POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES
Wednesday, August 25, 2021
Meeting Will Run From 7:00 p.m. until 8:30 p.m.
Charwat Meeting Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY

Trustees Reviewing Warrants (pre-arranged): Eagleton and Schmitz

I.   Call to Order, Roll Call, Approval of the Agenda *(D. Blazek)*

II. Public Comment on Agenda Items

III. Board Education: Board Self-Assessment Report *(M. Fitzgibbons)*

IV. Minutes of Previous Meeting(s)
   A. July 28, 2021 *(T. Lawrence; #082521 – 1)*

V.   Financial Report(s)
   A. July 2021 *(B. Lynch; #082521 – 2)*
   B. Approval of Monthly Warrant & Transfers *(B. Lynch; #08521 – 2.1; to be emailed prior to the meeting)*

VI. Operational Reports
   A. Administrative Report and Statistics *(Staff; #082521 – 3)*
   B. President's Report *(D. Blazek)*
   C. Board Committee Reports *(Committee Chairs)*
   D. Friends of PPLD *(L. Murphy)*

VII. Board Action
   A. Personnel Actions *(T. Lawrence, #082521 – 4)*
   B. Unfinished/Old Business
   C. New Business

VIII. Open Comment
   A. Board Comment
   B. Public Comment on General Library District Affairs
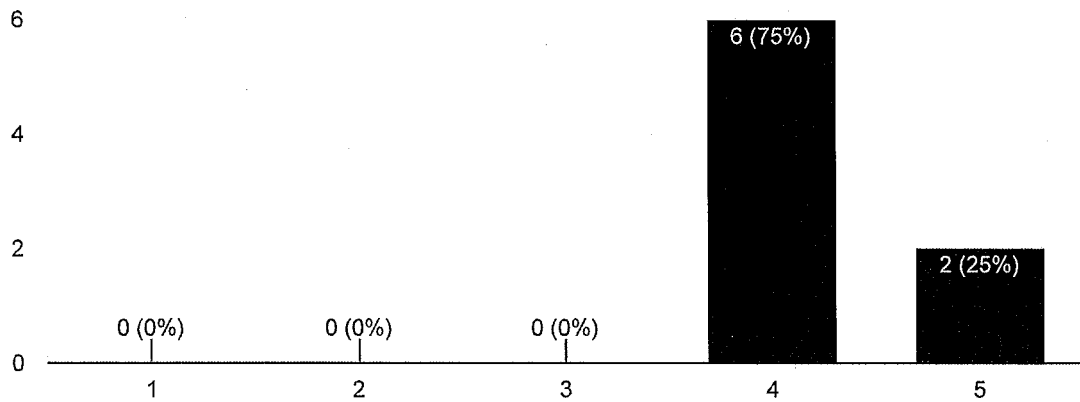   Adjournment

Board of Trustees 2021 Self-Assessment

8 responses

1. About oversight and corporate responsibilities
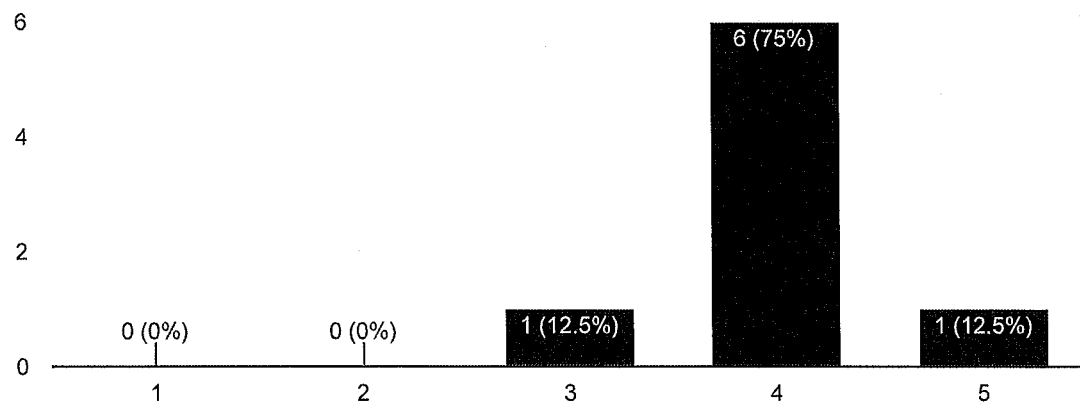
How familiar are you with the Library District's vision and mission statements?

8 responses

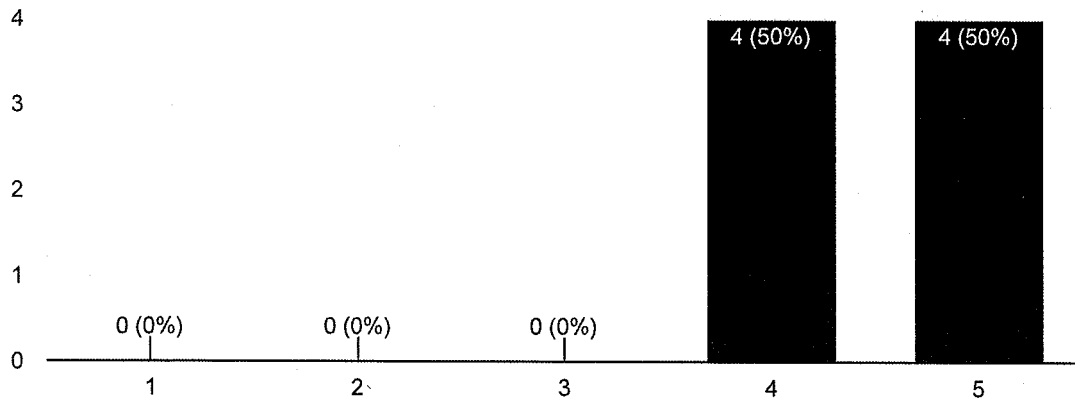### How familiar are you with the Library District's by-laws and legislation?

8 responses

How aware are you of your legal responsibilities as a member of the Board of Trustees?

8 responses

How familiar are you with the collective bargaining agreement?

8 responses
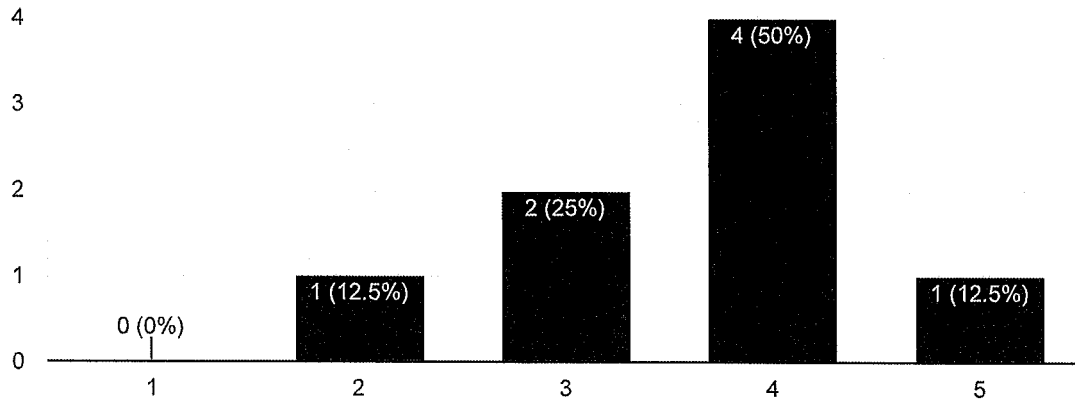
Comments

1 response

We used to have a large binder with all of this info. Might not be a bad idea to bring that back.

2. About policies and programs

How familiar are you with the Library District's policies, in general?

8 responses
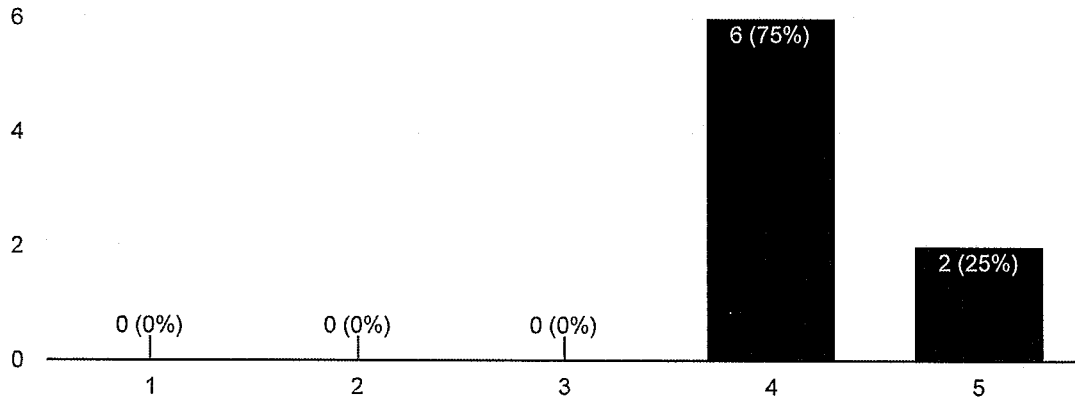
How aware are you of the Library District's policies and procedures concerning conflict of interest?

8 responses
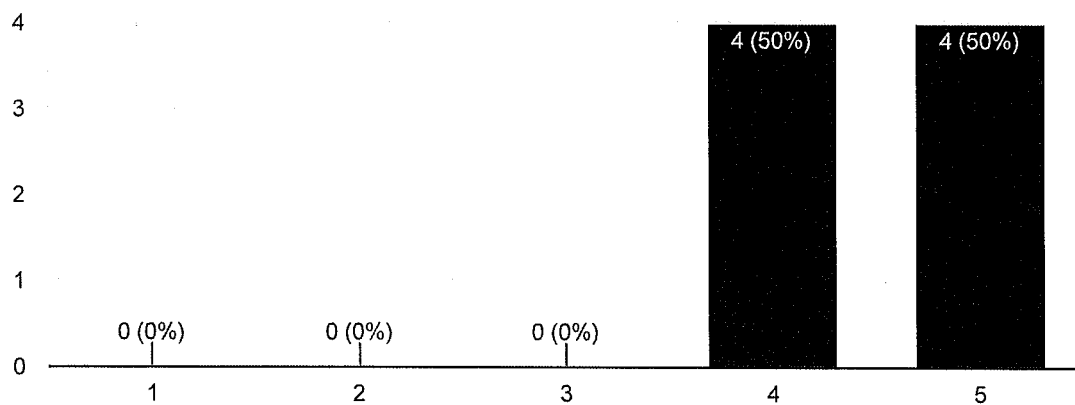
Have you taken part in opportunities to represent the Library District at community events, Friends of the PPLD meetings, and Mid-Hudson Library System seminars?

8 responses
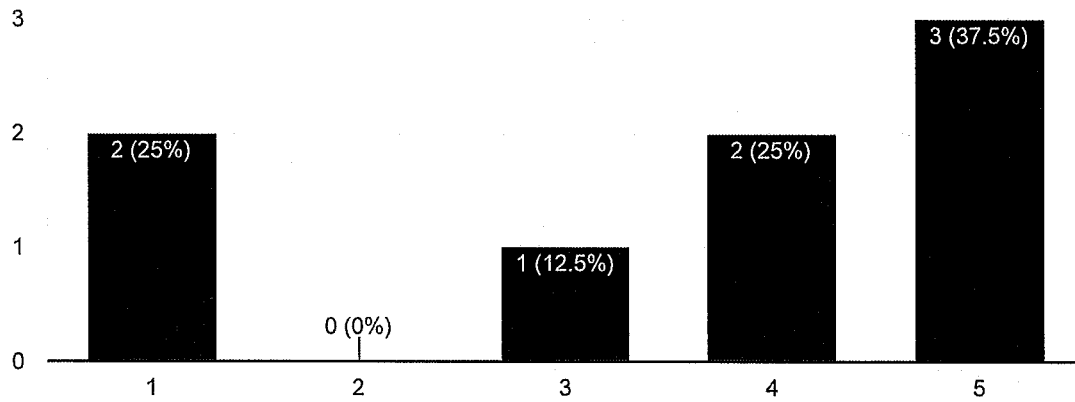
How aware are you of the Library District's programs and services?

8 responses
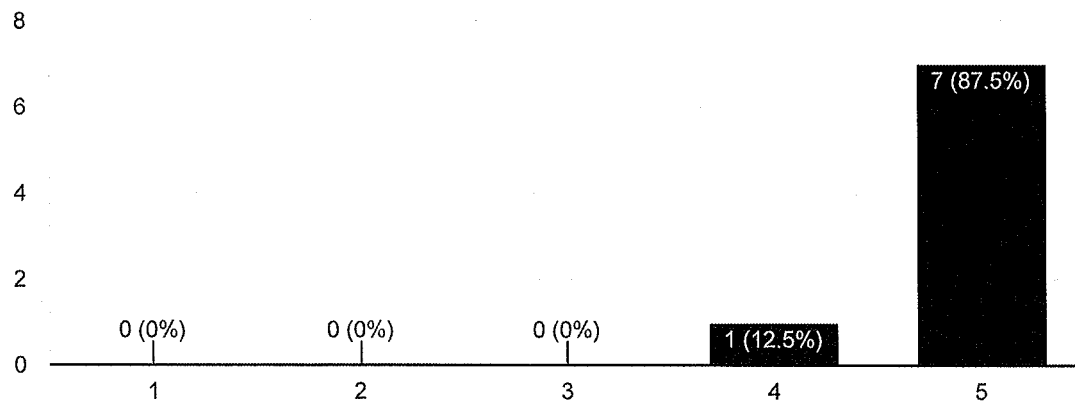
Comments

2 responses

I still get giddy when I open the Rotunda and see all the programming!

It is important for board members to participate in events and programming when they can. A little support can go a long way!

3. About Board of Trustees' organization and decision-making:

Are you aware how major organizational decisions are made?

8 responses
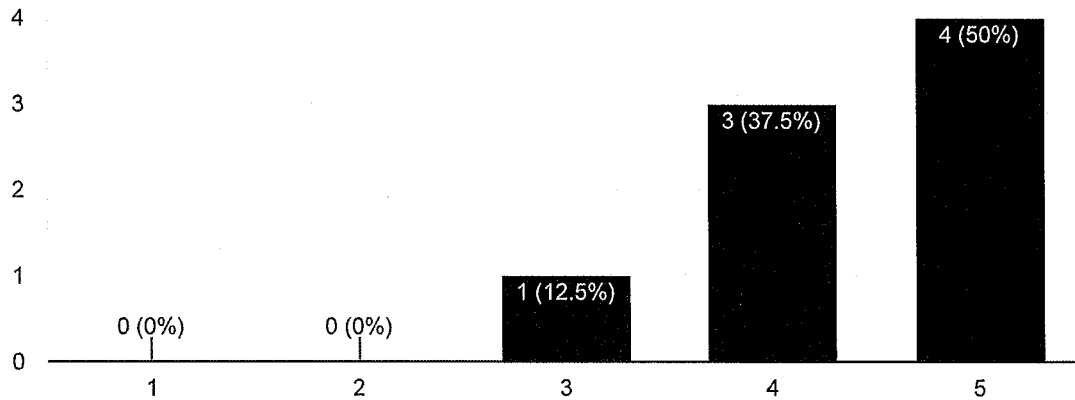
Does the Board make timely and well-informed decisions?

8 responses
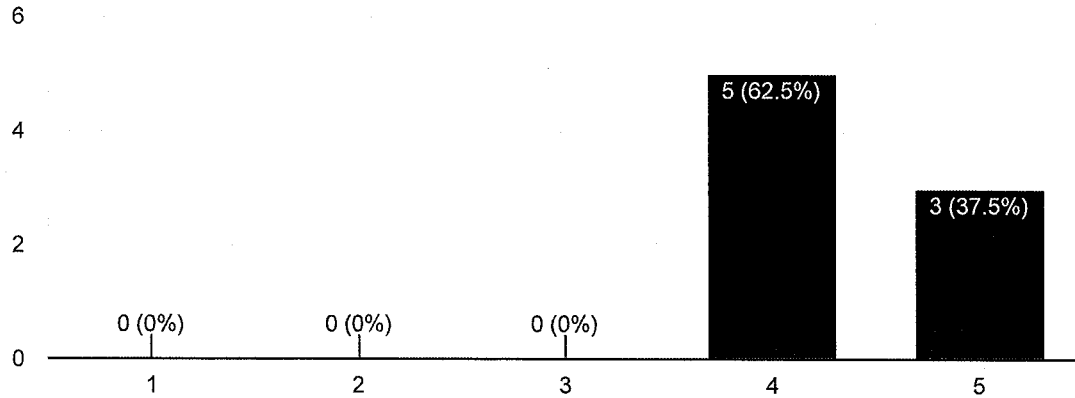
When a decision is made, should each Trustee respect the decision making process that led to a particular decision and support the decision?

8 responses
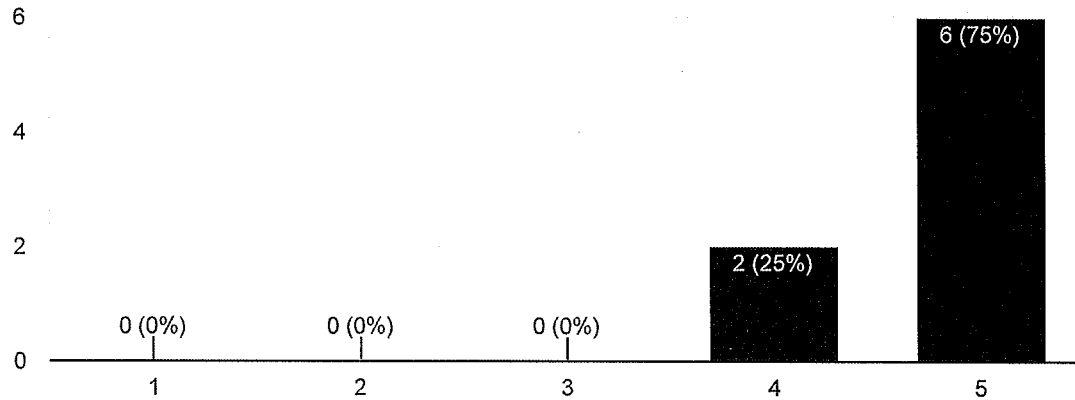
Are Board meetings efficiently run?

8 responses
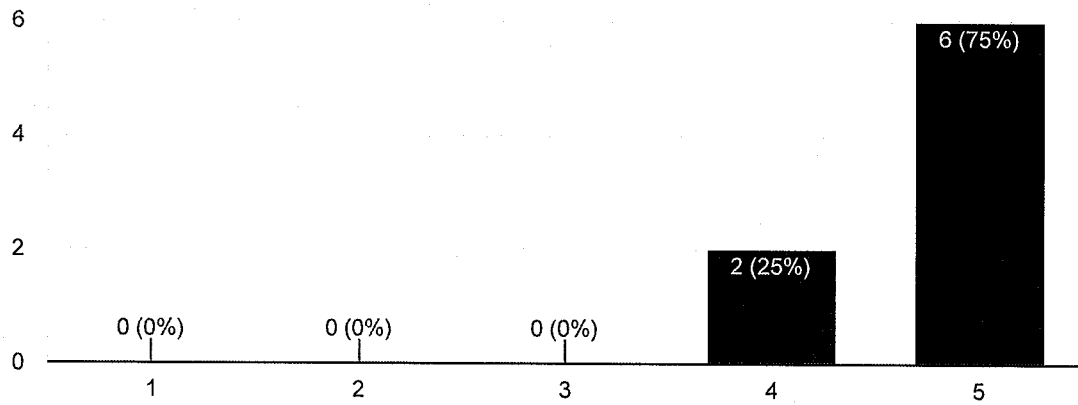
How aware are you of committee charges?

8 responses
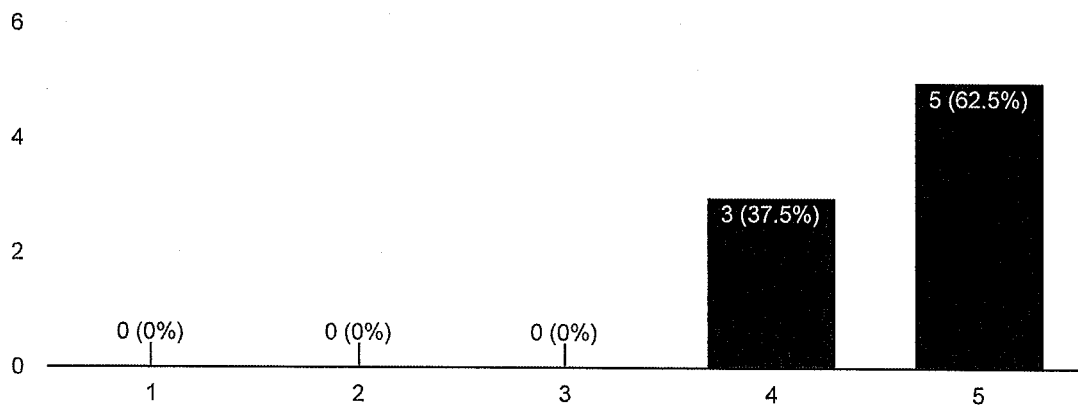
How effective is the Library District's committee structure?

8 responses
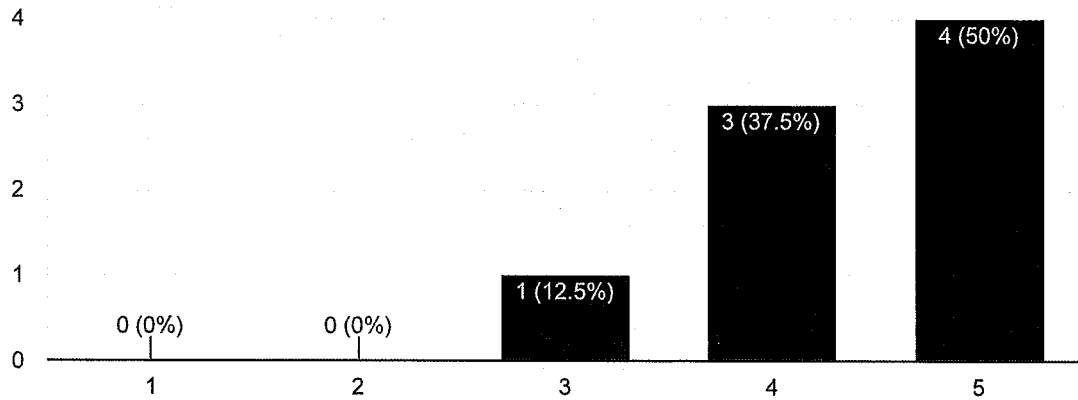
Does the Board have the skills, knowledge, influence, and representation necessary for the organization to achieve its objectives?

8 responses
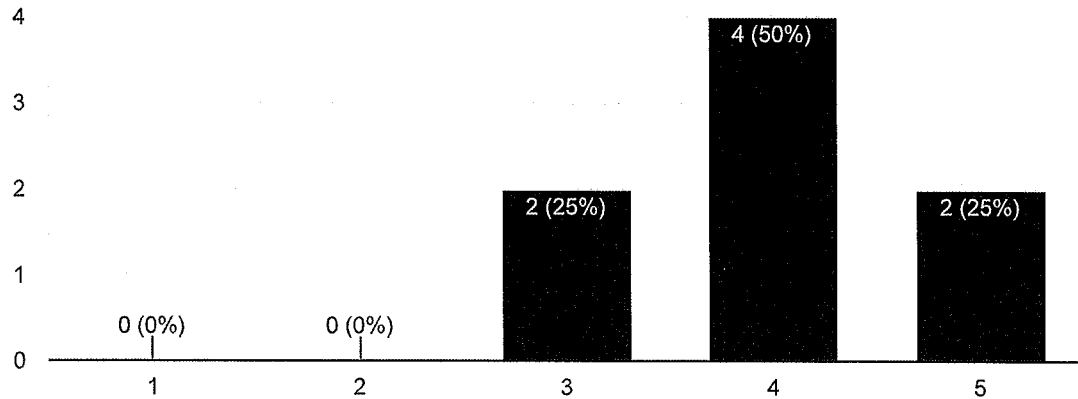
Is the relationship among Trustees one of mutual respect and support?

8 responses
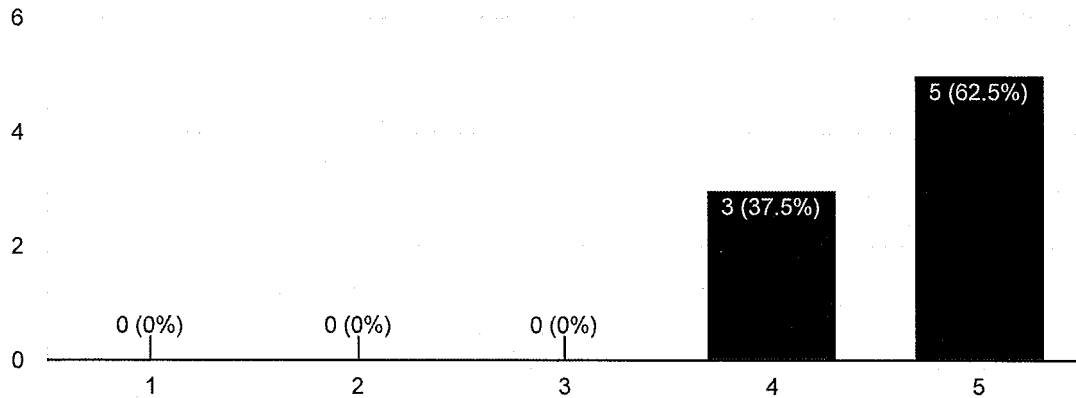
Comments

3 responses

I think it is important for Trustees to support decisions but everyone should be able to be heard. I sometimes worry that we always pass things unanimously.

Would like to see better representation of the communities we serve in our Board. I feel like we should have an accountant on the Board as well.

I feel that when an actionable item has been assigned to a committee or its members, there needs to be clearer communication that an action has been completed by a member of the committee so other commitee members are not doubling efforts.

4. About finances

How aware are you of the tax restrictions and other funding implications of the Library District's budget?

8 responses
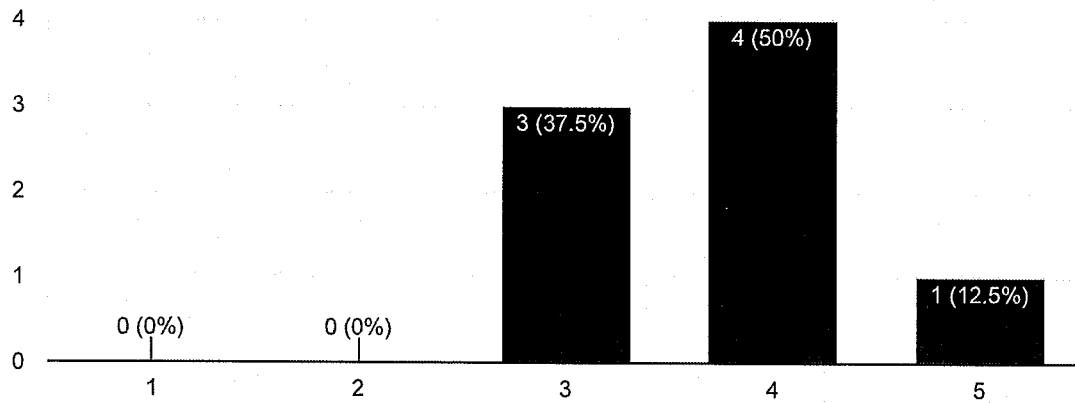
How aware are you of how the annual budget is constructed and financed?

8 responses
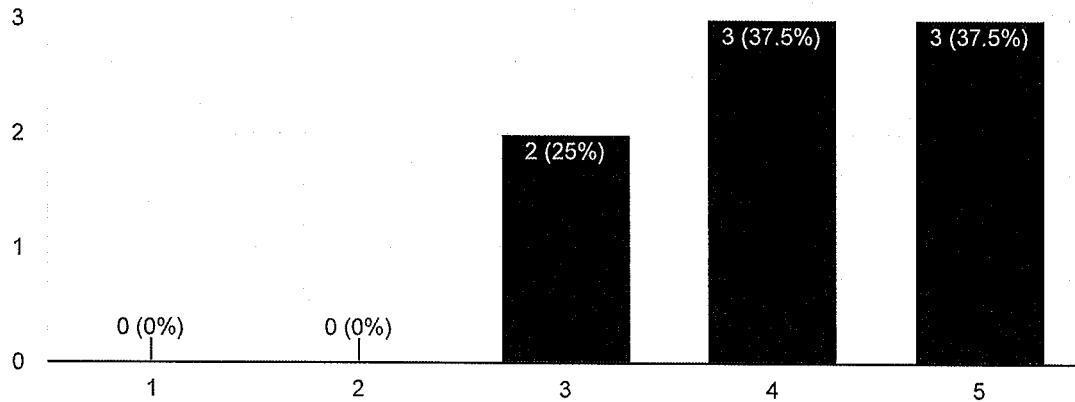
How aware are you of the Library District's purchasing procedures and other fiscal policies?

8 responses
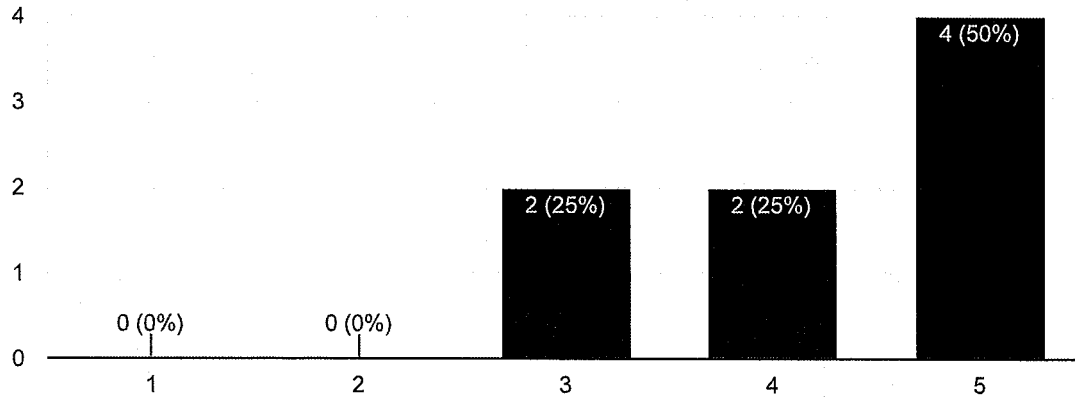
How aware are you of the Library District's contractual obligations or any potential liability claims?

8 responses
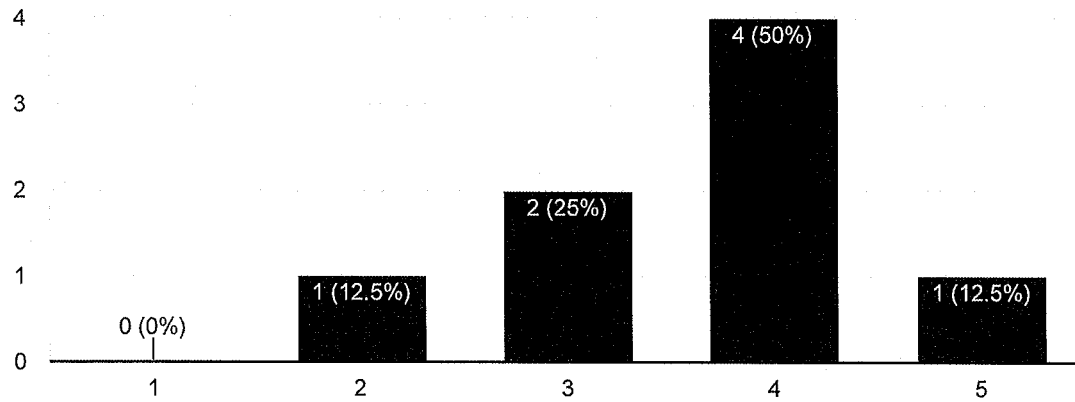
Comments

1 response

Not up to speed on tax restrictions. Not necessarily involved in liability claims.

5. About your role and participation

Do you regularly attend board meetings?

8 responses
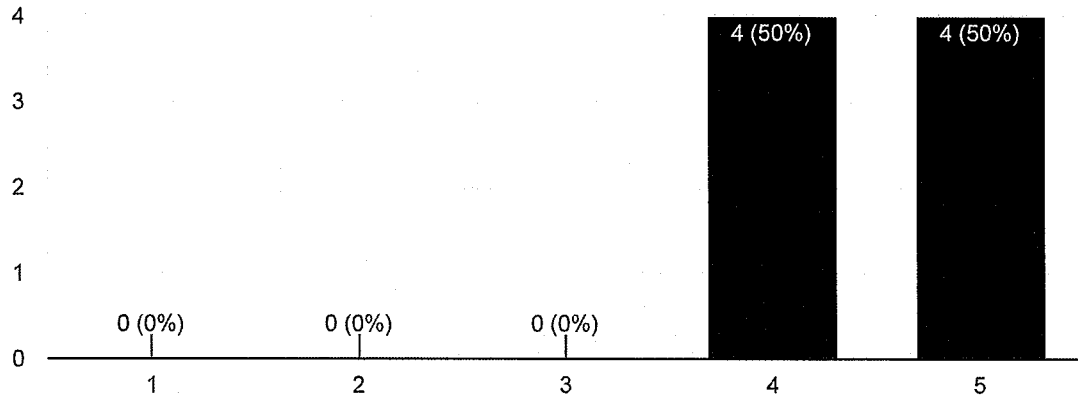
Do you regularly attend meetings of the committees to which you are assigned?

8 responses
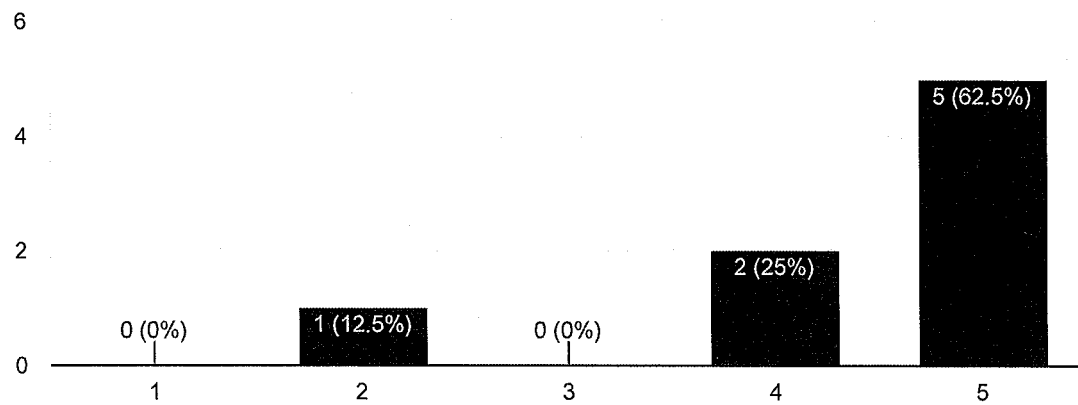
Are you well enough informed on Library District policies and programs to be an effective advocate?

8 responses
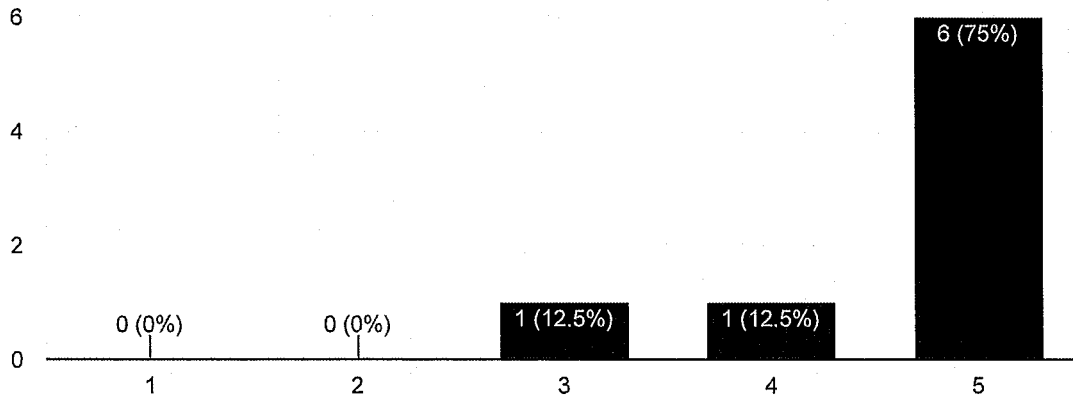
Are your knowledge and skill sets being recognized and used for the benefit of the organization?

8 responses
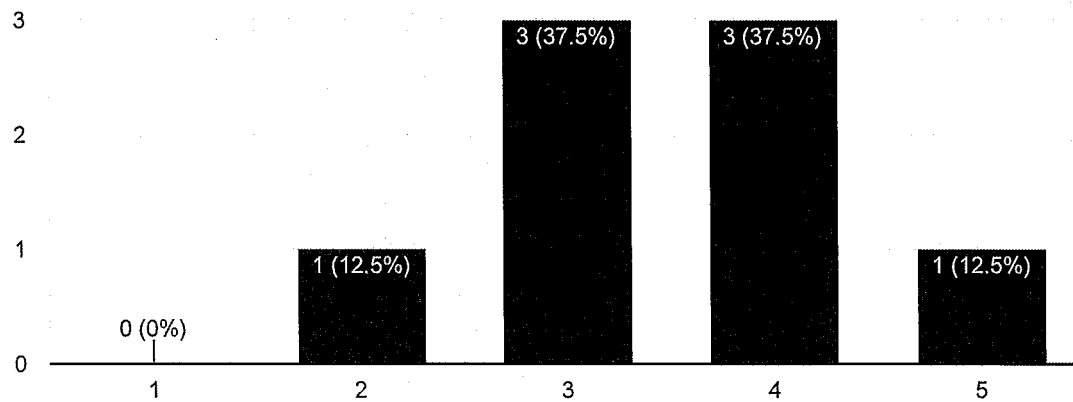
Are you personally satisfied as a board member?

8 responses
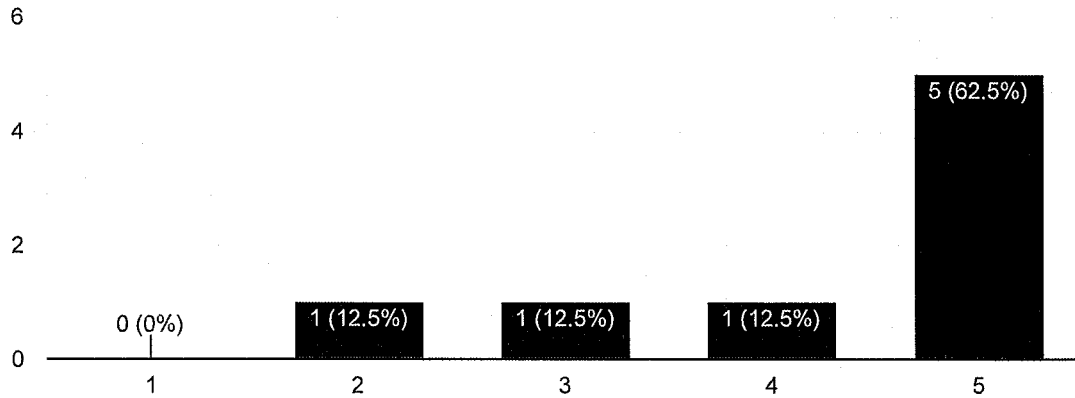
Considering your personal role as a trustee, what could you imagine doing that would allow you to be a better, more effective Board member?:

7 responses

I wish I could use my expertise in Early Literacy to benefit the Library. I can imagine retiring would give me more time to devote to the Board!

Nothing.

Continue taking classes!

I believe the treasurer should be an accountant.

Remembering what is already working for PPLD and not creating chaos for staff with far fetching ideas

More education.

Learning more about finances

6. About the Library Director

Do you know how the Library Director's performance is evaluated?

8 responses
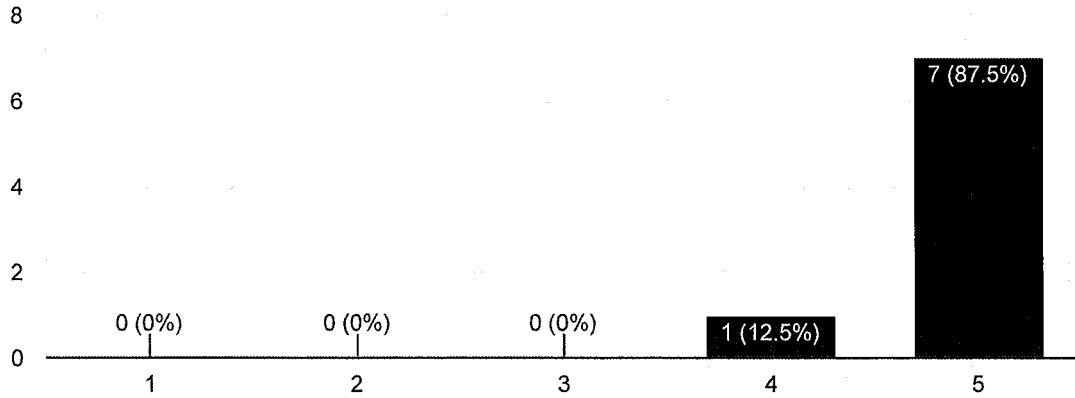
Do you participate fully in the annual evaluation of the Library Director?

8 responses
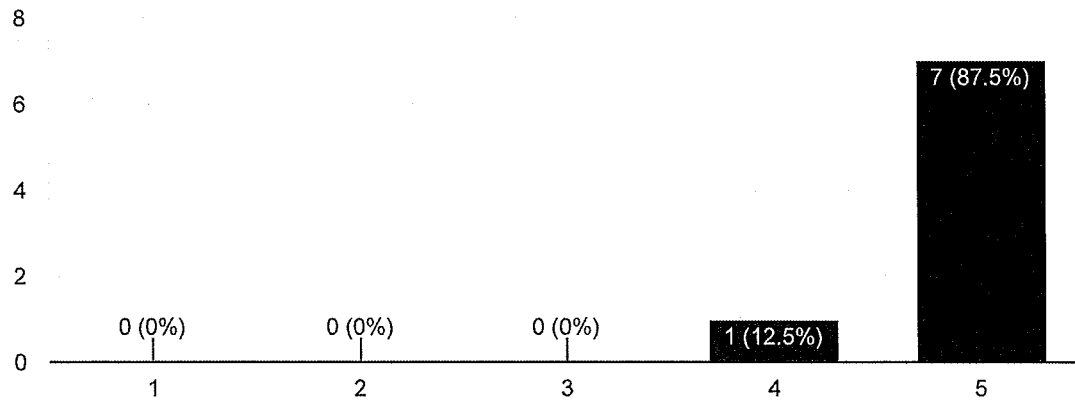
Comments

2 responses

We are extremely lucky to have the dedicated Director we have.

Tom is an excellent Director and I value his knowledge and board reporting

7. Additional questions

What suggestions do you have regarding the training and orientation of new trustees?

7 responses

We need orientation quickly when a new member joins. I think there is supposed to be some online portal for Trustees, but I've never seen it. I also think new Trustees should attend Mid Hudson's Trustee Essentials seminar early on.

Fair and equal treatment in orientation.

I feel one class per year should be mandatory.

"Binder" review. Understanding how much PD is "required" and when it should be taken.

Bylaws, information regarding commitees could be given out as soon as board member approved by board. New members could also shadow a well seasoned board member (with same committee assignments?) for a month or two to answer questions and help with easing into board.

Spend some time talking about tasks, charges, and responsibilities.

Doing it in smaller sessions rather than one huge meeting

The two areas that I believe currently represent the greatest strengths of the Library District are:

7 responses

Strong and varied programming and dedicated staff.

1. Excellent Director and 2.Communication

The ability to be a bigger presence on the north side of Pok and the resources we have to have helped Pok through a trying time like the pandemic.

Community Services and Accessibility

Community and community

Programming, financial stability

Strong staff, and a careful attention to the needs of the community

The two areas that need the most improvement are:

5 responses

Board quorums and the new branch

None

Representation of all people of Pok, hoping to have men and women of color on our board. Hoping that the right person is groomed to step into Tom's shoes when the time comes for a new director.

Expansion to the Northern Poughkeepsie area.

Physical plant issues and administrative pipeline

What do you believe will be the challenges faced by the Library District over the next three years?

7 responses

Finding diverse candidates for the Board and perhaps an increase in demand for online programming as a result of the pandemic.

Post pandemic staffing might be a challenge.

My above two answers really are my biggest concerns but I also feel we are better prepared if this pandemic roars back this fall. Hopefully the plans we have laid help the library to transition back to the pandemic plans if necessary.

Effectively spending the funds allocated from various sources. Reducing the tax burden.

Family Partnership branch, influx of new residents into City of Poughkeepsie, using the Greene Fund on Jewish programming!

educating the public about the services we offer

Continuing to deal with pandemic challenges

Google Forms

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 28, 2021

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

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Trustee Bombardieri arrived at 7:06pm, Trustee Ferrer departed at 8:00pm.
- **Additions to the Agenda:** Agenda amended so that the Appointment of Trustee action was handled first and everything else needing a vote was handled next.
- **Move/Seconded:** Eagleton, Moore.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. June 23, 2021 (PPLD Document #072821 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 23, 2021.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. June 2021 Financial Activity Report (PPLD Document #072821 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2021 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Lynch reported on some aspects of the report. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #072821 – 2.1)

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

  Vouchers 60432 to 60760 in Warrant 20210728 totaling $168,370.51

  And that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants, post facto:

Vouchers 60486 to 60504 in Warrant 20210715 totaling $96,800.27

- **Moved/Seconded:** Fitzgibbons, Blazek.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #072821 – 3)

- Lawrence reported on: The solar study; the parking lot project; charging stations; the wasteline project; Personnel; Board of Elections; Rover; staffing hours; the Partnership Branch; and future board meetings.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #072821 – 3.3)

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on: bad debt and the 2022 budget. Some discussion ensued.
2. **Personnel Committee:** Chairperson Fitzgibbons reported on the grievance progress.

D. Friends of PPLD: President Murphy reported on the sales figures and number of books sold through the Bookstore during the month of June; the Volunteer Luncheon, and beginning to accept book donations again.

VII. Board Action

A. Personnel Actions: (PPLD Document #072821 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Andrew Follette	Custodial Worker (FT)	Probationary Appointment	7/19/2021	$41,690
Joseph Lenehan	Custodial Worker (FT)	Probationary Appointment	7/19/2021	$41,690
Ryan Moore	Custodial Worker (FT)	Probationary Appointment	8/16/2021	$41,690
P Tenney	Custodial Worker (FT -> HRLY)	Revised Appointment	8/25/2021	$25,642
Catherine Lamoree	Library Assistant (FT -> HRLY)	Revised Appointment	9/1/2021	$53,402
Donovan Mitchell	Security Guard (FT)	Resignation	7/10/2021	NA

- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** Lawrence explained the reason for the new hires. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. **Appointment of Trustee to Fill a Vacancy Caused by Resignation**

   A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District appoint William Hogg, III (City) to the Board of Trustees term vacated by the resignation of Paul Bucher, Jr. until January 1, 2022.
   B. **Moved/Seconded:** Ferrer, Eagleton.
   C. **Discussion:** Trustee Fitzgibbons introduced Mr. Hogg. Some discussion ensued.
   D. **VOTE:** 9 – 0 – 0

2. **Resolutions Related to the Tentative 2022 Budget (PPLD Document #072821 – 5)**

   A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a tentative 2022 budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.
   B. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2022 Budget (PPLD Document #072821 – 5A) and the proposed 2021 General Election ballot language as reflected in the Certification (PPLD Document #072821 – 5B).

C. **Moved/Seconded:** Bombardieri, Schmitz.
D. **Discussion:** A great deal of discussion occurred resulting in the Board deciding to avoid exceeding the growth factor. Therefore PPLD Document #072821 – 5B was revised to show that the Board authorized estimated expenditures of $9,798,342 for Library District operations for the year January 1 – December 31, 2022.
E. **VOTE:** 11 – 0 – 0

VIII.   Open Comment
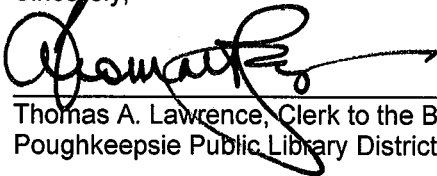
A. **Board Comment:** None.

B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bombardieri, Ryan.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:32 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, August 25, 7 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
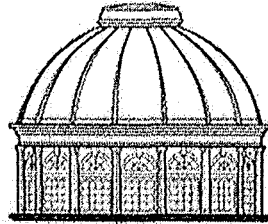
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of July 2021 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2021 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

November 2015

General Fund (Fund A; $4,737,918)

- Receipts for the month totaled $10,417 which included $2,629 in library charges and $474 in monthly interest.
- Disbursements for the month totaled $643,391 which included $481,638 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
  - Irma Davis Fund $465,720
  - McCalley Fund   52,000

Special Revenue Fund (Fund CM; $844,206)

- Receipts for the month included minor monthly interest and the market change and interest in the Wojtecki account.
- Sub-fund totals include:
  - Norman and Jeannie Greene Fund $605,026
  - Schlobach Fund   50,000

Capital Fund (Fund H; $39,003)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
  - Designated Gifts and Grants (DGG Fund) $ 86
  - Cash from Obligations – BOND Proceeds   492

Permanent Funds (Fund PN; $494,010)

- 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 till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
  - Slonaker Trust $ 2,775
  - Levinsohn Trust   1,000
  - Wojtecki Trust   368,461
  - Schwartz Fund   10,965
  - Lamont Fund   50,000
  - Dobo Fund   37,048

Debt Service Fund (Fund V; $1,510,844)

- Receipts for the month included interest in the amount of $161.

Budget Transfer A-24				Expense				Increase		Decrease
Revenue	**Increase**		**Decrease**							
				Other Operational Expense	A00000	54694			$	1,000.00
				Collections-Video & Film Digital	A44000	54110	A211	$ 1,000.00		
Total	$ -		$ -	**Total**				$ 1,000.00	$	1,000.00

Poughkeepsie Public Library District

GENERAL FUND FUND YEAR TO DATE (YTD)
EXPENSE REPORT JULY 2021

FOR 2021 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	2,161,436.85	312,405.92	1,640,899.73	206,034.42	94.9%
22 EQUIP & CAPITAL OUTL	84,137	102,397	49,748.46	6,559.12	23,932.37	28,716.17	72.0%
30 MATERIALS	500,122	597,934	285,747.53	51,754.91	88,795.91	223,390.56	62.6%
32 INFORMATION SVC	57,902	102,064	27,361.05	7,219.35	25,681.00	49,021.95	52.0%
50 OPERATIONS	1,280,477	1,432,478	636,586.56	87,542.52	303,545.61	492,345.83	65.6%
51 AUTOMATION	109,008	129,074	48,908.23	8,676.64	28,258.38	51,907.39	59.8%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	1,245,982.40	169,232.13	381,539.56	309,236.04	84.0%
92 DEBT SER	1,348,407	1,348,407	289,862.50	.00	.00	1,058,544.50	21.5%
GRAND TOTAL	9,325,182	9,657,483	4,745,633.58	643,390.59	2,492,652.56	2,419,196.86	75.0%

** END OF REPORT - Generated by Barbara Lynch **

07/14/2021 16:31 |Poughkeepsie Public Library District |P   4
wberger | WARRANT SUMMARY |apwarrnt

WARRANT: 20210715 07/15/2021   **DUE DATE:** 07/15/2021

FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
A	A00000	General Fund Expen A	.7410.000.00.54530 .A204	Rental-Staff Parking(C	1,026.00	7,688.00
A	A00000	General Fund Expen A	.7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00	400.00
A	A00000	General Fund Expen A	.7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,019.70	783.30
A	A00000	General Fund Expen A	.7410.000.00.54694 .C814	Other Oper Exp-Bookmob	385.00	4,599.17
A	A00000	General Fund Expen A	.7410.000.00.54710 .	Vehicle Operations	79.16	.29
A	A00000	General Fund Expen A	.7410.000.00.59045 .	Life Insurance	605.46	4,842.00
A	A00000	General Fund Expen A	.7410.000.00.59060 .	Medical Insurance	90,267.18	-30,707.06
A	A11100	CLDA Reimbursable A	.7410.111.00.54310 .	Telephone Central Libr	86.46	.00
A	A71000	Adriance A	.7410.710.00.54310 .	Telephone Adriance	629.56	-410.00
A	A71000	Adriance A	.7410.710.00.54320 .	Internet Services Adri	59.00	8,190.00
A	A71000	Adriance A	.7410.710.00.54320 .A235	Internet Serv-Hot Spot	1,521.10	-528.35
A	A73000	Boardman Road Bran A	.7410.730.00.54310 .	Telephone - Boardman	136.21	244.00
A	A73000	Boardman Road Bran A	.7410.730.00.54320 .	Internet Services- Boa	185.44	58.00
				FUND TOTAL	96,800.27	

WARRANT SUMMARY TOTAL   96,800.27

GRAND TOTAL   96,800.27

07/28/2021 14:30 | Poughkeepsie Public Library District | P 26
cmoore | WARRANT SUMMARY | apwarrnt

WARRANT: 20210728 07/28/2021   DUE DATE: 07/28/2021

FUND	ORG			ACCOUNT			AMOUNT	AVLB BUDGET
A	A	General Fund	A	.0000.000.00.26021 .		Benefits Exchange	3,085.59	
A	A	General Fund	A	.0000.000.00.26030 .		General Fund Exchange	462.94	
A	A00000	General Fund Expen	A	.7410.000.00.52800 .		Furniture,Fixtures & E	560.22	18,401.40
A	A00000	General Fund Expen	A	.7410.000.00.54300 .		Office & Library Suppl	1,668.30	258.93
A	A00000	General Fund Expen	A	.7410.000.00.54340 .		PR & PRINTING - GENERA	129.00	923.28
A	A00000	General Fund Expen	A	.7410.000.00.54360 .		Sierra/Encore Services	8,676.64	716.39
A	A00000	General Fund Expen	A	.7410.000.00.54370 .		Professional Fees	1,249.64	360.36
A	A00000	General Fund Expen	A	.7410.000.00.54370	.A232	Prof Fees - BRD Wastew	390.00	.00
A	A00000	General Fund Expen	A	.7410.000.00.54380 .		Membership Dues	289.00	1,157.00
A	A00000	General Fund Expen	A	.7410.000.00.54694 .		Other Operational Expe	255.00	6,724.00
A	A00000	General Fund Expen	A	.7410.000.00.54694	.C814	Other Oper Exp-Bookmob	403.61	4,603.42
A	A00000	General Fund Expen	A	.7410.000.00.59040 .		Workers Compensation	11,283.00	1,040.00
A	A00000	General Fund Expen	A	.7410.000.00.59045 .		Life Insurance	588.11	1,872.00
A	A00000	General Fund Expen	A	.7410.000.00.59055 .		Disability Insurance	992.98	17.50
A	A00000	General Fund Expen	A	.7410.000.00.59061 .		Medicare B Reimb	2,702.70	-6,556.80
A	A10000	Administration	A	.7410.100.00.54292 .		Admin Program Expenses	500.00	1,014.74
A	A10000	Administration	A	.7410.100.00.54292	.A125	MUSEUM PASS PROGRAM	1,500.00	2,835.00
A	A10000	Administration	A	.7410.100.00.54370 .		Legal Fees	666.66	773.08
A	A11100	CLDA Reimbursable	A	.7410.111.00.54100	.A211	CBA Books - Digital	4,617.96	9,226.02
A	A11100	CLDA Reimbursable	A	.7410.111.00.54130	.A211	SERIALS - Digital	6,406.00	6,406.00
A	A20000	Building Services	A	.7410.200.00.54300 .		Custodial Supplies	5,991.94	3,954.39
A	A20000	Building Services	A	.7410.200.00.54370 .		Security Monitoring	537.10	39.80
A	A20000	Building Services	A	.7410.200.00.54390 .		Rental, Repair & Maint	365.00	5.01
A	A20000	Building Services	A	.7410.200.00.54520 .		Building Repairs	513.75	4,677.02
A	A20000	Building Services	A	.7410.200.00.54523 .		Landscaping/Grounds Ma	19.96	2,614.27
A	A20000	Building Services	A	.7410.200.00.54690 .		Snow Removal - Patron	2,880.00	2,055.50
A	A20000	Building Services	A	.7410.200.00.54691 .		HVAC-MECH/ELEC/PLUMBIN	15,661.00	36,833.39
A	A20000	Building Services	A	.7410.200.00.54693 .		Other Oper-Trash	570.94	148.72
A	A20300	Greene Services	A	.7410.203.02.54100	.A211	Books-Digital	5,030.75	16,056.00
A	A20300	Greene Services	A	.7410.203.02.54100	.A221	Books - Pop-Up (Greene	118.95	.00
A	A20300	Greene Services	A	.7410.203.02.54292	.A211	PROGRAMMING-Digital	25.32	1,786.09
A	A30000	Advancement Servic	A	.7410.300.00.54292	.A101	Big Read Programming	341.38	1,256.73
A	A30000	Advancement Servic	A	.7410.300.00.54292	.A219	Movies Under Walkway P	1,327.92	-772.40
A	A30000	Advancement Servic	A	.7410.300.00.54356 .		Mileage Reimbursement	105.90	200.00
A	A41000	Adult Services	A	.7410.410.00.54291 .		PPLD Databases	1,926.00	10,262.30
A	A41000	Adult Services	A	.7410.410.00.54292 .		Programming Adult Svc	1,702.77	4,529.00
A	A41000	Adult Services	A	.7410.410.00.54292	.A214	PROGRAMMING -Spanish	182.37	1,309.63
A	A42000	Technical Services	A	.7410.420.00.54300 .		Technical Ser Supplies	491.91	1,284.98
A	A43000	Borrower Services	A	.7410.430.00.54300 .		Borrower Ser Supplies	99.00	2,879.30
A	A43000	Borrower Services	A	.7410.430.00.54356 .		Mileage Reimb-Extensio	196.00	40.00
A	A44000	Collection Service	A	.7410.440.00.54100 .		Collection Serv Books	18,006.80	6,317.89
A	A44000	Collection Service	A	.7410.440.00.54100	.A228	BOOKS - DC Reads	4,271.93	-867.21
A	A44000	Collection Service	A	.7410.440.00.54110 .		Collection Serv Video	3,098.35	25,240.94
A	A44000	Collection Service	A	.7410.440.00.54110	.A211	VIDEO & FILMS - DIGITA	6,058.10	692.03
A	A44000	Collection Service	A	.7410.440.00.54120 .		Music & Audio	3,602.97	33,762.51
A	A44000	Collection Service	A	.7410.440.00.54340	.A228	PR & Printing - DC Rea	837.14	2,062.86
A	A44000	Collection Service	A	.7410.440.00.54370 .		Collections Agency Fee	196.90	2,675.00
A	A45000	Youth Services	A	.7410.450.00.54291 .		DATA BASES	5,293.35	3,376.65
A	A45000	Youth Services	A	.7410.450.00.54292 .		Programming Youth	4,306.51	7,149.33

07/28/2021 14:30 |Poughkeepsie Public Library District |P   27
cmoore | WARRANT SUMMARY |apwarrnt

WARRANT: 20210728   07/28/2021   DUE DATE: 07/28/2021

FUND ORG   ACCOUNT   AMOUNT   AVLB BUDGET

A   A45000   Youth Services   A   .7410.450.00.54292 .A233   Programming - Youth (O   303.25   3,392.09
A   A45000   Youth Services   A   .7410.450.00.54292 .A234   Summer Saturdays Prgrm   4,058.42   2,021.48
A   A45000   Youth Services   A   .7410.450.00.54300 .G200   PLC Supplies   44.99   284.78
A   A46000   YA Services   A   .7410.460.00.54292 .   Programming YA   237.98   2,739.02
A   A60000   Information Tech A   .7410.600.00.52800 .   Equipment IT   5,998.90   8,688.84
A   A60000   Information Tech A   .7410.600.00.54300 .   Information Tech Suppl   43.44   895.44
A   A60000   Information Tech A   .7410.600.00.54300 .A208   SUPPLIES-MakerSpace   151.84   506.44
A   A60000   Information Tech A   .7410.600.00.54370 .   Software Fees   10,762.28   22,435.45
A   A60000   Information Tech A   .7410.600.00.54390 .   Rental, Repair & Maint   261.11   2,174.68
A   A71000   Adriance   A   .7410.710.00.54131 .   Newspapers   327.60   2,825.10
A   A71000   Adriance   A   .7410.710.00.54320 .   Internet Services Adri   2,862.98   8,190.00
A   A71000   Adriance   A   .7410.710.00.54330 .   Postage AML   37.09   974.91
A   A71000   Adriance   A   .7410.710.00.54500 .   Fuel & Utilities AML   8,152.37   50,992.00
A   A73000   Boardman Road Bran A .7410.730.00.54131 .   Newspapers - Boardman   215.50   530.65
A   A73000   Boardman Road Bran A .7410.730.00.54320 .   Internet Services- Boa   987.98   58.00
A   A73000   Boardman Road Bran A .7410.730.00.54500 .   Fuel & Utilities -Boar   3,737.42   21,368.00

                                                                     FUND TOTAL   168,370.51
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                                                           WARRANT SUMMARY TOTAL   168,370.51
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                                                                    GRAND TOTAL   168,370.51
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Poughkeepsie Public Library District

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GENERAL FUND FUND YEAR TO DATE (YTD)
REVENUE REPORT JULY 2021

FOR 2021 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,719,089	6,719,090	6,719,090.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,348,406	1,348,406	1,348,406.00	.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	40,000	23,047.64	2,629.48	16,952.36	57.6%
42401 INTEREST EARNINGS	25,000	25,000	3,417.65	474.00	21,582.35	13.7%
42705 DONATIONS	50,000	50,000	14,039.66	206.10	35,960.34	28.1%
42752 ANNUAL APPEAL	27,500	32,505	32,505.00	.00	.00	100.0%
42753 DONATIONS IN KIND	81,983	81,983	47,823.37	6,831.91	34,159.63	58.3%
42760 GRANTS	25,000	158,606	1,000.00	.00	157,606.00	.6%
42771 PAYMENT IN LIEU OF TAXES	127,368	151,053	151,053.60	.00	-.60	100.0%
42777 E RATE INCOME	40,000	47,100	2,170.41	.00	44,929.59	4.6%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,900.30	275.74	-1,900.30	112.7%
43840 CENTRAL LIBRARY DEVELOPMENT	153,511	224,952	38,378.00	.00	186,574.00	17.1%
43841 CENTRAL BOOK AID	52,712	77,312	13,178.00	.00	64,134.00	17.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	23,906	4,293.00	.00	19,613.00	18.0%
45031 TRANSFERS IN	600,000	662,570	18,260.00	.00	644,310.00	2.8%
GRAND TOTAL	9,325,182	9,657,483	8,433,562.63	10,417.23	1,223,920.37	87.3%

** END OF REPORT - Generated by Barbara Lynch **

Poughkeepsie Public Library District

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BALANCE SHEET FOR 2021 7

FUND: A GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	A	12010	General Fund Operating	-376.22	3,456.00
	A	12020	General Fund Payroll	-54.00	3,471.74
	A	12023	General Fund Money Market	-583,497.21	3,097,743.79
	A	12040	Credit Card Transactions	1,172.24	3,233.17
	A	12051	Flex 125 Money Market	341.91	6,468.01
	A	12100	Petty Cash	376.22	4,218.64
	A	12101	Cash in Machines	.00	502.00
	A	12300	Cash Special Reserves	49.76	465,720.05
	A	13501	Grants Receivable	.00	1,425.78
	A	13910	Due From Other Funds	.00	1,151,708.77
		TOTAL ASSETS		-581,987.30	4,737,947.95
LIABILITIES					
	A	26000	Accounts Payable	.00	-72.00
	A	26020	Flex125 Exchange	-341.48	-6,079.83
	A	26021	Benefits Exchange	267.75	4,077.62
	A	26030	General Fund Exchange	-7.00	-1,334.51
	A	26100	State Retirement Exchange	.00	88.00
	A	26300	Due To Other Funds	.00	.40
	A	26370	State Retirement Accrual	-50,905.33	-250,722.19
	A	26910	Deferred Revenues	.00	-19,000.00
		TOTAL LIABILITIES		-50,986.06	-273,042.51
FUND BALANCE					
	A	35100	Budgeted Revenues	.00	9,657,483.00
	A	35210	Encumbrances (+ PYCF)	-76,067.82	2,492,652.46
	A	35220	Expenditures (+ PYCF)	643,390.59	4,923,816.53
	A	38210	Encumbrance Reserve (+ PYCF)	76,067.82	-2,492,652.46
	A	38670	Compensated Absences Reserve	.00	-47,000.00
	A	39090	Unreserved Fund Balance	.00	55,162.39
	A	39110	Fund Balance Start of Year	.00	-219,971.02
	A	39600	Appropriations (+ PYCF)	.00	-9,835,236.39
	A	39800	Revenues Received	-10,417.23	-8,433,562.63
	A	39915	Assign for future prgrms	.00	-565,597.32
		TOTAL FUND BALANCE		632,973.36	-4,464,905.44
	TOTAL LIABILITIES + FUND BALANCE			581,987.30	-4,737,947.95

Poughkeepsie Public Library District

BALANCE SHEET FOR 2021 7

FUND: CM MISC SPEC REVENUE FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	CM	12000	Special Revenue Funds	82.06	768,031.09
	CM	12020	CM Payroll Checking	.00	275.08
	CM	13910	Due From Other Funds	993.91	76,975.38
		TOTAL ASSETS		1,075.97	845,281.55
LIABILITIES					
	CM	26300	Due To Other Funds	.00	-203,721.71
		TOTAL LIABILITIES		.00	-203,721.71
FUND BALANCE					
	CM	35210	Encumbrances	.00	.39
	CM	35220	Expenditures	.00	18,260.00
	CM	38210	Reserve For Encumbrances	.00	-.39
	CM	39110	Fund Balance Unreserved	.00	-90,927.01
	CM	39800	Revenues	-1,075.97	-568,892.83
		TOTAL FUND BALANCE		-1,075.97	-641,559.84
		TOTAL LIABILITIES + FUND BALANCE		-1,075.97	-845,281.55

Poughkeepsie Public Library District

BALANCE SHEET FOR 2021 7

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: H	**CAPITAL PROJECT FUND**				
ASSETS					
	H	12010	Checking (Capital 23213)	.00	38.83
	H	12044	Designated Gifts & Grants	.00	85.83
	H	12200	Cash From Obligations	.02	492.12
	H	13502	Discount Pledge Receivable	.00	.30
	H	13910	Due From Other Funds	.00	38,385.79
		TOTAL ASSETS		.02	39,002.87
LIABILITIES					
	H	26000	Accounts Payable	.00	-.40
	H	26300	Due To Other Funds	.00	-58,098.21
		TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE					
	H	35100	Estimated Revenues	.00	252,715.39
	H	35220	Expenditures	.00	500.00
	H	39110	Fund Balance Unreserved	.00	18,596.00
	H	39600	Appropriations	.00	-252,715.39
	H	39800	Revenues	-.02	-.26
		TOTAL FUND BALANCE		-.02	19,095.74
	TOTAL LIABILITIES + FUND BALANCE			-.02	-39,002.87

Poughkeepsie Public Library District

BALANCE SHEET FOR 2021 7

FUND: PN PERMANENT FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	PN	12011	Slonaker Trust	.00	2,771.48
	PN	12012	Lamont Fund	.00	50,000.00
	PN	12013	Levinsohn Trust	.00	1,003.52
	PN	12014	Wojtecki Trust	993.91	382,178.88
	PN	12015	Schwartz Fund	.00	10,964.91
	PN	12201	Dobo Fund	.00	37,047.81
	PN	13910	Due from other funds	.00	10,043.00
		TOTAL ASSETS		993.91	494,009.60
LIABILITIES					
	PN	26300	Due to other funds	-993.91	-15,191.75
		TOTAL LIABILITIES		-993.91	-15,191.75
FUND BALANCE					
	PN	39110	Library Trust Permanent Funds	.00	-478,817.85
		TOTAL FUND BALANCE		.00	-478,817.85
	TOTAL LIABILITIES + FUND BALANCE			-993.91	-494,009.60

Poughkeepsie Public Library District

BALANCE SHEET FOR 2021 7

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	161.34	1,308,721.67
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		161.34	1,322,447.67
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-993,054.03
	TOTAL LIABILITIES		.00	-993,054.03
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-309,633.26
V	39800	Revenues	-161.34	-479.38
	TOTAL FUND BALANCE		-161.34	-329,393.64
	TOTAL LIABILITIES + FUND BALANCE		-161.34	-1,322,447.67
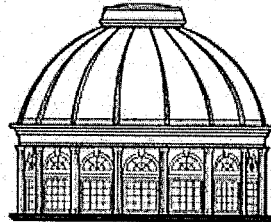
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

July 2021

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2021 to 2020 to 2019

	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Jul	% of Total	YTD	% of Total	Jul	% of Total	YTD	% of Total	Change	% Change	Jul	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	6,133	25.19%	39,202	25.54%	5,893	27.68%	20,904	21.26%	18,298	87.53%	7,659	35.97%	30,805	31.33%	8,397	27.26%
Adult Non-Fiction	3,635	14.93%	25,221	16.43%	3,341	15.69%	16,434	16.71%	8,787	53.47%	5,371	25.23%	24,043	24.45%	1,178	4.90%
Fiction - Juvenile	6,818	28.00%	35,071	22.85%	5,303	24.91%	18,834	19.15%	16,237	86.21%	7,865	36.94%	26,455	26.90%	8,616	32.57%
Non-Fiction - Juvenile	1,500	6.16%	10,048	6.55%	1,179	5.54%	5,632	5.73%	4,416	78.41%	1,980	9.30%	8,190	8.33%	1,858	22.69%
Periodicals	232	0.95%	1,500	0.98%	256	1.20%	796	0.81%	704	88.44%	308	1.45%	1,353	1.38%	147	10.86%
Periodicals - Juvenile	43	0.18%	196	0.13%	58	0.27%	85	0.09%	111	130.59%	74	0.35%	123	0.13%	73	59.35%
Print Subtotal	**18,361**	**75.40%**	**111,238**	**72.49%**	**16,030**	**75.29%**	**62,685**	**63.75%**	**48,553**	**77.46%**	**23,257**	**109.23%**	**90,969**	**92.51%**	**20,269**	**22.28%**
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	-100.00%
ILL	5	0.02%	64	0.04%	3	0.01%	35	0.04%	29	82.86%	7	0.03%	102	0.10%	-38	-37.25%
Soundrecordings	779	3.20%	4,983	3.25%	731	3.43%	4,165	4.24%	818	19.64%	1,686	7.92%	7,434	7.56%	-2,451	-32.97%
Videorecordings	4,076	16.74%	30,504	19.88%	3,555	16.70%	25,386	25.82%	5,118	20.16%	8,744	41.07%	40,173	40.85%	-9,669	-24.07%
Media	2	0.01%	13	0.01%	0	0.00%	5	0.01%	8	160.00%	2	0.01%	16	0.02%	-3	-18.75%
Software	16	0.07%	78	0.05%	8	0.04%	39	0.04%	39	100.00%	16	0.08%	181	0.18%	-103	-56.91%
Equipment/Realia	13	0.05%	49	0.03%	10	0.05%	153	0.16%	-104	-67.97%	14	0.07%	191	0.19%	-142	-74.35%
Suppressed Items	57	0.23%	299	0.19%	25	0.12%	101	0.10%	198	196.04%	37	0.17%	114	0.12%	185	162.28%
Videorecordings - Juvenile	514	2.11%	2,575	1.68%	507	2.38%	3,683	3.75%	-1,108	-30.08%	2,031	9.54%	6,374	6.48%	-3,799	-59.60%
Audiorecordings - Juvenile	92	0.38%	408	0.27%	113	0.53%	456	0.46%	-48	-10.53%	212	1.00%	730	0.74%	-322	-44.11%
Media - Juvenile	110	0.45%	622	0.41%	38	0.18%	520	0.53%	102	19.62%	193	0.91%	643	0.65%	-21	-3.27%
Software - Juvenile	13	0.05%	86	0.06%	8	0.04%	47	0.05%	39	82.98%	16	0.08%	103	0.10%	-17	-16.50%
Non-Print Subtotal	**5,677**	**23.31%**	**39,681**	**25.86%**	**4,998**	**23.47%**	**34,590**	**35.18%**	**5,091**	**14.72%**	**12,958**	**60.86%**	**56,062**	**57.01%**	**-16,381**	**-29.22%**
Online Renewals	**312**	**1.28%**	**2,544**	**1.66%**	**264**	**1.24%**	**1,056**	**1.07%**	**1,488**	**140.91%**	**541**	**2.54%**	**10,910**	**11.10%**	**-8,366**	**-99.74%**
Total	**24,350**		**153,463**		**21,292**		**98,331**		**55,132**	**56.07%**	**36,756**		**157,941**		**-4,478**	**-2.84%**

prepared 8/2/2021

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2021

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	22,839	20,230	23,673	20,994	20,035	20,810	24,038	0	0	0	0	0	152,619
Physical Items - Online Renewals	464	391	418	344	331	284	312	0	0	0	0	0	3,165
Digital Content	8,559	11,216	11,470	9,565	9,902	8,023	8,225	0	0	0	0	0	66,960
PopUpLibrary	0	0	0	0	11	0	3	0	0	0	0	0	14
Total	31,862	31,837	35,561	30,903	30,279	29,117	32,578	0	0	0	0	0	222,137

PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,854	4,456	4,765	4,284	3,645	4,326	4,372	1,349	0	0	0	0	32,051
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	2,027	565	0	0	0	0	15,548
Total	7,329	6,552	7,195	6,307	5,417	6,486	6,399	1,914	0	0	0	0	47,599

REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	963	778	1,359	934	0	0	0	0	0	6,197
Boardman Road	33	21	30	58	75	90	92	0	0	0	0	0	399
Spanish Language Assistance	38	28	95	70	38	NA	41	0	0	0	0	0	310
Total	685	636	1,087	1,091	891	1,449	1,067	0	0	0	0	0	6,906

ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	24,527	20,667	15,759	14,528	10,175	11,290	12,786	0	0	0	0	0	109,732
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	3,109	0	0	0	0	0	18,155
Calendar Hits - Recite Me	412	405	504	171	187	168	262	0	0	0	0	0	2,109
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	29,248	0	0	0	0	0	196,492
Total	54,309	51,892	48,759	44,397	37,676	44,050	45,405	0	0	0	0	0	326,488

PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,576	3,187	5,434	3,850	3,474	3,794	4,212	0	0	0	0	0	27,527
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	1,522	0	0	0	0	0	9,660
Total	4,890	3,810	7,586	5,235	4,736	5,196	5,734	0	0	0	0	0	37,187

PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	36	34	51	44	0	0	0	0	0	259
Boardman Road	6	6	8	15	8	13	7	0	0	0	0	0	63
Total	52	28	34	51	42	64	51	0	0	0	0	0	322

NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	38	57	40	58	56	52	0	0	0	0	0	334

PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	223	163	171	227	0	0	0	0	0	1,290
Community Engagement	0	0	1	0	0	15	1	0	0	0	0	0	17
Non-Library District	7	4	10	10	9	9	10	0	0	0	0	0	59
Exams Proctored	4	8	6	6	4	6	4	0	0	0	0	0	38
MAP Passes	2	6	12	19	36	54	79	0	0	0	0	0	208
Rover Bookmobile Stops	NA	NA	NA	NA	NA	NA	20						20
Total	167	177	222	258	212	255	341	0	0	0	0	0	1,632

PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	1,245	1,719	2,136	7,447	1,302	2,696	2,709	0	0	0	0	0	19,254
Community Engagement	0	0	12	0	0	45	4	0	0	0	0	0	61
Non-Library District	75	34	160	212	164	127	231	0	0	0	0	0	1,003
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Rover Bookmobile	NA	NA	NA	NA	NA	NA	364						364
Total	1,320	1,753	2,308	7,659	1,466	2,868	3,308	0	0	0	0	0	20,682

GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	9,193	8,437	11,221	9,636	8,820	9,446	10,665	0	0	0	0	0	67,418
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	0	0	0	0	0	78,130
Total - 2021	19,903	17,596	24,069	20,359	19,040	20,301	24,280	0	0	0	0	0	145,548

GENERAL ATTENDANCE (2020)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	18,212	16,693	9,284	0	0	5,908	9,261	10,092	10,284	10,484	8,950	8,282	107,450
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088	11,816	9,510	10,286	92,087
Total - 2020	29,750	27,645	15,185	0	0	11,295	14,961	20,001	21,372	22,300	18,460	18,568	199,537

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Summary of Volunteer Activity 2021

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	3	5	0	8	12.00	15.00	0.00	27.00
February	4	5	0	9	20.00	17.00	0.00	37.00
March	6	6	0	12	24.00	21.00	0.00	45.00
April	6	7	0	13	68.00	36.00	0.00	104.00
May	3	7	0	10	12.00	34.00	0.00	46.00
June	3	6	0	9	11.00	28.00	0.00	39.00
July	6	7	0	13	43.00	35.00	0.00	78.00
August	0	0	0	0	0.00	0.00	0.00	0.00
September	0	0	0	0	0.00	0.00	0.00	0.00
October	0	0	0	0	0.00	0.00	0.00	0.00
November	0	0	0	0	0.00	0.00	0.00	0.00
December	0	0	0	0	0.00	0.00	0.00	0.00
TOTAL					190.00	186.00	0.00	376.00
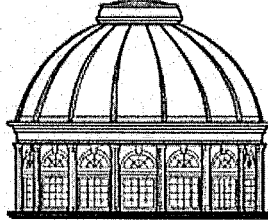
POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT   *Minutes and Actions*

Meeting:	Date:
Personnel Committee	Monday, August 9, 2021

Attendance

Trustees Present	Staff Present	Guest(s) Present
☒ Dianne Blazek, *President* ☒ Patricia Ferrer ☒ Moira Fitzgibbons ☒ Mary Moore, *Chair* ☒ Laurel Spuhler	☒ Tom Lawrence, Library Director ☒ Barbara Lynch, Business Manager	☐

Minutes Prepared By: T. Lawrence

The meeting convened at 7:00 pm, virtually, through GoToMeeting.

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

    - **CBA Negotiations:** The Committee discussed draft language for use in the upcoming CSEA negotiations. Lawrence plans to send the current draft language to counsel for review in preparation for negotiations. The plan would be to exchange non-financial items in early September and to begin in-person negotiations in October.
    - **Personnel Updates:** Lawrence reported a conversation with a potential Assistant Director candidate that may have some potential. While the Committee has discussed retaining consulting advice on a transition plan, it was discussed at the meeting this evening to keep all options open.

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

    - Nothing.

3. **Upcoming Agenda Items:**

    - Review of CBA.

The meeting adjourned at 7:50 pm.