

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, December 17, 2025
 Greenspan Board 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: Ferrer and Newman
(all other trustees are asked to arrive by 6:45pm to assist with check signing)

- I. Call to Order, Roll Call, Approval of the Agenda (*Fitzgibbons*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. November 19, 2025 (*Lawrence; #121725 – 1*)
 - V. Financial Report(s)
 - A. November 2025 (*Gillis; #121725 – 2*)
 - B. Approval of Monthly Warrant (*Gillis; #121725 – 2.1; to be posted prior to meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #121725 – 3.0.X*)
 - B. President's Report (*Fitzgibbons*)
 - C. Board Committee Reports (*Committee Chairs; #121725 – 3.3.X, if applicable*)
 - D. Friends of PPLD (*Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*none*)
 - B. Unfinished/Old Business
 - C. New Business
 - 1. 2026 Official Designations (*Lawrence; #121725 – 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, January 28; 7:00 p.m.
 Greenspan Board Room – Adriance Memorial Library (Warrant Review: TBD)

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 19, 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)

- ☒ Carol Gordon, Consultant

FPPLD Representatives Present

- ☐ Norma Vazquez, President

CSEA Representatives Present

- ☒ Jeffrey Giancarlo
- ☒ Yvonne Laube
- ☒ Charlotte Marriott
- ☒ Debora Shon

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

- **Call to Order:** At 7:03 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Ferrer arrived at 7:27pm.
- **Additions/Changes to the Agenda:** Addition of an Executive Session after Public Comment.
- **Move/Seconded:** Eagleton, Newman.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. October 22, 2025 (PPLD Document #111925 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 22, 2025.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. October 2025 Financial Activity Report (PPLD Document #111925 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Newman.
- **Discussion:** Gillis reported on the general fund 3rd quarter reimbursement to the special revenue fund; the debt service fund; a budget amendment; and anticipated grant revenue & expenses. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #111925 – 2.1)

- **Motion:** 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

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

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #111925 – 3.0.X)**

- Lawrence reported on: The Dolly Parton Foundation; the phone upgrade; the Friends Holiday sale; Trustee Education; and Baker & Taylor.
- Muir spoke about: The Big Read; Laurie Halse Anderson; school visits to more than 2,000 students, staff & administrators; 2400+ books distributed; comments shared by students and staff; and the Art Effect.

B. President's Report

- Carol Gordon went over her survey results, made recommendations, and answered some questions from the Board.

C. Board Committee Reports (PPLD Document #111925 – 3.3.X)

1. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: Library Director IV position; Civil Service changes; the HR Generalist position; CSEA exempt salaries; the new Safety Manual; protocol for marijuana use; and the Management Employment Conditions & Benefits Agreement.

- D. **Friends of PPLD:** Lawrence reminded the Trustees about the Holiday Book Sale running Nov. 21-23 and the Annual Meeting on Dec. 7th.

VII. Board Action

- A. **Personnel Actions:** None.
- B. **Unfinished/Old Business:** None.
- C. **New Business:** None.

VIII. Open Comment

- A. **Board Comment:** Trustee McPhee reminded the Board to respond to his email regarding committee assignments for next year.
- B. **Public Comment:** None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to a performance evaluation.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:10 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Newman, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:30 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Newman, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:31 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 17, 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 November 2025 Financial Activity

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

General Fund (Fund A; \$2,178,507)

- Receipts for the month totaled \$15,540 which included \$1,534 in library charges, \$3,301 in interest, and \$2,622 in donations.
- Disbursements for the month totaled \$1,242,096 which included \$598,335 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$293,657
 - McCalley Fund 52,000
 - Swartz Fund 104,357

Special Revenue Fund (Fund CM; \$672,800)

- Receipts for the month totaled \$2,771 which included \$1,083 in interest.
 - The receipts for the month also reflect a net increase of \$1,292 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; \$504,800)

- 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 386,401
 - Schwartz Fund 10,965
 - Lamont Fund 50,201
 - Dobo Fund 37,253

Debt Service Fund (Fund V; \$285,406)

- Receipts for the month included interest of \$1,387.
- Disbursements for the month included a principal and interest debt service payment of \$465,925 on the Town of Poughkeepsie 2008 library bonds.

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

Budget Transfer, Journal 64 for Dolly Parton Imagination Library match																		
Revenue			Increase		Decrease		Expense			Increase		Decrease						
							Books: Imagination Library			A45000	54100	A126	\$	1,000.00				
							PRG Library of Things			A41000	54292	A252		\$		1,000.00		
Total			\$		-		\$		-		Total			\$		1,000.00	\$	1,000.00

Budget Transfer, Journal 80 for Patron telephone notification system invoice															
Revenue			Increase		Decrease		Expense			Increase		Decrease			
							Sierra/Encore Services			A44000		54360			
										\$		1,928.90			
							Taxes on Property			A50000		54680			
												\$			
												1,928.90			
Total			\$		-		\$		-		Total			\$	
												1,928.90		\$	
														1,928.90	

Budget Transfer, Journal 131 for purchase of Bambu 3D printer											
Revenue		Increase	Decrease	Expense			Increase		Decrease		
				RR&M Information Tech	A60000	52800	\$	1,572.45			
				FF&E IT	A60000	54390		\$	1,572.45		
Total		\$	-	\$	-		Total	\$	1,572.45	\$	1,572.45

Budget Transfer, Journal 153 for end of year IT project needs										
Revenue	Increase	Decrease	Expense				Increase		Decrease	
			FF&E Technology Upgrades	A60000	52800	A247		\$	3,783.04	
			Software: IT	A60000	54371		\$	3,783.04		
			FF&E Technology Upgrades	A60000	52800	A247		\$	19,216.96	
			FF&E IT	A60000	52800		\$	19,216.96		
			RR&M Information Tech.	A60000	54390			\$	2,011.14	
			Supplies: MakerSpace	A60000	54300	A208		\$	1,572.45	
			Internet Community WiFi	A60000	54320	A248		\$	340.00	
			Supplies: Information Tech	A60000	54300			\$	26.95	
			FF&E IT	A60000	52800		\$	3,950.54		
			Salaries: Librarians	A00000	51410			\$	9,259.47	
			FF&E IT	A60000	52800		\$	9,259.47		
Total	\$	-	\$	-			\$	36,210.01	\$	36,210.01

Budget Transfer, Journal 154 for Little Free Libraries murals																					
Revenue			Increase		Decrease		Expense			Increase		Decrease									
							FF&E Extension Services			A43500		52800		\$		1,321.78					
							PRG Extension Services			A43500		54292				\$		1,321.78			
Total			\$		-		\$		-		Total			\$		1,321.78		\$		1,321.78	

GENERAL FUND YEAR-TO-DATE EXPENSE REPORT NOVEMBER 2025

FOR 2025 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,185,737	4,617,005.47	400,733.73	367,700.45	201,030.61	96.1%
22 Equip & Capital Outl	77,250	82,571	36,773.47	5,659.40	35,941.51	9,856.22	88.1%
30 Materials	567,250	652,036	491,311.94	34,882.14	146,118.00	14,606.06	97.8%
32 Information Services	72,728	66,770	45,402.99	1,752.00	.00	21,367.01	68.0%
50 Operations	1,626,182	1,825,438	1,379,991.91	122,072.33	270,334.59	175,111.23	90.4%
51 Automation	126,724	129,937	124,699.31	13,470.14	5,237.23	.00	100.0%
91 Employee Benefits	2,594,562	2,664,205	2,444,851.69	197,601.70	14,219.88	205,133.43	92.3%
92 Debt Service	1,342,138	1,342,138	1,117,025.00	465,925.00	.00	225,113.00	83.2%
GRAND TOTAL	11,708,115	11,948,831	10,257,061.78	1,242,096.44	839,551.66	852,217.56	92.9%

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

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20251107 11/07/2025
DUE DATE: 11/07/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	General Fund Exchange	90.99
A	A00000	General Fund Expenses	Supplies: Office & Li	470.60 8,735.54
A	A00000	General Fund Expenses	Postage Bulk	30.00 2,056.90
A	A00000	General Fund Expenses	Cont Ed: Regional & N	875.22 8,767.41
A	A00000	General Fund Expenses	Cont Ed: Local	80.00 50.30
A	A20000	Building Services	Supplies: Custodial	675.05 6,817.00
A	A20000	Building Services	Professional Svcs: BI	681.22 40,306.65
A	A20000	Building Services	Snow Removal: Patron	1,257.35 -1,234.88
A	A20000	Building Services	Snow Removal: Staff C	1,547.22 497.80
A	A20000	Building Services	Snow Removal: Staff 9	512.09 1,362.08
A	A20000	Building Services	Vehicle Operations	113.06 1,765.11
A	A20300	Greene Services	PRG Greene, Virtual P	168.21 291.66
A	A20300	Greene Services	Operations: Bookmobil	520.00 1,865.00
A	A30000	Advancement Services	PRG Big Read	188.95 212.13
A	A30000	Advancement Services	Supplies: Advancement	1,126.72 1,129.58
A	A30000	Advancement Services	Public Relations & Ma	240.99 4,716.77
A	A30000	Advancement Services	Software: Advancement	1,150.00 5,388.28
A	A41000	Adult Services	PRG MAP Passes	200.00 1,955.42
A	A43000	Borrower Services	Supplies: Borrower Se	494.00 5,403.32
A	A50000	Finance Office	Rent: Staff Parking C	109.08 2,691.04
A	A50000	Finance Office	Rent: Staff Parking 9	1,100.00 -355.00
A	A50000	Finance Office	Rent: Pok. Journal Ar	1,147.68 261.27
A	A50000	Finance Office	Operations: General	675.00 -540.00
A	A60000	Information Tech	Software: IT	660.00 8,931.32
A	A71000	Adriance Memorial Lib	Telephone Adriance	100.53 58.50
A	A71000	Adriance Memorial Lib	Internet Adriance	2,356.16 -1,543.88
A	A71000	Adriance Memorial Lib	Internet Adriance Hot	993.48 172.03
A	A73000	Boardman Road Branch	Internet Boardman	1,820.07 -2,713.08
A	A73000	Boardman Road Branch	Fuel & Utilities BRD	73.04 197.31
A	A74000	Sadie Peterson Delany	Internet SPD Branch (	1,595.07 54.32
A	A74000	Sadie Peterson Delany	Rent: SPD Branch (Gre	3,999.18 595.89
FUND TOTAL			25,050.96	
WARRANT SUMMARY TOTAL			25,050.96	
GRAND TOTAL			25,050.96	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 20251120 11/20/2025
DUE DATE: 11/20/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses A .7410.000.00.52800 .	FF&E General	4,767.25 8,062.81
A	A00000	General Fund Expenses A .7410.000.00.54300 .	Supplies: Office & Li	445.23 7,516.97
A	A00000	General Fund Expenses A .7410.000.00.54310 .	Telephone System Wide	334.72 -1,050.00
A	A00000	General Fund Expenses A .7410.000.00.54330 .	Postage Bulk	158.85 1,898.05
A	A00000	General Fund Expenses A .7410.000.00.54350 .	Cont Ed: Regional & N	1,222.93 7,632.91
A	A00000	General Fund Expenses A .7410.000.00.54351 .	Cont Ed: Local	143.50 50.30
A	A00000	General Fund Expenses A .7410.000.00.54370 .	Professional Svcs: Ge	1,245.00 440.00
A	A10000	Administration A .7410.100.00.54340 .	PR & Printing	163.55 11,325.84
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	4,095.75 -10,634.54
A	A20000	Building Services A .7410.200.00.54300 .	Supplies: Custodial	760.72 6,817.00
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: BI	8,320.12 38,962.41
A	A20000	Building Services A .7410.200.00.54390 .	RR&M General	1,600.00 1,475.38
A	A20000	Building Services A .7410.200.00.54523 .	Grounds Maintenance	1,200.00 239.57
A	A20000	Building Services A .7410.200.00.54690 .	Snow Removal: Patron	1,257.34 -1,234.88
A	A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal: Staff C	1,547.23 497.80
A	A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal: Staff 9	512.09 1,362.08
A	A20000	Building Services A .7410.200.00.54691 .	Operations: HVAC MEP	2,420.94 3,135.50
A	A20000	Building Services A .7410.200.00.54693 .	Operations: Trash Col	755.41 208.37
A	A20300	Greene Services A .7410.203.02.54100 .	Books, Greene	1,428.42 5,911.71
A	A20300	Greene Services A .7410.203.02.54100 .A211	Books: Digital Greene	1,472.76 0.00
A	A20300	Greene Services A .7410.203.02.54292 .	PRG Greene	4,000.00 4,448.05
A	A30000	Advancement Services A .7410.300.00.54292 .A101	PRG Big Read	9,257.99 162.13
A	A30000	Advancement Services A .7410.300.00.54300 .	Supplies: Advancement	231.40 1,980.18
A	A30000	Advancement Services A .7410.300.00.54330 .	Postage Bulk Mailing	4,704.22 96.11
A	A30000	Advancement Services A .7410.300.00.54340 .	Public Relations & Ma	943.44 3,761.33
A	A30000	Advancement Services A .7410.300.00.54340 .A203	Printing: Rotunda (Gr	12,023.69 2,264.31
A	A30000	Advancement Services A .7410.300.00.54371 .	Software: Advancement	2,500.00 5,388.28
A	A41000	Adult Services A .7410.410.00.54292 .	PRG Adult Services	1,082.76 808.94
A	A41000	Adult Services A .7410.410.00.54292 .A214	PRG Spanish	2,245.76 49.78
A	A42000	Technical Services A .7410.420.00.54300 .	Supplies: Technical S	1,461.74 839.95
A	A43000	Borrower Services A .7410.430.00.54300 .	Supplies: Borrower Se	2,499.75 5,403.32
A	A43500	Extension Services A .7410.435.00.52800 .	FF&E Extension Servic	555.00 156.80
A	A44000	Collection Services A .7410.440.00.54100 .	Books	2,213.84 29,246.89
A	A44000	Collection Services A .7410.440.00.54100 .A211	Books: Digital	9,889.31 9,063.40
A	A44000	Collection Services A .7410.440.00.54110 .	Video & Films	833.98 14,052.01
A	A44000	Collection Services A .7410.440.00.54110 .A211	Video & Films: Digita	4,827.36 19,578.81
A	A44000	Collection Services A .7410.440.00.54120 .	Music & Audio	2,151.12 9,276.39
A	A44000	Collection Services A .7410.440.00.54360 .	Sierra/Encore Service	13,470.14 0.00
A	A44000	Collection Services A .7410.440.00.54370 .	Professional Services	419.40 2,525.10

Report generated: 11/19/2025 10:08:49
User: Trina Blomquist (tblomquist-martinez)
Program ID: apwarrmt

Poughkeepsie Public Library District

ACCOUNTS PAYABLE WARRANT REPORT

A	A45000	Youth Services	A .7410.450.00.54100 .A126
A	A45000	Youth Services	A .7410.450.00.54291 .
A	A45000	Youth Services	A .7410.450.00.54292 .
A	A45000	Youth Services	A .7410.450.00.54292 .A218
A	A45000	Youth Services	A .7410.450.00.54292 .A233
A	A45000	Youth Services	A .7410.450.00.54300 .A126
A	A46000	Young Adult Services	A .7410.460.00.54292 .
A	A50000	Finance Office	A .7410.500.00.54300 .
A	A50000	Finance Office	A .7410.500.00.54680 .
A	A50000	Finance Office	A .7410.500.00.59060 .
A	A50000	Finance Office	A .7410.500.00.59061 .
A	A55000	Human Resources Offic	A .7410.550.00.54371 .
A	A60000	Information Tech	A .7410.600.00.52800 .
A	A60000	Information Tech	A .7410.600.00.54300 .
A	A60000	Information Tech	A .7410.600.00.54320 .A248
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .
A	A71000	Adriance Memorial Lib	A .7410.710.00.54500 .
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .
A	A73000	Boardman Road Branch	A .7410.730.00.54320 .
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .

Books: Imagination Li	7,500.00	500.00
Databases: Youth Serv	1,752.00	3,860.63
PRG Youth Services	3,473.76	2.23
PRG Pok Book Festival	200.00	204.00
Programming - Youth (	269.55	3,235.64
Supplies: Imagination	205.84	106.00
PRG Young Adult Servi	91.84	70.77
Supplies: Ink & Toner	1,170.90	536.32
Taxes on Property	4,999.80	9,421.30
Medical Insurance	126,330.76	-10,864.92
Medicare B Reimbursem	5,328.00	2,317.78
Software: Human Resou	532.20	-10,808.20
FF&E IT	337.15	29.58
Supplies: Information	132.80	26.95
Internet Comm. WiFi (	176.25	340.00
Newspapers: ADR	317.20	2,126.16
Telephone Adriance	51.36	58.50
Internet Adriance	129.00	-1,543.88
Fuel & Utilities ADR	10,906.28	2,084.00
Newspapers: BRD	152.40	1,061.85
Telephone Boardman	163.76	724.00
Internet Boardman	231.45	-2,713.08
Fuel & Utilities BRD	3,774.35	197.31
Internet SPD Branch	165.00	-352.78

FUND TOTAL 278,404.36

WARRANT SUMMARY TOTAL 278,404.36
GRAND TOTAL 278,404.36

GENERAL FUND YEAR-TO-DATE REVENUE REPORT NOVEMBER 2025

FOR 2025 11

	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	23,348.16	1,534.61	1,651.84	93.4%
42401 Interest Earnings	50,000	50,000	79,471.97	3,301.41	-29,471.97	158.9%
42705 Donations	175,000	205,104	119,270.57	2,622.07	85,833.43	58.2%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	75,151.01	6,831.91	6,831.99	91.7%
42760 Grants	50,000	57,500	2,500.00	1,250.00	55,000.00	4.3%
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	.00	307,444.92	57.0%
GRAND TOTAL	11,864,613	11,934,439	11,407,037.57	15,540.00	527,401.43	95.6%

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

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 11

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	774.94	9,451.23
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-704,943.83	950,165.88
A	12040	Credit Card Transactions	460.71	2,292.07
A	12051	Flex 125 Money Market	625.22	9,469.14
A	12100	Petty Cash	.00	16,533.73
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	578.13	293,656.58
A	12400	Cash Special Reserve: Swartz	205.45	104,356.90
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	-465,925.00	760,153.84
TOTAL ASSETS			-1,168,224.38	2,178,507.18
LIABILITIES				
A	26000	Accounts Payable	90.99	-10,160.95
A	26020	Flex125 Exchange	-607.71	-8,786.50
A	26021	Benefits Exchange	-4,217.62	8,026.73
A	26030	General Fund Exchange	-35.00	609.32
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	3,516.35
A	26370	State Retirement Accrual	-53,562.72	-483,793.79
TOTAL LIABILITIES			-58,332.06	-490,500.84
FUND BALANCE				
A	35100	Budgeted Revenues	.00	11,934,439.00
A	35210	Encumbrances (+ PYCF)	-392,181.49	883,450.31
A	35220	Expenditures (+ PYCF)	1,242,096.44	10,394,111.78
A	38210	Encumbrance Reserve (+ PYCF)	392,181.49	-883,450.31
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	6,585.00	483,367.26
A	39110	Fund Balance Start of Year	.00	-364,427.26
A	39600	Appropriations (+ PYCF)	-6,585.00	-12,004,799.94
A	39800	Revenues Received	-15,540.00	-11,448,099.86
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			1,226,556.44	-1,688,006.34
TOTAL LIABILITIES + FUND BALANCE			1,168,224.38	-2,178,507.18

BALANCE SHEET FOR 2025 11

FUND: CM Special Revenue Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	-106,844.39	467,206.76
	CM	13910	Due From Other Funds	1,292.29	97,270.66
TOTAL ASSETS				-105,552.10	564,477.42
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	108,322.84	515,244.92
	CM	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	128,194.05
	CM	39800	Revenues	-2,770.74	-587,725.52
TOTAL FUND BALANCE				105,552.10	55,713.45
TOTAL LIABILITIES + FUND BALANCE				105,552.10	-564,477.42

Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 11

FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12200	Cash From Obligations	108,373.74	108,903.38
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,487.93
TOTAL ASSETS			108,373.74	143,430.44
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	107,791.97
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	-108,373.74	-108,384.65
TOTAL FUND BALANCE			-108,373.74	22,225.46
TOTAL LIABILITIES + FUND BALANCE			-108,373.74	-143,430.44

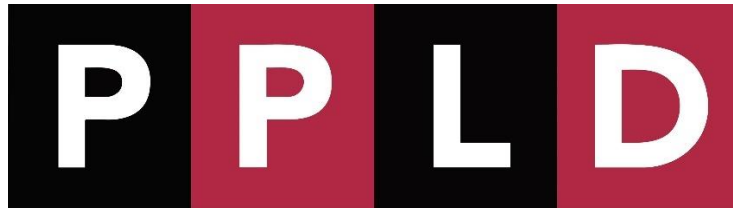
Poughkeepsie Public Library District

BALANCE SHEET FOR 2025 11

FUND: PN Permanent Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
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		1,292.29	386,400.61
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				1,292.29	504,800.07
LIABILITIES					
PN	26300	Due to other funds		-1,292.29	-25,982.22
TOTAL LIABILITIES				-1,292.29	-25,982.22
FUND BALANCE					
PN	35220	Expenditures		395.49	395.49
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
PN	39800	Revenues		-395.49	-395.49
TOTAL FUND BALANCE				.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE				-1,292.29	-504,800.07

BALANCE SHEET FOR 2025 11

FUND: V Debt Service Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	V	12230	Cash, Res Bond Indebtedness	-464,537.57	285,405.97
	V	13910	Due From Other Funds	.00	-284,691.45
		TOTAL ASSETS		-464,537.57	714.52
LIABILITIES					
	V	26300	DUE TO OTHER FUNDS	465,925.00	184,386.52
		TOTAL LIABILITIES		465,925.00	184,386.52
FUND BALANCE					
	V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
	V	39110	Fund Balance Unreserved	.00	-151,266.75
	V	39800	Revenues	-1,387.43	-14,553.29
		TOTAL FUND BALANCE		-1,387.43	-185,101.04
		TOTAL LIABILITIES + FUND BALANCE		464,537.57	-714.52



LIBRARY DIRECTOR REPORT – DECEMBER 2025

Significant Service Changes, Challenges or Accomplishments

- The *Start, Stop, Continue* document which was the result of consultant led manager discussions on organizational culture was shared with the managers. It will be the primary discussion item for planning at the first meeting of the managers in the new year.
- Work continues on the plans for the launch of the Imagination Library on January 10.
- Staff are working on establishing our business relationship with Ingram, the vendor selected to replace the soon to be defunct Baker & Taylor. There are numerous details to iron out, including a successful interface with our acquisitions budgeting and management software. We should be ready to start with the new vendor on or about January 5.

Service and Program Highlights

- The Friends Annual Meeting on December 7 was one of the most well-attended in recent memory with over 120 people gathering to hear about the federal and local reactions to the events of December 7, 1941.
- See attached manager reports for recent activity.

Outreach and Professional Development

- Staff requests for 2026 conference travel are under review. We have a good number of staff interested in conferencing which is a return to the more typical years before Covid.

Collection Development

- The demise of Baker & Taylor has certainly created some gaps in the collection.

Buildings

- Boardman Road: Nothing to note of particular importance.
- Adriance: Work continues on evaluating the dome and its leak that has caused deterioration of the interior ceiling.

Staffing

- See Personnel Actions, if applicable.

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

PPLD Document #121725 - 3.0.1

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	Nov	% of Total	YTD	% of Total	Nov	% of Total	YTD	% of Total	Change	% Change	Nov	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,360	27.68%	67,502	28.97%	5,666	27.87%	67,147	27.90%	355	0.53%	5,668	26.21%	64,527	26.57%	2,975	4.61%
Adult Non-Fiction	3,099	16.00%	37,667	16.17%	3,283	16.15%	40,578	16.86%	-2,911	-7.17%	3,456	15.98%	40,329	16.61%	-2,662	-6.60%
Fiction - Juvenile	5,683	29.35%	67,212	28.85%	5,821	28.63%	67,337	27.98%	-125	-0.19%	6,185	28.60%	65,560	27.00%	1,652	2.52%
Non-Fiction - Juvenile	1,376	7.11%	15,878	6.82%	1,557	7.66%	16,395	6.81%	-517	-3.15%	1,564	7.23%	16,198	6.67%	-320	-1.98%
Periodicals	90	0.46%	1,509	0.65%	150	0.74%	1,855	0.77%	-346	-18.65%	169	0.78%	1,864	0.77%	-355	-19.05%
Periodicals - Juvenile	22	0.11%	265	0.11%	26	0.13%	388	0.16%	-123	-31.70%	38	0.18%	296	0.12%	-31	-10.47%
Print Subtotal	15,630	80.71%	190,033	81.57%	16,503	81.18%	193,700	80.48%	-3,667	-1.89%	17,080	78.97%	188,774	77.73%	1,259	0.67%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	5	0.03%	61	0.03%	9	0.04%	47	0.02%	14	29.79%	3	0.01%	54	0.02%	7	12.96%
Soundrecordings	316	1.63%	4,360	1.87%	421	2.07%	4,985	2.07%	-625	-12.54%	508	2.35%	6,017	2.48%	-1,657	-27.54%
Videorecordings	2,614	13.50%	30,346	13.03%	2,734	13.45%	34,147	14.19%	-3,801	-11.13%	3,215	14.86%	39,503	16.27%	-9,157	-23.18%
Media	1	0.01%	29	0.01%	2	0.01%	50	0.02%	-21	0.00%	1	0.00%	12	0.00%	17	0.00%
Software	11	0.06%	124	0.05%	9	0.04%	156	0.06%	-32	-20.51%	13	0.06%	103	0.04%	21	20.39%
Equipment/Realia	56	0.29%	678	0.29%	36	0.18%	726	0.30%	-48	-6.61%	37	0.17%	570	0.23%	108	18.95%
Suppressed Items	31	0.16%	430	0.18%	21	0.10%	313	0.13%	117	37.38%	15	0.07%	245	0.10%	185	75.51%
Videorecordings - Juvenile	372	1.92%	4,044	1.74%	368	1.81%	4,079	1.69%	-35	-0.86%	391	1.81%	4,724	1.95%	-680	-14.39%
Audiorecordings - Juvenile	32	0.17%	332	0.14%	26	0.13%	350	0.15%	-18	-5.14%	71	0.33%	702	0.29%	-370	-52.71%
Media - Juvenile	283	1.46%	2,409	1.03%	195	0.96%	2,007	0.83%	402	20.03%	123	0.57%	1,616	0.67%	793	49.07%
Software - Juvenile	14	0.07%	136	0.06%	6	0.03%	125	0.05%	11	8.80%	12	0.06%	133	0.05%	3	2.26%
Non-Print Subtotal	3,735	19.29%	42,949	18.43%	3,827	18.82%	46,985	19.52%	-4,036	-8.59%	4,389	20.29%	53,679	22.10%	-10,730	-19.99%
Total	19,365		232,982	100.00%	20,330		240,685		-7,703	-3.20%	21,628		242,847		-9,471	-4.06%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2025

PPLD Document #121725 - 3.0.2

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	20,894	19,732	22,217	22,067	20,967	20,372	23,523	22,415	21,110	20,364	19,365	0	233,026
Digital Content	12,172	10,843	12,423	12,285	12,283	12,048	11,720	13,389	12,798	12,640	12,192	0	134,793
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	33,066	30,575	34,640	34,352	33,250	32,420	35,243	35,804	33,908	33,004	31,557	0	367,819
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	3,462	3,050	0	37,875
Boardman Road	2,437	2,114	2,407	2,162	2,220	2,117	2,346	2,015	2,175	2,106	1,731	0	23,830
Sadie Peterson Delaney	94	62	88	71	57	74	88	60	115	83	64	0	856
Total	6,402	5,653	6,140	5,691	5,645	5,326	5,932	5,410	5,866	5,651	4,845	0	62,561
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	726	607	0	8,471
Boardman Road	26	79	77	110	53	130	136	92	119	182	158	0	1,162
Sadie Peterson Delaney	47	36	63	52	33	56	105	87	72	62	38	0	651
Spanish Language Assistance	49	39	70	17	3	8	3	3	4	5	4	0	205
Total	1,027	1,014	1,146	993	808	1,012	926	899	882	975	807	0	10,489
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	7,817	8,074	0	77,731
Calendar Hits - Library Market	15,149	18,683	14,962	18,392	12,150	18,003	14,415	23,465	16,801	19,847	12,803	0	184,670
Calendar Hits - Recite Me	433	337	410	267	306	321	272	397	346	369	242	0	3,700
Website Views	35,900	33,590	44,409	30,678	33,469	32,966	34,932	37,056	31,503	37,450	32,498	0	384,451
Total	55,298	57,345	70,078	57,394	53,109	54,883	56,694	69,966	56,685	65,483	53,617	0	650,552
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	3,921	3,119	0	42,499
Boardman Road	1,644	1,331	1,677	1,479	1,714	1,530	1,913	1,581	1,644	1,991	1,439	0	17,943
Sadie Peterson	40	40	46	21	20	36	50	29	16	34	35	0	367
Total	6,206	5,044	5,886	5,451	5,280	5,017	6,490	5,757	5,139	5,946	4,593	0	60,809
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	141	102	0	1,413
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	141	102	0	1,415
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	111	87	0	1,056
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	204	186		2,289
Community Engagement	6	3	7	9	6	8	9	13	3	7	3		74
Non-Library District	11	27	25	33	13	12	13	16	19	21	22		212
Exams Proctored	20	19	20	20	12	24	29	23	23	15	18		223
MAP Passes	NA	NA	NA	NA	73	100	134	168	103	130	55		763
Rover Bookmobile Stops	5	3	12	9	10	11	11	14	16	12	9		112
Total	253	233	287	284	337	341	446	423	387	389	293	0	3,673
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	3,664	2,608		35,262
Community Engagement	74	30	289	342	92	558	188	682	673	214	73		3,215
Non-Library District	64	270	201	250	225	129	84	122	156	854	433		2,788
Drop-In Room Use (Adriance)	111	102	104	127	131	117	108	125	80	112	103		1,220
Rover Bookmobile	86	33	324	189	264	593	333	824	774	512	179		4,111
Total	2,650	2,702	5,758	4,794	3,612	4,517	3,771	4,360	5,680	5,356	3,396	0	46,596
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	14,954	12,426	0	155,316
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	10,263	15,354	11,064	0	119,789
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	172	515	90	0	2,398
Total - 2025	24,616	21,692	27,079	25,486	24,394	22,837	27,063	24,940	24,993	30,823	23,580	0	277,503
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	13,248	15,237	12,989	12,113	169,124
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	12,984	8,832	131,298
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	213	143	2,898
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	25,227	23,221	32,571	26,186	21,088	303,320



MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Outreach

Time Period of Report: November 2025

Focus Activity: Story time and book checkouts from Rover at PCSD UPK site

Intended Outcome(s) of Focus Activity: The purpose of these monthly visits is to reach children who may not come into the Library. The visits consist of an early literacy story time and the opportunity to check out a library book.

Manager Observations of Activity and Outcomes: With the beginning of a new school year, I have resumed visiting one of the PCSD's UPK classes at the North Star Academy site.

Each monthly visit consists of an early literacy story time followed by time for the students and teachers to visit the Rover collection and choose a book of their own to check out on their own card which has been issued to them before the first visit.

Because many of the students don't normally visit the library, the teacher has arranged that the children keep their books in the classroom and read them during their school day. This prevents lost books from the Rover collection which can be a problem at outreach events when parents aren't present when a child checks out a book.

The teachers also check out books from the collection to use in their classroom during their class story times.

Impact of Activity: This is the second year of monthly visits to this UPK site and it is very successful. Both the children and teachers look forward to checking out the books, and this activity helps to establish or reinforce a routine and habit of becoming familiar with books and libraries.

Date of Report: 12/4/2025



MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer Network Analyst

Department: Information Technology

Time Period of Report: 11/01 -11/30

Focus Activity: IT provided technical support for numerous library programs throughout the month, ensuring smooth operation of audio/visual equipment. Foxit PDF Editor has been installed as a cost-effective alternative to Adobe Acrobat, providing staff and the public with a modern, fully featured PDF editing tool.

Intended Outcome(s) of Focus Activity: Ensure reliable A/V support for programs and events. Offer a modern, affordable PDF editing solution for staff and patrons.

Manager Observations of Activity and Outcomes: Program support went smoothly throughout the month. Foxit deployment has been successful, with positive feedback from staff regarding ease of use and performance.

Impact of Activity: Improved program delivery through consistent technical support.
Reduced software costs while maintaining strong PDF editing capabilities for staff and the public.

Date of Report: 12/8/2025



MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: October-November 2025

Focus Activity: 2025 Poughkeepsie Big Read, the Eve of Revolution

Intended Outcome(s) of Focus Activity: Engage the community and area schools in reading and program activities centering around the theme of the Big Read 2025.

Manager Observations of Activity and Outcomes: The 2025 theme “Eve of Revolution” was quite popular and enabled Dutchess County support through funding and county-driven programs. Our key book for the community was *Rise to Rebellion*, by Jeff Shaara, whose visit kicked off Big Read on October 18th with a speaking engagement at the Lateef Islam Auditorium.

The Shaara book was borrowed by various methods nearly 500 times, and collectively, a variety of 13 programs resulted in attendance nearing 500.

This year something else stood out to me: there was the hunger by the schools to have books and conversations about Civics and American history, and much of the excitement was for a renowned author.

The books selected for young readers were:

- *Independent Dames, Chains, and Rebellion 1776* all by Laurie Halse Anderson
- *Alexander Hamilton: The Graphic History of an American Founding Father* by Jonathan Hennessey

PPLD's Big Read distributed 2,494 books to 23 area schools.

We toured the author Laurie Halse Anderson who was, as noted, in high demand. There was a collective audience totaling more than 2,000 students, teachers, librarians and administrators at ONLY 6 schools. The feedback was outstanding and the publicity generated was quite good.

Other parts of the Big Read project included the Professional Development workshop we hosted for teachers, and an in-school residency in Art & Animation (especially helpful for alternative learners) both done with the assistance of The Art Effect.

Impact of Activity: Please read the attached feedback and publicity, focused on the school activities.

Date of Report: 12/9/2025



MANAGER'S MONTHLY REPORT

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

Department: Borrower and Technical Services

Time Period of Report: November 2025

Focus Activity: Staffing and getting set up with new materials provider

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

- Coordinating the behind-the-scenes to set up new materials provider

Manager Observations of Activity and Outcomes: Borrower Services: Our new clerks are settling in wonderfully. Our supervising library clerks worked very hard to add the new clerks to the schedule and begin training. All circulation staff members have been very helpful in getting the newer people up to speed. It has paid off! The flexibility of our staff has been important to make sure we provide good customer service to our patrons.

Technical Services: Our staff have been busy working through end-of-the-year processes to get materials on the shelves in a timely manner. In the new year, the supervising library clerk in charge of Technical Services and I will be working toward making sure all tasks are assigned and to determine if any tasks need to be assigned. An added challenge has been dealing with the announcement that the company we purchase the majority of our materials from would be closing in January 2026. I have been working with our Technical Services supervisor, representatives from other departments, and the library system to get set up with the new company we will be purchasing from.

Overall, I met with all staff members, except pages, for a brief one-on-one before filling out evaluations. It was a great opportunity to have those brief conversations with all. I gained valuable insight and had a chance to share thoughts for our department's 2026 goals.

We've been working hard to make sure our circulation desk is staffed at all three branches and Rover during the busy holiday and end-of-the-year season.

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

Date of Report: 12/12/2025

Feedback: BIG READ AUTHOR Laurie Halse Anderson's SCHOOL VISITS

VanWyck Junior High:

What a great presentation!! Thank you so much! I have posted on X and Instagram. Overall, we had 902 students, 76 teachers and four administrators.

Haviland Middle:

Thanks so much for all of the Big Read opportunities we have had this year. We had 268 students, 13 teachers, our principal and assistant principal and the superintendent. (You may share any blurbs etc that you got that day.)

Clinton Elementary:

We had 17 teachers and 225 students who attended the two sessions.

Holy Trinity:

Thank you, Michele! It was a wonderful event. We are so grateful for the books, visit, and your partnership. There were 141 students, 6 teachers and the school principal at the presentation.

Arlington High:

Students and teachers loved her, and so did our Librarians. We had 144 students, teachers and administrators.

Beyond the numbers:

Students were as engaged as I have ever seen them at an author visit, thanks to good teacher preparation but especially to Anderson's skills. They asked questions about book banning in all three sessions. They asked questions about Anderson's writing process. There were even questions about the American Revolution.

For the *Speak* presentation we brought in 10th and 11th graders who have great difficulty reading. They all read *Speak* in anticipation of this visit. One big tough looking eleventh grader asked if there would ever be a sequel to *Speak* because he like the main character so much. A bunch of those students stayed behind to ask questions -- about the book, about their own writing, to just have a conversation, because the connection Anderson created was immediate and authentic. She was

able to talk to a group of students that contained more boys than girls about intimate partner violence that had *everyone* listening.

Zoom: we opened Zoom for all three sessions. Sessions were streamed in the libraries at Lagrange Middle School and Union Vale Middle School. One faculty member's disabled spouse also listened in.

We also had three or four students travel over from Union Vale MS with the Union Vale Librarian for the *Speak* session.

From the spouse who watched at home: SHE WAS GREAT!

From a teacher: "students stopped by after the first session to rave about Anderson."

From several teachers: "She's so engaging! She should be a teacher!" From students:

"Top 3 days of my life"

"I have such a warm feeling in my chest"

"she'd be cool to have for dinner and just talk"

"I'm gonna reread this book now and hear it in her voice but see it differently"

The two middle school librarians are now hoping to bring her back for in person visits to their schools. The effect will be rippling outward for a while. thank you, thank you, thank you.

Lucy Miller, Librarian
Arlington High School

Orville Todd Middle:

Dear Ms. Muir,

I want to take a moment to express my deepest thanks for your incredible dedication, time, and effort in bringing author visits to local schools like ours. Yesterday's visit from Laurie Halse Anderson was nothing short of magical—our students, teachers, and staff are still buzzing with excitement! Her talk was insightful, thought-provoking, and completely captivating for everyone in the room.

As I looked around at my students' faces, I was struck by the sheer joy and wonder lighting up the room. Moments like these are rare, and it was a privilege to witness such genuine engagement and inspiration firsthand.

I truly wish there were words enough to convey just how grateful I am for our ongoing partnership with the Poughkeepsie Public Library District (PPLD). Please know that I am eager to support your work and future events in any way I can, and I look forward to many more opportunities to collaborate.

Thank you from the bottom of my heart for everything you do to bring such meaningful, inspiring experiences to our community.

Warm regards,

Mr. Sarubbi
School Library Media Specialist
Orville A. Todd Middle School

Quote from Laurie Halse Anderson:

“By weaving in the details, my job is to create in their minds a picture of what it was like to be a kid in Boston about 250 years ago, but they never notice because they’re just reading”

“Did you know that you are the smartest generation?” the author asked. “I think you guys are going to be the ones that make this country what it was always meant to be.” (Laurie Halse Anderson)

BIG READ IN-SCHOOL RESIDENCY

Hey Michele!

The Big Read and Art Effect have helped our students think creatively and critically about Alexander Hamilton, especially about his early life struggles and accomplishments. The students have enjoyed working with the Art Effect on the iPads they have provided. The animations are coming along well. Students are working collaboratively with a partner or two to produce their animations. I wanted to thank you and the library for believing in the program and providing us with the graphic novels. While it was a challenging read, the students were able to tap into some of the skills that we have taught them to use to get through difficult texts. The illustrations provide the students with context clues. This has been key in the students gaining a deeper understanding of Alexander Hamilton. I look

forward to working with the Adriance Library and The Art Effect in the future on another Big Read project.

Mr. King
7th Grade Teacher
Poughkeepsie Middle School

More....

SUPERINTENDENT'S BRIEF

Together, We are the Champions for Children in Poughkeepsie City School District

ISSUE NO. 12 | November 12, 2025

VOLUME 7



Author visits Clinton to talk history, the future

Late in her presentation at Clinton Elementary School, Laurie Halse Anderson had a question for the students.

"Did you know that you are the smartest generation?" the author asked. "I think you guys are going to be the ones that make this country what it was always meant to be."

Anderson, a New York Times bestselling author, visited Clinton last week as part of the Poughkeepsie Public Library District's annual Big Read. The theme for this year's event is "Eve of the Revolution," with various educational events centered around works of literature depicting the Revolutionary War era. Anderson, who has written numerous books on the subject, spoke to the students about not only the Revolutionary time period but also how it relates to them now, as well as the writing process, in general.

As the country's 250th birthday arrives, she said, it's especially valuable for students to understand its origins.

"This generation of young people, they're the most important ones," she said afterward. "If we can begin to get them curious about our history and then, maybe, even excited about our history, the better foundation they have with historical knowledge, the more prepared they will be for leading our country forward." Anderson in her presentation painted a picture of the time period that included not only historical events but also the more relatable elements that molded the temperature of the time, such as the impact of smallpox. "I was always more interested in what were ordinary families going through? What were the kids going through in this time period?" she said, noting each of her four books on the era "looks at ordinary kids caught in an extraordinary world, and how they dealt with that."

Clinton Principal Dr. David Scott said Anderson also discussed civics, further marrying how historical knowledge can be applied moving forward in today's world.

"It's very important for what we want for our children," he said. "We want our children to be good stewards, we want them to be good community members and they need to understand civics."



Video online

Visit [the district's Youtube page](#) to hear from Laurie Halse Anderson and see some of her presentation.



Author Laurie Halse Anderson spoke, pictured posing with Clinton Elementary Principal Dr. David Scott, talked to Clinton students on Nov. 5 about the Revolutionary War era and how it relates to them, as well as the writing process.



The students were able to ask questions, with several centered on her process as an author and organizing ideas to stay on track. Each left the presentation with a copy of her American Revolution picture book "Independent Dames," courtesy of the Poughkeepsie library district. It and another of Anderson's books, "Chains," were picked by the library as the Children's Read for this year's Big Read, and Anderson's newest book, "Rebellion 1776" is one of two Teen Reads, along with a graphic novel titled "Alexander Hamilton," by Jonathan Hennessey.

"To see the author, have a conversation with the author, I think it gives them a feeling of connection and a love of reading," Scott said.

SUPERINTENDENT'S BRIEF

Together, We are the Champions for Children in Poughkeepsie City School District

ISSUE NO. 15 | December 3, 2025

VOLUME 7



Animation program hooks students

"Normal reading" out of a textbook isn't always the best way to learn about a topic, J'Anna Campbell said. That's why the recent unit in her social studies class was so appealing, and why the Poughkeepsie City School District will be expanding the program next month. J'Anna was among more than 100 students across Christopher King's five Poughkeepsie Middle School social studies classes to take part in an animation program administered by The Art Effect as part of the Poughkeepsie Public Library District's Big Read.

Each year since 2014, with the exception of two years missed due to the COVID-19 pandemic, The Art Effect instructors have entered the school and helped students take existing text and create animations to better understand what they had read. As this year's Big Read theme was "Eve of Revolution," with books covering the Revolutionary War era, the PMS students this year read sections of "Alexander Hamilton," the graphic novelization of the Founding Father's life. Campbell said anytime technology is incorporated into a lesson, she sees students perk up.

"Using our iPads and animating our thoughts, what we think, helps a lot and it sticks in your mind," she said.



Students used a program called FlipaClip to create animations based on the "Alexander Hamilton" graphic novel.



Heaven Murphy, left, and J'Anna Campbell work on their animation during The Art Effect's Big Read program at Poughkeepsie Middle School.

Her project partner, Heaven Murphy, added, "We usually use technology out of school. When we can bring the out-of-school into school and use it on hands-on learning, it's going to be a lot more fun and make us more excited to do it."

Mary Ellen Iatropoulos, director of special projects for The Art Effect, said the goal is not for technology to replace textbooks but to incorporate both as tools and teach students how to use technology most effectively to complement written text.

"This is part of the library district's push for multimedia literacy, to engage learners of all levels," she said. "We are very lucky that we have been able to partner with the library district and the school district to come in and offer this on a yearly basis through the Big Read program."

The district and library each year hold several events to encourage literacy as part of the Big Read. On Nov. 5, [author Laurie Halse Anderson visited Clinton Elementary](#) to discuss her Revolutionary War books and the writing process.



Working in the auditorium, teacher Christopher King said, gave students a different feeling than a traditional classroom.

King, prior to The Art Effect programming beginning, spent time in class reading sections of the Hamilton graphic novel and analyzing the story. For his ENL students, he copied some pages of the book and inserted translations. King decided to focus on the first section of his life as a natural entry point for the students. "Because they're familiar with the musical, I was able to take the opening number and correlate it to the part of the book I chose for them to focus on," he said. Working in small groups with The Art Effect, they chose a scene from the book, filled out a pre-production worksheet in which they decided on the different shot types and visuals they may want, redrew frames and animated it. The final products included voice-overs and sound effects. "They had to take their plan and turn it into a reality," King said. "They were given free rein, creatively, if they wanted to take it to another level."

The students worked most days in the auditorium, which gave them space to spread out and find quiet areas to do sound work. "Plus, it puts them in a different mindset than a traditional classroom," King said. The Art Effect planned to compile each class' reel of animations and return it to King for all the students to enjoy. The students used a free animation program called "FlippaClip," and the instructors, two of whom were Poughkeepsie High School alumni, walked them through how to best use its tools. J'Anna said she was surprised at how easy it was to pick up and learn to use. "I feel like I've learned Hamilton's hardships and what he had to go through before he could be popular and everyone knowing his name," she said of the unit, adding, "I've learned I can go on my iPad and actually sketch something out."

Heaven said the program was already on her phone, but said she learned she could do things with it she didn't do before. "Since they showed me step-by-step it really helped me learn more about the platform and how I could use it more often," she said. "I was more invested in Alexander Hamilton's life because we were going to make an animation about it."

While this is the 10th year in which The Art Effect has come into the school for the Big Read, this school year it will expand to include more students. The district is working directly with The Art Effect to come back in January and provide the training to other seventh grade classes.

"The Art Effect's goal is to partner with the school district to be able to expand access to these kinds of technology opportunities as much as possible," Iatropoulos said. "Our eventual goal is that we can establish a seventh grade unit, where it becomes an expected part that seventh grade social studies classes will get to do an animation unit and embed that unit into the overall curriculum."

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Wednesday, December 3, 2025	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
☒ Moira Fitzgibbons	☒ Tom Lawrence, Library Director	☐ Melissa Knapp, TDWPM
☒ Shelia Newman	☒ Rebecca Gillis, Business Manager	☐ Jordan Rider., CSEA
☐ Jim Nurre	☐ CSEA Negotiating Team	
☒ Patricia Ryan		
☒ Sophia Sciacca		
☒ Laurel Spuhler, Chair		
Minutes Prepared By: T. Lawrence		

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

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

- **2026 CSEA-Exempt Salaries:** The Committee reviewed the salary plan recommended by Lawrence and Gillis. At the end of the meeting, the Committee met privately to discuss it.
- **Organization Chart:** The Committee discussed modifications to the chart, including the return of an Assistant Director position that would supervise public service functions. The HR position would be supervised by the Library Director. Administration will further review and recommend to the Committee any matters related to the Manager-in-Charge and the new manger stipend. A draft for continued discussion will be forwarded to the Committee for further discussion.
- **Human Resources Generalist:** Civil Service should have the final version of the duties statement shortly and the position created. With that in place, the Library District will be able to proceed with making a provisional appointment. The current draft does have the associate's degree as one of the minimum qualifications.
- **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 the Labor Management Committee:** Lawrence advised the Committee of matters currently under discussion, which includes compensation when travelling on Library District holiday(s). the status of the Safety & Security Manual update, and other personnel matters.
- **FMLA:** Lawrence shared with the Committee that there are a number of FMLA up for potential renewal in 2026.

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)

New Business Fact Sheet
2026 Official Designations

Recommended By Library Director

Current Situation Annually, the Board of Trustees adopts its Official Designation by which a variety of dates, duties, and assignments are detailed.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2026 Official Designations as described as PPLD Document #121725 - 5A.

Motion

Moved _____

Seconded _____

Record of Vote	Trustee	Yes	No	Abstain
	Eagleton	☐	☐	☐
	Fana	☐	☐	☐
	Ferrer	☐	☐	☐
	Fitzgibbons	☐	☐	☐
	McPhee	☐	☐	☐
	Newman	☐	☐	☐
	Nichols	☐	☐	☐
	Nurre	☐	☐	☐
	Ryan	☐	☐	☐
	Sciacca	☐	☐	☐
	Spuhler	☐	☐	☐

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT 2026 Official Designations, Charges, and Procedures

Legal Basis	The Board of Trustees shall adhere to the provisions of (1) applicable New York State General Municipal, Education, and Public Officers Law; (2) Rules of the Board of Regents; (3) Regulations of the Commissioner of Education; and (4) the PPLD By-Laws, as amended from time-to-time.
Meetings	<u>Board of Trustees Meetings</u>: The Board of Trustees typically meets on the evening of the fourth Wednesday of the month; however, this is subject to modification based on the calendar of public and generally observed religious holidays. Regular monthly meetings of the Board of Trustees shall be held at the Adriance Memorial Library, 93 Market Street, Poughkeepsie, unless otherwise approved by the Board of Trustees, and shall begin at 7:00 p.m. Exceptions to this schedule of dates and times must be approved by the Board of Trustees or as allowed by modifications of the Open Meetings Law. Warrant Review will occur forty-five (45) minutes prior to the Board of Trustees meeting, unless otherwise approved by the Board of Trustees. <u>Committee Meetings</u>: Committees shall adopt a schedule of regular meetings at the first meeting of the committee.
Officers and Committees	2026 Officers are as follows: President: Moira Fitzgibbons Vice-President: Sean Eagleton Secretary: Debbie Nichols Treasurer: Patricia Ryan Assistant Treasurers: Mayra Fana, Patricia Ferrer, Sean Eagleton, Moira Fitzgibbons, Jonathan McPhee, Sheila Newman, Debbie Nichols, Jim Nurre, Sophia Sciacca, Laurel Spuhler. 2026 Committee roster and charges are as follows: <u>Board Development and Policy Committee</u> (develop educational programs and promote participation in appropriate events; maintain list of potential trustees; coordinate Board self-assessment; generally meets bi-monthly starting in February): Jonathan McPhee, Chair Mayra Fana Patricia Ferrer Sheila Newman Debbie Nichols <u>Finance Committee</u> (develop budget; oversee annual audit; review all contracts; oversee Library District investments; meets monthly): Mayra Fana Jonathan McPhee Patricia Ryan, Chair Sophia Sciacca Laurel Spuhler <u>Personnel Committee</u> (revise Personnel Plan; evaluate Library Director evaluation process; review payroll certification report from Civil Service, CBA negotiations; meets irregularly): Sean Eagleton Sheila Newman Jim Nurre Sophia Sciacca Laurel Spuhler, Chair <u>Planning Committee</u> (develop strategic and capital plans; oversee facilities planning and management): Sean Eagleton Patricia Ferrer, Chair

Debbie Nichols
 Jim Nurre
 Patricia Ryan

The Board of Trustees may create additional *ad hoc* committees as allowed in the Library District's By-Laws.

General Considerations: The Library District adheres to the provisions of the Open Meeting law as well as *Roberts Rules of Order*. Meetings of the Board and of its committees shall be open to anyone who accepts the rules of conduct established by the Board or by the committee. The Library Director may arrange for staff members to be present and make presentations at Board and/or committee meetings.

The Board of Trustees or any of its committees shall not meet on holidays that are generally observed.

Agenda: The agenda for meetings of the Board of Trustees shall be drafted by the Library Director and may be reviewed by the President prior to its distribution. Agendas will be posted in each branch of the Library District and on the Library District's web site.

Matters to be reported or to be discussed by the Board at any meeting shall, whenever possible, be presented to the President or the Library Director for inclusion in the distributed agenda, or be approved by the Board as amendments to the agenda.

The order of business on the agenda shall include Old Business, New Business, reports from the Library Director and President, Board comment, public comment, and the time, date and location of the next meeting

Minutes and Reports: All meetings of the Board, including its committees, shall have a written record of business conducted. The presence or absence of any Board member from any Board or committee meeting shall be noted in the official record of the meeting. The official copy of Board meeting minutes shall have appended to it (1) financial reports; (2) the warrant; (3) the Library Director's report; and (4) any other significant documents which clarify or augment the record.

Counsel

The Board of Trustees designates the firm of Thomas Drohan Waxman Petigrow & Mayle, LLP as general counsel for the period January 1 – December 31, 2026. Other firms may be retained, upon action by the Board, for other specified purposes.

Auditor

The Board of Trustees, by action taken at its meeting of December 16, 2020, designated the firm of EFPR Group, CPAs, PLLC as auditor for the period January 1 – December 31, 2025.

Insurance

The Board of Trustees designates the firm of William R. Smith, Inc. as the insurance broker for the time period of January 15, 2026 – January 15, 2027.

Disclosure

In accordance with Library District Policy #3103 – Conflict of Interest, each trustee and administrative officer of the Library District shall file a disclosure statement no later than January 15 of each year (attached). Policy #3103 shall be displayed in the staff areas at each Library District location.

**Tax Anticipation
Borrowing**

The Library District will use available cash balances in its various funds in order to fund operations prior to tax receipts. Repayment to these funds is required in accordance with Library District Policy #2105 – Fund Balance.

**Performance
Appraisals**

The Library Director shall be evaluated annually, with an evaluation document normally given to the Library Director no later than the November meeting of the Board of Trustees.

The Library Director shall ensure that all employees are evaluated annually.

Non-CSEA Salaries

The Board of Trustees authorizes 2026 salaries for non-CSEA employees as follows:

Library Director	\$ 152,765
Business Manager	92,560
Human Resources Officer	TBD
Secretary to the Director	67,773
Student Pages	\$18.20 per hour

(benefits are not provided to this position)

Newspapers

The following newspapers shall be designated the official newspapers of the Library District:

Poughkeepsie Journal (for releases and legal ads)
Southern Dutchess News (for releases, only)

Additionally, the Library District will use other local media (print and non-print) and appropriate social media to advertise programs and services provided to patrons.

Purchasing/Claims:

The Board of Trustees affirms approval of the Library District's Purchase Policy (#2101 – A) and Claims Audit Policy (#2101 – B). Copies are attached.

The Board of Trustees shall authorize payment of all bills except those allowed by law for payment prior to such approval (i.e., insurances, utilities, payroll), which then require follow-up approval at the trustee meeting immediately following payment.

Warrants shall be made available for inspection at least one (1) hour prior to the monthly Board of Trustees' meeting.

Depositories

The Library District may maintain accounts in the following local financial institutions:

<u>Institutions</u>	<u>Maximum Amount</u>
LPL Financial	as per collateralization agreement
NBT	as per collateralization agreement with BNY Mellon

The Library District's consolidated checking and payroll accounts will be maintained at NBT.

Additional depositories may be added, from time-to-time, as necessary. Such accounts shall be collateralized in accordance with public finance law.

Signatories

The following people shall have signature authority on accounts held by the Library District:

<u>Board of Trustees</u>	<u>Administration</u>
President	Library Director
Vice President	Assistant to the Director
Treasurer	
Assistant Treasurer(s)	
Secretary	

If issued, all payroll checks shall bear the stamped signature of the Treasurer. Payroll is bi-weekly.

All payment processing is in accordance with Library District Policy 2108 – Payment Processing and Signatures.

Conflict of Interest

Definitions: Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

- (a) "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or their relative, whether as a result of a contract with the Poughkeepsie Public Library District or otherwise. For the purpose of this policy, a Library District officer or employee shall be deemed to have an interest in the contract of:
 - (I) A relative except as to a contract of employment with the Library District
 - (II) A firm, partnership or association of which such officer or employee is a member or employee;
 - (III) A corporation of which such officer or employee is an officer, director or employee;
 - (IV) A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or their relative.
- (b) "Legislation" means a matter which appears on the agenda of the Library District Board of Trustees or on the agenda of a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances or resolutions.
- (c) "Officer" or "Employee" means an elected or appointed officer or employee of the Library District, whether paid or unpaid.
- (d) "Relative" means spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, member of the immediate household or legal guardian of any of said persons of an officer or employee or of the spouse of the officer or employee.
- (e) "Spouse" means the husband, wife or committed partner under the law of an officer or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct: Every officer or employee of the Library District shall be subject to and abide by the following standards of conduct:

- (a) Gifts. No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.
- (b) Confidential Information. No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

- (c) Disclosure of Interest in Legislation. To the extent known, any officer or employee of the Library District who participates in the discussion or gives an official opinion to the Library District Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest they may have in such legislation.
- (d) Disclosure of Interests in Contracts. To the extent known, any officer or employee of the Library District who has, will have, or subsequently acquires any interest in any contract with the Library District shall publicly disclose the nature and extent of such interest in writing to the Library District Board as well as to their immediate supervisor as soon as they have knowledge of such actual or prospective interest.
- (e) Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.
- (f) Private Employment. No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of their duties.
- (g) Prohibited Conflicts of Interest. No Library District officer or employee shall have an interest in any contract between the Library District and a corporation or partnership of which they are an officer or employee when such Library District officer or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under; (b) audit bills or claims under the contract; or (c) appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or their deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library District of which they are an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.
- (h) Certain Interests Prohibited. No officer or employee of the Library District who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library District. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.
- (i) No Library District officer or employee shall use or permit the use of property owned or leased to the Library District for other than official purposes or for activities not otherwise officially approved by the Library District Board.
- (j) Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Library District's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

- (k) A copy of this policy shall be given to all officers and employees upon commencement of such person's relationship with Poughkeepsie Public Library District or at the official adoption of stated policy. Each officer and employee shall sign and date the policy at the beginning of their term of service or employment and each year thereafter. Failure to sign the policy and/or complete the disclosure form does not nullify the policy.

**Conflict of Interest Disclosure Form
(Appendix A)**

This form must be filed annually by all specified parties, as identified in the Poughkeepsie Public Library District's Conflict of Interest Policy Statement.

_____ I have no conflict of interest to report

_____ I have the following potential conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date