

Dunkirk Public Library Board Meeting Agenda
January 24th, 2023

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

- December 2022

Financial Report - Treasurer/VP of Finance

Approval of Bill Payments & Budget Transfers - Preapproval of monthly bills for 2023.

Children's Room Report

Director's Report

Unfinished Business

1. Knox Box - Ordered and waiting on delivery. \$491.00
2. Proposal from Beverly Slichta-Cusick representing the Dunkirk/Fredonia Community Advocates Group. *Approve* or *Deny* based on recommendations from Lawyer, Accountant, and Insurance?

New Business

1. Construction Grants - Review bid proposal from Ahlstrom Schaffer for summer electric work in accordance with needs addressed in building plan. (Contingent on approval of funds from NYS?)
2. Long Range Plan of Service - Review and update as needed.
3. Thanks and Acknowledgments:
 - Our most recent mailman is moving; he donated two large boxes of board games from his personal collection to the library.
 - Cards from staff members for the Board.
4. Finances/Income - Monthly discussion.
 - Budget increase and tax cap discussion with Jan from CCLS.
 - Wage changes as of 1/1/23
 - It's time to start preparing the next budget for June.
5. Call for Executive Session if needed. --YES--
6. Conclude Executive Session and return to normal business.

Dunkirk Public Library Board Meeting Agenda
January 24th, 2023

7. Jan's Monthly Plan (with additions)
 - Begin work on 2023-2024 budget
 - Review long-term plan and goals for 2023.
 - Preapproval of monthly bills.

Attendees Present

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

Absent: Megan Giebner

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 November 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. Finances/Income- Monthly discussion continues to justify 2023 budget increase. Board requested guidance from Jan. Jason will request her attendance either in person or via phone for discussion.
2. Proposal from Dunkirk/Fredonia Community Advocates Group member Beverly Slichta Cusik asking that any grants or donations be accepted, recorded by the library on behalf of their group's projects. Library attorney will be contacted to verify if this request can be granted.

New Business

1. Card of thanks was signed by the board to acknowledge a \$4,000 donation from Carnahan Jackson Foundation & Moniuszko Social Club's \$500 donation for the ADA Ramp.
2. CCLS proposed a reduction to our budget for physical audio books & dedicate the difference to electronic books and audio for Overdrive due to technology changes. Reduction motioned/approved (M. Woelfle; S. Nickle)
3. The Annual Report to the Community was completed and posted to the website.

4. The 2023 Meeting Schedule was set for the upcoming year. Agreed to keep on the fourth Tuesday of the month beginning at 4:15 pm. Dates are as follows: 01/24, 02/28, 03/28, 04/25, 05/23, 06/27, 07/25, 08/22, 09/26, 10/24, 11/28 & 12/19.
5. Jan's Monthly Plan - Renew Treasurer Bond was completed.

Next meeting is scheduled for January 24, 2023.

S. Marsowicz & N. Tuggle motioned for the meeting to be adjourned at 5:29 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

December 2022

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	Dec-20	July 22 - June 23	2022-2023	Balance	% Received
401 - Fines	43.75	174.83	275.00	100.17	63.57%
402 - Copier Income	341.60	885.26	1,500.00	614.74	59.02%
403 - Fax Sales	8.00	102.00	500.00	398.00	20.40%
404 - Used Book Sales	107.65	751.86	1,000.00	248.14	75.19%
405 - Lost & Damaged	13.99	117.16	225.00	107.84	52.07%
410 - Gifts and Donations	457.00	3,136.50	5,000.00	1,863.50	62.73%
419 - School District Funds	0.00	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	0.00				
478 CCLS Book Plan	0.00	2,853.90	5,100.00	2,246.10	55.96%
Total Income	971.99	362,065.91	368,800.00	6,734.09	98.17%

Dunkirk Public Library

Expense Report

December 2022

EXPENSE REPORT	Disbursed This Month Dec-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	0.00	34,002.50	14,716.00	-19,286.50	231.06%
451 · Block Grant	199.12	-290.04			
501 · BOOKS	1,095.79	8,649.43	16,000.00	7,350.57	54.06%
502 · PERIODICALS	0.00	376.43	1,000.00	623.57	37.64%
503 · CCLS BOOK PLAN	208.33	1,041.65	5,100.00	4,058.35	20.42%
504 · Gifts and Donations Expenses	49.80	1,152.09	5,000.00	3,847.91	23.04%
507 · AUDIO BOOKS	0.00	55.66	1,000.00	944.34	5.57%
509 · DVD'S	172.11	746.02	1,750.00	1,003.98	42.63%
550 · SALARIES & WAGES	18,133.29	106,257.31	218,360.00	112,102.69	48.66%
551 · FICA & MEDICARE	1,385.46	8,118.57	16,705.00	8,586.43	48.60%
552 · INSURANCE - WORKER'S COMP	2,265.00	2,265.00	3,500.00	1,235.00	64.71%
553 · HEALTH INSURANCE	0.00	7,308.12	20,000.00	12,691.88	36.54%
554 · NYS Retirement	0.00	16,798.00	28,000.00	11,202.00	59.99%
555 · DISABILITY INSURANCE	0.00	918.04	1,500.00	581.96	61.20%
556 · UNEMPLOYMENT TAX	77.27	1,157.63	2,200.00	1,042.37	52.62%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	100.00	0.00%
560 · ELECTRICITY	772.16	5,437.76	8,000.00	2,562.24	67.97%
561 · NATURAL GAS	0.00	592.29	7,000.00	6,407.71	8.46%
562 · WATER	0.00	130.87	200.00	69.13	65.44%
563 · SEWER	0.00	110.00	250.00	140.00	44.00%
564 · TIPPING FEE	0.00	48.00	210.00	162.00	22.86%
565 · TELEPHONE	65.68	263.29	1,000.00	736.71	26.33%
570 · LIBRARY SUPPLIES	81.38	1,423.79	2,500.00	1,076.21	56.95%
571 · POSTAGE	0.00	302.52	500.00	197.48	60.50%
580 · ADVERTISING	0.00	0.00	500.00	500.00	0.00%
581 · COMPUTER MAINTENANCE	0.00	363.28	1,000.00	636.72	36.33%
582 · INTERNET EXPENSES	69.00	138.00	400.00	262.00	34.50%
583 · COMPUTER EQUIPMENT	0.00	2,393.00	3,000.00	607.00	79.77%
584 · BUILDING SUPPLIES	0.00	425.08	2,000.00	1,574.92	21.25%
585 · BUILDING REPAIRS & Maintenance	-4,500.00	-5,167.50	12,000.00	17,167.50	-43.06%
586 · GROUNDS KEEPING	790.00	1,459.98	7,500.00	6,040.02	19.47%
587 · ELEVATOR MAINTENANCE	0.00	210.00	2,650.00	2,440.00	7.92%
588 · WORKSHOPS & TRAVEL	0.00	120.75	1,500.00	1,379.25	8.05%
590 · PROFESSIONAL FEES	0.00	5,100.00	5,500.00	400.00	92.73%
591 · PAYROLL PROCESSING	94.68	572.82	1,000.00	427.18	57.28%
592 · INSURANCE	0.00	7,180.74	7,000.00	-180.74	102.58%
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	79.36	973.88	750.00	-223.88	129.85%
610 · Children Program Supplies	111.65	689.12	2,800.00	2,110.88	24.61%
611 · Children Special Guests	0.00	0.00	1,400.00	1,400.00	0.00%
612 · Adult Program Supplies	48.80	83.89	1,000.00	916.11	8.39%
613 · Adult Special Guests	0.00	200.00	1,000.00	800.00	20.00%
614 · Teen Programming	0.00	203.48	1,500.00	1,296.52	13.57%
615 · Building Equipment	0.00	676.07	1,000.00	323.93	67.61%
616 · Outreach	66.38	849.37	1,500.00	650.63	56.62%
620 · Legal Fees	0.00	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	1,042.00	1,131.37	0.00	-1,131.37	#DIV/0!
Total Expense	22,307.26	215,468.26	399,641.00	184,172.74	53.92%

Dunkirk Public Library

Balance Sheet

As of December 31, 2022

Dec 31, 22

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 258.60

101 - 101 - Operating Fund 594,016.66

103 - 0216 144,032.07

Total Checking/Savings 738,307.33

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 794,331.82

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 1,261,806.23

Dunkirk Public Library

Balance Sheet

As of December 31, 2022

Dec 31, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -2,407.21

Total Accounts Payable -2,407.21

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -188.00

2001 · Unemployment Payable -206.45

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,075.45

Total Current Liabilities -215,482.66

Total Liabilities -215,482.66

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 148,446.21

Total Equity 1,477,288.89

TOTAL LIABILITIES & EQUITY 1,261,806.23

Dunkirk Public Library
Check Detail
December 16, 2022 through January 19, 2023

	Type	Date	Name	Account	Original Amount
	Bill Pmt -Check	01/19/2023	Ahira Hall Memorial Library	101 · 101 · Operating Fund	-19.97
	Bill	01/19/2023		405 · Lost & Damaged	19.97
TOTAL					19.97
	Bill Pmt -Check	01/05/2023	Allen Fire Equipment Sale & Service, Inc.	101 · 101 · Operating Fund	-36.00
	Bill	01/04/2023		585 · Building Repairs & Maintenance	36.00
TOTAL					36.00
	Check	12/30/2022	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-44.97
				591 · Payroll Processing	44.97
TOTAL					44.97
	Check	01/13/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-44.97
				591 · Payroll Processing	44.97
TOTAL					44.97
	Bill Pmt -Check	12/22/2022	Baker & Taylor	101 · 101 · Operating Fund	-1,038.92
	Bill	12/19/2022		501 · Books	646.33
	Bill	12/19/2022		501 · Books	12.01
	Bill	12/19/2022		501 · Books	330.78
				504 · Gifts and Donations Expenses	30.58
				504 · Gifts and Donations Expenses	19.22
TOTAL					1,038.92
	Bill Pmt -Check	01/05/2023	Baker & Taylor	101 · 101 · Operating Fund	-226.08
	Bill	01/04/2023		501 · Books	22.01
	Bill	01/04/2023		501 · Books	11.76
	Bill	01/04/2023		501 · Books	28.28
	Bill	01/04/2023		501 · Books	32.18
	Bill	01/04/2023		501 · Books	59.61
	Bill	01/04/2023		501 · Books	44.99
	Bill	01/04/2023		501 · Books	27.25
TOTAL					226.08
	Bill Pmt -Check	01/12/2023	Baker & Taylor	101 · 101 · Operating Fund	-468.56
	Bill	01/12/2023		501 · Books	16.27
	Bill	01/12/2023		501 · Books	39.50
	Bill	01/12/2023		501 · Books	16.87
	Bill	01/12/2023		504 · Gifts and Donations Expenses	48.27
	Bill	01/12/2023		501 · Books	24.51
	Bill	01/12/2023		501 · Books	102.32
	Bill	01/12/2023		501 · Books	220.82
TOTAL					468.56
	Bill Pmt -Check	01/19/2023	Baker & Taylor	101 · 101 · Operating Fund	-960.35

Dunkirk Public Library
Check Detail
December 16, 2022 through January 19, 2023

Type	Date	Name	Account	Original Amount
Bill	01/18/2023	501 · Books		17.98
Bill	01/18/2023	501 · Books		509.08
Bill	01/18/2023	501 · Books		18.52
Bill	01/18/2023	501 · Books		37.07
Bill	01/18/2023	501 · Books		274.92
		504 · Gifts and Donations Expenses		8.78
		504 · Gifts and Donations Expenses		14.12
		504 · Gifts and Donations Expenses		18.60
		504 · Gifts and Donations Expenses		14.91
		504 · Gifts and Donations Expenses		15.69
		504 · Gifts and Donations Expenses		9.33
		504 · Gifts and Donations Expenses		4.79
		504 · Gifts and Donations Expenses		4.79
		504 · Gifts and Donations Expenses		11.77
TOTAL				960.35
Bill Pmt -Check	12/22/2022 CCLS	101 · 101 · Operating Fund		-98.43
Bill	12/19/2022	565 · Telephone		29.43
		582 · Internet Expenses		69.00
TOTAL				98.43
Bill Pmt -Check	01/05/2023 CCLS	101 · 101 · Operating Fund		-208.33
Bill	01/04/2023	570 · Library Supplies		208.33
TOTAL				208.33
Bill Pmt -Check	01/12/2023 CCLS	101 · 101 · Operating Fund		-29.22
Bill	01/12/2023	565 · Telephone		29.22
TOTAL				29.22
Bill Pmt -Check	01/19/2023 Chadwick Bay Property Management	101 · 101 · Operating Fund		-790.00
Bill	01/18/2023	586 · Grounds Keeping		790.00
TOTAL				790.00
Bill Pmt -Check	01/05/2023 City of Dunkirk Water Department	101 · 101 · Operating Fund		-151.66
Bill	01/04/2023	562 · Water		68.66
		563 · Sewer		35.00
		564 · Tipping Fee		48.00
TOTAL				151.66
Check	01/04/2023 DFT	101 · 101 · Operating Fund		-17.53
		565 · Telephone		17.53
TOTAL				17.53
Bill Pmt -Check	01/05/2023 EATON OFFICE SUPPLY	101 · 101 · Operating Fund		-228.76
Bill	01/04/2023	584 · Building Supplies		228.76

Dunkirk Public Library
Check Detail
December 16, 2022 through January 19, 2023

	Type	Date	Name	Account	Original Amount
TOTAL					228.76
	Bill Pmt -Check	12/22/2022	First National Bank Omaha	101 · 101 · Operating Fund	-732.11
	Bill	12/19/2022		451 · Block Grant	199.12
				612 · Adult Program Supplies	48.80
				616 · Outreach	9.16
				570 · Library Supplies	22.39
	Bill	12/19/2022		616 · Outreach	13.99
				616 · Outreach	36.98
				616 · Outreach	6.25
				610 · Children's Program Supplies	50.42
				610 · Children's Program Supplies	31.25
				610 · Children's Program Supplies	29.98
	Bill	12/19/2022		509 · DVD's	172.11
				570 · Library Supplies	4.99
				501 · Books	106.67
TOTAL					732.11
	Bill Pmt -Check	01/19/2023	First National Bank Omaha	101 · 101 · Operating Fund	-1,475.03
	Bill	01/18/2023		501 · Books	30.00
				501 · Books	20.98
				501 · Books	22.86
				509 · DVD's	17.99
				509 · DVD's	19.99
				509 · DVD's	79.34
	Bill	01/18/2023		570 · Library Supplies	19.77
				615 · Building Equipment	98.50
				615 · Building Equipment	491.00
				451 · Block Grant	157.62
	Bill	01/18/2023		610 · Children's Program Supplies	183.02
				610 · Children's Program Supplies	302.51
				610 · Children's Program Supplies	31.45
TOTAL					1,475.03
	Bill Pmt -Check	01/05/2023	Hazeltine Public Library	101 · 101 · Operating Fund	-20.00
	Bill	01/05/2023		509 · DVD's	20.00
TOTAL					20.00
	Bill Pmt -Check	01/05/2023	Highmark BCBCWNY	101 · 101 · Operating Fund	-1,827.03
	Bill	01/04/2023		553 · Health Insurance	1,827.03
TOTAL					1,827.03
	Check	12/30/2022	IRS	101 · 101 · Operating Fund	-1,866.52
				550 · Salaries & Wages	1,219.49
				551 · FICA & Medicare	647.03
TOTAL					1,866.52
	Check	01/13/2023	IRS	101 · 101 · Operating Fund	-1,787.95

Dunkirk Public Library
Check Detail
December 16, 2022 through January 19, 2023

Type	Date	Name	Account	Original Amount
			550 · Salaries & Wages	1,156.55
			551 · FICA & Medicare	631.40
TOTAL				1,787.95
Bill Pmt -Check	01/19/2023	Michael Morton	101 · 101 · Operating Fund	-75.00
Bill	01/18/2023		611 · Children's Special Guests	75.00
TOTAL				75.00
Check	01/04/2023	National Fuel	101 · 101 · Operating Fund	-1,038.44
			561 · Natural Gas	1,038.44
TOTAL				1,038.44
Check	12/19/2022	National Grid	101 · 101 · Operating Fund	-772.16
			560 · Electricity	772.16
TOTAL				772.16
Check	01/18/2023	National Grid	101 · 101 · Operating Fund	-788.64
			560 · Electricity	788.64
TOTAL				788.64
Check	12/30/2022	NYS Retirement	101 · 101 · Operating Fund	-167.01
			550 · Salaries & Wages	167.01
TOTAL				167.01
Check	12/30/2022	NYS Tax	101 · 101 · Operating Fund	-275.44
			2000 · NYS Taxes Payable	275.44
TOTAL				275.44
Check	01/13/2023	NYS Tax	101 · 101 · Operating Fund	-259.93
			2000 · NYS Taxes Payable	259.93
TOTAL				259.93
Check	12/30/2022	NYS Unemployment Insurance	101 · 101 · Operating Fund	-31.31
			2001 · Unemployment Payable	31.31
TOTAL				31.31
Check	01/13/2023	NYS Unemployment Insurance	101 · 101 · Operating Fund	-176.74
			2001 · Unemployment Payable	176.74
TOTAL				176.74
Check	12/30/2022	payroll	101 · 101 · Operating Fund	-6,883.95
			550 · Salaries & Wages	6,883.95

Dunkirk Public Library
Check Detail
December 16, 2022 through January 19, 2023

	Type	Date	Name	Account	Original Amount
TOTAL					6,883.95
	Check	01/13/2023	payroll	101 · 101 · Operating Fund	-6,758.12
				550 · Salaries & Wages	6,758.12
TOTAL					6,758.12
	Bill Pmt -Check	01/05/2023	Schindler Elevator Corp	101 · 101 · Operating Fund	-2,666.76
	Bill	01/04/2023		587 · Elevator Maintenance	2,666.76
TOTAL					2,666.76
	Check	12/19/2022	VSP PAYMENT	101 · 101 · Operating Fund	-22.00
				550 · Salaries & Wages	22.00
TOTAL					22.00
	Bill Pmt -Check	01/12/2023	W. B. MASON	101 · 101 · Operating Fund	-21.99
	Bill	01/12/2023		596 · Copier & Printer Supplies	21.99
TOTAL					21.99
	Bill Pmt -Check	12/22/2022	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	-500.00
	Bill	07/28/2022		620 · Legal Fees	500.00
TOTAL					500.00
	Bill Pmt -Check	01/05/2023	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	-500.00
	Bill	01/04/2023		620 · Legal Fees	500.00
TOTAL					500.00
				TOTAL	33,009.88

Children's Room Activity Report
Pam Czarniak – Coordinator of Children's Services
January 2023

- **Statistics December 2022** - We had 73 patrons attend story times and craft classes. We provided 170 take home craft kits with a snack. For facebook we had 3742 views.
- **Crafts for December:**



- I started the summer program planning. I ordered some reading incentives, and booked the Traveling Lantern Theatre Company. "All Together Now" is the theme this year.
- The facebook post to advertise the part-time clerk position received 2,600 views.
- The Sundance Kids Farm is coming to the library on Saturday January 21st from 11:00 – 12:00 to show the kids hedgehogs, and read a Jan Brett "Hedgie" picture book.
- In 2022 the Children's Room gave out 1166 craft kits and presented 285 story times, craft classes, entertainers, scavenger hunts, and STEM projects.

Children's Room Statistics	Dec-22			
Date/Story Time/Event	Story Time/Event	#Craft Kits	Facebook Posts/Events	#Reached
12/2/22 - Story Time	5		12/5/22- Weds.Craft Class	275
12/6/22 - Story Time	4		12/5 - Quote on Reading	106
12/7/22 - Weds.Afterschool Craft	11		12/6 - Vote for Wreath	56
12/8/22 - Story Time	9		12/12 - Story Time&Craft	195
12/8/22 - Craft Kit+Snack		30	12/12 - Weds.Craft - Elf	246
12/13/22 - Story Time	2		12/12 - Learning apps.	96
12/14/22 - Weds. Afterschool Craft	14		12/12 - Scav.Hunt	223
12/15/22 - Craft Kit+Snack		36	12/16 - Kids reading photo	44
12/19/22 - Candy Cane Hunt	8		12/19 Weds.Craft - Cup	291
12/21/22 - Weds.Afterschool Craft	7		12/20 - Bear Reading	96
12/22/22 - Craft Kit+Snack		36	12/21-Winner Henry Bask.	605
12/27/22 - Story Time	4		12/22- Holiday Hours	156
Weds.Morning Craft	9		12/22 - Will Farrell Elf	146
12/29/22 - Craft Kit+Snack		30	12/22 - Snoopy Stay Safe	122
Totals	73	132	12/23 - Library Closed	488
			12/27 - Craft Kit+Snack	264
			12/27 - Weds.Craft Snowman	333
			Total	3742

**Dunkirk Public Library
Director's Report
January 2023**

1. Book Club - No meeting in January.
2. Teens/YA - Caleb hosted another teen-led program on 12/13/22. His mom continues to keep everyone well supplied with snacks at every game. (We gave her a thank you card earlier in the month.) We also had two regular library sponsored meetings in December.
3. Computer Lab - In addition to her regular calendar of library classes and events at the Senior Center, Michele will be holding a couple sessions for individuals who need help uploading photos to the Dunkirk Hero Banner program. <https://cityofdunkirkherobannerprogram.com/>
4. Banner Program - We've been teaching the staff how to use some of the advanced features on Pam's copier to scan photos of veterans and application materials directly to the Children's Room computer. From there we submit them to dunkirkherobanners@yahoo.com per the instructions on the program website.
5. Shelf Weeding Well Underway - Alison has been examining shelves for items that have not circulated since 2015/16. I review the titles and keep anything that should get a second chance. Roberta then gives everything another look to make sure we're not dropping a book from a still popular series. This will free up shelf space for incoming titles and help keep our materials relevant.
6. Staff Vacancies - We are still trying to fill staffing vacancies created when Claire and Rose switched jobs. Diane Noves has been extremely helpful as a sub. Civil Service gave the ok to only two of our applicants, so we hope to have them come by for an in-person interview this week.
7. Meetings and Conferences -
 - 1/13/23: Large Print for Young Readers Webinar
 - 1/14/23: Dunkirk Hero Banner Program Announcement and Photograph for News Outlets
 - 1/17/23: Staff Health Insurance Renewal Meeting

2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 YTD	Jan-21
Juvenile Fiction	513	470	485	654	524	721	1134	1235	674	561	442	385	7798	739
Juvenile Non-Fiction	57	56	61	82	61	72	87	89	63	74	64	63	829	62
Juvenile DVD's	29	26	27	34	13	38	68	44	23	28	20	27	377	25
Juvenile Audio Books	2	0	2	0	0	0	2	0	1	3	0	1	11	0
Juvenile Magazines	0	0	0	5	0	0	3	6	0	0	2	1	17	0
Adult Fiction	549	558	584	526	594	590	603	717	537	560	649	538	7005	514
Adult Non-Fiction	97	102	132	137	114	116	115	108	103	102	112	79	1317	144
Adult DVD's	217	129	149	165	120	158	163	233	145	110	130	173	1892	247
Adult Audio Books	15	7	14	18	9	14	15	6	8	5	10	7	128	16
Adult Magazines	1	3	3	7	4	5	10	0	8	6	16	7	70	1
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	X	0
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	X	0
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	X	0
Total Circulation	1480	1351	1457	1628	1439	1714	2200	2438	1562	1449	1445	1281	19444	1748
Computer Use	289	319	467	435	391	442	429	547	436	394	447	461	5057	213
Patrons Visiting Library	1661	1705	2490	2193	2572	2642	2884	2784	2622	2523	2473	2718	29267	1472
Reference Questions	111	178	159	155	142	165	139	173	148	143	162	118	1793	197
Cards Issued each month	10	16	16	16	37	27	42	24	35	30	25	13	291	4
Total Card Holders as of	7433	7449	7465	7481	7518	7545	7587	7611	7646	7676	7701	7714	7714	7277

2022 CIRC STATS

Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2020 YTD	% Change
835	815	581	642	536	1056	659	404	445	537	413	7662	1.77%
122	82	74	42	97	115	70	39	41	60	37	841	-1.43%
33	53	44	57	35	58	38	22	27	28	30	450	-16.22%
0	2	1	0	1	1	0	0	0	0	0	5	120.00%
0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
547	636	521	543	603	655	624	557	592	560	553	6905	1.45%
120	133	119	127	153	155	120	124	152	92	108	1547	-14.87%
244	251	187	253	189	188	106	186	301	373	274	2799	-32.40%
15	8	37	32	24	40	28	11	15	30	29	285	-55.09%
9	3	12	15	11	8	1	14	8	7	3	92	-23.91%
0	0	0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	0	0	X	X
1925	1983	1576	1711	1649	2276	1646	1357	1581	1687	1447	20586	-5.55%
310	314	280	269	288	299	364	385	408	331	384	3845	31.52%
1812	1966	1986	1986	2056	2198	2073	2347	2266	2570	2012	24744	18.28%
200	195	166	157	164	152	134	112	105	129	105	1816	-1.27%
9	15	19	8	12	16	18	10	17	8	14	150	
7286	7301	7320	7328	7340	7356	7374	7384	7401	7409	7423	7423	

DUNKIRK Dec-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	358	63		475	72				968
NEW-BOOK	27			63	7				97
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			1			6			7
CDS						1			1
MAGAZINE			1			7			8
DVDS			27			173			200
NEW-ITEMS						19			19
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	385	63	29	538	79	206	0	0	1300

Public Computer Use	461
Computer Assistance w/Patrons	19
Microfilm	4
Curbside Delivery	0
People Counter: Front Entr	742
People Counter: Rear Entr	1976
Total Patron Count	2718
Reference Questions: Adult	105
Reference Questions: Children's	11
Reference Questions: Email	2
Total Reference Questions	118

Added Materials			
MAGAZINES			18
NEWSPAPERS			26
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			0
DVD'S			1
AUDIO BOOKS			0
Total			45

Dunkirk Public Library
Long Term Plan
2022 - 2025

Mission

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.

Vision

The Dunkirk Public Library will be a recognized source of knowledge and information, a location in which to gather and discuss a diverse array of topics, and a steadfast encourager of lifelong reading and learning. The library will offer a full spectrum of services, materials, and programming designed to support the changing needs of our community. These expectations will be delivered by a knowledgeable, well-trained staff who operate in facilities that are accessible, functional, and welcoming.

Values

- Provide patrons with ready, equal, and equitable access to library materials, resources, and opportunities.
- Function as a warm and welcoming place in which community members may gather.
- Engage in the life of our local community and continue to evolve in order to meet its changing needs.
- Establish policies and practices that maintain the responsible stewardship of the Library's financial and material assets.

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 1: Community Outreach, Programs, & Partnership

Objective 1a:

- We will continue to develop and implement new programs for a range of ages and interests so as to maintain the library as a hub for culture, social interaction, and education in the community.

Action: The Library will host engaging and well-attended programs that meet a wide variety of patron needs and desires.

Timeframe: Monthly

Action: Solicit patron input and feedback for program wants/needs.

Timeframe: Monthly

Action: Seek grant opportunities and other funding sources to support programming and partnerships.

Example(s):

- CCLS Outreach grants

Timeframe: Ongoing

Focus Area: Adult Programs

- Offer programming that addresses the needs of adults in the community, such as author events, art programs, lectures, etc.
- Develop further adult programming especially in the area of computer and internet usage.

Example(s):

- Continue the monthly Adult Book Club.
- Seasonal take-home crafts.
- Tech outreach at the Senior Center.

Timeframe: Ongoing

Focus Area: Teen Programs

- Continue to seek out, develop, fund, and implement activities designed to foster positive interactions with teen/YA patrons and the library.

Example(s):

- Computer gaming competitions.
- Discord server events (Camp Half-Blood, D&D bonus sessions, Free Book Friday).

Dunkirk Public Library
Long Term Plan
2022 - 2025

- Board game nights (partner with Critical Gaming, Boys & Girls Club).
- Crafts and maker projects.
- D&D sessions.
- Teen Book Club.
- Summer Reading events.

Timeframe: Ongoing

Focus Area: Children's Programs

- Offer programs and materials that pique curiosity, encourage exploration and engage all learners.

Example(s):

- Crafts and "Take and Makes."
- Reading challenges.
- Book giveaways and contests.
- Story time.
- Special guests and presenters.
- Summer Reading events.

Timeframe: Ongoing

Objective 1b:

- The library will inform the community of our services, programs, and events, both ongoing and newly established.

Action: Maintain a current and informative digital presence via the library website and social platforms.

Action: Utilize local news outlets to share information.

Action: Provide in-house information and documentation available that details our services.

Timeframe: Ongoing

Objective 1c:

- Partner with school, civic, and social service organizations to create and promote events and programs both at the Library and within the community whenever such joint endeavors are both feasible and beneficial to residents of our service area.

Action: Work with local grade school and high school contacts to coordinate programs for these age groups.

Dunkirk Public Library
Long Term Plan
2022 - 2025

Example(s):

- Coordinate activities and share information with the high school librarian.

Timeframe: September - June, plus Summer Reading events

Action: Actively work with community members and local organizations.

Example(s):

- Collaborate with 4-H, Boys & Girls Club, Cornell Cooperative Extension, and/or Scouts, etc.
- Continue to host programs in conjunction with the CREATE Project.

Timeframe: Ongoing

Action: Bring literature and other resources to those who are unable, or less able, to come to the physical building of the library.

Example(s):

- Meals on Wheels partnership
- Curbside (parking lot) delivery.

Timeframe: Monthly

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 2: Collection & Resource Evaluation

Objective 2a:

- We will continue to build and curate a robust collection of resources that meet the educational, leisure, personal, professional, and social needs of our patrons.

Action: Acquire materials and make purchasing decisions in accordance with a board approved collection development policy.

Timeframe: Ongoing

Action: Participate in the CCLS non-fiction collection development initiative.

Timeframe: Six purchases annually for two years.

Action: Consider both the results of the CCLS collection diversity survey and the needs of our community when making acquisitions.

Timeframe: Monthly

Action: Periodically review library holdings and weed aged materials.

Timeframe: Ongoing

Action: Provide patrons with access to current scholarship via digital resources.

Example(s):

- NOVELny database collection
- Library subscriptions such as Tech-Talk and Ancestry.

Timeframe: Ongoing

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 3: Staff Education & Training

Objective 3a:

- Library trustees and staff members will be provided opportunities to grow professionally and increase their knowledge, skills, and expertise throughout the course of each year.

Action: Trustees and staff will complete any required trainings in a timely fashion.

Example(s):

- NYS Workplace Harassment Training.
- Annual Report “Trustee Education” requirement.

Timeframe: Annually

Action: Trustees and staff will be informed of relevant educational opportunities as they become available.

Example(s):

- CCLS informational sessions.
- Trustee Handbook webinars.

Timeframe: Ongoing and/or during staff meetings.

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 4: Building & Grounds Maintenance & Development

Objective 4a:

- Present a well-maintained facility that is comfortable, aesthetically pleasing, and accessible to all members of the community.

Action: Conduct a building-wide “Engineering Review” to proactively identify features of the facility in need of upgrade or maintenance in order to forestall greater future expense.

Timeframe: Complete during 2022 - 2023.

Action: Install an ADA compliant accessibility ramp in the Children’s Room so as to facilitate Meeting Room event access.

Timeframe: Complete during 2022 - 2023.

Objective 4b:

- Our library space will be kept safe, clean, and in working order. Elements of the building that should need repair will be restored quickly and with minimal interruption to our regular operations. Regular and preventative maintenance will be undertaken to larger issues.

Action: Regularly clean and maintain library spaces.

Timeframe: Daily/Weekly

Action: Perform routine checks on our utilities, structures, and spaces such as HVAC, parking lot, etc. and maintain or replace as needed.

Timeframe: Ongoing/Annually

Objective 4c:

- The library will provide computing equipment and Internet access sufficient to meet patron needs.

Action: Continually review and update our hardware, software, Internet, and Wi-Fi services to stay current with the increasing needs of the community and advancements in technology.

Timeframe: Ongoing

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 5: Financial Security & Responsibility

Objective 5a:

- We are funded by the community and, being so, realize what an important responsibility it is to make sure that funding is put to good use. We aim to direct funding in a way that meets the needs and interests of the community and to do so in a financially efficient way.

Action: Discover our community's interests and focus funding in those areas.

Timeframe: Ongoing

Action: Apply for and obtain grant funding to address both Library and community needs.

Timeframe: According to individual grant cycles.

Action: Establish a forward-looking budget and secure the necessary funding sufficient to ensure future growth and stability.

Timeframe: Annually

Action: Expend funds in a manner consistent with the Library mission in order to facilitate both short and long-term goals.

Timeframe: Ongoing

SECTION 004001 - FORM OF PROPOSAL

****SUBMIT IN DUPLICATE****

To: Dunkirk Public Library Dated: 12-23-2022

From: Ahlstrom Schaeffer Electric (Name of Bidder)
46 Hopkins Avenue (Address of Bidder)
Jamestown NY 14701

1.1 GENERAL

- A. Pursuant to, and in compliance with, the Procurement and Contracting Requirements, Conditions of the Contract, relative thereto and all of the Contract Documents, including any Addenda issued by the Architect and mailed or delivered to the undersigned prior to the opening of Bids, whether received by the undersigned or not, we, Ahlstrom Schaeffer Electric having visited the site and being familiar with all conditions and requirements of the Work, hereby propose to furnish all labor, supplies, materials and equipment incidental for all electrical reconstruction work as agreed to by the contractor, architect and owner *per the attached letter proposal*, and subsequently documented, to all to the satisfaction and approval of the Architect and the Owner in accordance with the terms and conditions as agreed to:

A fixed sum of: Fifteen Thousand Two Hundred Fifty Dollars
(\$ 15,250.00)
Base Bid.

1.2 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount within **10 days** after a written Notice of Award, if offered within **45 days** after receipt of bids.

1.3 TIME OF COMPLETION

- A. It is agreed by the undersigned that after receipt of a Notice of Award and consummation of a Contract Agreement in accord with the terms of the Contract Documents, he will start work within **10** consecutive calendar days of this notice to by April 30th, 2023 and fully complete the work no later than **October 30, 2023**.

1.4 CHANGE ORDERS

- A. We propose and agree that the above lump sum shall be adjusted for changes in the Contract Work not included in unit prices by addition of the following costs:
1. Profit and overhead as permitted as follows:
 - a. The allowance for the combined overhead and profit shall include supervision, taxes, bonds, insurance, field office and all other general expenses and shall be included in the total cost to the Owner based on the following schedule:

1. For work performed by Prime Contractor's or Subcontractors' own forces, the Prime Contractor or Subcontractor may add 15% for overhead and profit.
2. For work performed by Subcontractor, the Prime Contractor may add 5% for overhead and profit to the total value of the Subcontractor's price

1.5 NON-COLLUSIVE BIDDING CERTIFICATION

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

1.6 ACCEPTANCE

- A. When this Proposal is accepted, the undersigned agrees to enter into a Contract with the Owner as provided in the Form of Agreement.

1.7 AFFIRMS

- A. The undersigned affirms and agrees that this Proposal is a firm one which remains in effect and will be irrevocable for a period of forty-five (45) days after opening of Bids.

1.8 TYPE OF BUSINESS

- A. The undersigned hereby represents that it is a ¹ Corporation, ¹ Partnership, ¹ Individual. If a Corporation, then the undersigned further represents that it is duly qualified as a Corporation under the laws of New York State and it is authorized to do business in this State.

1.9 PLACE OF BUSINESS

- A. The following is the name and address of the person to whom all notices required in connection with this Proposal may be telephoned, mailed, or delivered.

Name of Contact Person: Adam Walker

Name of Business or Firm: Ahlstrom Schaeffer Electric

Address: 46 Hopkins Avenue Jamestown NY 14701

Telephone: 716-665-6510

Fax:

Email Address: awalker@as-elec.com

FEIN: Federal Employer Identification No.: 160810383

1.10 EXECUTION OF CONTRACT

- A. When written Notice of Acceptance of the Proposal is mailed or delivered to the undersigned within forty-five (45) days after the opening of Bids, or anytime thereafter should the Proposal not be withdrawn, the undersigned, within ten (10) days, will execute the Form of Agreement with the Owner.

1.11 ADDENDA

- A. Any addenda issued by the Architect and mailed or delivered to the undersigned prior to the Bid opening date shall become part of the Contract Documents. The Bidder shall enter on this list any addenda issued after this Form of Proposal has been received and shall fill in the addenda number and date.

Addendum # none Dated: _____

Addendum # none Dated: _____

1.12 ASBESTOS

- A. The bidder certifies that no asbestos or asbestos-containing materials will be incorporated into the Work of this Contract.

1.13 AUTHORIZED SIGNATURES FOR PROPOSALS

Signature: _____

Name: _____

Thomas Labart

(Typed or Printed)

Title: _____

Vice President

Firm: _____

Ahlstrom Schaeffer Electric

(Legal Name of Person, Single Proprietorship, Partnership, or Corporation)

Date: _____

12-23-2023

(if Corporation, provide seal above)

DATED: 12/23/2022

SWORN to before me this

23 day of December 2022

Notary Public: Misty Boe

MISTY BOE #01BO6312059
NOTARY PUBLIC, STATE OF NEW YORK
QUALIFIED IN CHAUTAUQUA COUNTY
MY COMMISSION EXPIRES Sept 22, 2026

END OF SECTION 004001



Dunkirk Library
Jason Hammond
536 Central Avenue
Dunkirk NY 14048

December 23, 2022

I am pleased to present this bid for the electrical work you have requested. Per my conversation with Jason and the information provided our scope of work would be as follows,

- Retrofit 40 existing fixtures with 224 Type B ballast bypass retrofit led tubes
- Dispose of existing fluorescent lamps and ballasts
- Install new tombstone "lamp holders" and fixture wiring as needed
- Replace 4 existing 6" can fixtures with 2x2 led panels
- Disconnect clean and remount existing coach lights at the front entrance, patch the anchor holes with masonry caulking. Extend the existing branch circuit inside the building to the "brick" areas adjacent the concrete columns per Jason.
- Replace and dispose of 4 existing dial thermostats with 7 day programmable stats
- Relocate electrical and communication currently serving 4 computers on the lower lever from the south side of the building to the north side.
- New data and power for the computers to be installed in Hubbell 2 compartment 5400 series raceway near the point of use. Cabling and branch circuit to be installed exposed in the unfinished space adjacent the lower level librarian desk.
- Troubleshoot and repair the existing fireplace outlet/associated branch circuit that is currently non-functional
- Change one 20 amp AC outlet to a standard duplex receptacle
- Install one new floor box outlet in the computer lab at the front desk, outlet to be served by nearby branch circuit on ceiling of the room below

Total Estimate: \$15,250.00 Fifteen Thousand Two Hundred Fifty Dollars

All work to be performed by local licensed electricians, between the hours of 7AM and 5:30PM, Monday through Friday. Work outside of these hours is not included in this quote. This quotation excludes any permits, licenses, fees, special insurances. Please let us know your taxable status before work commences or you will be responsible for all Local and State taxes upon receipt of your invoice for the project

This estimate is valid for 30 days.

Sincerely,

Adam F. Walker
Estimator

"Quality never costs as much as it saves"