

Dunkirk Public Library Board Meeting Agenda
May 24th, 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

- April 2022

Financial Report - Treasurer - Building Repair Expense

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. 2022-2023 Budget Proposal Vote - Draft #3.
2. Lake Shore Paving - Potholes were filled for free, sealing will take place on a weekend over the summer at price quoted in the original estimate.

New Business

1. Window Renovation Bids - Choose either D&S Glass from Jamestown or Schaal Glass from Erie. The selected contractor will be responsible for completing the remaining window replacements.
2. Collection Development Policy - Edit, comment, and/or approve. When finalized we can send it to the lawyer for review. This plan is necessary in the event of challenged content from our collection and should be guiding how materials are selected for acquisition.
3. Architect Plan - Review the letter from David Walter and decide whether or not to approve his costs for conducting an overall building review and development of a long term, multi-phased approach for remediating the various issues throughout the library.
4. Call for Executive Session if needed.
5. Conclude Executive Session and return to normal business.
6. Jan's Monthly Plan
 - Give candidate list to Elections Board (none so far; due June 1st), get absentee voter info, and request ballots for printing.
 - So far nobody has asked for a nomination form. What happens if nobody runs and we only have four Trustees?

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

April 26, 2022

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

Excused: Mary Beth Muldowney

S Marsowicz presided. Called to order at 4:20 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 March 2022 meeting were approved (N Tuggle, S Nickle)

RESOLVED: Financials for March 2022 are approved

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

- Facebook number reached -- 1364
- 239 story times and craft kits/snacks were distributed
- On April 6th Pam was the WDOE Person of the Day during the live remote from the Children's Room. Pam and Jason talked about story time, the craft kits, the summer program and about the teen programs. Michelle talked about the Computer Classes;
- Story time numbers have been increasing. 4/19 had 14 patrons attend (this was over Spring break)
- Pam and Jason will attend a summer program planning meeting at Prendergast on 4/27

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

- Book Club –14 people attended. Talking Leaves from Buffalo has been appointed by Wendy Corsi Staub's publisher to sell books during her visit on May 19;
- Construction Grants
 - No bids were received for the building window replacement project. The bid was reissued with an amended timeline for installation as manufacturing and shipping delays deterred contractors from applying due to our initial desire to have everything completed by Fall 2022,
 - A contractor from Erie came by to take measurements of the remaining windows to be replaced
 - Apex Window films has submitted a bill at Jason's request to help us meet our deadline for submitting final invoices to NYS. D&S are hoping to be in next week to complete the installation with Apex Window films to hopefully complete the project shortly thereafter;
- Block Grant – The first reimbursement check from the city has been deposited. (\$724.86 of the allotted \$1.500) Jason is working on the application to continue the snack program for the next school year;
- Teens/YA
 - The D&D group has gained two new participants,
 - Amelia 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.
- Computer Lab – In addition to Michele's ongoing classes, we hosted John Rusk's presentation on Bluebirds and Purple Martins. Nine people attended.
- Boiler—the larger unit required new valves, fittings and an expansion tank.
- Literacy Volunteers has expressed interest in partnering with us/CCLS again on an outreach grant to continue their digital tutoring program.
- Tamara – Flowers from the Board/Staff were delivered on 4/25. According to Roberta, she is doing well

DUNKIRK PUBLIC LIBRARY

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and allowed to drive again.

- Meetings and Conferences—
 - 3/29 Trustee Handbook Webinar
 - 4/6 State Historic Preservation Office
 - 4/11 Block Grant Application meeting at City Hall
 - 4/19 Trustee Handbook meeting
 - 4/22 CCLS Monthly meeting (after several postponements)

Unfinished Business:

- Construction Grant Proposals – Discussion on which of the many construction projects needed including
 - Move children's computers
 - Upgrade remaining electric
 - Fix front door lamps, switch lights to LED
 - Fix crumbling plaster
 - Repair tile inside front door
 - Cement for bike rack

Decision was for Jason and his staff to put together a listing of the items they deem most pressing and begin to accept bids on the completion of the projects; Jason to check to see how the progress for the handicap ramp was going

- 2022 – 2023 Budget Proposal Discussion – a decision was made to wait until May to vote on the budget since Mary Beth was absent from the meeting

New Business:

- Snack Grant Authorizations – sign and submit to City
- Lake Shore Paving - \$638 to seal and stripe plus cost of fixing potholes near entry—Jason to contact for estimate of pothole fix
- Approve Trustee Election Documents:
 - No to overriding tax cap for next year's budget
 - Resolution to hold trustee election (L Hoth, S Nickle all present in favor)
 - Approved legal notice for newspaper
- Discuss procedure for increasing the school district funds put on hold when lawyer did not call during meeting
- Jan's Monthly Plan
 - National Library Week
 - Submit election legal notice to Observer 45 days before the vote and run four times

S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 5:05.

Respectfully submitted,
Lynn Hoth, Secretary

Dunkirk Public Library

Revenue Report

April 2022

Receipts This Month	Receipts Year-To-Date	Total Budget Internal
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REVENUE REPORT	Apr-22	July 21 - June 22	2021-2022	Balance	% Received
401 • Fines	29.00	249.52	125.00	-124.52	199.62%
402 • Copier Income	161.10	1,314.20	2,300.00	985.80	57.14%
403 • Fax Sales	2.00	202.00	1,400.00	1,198.00	14.43%
404 • Used Book Sales	42.90	1,205.90	1,000.00	-205.90	120.59%
405• Lost & Damaged	0.00	119.00	225.00	106.00	52.89%
410 • Gifts and Donations	376.00	5,219.90	10,000.00	4,780.10	52.20%
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	2,916.00	125,583.00			
441 • LLSA - NYS	0.00	4,028.00	4,000.00	-28.00	100.70%
478 CCLS Book Plan	0.00	4,358.02	5,100.00	741.98	85.45%
Total Income	3,527.00	493,386.34	375,350.00	-118,036.34	131.45%

Dunkirk Public Library
Expense Report
April 2022

EXPENSE REPORT	Disbursed This Month Apr-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	0.00	26,903.49	134,677.00	107,773.51	19.98%
451 · Block Grant	-724.86	-613.64			
501 · BOOKS	1,348.04	15,194.97	16,000.00	805.03	94.97%
502 · PERIODICALS	0.00	595.58	1,000.00	404.42	59.56%
503 · CCLS Book Plan - Overdrive	208.33	1,874.97	5,100.00	3,225.03	36.76%
504 · Gifts and Donations Expenses	11.76	2,660.55	5,000.00	2,339.45	53.21%
507 · AUDIO BOOKS	0.00	475.49	1,500.00	1,024.51	31.70%
509 · DVD'S	151.65	1,346.93	2,500.00	1,153.07	53.88%
550 · SALARIES & WAGES	18,094.90	168,284.90	205,955.00	37,670.10	81.71%
551 · FICA & MEDICARE	1,375.08	12,899.67	15,756.00	2,856.33	81.87%
552 · INSURANCE - WORKER'S COMP	235.00	2,749.00	3,500.00	751.00	78.54%
553 · HEALTH INSURANCE	0.00	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	456.76	1,782.53	1,320.00	-462.53	135.04%
556 · UNEMPLOYMENT TAX	299.65	2,205.44	1,000.00	-1,205.44	220.54%
558 · N.Y.S. Sales Tax Payment	0.00	95.61	100.00	4.39	95.61%
560 · ELECTRICITY	1,401.49	7,785.48	8,000.00	214.52	97.32%
561 · NATURAL GAS	904.17	5,963.34	2,750.00	-3,213.34	216.85%
562 · WATER	68.66	218.97	200.00	-18.97	109.49%
563 · SEWER	35.00	120.00	250.00	130.00	48.00%
564 · TIPPING FEE	48.00	144.00	210.00	66.00	68.57%
565 · TELEPHONE	81.28	702.77	1,100.00	397.23	63.89%
570 · LIBRARY SUPPLIES	285.45	1,666.61	2,500.00	833.39	66.66%
571 · POSTAGE	0.00	283.70	750.00	466.30	37.83%
580 · ADVERTISING	125.00	125.00	500.00	375.00	25.00%
581 · COMPUTER MAINTENANCE	0.00	3,785.87	1,000.00	-2,785.87	378.59%
582 · INTERNET EXPENSES	69.00	207.00	400.00	193.00	51.75%
583 · COMPUTER EQUIPMENT	0.00	552.86	3,000.00	2,447.14	18.43%
584 · BUILDING SUPPLIES	0.00	876.40	4,000.00	3,123.60	21.91%
585 · BUILDING REPAIRS & Maintenance	38,543.50	57,260.89	4,000.00	-53,260.89	1431.52%
586 · GROUNDS KEEPING	790.00	3,220.00	7,500.00	4,280.00	42.93%
587 · ELEVATOR MAINTENANCE	0.00	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	98.89	884.57	1,200.00	315.43	73.71%
592 · INSURANCE	-735.75	5,895.30	7,000.00	1,104.70	84.22%
594 · Memberships	0.00	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	0.00	290.89	1,200.00	909.11	24.24%
610 · Children Program Supplies	177.37	1,891.29	2,800.00	908.71	67.55%
611 · Children Special Guests	0.00	583.00	1,400.00	817.00	41.64%
612 · Adult Program Supplies	42.30	-600.81	1,000.00	1,600.81	-60.08%
613 · Adult Special Guests	0.00	125.00	1,000.00	875.00	12.50%
614 · Teen Programming	11.57	194.28	1,500.00	1,305.72	12.95%
615 · Building Equipment	783.00	4,067.58	1,000.00	-3,067.58	406.76%
616 · Outreach	0.00	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	64,185.24	378,562.93	491,788.00	113,225.07	76.98%

Dunkirk Public Library

Balance Sheet

As of April 30, 2022

Apr 30, 22

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 270.52

101 - 101 - Operating Fund 512,441.70

103 - 0216 144,001.67

Total Checking/Savings 656,713.89

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 715,790.86

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 1,190,975.40

Dunkirk Public Library**Balance Sheet****As of April 30, 2022****Apr 30, 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 114,333.79**Total Equity** 1,275,154.36**TOTAL LIABILITIES & EQUITY** **1,190,975.40**

Dunkirk Public Library
Check Detail
April 22 through May 19, 2022

	Type	Date	Name	Account	Original Amount
	Bill Pmt -Check	05/19/2022	Apex Window Films	101 · 101 · Operating Fund	-2,283.61
	Bill	05/17/2022		450 · Construction Grants	2,283.61
TOTAL					<u>2,283.61</u>
	Check	04/29/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-49.18
				591 · Payroll Processing	49.18
TOTAL					<u>49.18</u>
	Check	05/13/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-49.18
				591 · Payroll Processing	49.18
TOTAL					<u>49.18</u>
	Bill Pmt -Check	04/28/2022	Baker & Taylor	101 · 101 · Operating Fund	-1,152.80
	Bill	04/28/2022		501 · Books	544.65
	Bill	04/28/2022		504 · Gifts and Donations Expenses	11.76
	Bill	04/28/2022		501 · Books	122.39
	Bill	04/28/2022		501 · Books	17.98
	Bill	04/28/2022		501 · Books	22.01
	Bill	04/28/2022		501 · Books	150.25
	Bill	04/28/2022		501 · Books	295.07
TOTAL					<u>1,164.11</u>
	Bill Pmt -Check	05/05/2022	Baker & Taylor	101 · 101 · Operating Fund	-142.85
	Bill	05/05/2022		501 · Books	15.21
	Bill	05/05/2022		501 · Books	38.79
	Bill	05/05/2022		504 · Gifts and Donations Expenses	88.85
TOTAL					<u>142.85</u>
	Bill Pmt -Check	05/05/2022	CCLS	101 · 101 · Operating Fund	-237.50
	Bill	05/05/2022		503 · CCLS Book Plan - Overdrive	208.33
				565 · Telephone	29.17
TOTAL					<u>237.50</u>
	Bill Pmt -Check	04/28/2022	Chadwick Bay Property Management	101 · 101 · Operating Fund	-790.00
	Bill	04/28/2022		586 · Grounds Keeping	790.00
TOTAL					<u>790.00</u>

Dunkirk Public Library
Check Detail
April 22 through May 19, 2022

	Type	Date	Name	Account	Original Amount
	Bill Pmt -Check	05/05/2022	Column Software PBC	101 · 101 · Operating Fund	-317.20
	Bill	05/05/2022		595 · Vote Expenses	317.20
TOTAL					317.20
	Bill Pmt -Check	04/28/2022	D & S GLASS PRODUCTS	101 · 101 · Operating Fund	-36,797.00
	Bill	04/28/2022		585 · Building Repairs & Maintenance	36,797.00
TOTAL					36,797.00
	Bill Pmt -Check	05/19/2022	Glenn Colton	101 · 101 · Operating Fund	-449.00
	Bill	05/17/2022		611 · Children's Special Guests	449.00
TOTAL					449.00
	Bill Pmt -Check	05/05/2022	Grey House Publishing	101 · 101 · Operating Fund	-189.00
	Bill	05/05/2022		501 · Books	189.00
TOTAL					189.00
	Bill Pmt -Check	05/05/2022	Highmark BCBCWNY	101 · 101 · Operating Fund	-1,827.03
	Bill	05/05/2022		553 · Health Insurance	1,827.03
TOTAL					1,827.03
	Check	04/29/2022	IRS	101 · 101 · Operating Fund	-1,951.94
				550 · Salaries & Wages	1,274.64
				551 · FICA & Medicare	677.30
TOTAL					1,951.94
	Check	05/13/2022	IRS	101 · 101 · Operating Fund	-1,912.22
				550 · Salaries & Wages	1,251.66
				551 · FICA & Medicare	660.56
TOTAL					1,912.22
	Bill Pmt -Check	05/19/2022	Librarica LLC	101 · 101 · Operating Fund	-523.40
	Bill	05/05/2022		581 · Computer Maintenance	523.40
TOTAL					523.40
	Check	04/28/2022	National Fuel	101 · 101 · Operating Fund	-904.17
				561 · Natural Gas	904.17

Dunkirk Public Library
Check Detail
April 22 through May 19, 2022

	Type	Date	Name	Account	Original Amount
TOTAL					904.17
	Check	04/29/2022	NYS Retirement	101 · 101 · Operating Fund	-174.25
				550 · Salaries & Wages	174.25
TOTAL					174.25
	Check	04/29/2022	NYS Tax	101 · 101 · Operating Fund	-285.59
				2000 · NYS Taxes Payable	285.59
TOTAL					285.59
	Check	05/13/2022	NYS Tax	101 · 101 · Operating Fund	-279.90
				2000 · NYS Taxes Payable	279.90
TOTAL					279.90
	Check	04/29/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-147.02
				2001 · Unemployment Payable	147.02
TOTAL					147.02
	Check	05/13/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-128.01
				2001 · Unemployment Payable	128.01
TOTAL					128.01
	Bill Pmt -Check	05/05/2022	Pamela Czarniak	101 · 101 · Operating Fund	-33.87
	Bill	05/05/2022		588 · Workshops & Travel	33.87
TOTAL					33.87
	Check	04/29/2022	payroll	101 · 101 · Operating Fund	-7,091.25
				550 · Salaries & Wages	7,091.25
TOTAL					7,091.25
	Check	05/13/2022	payroll	101 · 101 · Operating Fund	-6,904.67
				550 · Salaries & Wages	6,904.67
TOTAL					6,904.67
	Check	04/30/2022	payroll	101 · 101 · Operating Fund	-106.67
				550 · Salaries & Wages	106.67

Dunkirk Public Library
Check Detail
April 22 through May 19, 2022

	Type	Date	Name	Account	Original Amount
TOTAL					106.67
	Check	04/30/2022	payroll	101 · 101 · Operating Fund	-106.67
				550 · Salaries & Wages	106.67
TOTAL					106.67
	Bill Pmt -Check	05/19/2022	WDOE/AM Chadwick Bay Broadcasting	101 · 101 · Operating Fund	-190.00
	Bill	05/05/2022		580 · Advertising	190.00
TOTAL					190.00
	Bill Pmt -Check	05/19/2022	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	-1,500.00
	Bill	05/17/2022		620 · Legal Fees	1,500.00
TOTAL					1,500.00
				TOTAL	66,535.29

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

- Statistics – April 2021 - We provided 219 take home crafts and 1487 facebook views.

Craft Kit Projects:



- Jason and I attended the summer program meeting in Jamestown on April 27th.
- Working on the summer program, preparing crafts, events, and decorating the Children's Room.

Children's Room Statistics	Apr-22		
Date/Story Time/Event	Story Time/# Kits+Crafts	Date -Facebook Views	# Reached
4/7/22 - Story Time	2	4/6/2022	199
4/4/ - 4/7/22 - Craft Kits	30	4/11/2022	117
4/12/22 - Story Time	11	4/15/2022	513
4/14/22 - Story Time	11	4/21/2022	658
4/11-4/14/22 - Craft Kits	46	Total	1487
Easter Scavenger Hunt	25		
4/19/22 - Story Time	14		
4/18-4/21/22 - Craft Kits	40		
4/25 - 4/28/22 - Craft Kits	40		
Total	219		

Dunkirk Public Library
Director's Report
May 2022

1. Book Club -Sixty(!) individuals joined us for Wendy Corsi Staub's visit on 5/19/22. Cindy and Roberta did an amazing job organizing the event and received many compliments about how enjoyable it was the next day. Wendy shared some exciting news regarding one of her series becoming a TV show. There was an excellent dialogue between the author and the attendees.
2. Construction Grants and Projects -
 - Both D&S and Schaal submitted window bids once we extended the deadline.
 - Our UV reflective film was applied to the upper rear windows on 5/18/22; that's another grant project done as soon as the final paperwork is filed.
 - I applied for the 1-year extension for both of the above projects, but now we won't need it for the AC & Film grant.
 - The draftsman submitted an alternate plan for our ADA ramp that would be less expensive, but I'm not sure if he accounted for the pillar in the area that holds up the ceiling as it may not have been marked on our blueprint. I'm waiting to hear from David W to see if it poses a problem with the design.
3. Teens/YA - Friday D&D is now up to seven kids! Marcie's son joined us last week and brought a friend. We'll be pausing our Ancient Greece campaign temporarily and switching to Pirate-themed adventures to coincide with the Summer Reading theme.
4. Computer Lab - Michele has entered a ton of classes and one-on-one help sessions into our tracking spreadsheet. She is demoing a portable PC interface device that I got from a tech conference earlier this month to see if it's something we'd like to purchase. We also have a tablet to give away from CCLS; she will draw a winner from the compiled attendance lists from the last few months' worth of activities.
5. Building Review -
 - R E Kelley conducted the exterior review of our masonry and will work with David Walter to provide us with a report.
 - David also came by and we did a walkthrough to identify areas in the building in need of upkeep, restoration, or modernization. He will develop and present to the Board a multi-year plan of things we might want to undertake.
 - Ahlstrom Schaeffer came to do a review of the electrical system and will provide an estimate for LED fixtures, moving Pam's computers, and the various other wiring considerations we discussed last time.
 - The Fredonia Museum would also like to switch to LED fixtures, and suggested the possibility of filing joint grants with other local nonprofits.
6. Collection Development Policy - Compiled from the best parts of documents taken from six other libraries and reworked to fit the needs of Dunkirk.
7. Summer Reading Grant - Submitted a request for \$250 to CCLS to be used for craft/project supplies for children and teens.

8. Meetings and Conferences -
- 4/27: CCLS Summer Reading Prep in Jamestown
 - 5/3: Trustee Handbook Webinar
 - 5/4: TIF Talks in Forestville - Education Tech Conference
 - 5/6: WNYLRC Advocacy Meeting
 - 5/12: Understanding Civil Service Webinar
 - 7/18: Dunkirk/Fredonia Nonprofit Advocacy Group, 7 pm - 9:30 pm
 - 5/20: CCLS Monthly Mtg. (cancelled again, Jan's dad passed away.)

2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	Apr-22	2022 YTD	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
Juvenile Fiction	513	470	485	654	2122	739	835	815	581	642	536	1056	659	404	445
Juvenile Non-Fiction	57	56	61	82	256	62	122	82	74	42	97	115	70	39	41
Juvenile DVD's	29	26	27	34	116	25	33	53	44	57	35	58	38	22	27
Juvenile Audio Books	2	0	2	0	4	0	0	2	1	0	1	1	0	0	0
Juvenile Magazines	0	0	0	5	5	0	0	0	0	0	0	0	0	0	0
Adult Fiction	549	558	584	526	2217	514	547	636	521	543	603	655	624	557	592
Adult Non-Fiction	97	102	132	137	468	144	120	133	119	127	153	155	120	124	152
Adult DVD's	217	129	149	165	660	247	244	251	187	253	189	188	106	186	301
Adult Audio Books	15	7	14	18	54	16	15	8	37	32	24	40	28	11	15
Adult Magazines	1	3	3	7	14	1	9	3	12	15	11	8	1	14	8
E-Books (Overdrive)	0	0	0	0	X	0	0	0	0	0	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0	X	0	0	0	0	0	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	0	X	0	0	0	0	0	0	0	0	0	0
Total Circulation	1480	1351	1457	1628	5916	1748	1925	1983	1576	1711	1649	2276	1646	1357	1581
Computer Use	289	319	467	435	1510	213	310	314	280	269	288	299	364	385	408
Patrons Visiting Library	1661	1705	2490	2193	8049	1472	1812	1966	1986	1986	2056	2198	2073	2347	2266
Reference Questions	111	178	159	155	603	197	200	195	166	157	164	152	134	112	105
Cards Issued each month	10	16	16	16	58	4	9	15	19	8	12	16	18	10	17
Total Card Holders as of	7433	7449	7465	7481	7481	7277	7286	7301	7320	7328	7340	7356	7374	7384	7401

2022 CIRC STATS

Nov-21	Dec-21	2020 YTD	% Change
537	413	7662	-72.30%
60	37	841	-69.56%
28	30	450	-74.22%
0	0	5	-20.00%
0	0	0	#DIV/0!
560	553	6905	-67.89%
92	108	1547	-69.75%
373	274	2799	-76.42%
30	29	285	-81.05%
7	3	92	-84.78%
0	0	X	X
0	0	X	X
0	0	X	X
1687	1447	20586	-71.26%
331	384	3845	-60.73%
2570	2012	24744	-67.47%
129	105	1816	-66.80%
8	14	150	
7409	7423	7423	

DUNKIRK Apr-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	593	80		427	129				1229
NEW-BOOK	61	2		99	8				170
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						18			18
CDS						3			3
MAGAZINE			5			7			12
DVDS			34			165			199
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	654	82	39	526	137	193	0	0	1631

Public Computer Use	435
Computer Assistance w/Patrons	9
Microfilm	0
Curbside Delivery	0
People Counter: Front Entr	541
People Counter: Rear Entr	1652
Total Patron Count	2193
Reference Questions: Adult	145
Reference Questions: Children's	8
Reference Questions: Email	2
Total Reference Questions	155

Added Materials			
MAGAZINES			19
NEWSPAPERS			26
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			2
DVD'S			1
AUDIO BOOKS			0
Total			48



18 March 2022

Mr. Jason Hammond, Director
Dunkirk Public Library
536 Central Ave
Dunkirk, NY 14787
director@dunkirklb.org

Re: Fee Proposal
Five Year Master Plan
Dunkirk Public Library
Dunkirk, NY

Dear Jason:

I am pleased to submit the following fee proposal for your review. Based on our meeting this week, D. Walter Management, LLC will provide Library Consulting services to conduct and prepare a Five-Year Master Plan. I will provide the following services as part of this proposal.

Scope of Professional Services:

- Meet with the Board and Director to develop the initial list of needs.
- Provide the Board with PDFs of floor plans.
- Interview all staff approved by the Board.
- Schedule onsite meetings with various consultants including:
 - Roof & Parapet,
 - Exterior masonry,
 - Exterior concrete sidewalks,
 - Interior plaster repair and painting,
 - Floor finishes,
 - Furniture and equipment,
 - Window Treatments
 - Electrical and LED lighting,
 - HVAC, additional PTAC units
 - Plumbing,
 - Parking lot,
 - Wood stack end panels and circulation desk refinishing.
 - Restore decorative plaster molding where damaged.

- I will investigate the condition of the existing plaster ceiling above the acoustical tile drop in ceiling and restoration of the original dome.
- Prepare an initial draft Master plan to share with the Director and Board.
- Develop a multi-phased approach for all of the items identified in the Master Plan.
- Modify the draft to include all comments and suggestion from the library into the final Master Plan. Provide 12 Copies of the report.
- The report will include photos documenting the findings and issues.

I propose an hourly rate fee of \$95.00 / hr. not to exceed Fourteen Thousand Seven Hundred Fifty Dollars (\$14,750) for the above services. I anticipate it will take around eight weeks to complete these services. New York State will reimburse the Library for this fee through their grant program.

If this proposal is acceptable to you, please sign below where indicated and return one copy to my office. Retain the other copy for your file.

Thank you for the opportunity to submit this proposal. Please give me a call should you have any questions.

Very truly yours,
D. Walter Management, LLC



David A. Walter, AIA
Architect

jmw

xc File

APPROVAL FOR LIBRARY MASTER PLAN

DATE

	2021-2022 Budget	Jul- Mar Bal	Estimated Actual	Adjusted for new hours for 2022- 2023
REVENUES				
401 . Fines	125	220	274	275
402 - Copier Income	2,300	1,138	1,423	1,500
403 - Fax Sales	1,400	200	250	500
404 - Used Book Sales	1,000	1,150	1,438	1,000
405- Lost & Damaged	225	119	149	225
419 - School District Funds	350,000	350,000	350,000	350,000
440 - CCLS Cash Grant	250	1,000	1,000	250
441 - LLSA - NYS	4,000	4,028	4,028	4,000
446 - Gifts and Donations	5,000	4,666	5,832	5,000
450 - Construction Grant	134,677	122,667	122,667	14,716
451 Block Grant		111	139	250
478 CCLS Book Plan	5,100	4,358	5,100	5,100
478 MISC INCOME	950	107	133	950
Withdrawal from Savings	70,493			141,058
Total Revenue	575,520	489,763	492,432	524,824
EXPENSES				
Personnel				
550- SALARIES & WAGES	205,955	140,397	175,496	218,360
551 - FICA & MEDICARE	15,756	10,781	13,476	16,705
552 - INSURANCE - WORKER'S COMP	3,500	2,514	3,143	3,500
553 - HEALTH INSURANCE	28,000	14,325	17,907	20,000
554 - NYS Retirement	15,500	21,977	27,471	28,000
555 - DISABILITY INSURANCE / PFL	1,320	1,326	1,658	1,500
556 - UNEMPLOYMENT TAX	1,000	1,740	2,176	2,200
Other Personnel Expenses				1,200
Total Personnel	271,031	193,061	241,326	291,464
Library Materials				
501 - BOOKS	16,000	13,388	16,735	16,000
502 - PERIODICALS	1,000	596	745	1,000
503 - CCLS BOOK PLAN	5,100	1,667	2,084	5,100
504 - Gifts and Donations Expenses	5,000	2,632	3,290	5,000
507 - AUDIO BOOKS	1,500	475	594	1,000
509 - DVD'S	2,500	1,195	1,494	1,750
Total Library Materials	31,100	19,953	24,941	29,850

Building O&M				
160 - FURNITURE	1,000	-	1,000	1,000
560 - ELECTRICITY	8,000	6,384	7,980	8,000
561 - NATURAL GAS	2,750	5,059	6,324	7,000
562 - WATER	200	150	188	200
563 - SEWER	250	85	106	250
564 - TIPPING FEE	210	96	120	210
583 - COMPUTER EQUIPMENT	3,000	553	691	3,000
584 - BUILDING SUPPLIES	4,000	876	1,095	2,000
586 - GROUNDS KEEPING	7,500	2,430	3,038	7,500
585 - BUILDING REPAIRS & Maintenance	4,000	16,091	20,114	12,000
587 - ELEVATOR MAINTENANCE	2,520	2,551	2,551	2,650
592 - INSURANCE	7,000	6,631	8,289	7,000
Total Building O&M	40,430	40,906	51,495	50,810
Library Operations				
558 - N.Y.S. Sales Tax Payment	100	96	100	100
565 - TELEPHONE	1,000	621	776	1,000
570 - LIBRARY SUPPLIES	2,500	1,381	1,726	2,500
571 - POSTAGE	750	284	355	500
580 - ADVERTISING	500	-	-	500
581 - COMPUTER MAINTENANCE	1,000	3,786	4,732	1,000
582 - INTERNET EXPENSES	400	138	173	400
588 - WORKSHOPS & TRAVEL	1,500	30	38	1,500
590 - PROFESSIONAL FEES	5,500	5,100	5,100	5,500
591 - PAYROLL PROCESSING	1,200	739	924	1,000
594 - Memberships	250	288	359	250
595 - Vote Expenses	800	-	-	500
596 - Copier and Printer Supplies	1,200	291	364	750
620 - Legal Fees	2,000	-	2,000	2,000
688 - Misc Expenses	-	143	179	-
Library Operations	18,700	12,896	16,825	17,500
Programs				
610 - Children Program Supplies	2,800	1,714	2,800	2,800
611 - Children Special Guests	1,400	583	1,400	1,400
612 - Adult Program Supplies	1,000	(643)	500	1,000
613 - Adult Special Guests	1,000	125	500	1,000
615 - Building Equipment	1,000	2,036	3,217	1,000
614 - Teen Programming	1,500	183	500	1,500
616 - Outreach	1,500	298	1,000	1,500
630 - Computer Programs	1,000	(250)	1,000	1,000
Total Programs	11,200	4,046	10,917	11,200
Construction Grant Expense	203,060	26,903	100,000	124,000
Total Expense	575,521	297,765	445,504	524,824

this includes
handicap ramp for
which \$7,000 has
already been
received in 2021-
2022

Deficit	(1)			(0)