

## DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of March 9, 2021

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

**CALL TO ORDER:** President Susan Collver called the meeting to order at 6:00 PM.

### **DISCUSSION with the PUBLIC:**

- a. Chip Clark of D'Arcangelo & Co, LLP presented the audit report to the board

**DISPOSITION OF MINUTES:** Patricia Samarco moved to accept the February 9, 2021 minutes. R. Scott Smith seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None

### **FINANCIAL REPORT:**

- a. R. Scott Smith moved to accept the Expenditure and Revenues Reports for January 2021 submitted by Charlene Reese (see attached). Susan Collver seconded. The motion was adopted.
- b. Patricia Samarco moved to accept the Abstract of Claims dated February 10, 2021 - March 9, 2021 totaling \$81,437.47. Susan Collver seconded. The motion was adopted.
- c. Patricia Samarco moved to accept the corrected Abstract of Claims dated January 13, 2021 - February 9, 2021 totaling \$82,064.44. Susan Collver seconded. The motion was adopted.
- d. Susan Collver moved to accept the finalized Expenditure and Revenues Reports for September 2020. R. Scott Smith seconded. The motion was adopted.
- e. R. Scott Smith moved to accept Resolution #5 (see attached). Patricia Samarco seconded. The motion was adopted.

**DIRECTOR'S REPORT:** See Attached

**OLD BUSINESS:** None

### **NEW BUSINESS:**

- a. R. Scott Smith moved to accept the Audit Report with Chip Clark, D'Arcangelo & Co., LLP. Patricia Samarco seconded. The motion was adopted.
- b. Patricia Samarco moved to approve of the 2021-2022 Operating Budget. R. Scott Smith seconded. The motion was adopted.
- c. Susan Collver moved to approve the 2020 NYS Annual Report. R. Scott Smith seconded. The motion was adopted.

### **ANNOUNCEMENTS:**

### **COMMUNICATIONS:**

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Patricia Samarco moved to adjourn the meeting, R. Scott Smith seconded. The meeting was adjourned at 6:56 PM.

Next meeting will be on Tuesday April 13, 2021 at 6:00 PM.

Respectively submitted Susana Tuttle, Recording Secretary

**OPERATING BUDGET EXPENDITURES**  
 OCTOBER 1, 2020 to SEPTEMBER 30, 2021

**JANUARY 2021**

ITEM	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	644,760	65,716.18	132,260.07	197,976.25	446,783.75	30.71%
SOCIAL SECURITY & MEDICARE	52,000	4,982.31	9,998.60	14,980.91	37,019.09	28.81%
HEALTH	157,500	11,868.89	38,261.73	50,130.62	107,369.38	31.83%
NYS EMPLOYEES' RETIREMENT	80,000	0.00	0.00	0.00	80,000.00	0.00%
LIBRARY MATERIALS	109,000	8,082.47	26,527.14	34,609.61	74,390.39	31.75%
COMPUTER SERVICES	28,000	0.00	0.00	0.00	28,000.00	0.00%
CAPITAL PROJECT - Prop 2	50,000	0.00	40,360.96	40,360.98	9,639.02	80.72%
BUILDING & MAINTENANCE	40,000	1,855.34	13,006.87	14,862.21	25,137.79	37.16%
GAS HEAT	6,500	1,046.56	1,259.48	2,306.04	4,193.96	35.48%
WATER	1,600	0.00	168.11	168.11	1,431.89	10.51%
ELECTRICITY	15,000	1,113.73	2,797.84	3,911.57	11,088.43	26.08%
TELEPHONE	3,100	168.88	673.06	841.96	2,258.04	27.16%
INSURANCE	16,000	(84.00)	14,117.35	14,033.35	1,966.65	87.71%
OFFICE & LIBRARY SUPPLIES	8,000	311.65	2,168.16	2,479.81	5,520.19	31.00%
PETTY CASH / POSTAGE	2,000	0.00	310.00	310.00	1,690.00	15.50%
EQUIPMENT & FURNITURE	10,000	0.00	89.96	89.96	9,910.02	0.90%
CONFERENCES & WORKSHOPS	6,440	500.00	1,294.00	1,794.00	4,646.00	27.86%
PROFESSIONAL FEES	20,000	0.00	7,589.98	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	1,320.70	1,064.47	2,385.17	10,614.83	18.35%
MISCELLANEOUS	300	0.00	0.00	0.00	300.00	0.00%
<b>TOTAL</b>	<b>1,265,000</b>	<b>96,882.71</b>	<b>291,947.84</b>	<b>388,830.55</b>	<b>876,169.45</b>	<b>33.33% THROUGH FISCAL YEAR</b>

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

JANUARY 2021

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	\$ -	\$ 16,465.50	\$ 16,465.50	\$ 14,166.50	53.75%
\$ 6,700.00	\$ -	\$ 5,661.76	\$ 5,661.76	\$ 1,038.24	84.50%
\$ 500.00	\$ -	\$ 34.55	\$ 34.55	\$ 465.45	6.91%
\$ 28,900.00	\$ 496.91	\$ 3,145.06	\$ 3,641.97	\$ 25,258.03	12.60%
\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
<b>2020 - 2021 TOTALS</b>	<b>\$ 1,265,000.00</b>	<b>\$ 1,095,306.87</b>	<b>\$ 1,095,306.87</b>	<b>\$ 169,196.22</b>	<b>86.62%</b>
NY STATE CONSTRUCTION GRANT	\$ 90,389.00	\$ 90,389.00	\$ 90,389.00	\$ -	

**ADDITIONAL REVENUE BREAKDOWN**

ADDITIONAL REVENUE BREAKDOWN	CURRENT REGISTER RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE
MISCELLANEOUS	\$ -	\$ -	\$ -
LOST & DAMAGED REPLACEMENT CARDS	\$ -	\$ 69.19	\$ 69.19
DONATIONS - GENERAL	\$ 180.00	\$ 12.00	\$ 12.00
POSTAGE SALES	\$ -	\$ 652.63	\$ 832.63
COPIER FEES	\$ -	\$ -	\$ -
FAX FEES	\$ -	\$ 214.10	\$ 214.10
COMMUNITY ROOM	\$ -	\$ 179.00	\$ 179.00
PRINT RELEASE FEES	\$ -	\$ -	\$ -
TELEPHONE COMMISSION	\$ -	\$ 141.95	\$ 141.95
DISC REPAIR	\$ -	\$ -	\$ -
RETURNED CHECK FEES	\$ -	\$ -	\$ -
DONATIONS - MEMORIAL FUND	\$ 90.00	\$ -	\$ 90.00
CASH REGISTER OVER/UNDER	\$ -	\$ (0.07)	\$ (0.07)
IN HOUSE BOOK SALES	\$ -	\$ 712.00	\$ 712.00
FUND RAISING	\$ -	\$ -	\$ -
AMAZON BOOK SALES	\$ -	\$ 7.85	\$ 7.85
STAFF ACCOUNT	\$ 63.16	\$ 472.01	\$ 535.17
MISCELLANEOUS SALES	\$ -	\$ 22.20	\$ 22.20
COFFEE, TEA & WATER SALES	\$ -	\$ -	\$ -
INTEREST - PUBLIC FUNDS	\$ 163.75	\$ 662.20	\$ 825.95
<b>TOTAL</b>	<b>\$ 496.91</b>	<b>\$ 3,145.06</b>	<b>\$ 3,641.97</b>

**RECONCILED FUNDS - JANUARY 31, 2021**

Adirondack Bank Checking Account	939.56
Adirondack Bank Savings Account	43,434.01
Adirondack Bank Memorial Account	30,837.20
Bank of Ulster Checking	1,393,259.50
<b>TOTAL</b>	<b>1,468,470.29</b>

Adirondack Bank Dunham Account

**Unavailable Funds**

1 Year CD # 7647 Matures: 04/16/2021	\$ 12,255.97
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<b>TOTAL</b>	<b>\$ 12,255.97</b>
Dunham Endowment Funds	
1 Year CD # 2563 Matures: 6/19/2021	\$ 86,134.81

# Dunham Public Library

## General Ledger

January 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>1010 Bank of Ulca Checking ***0314</b>					
Beginning Balance					
01/04/2021	Bill Payment (Check)	EFT	MVWA	000030474	(168.11)
01/06/2021	Expense			Voided	0.00
01/06/2021	Check	8200	WCS Trust & Agency Fund	PAYROLL DATE: 12/31/2020	(23,885.30)
01/06/2021	Bill Payment (Check)	EFT	Guardian	00324281	(5,056.68)
01/08/2021	Bill Payment (Check)	EFT	National Grid		(496.12)
01/08/2021	Bill Payment (Check)	EFT	Shelterpoint - disability Insurance	D581022	(817.50)
01/08/2021	Bill Payment (Check)	EFT	National Grid		(716.13)
01/07/2021	Bill Payment (Check)	EFT	PayPal		(122.24)
01/07/2021	Bill Payment (Check)	EFT	DIRECT ENERGY BUSINESS	1589664	(495.68)
01/08/2021	Bill Payment (Check)	EFT	Pitney Bowes		(100.00)
01/12/2021	Bill Payment (Check)	8201	Ingram Library Services		(4,283.57)
01/12/2021	Bill Payment (Check)	8212	TCN, INC.	TCNP3-LAX-12712	(60.25)
01/12/2021	Bill Payment (Check)	8202	AFLAC New York	NE871	(192.26)
01/12/2021	Bill Payment (Check)	8203	GREATER UTICA CHAMBER OF COMMERCE		(500.00)
01/12/2021	Bill Payment (Check)	8204	HOLMES, KING, KALLQUIST & ASSOCIATES, ARCHITECTS		(897.70)
01/12/2021	Bill Payment (Check)	8205	Key Bank - April Bliss	3342	(988.21)
01/12/2021	Bill Payment (Check)	8206	LOWE'S	98005397447	(27.15)
01/12/2021	Bill Payment (Check)	8207	Mid York Library System	00-0260100	(18,259.01)
01/12/2021	Bill Payment (Check)	8208	Northland Communications	6356450	(168.88)
01/12/2021	Bill Payment (Check)	8209	Oils Elevator Company		(3,058.79)
01/12/2021	Bill Payment (Check)	8210	PAUL REVERE LIFE INS CO - COLONIAL	E4930160	(514.32)
01/12/2021	Bill Payment (Check)	8211	Rosemary Manley		(21.00)
01/13/2021	Bill Payment (Check)	8213	STANLEY PAVING		(19,000.00)
01/15/2021	Check	8214	WCS Trust & Agency Fund	PAYROLL DATE: 01/15/2021	(21,170.77)
01/29/2021	Bill Payment (Check)	8216	National Grid		(1,552.41)
01/29/2021	Deposit				110.44
01/29/2021	Check	8215	WCS Trust & Agency Fund	PAYROLL DATE: 01/29/2021	(21,857.91)
01/31/2021	Deposit			DEPOSIT @ BANK 02/04/2021	1,941.10
<b>Total for 1010 Bank of Ulca Checking ***0314</b>					<b>\$ (122,329.33)</b>

**CAPITAL PROJECT REVENUE**

OCTOBER 1, 2020 - SEPTEMBER 30, 2021

JANUARY 2021

	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	-	\$ 134,945.92	\$ 134,945.92	\$ (74,815.92)	224.42%

**CAPITAL PROJECT EXPENDITURES**

OCTOBER 1, 2020 to SEPTEMBER 30, 2021

	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	EMAINING BUDGE BALANCE	% OF BUDGET USED
CAPITAL PROJECT EXPENSE	\$ 60,130.00	\$ -	\$ 40,360.98	\$ 40,360.98	\$ 19,769.02	67.12%

DUNHAM PUBLIC LIBRARY  
ABSTRACT OF CLAIMS

February 10, 2021 - March 9, 2021

Claims Dated: 1/28/2021-3/9/2021

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF PAYMENT	CHECK #	Prepaid
323	1/28/2021	210220044550358	DirectEnergy	6400 Electricity	607.88	607.88	EFT	X
324	2/10/2021	0038422-IN	Mid-York Library System	5200 Health	15,722.23	16,179.78	8242	
325	2/11/2021	641257	Aflac	5200 Health	181.20	181.20	8238	
326	2/11/2021	245480	Catskill Spring Water	5400 Library Materials	32.40	32.40	8243	
327	2/11/2021	Febrary Mileages	Charlene Reese	7000 Conferences / Workshops	1.62	1.62	8244	
328	2/12/21	N124152	Swish White River	6100 Building & Maintenance	136.05	472.49	8245	
329	2/11/2021	Payroll 2/12/21	WCS Trust & Agency Fund	5000 Salaries & Wages	21,968.02			
				5100 Social Security & Medicare	1,668.01			
				5200 Health	-1,683.61			
				6600 Insurance	-26.40	21,926.02	8237	X
330	2/17/2021	8000-9090-1016-9790	Pitney Bowes	6800 Petty Cash/ Postage	100.00	100.00	EFT	
331	2/23/2021	59549-83106	National Grid	6400 Electricity	515.98	1,484.67	8241	
332	2/23/21	38749-80107	National Grid	6200 Fuel (Gas Heat)	968.69	1,484.67	8241	
333	2/26/2021	Payroll 2/26/21	WCS Trust & Agency Fund	5000 Salaries & Wages	22,017.08			
				5100 Social Security & Medicare	1,671.77			
				5200 Health	-1,683.61			
				6600 Insurance	-26.40	21,978.84	8239	
334	2/26/2021	3342	Key Bank - A. Bliss	5400 Library Materials	756.31			
				7400 Computer/Software	-89.29			
				6100 Building & Maintenance	85.79	752.81	8246	
335	2/27/2021	210540044853263	Direct Energy	6400 Electricity	542.42	542.42	EFT	
336	2/28/2021	00026992	TCN	6500 Telephone	64.16	64.16	8247	
337	3/1/2021	1870	Central Property Maintenance Inc	6100 Building & Maintenance	2,350.00	2,350.00	8248	
338	3/1/2021	4930160-0212877	The Paul Revere Life Insurance Company	5200 Health	393.52	393.52	8249	
339	3/2/2021	2214	Holms, King, Kallquist & Associates Architects	7200 Professional Fees	4,270.61	4,270.61	8250	
340	3/4/2021	Dec 2020 - Feb 2021 Sales	State of New York Dept. Tax & Finance	4595 In House Book Sale	8.64	8.64	EFT	
341	3/4/2021	200 Stamps	USPS	6800 Petty Cash / Postage	110.00	110.00	8254	
342	3/5/2021	N124363	Swish White River	6100 Building & Maintance	336.44	472.49	8245	
343	3/5/2021	63564500321	Northland Communications	6500 Telephone	148.95	148.95	8251	
345	3/8/2021	27771	D'Arcangelo & Co. LLP	7200 Professional Fees	6,150.00	6,150.00	8252	
346	3/8/2021	0038475-IN	Mid-York Library System	5400 Library Materials	217.52			
				6700 Office & Library Supplies	240.03	16,179.78	8242	
347	3/9/2021	Adult Programing	Rosemary Manley	5400 Library Materials	45.00	55.99	8253	
348	3/9/2021	Programing Item	Rosemary Manley	5400 Library Materials	10.99	55.99	8253	
349	1/28/2021	51004985	Ingram	5400 Library Materials	64.33	3,625.47	8255	
350	2/3/2021	51121287	Ingram	5400 Library Materials	90.95	3,625.47	8255	
351	2/7/2021	51186565	Ingram	5400 Library Materials	51.05	3,625.47	8255	
352	2/9/2021	51230884	Ingram	5400 Library Materials	39.34	3,625.47	8255	
353	2/9/2021	51226397	Ingram	5400 Library Materials	10.84	3,625.47	8255	
354	2/9/2021	51226396	Ingram	5400 Library Materials	22.23	3,625.47	8255	
355	2/9/2021	51226398	Ingram	5400 Library Materials	11.94	3,625.47	8255	
356	2/9/2021	51230883	Ingram	5400 Library Materials	53.84	3,625.47	8255	
357	2/10/2021	51259088	Ingram	5400 Library Materials	84.59	3,625.47	8255	
358	2/11/2021	51281951	Ingram	5400 Library Materials	85.24	3,625.47	8255	
359	2/11/2021	51281952	Ingram	5400 Library Materials	107.25	3,625.47	8255	
360	2/11/2021	51285896	Ingram	5400 Library Materials	10.99	3,625.47	8255	
361	2/12/2021	51310633	Ingram	5400 Library Materials	20.99	3,625.47	8255	
362	2/12/2021	51310634	Ingram	5400 Library Materials	177.28	3,625.47	8255	
363	2/12/2021	51307325	Ingram	5400 Library Materials	53.11	3,625.47	8255	
364	2/14/2021	51326751	Ingram	5400 Library Materials	24.46	3,625.47	8255	
365	2/17/2021	51375515	Ingram	5400 Library Materials	973.26	3,625.47	8255	
366	2/17/2021	51375516	Ingram	5400 Library Materials	177.16	3,625.47	8255	
367	2/17/2021	51375517	Ingram	5400 Library Materials	160.96	3,625.47	8255	
368	2/17/2021	51375518	Ingram	5400 Library Materials	19.69	3,625.47	8255	
369	2/18/2021	51393789	Ingram	5400 Library Materials	21.99	3,625.47	8255	
370	2/19/2021	51418874	Ingram	5400 Library Materials	40.84	3,625.47	8255	
371	2/21/2021	51427614	Ingram	5400 Library Materials	31.54	3,625.47	8255	



**DUNHAM PUBLIC LIBRARY  
ABSTRACT OF CLAIMS**

January 13, 2021 - February 9, 2021

**CORRECTED**

Claims Dated: 01/14/2021 - 02/09/2021

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
245	1/14/2021	242473	Catskill Spring 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	2021 UTICA-ROME	Infogroup	5400 Library Materials	322.40	322.40	8219	
252	1/21/2021	01/18/2021 - ALDI	Rosemary Manley	5400 Library Materials	13.16	28.16	8221	
253	1/26/2021	964707	Grey House Publishing	5400 Library Materials	163.00	163.00	8233	
254	1/26/2021	59549-83106	National Grid	6400 Electricity	505.85	1,552.41	8216	X
255	1/26/2021	38749-80107	National Grid	6200 Fuel (Gas Heat)	1,046.56	1,552.41	8216	X
256	1/28/2021	0004900915614	Herkimer Public Library	5400 Library Materials	14.99	14.99	8223	
257	1/28/2021	1724059-0	Hummel's Office Plus	6100 Building & Maintenance	137.98	137.98	8236	
258	1/28/2021	3342	Key Bank - A. Bliss	5400 Library Materials 7400 Computer / Software 6700 Office & Library Supplies 6100 Building & Maintenance	568.38 720.70 190.30 97.97	1,577.35	8228	
259	1/28/2021	01/25/2021 - DT	Rosemary Manley	5400 Library Materials	15.00	28.16	8221	
260	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	21,857.91	8215	X
261	2/1/2021	12869	Abdo Security & Automation	6100 Building & Maintenance	840.00	840.00	8226	
262	2/1/2021	ORD104145	J.D. Power	5400 Library Materials	99.00	274.00	8220	
263	2/1/2021	63564500221	Northland Communications	6500 Telephone	135.66	135.66	8224	
264	2/1/2021	4930160-0101966	The Paul Revere Life Insurance Company	5200 Health	590.28	590.28	8222	
265	2/1/2021	00025769	TCN Inc	6500 Telephone	62.06	62.06	8225	
266	2/8/2021	552014	BookPage	7300 Public Relations & Printing	588.00	588.00	8230	
267	2/8/2021	73500855	Cengage Learning	5400 Library Materials	50.00	50.00	8229	
268	2/8/2021	1850	Central Property Maintenance Inc	6100 Building & Maintenance	1,910.00	3,380.00	8218	
269	2/8/2021	2021 DUES	North Utica/Whitestown Rotary Club	7000 Conferences / Workshop	45.00	45.00	8227	
270	2/8/2021	2/6/21	R.E. Stevermer Heating & Air Conditioning Inc	6100 Building & Maintenance	225.00	225.00	8231	
271	2/9/2021	0038412-IN	Mid-York Library System	5200 Health	-768.53	22,855.69	8232	
272	2/9/2021	0038413-IN	Mid-York Library System	5400 Library Materials 6700 Office & Library Supplies 6100 Building & Maintenance	6,120.39 40.00 30.50	22,855.69	8232	
273	1/5/2021	50500355	Ingram	5400 Library Materials	43.99	5,718.14	8234	
274	1/8/2021	50604581	Ingram	5400 Library Materials	19.78	5,718.14	8234	
275	1/8/2021	50604582	Ingram	5400 Library Materials	315.08	5,718.14	8234	
276	1/8/2021	50604583	Ingram	5400 Library Materials	214.54	5,718.14	8234	
277	1/8/2021	50604584	Ingram	5400 Library Materials	49.01	5,718.14	8234	
278	1/8/2021	50604585	Ingram	5400 Library Materials	22.78	5,718.14	8234	
279	1/12/2021	50659728	Ingram	5400 Library Materials	1,493.53	5,718.14	8234	
280	1/12/2021	50659729	Ingram	5400 Library Materials	80.18	5,718.14	8234	
281	1/13/2021	50694545	Ingram	5400 Library Materials	63.01	5,718.14	8234	
282	1/13/2021	50694546	Ingram	5400 Library Materials	40.38	5,718.14	8234	
283	1/13/2021	50694547	Ingram	5400 Library Materials	103.00	5,718.14	8234	
284	1/13/2021	50694548	Ingram	5400 Library Materials	10.94	5,718.14	8234	
285	1/13/2021	50694549	Ingram	5400 Library Materials	19.09	5,718.14	8234	
286	1/14/2021	50722079	Ingram	5400 Library Materials	38.88	5,718.14	8234	



287	1/15/2021	50748598	Ingram	5400 Library Materials	29.17	5,718.14	8234	
288	1/15/2021	50748599	Ingram	5400 Library Materials	80.65	5,718.14	8234	
289	1/15/2021	50748600	Ingram	5400 Library Materials	42.78	5,718.14	8234	
290	1/15/2021	50748601	Ingram	5400 Library Materials	11.94	5,718.14	8234	
291	1/15/2021	50748608	Ingram	5400 Library Materials	37.65	5,718.14	8234	
292	1/19/2021	50797296	Ingram	5400 Library Materials	63.96	5,718.14	8234	
293	1/20/2021	50831991	Ingram	5400 Library Materials	362.89	5,718.14	8234	
294	1/20/2021	50831992	Ingram	5400 Library Materials	35.82	5,718.14	8234	
295	1/20/2021	50831993	Ingram	5400 Library Materials	23.23	5,718.14	8234	
296	1/21/2021	50856910	Ingram	5400 Library Materials	90.92	5,718.14	8234	
297	1/21/2021	50856911	Ingram	5400 Library Materials	282.61	5,718.14	8234	
298	1/21/2021	50856912	Ingram	5400 Library Materials	12.49	5,718.14	8234	
299	1/21/2021	50862206	Ingram	5400 Library Materials	122.96	5,718.14	8234	
300	1/25/2021	50924214	Ingram	5400 Library Materials	757.05	5,718.14	8234	
301	1/25/2021	50924215	Ingram	5400 Library Materials	73.80	5,718.14	8234	
302	1/25/2021	50924216	Ingram	5400 Library Materials	77.26	5,718.14	8234	
303	1/25/2021	50924217	Ingram	5400 Library Materials	28.26	5,718.14	8234	
304	1/26/2021	50943005	Ingram	5400 Library Materials	303.37	5,718.14	8234	
305	1/26/2021	50943006	Ingram	5400 Library Materials	15.24	5,718.14	8234	
306	1/26/2021	50943007	Ingram	5400 Library Materials	53.34	5,718.14	8234	
307	1/26/2021	50946977	Ingram	5400 Library Materials	27.96	5,718.14	8234	
308	1/27/2021	50981536	Ingram	5400 Library Materials	10.49	5,718.14	8234	
309	1/29/2021	51029261	Ingram	5400 Library Materials	46.07	5,718.14	8234	
310	1/29/2021	51033143	Ingram	5400 Library Materials	27.26	5,718.14	8234	
311	2/2/2021	51087967	Ingram	5400 Library Materials	45.94	5,718.14	8234	
312	2/4/2021	51143416	Ingram	5400 Library Materials	219.90	5,718.14	8234	
313	2/5/2021	51167683	Ingram	5400 Library Materials	53.83	5,718.14	8234	
314	2/5/2021	51167684	Ingram	5400 Library Materials	181.89	5,718.14	8234	
315	2/5/2021	51167685	Ingram	5400 Library Materials	85.22	5,718.14	8234	
316	1/14/2021	50722078	Ingram	5400 Library Materials	102.84	427.04	8235	
317	1/19/2021	50797295	Ingram	5400 Library Materials	62.94	427.04	8235	
318	1/21/2021	50862205	Ingram	5400 Library Materials	83.23	427.04	8235	
319	1/27/2021	50974728	Ingram	5400 Library Materials	39.77	427.04	8235	
320	1/28/2021	51004986	Ingram	5400 Library Materials	120.28	427.04	8235	
321	1/28/2021	51004987	Ingram	5400 Library Materials	6.59	427.04	8235	
322	1/28/2021	51004988	Ingram	5400 Library Materials	11.39	427.04	8235	
				TOTAL CLAIMS	82,064.44			

I certify that the claims listed above were audited by the Board of Trustees of Dunham Public Library on March 9, 2021 and approved claims totaling 82,064.44  
Suzanne F. Fulle Board Secretary or Trustee Date 3/9/2021

DUNHAM PUBLIC LIBRARY  
**REVENUE REPORT**  
 OCTOBER 1, 2019 - SEPTEMBER 30, 2020

SEPTEMBER 2020  
 ACCOUNTED AND REVENUE

2019-2020 BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
\$ 1,062,968.00	\$ -	\$ 1,062,968.00	\$ 1,062,968.00	\$ -	100.00%
\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	100.00%
\$ 30,632.00	\$ 1,150.00	\$ 15,916.00	\$ 16,466.00	\$ 14,166.00	53.75%
\$ 6,700.00	\$ -	\$ 3,749.64	\$ 3,749.64	\$ 2,950.36	55.96%
\$ 500.00	\$ 41.73	\$ 221.84	\$ 263.57	\$ 236.43	52.71%
\$ 31,700.00	\$ 1,122.44	\$ 380,135.47	\$ 381,257.91	\$ (848,557.91)	1202.71%
\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
\$ 1,202,500.00	\$ -	\$ 1,582,390.95	\$ 1,584,705.12	\$ (332,205.12)	127.63%

NY STATE CONSTRUCTION GRANT

ADDITIONAL REVENUE BREAKDOWN	CURRENT REGISTER RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE
\$ 81.95	\$ 81.95	\$ -	\$ 437.87
\$ 2.00	\$ 2.00	\$ 46.00	\$ 48.00
\$ 22.06	\$ 22.06	\$ 1,563.29	\$ 1,565.35
\$ -	\$ -	\$ 8.55	\$ 8.55
\$ 56.16	\$ 56.16	\$ 626.00	\$ 682.16
\$ 60.00	\$ 60.00	\$ 756.00	\$ 816.00
\$ 63.60	\$ 63.60	\$ 1,614.75	\$ 1,678.35
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 100.00	\$ 100.00	\$ 366,553.22	\$ 366,553.22
\$ -	\$ -	\$ (21.44)	\$ (21.44)
\$ 171.53	\$ 171.53	\$ 4,230.94	\$ 4,402.47
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 7.07	\$ 7.07
\$ -	\$ -	\$ 312.63	\$ 312.63
\$ 145.10	\$ 145.10	\$ 711.50	\$ 856.60
\$ -	\$ -	\$ 128.45	\$ 128.45
\$ 420.04	\$ 420.04	\$ 3,172.59	\$ 3,592.63
<b>TOTAL</b>	<b>1,122.44</b>	<b>380,135.47</b>	<b>381,257.91</b>

RECONCILED FUNDS - SEPTEMBER 30, 2020	PREVIOUS TO-DATE	UNAVAILABLE FUNDS
Adirondack Bank Checking Account	\$ 1,057.27	
Adirondack Bank Savings Account	\$ 43,427.75	
Adirondack Bank Memorial Account	\$ 30,825.54	
Bank of Ulster Checking	\$ 679,368.73	
<b>TOTAL</b>	<b>754,679.29</b>	<b>\$ 12,170.36</b>
Adirondack Bank Durham Account	\$ 8,145.34	
		<b>\$ 12,170.36</b>

OPERATING BUDGET EXPENDITURES  
OCTOBER 1, 2019 to SEPTEMBER 30, 2020

SEPTEMBER 2020  
**ADJUSTED**

ITEM	2019-2020	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	597,000	87,803.10	488,405.42	576,208.52	20,791.48	96.52%
SOCIAL SECURITY & MEDICARE	48,000	6,457.74	35,270.10	41,727.84	6,272.16	86.93%
HEALTH	150,000	8,872.48	134,613.88	143,486.36	6,513.64	95.66%
NYS EMPLOYEES' RETIREMENT	80,000	82,775.17	0.00	82,775.17	(2,775.17)	103.47%
LIBRARY MATERIALS	108,000	6,111.04	69,352.89	75,463.93	32,536.07	69.87%
COMPUTER SERVICES	28,700	0.00	28,680.91	28,680.91	19.09	99.93%
CAPITAL PROJECT - Prop 2	50,000	0.00	50,000.00	50,000.00	0.00	100.00%
BUILDING & MAINTENANCE	39,000	469.03	31,130.30	31,599.33	7,400.67	81.02%
GAS HEAT	6,000	31.59	4,879.82	4,911.41	1,088.59	81.86%
WATER	1,400	140.03	782.56	922.59	477.41	65.90%
ELECTRICITY	15,000	1,218.17	10,997.12	12,215.29	2,784.71	81.44%
TELEPHONE	3,000	280.84	2,199.95	2,480.79	519.21	82.69%
INSURANCE	16,000	(13,326.95)	27,523.37	14,196.42	1,803.58	88.73%
OFFICE & LIBRARY SUPPLIES	9,000	472.49	5,918.59	6,391.08	2,608.92	71.01%
PETTY CASH / POSTAGE	2,000	0.00	1,313.95	1,313.95	686.05	65.70%
EQUIPMENT & FURNITURE	9,300	0.00	4,883.04	4,883.04	4,416.96	52.51%
CONFERENCES & WORKSHOPS	5,000	85.00	3,381.61	3,466.61	1,533.39	69.33%
PROFESSIONAL FEES	20,000	0.00	6,150.00	6,150.00	13,850.00	30.75%
PUBLIC RELATIONS & PRINTING	1,900	0.00	1,828.92	1,828.92	71.08	96.26%
COMPUTERS / SOFTWARE	13,000	0.00	11,518.86	11,518.86	1,481.14	88.61%
MISCELLANEOUS	200	0.00	39.98	39.98	160.02	19.99%
<b>TOTAL</b>	<b>1,202,500</b>	<b>181,389.73</b>	<b>918,871.27</b>	<b>1,100,261.00</b>	<b>102,239.00</b>	<b>91.50%</b>

100 % THROUGH FISCAL YEAR

**OPERATING BUDGET EXPENDITURES**  
 OCTOBER 1, 2019 to SEPTEMBER 30, 2020

**SEPTEMBER 2020**  
**FINALIZED**

ITEM	2019-2020	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	594,200	87,803.10	488,405.42	576,208.52	17,991.48	96.97%
SOCIAL SECURITY & MEDICARE	48,000	6,457.74	35,270.10	41,727.84	6,272.16	86.93%
HEALTH	150,000	8,872.48	134,613.88	143,486.36	6,513.64	95.66%
NYS EMPLOYEES' RETIREMENT	82,600	82,775.17	0.00	82,775.17	24.83	99.97%
LIBRARY MATERIALS	108,000	6,111.04	69,352.89	75,463.93	32,536.07	69.87%
COMPUTER SERVICES	28,700	0.00	28,580.91	28,680.91	19.09	99.93%
CAPITAL PROJECT - Prop 2	50,000	0.00	50,000.00	50,000.00	0.00	100.00%
BUILDING & MAINTENANCE	39,000	469.03	31,130.30	31,599.33	7,400.67	81.02%
GAS HEAT	6,000	31.59	4,879.82	4,911.41	1,088.59	81.86%
WATER	1,400	140.03	782.56	922.59	477.41	65.90%
ELECTRICITY	15,000	1,218.17	10,997.12	12,215.23	2,784.71	81.44%
TELEPHONE	3,000	280.84	2,199.95	2,480.79	519.21	82.69%
INSURANCE	16,000	(13,328.95)	27,523.37	14,196.42	1,803.58	88.73%
OFFICE & LIBRARY SUPPLIES	9,000	472.49	5,918.59	6,391.08	2,608.92	71.01%
PETTY CASH / POSTAGE	2,000	0.00	1,313.95	1,313.95	686.05	65.70%
EQUIPMENT & FURNITURE	9,300	0.00	4,883.04	4,883.04	4,416.96	52.51%
CONFERENCES & WORKSHOPS	5,000	85.00	3,381.61	3,466.61	1,533.39	69.33%
PROFESSIONAL FEES	20,000	0.00	6,150.00	6,150.00	13,850.00	30.75%
PUBLIC RELATIONS & PRINTING	1,900	0.00	1,828.92	1,828.92	71.08	95.26%
COMPUTERS / SOFTWARE	13,000	0.00	11,518.86	11,518.86	1,481.14	88.61%
MISCELLANEOUS	200	0.00	39.96	39.96	160.02	19.99%
<b>TOTAL</b>	<b>1,202,500</b>	<b>181,389.73</b>	<b>918,871.27</b>	<b>1,100,261.00</b>	<b>102,239.00</b>	<b>91.50%</b>

100 % THROUGH FISCAL YEAR

FISCAL YEAR 2019 - 2020 -- March 9, 2021 Board Meeting

Resolution #5:

Transfer funds between line items according to the following:

\$2,800.00	from	SALARIES
\$2,800.00	to	NYS EMPLOYEES' RETIREMENT

**Director's Report from April L R Bliss  
Board of Trustees Meeting – Dunham Public Library  
For March 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 Fogger Meeting, Thursday, February 25th

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

- NYH Bits & Bytes: Cynthia Van Ness (Buffalo History Museum), Wednesday, February 24th

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

- Envisioning Future Library Experiences: Service Design Techniques for Responsive Libraries, Thursday, February 18th
- Oneida Public Library new building tour, February 22nd
- Drawing Across the Color Line with Kids, Tuesday, February 23rd
- DPL has curbside service and is open for 15 minutes Grab and Go building access, March 1st
- Library Masterplan Design Review, Thursday, March 4th

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

- Bring Your Own Book Club Meeting, February 10th
- Don't Panic: How to Virtualize Professional Development, February 17th

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

- Nonprofit Convening/2021 Community Investment Strategy, Wednesday, February 24th
- Literacy Coalition R4K Meeting, Thursday, February 25th

**Address Multiple Goals**

- Mid York Director's Virtual Meeting, February 10th, 17th, 24th, and March 3rd
- Promoting Whole Health: Nurturing Staff's Mental, Emotional, and Physical Wellbeing, ALA On Demand, February, 17th
- Marianne Buttenschon Virtual Town Hall, Wednesday, February 17th
- Mid York Youth Services Virtual Meeting, February 18th, 25th, and March 4th
- Multi-Dist Membership Young People Speak, Rotary, Monday, February 22nd
- Central Libraries Resource Council ZOOM Board Meeting, Thursday, February 25th
- ALA Connect Live: Sustainable Development, Thursday, February 25th
- NYLA Legislative Advocacy Day, Friday, February 26nd