

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of February 9, 2021

PRESENT: Susan Colver (late arrival to the meeting), Patricia Samarco, R. Scott Smith, Sally Swierczek (late arrival to the meeting), Susana Tuttle, (Meeting was a virtual meeting due to the Covid-19 pandemic)

CALL TO ORDER: Patricia Samarco called the meeting to order at 6:18 PM.

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: Patricia Samarco moved to accept the January 12, 2021 minutes. R. Scott Smith seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

- a. Patricia Samarco moved to accept the Expenditure and Revenues Reports for December 2020 submitted by Charlene Reese (see attached). R. Scott Smith seconded. The motion was adopted.
- b. Patricia Samarco moved to accept the Abstract of Claims dated January 13, 2020 - February 9, 2021 totaling \$81,499.42 . R. Scott Smith seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS: None

NEW BUSINESS:

- a) The proposed budget for the 2021-2022 fiscal year was presented to the board with a 2.92% increase. The Board will take it under consideration.

ANNOUNCEMENTS: None

COMMUNICATIONS: Mid York's statistics report shows Dunham Public Library is doing very well while dealing with the Covid pandemic's restrictions when compared with the other libraries

EXECUTIVE SESSION: None

ADJOURNMENT: Patricia Samarco moved to adjourn the meeting, Sally Swierczek seconded. The meeting was adjourned at 6:50 PM.

Next meeting will be on Tuesday March 9,2021 at 6:00 PM.

Respectively submitted Susana Tuttle, Recording Secretary

DUNHAM PUBLIC LIBRARY
OPERATING BUDGET EXPENDITURES
 OCTOBER 1, 2020 to SEPTEMBER 30, 2021

DECEMBER 2020

ITEM	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	644,760	44,642.90	87,617.17	132,260.07	512,499.93	20.51%
SOCIAL SECURITY & MEDICARE	52,000	3,375.43	6,623.17	9,998.60	42,001.40	19.23%
HEALTH	157,500	13,851.63	24,410.10	38,261.73	119,238.27	24.29%
NYS EMPLOYEES' RETIREMENT	80,000	0.00	0.00	0.00	80,000.00	0.00%
LIBRARY MATERIALS	109,000	8,077.40	18,286.74	26,364.14	82,635.86	24.19%
COMPUTER SERVICES	28,000	0.00	0.00	0.00	28,000.00	0.00%
CAPITAL PROJECT - Prop 2	50,000	33,660.00	6,710.98	40,360.98	9,639.02	80.72%
BUILDING & MAINTENANCE	40,000	3,375.19	9,631.68	13,006.87	26,993.13	32.52%
GAS HEAT	6,500	716.13	543.35	1,259.48	5,240.52	19.38%
WATER	1,600	168.11	0.00	168.11	1,431.89	10.51%
ELECTRICITY	15,000	991.78	1,806.06	2,797.84	12,202.16	18.65%
TELEPHONE	3,100	279.30	393.78	673.08	2,426.92	21.71%
INSURANCE	16,000	759.90	13,357.45	14,117.35	1,882.65	88.23%
OFFICE & LIBRARY SUPPLIES	8,000	218.34	1,949.82	2,168.16	5,831.84	27.10%
PETTY CASH / POSTAGE	2,000	100.00	210.00	310.00	1,690.00	15.50%
EQUIPMENT & FURNITURE	10,000	89.98	0.00	89.98	9,910.02	0.90%
CONFERENCES & WORKSHOPS	6,440	49.00	1,245.00	1,294.00	5,146.00	20.09%
PROFESSIONAL FEES	20,000	897.70	6,692.28	7,589.98	12,410.02	37.95%
PUBLIC RELATIONS & PRINTING	1,800	0.00	0.00	0.00	1,800.00	0.00%
COMPUTERS / SOFTWARE	13,000	0.00	1,064.47	1,064.47	11,935.53	8.19%
MISCELLANEOUS	300	0.00	0.00	0.00	300.00	0.00%
TOTAL	1,265,000	111,242.79	180,542.05	291,784.84	973,215.16	23.07%

25 % THROUGH FISCAL YEAR

DUNHAM PUBLIC LIBRARY
REVENUE REPORT
 OCTOBER 1, 2020 - SEPTEMBER 30, 2021

DECEMBER 2020

2020-2021 BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
\$ 1,128,268.00	\$ -	\$ 1,005,443.08	\$ 1,005,443.08	\$ 122,824.92	89.11%
\$ 50,000.00	\$ -	\$ 44,556.92	\$ 44,556.92	\$ 5,443.08	89.11%
\$ 30,632.00	\$ -	\$ -	\$ -	\$ 30,632.00	0.00%
\$ 6,700.00	\$ 286.24	\$ 5,375.52	\$ 5,661.76	\$ 1,038.24	84.50%
\$ 500.00	\$ -	\$ 34.55	\$ 34.55	\$ 465.45	6.91%
\$ 28,900.00	\$ 839.77	\$ 2,305.29	\$ 3,145.06	\$ 25,754.94	10.89%
\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
\$ 1,265,000.00	\$ -	\$ 1,077,715.36	\$ 1,078,841.37	\$ 186,158.63	85.28%
NY STATE CONSTRUCTION GRANT \$ 90,389.00	\$ -	\$ -	\$ 90,389.00	\$ -	

ADDITIONAL REVENUE BREAKDOWN	CURRENT REGISTER RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE
MISCELLANEOUS	\$ -	\$ -	\$ -
LOST & DAMAGED	\$ 20.49	\$ 48.70	\$ 69.19
REPLACEMENT CARDS	\$ 2.00	\$ 10.00	\$ 12.00
DONATIONS - GENERAL	\$ 68.01	\$ 584.82	\$ 652.83
POSTAGE SALES	\$ -	\$ -	\$ -
COPIER FEES	\$ 22.50	\$ 191.60	\$ 214.10
FAX FEES	\$ 48.00	\$ 131.00	\$ 179.00
COMMUNITY ROOM	\$ -	\$ -	\$ -
PRINT RELEASE FEES	\$ 5.70	\$ 136.25	\$ 141.95
TELEPHONE COMMISSION	\$ -	\$ -	\$ -
DISC REPAIR	\$ -	\$ -	\$ -
RETURNED CHECK FEES	\$ -	\$ -	\$ -
DONATIONS - MEMORIAL FUND	\$ -	\$ -	\$ -
CASH REGISTER OVER/UNDER	\$ -	\$ (0.07)	\$ (0.07)
IN HOUSE BOOK SALES	\$ 55.75	\$ 656.25	\$ 712.00
FUND RAISING	\$ -	\$ -	\$ -
AMAZON BOOK SALES	\$ -	\$ 7.85	\$ 7.85
STAFF ACCOUNT	\$ 181.43	\$ 290.58	\$ 472.01
MISCELLANEOUS SALES	\$ 1.20	\$ 21.00	\$ 22.20
COFFEE, TEA & WATER SALES	\$ -	\$ -	\$ -
INTEREST - PUBLIC FUNDS	\$ 434.69	\$ 227.51	\$ 662.20
TOTAL \$	\$ 839.77	\$ 2,305.29	\$ 3,145.06

RECONCILED FUNDS - December 31, 2020

Account	PREVIOUS TO-DATE	Unavailable Funds	TOTAL
Adirondack Bank Checking Account	\$ 939.55	\$ -	\$ 939.55
Adirondack Bank Savings Account	\$ 43,433.21	\$ -	\$ 43,433.21
Adirondack Bank Memorial Account	\$ 30,837.20	\$ -	\$ 30,837.20
Bank of Utica Checking	\$ 1,515,568.83	\$ -	\$ 1,524,033.56
TOTAL \$	\$ 1,590,798.79	\$ -	\$ 1,599,237.63
Adirondack Bank Dunham Account	\$ 8,148.42	\$ -	\$ 8,147.38
Dunham Endowment Fund:	\$ -	\$ -	\$ -
1 Year CD #****2563 Matures: 6/19/2021	\$ -	\$ -	\$ -
1 Year CD #****7647 Matures: 04/16/2021	\$ -	\$ -	\$ -
TOTAL \$	\$ 12,213.09	\$ -	\$ 12,213.09
Dunham Endowment Fund:	\$ -	\$ -	\$ -
1 Year CD #****2563 Matures: 6/19/2021	\$ -	\$ -	\$ -
TOTAL \$	\$ 86,134.81	\$ -	\$ 86,134.81

Dunham Public Library

GENERAL LEDGER

December 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1010 Bank of Ulica Checking ***0314					
Beginning Balance					
12/04/2020	Check	8175	WCS Trust & Agency Fund	PAYROLL DATE 12/04/2020	(22,050.07)
12/04/2020	Deposit		State of New York Dept of Tax & Finance	DEPOSIT @ BANK 12/14/2020	90,389.00
12/07/2020	Bill Payment (Check)	EFT	National Grid		(456.21)
12/08/2020	Bill Payment (Check)	8188	PROQUEST LLC	154541	(2,521.21)
12/08/2020	Bill Payment (Check)	8176	Catskill Spring Water, Inc.	DUNHAM	(37.80)
12/08/2020	Bill Payment (Check)	8177	Mid York Library System	00-0260100	(16,490.76)
12/08/2020	Bill Payment (Check)	8178	BIBLIOTHECA, LLC		(6,392.00)
12/08/2020	Bill Payment (Check)	8179	SWISH	369734	(458.46)
12/08/2020	Bill Payment (Check)	8180	SACCO'S LOCKSMITH CO	DUNH	(8.55)
12/08/2020	Bill Payment (Check)	8196	Ingram Library Services		(43.31)
12/08/2020	Bill Payment (Check)	8195	Ingram Library Services		(3,047.00)
12/08/2020	Bill Payment (Check)	8194	Key Bank - April Bliss	3342	(2,471.08)
12/08/2020	Bill Payment (Check)	8193	Key Bank - Sharon Trodler		(141.41)
12/08/2020	Bill Payment (Check)	8192	DIESEL CONSTRUCTION NY LLC		(13,800.00)
12/08/2020	Bill Payment (Check)	8191	STANLEY PAVING	Voided	0.00
12/08/2020	Bill Payment (Check)	8190	Northland Communications	6356450	(160.29)
12/08/2020	Bill Payment (Check)	8189	TCN, INC.	TCNP3-LAX-12712	(58.76)
12/08/2020	Bill Payment (Check)	8187	AFLAC New York	NE871	(192.26)
12/08/2020	Bill Payment (Check)	8186	PAUL REVERE LIFE INS CO - COLONIAL	E4930160	(514.32)
12/08/2020	Bill Payment (Check)	8185	HOLMES, KING, KALLQUIST & ASSOCIATES, ARCHITECTS		(3,367.16)
12/08/2020	Bill Payment (Check)	8184	CENTRAL PROPERTY MAINTENANCE INC.		(700.00)
12/08/2020	Bill Payment (Check)	8183	WT COX SUBSCRIPTIONS		(5,547.58)
12/08/2020	Bill Payment (Check)	8182	CHRISTINA PANICCIA		(44.79)
12/08/2020	Bill Payment (Check)	8181	Rosemary Manley		(63.02)
12/09/2020	Bill Payment (Check)	EFT	State of New York Dept of Tax & Finance	SA0386100102 LIBCONS	(34.75)
12/10/2020	Bill Payment (Check)	8197	CENGAGE LEARNING		(171.48)
12/16/2020	Bill Payment (Check)	8198	ONEIDA COUNTY DEPARTMENT OF HEALTH	32-7380	(175.00)
12/21/2020	Check	8199	WCS Trust & Agency Fund	PAYROLL DATE 12/18/2020	(22,351.18)
12/31/2020	Deposit			DEPOSIT @ BANK 01/06/2021	2,334.01
12/31/2020	Deposit				130.69
Total for 1010 Bank of Ulica Checking ***0314					\$ (8,444.75)

DUNHAM PUBLIC LIBRARY
CAPITAL PROJECT REVENUE
 OCTOBER 1, 2020 - SEPTEMBER 30, 2021

DECEMBER 2020

	2020-2021 BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
WCS TAX RECEIPTS - PROP 2	\$ 50,000.00	\$ -	\$ 44,556.92	\$ 44,556.92	\$ 5,443.08	89.11%
NYS CONSTRUCTION GRANT	\$ 10,130.00	\$ 90,389.00	\$ -	\$ 90,389.00	\$ (80,259.00)	892.29%
2020 - 2021 TOTALS	\$ 60,130.00	\$ -	\$ 44,556.92	\$ 134,945.92	\$ (74,815.92)	224.42%

DUNHAM PUBLIC LIBRARY
CAPITAL PROJECT EXPENDITURES
 OCTOBER 1, 2020 to SEPTEMBER 30, 2021

	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	EMAINING BUDGI BALANCE	% OF BUDGET USED
CAPITAL PROJECT EXPENSE	\$ 60,130.00	\$ -	\$ 6,710.98	\$ 6,710.98	\$ 53,419.02	11.16%

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS

December 9, 2020 - January 12, 2021

January 13, 2021 -
February 9, 2021

Claims Dated:

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
245	1/14/2021	242473	Catskill Sping Water	5400 Library Materials	48.60	48.60	8217	
246	1/14/2020	1827	Central Property Maintenance Inc	6100 Building & Maintenance	1,470.00	3,380.00	8218	
247	1/14/2021	0038353-IN	Mid-York Library System	5400 Library Materials 7400 Computers/Software 6700 Office & Library Supplies	245.52 600.00 97.05	22,855.69	8232	
248	1/15/2021	Payroll 1/15/21	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,268.68 1,614.50 -1,683.61 -28.80	21,170.77	8214	X
249	1/18/2021	0038360-IN	Mid-York Library System	5200 Health	16,490.76	22,855.69	8232	
250	1/20/2021	ORD97435	J.D. Power	5400 Library Materials	175.00	274.00	8220	
251	1/21/2021	Utica-Rome Directorles	Infogroup	5400 Library Materials	322.40	322.40	8219	
252	1/21/2021	Adult Program	Rosemary Manley	5400 Library Materials	13.16	28.16	8221	
253	1/26/2021	59549-83106	National Grid	6400 Electricity	505.85	1,552.41	8216	X
254	1/26/2021	38749-80107	National Grid	6200 Fuel (Gas Heat)	1,046.56	1,552.41	8216	X
255	1/26/2021	964707	Grey House Publishing	5400 Library Materials	163.00	163.00	8233	
256	1/28/2021	Lost Item	Herkimer Public Library	5400 Library Materials	14.99	14.99	8223	
257	1/28/2021	3342	Key Bank - A. Bliss	5400 Library Materials 7400 Computer / Software 6700 Office & Library Supplies 6100 Building & Maintalnace	568.38 720.70 190.30 97.97	1,577.35	8228	
258	1/29/2021	Payroll 1/29/21	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,904.75 1,663.17 -1,683.61 -26.40	21,857.97	8215	X
259	2/1/2021	4930160-0101966	The Paul Revere Life Insurance Company	5200 Health	590.28	590.28	8222	
260	2/1/2021	63564500221	Northland Communications	6500 Telephone	135.66	135.66	8224	
261	2/1/2021	00025769	TCN Inc	6500 Telephone	62.06	62.06	8225	
262	2/1/2021	12869	Abdoo Security & Automation	6100 Building & Maintenance	840.00	840.00	8226	
263	2/1/2021	ORD104145	J.D. Power	5400 Library Materials	99.00	274.00	8220	
264	2/8/21	1850	Central Property Maintenance Inc	6100 Building & Maintenance	1,910.00	3,380.00	8218	
265	2/8/2021	Rotary Dues	North Utica/Whitestown Rotary Club	7000 Conferences / Workshop	45.00	45.00	8227	
266	2/8/2021	73500855	Cengage Learning	5400 Library Materials	50.00	50.00	8229	
267	2/8/2021	552014	BookPage	7300 Public Relations & Printing	588.00	588.00	8230	
268	2/8/2021	Programale Thermostat	R.E. Steverner Heating & Air Conditioning	6100 Building & Maintenance	225.00	225.00	8231	
269	2/9/2021	0038412-IN	Mid-York Library System	5200 Health	-768.53	22,855.69	8232	
270	2/9/2021	0038413-IN	Mid-York Library System	5400 Library Materials 6700 Office & Library Supples 6100 Building & Maintenance	6,120.39 40.00 30.50	22,855.69	8232	
271	1/5/2021	50500355	Ingram	5400 Library Mateials	43.99	5,718.14	8234	
272	1/8/2021	50604581	Ingram	5400 Library Materials	19.78	5,718.14	8234	
273	1/8/2021	50604582	Ingram	5400 Library Materials	315.08	5,718.14	8234	
274	1/8/2021	50604583	Ingram	5400 Library Materials	214.54	5,718.14	8234	
275	1/8/2021	50604584	Ingram	5400 Library Materials	49.01	5,718.14	8234	
276	1/8/2021	50604585	Ingram	5400 Library Materials	22.78	5,718.14	8234	
277	1/12/2021	50659728	Ingram	5400 Library Materials	1,493.53	5,718.14	8234	
278	1/12/2021	50659729	Ingram	5400 Library Materials	80.18	5,718.14	8234	
279	1/13/2021	50694545	Ingram	5400 Library Materials	63.01	5,718.14	8234	
280	1/13/2021	50694546	Ingram	5400 Library Materials	40.38	5,718.14	8234	
281	1/13/2021	50694547	Ingram	5400 Library Materials	103.00	5,718.14	8234	
282	1/13/2021	50694548	Ingram	5400 Library Materials	10.94	5,718.14	8234	
283	1/13/2021	50694549	Ingram	5400 Library Materials	19.09	5,718.14	8234	
284	1/14/2021	50722079	Ingram	5400 Library Materials	38.88	5,718.14	8234	
285	1/15/2021	50748598	Ingram	5400 Library Materials	29.17	5,718.14	8234	
286	1/15/2021	50748599	Ingram	5400 Library Materials	80.65	5,718.14	8234	

287	1/15/2021	50748600	Ingram	5400 Library Materials	42.78	5,718.14	8234
288	1/15/2021	50748601	Ingram	5400 Library Materials	11.94	5,718.14	8234
289	1/15/2021	50748608	Ingram	5400 Library Materials	37.65	5,718.14	8234
290	1/19/2021	50797296	Ingram	5400 Library Materials	63.96	5,718.14	8234
291	1/20/2021	50831991	Ingram	5400 Library Materials	362.89	5,718.14	8234
292	1/20/2021	50831992	Ingram	5400 Library Materials	35.82	5,718.14	8234
293	1/20/2021	50831993	Ingram	5400 Library Materials	23.23	5,718.14	8234
294	1/21/2021	50856910	Ingram	5400 Library Materials	90.92	5,718.14	8234
295	1/21/2021	50856911	Ingram	5400 Library Materials	282.61	5,718.14	8234
296	1/21/2021	50856912	Ingram	5400 Library Materials	12.49	5,718.14	8234
297	1/21/2021	50862206	Ingram	5400 Library Materials	122.96	5,718.14	8234
298	1/25/2021	50924214	Ingram	5400 Library Materials	757.05	5,718.14	8234
299	1/25/2021	50924215	Ingram	5400 Library Materials	73.80	5,718.14	8234
300	1/25/2021	50924216	Ingram	5400 Library Materials	77.26	5,718.14	8234
301	1/25/2021	50924217	Ingram	5400 Library Materials	28.26	5,718.14	8234
302	1/26/2021	50943005	Ingram	5400 Library Materials	303.37	5,718.14	8234
303	1/26/21	50943006	Ingram	5400 Library Materials	15.24	5,718.14	8234
304	1/26/2021	50943007	Ingram	5400 Library Materials	53.34	5,718.14	8234
305	1/26/2021	50946977	Ingram	5400 Library Materials	27.96	5,718.14	8234
306	1/27/2021	50981536	Ingram	5400 Library Materials	10.49	5,718.14	8234
307	1/29/2021	51029261	Ingram	5400 Library Materials	46.07	5,718.14	8234
308	1/29/2021	51033143	Ingram	5400 Library Materials	27.26	5,718.14	8234
309	2/2/2021	51087967	Ingram	5400 Library Materials	45.94	5,718.14	8234
310	2/4/2021	51143416	Ingram	5400 Library Materials	219.90	5,718.14	8234
311	2/5/2021	51167685	Ingram	5400 Library Materials	85.22	5,718.14	8234
312	2/5/2021	51167684	Ingram	5400 Library Materials	181.89	5,718.14	8234
313	2/5/2021	51167683	Ingram	5400 Library Materials	53.83	5,718.14	8234
314	2/9/2021	Adult Crafts	Rosemary Manely	5400 Library Materials	15.00	28.16	8221
				TOTAL CLAIMS	81,499.42		

I certify that the claims listed above were audited by the Board of Trustees of Dunham Public Library on February 9, 2021 and approved claims totaling \$ 81,499.42
Lisana F. Faltus 2/9/21
Board Secretary or Trustee Date

**Director's Report from April L R Bliss
Board of Trustees Meeting – Dunham Public Library
For February 9, 2021**

Library Goals 2017-2022

Goal 1: Provide our community with access to books, movies, misc, reference material, magazines, newspapers, and other media.

- Mid York Youth Services Virtual Meeting, January 21st and February 4th

Goal 2: Provide our community with a modern, technologically up-to-date environment.

- We have offered programming partnerships with other libraries within Mid York using the DPL Enterprise WebEX virtual programming software. Mark Voiz and April Bliss are also applying for a Community Foundation grant to defray the cost.
- Webinar: Remote Accessibility - Building Proverbial Ramps to Online Library Interactions, Thursday, January 21st

Goal 3: Provide our community with a facility that is safe, welcoming, accessible & comfortable.

- DPL Building walk through with Julia Hiffka-Marshall AIA, January 14th
- Multi-District Diversity, Equity and Inclusion Rotary Presentation, January 18th
- DPL closed due to weather, February 2nd
- Herm Mosher cleans the building with the disinfecting fogger
- DPL continues curbside service due to the number COVID-19 cases in Oneida County

Goal 4: Provide our community with life-long learning opportunities.

- Bring Your Own Book Club Meeting, January 13th

Goal 5: Promote the library as a resource by providing community strengthening programs

- Webinar: No MBA Required: How to Engage Your Business Community, Thursday, January 21st
- Webinar: Lessons in Diversity, Equity and Inclusion from Public Libraries: Managing Change from Where You Are, Thursday, January 28th

Address Multiple Goals

- Genesis Group meeting, January 13th and 20th, February 3rd
- Mid York Director's Virtual Meeting, January 13th
- Central Libraries Resource Council Plan of Service Virtual forum, January 19th
- Literacy Coalition R4K meeting, January 21st
- April Bliss attended ALA Mid Winter Virtual Conference, January 21-January 25th
- Mid York Directors Advisory Council Meeting, January 27th
- Mid York Annual Report training, February 3rd
- Webinar: How Employers Can Support Library Workers Who Are Caregivers During COVID-19, Wednesday, February 3