

**Dunkirk Public Library Board Meeting Agenda**  
**June 28<sup>th</sup>, 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**

- May 2022

**Financial Report - Treasurer - Building Repair Expense**

**Approval of Bill Payments & Budget Transfers**

**Children's Room Report**

**Director's Report**

**Unfinished Business**

1. Architect Plan - Q&A with David Walter regarding the building plan proposal reviewed in May.

**New Business**

1. Election results - Five write-in candidates were submitted with Matthew Woelfle winning the Trustee seat with seven votes.
2. Lynn's Last Meeting - Thank you for all the years you've served on the Board; you and your expertise will be missed. (We'll call you when it's budget time!)
3. Construction Grant - Determine projects to be included in this year's application for NYS Construction funds. Jan at CCLS is in favor of the electrical/lighting improvements and the restoration of the damaged plaster features. Consider other priorities per Q&A with David Walter.
4. Hours of Operation - Discussion.
5. Call for Executive Session if needed.
6. Conclude Executive Session and return to normal business.
7. Jan's Monthly Plan
  - Trustee Vote
    - Approve election inspectors
    - Print & mail absentee ballots
    - Print voter list and election day ballots
    - Conduct election on June 21<sup>st</sup>

Dunkirk Public Library  
536 Central Avenue  
Dunkirk, NY 14048  
Minutes

May 24, 2022

Present: Sara Marsowicz, Sue Nickle, Nancy Tuggle, Marybeth Muldowney, Pam Czarniak, Lynn Hoth, Megan Giebner

Excused: Jason Hammond

Marybeth Muldowney presided. Called to order at 4:17 p.m.

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

RESOLVED: The minutes of the April 26 meeting were approved with one change being that NT and SM motioned for the meeting to be adjourned at 5:05 as opposed to SM and MM.

RESOLVED: The Financials for April 2022 were approved.

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

- 219 Craft kits distributed and 1487 Facebook views
- Pam and Jason attended the summer program meeting in Jamestown on April 27<sup>th</sup>.
- Pam has been busy working on the summer program, preparing crafts, event and decorating the Children's Room.

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

- Book Club—Sixty individuals attended the Wendy Corsi Staub visit on May 19. Wendy shared exciting news on one of her series becoming a TV show. Cindy and Roberta did an excellent job organizing the event and received many compliments.
- Construction Grants and Projects-
  - Both D&S and Schaal submitted window bids once the deadline was extended.
  - Our UV reflective film has been applied to the new upper rear windows on 5/18/22, which completes that construction grant once the final paper work is submitted.
  - Jason applied for the one-year extension on for both of the above projects, but now that will not be needed for the AC & Film grant.
  - The draftsman submitted an alternative plan for the ADA ramp that would be less expensive, but Jason is not sure if he accounted for the pillar in the area that holds up the ceiling as it may not have been marked on the blueprint. Waiting for news from David W to see if this will pose a problem.
- Teens/YA—Friday D&D is now up to 7 kids. A Pirate-themed adventure will take place over the summer to coincide with the Summer Reading theme.
- 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 Jason got from a tech conference earlier in the Spring to see if it is something they would like to purchase. A winner for a free tablet will be drawn from the compiled attendance lists from the last few months of activities donated by CCLS.
- Building Review—
  - RE Kelley conducted the exterior review of our masonry and will work with David Walter to provide the library with a report

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- David came by and 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 the Children's Room computers and the various other wiring considerations
- The Fredonia Museum would also like to switch to LED fixtures and suggested the possibility of filing joint grants with other local nonprofits
- Collection Development Policy—Compiled from the best parts of documents taken from six other libraries and reworked to fit the needs of Dunkirk
- Summer Reading Grant—submitted a request for \$250 to CCLS to be used for craft/project supplies for children and teens
- 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
  - 5/18 Dunkirk/Fredonia Nonprofit Advocacy Group
  - 5/20 CCLS Monthly Meeting Cancelled again due to death of a family member

#### **Unfinished Business**

1. **2022-2023 Budget Proposal Draft 3 was unanimously approved for a total of \$524,824.**
2. **Lake Shore Paving filled the ruts between street and parking lot for free. A thank you card was signed by all present.**

#### **New Business**

1. **Window Renovation Bids—A motion by LH to accept the bid from D&S Glass was proposed and seconded by SM—all votes were in favor**
2. **Collection Development Policy—A motion by NT and seconded by SN to approve the policy as presented—all votes were in favor**
3. **Architect Plan—a discussion occurred over the plan and cost submitted by David Walter for conducting an overall building review and development of a long term, multi-phased approach for remediating the various issues throughout the library including Mr. Walter assertion that the costs associated with this review could be added to any future construction grants we might apply for. Item was tabled until a future meeting when Mr. Walter could be present to answer any questions.**
4. **Jan's Monthly Plan**
  - a. **Give Candidate list to Election Board (none so far) by June 1**

**There was a request to add a discussion on the hours of operation to the June Agenda.**

**LH and MM motioned for the meeting to be adjourned at 5:10.**

**Respectfully submitted,  
Lynn Hoth, Secretary**

**Dunkirk Public Library**  
**Revenue Report**  
**May 2022**

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	May-22	July 21 - June 22	2021-2022	Balance	% Received
401 - Fines	35.65	285.17	125.00	-160.17	228.14%
402 - Copier Income	137.60	1,451.80	2,300.00	848.20	63.12%
403 - Fax Sales	0.00	202.00	1,400.00	1,198.00	14.43%
404 - Used Book Sales	34.75	1,240.65	1,000.00	-240.65	124.07%
405- Lost & Damaged	0.00	119.00	225.00	106.00	52.89%
410 - Gifts and Donations	9.00	5,228.90	10,000.00	4,771.10	52.29%
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	125,583.00			
441 - LLSA - NYS	0.00	4,028.00	4,000.00	-28.00	100.70%
478 CCLS Book Plan	1,426.95	5,784.97	5,100.00	-684.97	113.43%
<b>Total Income</b>	<b>1,643.95</b>	<b>495,030.29</b>	<b>375,350.00</b>	<b>-119,680.29</b>	<b>131.88%</b>

**Dunkirk Public Library**  
**Expense Report**  
**May 2022**

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	May-22	July 21 - June 22	2021-2022		
160 · FURNITURE	0.00	0.00	1,000.00	1,000.00	0.00%
450 · Construction Grant	2,283.61	29,187.10	134,677.00	105,489.90	21.67%
451 · Block Grant	160.87	-452.77			
501 · BOOKS	1,689.11	16,884.08	16,000.00	-884.08	105.53%
502 · PERIODICALS	0.00	595.58	1,000.00	404.42	59.56%
503 · CCLS Book Plan - Overdrive	208.33	2,083.30	5,100.00	3,016.70	40.85%
504 · Gifts and Donations Expenses	319.46	2,980.01	5,000.00	2,019.99	59.60%
507 · AUDIO BOOKS	0.00	475.49	1,500.00	1,024.51	31.70%
509 · DVD'S	23.95	1,370.88	2,500.00	1,129.12	54.84%
550 · SALARIES & WAGES	17,980.00	186,264.90	205,955.00	19,690.10	90.44%
551 · FICA & MEDICARE	1,385.35	14,285.02	15,756.00	1,470.98	90.66%
552 · INSURANCE - WORKER'S COMP	0.00	2,749.00	3,500.00	751.00	78.54%
553 · HEALTH INSURANCE	1,827.03	17,553.21	28,000.00	10,446.79	62.69%
554 · NYS Retirement	0.00	21,977.00	15,500.00	-6,477.00	141.79%
555 · DISABILITY INSURANCE	0.00	1,782.53	1,320.00	-462.53	135.04%
556 · UNEMPLOYMENT TAX	230.46	2,435.90	1,000.00	-1,435.90	243.59%
558 · N.Y.S. Sales Tax Payment	0.00	95.61	100.00	4.39	95.61%
560 · ELECTRICITY	0.00	7,785.48	8,000.00	214.52	97.32%
561 · NATURAL GAS	509.04	6,472.38	2,750.00	-3,722.38	235.36%
562 · WATER	0.00	218.97	200.00	-18.97	109.49%
563 · SEWER	0.00	120.00	250.00	130.00	48.00%
564 · TIPPING FEE	0.00	144.00	210.00	66.00	68.57%
565 · TELEPHONE	29.17	731.94	1,100.00	368.06	66.54%
570 · LIBRARY SUPPLIES	0.00	1,666.61	2,500.00	833.39	66.66%
571 · POSTAGE	232.00	515.70	750.00	234.30	68.76%
580 · ADVERTISING	190.00	315.00	500.00	185.00	63.00%
581 · COMPUTER MAINTENANCE	523.40	4,309.27	1,000.00	-3,309.27	430.93%
582 · INTERNET EXPENSES	0.00	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	59.11	935.51	4,000.00	3,064.49	23.39%
585 · BUILDING REPAIRS & Maintenance	0.00	57,260.89	4,000.00	-53,260.89	1431.52%
586 · GROUNDS KEEPING	0.00	3,220.00	7,500.00	4,280.00	42.93%
587 · ELEVATOR MAINTENANCE	124.91	2,676.03	2,520.00	-156.03	106.19%
588 · WORKSHOPS & TRAVEL	33.87	63.87	1,500.00	1,436.13	4.26%
590 · PROFESSIONAL FEES	0.00	5,100.00	5,500.00	400.00	92.73%
591 · PAYROLL PROCESSING	97.83	982.40	1,200.00	217.60	81.87%
592 · INSURANCE	0.00	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	317.20	317.20	800.00	482.80	39.65%
596 - Copier and Printer Supplies	0.00	290.89	1,200.00	909.11	24.24%
610 - Children Program Supplies	245.03	2,136.32	2,800.00	663.68	76.30%
611 - Children Special Guests	449.00	1,032.00	1,400.00	368.00	73.71%
612 - Adult Program Supplies	47.99	-552.82	1,000.00	1,552.82	-55.28%
613 - Adult Special Guests	423.87	548.87	1,000.00	451.13	54.89%
614 - Teen Programming	90.00	284.28	1,500.00	1,215.72	18.95%
615 - Building Equipment	0.00	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	1,500.00	1,500.00	2,000.00	500.00	75.00%
630 - Computer Programs	0.00	-250.00	1,000.00	1,250.00	-25.00%
688 · Misc Expenses	93.91	237.16	678.91	441.75	34.93%
<b>Total Expense</b>	<b>31,074.50</b>	<b>409,637.43</b>	<b>491,788.00</b>	<b>82,150.57</b>	<b>83.30%</b>

# Dunkirk Public Library

## Balance Sheet

As of May 31, 2022

May 31, 22

### ASSETS

#### Current Assets

##### Checking/Savings

100 - Petty Cash 270.52

101 - 101 - Operating Fund 479,013.15

103 - 0216 144,007.98

**Total Checking/Savings 623,291.65**

##### 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 682,368.62**

#### 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 1,157,553.16**

# Dunkirk Public Library

## Balance Sheet

As of May 31, 2022

May 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 -178.00

2001 · Unemployment Payable -206.45

298 · Pension Liability 414.00

Total Other Current Liabilities -81,884.45

Total Current Liabilities -83,804.65

Total Liabilities -83,804.65

#### 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 270,587.52

Net Income 80,547.24

Total Equity 1,241,357.81

TOTAL LIABILITIES & EQUITY 1,157,553.16

**Dunkirk Public Library**  
**Check Detail**  
**May 20 through June 23, 2022**

Type	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>06/16/2022</b>	<b>Art Den</b>	<b>101 · 101 · Operating Fund</b>	<b>-200.00</b>
Bill	06/16/2022		616 · Outreach	200.00
TOTAL				<u>200.00</u>
<b>Check</b>	<b>05/31/2022</b>	<b>Bahgat &amp; Laurito-Bahgat</b>	<b>101 · 101 · Operating Fund</b>	<b>-48.65</b>
			591 · Payroll Processing	48.65
TOTAL				<u>48.65</u>
<b>Check</b>	<b>06/15/2022</b>	<b>Bahgat &amp; Laurito-Bahgat</b>	<b>101 · 101 · Operating Fund</b>	<b>-47.60</b>
			591 · Payroll Processing	47.60
TOTAL				<u>47.60</u>
<b>Bill Pmt -Check</b>	<b>05/26/2022</b>	<b>Baker &amp; Taylor</b>	<b>101 · 101 · Operating Fund</b>	<b>-1,539.24</b>
Bill	05/23/2022		501 · Books	17.42
Bill	05/23/2022		501 · Books	25.27
Bill	05/23/2022		504 · Gifts and Donations Expenses	36.90
Bill	05/23/2022		501 · Books	470.56
Bill	05/23/2022		501 · Books	12.17
Bill	05/23/2022		501 · Books	16.96
Bill	05/23/2022		501 · Books	35.24
Bill	05/23/2022		501 · Books	87.67
Bill	05/23/2022		501 · Books	7.77
Bill	05/23/2022		501 · Books	115.08
Bill	05/23/2022		501 · Books	53.94
Bill	05/23/2022		504 · Gifts and Donations Expenses	18.52
Bill	05/26/2022		501 · Books	15.37
Bill	05/26/2022		501 · Books	134.67
Bill	05/26/2022		501 · Books	428.22
Bill	05/26/2022		504 · Gifts and Donations Expenses	63.48
TOTAL				<u>1,539.24</u>
<b>Bill Pmt -Check</b>	<b>06/09/2022</b>	<b>Baker &amp; Taylor</b>	<b>101 · 101 · Operating Fund</b>	<b>-255.56</b>
Bill	06/08/2022		501 · Books	6.30
Bill	06/08/2022		501 · Books	17.98
Bill	06/08/2022		501 · Books	18.26
Bill	06/08/2022		501 · Books	11.88
Bill	06/08/2022		501 · Books	85.45
Bill	06/08/2022		501 · Books	115.69
TOTAL				<u>255.56</u>



**Dunkirk Public Library**  
**Check Detail**  
**May 20 through June 23, 2022**

Type	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>06/16/2022</b>	<b>Baker &amp; Taylor</b>	<b>101 - 101 - Operating Fund</b>	<b>-227.61</b>
Bill	06/16/2022		501 - Books	16.96
Bill	06/16/2022		501 - Books	104.85
Bill	06/16/2022		501 - Books	68.71
Bill	06/16/2022		504 - Gifts and Donations Expenses	37.09
TOTAL				<u>227.61</u>
<b>Bill Pmt -Check</b>	<b>06/23/2022</b>	<b>Baker &amp; Taylor</b>	<b>101 - 101 - Operating Fund</b>	<b>-600.01</b>
Bill	06/22/2022		501 - Books	12.40
Bill	06/22/2022		501 - Books	36.12
Bill	06/22/2022		501 - Books	11.32
Bill	06/22/2022		501 - Books	540.17
TOTAL				<u>600.01</u>
<b>Bill Pmt -Check</b>	<b>06/09/2022</b>	<b>CCLS</b>	<b>101 - 101 - Operating Fund</b>	<b>-337.75</b>
Bill	06/08/2022		503 - CCLS Book Plan - Overdrive	208.33
			565 - Telephone	28.71
			581 - Computer Maintenance	100.71
TOTAL				<u>337.75</u>
<b>Bill Pmt -Check</b>	<b>06/16/2022</b>	<b>Chadwick Bay Property Management</b>	<b>101 - 101 - Operating Fund</b>	<b>-1,150.00</b>
Bill	06/16/2022		586 - Grounds Keeping	790.00
Bill	06/16/2022		586 - Grounds Keeping	360.00
TOTAL				<u>1,150.00</u>
<b>Bill Pmt -Check</b>	<b>06/16/2022</b>	<b>Creative Product Source, Inc.</b>	<b>101 - 101 - Operating Fund</b>	<b>-287.20</b>
Bill	06/16/2022		616 - Outreach	287.20
TOTAL				<u>287.20</u>
<b>Bill Pmt -Check</b>	<b>05/26/2022</b>	<b>D. Walter Management, LLC</b>	<b>101 - 101 - Operating Fund</b>	<b>-3,998.00</b>
Bill	04/08/2022		450 - Construction Grants	1,520.00
Bill	04/08/2022		585 - Building Repairs & Maintenance	2,478.00
TOTAL				<u>3,998.00</u>
<b>Bill Pmt -Check</b>	<b>06/02/2022</b>	<b>Demco</b>	<b>101 - 101 - Operating Fund</b>	<b>-137.54</b>
Bill	06/02/2022		570 - Library Supplies	137.54
TOTAL				<u>137.54</u>

**Dunkirk Public Library**  
**Check Detail**  
**May 20 through June 23, 2022**

Type	Date	Name	Account	Original Amount
Check	06/02/2022	DFT	101 · 101 · Operating Fund	-4.68
			565 · Telephone	4.68
TOTAL				4.68
Bill Pmt -Check	06/09/2022	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	-193.50
Bill	06/08/2022		584 · Building Supplies	45.88
			584 · Building Supplies	77.08
			570 · Library Supplies	70.54
TOTAL				193.50
Bill Pmt -Check	05/26/2022	First National Bank Omaha	101 · 101 · Operating Fund	-1,534.77
Bill	05/23/2022		610 · Children's Program Supplies	166.82
			610 · Children's Program Supplies	40.98
			610 · Children's Program Supplies	9.59
			610 · Children's Program Supplies	25.49
			610 · Children's Program Supplies	16.98
			504 · Gifts and Donations Expenses	27.98
Bill	05/23/2022		584 · Building Supplies	53.15
			584 · Building Supplies	5.96
			451 · Block Grant	54.92
			451 · Block Grant	105.95
			688 · Misc. Expenses	54.00
			688 · Misc. Expenses	39.91
			614 · Teen Programming	90.00
			571 · Postage	232.00
			612 · Adult Program Supplies	47.99
Bill	05/23/2022		504 · Gifts and Donations Expenses	28.74
			504 · Gifts and Donations Expenses	30.00
			504 · Gifts and Donations Expenses	24.99
			509 · DVD's	23.95
			613 · Adult Special Guests	25.94
			613 · Adult Special Guests	397.93
			501 · Books	31.50
TOTAL				1,534.77
Bill Pmt -Check	06/16/2022	First National Bank Omaha	101 · 101 · Operating Fund	-1,163.35
Bill	06/16/2022		610 · Children's Program Supplies	6.99
			610 · Children's Program Supplies	104.20
			610 · Children's Program Supplies	30.98
			610 · Children's Program Supplies	20.00

**Dunkirk Public Library**  
**Check Detail**  
**May 20 through June 23, 2022**

Type	Date	Name	Account	Original Amount
			610 · Children's Program Supplies	28.00
			610 · Children's Program Supplies	40.54
Bill	06/16/2022		509 · DVD's	22.20
			509 · DVD's	142.74
			501 · Books	17.98
Bill	06/16/2022		614 · Teen Programming	11.86
			614 · Teen Programming	33.44
			614 · Teen Programming	9.90
			614 · Teen Programming	41.08
			614 · Teen Programming	6.44
			614 · Teen Programming	1.99
			614 · Teen Programming	21.12
			451 · Block Grant	148.46
			613 · Adult Special Guests	200.00
			613 · Adult Special Guests	15.67
			584 · Building Supplies	145.25
			584 · Building Supplies	4.99
			584 · Building Supplies	65.32
			585 · Building Repairs & Maintenance	19.98
			570 · Library Supplies	2.38
			570 · Library Supplies	2.38
			595 · Vote Expenses	9.73
			595 · Vote Expenses	9.73
TOTAL				1,163.35
<b>Bill Pmt -Check</b>	<b>06/09/2022</b>	<b>Hagan Business Machines</b>	<b>101 · 101 · Operating Fund</b>	<b>-91.74</b>
Bill	06/08/2022		596 · Copier & Printer Supplies	91.74
TOTAL				91.74
<b>Bill Pmt -Check</b>	<b>06/02/2022</b>	<b>Highmark BCBCWNY</b>	<b>101 · 101 · Operating Fund</b>	<b>-1,827.03</b>
Bill	06/02/2022		553 · Health Insurance	1,827.03
TOTAL				1,827.03
<b>Check</b>	<b>05/31/2022</b>	<b>IRS</b>	<b>101 · 101 · Operating Fund</b>	<b>-2,056.09</b>
			550 · Salaries & Wages	1,331.30
			551 · FICA & Medicare	724.79
TOTAL				2,056.09
<b>Check</b>	<b>06/15/2022</b>	<b>IRS</b>	<b>101 · 101 · Operating Fund</b>	<b>-1,963.10</b>
			550 · Salaries & Wages	1,284.70
			551 · FICA & Medicare	678.40
				678.40

**Dunkirk Public Library**  
**Check Detail**  
**May 20 through June 23, 2022**

Type	Date	Name	Account	Original Amount
TOTAL				1,963.10
<b>Bill Pmt -Check</b>	<b>06/09/2022</b>	<b>Isaiah Rashad II</b>	<b>101 · 101 · Operating Fund</b>	<b>-200.00</b>
Bill	06/09/2022		613 · Adult Special Guests	200.00
TOTAL				200.00
<b>Bill Pmt -Check</b>	<b>06/23/2022</b>	<b>Michele Quatroche</b>	<b>101 · 101 · Operating Fund</b>	<b>-19.31</b>
Bill	06/22/2022		588 · Workshops & Travel	19.31
TOTAL				19.31
<b>Check</b>	<b>05/26/2022</b>	<b>National Fuel</b>	<b>101 · 101 · Operating Fund</b>	<b>-604.93</b>
			561 · Natural Gas	604.93
TOTAL				604.93
<b>Check</b>	<b>06/22/2022</b>	<b>National Grid</b>	<b>101 · 101 · Operating Fund</b>	<b>-805.66</b>
			560 · Electricity	805.66
TOTAL				805.66
<b>Check</b>	<b>05/31/2022</b>	<b>NYS Retirement</b>	<b>101 · 101 · Operating Fund</b>	<b>-172.56</b>
			550 · Salaries & Wages	172.56
TOTAL				172.56
<b>Check</b>	<b>05/31/2022</b>	<b>NYS Tax</b>	<b>101 · 101 · Operating Fund</b>	<b>-301.48</b>
			2000 · NYS Taxes Payable	301.48
TOTAL				301.48
<b>Check</b>	<b>06/15/2022</b>	<b>NYS Tax</b>	<b>101 · 101 · Operating Fund</b>	<b>-291.17</b>
			2000 · NYS Taxes Payable	291.17
TOTAL				291.17
<b>Check</b>	<b>05/31/2022</b>	<b>NYS Unemployment Insurance</b>	<b>101 · 101 · Operating Fund</b>	<b>-102.45</b>
			2001 · Unemployment Payable	102.45
TOTAL				102.45
<b>Check</b>	<b>06/15/2022</b>	<b>NYS Unemployment Insurance</b>	<b>101 · 101 · Operating Fund</b>	<b>-89.71</b>
			2001 · Unemployment Payable	89.71

**Dunkirk Public Library**  
**Check Detail**  
**May 20 through June 23, 2022**

Type	Date	Name	Account	Original Amount
TOTAL				89.71
Check	05/31/2022	payroll	101 · 101 · Operating Fund	-7,289.77
			550 · Salaries & Wages	<u>7,289.77</u>
TOTAL				7,289.77
Check	05/31/2022	payroll	101 · 101 · Operating Fund	-213.33
			550 · Salaries & Wages	<u>213.33</u>
TOTAL				213.33
Check	05/31/2022	payroll	101 · 101 · Operating Fund	-213.33
			550 · Salaries & Wages	<u>213.33</u>
TOTAL				213.33
Check	06/15/2022	payroll	101 · 101 · Operating Fund	-7,088.58
			550 · Salaries & Wages	<u>7,088.58</u>
TOTAL				7,088.58
Check	06/15/2022	payroll	101 · 101 · Operating Fund	-106.67
			550 · Salaries & Wages	<u>106.67</u>
TOTAL				106.67
Bill Pmt -Check	05/26/2022	Schindler Elevator Corp	101 · 101 · Operating Fund	-124.91
Bill	05/26/2022		587 · Elevator Maintenance	<u>124.91</u>
TOTAL				124.91
Check	05/23/2022	VSP PAYMENT	101 · 101 · Operating Fund	-22.00
			550 · Salaries & Wages	<u>22.00</u>
TOTAL				22.00
Check	06/22/2022	VSP PAYMENT	101 · 101 · Operating Fund	-22.00
			550 · Salaries & Wages	<u>22.00</u>
TOTAL				22.00
			<b>TOTAL</b>	<b>35,331.28</b>

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

- Statistics – May 2022 - We had 194 story times and take-home crafts.  
Facebook Posts – 1727 views, Facebook Events – 1801 views
  
- Craft Kits with snacks:



Mother's Day Craft



Sloth Craft



Butterfly Craft



Frog Headband

- Preparing for the summer reading program. Decorated the children's room, planning for the carnival, organizing prizes, recruiting volunteers, getting crafts and STEM classes ready.
  
- I'm making plans to work with the Boys & Girls club so that they can participate in some of our activities.

<b>Children's Rm Statistics</b>	<b>May-22</b>					
<b>Story Time/Craft Kits</b>	<b>Date</b>	<b># Attendance</b>	<b>Facebook Posts</b>	<b># Reached</b>	<b>Facebook Events</b>	<b># Reached</b>
Story Time	5/3/2022	12	5/2/2022	105	5/7 - Mother's Day Cr.	296
Mother's Day Craft Kit	5/2-5/7/22	45	5/6/2022	191	5/12 - Sloth Craft	166
Story Time	5/10/2022	6	5/6/2022	108	5/19-Butterfly Craft	176
Story Time	5/12/2022	2	5/16/2022-Run for board	256	5/19/22-Wendy Corsi	1073
Sloth Craft Kit	5/13/2022	44	5/16/2022- Cactus plants	540	5/26- Frog Hat Craft	90
Story Time	5/17/2022	2	5/20/2022-WendyCS photo	334	<b>Total</b>	<b>1801</b>
Butterfly Craft Kit	5/19/2022	30	5/26/2022	193		
Central Christian Academy	5/24/2022	13	<b>Total</b>	<b>1727</b>		
Frog Headband Craft Kit	5/26/2022	40				
	<b>Total</b>	<b>194</b>				

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

1. Book Club - Twelve people attended for a follow-up discussion to the Wendy Corsi Staub visit as well as a review of Neil Gaimen's *Stardust*.
2. Construction Grants and Projects - The final amendment to the AC and UV Film project was approved by NYS. Budget totals are entered into the web portal and once reviewed we can submit for the final grant payment.
3. Block Grant for Snacks - The Quarter Three report was submitted to the city; 1669 snacks have been distributed since last September.
4. Teens/YA - Six kids attended the Critical Gaming painting session. The Summer Reading Treasure Hunt has been posted throughout the library, and our pirate-themed D&D campaign is off to a good start.
5. Computer Lab - Michele is wrapping up the instructional sessions at the Senior Center and we've turned in the associated Adult Lit grant report to CCLS.
6. Trowel Talks - Stephen Rees conducted a session about "Composting at Home." Five people attended, plus Michele and I sat in to listen as well. He'll be coming back for a presentation on Native Plant Species in July.
7. Rotary - I was invited to attend the "little lending library" ribbon cutting in Washington Park. The project was sponsored by the local Rotary organization and built by P-Tech students.  
<https://www.observertoday.com/news/page-one/2022/06/service-close-to-home/>
8. Children's Carnival - This Thursday, 6/30/22 from 1:00-2:30 pm; volunteers are welcome!
9. Parking Area - The lot was sealed and painted on the weekend of 6/25, just in time for the carnival.
10. Window Replacement - Staff from D&S Glass were here last week measuring for the next phase of our project.
11. Meetings and Conferences -
  - 5/25: Copyright-Free Images
  - 6/7: TIFCon at SUNY Fredonia
  - 6/9: Grant Prep Workshop
  - 6/14: Trustee Handbook Webinar
  - 6/15: DK/Fred Local Advocacy Group Mtg. - Cancelled
  - 6/17: CCLS Directors' Mtg.
  - 6/27: Site visit by Jan re: new construction grant projects



## 2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	2022 YTD	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
Juvenile Fiction	513	470	485	654	524	2646	739	835	815	581	642	536	1056	659	404
Juvenile Non-Fiction	57	56	61	82	61	317	62	122	82	74	42	97	115	70	39
Juvenile DVD's	29	26	27	34	13	129	25	33	53	44	57	35	58	38	22
Juvenile Audio Books	2	0	2	0	0	4	0	0	2	1	0	1	1	0	0
Juvenile Magazines	0	0	0	5	0	5	0	0	0	0	0	0	0	0	0
Adult Fiction	549	558	584	526	594	2811	514	547	636	521	543	603	655	624	557
Adult Non-Fiction	97	102	132	137	114	582	144	120	133	119	127	153	155	120	124
Adult DVD's	217	129	149	165	120	780	247	244	251	187	253	189	188	106	186
Adult Audio Books	15	7	14	18	9	63	16	15	8	37	32	24	40	28	11
Adult Magazines	1	3	3	7	4	18	1	9	3	12	15	11	8	1	14
E-Books (Overdrive)	0	0	0	0		X	0	0	0	0	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0	0	X	0	0	0	0	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	0	0	X	0	0	0	0	0	0	0	0	0
<b>Total Circulation</b>	<b>1480</b>	<b>1351</b>	<b>1457</b>	<b>1628</b>	<b>1439</b>	<b>7355</b>	<b>1748</b>	<b>1925</b>	<b>1983</b>	<b>1576</b>	<b>1711</b>	<b>1649</b>	<b>2276</b>	<b>1646</b>	<b>1357</b>
Computer Use	289	319	467	435	391	1901	213	310	314	280	269	288	299	364	385
Patrons Visiting Library	1661	1705	2490	2193	2572	10621	1472	1812	1966	1986	1986	2056	2198	2073	2347
Reference Questions	111	178	159	155	142	745	197	200	195	166	157	164	152	134	112
<b>Cards Issued each month</b>	<b>10</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>37</b>	<b>95</b>	<b>4</b>	<b>9</b>	<b>15</b>	<b>19</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>18</b>	<b>10</b>
<b>Total Card Holders as of</b>	<b>7433</b>	<b>7449</b>	<b>7465</b>	<b>7481</b>	<b>7518</b>	<b>7518</b>	<b>7277</b>	<b>7286</b>	<b>7301</b>	<b>7320</b>	<b>7328</b>	<b>7340</b>	<b>7356</b>	<b>7374</b>	<b>7384</b>

## 2022 CIRC STATS

Oct-21	Nov-21	Dec-21	2020 YTD	% Change
445	537	413	7662	-65.47%
41	60	37	841	-62.31%
27	28	30	450	-71.33%
0	0	0	5	-20.00%
0	0	0	0	#DIV/0!
592	560	553	6905	-59.29%
152	92	108	1547	-62.38%
301	373	274	2799	-72.13%
15	30	29	285	-77.89%
8	7	3	92	-80.43%
0	0	0	X	X
0	0	0	X	X
0	0	0	X	X
<b>1581</b>	<b>1687</b>	<b>1447</b>	<b>20586</b>	<b>-64.27%</b>
408	331	384	3845	-50.56%
2266	2570	2012	24744	-57.08%
105	129	105	1816	-58.98%
17	8	14	150	
<b>7401</b>	<b>7409</b>	<b>7423</b>	7423	

DUNKIRK May-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	478	57		491	99				1125
NEW-BOOK	46	4		103	15				168
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						7			7
CDS						2			2
MAGAZINE						4			4
DVDS			13			120			133
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
<b>TOTAL</b>	<b>524</b>	<b>61</b>	<b>13</b>	<b>594</b>	<b>114</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>1439</b>

Public Computer Use	391
Computer Assistance w/Patrons	7
Microfilm	3
Curbside Delivery	1
People Counter: Front Entr	541
People Counter: Rear Entr	2031
Total Patron Count	2572
Reference Questions: Adult	137
Reference Questions: Children's	2
Reference Questions: Email	3
Total Reference Questions	142

<i>Added Materials</i>	
MAGAZINES	18
NEWSPAPERS	26
MICROFILM	0
CHILDREN'S ROOM BOOKS	0
ADULT BOOKS	2
DVD'S	4
AUDIO BOOKS	0
Total	50