

Dunkirk Public Library Board Meeting Agenda
November 22nd, 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

- October 2022

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. Knox Box - FSC provided a purchase estimate of \$580.80; waiting to hear on what they would charge for installation also.
2. NYSLRS Resolutions - Adopt a resolution for the standard work days established last month.
3. NYS Deferred Compensation Program - We need one of our notaries to witness the acceptance form.

New Business

1. Thanks and Acknowledgments:
 - Dom Polski Polish Club (ADA Ramp - \$50.00) - card to sign
4. Finances/Income - Monthly discussion.
 - Establish three to five shared talking points regarding the need for a budget increase and start sharing them when you're out in the community.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
5. Lost Item Processing Charge - Patrons are billed after 45 days for items considered lost. CCLS is considering the option to add a charge to the bill. A little extra would help cover the cost of replacement and/or the extra clerical work required to adjust the KOHA catalog holdings. Are we in favor and what would be the recommended amount? (\$5?)

Dunkirk Public Library Board Meeting Agenda
November 22nd, 2022

6. Call for Executive Session if needed. --NO--
7. Conclude Executive Session and return to normal business.
8. Jan's Monthly Plan
 - Finalize "Annual Report to the Community".

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

October 25, 2022

Attendees Present

Mary Beth Muldowney, Sara Marsowicz, Jason Hammond, Susan Nickle, Nancy Tuggle, Matthew Woelfle, Pam Czarniak, Megan Giebner

Attendees Absent

None

Mary Beth Muldowney presided. Called to order at 4:18 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 September 2022 meeting were approved (S. Marsowicz, M. Woelfle)

Children's Room Report

Submitted and reviewed by Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Knox Box-is recommended by local fire officials. The original estimates from Great Lakes, which no longer services the library, were presented. FFC is our new vendor and prices should be updated and reviewed.
2. Fire Monitoring Service-Jan indicated that the alerts go to the staff rather than the local fire/police departments. Sara was to follow up with the Fire Chief as to his recommendations.

3. Harassment Training - Proof of training should be provided to Jason ASAP. For those in need, the library system version posted on the staff page in October is available on the library website.
4. Finances/Income - A monthly discussion will be continued for budget increase in 2023. M. Giebner provided financial information for review.
5. NYSLRS Resolutions regarding the number of hours in a "standard work day" for each employee was discussed. Resolution will be drawn by Jason for approval by the board during the November 2022 meeting.

Executive Session

Not needed.

New Business

1. Susan Larivy presented a proposal to erect a bench in memory of her late husband in the back of the building. The Larivy family would pay for the bench, but maintenance would be provided by the library. Motion to approve was given by S. Nickle & N. Tuggle.
2. Thanks & acknowledgment was given for monetary gifts from the Dunkirk Exempt Vol. Fireman's Assoc., Kosciuszko Polish Home Assoc. & Looney Labs.
3. NYS Deferred Compensation Program discussed which offers the staff a voluntary only opportunity to invest into a retirement program provided by the state. Resolution was presented at the meeting and approved by the board.
4. Audit was finished by Johnson Mackowiak & Associates and is now available for review. Jason will follow up with them regarding what the risks found were & how we can amend.
5. Jan's monthly plans discussed. Jason & Michele attended CCLS Annual meeting on 10/12/22 and a request was made to the school district for funds which were received & deposited on 10/18/22.

Next meeting is scheduled for November 22, 2022.

S. Marsowicz & M. Woelfle motioned for the meeting to be adjourned at 5:28 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

October 2022

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	Oct-20	July 22 - June 23	2022-2023	Balance	% Received
401 - Fines	41.20	127.46	275.00	147.54	46.35%
402 - Copier Income	144.82	505.66	1,500.00	994.34	33.71%
403 - Fax Sales	0.00	94.00	500.00	406.00	18.80%
404 - Used Book Sales	63.00	605.25	1,000.00	394.75	60.53%
405 - Lost & Damaged	23.98	87.98	225.00	137.02	39.10%
410 - Gifts and Donations	12.00	2,533.50	5,000.00	2,466.50	50.67%
419 - School District Funds	350,000.00	350,000.00	350,000.00	0.00	100.00%
436 - Misc Income	0.00	0.00	950.00	950.00	0.00%
440 - CCLS Cash Grant	0.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	0.00	3,794.40	4,000.00	205.60	94.86%
445 - Construction Grant Income	1,817.00				
478 CCLS Book Plan	0.00	1,426.95	5,100.00	3,673.05	27.98%
Total Income	352,102.00	359,425.20	368,800.00	9,374.80	97.46%

Dunkirk Public Library

Expense Report

October 2022

EXPENSE REPORT	Disbursed This Month Oct-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	8,000.00	22,002.50	14,716.00	-7,286.50	149.51%
451 • Block Grant	233.01	-489.16			
501 • BOOKS	2,166.19	6,289.86	16,000.00	9,710.14	39.31%
502 • PERIODICALS	376.43	376.43	1,000.00	623.57	37.64%
503 • CCLS BOOK PLAN	208.33	624.99	5,100.00	4,475.01	12.25%
504 • Gifts and Donations Expenses	365.37	963.12	5,000.00	4,036.88	19.26%
507 • AUDIO BOOKS	0.00	10.28	1,000.00	989.72	1.03%
509 • DVD'S	78.09	396.36	1,750.00	1,353.64	22.65%
550• SALARIES & WAGES	17,213.72	70,955.92	218,360.00	147,404.08	32.49%
551 • FICA & MEDICARE	1,337.37	5,443.72	16,705.00	11,261.28	32.59%
552 • INSURANCE - WORKER'S COMP	0.00	0.00	3,500.00	3,500.00	0.00%
553 • HEALTH INSURANCE	1,827.03	5,481.09	20,000.00	14,518.91	27.41%
554 • NYS Retirement	0.00	0.00	28,000.00	28,000.00	0.00%
555 • DISABILITY INSURANCE	464.26	918.04	1,500.00	581.96	61.20%
556 • UNEMPLOYMENT TAX	70.01	909.29	2,200.00	1,290.71	41.33%
558 • N.Y.S. Sales Tax Payment	0.00	0.00	100.00	100.00	0.00%
560 • ELECTRICITY	809.64	3,931.57	8,000.00	4,068.43	49.14%
561 • NATURAL GAS	48.77	48.77	7,000.00	6,951.23	0.70%
562 • WATER	130.87	130.87	200.00	69.13	65.44%
563 • SEWER	110.00	110.00	250.00	140.00	44.00%
564 • TIPPING FEE	48.00	48.00	210.00	162.00	22.86%
565 • TELEPHONE	75.40	167.86	1,000.00	832.14	16.79%
570 • LIBRARY SUPPLIES	723.80	1,263.48	2,500.00	1,236.52	50.54%
571 • POSTAGE	0.00	300.84	500.00	199.16	60.17%
580 • ADVERTISING	0.00	0.00	500.00	500.00	0.00%
581 • COMPUTER MAINTENANCE	119.40	363.28	1,000.00	636.72	36.33%
582 • INTERNET EXPENSES	69.00	69.00	400.00	331.00	17.25%
583 • COMPUTER EQUIPMENT	0.00	0.00	3,000.00	3,000.00	0.00%
584 • BUILDING SUPPLIES	78.00	425.08	2,000.00	1,574.92	21.25%
585 • BUILDING REPAIRS & Maintenance	-550.00	-1,050.00	12,000.00	13,050.00	-8.75%
586 • GROUNDS KEEPING	0.00	519.98	7,500.00	6,980.02	6.93%
587 • ELEVATOR MAINTENANCE	210.00	210.00	2,650.00	2,440.00	7.92%
588 • WORKSHOPS & TRAVEL	120.75	120.75	1,500.00	1,379.25	8.05%
590 • PROFESSIONAL FEES	5,100.00	5,100.00	5,500.00	400.00	92.73%
591 • PAYROLL PROCESSING	93.10	383.46	1,000.00	616.54	38.35%
592 • INSURANCE	0.00	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	393.98	894.52	750.00	-144.52	119.27%
610 - Children Program Supplies	167.03	417.41	2,800.00	2,382.59	14.91%
611 - Children Special Guests	0.00	0.00	1,400.00	1,400.00	0.00%
612 - Adult Program Supplies	19.99	35.09	1,000.00	964.91	3.51%
613 - Adult Special Guests	0.00	200.00	1,000.00	800.00	20.00%
614 - Teen Programming	0.00	91.85	1,500.00	1,408.15	6.12%
615 - Building Equipment	176.33	676.07	1,000.00	323.93	67.61%
616 - Outreach	100.00	427.92	1,500.00	1,072.08	28.53%
620 - Legal Fees	500.00	1,000.00	2,000.00	1,000.00	50.00%
630 - Computer Programs	0.00	0.00	1,000.00	1,000.00	0.00%
688 • Misc Expenses	0.00	39.37	0.00	-39.37	#DIV/0!
Total Expense	40,883.87	136,378.35	399,641.00	263,262.65	34.13%

Dunkirk Public Library

Balance Sheet

As of October 31, 2022

Oct 31, 22

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 260.28

101 - 101 - Operating Fund 670,860.29

103 - 0216 144,020.23

Total Checking/Savings 815,140.80

Other Current Assets

106 - 0012011842 3,625.22

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 26,529.41

128 - 0012026411 4,223.50

Total Other Current Assets 56,024.49

Total Current Assets 871,165.29

Fixed Assets

160.0 - 160 - Fixed Assets 1,243,245.09

170 - 170 - Depreciation -543,117.20

Total Fixed Assets 700,127.89

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -232,687.00

Total Other Assets -232,653.48

TOTAL ASSETS 1,338,639.70

Dunkirk Public Library

Balance Sheet

As of October 31, 2022

Oct 31, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,645.89

Total Accounts Payable -1,645.89

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -478.19

2001 · Unemployment Payable -281.47

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,440.66

Total Current Liabilities -215,086.55

Total Liabilities -215,086.55

Equity

30000 · Opening Balance Equity 207,119.33

301 · FUND BALANCE UNRESTRICTED -4,176.12

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

313 · TEMP.REST.F/B- FRIENDS OF 625.22

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 438,619.63

Net Income 224,883.57

Total Equity 1,553,726.25

TOTAL LIABILITIES & EQUITY 1,338,639.70

Dunkirk Public Library
Check Detail
October 21 through November 17, 2022

Type	Date	Name	Account	Original Amount
Check	10/31/2022	Bahgat & Laurito-Bahgat	101 - 101 - Operating Fund	-46.55
			591 - Payroll Processing	46.55
TOTAL				46.55
Bill Pmt -Check	11/03/2022	Baker & Taylor	101 - 101 - Operating Fund	-460.28
Bill	10/31/2022		501 - Books	12.01
Bill	10/31/2022		504 - Gifts and Donations Expenses	29.16
Bill	10/31/2022		501 - Books	85.85
Bill	10/31/2022		501 - Books	80.07
Bill	10/31/2022		501 - Books	253.19
TOTAL				460.28
Bill Pmt -Check	11/10/2022	Baker & Taylor	101 - 101 - Operating Fund	-189.09
Bill	11/08/2022		501 - Books	16.87
Bill	11/08/2022		501 - Books	1.90
Bill	11/08/2022		501 - Books	12.43
Bill	11/08/2022		501 - Books	47.91
Bill	11/08/2022		501 - Books	72.28
Bill	11/08/2022		501 - Books	37.70
TOTAL				189.09
Bill Pmt -Check	11/17/2022	Baker & Taylor	101 - 101 - Operating Fund	-951.23
Bill	11/15/2022		501 - Books	11.32
Bill	11/15/2022		501 - Books	23.35
Bill	11/15/2022		501 - Books	12.18
Bill	11/15/2022		501 - Books	237.65
			504 - Gifts and Donations Expenses	19.22
			504 - Gifts and Donations Expenses	16.44
			504 - Gifts and Donations Expenses	15.92
			504 - Gifts and Donations Expenses	10.19
Bill	11/15/2022		501 - Books	267.82
			504 - Gifts and Donations Expenses	13.72
			504 - Gifts and Donations Expenses	15.37
Bill	11/15/2022		501 - Books	16.16
Bill	11/15/2022		501 - Books	11.15
Bill	11/15/2022		504 - Gifts and Donations Expenses	14.73
Bill	11/15/2022		501 - Books	23.04
Bill	11/15/2022		501 - Books	8.12
Bill	11/15/2022		501 - Books	127.10
Bill	11/15/2022		501 - Books	86.05
Bill	11/15/2022		504 - Gifts and Donations Expenses	21.70
TOTAL				951.23
Bill Pmt -Check	11/10/2022	Casale Plumbing & Heating	101 - 101 - Operating Fund	-382.50
Bill	11/08/2022		585 - Building Repairs & Maintenance	382.50
TOTAL				382.50

Dunkirk Public Library
Check Detail
October 21 through November 17, 2022

Type	Date	Name	Account	Original Amount
Bill Pmt -Check	11/10/2022	CCLS	101 - 101 - Operating Fund	-240.08
Bill	11/08/2022		503 - CCLS Book Plan - Overdrive	208.33
			565 - Telephone	29.75
			401 - Fines	2.00
TOTAL				<u>240.08</u>
Bill Pmt -Check	11/17/2022	Chadwick Bay Property Management	101 - 101 - Operating Fund	-150.00
Bill	11/15/2022		586 - Grounds Keeping	150.00
TOTAL				<u>150.00</u>
Bill Pmt -Check	11/17/2022	CNA Surety	101 - 101 - Operating Fund	-610.00
Bill	11/17/2022		592 - Insurance	610.00
TOTAL				<u>610.00</u>
Bill Pmt -Check	11/10/2022	Creative Product Source, Inc.	101 - 101 - Operating Fund	-355.07
Bill	11/08/2022		616 - Outreach	355.07
TOTAL				<u>355.07</u>
Bill Pmt -Check	11/17/2022	D. Walter Management, LLC	101 - 101 - Operating Fund	-12,000.00
Bill	11/15/2022		450 - Construction Grants	12,000.00
TOTAL				<u>12,000.00</u>
Bill Pmt -Check	11/03/2022	Demco	101 - 101 - Operating Fund	-301.04
Bill	10/31/2022		570 - Library Supplies	301.04
TOTAL				<u>301.04</u>
Check	10/31/2022	DFT	101 - 101 - Operating Fund	-17.53
			565 - Telephone	17.53
TOTAL				<u>17.53</u>
Bill Pmt -Check	10/27/2022	EATON OFFICE SUPPLY	101 - 101 - Operating Fund	-149.79
Bill	10/27/2022		570 - Library Supplies	149.79
TOTAL				<u>149.79</u>
Bill Pmt -Check	10/27/2022	Highmark BCBCWNY	101 - 101 - Operating Fund	-1,827.03
Bill	10/27/2022		553 - Health Insurance	1,827.03
TOTAL				<u>1,827.03</u>
Check	10/31/2022	IRS	101 - 101 - Operating Fund	-1,999.39
			550 - Salaries & Wages	1,314.35
			551 - FICA & Medicare	685.04
				<u></u>

Dunkirk Public Library
Check Detail
October 21 through November 17, 2022

	Type	Date	Name	Account	Original Amount
TOTAL					1,999.39
	Check	11/15/2022	National Grid	101 - 101 - Operating Fund	-734.03
				560 - Electricity	734.03
TOTAL					734.03
	Bill Pmt -Check	11/10/2022	NYS & Local Retirement System	101 - 101 - Operating Fund	-16,798.00
	Bill	11/10/2022		554 - NYS Retirement	16,798.00
TOTAL					16,798.00
	Check	10/24/2022	NYS Retirement	101 - 101 - Operating Fund	-157.11
				550 - Salaries & Wages	157.11
TOTAL					157.11
	Check	10/31/2022	NYS Tax	101 - 101 - Operating Fund	-290.19
				2000 - NYS Taxes Payable	290.19
TOTAL					290.19
	Check	10/31/2022	NYS Unemployment Insurance	101 - 101 - Operating Fund	-75.02
				2001 - Unemployment Payable	75.02
TOTAL					75.02
	Check	10/31/2022	payroll	101 - 101 - Operating Fund	-7,270.87
				550 - Salaries & Wages	7,270.87
TOTAL					7,270.87
	Check	10/24/2022	Shelter Point Life	101 - 101 - Operating Fund	-464.26
				555 - Disability Insurance	464.26
TOTAL					464.26
	Bill Pmt -Check	10/27/2022	United Way of Northern Chautauqua Cou	101 - 101 - Operating Fund	-100.00
	Bill	10/27/2022		616 - Outreach	100.00
TOTAL					100.00
				TOTAL	45,569.06

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

- Statistics – October 2022 - We had 12 story time participants and handed out 412 craft kits.
- Story Time numbers are picking up. From November 1st to November 17th we've had 24 participants.
- Craft Kits:



Nerd Animal Magnets



Acorn Man



Color a Wood Leaf



Bat Magnets



Ghost



Trick or Treat for Books Craft

- “Trick or Treat for Books” was from 11:00 – 1:00 on Saturday 10/29/22. Patrons started arriving at 10:40 and they didn't stop until 1:15. We ran out of our 48 gift bags in the first half hour. We scrambled to make treat bags, about 20 of them which ran out quickly. We then put out prizes from the summer program. They seemed happy with those. We've always given out about 40-48 gift bags in the last few years. Cindy registered five kids for cards.
- Next week on Wednesday November 23rd will begin our “Wednesday After School Craft Club.” It will run every Wednesday until 12/21. On 12/28 we will have a craft at 11:00 am because the kids are out of school.

Children's Room Statistics	Oct-22		
Date/Story Time/Event	# Story Time / # Kits	Date -Facebook Views	# Reached
10/6 - Craft Kit (no Snack) - Magnets	45	10/4/22- Library Quote	168
10/13/22 - Story Time	3	10/5/22 - Scavenger Hunt	225
10/13-Craft Kit(no snack)- Acorn Man	23	10/11 - Leaf Craft	261
10/13 - Craft Kit + Snack-Leaf	40	10/11 - Acorn Man	133
10/20-Story Time	3	10/14 - Fall Quote	114
10/20-Craft Kit+Snack-Bat Magnet	48	10/25- Trick or Treat for Books	389
10/25- Story Time	4	10/31-Beach Library Pic	306
10/27- Story Time	2	10/31- Kids Costumes pictures	420
10/27-Craft Kit(no snacks) Ghost	30	Total	2016
10/29-Trick or Treat for Books	214		
10/1-10/31 Scavenger Hunt	12		
Total	424		

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

1. Book Club - Thirteen participants discussed *Sold on a Monday* by Kristina McMorris. Plans are underway for a treat-filled December meeting, after which they will not gather again until February. Next year's selections have been chosen, and more new members have signed up this week.
2. Computer Lab - Michele and I will be interviewing a potential lab intern from SUNY Fredonia on 11/18/22. (Postponed until after Thanksgiving; the student had to head home before the bad weather hit.)
3. Teens/YA - Our regular Friday meetings continue with good attendance. The kids ran their own gaming session 11/9/22. Games Month activities have had moderate participation from adult and child patrons.
4. Middle School ELA Visit - Marie Cameron brought her second group of 7th grade ELA students for a visit on 11/3/22. (We've been seeing a few more kids hang out after school lately; not sure if they are her students or if attendance is just gradually increasing.)
5. CCLS Collection Development - We've completed our purchase of six professionally reviewed cooking titles for 2022 and have begun selecting options for 2023. By 2024 we will need to select a new nonfiction subject area.
6. Tech Upgrade - Four new PCs have been installed, partially replacing the obsolete towers in the children's room and at Megan's desk.
7. Community Service - Stephen Jackson is working on twenty hours of service time.
8. Carnahan-Jackson Grant - As long as the foundation has no issues with our tax-exempt status, funds will be issued at the end of December.
9. Meals on Wheels - We've contacted Deb Pacos in an effort to increase our MoW participation.
10. Spoke Folk - Rich Goodman and I are setting up a follow-up meeting to see if we can bring a winter bicycle building program to the library.
11. Construction - David W is hoping to have quotes for next summer's Masonry and Electrical projects by Thanksgiving. I've shared a couple other contractor options for the ADA ramp with him, also.
12. Audit - Follow-up with JMA stated we have no concerns to worry about. The criteria identified in the report are the standards they are required to address in their analysis. We're making progress on the Bank Agreement and other financial policies that they'd like to see implemented (Thanks Megan!).

13. Meetings and Conferences -

10/27: Running Meetings w/ Robert's Rules

11/9: CCLS Youth Services Update

11/14: Capacity Lab Meeting

11/14: Library Advocacy Committee Meeting

11/18: CCLS Director's Meeting (viewed recording on 11/21/22)

2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	2022 YTD	Jan-21	Feb-21	Mar-21
Juvenile Fiction	513	470	485	654	524	721	1134	1235	674	561	6971	739	835	815
Juvenile Non-Fiction	57	56	61	82	61	72	87	89	63	74	702	62	122	82
Juvenile DVD's	29	26	27	34	13	38	68	44	23	28	330	25	33	53
Juvenile Audio Books	2	0	2	0	0	0	2	0	1	3	10	0	0	2
Juvenile Magazines	0	0	0	5	0	0	3	6	0	0	14	0	0	0
Adult Fiction	549	558	584	526	594	590	603	717	537	560	5818	514	547	636
Adult Non-Fiction	97	102	132	137	114	116	115	108	103	102	1126	144	120	133
Adult DVD's	217	129	149	165	120	158	163	233	145	110	1589	247	244	251
Adult Audio Books	15	7	14	18	9	14	15	6	8	5	111	16	15	8
Adult Magazines	1	3	3	7	4	5	10	0	8	6	47	1	9	3
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	X	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	X	0	0	0
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	X	0	0	0
Total Circulation	1480	1351	1457	1628	1439	1714	2200	2438	1562	1449	16718	1748	1925	1983
Computer Use	289	319	467	435	391	442	391	547	436	394	4111	213	310	314
Patrons Visiting Library	1661	1705	2490	2193	2572	2642	2572	2784	2622	2470	23711	1472	1812	1966
Reference Questions	111	178	159	155	142	165	142	173	148	143	1516	197	200	195
Cards Issued each month	10	16	16	16	37	27	42	24	35	30	253	4	9	15
Total Card Holders as of	7433	7449	7465	7481	7518	7545	7587	7611	7646	7676	7676	7277	7286	7301

2022 CIRC STATS

Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2020 YTD	% Change
581	642	536	1056	659	404	445	537	413	7662	-9.02%
74	42	97	115	70	39	41	60	37	841	-16.53%
44	57	35	58	38	22	27	28	30	450	-26.67%
1	0	1	1	0	0	0	0	0	5	100.00%
0	0	0	0	0	0	0	0	0	0	#DIV/0!
521	543	603	655	624	557	592	560	553	6905	-15.74%
119	127	153	155	120	124	152	92	108	1547	-27.21%
187	253	189	188	106	186	301	373	274	2799	-43.23%
37	32	24	40	28	11	15	30	29	285	-61.05%
12	15	11	8	1	14	8	7	3	92	-48.91%
0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	X	X
1576	1711	1649	2276	1646	1357	1581	1687	1447	20586	-18.79%
280	269	288	299	364	385	408	331	384	3845	6.92%
1986	1986	2056	2198	2073	2347	2266	2570	2012	24744	-4.17%
166	157	164	152	134	112	105	129	105	1816	-16.52%
19	8	12	16	18	10	17	8	14	150	
7320	7328	7340	7356	7374	7384	7401	7409	7423	7423	

DUNKIRK Oct-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	489	71		444	84				1088
NEW-BOOK	72	3		116	18				209
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			3			5			8
CDS			1			1			2
MAGAZINE						6			6
DVDS			27			109			136
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	561	74	31	560	102	121	0	0	1449

Public Computer Use	394
Computer Assistance w/Patrons	8
Microfilm	0
Curbside Delivery	0
People Counter: Front Entr	669
People Counter: Rear Entr	1801
Total Patron Count	2470
Reference Questions: Adult	128
Reference Questions: Children's	13
Reference Questions: Email	2
Total Reference Questions	143

<i>Added Materials</i>			
MAGAZINES			27
NEWSPAPERS			26
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			8
DVD'S			2
AUDIO BOOKS			0
Total			63



FIRE SECURITY COMMUNICATIONS

33 INSTITUTE STREET • JAMESTOWN, NY 14701

(716) 664-5336

QUOTATION

Number: 11111

Name / Address	Project:	Date:
Dunkirk Public Library 536 Central Ave Dunkirk NY 14048	Service Acknowledgement	11/14/2022

Item	Description	Qty
Miscellaneous Parts Shipping and Handling	Knox Box Knox Box: Surface Mount, Black, Hinged Cover, 3200 Series Shipping and Handling This quote if for the knox box only - no installation - this box does not connect to the fire or security system.	1

Please sign this quote to indicate your approval.	Subtotal	\$580.80
P.O. Number:	Sales Tax (0.0%)	\$0.00
Signature _____	Total	\$580.80

NY State License Number 12000048424, Federal Tax ID 14-1850447

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

See Instructions for completing form on reverse side

RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the _____, Location code _____, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)

On this _____ day of _____, 20 ____

(Signature of Clerk) Date enacted: _____

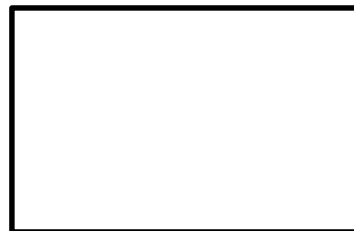
I, _____, clerk of the governing board of the _____
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

(Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A) .

For important information and instructions – See Back Page



Instructions for completing the Standard Work Day Resolution

A	B
Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

Please note: the above table is a **sample**. The titles and values are for illustrative purposes only.

A. Title: You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all custodial staff six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.

B. Standard Work Day (Hrs/day): The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours an employee works. For example, if a clerk is only required to work three hours a day, the employer must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.