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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF MEETING

### BOARD OF TRUSTEES

Wednesday, January 28, 2026  
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:** McPhee 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. Minutes of Previous Meeting(s)
    - A. December 17, 2025 (*Lawrence; #012826 – 1*)
  - IV. Financial Report(s)
    - A. December 2025 (*Gillis; #012826 – 2*)
    - B. Approval of Monthly Warrant (*Gillis; #012826 – 2.1; to be posted prior to meeting*)
  - V. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #012826 – 3.0.X*)
    - B. President's Report (*Fitzgibbons; #012826 – 3.1, if applicable*)
    - C. Board Committee Reports (*Committee Chairs; #012826 – 3.2.X, if applicable*)
    - D. Friends of PPLD (*Vazquez*)
  - VI. Board Action
    - A. Personnel Actions (*Lawrence; 012826 - 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. FPPLD – PPLD Annual Agreement (*Lawrence; #012826 – 5*)
      2. Deed of Gift: Acceptance of HVP Music Library (*Lawrence; #012826 – 6*)
  - VII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

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

Regular Monthly Meeting: Wednesday, February 25, 2026; 7:00 p.m.  
Charwat Meeting Room – Adriance Memorial Library (Warrant Review: Newman and Ryan)

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of December 17, 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**

- Karen Blovat
- Scoob DeStefano
- David Rudin
- 

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

- **Call to Order:** At 7:17 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Addition of an Executive Session after Public Comment.
- **Move/Seconded:** Ferrer, Spuhler.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** None.

**III. Board Education:** None.

**IV. Approval of Previous Record/Meeting(s)**

**A. November 19, 2025 (PPLD Document #121725 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 19, 2025.
- **Moved/Seconded:** Newman, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions**

**A. November 2025 Financial Activity Report (PPLD Document #121725 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2025 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Gillis reported on the Special Revenue Fund, a scheduled debt service payment and expenses for the Dolly Parton Imagination Library and the Little Free Library murals. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #121725 – 2.1)**

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

Vouchers 73000 to 73305 in Warrant 20251218 totaling \$145,355.40

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

Vouchers 73115 to 73231 in Warrant 20251209 totaling \$20,151.38

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

\$10,000 from the Dyson Foundation for Children's programming

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #121725 – 3.0.X)

- Lawrence reported on: the Richard K. Wagner Inclusive Champion Award – congratulations to the staff and the Board for the hard work that resulted in this award; Hudson Valley Music Library Acquisitions; storage space; Civic Plus agenda program; Big Read questions; Collection statistics and Baker & Taylor closure; and the Dolly Parton Imagination Library.

### B. President's Report

- President Fitzgibbons thanks Norma for the great job she is doing leading the Friends, and commends Shannon Butler for a great presentation.

### C. Board Committee Reports (PPLD Document #121725 – 3.3.X)

1. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: CSEA exempt salaries; the organizational chart; manager stipends; Manager in Charge; traveling on a holiday; the Safety & Security Manual; and potential FMLA renewals.

- D. **Friends of PPLD:** President Vazquez reported on: the November sale; Internet sales; the Holiday Book Sale; the January sale; the Annual Meeting; money given to the Library District; and Locust Grove.

## VII. Board Action

- A. **Personnel Actions:** None.

- B. **Unfinished/Old Business:** None.

- C. **New Business:**

1. **2026 Official Designations (PPLD Document #121725 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2026 Official Designations as described as PPLD Document 121715 – 5A.
- **Moved/Seconded:** McPhee, Nichols.
- **Discussion:** Lawrence gave a brief overview of the changes from last year. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

## VIII. Open Comment

- A. **Board Comment:** None.

- B. **Public Comment:** None.

## Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters personnel matters.
- **Moved/Seconded:** Spuhler, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:04 p.m.)

- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:23 p.m.)

#### Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Newman.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 28, 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



# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## Report of December 2025 Financial Activity

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

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

- Receipts for the month totaled \$136,729 which included \$1,386 in library charges, \$2,030 in interest, and \$63,434 in donations.
- Disbursements for the month totaled \$1,203,027 which included \$762,598 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund \$294,255
  - McCalley Fund 52,000
  - Swartz Fund 104,570

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

- Receipts for the month totaled \$28,636 which included \$977 in interest, a \$15,000 donation from FPPLD on behalf of the Strba Trust Foundation, and a grant of \$10,000 from the Dyson Foundation for Children’s Programming.
  - The receipts for the month also reflect a net increase of \$2,659 in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund \$ 213,666
  - Occhialino Fund 49,108
  - Lund Fund 24,032

**Capital Fund (Fund H; \$106,593)**

- Receipts for the month totaled \$5,423 which included \$223 in interest and \$5,200 from the auction of the 2009 Ford van.

**Permanent Funds (Fund PN; \$ 507,459)**

- 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 389,060
  - Schwartz Fund 10,965
  - Lamont Fund 50,201
  - Dobo Fund 37,253

**Debt Service Fund (Fund V; \$60,579)**

- Receipts for the month included interest of \$285.72.
- Disbursements for the month included a total of \$225,113 in debt service payments to the City and Town of Poughkeepsie.

**GENERAL FUND YEAR-TO-DATE**  
EXPENSE REPORT DECEMBER 2025

FOR 2025 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	5,301,281	5,185,737	5,269,304.30	652,298.83	-824.61	-82,743.16	101.6%
22 Equip & Capital Outl	77,250	82,571	38,672.34	1,898.87	34,028.99	9,869.87	88.0%
30 Materials	567,250	652,036	534,192.11	42,880.17	124,560.60	-6,716.71	101.0%
32 Information Services	72,728	66,770	45,402.99	.00	.00	21,367.01	68.0%
50 Operations	1,626,182	1,825,438	1,546,682.06	166,690.15	80,638.95	198,116.72	89.1%
51 Automation	126,724	129,937	128,546.29	3,846.98	.00	1,390.25	98.9%
91 Employee Benefits	2,594,562	2,664,205	2,555,151.19	110,299.50	1,391.87	107,661.94	96.0%
92 Debt Service	1,342,138	1,342,138	1,342,137.50	225,112.50	.00	.50	100.0%
<b>GRAND TOTAL</b>	<b>11,708,115</b>	<b>11,948,831</b>	<b>11,460,088.78</b>	<b>1,203,027.00</b>	<b>239,795.80</b>	<b>248,946.42</b>	<b>97.9%</b>

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

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT

### Warrant Summary

WARRANT: 20251209 12/09/2025  
 DUE DATE: 12/09/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange	4,566.38	
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li	45.32	7,261.51
A	A00000	General Fund Expenses	A .7410.000.00.54310 .	Telephone System Wide	364.47	-1,050.00
A	A00000	General Fund Expenses	A .7410.000.00.54370 .	Professional Svcs: Ge	124.58	830.42
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI	681.22	39,185.91
A	A20000	Building Services	A .7410.200.00.54710 .	Vehicle Operations	110.00	2,155.11
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P	118.21	291.66
A	A20300	Greene Services	A .7410.203.02.54694 .C814	Operations: Bookmobil	520.00	1,865.00
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read	1,031.98	393.97
A	A30000	Advancement Services	A .7410.300.00.54340 .	Public Relations & Ma	231.87	3,552.21
A	A30000	Advancement Services	A .7410.300.00.54371 .	Software: Advancement	50.00	6,443.60
A	A41000	Adult Services	A .7410.410.00.54292 .A125	PRG MAP Passes	2,100.00	5.42
A	A41000	Adult Services	A .7410.410.00.54371 .	Software: Adult Svcs	1,080.00	1,079.00
A	A43500	Extension Services	A .7410.435.00.52800 .	FF&E Extension Servic	1,478.58	0.00
A	A44000	Collection Services	A .7410.440.00.54130 .A211	Serials: Digital	29.95	440.10
A	A50000	Finance Office	A .7410.500.00.54530 .A222	Rent: Staff Parking 9	1,155.00	-355.00
A	A50000	Finance Office	A .7410.500.00.54694 .	Operations: General	675.00	-545.89
A	A50000	Finance Office	A .7410.500.00.59045 .	Life Insurance	666.89	-900.00
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	13.61	0.00
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance	100.53	58.50
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Adriance Hot	1,008.61	134.03
A	A74000	Sadie Peterson Delany	A .7410.740.00.54530 .A203	Rent: SPD Branch (Gre	3,999.18	595.89
			<b>FUND TOTAL</b>		<b>20,151.38</b>	
			<b>WARRANT SUMMARY TOTAL</b>		<b>20,151.38</b>	
			<b>GRAND TOTAL</b>		<b>20,151.38</b>	

# Poughkeepsie Public Library District



## ACCOUNTS PAYABLE WARRANT REPORT 20251218

### Warrant Summary

WARRANT: 20251218 12/18/2025  
 DUE DATE: 12/18/2025

FUND	ORG	ACCOUNT	AMOUNT	AVL BUDGET
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange 38.99
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li 1,322.44 7,636.58
A	A00000	General Fund Expenses	A .7410.000.00.54350 .	Cont Ed: Regional & N 2,076.91 5,556.00
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 1,180.49 -68,672.54
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial 1,164.68 7,491.07
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI 307.12 40,302.35
A	A20000	Building Services	A .7410.200.00.54520 .	Building Repairs: Gen 1,100.00 10,715.59
A	A20000	Building Services	A .7410.200.00.54690 .	Snow Removal: Patron 2,750.00 -3,984.88
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP 908.05 4,227.45
A	A20000	Building Services	A .7410.200.00.54693 .	Operations: Trash Col 755.41 182.45
A	A20000	Building Services	A .7410.200.00.54694 .	Operations: Cleaning 3,680.00 1,900.00
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene 3,962.59 2,186.69
A	A30000	Advancement Services	A .7410.300.00.54292 .	PRG Advancement 930.00 0.76
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read 381.18 393.97
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement 62.65 1,917.53
A	A30000	Advancement Services	A .7410.300.00.54330 .	Postage Bulk Mailing 4,102.11 994.00
A	A30000	Advancement Services	A .7410.300.00.54340 .	Public Relations & Ma 572.12 3,564.21
A	A30000	Advancement Services	A .7410.300.00.54340 .A203	Printing: Rotunda (Gr 8,813.97 4,162.34
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services 684.35 1,473.52
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish 289.05 80.19
A	A41000	Adult Services	A .7410.410.00.54292 .A252	PRG Library of Things 74.76 299.04
A	A44000	Collection Services	A .7410.440.00.54100 .	Books 9,186.35 29,800.33
A	A44000	Collection Services	A .7410.440.00.54100 .A211	Books: Digital 9,054.40 9.00
A	A44000	Collection Services	A .7410.440.00.54110 .A211	Video & Films: Digita 11,385.92 1,578.81
A	A44000	Collection Services	A .7410.440.00.54360 .	Sierra/Encore Service 1,928.79 0.00
A	A44000	Collection Services	A .7410.440.00.54370 .	Professional Services 582.50 2,663.10
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services 687.87 87.93
A	A45000	Youth Services	A .7410.450.00.54300 .G200	Supplies: Preschool L 212.42 30.88
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi 833.35 237.44
A	A50000	Finance Office	A .7410.500.00.54300 .	Supplies: Ink & Toner 454.33 546.03
A	A50000	Finance Office	A .7410.500.00.54370 .	Professional Svcs: Fi 8,576.00 1,886.75
A	A50000	Finance Office	A .7410.500.00.54371 .	Software: Finance Off 52,067.00 -7,774.21
A	A50000	Finance Office	A .7410.500.00.59061 .	Medicare B Reimburse 4,773.00 2,317.78
A	A55000	Human Resources Offic	A .7410.550.00.54370 .	Professional Svcs: HR 5,000.00 0.00
A	A55000	Human Resources Offic	A .7410.550.00.54371 .	Software: Human Resou 532.20 -10,808.20
A	A60000	Information Tech	A .7410.600.00.54300 .	Supplies: Information 88.83 0.00
A	A60000	Information Tech	A .7410.600.00.54371 .	Software: IT 1,065.00 -1,259.64
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR 317.20 2,126.16
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance 150.06 45.16

Report generated: 12/17/2025 10:34:24  
 User: Trina Blomquist (tblomquist-martinez)  
 Program ID: apwarrnt

**ACCOUNTS PAYABLE WARRANT REPORT 20251218**

A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .	Internet Adriance	129.00	-1,600.38
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	254.00	1,061.85
A	A73000	Boardman Road Branch	A .7410.730.00.54310 .	Telephone Boardman	163.86	579.07
A	A73000	Boardman Road Branch	A .7410.730.00.54320 .	Internet Boardman	241.45	-2,871.08
A	A74000	Sadie Peterson Delany	A .7410.740.00.54292 .	PRG SPD	1,500.00	1,482.55
A	A74000	Sadie Peterson Delany	A .7410.740.00.54320 .	Internet SPD Branch	165.00	-352.83

**FUND TOTAL 145,355.40**

**WARRANT SUMMARY TOTAL 145,355.40**

**GRAND TOTAL 145,355.40**

**ACCOUNTS PAYABLE WARRANT REPORT 20251229 CAPITAL**

**Warrant Summary**

WARRANT: 20251229 12/29/2025  
 DUE DATE: 12/29/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
H	H00000	Capital Fund Expense H .7410.000.00.52800 .C816	FF&E Cap. Imp. DASNY 42,260.58	-108,990.26
<b>FUND TOTAL</b>			<b>42,260.58</b>	
<b>WARRANT SUMMARY TOTAL</b>			<b>42,260.58</b>	
<b>GRAND TOTAL</b>			<b>42,260.58</b>	

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

FOR 2025 12

	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	24,733.77	1,385.61	266.23	98.9%
42401 Interest Earnings	50,000	50,000	81,502.29	2,030.32	-31,502.29	163.0%
42705 Donations	175,000	205,104	182,704.37	63,433.80	22,399.63	89.1%
42752 Annual Appeal	27,500	25,500	25,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	81,982.92	6,831.91	.08	100.0%
42760 Grants	50,000	57,500	2,500.00	.00	55,000.00	4.3%
42771 Payment in Lieu of Taxes	173,000	173,000	135,958.93	63,047.72	37,041.07	78.6%
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%
<b>GRAND TOTAL</b>	<b>11,864,613</b>	<b>11,934,439</b>	<b>11,543,766.93</b>	<b>136,729.36</b>	<b>390,672.07</b>	<b>96.7%</b>

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

## BALANCE SHEET FOR 2025 12

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	Gen. Fund Operational Checking	-273.69	9,177.54
A	12020	Gen. Fund Payroll Checking	.00	436.42
A	12023	Gen. Fund Money Market	-696,795.97	253,369.91
A	12040	Credit Card Transactions	-128.09	2,163.98
A	12051	Flex 125 Money Market	-1,333.64	8,135.50
A	12100	Petty Cash	373.69	16,907.42
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserve: Davis	598.58	294,255.16
A	12400	Cash Special Reserve: Swartz	212.72	104,569.62
A	13800	Accounts Receivable	.00	31,489.39
A	13910	Due From Other Funds	-225,112.50	535,041.34
<b>TOTAL ASSETS</b>			<b>-922,458.90</b>	<b>1,256,048.28</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-10,160.95
A	26020	Flex125 Exchange	1,351.25	-7,435.25
A	26021	Benefits Exchange	-840.32	7,186.41
A	26030	General Fund Exchange	17.99	627.31
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	1,250.00	4,766.35
A	26370	State Retirement Accrual	-79,290.28	-563,084.07
<b>TOTAL LIABILITIES</b>			<b>-77,511.36</b>	<b>-568,012.20</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	11,934,439.00
A	35210	Encumbrances (+ PYCF)	-599,241.49	284,208.82
A	35220	Expenditures (+ PYCF)	1,136,699.62	11,530,811.40
A	38210	Encumbrance Reserve (+ PYCF)	599,241.49	-284,208.82
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	483,367.26
A	39110	Fund Balance Start of Year	.00	-364,427.26
A	39600	Appropriations (+ PYCF)	.00	-12,004,799.94
A	39800	Revenues Received	-136,729.36	-11,584,829.22
A	39915	Assign for future prgrms	.00	-635,597.32
<b>TOTAL FUND BALANCE</b>			<b>999,970.26</b>	<b>-688,036.08</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>922,458.90</b>	<b>-1,256,048.28</b>

**BALANCE SHEET FOR 2025 12**

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	-15,033.15	452,173.61
CM	13910	Due From Other Funds	43,669.47	140,940.13
	<b>TOTAL ASSETS</b>		<b>28,636.32</b>	<b>593,113.74</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	.00	515,244.92
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	128,194.05
CM	39800	Revenues	-28,636.32	-616,361.84
	<b>TOTAL FUND BALANCE</b>		<b>-28,636.32</b>	<b>27,077.13</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-28,636.32</b>	<b>-593,113.74</b>

**BALANCE SHEET FOR 2025 12**

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	5,422.67	114,326.05
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	-42,260.58	-7,772.65
	<b>TOTAL ASSETS</b>		<b>-36,837.91</b>	<b>106,592.53</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	-27,261.60	.00
H	35220	Expenditures	42,260.58	150,052.55
H	38210	Reserve For Encumbrances	27,261.60	.00
H	39110	Fund Balance Unreserved	.00	22,818.14
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-5,422.67	-113,807.32
	<b>TOTAL FUND BALANCE</b>		<b>36,837.91</b>	<b>59,063.37</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>36,837.91</b>	<b>-106,592.53</b>

**BALANCE SHEET FOR 2025 12**

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	2,658.89	389,059.50
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			2,658.89	507,458.96
<b>LIABILITIES</b>				
PN	26300	Due to other funds	-2,658.89	-28,641.11
TOTAL LIABILITIES			-2,658.89	-28,641.11
<b>FUND BALANCE</b>				
PN	35220	Expenditures	.00	395.49
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
PN	39800	Revenues	.00	-395.49
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			-2,658.89	-507,458.96

**BALANCE SHEET FOR 2025 12**

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
V	12230	Cash, Res Bond Indebtedness	-224,826.78	60,579.19
V	13910	Due From Other Funds	.00	-284,691.45
	<b>TOTAL ASSETS</b>		<b>-224,826.78</b>	<b>-224,112.26</b>
<b>LIABILITIES</b>				
V	26300	DUE TO OTHER FUNDS	225,112.50	409,499.02
	<b>TOTAL LIABILITIES</b>		<b>225,112.50</b>	<b>409,499.02</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	-285.72	-14,839.01
	<b>TOTAL FUND BALANCE</b>		<b>-285.72</b>	<b>-185,386.76</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>224,826.78</b>	<b>224,112.26</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 73442 to 73527 in Warrant 20260129 totaling \$8,217.77

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

Vouchers 73378 to 73481 in Warrant 20260115 totaling \$158,348.27  
Vouchers 73319 to 73366 in Warrant 20251230 totaling \$53,712.52

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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 – JANUARY 2026

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### Significant Service Changes, Challenges or Accomplishments

- The work of Carol Gordon continues with the discussion of both the staff survey and the manager's work taking center stage at meetings of the Administrative Council. I anticipate the full evaluation/implementation of input received will take the better part of 6 – 9 months. Organizational change is a long-term activity that requires steady drum beats of implementation.
- The Dolly Parton Imagination Library had a successful launch on January 10 with a good crowd on hand. A second registration event was held on January 24. As of this writing, we have approved 160 registrations and have another 59 pending. Thanks to John Torres, Head of Youth Services, and Alison Francis, Youth Outreach Coordinator, for all of their hard work in hosting a successful launch.
- Staff continue to work implementing our business relationship with Ingram, the vendor selected to replace the now defunct Baker & Taylor. With the abrupt closing of Baker & Taylor, Ingram is working as fast as they can to onboard new customers. We now anticipate being fully functioning with them by early March. Unprocessed materials will be ordered from Amazon in the meantime.

### Service and Program Highlights

- The Library District is again collaborating with the Jewish Federation of Dutchess County for programming funded with the Greene Fund. The first of four World Book Council events was held on January 8 and featured Barry Joseph, author of *Matching Minds with Sondheim*. Roughly 45 attendees explored the puzzle mind of the musical theatre genius who was a little-known puzzle master. The next event is on February 5 and will feature Beejhy Barhany, author of *Gursha: Timeless Recipes for Modern Kitchens, from Ethiopia, Israel, Harlem, and Beyond*. This event will be hosted at Geneva's Blues House on Hooker Avenue and registration is already full.
- See attached manager reports for recent activity.

### Outreach and Professional Development

- Staff requests for 2026 conference travel have been approved. Of note is the approval for staff to attend the bi-annual conference of the Public Library Association, this year scheduled for late March in Minneapolis, MN.

### Collection Development

- Once 2025 Fiscal Close is completed in our Sierra Acquisitions program and funds have been updated for 2026, staff will commence ordering with early attention focusing on filling the gaps created by the abrupt demise of Baker & Taylor.

### 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 #012826 - 3.0.1.1

	Current Year: 2025				Previous Year: 2024				Compare: '25 to '24		Previous Year: 2023				Compare: '25 to '23	
	Dec	% of Total	YTD	% of Total	Dec	% of Total	YTD	% of Total	Change	% Change	Dec	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,406	30.80%	72,908	29.10%	5,352	27.20%	72,499	27.85%	409	0.56%	5,367	26.67%	69,894	26.60%	3,014	4.31%
Adult Non-Fiction	2,791	15.90%	40,458	16.15%	3,196	16.24%	43,774	16.81%	-3,316	-7.58%	3,313	16.47%	43,642	16.61%	-3,184	-7.30%
Fiction - Juvenile	4,787	27.27%	71,999	28.74%	5,486	27.88%	72,823	27.97%	-824	-1.13%	5,087	25.28%	70,647	26.88%	1,352	1.91%
Non-Fiction - Juvenile	974	5.55%	16,852	6.73%	1,451	7.37%	17,846	6.85%	-994	-5.57%	1,162	5.78%	17,360	6.61%	-508	-2.93%
Periodicals	99	0.56%	1,608	0.64%	126	0.64%	1,981	0.76%	-373	-18.83%	174	0.86%	2,038	0.78%	-430	-21.10%
Periodicals - Juvenile	18	0.10%	283	0.11%	18	0.09%	406	0.16%	-123	-30.30%	36	0.18%	332	0.13%	-49	-14.76%
<b>Print Subtotal</b>	<b>14,075</b>	<b>80.19%</b>	<b>204,108</b>	<b>81.47%</b>	<b>15,629</b>	<b>79.43%</b>	<b>209,329</b>	<b>80.40%</b>	<b>-5,221</b>	<b>-2.49%</b>	<b>15,139</b>	<b>75.24%</b>	<b>203,913</b>	<b>77.59%</b>	<b>195</b>	<b>0.10%</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	3	0.02%	64	0.03%	3	0.02%	50	0.02%	14	28.00%	5	0.02%	59	0.02%	5	8.47%
Soundrecordings	295	1.68%	4,655	1.86%	516	2.62%	5,501	2.11%	-846	-15.38%	573	2.85%	6,590	2.51%	-1,935	-29.36%
Videorecordings	2,430	13.85%	32,776	13.08%	2,861	14.54%	37,008	14.21%	-4,232	-11.44%	3,486	17.33%	42,989	16.36%	-10,213	-23.76%
Media	0	0.00%	29	0.01%	1	0.01%	51	0.02%	-22	0.00%	3	0.01%	15	0.01%	14	0.00%
Software	6	0.03%	130	0.05%	8	0.04%	164	0.06%	-34	-20.73%	13	0.06%	116	0.04%	14	12.07%
Equipment/Realia	53	0.30%	731	0.29%	59	0.30%	785	0.30%	-54	-6.88%	49	0.24%	619	0.24%	112	18.09%
Suppressed Items	27	0.15%	457	0.18%	13	0.07%	326	0.13%	131	40.18%	27	0.13%	272	0.10%	185	68.01%
Videorecordings - Juvenile	451	2.57%	4,495	1.79%	383	1.95%	4,462	1.71%	33	0.74%	494	2.46%	5,218	1.99%	-723	-13.86%
Audiorecordings - Juvenile	20	0.11%	352	0.14%	35	0.18%	385	0.15%	-33	-8.57%	32	0.16%	734	0.28%	-382	-52.04%
Media - Juvenile	184	1.05%	2,593	1.03%	148	0.75%	2,155	0.83%	438	20.32%	119	0.59%	1,735	0.66%	858	49.45%
Software - Juvenile	7	0.04%	143	0.06%	20	0.10%	145	0.06%	-2	-1.38%	21	0.10%	154	0.06%	-11	-7.14%
<b>Non-Print Subtotal</b>	<b>3,476</b>	<b>19.81%</b>	<b>46,425</b>	<b>18.53%</b>	<b>4,047</b>	<b>20.57%</b>	<b>51,032</b>	<b>19.60%</b>	<b>-4,607</b>	<b>-9.03%</b>	<b>4,822</b>	<b>23.97%</b>	<b>58,501</b>	<b>22.26%</b>	<b>-12,076</b>	<b>-20.64%</b>
<b>Total</b>	<b>17,551</b>		<b>250,533</b>	<b>100.00%</b>	<b>19,676</b>		<b>260,361</b>		<b>-9,828</b>	<b>-3.77%</b>	<b>20,120</b>		<b>262,808</b>		<b>-11,881</b>	<b>-4.67%</b>

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

PPLD Document #012826 - 3.0.1.2

<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	19,365	17,551	250,577
Digital Content	12,172	10,843	12,423	12,285	12,283	12,048	11,720	13,389	12,798	12,640	12,192	12,824	147,617
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>31,557</b>	<b>30,375</b>	<b>398,194</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	3,050	3,190	41,065
Boardman Road	2,437	2,114	2,407	2,162	2,220	2,117	2,346	2,015	2,175	2,106	1,731	1,771	25,601
Sadie Peterson Delaney	94	62	88	71	57	74	88	60	115	83	64	72	928
<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>4,845</b>	<b>5,033</b>	<b>67,594</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	607	546	9,017
Boardman Road	26	79	77	110	53	130	136	92	119	182	158	77	1,239
Sadie Peterson Delaney	47	36	63	52	33	56	105	87	72	62	38	48	699
Spanish Language Assistance	49	39	70	17	3	8	3	3	4	5	4	5	210
<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>807</b>	<b>676</b>	<b>11,165</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	8,074	3,460	81,191
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	14,220	198,890
Calendar Hits - Recite Me	433	337	410	267	306	321	272	397	346	369	242	187	3,887
Website Views	35,900	33,590	44,409	30,678	33,469	32,966	34,932	37,056	31,503	37,450	32,498	30,626	415,077
<b>Total</b>	<b>55,298</b>	<b>57,345</b>	<b>70,078</b>	<b>57,394</b>	<b>53,109</b>	<b>54,883</b>	<b>56,694</b>	<b>69,966</b>	<b>56,685</b>	<b>65,483</b>	<b>53,617</b>	<b>48,493</b>	<b>699,045</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	3,119	3,349	45,848
Boardman Road	1,644	1,331	1,677	1,479	1,714	1,530	1,913	1,581	1,644	1,991	1,439	1,190	19,133
Sadie Peterson	40	40	46	21	20	36	50	29	16	34	35	29	396
<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>4,593</b>	<b>4,568</b>	<b>65,377</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	102	107	1,520
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>102</b>	<b>107</b>	<b>1,522</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	87	69	1,125
<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	186	166	2,455
Community Engagement	6	3	7	9	6	8	9	13	3	7	3	3	77
Non-Library District	11	27	25	33	13	12	13	16	19	21	22	10	222
Exams Proctored	20	19	20	20	12	24	29	23	23	15	18	15	238
MAP Passes	NA	NA	NA	NA	73	100	134	168	103	130	55	42	805
Rover Bookmobile Stops	5	3	12	9	10	11	11	14	16	12	9	6	118
<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>293</b>	<b>242</b>	<b>3,915</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	2,608	2,104	37,366
Community Engagement	74	30	289	342	92	558	188	682	673	214	73	23	3,238
Non-Library District	64	270	201	250	225	129	84	122	156	854	433	169	2,957
Drop-In Room Use (Adriance)	111	102	104	127	131	117	108	125	80	112	103	100	1,320
Rover Bookmobile	86	33	324	189	264	593	333	824	774	512	179	111	4,222
<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>3,396</b>	<b>2,507</b>	<b>49,103</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	12,426	11,535	166,851
Boardman Road	10,496	9,292	11,173	10,535	10,745	9,326	11,346	10,195	10,263	15,354	11,064	7,946	127,735
Sadie Peterson Delaney	193	143	203	166	143	172	324	277	172	515	90	112	2,510
<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>23,580</b>	<b>19,593</b>	<b>297,096</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 Outreach

**Time Period of Report:** December

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**Focus Activity:** Informing families about the Dolly Parton Imagination Library program

**Intended Outcome(s) of Focus Activity:** To let families in the City and Town of Poughkeepsie know about the Dolly Parton early literacy program available to them so they can register their children to receive free books from the Dolly Parton Imagination Library program. This program is another facet of the Library's support of early literacy development in young children within the community we serve.

**Manager Observations of Activity and Outcomes:** The Library has entered a partnership with the Dolly Partner Imagination Library program. Residents of the Town and City of Poughkeepsie may register their child to receive a free book once a month from the Dolly Parton Foundation from birth up until their fifth birthday.

This past month we have focused on creating materials to inform the community about the program. My specific role in outreach is to deliver information about the program to families who attend early literacy story times in the age range at both Library branches as well as families at the organizations we deliver services to at the Day One Early Learning Center and the Community Family Development Day Care. Each family in these programs is receiving a flier with the program's information.

**Impact of Activity:** This is the beginning of an ongoing program for families within our community to help support young children's early literacy development. We have already seen much interest in it.

**Date of Report:** 1/5/2026



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## MANAGER'S MONTHLY REPORT

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**Manager Name and Title:** Michele Muir, Development Officer

**Department:** Advancement

**Time Period of Report:** December, 2025

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**Focus Activity:** Marketing the Dolly Parton Imagination Library

**Intended Outcome(s) of Focus Activity:** To promote the new program and its launch, with special emphasis on targeting young families

**Manager Observations of Activity and Outcomes:** The Advancement Dept worked diligently to create a marketing plan, imagery and messaging for the Dolly Parton Imagination Library, which launches on January 10, 2026. The marketing plan included teasers and then full release of information about DPIL, how to get involved and who is eligible. We primarily relied on the website and social media for dynamic changes in messaging. Flyers, several Rotunda features, select imagery, press releases and email - as well as a specialized email blast - were all used. General information and guidelines were communicated to staff.

**Impact of Activity:** The Marketing hero of DPIL is social media, especially Facebook. We were excited to see that the posting was liked and shared over 1,000 times, a far greater number than any previous project or posting we've done on this platform. Kudos go to the PIOs for adding this project to their schedules and doing so with urgency.

**Date of Report:** 1/9/2026



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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:** December 2025

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**Focus Activity:** Fully staffing circulation desks at branches

**Intended Outcome(s) of Focus Activity:** Provide patrons with reliable customer service and materials

**Manager Observations of Activity and Outcomes:** Borrower Services: We worked hard to make sure the circulation desks were staffed during the business holiday season and did a good job balancing people's scheduled and unscheduled time off. We had our seasonal clerk from the summer return between Christmas and New Year's, which was incredibly helpful.

Technical Services: We made it through the end-of-year processes, which this year were affected by the closing of our book supplier, Baker & Taylor. Me and my Technical Services supervisor and staff coordinated with other departments to get our new supplier, Ingram, set up. We're still working on the things, but will dedicate more time to that now that the holidays are over. We are looking forward to turning our attention to once again receiving materials and getting them ready for our patrons.

**Impact of Activity:** The Borrower and Technical Services Department continues to work together to make sure our patrons' needs are met at the circulation desk.

**Date of Report:** 1/9/2026



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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 & Extension Services

**Time Period of Report:** December 2025/ Jan 2026

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**Focus Activity:** Extension Services

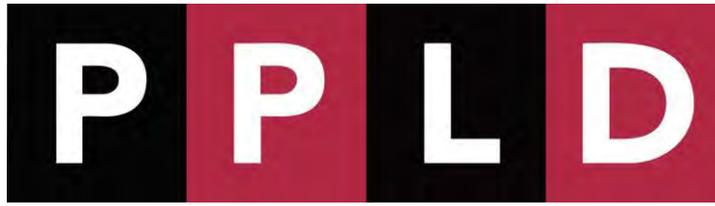
**Intended Outcome(s) of Focus Activity:** Spring Rover schedule with consideration for what is working well and best practices for bookmoblies.

Rover presentation for SENYLRC, SENY-CON and MHLS,: bringing the work we do with Rover to a larger Library audience, to benefit both our community and the Library community at large via information regarding our work with Rover.

**Manager Observations of Activity and Outcomes:** Rover committee is reconfiguring Rover stops for Spring and considering sustainable activities appropriate for those stops.

**Impact of Activity:** interdepartmental collaboration, regular activities for Rover stops

**Date of Report:** 1/9/2026



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## MANAGER'S MONTHLY REPORT

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

**Department:** Information Technology

**Time Period of Report:** December 2025

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**Focus Activity:** IT provided technical support for numerous library programs, ensuring reliable audio/visual operation. Installed a new printer for the Adriance teen area, completed Windows updates, assisted with phone voicemail support, deployed a new PC, and configured a remote workstation.

**Intended Outcome(s) of Focus Activity:** Maintain dependable A/V support for programs. Improve teen area printing access. Keep systems secure and up to date. Support staff communication and remote work needs.

**Manager Observations of Activity and Outcomes:** Program support was completed without issue. The new teen printer is operational. Windows updates were successfully applied. ITC and IT support resolved staff issues. The new PC and updated remote workstation were deployed and configured as expected.

**Impact of Activity:** Reliable program technology. Improved access to printing for teens. Updated and secure workstations. Enhanced staff productivity and flexibility.

**Date of Report:** 1/12/2026

<b>Meeting:</b> Board Development & Policy Committee		<b>Date:</b> Monday, January 12, 2026
<b>Attendance</b>		
<b><u>Trustees Present</u></b>	<b><u>Staff Present</u></b>	<b><u>Guest(s) Present</u></b>
<input checked="" type="checkbox"/> Mayra Fana <input type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee, <i>Chair</i> <input checked="" type="checkbox"/> Sheila Newman <input type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Other:	<input type="checkbox"/>
<b>Minutes Prepared By: T. Lawrence</b>		

The meeting convened at 6:30pm. Attendance is noted above.

1. **Business Items:** The following business was conducted:
  - **Revised Harassment Policy - Draft:** Lawrence shared with the Committee a revised harassment policy created by counsel that addresses potential harassment in addition to sexual harassment. After discussion on the matter, the Committee asked Lawrence to ask for modifications based on comments. An updated draft will be presented to the Committee for consideration.
  - **CivicPlus:** Lawrence shared a proposal from CivicPlus as a Meeting Agenda & Minutes platform on which to manage Library District meeting materials. Overall, the Committee felt this would be a good investment so Lawrence will work on developing an implementation plan.
  - **Board Meeting Format:** The Committee discussed the agenda format for monthly meetings with continued discussion on the use of a consent agenda. This discussion will continue.
  - **Matters Relating to Potential Litigation:** Lawrence shared with the Committee matters with potential for litigation. Our insurance providers have been notified of the matters and all records have been preserved.
  
2. **Items Forwarded to the Board of Trustees for Approval:**
  - Nothing at this time.
  
3. **Upcoming Agenda Items:**
  - Continued review of the policy inventory.
  - Continued consideration of the Volunteer Program.

The meeting adjourned at 7:35pm.

**Next Scheduled Meeting Date**  
 TBD; 6:30pm  
 (date, time, and location subject to change)

<b>Meeting:</b> Finance Committee		<b>Date:</b> Wednesday, January 21, 2026
<b>Attendance</b>		
<u><b>Committee Members Present</b></u>	<u><b>Other Trustees Present</b></u>	<u><b>Guest(s) Present</b></u>
<input checked="" type="checkbox"/> Mayra Fana <input type="checkbox"/> Moira Fitzgibbons, <i>President</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Sophia Sciacca <input checked="" type="checkbox"/> Laurel Spuhler	<input type="checkbox"/>  <u><b>Staff Present</b></u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager	<input type="checkbox"/>
<b>Minutes Prepared by: T. Lawrence</b>		

The meeting convened at 6:35pm in the Greene Room #1 at the Boardman Road Branch Library.

**1. Business Items:** This is a summary of items covered during the wide-ranging discussion at the meeting:

- **Budget Modifications:** After discussion, it seemed that the consensus of the group was that the current tool to notify the Board of budget modifications was that page of the monthly financial report. There was recognition of the need to modify the budget in accordance with need in order to pay bills in a timely manner. The monthly meeting format can be a challenge otherwise. This discussion will continue in order to ensure compliance with best practice recommendations from the Office of the State Comptroller.
- **2025 Audit Update:** Field work is scheduled to begin on Tuesday, February 17, with the report to the Board at its meeting in April.
- **Credit Card Processing Fees:** Gillis shared with the Committee her concern that processing fees for credit card transactions at SPD far outpace transactions. The Committee agreed with the recommendation to discontinue the taking of credit cards as a POS transaction and educating the public on how to pay fees using their OPAC online account. Gillis will work with the managers to explain this as we look to sunset the service at SPD.
- **Multi-Year Budgeting:** There was general discussion about how best to develop a multi-year budget planning process. Several ideas will be explored by the Administration with a report back to the Committee at its March meeting.
- **Unspent Adriance Honors Donations:** At the request of Lawrence and with the approval of the Friends of PPLD, the \$20,000 in unspent donations in honor of Adriance Honors honorees will be transferred from the CM (Special Revenue) Fund to the H (Capital) Fund with the initial intent of using the money for repairs to the dome at Adriance.
- **Slonaker and Levinson Funds:** Administration recommends that the captioned funds be liquidated or combined with other funds to ease reporting and to spend them on a project of the Board’s choosing. While the Committee has agreed to this request, Lawrence will confer with counsel on how to best do this (and counsel could reply with an opinion that it’s not doable). More to follow.
- **FPPLD Parking Lot Donation:** At the request of Lawrence, the Friends of PPLD Board approved the reassignment of their \$100,000 donation intended for expanded parking at the Boardman Road Branch Library to dome repair at Adriance. The Board of Trustees will have to accept this revised designation.
- **FPPLD Annual Agreement:** At their January 21 meeting, the FPPLD Board approved the 2026 Annual Agreement on FPPLD support of Library District programs and services. This will be presented to the Board for approval at their meeting on January 28.

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

- CM and H Fund transfers and redesignations.
- Monthly financial report.

**3. Upcoming Agenda Items:**

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

**Next Scheduled Meeting(s) Date**  
 March 18, 2026; 6:30pm; Boardman Road Branch Library  
*(time, date, and location subject to change)*

<b>Meeting:</b> Personnel Committee	<b>Date:</b> Wednesday, January 14, 2026			
<b>Attendance</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <b><u>Trustees Present</u></b>  <input checked="" type="checkbox"/> Sean Eagleton (via phone)  <input checked="" type="checkbox"/> Moira Fitzgibbons  <input checked="" type="checkbox"/> Shelia Newman  <input checked="" type="checkbox"/> Jim Nurre  <input checked="" type="checkbox"/> Sophia Sciacca  <input checked="" type="checkbox"/> Laurel Spuhler, Chair                 </td> <td style="width: 33%; border: none;"> <b><u>Staff Present</u></b>  <input checked="" type="checkbox"/> Tom Lawrence, Library Director  <input checked="" type="checkbox"/> Rebecca Gillis, Business Manager  <input type="checkbox"/> CSEA Negotiating Team                 </td> <td style="width: 33%; border: none;"> <b><u>Guest(s) Present</u></b>  <input type="checkbox"/> Melissa Knapp, TDWPM  <input type="checkbox"/> Jordan Rider., CSEA                 </td> </tr> </table>		<b><u>Trustees Present</u></b> <input checked="" type="checkbox"/> Sean Eagleton (via phone) <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Sophia Sciacca <input checked="" type="checkbox"/> Laurel Spuhler, Chair	<b><u>Staff Present</u></b> <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><u>Trustees Present</u></b> <input checked="" type="checkbox"/> Sean Eagleton (via phone) <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Shelia Newman <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Sophia Sciacca <input checked="" type="checkbox"/> Laurel Spuhler, Chair	<b><u>Staff Present</u></b> <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:

- **Upcoming Personnel Actions:** Lawrence and Gillis reviewed upcoming personnel actions that will be presented to the Board for approval on January 28, which includes the renewal of several FMLA leaves.
- **Harassment Claim:** The Committee was briefed in the status of recent sexual harassment and unsafe work environment claims. A mediation meeting took place on January 12, 2026 at which all parties agreed on how to resolve the situation and to move forward. Lawrence will draft an agreement for all parties to sign.
- **Status of New/Modified Positions:** The Committee discussed the following:
  - **Human Resources Generalist:** Awaiting final approval from Dutchess County Civil Service. **Note:** This has been approved and recruitment will begin in the last week of January.
  - **Assistant Library Director:** Discussion on where to place this revived position in the organization.

A revised draft organization chart is attached to these minutes.

- **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.
- **Organizational Assessment Update:** Lawrence and Gillis shared with the Committee work underway to implement some of the recommendations advanced through the assessment that was completed in November 2025. This work will be completed over the next six to nine months and the Committee will be apprised of the work completed.

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

- Personnel actions as discussed.

**3. Upcoming Agenda Items:**

- Ongoing discussion of organization chart and the hiring of an Assistant Library Director.
- Any items developed through Labor/Management Committee meetings.

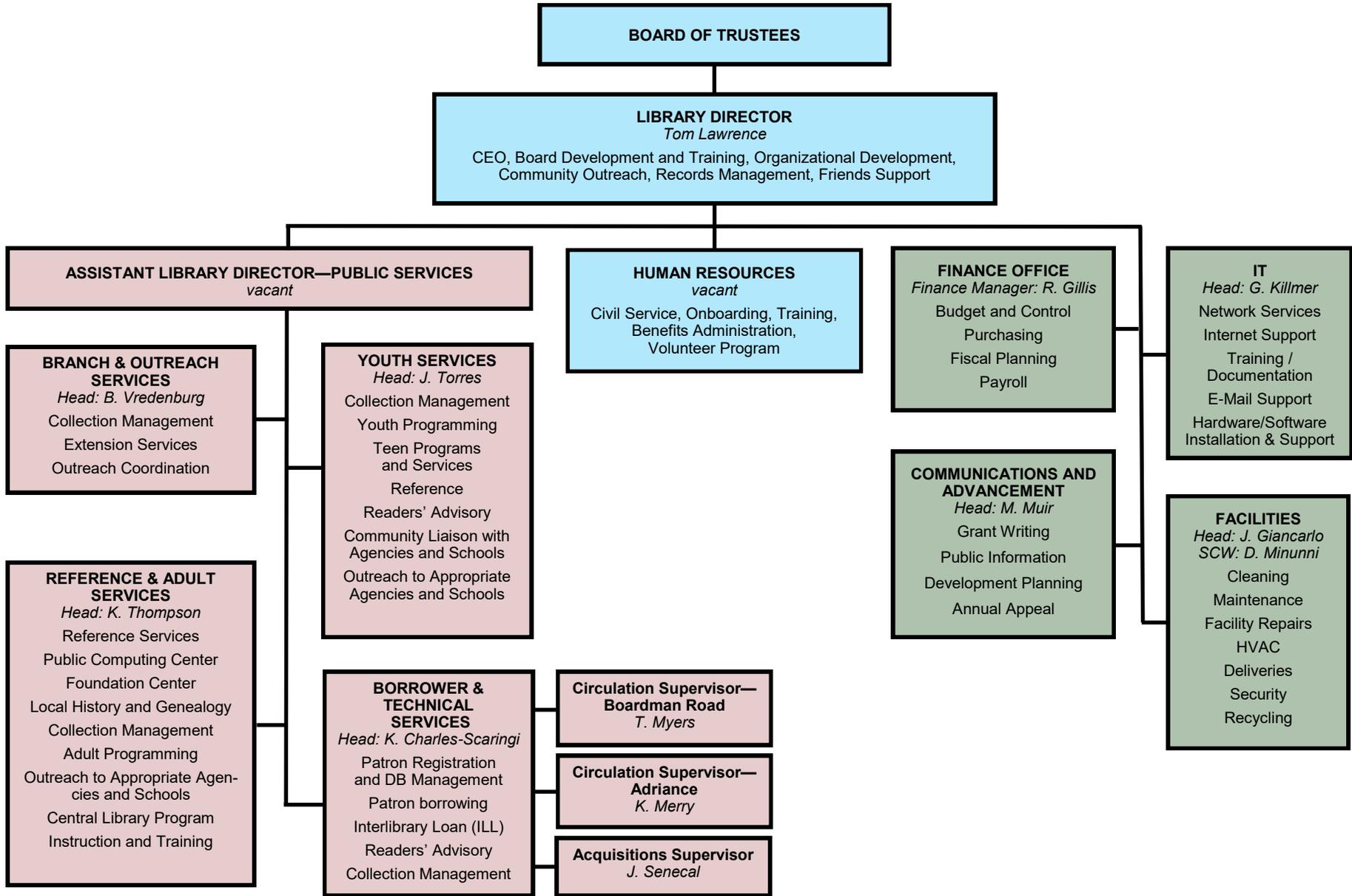
The meeting adjourned at 7:35 pm.

**Next Scheduled Committee Meeting Date**

TBA

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

# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT ORGANIZATION CHART



### Personnel Actions

**Recommended By**

Administration

**Current Situation**

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

**Pending Personnel Actions**

Detailed in table below.

Employee Name	PPLD Employee Number	Current Civil Service Title	Current Civil Service Position Number	New Civil Service Title	New Civil Service Position Number	Type of Action	Effective Date(s)	Salary
Andrew Griemsmann	4783	Library Assistant (FT)	155	Librarian Trainee (FT)	143	Provisional Appointment	2/1/2026	\$61,102 Step 1
Megan McGuiness	4837	Librarian Trainee (PT)	129	Librarian I (PT)	41	Probationary Appointment	2/1/2026	\$36.57/hr
Trina Blomquist-Martinez	4774	Senior Account Clerk (PT)	65	Senior Account Clerk (Hrly)	74	Temporary Appointment	2/1/2026 – 4/30/2026	\$29.67/hr
Malika Oszip	<i>not yet assigned</i>	NA	NA	Page (PT)	79	Probationary Appointment	1/31/2026	\$23.10/hr
Alejandro Franqui-Ferrer	4848	Library Clerk (PT)	189	NA	NA	Seasonal Appointment	12/28/2026 – 1/10/2026	\$23.96/hr
<i>Confidential</i>	4820	<i>Confidential</i>				FMLA	1/1/2026 – 12/31/2026	NA
<i>Confidential</i>	4762	<i>Confidential</i>				FMLA	1/1/2026 – 12/31/2026	NA
<i>Confidential</i>	4800	<i>Confidential</i>				FMLA	1/1/2026 – 12/31/2026	NA
<i>Confidential</i>	4614	<i>Confidential</i>				FMLA	1/1/2026 – 12/31/2026	NA
<i>Confidential</i>	4771	<i>Confidential</i>				FMLA	1/1/2026 – 12/31/2026	NA
<i>Confidential</i>	4471	<i>Confidential</i>				FMLA	1/1/2026 – 12/31/2026	NA





**ANNUAL AGREEMENT - 2026 (Draft - V2)**  
**FRIENDS OF PPLD - PPLD**

The Friends of the Poughkeepsie Public Library District (Friends) and the Poughkeepsie Public Library District (Library District) agree to this annual statement of Friends support of the Library District's programs and services:

Month	Event	Friends Support	
January	Annual Rent	as per agreement	\$ 100
	2025 Utility and Plow Charges	as per agreement (estimate; will confirm)	23,493
	MLK Breakfast	<b>1/23:</b> share table cost with PPLD	650
March	Poughkeepsie Children's Book Festival	<b>3/28:</b> event support; kids' vouchers	20,000
Summer	Summer Reading Program	general support	5,000
All Year	Adult Programming	general support to include four shred events	7,500
September	Staff Development Day	<b>9/25:</b> light breakfast, light lunch, staff service awards	6,000
October	Big Read	general support	40,000
December	Gingerbread House Program	general support	3,000
TBD	Dolly Parton Imagination Library (Year 2 of 2)	support of literacy outreach program	15,000
		<b>Total</b>	<b>\$ 120,743</b>

Understood and approved by the following for 2026:

Moira Fitzgibbons

*President, PPLD Board of Trustees*

Norma Vazquez

*President, Friends of PPLD*

*Signature*

*Signature*

**New Business Fact Sheet**  
Authorization to Accept Gift: HVP Music Library

**Recommended By** Administration

**Current Situation** The Library District has been approached by the Bardavon 1869 Opera House to accept the gift of the Music Library of the former Hudson Valley Philharmonic as described in the attached PPLD Document #012826 – 6A.

The Library District has the capacity to receive, organize, store, and preserve this collection, which is important to Poughkeepsie and the surrounding community. Further, it has agreed to a non-binding codicil to the Deed of Gift that is an agreement with the Library District and the Hudson Valley Symphony Orchestra as described in the attached PPLD Document #012826 – 6B.

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign the Deed of Gift with the Bardavon 1869 Opera House for the Hudson Valley Philharmonic Music Library and its codicil as described in PPLD Documents #012826 – 6A and 012826 – 6B.

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**Motion** Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

## Deed of Gift

The Bardavon 1869 Opera House, Inc., (hereinafter referred to as “Bardavon”), the undersigned donor, hereby donate and convey to the Poughkeepsie Public Library District (hereinafter referred to as “PPLD”), subject to the Terms and Conditions attached hereto, all right, title, and interest that the Bardavon possesses in the physical property described in Section 2 of this Deed, below.

**1. Donor Information**

Bardavon 1869 Opera House, Inc.  
35 Market Street, Poughkeepsie, New York, 12601  
(845) 473-2072  
Contact Person: Bryan Zellmer, Executive Director  
Contact E-mail: bzellmer@bardavon.org

**2. Description of Property:**

The Hudson Valley Philharmonic Music Library (hereinafter “HVP Music Library”) is comprised solely of music scores and other performance materials.

**3. Volume of Property:**

The HVP Music Library is contained in file folders and boxes covering approximately 120 linear feet.

**4. Significance of Gift to Poughkeepsie Public Library District:**

The collection represents a broad catalog of performance materials of the former Hudson Valley Philharmonic and there is a community desire to access these materials for use by other orchestral organizations.

PPLD acquisition of the HVP Music Library will better preserve this important Poughkeepsie collection and enable public access to it.

**5. Special Considerations or Restrictions regarding Gift:**

None

**6. Date(s) when PPLD will take possession of material:** The Bardavon will coordinate with PPLD staff on the transport of the collection from its current location at 11 Cannon Street to appropriate PPLD storage between January 15, 2026 and March 1, 2026.

7. Method and transportation of property from 11 Cannon Street Poughkeepsie, NY 12601 to PPLD, 93 Market Street, Poughkeepsie, NY 12601:

PPLD to provide mutually agreeable transportation.

8. Provenance:

The HVP Music Library came to the donor as part of its acquisition of the Hudson Valley Philharmonic.

9. Future Gifts:

This instrument will also serve to convey any further gifts of materials that the Bardavon wishes to make to PPLD at a later date, and each gift will be described in an addendum.

## 10. Terms and Conditions

In desiring to further the purpose of the Poughkeepsie Public Library District to offer the community diverse services and programs resulting in an informed and educated public, and will promote lifelong learning, literacy, and reading, the Bardavon does hereby give and deliver to the PPLD the property described above as an unrestricted gift. This Deed transfers to PPLD, and its successors, and assigns all rights to possession, dominion, and control of said collection, including, if applicable, copyright. the Bardavon understands that the management, use, display, or disposition of my donation shall be in accordance with the professional judgment of the Board of Trustees and the Director of the PPLD. DCAA acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of PPLD.

To the best of our knowledge the Bardavon is the sole lawful owner of title to the HVP Music Library and has good and complete right, title, and interest including, unless otherwise specified, all transferred copyright, trademark, and related interest to give. The Bardavon further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that the Bardavon has the right to give or transfer the Property.

The materials are donated and accepted according to the following conditions.

### CONDITIONS OF GIFT:

1. PPLD will provide a suitable depository for the materials and will house and maintain the same in good order to ensure both preservation and accessibility. PPLD, however, shall have no liability for damage to or destruction of materials by fire, water, other casualty, or any cause whatsoever.
2. If at any time, PPLD, in its sole discretion, determines that it can no longer adequately house any



12 January 2026

**Hudson Valley Symphony Orchestra and Poughkeepsie Public Library District****Non-binding Term Sheet**

The Kurt Grishman Music Library has a long history with the HVSO. We place tremendous value on the library that has served us for 90 years of performances. Our appreciation and knowledge of its history give us a strong interest in helping to preserve the Music Library.

We are fortunate that the Poughkeepsie Public Library District is willing and able to accept the Library, providing knowledge, space, and insurance needed for this important collection. With a spirit of appreciation, we would like to open discussions for a collaboration to administer and care for the Grishman Library.

- The HVSO will provide assistance to the PPLD to catalogue the Music Library.  
*We can contribute guidance for instrumentation, genres, and categories unique to music storage.*
- The HVSO will provide assistance to the PPLD to care for the Music Library.  
*Music has its own procedures of special care that our musicians, and especially our music librarians, are knowledgeable about and would share with the PPLD.*
- The HVSO requests sole use of the Music Library until the legal questions are settled.
- The HVSO will collaborate with PPLD to design parameters for lending to other orchestras, in keeping with standard orchestras library lending policies.  
*We can help develop a detailed process for the library and borrowers.*
- The HVSO requests to have first claim on the use of the music.
- To honor the legacy of a founding member of the orchestra, the HVSO requests the collection remains together and retains the name the “Kurt Grisham Music Library.”