compensation:** Compensation is determined annually by the Board of Trustees; overtime is not applicable to these job classifications.
2. **Leave Benefits:** Leave benefits are provided as outlined in the CBA with the following exceptions:
  - a. **Sick Days:** 13 days per year, accruable up to 180 days with only 90 eligible for buyout; management positions are excluded from participation in the Library District's Sick Bank
  - b. **Personal Days:** 3 paid personal days; personal days may not be carried over from year-to-year and may not be converted to sick time at year's end
3. **Other:**
  - a. **Notice:** Thirty days written notice is required prior to resignation or retirement.
  - b. **Non-Disclosure:** Employee agrees to not disclose to any other person (unless required by law) or use for personal gain any confidential information at any time during or after the agreement term, unless the Library District grants express, written consent of such a disclosure. In addition, employee will use his/her best efforts to prevent any such disclosure.

Employees will be notified, in writing, when and if these conditions are altered.

#### EMPLOYEE ACKNOWLEDGEMENT

BY: \_\_\_\_\_  
Employee Signature

BY: \_\_\_\_\_  
Employee Printed Name

**SUE SERINO**  
COUNTY EXECUTIVE



**STEVEN J. RECTOR**  
COMMISSIONER

**DUTCHESS COUNTY GOVERNMENT**  
**HUMAN RESOURCES**

**MEMORANDUM**

**DATE:** October 31, 2025  
**TO:** Appointing Authorities in All Civil Divisions  
**FROM:** Steven J. Rector, Commissioner of Human Resources  
**RE:** New York State Civil Service Transformation

The New York State Department of Civil Service recently announced a transformation of the current civil service merit system to one focused on customer service, sustainability, and onboarding best practices aimed at recruiting the next generation of public employees and leaders. New York State aims to have this transformation take effect by July 2026.

For the future of civil service merit assessment in New York State, most local open-competitive examinations will be held via vacancy-based Training and Experience (T&E) examinations. Instead of candidates sitting for periodically scheduled skills-based exams, their merit and fitness will be assessed when a vacancy occurs and will be graded based on their training and experience using a state selected and managed applicant tracking tool. T&E exams will NOT be used for public safety/law enforcement title or for promotional exams.

Due to the impending change, New York State has suspended many Open Competitive Exams effective immediately and will only be supplying Promotional Exams, law enforcement exams, and certain Open Competitive Exams on an as needed basis.

To learn more about the Civil Service Transformation visit: [cs.ny.gov/transformation](https://cs.ny.gov/transformation)  
For more detailed information about T&E Exams read New York State's Vacancy-Based Training & Experience Examination Fact Sheet.

As the State navigates this change, we will continue to share relevant updates and information.