

## DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of May 11, 2021

**PRESENT:** Susan Collver, Patricia Samarco, R. Scott Smith (absent), 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:** None

**DISPOSITION OF MINUTES:** Patricia Samarco moved to accept the April 13, 2021 minutes. Susan Collver seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None

### FINANCIAL REPORT:

- a. Susana Tuttle moved to accept the Financial Reports for March 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 April 14, 2020 – May 11, 2021 totaling \$ 86,611.25. Susan Collver seconded. The motion was adopted.

**DIRECTOR'S REPORT:** See Attached

**OLD BUSINESS:** None

### NEW BUSINESS:

- a. Construction Grant 2022 – The building committee will meet on May 18<sup>th</sup> at 10 AM to plan the next steps in the building remodel project.
- b. Patricia Samarco moved to accept a policy change that would allow acknowledgment of longevity for part time employees (see attached). Susana Tuttle seconded. The motion was adopted.

**ANNOUNCEMENTS:** None

### COMMUNICATIONS:

- a. Thank you note from the Raymer Family - Long time patron Mary Fernandes passed away recently and the Raymer Family has asked that donations in her memory be made to Dunham Public Library.
- b. Director Bliss has approached assembly woman Marianne Buttenschon and senator Joseph Griffo to request reimbursement for the outdoor tents from the Bullet Aid portion of the budget.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Patricia Samarco moved to adjourn the meeting, Susana Tuttle seconded. The meeting was adjourned at 6:51 PM.

Next meeting will be on Tuesday June 8, 2021 at 6:00 PM.

Respectively submitted Susana Tuttle, Recording Secretary

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

**MARCH 2021**

ITEM	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	644,760	44,759.22	241,961.35	286,720.57	358,039.43	44.47%
SOCIAL SECURITY & MEDICARE	52,000	3,399.00	18,320.69	21,719.69	30,280.31	41.77%
HEALTH	157,500	11,859.90	61,289.12	73,149.02	84,350.98	46.44%
NYS EMPLOYEES' RETIREMENT	80,000	0.00	0.00	0.00	80,000.00	0.00%
LIBRARY MATERIALS	109,000	7,873.87	45,343.68	53,217.55	55,782.45	48.82%
COMPUTER SERVICES	28,000	0.00	0.00	0.00	28,000.00	0.00%
CAPITAL PROJECT - Prop 2	50,000	2,049.04	47,950.96	50,000.00	0.00	100.00%
BUILDING & MAINTENANCE	40,000	2,740.94	18,089.55	20,830.49	19,169.51	52.08%
GAS HEAT	6,500	801.67	3,274.73	4,076.40	2,423.60	62.71%
WATER	1,600	122.69	168.11	290.80	1,309.20	18.18%
ELECTRICITY	15,000	1,039.27	4,968.97	6,009.24	8,990.76	40.06%
TELEPHONE	3,100	208.22	1,103.84	1,312.06	1,787.94	42.32%
INSURANCE	16,000	(52.80)	13,980.55	13,927.75	2,072.25	87.05%
OFFICE & LIBRARY SUPPLIES	8,000	266.62	2,536.01	2,822.63	5,177.37	35.28%
PETTY CASH / POSTAGE	2,000	110.00	410.00	520.00	1,480.00	26.00%
EQUIPMENT & FURNITURE	10,000	0.00	89.98	89.98	9,910.02	0.90%
CONFERENCES & WORKSHOPS	6,440	0.00	1,840.62	1,840.62	4,599.38	28.58%
PROFESSIONAL FEES	20,000	6,150.00	0.00	6,150.00	13,850.00	30.75%
PUBLIC RELATIONS & PRINTING	1,800	0.00	588.00	588.00	1,212.00	32.67%
COMPUTERS / SOFTWARE	13,000	0.00	2,295.88	2,295.88	10,704.12	17.66%
MISCELLANEOUS	300	0.00	0.00	0.00	300.00	0.00%
<b>TOTAL</b>	<b>1,265,000</b>	<b>\$1,347.64</b>	<b>464,213.04</b>	<b>545,560.68</b>	<b>719,439.32</b>	<b>43.13%</b>

50 % THROUGH FISCAL YEAR

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

MARCH 2021

2020-2021 BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
\$ 1,128,258.00	\$ -	\$ 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	\$ 1,493.20	\$ 6,259.04	\$ 7,752.24	\$ (1,052.24)	115.71%
\$ 500.00	\$ 27.60	\$ 39.55	\$ 67.15	\$ 432.85	13.43%
\$ 28,900.00	\$ 1,179.65	\$ 4,052.91	\$ 5,202.56	\$ 23,697.44	18.11%
\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
<b>2020 - 2021 TOTALS</b>	<b>\$ -</b>	<b>\$ 1,096,817.00</b>	<b>\$ 1,099,517.45</b>	<b>\$ 165,482.55</b>	<b>86.92%</b>
<b>NY STATE CONSTRUCTION GRANT</b>	<b>\$ -</b>	<b>\$ 90,389.00</b>	<b>\$ 90,389.00</b>	<b>\$ -</b>	<b>-</b>

ADDITIONAL REVENUE BREAKDOWN	CURRENT REGISTER RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE
MISCELLANEOUS	\$ -	\$ -	\$ -
LOST & DAMAGED	\$ 55.00	\$ 86.69	\$ 141.69
REPLACEMENT CARDS	\$ 5.00	\$ 12.00	\$ 17.00
DONATIONS - GENERAL	\$ 172.05	\$ 1,056.25	\$ 1,228.30
POSTAGE SALES	\$ -	\$ -	\$ -
COPIER FEES	\$ 51.55	\$ 233.20	\$ 284.75
FAX FEES	\$ 64.00	\$ 208.00	\$ 272.00
COMMUNITY ROOM	\$ -	\$ -	\$ -
PRINT RELEASE FEES	\$ 88.45	\$ 141.95	\$ 230.40
TELEPHONE COMMISSION	\$ -	\$ -	\$ -
DISC REPAIR	\$ -	\$ -	\$ -
RETURNED CHECK FEES	\$ -	\$ -	\$ -
DONATIONS - MEMORIAL FUND	\$ (0.50)	\$ 90.00	\$ 90.00
CASH REGISTER OVER/UNDER	\$ 298.86	\$ (0.57)	\$ (0.57)
IN HOUSE BOOK SALES	\$ 417.36	\$ 725.00	\$ 1,023.86
INTEREST - PUBLIC FUNDS	\$ -	\$ 934.67	\$ 1,352.03
FUND RAISING	\$ -	\$ -	\$ -
AMAZON BOOK SALES	\$ -	\$ 7.85	\$ 7.85
STAFF ACCOUNT	\$ 20.88	\$ 535.17	\$ 556.05
MISCELLANEOUS SALES	\$ 7.00	\$ 22.20	\$ 29.20
COFFEE, TEA & WATER SALES	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,179.65</b>	<b>\$ 4,052.91</b>	<b>\$ 5,232.56</b>

**RECONCILED FUNDS - March 31, 2021**

RECONCILED FUNDS - March 31, 2021	PREVIOUS TO-DATE	UNAVAILABLE FUNDS
Adirondack Bank Checking Account	\$ 939.61	\$ -
Adirondack Bank Savings Account	\$ 43,435.47	\$ -
Adirondack Bank Memorial Account	\$ 30,838.32	\$ -
Bank of Utica Checking	\$ 1,235,212.93	\$ -
<b>TOTAL</b>	<b>\$ 1,310,426.33</b>	<b>\$ 1,311,254.57</b>
Adirondack Bank Dunham Account	\$ 8,148.71	\$ -
<b>TOTAL</b>	<b>\$ 1,318,575.04</b>	<b>\$ 1,311,254.57</b>

# Dunham Public Library

## General Ledger

March 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1010 Bank of Ulca Checking ***0314					
Beginning Balance					
03/01/2021	Bill Payment (Check)	8240	GREY HOUSE PUBLISHING		(220.00)
03/03/2021	Bill Payment (Check)	8241	National Grid		(1,484.67)
03/09/2021	Bill Payment (Check)	8250	HOLMES, KING, KALLQUIST & ASSOCIATES, ARCHITECTS		(4,270.61)
03/09/2021	Bill Payment (Check)	8255	Ingram Library Services		(3,626.47)
03/09/2021	Bill Payment (Check)	8248	CENTRAL PROPERTY MAINTENANCE INC.		(2,350.00)
03/09/2021	Bill Payment (Check)	8246	Key Bank - April Bliss	3342	(762.81)
03/09/2021	Bill Payment (Check)	8245	SWISH	389734	(472.49)
03/09/2021	Bill Payment (Check)	8249	PAUL REVERE LIFE INS CO - COLONIAL	E4930160	(393.52)
03/09/2021	Bill Payment (Check)	8251	Northland Communications	6356450	(148.95)
03/09/2021	Bill Payment (Check)	8254	US Postal Service		(110.00)
03/09/2021	Bill Payment (Check)	8252	D'ARCANGELO & CO., LLP	26678	(6,150.00)
03/09/2021	Bill Payment (Check)	8242	Mid York Library System	00-0260100	(16,179.78)
03/09/2021	Bill Payment (Check)	8247	TCN, INC.	TCNP3-LAX-12712	(64.16)
03/09/2021	Bill Payment (Check)	8244	CHARLENE REESE		(1.62)
03/09/2021	Bill Payment (Check)	8243	Catskill Spring Water, Inc.	DUNHAM	(32.40)
03/09/2021	Bill Payment (Check)	8253	Rosemary Manley		(65.00)
03/10/2021	Bill Payment (Check)	EFT	DIRECT ENERGY BUSINESS	1589664	(542.42)
03/11/2021	Check	8258	WCS Trust & Agency Fund	PAYROLL DATE: 03/12/2021	(21,841.86)
03/11/2021	Bill Payment (Check)	EFT	Pitney Bowes		(100.00)
03/11/2021	Bill Payment (Check)	EFT	State of New York Dept of Tax & Finance	SA0386100102 LIBCONS	(8.64)
03/22/2021	Bill Payment (Check)	EFT	Guardian	00324281	(190.03)
03/22/2021	Deposit			DEPOSIT @ BANK 3/22/2021	1,560.86
03/26/2021	Check	8258	WCS Trust & Agency Fund	PAYROLL DATE: 03/26/2021	(22,896.34)
03/31/2021	Deposit				120.41
03/31/2021	Check	ADJ		Reconcile Adjustment	(2,528.29)
03/31/2021	Deposit			DEPOSIT @ BANK 4/12/2021	1,009.45
<b>Total for 1010 Bank of Ulca Checking ***0314</b>					<b>\$ (80,829.33)</b>

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

MARCH 2021

	BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
WCS TAX RECEIPTS - PROP 2 - 2020/2021	\$ 50,000.00	-	\$ 44,556.92	\$ 44,556.92	\$ 5,443.08	89.11%
NYS CONSTRUCTION GRANT - 2020	\$ 100,433.00	-	\$ 90,389.00	\$ 90,389.00	\$ 10,044.00	90.00%
<b>TOTALS</b>	<b>\$ 150,433.00</b>	<b>\$ -</b>	<b>\$ 134,945.92</b>	<b>\$ 134,945.92</b>	<b>\$ 15,487.08</b>	<b>89.70%</b>

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

	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE
2019/2020 FISCAL YEAR	\$ -	\$ 163,523.04	\$ 163,523.04
2020/2021 FISCAL YEAR	\$ 7,570.61	\$ 47,950.96	\$ 55,521.57
<b>TOTALS</b>	<b>\$ 7,570.61</b>	<b>\$ 211,474.00</b>	<b>\$ 219,044.61</b>

Dunham Public Library  
ABSTRACT OF CLAIMS

April 14, 2021 - May 11, 2021

Claims Dated: 12/15/2020 - 5/11/2021

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF PAYMENT	CHECK #	Prepaid
494	4/12/2021	5347	Otarius	6100 Building & Maintenance	170.98	170.98	8298	
495	4/15/2021	7486	Itech Associates Inc.	7400 Computers/Software	140.00	140.00	8290	
496	4/16/2021	251033	Catskill Spring Water	5400 Library Materials	43.20	43.20	8286	
497	4/17/2021	8000909010169790	Pitney Bowes	6800 Petty Cash & Postage	100.00	100.00	EFT	
498	4/19/2021	Adult Programming	Jalme Dudajek-Burgdoff	5400 Library Materials	25.90	25.90	8291	
499	4/19/2021	499130	The Library Store	6700 Office & Library Supplies	100.93	100.93	8305	
500	4/22/2021	Payroll 4/23/2021	WCS Trust & Agency Fund	5000 Salaries & Wages	22,838.11	22,861.49	8281	X
				5100 Social Security & Medicare	1,734.59			
				5200 Health	-1,683.61			
				6600 Insurance	-27.60			
501	4/24/2021	59549-83106	National Grid	6400 Electricity	465.95	465.95	EFT	
502	4/24/2021	38749-80107	National Grid	6200 Gas Heat	365.90	365.90	EFT	
503	4/26/2021	211120045419202	Direct Energy	6400 Electricity	411.49	411.49	EFT	
504	4/26/2021	3694	Key Bank- A. Bliss	5400 Library Materials	948.16	6,107.61	8293	
				7400 Computers/Software	842.36			
				6700 Office & Library Supplies	104.38			
				6100 Building & Maintenance	440.98			
				7000 Conferences & Workshops	253.75			
				6090 NYS Construction Grant	3,328.03			
				6900 Equipment & Furniture	189.95			
505	4/26/2021	21146	The Tent Gallery LLC	5400 Library Materials	4,335.00	4,335.00	8306	
506	4/28/2021	Gerardo 2021	NYS Library Assistants' Association	7000 Conferences & Workshops	15.00	15.00	8297	
507	4/28/2021	Printing	Utica Public Library	7300 Public Relations & Printing	12.00	17.75	8307	
508	4/29/2021	2305	Holmes-King-Kallquist & Associates, Architects	7200 Professional Fees	2,623.56	2,623.56	8289	
509	4/30/2021	4930160-0409731	The Paul Revere Life Insurance Company	5200 Health	393.52	393.52	8299	
510	5/1/2021	63564500521	Northland Communications	6500 Telephone	144.49	144.49	8296	
511	5/3/2021	Clock	April Bliss	6900 Equipment	42.99	42.99	82850	
512	5/3/2021	00029494	TCN	6500 Telephone	48.52	48.52	8304	
513	5/4/2021	991788	Valley Woodworking-Eli Miller	6090 Capital Project Expense	90.00	90.00	8288	
514	5/5/2021	05/04/21	Stacks Electric	6090 Capital Project Expense	5,300.00	5,300.00	8302	
515	5/5/2021	DT 5/4/21	Jenee Gerardo	5400 Library Materials	38.00	38.00	8292	
516	5/6/2021	300 Stamps	U.S. Postal Services	6800 Petty Cash & Postage	165.00			
517	5/6/2021	Payroll 5/7/2021	WCS Trust & Agency Fund	5000 Salaries & Wages	22,589.00	22,593.31	8282	X
				5100 Social Security & Medicare	1,715.52			
				5200 Health	-1,426.45			
				6600 Insurance	-27.60			
518	5/7/2021	0038597-IN	Mid-York Library System	5400 Library Materials	218.04	15,980.27	8295	
				6700 Office & Library Supplies	40.00			
519	5/7/2021	Aldi-5/5/21	Rosemary Manley	5400 Library Materials	13.74	13.74	8301	
520	5/7/2021	N125036	Swish White River LTD	6100 Building & Maintenance	103.67	103.67	8303	
521	5/8/2021	9800 539744 7	Lowe's	6100 Building & Maintenance	243.35	243.35	8294	
522	5/10/2021	0038605-IN	Mid-York Library System	5200 Health	15,722.23	15,980.27	8295	
523	5/10/2021	703305	Aflac	5200 Health	120.80	120.80	8284	
524	5/10/2021	Printing	Utica Public Library	7300 Public Relations & Printing	5.75	17.75	8307	
525	5/10/2021	May 15, 2021	Confl Data	5400 Library Materials	300.00	300.00	8287	
526	5/11/2021	Petty Cash	Herman Mosher	6100 Building & Maintenance	103.85	103.85	7839	
527	3/26/2021	52071296	INGRAM	5400 Library Materials	98.58	3,468.83	8283	
528	4/12/2021	52335981	INGRAM	5400 Library Materials	43.99	3,468.83	8283	
529	4/12/2021	52335982	INGRAM	5400 Library Materials	34.17	3,468.83	8283	
530	4/12/2021	52358936	INGRAM	5400 Library Materials	43.33	3,468.83	8283	

531	4/12/2021	52358937	INGRAM	5400 Library Materials	85.79	3,468.83	8283	
532	4/12/2021	52362207	INGRAM	5400 Library Materials	36.20	3,468.83	8283	
533	4/12/2021	52375051	INGRAM	5400 Library Materials	0.00	3,468.83	8283	
534	4/13/2021	52388659	INGRAM	5400 Library Materials	11.94	3,468.83	8283	
535	4/13/2021	52388660	INGRAM	5400 Library Materials	17.90	3,468.83	8283	
536	4/20/2021	52405362	INGRAM	5400 Library Materials	196.41	3,468.83	8283	
537	4/20/2021	52405363	INGRAM	5400 Library Materials	28.41	3,468.83	8283	
538	4/20/2021	52405364	INGRAM	5400 Library Materials	50.09	3,468.83	8283	
539	4/20/2021	52405365	INGRAM	5400 Library Materials	0.00	3,468.83	8283	
540	4/20/2021	52432513	INGRAM	5400 Library Materials	11.94	3,468.83	8283	
541	4/20/2021	52432514	INGRAM	5400 Library Materials	65.08	3,468.83	8283	
542	4/20/2021	52452824	INGRAM	5400 Library Materials	22.00	3,468.83	8283	
543	4/20/2021	52452825	INGRAM	5400 Library Materials	80.83	3,468.83	8283	
544	4/20/2021	52452826	INGRAM	5400 Library Materials	54.41	3,468.83	8283	
545	4/20/2021	52452827	INGRAM	5400 Library Materials	29.75	3,468.83	8283	
546	4/20/2021	52452828	INGRAM	5400 Library Materials	33.39	3,468.83	8283	
547	4/20/2021	52473116	INGRAM	5400 Library Materials	81.13	3,468.83	8283	
548	4/21/2021	52520641	INGRAM	5400 Library Materials	243.06	3,468.83	8283	
549	4/21/2021	52520642	INGRAM	5400 Library Materials	65.92	3,468.83	8283	
550	4/21/2021	52520643	INGRAM	5400 Library Materials	180.77	3,468.83	8283	
551	4/21/2021	52524136	INGRAM	5400 Library Materials	13.80	3,468.83	8283	
552	4/21/2021	52524137	INGRAM	5400 Library Materials	41.96	3,468.83	8283	
553	4/22/2021	52546524	INGRAM	5400 Library Materials	63.62	3,468.83	8283	
554	4/23/2021	52568647	INGRAM	5400 Library Materials	24.75	3,468.83	8283	
555	4/26/2021	52589470	INGRAM	5400 Library Materials	32.28	3,468.83	8283	
556	4/26/2021	52589471	INGRAM	5400 Library Materials	648.53	3,468.83	8283	
557	4/26/2021	52589472	INGRAM	5400 Library Materials	24.96	3,468.83	8283	
558	4/26/2021	52589473	INGRAM	5400 Library Materials	84.23	3,468.83	8283	
559	4/26/2021	52602097	INGRAM	5400 Library Materials	17.49	3,468.83	8283	
560	4/28/2021	52637171	INGRAM	5400 Library Materials	32.69	3,468.83	8283	
561	4/29/2021	52657839	INGRAM	5400 Library Materials	101.81	3,468.83	8283	
562	4/29/2021	52661249	INGRAM	5400 Library Materials	120.00	3,468.83	8283	
563	4/29/2021	52661250	INGRAM	5400 Library Materials	23.14	3,468.83	8283	
564	4/30/2021	52685736	INGRAM	5400 Library Materials	110.11	3,468.83	8283	
565	4/30/2021	52685737	INGRAM	5400 Library Materials	161.19	3,468.83	8283	
566	4/30/2021	52689695	INGRAM	5400 Library Materials	45.43	3,468.83	8283	
567	5/4/2021	52707502	INGRAM	5400 Library Materials	93.73	3,468.83	8283	
568	5/4/2021	52707503	INGRAM	5400 Library Materials	27.31	3,468.83	8283	
569	5/4/2021	52707504	INGRAM	5400 Library Materials	39.40	3,468.83	8283	
570	5/4/2021	52710692	INGRAM	5400 Library Materials	16.69	3,468.83	8283	
571	5/4/2021	Credit Memo	INGRAM	5400 Library Materials	-59.93	3,468.83	8283	
572	5/6/2021	52752312	INGRAM	5400 Library Materials	42.69	3,468.83	8283	
573	5/6/2021	52776361	INGRAM	5400 Library Materials	113.32	3,468.83	8283	
574	5/6/2021	52800670	INGRAM	5400 Library Materials	113.71	3,468.83	8283	
575	5/6/2021	52800671	INGRAM	5400 Library Materials	20.83	3,468.83	8283	
				<b>TOTAL CLAIMS</b>	<b>86,611.25</b>			

I certify that the claims listed above were audited by the Board of Trustees of Dunham Public Library on

May 11, 2021

and approved claims totaling \$ 86,611.25

Susana F. Tuttle

5/12/2021

Board Secretary or Trustee

Date

**Director's Report from April L R Bliss  
Board of Trustees Meeting – Dunham Public Library  
For May 11, 2021**

**Library Goals 2017-2022**

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

- Webinar: Our Story Bridge Project and Initiative Wednesday, April 28
- Webinar: Wikipedia for Libraries with Collections in New York Heritage, Friday, May 7

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

- Phone meeting with Julia Marshall regarding DPL construction project timeline, April 14th
- Herman Mosher and I met multiple times regarding the community room kitchen: cabinets, countertops, and sink installed, electric updated

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

- Phone meeting with Julia Roberts at the Tent Gallery regarding renting a tent to create and outside meeting room space, April 15th
- Jaime Dudajek-Burgdoff and I discussed the backyard garden it was decided to reach out to Cornell CE master gardeners to help create a butterfly garden, April 16th
- Kim Rudwall did the first story time since 2019, Monday, April 26th
- Char Reese and I met regarding capital project and professional fees, Tuesday, May 4th
- Mid York Construction Grant meeting Wednesday, May 5th

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

- Library Webex: Bring Your Own Book Club Meeting, April 14th
- Webinar: Making Learning Visible with Maker Education, Tuesday, April 27th

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

- Boy Scout Eagle Scout, Aiden Hawks interview with New York Sash, April 27th
- Literacy Coalition R4K Meeting, Thursday, May 6th

**Address Multiple Goals**

- Mid York Director's Virtual Meeting, April 14, 21, 28, and May 5th
- Rotary meetings: April 20, 27, May 6th
- Greater Utica Chamber Tourism Forum Plus, Wednesday, May 5th
- ConEdison and NYSERDA EV Charging Station Incentive Program, Tuesday, May 11<sup>th</sup>



## 43. VACATION

43.1 Vacation requests will be handled on an 'earliest request' basis.

43.2 Departmental conflicts will be negotiated between the parties and/or will be resolved by the Director.

43.3 Every attempt will be made to grant earned vacations, as they are requested; however; it must be understood that the needs of the Library have first priority.

43.4 Vacation may be taken at any time, but should be requested at least two weeks in advance.

43.5 Vacation time must be requested in two hour increments.

43.5.1 Exceptions may be made at the discretion of the Director or his/her designee.

43.6 A staff member can only receive additional pay in lieu of unused vacation at the time of resignation/retirement.

43.7 In the event an employee resigns without giving sufficient and proper notice, no vacation pay will be given.

### 43.9 Full Time Staff

43.9.1. Paid holidays that occur during an employee's vacation will not count as a vacation day.

43.9.2. Vacation is earned during a salaried employee's probationary period; however, he/she may not take such vacation until he/she has been employed continuously for six months.

43.9.3. Any employee leaving with less than six months service will be granted vacation at the rate of one day for every full month of employment beyond the first three months.

43.9.4. Vacation allowances shall run concurrently with the Dunham Public Library fiscal year, i.e., from October 1 to September 30.

43.9.5. A maximum of five days can be carried over into the new fiscal year.

43.9.6. Used/unused vacation time will be prorated from the resignation, termination or retirement date. (April 10, 2018)

43.9.7. ~~Professional Librarians and Library Assistants~~ information staff are entitled to twenty days of vacation per year after six months of probationary service.

43.9.8. After twenty years of employment, one additional day is earned per year up to a maximum of twenty-five vacation days per year.

43.9.9. Clerical/maintenance staff are entitled to vacation according to the following table:

Length of Employment Vacation Entitlement	
6 months -5 years	10 days
6-10 years	15 days
11 years +	20 days

43.10 Part Time Staff (Referred to as: Paid Time Off or PTO)(~~effective: June 18, 2016~~)

43.10.1. ~~Vacation~~ PTO will be accrued/earned **after** the completion of an employee's probationary period; however, s/he may not take such vacation until s/he has been employed continuously for twelve months.

43.10.2. ~~Vacation~~ PTO will be accrued at the rate of 1 hour for every 26 hours worked.

43.10.3. ~~Vacation~~ PTO can only be used for the total weekly hours for which you are regularly scheduled as approved by a supervisor

43.10.4. Employees can only accrue a maximum amount of ~~vacation~~ PTO hours equivalent to 2 weeks of their regularly scheduled hours.

43.10.5. Any employee leaving with less than twelve months service will be granted ~~vacation~~ PTO at the rate of one hour for every 26 hours worked beyond the first six months of employment.

43.10.6. Part-Time Longevity Incentive PTO

43.10.6.1. On an employee's five (5) year anniversary date, they will receive one week of PTO time equivalent to their regular hours as scheduled within the last year of employment. This week is given to each employee at the beginning of the fiscal year and is not time accrued by the employee. The inaugural week will be prorated from the anniversary date to Sep 30, the end of the fiscal year.

43.10.6.2. On an employee's ten (10) year anniversary date, they will receive one week of Vacation time equivalent to their regular hours as scheduled within the last year of employment. This week is given at the beginning of the fiscal year and is not time accrued by the employee. The inaugural week will be prorated from the anniversary date to Sep 30, the end of the fiscal year.