

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of June 8, 2021

PRESENT: Susan Collver, Patricia Samarco (late arrival), R. Scott Smith (late arrival), 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 6:01 PM.

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: Susan Collver moved to accept the May 11, 2021 minutes. Sally Swierczek seconded. The motion was adopted.

PRESIDENT'S REPORT:

- a. President Collver suggested that the sign at the entrance to the library requiring face masks to be worn by all within the library should be amended to exclude any explanation as to why masks are still required. It was agreed that any reference to unvaccinated adults will be deleted but "for the protection of unvaccinated children would remain".

FINANCIAL REPORT:

- a. Susana Tuttle moved to accept the Financial Reports for April 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 May 12, 2020 – June 8, 2021 totaling \$55,122.42. R. Scott Smith seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS:

- a. Pat Samarco requested that a poster outlining the building construction phases be posted to let the public know the status of the project. Director Bliss is working with Julia Haffka to break down the project into phases and will post this when it's available.

NEW BUSINESS: None

ANNOUNCEMENTS: None

COMMUNICATIONS:

- a. Pat Samarco moved to donate \$75 to the Whitesboro Fire Department Fund Drive Sally Swierczek seconded. The motion was adopted.

EXECUTIVE SESSION: None

ADJOURNMENT: R. Scott Smith moved to adjourn the meeting, Sally Swierczek seconded. The meeting was adjourned at 6:45 PM.

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

Respectively submitted Susana Tuttle, Recording Secretary

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

APRIL 2021

ITEM	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	644,760	45,803.23	286,720.57	332,523.80	312,236.20	51.57%
SOCIAL SECURITY & MEDICARE	52,000	3,478.88	21,719.69	25,198.57	26,801.43	48.46%
HEALTH	157,500	12,063.39	73,149.02	85,212.41	72,287.59	54.10%
NYS EMPLOYEES' RETIREMENT	80,000	0.00	0.00	0.00	80,000.00	0.00%
LIBRARY MATERIALS	109,000	10,930.41	53,217.55	64,147.96	44,852.04	58.85%
COMPUTER SERVICES	28,000	0.00	0.00	0.00	28,000.00	0.00%
CAPITAL PROJECT - Prop 2	50,000	0.00	50,000.00	50,000.00	0.00	100.00%
BUILDING & MAINTENANCE	40,000	1,834.46	20,830.49	22,664.95	17,335.05	56.56%
GAS HEAT	6,500	365.90	4,076.40	4,442.30	2,057.70	68.34%
WATER	1,600	0.00	290.80	290.80	1,309.20	18.18%
ELECTRICITY	15,000	877.44	6,009.24	6,886.68	8,113.32	45.91%
TELEPHONE	3,100	191.13	1,312.06	1,503.19	1,596.81	48.49%
INSURANCE	16,000	(81.45)	13,927.75	13,846.30	2,153.70	86.54%
OFFICE & LIBRARY SUPPLIES	8,000	417.76	2,822.63	3,240.39	4,759.61	40.50%
PETTY CASH / POSTAGE	2,000	100.00	520.00	620.00	1,380.00	31.00%
EQUIPMENT & FURNITURE	10,000	189.95	89.98	279.93	9,720.07	2.80%
CONFERENCES & WORKSHOPS	6,440	493.19	1,840.62	2,333.81	4,106.19	36.24%
PROFESSIONAL FEES	20,000	0.00	6,150.00	6,150.00	13,850.00	30.75%
PUBLIC RELATIONS & PRINTING	1,800	12.00	588.00	600.00	1,200.00	33.33%
COMPUTERS / SOFTWARE	13,000	4,245.37	2,295.88	6,541.75	6,458.25	50.32%
MISCELLANEOUS	300	10.00	0.00	10.00	290.00	3.33%
TOTAL	1,265,000	80,932.16	545,560.68	626,492.84	638,507.16	49.53%

58 % THROUGH FISCAL YEAR

REVENUE REPORT

OCTOBER 1, 2020 - SEPTEMBER 30, 2021

APRIL 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	88.11%
\$ 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	\$ -	\$ 7,752.24	\$ 7,752.24	\$ (1,052.24)	115.71%
\$ 500.00	\$ 126.06	\$ 57.15	\$ 193.21	\$ 306.79	38.64%
\$ 28,900.00	\$ 1,006.69	\$ 5,232.56	\$ 6,239.25	\$ 22,660.75	21.59%
\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
\$ 1,265,000.00	\$ -	\$ 1,099,517.45	\$ 1,100,650.20	\$ 164,349.80	87.01%
\$ 90,389.00	\$ -	\$ 90,389.00	\$ 90,389.00	\$ -	

2020 - 2021 TOTALS

NY STATE CONSTRUCTION GRANT

ADDITIONAL REVENUE BREAKDOWN	CURRENT REGISTER RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE
MISCELLANEOUS	\$ -	\$ -	\$ -
LOST & DAMAGED	\$ 60.00	\$ 141.69	\$ 201.69
REPLACEMENT CARDS	\$ 3.00	\$ 17.00	\$ 20.00
DONATIONS - GENERAL	\$ 169.70	\$ 1,228.30	\$ 1,398.00
POSTAGE SALES	\$ -	\$ -	\$ -
COPIER FEES	\$ 58.35	\$ 284.75	\$ 343.10
FAX FEES	\$ 54.00	\$ 272.00	\$ 326.00
COMMUNITY ROOM	\$ -	\$ -	\$ -
PRINT RELEASE FEES	\$ 60.70	\$ 230.40	\$ 291.10
TELEPHONE COMMISSION	\$ -	\$ -	\$ -
DISC REPAIR	\$ -	\$ -	\$ -
RETURNED CHECK FEES	\$ -	\$ -	\$ -
DONATIONS - MEMORIAL FUND	\$ -	\$ 90.00	\$ 90.00
CASH REGISTER OVER/UNDER	\$ -	\$ (0.57)	\$ (0.57)
IN HOUSE BOOK SALES	\$ 344.80	\$ 1,023.85	\$ 1,368.66
INTEREST - PUBLIC FUNDS	\$ 145.09	\$ 1,352.03	\$ 1,497.12
FUND RAISING	\$ -	\$ -	\$ -
AMAZON BOOK SALES	\$ -	\$ 7.85	\$ 7.85
STAFF ACCOUNT	\$ 100.05	\$ 556.05	\$ 656.10
MISCELLANEOUS SALES	\$ 11.00	\$ 29.20	\$ 40.20
COFFEE, TEA & WATER SALES	\$ -	\$ -	\$ -
TOTAL	\$ 1,006.69	\$ 5,232.56	\$ 6,239.25

RECONCILED FUNDS - APRIL 30, 2021

RECONCILED FUNDS	PREVIOUS TO-DATE	UNAVAILABLE FUNDS	TOTAL
Adirondack Bank Checking Account	\$ 999.63	\$ -	\$ 999.63
Adirondack Bank Savings Account	\$ 43,436.18	\$ -	\$ 43,436.18
Adirondack Bank Memorial Account	\$ 30,838.57	\$ -	\$ 30,838.57
Bank of Ulster Checking	\$ 1,131,995.33	\$ -	\$ 1,131,995.33
TOTAL	\$ 1,207,269.71	\$ -	\$ 1,207,269.71
Adirondack Bank Durham Account	\$ 8,148.78	\$ -	\$ 8,148.78
1 Year CD #7647 Matures: 04/16/2022	\$ -	\$ 12,298.07	\$ 12,298.07
Dunham Endowment Fund	\$ -	\$ -	\$ -
1 Year CD #2563 Matures: 6/19/2021	\$ -	\$ 86,430.87	\$ 86,430.87
TOTAL	\$ 12,298.07	\$ -	\$ 12,298.07

Dunham Public Library

General Ledger

April 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1010 Bank of Utica Checking ***0314					
Beginning Balance					
04/09/2021	Check	8280	WCS Trust & Agency Fund	PAYROLL DATE: 04/09/2021	(22,998.20)
04/12/2021	Deposit		CASH RECEIPTS		181.10
04/13/2021	Bill Payment (Check)	8273	Mid York Library System	00-0260100	(35,473.80)
04/13/2021	Bill Payment (Check)	EFT	DIRECT ENERGY BUSINESS	1589664	(609.60)
04/13/2021	Bill Payment (Check)	8262	Ingram Library Services		(7,859.60)
04/13/2021	Bill Payment (Check)	8263	AFLAC New York	NE871	(241.60)
04/13/2021	Bill Payment (Check)	8264	APRIL BLISS		(34.44)
04/13/2021	Bill Payment (Check)	8265	Catskill Spring Water, Inc.	DUNHAM	(43.20)
04/13/2021	Bill Payment (Check)	8266	ELI A MILLER		(8,735.00)
04/13/2021	Bill Payment (Check)	8280	TEACHINGBOOKS LLC		(850.00)
04/13/2021	Bill Payment (Check)	8279	TCN, INC.	TCNP3-LAX-12712	(59.27)
04/13/2021	Bill Payment (Check)	8278	SWISH	369734	(54.50)
04/13/2021	Bill Payment (Check)	8277	Rosemary Manloy		(65.02)
04/13/2021	Bill Payment (Check)	8276	PAUL REVERE LIFE INS CO - COLONIAL	E4030160	(393.52)
04/13/2021	Bill Payment (Check)	8275	OBSERVER-DISPATCH - PAPER SUB	0500 0000270960	(599.66)
04/13/2021	Bill Payment (Check)	8274	Northland Communications	6356450	(1,267.73)
04/13/2021	Bill Payment (Check)	8272	MARK VOLZ		(63.00)
04/13/2021	Bill Payment (Check)	8271	LOWE'S	98005397447	(31.38)
04/13/2021	Bill Payment (Check)	8270	Key Bank - April Bliss	3342	(552.73)
04/13/2021	Bill Payment (Check)	8269	J. SARGEANT REYNOLDS COMMUNITY COLLEGE		(56.00)
04/13/2021	Bill Payment (Check)	8268	HOLMES, KING, KALLQUIST & ASSOCIATES, ARCHITECTS		(3,300.00)
04/13/2021	Bill Payment (Check)	8267	Fire Fighting Equipment Co., Inc.		(66.00)
04/15/2021	Bill Payment (Check)	EFT	National Grid		(1,331.26)
04/15/2021	Bill Payment (Check)	EFT	MVWA	000030474	(122.69)
04/15/2021	Expense	HANDLING FEE			(10.00)
04/16/2021	Expense		BANK OF UTICA	CHARGE BACK TO ACCOUNT - REFER TO MAKER - GIVINGA FOUNDATION, INC.	(2.50)
04/22/2021	Check	8281	WCS Trust & Agency Fund	PAYROLL DATE: 04/23/2021	(22,861.49)
04/30/2021	Deposit			DEPOSIT @ BANK 05/04/2021	1,881.55
04/30/2021	Deposit				102.01
Total for 1010 Bank of Utica Checking ***0314					\$ (103,217.60)

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

APRIL 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%
TOTALS	\$ 150,433.00	-	\$ 134,945.92	\$ 134,945.92	\$ 15,487.08	89.70%

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

CAPITAL PROJECT EXPENSES BY FISCAL YEAR			
	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE
2019/2020 FISCAL YEAR	-	\$ 163,523.04	\$ 163,523.04
2020/2021 FISCAL YEAR	\$ 12,682.83	\$ 55,521.57	\$ 68,204.40
TOTALS	\$ 12,682.83	\$ 219,044.61	\$ 231,727.44

Dunham Public Library
ABSTRACT OF CLAIMS

May 12, 2021 - June 8, 2021

Claims Dated: 4/30/21 - 6/07/21

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF PAYMENT	CHECK #	Prepaid
576	5/12/2021	15365	Arlott Office Products	6100 Building/Maintenance	800.00	800.00	8314	
	5/13/2021	253820	Catskill Spring Water	5400 Library Materials	48.60	48.60	8316	
	5/15/2021	7497	I Tech	7400 Computers/Software	519.25	1,219.75	8317	
	5/17/2021	13185	Abdoo Security & Automation	6100 Building/Maintenance	100.00	100.00	8312	
	5/17/2021	80363	AED Superstore	6100 Building/Maintenance	130.00	130.00	8313	
	5/20/2021	Payroll 5/21/21	WCS Trust & Agency Fund	5000 Salaries & Wages	22,788.04			
				5100 Social Sec. & Medicare	1,730.74			
				5200 Health	-1,683.61			
				6600 Insurance	-27.60	22,807.57	8309	X
	5/22/2021	38749-80107	National Grid	6200 Gas Heat	226.82	226.82	EFT	
	5/22/2021	59549-83106	National Grid	6400 Electricity	485.21	485.21	EFT	
	5/28/2021	7501	I Tech	7400 Computers/Software	700.50	1,219.75	8317	
	5/28/2021	3694	Key Bank-A.Bliss	5400 Library Materials	862.54		8318	
				6700 Office & Lib.Supplies	66.38			
				7400 Computers/Software	41.98	970.90		
	5/31/2021	Mar-May 21	State of New York Dept. Tax & Finance	4595 In-House Book Sale	86.62	86.62	EFT	X
	6/1/2021	211460045748753	Direct Energy	6400 Electricity	502.24	502.24	EFT	
	6/1/2021	00030726	TCN	6500 Telephone	45.05	45.05	8323	
	6/1/2021	4930160-0507773	The Paul Revere Life Insurance Co.	5200 Health	393.52	393.52	8322	
	6/2/2021	63564500621	Northland Communications	6500 Telephone	143.20	143.20	8321	
	6/4/2021	Payroll 6/4/21	WCS Trust & Agency Fund	5000 Salaries & Wages	22,914.57			
				5100 Social Sec. & Medicare	1,740.42			
				5200 Health	-1,750.11			

						6600 Insurance				-27.60	22,877.28	8310	X
	6/5/2021	ATIS-21644		ATIS Elevator Inspections LLC						220.00	220.00	8315	
	6/7/2021	9800 539744 7		Lowe's						40.80	40.80	8319	
	4/30/2021	52685735		Ingram									
	5/4/2021	52736703		Ingram						22.00	4,024.86	8311	
	5/6/2021	52797411		Ingram						65.98	4,024.86	8311	
	5/6/2021	52800669		Ingram						19.25	4,024.86	8311	
	5/10/2021	52817717		Ingram						10.49	4,024.86	8311	
	5/11/2021	52843828		Ingram						81.54	4,024.86	8311	
	5/13/2021	52884864		Ingram						163.07	4,024.86	8311	
	5/13/2021	52884865		Ingram						181.48	4,024.86	8311	
	5/13/2021	52884866		Ingram						766.27	4,024.86	8311	
	5/13/2021	52884867		Ingram						53.06	4,024.86	8311	
	5/13/2021	52884868		Ingram						50.60	4,024.86	8311	
	5/13/2021	52884868		Ingram						44.58	4,024.86	8311	
	5/14/2021	52907054		Ingram						20.29	4,024.86	8311	
	5/17/2021	52927402		Ingram						121.77	4,024.86	8311	
	5/17/2021	52927403		Ingram						100.66	4,024.86	8311	
	5/17/2021	52930545		Ingram						27.99	4,024.86	8311	
	5/17/2021	52940809		Ingram						34.98	4,024.86	8311	
	5/19/2021	52971439		Ingram						164.67	4,024.86	8311	
	5/19/2021	52974714		Ingram						17.49	4,024.86	8311	
	5/25/2021	52996939		Ingram						61.94	4,024.86	8311	
	5/25/2021	52996940		Ingram						32.46	4,024.86	8311	
	5/25/2021	52996941		Ingram						111.23	4,024.86	8311	
	5/25/2021	53016183		Ingram						288.12	4,024.86	8311	
	5/25/2021	53016184		Ingram						23.33	4,024.86	8311	
	5/25/2021	53035969		Ingram						25.98	4,024.86	8311	
	5/25/2021	53048588		Ingram						60.05	4,024.86	8311	
	5/25/2021	53065176		Ingram						29.79	4,024.86	8311	

620	5/25/2021	53065177	Ingram	5400 Library Materials	23.33	4,024.86	8311
621	5/27/2021	53081466	Ingram	5400 Library Materials	90.34	4,024.86	8311
622	6/1/2021	44652249	Ingram	5400 Library Materials	-2.95	4,024.86	8311
623	6/1/2021	53127556	Ingram	5400 Library Materials	113.43	4,024.86	8311
624	6/1/2021	53145426	Ingram	5400 Library Materials	277.46	4,024.86	8311
625	6/1/2021	53145427	Ingram	5400 Library Materials	579.92	4,024.86	8311
626	6/1/2021	53145428	Ingram	5400 Library Materials	53.24	4,024.86	8311
627	6/1/2021	53145429	Ingram	5400 Library Materials	66.80	4,024.86	8311
628	6/7/2021	53224984	Ingram	5400 Library Materials	19.78	4,024.86	8311
629	6/7/2021	53224986	Ingram	5400 Library Materials	224.44	4,024.86	8311
				TOTAL CLAIMS	55,122.42		

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

June 8, 2021 and approved claims totaling \$ 55,122.42

Suzanne F. Tuttle
Board Secretary or Trustee

Date

**Director's Report from April L R Bliss
Board of Trustees Meeting – Dunham Public Library
For June 8, 2021**

Library Goals 2017-2022

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

- Understanding the Role of Public Library Directors, webinar, Tuesday, May 18th
- Webinar - Marketing for Libraries: Learn Principles and Methods that Help You Identify Your Audience and Best Serve Your Patrons, Thursday, May 20th
- Bridge Talk: The Tulsa Race Massacre: 100 Years Later- Virtual, Monday, May 24th
- An Evening With Amended: Laura Free and Reva Goldberg in Conversation, Tuesday, May 25th
- Webinar - "Oh, the Places You'll Go": The Intersection of Intellectual Freedom & Equity, Diversity and Inclusion, Friday, June 4th

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

- Building Committee Meeting, Tuesday, May 18th
- NYSERDA Clean Energy Communities, Climate Smart Communities as a High Impact Action webinar Tuesday, May 18th

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

- HR 101: Ask the HR Expert webinar: Monday, May 17th
- Vaccination Hesitancy Wednesday, May 19th
- Building Safety Plan meeting and updated, Tuesday, June 1st
- Jaime Dudajek-Burgdoff and I went to River Road Farm and Green House to purchase plants for the backyard garden, Thursday, May 27th
- Pre-recorded Designing for the Future: The Post-Pandemic Library Wednesday, June 2nd

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

- Passive Programming That Pulls Them In: Provocative Passive Programming Ideas - One Hour Webinar, Wednesday, May 12th
- DPL's Web Ex: Bring Your Own Book Club Meeting, Wednesday, May 12th

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

- Literacy Coalition R4K Meeting, Thursday, May 20th
- Rotary Food Drive, DPL is a drop off location, May 5th – June 4th

Address Multiple Goals

- Library operating and capital improvement budget votes passed, Tuesday, May 18th
- Directors Advisory Council Meeting, Wednesday, May 19th
- Mid York Director's Virtual Meeting, Wednesday, May 12, 26th
- CLRC Board Meeting, Thursday, May 20th
- Utica Chamber Annual Meeting, Thursday, May 20th
- Emergency Connectivity Fund for Libraries, Friday, June 4th