

**Dunkirk Public Library Board Meeting Agenda**  
**September 27<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**

- August 2022

**Financial Report - Treasurer**

**Approval of Bill Payments & Budget Transfers**

**Children's Room Report**

**Director's Report**

**Unfinished Business**

1. Memorial Forms - The envelope template and downloadable form have been updated with a Building Restoration option. The minimum donation for a book plate has been increased to \$25 per Roberta and Cindy's recommendation. (Some changes won't be fully in effect until we use up the current stock of envelopes.) A PayPal link has been added to the memorial page of the website. <https://www.dunkirklibrary.org/donations-memorials/>

**New Business**

1. Building Plan Phases - Discussion and planning with David Walter.
2. ADA Ramp Project - Bids were due 9/14/22 - no takers so far. David followed up with each:
  - Jim Alexander: Left message
  - Picone Construction: Too small
  - Chadwick Bay: No response
  - Copar: Messages at phone # are full, I will try again.
  - Davis: Booked for 1+ years

Any other suggested contractors?

3. Harassment Training - Send proof of training from other jobs to Jason. For those that need it, the Library System version will be posted on our Staff page in October.
4. Fire Monitoring Service - We need an alternate contact phone number for someone who lives nearby.
5. Knox Box - Suggested by the fire department in 2019 but on hold due to cost. Pam states the police were unwilling to help during the latest fire alarm issue since they "don't have a key." Should we revisit getting one of these installed?

Dunkirk Public Library Board Meeting Agenda  
September 27<sup>th</sup>, 2022

6. Finances/Income - Monthly discussion.
7. Call for Executive Session if needed. --YES--
8. Conclude Executive Session and return to normal business.
9. Jan's Monthly Plan
  - Fire Extinguisher Inspection - Called and left a message on 9/7/22 & 9/22/22.
  - Boiler Tune-up - Called on 9/8/22 and also asked about any necessary AC upkeep.
  - Building Insurance Renewal - Signed with Danielle Marx on 8/24/22.

**DUNKIRK PUBLIC LIBRARY**

**536 Central Avenue**

**Dunkirk, NY 14048**

**Minutes**

**August 23, 2022**

**Attendees Present**

Mary Beth Muldowney, Sara Marsowicz, Jason Hammond, Susan Nickle, Nancy Tuggle, Megan Giebner, Pam Czarniak and Jan Dekoff

**Attendees Absent**

Matthew Woelfle - Excused

Mary Beth Muldowney presided. Called to order at 4:16 p.m.

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

RESOLVED: Minutes of the July meeting were approved (S Marsowicz, N Tuggle)

RESOLVED: Financials for July 2022 approved upon posting \$70k refund to July for health insurance overpayment. (S Nickle, S Marsowicz)

**Children's Room Report**

Submitted and reviewed by Pam Czarniak.

**Director's Report**

Submitted and reviewed by Jason Hammond.

**Old Business**

No unfinished business to report.

**New Business**

1. Jan Dekoff, CCLS Director, attended meeting to meet new members and to discuss topics such as Trustee Education requirements, re-establishing Library Friends group and suggestions to approach increasing future tax levy.
2. A hard copy of the architect plan is available for review. David will meet with the Board at a future meeting to discuss phases for the identified concerns already presented.
3. Scott Electric representative, Julie Hughes provided the estimate for swapping the overhead lighting to LED fixtures & board agreed estimate appeared reasonable.
4. Memorial donation and library lending of games, etc. forms, recently updated by Jason were presented.
5. In regards to Jan's Monthly Plan, OSC Annual Report is due and an extension may be necessary since the OSC hasn't released the GASB form for the audit.

## **Executive Session**

Called to order by Mary Beth Muldowney, President at 5:20 pm to discuss personnel and patron matters. Session concluded at 5:34 pm.

Next meeting is scheduled for September 27, 2022

S Marsowicz & N Tuggle motioned for the meeting to be adjourned at 5:38 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary

**Dunkirk Public Library**  
**Revenue Report**  
**August 2022**

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	Aug-20	July 22 - June 23	2022-2023	Balance	% Received
401 - Fines	39.06	73.46	275.00	201.54	26.71%
402 - Copier Income	58.50	168.10	1,500.00	1,331.90	11.21%
403 - Fax Sales	13.00	13.00	500.00	487.00	2.60%
404 - Used Book Sales	50.00	86.00	1,000.00	914.00	8.60%
405- Lost & Damaged	5.00	40.00	225.00	185.00	17.78%
410 - Gifts and Donations	754.00	1,965.00	5,000.00	3,035.00	39.30%
419 - School District Funds	0.00	0.00	350,000.00	350,000.00	0.00%
436 - Misc Income	0.00	0.00	950.00	950.00	0.00%
440 - CCLS Cash Grant	250.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	3,794.40	3,794.40	4,000.00	205.60	94.86%
478 CCLS Book Plan	1,426.95	1,426.95	5,100.00	3,673.05	27.98%
<b>Total Income</b>	<b>6,390.91</b>	<b>7,816.91</b>	<b>368,800.00</b>	<b>360,983.09</b>	<b>2.12%</b>

**Dunkirk Public Library**  
**Expense Report**  
**July 2022**

EXPENSE REPORT	Disbursed This Month Aug-20	Disbursed Year-To-Date July 22 - June 21	Total Budget Internal 2022-2023	Balance	% Spent
160 • FURNITURE	0.00	0.00	1,000.00	1,000.00	0.00%
450 • Construction Grant	8,502.50	14,002.50	14,716.00	713.50	95.15%
451 • Block Grant	0.00	52.97			
501 • BOOKS	1,477.18	2,372.84	16,000.00	13,627.16	14.83%
502 • PERIODICALS	0.00	0.00	1,000.00	1,000.00	0.00%
503 • CCLS BOOK PLAN	208.33	208.33	5,100.00	4,891.67	4.08%
504 • Gifts and Donations Expenses	169.97	342.08	5,000.00	4,657.92	6.84%
507 • AUDIO BOOKS	0.00	0.00	1,000.00	1,000.00	0.00%
509 • DVD'S	181.88	181.88	1,750.00	1,568.12	10.39%
550• SALARIES & WAGES	18,155.46	35,545.29	218,360.00	182,814.71	16.28%
551 • FICA & MEDICARE	1,387.24	2,715.94	16,705.00	13,989.06	16.26%
552 • INSURANCE - WORKER'S COMP	0.00	0.00	3,500.00	3,500.00	0.00%
553 • HEALTH INSURANCE	0.00	3,654.06	20,000.00	16,345.94	18.27%
554 • NYS Retirement	0.00	0.00	28,000.00	28,000.00	0.00%
555 • DISABILITY INSURANCE	0.00	453.78	1,500.00	1,046.22	30.25%
556 • UNEMPLOYMENT TAX	187.77	657.37	2,200.00	1,542.63	29.88%
558 • N.Y.S. Sales Tax Payment	0.00	0.00	100.00	100.00	0.00%
560 • ELECTRICITY	1,136.70	2,223.98	8,000.00	5,776.02	27.80%
561 • NATURAL GAS	0.00	0.00	7,000.00	7,000.00	0.00%
562 • WATER	0.00	0.00	200.00	200.00	0.00%
563 • SEWER	0.00	0.00	250.00	250.00	0.00%
564 • TIPPING FEE	0.00	0.00	210.00	210.00	0.00%
565 • TELEPHONE	45.77	45.77	1,000.00	954.23	4.58%
570 • LIBRARY SUPPLIES	480.90	480.90	2,500.00	2,019.10	19.24%
571 • POSTAGE	0.00	0.00	500.00	500.00	0.00%
580 • ADVERTISING	0.00	0.00	500.00	500.00	0.00%
581 • COMPUTER MAINTENANCE	0.00	148.00	1,000.00	852.00	14.80%
582 • INTERNET EXPENSES	0.00	0.00	400.00	400.00	0.00%
583 • COMPUTER EQUIPMENT	0.00	0.00	3,000.00	3,000.00	0.00%
584 • BUILDING SUPPLIES	53.16	53.16	2,000.00	1,946.84	2.66%
585 • BUILDING REPAIRS & Maintenance	0.00	0.00	12,000.00	12,000.00	0.00%
586 • GROUNDS KEEPING	249.98	429.98	7,500.00	7,070.02	5.73%
587 • ELEVATOR MAINTENANCE	0.00	0.00	2,650.00	2,650.00	0.00%
588 • WORKSHOPS & TRAVEL	0.00	0.00	1,500.00	1,500.00	0.00%
590 • PROFESSIONAL FEES	0.00	0.00	5,500.00	5,500.00	0.00%
591 • PAYROLL PROCESSING	94.68	192.52	1,000.00	807.48	19.25%
592 • INSURANCE	6,570.74	6,570.74	7,000.00	429.26	93.87%
594 - Memberships	0.00	0.00	250.00	250.00	0.00%
595 - Vote Expenses	0.00	0.00	500.00	500.00	0.00%
596 - Copier and Printer Supplies	170.18	421.17	750.00	328.83	56.16%
610 - Children Program Supplies	181.13	181.13	2,800.00	2,618.87	6.47%
611 - Children Special Guests	0.00	0.00	1,400.00	1,400.00	0.00%
612 - Adult Program Supplies	0.00	0.00	1,000.00	1,000.00	0.00%
613 - Adult Special Guests	0.00	200.00	1,000.00	800.00	20.00%
614 - Teen Programming	66.96	66.96	1,500.00	1,433.04	4.46%
615 - Building Equipment	23.74	499.74	1,000.00	500.26	49.97%
616 - Outreach	327.92	327.92	1,500.00	1,172.08	21.86%
620 - Legal Fees	0.00	500.00	2,000.00	1,500.00	25.00%
630 - Computer Programs	0.00	0.00	1,000.00	1,000.00	0.00%
688 • Misc Expenses	0.00	0.00	0.00	0.00	#DIV/0!
<b>Total Expense</b>	<b>39,672.19</b>	<b>72,529.01</b>	<b>399,641.00</b>	<b>327,111.99</b>	<b>18.15%</b>

# Dunkirk Public Library

## Balance Sheet

As of August 31, 2022

Aug 31, 22

### ASSETS

#### Current Assets

##### Checking/Savings

100 - Petty Cash 260.28

101 - 101 - Operating Fund 381,165.12

103 - 0216 144,026.13

Total Checking/Savings 525,451.53

##### 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 584,528.50

#### 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 1,059,713.04

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

200 · 200 · Accounts Payable -1,844.58

**Total Accounts Payable** -1,844.58**Other Current Liabilities**

199 · Pensions &amp; 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** -83,729.03**Total Liabilities** -83,729.03**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 317,923.14

**Net Income** -64,704.12**Total Equity** 1,143,442.07**TOTAL LIABILITIES & EQUITY** **1,059,713.04**



# Dunkirk Public Library

## Check Detail

August 19 through September 22, 2022

Type	Date	Name	Account	Original Amount
Check	08/31/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-46.55
			591 · Payroll Processing	46.55
TOTAL				46.55
Check	09/15/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-48.13
			591 · Payroll Processing	48.13
TOTAL				48.13
Bill Pmt -Check	08/26/2022	Baker & Taylor	101 · 101 · Operating Fund	-468.48
Bill	08/23/2022		501 · Books	17.98
Bill	08/23/2022		501 · Books	296.45
Bill	08/23/2022		504 · Gifts and Donations Expenses	154.05
TOTAL				468.48
Bill Pmt -Check	09/15/2022	Baker & Taylor	101 · 101 · Operating Fund	-312.02
Bill	09/14/2022		501 · Books	18.37
Bill	09/14/2022		504 · Gifts and Donations Expenses	15.37
Bill	09/14/2022		501 · Books	17.42
Bill	09/14/2022		501 · Books	113.68
Bill	09/14/2022		501 · Books	10.21
Bill	09/14/2022		501 · Books	136.97
TOTAL				312.02
Bill Pmt -Check	09/22/2022	Baker & Taylor	101 · 101 · Operating Fund	-271.16
Bill	09/21/2022		501 · Books	12.19
Bill	09/21/2022		501 · Books	16.87
Bill	09/21/2022		501 · Books	25.52
Bill	09/21/2022		501 · Books	31.69
Bill	09/21/2022		501 · Books	90.34
Bill	09/21/2022		501 · Books	17.46
Bill	09/21/2022		501 · Books	22.28
Bill	09/21/2022		504 · Gifts and Donations Expenses	54.81
TOTAL				271.16
Bill Pmt -Check	09/08/2022	CCLS	101 · 101 · Operating Fund	-237.49
Bill	09/02/2022		503 · CCLS Book Plan - Overdrive	208.33
			565 · Telephone	29.16
TOTAL				237.49

# Dunkirk Public Library

## Check Detail

August 19 through September 22, 2022

	Type	Date	Name	Account	Original Amount
	Bill Pmt -Check	09/22/2022	Chadwick Bay Property Managemer	101 · 101 · Operating Fund	-90.00
	Bill	09/19/2022		586 · Grounds Keeping	90.00
TOTAL					90.00
	Bill Pmt -Check	09/01/2022	Creative Product Source, Inc.	101 · 101 · Operating Fund	-276.59
	Bill	08/31/2022		570 · Library Supplies	276.59
TOTAL					276.59
	Bill Pmt -Check	08/26/2022	D. Walter Management, LLC	101 · 101 · Operating Fund	-8,502.50
	Bill	08/23/2022		450 · Construction Grants	8,502.50
TOTAL					8,502.50
	Check	09/07/2022	DFT	101 · 101 · Operating Fund	-17.53
				565 · Telephone	17.53
TOTAL					17.53
	Bill Pmt -Check	09/15/2022	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	-103.43
	Bill	09/14/2022		584 · Building Supplies	103.43
TOTAL					103.43
	Bill Pmt -Check	08/26/2022	First National Bank Omaha	101 · 101 · Operating Fund	-962.72
	Bill	08/18/2022		584 · Building Supplies	45.68
				584 · Building Supplies	7.48
				570 · Library Supplies	13.64
				616 · Outreach	308.92
				614 · Teen Programming	5.98
				614 · Teen Programming	54.99
				615 · Building Equipment	23.74
				610 · Children's Program Supplies	2.88
				586 · Grounds Keeping	29.70
				586 · Grounds Keeping	10.28
	Bill	08/18/2022		509 · DVD's	21.98
				509 · DVD's	159.90
	Bill	08/18/2022		610 · Children's Program Supplies	36.25
				610 · Children's Program Supplies	142.00
				501 · Books	60.90
				501 · Books	38.40
TOTAL					962.72

# Dunkirk Public Library

## Check Detail

August 19 through September 22, 2022

Type	Date	Name	Account	Original Amount
Bill Pmt -Check	09/22/2022	First National Bank Omaha	101 · 101 · Operating Fund	-1,325.68
Bill	09/19/2022		614 · Teen Programming	24.09
			614 · Teen Programming	0.72
			614 · Teen Programming	40.11
			614 · Teen Programming	9.97
			584 · Building Supplies	8.49
			584 · Building Supplies	9.16
			584 · Building Supplies	11.98
			584 · Building Supplies	18.88
			584 · Building Supplies	141.98
			612 · Adult Program Supplies	15.10
			509 · DVD's	5.99
			509 · DVD's	7.50
			570 · Library Supplies	8.88
			570 · Library Supplies	49.90
			571 · Postage	300.84
			688 · Misc. Expenses	39.37
Bill	09/19/2022		610 · Children's Program Supplies	20.56
			610 · Children's Program Supplies	24.00
			610 · Children's Program Supplies	74.69
			501 · Books	10.98
			501 · Books	13.78
			501 · Books	104.78
			581 · Computer Maintenance	95.88
Bill	09/19/2022		504 · Gifts and Donations Expenses	69.83
			504 · Gifts and Donations Expenses	13.52
			504 · Gifts and Donations Expenses	23.55
			504 · Gifts and Donations Expenses	23.49
			507 · Audio Books	10.28
			501 · Books	24.48
			509 · DVD's	23.94
			509 · DVD's	78.52
			509 · DVD's	20.44
TOTAL				1,325.68
Bill Pmt -Check	09/15/2022	Hagan Business Machines	101 · 101 · Operating Fund	-79.37
Bill	09/14/2022		596 · Copier & Printer Supplies	79.37
TOTAL				79.37
Check	08/31/2022	IRS	101 · 101 · Operating Fund	-2,020.63
			550 · Salaries & Wages	1,329.20

# Dunkirk Public Library Check Detail

August 19 through September 22, 2022

Type	Date	Name	Account	Original Amount
			551 · FICA & Medicare	691.43
TOTAL				2,020.63
Check	09/15/2022	IRS	101 · 101 · Operating Fund	-1,905.05
			550 · Salaries & Wages	1,249.71
			551 · FICA & Medicare	655.34
TOTAL				1,905.05
Check	09/21/2022	National Grid	101 · 101 · Operating Fund	-1,017.09
			560 · Electricity	1,017.09
TOTAL				1,017.09
Check	08/31/2022	NYS Retirement	101 · 101 · Operating Fund	-161.09
			550 · Salaries & Wages	161.09
TOTAL				161.09
Check	08/31/2022	NYS Tax	101 · 101 · Operating Fund	-298.09
			2000 · NYS Taxes Payable	298.09
TOTAL				298.09
Check	09/15/2022	NYS Tax	101 · 101 · Operating Fund	-276.24
			2000 · NYS Taxes Payable	276.24
TOTAL				276.24
Check	08/31/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-93.28
			2001 · Unemployment Payable	93.28
TOTAL				93.28
Check	09/15/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-83.36
			2001 · Unemployment Payable	83.36
TOTAL				83.36
Check	08/31/2022	payroll	101 · 101 · Operating Fund	-7,334.21
			550 · Salaries & Wages	7,334.21
TOTAL				7,334.21
Check	09/15/2022	payroll	101 · 101 · Operating Fund	-6,962.26

# Dunkirk Public Library

## Check Detail

August 19 through September 22, 2022

Type	Date	Name	Account	Original Amount
			550 · Salaries & Wages	6,962.26
TOTAL				6,962.26
Check	08/23/2022	VSP PAYMENT	101 · 101 · Operating Fund	-22.00
			550 · Salaries & Wages	22.00
TOTAL				22.00
Bill Pmt -Check	08/26/2022	W. B. MASON	101 · 101 · Operating Fund	-170.18
Bill	08/25/2022		596 · Copier & Printer Supplies	170.18
TOTAL				170.18
			TOTAL	33,085.13

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

- **Statistics** – August 2022 – 427 participated in story times, attended performances, took craft kits home to make, and attended STEM classes.
- **Craft Kits:**



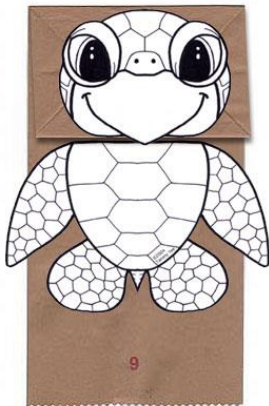
3D Wooden Fish



Dolphin beads for necklaces



Suncatcher



Sea Turtle Puppet



Fish Bowl Craft



Space Ship Craft

- 55 readers completed their summer reading contracts. 726 books were read during the summer program. 611 craft kits were distributed during the summer program.
- In October the Children's Room will have a scavenger hunt. The kids will have to locate different kinds of books, such as biographies, Caldecott winners, and more. If they complete the whole sheet they will receive a small Halloween prize.
- Saturday October 29<sup>th</sup> we will have "Trick or Treat for Books". The kids can pick out a new book to keep and will receive a craft kit with some candy.



<b>Children's Rm Statistics</b>	<b>Aug-22</b>		
<b>Date/Craft Kit or event</b>	<b>Attendance/Craft Kits</b>	<b>Date/Facebook Views</b>	<b># Reached</b>
8/1-STEM - Snap Circuits	2	8/1 - Story Time & Craft Kit	260
8/2 - Story Time	19	8/1 - Glenn Colton Singer	204
8/2 - 3D Wood Fish Craft+Snack	47	8/3 - Day of Glenn Colton	70
8/3- Glenn Colton - Singer	14	8/4 - Story Time & Craft Kit	58
8/4 - Story Time	11	8/4 - Another ST & Craft Kit	199
8/4-Bead Necklace+Snack Kit	30	8/18 - Thank you volunteer	324
8/8 - Slime Making	16	<b>Total</b>	<b>1115</b>
8/9 - Story Time	11		
8/9 - Sun Catcher Craft+Snack Kit	30		
8/10 - Cris Johnson Magician	38		
8/11 - Story Time	14		
8/11 - Sea Turtle Craft+Snack Kit	40		
8/12 - Last Day Party	30		
8/16 - Story Time	5		
8/18 - Fox Craft+Snack Kit	40		
8/23 - Story Time	7		
8/25 - Story Time	5		
8/25 - Fish Bowl Craft+Snack	30		
8/30 - Story Time	3		
8/31 - Spaceship Craft+Snack Kit	35		
<b>Total</b>	<b>427</b>		



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

1. Book Club - Thirteen participants enjoyed a discussion of *The Undomestic Goddess* by Sophie Kinsella.
2. Computer Lab - Michele has resumed the twice-a-month tech sessions at the Senior Center. Attendance for her classes in the lab also continues to increase.
3. Construction Grants and Projects -
  - The 2022 application has been submitted and we're working with Jan to write the justification for the 90%/10% funding.
4. Exterior Electrical Outlets - In an effort to deter individuals from sleeping in the middle of the sidewalk while plugging in their devices, I installed locking outlet covers by the parking lot entrance.
5. Teens/YA -
  - Pirate feast - Seven of the nine summer participants attended our wrap-up event and everyone either dressed in pirate gear or as their game character. Caleb brought extra snacks and ran a mini adventure for everyone.



- Phone inquiry - I received a call from Patty Donovan asking about our D&D program. Apparently, Tom Donovan from Fredonia HS has published various adventures and may be interested in collaborating. I located his school email and sent a message but haven't heard back.
  - Summer Reading Report - Turned in to LJ at CCLS. We held ten in-person summer events for teens with a total attendance of sixty-eight. We also had online/virtual interactions with twelve. Nine people completed the Pirate Scavenger Hunt.
6. Social Club Letters - Finalized and mailed; no responses yet.
  7. IRS Status - We're waiting to hear from JMA. Lizzy is out on leave, so I forwarded our questions to Denise.

8. Magazine Renewals - Popular Subscription Service went out of business, so we placed this year's renewals through Amazon.
9. End of Summer Book Sale - The sale earned \$403.75 and the library totes continue to bring donations at the circulation desk. Various patrons also continue to browse and make purchases from the leftovers in the meeting room.
10. Parking Lot Lamp Post - The light is not working again. Ahlstrom Schaeffer repaired it last Fall and Adam stated that the bulb should have lasted ten years. If it's simply an issue of bulb/ballast they will fix it for free.
11. Fire Alarm Inspection - Originally set for 9/20 but they asked to reschedule to 9/23, which will hopefully resolve the alert issue of 9/21-9/22. (Looks like we need a new sensor in the upper elevator lobby.)
12. Elevator Inspection - Schindler and ACE Elevator performed their inspection on 9/20.
13. Meetings and Conferences -
  - 9/15: LEAP Committee
  - 9/16: CCLS Directors Mtg.

## 2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	2022 YTD	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Juvenile Fiction	513	470	485	654	524	721	1134	1235	5736	739	835	815	581	642
Juvenile Non-Fiction	57	56	61	82	61	72	87	89	565	62	122	82	74	42
Juvenile DVD's	29	26	27	34	13	38	68	44	279	25	33	53	44	57
Juvenile Audio Books	2	0	2	0	0	0	2	0	6	0	0	2	1	0
Juvenile Magazines	0	0	0	5	0	0	3	6	14	0	0	0	0	0
Adult Fiction	549	558	584	526	594	590	603	717	4721	514	547	636	521	543
Adult Non-Fiction	97	102	132	137	114	116	115	108	921	144	120	133	119	127
Adult DVD's	217	129	149	165	120	158	163	233	1334	247	244	251	187	253
Adult Audio Books	15	7	14	18	9	14	15	6	98	16	15	8	37	32
Adult Magazines	1	3	3	7	4	5	10	0	33	1	9	3	12	15
E-Books (Overdrive)	0	0	0	0	0	0	0	0	X	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	X	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	X	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>1714</b>	<b>2200</b>	<b>2438</b>	<b>13707</b>	<b>1748</b>	<b>1925</b>	<b>1983</b>	<b>1576</b>	<b>1711</b>
Computer Use	289	319	467	435	391	442	391	547	3281	213	310	314	280	269
Patrons Visiting Library	1661	1705	2490	2193	2572	2642	2572	2784	18619	1472	1812	1966	1986	1986
Reference Questions	111	178	159	155	142	165	142	173	1225	197	200	195	166	157
Cards Issued each month	10	16	16	16	37	27	42	24	188	4	9	15	19	8
Total Card Holders as of	7433	7449	7465	7481	7518	7545	7587	7611	7611	7277	7286	7301	7320	7328

## 2022 CIRC STATS

Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2020 YTD	% Change
536	1056	659	404	445	537	413	7662	-25.14%
97	115	70	39	41	60	37	841	-32.82%
35	58	38	22	27	28	30	450	-38.00%
1	1	0	0	0	0	0	5	20.00%
0	0	0	0	0	0	0	0	#DIV/0!
603	655	624	557	592	560	553	6905	-31.63%
153	155	120	124	152	92	108	1547	-40.47%
189	188	106	186	301	373	274	2799	-52.34%
24	40	28	11	15	30	29	285	-65.61%
11	8	1	14	8	7	3	92	-64.13%
0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	X	X
<b>1649</b>	<b>2276</b>	<b>1646</b>	<b>1357</b>	<b>1581</b>	<b>1687</b>	<b>1447</b>	<b>20586</b>	<b>-33.42%</b>
288	299	364	385	408	331	384	3845	-14.67%
2056	2198	2073	2347	2266	2570	2012	24744	-24.75%
164	152	134	112	105	129	105	1816	-32.54%
12	16	18	10	17	8	14	150	
<b>7340</b>	<b>7356</b>	<b>7374</b>	<b>7384</b>	<b>7401</b>	<b>7409</b>	<b>7423</b>	7423	

DUNKIRK Aug-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	1206	86		598	98				1988
NEW-BOOK	29	3		119	10				161
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						4			4
CDS									0
MAGAZINE			6			6			12
DVDS			44			233			277
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS						4			4
TOTAL	1235	89	50	717	108	247	0	0	2446

Public Computer Use	547
Computer Assistance w/Patrons	23
Microfilm	2
Curbside Delivery	0
People Counter: Front Entr	522
People Counter: Rear Entr	2262
Total Patron Count	2784
Reference Questions: Adult	163
Reference Questions: Children's	5
Reference Questions: Email	5
Total Reference Questions	173

Added Materials			
MAGAZINES			16
NEWSPAPERS			27
MICROFILM			0
CHILDREN'S ROOM BOOKS			5
ADULT BOOKS			3
DVD'S			2
AUDIO BOOKS			0
Total			53

Date\_\_\_\_\_ Enclosed is my tax-deductible contribution of \$\_\_\_\_\_  
(*A nameplate bearing an inscription will be placed in a new item for contributions of twenty-five dollars or more.*)  
Please make checks payable to Dunkirk Public Library.

- ☐ My gift is in memory of \_\_\_\_\_  
☐ My gift is in honor of \_\_\_\_\_ on this special occasion:  
\_\_\_\_\_

Please send an acknowledgement to \_\_\_\_\_  
at this address \_\_\_\_\_  
\_\_\_\_\_

My name and address \_\_\_\_\_  
\_\_\_\_\_

Please use my donation for:      ☐ Adult      ☐ Teen/YA      ☐ Children      ☐ Computer Lab  
☐ Building Restoration      ☐ Books, Audio    ☐ Books, Physical      ☐ DVDs      ☐ Library's Choice

You may suggest a topic or allow the library to choose the materials by indicating "Library's Choice." Every effort will be made to honor suggested topics. Suggested Topic: \_\_\_\_\_

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***A gift to the Dunkirk Public Library provides a lasting tribute to someone special.***

It is also a way to help the Dunkirk Public Library buy books and other materials that are enduring resources for everyone in the community.

Your contribution will be used entirely to support the purchase of library materials, services, or designated initiatives. An acknowledgement letter, with no mention of amount, will be sent to a recipient of your choosing.

For every twenty-five dollars contributed to expanding the library collection, a nameplate bearing an appropriate inscription will be placed in the item(s) purchased.

***THE DUNKIRK PUBLIC LIBRARY***  
***A LASTING TRIBUTE FOR SOMEONE SPECIAL***  
*\*Remember a loved one.*  
*\*Honor a special friend.*  
*\*Celebrate a birthday, retirement, graduation or other special event.*  
*\*Tell someone you care in a creative way.*

**DUNKIRK PUBLIC LIBRARY**  
**536 CENTRAL AVENUE**  
**DUNKIRK, NY 14048**

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## Dunkirk Public Library

536 Central Avenue • Dunkirk, NY 14048

Phone: (716) 366-2511 • Fax: (716) 366-2525

Web: [www.dunkirklibrary.org/](http://www.dunkirklibrary.org/) • Email: [info@dunkirklibrary.org](mailto:info@dunkirklibrary.org)

### Memorial / Honor Donation Form

A gift to the Dunkirk Public Library provides a lasting tribute to someone special.

Please return this completed form to the library in person or via mail c/o  
Memorials at the address listed above.

Name of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Donor Address: \_\_\_\_\_

\_\_\_\_\_

Select one option: In Memory of \_\_\_\_\_

OR

In Honor of \_\_\_\_\_

Notice of this donation shall be sent to \_\_\_\_\_

who resides at \_\_\_\_\_

\_\_\_\_\_

Please use my donation for: \_\_\_\_\_ Donation Amount: \_\_\_\_\_

- |   |  |                                   |   |
|---|--|-----------------------------------|---|
| <input type="checkbox"/> Adult                | <input type="checkbox"/> Teen/YA         | <input type="checkbox"/> Children | <input type="checkbox"/> Computer Lab     |
| <input type="checkbox"/> Books, Audio         | <input type="checkbox"/> Books, Physical | <input type="checkbox"/> DVDs     | <input type="checkbox"/> Library's Choice |
| <input type="checkbox"/> Building Restoration | <input type="checkbox"/> Other: _____    |                                   |   |

Suggested Topic: \_\_\_\_\_

*The library will make every effort to honor your request based upon collection needs  
and materials available to purchase at the time of donation.*

*For contributions of twenty-five dollars or more, a nameplate bearing an appropriate  
inscription will be placed on items added to the library's holdings.*