

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, July 28, 2021

Meeting Will Run From 7:00 p.m. until 8:30 p.m.
Charwat Meeting Room – Adriance Memorial Library

Trustees Reviewing Warrants: Blazek and Fitzgibbons

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. June 23, 2021 (*T. Lawrence; #072821 – 1*)
 - V. Financial Report(s)
 - A. June 2021 (*B. Lynch; #072821 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*B. Lynch; #072821 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #072821 – 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, #072821 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Appointment of Trustee to Fill a Vacancy Caused by Resignation (*M. Fitzgibbons*)
 2. Approval of 2022 Tentative Budget (*T. Lawrence; #072821 – 5*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: August 25; 7:00 p.m.
Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 23, 2021

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- Edna Lyons
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Karen Blovat, Head of Borrower & Tech Serv.
- Janet Bogenschultz, Asst. to the Director
- Gareth Davies, Development Officer
- Anthony Formby, Building Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Acting Head of Adult Services
- John Torres, Head of Youth Services

Other Guest(s)**FPPLD Representatives Present**

- Liz Murphy, President

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

- **Call to Order:** At 7:09 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Eagleton, Lyons.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** Tour of PPLD Website

- Lawrence showed the Board a variety of pages accessed through the PPLD website.

IV. Approval of Previous Record/Meeting(s)**A. May 26, 2021 (PPLD Document #062321 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 26, 2021.
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. May 2021 Financial Activity Report (PPLD Document #062321 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2021 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lynch explained the location of Irma Davis Fund and McCalley Fund and gave an update on the Greene Fund. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #062321 – 2.1)

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

Vouchers 60209 to 60428 in Warrant 20210624 totaling \$96,806.62

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

Vouchers 60225 to 60227 in Warrant 20210609 totaling \$33,000.00
 Voucher 60228 in Warrant C210609 totaling \$500.00
 Vouchers 60256 to 60287 in Warrant 20210615 totaling \$101,731.06

And that the Board of Trustees authorize the following transfers:

\$48,000 from A Fund: McCalley Fund to A20000.54520.A229 (Rotunda Repairs)
 \$18,260 from CM Fund: Marcotte Memorial Fund to A00000.52800.A212 (FFE Marcotte Training Lab)

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #062321 – 3)

- Lawrence reported on: ending COVID restrictions, mask requirements, new staff, the Bookmobile, author programs, Fall programs, the Big Read, The Summer Reading Program, and Summer Saturdays. Some discussion ensued.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #062321 – 3.3)

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the audit; bad debt, the 2021 budget, the McCalley Fund, and the Greene Fund. Some discussion ensued.
2. **Board Development & Policy Committee:** Chairperson Fitzgibbons related committee discussions on: the Board self-evaluation, the third-party videotaping policy, the Library of Things, and fines. Some discussion ensued.

D. Friends of PPLD: Lawrence reported that the Friends will not be accepting donations of materials in July; and the Friends sold 15,000 books during 2 weeks of their summer sale.

VII. Board Action

A. Personnel Actions: (PPLD Document #062321 – 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
Cassie Bailey	Library Clerk	Provisional Appointment	6/14/2021	\$35,956
Elizabeth Lahl	Senior Library Clerk (PT)	Permanent Appointment	6/9/2021	\$17.64/hr
Susan Wood	Senior Library Clerk	Retirement	6/29/2021	NA
Roxanne Hermann-McNamara	Page (Student)	Probationary Appointment	6/15/2021	\$12.10/hr
Julian Roberts	Page (Student)	Resignation	6/19/2021	NA

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

B. Unfinished/Old Business: None.

C. New Business:

1. Authorization to Suspend COVID-19 Response Documents: Service Plan and NYS Safety Plan (PPLD Document #062321 – 5)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District suspend enforcement of PPLD Documents #052720 – 7A (Service Plan in Response to COVID-19) and #052720 – 7B (NY Forward Business Re-Opening Safety Plan).
- B. **Moved/Seconded:** Ryan, Fitzgibbons.
- C. **Discussion:** Lawrence explained the reasons behind this action. Some discussion ensued.

D. **VOTE:** 8 – 0 – 0

2. Proposed Revisions to 2021 Budget (PPLD Document #062321 – 6)

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions (#2) to the 2021 Poughkeepsie Public Library District's budget as presented in PPLD Document #062321 – 6A.

B. **Moved/Seconded:** Spuhler, Eagleton.

C. **Discussion:** None.

D. **VOTE:** 8 – 0 – 0

3. Authorization to Sign Lease (PPLD Document #062321 – 7)

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign a five-year lease with Family Services, Inc. for space in which to establish a branch library at the Family Partnership Center, as reflected in PPLD Document #062321 – 7A. The Library Director and the Executive Director of Family Services, Inc. will complete the timetable for occupancy prior to signing the lease.

B. **Moved/Seconded:** Ryan, Spuhler.

C. **Discussion:** Lawrence explained the challenges we have with the lease. Some discussion ensued.

D. **VOTE:** 8 – 0 – 0

4. Authorization to Write Off Bad Debt (PPLD Document #062321 – 8)

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off bad debt accumulated through December 31, 2014 as reflected in PPLD Document #062321 – 8A, that bad debt be included in the December 31, 2021 balance sheet, and that the Library District work with the auditors to create a write-off schedule for remaining and future debt.

B. **Moved/Seconded:** Eagleton, Lyons.

C. **Discussion:** Lawrence explained the plan. Some discussion ensued.

D. **VOTE:** 8 – 0 – 0

VIII. Open Comment

A. **Board Comment:** Trustee Ryan participated in Seven Habits of Highly Effective Boards and based on that believes that the Board is doing its' job well. Trustee Moore met two of our new hires and found them to be excited and enthusiastic.

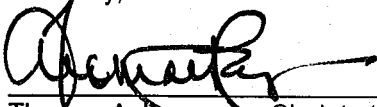
B. **Public Comment:** None.

Adjournment

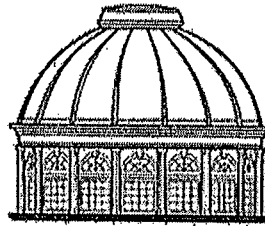
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Lyons.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:43 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 28, 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 June 2021 Financial Activity

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

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of June 2021
2021 Financial Activity – Narrative Report

General Fund (Fund A; \$5,319,935)

- Receipts for the month totaled \$33,431 which included \$594 in monthly interest, \$5,459 in library charges, and \$2,170 in E-Rate income.
- Receipts for the month also included an interfund transfer of \$18,260 from the Special Revenue Fund (CM) which was the remaining in the Marcotte Memorial Fund. This transfer was approved by the Board at last month's meeting.
- Disbursements for the month totaled \$806,071 which included \$469,894 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - McCalley Fund \$100,000
 - Irma Davis Fund 465,615

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

- Receipts for the month included two disbursements from the Greene totaling \$568,435 as well as minor monthly interest and the market change and interest in the Wojtecki account.
- Sub-fund totals are:
 - Norman and Jeannie Greene Fund \$605,026
 - Marcotte Memorial Fund 0
 - Schlobach Fund 50,000

Capital Fund (Fund H; \$39,003)

- Receipts for the month included minimal interest.
- Disbursements in the month of June consisted of \$500 to the Town of Poughkeepsie for fees associated with an updated site plan for Boardman Road.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund): \$86
 - Cash from Obligations – BOND Proceeds: 492

Permanent Funds (Fund PN; \$493,016)

- 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 \$190.
- Disbursements for the month included \$188,558 for payments of principal and interest on Town and City bonds.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
June 2021

No modifications or transfers to report for June.

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

FOR 2021 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,008,371	4,008,371	1,849,030.93	314,408.02	1,991,475.58	167,864.49	95.8%
22 EQUIP & CAPITAL OUTL	84,137	102,397	43,189.34	11,852.57	5,143.64	54,064.02	47.2%
30 MATERIALS	500,122	596,934	233,992.62	34,945.48	109,744.31	253,197.07	57.6%
32 INFORMATION SVC	57,902	102,064	20,141.70	.00	4,600.00	77,322.30	24.2%
50 OPERATIONS	1,280,477	1,433,478	549,044.04	100,691.42	286,785.25	597,648.71	58.3%
51 AUTOMATION	109,008	129,074	40,231.59	.00	36,935.02	51,907.39	59.8%
91 EMPLOYEE BENEFITS	1,936,758	1,936,758	1,076,750.27	155,486.07	134,036.58	725,971.15	62.5%
92 DEBT SER	1,348,407	1,348,407	289,862.50	188,687.50	.00	1,058,544.50	21.5%
GRAND TOTAL	9,325,182	9,657,483	4,102,242.99	806,071.06	2,568,720.38	2,986,519.63	69.1%

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

page 2

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 3
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WARRANT: 20210609 06/09/2021

DUE DATE: 06/09/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
A	A20300 Greene Services	A .7410.203.02.54292 .	PROGRAMMING	33,000.00	5,550.00
			FUND TOTAL	33,000.00	
			WARRANT SUMMARY TOTAL	33,000.00	
			GRAND TOTAL	33,000.00	

WARRANT: 20210615 06/15/2021

DUE DATE: 06/15/2021

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 5,620.00
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	143.32 .29
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	85,281.74 297,391.33
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	607.88 -410.00
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	1,579.10 -160.80
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	7,257.99 50,992.00
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	137.46 244.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	185.44 58.00
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,220.97 23,534.00
FUND TOTAL		101,731.06	
=====			
WARRANT SUMMARY TOTAL		101,731.06	
=====			
GRAND TOTAL		101,731.06	
=====			

WARRANT: 20210624 06/24/2021

DUE DATE: 06/24/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	3,066.08
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	11,852.57
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	1,190.10
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	2,264.00
A A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	79.00
A A00000	General Fund Expen A .7410.000.00.54370 .A232	Prof Fees - BRD Wastew	660.00
A A00000	General Fund Expen A .7410.000.00.54692 .	Other Oper-Water	2,054.03
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	490.00
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,554.20
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	750.00
A A10000	Administration A .7410.100.00.54370 .	Legal Fees	666.66
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	4,418.76
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	930.06
A A20000	Building Services A .7410.200.00.54370 .	Security Monitoring	537.10
A A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	73.00
A A20000	Building Services A .7410.200.00.54520 .	Building Repairs	290.44
A A20000	Building Services A .7410.200.00.54523 .	Landscaping/Grounds Ma	2,230.67
A A20000	Building Services A .7410.200.00.54523 .A204	Landscaping/Grounds Ma	3,500.00
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	570.94
A A20300	Greene Services A .7410.203.02.54100 .A211	Books-Digital	3,567.18
A A20300	Greene Services A .7410.203.02.54100 .A221	Books - Pop-Up (Greene	5,194.76
A A20300	Greene Services A .7410.203.02.54292 .	PROGRAMMING	1,700.00
A A20300	Greene Services A .7410.203.02.54292 .A211	PROGRAMMING-Digital	815.32
A A30000	Advancement Servic A .7410.300.00.54292 .A219	Movies Under Walkway P	1,216.14
A A30000	Advancement Servic A .7410.300.00.54330 .	Bulk Mailing Postage	3,000.00
A A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	7,659.67
A A41000	Adult Services A .7410.410.00.54130 .	Serials Adult Services	60.00
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	1,625.00
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	13,331.86
A A44000	Collection Service A .7410.440.00.54110 .	Collection Serv Video	1,281.99
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,000.59
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	3,680.94
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	152.15
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	2,540.53
A A45000	Youth Services A .7410.450.00.54292 .A233	Programming - Youth (O	1,304.66
A A45000	Youth Services A .7410.450.00.54292 .A234	Summer Saturdays Prgrm	300.00
A A45000	Youth Services A .7410.450.00.54300 .G200	PLC Supplies	160.23
A A46000	YA Services A .7410.460.00.54292 .	Programming YA	596.38
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	427.77
A A60000	Information Tech A .7410.600.00.54370 .	Software Fees	2,534.40
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	96.11
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	263.60
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	30.00
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,874.74
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	145.80
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	999.74
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	69.45
		FUND TOTAL	96,806.62

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 18
apwarrnt

WARRANT: 20210624 06/24/2021

DUE DATE: 06/24/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
		WARRANT SUMMARY TOTAL	96,806.62
		GRAND TOTAL	96,806.62

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

FOR 2021 06

	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	20,418.16	5,459.39	19,581.84	51.0%
42401 INTEREST EARNINGS	25,000	25,000	2,943.65	593.68	22,056.35	11.8%
42705 DONATIONS	50,000	50,000	13,833.56	116.01	36,166.44	27.7%
42752 ANNUAL APPEAL	27,500	32,505	32,505.00	.00	.00	100.0%
42753 DONATIONS IN KIND	81,983	81,983	40,991.46	6,831.91	40,991.54	50.0%
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	2,170.41	44,929.59	4.6%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,624.56	.00	-1,624.56	110.8%
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	18,260.00	644,310.00	2.8%
GRAND TOTAL	9,325,182	9,657,483	8,423,145.40	33,431.40	1,234,337.60	87.2%

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

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 3
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WARRANT: C210609 06/09/2021

DUE DATE: 06/09/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
H	H00000 CAPITAL FUND EXPEN H	.7410.000.00.54370 .C815	Professional Fees	500.00	10,342.93
			FUND TOTAL	500.00	
			WARRANT SUMMARY TOTAL	500.00	
			GRAND TOTAL	500.00	



Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 6

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-108.65	3,832.22
A	12020	General Fund Payroll	-102.37	3,525.74
A	12023	General Fund Money Market	-489,919.90	3,681,241.00
A	12040	Credit Card Transactions	766.19	2,060.93
A	12051	Flex 125 Money Market	1,289.43	6,126.10
A	12100	Petty Cash	.00	3,842.42
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	54.73	465,670.29
A	13501	Grants Receivable	-25,613.22	1,425.78
A	13800	Accounts Receivable	-19,000.00	.00
A	13910	Due From Other Funds	-188,747.50	1,151,708.77
TOTAL ASSETS			-721,381.29	5,319,935.25
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	-1,289.04	-5,738.35
A	26021	Benefits Exchange	402.51	3,809.87
A	26030	General Fund Exchange	-7.00	-1,327.51
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-50,364.84	-199,816.86
A	26910	Deferred Revenues	.00	-19,000.00
TOTAL LIABILITIES			-51,258.37	-222,056.45
FUND BALANCE				
A	35100	Budgeted Revenues	282,301.00	9,657,483.00
A	35210	Encumbrances (+ PYCF)	-339,539.94	2,568,720.28
A	35220	Expenditures (+ PYCF)	806,071.06	4,280,425.94
A	38210	Encumbrance Reserve (+ PYCF)	339,539.94	-2,568,720.28
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-5,413.86	55,162.39
A	39110	Fund Balance Start of Year	.00	-219,971.02
A	39600	Appropriations (+ PYCF)	-276,887.14	-9,835,236.39
A	39800	Revenues Received	-33,431.40	-8,423,145.40
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			772,639.66	-5,097,878.80
TOTAL LIABILITIES + FUND BALANCE			721,381.29	-5,319,935.25

page 9

Poughkeepsie Public Library District



BALANCE SHEET FOR 2021 6

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	550,278.19	767,949.03
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-1,323.01	75,981.47
TOTAL ASSETS			548,955.18	844,205.58
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	18,260.00	18,260.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-90,927.01
CM	39800	Revenues	-567,215.18	-567,816.86
TOTAL FUND BALANCE			-548,955.18	-640,483.87
TOTAL LIABILITIES + FUND BALANCE			-548,955.18	-844,205.58

page 10



BALANCE SHEET FOR 2021 6

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	-499.99	85.83
H	12200	Cash From Obligations	.02	492.10
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			-499.97	39,002.85
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	500.00	500.00
H	39110	Fund Balance Unreserved	.00	18,596.00
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.03	-.24
TOTAL FUND BALANCE			499.97	19,095.76
TOTAL LIABILITIES + FUND BALANCE			499.97	-39,002.85

page 11

BALANCE SHEET FOR 2021 6

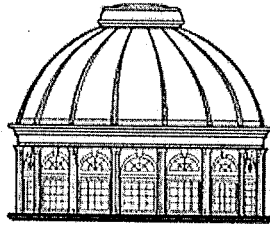
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-1,323.01	381,184.97
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			-1,323.01	493,015.69
LIABILITIES				
PN	26300	Due to other funds	1,323.01	-14,197.84
TOTAL LIABILITIES			1,323.01	-14,197.84
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			1,323.01	-493,015.69

page 12

BALANCE SHEET FOR 2021 6

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-188,557.64	1,308,560.33
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
	TOTAL ASSETS		-188,557.64	1,322,286.33
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	188,747.50	-993,054.03
	TOTAL LIABILITIES		188,747.50	-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	-189.86	-318.04
	TOTAL FUND BALANCE		-189.86	-329,232.30
	TOTAL LIABILITIES + FUND BALANCE		188,557.64	-1,322,286.33

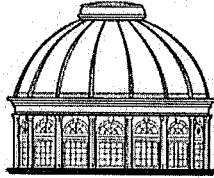
page 13



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics

June 2021



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – JULY 2021

Significant Challenges or Accomplishments

- Rover is roaming the Library District! There have been several weather and staffing challenges that we had to deal with but things seem to be settling into a good rhythm.
- Over 400 children have registered for this year's Summer Reading Program. That, and Summer Saturdays @ Adriaance have been successful, so far.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.

Outreach and Professional Development

- Staff continue to seek out professional development opportunities, all delivered via virtual platforms.

Collection Development

- Digital and streaming usage continues at a steady pace.

Buildings

- Boardman Road
 - Work continues with The Chazen Companies on developing the bid package for the waste water line project.
 - The site plan for the parking lot has been re-approved by the Town of Poughkeepsie Planning Board. We are reviewing a proposal from Chazen to create a campus landscaping plan to address some bare areas with the intent of creating a pollinator walk on the site. The Town has also asked that we consider installing vehicle charging stations in the expanded lot.
- Adriaance
 - The steps from Market Street to the Plaza in the front of the building have been repaired.
 - The results of the solar study are in and they do not look promising. Technically, a robust solar installation is possible but quite cost prohibitive with an ROI of, potentially, decades due, primarily, to the prevailing wage requirement public funding of the project would require. We received the report on July 21 and plan to have a virtual meeting with the consultants to review the findings in greater detail.

Staffing

- See Personnel Actions, if applicable.

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

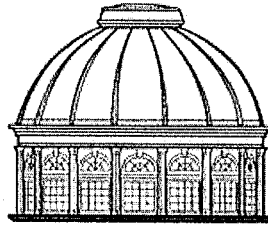
	Current Year: 2021				Previous Year: 2020				Compare: '21 to '20		Previous Year: 2019				Compare: '21 to '19	
	Jun	% of Total	YTD	% of Total	Jun	% of Total	YTD	% of Total	Change	% Change	Jun	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,795	29.88%	33,069	25.61%	459	34.85%	20,904	21.26%	12,165	58.19%	5,487	416.63%	30,805	31.33%	2,264	7.35%
Adult Non-Fiction	3,494	18.02%	21,586	16.72%	193	14.65%	16,434	16.71%	5,152	31.35%	4,396	333.79%	24,043	24.45%	-2,457	-10.22%
Fiction - Juvenile	3,604	18.58%	28,253	21.88%	197	14.96%	18,834	19.15%	9,419	50.01%	4,751	360.74%	26,455	26.90%	1,798	6.80%
Non-Fiction - Juvenile	934	4.82%	8,548	6.62%	32	2.43%	5,632	5.73%	2,916	51.78%	1,454	110.40%	8,190	8.33%	358	4.37%
Periodicals	241	1.24%	1,268	0.98%	21	1.59%	796	0.81%	472	59.30%	155	11.77%	1,353	1.38%	-85	-6.28%
Periodicals - Juvenile	20	0.10%	153	0.12%	0	0.00%	85	0.09%	68	80.00%	18	1.37%	123	0.13%	30	24.39%
Print Subtotal	14,088	72.64%	92,877	71.93%	902	68.49%	62,685	63.75%	30,192	48.16%	16,261	1234.70%	90,969	92.51%	1,908	2.10%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.08%	1	0.00%	-1	-100.00%
ILL	12	0.06%	59	0.05%	0	0.00%	35	0.04%	24	68.57%	16	1.21%	102	0.10%	-43	-42.16%
Soundrecordings	740	3.82%	4,204	3.26%	38	2.89%	4,165	4.24%	39	0.94%	1,413	107.29%	7,434	7.56%	-3,230	-43.45%
Videorecordings	3,838	19.79%	26,428	20.47%	326	24.75%	25,386	25.82%	1,042	4.10%	7,583	575.78%	40,173	40.85%	-13,745	-34.21%
Media	2	0.01%	11	0.01%	0	0.00%	5	0.01%	6	120.00%	1	0.08%	16	0.02%	-5	-31.25%
Software	5	0.03%	62	0.05%	0	0.00%	39	0.04%	23	58.97%	45	3.42%	181	0.18%	-119	-65.75%
Equipment/Realia	4	0.02%	36	0.03%	3	0.23%	153	0.16%	-117	-76.47%	10	0.76%	191	0.19%	-155	-81.15%
Suppressed Items	33	0.17%	242	0.19%	1	0.08%	101	0.10%	141	139.60%	23	1.75%	114	0.12%	128	112.28%
Videorecordings - Juvenile	294	1.52%	2,061	1.60%	26	1.97%	3,683	3.75%	-1,622	-44.04%	1,085	82.38%	6,374	6.48%	-4,313	-67.67%
Audiorecordings - Juvenile	46	0.24%	316	0.24%	1	0.08%	456	0.46%	-140	-30.70%	122	9.26%	730	0.74%	-414	-56.71%
Media - Juvenile	43	0.22%	512	0.40%	3	0.23%	520	0.53%	-8	-1.54%	96	7.29%	643	0.65%	-131	-20.37%
Software - Juvenile	5	0.03%	73	0.06%	0	0.00%	47	0.05%	26	55.32%	33	2.51%	103	0.10%	-30	-29.13%
Non-Print Subtotal	5,022	25.89%	34,004	26.34%	398	30.22%	34,590	35.18%	-586	-1.69%	10,428	791.80%	56,062	57.01%	-22,058	-39.35%
Online Renewals	284	1.46%	2,232	1.73%	17	1.29%	1,056	1.07%	1,176	111.36%	1,478	112.22%	10,910	11.10%	-8,678	-99.74%
Total	19,394		129,113		1,317		98,331		30,782	31.30%	28,167		157,941		-28,828	-18.25%

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	0	0	0	0	0	0	128,581
Physical Items - Online Renewals	464	391	418	344	331	284	0	0	0	0	0	0	3,165
Digital Content	8,559	11,216	11,470	9,565	9,902	8,023	0	0	0	0	0	0	58,735
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	31,862	31,837	35,561	30,903	30,268	29,117	0	0	0	0	0	0	189,548
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	918	0	0	0	0	0	27,248
Boardman Road	2,475	2,096	2,430	2,023	1,772	2,160	428	0	0	0	0	0	13,384
Total	7,329	6,552	7,195	6,307	5,417	6,486	1,346	0	0	0	0	0	40,632
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	614	587	962	963	778	1,359	0	0	0	0	0	0	5,263
Boardman Road	33	21	30	58	75	90	0	0	0	0	0	0	307
Spanish Language Assistance	38	28	95	70	38	NA	0	0	0	0	0	0	269
Total	685	636	1,087	1,091	891	1,449	0	0	0	0	0	0	5,839
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	0	0	0	0	0	0	96,946
Calendar Hits - EventKeeper	2,279	1,725	3,172	2,399	2,099	3,372	0	0	0	0	0	0	15,046
Calendar Hits - Recite Me	412	405	504	171	187	168	0	0	0	0	0	0	1,847
Website Hits	27,091	29,095	29,324	27,299	25,215	29,220	0	0	0	0	0	0	167,244
Total	54,309	51,892	48,759	44,397	37,676	44,050	0	0	0	0	0	0	281,083
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	0	0	0	0	0	0	23,315
Boardman Road	1,314	623	2,152	1,385	1,262	1,402	0	0	0	0	0	0	8,138
Total	4,890	3,810	7,586	5,235	4,736	5,196	0	0	0	0	0	0	31,453
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	46	22	26	36	34	51	0	0	0	0	0	0	215
Boardman Road	6	6	8	15	8	13	0	0	0	0	0	0	56
Total	52	28	34	51	42	64	0	0	0	0	0	0	271
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	33	38	57	40	58	56	0	0	0	0	0	0	282
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	154	159	193	223	163	171	0	0	0	0	0	0	1,063
Community Engagement	0	0	1	0	0	15	0	0	0	0	0	0	16
Non-Library District	7	4	10	10	9	9	0	0	0	0	0	0	49
Exams Proctored	4	8	6	6	4	6	0	0	0	0	0	0	34
MAP Passes	2	6	12	19	36	54	0	0	0	0	0	0	129
Total	167	177	222	258	212	255	0	0	0	0	0	0	1,291
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	0	0	0	0	0	0	16,545
Community Engagement	0	0	12	0	0	45	0	0	0	0	0	0	57
Non-Library District	75	34	160	212	164	127	0	0	0	0	0	0	772
Drop-In Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,320	1,753	2,308	7,659	1,466	2,868	0	0	0	0	0	0	17,374
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	0	0	0	0	0	0	56,753
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	0	0	0	0	0	0	64,515
Total - 2021	19,903	17,596	24,069	20,359	19,040	20,301	0	0	0	0	0	0	121,268
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	0	6	0	6	11.00	28.00	0.00	39.00
July	0	0	0	0	0.00	0.00	0.00	0.00
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					147.00	151.00	0.00	298.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Finance Committee	Date: Monday, July 12, 2021	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input type="checkbox"/> Amy Bombardieri <input checked="" type="checkbox"/> Sean Eagleton <input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i> <input checked="" type="checkbox"/> Cathy Schmitz	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared by: T. Lawrence		

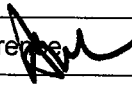
1. **Business Items:** The following topics were discussed:
 - **Monthly Financial Report:** The monthly report was discussed and approved for approval by the Board at its July meeting. Clarification as to the current value of the McCalley Fund was discussed and Lynch will review it.
 - **Discussion on Bad Debt:** Lawrence reported on the progress of implementing the decision to address bad patron debt. The project is taking a little longer than anticipated but should be wrapped-up by the end of July. Once onsite, the auditors will discuss how to include remaining patron debt onto the Library District's balance sheet and how it will be addressed (in terms of "collectability").
 - **2021 Budget:** The revisions to the 2021 budget have been recorded in MUNIS and are all operational.
 - **2022 Budget:** Lawrence and Lynch discussed the challenges of creating a tentative 2022 budget as we are missing critical elements such as personnel costs resulting from upcoming negotiations with the Union, the tax cap information from the state, health insurance costs, and employee retirement costs. Regardless, a tentative budget needs to be approved by the Board for submission to the Board of Elections by August 1. Therefore, the budget proposal will include an approximately 2% levy increase and will be ready for Board action.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Monthly financial report

3. **Upcoming Agenda Items:**
 - 2022 budget detail.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee	Date: Thursday, July 22, 2021	
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	<input type="checkbox"/>
<input type="checkbox"/> Patricia Ferrer	<input type="checkbox"/> Barbara Lynch, Business Manager	
<input checked="" type="checkbox"/> Moira Fitzgibbons		
<input checked="" type="checkbox"/> Mary Moore, <i>Chair</i>		
<input checked="" type="checkbox"/> Laurel Spuhler		
Minutes Prepared By: T. Lawrence 		

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

1. **Business Items:** The Committee discussed the following:
 - **Personnel Updates:** Lawrence advised the Committee of ongoing issues related to staffing, particularly the Assistant Director position and the potential impact on the organization over time. The Committee discussed the feasibility of retaining a consultant to provide some guidance on transition planning.
 - **Grievances:** Lawrence updated the Committee on the status of the ongoing grievances.
 - **CBA Negotiations:** The Committee discussed draft language for use in the upcoming CSEA negotiations.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Nothing.

3. **Upcoming Agenda Items:**
 - Review of CBA.

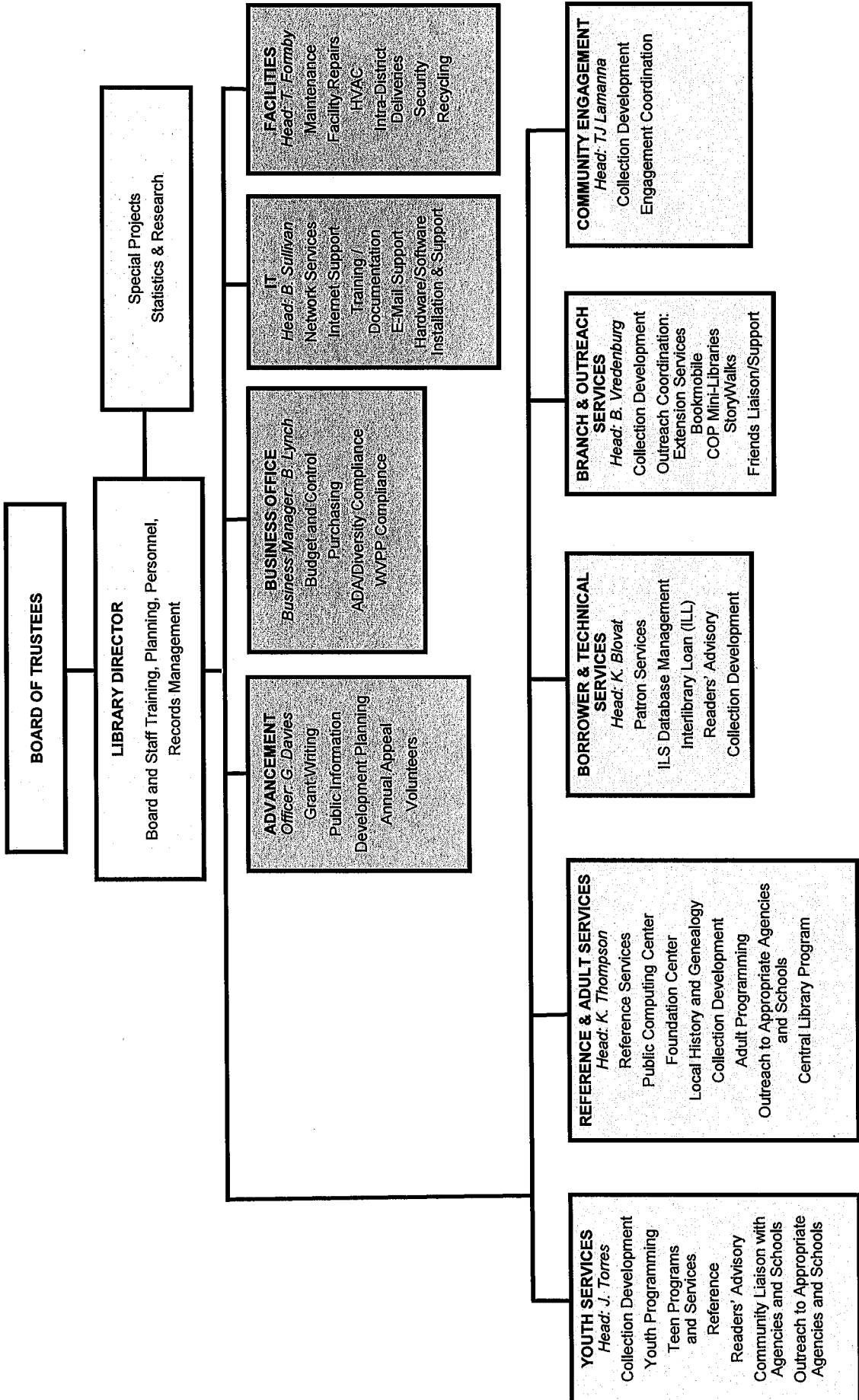
The meeting adjourned at 7:40 pm.

Next Scheduled Committee Meeting Date

TBD

(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT ORGANIZATION CHART



Personnel Actions

Recommended By Library Director

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

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
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

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

Motion Moved _____
 Secoded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____