

Dunkirk Public Library Board Meeting Agenda
April 26th, 2022

The mission of our library is to provide unrestricted access to informational resources and services that advance lifelong learning, promote the acquisition of knowledge, encourage cultural enrichment, and provide strength to the Dunkirk community.

Attendance to determine quorum

Approval of Previous Month's Minutes - Secretary

- March 2022

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. Construction Grant Proposals - move children's computers, upgrade remaining electric, fix front door lamps, switch lights to LED instead of fluorescent tubes, fix the crumbling plaster, repair the tile inside the front door, cement for back door bike rack?
2. 2022-2023 Budget Proposal Discussion.

New Business

1. Snack Grant Authorizations - sign and submit to city.
2. Lake Shore Paving - \$638 to seal and stripe + plus cost of fixing potholes near entry.
3. Approve Trustee Election Documents:
 - Resolution to override tax cap.
 - Resolution to hold the trustee election.
 - Approve the legal notice for the newspaper.
4. Discuss procedure for increasing the school district funds.
5. Call for Executive Session if needed.
6. Conclude Executive Session and return to normal business.
7. Jan's Monthly Plan
 - National Library Week - Radio Broadcast with WDOE (Thanks Pam!)
 - Submit election legal notice to the Observer 45 days before the vote and run four times.

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

March 22, 2022

Present: Mary Beth Muldowney, Sarah Marsowicz, Lynn Hoth, Jason Hammond, Pam Czarniak, Sue Nickle,
Megan Giebner, Nancy Tuggle

M Muldowney presided. Called to order at 4:15 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: The minutes for the February 2022 meeting were approved (S Nickle, N Tuggle)

RESOLVED: Financials for February 2022 are approved

Children's Room Report was submitted by Pam Czarniak. Key points include:

- 317 Facebook views for February 2022
- 234 story times and craft kits/snacks were distributed
- Pam applied for \$500 grant from "First Book" for the summer reading program to help with books to distribute to the children
- Story time numbers have been increasing. 3/17 had 10 patrons attend
- Two entertainers for the summer have been signed. Ben Berry will have a class to make hula hoops and teach the kids a few lessons. Cris Johnson is a magician who is very good with the kids and promotes reading. Pam also has a tip on a Bubble performer she is trying to connect with

Director's Report was submitted by Jason Hammond. Key points include:

- Book Club - Eleven people attended and the books from February and March were discussed due to February's weather closing. The clerks announced the Wendy Corsi Staub visit that is scheduled for May 19, 2022.
- Roof drain issue—Staff from Farrell repaired the roof directly around the drain. The guys from Casale are waiting for a good rain before they remove the scaffolding to make sure everything is repaired.
- Boiler—Utica National conducted an inspection on 3/4/22
- Construction Grants
 - The first set of windows are almost done. The upper panes of glass were 5" too big, so we are waiting on the appropriately sized materials to be installed
 - Bids for the remaining windows are due by 3/23/22
 - NYS approved the closure of the front door project; forms have been submitted and we are waiting on our last check to arrive
 - Jason submitted the Carnahan-Jackson grant request for \$4,000 towards the ADA ramp
 - The Federal SAM registration that qualifies the Library for government funds was renewed for another year
- Alarm Systems - The fire alarm is converted to the new internet-based system. The panic button install required revision since our current technology was too old to properly integrate with the new components. Mike and Jeff from CCLS came and helped run some ethernet cable to the correct install locations.
- Block Grant - The second quarterly report was due in March. 1094 snacks have been distributed since September 2021. The first request for reimbursement (\$724.86 of our allotted \$1500) was

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

submitted

- Teens/YA
 - Rose is assisting with a Percy Jackson themed discord event that will run from 3/18/22 through 5/13/22. Teens will be able to submit art, compete in mythology trivia events, roleplay various adventures, and recreate aspects of the various Rick Riordan novels
 - Alison is using some of the “advance reader copies” of novels Jason has picked up from conferences as giveaways for our “Free Book Friday” trivia contest
 - Sondra Richards, the Dunkirk HS librarian, stopped in to introduce herself to Jason. They swapped some ideas and she took a few of our handouts to share at the school
- Computer Lab - Michele hosted a table at the SUNY Fredonia Job/Intern Expo and was able to share library information and gather details for potential lab interns. She also continues to draw good attendance for her programs at the Senior Center.
- Comptroller’s Office - The OSC and JMA worked out all the details and adjusted the appropriate reports.
- Meetings and Conferences—
 - 3/2 Library advocacy Meetings with Assem Giglio and Sen Borrello
 - 3/10 Teen Summer Reading prep conference
 - 3/16 Tech Forum on screen casting and creating video tutorials
 - 3/17 Robert’s Rules Agenda webinar (shared with the Trustees)
 - 3/18 Writing Bylaws webinar
 - 3/18 CCLS Meeting - canceled this month
 - 3/19 Create Project community roundtable on Saturday morning
 - 3/21 WNYLRC Advocacy Committee Meeting

Unfinished Business: none

New Business:

- Accepted the completed NYS Annual Library Report (S Marsowicz, S Nickle)
- Discussed possible projects for a construction grant—Jason to look for a company to perform an engineering audit
- Discussion on the budget for 2022-2023 Budget
- Executive session was called for to discuss personnel matters (5:45 to 5:47)
- Jan’s Monthly Plan
 - Resolution to override tax cap
 - Resolution to hold the trustee election and budget vote (if applicable) It was decided that the vote will take place on June 15, 2022, at the Library
 - Approve legal notice for the newspaper, submit to Observer so it’s published 45 days prior to election

S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 5:50.

Respectfully submitted,

Lynn Hoth, Secretary

Dunkirk Public Library
Revenue Report
March 2022

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	Mar-22	July 21 - June 22	2021-2022	Balance	% Received
401 • Fines	15.00	220.52	125.00	-95.52	176.42%
402 • Copier Income	119.30	1,153.10	2,300.00	1,146.90	50.13%
403 • Fax Sales	1.00	200.00	1,400.00	1,200.00	14.29%
404 • Used Book Sales	47.50	1,163.00	1,000.00	-163.00	116.30%
405 • Lost & Damaged	1.00	119.00	225.00	106.00	52.89%
410 • Gifts and Donations	180.00	4,843.90	10,000.00	5,156.10	48.44%
419 • School District Funds	0.00	350,000.00	350,000.00	0.00	100.00%
436 • Misc Income	0.00	106.80	950.00	843.20	11.24%
440 • CCLS Cash Grant	0.00	1,000.00	250.00	-750.00	400.00%
445 • Construction Grant Income	0.00	122,667.00			
441 • LLSA - NYS	402.80	4,028.00	4,000.00	-28.00	100.70%
478 CCLS Book Plan	1,426.95	4,358.02	5,100.00	741.98	85.45%
Total Income	2,193.55	489,859.34	375,350.00	-114,509.34	130.51%

Dunkirk Public Library

Expense Report

March 2022

EXPENSE REPORT	Disbursed This Month Mar-22	Disbursed Year-To-Date July 21 - June 22	Total Budget Internal 2021-2022	Balance	% Spent
160 · FURNITURE	0.00	0.00	1,000.00	1,000.00	0.00%
450 · Construction Grant	145.99	26,903.49	134,677.00	107,773.51	19.98%
451 · Block Grant	294.73	111.22			
501 · BOOKS	1,473.55	13,846.93	16,000.00	2,153.07	86.54%
502 · PERIODICALS	0.00	595.58	1,000.00	404.42	59.56%
503 · CCLS Book Plan - Overdrive	208.33	1,666.64	5,100.00	3,433.36	32.68%
504 · Gifts and Donations Expenses	166.38	2,648.79	5,000.00	2,351.21	52.98%
507 · AUDIO BOOKS	126.99	475.49	1,500.00	1,024.51	31.70%
509 · DVD'S	145.48	1,195.28	2,500.00	1,304.72	47.81%
550 · SALARIES & WAGES	18,832.06	150,190.00	205,955.00	55,765.00	72.92%
551 · FICA & MEDICARE	1,437.27	11,524.59	15,756.00	4,231.41	73.14%
552 · INSURANCE - WORKER'S COMP	0.00	2,514.00	3,500.00	986.00	71.83%
553 · HEALTH INSURANCE	5,666.08	15,726.18	28,000.00	12,273.82	56.16%
554 · NYS Retirement	0.00	21,977.00	15,500.00	-6,477.00	141.79%
555 · DISABILITY INSURANCE	0.00	1,325.77	1,320.00	-5.77	100.44%
556 · UNEMPLOYMENT TAX	399.26	1,905.79	1,000.00	-905.79	190.58%
558 · N.Y.S. Sales Tax Payment	95.61	95.61	100.00	4.39	95.61%
560 · ELECTRICITY	737.01	6,383.99	8,000.00	1,616.01	79.80%
561 · NATURAL GAS	2,495.96	5,059.17	2,750.00	-2,309.17	183.97%
562 · WATER	0.00	150.31	200.00	49.69	75.16%
563 · SEWER	0.00	85.00	250.00	165.00	34.00%
564 · TIPPING FEE	0.00	96.00	210.00	114.00	45.71%
565 · TELEPHONE	82.63	621.49	1,100.00	478.51	56.50%
570 · LIBRARY SUPPLIES	273.06	1,381.16	2,500.00	1,118.84	55.25%
571 · POSTAGE	8.70	283.70	750.00	466.30	37.83%
580 · ADVERTISING	0.00	0.00	500.00	500.00	0.00%
581 · COMPUTER MAINTENANCE	895.00	3,785.87	1,000.00	-2,785.87	378.59%
582 · INTERNET EXPENSES	0.00	138.00	400.00	262.00	34.50%
583 · COMPUTER EQUIPMENT	0.00	552.86	3,000.00	2,447.14	18.43%
584 · BUILDING SUPPLIES	32.99	876.40	4,000.00	3,123.60	21.91%
585 · BUILDING REPAIRS & Maintenance	1,916.71	18,717.39	4,000.00	-14,717.39	467.93%
586 · GROUNDS KEEPING	1,580.00	2,430.00	7,500.00	5,070.00	32.40%
587 · ELEVATOR MAINTENANCE	70.00	2,551.12	2,520.00	-31.12	101.23%
588 · WORKSHOPS & TRAVEL	0.00	30.00	1,500.00	1,470.00	2.00%
590 · PROFESSIONAL FEES	0.00	5,100.00	5,500.00	400.00	92.73%
591 · PAYROLL PROCESSING	94.68	785.68	1,200.00	414.32	65.47%
592 · INSURANCE	0.00	6,631.05	7,000.00	368.95	94.73%
594 - Memberships	160.00	287.50	250.00	-37.50	115.00%
595 - Vote Expenses	0.00	0.00	800.00	800.00	0.00%
596 - Copier and Printer Supplies	65.43	290.89	1,200.00	909.11	24.24%
610 - Children Program Supplies	235.70	1,713.92	2,800.00	1,086.08	61.21%
611 - Children Special Guests	833.00	583.00	1,400.00	817.00	41.64%
612 - Adult Program Supplies	0.00	-643.11	1,000.00	1,643.11	-64.31%
613 - Adult Special Guests	0.00	125.00	1,000.00	875.00	12.50%
614 - Teen Programming	0.00	182.71	1,500.00	1,317.29	12.18%
615 - Building Equipment	2,293.34	3,284.58	1,000.00	-2,284.58	328.46%
616 - Outreach	275.90	298.40	1,500.00	1,201.60	19.89%
620 - Legal Fees	0.00	0.00	2,000.00	2,000.00	0.00%
630 - Computer Programs	0.00	-250.00	1,000.00	1,250.00	-25.00%
688 · Misc Expenses	0.00	143.25	678.91	535.66	21.10%
Total Expense	41,041.84	314,377.69	491,788.00	177,410.31	63.93%

Dunkirk Public Library

Balance Sheet

As of March 31, 2022

Mar 31, 22

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 270.52

101 - 101 - Operating Fund 573,098.88

103 - 0216 143,995.95

Total Checking/Savings 717,365.35

Other Current Assets

106 - 0012011842 3,598.15

114 - 114 - Endowment NCCF 24,772.03

116 - 0012023907 26,489.63

128 - 0012026411 4,217.16

Total Other Current Assets 59,076.97

Total Current Assets 776,442.32

Fixed Assets

160.0 - 160 - Fixed Assets 1,157,801.67

170 - 170 - Depreciation -510,431.65

Total Fixed Assets 647,370.02

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -172,219.00

Total Other Assets -172,185.48

TOTAL ASSETS 1,251,626.86

Dunkirk Public Library**Balance Sheet****As of March 31, 2022****Mar 31, 22****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

200 · 200 · Accounts Payable -1,920.20

Total Accounts Payable -1,920.20**Other Current Liabilities**

199 · Pensions & Post Employment Obli -81,914.00

2000 · NYS Taxes Payable -475.08

2001 · Unemployment Payable -283.68

298 · Pension Liability 414.00

Total Other Current Liabilities -82,258.76**Total Current Liabilities** -84,178.96**Total Liabilities** -84,178.96**Equity**

30000 · Opening Balance Equity 207,119.33

301 · FUND BALANCE UNRESTRICTED -4,149.05

311 · UNREST.F/B- FIXED ASSETS 673,156.61

313 · TEMP.REST.F/B- FRIENDS OF 598.15

316 · PERM.REST.F/B- FRIENDS OF 3,000.00

317 · PERM.REST. F/B - NCCF ENDOWMENT 10,774.16

3200 · 3200 · Unrestricted Net Assets -276.15

32000 · Unrestricted Net Assets 270,597.52

Net Income 174,985.25**Total Equity** 1,335,805.82**TOTAL LIABILITIES & EQUITY** **1,251,626.86**

Dunkirk Public Library

Check Detail

March 18 through April 21, 2022

	Type	Date	Name	Account	Original Amount
	Bill Pmt -Check	03/31/2022	A. W. Farrell & Son, Inc.	101 · 101 · Operating Fund	-2,626.71
	Bill	03/31/2022		585 · Building Repairs & Maintenance	2,626.71
TOTAL					2,626.71
	Check	03/31/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-46.55
				591 · Payroll Processing	46.55
TOTAL					46.55
	Check	04/15/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-49.71
				591 · Payroll Processing	49.71
TOTAL					49.71
	Bill Pmt -Check	03/24/2022	Baker & Taylor	101 · 101 · Operating Fund	-204.66
	Bill	03/23/2022		501 · Books	11.88
	Bill	03/23/2022		501 · Books	37.15
	Bill	03/23/2022		501 · Books	17.42
	Bill	03/23/2022		504 · Gifts and Donations Expenses	22.53
	Bill	03/23/2022		501 · Books	52.83
	Bill	03/23/2022		504 · Gifts and Donations Expenses	17.21
	Bill	03/23/2022		501 · Books	45.64
TOTAL					204.66
	Bill Pmt -Check	03/31/2022	Baker & Taylor	101 · 101 · Operating Fund	-605.29
	Bill	03/31/2022		501 · Books	33.99
	Bill	03/31/2022		501 · Books	102.86
	Bill	03/31/2022		501 · Books	115.87
	Bill	03/31/2022		504 · Gifts and Donations Expenses	16.36
	Bill	03/31/2022		501 · Books	34.85
	Bill	03/31/2022		501 · Books	301.36
TOTAL					605.29
	Bill Pmt -Check	04/14/2022	Baker & Taylor	101 · 101 · Operating Fund	-204.10
	Bill	04/13/2022		501 · Books	8.31
	Bill	04/13/2022		501 · Books	10.21
	Bill	04/13/2022		501 · Books	10.51
	Bill	04/13/2022		501 · Books	26.06
	Bill	04/13/2022		501 · Books	71.55
	Bill	04/13/2022		501 · Books	61.30

Dunkirk Public Library

Check Detail

March 18 through April 21, 2022

	Type	Date	Name	Account	Original Amount
	Bill	04/13/2022		501 · Books	16.16
TOTAL					204.10
	Bill Pmt -Check	04/07/2022	Casale Plumbing & Heating	101 · 101 · Operating Fund	-1,160.00
	Bill	04/07/2022		585 · Building Repairs & Maintenance	1,160.00
TOTAL					1,160.00
	Bill Pmt -Check	04/21/2022	Casale Plumbing & Heating	101 · 101 · Operating Fund	-586.50
	Bill	04/19/2022		585 · Building Repairs & Maintenance	586.50
TOTAL					586.50
	Bill Pmt -Check	04/07/2022	CCLS	101 · 101 · Operating Fund	-1,089.02
	Bill	04/06/2022		503 · CCLS Book Plan - Overdrive	208.33
				582 · Internet Expenses	69.00
				565 · Telephone	28.69
				615 · Building Equipment	783.00
TOTAL					1,089.02
	Bill Pmt -Check	03/24/2022	Chadwick Bay Property Management	101 · 101 · Operating Fund	-1,580.00
	Bill	03/23/2022		586 · Grounds Keeping	790.00
	Bill	03/23/2022		586 · Grounds Keeping	790.00
TOTAL					1,580.00
	Bill Pmt -Check	04/07/2022	City of Dunkirk Water Department	101 · 101 · Operating Fund	-151.66
	Bill	04/06/2022		562 · Water	68.66
				563 · Sewer	35.00
				564 · Tipping Fee	48.00
TOTAL					151.66
	Bill Pmt -Check	04/14/2022	Creative Product Source, Inc.	101 · 101 · Operating Fund	-188.64
	Bill	04/13/2022		570 · Library Supplies	188.64
TOTAL					188.64
	Check	04/06/2022	DFT	101 · 101 · Operating Fund	-52.59
				565 · Telephone	52.59
TOTAL					52.59
	Bill Pmt -Check	03/24/2022	First National Bank Omaha	101 · 101 · Operating Fund	-1,008.71

Dunkirk Public Library

Check Detail

March 18 through April 21, 2022

Type	Date	Name	Account	Original Amount
Bill	03/23/2022	610 · Children's Program Supplies		143.30
		610 · Children's Program Supplies		47.95
		610 · Children's Program Supplies		44.45
Bill	03/23/2022	509 · DVD's		19.49
		509 · DVD's		125.99
		507 · Audio Books		76.02
		507 · Audio Books		20.98
		507 · Audio Books		16.10
		507 · Audio Books		13.89
Bill	03/23/2022	584 · Building Supplies		7.43
		584 · Building Supplies		12.78
		584 · Building Supplies		12.78
		594 · Memberships		160.00
		570 · Library Supplies		4.12
		451 · Block Grant		118.16
		451 · Block Grant		21.98
		451 · Block Grant		154.59
		571 · Postage		8.70
TOTAL				1,008.71
Bill Pmt -Check	04/21/2022	First National Bank Omaha	101 · 101 · Operating Fund	-482.60
Bill	04/19/2022	610 · Children's Program Supplies		141.13
		610 · Children's Program Supplies		19.99
		610 · Children's Program Supplies		16.25
		501 · Books		2.90
Bill	04/19/2022	570 · Library Supplies		9.42
		570 · Library Supplies		9.42
		570 · Library Supplies		77.97
		614 · Teen Programming		11.57
		612 · Adult Program Supplies		17.95
		612 · Adult Program Supplies		24.35
Bill	04/19/2022	509 · DVD's		151.65
TOTAL				482.60
Bill Pmt -Check	03/31/2022	FSC Systems LLC	101 · 101 · Operating Fund	-1,248.34
Bill	03/31/2022	615 · Building Equipment		1,248.34
TOTAL				1,248.34
Bill Pmt -Check	03/31/2022	Highmark BCBCWNY	101 · 101 · Operating Fund	-1,400.72
Bill	03/31/2022	553 · Health Insurance		1,400.72
TOTAL				1,400.72

Dunkirk Public Library

Check Detail

March 18 through April 21, 2022

Type	Date	Name	Account	Original Amount
Check	03/31/2022	IRS	101 · 101 · Operating Fund	-2,150.13
			550 · Salaries & Wages	1,406.57
			551 · FICA & Medicare	743.56
TOTAL				2,150.13
Check	04/15/2022	IRS	101 · 101 · Operating Fund	-2,052.95
			550 · Salaries & Wages	1,355.17
			551 · FICA & Medicare	697.78
TOTAL				2,052.95
Check	03/23/2022	National Fuel	101 · 101 · Operating Fund	-901.62
			561 · Natural Gas	901.62
TOTAL				901.62
Check	03/23/2022	National Grid	101 · 101 · Operating Fund	-737.01
			560 · Electricity	737.01
TOTAL				737.01
Check	04/19/2022	National Grid	101 · 101 · Operating Fund	-715.72
			560 · Electricity	715.72
TOTAL				715.72
Check	03/31/2022	NYS Retirement	101 · 101 · Operating Fund	-163.85
			550 · Salaries & Wages	163.85
TOTAL				163.85
Check	03/31/2022	NYS Tax	101 · 101 · Operating Fund	-320.54
			2000 · NYS Taxes Payable	320.54
TOTAL				320.54
Check	04/15/2022	NYS Tax	101 · 101 · Operating Fund	-307.23
			2000 · NYS Taxes Payable	307.23
TOTAL				307.23
Check	03/31/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-205.39

Dunkirk Public Library

Check Detail

March 18 through April 21, 2022

Type	Date	Name	Account	Original Amount
			2001 · Unemployment Payable	205.39
TOTAL				205.39
Check	04/15/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-152.63
			2001 · Unemployment Payable	152.63
TOTAL				152.63
Bill Pmt -Check	04/07/2022	Pamela Czarniak	101 · 101 · Operating Fund	-125.00
Bill	04/06/2022		580 · Advertising	125.00
TOTAL				125.00
Check	03/31/2022	payroll	101 · 101 · Operating Fund	-7,901.88
			550 · Salaries & Wages	7,901.88
TOTAL				7,901.88
Check	04/15/2022	payroll	101 · 101 · Operating Fund	-7,371.43
			550 · Salaries & Wages	7,371.43
TOTAL				7,371.43
Check	04/19/2022	Shelter Point Life	101 · 101 · Operating Fund	-456.76
			555 · Disability Insurance	456.76
TOTAL				456.76
Bill Pmt -Check	04/21/2022	Utica National Insurance Group	101 · 101 · Operating Fund	-235.00
Bill	04/19/2022		552 · Worker's Comp Insurance	235.00
TOTAL				235.00
Check	03/23/2022	VSP PAYMENT	101 · 101 · Operating Fund	-22.00
			550 · Salaries & Wages	22.00
TOTAL				22.00
Check	04/21/2022	VSP PAYMENT	101 · 101 · Operating Fund	-22.00
			550 · Salaries & Wages	22.00
TOTAL				22.00
		TOTAL		36,526.94

Children's Room Activity Report
Pam Czarniak – Coordinator of Children's Services
April 2022

- Statistics – March 2022 – Story Time and take-home crafts - 239
Facebook # Reached – 1364

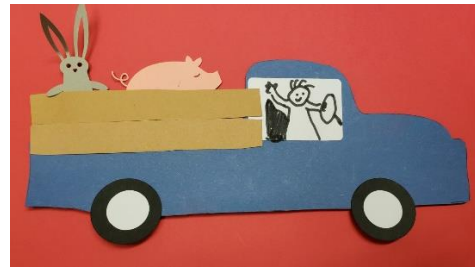
- Take-Home Craft Kits:



Animal Magnets



Paper Tiger



Blue Truck with Animals



St. Patrick's Day Rainbow



Pizza Craft



Ladybug Craft

- April 6th – Pam Czarniak was the Person of the Day on WDOE. Dan Palmer had a live remote in the Children's Room from 1:00 – 3:00. I talked 3 different times about Story Time, the craft kits, and the Summer Program.
Jason talked about his teen programs, and Michelle talked about her computer classes.
- Story Time numbers have been picking up, especially during the kid's spring break.
Today, April 19th we had 14 patrons attend Story Time.
- Jason and I will attend a summer program planning meeting at Prendergast on April 27th.

Children's Room Statistics	Mar-22		
Date/Story Time/Event	Story Time/# Kits+Crafts	Date -Facebook Views	# Reached
3/1/22 - Story Time	2	3/2/2022-Craft Kits Coming	112
3/3/22 - Story Time	10	3/3/2022-Story Time/Craft Event	276
3/3/22 - Animal Magnet	23	3/3/22 - St. Pat's Craft	90
3/3/22 -Paper Tiger	42	3/3/22 - St.Pat's Suncatcher	81
3/10/22 - Story Time	4	3/3/22 - Leprechaun Trap Craft	80
3/10/22 - Truck Craft	30	3/8/22 - Coffee Filter Rainbow	105
3/14 - 3/17/22 - St. Patty's Craft	46	3/10/22 - Story Time/Craft Event	56
3/17/22 - Story Time	10	3/17/22 - Rainbow Craft Event	130
3/22/22 - Story Time	8	3/17/22 - Sun Craft	97
3/24/22 - Story Time	2	3/24/22 - Story T/Pizza Craft Event	125
3/24/22 - Pizza Craft	30	3/29/22 - Summer Program	126
3/31/22 - Story Time	2	3/31/22 - StoryT/Ladybug Craft	86
3/31/22 - Ladybug Craft	30	Total	1364
Total	239		

**Dunkirk Public Library
Director's Report
April 2022**

1. Book Club - Fourteen people attended the last session. Talking Leaves from Buffalo has been appointed by WCS' publisher to sell books during Wendy's visit in May.
2. Construction Grants and Projects -
 - No bids were received for the building window replacement project. David Walter reissued the bid with an amended timeline for installation, as manufacturing and shipping delays deterred contractors from applying due to our initial desire to complete everything by this Fall.
 - After this change a contractor from Erie came by to take measurements.
 - I've requested a bill from Apex Window Films so everything will be dated in time to meet the project deadline for the AC & UV Film project (due this June). They are ready to go, but we're stuck waiting on the delivery of correct-sized glass for the upper window panes.
 - According to the latest from D&S, they are hoping to be back within the next week.
3. Block Grant - The first reimbursement check from the city has been deposited. (\$724.86. of our allotted \$1500.00.) We are working on the application to continue the snack program for the next school year.
4. Teens/YA -
 - Our D&D group has gained two new participants.
 - Amealia B has been helping with the gaming sessions on the Fridays that she subs.
 - We received a phone call expressing interest in a teen book club.
5. Computer Lab - In addition to Michele's ongoing classes, we hosted John Ruska's presentation on Bluebirds and Purple Martins (nine attendees).
6. Boiler - The larger unit required new valves, fittings, and expansion tank.
7. Literacy Volunteers - Has expressed interest in partnering with us/CCLS again on an outreach grant to continue their digital tutoring program.
8. Tamara - Flowers from the Board/Staff should have been delivered on 4/25. According to Roberta, she is doing well and allowed to drive again.
9. Meetings and Conferences -
 - 3/29: Trustee Handbook Webinar
 - 4/6: State Historic Preservation Office Mtg.
 - 4/11: Block Grant Applicant Mtg. at City Hall
 - 4/19: Trustee Handbook Webinar
 - 4/22: CCLS Monthly Mtg. (moved from 4/15 and then cancelled on 4/22).

2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	2022 YTD	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
Juvenile Fiction	513	470	485	1468	739	835	815	581	642	536	1056	659	404	445	537
Juvenile Non-Fiction	57	56	61	174	62	122	82	74	42	97	115	70	39	41	60
Juvenile DVD's	29	26	27	82	25	33	53	44	57	35	58	38	22	27	28
Juvenile Audio Books	2	0	2	4	0	0	2	1	0	1	1	0	0	0	0
Juvenile Magazines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Fiction	549	558	584	1691	514	547	636	521	543	603	655	624	557	592	560
Adult Non-Fiction	97	102	132	331	144	120	133	119	127	153	155	120	124	152	92
Adult DVD's	217	129	149	495	247	244	251	187	253	189	188	106	186	301	373
Adult Audio Books	15	7	14	36	16	15	8	37	32	24	40	28	11	15	30
Adult Magazines	1	3	3	7	1	9	3	12	15	11	8	1	14	8	7
E-Books (Overdrive)	0	0	0	X	0	0	0	0	0	0	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	X	0	0	0	0	0	0	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	X	0	0	0	0	0	0	0	0	0	0	0
Total Circulation	1480	1351	1457	4288	1748	1925	1983	1576	1711	1649	2276	1646	1357	1581	1687
Computer Use	289	319	467	1075	213	310	314	280	269	288	299	364	385	408	331
Patrons Visiting Library	1661	1705	2490	5856	1472	1812	1966	1986	1986	2056	2198	2073	2347	2266	2570
Reference Questions	111	178	159	448	197	200	195	166	157	164	152	134	112	105	129
Cards Issued each month	10	16	16	42	4	9	15	19	8	12	16	18	10	17	8
Total Card Holders as of	7433	7449	7465	7465	7277	7286	7301	7320	7328	7340	7356	7374	7384	7401	7409

2022 CIRC STATS

Dec-21	2020 YTD	% Change
413	7662	-80.84%
37	841	-79.31%
30	450	-81.78%
0	5	-20.00%
0	0	#DIV/0!
553	6905	-75.51%
108	1547	-78.60%
274	2799	-82.32%
29	285	-87.37%
3	92	-92.39%
0	X	X
0	X	X
0	X	X
1447	20586	-79.17%
384	3845	-72.04%
2012	24744	-76.33%
105	1816	-75.33%
14	150	
7423	7423	

DUNKIRK Mar-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	447	55		478	120				1100
NEW-BOOK	38	6		106	12				162
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			2			14			16
CDS									0
MAGAZINE						3			3
DVDS			27			149			176
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	485	61	29	584	132	166	0	0	1457

Public Computer Use	467
Computer Assistance w/Patrons	47
Microfilm	4
Curbside Delivery	0
People Counter: Front Entr	586
People Counter: Rear Entr	1904
Total Patron Count	2490
Reference Questions: Adult	150
Reference Questions: Children's	6
Reference Questions: Email	3
Total Reference Questions	159

<i>Added Materials</i>			
MAGAZINES			13
NEWSPAPERS			27
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			2
DVD'S			1
AUDIO BOOKS			5
Total			48